CITY CLERK

ADOPTED OPERATING
BUDGET FISCAL YEAR
2009

CITY OF PASADENA
CITY CLERK

DEPARTMENT SUMMARY
CITY CLERK

Mission Statement

To ensure the City's elections and legislative processes are open and public by providing a link between citizens and government through the dissemination of information; and to ensure the preservation and integrity of official records that are stored and maintained for legal and business purposes.

Program Description

The City Clerk Department is responsible for the preparation and distribution of City Council agendas; maintains accurate records and legislative history of City Council actions; provides safe keeping and storage of the City's official records and archives; provides records retrieval and legislative research for City departments and the public; performs centralized processing of all legal notices; maintains filings of campaigns and statements of economic interests; administers local elections; oversees the City's centralized Records Management Program and the City's optical imaging system; and provides mail services to City departments.

Departmental Relationship to City Council Goals

- Create a More Effective, Cost Efficient Government

  The City Clerk Department, in support of the Council's goal of "creating a more effective, cost-efficient government," will continue to convert documents/records into the Citywide optical imaging system. This provides for faster and more efficient ways to retrieve and research information in an electronic format. Weekly Council meeting agendas, accompanying agenda reports and recaps of Council meeting actions are provided on the Internet giving greater accessibility for the public, media, and City departments. The Department will continue to concentrate on streamlining the efficiency of the imaging system by providing support and maintenance services to its customer departments.

Major Accomplishments

During Fiscal Year 2008, the Official Records Division provided staff support for City Council meetings and four Council standing committees; coordinated a Special Municipal Election (administered by the County Clerk) with one local measure on the February 5, 2008 ballot; staffed and provided minutes for the Youth Development and Violence Prevention Committee and the Heritage Square Developers Selection Process Ad Hoc Committee; administered an employee election for the Deferred Compensation Oversight Committee; prior to destruction, audited for quality control City Clerk subject files converted to electronic format; created a stand-alone scanning station to enable increased scanning productivity of City Clerk records including contracts, resolutions, and ordinances; and provided legislative research services to City departments and the public.

During Fiscal Year 2008, the Records Management Division imported more than 6,000 building permits into the Citywide Imaging System (Questys), destroyed over 1,200 cartons of eligible records, and relocated the Records Center from Highland Plastics to both City Hall and an off-site storage facility. While staff continues with the conversion project to convert eligible records from paper format to digital format, the relocation to City Hall offices has severely limited the storage space available for many City departments. This has resulted in a large increase in the past year of the number of cartons sent to the Records Center for storage, which currently stands at 3,000 cartons in storage at City Hall and 6,000 cartons stored at the off-site storage facility. To address this issue, staff met with all City departments to discuss the process of scanning files directly into the Questys system, setting up Questys imaging retrieval stations for each department, and updating each department's retention schedule.

Summary of Appropriations and Revenues	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Adopted
FTEs	16.500	16.500	16.500	16.500	16.500
Appropriations	1,773,598	2,660,870	2,115,856	2,115,856	2,878,594
Sources by Fund					
General	1,406,418	2,276,626	1,618,320	1,618,320	2,364,695
Mail Service	367,180	384,355	497,536	497,536	513,899
Total Sources by Fund	1,773,598	2,660,981	2,115,856	2,115,856	2,878,594

