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TO: Janice M. Winfrey, City Clerk

FROM: David Whitaker, Director  
Legislative Policy Division

DATE: March 8, 2019

RE: 2019-2020 Budget Analysis

Attached is our budget analysis regarding your department's budget for the 2019-2020 Fiscal Year.

Please be prepared to respond to the issues/questions raised in our analysis during your scheduled hearing on **Friday, March 29 2018 at 1:00 p.m.** We would then appreciate a written response to the issues/questions at your earliest convenience subsequent to your budget hearing. Please forward a copy of your responses to the Council members and the City Clerk's Office.

Please contact us if you have any questions regarding our budget analysis.

Thank you for your cooperation in this matter.

**Attachments:**

Issues and Questions  
Budget Summary  
Expenditures by Summary Category – All Funds  
Revenues by Summary Category – All Funds  
Expenditures by Summary Category – Fund Detail  
Revenues by Summary Category – Fund Detail  
Financial Detail by Department, Fund Appropriation, & Cost Center – Expenditures  
Financial Detail by Department, Fund Appropriation, & Cost Center – Revenues  
FY 2020-2023 Positions  
Capital Agenda

cc: Councilmembers  
 Auditor General's Office  
 Tanya Stoudemire, Budget Director  
 Monique Claiborne, Agency CFO, Office of Departmental Financial Services  
 Stephanie Washington, Mayor's Office

**City Clerk (70)**  
**FY 2019-20 Budget Analysis by the Legislative Policy Division**

**Issues and Questions**

1. Please briefly explain the City Clerk's new expense initiatives, new capital funding requests, operational reform and savings proposals, and new revenue initiatives/proposals to be implemented in FY 2020. Please provide which appropriation/cost center the new initiative/request/proposal is impacting in FY 2020.
2. The Budget summary shows 4 vacant City Clerk positions as of January 1, 2019. Please briefly describe the difficulty of filling the vacancies. Also, please briefly explain the department's strategy to fill vacant positions.
3. The Mayor's FY 2020 recommended total General Fund appropriations for the City Clerk is \$2,424,592 which is a \$99,000 decrease from the \$2,523,592 in FY 2019. The decreases were mainly for salaries and wages (\$53,677) and professional and contractual services (\$72,454). Please explain why these line items decreased in FY 2020.
4. Operating services increased \$57,214 to \$784,093 in FY 2020. Why did this line item increase for FY 2020?
5. The number of positions remains the same at 20 positions for FY 2020. However, as detailed below there were some position additions and deletions that netted to zero positions. Please describe the purpose of the changes.

Cost Center	Description	Position	Fiscal Year		
			2019	2020	Change
700010	Office of the City Clerk	Information Technician	3	2	(1)
		Office Auto Supp Asst	-	1	1
		Administrative Assistant IV	-	1	1
		Urban Government Intern II	-	2	2
		Admin Spec Services Staff II	1	-	(1)
		Admin Spec Services Staff III	1	-	(1)
		Administrative Assistant IV	1	-	(1)
		Totals	6	6	-

6. The City Clerk has \$99,000 budgeted for equipment acquisition in FY 2020. In the capital agenda this is described as E-Scribe Software. Please describe the purpose of this software and when it will be operational.

Department Name: City Clerk  
 Department #: 70

**Budget Summary:**

	FY 2018		FY 2019		FY 2020	
	Actual	All Funds	Adopted Budget	All Funds	Recommended Budget	All Funds
Total Revenues	5,720	5,720	3,600	3,600	3,000	3,000
Total Expenditures	2,101,273	2,101,273	2,523,592	2,523,592	2,424,592	2,523,592
<b>Net Tax Cost</b>	<b>2,095,553</b>	<b>2,095,553</b>	<b>2,519,992</b>	<b>2,519,992</b>	<b>2,421,592</b>	<b>2,520,592</b>

	FY 2021		FY 2022		FY 2023	
	Forecast	All Funds	Forecast	All Funds	Forecast	All Funds
Total Revenues	3,000	3,000	3,000	3,000	3,000	3,000
Total Expenditures	2,434,626	2,434,626	2,458,037	2,458,037	2,481,915	2,481,915
<b>Net Tax Cost</b>	<b>2,431,626</b>	<b>2,431,626</b>	<b>2,455,037</b>	<b>2,455,037</b>	<b>2,478,915</b>	<b>2,478,915</b>

Positions (by FTE):	1/1/2019	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
	Actual	Adopted	Recommended	Forecast	Forecast	Forecast
General Fund	16	20	20	20	20	20
Non-General Fund	-	-	-	-	-	-
<b>Total Positions</b>	<b>16</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>

## CITY CLERK (70)

### *AGENCY PLAN: MISSION, GOALS AND ACTIVITY SUMMARY*

#### MISSION:

The City Clerk's Office serves as the Scribe for the City Council. It maintains public records and custodial duties for the Corporate Seal. The Office certifies official documents, administers Oaths of Office, receives affidavits and performs all duties related to the Chair of the Elections Commission.

