

DEPARTMENTAL BUDGET INFORMATION

BUILDINGS, SAFETY ENGINEERING AND ENVIRONMENTAL DEPARTMENT (13)

MISSION

The Buildings, Safety Engineering and Environmental Department (“BSEED”) formerly known as Buildings and Safety Engineering was absorbed by the Environmental Affairs Department in FY 2010-11. 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, Safety Engineering and 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. BSEED 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, BSEED issues licenses for businesses in the Business License Center, making BSEED the repository for all business licenses to assure that businesses meet all applicable legal standards before a license is issued or renewed. Further, BSEED manages and coordinates the environmental affairs through the development and implementation of a coordinated and comprehensive environmental policy.

DESCRIPTION

The Buildings, Safety Engineering and Environmental Department employs a team of State Certified Trade Inspectors, Plan

Reviewers, Engineers, Environmental Specialists, Administrative and Operational Staff Personnel who collectively:

- Facilitates Zoning Review process prior to the establishment of new uses in all zoning districts.
- Performs Plan Review of construction documents for new construction, alteration or rehabilitation of existing structures.
- Issues Building and Trade Permits for construction and demolition.
- Inspects all construction projects and monitors for compliance with building codes.
- Performs Pre-Sale review of one and two family dwellings prior to sale as required by law.
- Performs Annual Inspections of all structures required by the Property Maintenance Code.
- Performs inspections of dangerous buildings and issues blight violations for allowing dangerous conditions in buildings to exist.
- Aggressively combats blight by issuing blight violations and proactively barricading dangerous structures.
- Performs Elevated Blood Lead Level review in compliance with the Lead ordinance and the Michigan Department of Community Health standards.
- Manages the Demolition process for obsolete, damaged and/or abandoned buildings that pose an imminent danger to the public.
- Licenses businesses and investigates noncompliance with business license regulations.
- Revokes business licenses and zoning for repeat violations of codes through the show cause process.

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- Provides Record Maintenance, Storage, Retrieval and Retention of construction archives and document plans and permits for structures within the City.
- Develops and implements programs that support sustainable development initiatives focusing on Brownfield Redevelopment and green initiatives.
- Identifies and mitigates environmental hazards.
- 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 and policies, and funding.
- Obtain funding for clean-up of contaminated sites.
- Assists City departments with environmental compliance requirements and objectives through providing or procuring technical assistance and developing processes and procedures to achieve compliance.

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 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.

Plumbing Division 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. This Division also monitors compliance with the Lead Ordinance. Property owners who do not comply with BSEED Correction Orders are issued blight violations and imposed with heavy fines that are

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adjudicated by the Department of Administrative Hearings. The new enforcement section will enforce the conditions of the Board of Zoning Appeals land use grants, as well as identify uses illegally established without the benefit of a permit.

The **Zoning Administration Division** was recently reorganized to include Plan Review and Special Land Use. The Plan Review Section is responsible for the initial review of all new permit applications to determine conformity with the Zoning Ordinance and to determine the types of reviews necessary for permitting by the Plan Review Division. This section also participates in Site Plan Reviews and conduct compatibility studies. The Special Land Use Section processes all special land use cases and site plan reviews. As the designated Zoning Administrator for the City of Detroit, the Special Land Use staff is responsible for zoning interpretations, zoning verifications, conducting hearings for conditional uses and providing testimony at Board of Zoning Appeals Hearings. The Zoning Division staff works interdepartmentally on ordinance revisions related to development.

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. The Business License Center also facilitates show cause hearings for the purpose of revoking or suspending business licenses, which are held and

adjudicated by BSEED's Show Cause Hearing Officer.

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. This Division also facilitates the vacant property Board Up Program.

Environmental Affairs manages and coordinates the environmental affairs of the City of Detroit to improve and protect the City's water, air and land resources, develops and implements policy, and ensures that the City remains in compliance with applicable environmental laws and regulations.

**MAJOR INITIATIVES FOR
FY 2012-13**

The Compuware Business Process Re-engineering of the Department to foster improved customer service is still in progress. The second phase of the project is the implementation of on-line permit applications and inspection scheduling modules, which will enable customers to transact business with the City from remote locations or self-service kiosks within the department. This process will also improve our ability to timely track dangerous buildings as well as offering improved, efficient, and cost-effective customer service.

BSEED has partnered with the Detroit Economic Growth Corporation to establish a Business Advocacy Team that facilitates a one-stop shop for providing information on business processes and expediting new business initiatives to developers, investors

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and other stakeholders considering Detroit as a viable location. This team streamlines the process for business licensing and liaising with other City agencies to attract new businesses, thus eliminating the bureaucracy that has hindered many businesses from considering Detroit as an operations center.