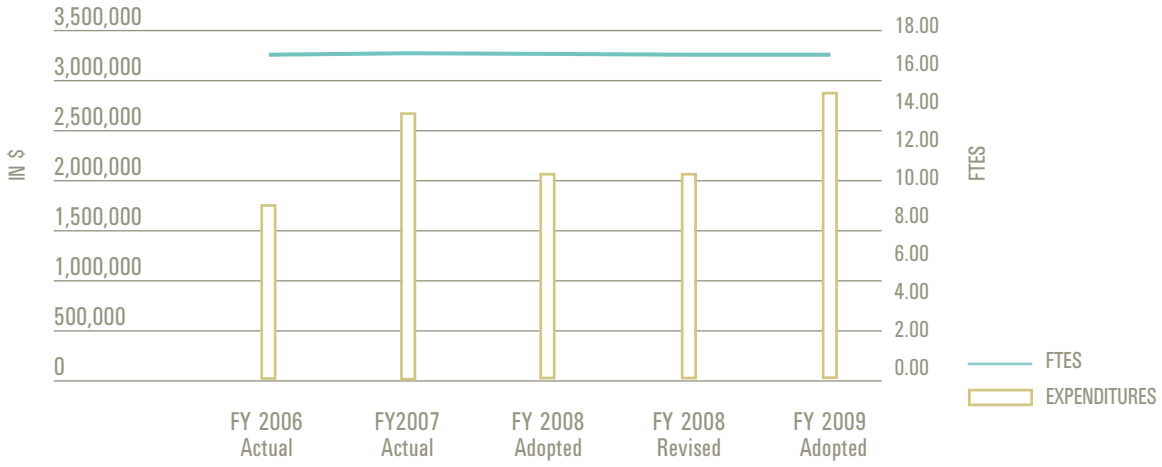
Departmental Results Statements	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
RESULT 1: PROVIDE ACCESS TO INFORMATION TO ENSURE AN INFORMED CITIZENRY, COUNCIL AND STAFF.					
Measure 1.1 Availability of Council/Commission minutes in electronic format					
A. Recap of Council/Commission meeting actions available on the Internet by 5:30 p.m. one day following each Council meeting	38	38	100%	100%	100%
B. Council minutes submitted for approval within 2 weeks of each meeting	24	44	55%	100%	100%
C. Council/Commission minutes posted on the Internet within 3 days of approval	38	38	100%	100%	100%

Departmental Results Statements	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
RESULT 2: PASADENA VOTERS WILL BE INFORMED ON BALLOT ISSUES.					
Measure 2.1 Availability of election information on Internet Web page					
A. Post municipal election information (seats up for election, nomination filing period, candidate qualification, etc.) one year in advance of future election	N/A	N/A	N/A	03/03/08	N/A
B. Post list of qualified candidates and measures within 1 week of qualification	1 day	Within 1 week	100%	N/A Non-election year	Within 1 day
C. Post semi-official election results next day following election, and final results 1 day after conclusion of official canvas	Same day	Within 1 week	100%	N/A Non-election year	Within 1 day
Measure 2.2 Availability of campaign information to media/public					
A. Campaign information available within 1 day of filing of campaign statements	259	259	100%	100%	100%
Measure 2.3 Timeline for mailing sample ballot to all registered voters					
A. Sample ballots mailed prior to 21 days before election					
Primary	31 days	21 days	100%	N/A Non-	100%
General	31 days	21 days	100%	election year	100%
RESULT 3: CITY BUSINESS RECORDS WILL BE STORED IN THE RECORDS MANAGEMENT CENTER FOR EASY ACCESS, ENSURING THEIR PRESERVATION AND INTEGRITY.					
Measures 3.1 Timeliness of retrieval of research records requests					
A. Reduce average response time from 2+ to 1 day	488	494	99%	100%	100%
Measure 3.2 Annual survey of customers regarding satisfaction with turn-around time					
A. Customers satisfied with turnaround time on retrieval of documents 100% of the time (data available 3rd Qtr.)	91	95	96%	100%	100%

Changes from the Prior Year

- Cost Changes: The net increase of $762,738 is attributable to: $725,044 in an election year cost that includes $55,167 in personnel, $634,337 in services & supplies, and $35,540 in internal service charges; $49,422 for anticipated salary/benefit adjustments for the Official Records/Records Management programs; an increase of $16,363 related to the Mail Services program; and a ($40,966) decrease in internal service adjustments primarily due to less square footage than anticipated for the Official Records program in the return to City Hall. Additionally, an enhancement of $12,875 was added to the Records Management program to cover the added contract cost for an offsite commercial facility for records storage.
- Operational/Service Level Changes: Two elections are scheduled for FY 2009. These include a primary election in March, 2009 and a general election in April, 2009. The elections will include seats for Council Members of Districts 3, 5, and 7 and Board of Education Seats 1, 3, 5, and 7.

Future Outlook

The City Clerk's Department will continue to pursue opportunities which will enhance the ability to provide accurate and timely information to the City Council, City Manager, all City departments and the general public.

City Clerk
Budget and Position Control