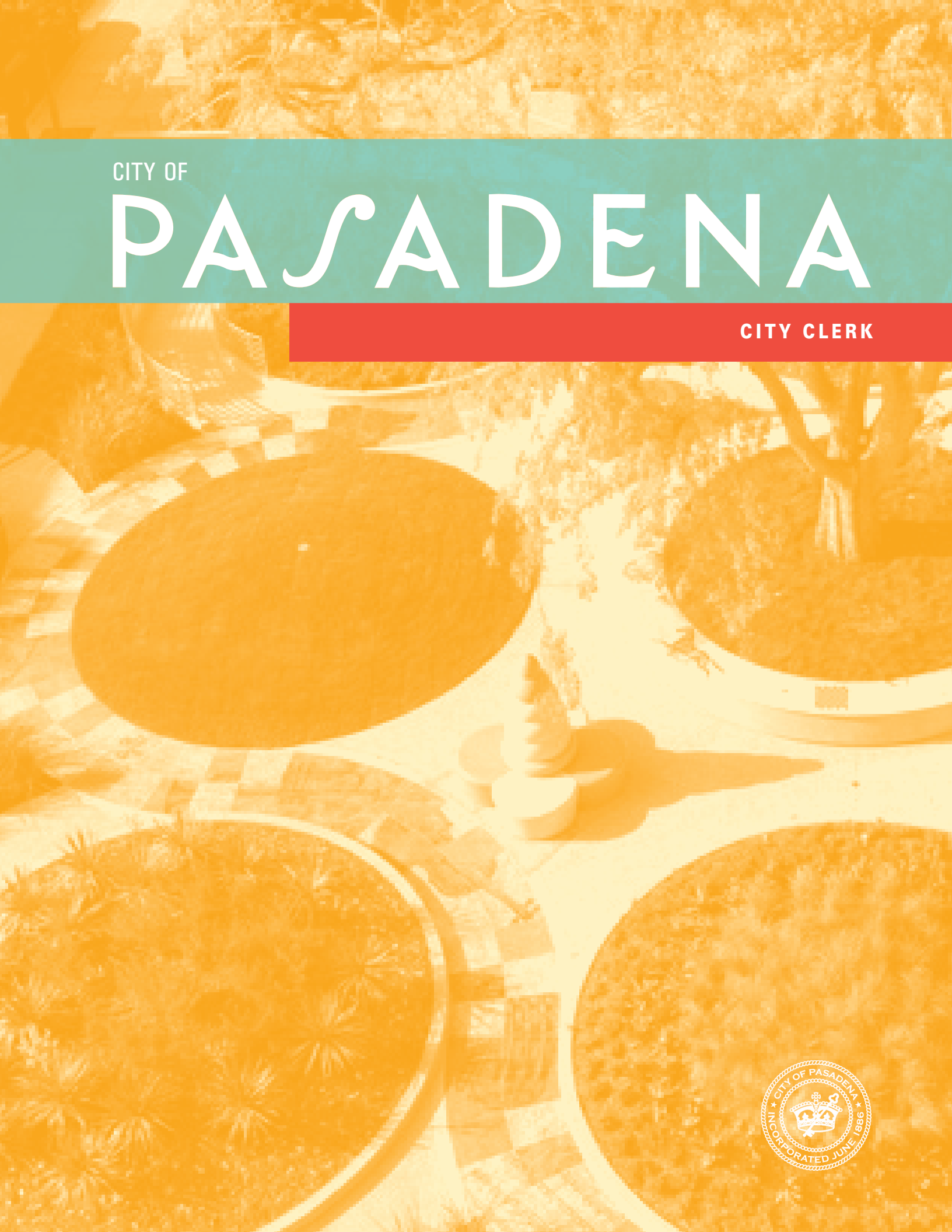
CITY OF

PASADENA

CITY CLERK



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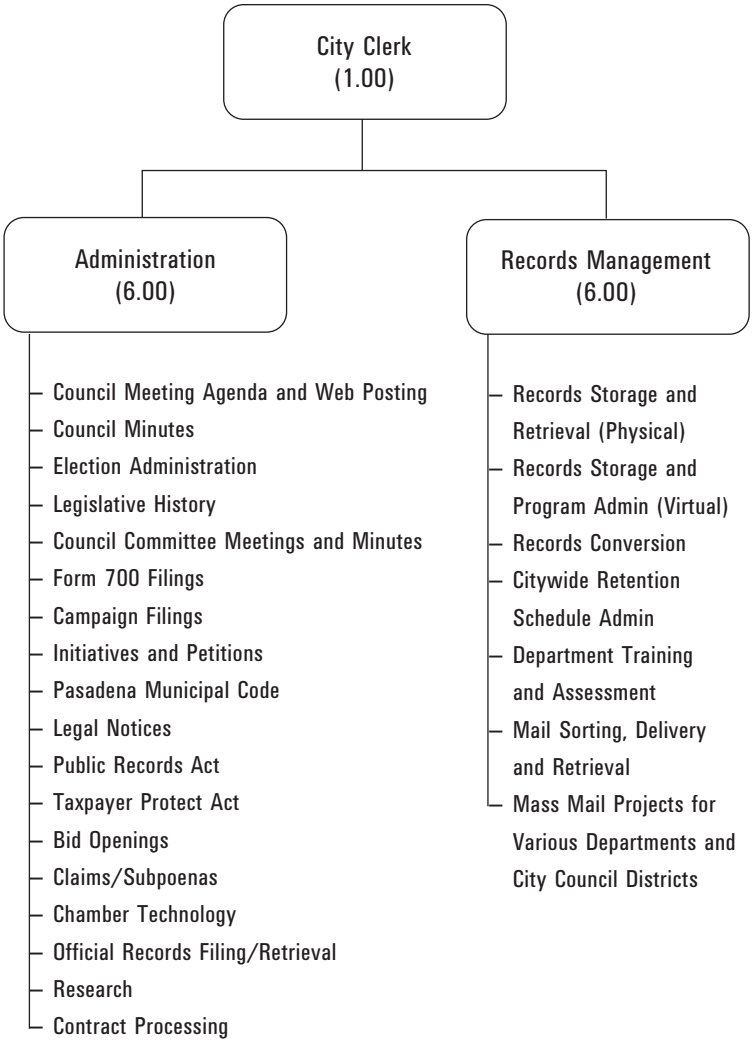

MISSION STATEMENT

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's Department is responsible for the preparation and distribution of City Council agendas and minutes; maintaining accurate records and the legislative history of City Council actions; ensuring the safe keeping and storage of the City's official records and archives; enabling and assisting with record retrieval and legislative research for City departments and the public; administering centralized processing of all legal notices; administering and maintaining filings of campaign finance and economic interest statements; administering local elections for the City Council and Pasadena Unified School District Board of Education; overseeing the City's centralized Records Management Program and the City's electronic imaging and archival system; and providing mail services to City departments.

DEPARTMENTAL RELATIONSHIP TO CITY COUNCIL GOALS

Maintain fiscal responsibility and stability

The City Clerk's Department, in support of the Council's goal of "creating a more effective, cost-efficient government," will continue to convert documents/records into the city-wide virtual record center. This provides for faster and more efficient ways to retrieve and research information in an electronic format. Weekly City Council meeting agendas, accompanying agenda reports and recaps of City 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 promoting greater use of imaging and electronic storage of records by providing support and maintenance services to its customer departments.

