

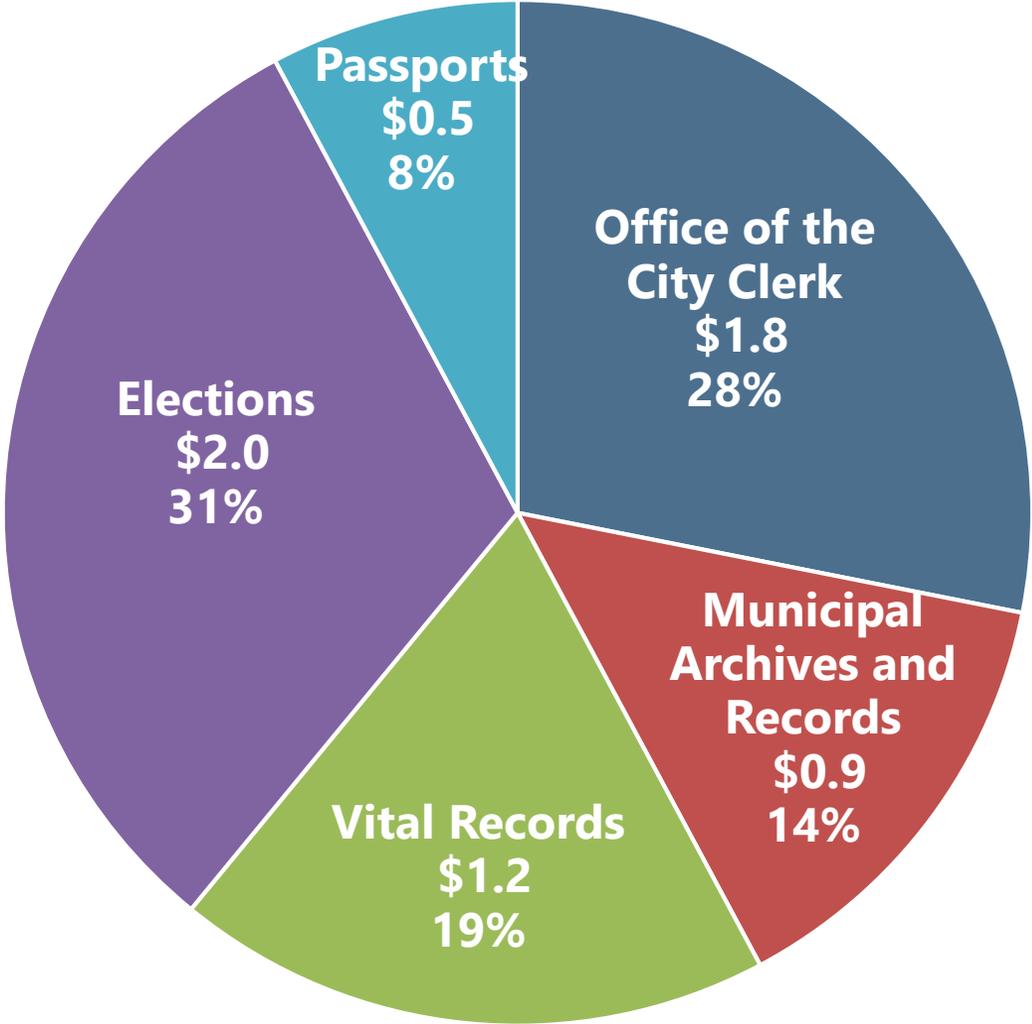
# PROPOSED FY 2021 OPERATING & CAPITAL BUDGET

Office of the City Clerk  
Budget Worksession  
9/8/2020



Presented by:  
Tina J. Flores, LPEC  
City Clerk

# FY 2021 Proposed Budget \$6.4 Million



Funds	FY 2020	FY 2021	Change
<b>General Fund</b>	\$4.4	\$4.6	\$0.2
<b>Municipal Elections</b>	\$1.0	\$1.8	\$0.8
<b>Total</b>	\$5.4	\$6.4	\$1.0
<b>Positions</b>	35	35	0