#### DESCRIPTION:

The Office of the City Clerk meets the goals of the agency as defined by City Charter and serves as the keeper of all records on behalf of the City of Detroit. It 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 citizens' requests for information and exercises power and duties as prescribed by law and the City Charter. The City Clerk, as prescribed by the City Charter, serves as the Chair of the Elections Commission, performing executive oversight of the day-to-day operation of the Department of Elections, as well as administration of all Federal, State and local elections.

#### AGENCY GOALS:

1. Effectively and efficiently execute City Council duties.
2. Maintain and protect the records of the City of Detroit.
3. Administer and provide information for requests from citizens and other City agencies.

CITY OF DETROIT  
 BUDGET DEVELOPMENT  
 EXPENDITURES BY SUMMARY CATEGORY - ALL FUNDS

Department # - Department Name Summary Category	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
<b>70 - City Clerk</b>	<b>2,523,592</b>	<b>2,523,592</b>	<b>2,434,626</b>	<b>2,458,037</b>	<b>2,481,915</b>
Salaries & Wages	1,097,863	1,044,186	1,064,969	1,086,169	1,107,792
Employee Benefits	371,423	349,299	351,466	353,677	355,932
Professional & Contractual Services	280,000	207,546	207,546	207,546	207,546
Operating Supplies	20,000	20,000	20,000	20,000	20,000
Operating Services	726,879	784,093	784,093	784,093	784,093
Equipment Acquisition	-	99,000	-	-	-
Capital Outlays	-	-	-	-	-
Other Expenses	27,427	19,468	6,552	6,552	6,552
<b>Grand Total</b>	<b>2,523,592</b>	<b>2,523,592</b>	<b>2,434,626</b>	<b>2,458,037</b>	<b>2,481,915</b>

**CITY CLERK (70)**

**ACTIVITY DESCRIPTION:**

**CITY CLERK OPERATIONS**

The City Clerk's Office serves as the Scribe for the City Council. It maintains public records and custodial duties for the Corporate Seal. The Office certifies official documents, administers the Oaths of Office, receive affidavits and performs all duties related to the Chair of the Elections Commission. The Office exercises other vested powers and duties as provided by State law and the City Charter.

**CITY OF DETROIT  
BUDGET DEVELOPMENT  
REVENUES BY SUMMARY CATEGORY - ALL FUNDS**

Department # - Department Name Summary Category	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
<b>70 - City Clerk</b>	<b>3,600</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
Grants, Shared Taxes, & Revenues	-	-	-	-	-
Sales & Charges for Services	3,600	3,000	3,000	3,000	3,000
<b>Grand Total</b>	<b>3,600</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>

CITY OF DETROIT  
 BUDGET DEVELOPMENT  
 EXPENDITURES BY SUMMARY CATEGORY - FUND DETAIL

Department # - Department Name	FY2019	FY2020	FY2021	FY2022	FY2023
Fund # - Fund Name	Adopted	Recommended	Forecast	Forecast	Forecast
Summary Category					
<b>70 - City Clerk</b>	<b>2,523,592</b>	<b>2,523,592</b>	<b>2,434,626</b>	<b>2,458,037</b>	<b>2,481,915</b>
<b>1000 - General Fund</b>	<b>2,523,592</b>	<b>2,424,592</b>	<b>2,434,626</b>	<b>2,458,037</b>	<b>2,481,915</b>
Salaries & Wages	1,097,863	1,044,186	1,064,969	1,086,169	1,107,792
Employee Benefits	371,423	349,299	351,466	353,677	355,932
Professional & Contractual Services	280,000	207,546	207,546	207,546	207,546
Operating Supplies	20,000	20,000	20,000	20,000	20,000
Operating Services	726,879	784,093	784,093	784,093	784,093
Other Expenses	27,427	19,468	6,552	6,552	6,552
<b>4533 - City of Detroit Capital Projects</b>	<b>-</b>	<b>99,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Equipment Acquisition	-	99,000	-	-	-
<b>Grand Total</b>	<b>2,523,592</b>	<b>2,523,592</b>	<b>2,434,626</b>	<b>2,458,037</b>	<b>2,481,915</b>

