


David Whitaker, Esq.
Director
Irvin Corley, Jr.
Executive Policy Manager
Marcell R. Todd, Jr.
Director, City Planning
Commission
Janese Chapman
Director, Historic Designation
Advisory Board

John Alexander
Megha Bamola
LaKisha Barclift, Esq.
Nur Barre
M. Rory Bolger, Ph.D., AICP
Elizabeth Cabot, Esq.
Tasha Cowen

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

George Etheridge
Christopher Gulock, AICP
Derrick Headd
Marcel Hurt, Esq.
Kimani Jeffrey
Anne Marie Langan
Jamie Murphy
Kim Newby
Analine Powers, Ph.D.
Jennifer Reinhardt, AICP
Rebecca Savage
Sabrina Shockley
Thomas Stephens, Esq.
David Teeter
Theresa Thomas
Kathryn Lynch Underwood, MUP
Ashley A. Wilson

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

FROM: David Whitaker, Director 
Legislative Policy Division Staff

DATE: March 10, 2021

RE: 2021-2022 Budget Analysis

Attached is our budget analysis regarding your department's budget for the 2021-2022 Fiscal Year.

Please be prepared to respond to the issues/questions raised in our analysis during your scheduled hearing on **Friday, March 12, 2021 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.

DW:dh:ss

Attachments:
Issues and Questions
Civil Rights, Inclusion, & Opportunity Budget Pages

cc: Councilmembers
Auditor General's Office
Jay Rising, Acting Chief Financial Officer
Tanya Stoudemire, Chief Deputy CFO
Steve Watson, Budget Director
Avery Peebles, Mayor's Office

Civil Rights, Inclusion, & Opportunity (29)

FY 2021-2022 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.

MISSION:

The Civil Rights, Inclusion, & Opportunity Department (“Civil Rights or CRIO”) removes 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.

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

	FY2020 Actual		FY2021 Adopted		FY2022 Mayor	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	287,603	3,317,312	402,000	2,402,000	402,000	3,402,000
Total Expenditures	1,049,876	2,174,752	1,378,732	3,378,732	2,706,160	5,706,160
Net Tax Cost	762,272	(1,142,560)	976,732	976,732	2,304,160	2,304,160

	FY2023 Forecast		FY2024 Forecast		FY2025 Forecast	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	402,000	3,462,000	402,000	3,523,000	402,000	3,586,000
Total Expenditures	2,046,472	5,106,472	2,060,373	5,181,373	2,074,552	5,258,552
Net Tax Cost	1,644,472	1,644,472	1,658,373	1,658,373	1,672,552	1,672,552

Positions (by FTE):	1/1/2021 Actual	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
General Fund	11	5	7	7	7	7
Non-General Fund	7	6	-	-	-	-
Total Positions	18	11	7	7	7	7

Recommended General Fund Changes in CRIO for FY 2022

Appropriation	FY 21	FY 22	Increase (Decrease)	% Change
General Fund	General Fund	General Fund	General Fund	General Fund
Total Revenue	\$402,000	\$402,000	\$0	0%
Total Expenditure	\$1,378,732	\$2,706,160	\$1,327,428	96.28%
Net Tax Cost	\$976,732	\$2,304,160	\$1,327,428	135.91%

Regarding the General Fund only, the Mayor has recommended a total General Fund expenditure increase for CRIO in the amount of \$1,327,428 (96.28%), with total General Fund Revenue remaining unchanged. Correspondingly, in FY 2022, the Net Tax Cost for CRIO also increases by \$1,327,428 (135.91%)

Recommended All Funds Changes in CRIO for FY 2022

Appropriation	FY 21	FY 22	Increase (Decrease)	% Change
All Funds	All Funds	All Funds	All Funds	All Funds
Total Revenue	\$2,402,000	\$3,402,000	\$1,000,000	41.63%
Total Expenditure	\$3,378,732	\$5,706,160	\$2,327,428	68.88%
Net Tax Cost	\$976,732	\$2,304,160	\$1,327,428	135.91%

Regarding All Funds, the Mayor has recommended an overall revenue increase for CRIO in the amount of \$1,000,000 (41.63%) and a total expenditure increase of \$2,327,428 (68.88%). These changes reflected an overall Net Tax Cost increase of \$1,327,428 (135.91%).

