




**Buildings,  
Safety Engineering  
& Environmental  
Department**

# MEMORANDUM

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**To:** Council President Mary Sheffield  
**From:** David Bell, Director, BSEED   
**Date:** March 17, 2023  
**Re:** Responses to BSEED 2023 Budget Hearing questions

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Please find below responses to your questions sent on 3/17/23, regarding the proposed Fiscal Year 2024 Proposed Budget for BSEED

- 1. As of March 1, 2023, how many vacancies exist within the department? The proposed FY2024 Budget calls for 352 FTE positions, will the department be able to fill all the available positions? What positions are currently vacant?**

*(See attached list of vacancies and positions)*

*BSEED intends to fill all vacancies and has been working in collaboration with the Human Resources department to fill these positions.*

- 2. In late 2021, President Biden signed the approximately \$1 trillion Federal Infrastructure Bill that will inject millions of dollars into local municipalities. Does the department anticipate an increased strain on BSEED resources and staff due to more federal investment coming to the city? Does BSEED have the appropriate number of staff to keep up with increased demand?**

Yes

- 3. On page B13-13, Business License Center revenue decreases by nearly \$200,000 from FY2023 to FY2024. What is the reason for the anticipated decrease? Does the department expect less business licenses issued or have fees changed?**

*The FY23 Adopted revenue estimate is an outdated projection. FY23 and FY24 revenue estimations have been right sized based on historic activity during the February 2023 Revenue Estimating Conference.*

- 4. On page B13-11, Property Maintenance Enforcement expenditure increases by more**



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than \$1.3 million from FY2023 to FY2024. What is the cause for the increase, and why do expenditures then decrease by \$1.5 million the following fiscal year and beyond?

*The primary reason for this increase is the hiring of additional FTEs Funded with Prior Year's Surplus. The Surplus will take care of one-year which is why the expenditure decreases again the following year.*

5. **On page B13-11, what is the \$100,000 Public Health Fund, and why is it zeroed out for FY2024 and the following years?**

*The Public Health Fund was a one-time legislative addition in FY 2023 and was not expected to continue beyond that fiscal year.*

6. **What is the status of the updated Lead Inspection requirements? Has revenue from violations and fines changed since the easing of the inspection schedule?**

*Lead clearance requirements have been increased from two to three years. There has not been any change in revenue yet.*

7. **What has been the cost savings of changing to inspections every three years as opposed to every year?**

*Efficiency improved and no actual cost saving to the department, but the cost savings is to the property owners because they are not paying biennially for inspections.*

8. **Has BSEED begun enforcement of the Water Barrier Ordinance? What division oversees the Detroit River Seawall, and does the department have the necessary staffing to complete inspections?**

*Yes, BSEED has begun enforcement of the Water Barrier Ordinance. The Property Maintenance Division oversees the Detroit River Seawall. Yes, the department has the necessary staffing.*

9. **How much has BSEED collected in Medical Marijuana Licensing Fees over the previous fiscal year? How much in Recreational Marijuana Licensing Fees were received by the department since Recreational sales were allowed?**

*BSEED collected \$335,500 Medical Marijuana Licensing fees over the previous fiscal year.*



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*The Recreational Marijuana Licensing fees collected since Recreational sales were allowed in April 2022 until date is \$410,500.*

**10. What educational guides or programs does BSEED have to notify residents and businesses of BSEED compliance rules and possible fines?**

*BSEED Property Maintenance has been hosting Compliance Clinics for Residential & Commercial property owners over the last 2 years. Topics covered during these clinics include:*

- o Ordinance Modifications*
- o Inspection Requirements*
- o Fines & Fees*
- o How to Stay in Compliance*
- o How to set up an eLAPS account*

*Clinics have been conducted via webinars as well as in person and we plan on continuing these for the foreseeable future.*

**11. What is the process for the enforcement of blight violations and penalties? What is the average length of time from complaint to inspection? Does BSEED have the staffing capacity to keep up with the level of blight complaints? Has COVID effected the enforcement of blight tickets and hearings?**

*Inspectors perform an inspection and provide the owner with a correction order with a compliance date. If the repairs are made the owner calls for a re-inspection BSEED provides a certificate of compliance, and the process is complete. If the violations are not complied, then the owner receives a blight violation notice(ticket). Complaint inspections are scheduled the same day for emergencies and the next day for non-emergency complaints. We have adequate staffing capacity. Covid has had some effect on enforcement.*



DIVISION	VACANCIES
<b>ADMINISTRATION-130310</b>	
DATA SENIOR SCIENTIST	1
ADINISTRATIVE ASSISTANT GRADE 2-BSEED	1
ADMINISTRATIVE SPECIALIST 1	1
<b>PMB-130320</b>	
BUILDING INSPECTOR	2
BUILDING INSPECTOR	1
<b>THERE ARE ACTUALLY 9 FT VACANCIES FOR HOUSING INPSECTORS (COUNT WILL BE CORRECTED TO REFLECT)</b>	
HOUSING INSPECTOR	17
CSR III	3
<b>DANGEROUS BUILDINGS-130321</b>	
CSR III	3
TITLE SEARCHER	1
<b>ENVIRONMENTAL AFFAIRS-130370</b>	
ENVIRONMENTAL SPECIALIST II	1
ENVIRONMENTAL SPECIALIST I	1
<b>ENVIRONMENTAL ENFORCEMENT-130372</b>	
ECI	6
ECI	3
CSR III	1
<b>BLC 130365</b>	
CSR III	2



<b>PERMITS/BLC-130375</b>	
CSR III	1
<b>DRC 130377</b>	
<b>PLAN REVIEW-130376</b>	
MECHANICAL INSPECTOR	1
CSR III	1
<b>MECHANICAL-130340</b>	
SUPERVISING MECHANICAL INSPECTOR	1
ELECTRICAL INSPECTOR	6
MECHANICAL INSPECTOR	1
ELEVATOR INSPECTOR	3
CSR III	2
<b>OFFICE MANAGEMENT ASSISTANT</b>	<b>1</b>
<b>HOUSING-130345</b>	
PLUMBING INSPECTOR	2
<b>HEAD CLERK</b>	<b>1</b>
<b>BUILDINGS-130346</b>	
SENIOR INFO TECH (?)	1
SUPERVISING BUILDING INSPECTOR	1
<b>ZONING-130347</b>	
CSR III	1
<b>SENIOR CITY PLANNER DESIGN</b>	<b>1</b>
<b>TOTAL FULL-TIME VACANCIES</b>	<b>68 (60)</b>
<b>As of 3-6-23</b>	
<b>ARPA</b>	<b>VACANCIES</b>
BUILDING INSPECTOR	1
HOUSING INSPECTOR	13
CSR III	10
TITLE SEARCHER	1



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TICKET POSTER	1
<b>TASS- INVESTIGATORS (CURRENT BUDGET)</b>	0
<b>**2023 NEW BUDGET HAS ONLY 2 TASS WITH 4 FULL TIME POSITIONS FOR INVESTIGATORS</b>	
<b>TASS POSITIONS (PMB)</b>	
TASS II-PARALEGAL #08-2022-0034	<b>0</b>
TASS II- ASST. CORP COUNSEL #08-2022-0035 ( <b>LORINDA LINDSAY</b> )	<b>1</b>
TASS III (ATTORNEY)	<b>1</b>