

Q2 Building Safety & Federal Programs Quarterly Report

For the Quarter ended June 30, 2012

Building Safety & Planning Department:

Building Safety Department

Permits:

April 01, 2011 – June 30, 2011

Type of Permit	Number Applied	Number Issued	Total Paid
Building	123	117	\$128,329.55
Demolition	39	39	\$23,800.00
Mechanical	104	99	\$21,546.00
Electrical	87	81	\$17,588.00
Plumbing	53	51	\$18,221.00
Team Inspection	12	N/A	\$3,050.00
IMPC 2000	3	N/A	\$650.00
Fire	2	2	\$3,316.00
Zoning Compliance	24	22	\$3,047.00
Sign	8	6	\$710.00
Totals	455	417	\$220,257.55

April 01, 2012 – June 30, 2012

Type of Permit	Number Applied	Number Issued	Total Paid
Building	209	178	\$85,190.46
Demolition	66	63	\$23,770.00
Mechanical	94	85	\$16,296.00
Electrical	122	113	\$26,057.00
Plumbing	47	41	\$7,831.00
Team Inspection	27	N/A	\$7,200.00
IMPC 2000	16	N/A	\$2,850.00
Fire	3	3	\$4,667.00
Zoning Compliance	13	9	\$1,305.00
Sign	3	0	\$0.00
Totals	600	492	\$175,166.46

("Number Issued" and "Total Paid" is based off the permits that were applied during this quarter)

Certificates:

Rental Registration: According to BS&A, between April 1, 2011 and June 30, 2011, The City of Pontiac has collected **\$650.00** in revenue on rental registration and inspection fees. This revenue was collected on **one** rental certificate. Please be advised that rental renewals were not mailed until July 2011.

Between April 1, 2012 and June 30, 2012, The City of Pontiac collected **\$77,775.00** in revenue on rental registrations and inspections. This revenue was collected on **558** rental/inspection certificates. Please note that there is no correlation between rental certificates and number of rental properties or certificates issued.

Vacant Property Registration: There was not Vacant Property Registration required for the 2011 2nd quarter. During the 2nd quarter of 2012 the City of Pontiac has registered 16 vacant properties collecting **\$7,500.00** in revenue.

Business License:

Between April 01, 2011 and June 30, 2011 the City processed **36** business license transactions collecting **\$10,950.00** in revenue. Between April 01, 2012 and June 30, 2012 Pontiac processed **60** business license transactions collecting **\$26,125.00** in revenue. Please note that the number of transactions is not related to the number of licenses that were issued. Business license renewals for the 2012-2013 year have not been mailed for any of the four quarters yet as an update to the business license ordinance was pending as of June 30, 2012.

Hearing Officer and Board of Appeals:

During the second quarter of 2011 no Hearing Officer or Board of Appeal Meetings were held. During the second quarter of 2012 the City of Pontiac and Wade Trim held (1) one Hearing Officer Meeting and (1) one Board of Appeals Meeting. The result of each meeting is as follows:

Board of Appeals (May 23, 2012)

Board of Appeals' Order	Number of Properties/Houses
Demolish within 30 days	25
Table Till Next Meeting	9
Total	34

Hearing Officer (June 13, 2012)

Hearing Officer's Order	Number of Properties/Houses
Demolish within 30 days	28
Safe and Secure	9
Table Till Next Meeting	3
Total	40

Compared with the Q2 results from 2011, the Building Safety Division has investigated almost double the number of complaints. Key points from the tracking data include:

- Issued 10 tickets in Q2 2012 versus none in the same period in 2011
- Inspected 356 complaints which resulted in no violation compared with 96 from Q2 2011
- Number of Dangerous Buildings increased 400% to 105 complaints in Q2 2012
- Number of debris complaints increased 22%
- Number of Tall Grass complaints received increased by 24%, number of inspections resulting in no violations increased 275%
- Unregistered rental units complaints increased from 12 in Q2 2011 to 239 in Q2 2012

The City's effort to promote citizen reporting of code violations has clearly led to an increase in code enforcement inspections. Of the 1,127 complaints filed during Q2 2012, 330 have initial or follow up inspections pending before each can be closed, referred or ticketed. This expanded effort in code enforcement has a visible impact in the neighborhoods, yet it also has a cost for the City. Of tremendous concern is the number of inspections that result in no violations, which almost

tripled during Q2 when compared with Q2 2011. An improved effort to explain City ordinances – particularly for tall grass and weeds and debris - is needed to reduce the administrative costs for the City.