As illustrated in the chart above, in FY 2022 the budget for the Department of Civil Rights, Inclusion and Opportunity, total revenue increases significantly overall, increasing by \$1,000,000 (41.63%). The increase is due to a significant increase in **revenue appropriation 3217 Non-Compliance Fees** (Page B-222), with an increase of \$1,000,000 (33.3%).¹

The Mayor has also recommended net FTE decrease of four (-36.36%) positions.² However, as of January 1, 2021, the department has 18 actual employees, which exceeds the department's current budgeted allocation of 11 FTE's by 7 FTE's.

Issues and Questions

1) CRIO revenues for **FY 2022** are anticipated to increase significantly by **\$1,000,000 (41.63%)** due to a corresponding \$1 million decrease in **3217 Non-Compliance Fees** (Page B-222). What is the rationale for such a significant revenue increase for CRIO?

2) How much has CRIO has captured in non-compliance fees to-date, in the current fiscal year?

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

4) (Page B-218) The Mayor has proposed the elimination of four (4) net fte position for CRIO in FY22, by increasing the number of General Fund positions from five (5) to to seven (7) and eliminating its six Non-General Fund positions. However, the department already has an excess of seven FTE's, based on the January 1, 2021 count. Given the Mayor's recommendation, which would reduce CRIO's headcount from 18 to seven FTE's, does this mean that eleven FTE's will have their status changed to Temporary Administrative Special Service (TASS) employees? If no, please explain the department's organizational plans for FY 2022.

5) CRIO is tasked to monitor the employment performance of developers who receive tax abatements and other various development incentives from the City, does CRIO have sufficient

¹ Projected revenue in this *revenue* appropriation increases from \$2,000,000 in FY 21 to \$3,000,000 in FY 22.

² The net reduction of four positions is achieved by increasing the number of General Fund positions from five (5) to seven (7) and eliminating all six of CRIO's Non-General Fund positions in FY 22 (Page B-218).

staff in place to monitor development projects? How many FTE's are responsible for this assignment? What are their titles?

6) CRIO is responsible for enforcing the American Disabilities Act. How many FTE's are responsible for this assignment? What are their titles?

7) 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 not, why?

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

9) 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 2022. Please provide which appropriation/cost center the new initiative/request/proposal are impacting FY 2022.

10) About three weeks ago during Formal Session, CRIO indicated that in March 2021 a report on projects receiving tax abatements in the City of Detroit with a status on the number of actual jobs versus the number promised would be presented to City. When will Council receive this report?

CIVIL RIGHTS, INCLUSION, AND OPPORTUNITY

AGENCY PLAN**MISSION:**

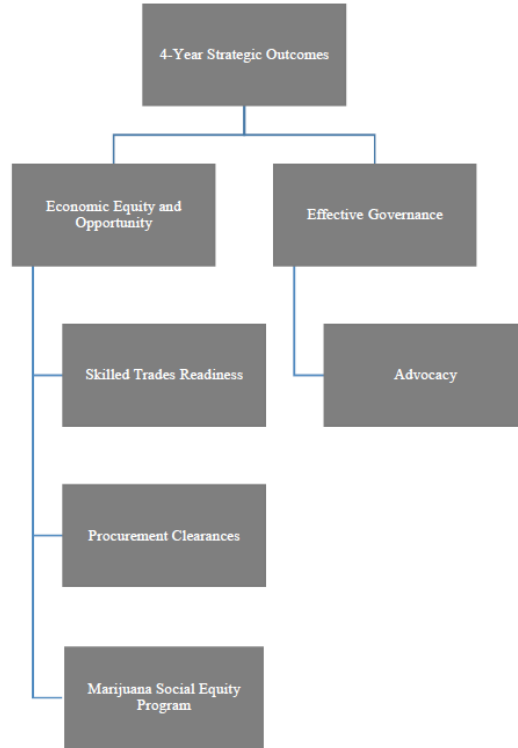
The Civil Rights, Inclusion, & Opportunity Department (“Civil Rights or CRIO”) removes discriminatory barriers through innovative and high quality customer-driven programs that foster economic opportunity and empowerment, which will benefit Detroit residents, visitors and the entrepreneurial sector of 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. CRIO certifies Detroit-Headquartered, Detroit-Based, and Small Businesses; Certifications for Women; Minority and Start-Up businesses, and Section 3 Certification and monitoring. Additional duties include monitoring inclusion of Detroit-Based Contractors and Detroit residents on development projects in the City.

