

CITY CLERK (70)

AGENCY PLAN: STATEMENT OF PURPOSE, GOALS AND BUDGET SUMMARY

STATEMENT OF PURPOSE:

The City Clerk's Office serves as the Scribe for the City Council, maintains public records, custodial duties for the corporate seal; certifies official documents, administer oaths and takes affidavits and performs all duties as provided by law and addressed in the City Charter of the City of Detroit.

AGENCY GOALS:

1. Carry out the directions of the City Council as efficiently as possible.
2. Maintain the records of the City for citizens and other City departments.
3. Administer and provide information and request from citizens.

AGENCY FINANCIAL SUMMARY:

2009-10 <u>Requested</u>		2008-09 <u>Budget</u>	2009-10 <u>Recommended</u>	Increase <u>(Decrease)</u>
\$ 3,956,662	City Appropriations	\$ 3,857,582	\$ 3,338,421	\$ (519,161)
\$ 3,956,662	Total Appropriations	\$ 3,857,582	\$ 3,338,421	\$ (519,161)
\$ 3,956,662	NET TAX COST:	\$ 3,857,582	\$ 3,338,421	\$ (519,161)

AGENCY EMPLOYEE STATISTICS:

2009-10 <u>Requested</u>		2008-09 <u>Budget</u>	04-02-09 <u>Actual</u>	2009-10 <u>Recommended</u>	Increase <u>(Decrease)</u>
29	City Positions	29	24	26	(3)
29	Total Positions	29	24	26	(3)

ACTIVITIES IN THIS AGENCY:

	2008-09 <u>Budget</u>	2009-10 <u>Recommended</u>	Increase <u>(Decrease)</u>
City Clerk Operations	\$3,857,582	\$3,338,421	\$ (519,161)
Total Appropriations	\$3,857,582	\$3,338,421	\$ (519,161)

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CITY CLERK OPERATIONS ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: CITY CLERK OPERATIONS

The City Clerk's duties and responsibilities, as prescribed by Charter, are to serve as the Chair of the Election Commission and perform oversight duties for the Department of Elections and general supervision for all elections that take place in the City of Detroit.

GOALS:

1. Carry out the directions of the City Council as efficiently as possible.
2. Maintain the records of the City for citizens and other City departments.
3. Administer and provide information and request from citizens.

MAJOR INITIATIVES FOR FY 2008-2009:

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 digitizes 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. 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, the goal is to have a complete re-codification process completed by 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.

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

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CITY CLERK OPERATIONS MEASURES AND TARGETS

Type of Performance Measure List of Measures	2006-07 Actual	2007-08 Actual	2008-09 Projection	2009-10 Target
Inputs: Resources Allocated or Service Demands Made:				
City Council sessions	210	210	42	42
Committee meetings	64	80	210	210
Closed sessions	30	25	25	25
Discussions held	530	320	325	350
Hearings held	40	400	425	450
City Council task force meetings	60	60	75	70
Outputs: Units of Activity directed toward Goals:				
Petitions processed	1,500	1,150	1,050	1,075
Ordinances processed	50	45	40	40
Dangerous building hearings	1,500	1,200	1,400	2000
NEZ applications (Neighborhood Enterprise Zone)	2,500	6,000	750	750
Activity Costs	\$3,181,328	\$3,483,234	\$3,857,582	\$3,338,421

CITY OF DETROIT
City Clerk
Financial Detail by Appropriation and Organization

Office Of The City Clerk City Clerk Operations	2008-09 Redbook		2009-10 Dept Final Request		2009-10 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00265 - City Clerk Operations						
700010 - Office Of The City Clerk	14	\$2,479,491	14	\$2,542,998	11	\$2,072,651
700030 - City Council Support Staff	15	\$1,378,091	15	\$1,413,664	15	\$1,265,770
APPROPRIATION TOTAL	29	\$3,857,582	29	\$3,956,662	26	\$3,338,421
ACTIVITY TOTAL	29	\$3,857,582	29	\$3,956,662	26	\$3,338,421

CITY OF DETROIT
Budget Development for FY 2009-2010
Appropriations - Summary Objects

	2008-09	2009-10	2009-10
	Redbook	Dept Final	Mayor's
		Request	Budget Rec
AC0570 - City Clerk Operations			
<i>A70000 - City Clerk</i>			
SALWAGESL - Salary & Wages	1,512,145	1,483,622	1,253,717
EMPBENESL - Employee Benef	953,706	1,033,773	865,752
PROFSVCSL - Professional/Cor	0	42,040	0
OPERSUPSL - Operating Suppli	40,000	52,000	40,000
OPERSVCSL - Operating Servic	1,334,031	1,320,227	1,158,952
OTHEXPSSL - Other Expenses	17,700	25,000	20,000
<i>A70000 - City Clerk</i>	3,857,582	3,956,662	3,338,421
AC0570 - City Clerk Operations	3,857,582	3,956,662	3,338,421
Grand Total	3,857,582	3,956,662	3,338,421

CITY OF DETROIT
Budget Development for FY 2009-2010
Appropriation Summary - Revenues

	2007-08 Actuals	2008-09 Redbook	2009-10 Dept Final Request	2009-10 Mayor's Budget Rec	Variance
A70000 - City Clerk					
<i>00265 - City Clerk Operations</i>					
447370 - Sale-Mfrd & Reproduce	2,081	0	0	0	0
447555 - Other Reimbursements	73	0	0	0	0
<i>00265 - City Clerk Operations</i>	<i>2,154</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
A70000 - City Clerk	2,154	0	0	0	0
Grand Total	2,154	0	0	0	0

**CITY OF DETROIT
MAYOR'S 2009-2010 RECOMMENDED BUDGET**

City Clerk

Appropriation	REDBOOK FY		DEPT REQUEST		MAYORS FY	
Organization	2008	2009 FTE	FY 2009	2010 FTE	2009	2010 FTE
Classification						
00265 - City Clerk Operations						
700010 - Office Of The City Clerk						
City Clerk-Election Commission	1		1		1	
Deputy City Clerk	1		1		1	
Manager II - City Clerk	1		1		1	
Manager I - City Clerk	1		1		0	
Records Manager	1		1		1	
Principal Clerk	2		2		2	
Executive Secretary I	2		2		1	
Information Technician	3		3		3	
Senior Clerk	1		1		0	
Office Management Assistant	1		1		0	
Executive Secretary II	0		0		1	
Total Office Of The City Clerk	14		14		11	
700030 - City Council Support Staff						
Sr Asst C C Committee Clerk	2		2		2	
Asst City Council Comm Clerk	10		10		10	
Jr Asst City Council Comm Clk	3		3		3	
Total City Council Support Staff	15		15		15	
Total City Clerk Operations	29		29		26	
Agency Total	29		29		26	