

FY 2024 PROPOSED BUDGET HEARINGS

INTERNAL SERVICE DEPT & COUNCIL APPOINTED OFFICERS

Please refer to Dept Sections for Page Numbers

May 9, 2023

www.cityofpaloalto.org/budget

SERVICE AREA SUMMARY

	FY 2023 Adopted	FY 2024 Proposed	% change	FY 2023 Adopted FTE	FY 2024 Proposed FTE	% change
General Fund	\$25.7 M	\$27.1 M	5.3%	90.09	90.84	0.8%
Other Funds*	\$145.0 M	\$156.8 M	8.2%	36.64	38.64	5.5%

Department	General Fund Revenue	General Fund Expenses	General Fund FTE
City Attorney	\$1,924,847	\$4,378,420	9.50
City Auditor	\$452,858	\$986,484	0.00
City Clerk	\$647,952	\$1,490,921	5.00
City Council	\$157,106	\$439,030	7.00
City Manager	\$1,552,991	\$4,617,595	12.00
Administrative Services	\$5,531,194	\$10,539,018	40.63
Human Resources	\$1,958,185	\$4,600,157	16.71
Information Technology	\$0	\$0	0.00

**Other Funds include printing & mailing services, benefit, insurance, and workers' compensation funds and exclude debt service. Additional information is available in the Internal Service Fund and Employee Information sections.*



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Administrative Services Department

Operating Pg. 181-201

FY 2024 BUDGET SUMMARY (ADMINISTRATIVE SERVICES)

Community Impact

Enhance the department's ability to provide responsive and thorough customer service to the community and other City departments.

Major Proposed Changes in General Fund

- Add 0.50 FTE Administrative Support to support technical and management staff across multiple divisions

FY 2024 DEPARTMENT OUTLOOK (ASD)

- Administer the Roth Building lease; ensure tenant work letter compliance together with Public Works
- Develop lease guidelines for current/new tenants at Cubberley
- Secure a new tenant at 445 Bryant Street (formerly Form Fitness)
- Assist with redevelopment of LATP site
- Implement the City's Business Tax (Measure K)
- Continue review of purchasing and accounting policies and business processes



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Human Resources Department

Operating Pg. 247-266; 481-490

FY 2024 BUDGET SUMMARY (HUMAN RESOURCES)

Community Impact

Enhance the Department's ability to support recruitment efforts, the City's Positive Work Environment Initiative, and customer service. These improvements will focus on providing a welcoming and supportive City culture and purpose to serve the community.

Major Proposed Changes in General Fund

- Reclassification of 2.00 FTE HR Technicians to 2.00 FTE HR Representatives
- Adding 1 citywide Customer Service Representative, 0.75 FTE Administrative Assistant
- New Employee Orientation Funding

FY 2024 DEPARTMENT OUTLOOK (HR)

- **Continue to Expand the Expedited Hiring Process Model**

Provides additional recruitment support in collaboration with Departments

- **Focus on Positive Work Environment Initiative**

The City's goal to position Palo Alto as an employer of choice includes strengthening the City work environment, key to recruitment and retention

- **Expand the City's Management Training Program to offer an advanced leadership academy**

- **Continue to develop employee learning opportunities to enhance Workforce Development**

- **Explore integration with the City's ERP system and the Department's online solutions in partnership with the Information Technology Department**

- **Launch a new self-service portal for employees to make changes to their benefits during open enrollment**



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Information Technology

Operating Pg. 267-279

FY 2024 BUDGET SUMMARY (INFORMATION TECHNOLOGY)

Community Impact

Provide technical guidance and innovative solutions to enhance IT's ability to support City department's in providing responsive and thorough customer service to the community.

Major Proposed Changes in IT Fund

- Add 1.00 Management Analyst
- Increase GIS Modernization Budget
- Restoration of Computer Refresh

FY 2024 DEPARTMENT OUTLOOK (IT)

- Continue working on GIS initiatives
- Strengthen our cybersecurity posture
- Complete IT Risk Assessment project
- Upgrading Citywide phone system
- Data Governance Framework
- Upgrade IT Infrastructure
- Public Safety Building IT infrastructure
- Public Safety Mobile Device Computer replacements
- Enterprise Resource Planning improvements



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City Attorney's Office

Operating Pg. 119-128

FY 2024 BUDGET SUMMARY (CITY ATTORNEY'S OFFICE)

Community Impact

Additional attorney resource supports S/CAP, capital projects, and other complex legal support needs. Investigations contingency replaces ad hoc approach used in prior years to fund legally-required work.

