

Q4 Building Safety & Federal Programs Quarterly Report for the Quarter ended December 31, 2012

Building Safety & Planning Department:

Construction Code Compliance – Permits

Permits:

Q4 October 01, 2011 – December 31, 2011

Type of Permit	Number Applied	Number Issued	Amount Due	Total Revenue on Permits Applied for During Q4	Actual Revenue Collected During Q4
Building	164	153	\$825.00	\$223,529.07	\$114,911.59
Demolition	47	45	\$0.00	\$364,555.00	\$299,625.00
Mechanical	116	112	\$125.00	\$24,251.00	\$24,841.00
Electrical	92	86	\$50.00	\$16,506.00	\$16,551.00
Plumbing	82	81	\$0.00	\$16,888.50	\$13,446.00
Team Inspection	11	N/A	\$350.00	\$3,400.00	\$3,000.00
IMPC 2000	5	N/A	\$200.00	\$800.00	\$400.00
Fire	2	1	\$50.00	\$331.00	\$331.00
Zoning Compliance	10	4	375.00	475.00	\$475.00
Sign	40	36	\$160.00	\$4,535.00	\$4,285.00
Totals	569	518	\$2,135.00	\$655,270.57	\$477,865.59

("Number Issued" and "Total Paid" is based off the permits that were applied during this quarter; tables was generated on January 4, 2013). Actual Revenue includes fees paid on permits applied for during previous quarters. Total Paid figure is the amount collected on Q4 permit applications only. Amount due is fees for permits that remain outstanding.

Q4 October 01, 2012 – December 31, 2012

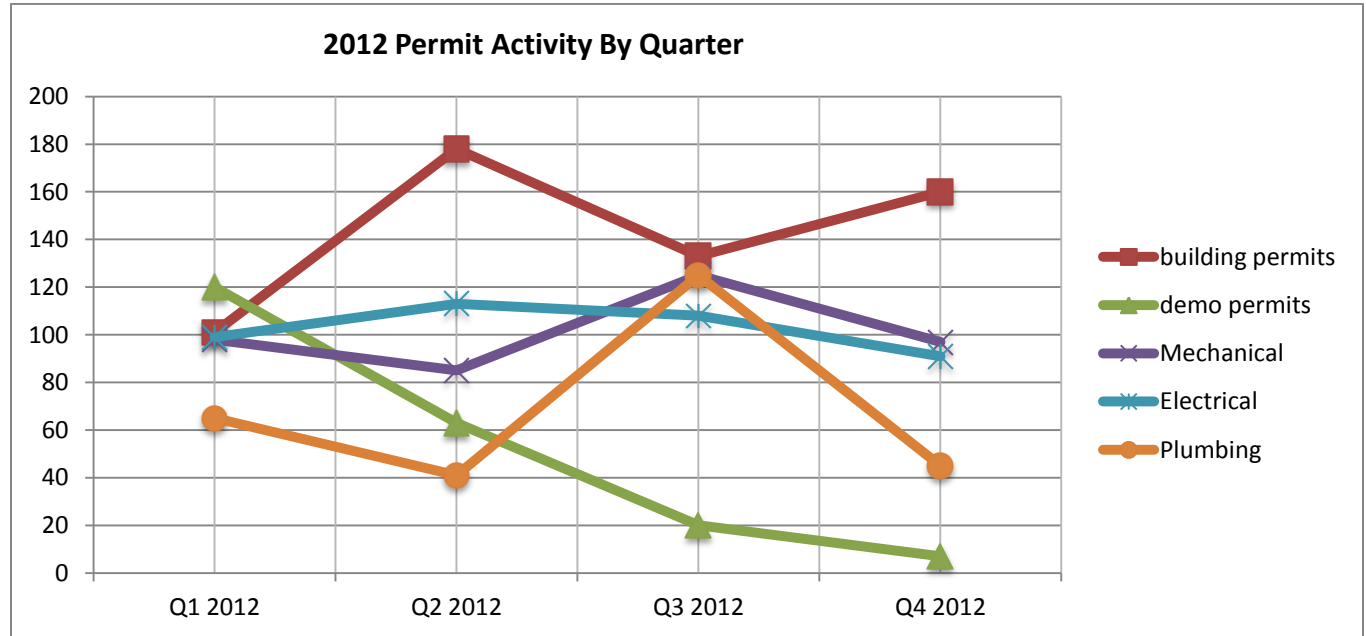
Type of Permit	Number Applied	Number Issued	Amount Due	Total Revenue on Permits Applied for During Q4	Actual Revenue Collected During Q4
Building	185	160	\$118,042.00	\$70,177.00	\$85,427.00
Demolition	7	7	\$0.00	\$151,711.00	\$151,711.00
Mechanical	106	97	\$1,495.00	\$16,508.00	\$18,372.00
Electrical	104	91	\$755.00	\$16,677.00	\$17,244.00
Plumbing	45	45	\$0.00	\$25,469.00	\$27,486.00
Team Inspection	18	N/A	\$700.00	\$4,750.00	\$5,450.00
IMPC 2000	41	N/A	\$800.00	\$8,300.00	\$8,350.00
Fire	3	2	\$371.00	\$655.00	\$655.00
Zoning Compliance	9	6	\$0.00	\$1,400.00	\$1,400.00
Sign	9	4	\$1,450.00	\$1,360.00	\$1,760.00
Totals	527	412	\$123,613.00	\$297,007.00	\$317,855.00

