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Director
Irvin Corley, Jr.
Executive Policy Manager
Marcell R. Todd, Jr.
Director, City Planning
Commission
Janese Chapman
Director, Historic Designation
Advisory Board

John Alexander
Megha Bamola
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M. Rory Bolger, Ph.D., AICP
Elizabeth Cabot, Esq.
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City of Detroit CITY COUNCIL

LEGISLATIVE POLICY DIVISION

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TO: Katy Trudeau, Deputy Director

Planning Department

FROM: David Whitaker, Director

Legislative Policy Division Staff

DATE: March 5, 2021

RE: 2021-2022 Budget Analysis

Attached is our budget analysis regarding your department's budget for the 2021-2022 Fiscal Year.

Please be prepared to respond to the issues/questions raised in our analysis during your scheduled hearing on **Monday**, **March 8**, **2021 at 2:00 p.m.** We would then appreciate a written response to the issues/questions at your earliest convenience subsequent to your budget hearing. Please forward a copy of your responses to the Council members and the City Clerk's Office.

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

Thank you for your cooperation in this matter.

DW:dh:ss

Attachments:

Issues and Questions Planning & Development Department Budget Pages

cc: Councilmembers

Auditor General's Office

Jay Rising, Acting Chief Financial Officer Tanya Stoudemire, Chief Deputy CFO Steve Watson, Budget Director Avery Peeples, Mayor's Office

Planning Department (43)

FY 2021-22 Budget Analysis by the Legislative Policy Division

For FY 2022, the Mayor has recommended an overall increase for the Planning Department, in the amount of \$375,214 (7.8%), increasing from an overall budget of \$4,811,137 to \$5,186,351 in FY 2022.

Of that FY 2022 increase in Planning, the Mayor has recommended a increase in **Grant Fund** expenditures of \$472,857 (28.7%), with **433110 - Planning & Development CDBG**, increasing from \$1,649,413 to \$2,122,270, which is offset by General Fund expenditure reductions of \$58,579 (-2.1%) in **433100 - Planning & Development Operations Total** and a \$39,064 (-10.7%) reduction in **433120 - Arts, Culture, & Entrepreneurship Office Total**

<u>Issues and Questions</u>

- 1) Please briefly detail the department's new expense initiatives, new capital funding requests, operational reform and savings proposals, and new revenue initiatives/proposals to be implemented in FY 2022.
- 2) As of January 1, 2021, does the department currently have general fund FTE's vacancies.
- If yes, what is the cause of this shortfall? How long have these vacancies existed?
- What are the job titles and responsibilities associated with the current vacant positions?
- How does the department plan to address this vacancy issue in the upcoming fiscal year?

Office of Arts, Culture and Entrepreneurship

The <u>Office of Arts, Culture and Entrepreneurship</u> was recently introduced by the Mayor as a new initiative in FY 2021. In an information packet regarding the office, <u>its stated *Mission* is as follows:</u>

The city's new Office of Arts, Culture and Entrepreneurship (ACE) is not being created to reinvent the wheel. We are here to grease the wheel, to promote and support start-ups and our emerging new artistry. But we also will celebrate been-ups, veteran artists who didn't move to New York, Chicago or Los Angeles to work. We will honor the rich history of Detroit, including some that has been lost. And we will create and host new events. To that end, our first projects are to:

- 1 Conduct an artist's census
- 2 Launch a massive media campaign
- 3 Honor the rich history of lost neighborhoods
- **4 Host Detroit Talks**
- **5 Promote and support our City Treasures**
- 6 Recommend members for the Detroit Council of the Arts and the Detroit Youth Council of the Arts
- 7 We also will seek opportunities to expand our footprint

- 3) Please explain the \$39,064 (-10.7%) reduction in **433120 Arts, Culture, & Entrepreneurship** in FY 2022.
- 4) Office of Arts, Culture and Entrepreneurship Regarding this office, how many FTE'S are housed in this division?
- 5) The Office of Arts, Culture & Entrepreneurship is seeking (sponsored) funding to support its partnership-based mission to use the arts as a catalyst for neighborhood growth.¹

To-date, has the Office of Arts, Culture & Entrepreneurship received any sponsored funding? If so, what is the overall level of funding to-date?

6) Please explain the General Fund expenditure reductions of \$58,579 (-2.1%) in **433100 - Planning & Development Operations** in FY 2022.

