



Detroit Water and Sewerage Department

735 Randolph Street
Detroit, Michigan 48226
(313) 224-4704 Office
dwsd.legistar.com

Legislation Text

File #: 17-0182, **Version:** 1

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to grant **an increase of \$180,960.00 in the contract price and an extension of two (2) years for Contract No. PS-1785 “Individual Personal Services Contract” with Leslie King (Consultant)**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Agenda of November 15, 2017

Item No. 17-0182

Proposed Contract No. PS-1785

Amendment No. 1

Time Extension: Two (2) Years

Amount: \$180,960.00

TO: The Honorable
Board of Water Commissioners
City of Detroit, Michigan

FROM: Gary Brown, Director
Water and Sewerage Department

RE: **DWSD Proposed Contract No. PS-1785**
“Individual Personal Services Contract”

MOTION

Upon recommendation of Thomas Naughton, Chief Financial Officer, the Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to grant **an increase of \$180,960.00 in the contract price and an extension of two (2) years for Contract No. PS-1785 “Individual Personal Services Contract” with Leslie King (Consultant)**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

JUSTIFICATION

The contractor provides essential financial planning, and analysis services for DWSD. In addition, the contractor has been instrumental in the rollout of new technology and business processes across all operating units. Ms. King has provided similar services under DWSD Contract No. PS-1559 and as a previous DWSD employee. Her knowledge and continued service will greatly enhance the ability of DWSD to become successfully established.

BACKGROUND

The contractor has been assisting in the preparation and monitoring of the department’s operating budget in a

manner required by the tasks listed below. The contractor is required to meet or exceed the equivalent standards of any current City of Detroit, Water and Sewerage Department employee holding the equivalent position.

PROJECT TASKS

Work with division managers and the Executive Management Team (EMT) to develop the department's budget.

1. Review manager's budget proposal for completeness, accuracy, and compliance with procedures and other regulations.
2. Combine all the program and department budgets together into a consolidated organizational budget and review all funding requests for merit.
3. Prepare documentation to explain the department's budget to others in the organization and the public.
4. Assist the director, assistant director, or other top managers analyze the proposed plan and find alternatives if the projected results are unsatisfactory.
5. Monitor the department's spending to ensure that it is within budget.
6. Inform the Executive Management Team of the status and availability of funds.
7. Prepare regular and special budget reports.
8. Review operating budgets to analyze trends affecting budget needs.

PROJECT SCHEDULE/STATUS:

- | | | |
|----|---------------------------|-------------------|
| A. | Start Work Date: | January 1, 2016 |
| B. | Original Completion Date: | December 31, 2017 |
| C. | Revised Completion Date: | December 31, 2019 |
| D. | Original Contract Amount: | \$174,000.00 |
| E. | Revised Contract Amount: | \$354,960.00 |