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TO: Janice M. Winfrey, City Clerk

FROM: David Whitaker, Director
Legislative Policy Division 

DATE: March 11, 2020

RE: 2020-2021 Budget Analysis

Attached is our budget analysis regarding your department's budget for the 2020-2021 Fiscal Year.

Please be prepared to respond to the issues/questions raised in our analysis during your scheduled hearing on **Thursday, March 26 2020 at 11:00 a.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
Agency plan: Mission, Goals and Activity Summary
Budget Summary
Appropriation and Cost Center Expenditures
Appropriation and Cost Center Revenues
Positions

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

City Clerk (70)
FY 2020-21 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 2021. Please provide which appropriation/cost center the new initiative/request/proposal is impacting in FY 2021.
2. The Budget summary shows 5 vacancies as of January 1, 2020. 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 2021 recommended total General Fund appropriations for the City Clerk is \$2.6 million which is a \$160,177 increase from the \$2.4 million in FY 2020. Please explain the increase in FY 2020.
4. The number of positions remains the same at 20 positions for FY 2021 and there were no other changes such as titles.
5. The Professional and Contractual Services line item decreases from \$207,546 in FY 2021 to \$31,000 in FY 2022. Why does this line item decrease after FY 2021?

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.

Department Name: City Clerk
 Department #: 70

Budget Summary:

	FY 2019 Actual		FY 2020 Adopted Budget		FY 2021 Mayor Recommended	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	6,490	6,490	3,000	3,000	4,000	4,000
Total Expenditures	2,521,380	2,521,380	2,424,592	2,523,592	2,584,769	2,584,769
Net Tax Cost	2,514,891	2,514,891	2,421,592	2,520,592	2,580,769	2,580,769

	FY 2022 Forecast		FY 2023 Forecast		FY 2024 Forecast	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	4,000	4,000	4,000	4,000	4,000	4,000
Total Expenditures	2,432,463	2,432,463	2,433,188	2,433,188	2,458,408	2,458,408
Net Tax Cost	2,428,463	2,428,463	2,429,188	2,429,188	2,454,408	2,454,408

Positions (by FTE):	1/1/2020 Actual	FY 2020 Adopted	FY 2021 Mayor Recommended	FY 2022 Forecast	FY 2023 Forecast	FY 2024 Forecast
	General Fund	15	20	20	20	20
Non-General Fund	-	-	-	-	-	-
Total Positions	15	20	20	20	20	20

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
 EXPENDITURES BY SUMMARY CATEGORY - ALL FUNDS
 DEPARTMENT 70 - CITY CLERK

Department # - Department Name Summary Category	FY2020 Adopted	FY2021 Mayor	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast
70 - City Clerk	2,523,592	2,584,769	2,432,463	2,433,188	2,458,408
Salaries & Wages	1,044,186	1,109,555	1,131,606	1,154,098	1,177,040
Employee Benefits	349,299	350,030	352,219	354,452	356,730
Professional & Contractual Services	207,546	207,546	31,000	31,000	31,000
Operating Supplies	20,000	80,000	80,000	80,000	80,000
Operating Services	784,093	803,638	803,638	803,638	803,638
Equipment Acquisition	99,000	-	-	-	-
Other Expenses	19,468	34,000	34,000	10,000	10,000
Grand Total	2,523,592	2,584,769	2,432,463	2,433,188	2,458,408

CITY OF DETROIT
BUDGET DEVELOPMENT
REVENUES BY SUMMARY CATEGORY - ALL FUNDS
DEPARTMENT 70 - CITY CLERK

Department # - Department Name Summary Category	FY2020 Adopted	FY2021 Mayor	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast
70 - City Clerk	3,000	4,000	4,000	4,000	4,000
Sales & Charges for Services	3,000	4,000	4,000	4,000	4,000
Grand Total	3,000	4,000	4,000	4,000	4,000

CITY OF DETROIT
 BUDGET DEVELOPMENT
 EXPENDITURES BY SUMMARY CATEGORY - FUND DETAIL
 DEPARTMENT 70 - CITY CLERK

Department # - Department Name Fund # - Fund Name Summary Category	FY2020 Adopted	FY2021 Mayor	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast
70 - City Clerk	2,523,592	2,584,769	2,432,463	2,433,188	2,458,408
1000 - General Fund	2,424,592	2,584,769	2,432,463	2,433,188	2,458,408
Salaries & Wages	1,044,186	1,109,555	1,131,606	1,154,098	1,177,040
Employee Benefits	349,299	350,030	352,219	354,452	356,730
Professional & Contractual Services	207,546	207,546	31,000	31,000	31,000
Operating Supplies	20,000	80,000	80,000	80,000	80,000
Operating Services	784,093	803,638	803,638	803,638	803,638
Other Expenses	19,468	34,000	34,000	10,000	10,000
4533 - City of Detroit Capital Projects	99,000	-	-	-	-
Equipment Acquisition	99,000	-	-	-	-
Grand Total	2,523,592	2,584,769	2,432,463	2,433,188	2,458,408