("Number Issued" and "Total Paid" is based off the permits that were applied during this quarter; tables was generated on January 2, 2013) Actual Revenue includes fees paid on permits applied for during previous quarters.

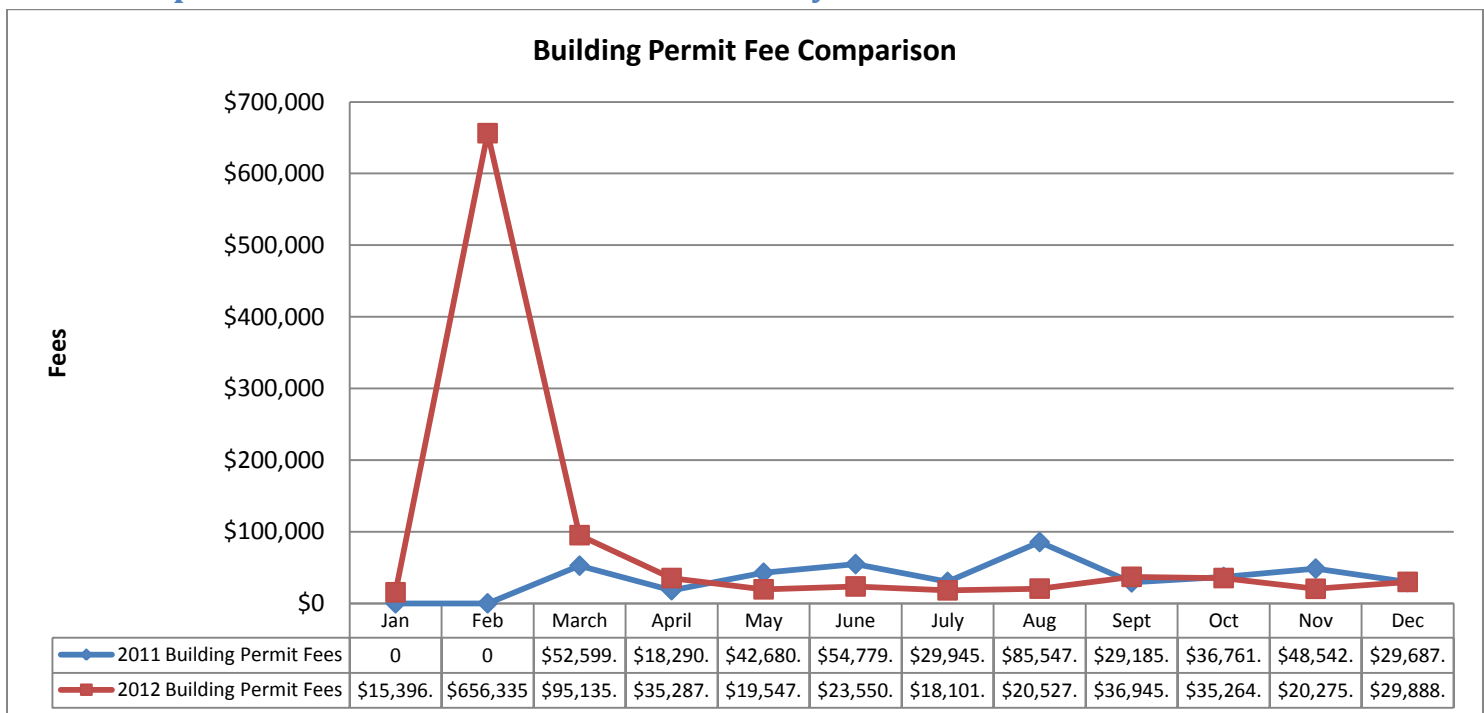
Total Paid figure is the amount collected on Q4 permit applications only. Amount due is fees for permits that remain outstanding.

