FY2010 - Managed Savings April 16, 2009

	Department	Description of Managed Saving	Service Impacts	Vacant or Filled	Tier 1 FTE Impact	Tier 1 Recommended	Tier 2 FTE Impact	Tier 2
1	**City Clerk**	Eliminate one Staff Assistant II position	The division will reorganize and share the duties of this position with Mail Services staff. A moderate delay in retrieving records and/or delivery of mail will result from this action.	Vacant	1.00	67,675		
2		Eliminate .50 Management Analyst IV and transfer $25,000 to Contract Services	This is a shared position with City Manager's Office and is currently vacant with duties performed by a consultant.	Vacant	0.50	15,713		
3		Eliminate one Executive Secretary and transfer $11,665 to Services and Supplies	The division will reassign the duties of this position. The impact will be most notable in handling special projects, such as elections and providing administrative support for City Council formed ad hoc committees.	Vacant	1.00	79,531		
	Total Personnel				**2.500**	**162,919**		**0**
	Total City Clerk	**General Fund**			**2.500**	**162,919**		

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 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 2009, the Official Records Division provided staff support for City Council meetings and four Council standing committees; recruited and filled vacant positions for the Sr. Assistant City Clerk and Assistant City Clerk positions; administered a consolidated City and Pasadena Unified School District (PUSD) Primary Nominating Election, on March 10, 2009, and a City General (run-off) Municipal Election on April 21, 2009 for City Council District 7; scanned and posted on the City Clerk's website campaign disclosure statement information for candidates for consolidated City and PUSD elections dating back to 2005; prior to destruction, audited for quality control City Clerk subject files converted to electronic format; provided oversight for the technology in the Council Chambers including organizing an audio component upgrade and implementing revised procedures to increase the efficiency of staff presentations during Council meetings; in collaboration with the City Manager's Office, developed an automated agenda system solution, which will implement a "green" process by eliminating the need for paper copies during the preparation period of the agenda; and provided legislative research services to City departments and the public. Additionally, Official Records staff has continued to cross train on the duties of the vacant Executive Secretary position, which is part of the City Clerk's Office managed savings plan.

During Fiscal Year 2009, the Records Management Division converted and imported 5000 Workers Compensation files and 250 Tax Assessors Books, while continuing to import more than 6,000 building permits, URM files, and Occupancy Inspections into the Citywide Imaging System (Questys). These conversions have resulted in a reduction of the Records Center holdings by 527 cartons. Records Management staff will continue with the conversion project to convert eligible records from paper format to digital format. Three new departments have been added to the list of citywide imaging users including the Housing Department, Fire Department, and Human Resources, while also providing a minimum of one retrieval station in every Department throughout the organization.

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 addition of the Capture Process that automates the conversion of Planning and Development permits; and a new electronic agenda management and workflow project. Additionally, Records Management has been working with Mailroom Services to implement new efficiency measures by cross training mailroom staff to absorb some duties normally handled by a vacant Staff Assistant II position, which is part of the City Clerk's Office managed savings plan.

Summary of Appropriations and Revenues

	FY 2007 Actual	FY 2008 Actual	FY 2009 Adopted	FY 2009 Revised	FY 2010 Recommended
FTEs	16.500	16.500	16.500	16.500	14.000
Appropriations	2,660,870	2,330,898	2,878,594	2,878,594	1,966,650
Sources by Fund					
General	2,276,626	1,833,362	2,364,695	2,364,695	1,453,592
Mail Service	384,244	497,536	513,899	513,899	513,058
Total Sources by Fund	2,660,981	2,330,898	2,878,594	2,878,594	1,966,650

Departmental Results Statements

Result 1: Provide access to information to ensure an informed citizenry, Council and staff.

	Actual	FY 2008 Target	% Target	FY 2009 Target	FY 2010 Target
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	40	40	100%	100%	100%
B. Council minutes submitted for approval within 2 weeks of each meeting	43	47	91%	100%	100%
C. Council/Commission minutes posted on the Internet within 3 days of approval	54	54	100%	100%	100%

Result 2: Pasadena voters will be informed on ballot issues.

	Actual	FY 2008 Target	% Target	FY 2009 Target	FY 2010 Target
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	3/31/08	94%		N/A	3/08/2010
B. Post list of qualified candidates and measures within 1 week of qualification	N/A Non-election year	N/A Non-election year	N/A Non-election year	Within 1 day	N/A Non-election year
C. Post semi-official election results next day following election, and final results 1 day after conclusion of official canvas	N/A Non-election year	N/A Non-election year	N/A Non-election year	Within 1 day	N/A Non-election year
Measure 2.2 Availability of campaign information to media/public					
A. Campaign information available within 1 day of filing of campaign statements	117	117	100%	100%	100%

		FY 2008		FY 2009	FY 2010
	Actual	Target	% Target	Target	Target
Measure 2.3 Timeline for mailing sample ballot to all registered voters					
A. Sample ballots mailed prior to 21 days before election Primary General	N/A Non-election year	N/A Non-election year	N/A Non-election year	100 % 100 %	N/A Non-election year

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	773	798	97%	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.)	36	36	100%	100%	100%

Changes from Prior Year

- *Cost Changes*: The decrease from FY 2009 Revised Operating Budget of $911,944 is attributable to: $604,903 in election year costs; $276,300 related to the elimination of 2.50 FTEs; and a decrease of $30,741 in internal service annual rate adjustments.