STRATEGIC PRIORITIES:

- 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, and mediate related complaints.
- 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.
- 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.

CIVIL RIGHTS, INCLUSION, AND OPPORTUNITY



B-217

Department Name: Civil Rights, Inclusion, & Opportunity

Department #: 29

Budget Summary:

	FY2020 Actual		FY2021 Adopted		FY2022 Mayor	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	287,603	3,317,312	402,000	2,402,000	402,000	3,402,000
Total Expenditures	1,049,876	2,174,752	1,378,732	3,378,732	2,706,160	5,706,160
Net Tax Cost	762,272	(1,142,560)	976,732	976,732	2,304,160	2,304,160

	FY2023 Forecast		FY2024 Forecast		FY2025 Forecast	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	402,000	3,462,000	402,000	3,523,000	402,000	3,586,000
Total Expenditures	2,046,472	5,106,472	2,060,373	5,181,373	2,074,552	5,258,552
Net Tax Cost	1,644,472	1,644,472	1,658,373	1,658,373	1,672,552	1,672,552

Positions (by FTE):	1/1/2021 Actual	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
General Fund	11	5	7	7	7	7
Non-General Fund	7	6	-	-	-	-
Total Positions	18	11	7	7	7	7

**CITY OF DETROIT
BUDGET DEVELOPMENT
EXPENDITURES BY SUMMARY CATEGORY - ALL FUNDS
DEPARTMENT 29 - CIVIL RIGHTS, INCLUSION, & OPPORTUNITY**

Department # - Department Name Summary Category	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
29 - Civil Rights, Inclusion, & Opportunity	3,378,732	5,706,160	5,106,472	5,181,373	5,258,552
Salaries & Wages	698,175	613,267	586,010	599,911	614,090
Employee Benefits	208,741	232,898	232,898	232,898	232,898
Professional & Contractual Services	723,434	3,427,931	2,855,500	2,916,500	2,979,500
Operating Supplies	40,000	32,755	32,755	32,755	32,755
Operating Services	101,713	183,856	174,309	174,309	174,309
Other Expenses	1,606,669	1,215,453	1,225,000	1,225,000	1,225,000
Grand Total	3,378,732	5,706,160	5,106,472	5,181,373	5,258,552

CITY OF DETROIT
BUDGET DEVELOPMENT
REVENUES BY SUMMARY CATEGORY - ALL FUNDS
DEPARTMENT 29 - CIVIL RIGHTS, INCLUSION, & OPPORTUNITY

Department # - Department Name Summary Category	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
29 - Civil Rights, Inclusion, & Opportunity	2,402,000	3,402,000	3,462,000	3,523,000	3,586,000
Sales & Charges for Services	2,402,000	3,402,000	3,462,000	3,523,000	3,586,000
Grand Total	2,402,000	3,402,000	3,462,000	3,523,000	3,586,000

**CITY OF DETROIT
BUDGET DEVELOPMENT
EXPENDITURES BY SUMMARY CATEGORY - FUND DETAIL
DEPARTMENT 29 - CIVIL RIGHTS, INCLUSION, & OPPORTUNITY**

