



# Detroit Water and Sewerage Department

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## Legislation Text

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**File #:** 19-00226, **Version:** 1

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The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **approve Amendment No. 2 to add \$180,960 in funding, for a total amended contract amount of \$535,920 and to add two additional years to the contract term for Personal Service Contract No. PS-1785 with Leslie King (Contractor)**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

### **Agenda of August 21, 2019**

#### **Item No. 19-00226**

#### **Contract No. PS-1785**

#### **Proposed Amendment No. 2**

**Current Contract Amount: \$354,960**

**Proposed Amendment No. 2 Amount: \$180,960**

**Proposed Total Contract Amount: \$535,920**

**Current Term: 1/1/16 - 12/31/19**

**Proposed Time Extension: 1/1/20 - 12/31/21 (two years)**

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

**FROM:** Gary Brown, Director  
Detroit Water and Sewerage Department

**RE: Proposed Amendment No. 2 to DWSD Contract No. PS-1785  
Personal Services Contract - Leslie King**

### **MOTION**

Upon recommendation of Mamata Burgi, Procurement Manager, the Board of Water Commissioners for the City of Detroit, Water and Sewerage Department, authorizes the Director to **approve Amendment No. 2 to add \$180,960 in funding, for a total amended contract amount of \$535,920 and to add two additional years to the contract term for Personal Service Contract No. PS-1785 with Leslie King (Contractor)**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

## **BACKGROUND**

The Contractor, Leslie King, has been assisting in the preparation and monitoring of DWSD'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.

### **Tasks:**

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.

## **JUSTIFICATION**

Leslie King provides essential financial planning and analysis services for DWSD and 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 implement and maintain best practices in Budgeting and Planning.

**DETAILS:**

A.	Original Contract Term:	1/1/16 - 12/31/17
B.	Amendment No. 1 Extension:	1/1/18 - 12/31/19
C.	Proposed Amendment No. 2 Extension:	1/1/20 - 12/31/21
D.	Original Contract Amount:	\$174,000
E.	Amendment No. 1 Amount:	\$180,960
F.	Proposed Amendment No. 2 Amount:	\$180,960
G.	Proposed New Total Contract Amount:	\$535,920
H.	Funding Source:	O&M Funds
I.	GL Strings:	
	5720-20169-484151-617903-900116-10790-0000-000000	(30%)
	5820-20180-494151-671903-900116-15805-0000-000000	(70%)

Proposed Amendment No. 2 for Contract No. PS-1785 was presented to the BOWC Finance Committee on August 7, 2019. Per the Procurement Policy, this contract will also be presented for Mayoral review and City Council for approval.