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¹ Sponsorship Opportunities listed on page 18 of the overview booklet for "Arts, Culture & Entrepreneurship" https://detroitmi.gov/sites/detroitmi.localhost/files/2020-02/MasterPacket 02.19.pdf

PLANNING DEPARTMENT (43)

AGENCY PLAN

MISSION:

The Planning & Development Department (PDD) builds a city secure in its future, grounded in its roots and hopeful in its present state. PDD envisions a healthy and beautiful Detroit, built on inclusionary growth, economic opportunity and an atmosphere of trust. The values are: every citizen has the right to live in a socially, environmentally, and economically healthy community; Detroit is blessed with a rich history and tremendous physical assets with opportunities for historic and environmental preservation; City potential will best be realized by embracing the broadest, farreaching and inclusive vision of what is possible; citizen engagement strengthens decisions and generates confidence in the future.

Offices within the Planning & Development Department include:

- Office of Planning provides planning, design and implementation coordination in East, Central and West regions, to achieve neighborhood stabilization and revitalization and support population and job growth. This includes: project management of neighborhood, commercial, business, industrial, historic district and citywide plans; engaging local communities and leaders in workshops and presentations; developing urban design guidelines; designing improvements for parks, streetscapes, open spaces, public art; developing standards for urban agriculture and green storm water infrastructure; identifying development sites and supporting parcel assembly and historic building-reuse scenarios.
- Office of Design and Development Innovation translates City and neighborhood plans into regulatory language, zoning changes, ordinances and initiatives that guide development efforts; performs design review; and oversees the Community Benefits Ordinance and Sign Waiver Request processes. This includes working with the City Planning Commission and City Council and master plan interpretations.
- Office of Historic Preservation develop regulatory language, ordinances and initiatives that guide development, environmental protection and preservation of historic assets. Staff support the Historic District Commission in enforcement of Historic District codes; review permit applications; conduct historic district reviews; investigate complaints; and ensure National Environmental Policy Act (NEPA) compliance. Staff are liaisons with the City Planning Commission (CPC), Historic Designation Advisory Board (HDAB), and city departments.
- Office of Administration manages personnel, operations and operating budget, grants, and contracts; partnerships with key vendors, foundation and university partners; and large-scale community communications, meetings, and workshops. The Admin manages foundation requests and relationships including grant writing and reporting. Coordinates and manages special projects and major professional events.
- Office of Arts, Culture and Entrepreneurship was created in 2019 to help foster the City's creative community and grow awareness of Detroit artists in the region.

PLANNING DEPARTMENT (43)

STRATEGIC PRIORITIES:

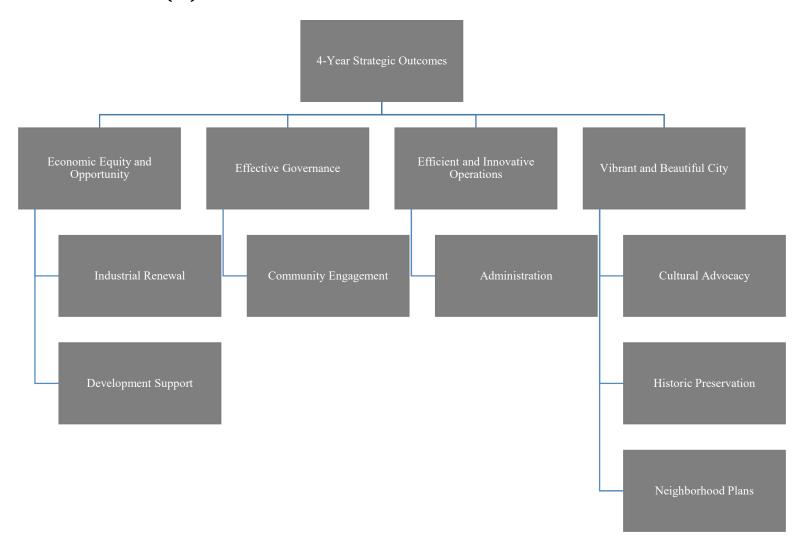
Improve Detroit's neighborhoods for existing residents and promote population growth and density.

