

Quarterly Report: January 1, 2012 – March 31, 2012

Building Safety & Planning Department:

Building Safety Department

Permits:

January 1, 2012 – March 31, 2012

Since March 1, 2011, Wade-Trim has received 568 permit applications and issued 514 permits. The number of permit application has stayed relatively constant compared to previous quarters. This has generated \$914,526.06 in revenue. The revenue produced is significantly higher than previous quarters. The majority of the revenue (\$590,900.93) was produced from the issuance of St. Joseph Mercy Oakland's building permit.

Table 1: Permits Issued January 1, 2012-March 31, 2012

Type of Permit	Number Applied	Number Issued	Total Paid
Building	118	101	\$777,993.06
Demolition	125	120	\$49,425.00
Mechanical	102	98	\$25,750.00
Electrical	103	99	\$22,528.00
Plumbing	68	65	\$28,111.00
Team Inspection	21	N/A	\$6,650.00
IMPC 2000	4	N/A	\$800.00
Fire	1	1	\$379.00
Zoning Compliance	1	1	\$125.00
Sign	25	21	\$2,765.00
Totals	568	506	\$914,526.06

Table 2: Permits Issued January 1, 2011 – March 31, 2011

Type of Permit	Number Applied	Number Issued	Total Paid
Building	91	76	\$60,622.50
Demolition	36	34	\$14,455.00
Mechanical	108	107	\$48,422.00
Electrical	101	96	\$45,246.00
Plumbing	74	72	\$36,996.00
Team Inspection	14	13	\$4,520.00
IMPC 2000	8	8	\$1,600.00
Fire	3	3	\$619.00
Zoning Compliance	0	0	\$0.00
Sign	11	10	\$1,285.00
Totals	446	419	\$213,765.50

Analysis of Q1 Totals

During the first quarter of 2012, Building Safety Division generated over 400% more revenue from permit activity than in the same quarter of 2011. Even subtracting the St. Joseph Mercy Hospital permit from the Q1 2012 totals, the 2012 revenue exceeded the permit activity revenue of Q1 2011 by \$109,859.63 or 51%. The increase in permit revenue can be attributed to two primary factors. The first is that during Q1 2011, layoff notices were issued to many employees within the Building Safety Division which typically results in a loss of operating capacity and efficiency. Second, as the Building Safety Division has established new policies and procedures and adhered to these, there has been greater compliance with City statutes.

Rental Registration:

Since the beginning of 2012 Wade-Trim has registered roughly **91 rental properties** in the City of Pontiac. This brought **\$28,300.00** in revenue. Based on the information in BS&A, in the three years prior to March 1, 2011, the City of Pontiac collected **\$1,572,379.00** in revenue on rental registrations. This revenue was collected on **4,108** rental certificates. Between March 1, 2011 and March 31, 2011, the Building Safety Division did not issue any rental registrations. Initial registration notices were not mailed until July 27, 2011. This delay was due to the poor filing and record retention of the Division as well as on-going efforts made within the Division to develop new policies to insure better record keeping and accounting and a more efficient process for rental property owners.

During Q1 of 2012 the Building Safety Division collected **\$28,300.00** in revenue on a total of **91** certificates. Please note that there is no correlation between rental certificates and number of rental properties or certificates issued.

Business License:

As of January 1, 2012, Wade Trim has issued roughly **217 business licenses**. This has created **\$70,310.00** in revenue, over seven times what was generated during the same quarter during the previous year. This is compared with the 46 business license transactions totaling \$9,120.00 during Q1 of 2011.

Inspections

As of January 1, 2012, Building Safety Division has performed 2,312 inspections. The number of inspections has increased roughly by 557 or 31% compared to previous quarters. 413 or 17.9% were code enforcement/complaint inspections, 475 or 20.5% were initial/re-inspections of rental properties and 1,397 or 60.4% of the inspections performed were inspection related to permits. Compared with the same quarter of 2011, the Building Safety Division more than doubled the number of inspections performed by staff.

Table 3: Inspections Completed Q1

January 1, 2011 – March 1, 2011

Inspection Type	Inspections Performed	Percent
Building	147	20.7
Demolition	20	2.8
Mechanical	81	11.4
Electrical	128	18.0
Plumbing	61	8.6
Team Inspection	51	7.2
IMPC 2000	14	2.0
Fire	9	1.3
Zoning	0	0.0
Sign	7	1.0
Rental	142	20.0
Ordinance	51	7.2
Totals	711	100

January 1, 2012 – March 31, 2012

Inspection Type	Inspections Performed	Percent
Building	260	11.2
Demolition	405	17.5
Mechanical	221	9.6
Electrical	241	10.4
Plumbing	143	6.2
Team Inspection	124	5.4
IMPC 2000	10	0.4
Fire	1	0.0
Zoning	2	0.0
Sign	17	0.7
Rental	475	20.5
Ordinance	413	17.9
Totals	2312	100

Code Enforcements:

January 1, 2011 – March 31, 2012

Wade-Trim performed 413 ordinance enforcement inspections during Q1 2012 resulting in 328 code enforcements actions. The status of the code enforcements are described in the following table. The same quarter of 2011 produced 58 code enforcement actions and 51 ordinance inspections.

