



**Fiscal Year 2022-2023
Budget Study Session**

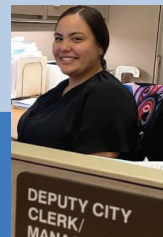
City Clerk Department

City Clerk Elections Official

MAY 23, 2022



Fiscal Year 2021-2022 Accomplishments Focus on Community First



- **Recruited a new Deputy City Clerk/Management Analyst**
- **Facilitated the Council Chamber Audio/Video Broadcast Equipment Upgrade Project**
 - Replaced the Master Audio Equipment
 - Added a 65" visible presentation display monitor
 - Added monitors at the dais, City Manager, and City Clerk locations
 - Added Two (2) HD Pan/Tilt/Zoom cameras
 - Trained staff and created an Instructional Manual
 - Maintained continuity of meetings during upgrade



THE CITY OF
SAN FERNANDO

Fiscal Year 2021-2022 Accomplishments Focus on Community First



- Created processes for virtual hybrid public meetings
- Created a City Council meeting re-cap log
- Released RFP for the City-wide Copier Replacement Project
- Transitioned the Education Commission assignment to the Recreation and Community Services Department
- Standardized Meeting Agendas, Staff Reports and Professional Services Agreement template
- Continued digitizing documents



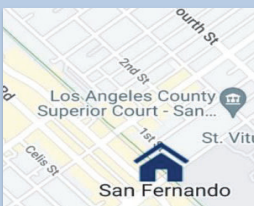
IMAGES FROM BING & GOOGLE

MAY 23, 2022

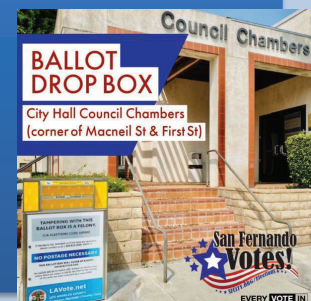


THE CITY OF
SAN FERNANDO

Fiscal Year 2021-2022 Accomplishments Focus on Community First



- Coordinated with LA County Elections to facilitate in-person voting for the September 14, 2021 Statewide Gubernatorial Recall Election and the upcoming June 7, 2022 Statewide Primary Election.
- Las Palmas Park (10-day early)
- San Fernando Recreation Park (4-day early)
- City parking lot 6N - Elections Staff check-in-center



IMAGES FROM BING & GOOGLE

MAY 23, 2022



THE CITY OF
SAN FERNANDO

Fiscal Year 2021-2022 Accomplishments

Support Economic Recovery: Stronger than Ever

- Established contract and agreements master log
- Proactively monitor expiration dates to ensure that the City maintains continued contractual services



Strengthen Climate Resilience and Environmental Justice

- Centralized location – repository to store all City RFP's and Notice Inviting Bid
- Bids, Proposals, Affidavitt of publication



IMAGES FROM BING & GOOGLE

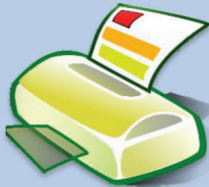
MAY 23, 2022



THE CITY OF
SAN FERNANDO

Fiscal Year 2022-2023 Proposed Objectives & Work Plan

Focus on Community First



Continue to digitize legislative public documents and processing backlogged documents; Update Records Retention Schedule



Evaluate technology enhancements to provide public access, improve government transparency, and build confidence and trust



Streamline Agenda and Meeting Management



IMAGES FROM BING & GOOGLE

MAY 23, 2022

Fiscal Year 2022-2023 Proposed Objectives & Work Plan

Focus on Community First



Evaluate and develop a Commissions, Committee, and Liaison Appointments handbook/reference manual



Administer November 8, 2022 City General Municipal Election



Professional Development for the City Clerk Department

IMAGES FROM BING & GOOGLE

MAY 23, 2022

Proposed Performance Measures



**City
Clerk**



Performance Goal

- Ensure access, transparency, and participation in local government.



Performance Measures FY 22-23

- # of public comments received
- # of public records requests fulfilled
- # of legislative documents digitized and accessible on city website

IMAGES FROM BING & GOOGLE

MAY 31, 2022



THE CITY OF
SAN FERNANDO

Proposed Performance Measures



Elections



Performance Goal

- Ensure Regulatory Compliance
- Voter Outreach Access to Vote Centers
- Fair/Impartial Elections



Performance Measures FY 22-23

- A. # of registered voters vs actual voters
- B. # of Qualified Candidates
- C. # of campaign finance statements and form 700 made available for public review

IMAGES FROM BING & GOOGLE

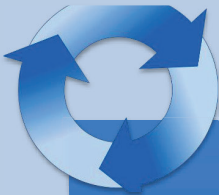
MAY 31, 2022



THE CITY OF
SAN FERNANDO

Fiscal Year 2022-2023 Proposed Enhancements

Focus on Community First



- **Purchase an Agenda and Meeting Management Program (One-time: \$5,500)**
 - Automate the creation of agendas and agenda packets
 - Automate agenda packet website posting and archive records

Value Added:

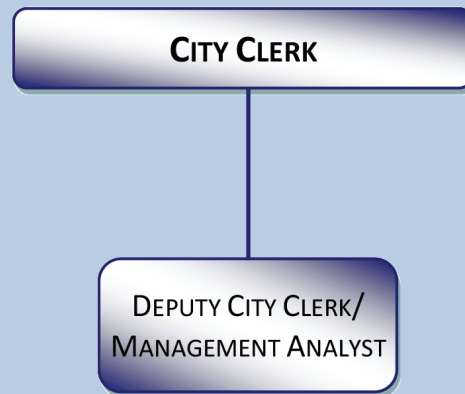
- Increase transparency and accessibility
- Streamline process and procedures
- Increase staff productivity and efficiency
- Expected to Impact the following Performance Measures: A, B and C

IMAGES FROM BING & GOOGLE

MAY 23, 2022



PROPOSED DEPARTMENT ORGANIZATION



MAY 23, 2022



Budget Summaries

Proposed Funding Sources:

CITY CLERK	2019 Actual	2020 Actual	2021 Actual	2022 Adjusted	2023 Proposed	% Of Total
GENERAL REVENUE	280,988	375,293	328,274	358,421	442,263	100%
GENERAL CITY ELECTION	3,030	-	2,976	-	-	0%
TOTAL FUNDING SOURCES	284,018	375,293	331,250	358,421	442,263	100%

Proposed Expenditures, by Division:

CITY CLERK	2019 Actual	2020 Actual	2021 Actual	2022 Adjusted	2023 Proposed	% Change
01-115 City Clerk	244,943	321,153	280,973	358,421	380,622	6.2%
01-116 Elections	39,075	54,140	47,301	-	61,641	-
Total City Clerk Department	284,018	375,293	328,274	358,421	442,263	23.4%

MAY 23, 2022

