SAN FERNANDO

Fiscal Year 2022-2023
Budget Study Session

Finance Department

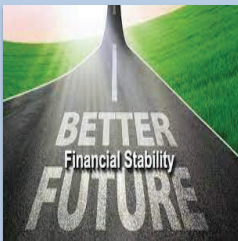|	
Finance / Treasury Administration	**Information Technology**
Retirement Health Premiums	**Non-Departmental**

SAN FERNANDO

Fiscal Year 2021-2022
Accomplishments

Forge Financial Strength and Stability

BETTER
Financial Stability
FUTURE

- Updated the City's Cost Allocation Plan.

- Held two (2) Measure A/SF Virtual Town Hall Meetings.

- Received a *Certificate of Achievement for Excellence in Financial Reporting* for the FY 2019-2020.

- Received the GFOA *Distinguished Budget Presentation Award* for the FY 2021-2022 Adopted Budget.

- Hired a consultant to administer and implement the City's CDBG projects/programs.

THE CITY OF SAN FERNANDO

Fiscal Year 2021-2022
Accomplishments

COVID-19: Responding to a Pandemic

- **Provided fee waivers and utility bill assistance to residents and businesses**
  - Help lessen the burden and stress of the COVID-19 Pandemic
- **Provided On-Site Support for residents and businesses**
  - Personal Protective Equipment and Los Angeles County Resources
- **Monitored City wide expenses such as personnel and equipment charges related to the pandemic**
  - Reporting to all respective grant agencies

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Fiscal Year 2022-2023
Proposed Objectives and Work Plan

Forge Financial Strength and Stability

Review and update the City's Purchasing Policy and Procedures Manual.

Establish a Section 115 OPEB Trust.

Conduct RFP process for an experienced public fund investment manager.

GFOA's *Distinguished Budget Presentation Award* for the FY 2022-2023 and *Certificate of Achievement for Excellence in Financial Reporting* for FY 2021-2022

THE CITY OF SAN FERNANDO

Fiscal Year 2022-2023
Proposed Objectives and Work Plan

Focus on Community First

Evaluate the City's Enterprise Resource Planning System (ERP).

Upgrade the City's telephone system, IT infrastructure, and cybersecurity.

Develop a long-term IT Needs Assessment for Citywide Network.

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Fiscal Year 2022-2023
Proposed Objectives and Work Plan

COVID-19: Responding to a Pandemic

Continue to monitor City wide expenses related to COVID-19.

Work with all departments to ensure compliance with reporting and funding requirements.

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Proposed Performance Measures

Finance / Treasury Administration

Performance Goal
- Provide financial transaction services to all internal depts. and citywide customer service.
- Maximize City return on surplus funds.

Performance Measures FY 22-23

A. # of invoices processed/$

B. # of transactions processed:

   % digital vs % in-person

C. Budgeted Revenues / Expenditures vs Actuals

D. # of participants in Utility Rate Assistance Program

E. Return on Investments ($)

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Proposed Performance Measures

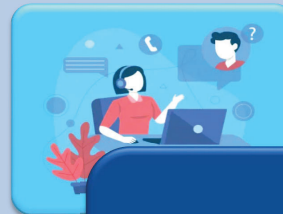**Information Technology**

Performance Goal
- Provide IT support to City-Wide staff and maintain IT infrastructure.

Performance Measures FY 22-23

A. # of Helpdesk Tickets – Opened by department

B. # of Helpdesk Tickets - Closed by department

C. # of cyber attacks

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Fiscal Year 2022-2023
Proposed Enhancements
Focus on Community First

