

DEPARTMENTAL BUDGET INFORMATION CITY CLERK (70)

STATEMENT OF PURPOSE

The City Clerk's Office serves as the Scribe for the City Council, maintain public records and custodial duties for the Corporate Seal; certify official documents, administer oaths and take affidavits, and to perform all duties related to the Chairpersonship of the Department of Elections and exercise other powers and duties as provided by law and addressed in the City Charter of the City of Detroit.

DESCRIPTION

The Office of the City Clerk meets the goals of the agency as defined by City Charter and serves as the keeper of records on behalf of the City of Detroit regarding the business transactions of the legislative and executive branches of government. The City Clerk also maintains the custodial role of the Corporate Seal of the City and all duties including certification and administration of all official City documents, oaths, affidavits, including provisions for responding to citizens requests for information and exercising the power and duties as prescribed by law and the City Charter. In order to meet these broad goals and objectives, inclusive of developing measures of performance and outcomes, this office requires ongoing planning, implementation strategies and incorporating goal-based budgeting processes for effective management and the provision of quality services to citizens.

Additional duties and responsibilities of the office of the City Clerk as prescribed by the Charter are to serve as the Chair of Elections and perform oversight duties with the Election Department and provide general oversight in concert with the Election

Commission for all elections that take place in the City of Detroit.

MAJOR INITIATIVES FOR FY 2008-09

The City Clerk's Office major initiatives for FY 2009-10 will assist the city in continuing to increase efficiency and productivity without an increase in costs.

The Detroit City Clerk Archive and Records Management Division will maintain cost-effective storage of the City Clerk's inactive records, to promote the development and implementation of sound information management policies and procedures, to preserve the City's historical documents, and to provide research assistance to City of Detroit departments and the general public.

The on-going operations of this facility provide for instant document retrieval is not only imperative but cost efficient and enhances productivity by:

- Conducting a records appraisal of the Archives and Records Management Division.
- Preparing a records and retention disposal schedule that is consistent with that of the State of Michigan Archives Department.
- Enforcing consistent record policies for both physical and digitized documents.

Completing the final phase of the Codification Project is a major initiative for the 2009-10 budget cycle. The City Charter mandates re-codification to ensure City Codes/Ordinances are in compliance with state and federal standards. This project requires several years to complete.

DEPARTMENTAL BUDGET INFORMATION CITY CLERK (70)

Three years after completion, the re-codification process starts all over again.

The Codification Committee consists of representatives from the Law Department, City Council Research and Analysis Division and the Office of the City Clerk.

In FY 2008-09 the second phase involved the committee's review of the legal manuscripts.

While the re-codification has not taken place for many years, my goal is to have a complete re-codification process completed before the end of December 2009.

As City Council continues its standing committee structure, the Clerk's Office seeks to continually improve on processes that support this structure. This includes, but is not limited to:

- **Reducing** copying and printing via the Electronic Agenda and Legislative Management System by scanning and electronically storing documents.
- **Significantly** improving Board Book preparation time utilizing two Junior Assistant City Council Committee Clerks to assist in scanning and copying the items.
- **Preparation** of referral resolutions for contracts, simple resolutions for each, scanning and copying of these items by the weekly Turning Clerk.
- **Advancing** preparation time for Standing Committee Calendars via assistance of the Junior Clerks.
- **Submission** of calendars and agendas is done electronically in a consistent format.
- **Supporting** documents and reports corresponding to these documents are

regularly available in the scanned document folders.

- **Standardized** format for Calendars, Agendas, Committee reports, and meeting minutes.
- **Accessibility** of the Council calendars, agendas and advanced calendars via the City of Detroit website.
- **Maintaining** the Ordinance Tracking System to allow for tracking ordinances from introduction to adoption.

PLANNING FOR THE FUTURE FOR FY 2009-10, FY 2010-11 AND BEYOND Archives and Records Management Division

- **Rebind** approximately 200-300 Journal of City Council Books.
- **Develop** an Automated Records Management System that can be used by the public to retrieve current and historical city documents.
- **Implement** a document imaging system that is user friendly and provides quick and easy access to City Council proceedings and other documents.
- **Manage** records and documents including, e-mail and digital video and audio from a single application.
- **Collect** records or documents or other materials of historical interest and value via software designed for distribution or backup.