FISCAL YEAR 2017 ACCOMPLISHMENTS

During FY 2017, the Official Records Division provided staff support for City Council regular, special, and joint meetings, and four Council standing committees; provided legislative research services to City departments and the public; coordinated with the Los Angeles County Registrar-Recorder/County Clerk the consolidation of City and PUSD elections with a special county-wide ballot measure election; administered the nomination period for the consolidated City and Pasadena Unified School District (PUSD) Primary Nominating Election held on March 7, 2017 for the Offices of City Council Districts 3, 5 (with 3 qualified candidates), and 7 (with 5 qualified candidates), and for the offices of PUSD Board of Education Districts 1, 3, 5, and 7; prepared a supplemental voter information pamphlet containing candidate statements that were distributed throughout the election area where contested races existed; and administered a General (run-off) Election on April 18, 2017 for City Council District 7, that included a turnout of over 28.0 percent, a total of 3,561 ballots cast and counted, and 2,416 Vote by Mail and 88 Provisional ballots processed by the City Clerk's Office; in conjunction with the Department of Information and Technology, continued assistance with work plan and implementation of the Enterprise Content Management System to replace the current Questys Content Management System; provided information and updates to the Legislative Policy Committee, City Council, and PUSD Board of Education regarding the potential impacts of new State legislation, general changes to the municipal government election process, and the introduction of new voting equipment to be utilized by Los Angeles County Registrar-Recorder/County Clerk for future elections held in Pasadena; worked with the City Attorney's Office to request the State Attorney General render an opinion regarding the applicability of SB 415 on Charter Cities and School District elections contained in City Charters; worked with Pasadena Media, Department of Housing, and the Accessibility Issues Coordinator to secure Community Development Block Grant funding to utilize towards the purchase and implementation of a new electronic closed captioning system.

The Records Management Division imported, and archived over 1,314 Building Plans, 842 Rebate Forms, 7,215 Birth Certificates while continuing to import more than 15,945 Permits and Occupancy Inspection Reports into the City-wide Imaging System (Questys). These records conversions from paper to digital format and the regular destruction of records (having met their retention requirements) resulted in a net reduction of the physical Records Center holding by 512 cartons, and averted 768 cubic feet of storage being sent to the Center, eliminating the need to increase storage capacity in the Center. The Records Manager and staff completed the relocation of eight off-site storage rooms (3,288 cartons) to the nearby YMCA building which supports a non-profit organization managing the building. This move will save overall storage costs and reduce staff time retrieving records and eliminate the need for an additional fleet vehicle. Staff assisted in the completion of the Electronic Content Management System ECMS Phase I project. The Department is now utilizing the system for ongoing digital records storage for City Clerk Department records. The City Clerk digital records are now available to all internal City staff on the new ECMS Sharepoint application, with the Department of Information and Technology proposing a greater rollout of access to City Clerk records to other City departments in the coming months.

Mail Services has successfully implemented and is utilizing the new mail equipment, including the completed conversion of all system account numbers to match the Tyler Munis Finance Accounting Software. In FY 2017, Mail Services staff will have processed 1,289,966 pieces of mail totaling equating to $545,417 in postage.

Staff is responsible for all large City Mailings, accounting for approximately 25,935 Business Licenses, 414,444 Water & Power Bills, and 63,323 parking Citations. In an effort to control costs, Mail Services worked with the Department of Information Technology GIS staff to develop an application that simplifies the retrieval of targeted mailing lists within each City Council District for mailings relevant to specific, smaller areas rather than having to mail to the entire district. Historically retrieving of mail lists information was time consuming and labor intensive; however with the new application software, targeted areas can be saved, updated frequently, and provided with user friendly names for future reference and use.

FISCAL YEAR 2018 ADOPTED BUDGET

Operating Budget

The FY 2018 Adopted Budget of $2,450,239 is $590,666 or 19.4 percent less than the FY 2017 Revised Budget mainly due to FY 2018 not being an election year hence, appropriations of $582,000 have been removed from the budget.

Personnel

A total of 13.00 FTEs are included in the FY 2018 Adopted Budget, which is the same as FY 2017 Revised Budget.