- **Add Information Technology System Administrator in IT Division (Ongoing: $176,000)**
- Improve capacity to enhance technology & strengthen cyber security.
- Implement improvements of the City's telephone system and IT infrastructure.
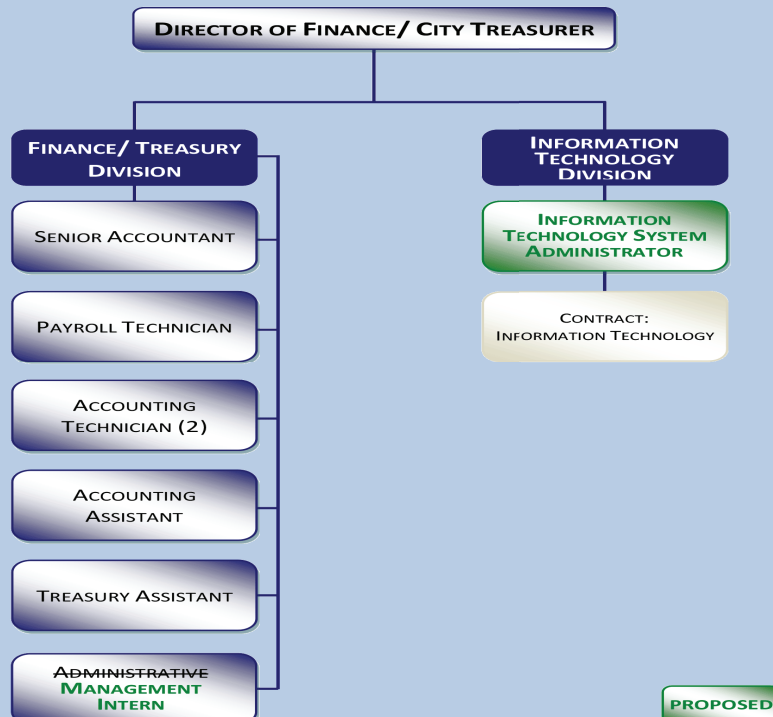- Implement a 311 service to report issues (abandon vehicles, noise, & graffiti).

Value Added:
- Reduce number of hours spent by the Finance Director & Executive Management.
- Decrease cost for services not included in the current service agreement.
- Monitoring of network & proactively fixes issues before they become a problem.
- **Expected to Impact the Following Performance Measures: Information Technology A, B & C.**

THE CITY OF SAN FERNANDO

Proposed Department Organization

DIRECTOR OF FINANCE/ CITY TREASURER

FINANCE/ TREASURY DIVISION
- SENIOR ACCOUNTANT
- PAYROLL TECHNICIAN
- ACCOUNTING TECHNICIAN (2)
- ACCOUNTING ASSISTANT
- TREASURY ASSISTANT
- ADMINISTRATIVE MANAGEMENT INTERN

INFORMATION TECHNOLOGY DIVISION
- INFORMATION TECHNOLOGY SYSTEM ADMINISTRATOR
- CONTRACT: INFORMATION TECHNOLOGY

PROPOSED

Budget Summaries

Proposed Funding Sources:

FINANCE	2019 Actual	2020 Actual	2021 Actual	2022 Adjusted	2023 Proposed	% Of Total
GENERAL REVENUE	2,911,918	2,762,864	3,028,677	5,389,567	3,817,439	98.15%
BUSINESS LICENSE PROCESSING FEE	69,538	65,846	20,720	65,000	65,000	1.67%
BUSINESS LICENSE PERMITS	9,020	7,450	6,660	7,000	7,000	0.18%
TOTAL FUNDING SOURCES	**2,990,476**	**2,836,159**	**3,056,057**	**5,461,567**	**3,889,439**	**100%**

Proposed Expenditures, by Division:

FINANCE	2019 Actual	2020 Actual	2021 Actual	2022 Adjusted	2023 Proposed	% Change
01-130 Finance/Treasury Administration	699,465	652,054	731,350	891,403	999,700	12.1%
01-131 Treasury	125,831	128,848	89,427	-	-	-
01-133 Personnel	368,524	-	-	-	-	-
01-135 Information Technology	419,504	403,885	365,450	518,856	672,899	29.7%
01-180 Retirement Health Premiums	867,854	908,004	1,011,782	1,000,000	1,500,000	50%
01-190 Non-Departmental	509,298	743,369	858,048	3,051,308	716,840	-76.5%
Total Finance Department	**2,990,476**	**2,836,159**	**3,056,057**	**5,461,567**	**3,889,439**	**-28.8%**