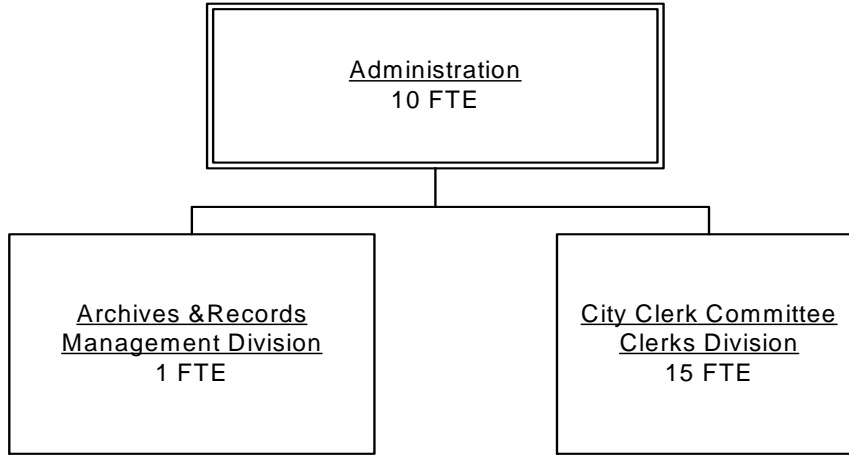
Generate New Processes and Procedures to Support City Council

- **Application** of a voice recognition system which would have the ability to recognize individual voices and/or words to provide automated and accurate transcription of Council meetings.
- **Increase** the contracts database for approvals and holds.

**DEPARTMENTAL BUDGET INFORMATION
CITY CLERK (70)**

- **Expand** and maintain the Ordinance Tracking System to include previous years.
- **Revise** the petition database to include the petition status for easier tracking.

**DEPARTMENTAL BUDGET INFORMATION
CITY CLERK (70)**



PERFORMANCE MEASURES AND TARGETS

Type of Performance Measure: List of Measures	2007-08 Actual	2008-09 Projection	2009-10 Target
Inputs: Resources Allocated or Service Demands Made			
City Council Sessions	210	42	42
Committee Meetings	80	210	210
Closed Sessions	25	25	25
Discussions Held	320	325	325
Hearings Held	400	425	425
City Council Task Force Meetings	60	75	75
Outputs: Units of Activity directed toward Goals			
Petitions Processed	1,150	1,050	1,050
Ordinances Processed	45	40	40
Dangerous Building Hearings	1,200	1,400	1,400
Neighborhood Enterprise Zone (NEZ) Applications	6,000	750	750

**DEPARTMENTAL BUDGET INFORMATION
CITY CLERK (70)**

EXPENDITURES

	2007-08 Actual Expense	2008-09 Redbook	2009-10 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 1,224,329	\$ 1,512,145	\$ 1,253,717	\$ (258,428)	-17%
Employee Benefits	812,355	953,706	865,752	(87,954)	-9%
Prof/Contractual	674	0	0	-	0%
Operating Supplies	69,056	40,000	40,000	-	0%
Operating Services	1,356,251	1,334,031	1,158,952	(175,079)	-13%
Fixed Charges	1,100	0	0	-	0%
Other Expenses	19,469	17,700	20,000	2,300	13%
TOTAL	\$ 3,483,234	\$ 3,857,582	\$ 3,338,421	\$ (519,161)	-13%
POSITIONS	29	29	26	(3)	-10%

REVENUES

	2007-08 Actual Revenue	2008-09 Redbook	2009-10 Mayor's Budget Rec	Variance	Variance Percent
Sales & Charges	2,154	-	-	-	0%
TOTAL	\$ 2,154	\$ -	\$ -	\$ -	0%

**DEPARTMENTAL BUDGET INFORMATION
CITY CLERK (70)**

This Page Intentionally Blank