

## DEPARTMENT OF ADMINISTRATIVE HEARINGS (45)

### AGENCY PLAN: MISSION, GOALS AND BUDGET SUMMARY

#### MISSION:

The City of Detroit Department of Administrative Hearings (DAH) provides quality administrative hearings in a timely, efficient and cost-effective manner, with respect for the dignity of individuals and their due process rights.

#### AGENCY GOALS:

1. Adjudicate blight code violations issued by authorized city agents, with sensitivity to their impact on the escalating problem of blight in Detroit.
2. Enhance collectibility of fines and fees, through garnishments and liens utilizing the Department's decisions and orders.

#### AGENCY FINANCIAL SUMMARY:

2012-13 <u>Requested</u>		2011-12 <u>Budget</u>	2012-13 <u>Recommended</u>	Increase <u>(Decrease)</u>
\$ 1,132,855	City Appropriations	\$ 1,354,379	\$ 657,143	\$ (697,236)
\$ 1,132,855	Total Appropriations	\$ 1,354,379	\$ 657,143	\$ (697,236)
\$ 657,143	City Revenues	\$ 727,143	\$ 657,143	\$ (70,000)
\$ 657,143	Total Revenues	\$ 727,143	\$ 657,143	\$ (70,000)
\$ 475,712	NET TAX COST:	\$ 627,236	\$ -	\$ (627,236)

#### AGENCY EMPLOYEE STATISTICS:

2012-13 <u>Requested</u>		2011-12 <u>Budget</u>	04-01-12 <u>Actual</u>	2012-13 <u>Recommended</u>	Increase <u>(Decrease)</u>
<u>4</u>	City Positions	<u>5</u>	<u>4</u>	<u>4</u>	<u>(1)</u>
4	Total Positions	5	4	4	(1)

#### ACTIVITIES IN THIS AGENCY:

	2011-12 <u>Budget</u>	2012-13 <u>Recommended</u>	Increase <u>(Decrease)</u>
Total Appropriations	\$ 1,354,379	\$ 657,143	\$ (697,236)

## **DEPARTMENT OF ADMINISTRATIVE HEARINGS (45)**

### ***DEPARTMENT OF ADMINISTRATIVE HEARINGS ACTIVITY INFORMATION***

#### **ACTIVITY DESCRIPTION: BLIGHT VIOLATIONS ADJUDICATION**

The Department of Administrative Hearings (DAH) is a quasi-judicial tribunal that provides expedient, independent and impartial adjudication of municipal ordinance violations. This activity houses ticket processing, security, and information technology contractors. The tribunal is run by a Director, Manager, Principal Accountant, support staff, and the Hearings Officers.

The DAH is an innovative approach to enforcing the Detroit City Code as it applies to property maintenance and blight prevention. The department's focus is to resolve blight violations in an effort to improve the quality of life of Detroit residents. Blight violations have a major impact on the quality of life in Detroit and DAH operates effectively to handle those violations.

#### **GOALS:**

1. Adjudicate unlimited numbers of blight code violations issued by authorized City agents, with sensitivity to their impact on the escalating problem of blight in Detroit.
2. Enhance collectibility of fines and fees, through garnishments and liens utilizing the Department's decisions and orders.

#### **MAJOR INITIATIVES FOR FY 2011-12:**

The DAH's major initiative is playing an integral role in the Mayor's new compliance-based approach to code enforcement as a means to eradicate blight in the city. The Blight Enforcement Working Group, a collaborative effort between the city Departments of Law, Public Works, DAH, Buildings Safety Engineering & Environmental, and Police, has continued to implement recent city code changes and department policies to promote more compliance with anti-blight codes. The DAH's major initiative aimed at increased compliance was the CARE Initiative launched in 2010. CARE, the Compliance Assistance Reaching the Elderly & Indigent program, is comprised of a network of city departments and non-profit community service organizations. CARE participants are provided with additional time and assistance to remediate blight at their properties. The CARE partners are the City of Detroit Department of Human Services, the Mayor's Community Access Centers, Community Legal Resources (CLR), the Legal Aid and Defender Association (LAD), Neighborhood Legal Services Michigan and NEXT Detroit Neighborhood Initiative.

#### **PLANNING FOR THE FUTURE FOR FY 2012-13, FY 2013-14 and BEYOND:**

In 2011 and 2012, the DAH will expand the CARE program to reach more elderly and indigent residents to increase compliance and remediate blight. To increase operational efficiency, the DAH will begin adjudicating business license cases reducing the cost of funding a separate administrative hearings function at Buildings Safety Engineering and Environmental Department. Additionally, the DAH will continue its successful in-house judgment notification collections effort aimed at increasing compliance with DAH orders and judgments. This effort will be expanded to include automated telephone reminders of unpaid blight judgments and enhancements to the current Finance Department-led collections effort.