We are aggressively exploring alternative sources for funding demolition activities without depending solely on Community Development Block Grant and Neighborhood Stabilization Plan funds to achieve the Mayor's target. We are optimistic about demolishing an additional 3,200 structures within the remaining part of FY 2012-13, which will include the Brewster projects, Arnold Home, Lafayette Pharmacy School, and the Frederick Douglass Housing complex, bringing the total number of dangerous buildings demolished by this Administration to 10,000. We are also making improvements in the management and utilization of the Fire Insurance Escrow funds to comply with the applicable requirements and to use the funds available to demolish the affected properties in compliance with Public Act 218 and the recommendation of the Auditor General of the City of Detroit.

In an effort to improve our organizational efficiencies, we submitted a record retention schedule to the State of Michigan and initiated a site visit from the Department of Management and Budget to look at our records, archives plans and other documents and offer suggestions on the State applicable period of retention. The last review of the Department's record by the State agency was in 1986. The State approved our record retention schedule and also made recommendations for digitizing of the records as well as archiving the paper copies of our

documents. The State also has an electronic imaging contractor that has been approved for digitizing and archiving of records and we are currently exploring the possibilities of engaging this contract to provide estimates for the intended scope of service.

Currently, the Department is piloting and benchmarking (3 in, 2 out) business practice for our field services inspectors. This initiative which objective is to increase productivity requires inspectors to start from their homes two out of five days during the work week to their first inspection site and to start from the office the other three days to pick up assignments and complete the necessary paperwork from prior inspections.

We anticipate on achieving more cost savings by getting more inspections per day while reducing the parking and mileage reimbursement costs. Supervisors are also mandated to monitor and conduct random spot checks on the inspectors as well as tracking the productivity of the inspectors to assure that the weekly targets are achieved. So far the results have been encouraging.

In an effort to support the recent development projects in the City, a group of experienced inspectors have been assigned to exclusively support such projects as the Wayne County jail, Detroit Public Schools, Vanguard, Cobo Hall, Detroit Medical Center, Wayne County Community College, Bedrock Ventures, etc. This group of dedicated subject matter experts is mobilized to provide timely, efficient and expedited responses to the project needs of the developers on demand as well as improving communication and coherency among the different disciplines.

BSEED will partner with the Detroit Police

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department and retain three officers for the “Operation Code Compliance” enforcement which has proved to be of tremendous success to ensure that businesses comply with City ordinances and the elimination of blight in our neighborhoods.

**PLANNING FOR THE FUTURE FOR
FY 2013-14, FY 2014-15 and BEYOND**

In FY 2013-14, the Department will conduct a comprehensive fee study which will use an activity-based costing approach to measure the congruency of our fees to the activity input and resource drivers. Upon completion of the fee study, the Department will make recommendations to the Board of Rules for a new fee schedule which will substantiate the parity of the fee charges to the services that we provide to our customers.

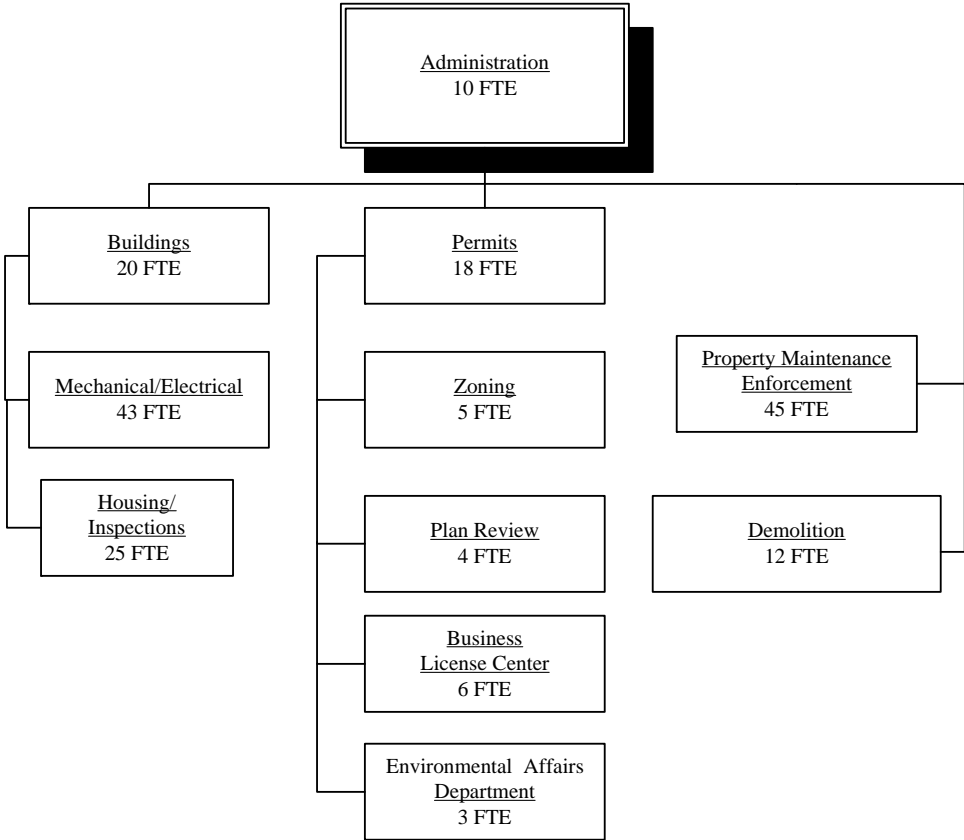
The Department is also working in collaboration with multiple stakeholders to implement the new Urban Agriculture Ordinance as it relates to the new permitting process.

