



# OFFICE OF THE CITY CLERK

## TO THE GOVERNMENT EFFICIENCY AND OPENNESS COMMITTEE

DATE: October 7, 2005  
REPORT NO.: CC-05-10

SUBJECT: RECORDS MANAGEMENT STATUS REPORT

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On July 29, 2005, the Office of the City Clerk provided a status report on Records Management practices within the City to the Government Efficiency and Openness (GE&O) Committee. As a result of that presentation, the Clerk's Office was directed to follow-up and report on the following:

**1. Direction to the City Manager to coordinate with the City Clerk to work with any unresponsive departments on current records retention procedures:**

The City Clerk met with the Manager's Office on September 15, 2005 to discuss a strategy for compliance with regard to the update of department records disposition schedules. The City Manager re-issued a memo to Department Directors on October 6, 2005 with revised deadlines for updates to their schedules. Departments were asked to provide the name of a liaison to the Clerk's Office no later than November 1, 2005. Follow-up measures were established by the Clerk's Office in the form of regular status reports to the Manager's Office to ensure that progress would be tracked on a departmental basis.

**2. Direction to the City Manager to immediately remedy any unsafe conditions in the City's records retention areas that maybe out of compliance with building and safety codes:**

The Office of the City Clerk is coordinating with General Services to address all structural and electrical issues. Facilities Maintenance has completed the electrical work and is in the process of scheduling a walk-through by the electrical inspector. In addition, Facilities Maintenance staff is in the process of re-certifying the sprinkler system. All fire exit and accessibility requirements have been met. The only outstanding element includes bracing or anchoring shelves that extend beyond an established height requirement. Staff in both the Clerk's Office and Facilities Maintenance are working together to address this issue, and both sides are confident that it will be resolved within 60 days.

**3. Direction to the City Clerk to return to GE&O with a report regarding potential sites currently owned by the City for use as Records Center for all of the City's records and the approximate cost of obtaining a property if there are no sites owned by the City currently available:**

During the September 15, 2005 meeting with the Manager's Office, a representative from the Real Estate Assets Department agreed to provide a list of potential sites for a centralized records storage facility for all of the City's records management needs. Clearly, a downtown location would be the most efficient option due to the proximity of the Clerk's Office. Plaza Hall, with approximately 20,000 square feet of space available, is the only downtown site with potential. A portion of Plaza Hall has already been partitioned-off for use by the City's Print Shop. Real Estate Assets has expressed a desire to keep the remaining portion of Plaza Hall open as a potential staging area for companies or events renting the adjacent Golden Hall. It would be possible, however, to partition-off about 10,000 square feet, provide the Clerk's Office with an excellent area to consolidate a large number of the City's records, and still leave 10,000 square feet for the events in Golden Hall. This would not impact the City's revenue stream since Plaza Hall is currently vacant.

The only other sites for a Records Center suggested by Real Estate Assets are in Kearny Mesa (Attachment 1). These sites varied in terms of cost, but ranged from \$0.85 - \$1.05 per square foot. Even at the low end of that range, the cost would be over \$200,000 per year. Since the Office of the City Clerk is a General Fund Department, and Records Management is a vital function that should be required of all departments, there is no existing revenue stream to off-set the cost of renting a new building.

In addition to working with Real Estate Assets, the City Clerk has put forward a proposal to the Library to investigate the feasibility of shared space for archives and special collections. There are many areas of overlap between the Library and the Office of the City Clerk, and as part of the proposal, there would be rotating special collections displays of Mayoral artifacts, as well as important municipal documents. A dialogue has been started between the two departments, and the possibilities are both promising and exciting since it would be an opportunity to both enhance public access to information and to do something both proactive and unique among California municipalities.

It should also be noted that the Office of the City Clerk has proactively sought out a relationship with the City's Homeland Security Department. Vital Records, their retention and accessibility, are part of the City's Business Continuity Plan. The Clerk's Office has volunteered to oversee this aspect of the plan and grant funding may be available to assist with this aspect of Records retention.

