

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

**MISSION**

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 citizen's 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 2011-12**

The Detroit City Clerk Archive and Records Management Division will continue to 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the development and implementation of sound information management policies and procedures, to preserve the City's historical documents, and to provide research assistance to City of Detroit departments and the general public.

This will mark the beginning of the fourth full fiscal year that we conduct a records appraisal of the documents in the Archives and Records Management Division. Over two-thirds of the files kept in Archives have been purged which will ensure the files are stored in a cost-effective manner. In keeping with the goal of preserving records, over sixty journals were rebound. Understanding that the citizens of Detroit would be interested in the revisions made to the city's current City Charter, and partnering with Wayne State University, the 1918 Detroit City Charter was scanned and uploaded onto the City Clerk's website. We will also continue to provide updated information on the newly-created Archives section of the City's website.

The Archives Division follows the State of Michigan approved retention and disposition schedule.

**Completing the final phase of the Codification Project** is a major initiative for the 2012-13 budget cycle. The City Charter mandates re-codification to ensure

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City Codes/Ordinances are in compliance with state and federal standards. The Codification Committee consists of representatives from the Law Department, City Council Research and Analysis Division and the Office of the City Clerk. Due to unforeseen circumstances, we have had four Corporation Counsels during this process. Therefore, the projected date of completion is December 2012.

The City Clerk's Office seeks to continually serve as a document and information resource to the Council, all City departments, and the citizens of our City.

- The City Clerk's Office continues to make sure the City Council Members and staff have electronic access to all the materials for standing committees. Significant progress has been made in reducing copying and printing costs by utilizing the two-sided copy feature for City Council committee calendars and agendas.
- The City of Detroit website continues to provide public access of the City Council Meetings, Standing Committee Meetings, minutes, etc. to eliminate the cost to the departments, public and outside agencies.
- The Ordinance Tracking System has been expanded to include previous years back to 2007.
- Our Junior Assistant City Council Committee Clerk in charge of petitions has been attending the weekly Special Events Management Meetings to help revamp and streamline the Petition Process. New Special Events forms are being designed and it is anticipated that soon they will be available on the City of Detroit's Website. Various department fees will also be listed.

- One of our Junior Assistant City Council Committee Clerk has also been meeting with the Michigan Liquor Control Commission Team to help streamline and reduce the petition process.

### **PLANNING FOR THE FUTURE FOR FY 2012-13, FY 2013-14 and BEYOND**

Archives and Records Management Division

- Manage records and documents.
- Collect records, documents or other materials of historical interest and value.
- Cataloging records.
- Create database of cataloged records.

### **Generate New Processes and Procedures to Support City Council**

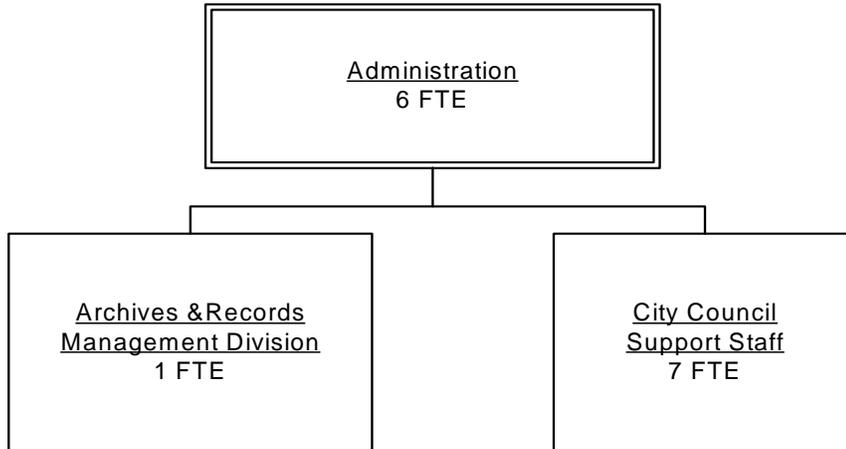
- Implementation of a document imaging system for quick and easy access to City Council proceedings and other documents has been very successful.
- Increase online services and communication within the department and City-wide.
- Provide data and information to the general public and City departments more effectively and expeditiously.
- Enhance the format for providing information to the general public regarding petitions, MLCC, etc.
- 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.
- Design an Agenda System that would automatically outline daily calendars for meeting topics, resolutions, public hearings, communications and minutes to be approved. Automatic numbering of documents would be featured but would also allow for changes to be

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CITY CLERK (70)**

made. Access of previous and current  
agendas would be available to users so

anyone can open and print their own  
copies.

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CITY CLERK (70)**



**PERFORMANCE MEASURES AND TARGETS**

<b>Type of Performance Measure:</b> List of Measures	<b>2010-11 Actual</b>	<b>2011-12 Projection</b>	<b>2012-13 Target</b>
<b>Inputs: Resources Allocated or Service Demands Made</b>			
City Council Sessions	42	42	42
Committee Meetings	210	210	210
Closed Sessions	25	30	35
Discussions Held	350	225	250
Hearings Held	450	275	300
Charter Commission Meetings	24	15	0
<b>Outputs: Units of Activity directed toward Goals</b>			
Petitions Processed	1,075	850	825
Ordinances Processed	40	45	50
Dangerous Building Hearings	2,000	2,400	2,400
Neighborhood Enterprise Zone (NEZ) Applications	750	750	750

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CITY CLERK (70)**

**EXPENDITURES**

	2010-11 Actual Expense	2011-12 Redbook	2012-13 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 922,966	\$ 1,024,357	\$ 664,012	\$ (360,345)	-35%
Employee Benefits	731,655	982,032	653,261	(328,771)	-33%
Prof/Contractual	0	0	0	0	0%
Operating Supplies	19,625	31,600	12,052	(19,548)	-62%
Operating Services	926,085	1,074,486	740,745	(333,741)	-31%
Other Expenses	24,351	6,000	0	-6000	-100%
<b>TOTAL</b>	<b>\$ 2,624,682</b>	<b>\$ 3,118,475</b>	<b>\$ 2,070,070</b>	<b>\$ (1,048,405)</b>	<b>-34%</b>
POSITIONS	23	21	14	(7)	-33%

**REVENUES**

	2010-11 Actual Revenue	2011-12 Redbook	2012-13 Mayor's Budget Rec	Variance	Variance Percent
Sales & Charges	\$ 2,457	0	0	0	0%
<b>TOTAL</b>	<b>2,457</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

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CITY CLERK (70)**

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