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TO: James Ribbron, Director
Board of Zoning Appeals

FROM: David Whitaker, Director 
Legislative Policy Division

DATE: March 17, 2020

RE: **2020-2021 Budget Analysis**

Attached is our budget analysis regarding your agency's budget for the upcoming 2020-2021 Fiscal Year.

As you know, your scheduled budget hearing on Thursday, March 26, 2020 at 10:00 am has been CANCELLED in order for City Council to reduce the number of budget hearings due to the coronavirus crisis. However, we would still appreciate a written response to the issues/questions raised in this budget analysis as soon as possible. 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
David Massaron, Chief Financial Officer
Tanya Stoudemire, Budget Department
James George, Agency Chief Financial Officer
Stephanie Washington, Mayor's Office

Board of Zoning Appeals (51)

FY 2020-2021 Budget Analysis by the Legislative Policy Division

Issues and Questions

- 1) Please briefly explain new expense initiatives the Board of Zoning Appeals is planning to implement in FY 2021. Please provide which Appropriation/Cost Center the new initiatives will affect in FY 2021.
- 2) Please briefly explain the new operational reform and savings proposals the Board of Zoning Appeals is planning to implement in FY 2021. Please provide which Appropriation/Cost Center the new initiatives will affect in FY 2021.
- 3) Please briefly explain the new revenue initiatives/proposals the Board of Zoning Appeals is planning to implement in FY 2021. Please provide which Appropriation/Cost Center the new initiatives/proposals will affect in FY 2021.

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 BZA staff conducts inspections and the Board holds 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 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, administration and departmental 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 2019 Actual		FY 2020 Adopted Budget		FY 2021 Mayor Recommended	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	109,216	109,216	90,000	90,000	90,000	90,000
Total Expenditures	557,270	557,270	606,001	606,001	625,837	625,837
Net Tax Cost	448,054	448,054	516,001	516,001	535,837	535,837

	FY 2022 Forecast		FY 2023 Forecast		FY 2024 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	633,014	633,014	633,584	633,584	641,051	641,051
Net Tax Cost	543,014	543,014	543,584	543,584	551,051	551,051

Positions (by FTE):	1/1/2020 Actual	FY 2020 Adopted	FY 2021 Mayor Recommended	FY 2022 Forecast	FY 2023 Forecast	FY 2024 Forecast
	General Fund	4	4	4	4	4
Non-General Fund	-	-	-	-	-	-
Total Positions	4	4	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 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 51 - ZONING APPEALS

Department # - Department Name Summary Category	FY2020 Adopted	FY2021 Mayor	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast
51 - Zoning Appeals	606,001	625,837	633,014	633,584	641,051
Salaries & Wages	271,156	330,732	337,197	343,791	350,517
Employee Benefits	95,500	111,229	111,941	112,667	113,408
Professional & Contractual Services	151,359	97,140	97,140	97,140	97,140
Operating Supplies	3,000	3,000	3,000	3,000	3,000
Operating Services	76,986	76,986	76,986	76,986	76,986
Other Expenses	8,000	6,750	6,750	-	-
Grand Total	606,001	625,837	633,014	633,584	641,051

CITY OF DETROIT
BUDGET DEVELOPMENT
REVENUES BY SUMMARY CATEGORY - ALL FUNDS
DEPARTMENT 51 - ZONING APPEALS

Department # - Department Name Summary Category	FY2020 Adopted	FY2021 Mayor	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast
51 - Zoning Appeals	90,000	90,000	90,000	90,000	90,000
Sales & Charges for Services	90,000	90,000	90,000	90,000	90,000
Grand Total	90,000	90,000	90,000	90,000	90,000

