

City of Detroit
CITY COUNCIL

LEGISLATIVE POLICY DIVISION
208 Coleman A. Young Municipal Center
Detroit, Michigan 48226

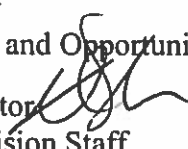
Phone: (313) 224-4946 Fax: (313) 224-4336

David Whitaker, Esq.
Director
Irvin Corley, Jr.
Executive Policy Manager
Marcell R. Todd, Jr.
Senior City Planner

LaKisha Barclift, Esq.
M. Rory Bolger, PhD, AICP
Timothy Boscarino, AICP
Elizabeth Cabot, Esq.
Janese Chapman
Tasha Cowen
Richard Drumb
George Etheridge

Deborah Goldstein
Christopher Gulock
Derrick Headd
Marcel Hurt, Esq.
Kimani Jeffrey
Anne Marie Langan
Jamie Murphy
Analine Powers, PhD
Sabrina Shockley
Thomas Stephens, Esq.
David Teeter
Theresa Thomas
Kathryn Lynch Underwood

TO: Charity Dean, Director
Civil Rights, Inclusion and Opportunity

FROM: David Whitaker, Director 
Legislative Policy Division Staff

DATE: March 15, 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 **Wednesday, March 27, 2019 at 2:30 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.

DW:dh:ss

Attachments:

Issues and Questions
Human Rights Budget Pages
Ten Year Restructuring and Reinvestment Initiates
Ten Year Financial Projections

CC: Councilmembers
Auditor General's Office
David Massaron, Acting Chief Financial Officer
Tanya Stoudemire, Budget Director
Stephanie Grimes Washington Mayor's Office

Civil Rights, Inclusion and Opportunity (29)

FY 2018-19 Budget Analysis by the Legislative Policy Division

The **Civil Rights, Inclusion and Opportunity (CRIO) Department**, formerly known as the Human Rights Department, was created by the 1974 City Charter to replace the Commission on Community Relations, and is the oldest municipal civil rights agency in the country. The Department's roles include administering the Language Access Program, Skilled Trades Employment Program, the Detroit Business Opportunity Program, and the Construction Workforce Diversity Program.

Among managing the mentioned programs, the Department is also tasked with investigating complaints of workplace violence, sexual harassment, and discrimination of the protected classes. The Detroit City Code Chapter 27 charges the CRIO Department with the authority and duty to investigate incidents of unlawful discrimination and harassment that occur within the City. The Department likewise is responsible for enforcing the Americans with Disabilities Act (ADA), and Title VI of the Civil Rights Act of 1964. Through their funding, CRIO works to create opportunities for the community by ensuring Detroit residents are represented on projects that have received funding regulated by the City of Detroit. Its responsibilities continue to expand as new opportunities to achieve its mission are developed and implemented, and as the department is charged with new responsibilities.¹

Department of Civil Rights, Inclusion and Opportunity (CRIO) Budget Summary

	FY 2018 Actual		FY 2019 Adopted Budget		FY 2020 Recommended Budget	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	402,250	5,221,929	300,000	3,300,000	402,000	1,402,000
Total Expenditures	992,245	5,392,245	1,012,824	4,012,824	1,043,711	2,121,711
Net Tax Cost	589,995	170,316	712,824	712,824	641,711	719,711

	FY 2021 Forecast		FY 2022 Forecast		FY 2023 Forecast	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	402,000	1,402,000	402,000	1,402,000	402,000	1,402,000
Total Expenditures	794,587	1,794,587	803,631	1,803,631	812,856	1,812,856
Net Tax Cost	392,587	392,587	401,631	401,631	410,856	410,856

Positions (by FTE):	1/1/2019 Actual	FY 2019 Adopted	FY 2020 Recommended	FY 2021 Forecast	FY 2022 Forecast	FY 2023 Forecast
General Fund	12	9	5	5	5	5
Non-General Fund	-	9	7	7	7	7
Total Positions	12	18	12	12	12	12

Issues and Questions

As illustrated in the chart above, in FY 20 the budget for the Department of Civil Rights, Inclusion and Opportunity decreases significantly overall, decreasing by \$1,891,113 (-47.1%). The decrease is due primarily to a significant decrease in **Other Expenses** with a decrease of \$1,984,531 (-76.8%).²

The Mayor has also recommended an overall FTE decrease of 6 (-33%) positions.³ As of January 1, 2019, the department has 12 actual (general fund) employees.

¹ Department overview sourced from the City's website: <https://detroitmi.gov/departments/civil-rights-inclusion-opportunity-department>

² Correspondingly, overall revenues are also reduced at a similar level in FY 20 by \$1,898,000 (-57.5%).