**4. Direction to the City Clerk to provide the cost of current storage practices by the City, broken down by each storage site:**

Records Management staff in the Office of the City Clerk conducted a recent survey of City departments. As a result of that survey, Attachment 2 provides an estimate of the office space currently being used to store records. Storing records in office space is not cost-effective since the cost per square foot is much higher for office space than it is for warehousing records. In addition, having a Records Center that houses the City's documents creates efficiencies in storage and retrieval and facilitates access by citizens and city personnel.

In addition to the specific direction given above, Councilmember Maienschein encouraged the Office of the City Clerk to investigate technological solutions to the issue of records preservation and storage. Staff has researched the following:

**Record Scanning/Imaging:**

Scanning or imaging records has a great deal of potential in the area of records management. Some jurisdictions have implemented scanning technology with great success. Thus, the Office of the City Clerk met with San Diego Data Processing Corporation to discuss scanning equipment options shortly after the initial Records Management presentation before GE&O. In addition, staff from the Clerk's Office met with staff from Metro Wastewater's scanning operation, and MWWD agreed to loan the Clerk's Office scanning equipment. Thus, it will be possible to launch a scanning & imaging pilot project in the Clerk's Office by December 1, 2005. The following timeline was established:

***October 2005***

- \* Identify the record series/department(s) that may benefit from scanning.

***November 2005***


- \* Set up a scanning workstation in existing Records Center.
- \* Use existing staff (micrographics) to implement pilot project.

***December 2005***

- \* Begin scanning.
- \* Make changes/streamline the process.
- \* Expand project as appropriate.

In conclusion, a citywide Records Center would allow for more efficient and accurate preservation of, and access to, the City's records; as well as standardized technology for storage and retrieval of documents. Although a scanning program would help reduce the overall volume of hard-copy storage, there are still many documents that require retention in their original form. In addition, the process of scanning requires some time to implement and streamline. Thus, a citywide Records Center, in combination with a scanning program, would offer a state-of-the art Records Program for the City of San Diego. The Office of the City Clerk is dedicated to working with other City Departments to coordinate efforts to ward this outcome.

Any feedback or questions can be directed to me, or to Salam Hasenin, Deputy Director in charge of Legislative Services and Records Management, who can be reached at 619-533-4024.



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Elizabeth Maland  
City Clerk

Attachments

cc: City Councilmembers  
City Attorney  
City Manager

PREPARED FOR:

**City of San Diego Real  
Estate Assets**

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**Kearny Mesa Warehouse  
Survey**

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10/3/2005

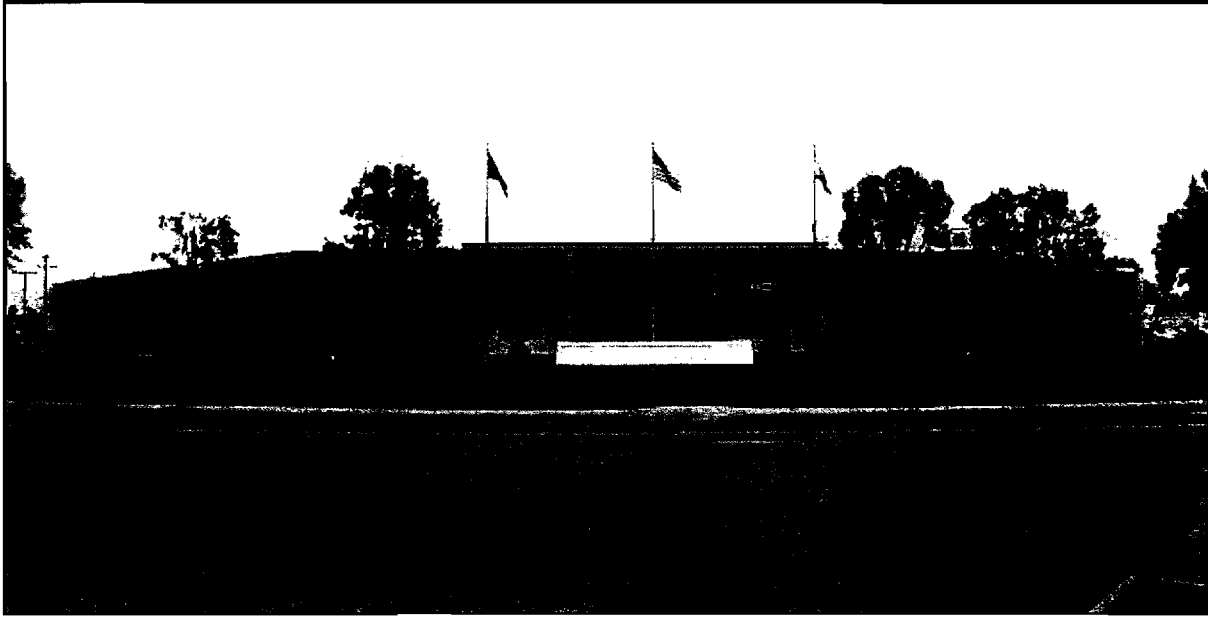
PREPARED BY:

**Colliers International**

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Location: **Central Suburban Ind Cluster  
Kearny Mesa Ind Submarket  
San Diego County  
San Diego, CA 92123**

Building Type: **Warehouse**  
Status: **Built 1975**  
Tenancy: **Single Tenant**

Land Area: **3.30 AC**  
Stories: **1**  
RBA: **47,687 SF**

Total Avail: **24,055 SF**  
% Leased: **49.6%**

Management: -  
Recorded Owner: **Westcore Sandrock, LLC**

Ceiling Height: **20'0"**  
Column Spacing: -  
Drive Ins: **8**  
Loading Docks: **None**  
Power: **2000a/120-208v 3p/4w**

Crane: -  
Rail Line: **None**  
Cross Docks: -  
Const Mat: **Masonry**  
Utilities: -

Parcel Number: **421-050-08**  
Parking: **100 free Surface Spaces are available; Ratio of 3.00/1,000 SF**  
Amenities: **Corner Lot, Fenced Lot, Partial Stories Exist**

Floor	SF Avail	Bldg Contig	Rent/SF/mo + Sys	Occupancy	Term	Use Type
P 1st	24,055 div	24,055	\$0.85/nnn	Vacant	1-3 yrs	Direct

# 8835 Balboa Ave



Location: **Central Suburban Ind Cluster**  
**Kearny Mesa Ind Submarket**  
**San Diego County**  
**San Diego, CA 92123**

Building Type: **Class C Warehouse**  
 Status: **Built 1970**  
 Tenancy: **Multiple Tenant**