Q1 2012 Code Enforcement Activities (January 1-March 31, 2012)

Category	Board of Appeals	Condemned Awaiting Clearance	Inspection Pending	No Violation	Posted as Vacant	Referred to Health Dept.	Referred to Hearing Officer	Referred to Planning Dept.	Referred to Oakland County	Referred to Public Works	Referred to Police	Rehabilitation Agreement	Resolved	Ticket Issued	Violations	Total
After Fire	0	0	1	0	0	0	0	0	0	0	0	0	0	0	6	7
Abandoned Vehicles	0	0	1	3	0	0	0	0	0	0	2	0	1	0	3	10
Dangerous Building	1	7	1	2	0	0	0	0	0	0	0	4	16	0	7	38
Dangerous Tree Limb	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	2
Debris	1	1	7	28	0	0	2	0	1	2	1	0	24	0	26	93
Electrical	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	2
Misc.	0	0	6	5	0	0	0	1	0	1	0	0	6	0	2	21
No Bus. Lic.	0	0	1	2	0	0	0	0	0	0	0	0	1	1	0	5
Open to Trespass	0	2	1	19	1	0	11	0	1	0	0	0	11	0	28	74
Operating Bus. In res.	0	0	1	5	0	0	0	0	0	0	0	0	2	0	0	8
Rental Complaint (tenant/landlord)	0	0	6	4	0	0	0	0	0	0	0	0	5	0	9	24
Rodents	0	0	0	2	0	0	0	0	0	0	0	0	1	0	1	4
Tall Grass	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	2
Trees / Shrubs	0	0	0	0	0	0	0	0	0	1	0	0	1	0	1	3
Unregistered Rental	0	0	7	0	0	0	0	0	0	0	0	0	0	0	2	9
Vacant	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	2
Working w/o permits	0	0	1	8	0	0	0	0	0	0	0	0	6	0	4	19
Property Maintenance	0	0	1	2	0	0	0	0	0	0	0	0	1	0	1	5
Total	2	10	34	82	1	0	14	1	2	5	4	4	78	1	90	328

Q1 2011 Code Enforcement Activities (January 1-March 31, 2011)

Category	Board of Appeals	Condemned Awaiting Clearance	Inspection Pending	No Violation	Posted as Vacant	Referred to Health Dept.	Referred to Hearing Officer	Referred to Planning Dept.	Referred to Oakland County	Referred to Public Works	Referred to Police	Rehabilitation Agreement	Resolved	Ticket Issued	Violations	Total
After Fire	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Abandoned Vehicles	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	2
Dangerous Building	1	0	0	0	0	0	0	0	0	0	0	0	3	0	0	4
Dangerous Tree Limb	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debris	0	0	1	1	0	0	0	0	0	1	0	0	8	7	0	18
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Misc.	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
No Bus. Lic.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open to Trespass	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2	3
Operating Bus. In res.	0	0	1	2	0	0	0	0	0	0	0	0	0	0	1	4
Rental Complaint (tenant/landlord)	0	0	2	0	0	0	0	0	0	0	0	0	5	0	3	10
Rodents	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tall Grass	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Trees / Shrubs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unregistered Rental	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2	3
Vacant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Working w/o permits	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	3
Property Maintenance	0	0	2	1	0	0	0	0	0	0	0	0	6	0	1	10
Total	1	0	7	5	0	0	0	0	0	1	0	0	26	7	11	58

Analysis and Recommendations

- Since the beginning of Wade Trim's engagement with the City of Pontiac (March 1, 2011), the number of permits applied for has increased by 9%, the number of permits issued has increased 13% and the fees generated have increased by \$1,178,358.66 or 132%. The substantial increase in revenue is due to two factors. One factor is three large permits – the St. Joseph Mercy Hospital building permit, and two Racer Trust demolition permits. The other factor is greater adherence to the building permit and fee schedule within the building department and the diligence of all staff in sticking to the fee schedule.
- According to BS&A, prior to March 1, 2011, the Building Safety Division collected **\$1,572,379.00** in revenue on rental registrations. This revenue was collected on 4,108 rental certificates. This data includes three years of registration information. Prior to March 1, 2011, rental registrations were not recorded in BSA in a way that allows us to accurately account for the annual registration totals.
- Between March 1, 2011 and February 29, 2012, the Building Safety Division has collected **\$602,310.00** in revenue on rental registrations. The revenue was collected on 4,683 rental certificates. Please note that there is no correlation between rental certificates and number of rental properties or certificates issued.
- The \$602,310 is 38% of the total collected for the 2008-2010 period. Additionally, during the first 12 months of Wade Trim's contract, the number of rental registration certificates increased by 575 or 14%. The increase is due in part to a more vigilant effort to follow up on unregistered rental property complaints/reports. Additionally, the change in the rental registration policy, the transition to a triennial inspection requirement and the penalty amnesty has likely helped to increase the total number of registered rentals.
- One area where the Building Safety Division showed tremendous improvement is in code enforcement. While previous years enforcement activity is not accurately reflected in the numbers for 2010-2011 because of how previous inspectors entered data, the Division has shown a marked improvement in code enforcement. The Division continues to make adjustments to how we track enforcement activity to provide better, more accurate and timelier information to the public.
- Building Safety undertook 328 code enforcement activities during the first quarter of 2012, a 550% increase over the 58 code enforcement activities conducted during the first quarter of 2011.
- The number of inspections has increased roughly by 557 or 31% compared to previous quarters since March 1, 2011. More importantly, the number of inspections completed increased by 2,156 or 43% during the March 1, 2011-February 29, 2012 period. The greatest allocation of inspection time was dedicated to ordinance complaints. The Division performed 1,937 more ordinance inspections than were completed during the prior 12-month period, an increase of 470%.
- Ordinance and Code enforcement is particularly important in distressed communities where blight threatens even the stable neighborhoods, yet it is an exercise with no mechanism for cost recovery. The Building Safety Division is in the process of being granted access to information