- Continue to develop and implement *Neighborhood Framework Plans*, that create healthy, vibrant and walkable neighborhoods
- Dramatically improve the physical condition of our commercial corridors in order to attract the new businesses and pedestrian traffic.
- Improve existing parks and develop new, well-designed open spaces
- Support residential, retail and mixed-use developments that serve all income levels.
- Develop great open spaces by improving existing parks; support the development of a greenway network.
- Leverage Detroit's existing historic buildings to jumpstart neighborhood revitalization
- Maintain high design standards for developments throughout the city.
- Actively support reliable and frequent transit and alternative transit modes

Follow these Guiding Principles:

- Everyone is welcome in our city.
- We will **not** support development if it displaces current Detroit residents.
- Those who stayed will have a voice.
- Through intensive community engagement, planning is an inclusionary, consensus-driven process—something that is done *with* the neighborhood and not *to* the neighborhood.
- A localized and incremental approach, through the use of pilot programs and demonstrations.
- We will use place-based programs that foster a localized and incremental planning approach.
- Work extensively with partner departments (GSD, DPW, etc.) to develop and implement neighborhood plans.

PLANNING DEPARTMENT (43)



Department Name: Planning & Development Department

Department #: 43

Budget Summary:

	FY2	020	FY2021			022			
	Actual		Adopted M			Adopted		Mayor	
	General Fund	All Funds	General Fund All Funds		General Fund	All Funds			
Total Revenues	49,310	324,631	-	2,014,936	-	2,122,270			
Total Expenditures	2,860,394	6,690,025	3,161,724	4,811,137	3,064,081	5,186,351			
Net Tax Cost	2,811,084	6,365,393	3,161,724	2,796,201	3,064,081	3,064,081			

	FY2	023	FY2024		FY2	025
	Forecast		Forec	ast	Fore	cast
	General Fund	All Funds	General Fund All Funds		General Fund	All Funds
Total Revenues	-	2,164,715	-	2,208,010	-	2,252,170
Total Expenditures	2,951,604	5,116,319	2,997,937	5,205,947	3,045,196	5,297,366
Net Tax Cost	2,951,604	2,951,604	2,997,937	2,997,937	3,045,196	3,045,196

Positions (by FTE):	1/1/2021 Actual	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
General Fund	22	24	24	24	24	24
Non-General Fund	15	18	18	18	18	18
Total Positions	37	42	42	42	42	42

CITY OF DETROIT BUDGET DEVELOPMENT EXPENDITURES BY SUMMARY CATEGORY - ALL FUNDS DEPARTMENT 43 - PLANNING & DEVELOPMENT DEPARTMENT

Department # - Department Name Summary Category	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
43 - Planning & Development Department	4,811,137	5,186,351	5,116,319	5,205,947	5,297,366
Salaries & Wages	3,126,185	3,625,750	3,577,347	3,666,975	3,758,394
Employee Benefits	1,260,228	1,316,846	1,316,846	1,316,846	1,316,846
Professional & Contractual Services	62,741	-	-	-	-
Operating Supplies	76,714	55,229	55,229	55,229	55,229
Operating Services	275,269	179,359	157,730	157,730	157,730
Other Expenses	10,000	9,167	9,167	9,167	9,167
Grand Total	4,811,137	5,186,351	5,116,319	5,205,947	5,297,366

CITY OF DETROIT BUDGET DEVELOPMENT REVENUES BY SUMMARY CATEGORY - ALL FUNDS DEPARTMENT 43 - PLANNING & DEVELOPMENT DEPARTMENT

Department # - Department Name Summary Category	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
43 - Planning & Development Department	2,014,936	2,122,270	2,164,715	2,208,010	2,252,170
Grants, Shared Taxes, & Revenues	2,014,936	2,122,270	2,164,715	2,208,010	2,252,170
Grand Total	2,014,936	2,122,270	2,164,715	2,208,010	2,252,170

CITY OF DETROIT BUDGET DEVELOPMENT EXPENDITURES BY SUMMARY CATEGORY - FUND DETAIL DEPARTMENT 43 - PLANNING & DEVELOPMENT DEPARTMENT

Department # - Department Name Fund # - Fund Name Summary Category	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
43 - Planning & Development Department	4,811,137	5,186,351	5,116,319	5,205,947	5,297,366
1000 - General Fund	3,161,724	3,064,081	2,951,604	2,997,937	3,045,196
Salaries & Wages	1,981,338	2,044,074	1,953,226	1,999,559	2,046,818
Employee Benefits	755,662	776,252	776,252	776,252	776,252
Professional & Contractual Services	62,741	-	-	-	-
Operating Supplies	76,714	55,229	55,229	55,229	55,229
Operating Services	275,269	179,359	157,730	157,730	157,730
Other Expenses	10,000	9,167	9,167	9,167	9,167
2001 - Block Grant	1,649,413	2,122,270	2,164,715	2,208,010	2,252,170
Salaries & Wages	1,144,847	1,581,676	1,624,121	1,667,416	1,711,576
Employee Benefits	504,566	540,594	540,594	540,594	540,594
Grand Total	4,811,137	5,186,351	5,116,319	5,205,947	5,297,366

