

Referrals
4-2-19

**BUDGET,
FINANCE, AND
AUDIT STANDING
COMMITTEE**

①

**OFFICE OF CONTRACTING
AND PROCUREMENT**

March 27, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6000238 100% City Funding – AMEND 5– To Provide an Additional Scope of Work for Auditing Services for DDOT to FY 19, and Corrective Action Plan Project Support for the City’s Fiscal Services Team in relation to the Comprehensive Annual Financial Report. – Contractor: Plant Moran – Location: 27400 Northwestern Hwy, Southfield, MI 482037 – Contract Period: Upon City Council Approval through August 29, 2021 – Contract Increase: \$25,000.00 – Total Contract Amount: \$10,923,750.00.
AUDITOR GENERAL

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER **AYERS**

RESOLVED, that Contract No. 6000238 referred to in the foregoing communication dated March 27, 2019, be hereby and is approved.




USE

REVISED

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March 25, 2019

TO: David Whitaker, Director
Legislative Policy Division

FROM: James W. Ribbron, Director
Board of Zoning Appeals 

RE: 2019 – 2020 BZA BUDGET ANALYSIS RESPONSES

- 1) **For FY 2020, Salaries and Wages are decreasing by \$68,141 or 20.1%; however, Employee Benefits are increasing by 2,217 or 2.4% Please explain why this is occurring.**

The decrease in Salaries and Wages is due primarily to the transfer of funding for one (1) Administrative Special Services Staff II position to Miscellaneous Professional Services and the re-allocation of a second Administrative Special Services Staff II position to an Office Assistant position.

- 2) **For FY 2020, Professional and Contractual Services are increasing by \$54,210 or 55.8%. Please explain the reason behind the increase.**

Professional and Contractual Services are increasing due to the transfer of funding for one (1) Administrative Special Services Staff II position to Miscellaneous Professional Services.

- 3) **For FY 2020, Sales and Charges for Services are decreasing by \$35,000 or 280%. Please explain the reason for the decrease.**

The increase in appeals, fueled by the Marijuana Ordinance, has peaked, and revenues are expected to return to pre-ordinance levels.

- 4) **For FY 2020, BZA is losing one budgeted employee; please explain.**

BZA is not losing a position. Funding for one (1) Administrative Special Staff Services II position was transferred from Salaries/Benefits to Miscellaneous Professional Services.



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- 5) ***The BZA has one Zoning Inspector – Zoning Appeals budgeted for FY 2020. Does having one Zoning Inspector impede BZA's operations? How many additional employees would aid in improving BZA's operations?***

In order for the BZA to fully execute mandated and professional services we would need two full time Inspectors, one Office Assistant and one Administrative Assistant. We currently have one full time Inspector, one Office Assistant and one Administrative Assistant position filled.

*Cc: Councilmembers
Auditor General's office
City Clerk's Office
Office of Department Financial Services
Budget*



Do Not
USE

March 25, 2019

TO: David Whitaker, Director
Legislative Policy Division

FROM: James W. Ribbron, Director
Board of Zoning Appeals

RE: 2019 – 2020 BZA BUDGET ANALYSIS RESPONSES

- 1) **For FY 2020, Salaries and Wages are decreasing by \$68,141 or 20.1%; however, Employee Benefits are increasing by 2,217 or 2.4% Please explain why this is occurring.**

The decrease in Salaries and Wages is due to the recommended elimination of one of the two yet to be filled Administrative Special Services Staff II positions. The increase in benefits is because of the reallocation of Administrative Special Services Staff II position which has no benefits, into an Office Assistant III position that has benefits, these of two budgeted positions in October 2018.

- 2) **For FY 2020, Professional and Contractual Services are increasing by \$54,210 or 55.8%. Please explain the reason behind the increase.**

Professional and Contractual Services are increasing due to the increase demand for Court Reporting Services mandated by ordinance for BZA transcripts.

- 3) **For FY 2020, Sales and Charges for Services are decreasing by \$35,000 or 280%. Please explain the reason for the decrease.**

The Department anticipates before the end of this fiscal year we will hit our target revenue that was projected for this fiscal year.

