



**PLANNING AND
DEVELOPMENT DEPARTMENT**

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To: David Whitaker, Esq, Director
Legislative Policy Division Staff
From: Antoine Bryant, Director
Department of Planning and Development *AB*
Date: March 15, 2023
Re: Responses to LPD 2023-2024 Budget Analysis

Please find below responses to your questions sent on March 13, 2023, regarding the proposed Fiscal Year 2024 Proposed Budget for the Planning and Development Department.

Question 1:

B43-8: Salaries & Wages go from \$2.11 million in FY 2023 to \$4.09 million in FY 2024, an increase of \$1.98 million in FY 2024. Correspondingly, Employee Benefits go from \$723 K in FY 2023 to \$1.31 million in FY 2024, an increase of \$583 K. This is mainly due to the increase of 19 general fund FTEs. Please explain the impact of this increase on PDD's operations in FY 2024.

Answer: The increase in PDD staff salaries and benefits simply reflects a change in funding sources for FY24. The additional General Fund dollars replace the same level of funding from CDBG dollars in the current year as detailed on the same chart, plus a customary small increase to accommodate staff cost-of-living increases, merit awards, and the salary/benefits of one additional FTE in FY24. Operationally, this change in sources better aligns funding with PDD's work needs and frees CDBG funds for more focused community needs via HRD.

Question 2:

B43-8: Please explain why general fund professional services go from \$2 million in FY 2023 to \$35,000 in FY 2024, a reduction of \$1,965,000. Please explain the impact this will have on PDD's operations in FY 2024.

Answer: The \$2 million in professional services funding for FY23 was earmarked for a Master Plan update, as recommended by Council. These were one-time funds provided from the City's fund balance. The \$35k for FY24 is for the anticipated Wayne State intern contract.

Question 3:

The Mayor is recommending reducing the Block Grant Block Grant funding in PDD of \$2,164,271 to zero in FY 2024. How will this reduction impact the department? How will the department carry out the functions this allocation funded going forward?

Answer: See Answer 1. This reduction reflects a change in sourcing for staff salaries and benefits in FY24; the reduction is offset by a corresponding increase in General Fund dollars. Departmental functions and staffing remain unchanged.

Question 4:

The department received a \$2,000,000 Capital Funding allocation in the current FY 2023. How were these funds spent and what is the current status of this allocation?

Answer: The “bread and butter” of PDD’s work in neighborhood planning and plan implementation relies upon capital funding. These funds are currently directed toward two plaza improvement projects (Kelly Plaza and Courville Plaza) and the planned installation of artwork in all seven City districts. Additional funding is targeted for a new neighborhood study, pending the balance remaining once additional funding is provided (if needed) for the Master Plan Update.

Question 5:

The Mayor has recommended reducing appropriation by \$650,000 in PDD’s FY 24 4533 - City of Detroit Capital Projects. What is the rationale for this reduction? What are the plans for the department’s remaining FY 2024 allocation of \$1,350,000 for Capital Projects in the form of professional and contractual services?

Answer: We anticipate using new capital funding in FY24 for additional neighborhood studies and implementation projects.

Question 6:

Please briefly detail 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 2024.

Answer: PDD’s expense initiatives are tied to its capital funding allocations. We are in the process of defining additional neighborhood studies implementation projects for FY24. PDD’s operating budget is largely dedicated to salaries and benefits for existing staff. We continue to manage operations and savings with an eye toward maximizing these funds. We anticipate no additional revenue initiatives in FY24.

Question 7:

Please provide a status report on updating the City’s Master Plan.

Answer: PDD partnered with the CPC in developing an RFP for the Master Plan Update, released at the beginning of the year. The City received three vendor proposals in late February, which are under evaluation by a committee including PDD and CPC representatives. Vendor interviews are scheduled for the end of March, with vendor selection and contract negotiations to follow. We anticipate submitting a contract for Council approval before summer recess, with a goal of project launch by summer.