

City of Detroit MUNICIPAL MANUAL 2018



City Services at your fingertips

COMPILED BY THE OFFICE OF CITY CLERK
JANICE M. WINFREY

MUNICIPAL MANUAL of the CITY OF DETROIT

FACTS AND FIGURES PERTAINING TO THE VARIOUS DEPARTMENTS OF THE
CITY OF DETROIT



COMPILED BY
JANICE M. WINFREY
CITY CLERK
2018

Table of Contents

Present Mayor, Clerk and Council Members	back cover
ADMINISTRATIVE HEARINGS.....	2
AIRPORT DEPARTMENT	3
AUDITOR GENERAL	3
BOARD OF ETHICS.....	4
BUILDINGS SAFETY ENGINEERING AND ENVIRONMENTAL DEPARTMENT	5
CITY CLERK	9
CITY CLERK’S ARCHIVES AND RECORDS MANAGEMENT DIVISION	11
CITY COUNCIL.....	11
COMMUNICATIONS AND CREATIVE SERVICES DIVISION.....	13
DEPARTMENT OF ELECTIONS	13
DETROIT BUILDING AUTHORITY	15
DETROIT EMPLOYMENT SOLUTIONS CORPORATION (DESC).....	15
DETROIT-WAYNE JOINT BUILDING AUTHORITY.....	17
ENTERTAINMENT COMMISSION	18
FIRE DEPARTMENT, DETROIT	18
GENERAL SERVICES DEPARTMENT.....	19
HEALTH & WELLNESS PROMOTION, DEPARTMENT of (DHWP).....	21
HISTORIC DESIGNATION ADVISORY BOARD (LPD)	23
HISTORIC DISTRICT COMMISSION	24
HOMELAND SECURITY & EMERGENCY MANAGEMENT, DETROIT	24
HOUSING AND REVITALIZATION	25
HUMAN RESOURCES DEPARTMENT	26
HUMAN RIGHTS DEPARTMENT.....	27
INNOVATION AND TECHNOLOGY, DEPARTMENT OF	28
INSPECTOR GENERAL, OFFICE OF	28
LABOR RELATIONS DIVISION.....	29
LAW DEPARTMENT, CITY OF DETROIT.....	29
LEGISLATIVE POLICY DIVISION	34
CITY PLANNING COMMISSION (LPD).....	34
LIBRARY COMMISSION.....	35
MAYOR’S OFFICE.....	39
MAYOR’S OFFICE - DEPARTMENT OF NEIGHBORHOODS	42
MEDIA SERVICES DEPARTMENT	42
MUNICIPAL PARKING DEPARTMENT	43
OFFICE OF THE CHIEF FINANCIAL OFFICER	43
EXECUTIVE OFFICE	44
OFFICE OF THE ASSESSOR.....	45
OFFICE OF THE BUDGET	45
OFFICE OF THE CHIEF DEVELOPMENT OFFICER.....	46
OFFICE OF CONTRACTING AND PROCUREMENT	47
OFFICE OF THE CONTROLLER	48
OFFICE OF DEPARTMENTAL FINANCIAL SERVICES.....	51
OFFICE OF FINANCIAL PLANNING AND ANALYSIS.....	52
OFFICE OF GRANT MANAGEMENT	53
OFFICE OF THE TREASURY.....	54
OMBUDSMAN, OFFICE OF THE	58
PLANNING AND DEVELOPMENT DEPARTMENT	58
POLICE DEPARTMENT	59
PUBLIC LIGHTING DEPARTMENT.....	61
PUBLIC WORKS, DEPARTMENT OF.....	62
RECREATION DEPARTMENT, DETROIT	63
RETIREMENT SYSTEM OF THE CITY OF DETROIT	66
DEPARTMENT OF TRANSPORTATION, (DDOT).....	66
DETROIT TRANSPORTATION CORPORATION	69
(PEOPLE MOVER).....	69
WATER AND SEWERAGE DEPARTMENT.....	69
WAYNE METROPOLITAN COMMUNITY ACTION AGENCY	70
ZONING APPEALS, BOARD OF	72
DETROIT ZOO/BELLE ISLE NATURE CENTER.....	72

ADMINISTRATIVE HEARINGS

2 Woodward Avenue (48226)
103 Coleman A. Young Municipal Center (Administration)
1004 Coleman A. Young Municipal Center (Cashier & Hearing Room)
(313) 224-0098

The Department of Administrative Hearings (DAH) is a major initiative aimed at stamping out blight in the city. The DAH is a quasi-judicial body that adjudicates blight violations (“blight violations”) in Detroit. Ordinance violations have a major impact on the quality-of-life for Detroit citizens. For this reason, the City of Detroit worked successfully to change state law to allow the city to create the DAH, as an innovative quasi-judicial approach to municipal ordinance enforcement.

The DAH is an independent department of the City of Detroit. The Director of the DAH is appointed by the Mayor and also serves as the Chief Hearing Officer. The Department is divided into three (3) divisions: Property Maintenance, Zoning and Illegal Dumping and Solid Waste. Trained, licensed attorneys serve as administrative hearings officers at the DAH.

Property maintenance, zoning, illegal dumping and solid waste ordinances are now in the jurisdiction of the DAH. Previously these cases were heard at the 36th District Court. Cases that come before the DAH include violations of building, zoning, health, sanitation and environmental ordinances.

The Property Maintenance Division of the DAH hears cases filed by the Buildings Safety, Engineering and Environmental Department (BSEED). In these cases, Blight Violation Notices are issued by building inspectors and by police officers. Violations include, but are not limited to:

- Graffiti
- Failure to obtain certificate of compliance
- Failure to obtain a certificate of rental registration
- Rat harborage
- Failure to remove snow and ice
- Inoperable vehicles
- Failure to maintain exterior of property
- Failure to comply with emergency orders

The Zoning Division hears cases filed by Buildings Safety, Engineering and Environmental Department (BSEED). In these cases, Blight Violation Notices are issued by building inspectors and police officers. Violations include, but are not limited to:

- Violations of special land use grants
- Change of land use without a permit
- Change of building use without a permit
- Failure to obtain the required certificate of maintenance of grant conditions
- Unlawful banner or signage

The Illegal Dumping and Solid Waste Division hears cases filed by the Department of Public Works (DPW). Blight Violation Notices are issued by health and environmental inspectors and police officers. Violations include, but are not limited to:

- Early or late placement of Courville containers at the curb
- Improper set-out of bulk waste
- Improper storage of solid waste
- Animal and fowl excrement violations
- Illegal dumping

In surveys across the nation, residents have ranked blight-related offenses among their top concerns. The Department of Administrative Hearings (DAH) is the legal forum where blight cases are decided in a fair, expeditious and cost-effective manner.

DAH FEE SCHEDULE

Administrative Fee.....	\$20.00
Motion Fee.....	\$20.00
Subpoena Fee.....	\$25.00
Appeal Processing Fee.....	\$25.00
Copies Per Page.....	\$00.50

AIRPORT DEPARTMENT

11499 Connor (48213)
(313) 628-2146

The Detroit City Airport was renamed the Coleman A. Young Airport in honor of the late Mayor of Detroit, Coleman A. Young, in 2003.

Since 1927, Detroit City Airport has played an integral role in Metropolitan Detroit’s regional transportation system. The airport first served as the region’s only air carrier facility, providing Detroit with a gateway to cities throughout the North American Continent.

Today, the Coleman A. Young Airport is an aviation center providing services to citizens of Detroit as well as those of all Southeastern Michigan. The airport is a port of entry and U.S. Customs/Immigrations providing services to arriving flights requiring customs clearance.

The Airport is managed by a staff of employees, including a director. The Airport Department has the responsibility for holding land for the Coleman A. Young Airport. The director recommends the enactment of ordinances designed to safeguard the public upon, or beyond the limits of private airports, landing fields or other facilities within the city or its police jurisdiction, against the perils and hazards of aerial navigation.

The Airport has its own fire station, maintenance and administrative support staff. Among its tenants are car rentals, aircraft fuel service operator, certified flight instructors, freight operators.

The Airport encompasses 263 acres with two runways and associated taxiway systems. The primary runway, 15/33, is 3,710 feet long with a full instrument landing system. The secondary runway is 4,100 for visual flight operations, exclusively. Both runways are 100 feet wide. The Airport is available for aircraft operations 24 hours – 365 days a year and hosts a 24/7/365 Air Traffic Control Tower.

Geographical location is the airport’s biggest advantage. Surrounded by light and heavy industry and only five miles from the downtown business center, the airport is ideally suited to service business and leisure travelers along with Just-In-Time Freight service.

(City Charter Chapter 4)

AUDITOR GENERAL

Coleman A. Young Municipal Center, Suite 216 (48226)
(313) 224-3101

The Auditor General is appointed for a ten-year term by a majority of City Council members. The Auditor General must be a Certified Public Accountant. Any person having held, the position of Auditor General is not eligible for reappointment. The Auditor General may hold no other city, county or state office.

Among the duties of the Auditor General as prescribed by the Detroit City Charter or City Ordinances are:

1. To make audits of the financial transactions of City agencies based on an annual risk-based audit plan prepared by the Auditor General, or as otherwise directed by the City Council. Audits shall focus on high risk agencies and/or processes identified in the annual risk-based audit plan. The Auditor General will have access to the financial and other records of all City agencies anytime.

2. To make a full report to the City Council of each individual audit and file a copy with the Mayor.
3. To make a report of the financial position of the city as soon as possible after the close of each fiscal year.
4. To investigate the administration and operation of any city agency and report findings and recommendations to the City Council and the Mayor.
5. To make reports to City agencies of irregularities of practice and erroneous accounting methods with recommendations for improving the accounting procedures and systems of the agencies.
6. To settle all disputed claims in favor of/or against the city to the extent and in the manner provided by ordinance. Once a claim is disallowed by the City's Law Department, the claimant may appeal that claim to the Auditor General by using forms available from the Law Department. The Charter requires that no legal proceedings may be brought upon a claim within the jurisdiction of the Auditor General, until the claim is rejected by the Auditor General or until six months have elapsed from the time of filing the claim with the Auditor General.
7. To serve as a member of the Revenue Estimating Conference two times per year. The revenues under consideration shall include all general funds, solid waste funds, and risk-management fund revenues, and revenues of enterprise agencies that require a general fund subsidy.
8. To serve as a member of the Risk Management Council which evaluates and makes recommendations to the Mayor and City Council concerning the effectiveness of risk management functions within the city.
9. To serve as chairperson on the Vehicles for Hire Commission, for taxicab operators and limousines.
10. To serve as chairperson of the Towing Rate Commission which regulates rates of trucks operating for the City of Detroit.

(2012 Detroit City Charter Secs. 7.5 101-1.6 and 8-213)

BOARD OF ETHICS

2 Woodward Avenue
Coleman A. Young Municipal Center, Suite 1240 (48226)
(313) 224-9521 Office
(313) 224-3434 Fax

The Detroit Ethics Ordinance was first enacted by the Detroit City Council in 2000 and amended in 2006, 2010, and 2012. The creation of the Ordinance was mandated by the City Charter of 1997. The Charter required that the Ordinance establish disclosure requirements and standards of conduct applicable to all public servants. An independent Board of Ethics has been established which is responsible for the overall administration and implementation of the Ordinance.

The Detroit Board of Ethics is an independent seven member body composed of residents of the City. Three members are appointed by the Mayor and three are appointed by the City Council. One member is jointly appointed by the Mayor and City Council.

The Board of Ethics role is to investigate and resolve complaints regarding alleged violations of the Ethics Ordinance by public servants, contractors, vendors and lobbyist and to issue advisory opinions regarding the meaning and application of provisions of the Charter, City Ordinances, and other laws, or regulations establishing standards of conduct for public servants.

The City of Detroit Board of Ethics has jurisdiction over the following public servants as defined in the City of Detroit Ethics Ordinance: the mayor, member of city council, city clerk, appointive officers, any member of a board, commission or other voting body established by either branch of City government or this Charter and any appointee, employee or individual who provides services to the City within or outside of its offices or facilities pursuant to a personal service contract. In addition, the Board has limited authority to review the conduct of contractors, vendors and lobbyists.

An Advisory Opinion is a written opinion of the Board addressing a question of ethical conduct by an elective office, appointee or employee. Advisory opinions are published by the Board annually in a report to the Mayor and City Council. Advisory opinions are rendered upon written request by a public servant. Requests for advisory opinions must concern the requesting public servant's own conduct.

A Complaint is a sworn statement alleging a violation of the Ethics Ordinance against a public servant or other covered persons. Any member of the public may file a complaint with the Board where a person believes there has been a violation of the Ordinance.

Currently, the Board office is located within the Civil Rights, Inclusion and Opportunity Office (formerly known as the Human Rights Administration Office) at 2 Woodward, Coleman A. Young Municipal Center, Room 1240, Detroit, Michigan 48226.

The hours are 8:30am to 4:30pm. The Board members are volunteers, **however the staff, Executive Director and Ethics Coordinator, conduct the day to day business of the Board.** They are available in the office to answer questions, assist with forms and to respond to telephone and email inquiries.

The Board generally meets monthly and all meetings are open to the public unless an individual involved in the matter to be addressed requests in writing that the meeting be closed or unless otherwise provided by Ordinance or by statute.

The Board is charged with monitoring and recommending improvements in the disclosure requirements and the standard of conduct under the Ethics Ordinance, in order "to promote an ethical environment within City government and to ensure the ethical behavior of the public servants."

BUILDINGS SAFETY ENGINEERING AND ENVIRONMENTAL DEPARTMENT

Coleman A. Young Municipal Center, Suite 401 (48226)
(313) 224- 3252

History

Building permits were first issued in 1877 under provisions of ordinance enforced by several Departments. The first official Building Code was enacted in 1911. The Buildings, Safety Engineering & Department (B.S & E) with its several divisions, was established when the old City Charter became effective in 1918. The B S & E Department has quasi-police powers for enforcing the various ordinances under its jurisdiction and operates under a director appointed by the Mayor. These ordinances provided for the health, safety and welfare of the people. The State of Michigan enacted Public Act 230 of 1972 that mandated the adoption of a National Construction Code with local amendments by all code enforcement agencies in Michigan. The city adopted BOCA codes with local amendments as its construction codes. The State of Michigan enacted Public Act 54 of 1986 that mandated certain minimum qualifications and State Registration by Inspectors, Plan Reviewers and Building Officials. City inspectors, plan reviewers and building officials are State registered. In 1999, the State of Michigan enacted Public Act 245 of 1999 that required that a single construction code adopted by the State be enforced throughout Michigan. Today, the B, SE & Environmental Department (name change effective, July 1, 2010 from BS&E to BS&E and Environmental) enforces those single construction codes and other City Ordinances pertaining to the building environment.

Organization

The department is made up of several divisions and units within divisions, all under the management of the Administrative Division. The main divisions are the Plan Review Division, Zoning Division, Construction Division which includes the following inspection units: Building, Mechanical, Electrical, and Plumbing; Dangerous Buildings Division, Property Maintenance Division, Business License Division, Environmental Affairs Division, and Licenses & Permits Division. Of the approximate 207 employees in Fiscal Year 2015-16, nearly 120 are engaged in inspection work. Inspection work is done on a permit, referral, license, complaint or area basis.

DEPARTMENT ADVISORY BOARDS AND COMMITTEES

- Board of Rules
- Board of Appeals
- Electrical Examiners
- Wrecking Board of Examiners
- Conditional Land Use-Hearing
- Administrative Hearing Committee

Codes and Ordinance Enforced

- The Department enforces the following codes and ordinances:

State of Michigan Construction Codes

- The following are in effect now: As the State adopts newer codes the city will automatically enforce those in effect at that time.
- Michigan Building Code 2012
- Michigan Barrier Free Code (Contained in the MBC 2012)
- Michigan Residential Code 2009
- Michigan Uniform Energy Code (Contained in the MRC 2000)
- Michigan Rehabilitation of Existing Building Code 2012
- Michigan Electrical Code 2011
- Michigan Mechanical Code 2012
- Michigan Plumbing Code 2012 (Ordinance 256-H)

City Ordinances

- Boiler and Pressure Vessel Ordinance #705-G
- Stationary Engineers and Boiler Operators Licensing Ordinance #706-G
- Mechanical Ordinance 390-H
- Electrical Ordinance 604-H
- Elevator Ordinance 307-H & 568 H
- Man Lift Ordinance 308-H
- Personal Hoist Ordinance 309-H & 567-H
- Powered Service Platform Ordinance 310-H
- Property Maintenance Ordinance Chapter 9 Article #1
- Blight Ordinance Chapter 8.5
- Signs & Advertising Chapter 3
- Zoning Ordinance Chapter 61

Permits

It is always advisable to check for permit & zoning requirements prior to when you plan to do the work or have it done by a contractor. A licensed contractor may only do certain installations. Remember, most alteration and any additions to a building require a building permit. Also, new or replaced plumbing fixtures, electrical installations, new or replaced oil or gas units, etc. require a permit. Check with your contractor or check with the department to determine whether a permit has or needs to be obtained. Obtaining required permits provides your best protection for satisfactory, property inspected, and approved jobs.

Zoning Division

- Detroit's current Zoning Ordinance, Chapter 61 of the City Code, was adopted by City Council and became effective in May 2005.
- The Zoning Ordinance regulated land use in the city of Detroit as authorized by the State Zoning Enabling Act.
- The City Charter designates authority to interpret, administer, and enforce the Zoning Ordinance to the Building, Safety Engineering and Environmental Department (BSEED).
- All applications for development begin with the BSEED Zoning Division where approval requirements are determined and initial site plan review is conducted.
- Site plan review is coordinated between agencies citywide as well as county and state departments and utility companies if needed.
- In addition, the Zoning Division conducts the mandated public hearings required for establishing special land uses within the City of Detroit, this includes providing recommendations and technical assistance to the Director of BSEED who makes decisions all on conditional land uses in accordance with Chapter 61.
- Responsibility for ordinance interpretation includes researching and preparing response letters to request for Zoning verification and/or "rebuild" letters; issuing written code interpretations; participating in pre-

application meetings and working with the City Council Legislative Policy Division to regularly update ordinances.

- The Zoning Division also represents BSEED at City Council, the Board of Zoning Appeals, the City Planning Commission, the Historic District Commission, with developers and community organizations and with other organizations and groups as requested.

Plan Review Division

- The review of preliminary design plans and final construction plans for all buildings or other structures to ensure the safety of the structures and occupants.
- The research of current information on new design methods and materials substantiated by tests when necessary.
- Establishes yearly unit construction costs of various types of buildings to be used for construction estimating purposes.
- Coordinates the plan review by other various city departments and agencies necessary for permitting.
- The examination of electrical layouts, plans and specifications on all buildings other than one and two-family residences.
- The examination of plumbing layout, mechanical plans and specification on all buildings other than one and two-family residences.
- The examination of all mechanical plans and specifications on all buildings other than one and two-family residences.
- Ensuring that developments or building projects comply with the City of Detroit adopted Ordinances and Codes.
- The staff performs reviews verifying compliances to City of Detroit Zoning Ordinance, Michigan Building Code, Michigan Residential Code, Michigan Rehabilitation Code, Michigan Mechanical Code, Michigan Electrical Code, Michigan Plumbing Code, International Fuel Gas Code, City Elevator Code and Boiler Code.
- The division also coordinates the Plan Reviews with various other City Departments and Agencies such as Health, Water and Sewerage, City Engineering, Planning and Development, City Planning Commission and Fire Marshall for their reviews and approvals.
- The division reviews and approves Building Permits, Demolition Permits, Sign Permits; Awning Permits, The division also performs, Compatibility Studies, and processes variance requests.

Construction Division

Building Inspections

- Inspection of new construction, additions, alterations, private demolitions and change of use and occupancy of building and other structures.
- Inspection of temporary buildings.
- Inspection of signs and awnings.

Mechanical Inspections

- Inspection of boilers, pressure vessels, gas, solid fuel and oil burning equipment, space heating distribution systems, refrigerating, air conditioning equipment, elevators, escalators, dumbwaiters, workmen's hoist, powered service platforms, flammable liquid's installations, liquefied petroleum gases systems, anhydrous ammonia systems, hazardous, (flammable, toxic, or oxidizing) gases systems.
- Examination of applicants to be licensed as: Stationary Engineer, Boiler Operator, Refrigeration's Operator Refrigeration Journeyman, Elevator Journeyman, Elevator Contractor.

Electrical Inspections

- Inspection of all new electrical installations including all changes and additions to existing installations.

Plumbing Inspections

- Inspection of all new installations, alterations and replacement of plumbing piping and fixtures, as well as all appurtenances and appliances connected with the water supply, plumbing or drainage system.

- Periodic inspection and re-inspection of plumbing in all buildings other than one and two-family residences for compliance with the Cross Connection Program, required by the Michigan Department of Environmental Quality.
- Investigation of report of hazardous, unsanitary and defective plumbing and drainage systems.

Property Maintenance Division

- Periodic inspections of existing buildings such as rentals 1 and 2 family dwellings, churches, schools, factories, theaters, hotels, shelters and commercial buildings.
- Inspection of establishments requiring a business license.
- Zoning Ordinance enforcement.
- Blight Infraction enforcement.

Dangerous Buildings Division

- Inspection of dangerous and unsafe buildings.
- Conducts office hearings for unsafe buildings.
- Represents BSEED at City Council hearings for unsafe buildings.

License and Permits Division

- Issuance of building, sign, electrical, plumbing, safety engineering (this includes boiler, elevators, refrigeration, etc. and demolition permits).
- Issuance of occupational licenses under the jurisdiction of the department.
- Registration of builder and contractor occupational licenses.
- Issuance of rental registrations.
- Billing of periodic inspections made by divisions of the department.
- Sales of all codes under the jurisdiction of the department.
- Maintenance of escrow accounts for fire insurance.

Business License Division

- Establishes compliance of Detroit businesses and business activities with federal, state and local laws, in order to help promote a healthy and viable local economy.
- Investigates complaints.
- Conducts hearings to show cause why a license should or should not be revoked or suspended.
- Conduct research and, in consultation with other public and private agencies, develop programs for consumer education and protection;
- Enforce laws and ordinances prohibiting fraudulent or dishonest practices in the advertising, offering for sale, and sale of goods and services;
- Receive, evaluate and investigate complaints, refer cases to appropriate federal, state, regional or county agencies, or take such other actions as may be authorized by ordinance.
- Establishes compliance of Detroit businesses and business activities with federal, state, and local laws, in order to help promote a healthy and viable local economy.

Environmental Affairs

- Environmental Affairs Division interacts with Federal, State, and local agencies of the City of Detroit to improve and protect water, air, and land resources.
- Environmental Affairs technical personnel conduct Environmental assessment and response (Brownfields) and Environmental Management systems/Emergency Response.
- Develop and implement programs that support sustainable development initiatives focusing on Brownfields Redevelopment.
- Obtain funding for clean-up of contaminated sites.
- Foster legislative and regulatory initiatives at the state and federal level that will assist the City and other similarly situated municipalities in meeting their environmental objectives through partnerships, programs, policies, and funding.

- Assist city departments with environmental compliance requirements and objectives through providing or procuring technical assistance and developing processes and procedures to achieve compliance.
- Coordinates environmental protection in the City of Detroit through the development and implementation of environmental policy.

Fees

- The department publishes a fee schedule which is available on request.

CITY CLERK

Coleman A. Young Municipal Center, Suite 200 (48226)
 (313) 224-3270
 (313) 224-1466 Fax

The City Clerk shall be a citizen of the United States and a resident of the City. The City Clerk is elected at the City General Election held every fourth year on the first Tuesday after the first Monday in November.

A Deputy Clerk is appointed by the City Clerk. In the absence or disability of the City Clerk, or while the position is vacant, the Deputy City Clerk shall exercise all the powers and perform all the duties of the City Clerk. Specifically, the Clerk shall administer oaths and take affidavits; to exercise other powers and duties as provided by laws; to serve as Clerk to the City Council, Chief Elections Officer of the City and custodian of the Corporate Seal. The City Clerk maintains the Record of the City Council and the City Code of Ordinances. The Citizens' Information Division provides for referral services to various City departments. As Chairperson of the Election's Commission and Chief Election Officer of the City of Detroit, the Clerk will continue to provide voter education, ensure handicap accessibility and post legal Notices to the Public. As Clerk to the City Council, innovation technological initiatives to enhance the quality of service to its Members, citizens and public, will continue to be on-going.

Among the City Clerk's powers and duties:

1. Keep the corporate seal and all papers filed in or pertaining to his/her office.
2. Oversees all of the City Council meetings, prepares records and preserves all of its proceeds.
3. Certify, when requested, under the corporate seal, copies of all papers and records in his/her office.
4. Administer oaths and take affidavits.
5. Give notice of all voter registrations and elections and perform duties prescribed in connection with such registration and elections.
6. Supervise elections by virtue of the Clerk's position as Chairman of the Election Commission and Chief Election's Officer of the City.
7. Maintain reasonable accessible voter registration sites throughout the city.
8. Receive nominating petitions filed by a candidate for nomination to an elective City office.
9. Issues Going-Out-of-Business Sale License.
10. Prepares Gaming License Resolutions, Homestead, Neighborhood Enterprise Zone Resolutions and City Council Committee Report Resolutions.

Citizens Information

The Citizens Information section is a Division of the City Clerk's Office that provides information to citizens relative to public services and/or refers them to the proper department.

