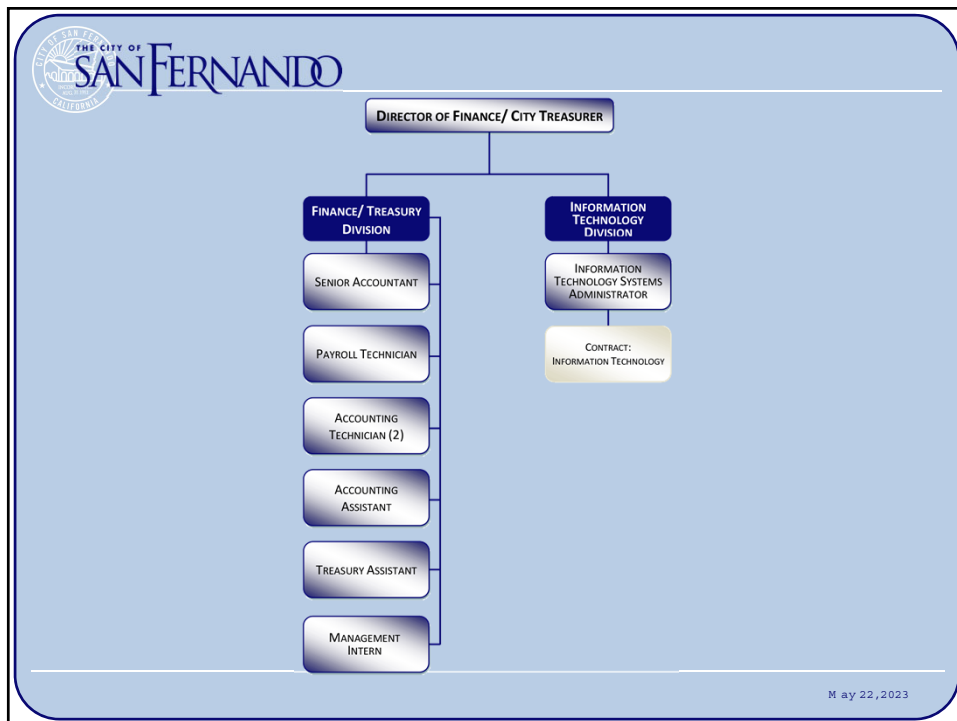
 **THE CITY OF SAN FERNANDO**


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

Finance & IT Department

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

May 22, 2023





Personnel:

FINANCE	2020 Actual	2021 Actual	2022 Actual	2023 Adjusted	2024 Proposed
Director of Finance/City Treasurer	1.00	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00
Treasury Manger	1.00	1.00	0.00	0.00	0.00
Senior Account Clerk	2.00	2.00	0.00	0.00	0.00
Accounting Technician	0.00	0.00	2.00	2.00	2.00
Payroll Technician	1.00	1.00	1.00	1.00	1.00
Office Clerk	1.00	1.00	0.00	0.00	0.00
Treasurer Assistant	0.00	0.00	1.00	1.00	1.00
Finance Office Specialist	1.00	1.00	0.00	0.00	0.00
Accounting Assistant	0.00	0.00	1.00	1.00	1.00
Management Intern	0.00	0.00	0.46	0.46	0.46
Info Technology Systems Administrator	0.00	0.00	0.00	0.00	1.00
TOTAL FINANCE PERSONNEL	8.00	8.00	7.46	8.46	8.46

M ay 22, 2023



Fiscal Year 2022-2023 Accomplishments

VII. Forge Financial Strength & Stability



COMPLETED

- Awarded contract for Section 115 Pension Trust
- Held two (2) Measure A/SF & 1 Virtual Proposed Budget Town Hall Meetings
- Received a *Certificate of Achievement for Excellence in Financial Reporting* for the FY 2020-2021
- Received the GFOA *Distinguished Budget Presentation Award* for the FY 2021-2022 Adopted Budget

IN PROGRESS

- Updated City User Fees
- Release RFP for experience public fund investment manager
- Review and update City's Purchasing Policy and Procedures Manual

Images from Bing & Google

M ay 22, 2023

 **Fiscal Year 2022-2023 Accomplishments**


 **I. Focus on Community First**

- Hired Information Technology System Administrator
- Implemented Citywide voice over internet protocol (VoIP) telephone system