Code Enforcements:

Q2 2011 - April 01, 2011 – June 30, 2011 (Does not include 48 hour P.R.O.W)

Category	Board of Appeals	Condemned Awaiting Clearance	Duplicate in Error	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	Structure is Scheduled for Demolition	Total
After Fire	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Abandoned Vehicles	-	-	-	3	9	-	-	-	-	-	-	-	-	7	-	3	-	22
Dangerous Building	2	-	-	2	2	-	-	2	-	-	-	-	-	10	-	2	1	21
Dangerous Tree Limb	-	-	-	4	1	-	-	-	-	-	1	-	-	2	-	1	-	9
Debris	-	-	-	5	11	1	-	-	-	-	-	-	-	44	-	24	1	86
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	-	3
Misc.	-	-	-	-	4	-	-	-	-	-	1	-	-	1	-	1	-	7
No Bus. Lic.	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-	2
Open to Trespass	1	-	-	4	5	-	-	2	-	-	-	-	-	27	-	21	-	60
Operating Bus. In res.	-	-	-	-	-	-	-	-	-	-	-	-	-	5	-	1	-	6
Rental Complaint (tenant/landlord)	-	-	-	3	2	-	-	-	-	-	-	-	-	7	-	10	-	22
Rodents	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2	-	4
Tall Grass	2	2	-	15	56	-	-	2	-	-	-	-	-	119	-	63	-	259
Trees / Shrubs	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1	-	2
Unregistered Rental	-	-	-	3	-	-	-	-	-	-	-	-	-	2	-	7	-	12
Vacant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Working w/o permits	-	-	-	1	3	-	-	-	-	-	-	-	-	8	-	3	-	15
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-	-	3
Open to Trespass – FP Board-Up	-	-	-	-	-	-	-	-	-	-	-	-	-	14	-	-	-	14
Property Maintenance	-	-	-	5	3	-	-	1	-	-	-	-	-	11	-	3	-	23
Total	5	2	0	46	96	1	0	7	0	0	2	0	0	263	0	146	2	570

Q1 2012 (Jan 1 – March 30, 2012) Code Enforcement Activities

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

Q2 2012 - April 01, 2012 – June 30, 2012

Category	Board of Appeals	Condemned Awaiting Clearance	Duplicate in Error	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	Structure is Scheduled for Demolition	Total
After Fire	-	1	-	2	-	-	-	2	-	-	-	-	-	-	-	-	-	5
Abandoned Vehicles	1	-	-	6	6	-	-	-	-	-	-	1	-	2	-	4	-	20
Dangerous Building	23	1	-	22	6	-	-	13	-	-	-	-	4	9	-	8	19	105
Dangerous Tree Limb	-	-	-	1	3	-	-	-	-	-	-	-	-	1	-	1	-	6
Debris	2	-	-	22	56	1	-	1	-	-	1	-	-	5	1	16	-	105
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Misc.	1	-	-	17	12	-	1	-	-	1	-	2	4	2	1	1	-	42
No Bus. Lic.	-	-	-	6	-	-	-	-	-	-	-	-	-	-	2	4	-	12
Open to Trespass	2	-	2	36	11	4	-	11	-	-	-	-	-	4	-	17	-	87
Operating Bus. In res.	-	-	-	4	6	-	-	-	-	-	-	-	-	2	-	2	-	14
Rental Complaint (tenant/landlord)	-	-	-	11	4	-	-	-	-	-	-	-	-	4	-	1	-	20
Rodents	-	-	-	1	3	-	-	-	-	-	-	-	-	1	-	2	-	7
Tall Grass	2	-	-	19	211	-	-	16	-	-	8	-	-	5	3	54	2	320
Trees / Shrubs	-	-	-	-	1	-	-	-	-	-	1	-	-	-	1	1	-	4
Unregistered Rental	1	-	-	172	14	-	-	-	-	-	-	-	-	38	-	14	-	239
Vacant	1	-	-	3	4	26	-	2	-	-	-	-	-	-	1	5	-	42
Working w/o permits	1	-	-	7	12	-	-	-	1	-	-	-	-	9	1	5	-	36
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	-	21	-	-	-	21
Open to Trespass – FP Board-Up	-	-	-	-	6	-	2	-	-	-	-	-	-	28	-	1	1	38
Property Maintenance	-	-	-	1	1	-	-	-	-	-	1	-	-	-	-	1	-	4
Total	34	2	2	330	356	31	3	45	1	1	11	3	8	131	10	137	22	1127