Publications Available

The City Clerk's Office has the following publications available to the public:

1. Detroit City Code, \$155.00
2. Supplements to the Detroit City Code, \$25.00

3. Detroit City Charter, \$6.00
4. Weekly Journal of the City Council, \$30.00 (for the year)
5. Bound volume of the Journal of the City Council, \$40.00
6. Directory of Official. FREE
7. Municipal Manual, FREE
8. Quit Claim Deeds, \$1.25
9. District/Precinct Maps (small/large \$10.00)
10. All copies \$.25 cents per page
11. Going Out of Business Sale License, (with two renewals at \$50.00 each)

CITY CLERKS FROM 1824

Voltaire Spaulding.....	1824 to 1826
John J. Deming.....	1827 to 1830
John L. Whiting.....	1831, 1832
John Winder.....	1833, 1834
Felix Hinchman.....	1835
George Byrd.....	1836 to 1839
Caleb F. Davis.....	1840 to 1842
Robert E. Roberts.....	1843 to 1848
J. Van Rensselaire.....	1849, 1850
Amos T. Hall.....	1850
Daniel Munger.....	1851, 1852
Horace S. Roberts.....	1853
Richard Starky.....	1854 to 1857
Francis W. Hughes.....	1858, 1859
Rolin C. Smith.....	1860, 1861
Herman A. Lacey.....	1861
Francis Parmstaller.....	1862 to 1865
Henry Starkey.....	1866 to 1871
Charles H. Borgeman.....	1872 to 1877
Louis Dillman.....	1878 to 1881
Alex A. Saenger.....	1882 to 1885
William T. Dust.....	1886, 1887
Aug. G. Kronberg.....	1888 to 1891
Charles R. Foster.....	1892 to 1895
John A. Schmid.....	1896 to 1902
George T. Gaston.....	1903 to 1908
Charles A. Nichols.....	1909 to 1912
Richard Lindsay.....	1913 to 1925
Richard W. Reading.....	1926 to 1937
Fred W. Castator.....	1938 to Nov. 23, 1940
Thomas D. Leadbetter.....	Nov. 23, 1940 to Dec. 1969
George C. Edwards.....	1970 to 1973
James H. Bradley.....	1974 to 1993
Jackie L. Curry.....	1994 to 2005
Janice M. Winfrey.....	2006 to present

(Detroit City Charter Sec. 3-103)

CITY CLERK'S ARCHIVES AND RECORDS MANAGEMENT DIVISION

Coleman A. Young Municipal Center, Suite 202/204
(313) 628-2056
(313) 224-1466 Fax

The Detroit City Clerk's Archives and Records Management Division consist of permanent records which are valuable in preserving the history of Detroit. The records indicate how the City of Detroit identified operational issues, created policies, procedures, and enacted legislation.

The collection includes the following:

- Appropriations (City of Detroit)
- Budget (City of Detroit)
- Casino Information
- Charter Amendments (1954 edition)
- City Charters (1931, 1933, 1935, 1938, 1944, 1948, 1952, 1954, 1956, 1958, 1974, 1991, 1997)
- City Council Minutes
- Dangerous Building Letters
- Departmental Files.
- Detroit City Code (Incl. Loose leaf supplements numbers 1-23, excluding number 8)
- Journal of City Council
- Neighborhood Empowerment Zone (Applications)
- Neighborhood Opportunity Fund (NOF) /Block Grant
- Nuisance Abatements
- Oath of Office
- Ordinances
- Petitions (City Council Hearing Requests)
- Special Subject Files
- Subdivision Plats
- Tax Abatements

Procedures

A Public Record Request form must be submitted in order to request copies of archived documents. Archival materials may not be taken out of the Archives and Records Management Division. All copies are \$.25 per page. No food, beverages, or candy allowed.

CITY COUNCIL

Coleman A. Young Municipal Center, Suite 1340 (48226)
Reception: (313) 224-1245

General Information

The Detroit City Council is a full-time legislative body that was first constituted by the city in 1824. Replacing a Board of Trustees, the nine (9) member body, elected at-large to four terms, was referred to as the Common Council until July 1, 1974 (which was the effective date of the city's updated charter). The city charter was again revised on January 1, 2012, which changed the nine (9) member council's present structure. It now consists of seven (7) members elected by district and two (2) members elected at-large. At least five (5) members present represent a quorum for Council to be able to conduct its business.

Previously, the two council members receiving the highest votes, respectively, were designated as President and President Pro-Tempore. With the latest charter revision, council now selects its President and President Pro-Tempore, each to four (4) year terms, by a simple majority vote.

Council members must be citizens of the United States, a resident of the city (for at least six months) and at least eighteen (18) years of age at the time of filing. Compensation for council members is set by the Elected Officials Compensation Commission, which meets every odd-year.

City Council adopts such rules as it deems necessary to govern its procedures and order of business. Its rules provide for a keeping of a journal of its proceedings. The journal is a matter of public records and is created by the City Clerk's office. The City Clerk of the Council.

If a vacancy occurs on the City Council it shall be filled by appointment, based on a two-thirds (2/3) vote of members. The person appointed shall serve until an elected member takes office. The election to fill the vacant position shall occur at the next general election to be held not sooner than one hundred-eighty (180) days after the occurrence of the vacancy.

Council Roles and Responsibilities

City Council adopts the annual budget, thereby establishing city government's programs, services, objectives and staff compensation for the fiscal year. Following submission of the Mayor's proposed budget, Council evaluates departmental objectives, performance, staffing and assets to determine spending and program priorities for the delivery of city services.

Based on constant monitoring and investigation of the daily city activities, Council also makes, amends or repeals laws (ordinances or emergency ordinances) that govern the operation of the City. Working with its Legislative Policy Division and the Law Department, council enacts ordinances to improve the quality of life, safety and well-being of city residents, visitors and guests.

Council advocates for the city, its residents and businesses via resolutions, testimony and statements for the record. Some of the daily activities of council include:

- Approval of contracts involving City business
- Approval of amendments or changes to the City's budget
- Approval of the sale or disposition of City property
- Acceptance of gifts or real and personal property or services to the City of Detroit
- Approval of the settlement of civil litigation involving the City
- Receiving and referring complaints, petitions and reports affecting the operation of the City or the well-being of its citizens

Additional Responsibilities

City Council monitors the administration of city government and departments to confirm that programs and laws are operating timely, effectively, within budget and in the best interest of citizens. Assisting in this task is the Legislative Policy Division, which conducts research and analysis to advise Council on legal, financial and city planning issues. Additional agencies provide monitoring, such as:

- The Auditor General, who is appointed by Council to a ten-year, non-renewable term. The Auditor General conducts periodic audits of all city agencies
- The Ombudsman, who is appointed by Council to a ten-year, non-renewable term, investigates complaints against city departments and makes recommendations toward solutions
- The City Planning Commission, a nine (9) member panel appointed by Council, advises on the social, physical and economic aspects of planning and development matters
- The Historic Designation Advisory Board, a nine (9) member panel appointed by Council, advises on matters relating to historic structures and areas in the city
- The Board of Zoning Appeals, a seven (7) member panel appointed by Council, hears appeals for zoning changes or variances for commercial and residential areas
- The Board of Review, a nine (9) member panel appointed by Council, hears appeals on assessments of property taxes and hardship exceptions

City Council must approve appointment made by the Mayor for the Board of Police Commissions (four appointees on an eleven member board), Chief Financial Officer, Chief of Police, Executive Fire Commissioner, Human Rights Director and Corporation Council.

The City Council President

The City Council President sets the agenda and presides over all Council formal, special, executive and closed sessions, while serving as Ex-Officio Member of all five (5) standing committees. The President chairs eight (8) Evening Community Meetings (ECM's), as designated by the charter. These meetings are held throughout the city annually. The President also serves on the state Financial Review Commission (FRC), the Executive Board of the Detroit Economic Growth Corporation (DEGC), the Detroit Transit Corporation Board (DTC), the Detroit Election Commission (DEC) and the Executive Committee of the Southeast Michigan Council on Governments (SEMCOG).

Council Standing Committees and Board Appointments

City Council has five (5) Standing Committees to conduct its due diligence for city issues. These committees are: Public Health & Safety, Internal Operations, Budget, Finance & Audit, Planning and Economic Development and Neighborhood & Community Service. These standing committees consist of three (3) Council members and meet each week to review and make recommendations to the full Council on a variety of issues and proposals. At least two (2) members must be present to constitute a quorum in order for the committee to conduct its business. Council also has one representative each on the General Retirement and Police & Firefighters System Pension Boards.

Right of Petition

Anyone wishing to address a meeting of City Council on any item appearing on the published calendar or agenda, but not scheduled as a public hearing, may do so during the "public comment" section of the agenda. If additional time is desired, they may file a brief written notice of request with the City Clerk not later than 4:00 p.m. on the day prior to the meeting. The request should include the identity of the requestor and the subject to be addressed. Such requestors, at the discretion of City Council, may be allowed to address the legislative body. Except by unanimous consent of Council members present, permission will not be given to address subject matter that has previously appeared on a published calendar or agenda. It is the responsibility of the chair to determine when a person who is permitted to address the meeting shall be heard and to impose a reasonable limitation on the time allotted to hear the requestor.

COMMUNICATIONS AND CREATIVE SERVICES DIVISION

Coleman A. Young Municipal Center, Suite 333 (48226)
(313) 224-3757

This division (now a part of the Media Services Department) was established in recognition of the fact that the city government has a responsibility for informing the public about changes, progress, developments and problems involved in municipal services.

The division provides public relations services for City departments and agencies. This involves developing communications plans for City departments and arranging public programs, events, and news conferences.

Additionally, the division prepares news releases, designs and prepares print materials and provides photography services for City agencies.

The division prepares and prints a variety of brochures, flyers, pamphlets and other literature describing the services that City Departments provide to the public.

DEPARTMENT OF ELECTIONS

2978 W. Grand Blvd.
Detroit, MI (48202)
(313) 876-0190

As referenced in the Charter of the City of Detroit, January 2012; Article 3 & Article 12; the Department of Elections shall plan, monitor and administer all elections in the City of Detroit. The Department is headed by the Election Commission composed of: The City Clerk, who is chairperson, President of the City Council; and Corporation Council.

The Election Commission has general supervision of all elections in the City and may hire assistants, election inspectors, and other election personnel. The Commission may subpoena witnesses, administer oaths, take testimony and require the production

of evidence. All meetings of the Commission shall be conducted in compliance with the Michigan Open Meetings Act, MCL 15.261, et, seq., including making a record of its proceedings.

The mission of the Department of Elections is to conduct and maintain voter registration for all eligible residents of the City of Detroit, and to administer all Federal, State, County and City Elections as required by law with full service including voter education to all residents in compliance with Michigan Election Law.

Registration and Transfer

To register to vote in the City of Detroit, you must be a citizen of the United States, at least 18 years of age by election day and will have lived in the state at least 30 days at the time of applying for registration, established residence in Detroit on or before the 30th day preceding the next regular or special election or primary election.

Persons already registered, but who have moved, must make a transfer of the new address by the close of registration, which is 30 days prior to any election to be eligible to vote in their new precinct. A transfer may be accomplished either in person at the Department of Elections, by mail, fax and/or email with a signature, giving both old and new addresses. Those voters, who neglect to change their address, may go to their polling place at their old precinct to vote and change their address on Election Day.

Elective Officers of the City

The elective officers of the city are the Mayor, the nine (9) members comprising the City Council, the City Clerk and seven (7) elected Board of Police Commissioners.

City Elections and City Council Initiated Ballot Proposals

A regular city primary election to nominate candidates for city offices shall be held on the Tuesday after the first Monday of August before the general election.

A regular city general election to fill the elective offices of the city shall be held on the Tuesday after the first Monday in November and every fourth year thereafter.

The City Council may submit, by resolution to adopt not less than seventy (70) days before any election or special election, any proposal to the voters of the city.

Nominating Petitions

A candidate for nomination to an elective city office shall file with the City Clerk a nonpartisan nominating petition consisting of one (1) or more petition forms of a set minimum and maximum number of signatures of qualified voters of the City of Detroit.

Where a candidate is seeking nomination to the Office of Mayor, City Clerk and City Council (at-large), the candidate's petition shall be submitted by not less than five hundred (500) signatures of qualified voters of the City of Detroit and not more than one thousand (1000) signatures of qualified voters of the City of Detroit.

Where candidate is seeking nomination to the office of City Council non at-large district and Police Commissioner, the candidate's petition shall be submitted with not less than three hundred (300) signatures of qualified voters of the district and not more than six hundred and fifty (650) signatures of qualified voters of the district.

Nominees

The number of nominees for each elective city office selected at each primary election may not exceed twice the number of openings in the office to be filled. The nominees are entitled to have their names printed on the general election ballot.

Initiative and Referendum

Initiative and Referendum petitions must be signed by voters of the city, not less than three percent (3%) of all votes cast for the Office of Mayor at the preceding regular city general election.

Recall

Public officials are subject to recall in the manner provided by state law.

Departmental Publications

- Precinct Maps
- Precinct Directory
- Guide to Elected Officials

Computerized data available

- Registered Voter List
- Voter History List
- Absentee Voter Application List
- U.S. Congressional District
- Election Results Data, Queries and Report
- Legislative District

DETROIT BUILDING AUTHORITY

Detroit Public Safety Headquarters
1301 Third Street, Suite 328 (48226)
(313) 224-0174

The City of Detroit Building Authority (DBA) was incorporated in 1974 and has developed into an agency for the City, with a mission to assist City Departments in carrying out their capital improvement programs. The DBA becomes involved in a project through written requests from the Department Heads. The request identifies the project to be managed by the DBA and sets forth the amount of funds designated for its completion. The funds are made available from the individual department's capital improvement budgets as a result of bond sales, capital grants or general funds. The DBA's role is to encumber the funds through a Contract of Lease and initiate design and construction of the project.

The majority of the City departments that utilize the services of the DBA do not have the staff or expertise to administer such Capital Programs. Consequently, they find it necessary to solicit our services in order to facilitate their capital improvement objectives. The department requesting our services appoints a contact person with whom we work very closely to assure that their project goals are being met.

The Authority is governed by a five-member Board of Commissioners which consists of the Mayor and his Mayoral Designee along with two members appointed by the Detroit City Council, and one member appointed by both the Detroit City Council and the Mayor.

DETROIT EMPLOYMENT SOLUTIONS CORPORATION (DESC)

(Formerly Detroit Workforce Development Department)
440 E. Congress, 4th Floor (48226)
(313) 876-0674
(800) 649-3777 (Voice TTY)



The Detroit Employment Solutions Corporation, *A Michigan Works! Agency*, is authorized by the Workforce Innovation and Opportunity Act (WIOA) and state of Michigan Public Act 491. The DESC, which is one of 25 Michigan Works! Agencies, administers and otherwise oversees a broad array of workforce development activities. Most services are provided by service providers selected by the DESC and its Boards, through a competitive procurement process. The Detroit Workforce Development Board, which is comprised of metropolitan Detroit employers and service agencies, oversees and monitors the activities of DESC, its Board, and its subcontractors. DESC has two primary customers, job seekers and employers. DESC provides job seekers with training and employment opportunities to become economically self-sufficient and

provides employers with the skilled workforce they require to effectively compete in the global economy. In addition to the administration of employment and training programs, DESC is also focused on economic and community development. The range of workforce development programs and services administered by the DESC has become quite expansive. DESC receives funding from the U.S. Department of Labor (USDOL), U.S. Department of Agriculture, USDOL Office of Disability Employment Police, U.S. Environmental Protection Agency, the U.S. Department of Health and Human Services and several State of Michigan funded workforce development programs and other public and private sources.

Detroit's One-Stop Career Service Centers

Detroit's One-Stop Service Centers are designed to meet the employment and training needs of employers and job seekers. Employers can access qualified workers to meet their hiring needs and job seekers can access services that range from self-service job search activities to more intensive assessment, training and job placement services.

The DESC oversees three One-Stop Service Centers all located in the city of Detroit. They are:

DESC One-Stop Service Center - Southwest
9301 Michigan Avenue
(313) 962-9675 (Voice/TTY) 711

DESC One-Stop Service Center - Northwest
18100 Meyers
(313) 962-9675 (Voice/TTY) 711

DESC One-Stop Service Center – East
5555 Conner
(313) 962-9675 (Voice/TTY) 711

Among the many programs and services offered in these centers are:

Michigan Rehabilitation Services
Wagner Peyser Labor Exchange
North American Free Trade Agreement (NAFTA)-Trade Adjustment Assistance (TAA)
Temporary Assistance for Needy Families (TANF) Job Search and Training Programs
Supplemental Nutrition Assistance Program (SNAP); Food Assistance Employment and Training Program (FAE&T)
Veterans Labor Exchange including Disabled Veterans Services
Workforce Innovation and Opportunity Act (WIOA) Adult, Youth and Dislocated Worker Services
Job Corps Recruitment
Child Care Referral Services
GED Preparation and Testing Services
Assistance for Ex-Offenders
Employer Interview Rooms
Michigan Talent Connect
Employment Services Registration
Learning Resource Rooms
Accommodations for Individuals with Disabilities
Bilingual services and auxiliary aides are available upon request
Candidate assessments and pre-screenings
Background Checks
License Checks

DESC Services are provided through its network of subcontractor service providers, its One-Stop Service Center and affiliated partner agencies.

DESC provides:

Skill specific training via Individual Training Accounts. Customers seeking training develop a career plan in conjunction with the One-Stop case manager and individual school;

Training for youth and special adult populations in classroom settings for skill specific training, remedial education, GED preparation and condensed vocational training;

Supportive services to qualified job seekers such as childcare, clothing and transportation;

Workforce development to companies recruited by DESC, the City of Detroit and the Detroit Economic Growth Corporation; and other groups which include applicant recruitment, pre-screening and assessment, interview rooms and other resources such as tax incentive and federal bonding.

Eligibility

Under the Workforce Innovation and Opportunity Act (WIOA); and Wagner-Peyser Employment Services, all job seekers and employers are eligible for basic labor exchange, job search, placement assistance and economic development. There are specific eligibility guidelines for career services and training under WIOA, Partnership, Accountability, Training, Hope, (PATH) and other programs.

Eligibility determinations for career services and training are made at the One-Stop Career Service Center. Interested residents should call for an appointment. One-Stop Career Service Centers are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays.

EO Policy

DESC is an equal opportunity employer and program operator and does not discriminate on grounds of race, religion, color, national origin, sex, sexual orientation, age, height, weight, genetic information, marital status, arrest without conviction, disability, political affiliation, citizenship, or participation in funded programs in admission or access to, opportunity or treatment in, or employment in the administration of, or connection with any funded program or activity. Auxiliary aids and services will be made available upon request to individuals with disabilities. Inquiries may be directed to 313-876-0674 or 711 (Voice/TTY).

Information on this Municipal Manual section will be made available in alternative format upon written request to the DESC.

DETROIT-WAYNE JOINT BUILDING AUTHORITY

Coleman A. Young Municipal Center. Suite 1316 (48226)
(313) 309-2300
(313) 309-2400 Fax



The Detroit-Wayne Joint Building Authority (Authority) was created in 1948 for the purpose of developing the 745,000 square foot Coleman A. Young Municipal Center (previously known as the City-County Building), which was constructed in 1955 at a cost of \$26,000,000.

The Authority owns and operates the Center which is located in the heart of the Civic Center and at the foot of Woodward Avenue and East Jefferson. Major tenants include the City of Detroit’s Executive and Legislative Branches, the Office of the City Clerk, the Wayne County Clerk’s Offices, Wayne County Probate Court and the 3rd Judicial Circuit Courts.

In 2005, the Authority revised its **Mission Statement** and added “**environmentally appropriate**” as a guiding principle. Applying this principle in its daily operations has enabled the Authority to reduce its annual operating budget from \$15 million to \$7.5 million including a 50% reduction in utility expenses (resulting in eight Energy Star designations).

In 2015, the Coleman A. Young Municipal Center won the prestigious Outstanding Building of the Year Award “TOBY Award” for outstanding Government Building in the U.S.

The Authority is governed by a three-member Board of Commissioners which is appointed by the Detroit City Council and Wayne County Board of Commissioners.

ENTERTAINMENT COMMISSION

Coleman A. Young Municipal Center, Suite 208 (48226)
(313) 224 – 1599
DEC@detroitmi.gov

Entertainment Commission, under resolution, serve as an advisory body to the City Council with goals to attract, cultivate, and make the public aware of business and cultural opportunities created by entertainment, cultural, athletic, film and special events that occur within, or are hosted by, the City of Detroit.

FIRE DEPARTMENT, DETROIT

Detroit Public Safety Headquarters
1301 Third Street (48226)
(313) 596-2900

Administration Division

1301 Third St.

596-2901/03

The Administration Division, under the direction of the Executive Fire Commissioner and Deputy Fire Commissioner, plans and implements strategies to carry out the Detroit Fire Department’s mission to save life and property. The Executive Fire Commissioner’s office establishes and enforces policies relative to all Departmental operations.

Communications Division

13331 Lyndon

596-1660/911

This division is responsible for the receipt and transmission of all alarms of Fire, as well as provides dispatching services for both Fire & EMS Divisions. In addition, this division is responsible and accountable for the primary means of communication, such as telephone, radio, and computed aided dispatch (CAD) system.

Community Relations Division

1301 Third St.

596-2957/59

The major objective of this division is to promote fire safety awareness through education, thereby reducing fire deaths, injuries and the loss of personal property. This division is also responsible for promoting and maintaining positive community relations with the Detroit community at large through outreach programs and participation in many community organizations.

Emergency Medical Services Division

1301 Third St.

596-5180

The EMS Division of the Fire Department responds to emergency medical calls for service providing prompt and professional treatment and transport of the sick and injured.

Fire Investigation Division

1301 Third St.

596-2940

This Division (FID) under the direction of the Chief Fire Investigator is responsible for investigating the Origin and Cause of residential, commercial, vehicle and complex fires involving fatalities and injuries. The Division is supplemented with a task force of Detroit police investigators and also performs criminal investigations into all arsons and fire-related crimes, as well as enforcing administrative law.

The FID is empowered by the Criminal Procedure Law of the State of Michigan, 2004 PA 379 and City of Detroit Ord. 7-504, to have Detroit Fire Investigators officially act with police powers that include the ability to conduct criminal investigations, issue subpoenas, as well as authority to administer legal oaths and affirmations. Arson Tip Line: 313-628-2900

Fire Marshall Division

1301 Third St.

596-2654

The Fire Marshall Division’s goal is to ensure the safety of all citizens, workers and visitors to the City through an active fire code enforcement program, the examination and reviewing of blueprints and plans of construction projects, and the education of the public as it relates to fire safety and its importance.

In addition to code enforcement, our Fire Prevention section personnel are emergency first responders to Hazardous Materials (HAZMAT) incidents where we are responsible for serving as the ‘science officer’ advising the Fire Fighting crews on the properties of the hazardous materials involved, the potential for danger and the best practices to mitigate the incident. This is accomplished by having Fire Prevention Inspectors on duty or on-call to respond 24 hours a day, 365 days a year.

The following is a brief list of important telephone numbers:

General Info and To Schedule Inspections: 313-596-2954

Billing, Invoices, Permits: 313-596-2963

Fire Reports: 313-596-2963

Freedom of Information Act Request (FOIA) 313-596-6301

Plan Review: 313-224-1311

Knox Box Info: 313-596-2968

Complaints or to report a hazardous condition: 313-596-2954 (After Hours 9-1-1)

Fire Operations Division

1301 Third St.

596-2920/21/24

This division, utilizing pumping engines, aerial ladder trucks, aerial platforms and tactical mobile squads is responsible for fire suppression and proper extinguishment of fires. This division also maintains the Curtis Randolph Fireboat that provides fire safety to our international waterway under maritime. In addition, this division is responsible for medical response to citizens and its visitors and hazardous material response to all spills and chemicals that are released.

Regional Training Center

10200 Erwin Street

237-2775

The Detroit Fire Department Regional Training Center (DFDRTC) strives to enhance the emergency response capabilities of all emergency responders within our region. This goal is accomplished through the facilitation of educational and training experiences that will enhance abilities of department personnel and regional emergency responders to deliver emergency services. This division is responsible for mentoring potential employees, educating new recruits and providing continuing education to current employees. The DFDRTC also provides emergency response training to civilian and local emergency responders that are employed by various agencies within the region.

(Detroit City Charter Sec. 7-801 to 7-806; City Code Chapters 15 and 19)

GENERAL SERVICES DEPARTMENT

18100 Meyers Road (48235)

(313) 628-2363

AGENCY PLAN: MISSIONS, GOALS AND BUDGET SUMMARY

MISSION:

The General Services Department mission is to support City operations through space planning, managing municipal facilities, grounds, fleet, and inventory.

DESCRIPTION:

GSD has four divisions focused on the shared services of city government. The Grounds Maintenance Division maintains all City-owned grounds, parks, right-of-ways, vacant lots and the urban forest. The Fleet Management Division procures, maintains and make available appropriate vehicles for General City operations.

The Facilities Management Division plans municipal space, maintains buildings, provides custodial and security services, designs and develops parks.

The Administration performs business analysis and receives, organizes, stores, secures and tracks usage of materials for major city field operations.

The Grounds Maintenance Division cuts grass and removes litter at major city parks and in city-owned vacant lots, manages snow and ice removal at municipal facilities, cleans 220 bus shelters, and operates flower beds. In addition, Grounds Maintenance oversees Street Fund Forestry staff who manages the urban forest and maintains grass on freeway berms and medians for public right-of-ways.

The Fleet Management Division responsibilities include: chairing the City's Vehicle Steering Committee, approving vehicle specifications, receiving and disposal of vehicles, repairing and maintaining 2400 municipal vehicles, supporting the city's employee local driving policies, and administering the loaner pool. They operate out of the Russell-Ferry, 19th & Michigan, Erksine and Davison yard with a body shop for simple bump repairs and a 24-hour road crew.

The Facilities Management Division provides professional and technical services which include: Architectural, Engineering, Planning and Project Management services. The division also provides Building Maintenance, Technical (HVAC, Plumbing, Electrical, and Structural Systems) and Custodial services to city owned facilities, and graffiti removal throughout the city. The Security Service Unit manages human and technological resources associated with security and monitoring of city operations and facilities, including armed, bonded and unarmed manpower and remote monitoring equipment.

The Administration Division analyzes the service requirements of General Fund agencies, executes Services Agreements with customer departments, develops and oversees standard operating procedures, develops department budget and contract requirements. It oversees inventory management staff who operate stores supporting police officer and prisoner care, public health programs, grounds maintenance, service yards, GSD Headquarters and Mayor's initiatives.

They also assist the fleet management unit with oversight of the operations of fuel pumps located throughout the city.

AGENCY GOALS

1. Provides optimal City-owned buildings, grounds, parks, medians, vacant lots, freeway berms, and the urban forestry found on public rights-of-ways.
2. Procure, maintain and support the safe operation of vehicles for General City department unit, at cost effective prices.
3. Plan and manage cost-effective space and occupancy arrangement for General City operations.
4. Manage human and technological resources associated with security of City operations and facilities.
5. Receive, store, monitor and track inventories of major city field operations.

