

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 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 2009-10

The City Clerk's Office major initiatives for FY 2010-11 will assist us in continuing to increase efficiency and productivity while instituting cost-saving measures.

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the development and implementation of sound information management policies and procedures, to preserve the City's historical documents, and to provide research assistance to City of Detroit departments and the general public.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 second full fiscal year that we conduct a records appraisal of the documents Archives and Records Management Division. We also will work to continue to provide updated information on the newly-created Archives section of the city's website.

We also have prepared a records and retention disposal schedule that is consistent with that of the State of Michigan Archives Department.

Completing the final phase of the Codification Project is a major initiative for the 2010-11 budget cycle. The City Charter mandates re-codification to ensure 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

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Division and the Office of the City Clerk. Due to unforeseen circumstances, we have had four Corporation Counsels during this process.

As City Council begins a new term with a majority of new members, the Clerk's Office seeks to continually improve on processes that will support this new complement of Council Members. This includes, but is not limited to:

- **Continuing to reduce** copying and printing via the Electronic Agenda and Legislative Management System by scanning and electronically storing documents.
- **More utilization** of the City of Detroit website to provide public access to Council Calendars, ordinances, meeting notes, etc.
- **Maintaining** the Ordinance Tracking System to allow for tracking ordinances from introduction to adoption.
- **Increase** the contracts database for approvals and holds.
- **Revise** the petition processing to include e-mailing requests to the appropriate departments. The City Charter Revision Commission was seated January 2010, and the Clerk's Office has offered support to them.

PLANNING FOR THE FUTURE FOR FY 2010-11, FY 2011-12 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

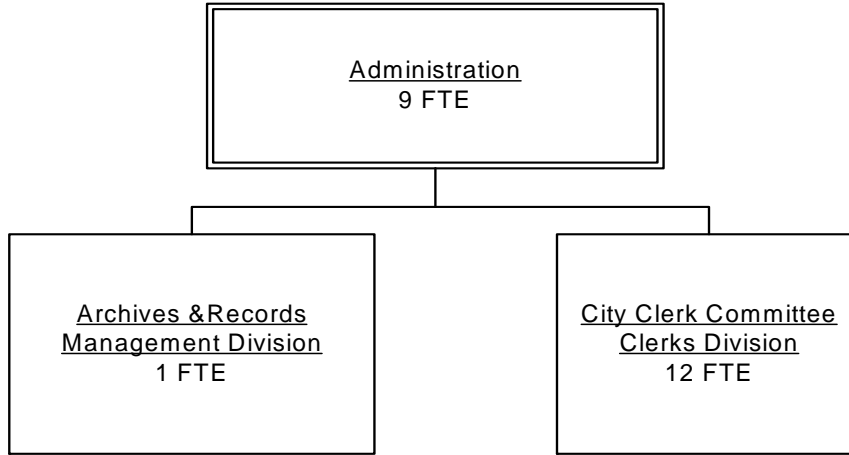
- **Application** of a voice recognition system which would have the ability to recognize individual voices and/or words to provide automated and accurate transcription of Council meetings.
- Design a City Clerk Management and Communications System to allow users to track several fields of information on standing committee calendars or formal agendas. This system would allow documents to be attached, linked or reference other documents that are related or provide supporting information. Anyone who opens the calendar or agenda topic would be allowed to see what supporting documents were available.
- 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 made. Access of previous and current agendas would be available to users so anyone can open and print their own copies. Automatic daily back-up assures that all data is secure and safe. This

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system would streamline preparation of
standing committee calendars from

items referred from the formal agenda.

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PERFORMANCE MEASURES AND TARGETS

Type of Performance Measure: List of Measures	2008-09 Actual	2009-10 Projection	2010-11 Target
Inputs: Resources Allocated or Service Demands Made			
City Council Sessions	42	42	42
Committee Meetings	210	210	210
Closed Sessions	25	25	25
Discussions Held	325	350	350
Hearings Held	425	450	450
City Council Task Force Meetings	75	70	0
Charter Commission Meetings	0	15	24
Outputs: Units of Activity directed toward Goals			
Petitions Processed	1,050	1,075	1,075
Ordinances Processed	40	40	40
Dangerous Building Hearings	1,400	2,000	2,000
Neighborhood Enterprise Zone (NEZ) Applications	750	750	750

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EXPENDITURES

	2008-09 Actual Expense	2009-10 Redbook	2010-11 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 1,239,909	\$ 1,253,717	\$ 1,049,328	\$ (204,389)	-16%
Employee Benefits	741,236	865,752	820,336	(45,416)	-5%
Prof/Contractual	24,659	-	65,000	65,000	0%
Operating Supplies	35,203	40,000	34,000	(6,000)	-15%
Operating Services	1,081,316	1,158,952	1,151,609	(7,343)	-1%
Other Expenses	25,894	20,000	8,000	(12,000)	-60%
TOTAL	\$ 3,148,217	\$ 3,338,421	\$ 3,128,273	\$ (210,148)	-6%
POSITIONS	22	26	22	(4)	-15%

REVENUES

	2008-09 Actual Revenue	2009-10 Redbook	2010-11 Mayor's Budget Rec	Variance	Variance Percent
Grants/Shared	\$ 8,976	\$ 5,000	\$ 5,000	\$ -	0%
Sales & Charges	8,720	12,717	8,720	(3,997)	-31%
TOTAL	\$ 17,696	\$ 17,717	\$ 13,720	\$ (3,997)	-23%

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