Inspections: scheduled and performed

April 01, 2011 – June 30, 2011

Inspection Type	Inspections Performed	Percent
Building	266	15.4
Demolition	78	4.5
Mechanical	171	9.9
Electrical	198	11.5
Plumbing	64	3.7
Team Inspection	77	4.5
IMPC 2000	4	0.2
Fire	0	0.0
Zoning	9	0.5
Sign	2	0.1
Rental	83	4.8
Ordinance	770	44.7
Totals	1722	100

April 01, 2012 – June 30, 2012

Inspection Type	Inspections Performed	Percent
Building	308	9.9
Demolition	327	10.5
Mechanical	247	7.9
Electrical	218	7.0
Plumbing	115	3.7
Team Inspection	132	4.2
IMPC 2000	14	0.4
Fire	7	0.2
Zoning	14	0.4
Sign	3	0.0
Rental	439	14.1
Ordinance	1294	41.5
Totals	3118	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

Analysis and Recommendations – Building Safety

Analysis and Recommendations

- The number of building permits issues in Q2 2012 increased by 18%, while the number of applications increased 32% from Q2 2011 totals. While the number of applications and issued permits increased, the total revenue generated through these permits decreased by \$45,091.09 or 20%. The decrease is the result of lower construction values, which in turn result in reduced fees, as the cost of building and trade permits, are based on the cost of construction.
- The increase in permit applications is important because it is demonstrative of a larger pattern of greater compliance with the City's building and zoning regulations. This is largely based on two primary causes: the increased level of service and reduced turnaround time for plan review and permitting and the increased expectation of enforcement of City code.
- The decrease in rental registration is due to the delay in mailing rental registration renewal notices caused by the resumption of the Hearing Office and Board of Appeals evaluating dangerous buildings. During Q2, each resumed meeting with the Board of Appeals meeting on May 23 and the Hearing Officer resumed hearing cases on June 13.
- Code enforcement activity increased by 98% over totals from Q2 2011 and increased by 799 or 243% over Q1 2012 numbers. The huge increase in code enforcement is attributable to the addition of a new code enforcement officer in the Building Safety Division and to an increased effort to encourage residents to report violations.
- The Building and Safety Division performed 78% more inspections during Q2 2012 when compared with the same period in the prior year and 35% more than Q1 2012. The increase is significant and is directly attributable to the increase in the number of permits issued and complaints received.
- Q2 2012 demolition permit activity increased more than three times over demolition permit activity during the same quarter of 2011 as a result of the rush to complete federally funded demolition activities prior to the June 30, 2011 shut-down of Pontiac's Federal Programs Division.
- Further analysis of the data reveals that with the total percentage of ordinance/complaint inspections as a part of all inspections declined slightly which is tied to the increase in demolition, building and trade permit activity. Further, it bears noting that Building Safety added one full-time code enforcement officer during Q2 2012, but otherwise was able to perform significantly more inspections utilizing the same staffing levels from Q2 2011.
- Improvements to the way complaints are filed, tracked and acted upon have greatly expanded the measurable performance of the Building Safety Division in resolving complaints. Still, additional improvements are possible.
- The largest single increase in code enforcement actions was unregistered rentals, which increased 24 times during Q2, thanks mostly to intern April Beasley. During Q2, she worked 80 hours investigating unregistered rental units in Pontiac. The large number of investigations is also a time consuming task for Building Safety staff and, due to the huge increase in the volume of unregistered rental complaints.
- Building Safety added one full-time code enforcement officer during Q2 2012, but otherwise was able to perform significantly more inspections utilizing the same staffing levels from Q2 2011.
- Thanks to the work of the Emergency Manager's office and the Oakland County Sheriff, the Building Safety Division was granted improved access to the state database to enable code enforcement officers to more effectively issue tickets. As of June 30, 2012, access had just been established and staff was to undergo training during Q3 2012.