³ The reductions include the elimination of four general fund and two non-general fund positions.

1) CRIO revenues for FY 20 are anticipated to decrease significantly by \$1,898,000 (-57.5%) due to a \$2 million decrease in 20388 - CRIO Non Compliance Fee, offset by a \$102,000 increase in Sales & Charges for Services. Why are the revenue projections for CRIO projected to decrease so significantly?

2) Please provide and update on the amount of non-compliance fees that CRIO has captured to-date.

3) How much in non-compliance fees has CRIO transferred to the Workforce Development Fund?

29000-Civil Rights, Inclusion and Opportunity					
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					
00250-CRIO Protection of Human Rights					
290010-Human Rights Administration					
010180.Director of Human Rights Department	1	1	1	1	1
010182.Deputy Director of Human Rights Department	1	1	1	1	1
010826.Manager II - Human Rights	2	1	1	1	1
012001.Administrative Assistant - Grade II	0	1	1	1	1
012271.Administrative Assistant II	1	0	0	0	0
413046.Contract Compliance Manager	1	0	0	0	0
413050.Human Rights Specialist	0	1	1	1	1
029101.Administrative Special Services Staff I	3	0	0	0	0
Total 290010-Human Rights Administration	9	5	5	5	5
Total 00250-CRIO Protection of Human Rights					
20388-CRIO Non Compliance Fee					
200030-Compliance Fees					
029101.Administrative Special Services Staff I	0	4	4	4	4
029102.Administrative Special Services Staff II	0	3	3	3	3
Total 200030-Compliance Fees	0	7	7	7	7
Total 20388-CRIO Non Compliance Fee					
Agency Total					
	18	12	12	12	12

4) Overall, the Mayor has also recommended an overall FTE decrease of 6 (-33%) positions (four general fund and two non-general fund positions), which includes the elimination of the department's three Administrative Special Services Staff I positions, reducing the number of positions from 181 to 12,⁴ thereby reversing the Mayor's recommendation from the previous budget cycle. CRIO has been tasked to monitor the employment performance of developers who receive tax abatements and other various development incentives from the City, with the elimination of 6 positions, how will this curtail the CRIO's ability to monitor development projects?

Offering employee benefits is a long standing method used by employers to attract and retain hardworking and talented staff. Does CRIO offer its employees benefits? If no, why?

5) Ideally what level of staffing would the department require to adequately perform all of its increasing responsibilities?

6) Please briefly describe the department's new expense initiatives, new capital funding requests, operational reform and savings proposals, and new revenue initiatives/proposals to be implemented in FY 2019. Please provide which appropriation/cost center the new initiative/request/proposal is impacting in FY 2019.

⁴ CRIO has 12 actuals as of 1/1/19.

CIVIL RIGHTS, INCLUSION AND OPPORTUNITY

AGENCY PLAN: MISSION, DESCRIPTION, AND GOALS SUMMARY

MISSION:

The mission of the Civil Rights, Inclusion & Opportunity Department (“Civil Rights or CRIO”) is to remove discriminatory barriers through innovative and high quality customer-driven programs that foster economic opportunity and empowerment, which will benefit Detroit residents, visitors and the entrepreneurial sector of the local economy. CRIO is tasked with investigating complaints of discrimination for the protected class, sexual harassment and workplace violence. CRIO is also responsible for maintaining the Limited English Proficiency (LEP) Plan and enforcing the American Disabilities Act. Furthermore, the department is responsible for the certification of Detroit Headquartered, Detroit Based, and Small Businesses. Certifications for Women, Minority and Start-Up businesses as well as Section 3 Certification and monitoring.

The other duties of the department include monitoring the inclusion of Detroit-Based Contractors and Detroit Residents on a multitude of development projects happening throughout the City of Detroit.

DESCRIPTION:

- The Civil Rights, Inclusion and Opportunity Department (former Human Rights Department), by City Charter, serves as an alternative dispute resolution agency. The department is responsible for addressing barriers and /or discrimination issues that adversely affect the well-being and image of the city of Detroit, its residents, visitors and employees.
- Enhance existing processes and procedures to remedy and prevent discriminatory treatment in education, employment, medical facilities, housing, public accommodations, public service and commercial space.
- Responsively receive and mediate complaints alleging unlawful discrimination.

