

DEPARTMENTAL BUDGET INFORMATION BUILDINGS & SAFETY ENVIRONMENTAL DEPARTMENT (13)

MISSION

The Buildings and Safety Environmental Department, (“BSED”) formerly known as Buildings and Safety Engineering is being absorbed by the Environmental Affairs Department. The mission is to safeguard public health, safety and welfare by enforcing construction, property maintenance, environmental affairs and zoning codes, which will preserve and enhance property value, and promote a quality of life that encourages the selection of Detroit as the preferred place to reside and conduct business.

The Buildings and Safety Environmental Department is the public agency responsible for administering and enforcing the Michigan State “*family of construction codes*” that regulates construction and alteration throughout the state. BSED also ensures the maintenance of conditions in existing buildings and their environs by enforcement of the City of Detroit Property Maintenance Code and the Official Zoning Ordinance, as well as overseeing the demolition of dangerous buildings to eliminate blight in the City. Additionally, BSED issues licenses for certain businesses in the City of Detroit in the Business License Center, making BSED the repository for all business licenses to assure that businesses meet all applicable legal standards before a license is issued or renewed.

DESCRIPTION

The Buildings and Safety Environmental Department employs a cadre of State Certified Trade Inspectors, Plan Reviewers, Engineers, Administrative and Operational Staff Personnel who collectively:

- Facilitate Zoning Review process prior to

the establishment of new uses in all zoning districts.

- Perform Plan Review of construction documents for new construction, alteration or rehabilitation of existing structures.
- Issue Building and Trade Permits for construction and demolition.
- Perform Pre-Sale Inspections of one and two family dwellings prior to sale as required by law.
- Perform Annual Inspections of all structures required by the Property Maintenance Code.
- Aggressively combat blight by issuing blight violations and proactively barricading dangerous structures.
- Facilitate the Demolition process for obsolete, damaged and/or abandoned buildings that pose an imminent danger to the public.
- Provide assistance to the business community through the services of the Business License Center.
- Manage and serve as custodian of Insurance Escrow Accounts.
- Provide Record Maintenance, Storage, Retrieval and Retention of construction archives and document plans and permits for structures within the city.

DIVISIONS

Administration manages the Human Resources, Technology Infrastructure Financial, Operational and Business related activity of the divisions, and sets policy.

Plan Review Unit provides electrical, mechanical, plumbing and structural and zoning review of construction documents for proposed projects within the City. Preliminary Site Plan, Fire Department and

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Health Department reviews are also provided within the Plan Review Unit.

Buildings Division provides inspections and enforcement pursuant to the Michigan Building Code during construction of new structures, and during the rehabilitation of existing structures. This division also conducts Michigan Building Code compliance inspections resulting from citizen complaints.

Mechanical/Electrical Division provides inspections and enforcement pursuant to the Michigan Mechanical Code, the National Electric Code, and other adopted codes, governing the installation and maintenance of boilers, elevators, and electrical and mechanical equipment. The Mechanical/Electrical Division is comprised of four inspecting Sections (Elevators, Boiler, Electrical and Mechanical) and an Examination Section, which provides testing for individuals to obtain trade and occupational licenses and certification relating to the operation of mechanical and electrical equipment.

Housing/Plumbing Division provides inspections and enforcement pursuant to the City of Detroit Housing Code that governs "Pre-Sales Inspections" for one and two family dwellings. The Plumbing Section provides inspections and enforcement pursuant to the Michigan Plumbing Code, governing installation of plumbing systems and equipment in new construction, alterations and renovations. The unit also performs cross-connection inspections of existing water systems to prevent contamination of potable water system.

Property Maintenance Division provides periodic inspections of one and two family rentals, commercial buildings, motels, hotels and apartments in accordance with the City of Detroit's Property Maintenance Code to encourage property maintenance and neighborhood stabilization while fighting blight. Property owners who do not comply with BSED Correction Orders are issued blight violations and imposed with heavy fines that are adjudicated by the **Department of Administrative Hearings**.

Special Land Use Division investigates and prepares Special Land Use Grant requests and holds public hearings pursuant to Section 61-4-231 of the Official Zoning Ordinance, which, if approved, permit Special Land Uses to be established in accordance with certain conditions and requirements. This unit promotes improved quality of life in Detroit neighborhoods by imposing Conditions of Approval which must be followed for all uses that receive a Special Land Use Grant.

Business License Center coordinates business inspections and issues business licenses and renewals to certain commercial and retail establishments as required by the City Code. License investigators within this unit provide field inspections of businesses to ensure compliance within the parameters of the licenses, and assisting new business operators in obtaining necessary permits and required licenses.

Show Cause Division is responsible for investigating complaints and suspending or revoking business licenses, and/or land use permits for violations set forth in the City Code. Upon request, the licensee is entitled to a hearing at BSED to show cause why a

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license or land use permit should not be revoked or suspended.

