

**CITY CLERK (70)**

***AGENCY PLAN: MISSION, GOALS AND BUDGET SUMMARY***

MISSION:

The City Clerk’s Office serves as the Scribe for the City Council, maintains public records and custodial duties for the Corporate Seal, certifies official documents, administers oaths, 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 for requests from citizens.

AGENCY FINANCIAL SUMMARY:

2013-14 <u>Requested</u>		2012-13 <u>Budget</u>	2013-14 <u>Recommended</u>	Increase <u>(Decrease)</u>
\$ 2,681,567	City Appropriations	\$ 2,395,070	\$ 2,379,851	\$ (15,219)
\$ 2,681,567	Total Appropriations	\$ 2,395,070	\$ 2,379,851	\$ (15,219)
\$ 2,681,567	NET TAX COST:	\$ 2,395,070	\$ 2,379,851	\$ (15,219)

AGENCY EMPLOYEE STATISTICS:

2013-14 <u>Requested</u>		2012-13 <u>Budget</u>	04-01-13 <u>Actual</u>	2013-14 <u>Recommended</u>	Increase <u>(Decrease)</u>
15	City Positions	15	15	15	0
15	Total Positions	15	15	15	0

ACTIVITIES IN THIS AGENCY:

	2012-13 <u>Budget</u>	2013-14 <u>Recommended</u>	Increase <u>(Decrease)</u>
City Clerk Operations	\$2,395,070	\$2,379,851	\$ (15,219)
Total Appropriations	\$2,395,070	\$2,379,851	\$ (15,219)

## **CITY CLERK (70)**

### ***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, perform oversight duties for the Department of Elections, and provide 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 requests from citizens.

#### MAJOR INITIATIVES FOR FY 2012-13:

The City Clerk's major initiatives for FY 2013-14 will continue to increase efficiency and productivity while instituting cost-saving measures.

The Detroit City Clerk Archive & Records Management Division is open by appointment only, due to current budget constraints. However, we 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. We will also continue to provide updated information on the newly created Archives section of the city's website. The Division follows the State of Michigan approved Retention and Disposition Schedule.

Completing the final phase of the Codification Project is a major initiative for FY2013-14. The City Charter mandates re-codification to ensure that 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. The projected date of completion is December 2013.

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 by:

- Ensuring that City Council Members and their 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.
- Adding a Junior Assistant City Council Committee Clerk to assist in scanning of Council documents and naming and dropping the documents in the scanned document folders of each pertinent standing committee.
- Providing public access of the City Council meetings, standing committee meetings, minutes, etc. to eliminate the cost to the departments, public and outside agencies via the City of Detroit website.
- The Citizens' Information Division assisting the Assistant City Council Committee Clerks with proofreading of Council proceedings to help streamline publication. The Information Division has also been assisting with the dangerous buildings process.
- Expanding the Ordinance Tracking System to include years up to 2012.
- Our Junior Assistant City Council Committee Clerks have also been meeting with the Michigan Liquor Control Commission for updates and new procedures of the process.

## **CITY CLERK (70)**

### PLANNING FOR THE FUTURE FOR FY 2013-14, FY 2014-15 and BEYOND

- Continue maintaining 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.
- Implement Legistar 5 software for organizing and tracking of legislative files; maintaining all supporting documents; generating agendas and calendars; managing meetings, certified copies, attendance and voting records; controlling and supporting workflow; and publishing all data, reports, files and media to the web.
- Application of a voice recognition system that would have the ability to recognize individual voices and/or words to provide automated and accurate transcription of Council meetings.

**CITY CLERK (70)**

*CITY CLERK OPERATIONS MEASURES AND TARGETS*

Type of Performance Measure List of Measures	2010-11 Actual	2011-12 Actual	2012-13 Projection	2013-14 Target
<b>Inputs: Resources Allocated or Service Demands Made:</b>				
City Council sessions	42	42	42	42
Committee meetings	210	210	210	210
Closed sessions	25	30	35	45
Discussions held	350	225	250	250
Hearings held	450	275	300	325
City Charter Commission meetings	24	15	0	0
<b>Outputs: Units of Activity directed toward Goals:</b>				
Petitions processed	1,075	850	825	850
Ordinances processed	40	45	50	50
Dangerous building hearings	2,000	2,400	2,400	2,400
NEZ applications (Neighborhood Enterprise Zone)	750	750	750	750
<b>Activity Costs</b>	<b>\$2,624,682</b>	<b>\$2,695,901</b>	<b>\$2,395,070</b>	<b>\$2,379,851</b>

