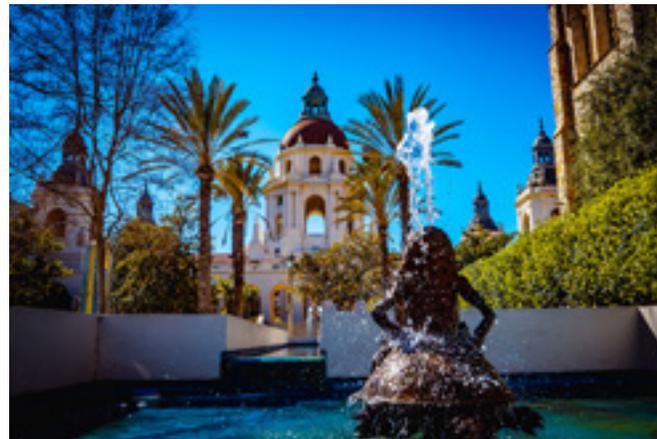


# CITY CLERK





## 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'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, Records Center 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 citywide 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 2020 ACCOMPLISHMENTS

During FY 2020, 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; prepared election information for the City's Primary Nominating Election on March 3, 2020 for the Office of Mayor (with four qualified candidates), City Council Districts 1, 2 (four qualified candidates), 4 (four qualified candidates), and 6 (three qualified candidates); worked with Los Angeles County Registrar-Recorder/County Clerk staff to identify and secure 24 Voter Center locations in Pasadena (the City Clerk's Office was responsible for adding nine additional sites to the number of locations available in the Pasadena area); coordinated voter registration and voter education activities held in Pasadena including the facilitation of a Voter's Choice Act/Vote Center Informational Community Meeting held at the Pasadena Convention Center in January 2019 in collaboration with the Los Angeles County Registrar-Recorder/County Clerk and Armenian National Committee of America (ANCA); processed a failed recall effort in Council District 5; processed a proponent driven initiative measure to amend Measure CC provisions; working together with the Mayor, City Manager, Public Information Officer, and the Director of Library Services and Information, organized the City's 2020 Census Outreach efforts, brought together community leaders and trusted community messengers to lead the Pasadena Complete Count Committee, participated in dozens of community events to provide 2020 Census outreach and information, including participation in the Latino Heritage Parade and Festival, Black History Parade, and Mayor's State of the City event; and administered state-required Statement of Economic Interest and Campaign Finance disclosure filings for 700 individual filers and more than two dozen campaign and political action committees.

In FY 2020, the Records Management Division imported and archived over 40,000 Human Resources, Emergency Medical Service Records, City Manager and Commission Minutes, Rebate Forms, and other departmental records into the ECMS application. These record conversions from paper to digital format and the regular destruction of records (where such records met legal retention requirements) resulted in a net reduction of the physical Records Center holding by 203 cartons, helping to avoid storage and facility cost increases and freeing up 304 cubic feet of space.

The Records Manager and staff continued collaborative work with the Department of Information and Technology on the implementation and expansion of the Enterprise Content Management System (ECMS). Work has continued with the Planning Department to assist in the conversion of their Questys Records to the EnerGov Land Management System in the near future. It is anticipated that the remaining records will be converted by the end of FY 2020. The Records Management staff is managing the Citywide Scanning contract, and has coordinated the conversion of 49,000 records from paper to electronic format, facilitating the City's transition to electronic content to increase accessibility and efficient archival of City records. Under this contract Records Management has helped departments including the Police Department (35,016 cases) Department of Transportation (2,072 Traffic Collision Reports) and an additional 10,000 (Planning Permits, Files, Building Permits, Plans, and Occupancy Inspection).

In FY 2020, the Mail Services Division continued its core function of providing mail services to all City departments, having processed approximately 1,100,000 pieces of mail and totaling over \$500,000 worth of postage through the City's mailroom by the end of the fiscal year. Services provided by the Division include, addressing, inserting, creating IMAP address lists, and preparation of bulk mailers. Mail Staff completed 215,000 mailings for the seven Council Districts. The Parking Division's Annual Preferential parking mailer of 15,000 mail pieces were scheduled once more to go out with a cost savings of \$4,247. In addition, staff is responsible for inserting 30,000 business licenses, 603,908 utility bills for the Pasadena Water and Power Department, and 76,900 parking citations.

