



City of Detroit
Detroit City Council
Council Member Angela Whitfield Calloway
District 2

MEMORANDUM

TO: Malik Washington, Administration liaison
FROM: Council Member Angela Whitfield-Calloway *awc*
DATE: March 26, 2025
RE: Budget question for Non-Departmental items

In anticipation of the March 2025 budget hearings, please forward the following budget questions concerning the City Clerk.

1. The City Clerk's Office does an excellent job concerning City Council. Thank you for your efforts. What new programs are planned for the 25-26 fiscal year?

Response: Thank you for recognizing the efforts of the City Clerk's Office. At this time, we do not have any new programs scheduled for implementation in the 2025-26 fiscal year. However, we are focusing on a few key initiatives to enhance accessibility and efficiency in legislative processes. We are working with the Department of Innovation and Technology (DoIT) to build an ordinance database that will be accessible on our website. The goal is to allow residents and stakeholders to search ordinances by keyword, making it easier to find relevant legislative information. Additionally, we are planning to issue a RFI to assess the current landscape of legislative management systems. While we do not have major issues with our existing system (EScribe), there have been delays in the rollout of updates and new features. Consequently, we are working with DoIT to explore alternative legislative software that may better meet our needs.

2. Please describe staff training concerning the Elliott – Larson Civil Rights Act and the appropriate work force environment. Please note that proper training will prevent complaints, litigation costs and settlements.

Response: There is currently no training dedicated solely concerning the Elliot-Larson Civil Rights Act. However, the department is committed to ensuring we maintain an equitable, inclusive, professional, and non-discriminatory work environment for all staff, as well as internal and external customers.



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3. How many attorneys are on the City Clerk staff? How many are FTE and how many are part time employees or contract employees? What are the job duties? Can these positions be handled by the City of Detroit Law Department? Please explain.

Response: The only official attorneys within the City of Detroit are those employed by the Law Department. However, the City Clerk's Office has two full-time employees with legal backgrounds: Dennis Mazurek and Josephine Powell. Their primary responsibilities include managing the ordinance enactment process, proofreading all ordinances before final printing, and coordinating with various vendors to codify and implement the City's laws.

Having this process within the City Clerk's Office offers efficiency and accessibility in codifying and implementing ordinances. If this process were handled solely by the Law Department, it could potentially introduce delays due to competing legal priorities. Keeping these functions within the Clerk's Office maintains an ongoing and streamlined codification process, ensuring that ordinances are accurately enacted and readily available to the public.

4. Does the City Clerk use outside legal services through legal services contracts? Please explain the need for these services and the costs involved.

Response: The Department does not use outside legal services through legal services contracts.

5. ARPA funding will end in December 2026. What ARPA funding programs will need general fund support to continue beyond ARPA?

Response: The Department does not have any programs funded by ARPA. Hence, the general fund will not be needed.

Please contact our office if you have any questions or concerns – Peter Rhoades,
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