HEALTH & WELLNESS PROMOTION, DEPARTMENT of (DHWP)

3245 East Jefferson, Suite 100 (48207)

(313) 876-4000

(313) 876-0476 Fax

infodhwp@detroitmi.gov

Translation Line: 1-800-874-9426

Michigan Relay 711

Children's Special Health Care Services (CSHCS)

Children's Hospital of Michigan (CHM)

3950 Beaubien Blvd. Lower Level, Room 0063, Detroit, MI 48201

(313) 832-9342

Dental Services

Michigan Community Dental Clinic (MCDC)

Samaritan Center

5555 Conner Detroit, MI 48213

New Patient: (877) 313-6232

Existing Patient: (866) 269-9223

Environmental Health (Body Art, Pool Inspection, & Other Licensures) Bedding, upholstery and inspections for childcare centers, childcare institutes, adult foster care facilities, pools, motels, hotels, warming centers, etc.

Detroit Department of Health and Wellness Promotion (DHWP) Administrative Office

1600 Lafayette Suite 200

Detroit, MI 48216

DHWP: (313) 876-4000

Food Safety (Restaurant Inspections, Permits, Complaints etc.)

Detroit Department of Health and Wellness Promotion (DHWP) Administrative Office

1600 Lafayette Suite 200

Detroit, MI 48216

DHWP: 313-876-4000

HIV Care and Treatment Services

Ryan White Park A Program

Multiple service providers offered to persons living with HIV/AIDS in Wayne, Oakland, Macomb, St. Clair, Lapeer and Monroe counties.

313-876-4004

Immunizations

Detroit Department of Health and Wellness Promotion (DHWP)

5555 Conner (The Samaritan Center)

Detroit, MI 48213

(313) 410-7803

(313) 410-8142

Lead Prevention and Childhood Lead Prevention

Detroit Department of Health and Wellness Promotion (DHWP) Administrative Office

1600 Lafayette Suite 200

Detroit, MI 48216
DHWP: (313) 876-4000

Maternal Child Health (MCH)

Bereavement Referral Line (for families who have experienced an infant loss)
DHWP: (313) 870-0036

Fetal and Infant Mortality Review Program (FIMR)
DWHP: (313) 410-5344

Detroit Department of Health and Wellness Promotion (DHWP): 961-Baby
Maternal Child Health Resource and Referral Line
DHWP: (313) 961-BABY (2229)

Infant Safe Sleep Program

The Family Place

8726 Woodward Avenue, Detroit, MI 48202

To Register for Classes or Request Safe Sleep Training/Outreach, Call DHWP: (313) 410-5264

Office of Public Health Emergency Preparedness

Detroit Department of Health and Wellness Promotion (DHWP)
DHWP: (313) 596-8800

Sexually Transmitted Infections, HIV Testing Services

Wayne State University (WSU)
University Physicians Group (UPG)

Tolan Park

3901 Chrysler Service Drive 4th floor, Detroit MI 48201
(313) 745-4525 for appointments/clinic times
(313) 446-8961 for questions about STI's and other clinics in the area

Tuberculosis

Wayne State University
50 E. Canfield, Detroit, MI 48201
(313) 745-4525
(313) 309-6720

Vision and Hearing

Detroit Department of Health and Wellness Promotion (DHWP) Administrative Office

1600 Lafayette Suite 200
Detroit, MI 48216
DHWP: (313) 876-4000

WIC-Women, Infants, Children

Detroit Department of Health and Wellness Promotion in collaboration with American Indian Health and Family Services (AIFHS)
4880 Lawndale Street, Detroit, MI 48210
DHWP: (313) 876-4555

Arab American and Chaldean Council (ACC)

8655 Greenfield/Joy Rd., Detroit, MI 48228
111 W. Seven Mile, Detroit, MI 48203
14061 Lappin, Detroit, MI 48205
9641 Harper, Detroit, MI 48213
DHWP: (313) 876-4555

Community Health and Social Services (CHASS)

5635 W. Fort Street, Detroit, MI 48209
DHWP: (313) 876-4555

Hutzel Hospital

3990 John R Street, Room 2234, Detroit, MI 48201
DHWP: (313) 876-4555

Moms and Babes Too (MBT)

5400 E. 7 Mile Road, Detroit, MI 48234
5716 Michigan Ave. Suite B 202, Detroit, MI 48210
8726 Woodward Avenue, Detroit, MI 48202
6550 W. Warren, Detroit, MI 48210
7900 Kercheval Street, Detroit, MI 48214
15420 W. McNichols, Detroit, MI 48235
5555 Conner (Samaritan Center) The Wellness Center Bldg., Detroit, MI 48213
DHWP: (313) 876-4555

HISTORIC DESIGNATION ADVISORY BOARD (LPD)

Coleman A. Young Municipal Center, Suite 218 (48226)
(313) 224-3487
(313) 224-4336 Fax

Designated LPD staff members also serve as staff to the Historic Designation Advisory Board (HDAB). The primary function of the HDAB is to conduct studies for and determine the eligibility of properties for historic designation, and to make recommendations to the Detroit City Council. In regards to the same, this service is provided consistent with the Provisions of Michigan Public Act 169 of 1970, The Local Historic Districts Act.

Historic Designation Advisory Board was established by the City of Detroit Ordinance 161-H of 1976, which sets up procedures and regulations for historic preservation at the local level. The Advisory Board, which is a City Council agency consists of 13 members, nine appointed to three-year terms by the City Council and four city department heads (or their representatives) serving ex-officio. The Advisory Board has a permanent staff of four.

The main function of the Advisory Board is to advise City Council on matters relating to historic preservation and in particular, proposals for the designation of local historic districts. The staff of the Advisory Board is able to provide citizens with assistance in preservation questions and problems and serve as a resource to the community in matters pertaining to historic buildings. A brochure describing the Historic Designation Advisory Board and the process of local designation is available to the public free of charge. (City Code Secs. 25-2-34 to 25-2-43)

HISTORIC DISTRICT COMMISSION

Coleman A. Young Municipal Center, Suite 808 (48226)
(313) 224-8907 or (313) 224-6543
(313) 224-1310 Fax

The Detroit Historic District Commission was formed by Detroit Ordinance 161-H in 1976. Its purpose is to ensure the preservation of historically and culturally significant areas of the City, which are designated by the Detroit City Council as historic districts. Citizen members of the Commission are appointed by the Mayor, and the Commission is staffed by the City of Detroit Planning and Development Department. A building permit is required for any exterior changes to a building or site in a designated local historic district. The Historic District Commission administers a building permit application review procedure, and may approve or deny a permit application based on the appropriateness of the proposed work. The Commission is required to use “The Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings” when deciding whether work is appropriate for a local historic district. Building permits are issued by the Building Safety Engineering and Environmental Department upon approval by the Historic District Commission. In addition to permit application reviews, the Commission is also involved in other matters concerning historic properties, preservation programs, and designation of proposed districts.

Commission meetings are held in the Coleman A. Young Municipal Center beginning at 5:30 PM (unless otherwise noted) on the second Wednesday of every month. The Commission’s full time staff can be reached at (313) 224-8907 or (313) 224-6543. Staff can provide advice to residents and property owners proposing new construction or rehabilitation work in local historic districts.

PUBLICATIONS

The publication, Detroit Historic Districts Style and Color Guide, provides guidelines for selecting exterior color schemes that are appropriate for specific architectural styles. Paint color samples are provided for comparison. The City of Detroit Historic District Commission brochure: *“What You Need To Know About Local Historic Districts: Introduction and Permit Application”* provides detailed information about the Commission, and what residents and property owners need to know regarding projects within the local historic districts.

Information regarding the Detroit Historic District Commission can be found on the City of Detroit Official Website at www.detroitmi.gov

(City Code Secs. 25-2-50 to 25-2-58)

HOMELAND SECURITY & EMERGENCY MANAGEMENT, DETROIT

13331 Lyndon, Detroit MI 48227
(313) 596-2590

The Office of Emergency Management (formerly referred to as Civil Defense and Disaster) was adopted in the Detroit City Code, Chapter 12, on June 10, 1998. In 2003, the Office was removed as a division of the Fire Department and established as a stand-alone department currently referred to as the Detroit Office of Homeland Security & Emergency Management (DHSEM).

DHSEM has a two-fold critical mission: to coordinate with other departments and agencies to prevent, prepare for, respond to and recover from natural and human-made emergencies and disasters; and to protect the residents and visitors of the City of Detroit from threats by developing All-Hazard plans and programs, in accordance with the Michigan Emergency Management Act (Public Act 390) and the standards set by the Federal Emergency Management Agency (FEMA).

Emergency Management

DHSEM focuses on the five phases of emergency management – prevention, preparedness, response, recovery and mitigation.

One important way DHSEM has addressed these phases is by preparing numerous comprehensive emergency response plans. These include the Citywide Evacuation and Mass Sheltering Plan, Emergency Operations Plan, Hazard Mitigation Plan, and Adverse Weather Response Team Plan.

DHSEM is also responsible for a wide range of critical emergency management activities, including:

- Coordinating with federal, state, county, local, private and nongovernmental safety and emergency response agencies
- Managing the Emergency Operations Center
- Facilitating emergency responder and community preparedness training
- Conducting frequent drills, tabletop and full-scale exercises
- Developing a mass notification system to alert the public of emergencies, including: 56 citywide outdoor warning sirens, Wireless Emergency Alerts, Nixle emergency alerts, and Emergency Alert System broadcast alerts
- Preparing Continuity of Operations and Redundancy Plans for numerous critical City departments so the departments can continue to provide essential functions if their facilities are not operational

Homeland Security

DHSEM also provides another essential function: Homeland Security. DHSEM has worked closely with public, private, State and Federal intelligence agencies in developing a sophisticated intelligence network. It also spearheaded the development of a daily calendar of key events taking place in Detroit and works with intelligence agencies to vet the events for possible threats.

Expanding Technology to Enhance Safety

DHSEM has aggressively expanded the use of technology to enhance the safety and security of the City. This includes: new digital early warning sirens covering the entire city; vastly expanding camera coverage and displaying live images on Real Time Intelligence Center monitors; and integrating Real Time Intelligence Center and Computer Aided Dispatch into the Emergency Operations Center.

The vast capabilities of the Emergency Operations Center managed by the DHSEM enables a coordinated Unified Command when necessary to monitor a large-scale planned event or to respond to a real or potential threat to the City.

HOUSING AND REVITALIZATION

Coleman A. Young Municipal Center, Suite 908 (48226)
(313) 224-6380
(313) 224-1629 Fax

MISSION:

The mission of the Housing and Revitalization Department is to invest city resources into multi-family housing, neighborhood commercial districts and public improvements to create places that retain current and attract new Detroiters.

DESCRIPTION:

The Housing and Revitalization Department exists to fully realize its potential as the city's community development investment arm. Activities are primarily financed through Federal Grants from the Department of Housing and Urban Development (HUD), including Community Development Block Grant (CDBG), HOME and Emergency Solutions Grant (ESG) funds. The Department also receives special purpose grants, general fund revenues and proceeds from general obligation bonds. The

Department's activities are implemented through four (4) divisions. The Financial & Resource Management division is responsible for financial and grants management, regulatory compliance and reporting, and department general administrative oversight. The Neighborhood Support Services division provides technical assistance and support services to neighborhood organizations and other community nonprofit organizations as identified through community-based planning and service needs assessments efforts. The Housing Services division is responsible for the preservation and improvement of the City's housing stock by providing grant funding assistance for housing rehabilitation, new construction and multi-family housing projects, mortgage/down-payment assistance, supportive housing and the restoration of vacant foreclosed properties that foster home ownership opportunities. The Housing Support division is also tasked with administering contracts and services for the demolition of unsafe and hazardous structures. The Development division administers capital development projects (including acquisition and disposition of development land sites) and the Neighborhood Opportunity Fund (NOF) public facility rehabilitation program.

AGENCY GOALS:

1. Increase multi-family housing production.
2. Preserve existing expiring use multi-family housing.
3. Foster business development in neighborhood commercial corridors.
4. Invest in public facilities and infrastructure (including open spaces, street scape) that supports neighborhood development.
5. Retain current and attract new Detroiters, including immigrant communities.
6. Invest in service providers and housing designed to end homelessness.
7. Partner with the independent Detroit Housing Commission on multi-family housing preservation and provision of rental assistance.

AVAILABLE PUBLIC PUBLICATIONS:

(Fees may apply);

1. Applications, performance reports and other information regarding the City's Community Development Block Grant, Emergency Shelter, Home and Housing Opportunities for persons with Aids (HOPWA).
2. Capital Agenda – The proposed five-year capital improvement program of the city.

HUMAN RESOURCES DEPARTMENT

Coleman A. Young Municipal Center, Suite 316 (48226)
(313) 224-3710

The mission of the Human Resources Department is to plan, develop and deliver human resource services in partnership with city departments and agencies, enabling employees to provide high quality and timely services to residents, visitors and businesses.

The Human Resources Department consists of several divisions and sections that provide a full range of personnel and other services to city departments and agencies in accordance with the City Charter.

The Administrative Services Division is responsible for central support for all staff and is responsible for all employees' personnel record audit and maintenance. It is also responsible for coordinating special projects including charitable campaigns, blood drive, March of Dimes and other special projects that benefit the welfare of our community. The Employee Assistance Center is also an integral part of this division and is responsible for loaning, developing and implementing programs that offer professional assessments, short-term counseling, follow-up services to employees and their families with problems that may arise from a variety of personal issues.

The Office of Talent Development and Performance Management directs performance improvement and training needs assessments, intervention selection and course offerings, employee training and development, organization development activities, leadership development, succession planning, educational support and continuous improvement process training.

The Employee Services Division is responsible for providing human resources services to city departments and agencies, including recruitment, FMLA administration, employee relations, and HR consultation.

Payroll Division is responsible for processing weekly and bi-weekly payroll for all active City of Detroit employees as well as employee movement and adjustment transactions.

The Central Services Division is responsible for centralized functions including Unemployment; Test Development and Administration; and Classification Compensation.

Unemployment receives and processes unemployment claims received from the State of Michigan, including verification of unemployment eligibility.

Test Development and Administration performs test creation and revision, review tests for appropriateness and relevancy, and conducts statistical analysis of test results to determine job-relatedness and validity. Also acts as test proctor and scores examinations.

Classification/Compensation under the authority of the Human Resources Director includes preparation, maintenance and revisions of the classification plan to ensure that all positions sufficiently similar in duties and responsibilities are treated the same with respect to pay, qualification and recruitment. This is accomplished by conducting analysis and evaluation of individual jobs, classification and job families and ensuring coherent relationships, proper occupational grouping and compensation levels. In addition, the classification/compensation process includes consultation advisement and production of information to Department administrators, managers, executives and officials on the classification plan, organization structure and salary administration. Investigation of compensation alternatives as well as reconciliations, recommendations and establishment of non-union wage and salary rates are also processed through classification/compensation.

The Labor Relation Division is primarily responsible for negotiation and administration of 41 collective bargaining agreements and supplemental agreements in accordance with the City Charter and State Law, administers the grievance procedure established by the Civil Service Commission for non-union employees. The division provides technical and professional support to all City departments and agencies to ensure consistent and equitable contract terms and their uniform application and interpretation throughout all agencies of the City. This Division is charged with preventing or lessening any labor management disputes and differences that may arise. This division performs its role primarily through the practice of skilled negotiation, cooperation, consultation and other dispute resolution techniques. Labor Relations Specialist hears Pre-Arbitration cases. In addition, the Division arranges, conducts, researches and acts as an advocate for the City of Detroit in Umpire Hearings, Panel Hearings, M.E.R.C Hearings, Arbitration Hearings and special conferences.

Benefits Administration Office is responsible for administering medical, dental, optical, life and supplemental insurance benefits for 10,000 active employees.

HUMAN RIGHTS DEPARTMENT

(now Civil Rights, Inclusion & Opportunity)

Coleman A. Young Municipal Center, Suite 1240 (48226)

(313) 224-4950

(313) 224-3434 Fax

(TDD/TTY) (313) 962-8253

The mission of the Human Rights Department is to remove discriminatory barriers through innovative, high quality, customer-driven programs that foster economic opportunity and empowerment and benefit Detroit residents, visitors and the entrepreneurial sector of the local economy.

The Human Rights Department was created by the 1974 City Charter to replace the Commission on Community Relations. In 1994, the Contract Compliance division of the Finance Department was moved to the Human Rights Department and the department took on economic development responsibilities. An 11 member Human Rights Commission is appointed by the Mayor, with the approval of the City Council.

In accordance with City Charter mandates, the Human Rights Department administers equal employment opportunity policies and investigates discrimination and workplace violence complaints.

Based on Article 27 of the City's Code, Human Rights investigates complaints, by residents and visitors to Detroit, alleging discrimination.

Complaints relating to housing, employment, public accommodations and public services are investigated or mediated on the basis of race, creed, color, national origin, age disability, sex, sexual orientation, or public benefit status.

- The Human Rights Department is responsible for investigating claims of workplace violence, sexual harassment and protected-class discrimination, pursuant to Executive Order 2014-1 and 2014-2, respectively.
- Human Rights certifies Detroit Headquartered, Detroit Based, Detroit Small Businesses, Minority Owned and Woman Owned businesses under the Detroit Business Certification Program.
- The HRS Department produces a monthly City of Detroit Certified Business Register to be used as a procurement reference for city departments, businesses, public and nonprofit organizations.
- The HRS Department is responsible for the monitoring of vendor workforces for companies seeking city contract awards or tax abatements relief to ensure equitable representation of minorities and females consistent with local, state and federal equal employment opportunity policies (EEO compliance).
- Under Public Act 146, Human Rights monitors economic development diversity goals for property redevelopment projects that receive tax abatement.
- The department is also responsible for monitoring specific economic development goals included in agreements between the city and private developers.

[http://www.detroitmi.gov/\(Detroit City Charter Sec. 7-1001 to 7-1007; City Code Chapter 27\)](http://www.detroitmi.gov/(Detroit%20City%20Charter%20Sec.%207-1001%20to%207-1007;%20City%20Code%20Chapter%2027))

INNOVATION AND TECHNOLOGY, DEPARTMENT OF

**Coleman A. Young Municipal Center,
Suite 1212 (48226)
(313) 224-2900**

The Department of Innovation and Technology also known as DoIT is a central staff agency responsible for developing and providing information technology and consulting services to City agencies that will innovate on how they deliver services and interact with citizens. The responsibilities of DoIT include: strategic technology planning, business needs solutions, information management, special project management application development and implementation, system/application maintenance and support, telecommunications, data center operations, technology acquisition, data security and other services to empower agencies to use technology to improve operations and the quality of services provided to their customers.

Our mission is to empower City agencies, partners and citizens to achieve their goals and innovate by delivering reliable, timely, cost-effective, appropriate technology and solutions.



**James W. Health
Inspector General**

INSPECTOR GENERAL, OFFICE OF

65 Cadillac Tower / Suite 3210
Detroit, MI 48207
Hotline: 313-964-TIPS (8477)
Office: 313-628-2517
Website: www.deoig.org

In November 2011 the citizens of Detroit adopted a new “Home Rule Charter”. The Charter established the Office of Inspector General (OIG). The OIG’s mission is to “ensure honesty and integrity in City government by rooting out waste, abuse, fraud, and corruption.” The OIG is an independent agency with jurisdiction over all City of Detroit public servants, city agencies, programs, contractors, and business entities seeking contracts or certification for eligibility for city contracts. The office is staffed by experienced investigators, auditors, and attorneys who conduct investigations on behalf of the Inspector General.

LABOR RELATIONS DIVISION

Coleman A. Young Municipal Center, Suite 332 (48226)
(313) 224-3860

The Division of Labor Relations was established in the Human Resources Department by Charter. The Mayor may appoint either the Human Resources Director or another person to head the Labor Relations Division. The Labor Relations Director serves at the pleasure of the Mayor.

Major responsibilities of the Labor Relations Division include coordinating employee relations activities, conducting labor negotiations on economic/non-economic issues and benefits, administering/interpreting collective bargaining agreements, participating in joint labor management and dispute resolution activities.

The Labor Relations Division is also responsible for administering medical, dental and optical, as well as life and supplemental insurance benefits for active employees. (Detroit City Charter Secs. Chapter 5, Personnel Dept., Sec. 6-508; City Code Chapter 13)

LAW DEPARTMENT, CITY OF DETROIT

2 Woodward Avenue, Suite 500
Coleman A. Young Municipal Center
Detroit, Michigan 48226
(313) 224-4500



Lawrence T. Garcia
Corporation Counsel

Charles N. Raimi
Deputy Corporation Council

Pursuant to Article 7.5, Chapter 2 of the Detroit City Charter, the Law Department is an independent agency that represents the interest of the City of Detroit as a body corporate. The Department is headed by the Corporation Council, whose powers and authority are defined in the Charter.

In accordance with the Charter, the Law Department provides a variety of legal services to the City of Detroit, its elected officials, departments, agencies, offices, commissions, and boards, as well as its individual employees, in their official capacity.

The Department, through its attorneys and support staff, provides legal advice and council to its client(s) pertaining to all official matters; defends all legal actions against its client(s); and prosecutes violation of the State law and/or City Ordinances on behalf of the people of the City of Detroit. In addition, the Department meticulously reviews and approves all transactional documents on behalf of the City; and negotiates all contractual agreements that bind the City.

The attorneys in the Law Department and the support staff are committed in ensuring that:

1. the City's interest is well represented and protected at all times; and
2. justice is properly served and equally dispensed.

The Law Department does not and cannot provide:

1. legal advice or counsel to any City officials or employees on their personal legal matter; or
2. legal advice or counsel to any individual resident of Detroit on any legal matters

LAW DEPARTMENT STAFF AND SECTIONS

In addition to the Corporation Council and the Deputy Corporation Council, the attorneys of the Law Department include: Chief Legal Advisor, Transactions & Economic Development; Chief Administrative Counsel; Chief Litigation Council; Chief Counsel for Quality of Life and Prosecution; Deputy Chief of Quality of Life and Prosecution; Chief of Staff, Supervising Assistant Corporation Counsel, Senior Assistant Corporation Counsel, and Assistant Corporation Counsel.

The support staff includes a General Manager, Executive Assistant, Financial Management Unit personnel, an Office Administrator, Legal Assistants, Senior Legal Secretaries, Legal Secretaries, Record Management Center personnel, and Administrative Clerks.

The Law Department is organized by different sections that are designated to handle specific legal services for the City of Detroit, based on the clients' needs and requests.

They include:

FOIA Section;
Governmental Affairs Section a/k/a Municipal Section;
Labor/Employment & Workers Compensation Section;
Claims and Litigation Sections;
Appeals Section;
Tax Section;
Local Prosecution Section; and
Transactions and Economic Development Section.

FOIA SECTION

The FOIA Section coordinates and process all FOIA (Freedom of Information Act) request on behalf of the City of Detroit and its departments, agencies, commissions, and boards, by: reviewing all incoming FOIA requests; coordinating the requests with various departments and agencies; reviewing all records, including video and audio, responsive to the requests; redacting information and records exempt from disclosure; and providing a written response in compliance with the Michigan Freedom of Information Act. The Section processes approximately 3,500-4,000 FOIA requests per year. *Routine police department FOIA requests are handled primarily by the Detroit Police Department Law Unit under the supervision of the Section's attorneys.*

The Section, through its attorneys, also provides legal advice, guidance, and counsel to various City officials and employees on all matters involving the Michigan Freedom of Information Act.

GOVERNMENTAL AFFAIRS/MUNICIPAL SECTION

The Governmental Affairs or a/k/a Municipal Section is primarily responsible for providing legal advice and representation to the Executive and Legislation Branches of the City of Detroit government.

The Section, through its attorneys, provides legal advice to the Mayor, the City Council, the City Clerk, and City departments, authorities, boards and commissions on all municipal matters, including any legal issues that accompany the operation of the City government, including interpretation of the Michigan Home Rules Cities Act, the Detroit City Charter, and the Detroit City Code.

Significantly, the Section provides legal representation to the Board of Ethics, the Cable Commission, the City Council, the Detroit-Wayne Joint Building Authority, the Election Commission, the Human Rights Commission, and the Northwest Activities Center.

The Municipal Section is responsible for researching and drafting written legal opinions and memoranda, as well as for drafting City ordinances and for reviewing for approval as to form City ordinances drafted by City departments and agencies.

In addition, Section processes subpoenas for City officials, appointees, employees, departments and agencies where the City or its officials, appointees or employees are not parties in the case, and handles any litigation that arises from subpoenas, such as show cause hearings, motions to quash, and motions for protective orders. The attorneys in the Section also make recommendations for FOIA appeals for the Corporation Counsel of the Deputy Corporation Counsel's decision.

Likewise, the Section handles grand jury subpoenas as well as investigative subpoenas that are authorized by federal and state law.

The Municipal Section defends litigation that arises from Michigan Open Meetings Act and Michigan Freedom of Information Act. The Section also files litigation under the Michigan Public Health Code to commit individuals for treatment of communicable diseases.

LABOR/EMPLOYMENT & WORKERS COMPENSATION SECTION

The Labor/Employment & Workers Compensation Section handles all matters that are related to and arising out of the City's labor and employment policies and practices. The general area of legal practice in the Section includes: Labor and Employment, and Worker's Compensation matters. The Section seeks to minimize employee claims, disputes, and grievance, through counseling, training, and taking pro-active risk management.

Labor and Employment Matters:

The Section provides legal counseling and representation for nearly all labor relations matters, employment litigation, and administrative proceedings in which the City of Detroit or its employees are a party.

The attorneys and legal assistant, under the supervision of an attorney, represent the City's interest in various state and federal agencies, including the US Equal Employment Opportunity Commission; Michigan Department of Civil Rights; Michigan Department of Labor, Wage & Hour; MIOSHA; MERC; and MESC.

In addition, the attorneys provide training to City officials and employees on the substance and the implementation of the Michigan and federal labor and employment laws and regulations.

Moreover, they provide day to day advice on myriad of matters covering such topics as: hiring, discipline, termination, drug testing, developing action plans, employee privacy, record retention, training, accommodation requests, and investigations involving discrimination and workplace violence.

Workers Compensation Claims:

The attorneys, with the support of its staff, provides legal representation for all workers compensation claims against the City, by responding to each claim, and defending the City's interest in the depositions, mediation, and hearings.

LITIGATION SECTION

The principal work of the Litigation Section, the largest practice group in the Law Department, defends negligence and intentional tort actions against the City, as well as those cases that allege that the City has violated federal civil rights.

