

CITY CLERK – EXECUTIVE SUMMARY

The City Clerk is a charter established department which keeps the corporate seal, chairs the Election Commission, and performs many other functions. The City Clerk attends all Council meetings as Clerk of the Council and maintains a journal of the proceedings. The City Clerk could also be referred to as the “records keeper” of the City. We maintain all ordinances of the City along with any official bond, franchise, contract or agreement entered into by the City. The City Clerk is also responsible for registration of all births and deaths that occur in the City limits. Official certified copies of birth and death records are made available in the Clerk’s office for a fee. The City Clerk issues and registers all licenses granted after the license fee has been paid.

The City Clerk’s Office is basically broken down into four divisions: (1) Elections, (2) Council, (3) Licensing and (4) Birth & Death Records.

Elections. The Elections Division is responsible for maintaining the voter registration file and conducting elections. There are currently 61,102 registered voters in the City of Dearborn. This number changes daily as we receive new registrations and cancellations. Prior to an election, the Clerk’s Office processes anywhere from 5,000 to 6,500 applications for absentee ballots. We recently obtained a bulk mail permit available for election materials and have drastically lowered the costs of mailing ballots. The cost went from 60-85 cents per ballot to \$0.155 per ballot. The bulk mail system is also being used for mailing new voter registration cards.

The Clerk’s Office will conduct the City Primary Election in August and the City General Election in November of this upcoming budget year. We will recruit approximately 250-300 workers for each Election Day. In preparation for Election Day, 4 part-time workers are used to test & program election equipment, prepare election supplies and deliver all equipment and supplies to the 50 precincts throughout the City of Dearborn.

Council. The Council Division is responsible for preparing all agendas, minutes, and books for the Council meetings. This division is also responsible for researching requests received from citizens and other departments.

Licensing. The City Clerk's Office handles all licensing for the City. We currently have approximately 90 different types of licenses that are issued from the Clerk's Office. These licenses include trade licenses, contractor licenses, business licenses and dog licenses, to name a few. This division is responsible for sending referrals to other departments for approval of issuance or renewal of certain licenses.

Birth & Death Records. This division processes approximately 4,500 new birth and 1,500 new death records each year. These records date back to 1927. Requests for vital records are handled either over the counter or by mail. The original birth record is sent to us directly from the hospital. The record is processed, copied, imaged, and the original is sent to the State of Michigan. Death records have the same procedure with the exception that they are received directly from the funeral directors.

Along with these divisions, the Clerk's Office is also responsible for the maintenance of all City Codes and Ordinances. Currently the City uses Muni Code for codification purposes. Copies of all ordinances are available from the City Clerk's Office. This department is also responsible for the publication of all City legal ads and publications.