CITY OF DETROIT  
 BUDGET DEVELOPMENT  
 REVENUES BY SUMMARY CATEGORY - FUND DETAIL

Department # - Department Name	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
<b>Fund # - Fund Name</b>					
<b>Summary Category</b>					
<b>70 - City Clerk</b>	3,600	3,000	3,000	3,000	3,000
<b>1000 - General Fund</b>	3,600	3,000	3,000	3,000	3,000
Sales & Charges for Services	3,600	3,000	3,000	3,000	3,000
<b>Grand Total</b>	<b>3,600</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>

CITY OF DETROIT  
 BUDGET DEVELOPMENT  
 FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER  
 EXPENDITURES

Department # - Department Name	FY2019	FY2020	FY2021	FY2022	FY2023
Fund # - Fund Name	Adopted	Recommended	Forecast	Forecast	Forecast
Appropriation # - Appropriation Name					
Cost Center # - Cost Center Name					
<b>70 - City Clerk</b>	<b>2,523,592</b>	<b>2,523,592</b>	<b>2,434,626</b>	<b>2,458,037</b>	<b>2,481,915</b>
1000 - General Fund	2,523,592	2,424,592	2,434,626	2,458,037	2,481,915
00265 - CC City Clerk Operations	2,523,592	2,424,592	2,434,626	2,458,037	2,481,915
7000010 - Office Of The City Clerk	1,677,418	1,578,493	1,574,710	1,584,026	1,593,528
7000030 - City Council Support Staff	846,174	846,099	859,916	874,011	888,387
<b>4533 - City of Detroit Capital Projects</b>	<b>-</b>	<b>99,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
20507 - COD Capital Projects	-	99,000	-	-	-
7000010 - Office Of The City Clerk	-	99,000	-	-	-
<b>Grand Total</b>	<b>2,523,592</b>	<b>2,523,592</b>	<b>2,434,626</b>	<b>2,458,037</b>	<b>2,481,915</b>

CITY OF DETROIT  
 BUDGET DEVELOPMENT  
 FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER  
 REVENUES

Department # - Department Name	FY2019	FY2020	FY2021	FY2022	FY2023
Fund # - Fund Name	Adopted	Recommended	Forecast	Forecast	Forecast
Appropriation # - Appropriation Name					
Cost Center # - Cost Center Name					
<b>70 - City Clerk</b>	<b>3,600</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
1000 - General Fund	3,600	3,000	3,000	3,000	3,000
00265 - CC City Clerk Operations	3,600	3,000	3,000	3,000	3,000
700010 - Office Of The City Clerk	3,600	3,000	3,000	3,000	3,000
<b>Grand Total</b>	<b>3,600</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>

**CITY OF DETROIT**  
**FY2020 - 2023 Positions - Mayor**

**70000-City Clerk**

Appropriation	FY 2018-19 FTE	FY 2019-20 FTE	FY 2020-21 FTE	FY 2021-22 FTE	FY 2022-23 FTE
Cost Center	Budget	Mayor	Forecast	Forecast	Forecast
Job Code and Title					

**00265-CC City Clerk Operations**

700010-Office Of The City Clerk	1	1	1	1	1
010131,Deputy City Clerk	3	2	2	2	2
012014,Information Technician	2	2	2	2	2
013375,Executive Administrative Assistant I	0	1	1	1	1
029031,Office Automation Support Assistant	0	1	1	1	1
43601104,Administrative Assistant IV	0	2	2	2	2
830320,Urban Government Intern II (Limited Service)	1	0	0	0	0
929107,Administrative Special Services Staff II - Exempt	1	0	0	0	0
929108,Administrative Special Services Staff III - Exempt	1	0	0	0	0
601104,Administrative Assistant IV	1	0	0	0	0
<b>Total 700010-Office Of The City Clerk</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