AGENCY GOALS:

- Recognize the need for basic civil rights protection for all Detroit residents, employees and visitors. Ensure that all citizens and those desiring to live and/or work in Detroit are afforded an opportunity to grow and participate in Detroit’s economic, educational and social processes.
- Ensure equal opportunity and fair treatment of all citizens and take positive action to address discriminatory practices.
- Certify Detroit Headquartered, Detroit Based, Small, Women and Minority Owned Businesses.
- Produce a monthly City of Detroit Certified Business Registry to be used as a procurement reference for city departments, businesses, public and non-profit organizations.
- Monitor vendor workforces’ for companies seeking contract awards or tax abatement relief to ensure equitable representation of minorities and females consistent with local, state and federal equal employment opportunity policies.
- Monitor economic development and diversity goals between the City and private developers and those developers that receive tax abatements to ensure inclusion.
- Secure the rights of citizens to obtain service from City government without discrimination.
- Increase mutual understanding among the residents of the community, promote good will, and work cooperatively with other agencies of government, community groups and organizations to eliminate discrimination and future problems.
- Establish and implement processes and programs to educate and promote equal opportunity and fair treatment of all citizens, visitors and employees.
- Enhance existing processes to remedy and prevent discriminatory treatment in education, employment, medical facilities, public accommodations, public service, and commercial space. Administer and maintain a zero tolerance policy for any form of violence in the workplace, against customers or visitors of the city of Detroit.

Department Name: Civil Rights, Inclusion, & Opportunity (CRIO)
 Department #: 29

Budget Summary:

	FY 2018 Actual		FY 2019 Adopted Budget		FY 2020 Recommended Budget	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	402,250	5,221,929	300,000	3,300,000	402,000	1,402,000
Total Expenditures	992,245	5,392,245	1,012,824	4,012,824	1,043,711	2,121,711
Net Tax Cost	589,995	170,316	712,824	712,824	641,711	719,711

	FY 2021 Forecast		FY 2022 Forecast		FY 2023 Forecast	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	402,000	1,402,000	402,000	1,402,000	402,000	1,402,000
Total Expenditures	794,587	1,794,587	803,631	1,803,631	812,856	1,812,856
Net Tax Cost	392,587	392,587	401,631	401,631	410,856	410,856

Positions (by FTE):	1/1/2019 Actual	FY 2019 Adopted	FY 2020 Recommended	FY 2021 Forecast	FY 2022 Forecast	FY 2023 Forecast
	General Fund	12	9	5	5	5
Non-General Fund	-	9	7	7	7	7
Total Positions	12	18	12	12	12	12

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
29 - Civil Rights, Inclusion, & Opportunity (CRIO)	4,012,824	2,121,711	1,794,587	1,803,631	1,812,856
Salaries & Wages	950,747	788,520	411,590	419,821	428,217
Employee Benefits	200,223	159,547	160,344	161,157	161,986
Professional & Contractual Services	187,000	377,391	514,400	514,400	514,400
Operating Supplies	10,000	33,000	33,000	33,000	33,000
Operating Services	79,779	84,709	84,709	84,709	84,709
Equipment Acquisition	-	78,000	-	-	-
Capital Outlays	-	-	-	-	-
Other Expenses	2,585,075	600,544	590,544	590,544	590,544
Grand Total	4,012,824	2,121,711	1,794,587	1,803,631	1,812,856

**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
29 - Civil Rights, Inclusion, & Opportunity (CRIO)	3,300,000	1,402,000	1,402,000	1,402,000	1,402,000
Revenues from Use of Assets	-	-	-	-	-
Sales & Charges for Services	3,300,000	1,402,000	1,402,000	1,402,000	1,402,000
Grand Total	3,300,000	1,402,000	1,402,000	1,402,000	1,402,000

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

Department # - Department Name Fund # - Fund Name Summary Category	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
29 - Civil Rights, Inclusion, & Opportunity (CRIO)	4,012,824	2,121,711	1,794,587	1,803,631	1,812,856
1000 - General Fund	1,012,824	1,043,711	794,587	803,631	812,856
Salaries & Wages	551,372	403,520	411,590	419,821	428,217
Employee Benefits	169,673	130,091	130,888	131,701	132,530
Professional & Contractual Services	187,000	377,391	129,400	129,400	129,400
Operating Supplies	10,000	33,000	33,000	33,000	33,000
Operating Services	79,779	84,709	84,709	84,709	84,709
Other Expenses	15,000	15,000	5,000	5,000	5,000
3217 - Non-Compliance Fees	3,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Salaries & Wages	399,375	385,000	-	-	-
Employee Benefits	30,550	29,456	29,456	29,456	29,456
Professional & Contractual Services	-	-	385,000	385,000	385,000
Other Expenses	2,570,075	585,544	585,544	585,544	585,544
4533 - City of Detroit Capital Projects	-	78,000	-	-	-
Equipment Acquisition	-	78,000	-	-	-
Grand Total	4,012,824	2,121,711	1,794,587	1,803,631	1,812,856

