

# City of Detroit

OFFICE OF THE CITY CLERK

Janice M. Winfrey  
City Clerk

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Deputy City Clerk

**To:** David Whitaker, Director  
Legislative Policy Division  
**From:** Janice Winfrey, City Clerk, City Clerk's Office  
**Date:** March 8, 2024  
**Re:** Responses to 2024-2025 Budget Analysis

Please find below responses to your questions sent on March 8, 2024, regarding the proposed Fiscal Year 2025 Proposed Budget for the City Clerk.

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 2025. Please provide which appropriation/cost center the new initiative/request/proposal is impacting in FY 2025.

**Response: The Department has no new initiatives, capital projects, or major operational reforms. However, we do have savings proposals related to personnel reduction. The savings proposal will decrease City Clerk staff by two positions. There are also modest decreases in operational expenses pertaining to supply expenditures and one-time capital outlays. Appropriation 28700 will be impacted in cost centers 700010 and 700030.**

2. The Budget summary shows 8 vacancies as of February 9, 2024. Please indicate your number of vacancies as of February 9, 2024.

**Response: Yes, that is correct that there were 8 vacancies on February 9, 2024. However, the Department has made meaningful strides bringing the vacancy number from eight to five as of March 2024.**

3. Please briefly describe the difficulty of filling the vacancies. Also, please briefly explain the Department's strategy to fill vacant positions.

**Response: The Department has some vacancies due in part to resignations, which we are working diligently to fill. In addition, some of the vacancies are due to the staff being promoted, creating the need to backfill those positions. We have had difficulty filling them because some potential candidates do not see the pay as competitive. Furthermore, attracting talent has been challenging due to rampant inflation and a tight labor market nationwide. To entice qualified prospects, we are working with the Human Resources Department to increase the pay ranges for multiple positions.**

4. The Mayor's FY 2025 recommended total General Fund appropriations for the City Clerk is \$2.8 million a \$164,855 decrease from the \$3 million in FY 2024. The decrease is due to expenditure decreases in salaries of \$52,915, decrease in employees benefits of \$32,644, increase in professional and contractual services of \$80,100,

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decrease in operating supplies of \$209,905 and increase in operating services of \$41,109. Please explain the salaries expenditure decrease in FY 2025 budget.

**Response: The decreases in salaries and fringe benefits occurred because there are fewer positions year-over-year within the FY 25 budget.**

5. Please explain the increase in professional and contractual services in FY 2025.

**Response: Inflationary pressures nationwide are the reason behind the increase. For example, the Department has recently renewed contracts with the Detroit Legal News and Escribe, who increased their prices after over five years of doing business with the City. Additionally, the Department has held more court reporting sessions and is merely accounting for the funding to continue utilizing the services.**

6. Please explain the decrease in operating supplies in FY 2025.

**Response: The decrease was made because our FY 23 actuals came in below budget in several areas such as postage and operational supplies miscellaneous. Given OFCO's request to cut two percent from the budget, the Department felt sacrificing funding in these areas would have a marginal impact on providing city services.**

7. Please explain the increase in operating services in FY 2025.

**Response: Inflationary pressures are the reason behind the increase. As previously mentioned, the Department has recently renewed contracts with the Detroit Legal News, Escribe, and the Department has held more court reporting sessions. These are biggest outlays for the Department and are generally expected to increase over time.**

8. The number of positions decreased 2 positions in the FY 2025 proposed budget. Below is a summary of position changes. Please explain the need for the position changes. Please explain how the reduction of 2 positions will impact the City Clerk's services.

Appropriation	Cost Center	Position	2024	2025	Change
28700 - City Clerk Administration	700010 - Office of the City Clerk	Information Technician	3	0	-3
28701 - City Clerk Administration	700010 - Office of the City Clerk	Principal Clerk	3	4	1
28702 - City Clerk Administration	700010 - Office of the City Clerk	Assistant City Council Committee Clerk	0	-1	-1
28703 - City Clerk Administration	700010 - Office of the City Clerk	Elections Clerical Assistant Limited Service	1	2	1
28700 - City Clerk Administration	700030 - City Council Support Staff	Junior Assistant City Council Committee Clerk	2	3	1
28700 - City Clerk Administration	700030 - City Council Support Staff	Assistant City Council Committee Clerk	6	5	-1
28701 - City Clerk Administration	700030 - City Council Support Staff	Senior Assistant City Council Committee Clerk	1	2	1
28702 - City Clerk Administration	700030 - City Council Support Staff	Administrative Special Services Staff 2	1	0	-1
Net Change				2	

**Response: In today's economic environment, entry-level positions frequently do not attract or retain quality staff. Positions were amended to obtain a more skilled labor force whose skill is commensurate with their pay. The Department is not concerned about the decreases profoundly hindering daily operations.**

**cc: Councilmembers**

**Auditor General's Office**

**Tanya Stoudemire, Chief Deputy CFO-Policy & Administrative Director**

**Steven Watson, Deputy CFO/Budget Director**

**Felix O'Aku, Agency CFO, Office of Departmental Financial Services**

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