Demolition Division responds to complaints of dangerous buildings, prepares cases to obtain a demolition order from City Council and engages demolition contractors in the removal of dangerous and abandoned structures in accordance with the Michigan Housing Law and City of Detroit Ordinance 290-H.

MAJOR INITIATIVES FOR FY 2009-10

The implementation of a web based on-line permit process is a major initiative of this department. Use of electronic hand held devices for inspection reporting will enable the department to achieve efficiencies by eliminating the mundane manual process, which is being used today.

In addition to more aggressive code enforcement in targeted areas we are also partnering with the Planning and Development Department in implementing the Neighborhood Stabilization Program I funds and other federal fund sources, to be used for demolition of 3,000 structures in calendar year 2010. This effort will greatly pave the way for redevelopment, reinforcement and revitalization activities within the city.

PLANNING FOR THE FUTURE FOR FY 2010-11, FY 2011-12 and BEYOND

Business Process Re-Engineering Project

The Department is conducting a Business Process Re-Engineering Project to yield three distinct tracks for improvements that will be made to our operations. The goal of this project is to layout the procedure that will be used to rollout the process improvements for

people, process and technology. The improvements were identified to implement strategies put forth to address opportunities that will improve the overall Department's operational model and meet the identified goals of the organization. The recommendations include improvements on organization structure, resource competencies, streamlining process, technology solutions to congruently create and enhance value in the short and long term. The project is broken down into two overall initiatives: 1) Process and People Initiatives 2) Technology/Automation improvements including compliance database (data mining and analytics), infrastructure and external web site that will process permits, inspections, and licenses online.

Environmental Affairs Functions

The Department is the functions of the Department of Environmental Affairs that will result in the combining of operations. The Environmental Affairs functions will continue to manage and coordinate the environmental affairs of the City of Detroit through the development and implementation of a coordinated and comprehensive environmental policy. This coordinated effort will allow assurance that the City is in compliance with applicable laws and regulations while also allowing for shared resources with true cost allocations charged to the appropriate source. The Environmental Affairs functions will be merged into existing B&SE initiatives such as the lead abatement program and the asbestos survey and abatement for demolition of dangerous buildings while serving as an internal resource for ensuring compliance with applicable laws and regulations.

Property Ownership Information

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The Department is assessing the process of title searches in regards to the Property Maintenance and Dangerous Buildings divisions. Incorrect and/or inaccurate title information can lead to hundreds of wasted resources for each address. Violations can be dismissed without the correct property ownership information. This is a fundamental function that is necessary for litigation of property maintenance and dangerous building blight violations.

Detroit Public Schools Bond Program The Department has partnered with the Detroit Public Schools to assume jurisdiction from the State for inspection and permitting for the DPS new construction and renovations.

Technology Vision

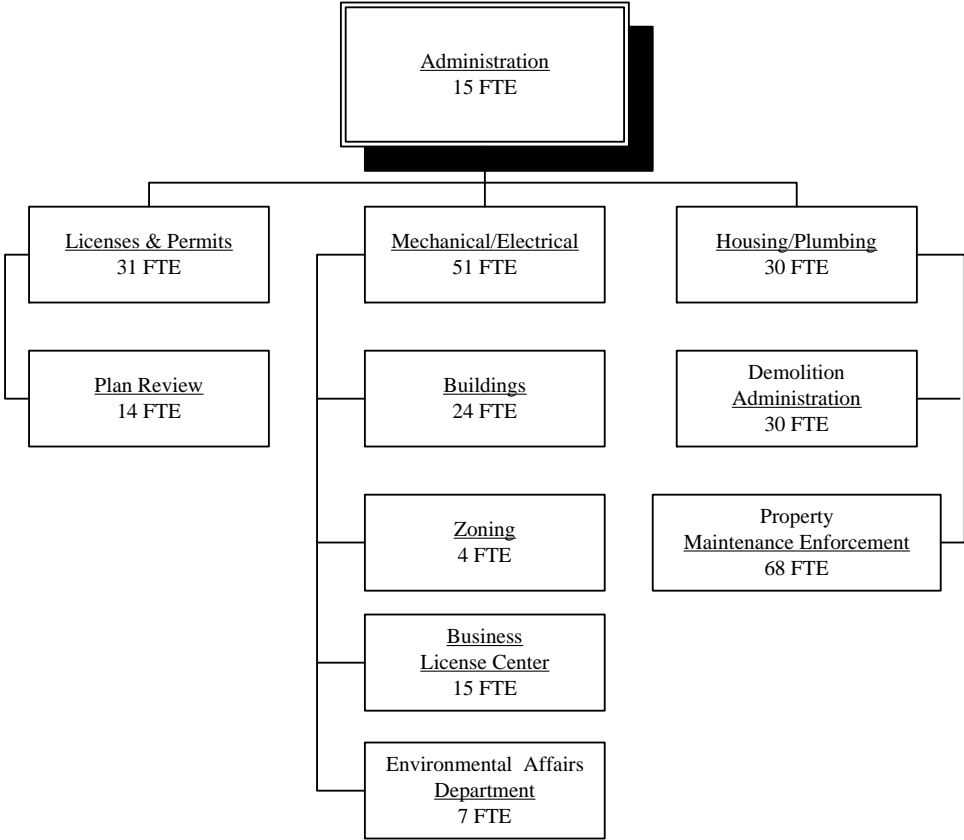
The implementation of on-line permits, inspections and licenses is the core of the technology vision. Currently these services require a high amount of coordination between internal and external entities costing significant amounts of resources. The sheer volume of requests and current processes has lead to inefficient utilization of resources costing the Department more money and

