

David Whitaker, Esq.
Director
Irvin Corley, Jr.
Executive Policy Manager
Marcell R. Todd, Jr.
Senior City Planner

John Alexander
LaKisha Barellift, Esq.
M. Rory Bolger, PhD, AICP
Timothy Boscarino, AICP
Elizabeth Cabot, Esq.
Janese Chapman
Tasha Cowan
Richard Drumb
George Etheridge

City of Detroit
CITY COUNCIL
LEGISLATIVE POLICY DIVISION
208 Coleman A. Young Municipal Center
Detroit, Michigan 48226
Phone: (313) 224-4946 Fax: (313) 224-4336

Deborah Goldstein
Christopher Gulock, AICP
Derrick Headd
Marcel Hurt
Kimani Jeffrey
Anne Marie Langan
Jamie Murphy
Carolyn Nelson
Kim Newby
Analine Powers, PhD
Sabrina Shockley
Thomas Stephens, Esq.
David Tector
Theresa Thomas
Kathryn Lynch Underwood
Ashley Wilson

TO: James Ribbron, Director
Board of Zoning Appeals

FROM: David Whitaker, Director
Legislative Policy Division

DATE: March 14, 2019

RE: **2019-2020 Budget Analysis**

Attached is our budget analysis regarding your agency's budget for the upcoming 2019-2020 Fiscal Year.

Please be prepared to respond to the issues/questions raised in our analysis during your scheduled hearing on **Thursday, March 28, 2019 at 10:00 am**. We would then appreciate a written response to the issues/questions prior to your budget hearing. Please forward a copy of your responses to the Councilmembers and the City Clerk's Office as well.

Please contact us if you have any questions regarding our budget analysis.

Thank you for your cooperation in this matter.

Attachments
Issues and Questions

cc: Councilmembers
Auditor General's Office
Dave Massaron, Acting Chief Financial Officer
Tanya Stoudemire, Budget Department
Monique Claiborne, Agency Chief Financial Officer
Stephanie Washington, Mayor's Office

Board of Zoning Appeals (51)

FY 2019-2020 Budget Analysis by the Legislative Policy Division

Issues and Questions

- 1) For FY 2020, Salaries and Wages are decreasing by \$68,141 or 20.1%; however, Employee Benefits are increasing by \$2,217 or 2.4%. Please explain why this is occurring.
- 2) For FY 2020, Professional and Contractual Services are increasing by \$54,219 or 55.8%. Please explain the reason behind the increase.
- 3) For FY 2020, Sales and Charges for Services are decreasing by \$35,000 or 28.0%. Please explain the reason for the decrease.
- 4) For FY 2020, BZA is losing one budgeted employee; please explain.
- 5) The BZA has one Zoning Inspector – Zoning Appeals budgeted for FY 2020. Does having only one Zoning Inspector impede BZA's operations? How many additional employees would aid in improving BZA's operations?

ZONING APPEALS BOARD (51)

AGENCY PLAN; MISSION, GOALS AND ACTIVITY SUMMARY

MISSION:

As a quasi-judicial body, the Board of Zoning Appeals (BZA) primary role is to hear and rule on appeals for relief or relaxation of the provisions and requirements of the zoning ordinance from any person, firm, partnership or corporation; or by any officer, department, commission, board, or bureau of the City aggrieved by a decision of an enforcing officer or any decision made by the Buildings, Safety Engineering and Environmental Department, where rigid enforcement could cause the appellant undue hardship, jeopardize equity or prevent proper utilization of property.

DESCRIPTION:

The Board conducts investigations and public hearings to determine whether variances, exceptions or modifications of approved regulated uses of land will be in the best interest of the public and that the spirit and intent of the zoning ordinance is upheld.

The Board's primary role is to hear and decide appeals from and review any order, requirement, decision or determination made in the enforcement of the City of Detroit Zoning Ordinance. The Board has certain discretionary powers in making its decisions to comply with the powers granted to it by the local 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.

AGENCY GOALS:

1. Make all zoning decisions necessary to ensure that city of Detroit land use is congruent with the spirit and intent of the ordinance through improved zoning and land use training.
2. Make just decisions as they affect the applicant, the people in the immediate vicinity of the property in question and the general public.
3. Respond to City Council and administration referrals.
4. Develop recommendations for amendments to the Zoning Ordinance where appropriate and necessary.
5. Enhance the quality of services to citizens and businesses through improved land use and planning technology.
6. Provide technical assistance to potential BZA applicants at the point of application to ensure a thorough understanding of the ordinance and the applicant's request.

Department Name: Zoning Appeals
 Department #: 51

Budget Summary:

	FY 2018 Actual		FY 2019 Adopted Budget		FY 2020 Recommended Budget	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	80,333	80,333	125,000	125,000	90,000	90,000
Total Expenditures	523,992	523,992	612,874	612,874	600,501	600,501
Net Tax Cost	443,658	443,658	487,874	487,874	510,501	510,501

	FY 2021 Forecast		FY 2022 Forecast		FY 2023 Forecast	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	90,000	90,000	90,000	90,000	90,000	90,000
Total Expenditures	551,055	551,055	557,199	557,199	563,466	563,466
Net Tax Cost	461,055	461,055	467,199	467,199	473,466	473,466

Positions (by FTE):	1/1/2019 Actual	FY 2019 Adopted	FY 2020 Recommended	FY 2021 Forecast	FY 2022 Forecast	FY 2023 Forecast
	General Fund	5	5	4	4	4
Non-General Fund	-	-	-	-	-	-
Total Positions	5	5	4	4	4	4

ZONING APPEALS BOARD (51)

ACTIVITY DESCRIPTION:

LAND USE CONTROLS

The Board conducts investigations and public hearings to determine whether variances, exceptions or modifications of approved regulated uses of land will be in the best interest of the public and that the spirit and intent of the zoning ordinance is upheld.