Major Proposed Changes in General Fund

- Added 0.50 FTE Deputy City Attorney to enhance organizational legal support
- Reallocated 1.00 Assistant City Attorney to Utilities to accurately reflect work performed
- Added \$250,000 contingency for department personnel investigations if needed

FY 2024 DEPARTMENT OUTLOOK (ATTORNEY)

- Support Council Housing priority through Zoning Code amendments, legislation, financing and public/private agreements.
- Support economic development initiatives and programs as directed by Council.
- Legal review and advice on options, challenges and alternatives to accelerate a wide variety of new and expansive S/CAP and electrification proposals.
- Support capital program including RWQCP, recycled water, SF Creek projects, Fiber and more.



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City Auditor's Office

Operating Pg. 129-136

FY 2024 BUDGET SUMMARY (CITY AUDITOR'S OFFICE)

Community Impact

The City appointed Adriane McCoy (Baker Tilly) on April 24, 2023 to serve as the City Auditor (CMR # 2304-1295)

Major Proposed Changes in General Fund

- The budget for services from Baker Tilly does not have any significant changes to the FY 2024 budget.

FY 2024 DEPARTMENT OUTLOOK (AUDITOR)

- Fulfill the mission of the Office of the City Auditor, which furthers the City Council's commitment to internal auditing, transparency, and accountability in government.
- The annual budget accounts for annual external audit services, including the City's audited financials, single audit services, and other initiatives.



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City Clerk's Office

Operating Pg. 137-146

FY 2024 BUDGET SUMMARY (CITY CLERK'S OFFICE)

Community Impact

Continuity of services with growth and retention of qualified personnel

Major Proposed Changes in General Fund

- Reclasses 1.0 FTE Deputy City Clerk to 1.0 FTE Assistant City Clerk. The Office would consist of a City Clerk, two Assistant City Clerks and two administrative positions.
- Additional staff training and professional development to improve recruitment, training, and retention .
- Restores funding for annual boards, committees, and commissions awards and service recognition celebrations.

FY 2024 DEPARTMENT OUTLOOK (CLERK)

- Continued focus on innovative meeting management strategies to increase public participation and promoting transparency, accountability, and effective service delivery.
- Revise record policies and management processes and train all staff on public records creation, management, and transparency.
- Continue to identify ways to increase community engagement opportunities with the public.
- Assist with building workflows and archiving structure for all city contracts.
- Identification of processes that would automate the release of routine disclosable city records for increased transparency.



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City Council

Operating Pg. 147-151

FY 2024 BUDGET SUMMARY (CITY COUNCIL OFFICE)

Community Impact

Restore service levels for Council/Community engagement with minimal impacts on overall City finances.

Major Proposed Changes in General Fund

- Restoration of prior travel, meetings, and special events funding

FY 2024 DEPARTMENT OUTLOOK (CCO)

- The City Council will continue to provide leadership and management to the City government organization while working with the Council Appointed Officers Offices to maintain and enhance Palo Alto's quality of life.
- Continued Focus and Investment on Council Priorities
 - Economic Recovery & Transition
 - Housing for Social and Economic Balance
 - Community Health and Safety
 - Climate Change – Protection and Adaptation



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City Manager's Office

Operating Pg. 153-167

FY 2024 BUDGET SUMMARY (CITY MANAGER'S OFFICE)

Community Impact

The CMO is maintaining service levels with this year's budget proposal.

Major Proposed Changes in General Fund

- None in proposed budget

FY 2024 DEPARTMENT OUTLOOK (CMO)

- Provide support and coordination on **housing and services for the unhoused**.
- Adopt + implement an **economic development** strategy and further partnerships with businesses. Develop + lead **workforce development, retention and hiring** practices.
- Lead **community engagement** programs.
- Initiate **Measure K & L implementation** with community.
- Advance **race and equity** and inclusive opportunities.
- Implement **S/CAP** work plan and facilitate sustainability goals.