Such cases includes, actions arising out of:

- Police misconduct;
- Injuries suffered due to alleged defective streets and sidewalks;
- Motor vehicle accidents involving City vehicles, including Detroit Department of Transportation buses;

- Injuries caused by alleged City-owned building defects;
- Claims against City employees alleging gross negligence;
- Trespass-nuisance actions;
- Breach of contract issues involving the City's vendors;
- Public contract bids;
- Business torts;
- Property disputes (quiet title, land sales and development) involving the City;
- Certain City election matters; and
- A variety of matters seeking injunctions, mandamus and other extraordinary relief.

The Section also collects money owed to the City by filing complaints; and from time to time, the Section brings actions for interpleader, counterclaims, and nuisance abatement on behalf of the City of Detroit. In addition, the Section works with the Law Department's Local Prosecution Section and the City of Detroit Building Safety Engineering and Environmental Department to eliminate blight in the City.

The Litigation Section, through its attorneys and support staff, handles hundreds of lawsuits per year, mostly in the Wayne County Circuit, and the United States District Court for the Eastern District.

In addition, depending on the amount in controversy, some of the lawsuits are handled in the 36th District Court.

TRANSACTIONS AND ECONOMIC DEVELOPMENT SECTION

The Transactions and Economic Development Section provides:

1. legal advice and opinions to the Mayor, City Council, City Clerk and City departments regarding transactions and economic development matters;
2. legal services related to contracts, real property, environmental and real estate development matters;
3. legal services related to the acquisition, conveyance and development of property, including the drafting of development agreements, purchase, and sales agreements, leases, rights of entry, easements and encroachment agreements;
4. legal counsel related to zoning and land use activities including drafting and reviewing Zoning Ordinance amendments and providing oral and written interpretations of the City's Zoning Ordinance;
5. counsel to the Board of Zoning Appeals, Historic District Commission, Cellular Tower Site Review Committee and the Code Enforcement Task Force;
6. counsel in commercial lending transactions involving the City of Detroit. Responsibilities include: reviewing and drafting loan related documents, such as loan agreements, promissory notes, mortgages and security agreements.

The Transactions and Economic Development Section is also responsible for:

- drafting, reviewing and negotiating pre-bid documents, contracts and contract amendments. Specifically, the section reviews and negotiates: Professional Services Contracts, Construction Contracts, General Services Contracts, Legal Services Contracts and Personal Services Contracts; reviewing and approving Surety Bonds and Certificates of Insurance related to the issuance of permits and licenses;
- investigating and resolving contract claims and contract disputes; and
- reviewing and drafting documents related to municipal bond transactions.

APPEALS SECTION

The Appeals Section provides appellate representation for all civil litigation against the City of Detroit, and its officials and employees in their official capacity, except for lawsuits pertaining to labor and employment matters and certain types of real property lawsuits.

The Section represents the City in the appellate courts of the State of Michigan and in the federal court system, including the Sixth Circuit Court of Appeals and the United States Supreme Court. In that regard, the Section handles a wide range of issues including trip and fall incidents; serious motor vehicle accidents; claims of civil rights violations and constitutional torts; zoning matters; election law; and other complex issues involving the governance of the City of Detroit.

TAX SECTION

Tax Section is committed to providing excellent legal services to the Assessments Division of the City of Detroit's Finance Department, the City of Detroit Board of Assessors, and the City of Detroit Board of Review.

Services provided include advising the Board of Assessors on legal issues involving property tax assessment such as new statutes, case law, and administrative rules and guidelines. The Section also represents the City of Detroit in all appeals involving assessment disputes in all Courts, including the Supreme Court and Court of Appeals, and administrative agencies such as the Michigan Tax Tribunal and the Michigan State Tax Commission. The appeals typically involve *ad valorem* property tax assessment disputes involving, personal property, complex commercial and industrial property, exemptions, and some residential property.

LOCAL PROSECUTION SECTION

The Local Prosecution Section serves the City of Detroit by seeking justice in criminal prosecutions for violations of the Detroit City Code and Motor Vehicle Code of the State of Michigan. Local prosecutors work with numerous law enforcement officers, City of Detroit inspectors and other City department to preserve the peace, health, safety and welfare of the people of the City of Detroit.

The section prosecutes a wide variety of misdemeanors and civil infractions including: operating while intoxicated (OWI), disorderly conduct, controlled substance violations, licensing violations and traffic offenses.

The local prosecution unit has also been designated as special assistant Wayne County Prosecutors and appear on select state law offenses in both 36D court and Wayne County Circuit court. These are blight related offenses. The Unit handles business license revocation hearings and appeals from those hearings.

In addition, the attorneys from the section represent the City as DAH hearings and appeals from those hearings. They are also responsible for blight litigation (nuisance actions against commercial and residential properties) and reviewing lawsuits against City employees and determine whether the employee was acting in good faith at the time of the action and make the appropriate recommendation to City Council.

In order to address the needs of the community, the section also forges and maintains partnerships among community residents, City departments, governmental agencies, elected officials and law enforcement officers. The section encourages the citizens of the City of Detroit, and all other stakeholders, to play an active role in making our neighborhoods safe.

LEGISLATIVE POLICY DIVISION

(Formerly City Planning Commission)

Coleman A. Young Municipal Center, Suite 208 (48226)

(313) 224-6225

(313) 224-4336 Fax

The Legislative Policy Division (LPD) provides research, policy analysis, and general legislative support to the Detroit City Council. It operates at the direction of, and reports directly to, the City Council. The newly configured division is comprised of staff from the former Research and Analysis Division, the former Fiscal Analysis Division, as well as former City Planning Commission staff, including Historic Designation Advisory Board staff. The centralized staffing is designed to efficiently provide comprehensive, multidisciplinary research and analysis on the wide variety of issues confronting the City's legislative body and facilitate certain City services per City Code and State statute.

The division is staffed to offer City Council independent legal, fiscal, and planning advice. Division staff drafts ordinances, resolutions, proposed charter language, and ballot language at the direction of the Council, provides policy analysis and staff support to City Council (including its committees and task forces), and as needed, consults outside experts and consultants to assist the Council.

Fiscal staff provides the City Council with independent fiscal advice. Staff analyzes the revenue sources and expenditure items as recommended by the Mayor in the proposed Executive Budget for City Council, conducts research on proposed changes in City, State and Federal public policy which would have a fiscal impact on the City's budget, and makes recommendations to City Council on the various programs and objectives to be carried out in the annual fiscal budget year. Fiscal staff also performs a review of the Mayor's proposed Executive budget, which includes a review of each City department for City Council, and quantifies the City Council's changes to the proposed budget.

Planning staff reviews and makes recommendations to City Council on a number of matters, including: the Mayor's proposed Master Plan of policies for social, economic and physical development; the five-year Capital Agenda and Annual Budget; development of renewal projects; proposals for community development and neighborhood conservation; proposals for acquisitions and disposition of public real property; and proposed Zoning Ordinance amendments.

CITY PLANNING COMMISSION (LPD)

208 Coleman A. Young Municipal Center (48226)

(313) 224-6225

(313) 224-4336 (fax)

Designated LPD staff members serve as staff to the City Planning Commission, which acts as the City's zoning commission pursuant to State law. Services provided by the LPD planning staff include providing opportunities for input at public hearings; information on zoning of particular parcels and on the process of rezoning parcels or otherwise amending the City's Zoning Ordinance; information on uses permitted in zoning districts and other zoning requirements; general information on development projects; specific information on projects pending before the City Council or acted upon by the City Council; and assistance in proposal preparation and community organizing.

Planning staff addresses concerns citizens may have about development taking place in their area. Staff monitors projects reviewed by the City Planning Commission and approved by the City Council and holds workshops for community groups on proposal writing, project monitoring, and organizational development.

The City Planning Commission is an advisory body of the City Council that has several major functions prescribed by the Michigan Planning Enabling Act and the Michigan Zoning Enabling Act. Additionally, under Sections 4-301 to 4-303 of the Detroit City Charter, the Commission reviews and makes recommendations to the City Council on a number of matters, including: the Mayor's proposed Master Plan of Policies for social, economic and physical development: the five-year **Capital Agenda** and **Annual Budget**, development of renewal projects; proposals for community development and neighborhood conservation; proposals for acquisitions and disposition of public real property; and proposed Zoning Ordinance amendments.

The City Planning Commission also acts as the Zoning Commission for the City of Detroit pursuant to Section 125.3301 of State Act 110 of the Public Acts of 2006 as amended and in accordance with Chapter 61, Article II, Sec. 61-2-11 of the 1984

Detroit City Code, the Zoning Ordinance. In this capacity, the Commission processes and evaluates all proposed amendments to the Zoning Ordinance; holds the state-required public hearing; and undertakes design review of buildings and signs in designated areas.

The City Planning Commission is also responsible for the review and recommendation of proposals for the Neighborhood Opportunity Fund. In this capacity, it is advised by an eleven member Citizen Review Committee (CRC) which was established in 1978 by City Council for the primary purpose of reviewing proposals addressing neighborhood improvements and services.

The kinds of services provided by the Commission include opportunities for input at public hearings; information on zoning of particular parcels and on the process of rezoning parcels or otherwise amending the Zoning Ordinance; information on uses permitted in zoning districts and other zoning requirements; general information on development projects; specific information on projects pending before the City Council or acted on by the Council; and assistance in proposal preparation and community organizing. The Commission office appreciates being informed when citizens have concerns about development taking place in their area. The Commission monitors projects approved by the City Council and holds workshops for community groups on proposal writing, project monitoring and organizational development.

(Detroit City Charter Secs. 4-301 to 4-303)

LIBRARY COMMISSION
5201 Woodward Avenue (48202)
(313) 481-1300

The Free School Act of 1869 ordered the Board of Education to establish and maintain a district library. This department grew and the Library Commission was created in 1881 by amendment to the Free School Act and provided that the Board of Education could elect a Board of Library Commissioners whose members shall not be members of the Board of Education.

Local Act 359 of 1901 (amended 1903 and 1905) included the president of the Board of Education as an ex-officio member of the commission.

The Detroit Public Library was first opened to the public on March 25, 1865 in a room in the old Capitol Building on Capitol Square. A year later, the Board of Education leased a triangular piece of ground fronting on Gratiot Avenue and the building thereon served as the main library until 1921.

The iconic Main Library building was opened on Woodward Avenue in the cultural center of the city in 1921. Designed by architect Cass Gilbert, this stately Italian Renaissance style library of glistening white marble was called the most beautiful building in Detroit.

The Detroit Public Library (DPL) is the largest public library system in the state of Michigan. The Main Library and its 21 neighborhood branches make it one of the most valuable and accessible public institutions in the state. As an independent municipal corporation, administered through the Detroit Library Commission, funding for the library is primarily generated through a dedicated millage, approved by the citizens of Detroit.

For over 150 years the Library has served as a vital community resource. It not only provides books and research materials but it minimizes the digital divide by providing technology access to all visitors. These resources connect citizens to jobs, information, learning and entertainment.

On a daily basis, libraries assist hundreds of Detroiters by providing access to more than 700 computers and free Wi-Fi; by supporting residents who want to improve their literacy skills or who are seeking employment; and by offering quality programs and activities for children, teens, adults and seniors.

The system has more than 7.2 million volumes and items in its collection including books, manuscripts, DVDs, audio books and magazines. This extensive collection of resources places it fourth among all public libraries in the nation.

The library's Special Collections are local and national treasures used by researchers in the city, throughout the state of Michigan, across the country, and around the world. Special collections include:

Burton Historical Collection

The Burton Historical Collection was established almost 100 years ago with a gift from attorney and historiographer Clarence M. Burton, an avid collector of original documents about the history of Detroit and Southeast Michigan. Today, the Collection is a nationally recognized archival collection that includes photographs, maps, genealogical materials, manuscripts, records of organizations, businesses and churches, and the governmental archives of the Detroit and Wayne County.

Rare Book Collection

Since 1948, the library has acquired and preserved rare materials such as first editions, fine bindings, illuminated manuscripts and incunabula (books printed during the earliest period of typography). The Collection included materials from Mark Twain, Laura Ingalls Wilder and Kate Greenaway.

The E. Azalia Hackley Collection

The Hackley Collection was established in 1943 by the Detroit Musicians Association to serve as the nucleus for a special black music collection, the first of its kind in the world. Rare books, manuscripts and archives of performing artists are available to researchers. The archives includes materials on the Motown Recording Company, the National Association of Negro Musicians, on dancers Rael Lamb and Lavinia Williams, singer Roland Hayes and many other concert and opera singers.

Ernie Harwell Sports Collection

The Harwell Collection was established in 1966 when sportscaster Ernie Harwell made an initial donation of materials to DPL. It consist of books, team annuals, media guides, programs, scorecards, baseball cards, clippings, photographs, video and audio tapes.

Mayoral Collections

In 2010, the Burton Collection celebrated the opening of the Dennis W. Archer Collection. Mr. Archer gave his personal and municipal records of his mayoral year, as well as his Supreme Court papers, to the Library. In 2015, the Burton Collection celebrated the opening of the Coleman A. Young Mayoral Papers. The collection consist of over 1200 linear feet of material, the largest of the mayoral collections housed in the Burton Historical Collection.

Federal Depository Library Program (FDLP)

The Detroit Library is a member of the Federal Depository Library Program (FDLP) and has served the federal information needs of the metropolitan Detroit area since 1868.

The library maintains a large collection of federal documents in print and online formats. Included in this collection are legislative and legal documents, trade and population report, consumer price studies and labor statistics.

Library on Wheels

The DPL has operated its Library on Wheels (LOW) program since 1940. The LOW brings books and other reading materials, audio cassettes and information to Detroit's seniors, schools, public events and homebound customers. The LOW Bookmobile visits senior citizen buildings, drop-in centers and other places where older or retired people live or congregate. Also, the bookmobile frequents area schools to support their literacy efforts and curriculum. Thousands of users access library services annually through this program.

Business, Technology and Science Department

The Business, Technology and Science department includes 325,000 books, subscriptions to nearly 900 periodicals and is an outstanding technical collection that draws research engineers, inventors, workers in business and industry and a wide cross-section of the general public.

Music, Art and Literature

The Music, Art and Literature department has 600,000 illustrations and pictures on a vast number of subjects for loan.

The National Automotive History Collection

The National Automotive History Collection, located at the Skillman Branch Library, is the largest public archive in the world on the history of the automobile industry and other forms of vehicular transportation. It contains thousands of catalogs, photographs, books, manuals, specifications and company records.

Technology, Literacy and Career Center (TLC):

TLC is the DPL’s adult learning center which serves as a destination for patrons in need of computer skills, literacy or employment information. The center, available at the Main Library, provides untimed computers and assistance with tasks ranging from employment applications to FAFSA or other student financial aid applications.

HYPE Center:

The HYPE (Helping Young People Excel) Center is the umbrella for teen-focused programs and services at the Detroit Public Library. The center, located at the Main Library, hosts programs ranging from sewing classes to 3-D printing workshops.

The Information Place

The TIP (The Information Place) Services, with a database of over 2,200 government and community agencies, provide information and referral to anyone looking for human services in the community.

Detroit Public Branch Locations and Phone Numbers:

Bowen Branch 3648 W. Vernor.....	313 481-1540
Campbell Branch 8733 W. Vernor.....	313 481-1550
Chandler Park Branch 12800 Harper.....	313 481-1560
Chaney Branch 16101 Grand River.....	313 481-1570
Chase Branch 17731 W. 7 Mile Rd.....	313 481- 1580
Conley Branch 4600 Martin.....	313 481-1590
Douglass Branch 3666 Grand River.....	313 481-1707
Duffield Branch 2507 W. Grand Blvd.....	313 481-1710
Edison Branch 18400 Joy.....	313 481-1720
Elmwood Park Branch 550 Chene.....	313 481-1730
Franklin Branch 13651 E. McNichols.....	313 481-1740
Hubbard Branch	

12929 W. McNichols.....	313 481-1750
Jefferson Branch	
12350 E. Outer Dr.....	313 481-1760
Knapp Branch	
13330 Conant.....	313 481-1770
Lincoln Branch	
1221 E. 7 Mile Rd.....	313 481-1780
Monteith Branch	
14100 Kercheval.....	313 481-1800
Parkman Branch	
1766 Oakman Blvd.....	313 481-1810
Redford Branch	
21200 Grand River.....	313 481-1820
Sherwood Forest Branch	
7117 W. 7 Mile Rd.....	313 481-1840
Skillman Branch	
121 Gratiot.....	313 481-1850
Wilder Branch	
7140 E. 7 Mile.....	313 481-1870
Main Library	
5201 Woodward Avenue.....	313 481-1300
<u>TIP Service/Ask-A-Librarian</u>	313 481-1400
<u>Main Library Departments</u>	
Burton Historical.....	313 481-1401
Business, Science & Technology.....	313 481-1391
Children's Library.....	313 481-1409
Circulation Desk.....	313 481-1378
Detroit Public Library Friends Foundation.....	313 481-1359
E. Azalia Hackley Collection.....	313 481-1401
Ernie Harwell Sports Collection.....	313 481-1401
Human Resources.....	313 481-1332
H.Y.P.E. Teen Center.....	313 481-1371
Marketing.....	313 481-1338
Music, Arts & Literature	313 481-1369
Popular Library.....	313 481-1369
Rare Book Collection.....	313 481-1401
Social Science, Education & Religion.....	313 481-1406
Technology, Literacy & Career Center.....	313 481-1363

Specialized Services at Other Locations

Douglass Branch for Specialized Services

Library for the Blind & Physically Handicapped.....	313 481-1702
Library on Wheels.....	313 481-1706
Technology Center.....	313 481-1707

National Automotive History Collection (Skillman Branch) 313 481-1862

Parkman Technology, Literacy & Career Center (Parkman Branch) 313 481-1814

MAYOR’S OFFICE

2 Woodward Avenue, Suite 1126
Coleman A. Young Municipal Center
Detroit, Michigan 48226
(313) 224-3400

The term of the office of Mayor is four years and commences at noon on the first day of January after the regular city election which by charter shall be held on the Tuesday after the first Monday of November of 2009 and every fourth year thereafter.

The Mayor must be a citizen of the United States, a resident of the City of Detroit and, at least 18 years of age at the time of filing for and while holding office. He or she is subject to recall by the voters of the city in the manner provided by law. The position of Mayor shall be forfeited if he or she:

- (a) lacks at any time any qualifications required by law or this charter;
- (b) violates any provision of this charter punishable by forfeiture; or
- (c) is convicted of a felony while holding the office or appointment.

If a vacancy occurs in the office of Mayor, the City Council President shall succeed to the office until a new Mayor is elected. If the vacancy occurs more than one year before the next regular city general election, the City Council shall order a special primary election and a special general election to be held as soon as practicable to fill the vacancy for the unexpired term. If a dispute arises concerning whether a vacancy of the office of Mayor has occurred, the City Council President or any three members of the City Council may petition the appropriate court for a determination of this fact question. By a writing filed with the City Clerk, the Mayor shall designate a member of the mayoral staff or the director of a department of the executive branch as the Deputy Mayor. This designation may be terminated without cause by filing notice of termination with the City Clerk. The Deputy Mayor shall be acting Mayor during the absence or temporary disability of the Mayor and shall exercise all the powers and perform all duties of the Mayor to the extent permitted by law, except the Deputy Mayor may not:

1. Exercise any power of appointment to or removal from office, except in an emergency as declared by a two-third majority of City Council members present; or

2. Approve or veto any ordinance or resolution within the first five days of the seven days allowed under Section 4-118 of the City Charter for exercise of the Mayor’s veto power.

POWERS AND DUTIES

The Mayor is the chief executive of the city and, as provided by the City Charter, has control of and is accountable for the executive branch of city government. The Mayor’s powers, duties and authorities include the following:

- 1. To wield exclusive authority for the implementation of programs, services and activities of city government.

2. To make appointments and removals to administrative positions in city departments and to city boards and commission as described in the charter.
3. To conserve the peace of the city and administer oaths and take affidavits as provided by law and the city charter.
4. To approve, disapprove, or veto all ordinances or resolutions passed by City Council in accordance with the procedure provided by charter.
5. To prepare a budget each year to provide for the operation of city government. The budget is submitted to the City Council each April for its review and approval.

The Mayor is an ex-officio member of designated boards and commissions. Such designations may, by ordinance or otherwise, from time to time, change and therefore are not listed here.

The Mayor also wields enormous influence over the economic development of the city through the activities of the Planning and Development Department, various other economic development organizations and his own relationships with business, labor and community leaders. All current major economic development projects underway in the city have been put together with direct involvement of the Mayor.

Mayors of Detroit from 1824

John R. Williams.....	1824,1825
Henry J. Hunt	1826
Jonathon Kearsley.....	1826
John Biddle	1827,1828
Jonathon Kearsley.....	1829
John R. Williams.....	1830
Marshall Chapin.....	1831
Levi Cook.....	1832
Marshall Chapin.....	1833
C. C.Trowbridge.....	1834
Andrew Mack.....	1834
Levi Cook.....	1835, 1836
Henry Howard.....	1837
Augustus A. Porter.....	1838
De Garmo Jones.....	1839
Zina Pitcher	1840, 1841
Douglas Houghton.....	1842
Zina Pitcher.....	1843
John R. Williams.....	1844, 1845, 1846
Jas A. Van Dyke.....	1847
Frederick Buhl.....	1848
Charles Howard.....	1849
John LaDue.....	1850
Zach Chandler.....	1851
John H. Harmon.....	1852, 1853
Oliver Hyde.....	1854
Henry Ledyard.....	1855
Oliver M. Hyde.....	1856, 1857
John Patton.....	1858, 1859
Christian H. Buhl.....	1860, 1861
Wm. C. Duncan.....	1862, 1863
Kirkland C. Baker.....	1864, 1865
Merrill I. Mills.....	1866, 1867
Wm. W. Wheaton.....	1868, 1871

Hugh Moffat.....	1872- 1875
Alexander Lewis.....	1876- 1877
George C. Langdon.....	1878, 1879
Wm. G. Thompson.....	1880- 1883
S. B. Grummond.....	1884- 1885
M. H. Chamberlain.....	1886-1887
John Pridgeon, Jr.....	1888, 1889
H. S. Pingree.....	1890 to March 22, 1897
William Richert.....	March 22, 1897 to April 5, 1897
(Served after Hazen S. Pingree was declared by the Supreme Court to be ineligible to hold office of mayor and governor simultaneously).	
Wm. C. Maybury.....	April 5, 1897 to 1904
George P. Codd.....	1905, 1906
Wm. B. Thompson.....	1907, 1908
Philip Breitmeyer.....	1909, 1910
Wm. B. Thompson.....	1911, 1912
Oscar B. Marx.....	1913- 1918
James Couzens.....	1919- 1922
(Mayor Couzens resigned Dec. 5, 1922)	
John C. Lodge	Dec. 5, 1922 to April 9, 1923
(To fill vacancy pending election of Mayor)	
Frank E. Doremus	April 9, 1923 to June 10, 1924
(Elected to fill vacancy caused by Mr. Couzens' resignation. Took office April 9, 1923. Re-elected November 6, 1923. Mr. Doremus resigned because of ill-health June 10, 1924).	
Joseph A. Martin.....	June 10, 1924 to August 2, 1924
(To fill vacancy. Resigned August 2, 1924)	
John C. Lodge.....	August 2, 1924 to Nov. 21, 1924
(To fill vacancy pending election of Mayor)	
John W. Smith.....	Nov. 21, 1924 to Jan. 9, 1928
(Elected to fill vacancy. Took office November 21, 1924, re-elected for two-year term commencing Jan 12, 1926. Also, acting Mayor from September 8, 1933 to Jan. 2, 1934)	
John C. Lodge	Jan. 10, 1928 to Jan. 4, 1930
Charles Bowles	Jan 14, 1930 to Sept. 22, 1930
(Defeated at recall election)	
Frank Murphy.....	Sept. 23, 1930 to May 10, 1933
Frank Couzens (acting).....	May 10, 1933 to Sept. 8, 1933
.....Jan. 2, 1934 to Jan. 3, 1938	
Richard W. Reading.....	Jan. 4, 1938 to Jan. 1, 1940
Edward J. Jeffries, Jr.	Jan. 2, 1940 to Jan. 5, 1948
Eugene I. Van Antwerp.....	Jan. 6, 1948 to Jan. 2, 1950
Albert E. Cobo.....	Jan 3, 1950 to Sept 12, 1957(Died)
Louis C. Miriani (acting).....	Sept. 12, 1957 to Jan. 7, 1958
Louis C. Miriani.....	Jan. 7, 1958 to Jan. 2, 1962
Jerome P. Cavanagh.....	Jan. 2, 1962 to Jan. 5, 1970
Roman S. Gribbs.....	Jan. 6, 1970 to Jan. 1, 1974
Coleman A. Young.....	Jan 1, 1974 to Jan. 3, 1994
Dennis W. Archer.....	Jan 3, 1994 to Jan. 1, 2002
Kwame M. Kilpatrick.....	Jan 1, 2002 to Sept 18, 2008
(Mayor Kilpatrick, resigned on Sept. 4, 2008, resignation became effective on Sept. 18, 2008)	
Kenneth V. Cockrel, Jr. (acting).....	Sept 18, 2008 to Dec. 31, 2009
Dave Bing.....	Jan. 1, 2010 to Dec. 31, 2013
Mike Duggan.....	Jan. 1, 2014 to Present

MAYOR'S OFFICE - DEPARTMENT OF NEIGHBORHOODS

2 Woodward Avenue, Suite 1126 (48226)
(313) 224-3400

The Vision of the Department of Neighborhoods

To coordinate efforts of City Government and respond to residents by aggressively eliminating blight and improving city services at the district and neighborhood level.

Mission

Work with City Department to identify and eliminate dangerous buildings, illegal dumping and other sources of Blight.

Build relationships with community groups and key instructions in each district to strengthen the fabric of the community by building block clubs and identifying and addressing major concerns related to the improvement of City Services.

Work creatively with neighborhood businesses and other institutions to stabilize existing homes and attract new residents.