 **VIII. Emergency Preparedness: Supporting the Community**


- Continued monitoring and reporting Citywide pandemic-related expenses to granting agencies in compliance with various funding requirements


Images from Bing & Google May 22, 2023

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


VII. Forge Financial Strength and Stability

 Assess and determine new online payment software solution

 Evaluate replacement of City's current financial (accounting, payroll, purchasing) system

 GFOA's *Distinguished Budget Presentation Award* for the FY 2023-2024 and *Certificate of Achievement for Excellence in Financial Reporting* for FY 2022-2023

Images from Bing & Google May 22, 2023

 **THE CITY OF SAN FERNANDO**

**Fiscal Year 2023-2024
Proposed Enhancements
Focus on Community First**




- **Implementation of Computer Replacement Program (One-Time: \$25,000)**
- Provide up-to-date technology throughout City
- Establish standardized inventory, with staggered replacement cycle needs
- Improve cybersecurity through reduced hardware vulnerabilities


Value Added:

- Reduce number of hours spent by IT for PC break-fix needs
- Decrease costs for PCs through volume pricing
- **Expected to Impact the Following Performance Measure: E. – # of IT Service Desk Tickets**

Images from Bing & Google May 22, 2023

 **THE CITY OF SAN FERNANDO**

**Fiscal Year 2023-2024
Proposed Enhancements
Forge Financial Strength & Stability**



- **Conduct Citywide User Fee Services Study (One-Time: \$25,000)**
- Illustrate full costs of providing services for policy decisions
- Conduct sound, up-to-date and defensible fee study model for seamless future updates
- Comply with State Requirements (Proposition 26 and 218)

Value Added:

- Offset costs for services not included in prior fee schedule
- Increase revenues to levels needed to maximize service cost recovery
- **Expected to Impact the Following Performance Measures: B - # of transactions**

Images from Bing & Google May 22, 2023

THE CITY OF SAN FERNANDO

2023-2024 Budget Summaries

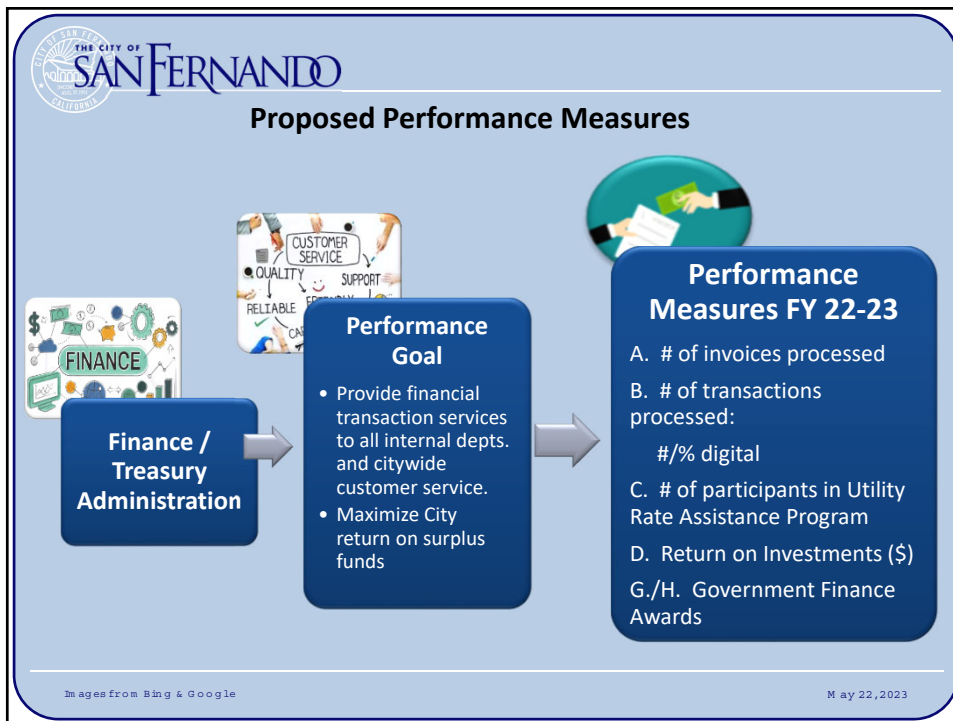
Proposed Funding Sources:

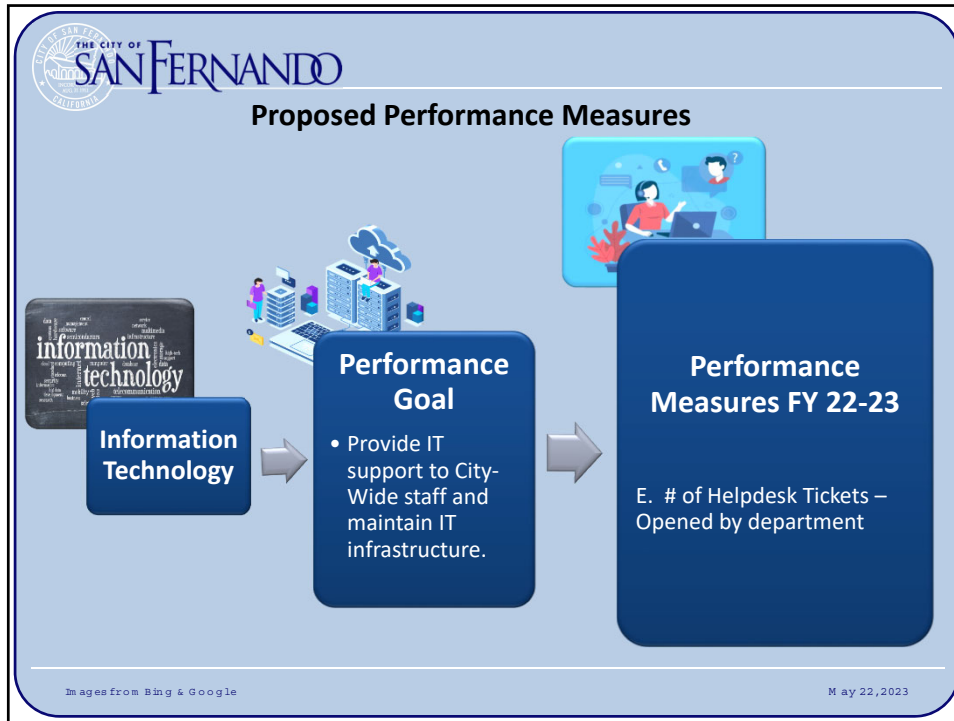
FINANCE	2020 Actual	2021 Actual	2022 Actual	2023 Adjusted	2024 Proposed
General Revenue	2,762,864	3,028,677	4,458,114	6,752,820	2,907,516
Business License Processing Fee	65,846	20,720	56,402	65,000	65,000
Business License Permits	7,450	6,660	7,905	7,000	9,500
TOTAL FUNDING SOURCES	2,836,159	3,056,057	4,522,421	6,824,820	3,982,016

Proposed Expenditures, by Division:

FINANCE	2020 Actual	2021 Actual	2022 Actual	2023 Adjusted	2024 Proposed
01-130 Finance Administration	652,054	731,350	74,198	999,700	1,042,657
01-131 Treasury	128,848	89,427	-	-	-
01-135 Information Technology	403,885	365,450	425,887	673,467	718,519
01-180 Retirement Health Premiums	908,004	1,011,782	1,038,911	1,500,000	1,500,000
01-190 Non-Departmental	743,369	858,048	2,310,424	3,651,654	720,840
Total Funding Uses	2,836,159	3,056,057	4,522,421	6,824,820	3,982,016

May 22, 2023





THE CITY OF SAN FERNANDO

Proposed Performance Measures

Measures	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed
A. # of Invoices Processed	6,694	7,308	7,500	7,775
B. # of Transactions	43,095	47,741	48,700	50,000
# Digitally	1,602	1,878	2,435	2,500
% Digitally	3.70%	3.90%	5.00%	20.00%
C. # of Participants In Utility Rate Assistance Program	31	21	25	25
D. \$ Return On Investments	\$340,663	\$250,000	\$275,000	\$300,000
E. # of IT Service Tickets	1,809	1,327	1,200	1,200
F. # Professional Development Hours	N/A*	N/A*	85	100
G. GFOA Distinguished Budget Award	✓	✓	✓	✓
H. GFOA Distinguished Financial Reporting Award	✓	✓	✓	✓

SMART

May 22, 2023



May 22, 2023