

CITY OF DETROIT FISCAL 2009/10 BUDGET

AGENCY 70 CITY CLERK

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.

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 branch 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 document, 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 this broad goal and attending objectives, inclusive of developing measures of performance and outcomes, the 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 City Charter are to serve as the Chair of Elections and perform oversight duties with the Department of Elections and provide general oversight in concert with the Election Commission for all elections that take place in the City of Detroit.

GOALS

1. Carry out the directions of City Council as efficiently as possible.
2. Maintain the records of the City for citizens and other City departments.
3. Administer specific citizens information and communications programs.

DEPARTMENTAL FINANCIAL INFORMATION

	<u>GENERAL</u> <u>FUND</u>	<u>TOTAL</u>
EXPENDITURES	<u>\$3,338,421</u>	<u>\$3,338,421</u>
NET TAX COST	\$3,338,421	\$3,338,421
POSITIONS	26	26