Department # - Department Name Fund # - Fund Name Summary Category	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
29 - Civil Rights, Inclusion, & Opportunity	3,378,732	5,706,160	5,106,472	5,181,373	5,258,552
1000 - General Fund	1,378,732	2,706,160	2,046,472	2,060,373	2,074,552
Salaries & Wages	337,099	613,267	586,010	599,911	614,090
Employee Benefits	175,490	232,898	232,898	232,898	232,898
Professional & Contractual Services	723,434	1,752,431	1,120,000	1,120,000	1,120,000
Operating Supplies	20,000	10,255	10,255	10,255	10,255
Operating Services	100,261	81,856	72,309	72,309	72,309
Other Expenses	22,448	15,453	25,000	25,000	25,000
3217 - Non-Compliance Fees	2,000,000	3,000,000	3,060,000	3,121,000	3,184,000
Salaries & Wages	361,076	-	-	-	-
Employee Benefits	33,251	-	-	-	-
Professional & Contractual Services	-	1,675,500	1,735,500	1,796,500	1,859,500
Operating Supplies	20,000	22,500	22,500	22,500	22,500
Operating Services	1,452	102,000	102,000	102,000	102,000
Other Expenses	1,584,221	1,200,000	1,200,000	1,200,000	1,200,000
Grand Total	3,378,732	5,706,160	5,106,472	5,181,373	5,258,552

**CITY OF DETROIT
BUDGET DEVELOPMENT
REVENUES BY SUMMARY CATEGORY - FUND DETAIL
DEPARTMENT 29 - CIVIL RIGHTS, INCLUSION, & OPPORTUNITY**

Department # - Department Name Fund # - Fund Name Summary Category	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
29 - Civil Rights, Inclusion, & Opportunity	2,402,000	3,402,000	3,462,000	3,523,000	3,586,000
1000 - General Fund	402,000	402,000	402,000	402,000	402,000
Sales & Charges for Services	402,000	402,000	402,000	402,000	402,000
3217 - Non-Compliance Fees	2,000,000	3,000,000	3,060,000	3,121,000	3,184,000
Sales & Charges for Services	2,000,000	3,000,000	3,060,000	3,121,000	3,184,000
Grand Total	2,402,000	3,402,000	3,462,000	3,523,000	3,586,000

**CITY OF DETROIT
BUDGET DEVELOPMENT
FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER - EXPENDITURES
DEPARTMENT 29 - CIVIL RIGHTS, INCLUSION, & OPPORTUNITY**

Department # - Department Name					
Fund # - Fund Name	FY2021	FY2022	FY2023	FY2024	FY2025
Appropriation # - Appropriation Name	Adopted	Mayor	Forecast	Forecast	Forecast
Cost Center # - Cost Center Name					
29 - Civil Rights, Inclusion, & Opportunity	3,378,732	5,706,160	5,106,472	5,181,373	5,258,552
1000 - General Fund	1,378,732	2,706,160	2,046,472	2,060,373	2,074,552
00250 - CRIO Department Administration	1,378,732	-	-	-	-
290010 - Civil Rights, Inclusion, & Opportunity	1,378,732	-	-	-	-
27292 - Business Support - CRIO	-	1,000,000	1,000,000	1,000,000	1,000,000
290040 - Homegrown Detroit	-	1,000,000	1,000,000	1,000,000	1,000,000
28290 - Human Rights Advocacy	-	1,706,160	1,046,472	1,060,373	1,074,552
290010 - Civil Rights, Inclusion, & Opportunity	-	1,706,160	1,046,472	1,060,373	1,074,552
3217 - Non-Compliance Fees	2,000,000	3,000,000	3,060,000	3,121,000	3,184,000
20388 - Non Compliance Fees	1,660,000	-	-	-	-
290030 - Compliance Fees	1,660,000	-	-	-	-
20519 - CRIO Skilled Trade Readiness	340,000	-	-	-	-
290060 - Skilled Trade Readiness - Basic Skills Contextualized F	240,000	-	-	-	-
290070 - Skilled Trade Readiness - Child Care Costs	50,000	-	-	-	-
290080 - Skilled Trade Readiness - Transportation Assistance	50,000	-	-	-	-
27290 - Development Support - CRIO	-	2,660,000	2,720,000	2,781,000	2,844,000
290030 - Compliance Fees	-	2,660,000	2,720,000	2,781,000	2,844,000
27291 - Development Support - Skilled Trade Readiness - CRIO	-	340,000	340,000	340,000	340,000
290060 - Skilled Trade Readiness - Basic Skills Contextualized F	-	240,000	240,000	240,000	240,000
290070 - Skilled Trade Readiness - Child Care Costs	-	50,000	50,000	50,000	50,000
290080 - Skilled Trade Readiness - Transportation Assistance	-	50,000	50,000	50,000	50,000
Grand Total	3,378,732	5,706,160	5,106,472	5,181,373	5,258,552