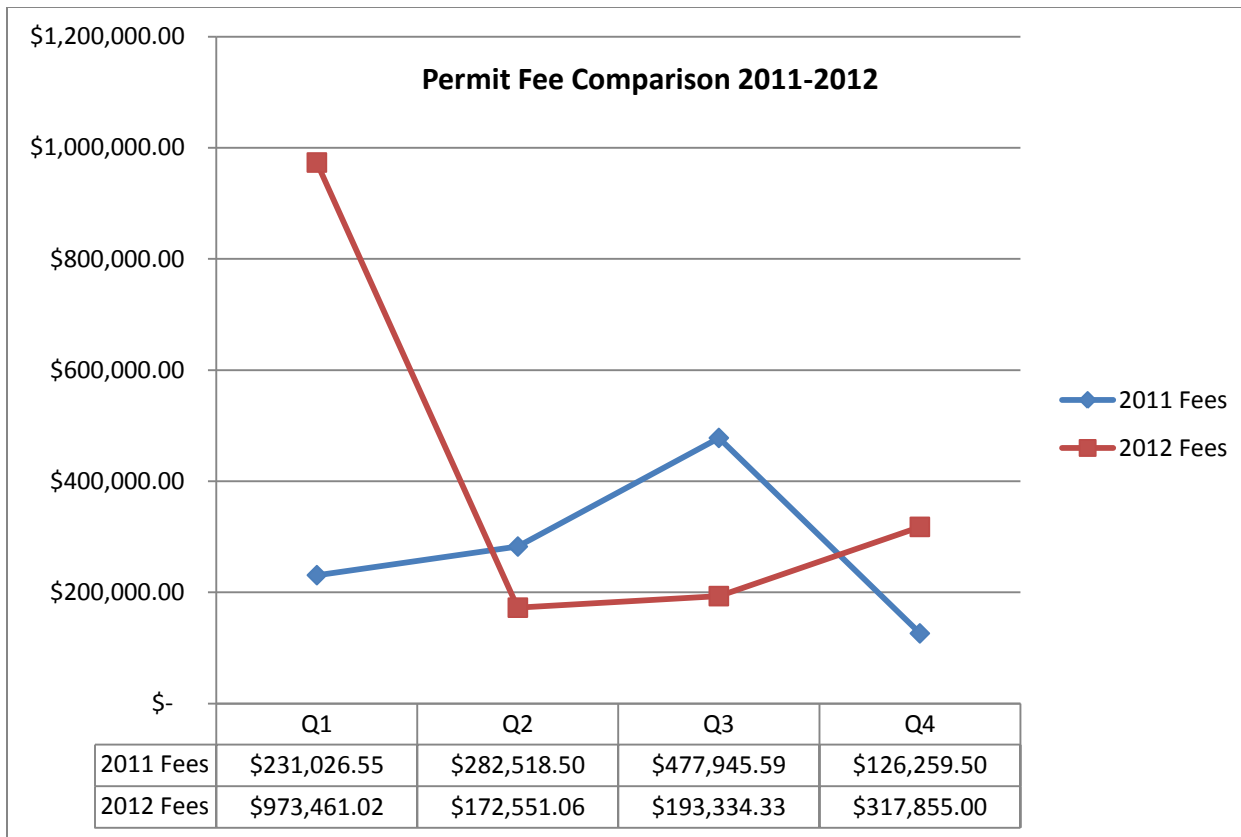
Beginning in Q4, the Building Safety Division began more analyzing when permits were actually paid for, instead of simply reporting total revenue. This additional data will help to show which permits have the greatest lag time from application to payment (issuance of permit). This information can be used to refine department policies and fees going forward to ensure a customer-friendly permitting process.