Fiscal Year 2020 continued to see a rise in community-focused mailers from the Health, Fire, Police and Planning departments. However, there was a decrease in mailers due to the COVID -19 pandemic beginning in March 2020. City operations were limited and community meetings were cancelled for the months of March and April due to social distancing requirements. Mail Services staff continued to provide operations for the City being designated as essential services for communication purposes.

## FISCAL YEAR 2021 ADOPTED BUDGET

### Operating Budget

The FY 2021 Adopted Budget of \$3,358,853 is \$47,022 (1.3 percent) more than the FY 2020 Revised Budget, which can be attributed to additional appropriations of \$75,000 for anticipated City election expenses offset by \$22,000 reduction in record storage rent costs, \$71,729 of increased personnel costs, and \$5,746 of increased Internal Service Charges.

### Personnel

A total of 13.00 FTEs are included in the FY 2021 Adopted Budget, which is the same as FY 2020 Revised Budget.

## FUTURE OUTLOOK

The City Clerk's Office will be focused on the completion of the 2020 Census effort, which includes identifying creative ways to organize and conduct community outreach and education efforts while under Safer at Home COVID-19 orders. City Clerk staff will also begin preparation for administering the nomination period for the Pasadena Unified School District Board of Education, and ensuring the accurate preparation of ballot materials for the November 3, 2020 General Election. The upcoming election will include a run-off election for the Office of Mayor, a potential ballot measure, and previously mentioned Board of Education General Election for PUSD Districts 2, 4, and 6. The City Clerk's Office will work with RR/CC's Office to advocate for improvements, and where appropriate, support election operations and coordination efforts of the County. The goal being to improve the overall voting experience in Pasadena. Other election-related activities will be to assist PUSD Board of Education candidates as they navigate the nomination process, and continue to disseminate important election information to Pasadena voters. In addition, the City Clerk's Office will begin preparations in advance of the City's Decennial Redistricting effort that will begin in January 2021 following the release of 2020 Census data.

Mail Staff will be bidding out for replacement of the existing Mail Room Equipment lease which terminates at the end of FY 2020. The Division will be presenting the winning bid to City Council before the end of the fiscal year in order to begin a new five year lease starting July 1, 2020. It is anticipated that equipment replacement costs will be slightly higher than years past but will have sufficient funds in the budget with funding included in the FY 2021 Adopted Budget. The FY 2021 Adopted Budget will also include funds to acquire new records center carton tracking software to replace the outdated and no longer supported Accutrac System.

## SUMMARY TABLES

## SUMMARY OF APPROPRIATIONS BY EXPENSE CATEGORY

*(In Thousands)*

Expenditure Category	FY 2019	FY 2020	FY 2020	FY 2021
	Actuals	Adopted	Revised	Adopted
Personnel	\$1,634	\$1,687	\$1,687	\$1,759
Services & Supplies	486	929	1,044	1,009
Internal Service Charges	558	585	585	591
<b>City Clerk Total</b>	<b>\$2,678</b>	<b>\$3,202</b>	<b>\$3,317</b>	<b>\$3,359</b>

## SUMMARY OF APPROPRIATIONS BY DIVISION

*(In Thousands)*

Division	FY 2019	FY 2020	FY 2020	FY 2021
	Actuals	Adopted	Revised	Adopted
Elections	\$222	\$603	\$718	\$677
Mall Services Division	557	676	676	694
Office of Records-Admin,	1,331	1,348	1,348	1,427
Records Management	567	575	575	561
<b>City Clerk Total</b>	<b>\$2,678</b>	<b>\$3,202</b>	<b>\$3,317</b>	<b>\$3,359</b>

## SUMMARY OF APPROPRIATIONS BY FUND

*(In Thousands)*

Fund	FY 2019	FY 2020	FY 2020	FY 2021
	Actuals	Adopted	Revised	Adopted
101- General Fund	\$2,678	\$3,202	\$3,317	\$3,359
<b>City Clerk Total</b>	<b>\$2,678</b>	<b>\$3,202</b>	<b>\$3,317</b>	<b>\$3,359</b>

## SUMMARY OF FTEs BY DIVISION

Division	FY 2019	FY 2020	FY 2020	FY 2021
	Adopted	Adopted	Revised	Adopted
Mall Services Division	3.00	3.00	3.00	3.00
Office of Records-Admin,	7.00	7.00	7.00	7.00
Records Management	3.00	3.00	3.00	3.00
<b>City Clerk Total</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>