**CITY OF DETROIT**

**Financial Detail by Appropriation and Organization**

<b>Office Of The City Clerk</b>	<b>2012-13</b>		<b>2013-14</b>		<b>2013-14</b>	
	<b>Redbook</b>		<b>Dept Final</b>		<b>Mayor's</b>	
<b>City Clerk Operations</b>	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>
<b>Request</b>					<b>Budget Rec</b>	
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00265 - City Clerk Operations						
700010 - Office Of The City Clerk	7	\$1,634,296	7	\$1,925,350	7	\$1,626,097
700030 - City Council Support Staff	8	\$760,774	8	\$756,217	8	\$753,754
<b>APPROPRIATION TOTAL</b>	<b>15</b>	<b>\$2,395,070</b>	<b>15</b>	<b>\$2,681,567</b>	<b>15</b>	<b>\$2,379,851</b>
<b>ACTIVITY TOTAL</b>	<b>15</b>	<b>\$2,395,070</b>	<b>15</b>	<b>\$2,681,567</b>	<b>15</b>	<b>\$2,379,851</b>

**CITY OF DETROIT**  
**Budget Development for FY 2013-2014**  
**Appropriations - Summary Objects**

	<b>2012-13 Redbook</b>	<b>2013-14 Dept Final Request</b>	<b>2013-14 Mayor's Budget Rec</b>
<b>AC0570 - City Clerk Operations</b>			
<i>A70000 - City Clerk</i>			
SALWAGESL - Salary & Wages	697,017	677,457	637,939
EMPBENESL - Employee Benef	675,476	707,944	743,757
PROFSVCSL - Professional/Cor	0	0	40,600
OPERSUPSL - Operating Suppli	20,052	20,052	20,052
OPERSVCSL - Operating Servic	1,002,525	1,260,159	929,525
OTHEXPSSL - Other Expenses	0	15,955	7,978
<i>A70000 - City Clerk</i>	<i>2,395,070</i>	<i>2,681,567</i>	<i>2,379,851</i>
<b>AC0570 - City Clerk Operations</b>	<b>2,395,070</b>	<b>2,681,567</b>	<b>2,379,851</b>
<b>Grand Total</b>	<b>2,395,070</b>	<b>2,681,567</b>	<b>2,379,851</b>

**CITY OF DETROIT**  
**Budget Development for FY 2013-2014**  
**Appropriation Summary - Revenues**

	2011-12 Actuals	2012-13 Redbook	2013-14 Dept Final Request	2013-14 Mayor's Budget Rec	Variance
<b>A70000 - City Clerk</b>					
<i>00265 - City Clerk Operations</i>					
447370 - Sale-Mfrd & Reproduce	2,753	0	0	0	0
447555 - Other Reimbursements	98	0	0	0	0
<i>00265 - City Clerk Operations</i>	2,851	0	0	0	0
<b>A70000 - City Clerk</b>	<b>2,851</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>2,851</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CITY OF DETROIT  
MAYOR'S 2013-2014 RECOMMENDED BUDGET**

**City Clerk**

Appropriation	REDBOOK FY		DEPT REQUEST		MAYORS FY	
Organization	2012	2013 FTE	FY 2013	2014 FTE	2013	2014 FTE
Classification						
<b>00265 - City Clerk Operations</b>						
<b>700010 - Office Of The City Clerk</b>						
City Clerk-Election Commission	1		1		1	
Deputy City Clerk	1		1		1	
Principal Clerk	1		1		1	
Executive Secretary II	1		1		1	
Executive Secretary I	1		1		1	
Information Technician	2		2		2	
<b>Total Office Of The City Clerk</b>	<b>7</b>		<b>7</b>		<b>7</b>	
<b>700030 - City Council Support Staff</b>						
Sr Asst C C Committee Clerk	1		1		1	
Asst City Council Comm Clerk	5		5		5	
Jr Asst City Council Comm Clk	2		2		2	
<b>Total City Council Support Staff</b>	<b>8</b>		<b>8</b>		<b>8</b>	
<b>Total City Clerk Operations</b>	<b>15</b>		<b>15</b>		<b>15</b>	
<b>Agency Total</b>	<b>15</b>		<b>15</b>		<b>15</b>	