- 4) **For FY 2020, BZA is losing one budgeted employee; please explain.**

BZA is losing one budgeted employee because the Administration has recommended the action. BZA is NOT in support of losing this budgeted position.



5) The BZA has one Zoning Inspector – Zoning Appeals budgeted for FY 2020. Does having one Zoning Inspector impede BZA's operations? How many additional employees would aid in improving BZA's operations?

In order for the BZA to fully execute mandated and professional services we would need two full time Inspectors, one Office Assistant and one Administrative Assistant. We current have one full time Inspector, one Office and Administrative Assistant positions filled.

**Cc: Councilmembers
Auditor General's office
City Clerk's Office
Office of Department Financial Services
Budget**

CITY CLERK 2019 MAR 26 AM 9:56

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

City of Detroit
CITY COUNCIL

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 Director
 Irvin Corley, Jr.
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 Janese Chapman
 Deputy Director

John Alexander
 LaKisha Barclift, Esq.
 M. Rory Bolger, Ph.D., AICP
 Elizabeth Cabot, Esq.
 Tasha Cowen
 Richard Drumb
 George Etheridge
 Deborah Goldstein

March 26, 2019

TO: HONORABLE CITY COUNCIL

FROM: David Whitaker, Director
 Legislative Policy Division

RE: Navigating the Legislative Policy Division's Web Site

Given the brief discussion had during the City Council's Monday, March 25, 2019 afternoon session relative to the difficulty finding the Legislative Policy Division Budget Analysis reports on the city's web site, we offer the following.

If you go to the Legislative Policy Division's page, you will find (on the right side), Contacts and Government Menu. Under Government Menu you will see Budget Analysis Reports 2019-2020 and Legislative Policy Division Reports. You can click either one to go to that specific page.

On the Legislative Policy Division Reports page you will find (in bold) Budget Analysis Reports, Contract Reviews and Division Reports. If you click one of these, you will only access past documents that were placed on the web *prior to the city's web update*.

To view current reports on either the Legislative Policy Division Reports page or the Budget Analysis Reports 2019-2020 page you must scroll down and under DOCUMENTS (it will only show you a few documents) you will see READ MORE. Click that to expand the documents section. The documents should be in either date order (Legislative Policy Division Reports) or alphabetical order (Budget Analysis Reports).

Please note that the City Planning Commission page has the same format.

Please let me know if you need any additional information.

Thank you.

City of Detroit

CITY COUNCIL


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RAQUEL CASTAÑEDA-LÓPEZ
COUNCIL MEMBER
DISTRICT 6

MEMORANDUM

TO: David Massaron, Acting Chief Financial Officer, OCFO
Tanya Stoudemire, Deputy CFO

THRU: Council President Brenda Jones

FROM: Council Member Raquel Castañeda-López 

DATE: March 27, 2019

RE: **FY 19/20 Budget: Request for Information**

Please provide the following information:

1. A detailed breakdown and explanation of the FY 19/20 Fund Balance Capital Budget Recommendations
 - a. Please list all of the activities/projects that are being proposed to be completed with the 7.5M for business development/land acquisition.
2. The appropriation numbers for the UTGO Bond projects listed on page A-54. The chart provides a list of the projects but not the appropriation numbers.
3. A breakdown of all costs associated with the City's current and future surveillance programs (Project Green Light, Neighborhood Real Time Intelligence Program, etc.), including but not limited to items/staffing/contracts in DPD, DoIT, and DPW.

Thank you. Please contact my office if you have any questions.

CITY CLERK 2019 MAR 27 PM3:35

Cc: Honorable Detroit City Council
David Whitaker, Director, Legislative Policy Division
Irv Corley, Jr. Executive Policy Manager, Legislative Policy Division
Stephanie Washington, Mayor's Liaison
City Clerk



City of Detroit

CITY COUNCIL

CITY CLERK 2019 MAR 26 PM 3:02

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MARY SHEFFIELD
COUNCIL PRESIDENT PRO TEMPORE
DISTRICT 5

Memorandum

To: Tanya Stoudemire, Deputy CFO/Budget Director, Office of the Chief Financial Officer