Contacts

Charlie Beckham, Group Executive Neighborhoods and Administration, (313) 224-4592

Victoria Kovari, General Manager, (313) 224-4787

Adrian Tonon, Director of Detroit Office of Service, Hospitality and Accountability (313) 570-7497

Districts	District Manager	Phone No.	Deputy District Manager	Phone No.	Email
1	Stephanie Young	(313) 236-3473	Reggie Davis	(313) 236-3484	DavisR@detroitmi.gov
2	Kim Tandy	(313) 236-3494	Sean Davis	(313) 236-3489	DavisSe@detroitmi.gov
3	Garry Bullock	(313) 236-3504	Ray Solomon	(313) 236-3516	SolomonR@detroitmi.gov
4	O'Dell Tate	(313) 236-3516	Toson Knight	(313) 236-3520	KnightT@detroitmi.gov
5	Vince Keenan	(313) 236-3523	Erinn Harris	(313) 236-3528	HarrisEr@detroitmi.gov
6	Rico Razo	(313) 236-3529	Ninfa Cancel	(313) 236-3530	CancelN@detroitmi.gov
7	Marshall Bullock	(313) 236-3538	Mona Ali	(313) 236-3540	AliM@detroitmi.gov

MEDIA SERVICES DEPARTMENT

(Formerly Cable Communications Commission)

Coleman A. Young Municipal Center, Suite 333 (48226)

(313) 224-2100

www.detroitmi.gov

The Detroit Cable Commission is responsible for the operation of the City of Detroit Government Access Channel 10, Educational Access Channel 22, Detroit's Arts & Entertainment 22 and Public Access 68 and works cooperatively with other departments and organizations to provide programming to residents of the City of Detroit. Channel 10 carries LIVE coverage of special events of public interest, information on city services and programs, meetings of other City Commissions, and City Council Committees. Channel 21 carries Arts & Entertainment, Channel 22 carries educational oriented programming and Channel 68 carries Public Access.

The City Broadcast Channels are available on both Comcast and AT&T U-Verse. On Comcast cable, residents tune to Channel 10 for Government Access programs and Channel 22 for Educational Access programs. ON AT&T U-Verse, residents tune to Channel 99 and scroll to the selected City Government Channel – "Detroit", for Government Access programs. In addition, the City Broadcast channel can be viewed by way of live streaming on the city website. Programming can be viewed by way of video on demand.

The Cable Commission also provides online Government Access programming via videos, city news and information through FaceBook, Twitter and YouTube. Government Access programming is developed through coordination and production

functions with proficiency in social media, videography, directing, producing, editing, writing, lighting and graphics arts. The coordination of projects includes the facility and equipment use, utilization of tapes and audio or graphic productions. The production of programming requires the shooting, editing and packaging of the product.

MUNICIPAL PARKING DEPARTMENT

1600 W. Lafayette Blvd. (48216)
 (313) 221-2500

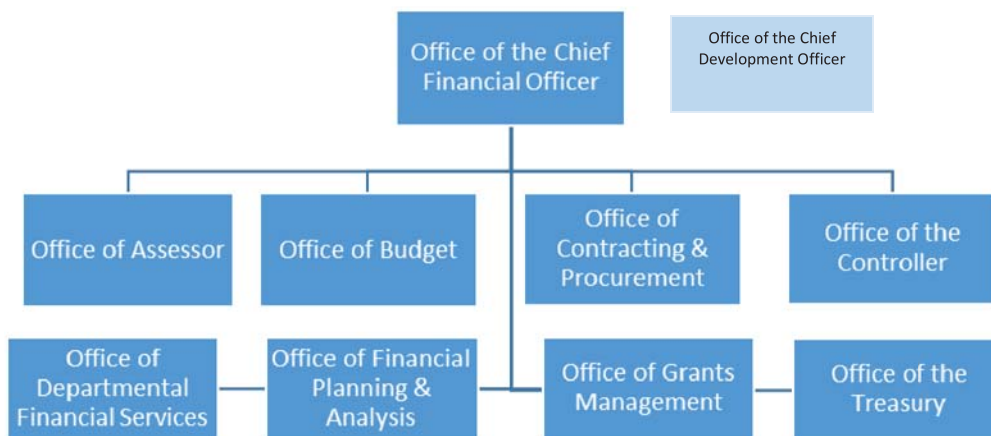
The mission of the Municipal Parking Department (MPD) is to provide economical on-street and off-street parking services; to enforce City of Detroit parking ordinances; and to coordinate parking with economic development projects throughout the City of Detroit.

The Municipal Parking Department was organized under the City Charter, effective July 1, 1974. The Mayor appoints a Director and Deputy Director to establish policies, plan programs and direct activities of the Department.

The Department is responsible for planning, supervising, operating and maintaining the City of Detroit’s Auto Parking and Arena Systems (an Enterprise Fund), and for the management of specified City-owned parking facilities and lots. The Municipal Parking Department is also responsible for the Parking Violations Bureau (a General Fund), which is responsible for enforcement of on-street parking ordinances within the City of Detroit, state parking ordinances within the City of Detroit and the processing and collection of parking violation notices.

OFFICE OF THE CHIEF FINANCIAL OFFICER

COLEMAN A YOUNG MUNICIPAL CENTER SUITE 1100 (48226)
 (313) 224-1219 GENERAL
 (313) 224-2132 FAX



MISSION

The mission of the Office of the Chief Financial Officer is to provide service to City of Detroit citizens, Elected Officials, and departments through ensuring fiscal stability, providing sound business advice, and maintaining data integrity. We accomplish this through researching and implementing leading practices in financial management, strong internal controls, and accurate and transparent information and data analysis. We will provide Elected Officials and departments with **accurate**

information in a form that enables priority-oriented, data-driven decision making about the efficiency and effectiveness of service and program delivery.

VISION

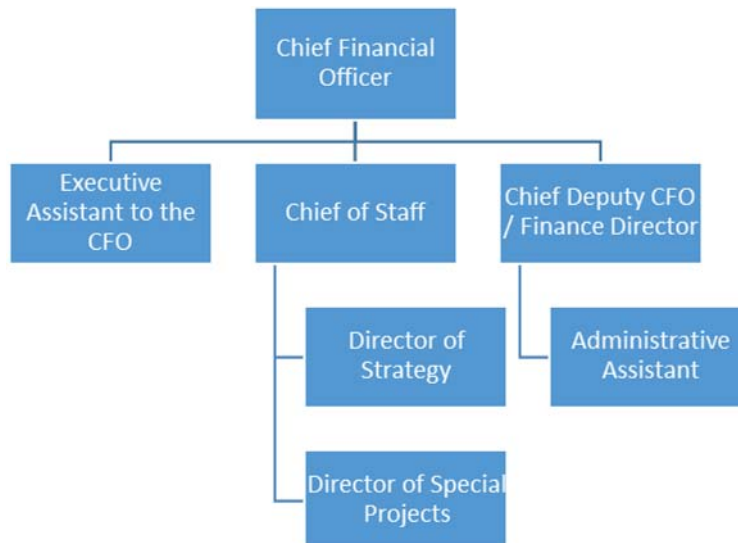
The Office of the Chief Financial Officer seeks to be a service-oriented organization to City of Detroit citizens, Elected Officials, and departments. We aim to provide seamless services to citizens in a simple, clear, professional, and honest manner. We strive to become the trusted business advisors of each City department and anticipate their needs and solutions.

CORE VALUES

1. **Inquisitive:** We ask why. We strive to understand all sides of an issue and challenge basic and long-held assumptions.
2. **Continuously Improving:** We are our own worst critic and always seek customer feedback. We use this information and leading government practices to establish feedback loops and reevaluate the way we conduct business.
3. **Acting on Root-Cause:** We solve the underlying problem, not the symptom. We first identify where we ultimately want to be in the future state, and take the necessary steps to get there.
4. **Collaborative:** We recognize that silos only hinder success and that we cannot achieve our goals without each other. We seek necessary stakeholder input as appropriate.
5. **Actively Supportive:** We actively seek opportunities to help each other achieve organizational goals by sharing resources with one another. We go the extra mile when providing services to our customers.
6. **Empowered:** We encourage our staff to give honest, straightforward feedback and provide them with the tools and opportunities to be successful and make decisions. We give our customers the information they need to make fact-based decisions and accomplish their goals. We perform journal entries to account for the distribution of tax Dollars for the captured districts.

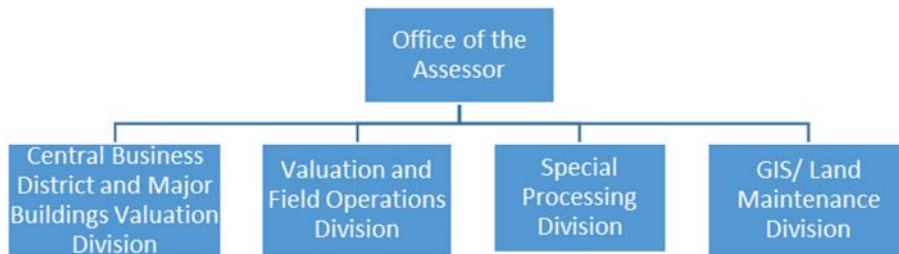
EXECUTIVE OFFICE

The role of the Executive Office is to ensure the execution of the CFO’s vision and strategy, oversee financial reform and continuous improvements, improve the OCFO’s functions and build capacity throughout OCFO, and improve efficiency and effectiveness across OCFO and the government. The Executive Office supervises and coordinates the operations of the OCFO divisions and their functions.



OFFICE OF THE ASSESSOR

The mission of the Office of the Assessor is to locate, identify, and value at current market conditions all real and tangible personal property in the City of Detroit for the purposes of levying the tax lawfully imposed and to warrant said levy to the Treasurer of the City of Detroit for collection.

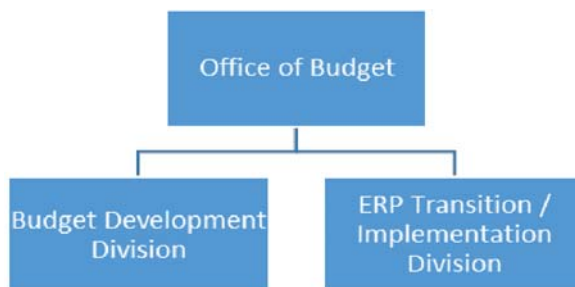


Functions

1. Locates, identifies, and values at current market conditions all real and tangible personal property in the City of Detroit.
2. Assesses all property for the purpose of levying the tax lawfully imposed and to warrant to the Treasurer of the City of Detroit said levy for collection and submits appraisal and tax reports for public record.
3. Completes, prior to the first day in February each year, an assessment roll covering all property liable for assessment in the City of Detroit and mails assessment notices to all persons identified on the assessment roll proposed values for the current tax year.
4. Presents to the Board of Review an Assessment Roll of all real and tangible personal property in the City of Detroit, including the taxpayer of record, legal description, property class, taxable status, and proposed value for the current year; explains assessed values to property owners; and defends appealed assessments at public hearings.
5. Performs field inspections and reviews of properties within the City of Detroit to determine condition and in response to complaints by property owners.
6. Maintains data on all parcels assessed, including land value maps of all real property, legal description, property characteristics, taxable status, property class, and taxpayer of record information.
7. Processes Property Transfer Affidavits, including entering the sale price and date of sale, and updating the taxpayer of record information and processes or rescinds Principal Residence Exemption (P.R.E.).
8. Prepares all State of Michigan assessing and assessment related reports, as well as finance and budget reports as directed.

OFFICE OF THE BUDGET

The mission of the Office of Budget is to support the City's highest priorities by identifying, projecting, allocating and managing the central resources available for operating and capital expenditures. The Office of Budget will also work with all City agencies to guide the annual budgetary process, embrace efforts of process simplification, create an open budget environment and develop innovative solutions.



Budget Development and Execution Division

The mission of the Budget Development and Execution Division is to employ sound budget projection and allocation practices; make reasonable resource allocation recommendations aligned with the Plan of Adjustment; and provide financial planning that informs executive management decision-making and strategic planning processes.

Functions

1. Prepares the financial plan and budget for the City in conjunction with City agencies/departments, the Office of Financial Planning and Analysis and the Office of Departmental Financial Services.
2. Provides independent analysis and evaluation of resource allocation issues and operational issues and produces financial and operational data for both internal and external use.
3. Monitors agency and department budgets monthly. Based on the results of these monitoring activities, identifies changes in program priorities, program expenditures or receipt of outside funding sources and where appropriate prepares budget amendments.
4. Prepares the official consolidated multiyear Capital Budget and Plan in collaboration with the Planning and Development Department, Economic Development Council and planning organizational entities. Makes adjustments to the Capital Budget based on changes in priorities, funding sources and levels.
5. Apportions the total of all appropriations and funds made available during the fiscal year for obligation so as to prevent obligations or expenditures in a manner which would result in a deficiency, need for a supplemental appropriation or a change in the distribution of funds allocated in the Plan of Adjustment.
6. Coordinates with departments and the Office of Departmental Financial Services to receive and process all supplemental budget requests and presents them to City Council for approval; subsequently, upon approval, is responsible for timely entering of all budget amendments into the General Ledger.

ERP Transition / Implementation Division

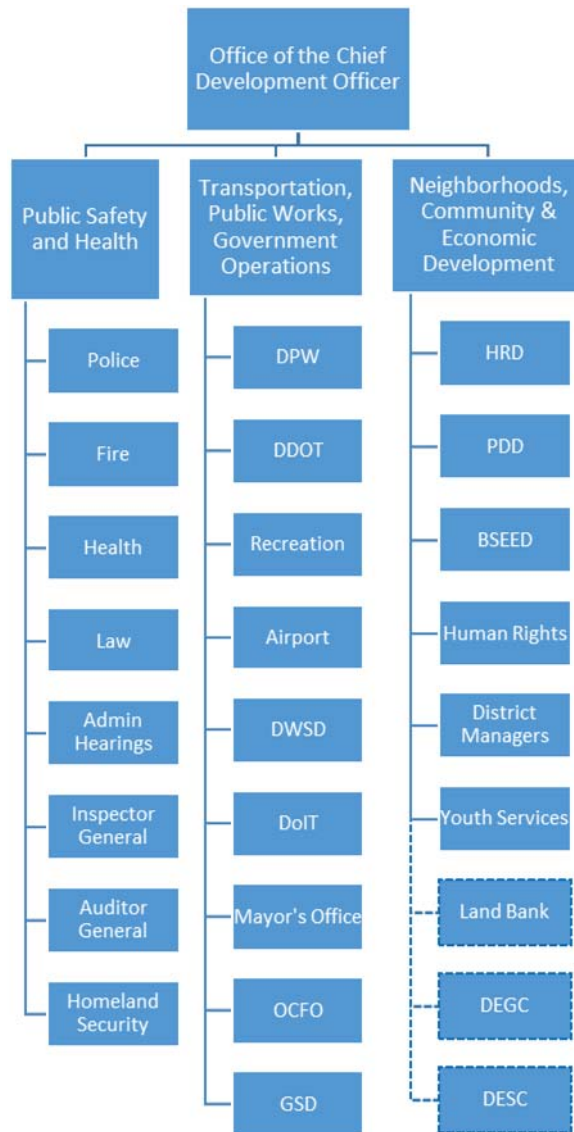
The mission of the ERP Transition / Implementation Division is to play an integral role in the ERP selection and implementation process to achieve the ability to budget by FTE level using the “position control” concept.

Functions

1. Develops the ERP transition and implementation strategy.
2. Monitors/manages the implementation of the ERP system to ensure a fully-functioning financial system is implemented in the City of Detroit which drives efficiency, financial accountability and best practices.

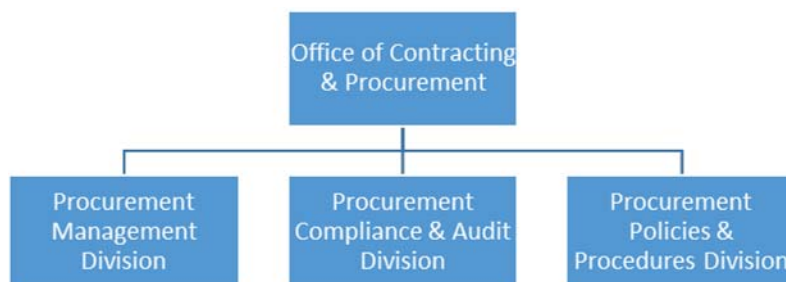
OFFICE OF THE CHIEF DEVELOPMENT OFFICER

The mission of the Office of the Chief Development Officer is **to provide support to the Mayor and departments through the identification and acquisition of strategic public and private resources.** We accomplish this through researching and writing grants and donation opportunities that match City priorities, building public private partnerships and leading cross-departmental application teams. Departmental support divides into three focus areas: 1) Public Safety and Health, 2) Transportation, Public Works and Government Operations, and 3) Neighborhoods, Community and Economic Development.



OFFICE OF CONTRACTING AND PROCUREMENT

The mission of the Office of Contracting & Procurement is to support the strategic contracting and procurement of materials, equipment and services that are essential to providing governmental services for the citizens of Detroit. The contracting and procurement services provided will support the operations of the City departments who provide services to the public. In serving the City’s needs, the staff is dedicated to providing efficient and responsive services, in full compliance with the City’s legal requirements, while upholding the highest ethical and professional standards.



Procurement Management Division

The mission of the Procurement Management Division is to procure goods and services through a competitive process when requested or if the Division deems necessary.

Functions

1. Provides the strategic contracting and procurement function for the City, including all products, services, supplies, and equipment.
2. Consults with City departments and agencies and the Office of Departmental Financial Services to prepare annual strategic contracting and procurement plans for each of the departments and agencies.
3. Develops a vendor supply schedule for regular and recurring services needed by the departments and agencies.
4. Develops a small business enterprise mentoring program to help local City of Detroit businesses be more competitive in the contracting and procurement process.
5. Develops the specification requirements for a contracting and procurement technology system that is integrated with the financial management system.
6. Sells, leases or transfers all personal property of the City which has become unsuitable for public use.

Procurement Compliance and Audit Division

The mission of the Procurement Compliance and Audit Division is to monitor purchases made to ensure compliance with established policies and procedures and to determine the areas where additional training is needed. Furthermore, the Procurement Compliance and Audit Division will perform sample audits of procurement transactions to ensure that policies and procedures are being properly administered.

Functions

1. Ensures procurement integrity and compliance with City procurement laws and regulations by implementing targeted expansions of audit and compliance.

Procurement Policies and Procedures Division

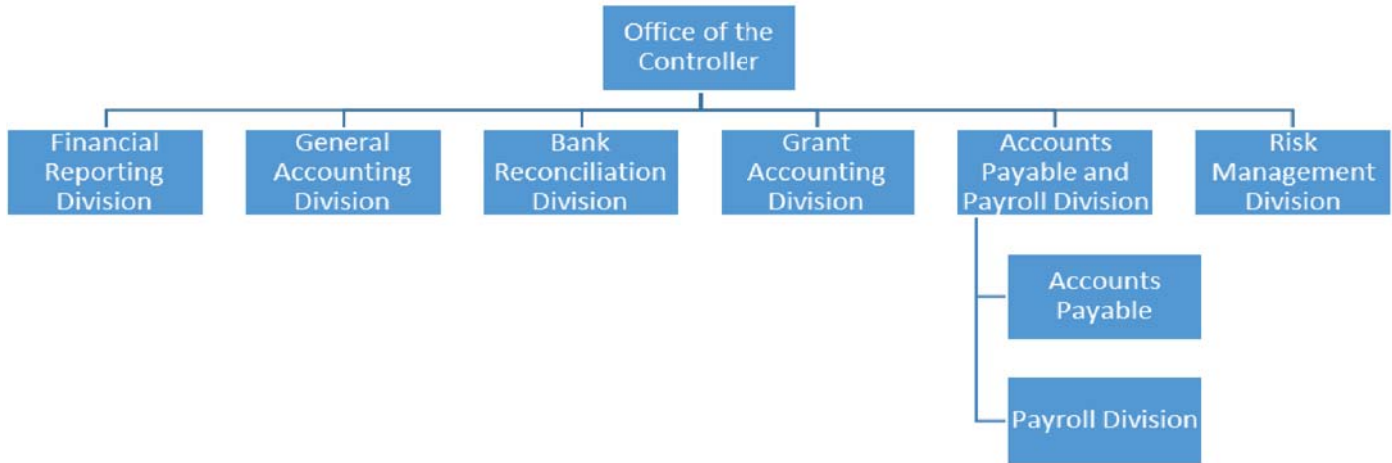
The mission of the Procurement Policies and Procedures Division is to develop clear and concise guidelines on acceptable procurement methods. All City departments are expected to abide by the guidelines outlined by the Procurement Policies and Procedures Division.

Functions

1. Conducts cost analysis studies to determine competitive ranges for price proposals submitted as a part of the solicitation function and process improvement studies to make changes to the contracting and procurement procedures and processes.
2. Performs revisions and updates to the current contracting and procurement rules and regulations.

OFFICE OF THE CONTROLLER

The Office of the Controller establishes, maintains and enforces the City's accounting policies, practices, and procedures. The Office of the Controller is also responsible for ensuring the City of Detroit meets all financial reporting requirements and is accountable for the integrity of the financial system and controls. This office includes the Administration Division, Financial Reporting Division, Bank Reconciliation Division, Grant Accounting Division, Accounts Payable Division, Payroll Division, and Risk Management Division.



Financial Reporting Division, General Accounting Division, Grant Accounting Division, and Bank Reconciliation Division

The missions of these Divisions is to ensure that City procedures adhere to Generally Accepted Accounting Principles (GAAP), maintains the General Ledger, issues official financial monthly and annual reports on a timely basis, responds to inquiries about transactions appearing on or missing from General Ledger reports, coordinates City compliance activities and produces the City’s Comprehensive Annual Financial Report (CAFR). Further, the Financial Reporting Division will provide accurate and complete financial data and reports that can be used by management to make informed decisions regarding the City and to provide accounting support services for departments, agencies, and grant-related activities, as well as oversee the bank reconciliation process.

Functions

1. Manages financial operations, recommends and implements sound fiscal policies, safeguards public assets and encourages a safe environment.
2. Implements and manages financial transactions to ensure adequate control of revenues and resources.
3. Maintains systems of accounting, internal controls, and segregation of duties designed to provide full disclosure of the financial impact of the activities of the City government; adequate financial information needed by the City government for management purposes; effective control over and accountability for all funds, property and other assets of the City; and reliable accounting results to serve as the basis for preparing and supporting agency and department budget requests and controlling the execution of the budget.
4. Ensures the timely and accurate payments to vendors for goods and services provided to the City.
5. Prepares analysis, interpretation and presentation of the City’s official monthly and annual financial statements and results of operations through timely, accurate and professional financial reports. These reports provide tracking against all budgeted appropriation levels, as well as public assurance as to the accountability and integrity of the use of City resources, adherence to budgetary policies and compliance with City, County, State and Federal requirements.
6. Assures the preparation of the Comprehensive Annual Financial Report, Single Audit Report of Federal Grant Programs, as well as numerous other standardized and specialized reports.
7. Monitors grant program budgets, expenditures and timelines and coordinates with program managers to ensure fiscal compliance with grantor and City guidelines.
8. Maintains record of all grant payments, performs research on all grant issues and validates records for all grant related activities based on terms and conditions of grants.
9. Administers grant records and evaluates financial reports to analyze annual progress with regard to grant expenditures.
10. Provides oversight on the maintenance and documentation of grant-related billing spreadsheets and cost allocation calculations; makes recommendations on cost control for various grants.
11. Reconciles General Ledger transactions to bank statement detail and investigates discrepancies.

12. Maintains official list of bank and investment accounts for the City and acts as the official bank contact regarding various items.

Accounts Payable Division

The mission of the Accounts Payable Division is to ensure all payments and reimbursements processed by the branch are done timely, accurately and in compliance with the City of Detroit; along with federal and state rules and regulations, with excellent customer service and a commitment to continuous process improvement.

Functions

1. Verifies and approves procurement documents and processes vendor invoices and check requests completely and accurately.
2. Runs preliminary disbursement files and performs analysis to identify invoices to be paid in accordance with bankruptcy rules, court orders, etc.
3. Finalizes approved disbursement files for check run and selects approved invoices for payment in Oracle based on final approved disbursement files.
4. Performs variance analysis on actual disbursements and approved disbursements and investigates variances.
5. Prepares and reviews weekly accounts payable aging report and holds report and effectively communicates results with departments.
6. Corresponds with vendors, department directors, the Office of Contracting and Procurement, the Office of Budget and the Emergency Manager's Office to resolve payment issues.
7. Maintains expenditure controls to limit deficit spending.
8. Ensures controls are in place to prevent spending without approved purchase orders and any expenditures above agency budgeted appropriation levels.
9. Performs other bankruptcy related activities as necessary.

Payroll Division

The mission of the Payroll Division is to ensure that employee timekeeping is conducted accurately and timely; employees are paid accurately and timely with the correct withholdings and deductions; withholdings and deductions are remitted in a timely manner; and payroll transactions are properly recorded in the general ledger.

Functions

1. Develops the system specification requirements for an integrated personnel and payroll system in conjunction with the Department of Innovation and Technology.
2. Records employee time accurately and expediently.
3. Provides timely and accurate payroll disbursements to City employees, accounts for payroll deductions and issues W-2 statements to account for pre-tax and post-tax benefits.
4. Maintains official payroll and leave records.
5. Collaborates and cooperates in conjunction with the Human Resources Department to maintain the Human Resource Management systems.