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

Department # - Department Name Fund # - Fund Name Summary Category	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
29 - Civil Rights, Inclusion, & Opportunity (CRIO)	3,300,000	1,402,000	1,402,000	1,402,000	1,402,000
1000 - General Fund	300,000	402,000	402,000	402,000	402,000
Sales & Charges for Services	300,000	402,000	402,000	402,000	402,000
3217 - Non-Compliance Fees	3,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Sales & Charges for Services	3,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Grand Total	3,300,000	1,402,000	1,402,000	1,402,000	1,402,000

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

Department # - Department Name Fund # - Fund Name Appropriation # - Appropriation Name Cost Center # - Cost Center Name	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
29 - Civil Rights, Inclusion, & Opportunity (CRIO)	4,012,824	2,121,711	1,794,587	1,803,631	1,812,856
1000 - General Fund	1,012,824	1,043,711	794,587	803,631	812,856
00250 - CRIO Protection of Human Rights	1,012,824	1,043,711	794,587	803,631	812,856
290010 - Human Rights Administration	1,012,824	1,043,711	794,587	803,631	812,856
3217 - Non-Compliance Fees	3,000,000	1,000,000	1,000,000	1,000,000	1,000,000
20388 - CRIO Non Compliance Fee	2,660,000	1,000,000	1,000,000	1,000,000	1,000,000
290030 - Compliance Fees	2,660,000	1,000,000	1,000,000	1,000,000	1,000,000
20519 - CRIO Skilled Trade Readiness	340,000	-	-	-	-
290060 - Skilled Trades Readiness – Basic Skills Contextualized Progr.	240,000	-	-	-	-
290070 - Skilled Trades Readiness – Child Care Costs	50,000	-	-	-	-
290080 - Skilled Trades Readiness – Transportation Assistance	50,000	-	-	-	-
4533 - City of Detroit Capital Projects	-	78,000	-	-	-
20507 - CoD Capital Projects	-	78,000	-	-	-
290010 - Human Rights Administration	-	78,000	-	-	-
Grand Total	4,012,824	2,121,711	1,794,587	1,803,631	1,812,856

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

Department # - Department Name	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
Fund # - Fund Name					
Appropriation # - Appropriation Name					
Cost Center # - Cost Center Name					
29 - Civil Rights, Inclusion, & Opportunity (CRIO)	3,300,000	1,402,000	1,402,000	1,402,000	1,402,000
1000 - General Fund	300,000	402,000	402,000	402,000	402,000
00250 - CRIO Protection of Human Rights	300,000	402,000	402,000	402,000	402,000
290010 - Human Rights Administration	300,000	402,000	402,000	402,000	402,000
3217 - Non-Compliance Fees	3,000,000	1,000,000	1,000,000	1,000,000	1,000,000
20388 - CRIO Non Compliance Fee	3,000,000	1,000,000	1,000,000	1,000,000	1,000,000
290030 - Compliance Fees	3,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Grand Total	3,300,000	1,402,000	1,402,000	1,402,000	1,402,000

CITY OF DETROIT
FY2020 - 2023 Positions - Mayor

29000-Civil Rights, Inclusion and Opportunity		FY 2018-19 FTE	FY 2019-20 FTE	FY 2020-21 FTE	FY 2021-22 FTE	FY 2022-23 FTE
Appropriation	Cost Center	Budget	Mayor	Forecast	Forecast	Forecast
Job Code and Title						
00250-CRIO Protection of Human Rights						
290010-Human Rights Administration						
010180.Director of Human Rights Department		1	1	1	1	1
010182.Deputy Director of Human Rights Department		1	1	1	1	1
010826.Manager II - Human Rights		2	1	1	1	1
012061.Administrative Assistant - Grade II		0	1	1	1	1
012271.Administrative Assistant II		1	0	0	0	0
413046.Contract Compliance Manager		1	0	0	0	0
413050.Human Rights Specialist		0	1	1	1	1
929101.Administrative Special Services Staff I		3	0	0	0	0
Total 290010-Human Rights Administration		9	5	5	5	5
Total 00250-CRIO Protection of Human Rights		9	5	5	5	5
20388-CRIO Non Compliance Fee						
290030-Compliance Fees						
929101.Administrative Special Services Staff I		9	4	4	4	4
929102.Administrative Special Services Staff II		0	3	3	3	3
Total 290030-Compliance Fees		9	7	7	7	7
Total 20388-CRIO Non Compliance Fee		9	7	7	7	7
Agency Total		18	12	12	12	12



THIS PAGE INTENTIONALLY LEFT BLANK