- 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 June 30, 2012, the Building Safety Division has collected **\$721,635.00** in revenue on rental registrations. The **\$721,635.00** is 54% of the total rental registration fees collected for the three years of 2008-2010.
- Pontiac IT providers were continuing to work on establishing terminal server access which will enable inspectors to use their tablet computers to update BSA records while on-site, in the field. As of June 30, 2012 terminal server access had yet to be established.

Planning Department

Applications:

There has been a significant increase in the volume of planning applications in the Planning office during Q2 2012, with the number of applications increasing 204% over Q1 2012 and 126% over Q2 2011. The immediate increase in volume of activity may be a function of the new planning fees which took effect July 1, 2012 and were announced in early June.

April 01, 2011 – June 30, 2011

Type of Permit	Number Applied	Approved	Denied	Canceled/Postponed	Total Paid
Site Plan Review	24	20	1	3	\$29,831.00
Special Exception Permit	2	1	1	0	\$1,974.00
Historic District Commission	0	0	0	0	\$0.00
Lot Split/Combination	3	3	0	0	\$0.00
Zoning Map Amendment	2	2	0	0	\$4,200.00
Zoning Board of Appeals	3	3	0	0	\$775.00
Vacation Street/Alley	1	1	0	0	\$300.00
Totals	35	30	2	3	\$37,080.00

April 01, 2012 – June 30, 2012

Type of Permit	Number Applied	Approved	Denied	Canceled/Postponed	Total Paid
Site Plan Review	30	28	1	1	\$21,437.20
Special Exception Permit	9	7	2	0	\$6,000.00
Historic District Commission	11	10	1	0	\$0.00
Lot Split/Combination	14	11	0	3	800.00
Zoning Map Amendment	3	2	0	1	\$2,700.00
Zoning Board of Appeals	10	9	1	0	\$3,775.00
Vacation Street/Alley	2	2	0	0	\$600.00
Totals	79	69	5	5	\$35,312.20

Analysis and Recommendations

As mentioned in the Q1 performance report, the fees charged for planning applications have not been sufficient to cover the cost of providing these necessary services. In order to cover the costs of planning services (including Planning Commission, Zoning Board of Appeals and Historic District Commission meetings), the City adopted a new fee structure effective July 1, 2012.

Federal Programs Division Q2 2012 Accomplishments

As a result of Pontiac becoming a part of the Oakland County Urban County Consortium (based on direction from the U.S. Department of Housing and Urban Development), the Federal Programs Division was closed on June 30, 2012 and the bulk of federal program (CDBG, NSP, HOME) responsibilities transferred to Oakland County Community and Home Improvement Division (OC CHI). Q2 2012 focused on drawing down outstanding CDBG and HOME program balances from prior Program Years to help facilitate a clean transfer of these programs to OC CHI.

- 22 demolitions, \$252,000 in program funding expended on demolition activities
- 60 board ups completed \$209,000 expended on board-up activities
- 150 liens released
- Full reconciliation of financial records with Plante Moran and IDIS
- \$95,000 worth of playground and parking lot improvements completed at Rotary Park and Madge Park using CDBG funding
- Completed CDBG-funded tree planting project.
- Sold 4 city-owned lots
- Staff was reduced to one following the lay-off of one staff member and the retirement of another
- Entered into contracts with four (4) contractors to finish the former HOME rehabilitations projects (HUD 13)
- Each of the remaining nine (9) projects of the original HUD 13 were completed with each customer survey provided to customers coming back with the highest rating of satisfaction, \$180,000 in HOME funding was expended for this activity

Analysis and Recommendations

- Approximately \$4,000,000 in CDBG funds has been expended within the past fiscal year with 75% or \$3,000,000,00 being expended within the past 5 months.
- Approximately \$ 700,000 in HOME funds has been expended within the past 5 months.
- Approximately \$3,500,000 in NSP 1 funds has been expended between September 2011 and July 31, 2012, one year ahead of the HUD regulated schedule. Completion of all NSP1 activities is scheduled for August 24, 2012.
- The professionalism of the entire staff of the Federal Programs Division (Richard Marsh, Tyrone Hinton, Patricia Lile, Tuesday Redmond and Eugenie Cravens) was instrumental in helping to transfer the program to Oakland County. These individuals worked under difficult circumstances to insure projects were completed and projects drawn down before June 30, 2012. Each deserves special notice for their work during 2012.