Risk Management Division

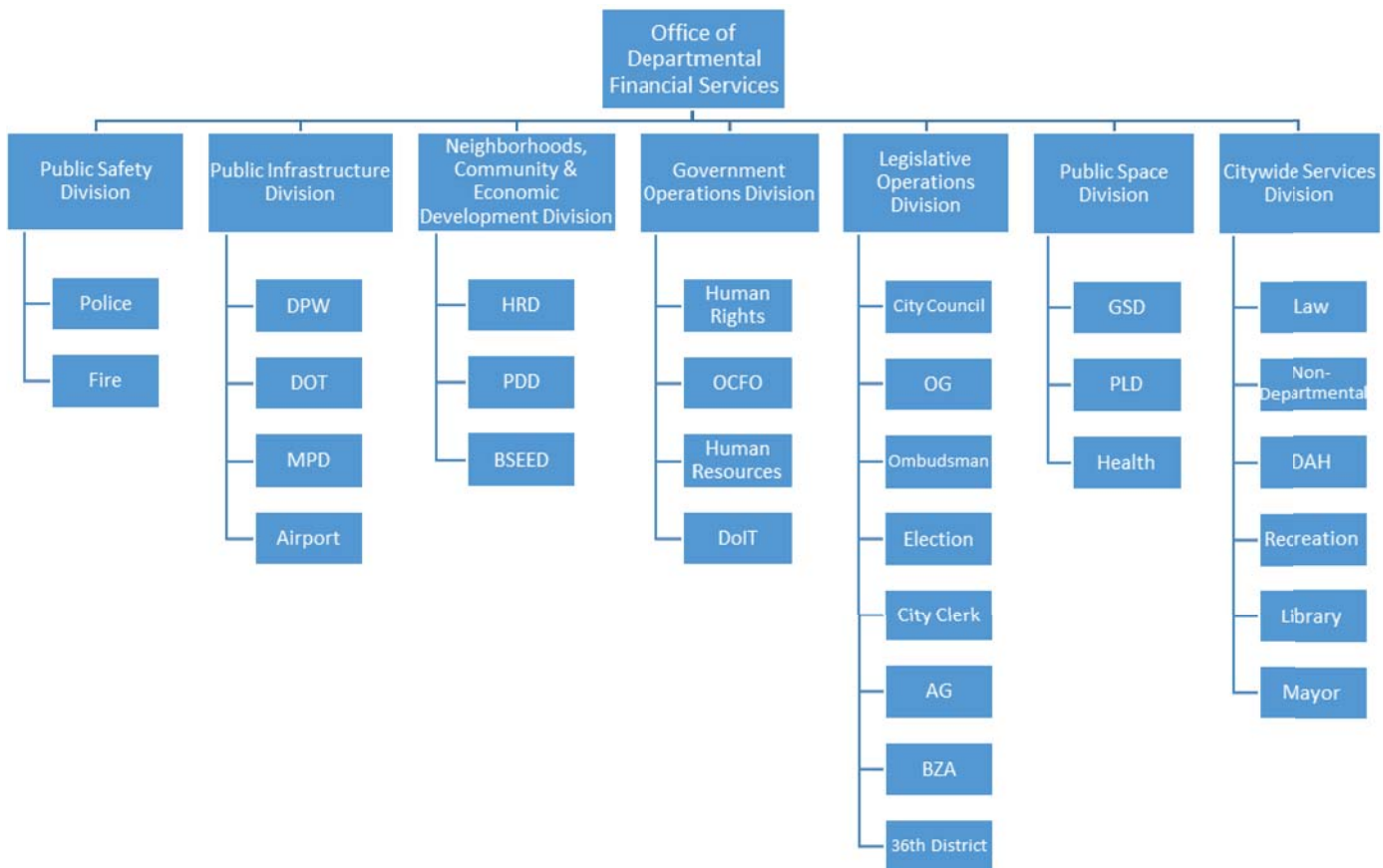
The mission of the Risk Management Division is to effectively prevent, control and minimize the City's financial risk while providing optimum services to the City's employees and its citizens through the centralized administration of healthcare, safety, loss control, employee benefit and other risk management programs. This division includes the Benefits Branch, Health & Safety Branch, Workers' Compensation Branch, and Unemployment Branch.

Functions

1. Provides accurate and timely risk management advice to agencies and departments concerning exposure to risk through the evaluation of best methods of funding exposure to loss, transferring contractual risk under indemnification/hold harmless agreements and methods and techniques to avoid financial risk and exposure.
2. Manages or monitors the workers' compensation program.
3. Develops or manages the development of a worker safety program to decrease on the job work-related injuries.
4. Manages benefit administration activities for the City of Detroit current active employees and retirees.
5. Manages administration of unemployment insurance.
6. Ensures compliance with all City and State laws and ordinances requiring funding levels / floors for restricted funds.

OFFICE OF DEPARTMENTAL FINANCIAL SERVICES

The mission of the Office of Departmental Financial Services is to serve as a strategic financial partner to City agencies, assure the effective management and financial integrity of agency operations by developing, implementing and monitoring city-wide and department-wide plans, policies and systems in the areas of budget administration, program analysis/evaluation, finance and accounting, internal controls, financial systems, grants management, strategic planning, and performance metrics. Agency Chief Financial Officers (“Agency CFOs”) will develop, track, and provide actionable data to assess the performance of City operations.



Functions

1. Acts as a strategic financial partner to each City agency Director and works in conjunction with the Director and Office of Financial Planning and Analysis to develop, implement and maintain a financial and operational infrastructure which

supports the core mission of the agency, produces meaningful data for key internal and external constituencies and affords sound business decisions.

2. Provides oversight of each City agency with respect to financial and operational data and oversees the preparation and analysis of budgets, monitoring of project plans, tracking of budget to actual spending and integration of budgeted/actual financial data with agency operational data, among other items.
3. Prepares the financial plan and budget for City agencies in conjunction with the agency Director, the Office of Budget and the Office of Financial Planning and Analysis.
4. Monitors and analyzes agency financial performance on a monthly basis and is held accountable to staying within budget appropriations. Based on the results of these monitoring activities, identifies changes in program priorities, program expenditures or receipt of outside funding sources and prepares budget amendments as appropriate. Submits and justifies all supplemental spending requests timely to the Office of Budget for City Council approval.
5. Tracks, monitors and reviews the Plan of Adjustment to determine compliance with revenue forecasts, spending projections and other financial and operational related issues. Assesses the achievement of Plan of Adjustment goals and objectives. Develops strategies to address financial and operational shortfalls.
6. Prepares the multi-year Capital Budget and Plan in collaboration with departments/agencies, the Office of Budget, and other planning organizational entities. Makes adjustments to the Capital Budget based on changes in priorities, funding sources and levels.
7. Coordinates with the Office of the Controller and City departments and agencies to enforce accounting policies, procedures, and practices to ensure accurate and reliable accounting, financial reporting, payroll, accounts payable and risk management.
8. Coordinates with the Office of the Treasury and City departments and agencies to manage and forecast cash receipts and disbursements and collect revenue.
9. Coordinates with the Office of Contracting and Procurement and City departments and agencies contracting and procurement activities within City agencies. Coordinates with Office of Contracting and Procurement the preparation of an annual contracting and procurement plan for each of the departments and agencies.
10. In conjunction with the Office of Grants Management, provides oversight and guidance on agency grants, monitors program budgets, expenditures and timelines and coordinates with program managers to ensure effectiveness of programs.

OFFICE OF FINANCIAL PLANNING AND ANALYSIS

The mission of the Office of Financial Planning and Analysis (OFPA) is to perform strategic planning, financial and operational analysis, budget preparation and analysis, and other critical analysis to support the City of Detroit. Additionally, OFPA will develop, track, and provide actionable data to assess the performance of City operations.



Evaluation & Review Division

The mission of the Evaluation & Review Division is to assist agencies/departments to evaluate programs and to establish and use performance measures to improve the quality, effectiveness, and efficiency of City services while minimizing the cost of program delivery.

Functions

1. Implements procedures and institutes programs, systems, and policies to ensure that budget, accounting and control systems and structures are aligned to and support programmatic outcomes synchronized for budgeting and control purposes. Determines what information is needed to achieve outcomes.
2. Provides independent analysis and evaluation of resource allocation issues and operational issues.
3. Produces financial and operational data for both internal and external use.
4. Tracks, monitors and reviews the Plan of Adjustment to determine compliance with revenue forecasts, spending projections and other financial and operational related issues. Assesses the achievement of Plan of Adjustment goals and objectives. Develops strategies to address financial and operational shortfalls.
5. Ensures the integration of budget and actual financial data with agency/department operational data.
6. Performs routine benchmarking of municipal and private sector organizations to promote continuous improvement.
7. Provides financial planning and analysis assistance to City departments and agencies.
8. Develop performance standards for City departments and agencies.

ERP Technology Interface & Monitoring Division

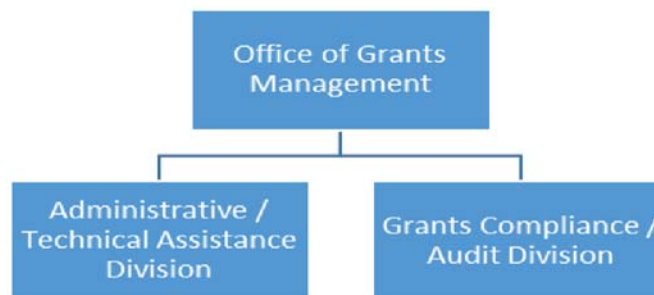
The mission of the ERP Technology Interface & Monitoring Division is to ensure a smooth transition to and ongoing maintenance of the new ERP solution, resulting in stability and continuous improvement and continuous evaluation of future implementation of other purchased but unused modules.

Functions

1. Provides independent analysis and evaluation of resource allocation issues and operational issues.
2. Identifies and modifies ERP technology interfaces and departmental/agency monitoring systems to drive the availability of actionable and accurate information to make sound decisions.

OFFICE OF GRANT MANAGEMENT

The mission of the Office of Grants Management is to strategically oversee, coordinate, source, and administer grants for the City of Detroit by establishing processes that support end-to-end grants management activities consistent with federal, state and local requirements, thereby, achieving the greatest use and accountability of grant dollars.

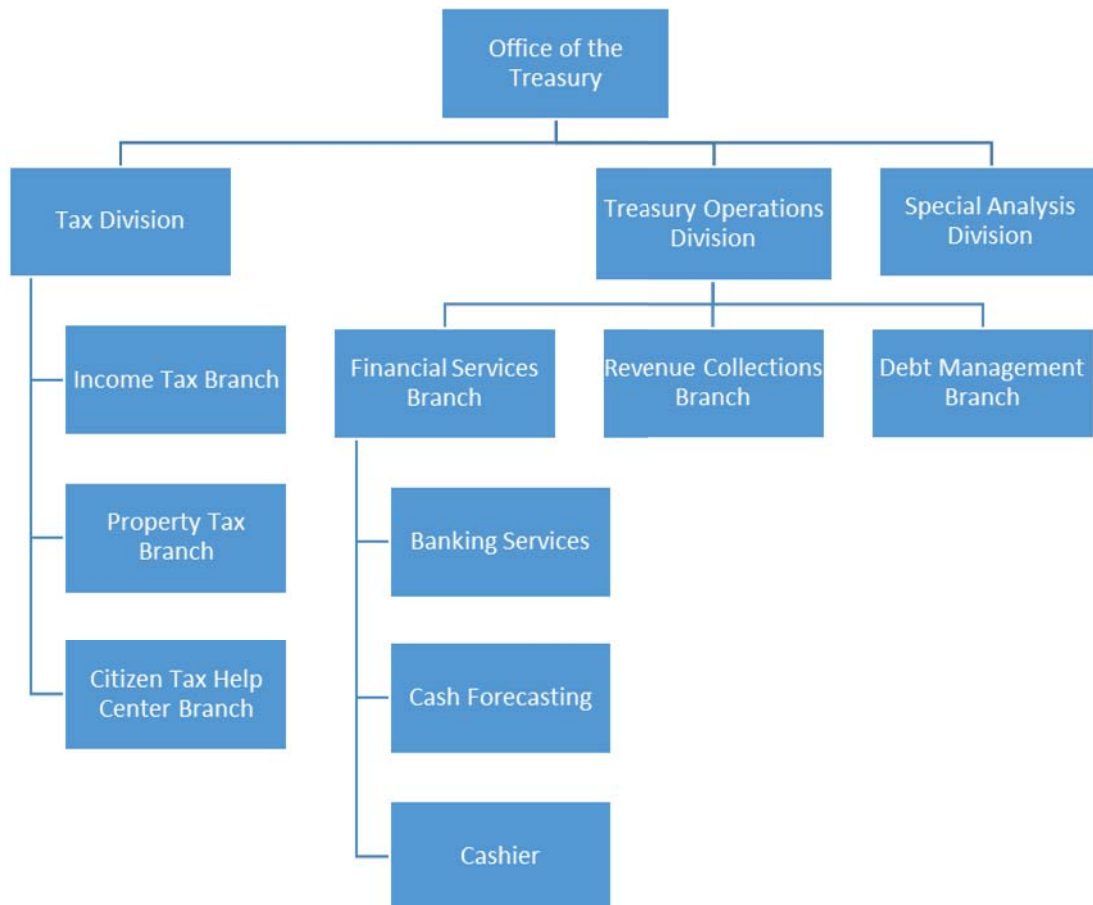


Functions

1. Provides strategic oversight and guidance to grantee departments and ensures all requirements and conditions of the grant are being met.
2. Strategically consults with City departments and agencies to identify and source new grants from federal, state and local organizations. Identifies potential grant opportunities that meet the needs and priorities as defined by City agencies. Coordinates and project manages grant pursuit activities.
3. Initiates corrective action to eliminate or correct noncompliance issues with grant requirements that are generally found through the review procedures of monitoring, reconciliation or verification. Examples of noncompliance include, but are not limited to: incorrectly administering or improperly following guidelines or procedures; required by grantor; incorrectly or improperly following a statute, rule or policy; or grant agreement conditions.
4. Handles all matters relating to the notice of the grant award from the grantor, including communication to key stakeholders and notification to City Council.
5. Interprets grants policies as they relate to the grant award process, maintains a repository of all official grant award records for audit purposes and oversees post award fiscal and administrative issues.
6. Responds to grantor inquiries concerning the use and disposition of grant funds and programs supported.

OFFICE OF THE TREASURY

The mission of the Office of the Treasury is too effectively, timely and accurately collect and record all taxes, special assessments, fees and other monies received by the City of Detroit; act as the custodian of all funds and other assets belonging to the City; and disburse all funds as authorized by the City Chief Financial Officer/Finance Director. Further, The Office of the Treasury issues and manages the City’s general fund debt obligations and provides and manages low-cost debt financing of large-scale, long-term capital projects and improvements aligned with the Plan of Adjustment.



Tax Division

The mission of the Tax Division is to promptly collect the proper amount of taxes and special assessments.

Income Tax Branch

The mission of the Income Tax Branch is to administer and enforce the Uniform City Income Tax Ordinance and the Uniform City Utility Users Tax Ordinance efficiently and equitably; provide exceptional customer service; and maximize compliance and revenues.

Functions

1. Collects all income and utility user taxes.
2. Invoices and collects all delinquent income and utility user taxes.
3. Processes all Income Tax refunds and maintains accurate records of required refunds.
4. Processes all escheats as required under State of Michigan laws.
5. Ensures enforcement of the income and utility users' tax ordinance.
6. Performs audits of corporate and individual income tax filers.
7. Processes tax clearances.
8. Provides tax payer assistance.
9. Prepares monthly, quarterly and annual estimates of all income tax revenues.

Property Tax Branch

The mission of the Property Tax Branch is to administer accurately and efficiently the billing, collection and reporting of property tax revenues levied as directed by Michigan State Law and the City of Detroit Charter and to coordinate the timely and accurate administration of refunds and adjustments to taxpayers in a prompt, efficient, and courteous manner.

Functions

1. Collects all property taxes.
2. Prepares property tax bills.
3. Processes mail payments and electronic payments.
4. Performs fee billing and fee receipting.
5. Coordinates with Wayne County for delinquent City tax and fee billing and processes Michigan Tax Tribunal (MTT) refunds.
6. Processes NSF checks and performs refund check verification.
7. Prepares monthly, quarterly and annual estimates of all property tax revenues.
8. Analyzes and processes property tax and capture district revenues.

Citizen Tax Help Center Branch

The mission of the Citizen Tax Help Center Branch is to provide consistent, best-in-class support, by managing, resolving, and preventing problems efficiently using innovating technology; communicating effectively; and exceeding customer expectations to ensure quality collections.

Functions

1. Provides centralized citizen services through a centralized customer service center and call center to offer assistance with income taxes both personal and corporate, real property taxes, special assessments, and other inquiries related to payments to the City.
2. Addresses customer complaints and strives to identify resolutions, while maintaining a positive attitude.
3. Processes and files general documentation resulting from customer inquiries.

4. Understands all citizen interactions that occur in CAYMC and troubleshoots as appropriate.

Treasury Operations Division

The mission of the Treasury Operations Division is to provide the highest quality municipal treasury services by maintaining strict financial oversight over cash management operations, promptly collecting the proper amount of licensing fees and other revenues from other revenue sources and issuing and managing the City's general fund debt obligations.

Financial Services Branch - Banking Services Branch

The mission of Banking Services is to maintain responsibility for ensuring that all City cash disbursements are properly managed. In addition, Banking Services will manage cash balances effectively so City obligations are adequately funded, idle cash is invested, and a return on investment is commensurate with allowed risk.

Functions

1. Manages all City cash disbursements. Reports the City's cash position on a daily basis. Manages incoming and outgoing wire transfers.
2. Performs a variety of financial transactions that concentrate money collected by the City into the City's banks of record and certifies all contracts and leases prior to execution as to the availability of funds to meet the obligations expected to be incurred by the City.
3. Prior to payment, certifies and approves all bills, invoices, payrolls and other evidence of claims, demands or charges against the City government and determines the regularity, legality and correctness of such bills, invoices, payrolls, claims, demand or charges.
4. Ensures all cash transactions are in compliance with City of Detroit Finance Directives and all cash movements are entered into the General Ledger.

Financial Services Branch - Cash Forecasting

The mission of Cash Forecasting is to oversee the financial management of the City by planning its future cash requirements to avoid a crisis of liquidity by promptly and accurately developing, maintaining, and tracking the short, medium and long-term cash flow forecasts for the City.

Functions

1. Prepares the official consolidated weekly, monthly and annual cash flow forecasts for the City and all City agencies; Compiles and collects forecasts from various City agencies.
2. Develops budget to actual cash flow forecasts.
3. Maintains, and tracks the short, medium and long term cash forecasts for all City funds (i.e. restricted and unrestricted).
4. Identifies potential shortfalls in cash balances in advance.
5. Ensures that the City can afford to pay vendors and employees.
6. Develops and coordinates anticipated cash flows of the City's accounts to ensure accurate revenue forecasts and optimal investments.
7. Reports revenue and other receipts by source received by the City and submit monthly, quarterly and annual reports concerning the cash position of the City.
8. Prepares statements of cash flow of the City for the preceding month, quarter or year, including receipts, disbursements and changes in cash inclusive of the beginning balance, cash and investment.
9. Prepares trend analysis for all revenues and expenditures, as well as predictive modeling to forecast reports.

Financial Services Branch - Cashier

The mission of Cashier is to provide quality service as the City's central location for incoming revenue.

Functions

1. Collects and records walk-in payments.
2. Creates daily teller reports.
3. Performs cash receipting activities.
4. Ensures that daily cash collections and checks are deposited to the bank; Ensures that all deposit activity is recorded in the General Ledger.

Debt Management Branch

The mission of the Debt Management Branch is to provide analysis and accounting of debt instruments and investments and to continually review the financial markets and provide advice to management to maximize debt and investment positions.

Functions

1. Coordinates the structuring and issuance of short- and long-term debt at appropriate intervals and in reasonable amounts that support approved capital expenditures.
2. Manages and ensures the preparation of monthly reports reflecting a summary analysis of long-term and short-term borrowing, inclusive of debt in the current fiscal year and in successive fiscal years.
3. Determines City's overall debt capacity and provides technical assistances on new financing programs.
4. Manages the preparation of bond documents, including preliminary and final official documents.
5. Assures the timely payments of all debt obligations.
6. Ensures compliance with all terms, conditions and disclosures required by the legal documents governing the debt issuances and refunding of debt as appropriate.
7. Oversees arbitrage compliance of City bond issues.
8. Prepares monthly reports reflecting a detailed summary analysis of all City investments including: the total of investments; a detailed summary analysis of investment by type and amount; an analysis of investment portfolio mix by type and amount, including liquidity, quality/risk of each security and similar information; and any analysis of the investment strategy, including near-term strategic plans and projects of investment activity.
9. Analyzes current market trends and makes appropriate decisions on asset allocation, portfolio duration and best yield available to meet the City's investment objectives.
10. Coordinates with the Financial Services Branch to determine when to issue General Obligation Bonds, Special Revenue Bonds, or any other debt instruments, as needed.
11. Collaborates with the City's Bond Counsel to compile the required data and financial reports for debt issuance.

Revenue Collections Branch

The mission of the Revenue Collections Branch is to maintain responsibility for receipting, depositing and accounting for all non-tax related funds for the City of Detroit. It will serve as the central processing area for the City's receivable activity and will collect the revenues fairly, equitably and in a timely framework to exercise greater control over cash flow and liquidity to keep the City financially stronger and viable.

Functions

1. Provides timely billing and collection services on behalf of City departments.
2. Invoices and collects all delinquent non-tax revenues.
3. Receives and verifies invoices and requisitions for goods and services.
4. Processes payments received and maintain current listing of accounts receivable.
5. Verifies that transactions comply with financial policies and procedures.
6. Collects delinquent accounts and monitors delinquent collection vendors.
7. Performs write-offs of uncollectible accounts receivable.
8. Assists with bankruptcy-related activity, which includes filing claims and other administrative tasks.

9. Prepares quarterly re-estimates of the revenues and transmits these re-estimates to the Office of Budget and Office of Financial Planning and Analysis.
10. Ensures all City deposits are entered into the General Ledger upon receipt on a daily basis; A triage team oversees and triages all deposits / receipts to ensure each item is recorded and properly accounted for.

Special Analysis Division

The mission of the Special Analysis Division is to develop detailed reports and analyses that will assist management in identifying and allocating property tax distributions.

Functions

1. Runs reports to identify the amount of money that should be distributed to each of the capture districts.
2. Performs journal entries to account for the distribution of tax dollars for the capture districts.
3. Understands the requirements of each capture district in order to accurately capture the required dollars.
4. Monitors / manages when capture districts are created, set to expire, and complete capture.

OMBUDSMAN, OFFICE OF THE

Coleman A. Young Center, Suite 114 (48226)
(313) 224-6000
www.detroitmi.gov
ombudsman@detroitmi.gov

The City of Detroit Office of the Ombudsman was established by City Charter referendum in November 1973. In 1974, the agency became operational, and in 2012, Detroit voters reaffirmed their support for the agency to receive and investigate complaints against City Departments, and make recommendation to resolve those complaints.

The mission is to serve residents, property owners, businesses, and visitors by investigating complaints received and seeking resolutions, in order to improve service delivery and quality of life. Any person can contact the Office of the Ombudsman regarding an act or omission of a city department by phone, fax, email, or in person.

Agency goals includes:

1. Providing efficient, quality and user-friendly services to the public;
2. Restoring confidence in government;
3. Identify inadequate, archaic, governmental policies;
4. Analyze data, publish reports and newsletter, and submit recommendations; and
5. Increase use of technology and expand agency access through social media.

All reports, recommendations, newsletters, and complaints are posted on the Ombudsman Web site which can be accessed through the City's Web page.

PLANNING AND DEVELOPMENT DEPARTMENT

Coleman A. Young Municipal Center, Suite 808 (48226)
(313) 224-1339
(313) 224-1310 Fax

MISSION:

The mission of the Planning and Development Department is to provide a vision for the physical, social and economic development of the City.

DESCRIPTION:

The Planning and Development Department (PDD) are responsible for developing, maintaining and interpreting Detroit's Master Plan via advance planning, current planning and technical planning services; comprehensive development strategies;

community-based specific area development strategies; community planning services over Detroit's 10 geographic subareas; demographic and land use projections: community access to information, and data and computer mapping services.

AGENCY GOALS:

1. Regulate land use as per the City's Master Plan.
2. Provide data, analysis and information resources for Housing & Revitalization Department (HRD), other City agencies and to the general public.
3. Ensure and assist with compliance with the City zoning ordinance.
4. Facilitate and provide information about the sale of city-owned property.

AVAILABLE PUBLIC PUBLICATIONS:

(Fees may apply):

1. Master Plan – Comprehensive plan for the overall development and conservation of the City of Detroit.
2. Existing and future land use maps.
3. A variety of publications and maps showing demographic, socioeconomic and physical data for the city.
4. Planning reports of all geographic sectors of the city, program reports, the "Introduction and Synopsis" overview report and the Overall Economic Developments Plan.
5. Reports and research pertaining to the 2000 Census.
6. Empower Zone application and strategic plan.

(Detroit City Charter Sec. 6-201 to 6-205)

POLICE DEPARTMENT

Detroit Public Safety Headquarters
1301 Third Street, Suite 7S-751 (48226)
(313) 596-1800

The Police Department is responsible for preserving public peace, preventing crime, arresting offenders, protecting the rights of persons and property, guarding the public health, preserving order, and enforcing the law.

Pursuant to the Charter of the City of Detroit, the Police Department is headed by an 11- member Board of Police Commissioners. Seven members of the Board of Police Commissioners are elected from each non-at-large district; the remaining four members are appointed by the Mayor with the approval of the City Council and serve a five-year term. The Board's powers and duties include establishing policies, rules, and regulations in consultation with the Chief of Police and with the approval of the Mayor; reviewing and approving the Police Department's budget before its submission to the Mayor; receiving and resolving, as provide by the Charter, any complaint concerning the operation of the Police Department and forwarding all allegations of criminality to the appropriate internal or external law enforcement agency for investigation; acting as final authority in imposing or reviewing discipline of departmental employees.

The Board's weekly meetings are generally open to the public. The Board in its discretion may convene a closed Executive Session of the Board of Police Commissioners, subject to the requirements of the Michigan Open Meetings Act. The written minutes of each board meeting are available to the public upon request.

The Chief of Police is the Chief Executive Officer of the Police Department and serves at the pleasure of the Mayor. The Chief of Police directs the day-to-day operations of the Police Department under the policies, rules, and regulations established by the Board of Police Commissioners. The charter-imposed duties of the Chief of Police include recommending rules, regulations, and procedures to the Board of Police Commissioners for their approval; preparing an annual budget for the Police Department; hiring, evaluating, commending, transferring, directing, and discipline employees; keeping and controlling all property, books, records, and equipment belonging to the Police Department or being held on evidence; submitting an annual report of departmental operations to the Board of Police Commissions for forwarding to Mayor, City Council, and the public; presenting an annual operations improvement plan; and appointing necessary deputy chiefs with the consent of the Board.

The First Assistant Chief of Police heads the Office of the Chief of Police and all subordinate departmental entities. In the absence of the Chief of Police, the First Assistant Chief shall assume the duties and responsibilities of the Chief of Police in addition to any other duties and responsibilities which may be delegated by the Chief of Police or which are set forth in departmental rules, regulations, orders, or procedures.

The Police Department is compartmentalized into two principal operations—the Office of Support Operations and the Office of Neighborhood Policing Operations. Each operation is overseen by an Assistant Chief. Assistant Chief over operations ensures that the respective operation maintains the appropriate organizational structure and operates in a manner consistent with department rules, regulations, orders, and procedures.