CITY OF DETROIT BUDGET DEVELOPMENT REVENUES BY SUMMARY CATEGORY - FUND DETAIL DEPARTMENT 43 - PLANNING & DEVELOPMENT DEPARTMENT

Department # - Department Name Fund # - Fund Name Summary Category	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
43 - Planning & Development Department	2,014,936	2,122,270	2,164,715	2,208,010	2,252,170
2001 - Block Grant	2,014,936	2,122,270	2,164,715	2,208,010	2,252,170
Grants, Shared Taxes, & Revenues	2,014,936	2,122,270	2,164,715	2,208,010	2,252,170
Grand Total	2,014,936	2,122,270	2,164,715	2,208,010	2,252,170

FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER - EXPENDITURES DEPARTMENT 43 - PLANNING & DEVELOPMENT DEPARTMENT

Department # - Department Name Fund # - Fund Name Appropriation # - Appropriation Name Cost Center # - Cost Center Name	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
43 - Planning & Development Department	4,811,137	5,186,351	5,116,319	5,205,947	5,297,366
1000 - General Fund	3,161,724	3,064,081	2,951,604	2,997,937	3,045,196
14026 - PDD Administration & Operations	3,161,724	-	-	-	-
433100 - Planning & Development Operations	2,795,317	-	-	-	-
433120 - Arts, Culture, & Entrepreneurship Office	366,407	-	-	-	-
26430 - Arts & Culture Opportunities	-	327,343	316,912	322,232	327,658
433120 - Arts, Culture, & Entrepreneurship Office	-	327,343	316,912	322,232	327,658
29430 - PDD Administration	-	2,736,738	2,634,692	2,675,705	2,717,538
433100 - Planning & Development Operations	-	2,736,738	2,634,692	2,675,705	2,717,538
2001 - Block Grant	1,649,413	2,122,270	2,164,715	2,208,010	2,252,170
14027 - Planning & Development Department CDBG	1,649,413	2,122,270	2,164,715	2,208,010	2,252,170
433110 - Planning & Development CDBG	1,649,413	2,122,270	2,164,715	2,208,010	2,252,170
Grand Total	4,811,137	5,186,351	5,116,319	5,205,947	5,297,366

FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER - REVENUES DEPARTMENT 43 - PLANNING & DEVELOPMENT DEPARTMENT

Department # - Department Name Fund # - Fund Name Appropriation # - Appropriation Name Cost Center # - Cost Center Name	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
43 - Planning & Development Department	2,014,936	2,122,270	2,164,715	2,208,010	2,252,170
2001 - Block Grant	2,014,936	2,122,270	2,164,715	2,208,010	2,252,170
14027 - Planning & Development Department CDBG	2,014,936	2,122,270	2,164,715	2,208,010	2,252,170
433110 - Planning & Development CDBG	2,014,936	2,122,270	2,164,715	2,208,010	2,252,170
Grand Total	2,014,936	2,122,270	2,164,715	2,208,010	2,252,170

POSITION DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER DEPARTMENT 43 - PLANNING & DEVELOPMENT DEPARTMENT

Department # - Department Name					
Fund # - Fund Name Appropriation # - Appropriation Name Cost Center # - Cost Center Name Job Code - Job Title	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
43 - Planning & Development Department	42	42	42	42	42
1000 - General Fund	24	24	24	24	24
14026 - PDD Administration & Operations	24	0	0	0	0
433100 - Planning & Development Operations	21	0	0	0	0
013376 - Executive Administrative Assistant II	1	0	0	0	0
111004 - Project Manager & Analytics Specialist IV	2	0	0	0	0
11919902 - Planning and Development Deputy Director	1	0	0	0	0
11919903 - Associate Director of Design	1	0	0	0	0
11919906 - Associate Director of Administration	1	0	0	0	0
13111101 - Program Analyst I	1	0	0	0	0
13111114 - Supervisory Program Analyst IV	1	0	0	0	0
19305102 - Planner II (General and Strategic Planning)	1	0	0	0	0
19305104 - Planner IV (General and Strategic Planning)	2	0	0	0	0
19305124 - Planner (General and Strategic Planning) Manage	1	0	0	0	0
19305202 - Planner II (Urban Design)	1	0	0	0	0
19305204 - Planner IV (Urban Design)	1	0	0	0	0
19305502 - Planner II (Historic Preservation Specialist)	1	0	0	0	0
19305503 - Planner III (Historic Preservation Specialist)	1	0	0	0	0
43305114 - Supervisory Planner IV (General & Strategic Planı	2	0	0	0	0
43601103 - Administrative Assistant III	2	0	0	0	0
653080 - Executive Management Team	1	0	0	0	0
433120 - Arts, Culture, & Entrepreneurship Office	3	0	0	0	0
11919906 - Associate Director of Administration	1	0	0	0	0