Land Area: **2.30 AC**  
 Stories: **2**  
 RBA: **49,280 SF**

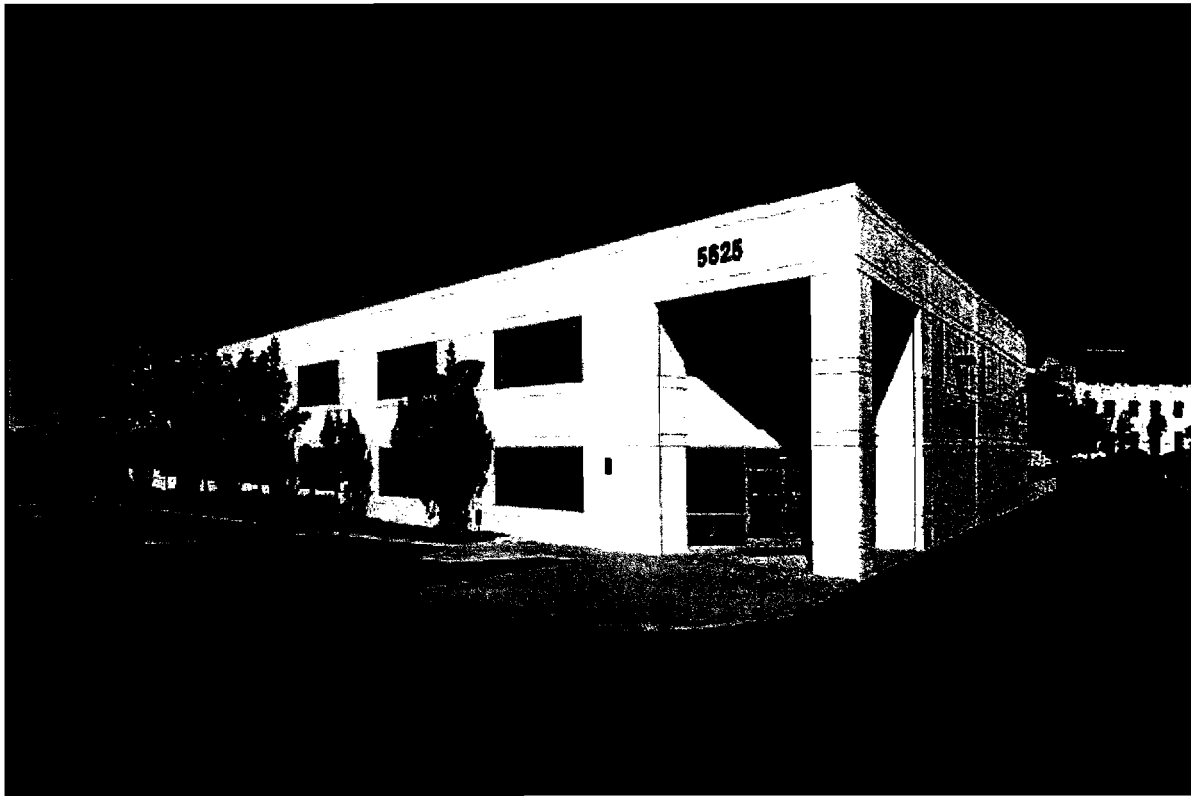
Total Avail: **26,720 SF**  
 % Leased: **100%**

Management: -  
 Recorded Owner: **S & S Investors**

Ceiling Height: **20'0"**  
 Column Spacing: -  
 Drive Ins: **10**  
 Loading Docks: **None**  
 Power: **2200a/120-208v 3p**  
 Parcel Number: **369-150-12**  
 Parking: **Ratio of 2.00/1,000 SF**

Crane: -  
 Rail Line: **None**  
 Cross Docks: -  
 Const Mat: -  
 Utilities: -

Floor	SF Avail	Bldg Contig	Rent/SF/mo + Svs	Occupancy	Term	Use/Type
P 1st / Suite C/D	26,720 div/5,344 ofc	26,720	\$1.05/mg	11/2005	Negotiable	Direct



Location: **Central Suburban Ind Cluster**  
**Kearny Mesa Ind Submarket**  
**San Diego County**  
**San Diego, CA 92111**

Building Type: **Class B Warehouse**  
 Status: **Built 1998**  
 Tenancy: **Multiple Tenant**