**700030-City Council Support Staff**

700030-City Council Support Staff	2	2	2	2	2
014043,Junior Assistant City Council Committee Clerk	7	7	7	7	7
014045,Assistant City Council Committee Clerk	1	1	1	1	1
014049,Senior Assistant City Council Committee Clerk	1	1	1	1	1
014057, City Council Committee Clerk	11	11	11	11	11
<b>Total 700030-City Council Support Staff</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Total 00265-CC City Clerk Operations</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>

**CITY OF DETROIT  
FY19 BUDGET AND FY20-23 FOUR-YEAR PLAN  
GENERAL CITY CAPITAL IMPROVEMENTS**

	FY2019 Adopted Budget	FY2019 Amended Budget	FY19-20 Recommend	FY20-21 Forecast	FY21-22 Forecast	FY22-23 Forecast	Four-Year Plan Total
<b>Charles H. Wright Museum</b>							
Roof Replacement	-	1,700,000	-	-	-	-	-
<b>Total Charles H. Wright Museum</b>	-	1,700,000	-	-	-	-	-
<b>City Clerk</b>							
E-Scribe Software	-	-	99,000	-	-	-	99,000
<b>Total City Clerk</b>	-	-	99,000	-	-	-	99,000
<b>Department of Innovation &amp; Technology</b>							
Enterprise Asset Management System	6,000,000	6,000,000	2,250,000	-	-	-	2,250,000
Enterprise Document Management System	2,500,000	2,500,000	1,500,000	-	-	-	1,500,000
Enterprise Records Management System	2,500,000	2,500,000	-	-	-	-	-
Network Infrastructure & Security Improvements	539,687	539,687	2,000,000	-	-	-	2,000,000
Technology Upgrades & Additions - Software	-	-	1,531,539	-	-	-	1,531,539
Technology Upgrades & Additions - Public Safety	-	6,946,074	-	-	-	-	-
Technology Upgrades & Additions - PCs & Laptops	880,000	880,000	1,101,070	-	-	-	1,101,070
<b>Total DoIT</b>	<b>12,419,687</b>	<b>19,365,761</b>	<b>8,382,609</b>	-	-	-	<b>8,382,609</b>
<b>Elections Department</b>							
ReliaVote & Poll Chief Systems	-	-	381,086	-	-	-	381,086
<b>Total Elections</b>	-	-	381,086	-	-	-	381,086
<b>Fire Department</b>							
Fire Facilities Capital Improvements	-	6,675,000	-	-	-	-	-
Technology Improvement	390,000	-	-	-	-	-	-
<b>Total Fire</b>	<b>390,000</b>	<b>6,675,000</b>	-	-	-	-	-
<b>Fleet Management</b>							
General City Fleet Replacement	15,000,000	15,000,000	8,914,305	-	-	-	8,914,305
Health Fleet Replacement	-	1,230,000	-	-	-	-	-
Police Fleet Replacement	-	13,825,000	-	-	-	-	-
Fire Fleet Replacement	-	14,280,000	-	-	-	-	-
<b>Total Fleet Management</b>	<b>15,000,000</b>	<b>44,335,000</b>	<b>8,914,305</b>	-	-	-	<b>8,914,305</b>
<b>General Services Department</b>							
City Service Yard Improvements	6,715,485	6,715,485	-	-	-	-	-
Recreation Facilities Improvements	2,186,100	10,914,100	-	-	-	-	-
City Park Improvements	-	11,350,000	-	-	-	-	-
Elections Facility Improvements	387,000	387,000	-	-	-	-	-
Belle Isle - DWSD Improvement	500,000	500,000	-	-	-	-	-
City Golf Course Improvements	-	2,771,340	-	-	-	-	-
Aretha Franklin Park & Amphitheatre	-	5,000,000	-	-	-	-	-
Rouge Park Horse Stables	-	190,000	-	-	-	-	-
Tindal Recreation Center City Share	-	338,000	-	-	-	-	-
Studies for Hart Plaza, Spirit Plaza, and Marinas	-	1,000,000	-	-	-	-	-
Spirit Plaza Improvements	-	1,000,000	-	-	-	-	-
Recreation Center Library Reading Rooms	-	500,000	-	-	-	-	-
<b>Total GSD</b>	<b>9,788,585</b>	<b>40,665,925</b>	-	-	-	-	-
<b>Health Department</b>							
Health Technology & Medical Furniture	-	-	269,000	-	-	-	269,000
Clinic Capital Improvements	-	1,000,000	-	-	-	-	-
<b>Total Health</b>	-	<b>1,000,000</b>	<b>269,000</b>	-	-	-	<b>269,000</b>