**CITY OF DETROIT
BUDGET DEVELOPMENT
EXPENDITURES BY SUMMARY CATEGORY - FUND DETAIL
DEPARTMENT 51 - ZONING APPEALS**

Department # - Department Name Fund # - Fund Name Summary Category	FY2020 Adopted	FY2021 Mayor	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast
51 - Zoning Appeals	606,001	625,837	633,014	633,584	641,051
1000 - General Fund	606,001	625,837	633,014	633,584	641,051
Salaries & Wages	271,156	330,732	337,197	343,791	350,517
Employee Benefits	95,500	111,229	111,941	112,667	113,408
Professional & Contractual Services	151,359	97,140	97,140	97,140	97,140
Operating Supplies	3,000	3,000	3,000	3,000	3,000
Operating Services	76,986	76,986	76,986	76,986	76,986
Other Expenses	8,000	6,750	6,750	-	-
Grand Total	606,001	625,837	633,014	633,584	641,051

CITY OF DETROIT
 BUDGET DEVELOPMENT
 REVENUES BY SUMMARY CATEGORY - FUND DETAIL
 DEPARTMENT 51 - ZONING APPEALS

Department # - Department Name Fund # - Fund Name Summary Category	FY2020 Adopted	FY2021 Mayor	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast
51 - Zoning Appeals	90,000	90,000	90,000	90,000	90,000
1000 - General Fund	90,000	90,000	90,000	90,000	90,000
Sales & Charges for Services	90,000	90,000	90,000	90,000	90,000
Grand Total	90,000	90,000	90,000	90,000	90,000

CITY OF DETROIT
 BUDGET DEVELOPMENT
 FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER - EXPENDITURES
 DEPARTMENT 51 - ZONING APPEALS

Department # - Department Name	FY2020	FY2021	FY2022	FY2023	FY2024
Fund # - Fund Name	Adopted	Mayor	Forecast	Forecast	Forecast
Appropriation # - Appropriation Name					
Cost Center # - Cost Center Name					
51 - Zoning Appeals	606,001	625,837	633,014	633,584	641,051
1000 - General Fund	606,001	625,837	633,014	633,584	641,051
00183 - Zoning Land Use Controls	606,001	625,837	633,014	633,584	641,051
510010 - Board of Zoning Appeals Administration	606,001	625,837	633,014	633,584	641,051
Grand Total	606,001	625,837	633,014	633,584	641,051

CITY OF DETROIT
BUDGET DEVELOPMENT
FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER - REVENUES
DEPARTMENT 51 - ZONING APPEALS

Department # - Department Name Fund # - Fund Name Appropriation # - Appropriation Name Cost Center # - Cost Center Name	FY2020 Adopted	FY2021 Mayor	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast
51 - Zoning Appeals	90,000	90,000	90,000	90,000	90,000
1000 - General Fund	90,000	90,000	90,000	90,000	90,000
00183 - Zoning Land Use Controls	90,000	90,000	90,000	90,000	90,000
510010 - Board of Zoning Appeals Administration	90,000	90,000	90,000	90,000	90,000
Grand Total	90,000	90,000	90,000	90,000	90,000

CITY OF DETROIT
 BUDGET DEVELOPMENT
 POSITION DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER
 DEPARTMENT 51 - ZONING APPEALS

Department # - Department Name	FY2020 Adopted by FTE	FY2021 Mayor by FTE	FY2022 Forecast by FTE	FY2023 Forecast by FTE	FY2024 Forecast by FTE
Fund # - Fund Name					
Appropriation # - Appropriation Name					
Cost Center # - Cost Center Name					
Job Code - Job Title					
51 - Zoning Appeals	4	4	4	4	4
1000 - General Fund	4	4	4	4	4
00183 - Zoning Land Use Controls	4	4	4	4	4
510010 - Board of Zoning Appeals Administration	4	4	4	4	4
012063 - Director - Board of Zoning Appeals	1	1	1	1	1
013131 - Office Assistant III	1	0	0	0	0
013376 - Executive Administrative Assistant II	1	1	1	1	1
199034 - Zoning Inspector - Zoning Appeals	1	1	1	1	1
43601102 - Administrative Assistant II	0	1	1	1	1
Grand Total	4	4	4	4	4