Land Area: -  
 Stories: **1**  
 RBA: **33,000 SF**

Total Avail: **22,620 SF**  
 % Leased: **31.5%**

Management: -  
 Recorded Owner: **TPI Properties, LLC**

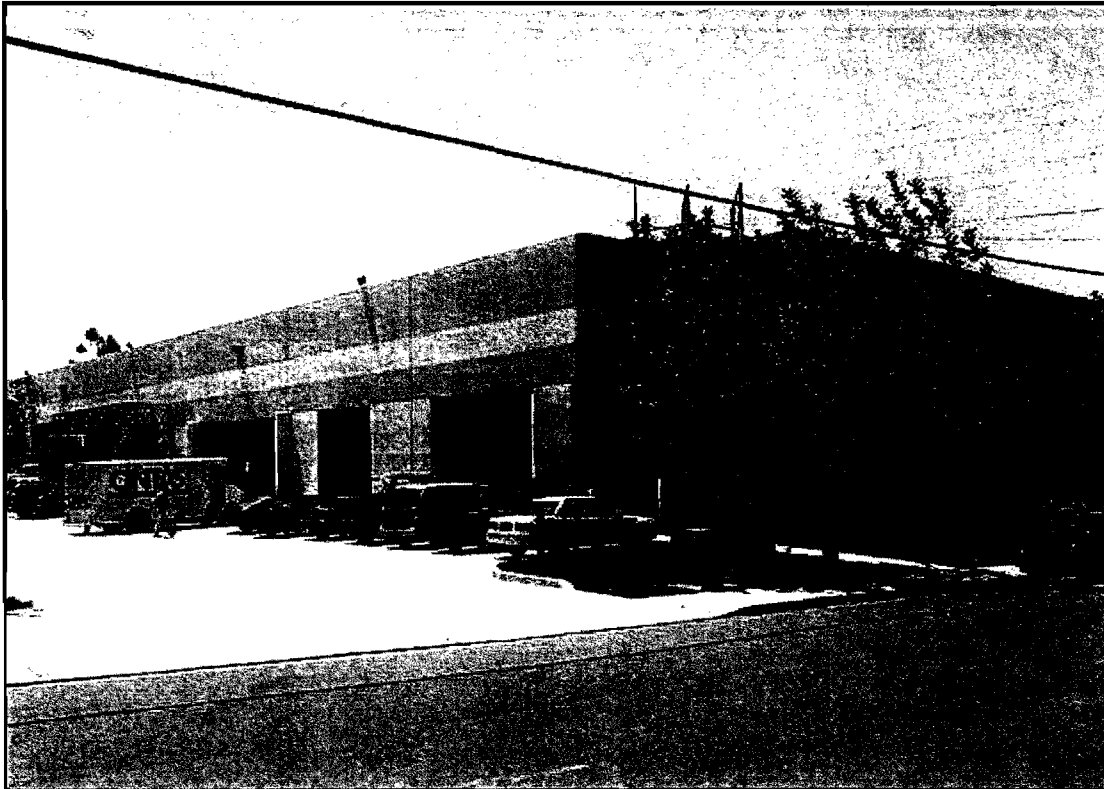
Ceiling Height: **22'0"-24'0"**  
 Column Spacing: -  
 Drive Ins: **3**  
 Loading Docks: **1 ext**  
 Power: -

Crane: -  
 Rail Line: -  
 Cross Docks: -  
 Const Mat: -  
 Utilities: -

Parcel Number: **356-400-30-03**  
 Parking: **Ratio of 3.00/1,000 SF**

Floor	Sq Avail	Blq Contig	Rent/SF/mo	Use	Occupancy	Term	Use/Type
P 1st	14,620	22,620	Negotiable	Vacant	Negotiable	Direct	





Location: **Simon Levi Business & Industrial Center IV**  
**Central Suburban Ind Cluster**  
**Kearny Mesa Ind Submarket**  
**San Diego County**  
**San Diego, CA 92111**

Building Type: **Manufacturing**  
 Status: **Built 1990**  
 Tenancy: **Multiple Tenant**