2012 Permit Totals



Comparison of 2011 and 2012 Permit Activity





Certificates and Licensing

Rental Registration Program:

Q4 October 01, 2011 – December 31, 2011 (Table generated January 04, 2013)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q4	Actual Revenue Collected During Q4
Rental Registration/Inspections	1407	\$175,550.00	\$332,775.00

(“Number Issued” and “Total Paid” is based off the permits that were applied during this quarter; tables was generated on January 2, 2013) Actual Revenue includes fees paid on permits applied for during previous quarters. Total Paid figure is the amount collected on Q4 permit applications only.

Q4 October 01, 2012 – December 31, 2012 (Table generated January 4, 2013)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q4	Total Revenue collected – During Q4
Rental Registrations	553	\$166,675.00	\$177,525.00
Rental Inspections	1681	\$67,575.00	\$83,160.00
Vacant Property Registration	71	\$27,500.00	\$28,000.00
Total Certificates	2305	\$261,750.00	\$288,685.00

(“Number Issued” and “Total Paid” is based off the permits that were applied during this quarter; tables was generated on January 2, 2013) Actual Revenue includes fees paid on permits applied for during previous quarters. Total Paid figure is the amount collected on Q4 permit applications only.

According to BS&A, between October 01, 2011 and December 31, 2011, the City of Pontiac collected \$175,550.00 on 1,407 rental certificates. Throughout the entire quarter \$332,775.00 was collected on rental registrations, inspections, re-inspections, and late fees.

According to BS&A, between October 01, 2012 and December 31, 2012, the City of Pontiac collected \$166,675.00 on 553 rental registrations and \$67,575.00 on 1681 triennial inspection certificates. These registrations and triennial inspection certificates produced \$234,250.00 in revenue. Throughout the entire quarter \$260,685.00 was collected on rental registrations, inspections, re-inspections, and late fees.

In 2012, there were 1,840 registered rentals (3,749 registered rental units), which generated \$568,310.00 in registration fees and \$279,655 in inspection fees. The 2009-2011 American Community Survey identified 11,565 owner-occupied housing units in the City and 11,747 rental occupied housing units in the City. The 1,840 registered rentals account for 3,749 units or approximately 32% of the number of rental units in the City as estimated by the American Community Survey (ACS). The ACS also estimates that approximately 13% of rental units within the City are vacant. Based on ACS data, there are approximately 7,823 unregistered rental units within Pontiac.

Changes to the way rental registrations and inspections are entered into B,S &A helped to provide additional tracking data that allows for comparison of registrations, inspections and vacant property registrations. Prior to Q4, rental registrations and inspections were entered in a way that did not allow for these to be tracked separately. The shift to triennial inspections for buildings in the rental registration program necessitated this change.