- *FTE Changes*: The Department eliminated 2.50 FTEs, one Staff Assistant II, one Executive Secretary and .50 Management Analyst IV.

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.

YEAR: Fy2010
SCENARIO: RECOMMEND
FORMAT: Budget Review

D26 City Clerk
Budget Review (Expenses)

PERIOD ENDING: JUL
CURRENCY: USD
UNITS: 1

DISCRIPTION	FY2007 ACTUAL	FY2008 ACTUAL	FY2009 ADOPTED	FY2009 REVISED	FY2010 RECOMMEND	$CHANGE	%
8005 Regular Pay - PERS	824,548	836,764	1,090,151	1,090,151	929,789	-160,362	(14.7%)
8011 Overtime Pay	19,934	2,644	19,967	19,967	1,967	-18,000	(90.1%)
8018 PST-Part Time Employees-	17,954	1,882	27,000	27,000	0	-27,000	(100.0%)
8023 Auto Allowance	9,600	9,600	10,100	10,100	4,800	-5,300	(52.5%)
8024 Personal Devlpmnt Allowan	4,000	4,000	4,000	4,000	2,500	-1,500	(37.5%)
8027 Workers' Compensation	39,277	53,757	50,272	50,272	32,645	-17,627	(35.1%)
8031 General Liability	25,275	10,064	13,406	13,406	8,443	-4,963	(37.0%)
8037 Miscellaneous Pay	1,137	0	0	0	0	0	0.0%
8038 Employee Portion-PERS	45,034	34,484	76,311	76,311	31,986	-44,325	(58.1%)
8040 City Portion-PERS	84,075	98,707	76,747	76,747	102,120	25,373	33.1%
8041 City Portion-PARS	771	76	1,080	1,080	0	-1,080	(100.0%)
8044 Life Insurance	848	791	1,091	1,091	753	-338	(31.0%)
8045 Dental Insurance	8,158	8,298	7,986	7,986	7,185	-801	(10.0%)
8046T Medicare Total	10,787	10,435	16,096	16,096	13,641	-2,455	(15.3%)
8047 Long Term Disability	1,980	2,209	1,853	1,853	1,782	-71	(3.8%)
8048 Child Care Subsidies	3	0	135	135	0	-135	(100.0%)
8049 Medical	145,488	153,461	160,050	160,050	142,334	-17,716	(11.1%)
8050 Benefits	132,752	151,043	0	0	0	0	0.0%
8054 Vision Care	7	154	0	0	0	0	0.0%
8056 Accrued Payroll Expense	1,555	12,061	0	0	0	0	0.0%
8058 Benefits Admin.	44,938	45,603	0	0	0	0	0.0%
T8700 Total Personnel	**1,418,120**	**1,436,033**	**1,556,245**	**1,556,245**	**1,279,945**	**-276,300**	**(17.8%)**
8101 Materials And Supplies	24,585	63,274	29,586	29,586	23,786	-5,800	(19.6%)
8106 Rent Expense	0	22,271	29,675	29,675	29,675	0	0.0%
8108 Computer Related Supplies	15,184	0	2,000	2,000	2,000	0	0.0%
8109 Equip Purchases Under $1,	4,647	1,663	10,500	10,500	8,500	-2,000	(19.0%)
8110 Outside Printing & Duplicati	17,974	22,232	20,200	20,200	20,000	-200	(1.0%)
8112 Legal and Other Advertisin	15,307	5,830	20,000	20,000	7,000	-13,000	(65.0%)
8113 Photo Copy Machine Maint	6,115	2,117	10,180	10,180	8,980	-1,200	(11.8%)
8114 Other Contract Services	825,565	363,984	705,536	705,536	206,001	-499,535	(70.8%)
8118 Outside Legal Services	3,529	1,636	0	0	0	0	0.0%
8124 Dues And Memberships	1,148	775	1,540	1,540	1,140	-400	(26.0%)
8127 Conf & Mtgs-City Departme	3,119	4,893	5,425	5,425	2,925	-2,500	(46.1%)
8128 Mileage	0	204	330	330	330	0	0.0%
8129 Education	150	1,359	1,552	1,552	1,352	-200	(12.9%)
8130 Training Costs	0	0	1,400	1,400	1,400	0	0.0%
8132 Video Productions	6,940	0	8,000	8,000	0	-8,000	(100.0%)
8135 Reference Matls Subscripti	188	154	736	736	736	0	0.0%
8144 Postage	81,037	3,949	75,000	75,000	5,050	-69,950	(93.3%)
8156 Insurance	2,219	0	2,500	2,500	0	-2,500	(100.0%)
8163 City Cost Abatement	8,952	9,221	9,543	9,543	9,925	382	4.0%
8187 Discounts Earned	-37	0	0	0	0	0	0.0%
8218 Vehicle Rental	571	371	0	0	0	0	0.0%
T8800 Total Services & Supplie	**1,017,192**	**503,932**	**933,703**	**933,703**	**328,800**	**-604,903**	**(64.8%)**
8506 Computer Equipment	0	0	6,500	6,500	6,500	0	0.0%
T8900 Total Equipment	**0**	**0**	**6,500**	**6,500**	**6,500**	**0**	**0.0%**
8601 IS-Structural Maintenance	25,720	93,316	73,829	73,829	74,323	494	0.7%
8602 IS-Tenant Improvements	441	2,089	0	0	0	0	0.0%
8603 IS-Lockshop	3	361	100	100	100	0	0.0%
8604 IS-Utilities & Insurance-Hse	13,596	47,412	39,179	39,179	53,619	14,440	36.9%
8605 IS-Houskeeping Services	13,411	61,674	50,513	50,513	47,078	-3,435	(6.8%)
8606 IS-Floors And Windows	0	0	500	500	500	0	0.0%
8607 IS-Printing	41,797	19,331	37,085	37,085	19,085	-18,000	(48.5%)
8608 IS-Mail - Basic Services	2,656	2,739	8,739	8,739	2,738	-6,001	(68.7%)
8609 IS-Telephones - Basic	13,764	16,442	16,124	16,124	14,337	-1,787	(11.1%)
8611 IS-ADS - Direct Request	33,873	8,133	14,130	14,130	1,130	-13,000	(92.0%)
8612 IS-PC Direct Request	17,689	14,692	18,167	18,167	23,804	5,637	31.0%
8615 IS-Auto Body Repair	0	740	0	0	0	0	0.0%
8616 IS-Fleet Maint-Equip Maint	2,237	3,303	5,931	5,931	5,931	0	0.0%
8617 IS-Fleet Maint-Equip Repla	2,523	2,523	5,023	5,023	5,023	0	0.0%
8618 IS-Fleet Maint-Fuel	2,619	3,111	2,247	2,247	2,247	0	0.0%
8620 IS-Building Preventive Main	8,192	27,917	22,331	22,331	22,828	497	2.2%
8622 IS-Telephones - Usage	2,115	1,481	1,713	1,713	1,713	0	0.0%
8623 IS-PC Training	0	0	561	561	561	0	0.0%
8624 IS-Enterprise Network	19,081	22,262	23,755	23,755	20,883	-2,872	(12.1%)
8632 IS-AD&S-GIS	2,701	2,520	2,972	2,972	2,736	-236	(7.9%)
8634 IS-Security Srvcs at CityHal	10,936	39,107	38,997	38,997	33,084	-5,913	(15.2%)
8635 IS-ITSD Projects-Basic	540	0	540	540	0	-540	(100.0%)
8641 IS-MS Licensing	1,804	1,831	1,787	1,787	1,760	-27	(1.5%)
T9000 Total Internal Service C	**215,698**	**370,986**	**364,223**	**364,223**	**333,482**	**-30,741**	**(8.4%)**
8677 Interest	1,055	148	6,000	6,000	6,000	0	0.0%
T9100 Total Principal & Interes	**1,055**	**148**	**6,000**	**6,000**	**6,000**	**0**	**0.0%**
8705 Transfers To General Fund	0	11,000	0	0	0	0	0.0%
T9200 Total Transfers Out	**0**	**11,000**	**0**	**0**	**0**	**0**	**0.0%**
8801 Depreciation	8,800	8,800	11,923	11,923	11,923	0	0.0%