EXIT

PAS  
ORTS



OFFICE OF THE CITY CLERK

PASSPORTS

VITAL RECORDS

VITAL REC



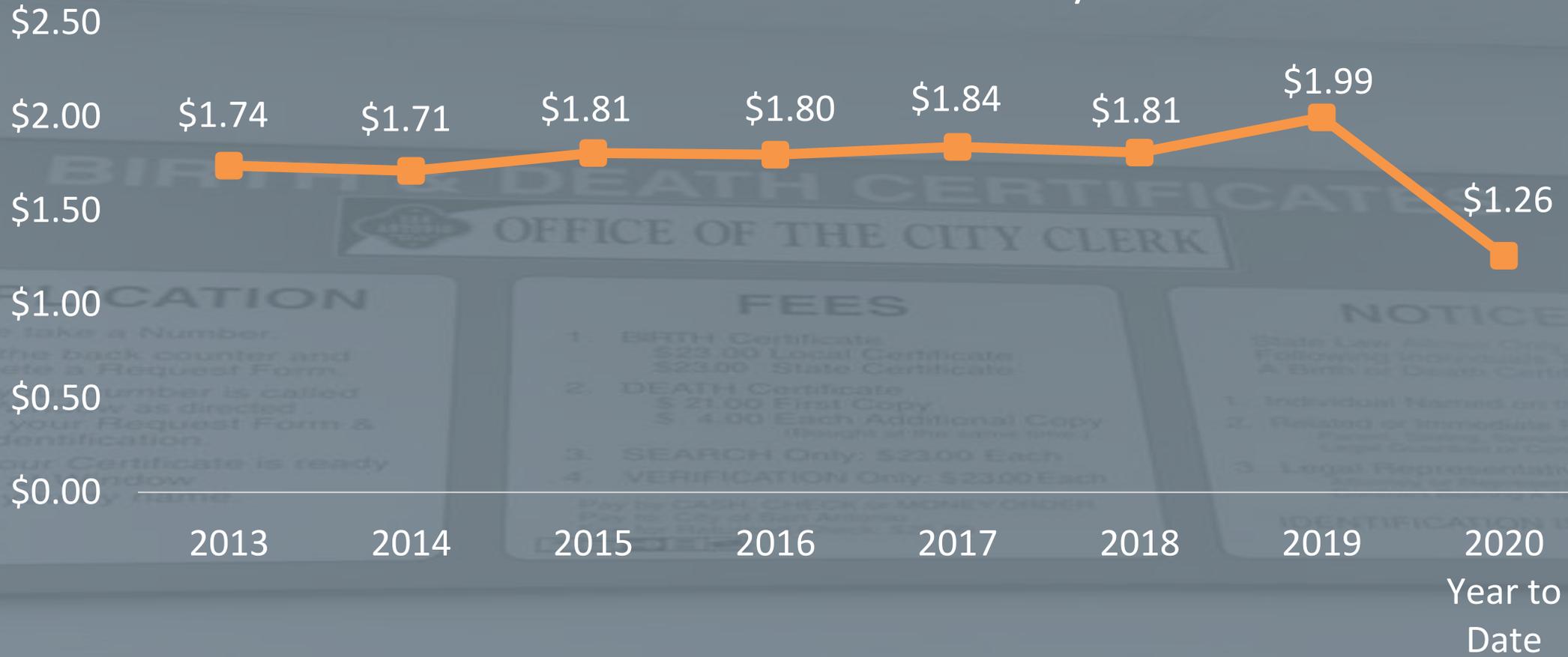
# Vital Records





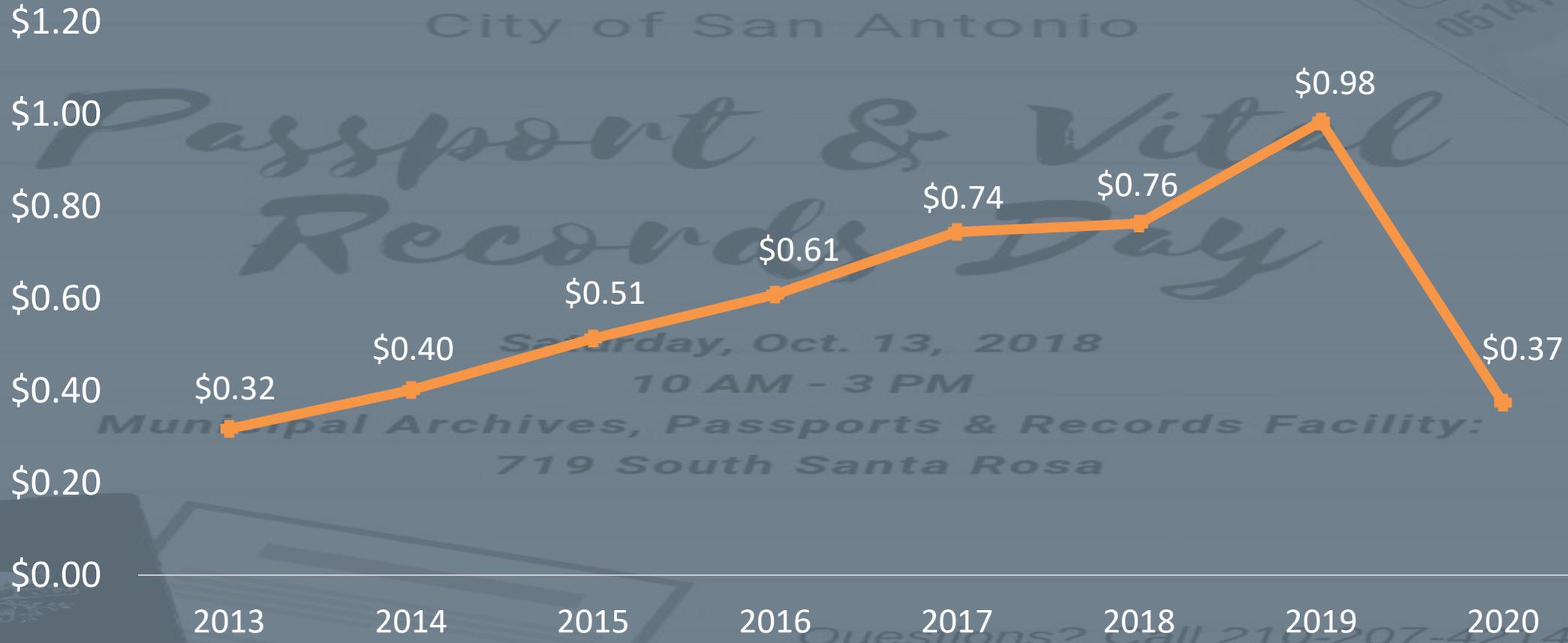
# Vital Records Revenues (\$ in Millions)

Vital Records Revenue History



# Passport Revenue (\$ in Millions)

Passport Revenue History



Questions? Call 210-207-4214  
Passport info: [travel.state.gov](http://travel.state.gov)  
Vital Records info: [dshs.state.tx.us](http://dshs.state.tx.us)

# Records Management Committee

## Purpose of the Committee

- Document and record management policy review
- Review of security standards for document and record types
- Update Records Management Policy & Procedures Manual adopted in 1998
- Update AD 1.34 last revised in 2013
  - include email, text messages, and instant messages

## Representatives from Departments:

- ITSD
- HR
- Metro Health
- City Attorney's Office
- Planning
- San Antonio Public Library
- Development Services
- Public Works
- Finance

# Records Management & Archives Division

- Create short videos for Records Management similar to Security Awareness Modules Hummingbird Conversion
- FileNet
- Bar Code System
- Need Space Management System
- Warehouse 60,000 sq. ft.
  - Average of 65 boxes stored monthly
  - Average of 458 boxes destroyed monthly
  - Average of 9 tons shredded monthly
- Total of 545,845 images/pages on Digital Collection
- Finding Aid Update
- Trueheart Map Update

# Elections Division

November  
2020

- ✓ Pre-K 4 SA
- ✓ Workforce Initiative
- ✓ VIA Metropolitan Advanced Transportation District
- ✓ \$900,000