From: Council President Pro Tempore Mary Sheffield *MS*

CC: Honorable Colleagues, Mayor Mike Duggan, LPD, City Clerk

Date: 3/26/2019

Re: Questions for the Non - Departmental Budget Hearing for FY 2019-20

- 1. The Administration's Proposed Budget has an increase in expenditures of nearly \$70 million. What is the source of this significant rise in expenditures? What is the justification for reducing expenditures by \$41 million in FY 2021?**
- 2. Revenues are projected to increase by \$76 million over last year's adopted budget. What is the source of the increased revenue and were adjustments made during this year's Revenue Estimating Conference to provide a more accurate depiction of projected revenues?**
- 3. Land Bank Operations expenditures are proposed to be \$13 million for FY 2020 and beyond. What is the source of the funds to cover this expenditure? Are the funds available for other uses if the Land Bank's MOU extension is not granted?**
- 4. There is currently legislation moving in Lansing to allow online gaming in Michigan. Will such a measure impact the revenue received from the three Detroit Casinos? If so, what are the current estimates?**
- 5. There is a proposed expenditure of \$7.5 million for Equipment Acquisition up from \$494,000. What does this expenditure represent and what is the justification for the significant increase?**
- 6. Operating Services are proposed to increase by nearly 50% from \$33 million to \$49 million. What is the reason for the significant increase in this appropriation?**



City of Detroit


CITY COUNCIL

CITY CLERK 2019 MAR 27 PM 4:34



MARY SHEFFIELD
COUNCIL PRESIDENT PRO TEMPORE
DISTRICT 5

Memorandum

To: Mayor Mike Duggan
From: Council Member Mary Sheffield 
CC: Honorable Colleagues, LPD, City Clerk
Date: 3/27/2019
Re: Questions for the Mayor's Office Budget Hearing for FY 2019-20

- 1. Council offices field several calls every day, a number of which are directed to our offices from the Mayor's office.**
How many staff are dedicated to handling constituent relations on behalf of the Mayor's office outside of District managers?
- 2. There is a \$780,000 or 11% increase in salaries and wages for the Mayor's Office.**
What does this increase represent and what is the source of the funding for the increase?
- 3. Professional and Contractual Services have more than doubled from \$177K to \$393K.**
What is the reason for this significant increase and why is it forecasted to continue in subsequent years? Also, what is the source of the funding since it is recurring?
- 4. There is a new appropriation for a Financial Empowerment Coordinator.**
What are the responsibilities for this position and what is the source of the funding?
- 5. There is no City funding appropriated under Motor City Makeover which had \$50K in funding last year through the City.**
What is the reason for the lack of City funding for Motor City Makeover in the budget? Although there are donated funds for the initiative, is there money available to expand the programs and provide more resources/assistance to the community?



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City of Detroit

CITY COUNCIL

MARY SHEFFIELD
COUNCIL MEMBER
DISTRICT 5

MEMORANDUM

TO: Ms. Charity Dean, Esq., Director, Civil Rights, Inclusion and Opportunity

THROUGH: Council President Brenda Jones

FROM: Council President Pro Tempore Mary Sheffield *MS*

DATE: March 27, 2019

RE: Civil Rights, Inclusion, and Opportunity Budget Hearing

- 1) How often does staff from CRIO monitor developers and contractors for compliance under Executive Order 2016-1? After a contractor or developer is found to be in violation what type of continued interaction does CRIO have with the contractor/developer?
- 2) What is the plan beyond FY 19 to fund the Workforce Training Program? Has CRIO identified any additional funding to meet the shortfall from the non-compliance fees for this program?
- 3) Can CRIO update Council on what programs the non-compliance fee are funding? Why is the non-compliance fee appropriation not broken down by program?
- 4) Does CRIO monitor the number of people entering into and graduating from skilled trades programs at schools/organizations that have received funding from the non-compliance fees?
- 5) What is the process and timeline to certify Detroit Headquartered, Detroit Based, Small, Women and Minority Owned Businesses? Is there an appeals process if an applicant is denied the certification? How much in application fees has the City collected from this certification process?
- 6) What kind of community outreach programs does CRIO administer?
- 7) Has CRIO developed any relationships with local business and minority contractor associations?

CITY CLERK 2019 MAR 29 AM 4:46

cc: Honorable Colleagues
Hon. Janice Winfrey, City Clerk