YEAR: Fy2010
SCENARIO: RECOMMEND
FORMAT: Budget Review

D26 City Clerk
Budget Review (Expenses)

PERIOD ENDING: JUL
CURRENCY: USD
UNITS: 1

DISCRIPTION	FY2007 ACTUAL	FY2008 ACTUAL	FY2009 ADOPTED	FY2009 REVISED	FY2010 RECOMMEND	$CHANGE	%
T9300 Total Other Expenses	8,800	8,800	11,923	11,923	11,923	0	0.0%
T8000 Total Expense	2,660,866	2,330,898	2,878,594	2,878,594	1,966,650	-911,944	(31.7%)

Employee Distribution By Position

Entity: D26 - City Clerk
Account: FTE - FTE
Period: JUL, 2010
Scenario: RECOMMEND

Code	Description	Total
10021	CITY CLERK	1
20310	SENIOR ASSISTANT CITY CLERK (C)	1
26801	ASSISTANT CITY CLERK	1
35571	CENTRAL SERVICES SUPERVISOR	1
36021	MANAGEMENT ANALYST V	1
41741	MANAGEMENT ANALYST IV	0
45021	EXECUTIVE SECRETARY (C)	0
62931	TECHNICAL SPECIALIST (C)	1
64891	SECRETARY (C)	1
66711	STAFF ASSISTANT II (C)	0
66811	STAFF ASSISTANT III (C)	4
121731	STAFF ASSISTANT II	1
121741	STAFF ASSISTANT III	1
124661	STAFF ASSISTANT I	1
164520	CITY SERVICE WORKER	0
Totals		**14**