

 **THE CITY OF SAN FERNANDO**

**Fiscal Year 2023-2024
Budget Study Session**

City Clerk Department

**City Clerk
Elections Official**

May 22, 2023

 **THE CITY OF SAN FERNANDO**

Department Organization

CITY CLERK

**DEPUTY CITY CLERK/
MANAGEMENT ANALYST**

May 22, 2023

 **THE CITY OF SAN FERNANDO**

**Fiscal Year 2022-2023
Accomplishments
I. Focus on Community First**


 **BALLOT DROP BOX**
City Hall Council Chambers
(corner of Macaul St & First St)

 **REGISTER TO VOTE**



COMPLETED

- Conducted the City's November 8, 2022 General Municipal Election
- Coordinated LA County Elections in-person vote centers
- Held two (2) "Register to Vote" Community Outreach events
- Implemented public meeting guidelines in response to Assembly Bill 2449
- Completed the Citywide Multifunctional Printer and Copier Equipment Replacement and Lease Financing Agreement Project

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 **THE CITY OF SAN FERNANDO**

**Fiscal Year 2022-2023
Accomplishments
I. Focus on Community First**

IN PROGRESS

- **Continue digitizing documents for Public Access to Records**
 - City's website with search function "Public Records Portal" database (maintained by Edgesoft)
- **Agenda and Meeting Management Software Program**
 - Combined with City website redesign project
- **Professional Development, Staff Retention and Succession Planning**
 - Deputy City Clerk on track to obtain CMC by FY 2024-2025
 - Increased Project Management


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 **Fiscal Year 2023-2024**
Proposed Objectives & Work Plan


I. Focus on Community First

-  Adopt and Implement a City Commissioners Reference & Guideline Handbook
-  Adopt an Updated City-wide Records Retention and Destruction Policy
-  Continue to Digitize Legislative documents
-  Continued Professional Development

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 **Fiscal Year 2023-2024**
Proposed Enhancements


I. Focus on Community First

- 
 - **Professional Records Scanning Service (One-time: \$10,000)**
 - RFP to be released by May 24, 2023

Value Added:

- Increase transparency and accessibility
- Streamline process and procedures
- Increase staff productivity and efficiency
- Reduce the City's Carbon Footprint

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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 22, 2023



Proposed Performance Measures




City Clerk



Performance Goal

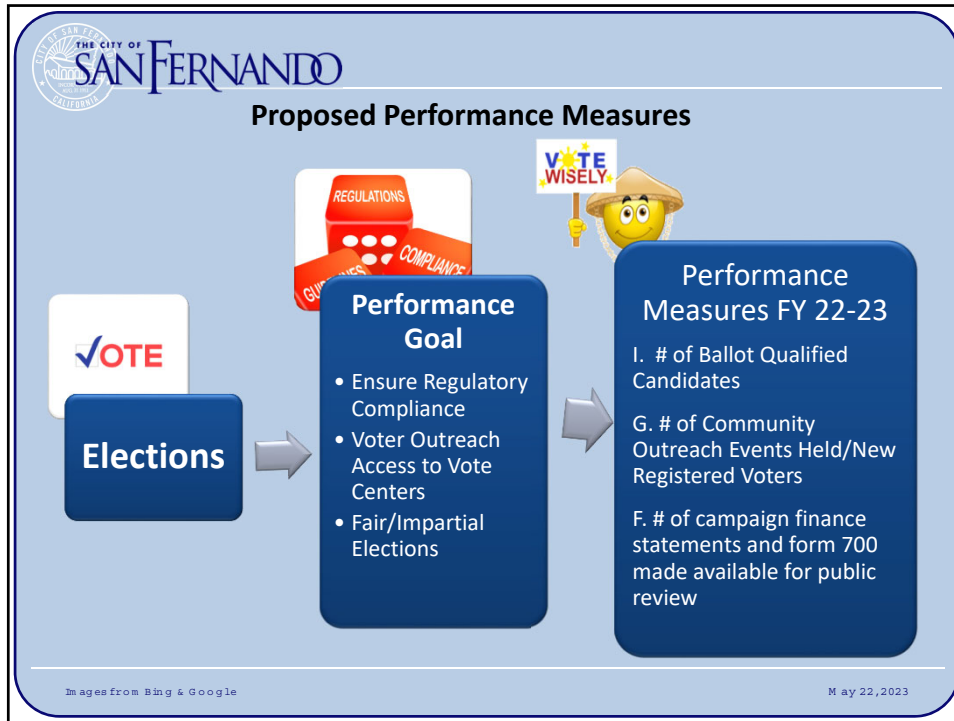
- Ensure public is informed, access, transparency, and participation in local government



Performance Measures FY 23-24

- A. # of Agenda Packets/ Minutes produced
- D. & E. # of public records requests/ordinances, resolutions processed
- F. # of legislative documents digitized made available for public review

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Performance Measures:

CITY CLERK	2021 Actual	2022 Actual	2023 Adjusted	2024 Proposed
A. # of Agenda Packets Produced	26	32	27	30
B. # of Minutes Approved	38	69	80	120
C. # of Staff Reports Conformed/Indexe d/filed	180	199	220	200
D. # of Ordinances, Resolutions, Contracts	107	125	132	145
E. # Public Records Requests	186	227	260	280
F. # Records Digitized	**	**	**	300
G. # Trainings Conducted/Community Outreach	**	**	5	8
H. # Professional Development Hours Completed	20	22	55	80
ELECTIONS				
I. # of Candidates Qualified	-	5	-	

**Not Previously Tracked



May 22, 2023