POSITION DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER DEPARTMENT 43 - PLANNING & DEVELOPMENT DEPARTMENT

artment # - Department Name					
und # - Fund Name Appropriation # - Appropriation Name	FY2021	FY2022	FY2023	FY2024	FY2025
Cost Center # - Cost Center Name	Adopted	Mayor	Forecast	Forecast	Forecast
Job Code - Job Title					
13111102 - Program Analyst II	1	0	0	0	0
43601103 - Administrative Assistant III	1	0	0	0	0
26430 - Arts & Culture Opportunities	0	3	3	3	3
433120 - Arts, Culture, & Entrepreneurship Office	0	3	3	3	3
11919906 - Associate Director of Administration	0	1	1	1	1
13111102 - Program Analyst II	0	1	1	1	1
43601103 - Administrative Assistant III	0	1	1	1	1
29430 - PDD Administration	0	21	21	21	21
433100 - Planning & Development Operations	0	21	21	21	21
013376 - Executive Administrative Assistant II	0	1	1	1	1
11919902 - Planning and Development Deputy Director	0	1	1	1	1
11919903 - Associate Director of Design	0	1	1	1	1
11919906 - Associate Director of Administration	0	1	1	1	1
13111004 - Project Manager Analytics Specialist IV	0	2	2	2	2
13111101 - Program Analyst I	0	1	1	1	1
13111114 - Supervisory Program Analyst IV	0	1	1	1	1
19305102 - Planner II General and Strategic Planning	0	1	1	1	1
19305104 - Planner IV General and Strategic Planning	0	2	2	2	2
19305124 - Planner Manager IV General and Strategic Planni	0	1	1	1	1
19305202 - Planner II Urban Design	0	1	1	1	1
19305404 - Planner IV Landscape Architecture	0	1	1	1	1
19305502 - Planner II Historic Preservation	0	1	1	1	1
19305503 - Planner III Historic Preservation	0	1	1	1	1

POSITION DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER DEPARTMENT 43 - PLANNING & DEVELOPMENT DEPARTMENT

Department # - Department Name					
Fund # - Fund Name Appropriation # - Appropriation Name Cost Center # - Cost Center Name	FY2021 Adopted	FY2022 Mayor	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast
Job Code - Job Title					
43305114 - Supervisory Planner IV General and Strategic Plan	0	2	2	2	2
43601103 - Administrative Assistant III	0	2	2	2	2
653080 - Executive Management Team	0	1	1	1	1
2001 - Block Grant	18	18	18	18	18
14027 - Planning & Development Department CDBG	18	18	18	18	18
433110 - Planning & Development CDBG	18	18	18	18	18
11919903 - Associate Director of Design	3	3	3	3	3
19305201 - Planner I (Urban Design)	1	0	0	0	0
19305202 - Planner II (Urban Design)	4	0	0	0	0
19305202 - Planner II Urban Design	0	5	5	5	5
19305203 - Planner III (Urban Design)	4	0	0	0	0
19305203 - Planner III Urban Design	0	4	4	4	4
19305204 - Planner IV (Urban Design)	2	0	0	0	0
19305204 - Planner IV Urban Design	0	3	3	3	3
19305404 - Planner (Landscape Architect) IV	1	0	0	0	0
19305502 - Planner II (Historic Preservation Specialist)	1	0	0	0	0
19305502 - Planner II Historic Preservation	0	1	1	1	1
19305504 - Planner (Historic Preservation Specialist) IV	1	0	0	0	0
19305504 - Planner IV Historic Preservation	0	1	1	1	1
43305114 - Supervisory Planner IV (General & Strategic Planr	1	0	0	0	0
81305114 - Supervisory Planner IV General And Strategic Pla	0	1	1	1	1
Grand Total	42	42	42	42	42