delays to customers. The current processes also place an additional workload on employees and customers have to physically come to the Department several times to obtain these services. The proposed on-line services will be implemented on the website and enable contractors or property owners the ability to conduct business with the department over the internet 24/7. This will improve customer compliance and satisfaction, streamline and automate services, and decrease the work load on departmental employees.

Organizational Vision

The Department will continue to assess the existing structure and workforce with the objectives of simplifying administration, establishing strong management authority to make the necessary changes to the workforce assignments, implementing employee training while developing clear defined job descriptions. The Department will strive to achieve significant coordination, cross-training opportunities and improved efficiencies.

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PERFORMANCE MEASURES AND TARGETS

Type of Performance Measure: List of Measures	2008-09 Actual	2009-10 Projection	2010-11 Target
Inputs: Resources Allocated or Service Demands Made Number of FTE's	330	321	289
Outputs: Units of Activity directed toward the Enforcement of codes within the framework of nationally recognized codes: Number of Building Permit inspections provided	45,000	26,000	27,000
Number of electrical permit inspections provided	4,205	3,419	3,500
Number of plumbing permit inspections provided	3,490	2,158	2,564
Number of mechanical permit inspections provided	4,095	2,093	2,000
Number of elevator permit inspections provided	218	168	100
Number of pressure boiler permit inspections provided	104	63	60
Outputs: Units of Activity directed toward maintaining the stability and safety of neighborhoods: Number of pre-sale housing inspections requests	11,440	8,086	9,042
Number of Commercial Property Maintenance Inspections provided	22,440	18,200	20,200
Number of 1 and 2 Family Rental inspections provided	26,400	22,000	20,000
Number of multiple rental units inspections provided	6,600	6,247	5,200
Number of plumbing inspections – cross connections provided	5,280	4,550	4,098
Number of mechanical equipment safety inspections provided	18,100	18,100	1880
Number of inspections of dangerous building inspections performed	13,900	24,980	20,000
Building permits issued	6,800	7,400	7,400
Total number of construction permits issued	26,000	26,000	26,000
Number of BZA/B&SE Grant Inspections provide	1,980	2,000	2,000
Efficiency: Program Costs related to Units of Activity: Percent of fees collected	80%	85%	80%
Outputs: Units of Activity directed toward goals environmental: Number of environmental sites addressed:	220	50	50
Number of liaison activities with state regulators:		100	100

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EXPENDITURES

	2008-09	2009-10 Redbook	2010-11	Variance	Variance Percent
	Actual Expense		Mayor's Budget Rec		
Salary & Wages	\$13,763,048	\$16,368,891	\$13,400,355	\$ (2,968,536)	-18%
Employee Benefits	8,536,361	8,816,353	7,987,893	(828,460)	-9%
Prof/Contractual	5,934,386	2,113,918	3,601,790	1,487,872	70%
Operating Supplies	206,144	191,250	212,500	21,250	11%
Operating Services	5,996,802	6,230,396	3,977,253	(2,253,143)	-36%
Capital Equipment	19,656	5,000	41,000	36,000	720%
Capital Outlays	9,543		1,000,000	1,000,000	0%
Fixed Charges			6,600	6,600	0%
Other Expenses	477,829	375,966	1,516,911	1,140,945	303%
TOTAL	\$34,943,769	\$34,101,774	\$31,744,302	(\$2,357,472)	-7%
POSITIONS	275	321	289	(32)	-10%

REVENUES

	2008-09	2009-10 Redbook	2010-11	Variance	Variance Percent
	Actual Revenue		Mayor's Budget Rec		
Licenses/Permits	\$25,512,861	\$28,180,000	\$26,015,694	(2,164,306)	-8%
Fines/Forfeits/Pen	555,382	957,366	1,300,500	343,134	36%
Grants/Shared Taxes	8,003,842	4,689,408	4,600,000	(89,408)	-2%
Sales & Charges	292,710	275,000	215,000	(60,000)	-22%
Cont/Contributions	1,547,638	-	-	-	0%
Miscellaneous	3,389	-	-	-	0%
TOTAL	\$35,915,822	\$34,101,774	\$32,131,194	(\$1,970,580)	-6%