Vacant Property Registration: There was no Vacant Property Registration required for the Q4 2011 as the program did not launch until Jan 1, 2012. During the fourth quarter of 2012 the City of Pontiac has registered 71 vacant properties collecting \$27,500.00 in revenue. Throughout the entire quarter \$28,000.00 was generated in revenue,

meaning one vacant property registration fee was collected for an application submitted during a prior quarter. During 2012, 159 properties registered as vacant generating \$79,510.00 in registration fees. The 2009-2011 American Community Survey estimates there are 28,648 housing units in the City. Of these, 5,334 or 18% are estimated to be vacant.

Business License:

Between October 01, 2011 and December 31, 2011 the City of Pontiac processed **462** business license transactions collecting **\$114,035.00** in revenue. Between October 01, 2012 and December 31, 2012 the City of Pontiac processed **394** business license transactions collecting **\$100,035.00** in revenue. Business license renewal for the 2013 year will mailed out to responsible parties 60 days prior to the date of expiration on their current business licenses. Please note, all 2012 business license renewals were due by December 31, 2012.

There are an estimated 3,786 companies operating in Pontiac (Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, County Business Patterns, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report, Census of Governments). 613 business licenses were issued in 2012, generating \$207,370.00 in license fees. The 613 business licenses represent approximately 16% of businesses operating in Pontiac.

Permits and Licenses – Analysis and Recommendations

- The amount of permit revenue generated during Q4 2012 dropped 22% from Q4 2011 totals. This decline, while substantial, was also expected because Q4 2011 permit fees and revenues were inflated by a spike in demolition permit fees that included NSP1 and CDBG funded-demolition as well as a large-scale demolition permit issued for the demolition of a GM building.
- Revenues for Building permits declined 26%, demolition permit revenue declined 49%, mechanical permit fees declined 26% and sign review fees declined 59% compared with Q4 2011 figures.
- Permit fees increased for electrical permits (+4%), plumbing permits (+104%), team inspections (+81%), property maintenance inspections (+1,988%), fire inspections (+98%), and zoning compliance permits (+194%) all increased from Q4 2011 figures.
- Subtracting the extraordinary revenue generated by a few large fee projects in Q4 2011, permit volume remained relatively stable in Q4 2012 when compared with Q4 2011. The number of building permits issued in Q4 2012 increased 4.5% from Q4 2011, but the fees for these permits declined because of the overall construction costs of projects was less in Q4 2012.
- Plumbing permits in Q4 are illustrative of the unpredictable nature of estimating fees from permitting. Fees for plumbing permits in Q4 2012 doubled from Q4 2011, yet the number of permits issued decreased by 42% indicating a higher value of construction for permitted project in Q4 2012.
- Permit fees varied considerably by month in 2012, with fees collected in six different months less than the same month the prior year.
- The number of property maintenance permits issued increased sevenfold and permit fees increased from \$400 in Q4 2011 to \$8,350 in Q4 2012. This is indicative of both an increase in code enforcement activity and implementation of policy for providing a mechanism for property owners to get buildings off of the demolition list.
- The number of permit applications received has increased 8% from Q3 2012 and the permit fees increased 13% from Q3 2012.
- 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 implementation of the vacant property registration has positively impacted neighborhoods and has helped to improve the resolution of code enforcement activities. While the number of properties that have registered as vacant remains relatively low, staff has focused enforcement activities on vacant property and rental registration enforcement in Q4 2012.
- Cumulative permit fees decreased in three of four quarters of 2012, however, the St. Joseph Mercy Hospital Permit inflated Q1 2012 totals and ensured 2012 would finish with more permit fees than in 2011.
- According to BS&A the City of Pontiac collected **\$234,250.00** in revenue on rental registration and inspection fees.
- The low rate (16%) of businesses complying with City Business License requirements indicates a clear need to revise the City's business licensing ordinance to streamline the registration process and reduce the costs of starting or opening a business. The purpose of business licensing is to ensure the collection of City income taxes and therefore, considerable changes can be made to the ordinance to simplify the process and reduce costs of licensing over the long term.
- The rental registration ordinance was enacted for the purposes of ensuring residents have access to safe housing that meets building code. Less than half of the City's rental units are currently registered as rentals. The lack of code enforcement and the difficulty in working with the rental registration program prior to 2011 has created a culture where landlords are willing to disregard the City's registration ordinances and gamble that they will not get caught. The code enforcement staff will continue to focus on identifying unregistered rentals and working with landlords to ensure compliance with Pontiac regulations.
- Code enforcement efforts need to be directed to rental registration and business licensing and a recommendation for changing the type of violation from a municipal civil infraction to a criminal misdemeanor is included beginning on page 14 of this report.