Each operation of the Police Department is further compartmentalized into the following bureaus:

- The Neighborhood Policing Bureau – East
- The Neighborhood Policing Bureau – West
- The Detective Bureau
- The Technology Services Bureau

Each bureau may be overseen by a sworn deputy chief, non-sworn deputy chief, or a director. The principal function of a bureau is to provide oversight to subordinate commands and to develop strategies that will improve the delivery of police services.

The Neighborhood Policing Bureau – East is responsible for the delivery of police service to the downtown area, 3rd Precinct, 5th Precinct, 7th Precinct, 9th Precinct, and 11th Precinct. The Neighborhood Policing Bureau-West is responsible for the delivery of police services to the 2nd Precinct, 4th Precinct, 6th Precinct, 8th Precinct, 10th Precinct, and the 12th Precinct. Each police precinct and the downtown area is headed by a designated commanding officer, who is responsible for deploying personnel according to the service needs of each precinct’s sectors and scout car areas. Supervisory officers are delegated authority to help ensure that patrol officers service their assigned area in a manner consistent with the commanding officers expectations.

The Detective Bureau is responsible for directing, coordinating, and ensuring the efficient operation of the departmental functions relating to detection, apprehension, and prosecution of criminals. The Detective Bureau is also responsible for assigning specialized patrol services, deploying emergency resources, tactical and strategic planning, and coordinating enforcement efforts to suppress youth crime activities.

The Technology Services Bureau is responsible for maintaining all technology within the Police Department, monitoring developments in technology that may be conducive to law enforcement operations, and making appropriate recommendations to the appropriate assistant chief.

The rules and regulations of the Police Department are codified in the Police Department Manual, the manual is available upon request. The Police Department prepares and publishes an Annual Report, which contains a summary of department activities for the year along with crime statistics and other information. The Annual Report will be made available online. The Police Department also publishes a number of crime prevention pamphlets in an ongoing effort to educate the public in crime prevention. The pamphlets are free and available at any police precinct. The Police Department also offers crime prevention programs for residents and other stakeholders.

DISTRICT LOCATIONS

2 nd Precinct	13530 Lesure	596-5200
3 rd Precinct	2875 W. Grand Blvd.	596-5300
4 th Precinct	4700 West Fort	596-5400
5 th Precinct	3500 Connor	596-5500
6 th Precinct	11450 Warwick	596-5600
7 th Precinct	3501 Chene	596-1110
8 th Precinct	11450 Warwick	596-5800
9 th Precinct	11187 Gratiot	596-5900
10 th Precinct	12000 Livernois	596-1000
11 th Precinct	5100 E. Nevada	596-1110
12 th Precinct	1441 W. Seven Mile Rd.	596-1200

Records principal function is to serve as the Police Department’s central repository of all police reports. Records also provides a number of other services, such as processing permits to purchase firearms, applications for concealed weapons

permits, providing clearance letters for both Detroit and non-Detroit residents, fingerprinting, and sex-offender registry. The cost for these services are as follows:

Accident Reports	\$10.00
Police Reports	\$10.00
Letter of Clearance (Detroit resident)	\$10.00
Letter of Clearance (non-Detroit resident)	\$10.00
Fingerprinting	\$15.00 (per card)
Sex Offender Registry	\$50.00

Records are located at 2875 W. Grand Blvd. Business hours are from 8:00 a.m. - 3:45 p.m., Monday through Friday.

PUBLIC LIGHTING DEPARTMENT

1340 Third Street (48226)
(313) 267-4100

The Public Lighting Commission was created by an act of the legislature dated March 18, 1893. Located originally on Randolph Street at the Detroit River, a power plant of 1000 kilowatts capacity was constructed in 1895 to supply power to the street lighting system and public buildings. In 1927, all electrical generation was transferred to the Commission’s Mistersky Power Station on West Jefferson Avenue, with a capacity of 60,000 kilowatts. Through periodic expansion, the electrical generating capacity of the Mistersky Power Station was increased to 184,000 kilowatts by 1979. A power interchange line of 80,000 kilowatts capacity connects the Mistersky Power Station to the Detroit Edison Company (DTE). In addition, the Herman Keifer Heating Plant was operated by the Department.

In accordance with the City Charter adopted by the electorate in 1973, the name of the Public Lighting Commission was changed on July 1, 1974 to the Public Lighting Department.

The municipal street lighting system grew from fewer than fifteen hundred lamps in 1895 to 88,000 lamps as of July 1, 2010.

With a city-wide power distribution system, the Department served over 480 public buildings. Among the Public Lighting Department’s customers were various City of Detroit Departments, the Detroit Board of Education, Wayne State University, Joe Louis Arena, Wayne County Community College, Cobo Hall and other agencies of Federal, State and County government.

On July 1, 2014 the Public Lighting Department ceded its customer base to DTE Energy contribution grid while they construct a new parallel Distribution grid compatible with their infrastructure. DTE Energy incurs all cost in maintaining the Public Lighting Department’s distribution grid.

In 2013 the Public Lighting Authority, a quasi-governmental unit, was established under legislation enacted by the State of Michigan. The Public Lighting Authority is in the process of modernizing street lighting throughout the City of Detroit and maintaining the new street lights.

The Public Lighting Department presently employs 5 persons. The Department is enabled to maintain and repair street lights not yet modernized by the Public Lighting Authority on any street or in any alley as deemed necessary by the department or upon investigation of request by Detroit citizens or their organizations.

Citizens can call the following numbers for assistance:

Street Lights out.....267-4100
Report Wires down..... (800) 477-4747

(Detroit City Charter Sec. 7-1201 to 7-1204)

PUBLIC WORKS, DEPARTMENT OF

Coleman A. Young Municipal Center, Suite 611 (48226)
(313) 224-3901

MISSION STATEMENT: To provide excellence in the delivery of essential environmental and infrastructure services, thereby ensuring a safe and clean environment for our customers in a cost efficient manner.

The Department of Public Works was established in 1874. The department is responsible for collection and disposal of waste, street maintenance, engineering, snow and ice removal, and installation and maintenance of traffic signs, traffic signals, and markings on city streets.

There are five (5) divisions within the department. The direct service divisions are Solid Waste, Street Maintenance, City Engineering, Traffic Engineering, and Administration.

The City Charter provides for the appointment, by the Mayor, a director and deputy director.

The director is responsible for establishing policies and procedures for the operation of the department. The Department of Public Works shall:

1. Provide for the management and collection of garbage and debris.
2. Except as otherwise provided by law or charter, cooperation with other city departments and regional agencies to enforce environmental ordinances of the City of Detroit Code and other environmental statutes.
3. Provide for the construction, maintenance and engineering design of streets and alleys.
4. Plan, establish and maintain systems and devices for safe and expeditious regulation and control of traffic within the city.
5. As provided by law or ordinance, perform other functions necessary to improve the quality of the environment.

The deputy director assists the director in formulating policies, plans and procedures for the department. The deputy director coordinates and directs the various operations in accordance with the City Charter provisions and acts for the director in the director's absence.

Solid Waste Division

The Solid Waste Division provides for the collection and disposal of waste generated by residential homes and commercial establishments in the city and for related code enforcement, engaging accepted industry standards to collect, process, and dispose of refuse, yard waste, and recyclable material. Tasks performed include weekly residential refuse collection, annual commercial inspections, commercial refuse collection, Bi-Weekly bulk collection, Bi-Weekly recyclable material collection, debris removal, and yard waste collection. Through the department's Environmental Enforcement Unit, commercial establishments are inspected to ensure refuse disposal is in compliance with Chapter 22 of the Detroit City Code, and illegal dumping and other solid waste handling will be enforced in coordination with refuse collection activities.

The Environmental Enforcement Section of the Solid Waste Division enforces both Chapter 9 (Property Maintenance) and Chapter 22 (Solid Waste) of the City of Detroit Municipal Code through blight violation. Environmental Enforcement also promotes the prevention of environmental rodent infestations through baiting and the dissemination of information.

Street Maintenance and Construction Division

The Street Maintenance Division provides street and alley repairs, major street cleaning, snow removal, residential street resurfacing, and facilitation of street closures.

Traffic Engineering Division

The Traffic Engineering Division is responsible for installing and maintaining traffic control devices, pavement markings, and street layouts to make the street system safe and reasonably fit for public use. We ensure the safe and expeditious flow of traffic through the installation and maintenance of traffic control devices, traffic signals, parking control devices, geometric improvements, and pavement markings. Activities fall into the broad areas of evaluation requests for changes in the street system, including traffic signals and street signs, planning and reviewing the geometric changes in the street system to accommodate new development projects; and interfacing with other highway planning. This division is also responsible for the maintenance of traffic signals under the city's jurisdiction. In addition, this division reviews the requests for

permits to use street right-of-way for facilitating construction projects of special events and reviews all traffic plans/geometric design associated with new developments.

The division's Traffic Sign Shop is responsible for installation and maintenance of signs and pavement marking. Daily activities include processing of citizen requests relating to traffic control and parking control signs (including handicap signs) and traffic signal installations/modifications.

All requests regarding the changes to the traffic controls or parking controls can be submitted in writing to the City Traffic Engineer, 2633 Michigan Ave., Detroit, MI 48216. All requests regarding repairs to traffic controls or parking control signs can be made by calling 224-1610 or 224-1811 between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. All requests regarding new installation/renewal of handicap signs can be made by visiting Traffic Sign Shop located at 2425 Fenkell Ave. between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday, 313-628-2930.

(Administering the division's responsibility and duties is mandated by the 1973 Detroit Charter (Chapter 14) and reiterated in detail in chapter 55 of the 1984 Detroit City Code.)

City Engineering Division

The City Engineering Division is responsible for all City public works engineering, except for that related to water and sewerage facilities and street lighting, which are the responsibility of the Water & Sewerage Department and the Public Lighting Department respectively. This division is also responsible for regulating work performed in the public right-of-way.

City Engineering Division responsibilities include the design, engineering, contract preparation and construction supervision for a variety of public works projects; including the construction of public buildings, roads, bridges, sidewalks and other construction in the public right-of-way. The division is also responsible for the maintenance of official city maps and prepares land surveys for construction and condemnation proceedings.

The City Engineering Division issues permits for the construction impacting the public right-of-way and issues permits for the construction of sidewalks and driveway approaches, curb cuts, encroachments into the public right-of-way, temporary street and alley closing, wide and overload hauling within the city limits, barricade construction, spur railroad track construction and snow plow vehicles. The division assigns house numbers for new building construction and issues notices to property owners for the repair or replacement of defective sidewalks.

The division can provide copies of the official cartographic city maps at cost; can furnish street or alley right-of-way information, official city vertical control survey data; and longitude and latitude data for a Federal Communications Commission permit applications. This division can also provide information on street and alley closing petitions and processes.

RECREATION DEPARTMENT, DETROIT

18100 Meyers Road (48235)
(313) 224-1129

Overview

Under an act of Congress, the Governor and Judges of Michigan established several spaces and parks for the public's enjoyment such as Grand Circus Park, Campus Martius, and others. By 1806, the foundation for the Detroit Park System was firmly established. Cadillac Square was used for Farmer's Market from 1841-1891. Belle Isle was purchased in 1879. Several of the City's larger parks, Palmer, Clark and Rackham Golf Course, were developed on land donated by generous public spirited citizens. By 1910, there were over 20 parks - nearly 2000 acres - valued at more than \$10 million.

The first recreation program was established in the basement of a school in 1899. A Recreation Commission was created by Charter Amendment in 1914 and the first superintendent appointed in 1915. A variety of titles were used to define the Department until 1974, when the new City Charter designated it the Recreation Department.

The director and deputy director are appointed by the Mayor. All other certified staff are selected through the City's Human Resources Department on the basis of examinations and/or interviews. Seasonal and contractual staff complement the corps of salaried staff as needed in an effort to provide ongoing quality recreational services.

The City of Detroit's Recreation Department manages and operates parks and leisure facilities by planning and conducting organized programs within the department, and to the extent possible, by coordinating various other recreational opportunities that are offered in the city. The department is also responsible for an extensive year-round program for controlling, managing and improving park land under its jurisdiction, and for construction as well as repair of city-owned

recreation buildings, equipment and park areas. Also owned and under the department's operational jurisdiction are two (2) marinas, four (4) golf courses, and three (3) cemeteries.

The Recreation Department owns and operates two (2) premiere outdoor entertainment venues, the Chene Park Amphitheatre, which hosts concerts and other events, and Hart Plaza, hosting diverse entertainment, festivals and special events. Both of these venues receive a combined total of over several million visitors annually.

Recreation provides rental opportunities to citizens of Detroit. Through such, support services for celebrations via the facilitation of parks and athletic event permits is extended to organizations, families, community groups and churches.

Butzel Family Center and Northwest Activities Center are units of city government under the jurisdiction of the Recreation Department. Both are multi-service centers, housing numerous public and private agencies that bring health and social services directly into the neighborhood for easier community access. Additionally, each offer recreational activities as well as space for community meetings and special events. Butzel Family Center is managed by a Mayoral appointee.

Operations Division

This division provides constructive leisure-time programs and activities for all age groups in the physical, cultural and social areas of recreation. Fun, adventure, companionship and an opportunity for self-expression are offered through a wide choice of year-round activities in conveniently located recreation facilities, including 12 recreation centers and (7) indoor swimming pools.

Additional summer activities are scheduled at selected neighborhood parks, playgrounds and one (1) outdoor swimming pool, Brennan at Rouge Park Pool. Professional recreation instructors, augmented by part-time leadership and supervisors, organize and conduct competitive sports, swimming, physical fitness, arts and crafts, dramatics, choral, dancing, hobby and social activities for all age groups. Several programs are supported with contributed funds. These include the Fishing Derby, Easter Fun Fest and Breakfast with Santa and numerous other special events throughout the year.

In its many diverse activities, the department also conducts instrumental music classes, youth orchestra, and band and supports two summer Cultural Art Camps. In addition to a full winter indoor recreation program at 12 recreation centers, figure skating and competitive ice hockey are provided at Jack Adams Arena.

Four (4) designated senior citizen sites have been established and are fully operational with provisions for recreational, educational and social programs. Leaving no stone unturned and prided itself on inclusion, activities for physically challenged and mentally impaired adults are also offered. This division participates in and supports the Cerebral Palsy Games and the Windsor International Indoor Sports Games for physically-challenged athletes.

Operations extends its cooperation and organizational expertise and loans equipment to hundreds of private organizations, industry, and special groups that are planning and sponsoring art fairs, festivals, exhibits and competitions. Special Events, Hart Plaza Programs and the Riverfront Festivals are among the special activities coordinated by the Operations Division.

Administration Division

The Administration Division works behind the scenes to ensure the smooth and efficient administration of the Recreation Department. Staff units provide specialized services to the Recreation Department as well as to other City departments and agencies. Capital grant applications, requests for proposals and contract bid packages are prepared by the Administration Division. Administration manages and oversees Capital projects totaling millions of dollars annually and prepares the Department's Five Year Capital Agenda. This division is responsible for maintaining property records and handling new property acquisitions, leases and sales.

General Information

The Recreation Department can provide assistance in the following:

1. Recreational programs and facilities.
2. Maintenance and upkeep of recreational property and buildings.
3. Requests for additional programs and facilities.
4. Expertise in the area of leisure services to groups and organizations.
5. Information on Federal and State-funded programs being administered by this department.
6. Information on property and buildings under the Department's jurisdiction.

The Recreation Department has a limited stock of flyers and brochures on topics such as recreation center activity schedules, Detroit Recreation Camp, Chene Park Concert Series, fishing sites, and special events. These may be requested via letter, email, fax or telephone.

Recreation Centers

<i>Map No.</i>	<i>Name</i>	<i>Location</i>	<i>Phone</i>
116	Adams/Butzel	10500 Lyndon (48238)	628-0990
40	Clark*	1130 Clark (48209)	841-8534
483	Clemente	2631 Bagley (48216)	224-0228
423	Considine*	8904 Woodward (48202)	871-4673
190	Crowell	16630 Lahser (48219)	628-2050
101	Delray*	420 S. Leigh (48209)	843-0730
235	Evans*	13950 Joseph Campau (48212)	(in process)
300	Farwell	2711 E. Outer Dr. (48234)	628-2028
175	Heilmann	19601 Crusade (48205)	224-9334
229	Kemeny	2260 South Fort (48217)	628-0956
99	Lasky	13200 Fenelon (48212)	628-2030
234	Lenox	100 Lenox (48215)	628-2036
138	Patton	2301 Woodmere (48209)	628-2000
	Tindal*	10301 W. Seven Mile (48221)	(in process)
500	Williams	8431 Rosa Parks Blvd. (48206)	628-2039
499	Young	2751 Robert Bradby Dr. (48207)	628-0995
<u>Outdoor Pools (Summer Only)</u>			
Brennan Pool		Rouge Park	653-0621
<u>Multi-Service Community Centers</u>			
Butzel Family Center		7737 Kercheval (48214)	628-2100
Northwest Activities Center		18100 Meyers (48235)	578-7500
<u>All-City Venues</u>			
Chene Park		Foot of Chene at Atwater	393-0292
Eastern Market		2934 Russell Street (48207)	833-9300
Historic Fort Wayne		6325 W. Jefferson (48209)	628-0796
Rouge Stables*		11701 Burt Rd. (48228)	838-2727
<u>Waterfront Locations</u>			
Hart Plaza		E. Jefferson & Woodward (48226)	877-8057
Henderson Marina		E. Jefferson & Marina Dr. (48214)	628-2034
Riverside Launch Ram		Foot of W. Grand Blvd. (48216)	224-1824
St. Jean (Reids) Ramp		St. Jean Street	255-3847
<u>Golf Courses*</u>			
Chandler Park		12801 Chandler Pk. Dr. (48213)	331-7755
Palmer Park		19013 Woodward (48203)	883-2525
Rackham		10100 W. Ten Mile Rd. (48070)	(248)543-4040
<u>Huntington Woods</u>			
Rouge Park		11701 Burt Rd. (48228)	837-5900
Rouge Driving Range		21061 Plymouth Rd. (48228)	852-4086
<u>Marinas*</u>			
Erma Henderson		8800 Jefferson (48214)	824-2457
Riverside		11000 Freud (48213)	447-5319

Cemeteries*

Forest Hill	14250 Meyers (48227)	400-5304
Gethsemane	10755 Gratiot (48214)	921-6650
Mount Hazel	18460 Lasher (48219)	400-5304

* Operated through Partnership

RETIREMENT SYSTEM OF THE CITY OF DETROIT

Ally Detroit Center
500 Woodward Ave., Suite 3000
Detroit, Michigan 48226
313-224-3362

The City of Detroit has two distinct and separate retirement systems: the General Retirement System; and the Police and Fire Retirement System. The legal and fiduciary responsibility for the general administration, management, operation of the Retirement Systems, and for making effective their provisions, is vested in each Retirement System's Board of Trustees. The City of Detroit Employees Benefit Plan is administered and managed by the Governing Board of Employees Benefit Plan. The Retirement Systems provide services and benefits to approximately 8,000 active members and 21,000 retirees and beneficiaries. Currently, combined Retirement System assets are in excess of \$4 billion. The assets of the two systems make the Retirement Systems of the City of Detroit the second and third largest in Michigan serving approximately 29,000 active and retired members. Each Retirement System is comprised of two distinct plans: a new Hybrid Defined Benefit Plan (Component I) and a legacy Traditional Defined Benefit Plan (Component II). The two legacy plans are closed and frozen.

The General Retirement System Board consists of five elected active employees, one elected retiree, the Mayor or designee, a City Council representative, the Treasurer and a citizen of Detroit who is neither an employee of the City of Detroit nor eligible to receive benefits under the Retirement System. The General Retirement System requires a 4% mandatory employee contribution for the Component I Pension. Voluntary employee contributions (Annuity) of 0%, 3%, 5% or 7% are optional.

The Police & Fire Retirement System Board consists of three elected police uniform employees, three elected fire uniform employees, one elected police retiree, one elected fire retiree, the Mayor, 2 mayoral designees, a Council representative, the Treasurer, the Finance Director, the Budget Director, and the Corporation Counsel. The Police and Fire Retirement System requires a mandatory 6% employee contribution (8% if hired after 7/1/14) for the Component I Pension and voluntary employee contributions (Annuity) of up to 10%.

The City of Detroit Employees Benefit Plan exists to provide pre and post retirement death benefits to its members. The Plan is supported by both employee and employer contributions. The Governing Board of Employees Benefit Plan is comprised of five elected active employees, one elected retiree, City Council President, the Treasurer and the Finance Director.

DEPARTMENT OF TRANSPORTATION, (DDOT)

1301 E. Warren Ave. (48207)
(313) 933-1300
Hearing Impaired 313-834-3434
Michigan Voice Relay (from 8 am - 4 pm): call 800-649-3777
Web site: www.RideDetroitTransit.com

History

The Detroit Department of Transportation was established as a municipally owned and operated transportation system under the Detroit City Charter - Detroit City Code Reference 7- 1401. As Detroit celebrated its 300th Birthday in 2001, DDOT marked its 79th anniversary of providing public transportation to city of Detroit residents.

The City of Detroit, through the Department of Street Railways (DSR), began operating public transportation services during the early 1920's. During this period, service consisted of street railway cars and eventually bus services. In 1937, to increase the flexibility of transit services within the City, bus service was substituted for streetcars. Eventually, streetcar service was phased out in 1956. On November 19, 1962, trolley coach operation was discontinued. However, on September 20, 1976, four newly restored trolley cars from Lisbon, Portugal returned to operate on Detroit's Washington Boulevard as a

transportation attraction. In later years, more trolleys were added to the fleet, giving a total of nine trolley cars. The downtown trolley service (along with the trolleys) was retired in 2003.

Today, under the restructured 1974 Detroit city charter, the Detroit Department of Transportation (DDOT), is the major bus transit carrier in Southeastern Michigan as well as the largest transit carrier in the entire State of Michigan. DDOT is responsible for operating transportation equipment (including scheduling of service, performing necessary maintenance and repairs to buses and service vehicles), and maintaining, repairing and replacing all DDOT properties, including buildings, structures, systems and bus shelters.

Facilities

DDOT's primary facilities include the Headquarters Building (Central Administration), Heavy Repair Structure, Plant Maintenance, and three Satellite Terminals with accompanying garages. Facilities used for major bus passenger traffic and layover purposes are the Rosa Parks Transit Center and State Fairgrounds Transit Center.

Our locations:

Main Office

1301 E. Warren Ave. (48207)
T: 313 933-1300
Fax: 313-833-5523

Shoemaker Terminal

5149 St. Jean (48213)
T: 313-834-1437
Fax: 313-833-5523

Coolidge Terminal (Temporary Closed)

14044 Schaefer (48227)
T: 313-933-1300
Fax: 313-833-5523

Rosa Parks Transit Center

360 Michigan Ave. at Cass
Ave. (48226)
T: 313-933-1300
Fax: 313-833-5523

Gilbert Terminal

5600 Wabash (48208)
T: 313-361-5617
Fax: 313-833-5523

State Fair Transit Center

Woodward Ave. at
Eight Mile Rd.
T: 313-933-1300
Fax: 313-833-5523

Holiday Bus Schedules

All services are on a "Sunday" schedule on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas.

Lost and Found Inquiry

If you have lost or found any items on DDOT coaches, please contact the Customer Information Service Center at (313) 933-1300.

The Customer Service Representative will refer your inquiry to the appropriate bus terminal. Recovered items will be held for 30 days; bus terminal hours are from Monday - Friday, 8:00 a.m. - 5:00 p.m. If you find lost articles on the bus, please notify the coach operator immediately.

Automated Telephone System

For your added convenience, an interactive voice response unit (automated telephone system) will be accessible 24 hours daily, 7 days a week, for the following services:

- 1-888-DDOT-BUS (336-8287)
- Trip planning assistance
- General route information
- Scheduling information
- Requesting pocket-size schedules
- Leaving your comments or suggestions
- For easy access to route schedule information, you will need to know the route number of the desired bus (es).

Submitting Comments, Suggestions or Accolades

Your responses are important to us at DDOT. It helps us improve our services. We recommend written correspondence as the most effective means of communication.

Please print and complete the Customer Response Form. Return completed forms to the address listed below. You can also contact the Customer Service Information Center at (313) 933-1300. Your name, telephone number and address are needed if you require a response to your comment(s) or complaint(s).

Upon receipt, complaints are given a reference number. You will receive an acknowledgment card in approximately 3-7 business days; the findings of the investigation will follow in approximately 30 days.

Report Accidents & Vandalism

To report an accident in which you were involved or a witness, please contact:

- City of Detroit Law Department
Claims Section
(313) 224-4550

An investigator will be assigned to your case. Please write down the information that you would like to report. Include the following, if known:

- Bus Number, route, time of occurrence, location and direction traveling and witnesses (name and telephone numbers)
Motorists should also report any accident with a coach resulting in injury or property damage to their insurance company.

Vandalism

Help stop vandalism and other crimes. A reward is available (\$50) for information leading to the conviction of anyone found guilty of the following crimes:

- Malicious destruction of DDOT property
- A holdup of or inflicting bodily harm or injury to a DDOT employee while on duty.

Promptly mail information to:

Detroit Department of Transportation
Vandalism & Other Crimes
1301 E. Warren Ave.
Detroit, MI 48207

Attention: Customer Service Office

MetroLift PARA-TRANSIT SERVICES

DDOT has completed major innovations to its MetroLift service that provides independence to thousands of disabled individuals who use DDOT. MetroLift allows riders with disabilities to schedule trips directly from their homes or other locations to wherever they want to go within DDOT's service area. This service is offered to all riders in DDOT's service area that are certified under the Americans with Disabilities Act as being unable to use fixed-route buses and service. DDOT has expanded its service using multiple contractors with 20 wheelchairs accessible vehicles and 30 ambulatory vehicles daily. The results is an additional 5,000 MetroLift riders per month, and the end of the old practice of denying some ride requests when there were not enough vehicles available. The change has also increased the number of Metrolift riders who receive direct services from their home to their destinations, in addition to other benefits for our customers. American with Disabilities (Ada) anti-discrimination POLICY

The Detroit Department of Transportation (DDOT) ensures the right of all to participate in programs and services we provide. All DDOT passengers will be treated equally and will not be excluded from participation in, denied the benefits of, or subjected to discrimination under any federally funded program or activity on the grounds on RACE, COLOR, or NATIONAL ORIGIN, as protected by Title VI of the Civil Right Act of 1964.

