

# CITY CLERK



CITY OF  
**PASADENA**

*Memorial Park*

ADOPTED OPERATING BUDGET FISCAL YEAR 2011



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DEPARTMENT SUMMARY  
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**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 campaign finance and economic interest statements; administers local elections; oversees the City's centralized Records Management Program and the City's electronic imaging and archival 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 imaging system. This provides 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 2010, the Official Records Division provided staff support for City Council meetings and four Council standing committees; initiated an employee election for two open seats on the Deferred Compensation Oversight Committee; continued ongoing scanning efforts to convert legislative subject files, resolutions, and ordinances into electronic format; coordinated technical support for the Council Chamber Technology, including the completion of an agreement for annual support services; updated the City Council's agenda template and format; began the initial installation and testing for an automated agenda management system, and is currently working with the vendor on design improvements and technical issues prior to roll-out; prepared a new webpage for the City's newly adopted Ticket Policy, including the posting of Form 802 disclosure reports on the Internet; and provided legislative research services to City departments and the public.

During fiscal year 2010 the Records Management Division converted over 350 Tax Assessors Books, 638 Building Plans, 3000 bar-coded permits, while continuing to import more than 6,000 building permits and occupancy inspection reports into the Citywide Imaging System (Questys). These conversions have resulted in a net reduction of the Records Center holdings by 353 cartons, 700 Assessors Books, and averted 200 cubic feet of storage being sent to the Center. Records Management has utilized Foothill Youth Employment Programs to continue conversion of eligible records from paper format to digital format. The Finance Department has been added to the Citywide Document Imaging System for a total of Nine Departments. The Records Center has continued to maintain support for the Questys imaging system, while at the same time expanding the scope and use of the program to include increased storage capacity. The Capture Process that automates the conversion of Planning and Development permits is now also automatically processing all Permits and Building Plans. Records Management Staff will be testing and preparing to implement an upgraded Content Management System that will enhance the Questys Application. Records Management completed cross training Mailroom and Records Center Staff to implement new efficiency measures, and upgraded all mailroom equipment at a reduced cost.

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Summary of Appropriations and Revenues	FY 2008 Actual	FY 2009 Actual	FY 2010 Adopted	FY 2010 Revised	FY 2011 Adopted
FTEs	16,500	16,500	14,000	14,000	14,000
Appropriations	2,330,898	2,392,676	1,966,650	1,971,158	2,628,102
Sources by Fund					
General	1,833,362	1,900,412	1,389,592	1,404,099	2,104,229
Mail Service	497,536	492,264	577,058	567,059	523,873
Total Sources by Fund	2,330,898	2,392,676	1,966,650	1,971,158	2,628,102

Performance Measures	FY 2009 Target	FY 2010 Percentage	FY 2010 Target	FY 2011 Target
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**OFFICIAL RECORDS**

**Council Goal: Responsiveness.**

Objective A. Provide access to information to ensure an informed citizenry, Council and staff.

1. Recap of Council/Commission meeting actions available on the Internet by 5:30 p.m. one day following each Council meeting	34	100%	100%	100%
2. Council/Commission minutes submitted for approval within 2 weeks of each meeting or the next scheduled meeting	60	57%	100%	100%
3. Council/Commission minutes posted on the Internet within 3 days of approval	51	100%	100%	100%

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Performance Measures	FY 2009 Target	FY 2010 Percentage	FY 2010 Target	FY 2011 Target
<b>ELECTIONS</b>				
<b>Council Goal: Responsiveness and Open, Clear and Frequent Communication</b>				
Objective A. Pasadena voters will be informed on ballot issues.				
1. Post election information (seats up for election, nomination filing period, etc.) one year in advance of future election	N/A	N/A	March 8, 2010	N/A
2. Post list of qualified candidates and measures within 1 week of qualification	within 1 week	100%	100%	100%
3. Post semi-official election results next day following election, and final results 1 day after conclusion of official canvass	within 1 day	100%	100%	100%
4. Post campaign finance information within 1 day of filing of statements	144	100%	100%	100%
5. Mail sample ballots pamphlets prior to 21 days before election	21 days (March) 21 days (April)	100%	100%	100%
<b>RECORDS MANAGEMENT/MAIL SERVICES</b>				
<b>Council Goal: Accountability and Excellence</b>				
Objective A. City business records will be stored in the Records Management Center for easy access, ensuring their preservation and integrity; and Mail Services will provide fast and reliable service				
1. Timeliness of requested records received within 24 hours of request	717	98%	100%	100%
2. Satisfaction survey results for services provided by Records Management staff	115	96%	100%	100%
3. Satisfaction survey results for services provided by Mail Services staff	N/A	N/A	100%	100%

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**Changes from the Prior Year**

- **Cost Changes:** The net increase of \$657,319 is attributed to: \$695,004 in election year costs that include \$54,392 in personnel, \$640,100 in services and supplies, and \$512 in internal service charges. The City Clerk’s Office anticipates \$355,000 in revenue from the Pasadena Unified School District (PUSD) to cover the District’s portion of election expenses.
- **Operational/Service Level Changes:** Two elections are scheduled for FY 2011. These include the primary election in March, 2011 and a general (run-off) election in April, 2011. The elections will include races for Mayor and Council Members of Districts 1, 2, 4 and 6, and PUSD Board of Education Seats 3, 5, and 7.

- Reductions in budget for Official Records and Records Management/Mail Services amount to approximately \$22,000, with a majority of the reduction coming from the Records Management conversion project in the amount of \$20,000.

**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.