FUTURE OUTLOOK

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

SUMMARY OF APPROPRIATIONS BY EXPENSE CATEGORY

(In Thousands)

Expenditure Category	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Revised	FY 2018 Adopted
Personnel	$1,288	$1,566	$1,566	$1,472
Services & Supplies	781	856	861	467
Internal Service Charges	569	607	607	511
Operating Transfers Out	19	0	0	0
Capital Outlay	0	7	7	0
City Clerk Total	**$2,656**	**$3,036**	**$3,041**	**$2,450**

SUMMARY OF APPROPRIATIONS BY DIVISION

(In Thousands)

Division	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Revised	FY 2018 Adopted
Official Records-Admin.	$1,144	$1,395	$1,400	$1,300
Records Management	438	499	493	547
Elections	8	582	582	5
Mail Services Division	1,067	560	566	598
City Clerk Total	**$2,656**	**$3,036**	**$3,041**	**$2,450**

SUMMARY OF APPROPRIATIONS BY FUND

(In Thousands)

Fund	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Revised	FY 2018 Adopted
101 - General Fund	$1,553	$3,036	$3,041	$2,450
509 - Mail Services Fund	1,104	0	0	0
City Clerk Total	**$2,656**	**$3,036**	**$3,041**	**$2,450**

SUMMARY OF FTEs BY DIVISION

Division	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Revised	FY 2018 Adopted
Official Records-Admin.	7.00	7.00	7.00	7.00
Records Management	3.00	3.00	3.00	3.00
Mail Services Division	3.00	3.00	3.00	3.00
City Clerk Total	**13.00**	**13.00**	**13.00**	**13.00**

PERFORMANCE MEASURES		FY 2016 Actual	FY 2017 Target	FY 2017 Mid-Yr Actual	FY 2018 Target
Council Goal:	**Support and promote the quality of life and the local economy.**				
Objective:	Ensure the City's legislative processes are open and public by providing a link between citizens and government through access and dissemination of information.				
1	Recap of Council/Successor Agency meeting actions available on the Internet by 5:30 p.m. one day following each Council meeting.	100%	100%	100%	100%
2	Council/Successor Agency minutes submitted for approval within 2 weeks of each meeting or the next scheduled meeting.	53%	100%	100%	100%
3	Council/Successor Agency minutes posted on the Internet within 3 days of approval.	100%	100%	100%	100%

NOTE
(1) The performance for the preparation of minutes (PM #2 above) is directly related to a backlog of minutes that accumulated during the 2015 election cycle, as well as due to a staffing vacancy at a key management level position (Sr. Assistant City Clerk). Staff has worked diligently to clear the backlog, and has recently returned to the adopted schedule of submittal of minutes within a two week timeframe following a meeting. In addition, the vacancy issue has been addressed through succession planning and training. As a result, staff's performance in this area will dramatically improve during the 3rd and 4th quarters.

Objective:	Ensure Pasadena Voters have access to information regarding ballot issues and candidates for Mayor, City Council, and School District Board of Education elections.				
1	Post or make public election information (seats up for election, nomination filing period, etc.) one year in advance of future election.	Yes	Yes	Yes	Yes
2	Post or make public the list of qualified candidates and measures within 1 week of qualification.	100%	N/A	N/A	100%
3	Post or make public semi-official election results the next day following election, and final results one day after conclusion of official canvas.	100%	N/A	N/A	100%
4	Post or make public campaign finance information within one day of filing of statements.	100%	100%	100%	100%
5	Sample ballots mailed prior to 21 days before election.	100%	N/A	N/A	100%
Objective:	City business records will be stored in the Records Management Center for easy access, ensuring their preservation and integrity; Mail delivery will be prompt and accurate.				
1	Timeliness of requested records received within 24 hours of request.	100%	100%	100%	100%
2	Satisfaction survey results for services provided by Records Management staff.	96%	100%	100%	100%
3	Satisfaction survey results for services provided by Mail Services staff.	98%	100%	N/A	100%

NOTE
(1) Mail Services Performance measure is a survey conducted in the 4th Quarter of the fiscal year.