so that tickets written for code violations have valid information that will enable better prosecution of violators.

- The Building Safety Division will add code enforcement staff during Q2 of 2012 to continue prioritizing this activity.
- One on-going issue is how the citizens of the City report complaints. In the past, complaints had not been directed to a central individual, phone number or office. This led to poor follow up and a lack of accountability. When complaints are reported to different individuals in different formats (email, in personal discussions etc.), it becomes more difficult to enter and track actions on these complaints.
- Furthermore, in the past, the practice had been that any complaint submitted by an elected or appointed city official would have greater “clout” and would be prioritized. The change to the Building Safety Division has resulted in a change in how complaints are handled. Specifically, they are addressed in the order they are received unless the nature of the complaint is an immediate health, safety or welfare concern.
- For the City to be more effective in addressing citizen complaints, citizens must be directed to file complaints through the Building Safety Division.

Planning Department

Applications:

January 1, 2012 to March 31, 2012

Wade-Trim has received 26 planning applications since January 1, 2012. The applications brought in \$13,550.00 in revenue.

Table 4: Planning Applications January 1, 2012-March 31, 2012

Type of Permit	Number Applied	Number Issued	Total Paid
Site Plan Review	12	N/A	\$7,000.00
Special Exception Permit	2	N/A	\$875.00
Historic District Commission	1	N/A	\$0.00
Lot Split/Combination	5	N/A	\$0.00
Zoning Map Amendment	3	N/A	\$4,950.00
Zoning Board of Appeals	3	N/A	\$725.00
Vacation Street/Alley	0	N/A	\$0.00
Totals	26	N/A	\$13,550.00

Analysis and Recommendations

- The fees charged for planning applications do not currently cover the cost of providing these necessary services. The Building Safety Division is currently reviewing the City's fee structure for all of the above permits to determine a new fee structure that covers the cost of the service.

Federal Programs

The Federal Programs Division continues to draw down NSP1, CDBG and HOME funds in anticipation of the division responsibilities being shifted to Oakland County Community and Home Improvement effective July 1, 2012. Division staff Tyrone Hinton, Trish Lisle and Tuesday Redmond deserve recognition for the outstanding effort they have put forth in the face of very difficult conditions and a requirement to expend all outstanding CDBG (through Program Year 2011), NSP1 and HOME funds prior to June 30, 2012. In the first quarter alone, the Division has obligated \$1.7million in CDBG funds for demolition, reprogrammed \$552,000 for demolition and is on the verge of completing the NSP1 program a year ahead of schedule.

- Completed 2 Emergency Board Ups and re-inspected all 249 board ups completed during 2011 to verify contract compliance. Ordered contractors to re-secure those properties that were open to trespass or not secured in compliance with the contract.
- Obligated \$1.7 million in CDBG funds and expended \$336,000.
- Signed contracts with 14 demolition contractors for \$1.7 million in demolition projects
- Demolished 136 buildings. Identified an additional 36 for demolition.
- Hosted NESHAP and MIOSHA training for demolition contractors
- Environmental Surveys redone on 41 properties after MDEQ inquiry into improper asbestos removal
- Habitat sold three NSP 1properties. All Habitat NSP properties are now sold
- Venture rented four of six NSP properties during the first quarter
- HRS closed on four during Q1 and has closed on eight to date
- Held NSP Open House for 60 members of the public. Covered by Fox 2 other media outlets.
- Lighthouse Signed contracts 5 properties for \$557,000
- Completed and closed contracts with Baldwin Center and Lighthouse Emergency Services

Analysis and Recommendations

- Winding down the Federal Programs division will continue to require the full effort of the staff through at least June 2012. As negotiations with Oakland County and HUD are on-going, it will be important to focus on expending the remaining funds not being transferred to Oakland County and in preparing the documentation for future audits.
- The Federal Programs Division has been instrumental in helping reduce fires in Pontiac through the board up program which is funded by CDBG funds. The Division will continue to work closely with the Building Safety Division as the City works to secure all open to trespass buildings.
- Continue to work with Building Safety staff, the Board of Appeals and Hearing Officers to expedite demolition activates in advance of the June 30, 2012 deadline.