

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

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 and takes affidavits; and performs all duties 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 performs certification and administration of all official City documents, oaths, and affidavits; responds to citizen's requests for information; and exercises 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 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, 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
FY2012-13**

The City Clerk's major initiatives 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, promote the development and implementation of sound information management policies and procedures, preserve the City's historical documents, and provide research assistance to City of Detroit departments and the general public. We will also continue to provide updated information on the Archives section of the City Clerk's page on 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 the FY2014. 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 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:

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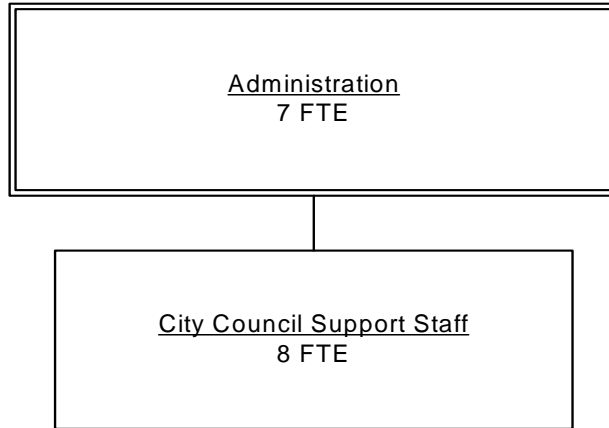
- Ensuring the City Council Members and staff have electronic access to all the materials for standing committees. Significant progress has been made in reducing copying and printing costs by utilizing the two-sided copy feature for City Council committee calendars and agendas.
- Adding a Junior Assistant City Council Committee Clerk to assist in scanning of Council documents. In addition, 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 staff 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 previous 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.

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

The Archives and Records Management Division will:

- 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 preserve the City's historical documents, and provide research assistance to City of Detroit departments and the general public.
- Implementation of 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 which would have the ability to recognize individual voices and/or words to provide automated and accurate transcription of Council meetings.

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PERFORMANCE MEASURES AND TARGETS

Type of Performance Measure: List of Measures	2011-12 Actual	2012-13 Projection	2013-14 Target
Inputs: Resources Allocated or Service Demands Made			
City Council Sessions	42	42	42
Committee Meetings	210	210	210
Closed Sessions	30	35	45
Discussions Held	225	250	250
Hearings Held	275	300	325
Charter Commission Meetings	15	0	0
Outputs: Units of Activity directed toward Goals			
Petitions Processed	850	825	850
Ordinances Processed	45	50	50
Dangerous Building Hearings	2,400	2,400	2,400
Neighborhood Enterprise Zone (NEZ) Applications	750	750	750

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EXPENDITURES

	2011-12 Actual Expense	2012-13 Redbook	2013-14 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 870,274	\$ 697,017	\$ 637,939	\$ (59,078)	-8%
Employee Benefits	838,092	675,476	743,757	68,281	10%
Prof/Contractual	13,743	-	40,600	40,600	0%
Operating Supplies	28,304	20,052	20,052	-	0%
Operating Services	935,973	1,002,525	929,525	(73,000)	-7%
Other Expenses	9,515	-	7,978	7,978	0%
TOTAL	\$ 2,695,901	\$ 2,395,070	\$ 2,379,851	\$ (15,219)	-1%
POSITIONS	-	15	15	0	0%

REVENUES

	2011-12 Actual Revenue	2012-13 Redbook	2013-14 Mayor's Budget Rec	Variance	Variance Percent
Sales & Charges	\$ 2,851	\$ -	\$ -	\$ -	0%
TOTAL	\$ 2,851	\$ -	\$ -	\$ -	0%