Any person who believes he/she has experienced discrimination MAY FILE a COMPLAINT WITHIN ONE HUNDRED-EIGHTY (180) DAYS following the date of the alleged discriminatory action. The complaint should include a description of the alleged action, the complainant's name, address, and telephone number.

File your complaint:

In Writing:

Detroit Department of Transportation
ADA Office
1301 E. Warren
Detroit, MI 48207

By Telephone:

Detroit Department of Transportation
Customer Service Center
(313) 933-1300

(888) DDOT-BUS (Toll Free for calls outside (313) 834-3434 (TDD/TTY711)

By E-mail:

DDOTtitle6@detroitmi.gov

For more information on Title VI, visit our Web site: www.RideDetroitTransit.com

ADOPT-A-SHELTER PROGRAM

“Making Detroit Beautiful. Making it last.”

The Detroit Department of Transportation (DDOT) is sponsoring an Adopt-A-Shelter Program to improve cleanliness and safety within our neighborhoods. DDOT needs your help with removing litter at and around sheltered DDOT transit bus stops. The Adopt-A-Shelter Program establishes a partnership between volunteers and DDOT. Volunteers may choose to “adopt” one or more bus shelters within their community or designated school district. The Adopt-A-Shelter program is community focused and has many benefits:

- _ You contribute to the appearance of your neighborhood
- _ A nice, clean, safe and secure shelter for all riders
- _ Community pride and public recognition is received for your efforts

On a monthly basis, your responsibilities as a shelter adoptee will include:

- _ Clean shelter windows
- _ Sweep shelter area; inside and outside
- _ Notifying DDOT for rubbish/trash pickup
- _ Advise DDOT of damage, graffiti, or other problems

Whether you are a DDOT rider or simply a concerned member of the community, adopting a DDOT bus shelter is an opportunity to contribute to an improved environment for everyone. Adoptors’ efforts are appreciated by so many people – seniors, students, and visitors. Call 313.933.1300 for additional information.

For additional information, contact DDOT’s Customer Service Office or visit our Website at www.RideDetroitTransit.com.

DETROIT TRANSPORTATION CORPORATION (PEOPLE MOVER)

Administrative Office – 535 Griswold, Suite 400
Detroit, MI 48226
[\(313\) 224-2160](tel:3132242160)
Control Center (313) 963-0171

The Detroit People Mover is downtown Detroit’s fully-automated, light rail system. Operating seven days a week above traffic on an elevated single-track loop, climate-controlled trains arrive frequently within 3-4 minutes, and its 13 stations place riders close to government, business, entertainment, and sports destinations. Hotels, retail, dining, parks, notable landmarks and the Riverwalk are also conveniently just steps away from the People Mover. Fare is 75 cents per ride and children ages 5 and under are free. For more information, a detailed system map or an online station guide, visit www.thepeoplemover.com.

WATER AND SEWERAGE DEPARTMENT

735 Randolph Street (48226)
www.detroitmi.gov/dwsd
(313) 267-8000

The Water and Sewerage Department (DWSD) is one of the largest water and sewer utilities in the United States serving more than 200,000 residential, industrial and commercial accounts, nearly 700,000 Detroit customers. On January 1, 2016, DWSD began leasing regional water and sewer infrastructure as well as water and wastewater treatment facilities to the Great Lakes Water Authority (GLWA). The agreement includes a \$50 million annual lease payment to DWSD over the next 40 years to replace and rehabilitate DWSD’s aging water and sewer system.

DWSD has a rich history as a public utility dating back to 1836. Known for decades as the Department of Water Supply, the department officially became the Detroit Water and Sewerage Department in 1973 under Detroit's City Charter. Both DWSD and GLWA are headquartered in the Water Board Building in downtown Detroit located at 735 Randolph Street.

DWSD is a branch of the City of Detroit government and is guided by a seven-member Board of Water Commissioners (BOWC) all of whom are appointed by and serve at the pleasure of the Mayor of Detroit. Pursuant to the City Charter, the

BOWC governs DWSD periodically establishing equitable rates for Detroit water and sewer services. Members of the BOWC serve four-year terms that are staggered so not more than two members' terms expire each year. Among their responsibilities, the BOWC authorizes and executes service and construction contracts. Certain contracting and other policy-making powers of the Board are subject to the approval or rejection of the City Council and the approval or veto of the Mayor. BOWC members must be citizens of the United States, residents of Michigan and at least four according to the Detroit City Charter, must be residents of the City. The BOWC meets as a whole every month on the first and third Wednesday. Committees of the BOWC meet as follows:

- Human Resource-First Monday of every month at 12pm
- Finance-Second Monday of every month at 10am
- Customer Service-First Tuesday of every month at 10:30am
- Capital Improvement-As needed.

The Detroit Water and Sewerage Department receives no subsidies from property taxes. All monies paid to the City for the water and wastewater services are used exclusively for expenses incurred in providing those services. By Michigan statute, water and sewer rates are based on the cost of service.

The Detroit Water and Sewerage Department is organized into seven operating groups:

- Customer Care (313) 267-8000
- Engineering and Field Services
- Financial and Procurement Services
- Information Technology and Systems Integration and Operations
- Legal
- Meter Operations
- Public Affairs

Contact Information

Customer Care (313) 267-8000. Billing, new service, payment plans, water shut-offs, water meter inquiries, permits/demolition, real estate closings, landlord tenant, lawn and concrete restoration, and sewer backup and overflows.

Customer Care Locations

- DOWNTOWN-Water Board Building, 735 Randolph (Bates Street entrance); Monday-Friday, 8:00am-5:00pm, and Saturday, 8:00am- 3:00pm.
- EASTSIDE-13303 E. McNichols (1½ blocks west of Gratiot); Monday-Friday, 8:00am - 5:00pm, closed on Saturday
- WESTSIDE-15600 Grand River (1 block west of Greenfield); Monday-Friday, 8:00am - 5:00pm, closed on Saturday.

Water and Sewer Emergencies (313) 267-7401. No water, low pressure, and running water.

Drinking Water Quality (313) 267-7401. Water hardness, lead testing disagreeable taste and odor.

Drainage and Stormwater Management (313) 267-8000 or contact: drainage@detroitmi.gov.

WAYNE METROPOLITAN COMMUNITY ACTION AGENCY

7310 Woodward, Ste. 800

Detroit, MI 48202

Administrative Offices (313) 873-6000

Wayne Metro CONNECT Service Center (313) 388-9799

www.waynemetro.org

Founded in 1971, Wayne Metropolitan Community Action Agency (Wayne Metro) exists to empower low-income people and strengthen communities. Wayne Metro connects people and organizations to make new paths, inspire hope, and generate positive outcomes in the community. Over 300 people operate many programs in focus areas of Community and Economic Development, Financial Empowerment, Outreach and Community Services, Supportive Housing and Homeless Services, and Youth and Family Services in an effort to alleviate the causes and conditions of poverty.

After a proven track record of success in serving Out-Wayne County residents, Wayne Metro was named the permanent Community Action Agency (CAA) for Detroit in 2015. As a designated Community Action Agency for all 43 communities in Wayne County, Michigan, the Agency is governed by a tripartite Board of Directors equally represented by the public, private, and consumer sectors. Wayne Metro's service area is segmented into six regions. Each region has a Regional Advisory Council (RAC), comprised of volunteers who advise Wayne Metro on the unique needs of their individual communities.

WAYNE METRO'S PROGRAMS AND SERVICES

Wayne Metro facilitates an Empowerment Pathway, a client-centric model designed to address unique needs of each community member. Wayne Metro is an adaptive and mobile service provider with scattered site offices across Wayne County. Multi-lingual interactive website and staff assists applicants with limited English-speaking skills to bridge the communication and accessibility gaps. Wayne Metro also collaborates with various community partners representing coalitions, education, government, community groups, and sister agencies to streamline service delivery and guide residents on the pathway to CONNECT, ENGAGE, BUILD, and THRIVE. Below is a summarized list of services offered through the Empowerment Pathway.

CONNECT

- ◆ Housing Assessment & Resource Agency (HARA)
- ◆ Water Residential Assistance Program Coordinator (WRAP)
- ◆ Wayne Metro Connect Call Center
- ◆ Wayne Metro Regional Advisory Councils

BUILD

- ◆ After-School & Summer Youth Programs
- ◆ Early Childhood Services
- ◆ Employment Readiness & Linkages
- ◆ Intergenerational Literacy Education
- ◆ Neighborhood Redevelopment

ENGAGE

- ◆ Utility Assistance
- ◆ Food Assistance
- ◆ Healthcare Access
- ◆ Healthy & Safe Families
- ◆ Home Energy Efficiency & Weatherization
- ◆ Homeless Prevention ◆ Rehousing ◆ Supporting Housing

THRIVE

- ◆ Affordable Housing
- ◆ Family Self Sufficiency
- ◆ Financial Coaching
- ◆ Foreclosure Intervention
- ◆ Homebuyer Assistance
- ◆ Homebuyer Education & Counseling
- ◆ Home Repair Loan Program
- ◆ Matched Savings
- ◆ Tax Preparation

ZONING APPEALS, BOARD OF

Coleman A. Young Municipal Center, Suite 212 (48226)

(313) 224-3595

(313) 224-4597 Fax

E-Mail boardofzoning@detroitmi.gov

The overall function of the Board of Zoning Appeals (BZA) is to ensure that any adjustment or reversal to Chapter 61 of the City of Detroit Code must conform to the provisions of the zoning ordinance and provide neighborhood and commercial stabilization. The statement that rings loudest “provide neighborhood and commercial stabilization”. “For Detroit’s neighborhoods, challenge reveals opportunity. Many of Detroit’s neighborhoods today are defined by the innumerable challenges to quality of life, including public safety, education, health and employment, rather than their capacity to realize a thriving place in which to live. Yet within these challenges exist strengths in the city’s historic neighborhoods, such as Grandmont-Rosedale and Indian Village; striking mid-century hallmarks of urban design, such as Lafayette Park; and emerging Live+Work environments in Corktown and Eastern Market. The breadth of these types of neighborhoods provide the starting point for Detroit’s neighborhood transformation.” (Detroit Future City)

As a quasi-judicial body, the Board hears and decides appeals and reviews any order, requirement, decision, or determination that is made by an administrative official in the administration of the Detroit Zoning Ordinance. The board also hears appeals on decisions made by the Buildings Safety Engineering and Environmental Department which involve Regulated Uses, Controlled Uses, or Conditional Uses. The Board has certain discretionary powers in making its decision to comply with the powers granted to it by the zoning ordinance and State Enabling Act. Any adjustment or reversal must conform to the provisions of the zoning ordinance and provide neighborhood and commercial stabilization.

For each case or matter heard the Board creates a recording of its proceedings. The recording includes the verbatim testimony offered by all witnesses in the case and all personal knowledge of members of the Board that is considered by the Board in reaching its decision. The recording of proceedings indicates the grounds for each decision and the vote of each member upon each question. Regular meetings shall be held as needed and special meetings shall be held at the call of the chairperson or as the Board determines. Four members of the Board constitute a quorum for the conduct of business. All Board meetings are open to the public. The Board has the power to subpoena and require the attendance of witnesses, administer oaths, compel testimony or the production of books, papers, files, or other evidence pertinent to the matter before the Body.

The Board of Zoning Appeals meets every Tuesday at 9:00am, in the Erma Henderson Auditorium, 13th floor, Coleman A. Young Municipal Center. Special meetings are called as necessary. All meetings are open to the public. The Board of Zoning Appeals Rules of Procedure is available upon request.

(Detroit City Charter Sec. 7-403; Official Zoning Ordinance Sec. 61-2-41)

DETROIT ZOO/BELLE ISLE NATURE CENTER

8450 West 10 Mile Road

Royal Oak, MI (48067)

248-541-5717

BACKGROUND INFORMATION

The Detroit Zoological Society is a non-profit organization that operates the Detroit Zoo and Belle Isle Nature Center.

DETROIT ZOO

The Detroit Zoo is one of Michigan’s largest family attractions, hosting more than 1.4 million visitors annually. Situated on 125 acres of naturalistic habitats, it is home to more than 2,400 animals representing 255 species. Opened in 1928, the Detroit Zoo was the first zoo in the United States to use barless exhibits extensively.

In 2016, the Detroit Zoo opened its largest exhibit ever – the Polk Penguin Conservation Center. Just as the Zoo’s original Penguinarium set a new standard in 1968, the new penguin center has redefined “state of the art” for captive penguin habitats. The \$30-million, 33,000-square foot habitat offers unique views above and below water as more than 80 penguins of four species dive and soar through a chilled 326,000-gallon, 25-foot-deep aquatic area. The habitat provides an optimal environment for the penguin’s welfare and encourages wild behavior, from diving and porpoising to nesting and rearing young.

Accredited by the Association of Zoos & Aquariums, the Detroit Zoo features many award-winning exhibits including the Wildlife Interpretive Gallery, National Amphibian Conservation Center, Great Apes of Harambee and Arctic Ring of Life, which was named the number-two best zoo exhibit in the U.S. by the Intrepid Traveler’s guide to “America’s Best Zoos”.

The Wildlife Interpretive Gallery is home to the Butterfly and Hummingbird Garden, a tropical indoor habitat featuring hundreds of butterflies from Central and South America. Adjacent to the Free-Flight Aviary, the facility also features Science on a Sphere, a 90-seat theater and the DZS’s permanent fine art collection.

The National Amphibian Conservation Center is a \$7-million, 12,000 square foot facility situated on a 2-acre Michigan wetland area and pond called Amphibiville. The exhibit boasts a spectacular diversity of frogs, toads, salamanders, newts and caecilians. The Wall Street Journal dubbed the attraction “Disneyland for toads”.

The Great Apes of Harambee is a 4-acre indoor/outdoor habitat which houses chimpanzees, western lowland gorillas and drills. The animals spend their days foraging, grooming and playing just as they would in their native African environment.

The Arctic Ring of Life is one of North America’s largest polar bear exhibits. The \$14 million 4-acre interactive facility features the Frederick and Barbara Erb Polar Passage, where visitors walk through a 70-foot long clear underwater tunnel as polar bears and seals swim around them.

Among other highlights at the Detroit Zoo are the expansive Australian Outback Adventure featuring a walk-through with kangaroos and wallabies, the Giraffe Encounter where guests can feed the Zoo’s tallest creatures, the iconic Horace H. Rackham Memorial Fountain, the Tauber Family Railroad, the Carousel and the Wild Adventure Zone featuring the Simulator and the 4-D Theater.

The Detroit Zoo is located at the intersection of 10 Mile Road and Woodward Avenue in Royal Oak, Michigan. It is open daily 9 a.m. to 5 p.m. April through Labor Day (until 8 p.m. Wednesdays during July and August), 10 a.m. to 5 p.m. the day after Labor Day through September and 10 a.m. to 4 p.m. October through March (closed on Thanksgiving, Christmas and New Year’s Day).

Admission is \$14 for adults, 15 to 61 and \$10 for senior citizens 62 and older, children ages 2 to 14 and active military with ID; children under 2 are admitted free.

BELLE ISLE NATURE CENTER

The Belle Isle Nature Center sits on a 5-acre site surrounded by undisturbed forested wetlands on Belle Isle in Detroit. The Nature Center provides year-round educational, recreational and environmental conservation opportunities for the community. The facility features indoor animal habitats, a bee exhibit, bird observation window, outdoor native butterfly garden, outdoor classrooms and the Blue Heron Lagoon nature trail. A Deer Encounter allows guests to feed the fallow deer while learning about their history.

The Belle Isle Nature Center is open daily 10 a.m. to 5 p.m., April through October and 10 a.m. to 4 p.m. Wednesday through Sunday, November through March (closed on Thanksgiving, Christmas and New Year’s Day); Admission to the Nature Center is free; however, a State of Michigan Recreation Passport is required for all vehicles to enter Belle Isle State Park.

DETROIT ZOOLOGICAL SOCIETY MISSION STATEMENT

- Demonstrate leadership in wildlife conservation and animal welfare.
- Provide a broad audience with outstanding and unique educational opportunities that lead to the appreciation and stewardship of nature.
- Inspire our community with engaging, meaningful and memorable experiences.
- Provide innovative zoological facilities that contribute to the region's economic vitality.
- Demonstrate organizational excellence consistent with a commitment to outstanding service, progressive resource management and environmental leadership.

DETROIT ZOO FEES

Admission/Parking Fees:

Adult, 15-61 \$14; Child, 2-14 \$10; Senior, 62+ \$10; Military (with ID) \$10; Under 2 free;

Members free

Cars/Vans-\$6; Buses \$12; (Parking fees are paid at Admission)

Simulator Ride:

\$5

4-D Theater:

\$5

Tauber Family Railroad:

\$3 one-way (Daily May-September, weather permitting; weekends only in October)

Giraffe Encounter:

\$5 (Limited feeding opportunities Tuesday through Sunday late spring through early fall; check website for times)

Convenience Rentals:

Single Stroller \$7 (plus \$1 deposit); Double Stroller \$9 (plus \$1 deposit); Wagon \$9 (plus

\$1 deposit); Wheelchair \$10 (valid driver's license required as deposit); Electronic

Convenience Vehicle \$25 (valid driver's license required as deposit: reservations NOT accepted)

Picnic Site Rental:

\$350; (Tented sites for a catered event available for additional charge. Please contact our Events manager at 248-541-5717, ext. 3305).

Group Admission Rated:

Call 248-541-5717 and press 3 to make a group reservation, Mon. - Fri., 8 a.m. to 5 p.m. or Sat.- Sun., 10 a.m. to 4 p.m. To receive Group Admission rates, a reservation must be made at least two weeks in advance and the group must enter together, with one person paying for the entire group.

School Group Rate (Nursery/Pre-School/College)

Groups receiving School Group admission rates must provide one adult (18 + years old) chaperone per 10 students and chaperones must stay with students at all-time regardless of age. Students found without a chaperone will be held in the Security Office.

School Groups:

Tri-county students \$5; Adult Chaperone \$5

Non-tri-county students \$7; Adult Chaperone \$7

Groups (non-school) 20 or more:

Adults, 15 - 61 \$12; Seniors, 62 + \$8; Child, 2-14 \$8, Under 2 free

Groups (non-school) 500 or more:

Adults, 15 - 61 \$11.50; Seniors, 62 + \$8.50; Child, 2-14 \$8.50; Under 2 free

Group Reservations:

Are not available on Sundays, Memorial Day, Independence Day or Labor Day. The Detroit Zoo is closed Thanksgiving Day, Christmas Day and New Year's Day. **(Subject to change without notice.)**

SPECIAL EVENTS

A number of special days are scheduled each year for the enjoyment of Detroit Zoo visitors. The following is a list of annual events. Also, be sure to check the Zoo's website at www.detroitzoo.org for additional events, dates and times or call 248-541-5717.

April: Bunnyville

An "egg-stravaganza" of family fun is planned for the Detroit Zoo's annual *Bunnyville* celebration filled with treats, crafts, games and live entertainment.

April: Greenfest

In observance of the global holiday celebrating life on our planet, the Detroit Zoo's annual *GreenFest* celebration includes earth-friendly crafts, an endangered species scavenger hunt, zookeeper talks and exhibits by local conservation groups. All *GreenFest* activities are free with Zoo admission.

April and September: Senior Day

Senior citizens residing in Macomb, Oakland and Wayne counties are invited to enjoy a special day at the Detroit Zoo. Seniors 62 and older and a caregiver receive free admission and parking. *Senior Day* features live music, tractor train tours, bingo, zookeeper talks and a senior resource area.

May and September: Meet Your Best Friend at the Zoo

The Detroit Zoo and the Michigan Humane Society, in collaboration with dozens of local animal welfare organizations, host the annual spring and fall *Meet Your Best Friend at the Zoo*. The event is one of the nation's largest off-site companion-animal adoption programs, where hundreds of adoptable dogs, cats, puppies and kittens are available for immediate adoption to loving homes.

June: Sunset at the Zoo

The Detroit Zoological Society's annual 21-and-older fundraising event, *Sunset at the Zoo*, is the highly anticipated summer kick-off and includes a strolling supper, zoo-themed martinis, live entertainment, dancing, and live and silent auctions.

July and August: Wild Summer Nights

Enjoy a special evening at the Zoo every Wednesday night in July and August during *Wild Summer Nights*. Bring a picnic basket and relax to the sound of a live band. Featuring a variety of music from children's, folk, jazz and pop and rock, there is truly something for everyone! Concerts are included with regular Zoo admission. Admission is \$6 after 6 p.m.

September: Run Wild

Thousands of runners and walkers lace up their running shoes each year for *Run Wild for the Detroit Zoo*. The event includes 5K and 10K runs, a Too Wild! 5K + 10K combo and a noncompetitive 1.5-mile fun walk.

October: Zoo Boo

Zoo Boo is the Detroit Zoo's annual Halloween event, offering a safe and merry-not-scary environment. The event features a half-mile cleverly decorated trick-or-treat trail that winds throughout the park. Live, friendly entertainment sets a festive mood.

November and December: Wild Lights

The Detroit Zoo lights up the night with more than five million LED lights on trees, buildings and animal sculptures throughout the front of the Zoo during *Wild Lights*, a spectacular holiday light display. Experience the magic of the Detroit Zoo in winter as you take in the lights and the sights and enjoy holiday entertainment and activities for guests of all ages.

**GENERALIZED CITY OF DETROIT INFORMATION
CITY SEAL**



The design of the City seal was adopted March 26, 1827. It commemorates the fire of June 11, 1805.

The mottoes are:
“SPERAMVS MELIORA”
(We hope for better things)

And

“RESURGET CINERIBVS”
(It shall rise again from the ashes)

(See Common Council Journal for March 26, 1827, Page 54 and March 2, 1954)

**POPULATION OF DETROIT
U.S. CENSUS**

1900.....	285,704	1960.....	1,670,144
1910.....	465,766	1970.....	1,511,482
1920.....	993,739	1980.....	1,203,368
1930.....	1,586,662	1990.....	1,027,974
1940.....	1,618,549	2000.....	951,270
1950.....	1,849,568	2010.....	713,777

AREA:

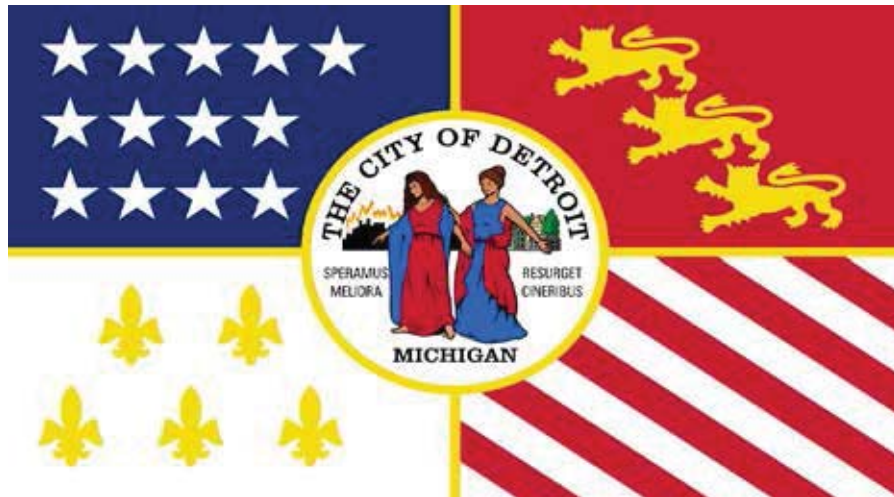
139.6 square miles

ELEVATION ABOVE SEA LEVEL

600 feet – Old City Hall site

641 feet – 8 Mile and Woodward Avenue

OFFICIAL FLAG OF THE CITY OF DETROIT



In the 1907, David E. Heineman, the alderman of the first ward, designed a city flag and had a sketch made, the original of which is in the Art Museum.

On April 20, 1948, the Common Council officially adopted the flag, as designed, which has the official seal in the center and is surrounded by the 13 stars of the original American flag and symbols from both the French and English flags in commemoration of the pioneers of Detroit.

On Oct. 25, 1974, the flag design based on the sketch of David E. Heineman, but which incorporate a more accurate version for the city seal, complete with the words "City of Detroit" and "Michigan", was adopted by the City Council as the one and only official design for the flag of the City of Detroit.

CITY AND SCHOOL TAX RATE

The City of Detroit administration and the Detroit Board of Education are by law separate entities, each possessing the authority to determine its own budget and tax rate within limits set by state law.

The City of Detroit tax rate is computed annually by dividing the tax levy as determined by the Mayor and the City Council by the total assessed valuation of real and personal property.

The Detroit Board of Education tax rate is computed separately. The tax levy is determined annually by the school board.

SPIRIT OF DETROIT



On the Woodward Avenue, façade of the Colman A. Young Municipal Center stands the great Symbol Wall, which identifies the building and its purpose. On its 36ft. by 45ft. Vermont marble surface are carved the official Seals of the County of Wayne and the City of Detroit, each measuring 10 ½ feet in diameter.

Below these is the carved inscription from II Corinthians 3:17 – “Now the Lord is that Spirit and where the Spirit of the Lord is, there is Liberty” – which expresses the very meaning and spirit of the activities which the building was designed to house.

Furthering and completing this theme is the monumental bronze figure in front of the wall. This huge kneeling figure towers 16 feet above the ground and with its curving marble pedestal, complete the Symbol Wall design.

The sculpture was designed by Marshall M. Fredericks to continue the thought indicated in the inscription and express in it conception the spirit underlying all human ideas the relationship of God to man. The main figure, cast of the green painted bronze, represents the universal spirit of man as an expression of God, holding in the left hand the symbol of God, executed in gilded bronze, in the right hand a family group, mother, father, child, probably the noblest human relationship, also in gilded bronze.

The Symbol of the Deity was chosen by the sculptor after much research and consultation from many, many symbols used throughout history to depict the Almighty. The most significant have been incorporated in the design of which the sphere is the central point, chosen because it is an object complete in itself with no beginning and no end. The rays emanating from the sphere represent all light and life as coming from one central point.

The sculpture was dedicated in September 1958.



Mike Duggan
Mayor



Janice M. Winfrey
City Clerk



Brenda Jones
Council President



James Tate
District 1



Roy McCalister
District 2



Scott Benson
District 3



Andre L. Spivey
District 4



Mary Sheffield
District 5



Raquel Castenada-Lopez
District 6



Gabe Leland
District 7



Jane L. Ayers
At-Large