The Department has taken the initiative to merge certain divisions and functions in an effort to provide timely and efficient services, reduce cost and eliminate redundancy. The Department will concentrate on its mission as it relates to its core functions.

In FY 2014-15 and beyond, as part of our continuous process improvement initiative, we anticipate formulating a long-term strategic plan that will enable the Department to partner with other Detroit-based businesses to generate synergy and maintain a lasting symbiotic relationship. We will develop one-three- and five-year business modules that will provide a road map for our strategic vision.

BSEED will explore more cost effective and efficient ways of meeting customer demands by creating a “Q” team for quick turn around of Plan Review activities to expedite most development projects and reduce redundancy in most of our business processes.

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PERFORMANCE MEASURES AND TARGETS

Type of Performance Measure: List of Measures	2011-12 Actual	2012-13 Projection	2013-14 Target
Inputs: Resources Allocated or Service Demands Made Number of FTE's	289	209	202
Outputs: Units of Activity directed toward the Enforcement of codes within the framework of nationally recognized codes: Number of Building Permit inspections provided Number of plumbing permit inspections provided Number of elevator permit inspections provided Number of pressure boiler permit inspections provided	27,000 1,815 100 63	26,000 1,704 100 60	26,000 1,710 110 70
Outputs: Units of Activity directed toward maintaining the stability and safety of neighborhoods: Number of pre-sale housing inspections requests Number of Commercial Property Maintenance Inspections provided Number of 1 and 2 Family Rental inspections provided Number of multiple rental units inspections provided Number of plumbing inspections – cross connections provided Total number of construction permits issued Number of BZA/B&SE Grant Inspections provide	6,549 12,000 10,000 5,500 4,743 26,000 2,000	5,220 14,000 16,000 5,500 3,588 26,000 2,000	N/A 14,000 16,000 5,500 3,630 26,000 2,000
Efficiency: Program Costs related to Units of Activity: Percent of fees collected	80%	85%	85%
Outputs: Units of Activity directed toward goals environmental: Number of environmental sites addressed: Number of liaison activities with state regulators:	50 100	50 100	50 100

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EXPENDITURES

	2011-12 Actual Expense	2012-13 Redbook	2013-14 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$10,169,678	\$10,038,070	\$8,634,711	\$ (1,403,359)	-14%
Employee Benefits	9,438,405	7,098,721	8,449,690	1,350,969	19%
Prof/Contractual	8,407,522	3,936,433	828,000	(3,108,433)	-79%
Operating Supplies	11,290,835	181,290	182,250	960	1%
Operating Services	3,691,625	3,535,917	3,864,579	328,662	9%
Capital Equipment	81,563	-	27774	27,774	0%
Capital Outlays	-	-	100000	100,000	0%
Fixed Charges	-	-	6600	6,600	0%
Other Expenses	927,373	46,000	183,000	137,000	298%
TOTAL	\$44,007,001	\$24,836,431	\$22,276,604	(\$2,559,827)	-10%
POSITIONS	-	212	201	\$ (11)	-5%

REVENUES

	2011-12 Actual Revenue	2012-13 Redbook	2013-14 Mayor's Budget Rec	Variance	Variance Percent
Licenses/Permits	\$21,247,612	\$22,926,906	\$22,058,404	\$ (868,502)	-4%
Fines/Forfeits/Pen	29,489	200,000	800,000	600,000	300%
Grants/Shared Taxes	8,058,819	2,928,995	-	(2,928,995)	-100%
Sales & Charges	87,329	65,000	195,318	130,318	200%
Cont/Contributions	5,469,972	-	-	-	0%
Miscellaneous	101	-	-	-	0%
TOTAL	\$34,893,322	\$26,120,901	\$23,053,722	(\$3,067,179)	-12%