May  
2021

- ✓ General Election for Mayor and City Council
- ✓ \$900,000

June  
2021

- ✓ Runoff for Mayor and City Council

# Ceremonials

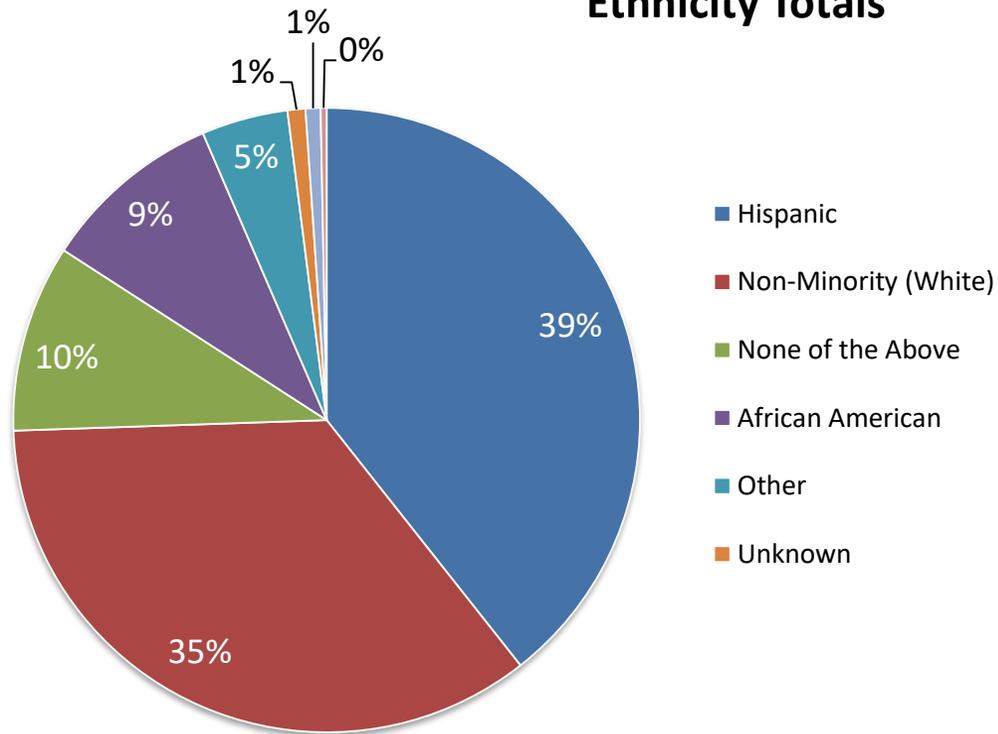
Ceremonial Agendas	FY 2018 - 2019	FY 2019 - 2020
	16	4

Invocators	FY 2018 – 2019	FY 2019 - 2020
	30	31

Honorarium Type	FY 2018 - 2019	FY 2019 - 2020
Proclamations	152	114
Certificates	442	288
Citations	25	19
Reunions	31	7
Retirements	235	163
Sympathy	12	17
Eagle Scout	26	19
Milestone	91	77
Alcaldes	28	16
Emissary	16	5
<b>Total:</b>	<b>1058</b>	<b>725</b>

# Boards & Commissions

**Ethnicity Totals**



**Ethnicity Totals**

Hispanic	256
Non-Minority (White)	228
None of the Above	63
African American	61
Other	29
Unknown	6
Asian or Pacific Islander	5
American Indian/Alaska Native	2

**Gender Totals**

Male	427
Female	344
Transgender	1
Not Available	1
<b>Total = 773</b>	

As of 09.02.2020

# ID Recovery Program

- Partnership with Human Services Department & Police Department
- Immaculate Heart of Mary Catholic Church, Corazon Ministries, Catholic Charities, & Haven for Hope
- House Bill 123 – includes homeless youth, should be expanded to include all homeless, regardless of age
- OCC will work with GPA to successfully lobby the Legislature

# Budget Equity Tool

- Accomplishments from FY 2020:
  - Implemented House Bill 123 which provides free birth records for foster children and persons experiencing homelessness up to age 21.
- Completed Equity Training
- Board & Commissions system enhancements as recommended by the Office of Equity
- FY 2021 Budget Equity Commitment
  - Completion of Department Equity Assessment
  - Complete the remaining recommendations of Board & Commission Equity enhancements
  - Determine how to assist low income residents to allow them to benefit from our services

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