Land Area: -  
 Stories: **1**  
 RBA: **61,941 SF**

Total Avail: **17,828 SF**  
 % Leased: **71.2%**

Management: -  
 Recorded Owner: **Levi Simon Co. Ltd.**

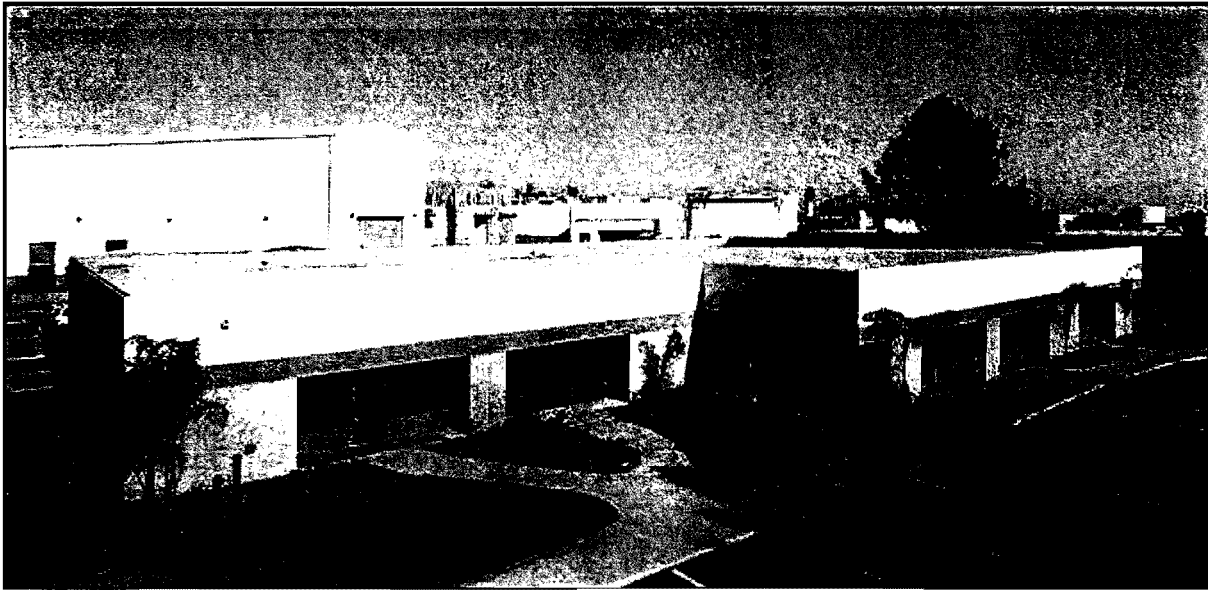
Ceiling Height: **22'0"-26'0"**  
 Column Spacing: -  
 Drive Ins: **21**  
 Loading Docks: **22 ext**  
 Power: **400-1200a/120-208v**

Crane: -  
 Rail Line: **None**  
 Cross Docks: **None**  
 Const Mat: **Masonry**  
 Utilities: -

Parcel Number: **356-350-49**  
 Parking: **Free Surface Spaces; Ratio of 2.00/1,000 SF**  
 Amenities: **Fenced Lot**

Floor	SF Avail	Bldg Contig	Rent/SF/mo + Svs	Occupancy	Term	Use/Type
P 1st / Suite E	17,828/5,348 ofc	17,828	\$0.95/fg	Vacant	Negotiable	Direct

**4235 Ponderosa Ave - Ponderosa Technology Park**



Location: **Bldg 6**  
**Central Suburban Ind Cluster**  
**Keamy Mesa Ind Submarket**  
**San Diego County**  
**San Diego, CA 92123**

Building Type: **Manufacturing**  
 Status: **Built 1980**  
 Tenancy: **Single Tenant**

Land Area: -  
 Stories: **1**  
 RBA: **16,331 SF**

Total Avail: **16,331 SF**  
 % Leased: **100%**

Management: **California Industrial Properties**  
 Recorded Owner: **Seacliff Ponderosa LLC**

Ceiling Height: **14'0"**  
 Column Spacing: -  
 Drive Ins: **5**  
 Loading Docks: **None**  
 Power: **800-1600a/120-480v**  
 Parcel Number: **369-170-20**  
 Parking: **Free Surface Spaces; Ratio of 3.38/1,000 SF**

Crane: **None**  
 Rail Line: **None**  
 Cross Docks: -  
 Const Mat: **Masonry**  
 Utilities: **No Heating, Sewer - City, Water - City**

Floor	SF Avail	Bldg Contig	Rent/SF/mo	Sys	Occupancy	Term	Use/Type
E 1st	16,331/816 ofc	16,331	\$0.85/nnn	Vacant	Thru Nov 2011	Sublet	



Location: **Central Suburban Ind Cluster**  
**Kearny Mesa Ind Submarket**  
**San Diego County**  
**San Diego, CA 92111**

Building Type: **Industrial**  
 Status: **Built 1979**  
 Tenancy: **Single Tenant**