**CITY OF DETROIT
BUDGET DEVELOPMENT
FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER - REVENUES
DEPARTMENT 29 - CIVIL RIGHTS, INCLUSION, & OPPORTUNITY**

Department # - Department Name Fund # - Fund Name Appropriation # - Appropriation Name Cost Center # - Cost Center Name	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
29 - Civil Rights, Inclusion, & Opportunity	2,402,000	3,402,000	3,462,000	3,523,000	3,586,000
1000 - General Fund	402,000	402,000	402,000	402,000	402,000
00250 - CRIO Department Administration	402,000	-	-	-	-
290010 - Civil Rights, Inclusion, & Opportunity	402,000	-	-	-	-
28290 - Human Rights Advocacy	-	402,000	402,000	402,000	402,000
290010 - Civil Rights, Inclusion, & Opportunity	-	402,000	402,000	402,000	402,000
3217 - Non-Compliance Fees	2,000,000	3,000,000	3,060,000	3,121,000	3,184,000
20388 - Non Compliance Fees	2,000,000	-	-	-	-
290030 - Compliance Fees	2,000,000	-	-	-	-
27290 - Development Support - CRIO	-	3,000,000	3,060,000	3,121,000	3,184,000
290030 - Compliance Fees	-	3,000,000	3,060,000	3,121,000	3,184,000
Grand Total	2,402,000	3,402,000	3,462,000	3,523,000	3,586,000

**CITY OF DETROIT
BUDGET DEVELOPMENT
POSITION DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER
DEPARTMENT 29 - CIVIL RIGHTS, INCLUSION, & OPPORTUNITY**

Department # - Department Name					
Fund # - Fund Name					
Appropriation # - Appropriation Name					
Cost Center # - Cost Center Name					
Job Code - Job Title					
	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
29 - Civil Rights, Inclusion, & Opportunity	11	7	7	7	7
1000 - General Fund	5	7	7	7	7
00250 - CRIO Department Administration	5	0	0	0	0
290010 - Civil Rights, Inclusion, & Opportunity	5	0	0	0	0
010180 - Director of Human Rights Department	1	0	0	0	0
010826 - Manager II - Human Rights	1	0	0	0	0
012061 - Administrative Assistant - Grade II	1	0	0	0	0
222040 - Data Analyst	1	0	0	0	0
919911 - Associate Director of Strategic Affairs	1	0	0	0	0
28290 - Human Rights Advocacy	0	7	7	7	7
290010 - Civil Rights, Inclusion, & Opportunity	0	7	7	7	7
010180 - Director of Human Rights Department	0	1	1	1	1
010826 - Manager II - Human Rights	0	1	1	1	1
111003 - Project Manager & Analytics Specialist III	0	1	1	1	1
11919909 - Associate Director of Public-Private Partnership	0	1	1	1	1
11919911 - Associate Director of Strategic Affairs	0	1	1	1	1
222040 - Data Analyst	0	1	1	1	1
81012061 - Administrative Assistant Grade II	0	1	1	1	1
3217 - Non-Compliance Fees	6	0	0	0	0
20388 - Non Compliance Fees	6	0	0	0	0
290030 - Compliance Fees	6	0	0	0	0
929101 - Administrative Special Services Staff I	3	0	0	0	0
929102 - Administrative Special Services Staff II	3	0	0	0	0
Grand Total	11	7	7	7	7