CITY OF DETROIT
 BUDGET DEVELOPMENT
 REVENUES BY SUMMARY CATEGORY - FUND DETAIL
 DEPARTMENT 70 - CITY CLERK

Department # - Department Name Fund # - Fund Name Summary Category	FY2020 Adopted	FY2021 Mayor	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast
70 - City Clerk	3,000	4,000	4,000	4,000	4,000
1000 - General Fund	3,000	4,000	4,000	4,000	4,000
Sales & Charges for Services	3,000	4,000	4,000	4,000	4,000
Grand Total	3,000	4,000	4,000	4,000	4,000

CITY OF DETROIT
 BUDGET DEVELOPMENT
 FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER - EXPENDITURES
 DEPARTMENT 70 - CITY CLERK

Department # - Department Name Fund # - Fund Name Appropriation # - Appropriation Name Cost Center # - Cost Center Name	FY2020 Adopted	FY2021 Mayor	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast
70 - City Clerk	2,523,592	2,584,769	2,432,463	2,433,188	2,458,408
1000 - General Fund	2,424,592	2,584,769	2,432,463	2,433,188	2,458,408
00265 - City Clerk Operations	2,424,592	2,584,769	2,432,463	2,433,188	2,458,408
700010 - Office of the City Clerk	1,578,493	1,712,731	1,546,117	1,532,248	1,542,581
700030 - City Council Support Staff	846,099	872,038	886,346	900,940	915,827
4533 - City of Detroit Capital Projects	99,000	-	-	-	-
20507 - CoD Capital Projects 2019	99,000	-	-	-	-
700010 - Office of the City Clerk	99,000	-	-	-	-
Grand Total	2,523,592	2,584,769	2,432,463	2,433,188	2,458,408

CITY OF DETROIT
 BUDGET DEVELOPMENT
 FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER - REVENUES
 DEPARTMENT 70 - CITY CLERK

Department # - Department Name	FY2020	FY2021	FY2022	FY2023	FY2024
Fund # - Fund Name	Adopted	Mayor	Forecast	Forecast	Forecast
Appropriation # - Appropriation Name					
Cost Center # - Cost Center Name					
70 - City Clerk	3,000	4,000	4,000	4,000	4,000
1000 - General Fund	3,000	4,000	4,000	4,000	4,000
00265 - City Clerk Operations	3,000	4,000	4,000	4,000	4,000
700010 - Office of the City Clerk	3,000	4,000	4,000	4,000	4,000
Grand Total	3,000	4,000	4,000	4,000	4,000

CITY OF DETROIT
 BUDGET DEVELOPMENT
 POSITION DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER
 DEPARTMENT 70 - CITY CLERK

Department # - Department Name	FY2020 Adopted by FTE	FY2021 Mayor by FTE	FY2022 Forecast by FTE	FY2023 Forecast by FTE	FY2024 Forecast by FTE
70 - City Clerk	20	20	20	20	20
1000 - General Fund	20	20	20	20	20
00265 - City Clerk Operations	20	20	20	20	20
700010 - Office of the City Clerk	9	9	9	9	9
010131 - Deputy City Clerk	1	1	1	1	1
012014 - Information Technician	2	2	2	2	2
013375 - Executive Administrative Assistant I	2	2	2	2	2
029031 - Office Automation Support Assistant	1	1	1	1	1
43601104 - Administrative Assistant IV	1	1	1	1	1
830320 - Urban Government Intern II (Limited Service)	2	2	2	2	2
700030 - City Council Support Staff	11	11	11	11	11
014043 - Junior Assistant City Council Committee Clerk	2	2	2	2	2
014045 - Assistant City Council Committee Clerk	7	7	7	7	7
014049 - Senior Assistant City Council Committee Clerk	1	1	1	1	1
014057 - City Council Committee Clerk	1	1	1	1	1
Grand Total	20	20	20	20	20