Land Area: **1.30 AC**  
 Stories: **1**  
 RBA: **21,300 SF**

Total Avail: **No Spaces Currently Available**  
 % Leased: **100%**

Management: **Palisade Wholesale, Inc.**  
 Recorded Owner: **Palisade Wholesale, Inc.**

Ceiling Height: -  
 Column Spacing: -  
 Drive Ins: -  
 Loading Docks: -  
 Power: -

Crane: -  
 Rail Line: **None**  
 Cross Docks: -  
 Const Mat: **Masonry**  
 Utilities: -

Parcel Number: **356-390-10**  
 Parking: **Free Surface Spaces; Ratio of 2.00/1,000 SF**  
 Amenities: **Property Manager on Site**

## OFFICE SPACE USED FOR STORAGE

	NAME	SQUARE FOOTAGE	COST OF RENTAL @ \$2.50 PER SQ. FT./MONTH	ANNUAL COST
1	Citizens Assistance	84 ft.	\$210	\$2,520
2	City Attorney - Civil/Criminal	867 sq. ft.	\$2,167.50	\$26,010
3	City Manager	15 sq. ft.	\$37.50	\$450
4	Commission for Arts & Culture	64 sq. ft.	\$160	\$1,920
5	Development Services			
6	Environmental Services - Collection Services Division	2 storage rooms		
7	Environmental Services - Energy Conservation & Mgmt. Division	40 sq. ft.	\$100	\$1,200
8	Environmental Services - Office of Environmental Protection & Sustainability			
9	Environmental Services - Refuge Disposal Division			
10	Environmental Services - Resource Management Division	50 sq. ft.	\$125.00	\$1,500
11	Environmental Services - Waste Reduction & Enforcement Division	0		
12	Ethics Commission	15 sq. ft.	\$37.50	\$450
13	Financial Management	100 sq. ft.	\$250.00	\$3,000
14	Financial Management - Purchasing	80 sq. ft.	\$200	\$2,400
15	Fire - Rescue	700 sq. ft.	\$1,750	\$21,000
16	General Services - Airports Division	450 sq. ft.	\$1,125	\$13,500
17	General Services - Facilities Division	500 sq. ft.	\$1,250	\$15,000
18	General Services - Parking Management Administration	2,800 sq. ft.	\$7,000	\$84,000
19	General Services - Parking Management PEO Unit	580 sq. ft.	\$1,450.00	\$17,400
20	General Services - Publishing Services	unsure		
21	General Services - Street Division	200 sq. ft.	\$500	\$6,000
22	Governmental Relations	0		
23	Human Relations Commission	16 sq. ft.	\$40	\$480
24	Human Resources - Labor Relations	0		
25	Information Technology Division	800 sq. ft.	\$2,000	\$24,000
26	Neighborhood Code Compliance	300 sq. ft.	\$750	\$9,000
27	Park & Recreation - Administrative Services	400 sq. ft.	\$1,000	\$12,000
28	Park & Recreation - Community Parks I	2 sq. ft.		
29	Park & Recreation - Community Parks II	64 sq. ft.	\$160	\$1,920
30	Park & Recreation - Developed Regional Parks	182 sq. ft.	\$455	\$5,460
31	Park & Recreation - Open Space	160 sq. ft.	\$400	\$4,800
32	Park & Recreation - Park Planning Division	900 sq. ft.	\$2,250	\$27,000
33	Personnel	160 sq. ft.	\$400	\$4,800
34	Planning	554 sq. ft.	\$1,385	\$16,620
35	Public and Media Affairs - Manager	0		
36	Real Estate Assets			
37	Risk Management - Liability	21 sq. ft.	\$52.50	\$630
38	Risk Management - Worker's Comp.	25 sq. ft.	\$62.50	\$750
39	Special Projects			
40	Stadium	1,600 sq. ft.	\$4,000	\$48,000
41	Water	10 sq. ft.	\$25	\$300
42				
43		<b>TOTAL</b>	<b>\$29,342.50</b>	<b>\$352,110</b>