Hearing Officer and Board of Appeals

Effective Q2 2012, the City appointed a Hearing Officer and a Board of Appeals. The Hearing Officer is a quasi-judicial position filled by an individual with extensive experience in the building trades who is not otherwise affiliated with the City of Pontiac. The Board of Appeals is made up of appointed officials containing three building trade professionals and two residents with a demonstrated interest and commitment to fighting blight within Pontiac.

The process for ordering a demolition is for the Building Safety staff to identify dangerous buildings. Many of these are identified by complaints received from the public, through consultation with the Fire Department and Oakland County Sheriff. The remainder is identified by Building Safety staff while they are in the field. Building Safety staff compiles a case file for dangerous buildings that includes photos of existing conditions, complaints, violations and property history. Property owners of record are notified via certified mail as to a hearing on the property. The Hearing Officer then conducts a hearing on the property and issues a demolition order, tables the case for more information or dismisses the case because it is determined that the building has been made safe and secure. All demolition orders are referred to the Board of Appeals. The Board of Appeals follows the same noticing procedure. At both hearings, the property owner has the opportunity to offer corrective remedies and/or improvement plans. Once the Board of Appeals upholds a demolition order, that demolition order is recorded on the property deed with the Oakland County register of Deeds to ensure that any new owner has knowledge of the demolition order and will be required to provide a cash demolition bond prior to the issuance of any permits.

Beginning in 2012, the City began a pilot project that requires property owners of single family homes ordered for demolition by the Board of Appeals to pay a cash bond to the City in an amount equal to the cost of demolition before any permits can be obtained by the property owner. The previous method for obtaining building permits

for condemned buildings was to petition City Council for a Resolution A Rehabilitation Agreement. These agreements were ultimately successful in returning very few, if any properties to the tax roles as habitable buildings, leaving the City responsible for demolition when owners either abandon the property or lose it to tax foreclosure. Since the onset of this program, 14 demolition bonds have been paid. Nine of these projects, or 64%, have been completed and the bonds returned to the property owners. Three are still active and work is progressing as required by the rehabilitation agreement. Another two properties, both insured properties damaged by fire, have had the rehabilitation agreements expire without complying with the terms of the agreement. The demolition bond paid on these two properties did not cover the full cost of demolition as there are Fire Insurance Withholding funds available to make up the difference. The 86% success rate of this program suggests that it may be expanded to larger residential buildings and commercial structures. It may be necessary to develop a formula that allows for surety bonds instead of cash bonds for buildings exceeding a certain square footage.

During the third quarter of 2011 no Hearing Officer or Board of Appeal Meetings were held as the dangerous buildings process had not been refined until 2012. Both the Hearing Officer and Board of Appeals meet quarterly. During the fourth quarter of 2012 the City of Pontiac held one Hearing Officer Meeting and one Board of Appeals meeting.