## DEPARTMENT OF ADMINISTRATIVE HEARINGS (45)

### *BLIGHT VIOLATIONS ADJUDICATION MEASURES AND TARGETS*

<b>Type of Performance Measure:</b> List of Measures	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Projection</b>	<b>2012-13 Target</b>
<b>Outputs: Units of Activity directed toward Goals</b>				
Number of zoning division violations heard	256	256	256	256
Number of environmental division violations heard	8,516	8,516	8,516	8516
Number of property maintenance division violations heard	30,009	30,009	30,009	30099
Average number of days between violation issuance and hearing date	60	60	60	60
Percent of Decisions and Orders appealed	0.1%	0.1%	0.1%	0.1%
Percent of Decisions and Orders overturned	26%	26%	26%	26%
<b>Efficiency: Program Costs related to Units of Activity</b>				
Percent of Orders in delinquency	61%	61%	61%	61%
Percent of cases that are no-show	58%	58%	58%	58%
<b>Activity Costs</b>	<b>\$1,585,767</b>	<b>\$1,545,467</b>	<b>\$1,354,379</b>	<b>\$657,143</b>

**CITY OF DETROIT**  
**Department of Administrative Hearings**  
**Financial Detail by Appropriation and Organization**

<b>Administration</b>	<b>2011-12 Redbook</b>		<b>2012-13 Dept Final Request</b>		<b>2012-13 Mayor's Budget Rec</b>	
	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>
<b>Blight Violation Adjudication</b>						
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
11159 - Blight Violation Adjudication						
450010 - Administration	5	\$1,354,379	4	\$1,132,855	4	\$657,143
<b>APPROPRIATION TOTAL</b>	<b>5</b>	<b>\$1,354,379</b>	<b>4</b>	<b>\$1,132,855</b>	<b>4</b>	<b>\$657,143</b>
<b>ACTIVITY TOTAL</b>	<b>5</b>	<b>\$1,354,379</b>	<b>4</b>	<b>\$1,132,855</b>	<b>4</b>	<b>\$657,143</b>

**CITY OF DETROIT**  
**Budget Development for FY 2012-2013**  
**Appropriations - Summary Objects**

	<b>2011-12 Redbook</b>	<b>2012-13 Dept Final Request</b>	<b>2012-13 Mayor's Budget Rec</b>
<b>AC0545 - Blight Violation Adjudication</b>			
<i>A45000 - Department of Administrative Hearings</i>			
SALWAGESL - Salary & Wages	322,862	286,919	286,919
EMPBENESL - Employee Benef	307,983	277,107	255,731
PROFSVCSL - Professional/Cor	599,655	473,184	12,423
OPERSUPSL - Operating Suppli	13,500	13,000	13,000
OPERSVCSL - Operating Servic	110,379	82,645	89,070
<i>A45000 - Department of Administrativ</i>	<i>1,354,379</i>	<i>1,132,855</i>	<i>657,143</i>
<b>AC0545 - Blight Violation Adjudication</b>	<b>1,354,379</b>	<b>1,132,855</b>	<b>657,143</b>
<b>Grand Total</b>	<b>1,354,379</b>	<b>1,132,855</b>	<b>657,143</b>

**CITY OF DETROIT**  
**Budget Development for FY 2012-2013**  
**Appropriation Summary - Revenues**

	2010-11 Actuals	2011-12 Redbook	2012-13 Dept Final Request	2012-13 Mayor's Budget Rec	Variance
<b>A45000 - Department of Administrative Heari</b>					
<i>11159 - Blight Violation Adjudication</i>					
446100 - Administration Fee	57,032	29,148	29,148	29,148	0
448115 - Other Fees	476,299	450,000	400,000	400,000	(50,000)
448150 - Other Fees-State	90	0	0	0	0
448301 - Motion Fee	830	1,000	1,000	1,000	0
449165 - Personal Services-Eng	258,372	200,000	200,000	200,000	0
472100 - Other Forfeits And Pen	25	175	175	175	0
472117 - Late Payment Fee	26,418	45,000	25,000	25,000	(20,000)
472150 - Other Miscellaneous	194	1,320	1,320	1,320	0
474100 - Miscellaneous Receipt:	0	500	500	500	0
<i>11159 - Blight Violation Adjudication</i>	<i>819,260</i>	<i>727,143</i>	<i>657,143</i>	<i>657,143</i>	<i>(70,000)</i>
<b>A45000 - Department of Administrative He</b>	<b>819,260</b>	<b>727,143</b>	<b>657,143</b>	<b>657,143</b>	<b>(70,000)</b>
<b>Grand Total</b>	<b>819,260</b>	<b>727,143</b>	<b>657,143</b>	<b>657,143</b>	<b>(70,000)</b>

**CITY OF DETROIT  
MAYOR'S 2012-2013 RECOMMENDED BUDGET**

**Department of Administrative Hearings**

Appropriation	REDBOOK FY		DEPT REQUEST		MAYORS FY	
Organization	2011	2012 FTE	FY 2012	2013 FTE	2012	2013 FTE
Classification						
<b>11159 - Blight Violation Adjudication</b>						
<b>450010 - Administration</b>						
Dir of Administrative Hearings	1		1		1	
Mgr of Administrative Hearings	1		1		1	
Principal Accountant	1		1		1	
Executive Secretary II	1		1		1	
Office Assistant III	1		0		0	
Admin Asst GD II-Admin Hearing	0		0		0	
<b>    Total Administration</b>	<b>5</b>		<b>4</b>		<b>4</b>	
<b>Total Blight Violation Adjudication</b>	<b>5</b>		<b>4</b>		<b>4</b>	
<b>Agency Total</b>	<b>5</b>		<b>4</b>		<b>4</b>	

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