



OFFICE OF THE CITY CLERK

Sherikia L. Hawkins, City Clerk

The mission of the Clerk's Office is to perform the traditional duties of the City Clerk's Office as prescribed by Federal and State Law and the City Charter, while providing outstanding customer service to internal and external customers.

Specifically according to the City Charter (Section 3.201) the City Clerk shall be responsible for:

- Registration of Electors residing in the City and the conduct of elections in the City. (Section 3.201)
- Serving as the clerk of the council, giving required public notices, and keeping a record of all ordinances, resolutions and other proceedings. (Section 3.201)
- Maintaining a record of all existing and proposed rules, regulations, policies, and procedures of the City. (Section 3.201)
- Certifying under corporate seal, when requesting, copies of all official papers and records of the City and making them available to the public as provided by law. (Section 3.201)
- Maintaining reasonably accessible voter registration sites through-out the City on a year round basis. (Section 3.203)
- Administering oaths, and taking affidavits and exercise other powers and duties as prescribed by law, this charter, or ordinance. (Section 3.204)

The Clerk's Office offers a range of services to internal and external customers including notary service, research and retrieval of city documents, voter registration cards, voter registration applications, and absentee ballots. Services provided by the Clerk's Office are delivered in an impartial and ethical manner.

2015 Calendar Year Accomplishments

- Successfully administered a Special Election in May and August 2015.
- All staff members of the Office of the Clerk successfully completed continuing education requirements for the Michigan Department of State Election Officials Accreditation Program.
- Contributed to municipal transparency by formatting and linking 56 City Council agenda packets to the City website.
- Completed minutes to all City Council Meetings within a 48 hour period.
- Posted all meeting notices in accordance to the Michigan Open Meetings Act.
- All staff members attended training on the Michigan Open Meetings Act.
- Relocated all election equipment in a new first floor storage room.
- Completed a renovation of council offices with new paint and carpet.



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2015 Calendar Year Accomplishments Continued

- Served as the telephone operator for the city and handled 11,456 calls.
- All Staff members completed notary training.
- Updated and completed the codification of all city ordinances.
- Administered all bid openings for the City.
- The City Clerk attended training with the International Institute of Municipal Clerks.
- Scheduled all trainings for the City Council.
- Administered and participated in over 21 voter registration and voter education drives throughout the City.

Ordinances 2015

- ✓ Ordinance No. 2324: An Ordinance to Amend Appendix B, to change the zoning districts for at the Northwest Corner and Southwest corner of Woodward Avenue and South Blvd.
- ✓ Ordinance No. 2325: An Ordinance to appropriate the sums of money necessary to meet the expenditures, for the fiscal year beginning July 2015.
- ✓ Ordinance No. 2326: An Ordinance to Amend Section 2.515 of the Zoning Ordinance regulating retail sales of packaged alcoholic beverages.
- ✓ Ordinance No. 2327: (*An Ordinance has not been assigned to this number as of publication*)
- ✓ Ordinance No. 2328: An Ordinance to repeal Section 110-43 of the Code of Ordinances Woodcrest Commons PILOT.
- ✓ Ordinance No. 2329: An Ordinance to allow for the payment of the cost of living allowance on the \$400.00 Temporary Benefit previously provided through ordinance No. 2300.
- ✓ Ordinance No. 2330 An Ordinance to amend appendix B, to change zoning for the Northwest Corner of Auburn Avenue and S. Anderson Ave.



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ELECTION DATA				
Percentage of Voters Voting in Each Election	Number of Registered Voters	Election Date	Absentee Ballots Sent	Absentee Ballots Returned
10.73%	43,937	August 3, 2010 State Primary	1297	1164
29.69%	43,937	November 2, 2010 General Gubernatorial	2358	2202
11.69%	43,300	November 8, 2011	1365	1195
15.21%	44,083	February 28, 2012 Presidential Primary	2112	1943
13.80%	44,634	August 7, 2012 Primary Election	1871	1713
50.00%	43,708	November 6, 2012 General Election	5400	5230
9.87%	44,516	August 6, 2013 City Primary	1740	1570
13.20 %	44,500	November 5, 2013 City General	1916	1809
10.57%	44,019	August 4, 2014 State Primary	1974	1768
28.45%	44,010	November 4, 2014 General Gubernatorial	3970	3634
11.65%	44,432	May 5, 2015 Special State Election	1892	1708
7.66%	44,363	August 4, 2015 School Board Election	1696	1552

Valid Voter Registrations Year by Year	
2010	840
2011	436
2012	786
2013	430
2014	560
2015	415



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Future Plans

- Enhance voter education (Progress made 2015)
- Increase voter turnout (No progress made 2015)
- Redesign the City Clerk's website for improved user experience (Slight Progress made 2015)
- Expand voter language services. (Progress made 2015)
- Continue to improve operational processes and enhance our services through efficient and effective methods and solutions to ensure an organization that is customer-focused, proactive, consistent, and responsible. (Substantial Progress made 2015)

Long Term Goals

- Update election booths and election signage.
- Update election storage room to maximize on wasted space.
- Incorporate modern technology with agenda packets with the ultimate goal being to become more of a paperless organization. (In progress)
- An allocation of funds for professional development to assist and support staff to increase their skill and knowledge base of City Clerk and election functions.
- Upgrade to all new voting equipment. (On State Level In Progress)
- Train all staff and election workers on new voting equipment.

Accomplished Goals 2015

- The City has started to initiate a new website design.
- The City has started to initiate the process for going paperless.
- The City has developed a plan for new location for election equipment.
- The City has started to purchase election booths and election signage.