During Q4 2012, the Hearing Officer heard cases on 50 buildings, and ordered demolition of 36 of those (28%). Another 14 were tabled until the Q1 2013 to provide an owner with the opportunity to secure and improve a property, with the stipulation that the property owner return before the Hearing Officer at the Q1 2013 meetings to demonstrate that the property had been adequately secured and/or repaired.

The Q4 Board of Appeals meeting held November 28, 2012, resulted in 34 properties being ordered demolished and 11 tabled for further action.

The result of each meeting is as follows:

Hearing Officer (October 10, 2012)

Hearing Officer's Order	Number of Properties/Houses
Demolish within 30 days	36
Table Till Next Meeting	14
Total	50

Board of Appeals (November 28, 2012)

Board of Appeals' Order	Number of Properties/Houses
Demolish within 30 days	34
Table Till Next Meeting	11
Total	45

Code Enforcements and Inspections

Q4 2012 – (October 01, 2012 – December 31, 2012) – (table generated January 8, 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	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	5	-	8
Abandoned Vehicles	-	-	-	5	3	-	-	-	-	-	-	-	-	2	1	8	-	19
Dangerous Building	21	43	-	74	61	-	-	99	-	1	-	-	-	17	5	19	-	340
Dangerous Tree Limb	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	3
Debris	-	-	-	756	157	-	-	-	-	-	-	-	-	29	4	66	-	1012
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Misc.	-	-	-	12	2	-	-	-	-	-	-	-	-	1	-	2	-	17
No Bus. Lic.	-	-	-	13	2	-	-	-	-	-	-	-	-	1	1	3	-	20
Open to Trespass	-	-	-	4	7	-	-	-	-	-	-	-	-	6	5	12	-	34
Operating Bus. In res.	-	-	-	3	5	-	-	-	-	-	-	-	-	1	-	-	-	9
Rental Complaint (tenant/landlord)	-	-	-	12	2	-	-	-	-	-	-	-	-	5	6	2	-	27
Rodents	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	2
Tall Grass	-	-	-	1	4	-	-	-	-	-	-	-	-	8	1	16	-	30
Trees / Shrubs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Unregistered Rental	-	-	-	267	37	-	-	-	-	-	-	-	-	105	17	7	-	433
	-	-	-	9	3	-	-	-	-	-	-	-	-	3	11	11	-	37
Working w/o permits	-	-	-	17	11	-	-	-	-	-	-	-	-	5	-	4	-	37
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	-	7	-	-	-	7
Total	21	43	-	1174	301	-	-	99	-	1	-	-	-	190	51	156	-	2037

Q4 2011 (October 01, 2011 – December 31, 2011) Code Enforcement Activity – (table generated January 8, 2013)

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	Structure is Scheduled for Demolition	Total
After Fire	-	-	-	-	-	-	-	-	-	-	-	-	4	-	-	-	4
Abandoned Vehicles	-	-	-	7	-	-	-	-	-	-	1	-	3	1	5	-	17
Dangerous Building	-	19	1	9	-	1	4	-	-	-	-	7	63	1	2	-	107
Dangerous Tree Limb	-	-	1	1	-	-	-	-	-	-	-	-	-	-	1	-	3
Debris	-	-	1	16	-	-	-	-	5	-	-	-	14	1	12	-	49
Electrical	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1
Misc.	-	-	1	3	-	-	-	-	-	1	-	-	2	-	-	-	7
No Bus. Lic.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Open to Trespass	-	-	4	22	-	-	-	-	-	-	-	-	35	-	18	-	79
Operating Bus. In res.	-	-	1	3	-	-	-	-	-	-	-	-	3	-	1	-	8
Rental Complaint (tenant/landlord)	-	-	5	5	-	2	-	-	1	-	-	-	7	-	13	-	33
Rodents	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1
Tall Grass	-	-	2	10	-	-	-	-	-	-	-	-	6	-	4	-	22
Trees / Shrubs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Unregistered Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Vacant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Working w/o permits	-	-	-	15	-	-	-	1	-	-	-	-	7	-	7	-	30
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	7	-	-	-	7
Property Maintenance	-	-	1	1	-	-	-	-	-	-	-	-	2	-	1	-	5
Total	0	19	17	94	0	3	4	1	6	1	1	7	153	3	65	0	374