The Board's primary role is to hear and decide appeals from and review any order, requirement, decision or determination made in the enforcement of the City of Detroit Zoning Ordinance. The Board has certain discretionary powers in making its decisions to comply with the powers granted to it by the local 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.

CITY OF DETROIT
 BUDGET DEVELOPMENT
 EXPENDITURES BY SUMMARY CATEGORY - ALL FUNDS

Department # - Department Name Summary Category	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
51 - Zoning Appeals	612,874	600,501	551,055	557,199	563,466
Salaries & Wages	339,297	271,156	276,579	282,111	287,753
Employee Benefits	93,283	95,500	96,100	96,712	97,337
Professional & Contractual Services	97,140	151,359	97,140	97,140	97,140
Operating Supplies	3,000	3,000	3,000	3,000	3,000
Operating Services	77,654	76,986	76,986	76,986	76,986
Equipment Acquisition	-	-	-	-	-
Other Expenses	2,500	2,500	1,250	1,250	1,250
Grand Total	612,874	600,501	551,055	557,199	563,466

CITY OF DETROIT
 BUDGET DEVELOPMENT
 REVENUES BY SUMMARY CATEGORY - ALL FUNDS

Department # - Department Name Summary Category	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
51 - Zoning Appeals	125,000	90,000	90,000	90,000	90,000
Sales & Charges for Services	125,000	90,000	90,000	90,000	90,000
Miscellaneous	-	-	-	-	-
Grand Total	125,000	90,000	90,000	90,000	90,000

CITY OF DETROIT
 BUDGET DEVELOPMENT
 EXPENDITURES BY SUMMARY CATEGORY - FUND DETAIL

Department # - Department Name Fund # - Fund Name Summary Category	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
51 - Zoning Appeals	612,874	600,501	551,055	557,199	563,466
1000 - General Fund	612,874	600,501	551,055	557,199	563,466
Salaries & Wages	339,297	271,156	276,579	282,111	287,753
Employee Benefits	93,283	95,500	96,100	96,712	97,337
Professional & Contractual Services	97,140	151,359	97,140	97,140	97,140
Operating Supplies	3,000	3,000	3,000	3,000	3,000
Operating Services	77,654	76,986	76,986	76,986	76,986
Other Expenses	2,500	2,500	1,250	1,250	1,250
Grand Total	612,874	600,501	551,055	557,199	563,466

CITY OF DETROIT
 BUDGET DEVELOPMENT
 REVENUES BY SUMMARY CATEGORY - FUND DETAIL

Department # - Department Name Fund # - Fund Name Summary Category	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
51 - Zoning Appeals	125,000	90,000	90,000	90,000	90,000
1000 - General Fund	125,000	90,000	90,000	90,000	90,000
Sales & Charges for Services	125,000	90,000	90,000	90,000	90,000
Grand Total	125,000	90,000	90,000	90,000	90,000

CITY OF DETROIT
 BUDGET DEVELOPMENT
 FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER
 EXPENDITURES

Department # - Department Name	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
Fund # - Fund Name					
Appropriation # - Appropriation Name					
Cost Center # - Cost Center Name					
51 - Zoning Appeals	612,874	600,501	551,055	557,199	563,466
1000 - General Fund	612,874	600,501	551,055	557,199	563,466
00183 - Zoning Land Use Controls	612,874	600,501	551,055	557,199	563,466
510010 - Board of Zoning Appeals Ordinance Administration	612,874	600,501	551,055	557,199	563,466
Grand Total	612,874	600,501	551,055	557,199	563,466

CITY OF DETROIT
 BUDGET DEVELOPMENT
 FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER
 REVENUES

Department # - Department Name	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
Fund # - Fund Name					
Appropriation # - Appropriation Name					
Cost Center # - Cost Center Name					
51 - Zoning Appeals	125,000	90,000	90,000	90,000	90,000
1000 - General Fund	125,000	90,000	90,000	90,000	90,000
00183 - Zoning Land Use Controls	125,000	90,000	90,000	90,000	90,000
510010 - Board of Zoning Appeals Ordinance Administration	125,000	90,000	90,000	90,000	90,000
Grand Total	125,000	90,000	90,000	90,000	90,000

CITY OF DETROIT
FY2020 - 2023 Positions - Mayor

51000-Zoning Appeals	FY 2018-19 FTE	FY 2019-20 FTE	FY 2020-21 FTE	FY 2021-22 FTE	FY 2022-23 FTE
Appropriation	Budget	Mayor	Forecast	Forecast	Forecast
Cost Center					
Job Code and Title					
00183-Zoning Land Use Controls					
510010-Board of Zoning Appeals Ordinance Administration					
012063.Director - Board of Zoning Appeals	1	1	1	1	1
013376.Executive Administrative Assistant II	1	1	1	1	1
199034.Zoning Inspector - Zoning Appeals	1	1	1	1	1
929107.Administrative Special Services Staff II - Exempt	2	0	0	0	0
013131.Office Assistant III	0	1	1	1	1
Total 510010-Board of Zoning Appeals Ordinance Administration	5	4	4	4	4
Total 00183-Zoning Land Use Controls	5	4	4	4	4
Agency Total	5	4	4	4	4