Q3 2012 (July 01, 2012 – September 30, 2012) Code Enforcement Activities (table copied from Q3 2012 report)

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	-	-	-	-	-	-	-	-	-	-	-	-	-	5	-	2	-	7
Abandoned Vehicles	-	-	-	3	16	-	-	-	-	-	-	-	-	1	-	5	-	25
Dangerous Building	7	9	-	22	3	-	-	4	-	-	-	-	6	14	5	2	1	73
Dangerous Tree Limb	-	-	-	-	8	-	-	-	-	-	-	-	-	1	-	2	-	11
Debris	-	-	-	2	57	-	-	-	-	-	1	-	-	3	-	9	-	72
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	1	4	-	-	5
Misc.	-	-	-	10	29	-	-	-	-	-	1	1	-	1	-	5	-	47
No Bus. Lic.	-	-	-	2	3	-	-	-	-	-	-	-	-	-	1	1	-	7
Open to Trespass	-	-	-	5	151	-	-	-	-	-	-	-	-	166	6	43	-	371
Operating Bus. In res.	-	-	-	1	14	-	-	-	-	-	-	-	-	-	-	2	-	17
Rental Complaint (tenant/landlord)	-	-	-	9	2	-	-	-	-	-	-	-	-	1	4	-	-	16
Rodents	-	-	-	1	5	-	-	-	-	-	-	-	-	-	-	-	-	6
Tall Grass	-	-	-	6	166	-	-	-	-	-	-	-	-	16	10	54	-	252
Trees / Shrubs	-	-	-	1	12	-	-	-	-	-	-	-	-	-	-	2	-	15
Unregistered Rental	-	-	-	113	14	-	-	-	-	-	-	-	-	47	2	19	-	195
Vacant	-	-	-	116	18	3	-	-	-	-	-	-	-	3	11	72	-	223
Working w/o permits	-	-	-	16	19	-	-	-	-	-	-	-	-	4	-	3	-	42
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	-	33	-	-	-	33
Property Maintenance	-	-	-	-	62	-	-	-	-	-	-	-	-	-	-	20	-	82
Total	7	9	0	307	579	3	0	4	0	0	2	1	6	296	43	241	1	1499

Compared with the Q4 results from 2011, the Building Safety Division has inspected more than four times the number of complaints. Compared with Q3 2012, the number of complaints inspected by the Division increased 36%. The huge increase in the amount of code enforcement activity is directly attributable to having a full-time code enforcement officer with the clerical support necessary to investigate and resolve violations.

As has been the case throughout 2012, the Division continued to have a considerable number of inspections pending. It is expected that this number will gradually decrease and the code enforcement staff is able to complete the inspections that were triggered as a part of both the January 2012 property survey and efforts to identify unregistered rentals and businesses that was conducted during the spring and summer of 2012. 36% of the pending inspections are property inspections for debris that were flagged during the property survey and entered into the system beginning in Q4 2012. These debris inspections have been scheduled and are slated to be completed by the end of Q1 2013.

It is always the goal of the Building Safety Division and the Code Enforcement staff, in particular, to resolve ordinance violations. In general, the process of code enforcement begins with the receipt of a complaint – either from a citizen or entered by an inspector. The first step is an initial inspection by the code enforcement officer. In Q4 2012, 15% of all complaints resulted in a finding of no violation, down from 39% of all complaints resulting in no violation during Q3 2012. If a violation is found, the Division sends a letter or communications personally with the property owner to identify the violation and necessary steps for resolution. At this point, a re-inspection of the property is scheduled (the inspection is generally scheduled within ten business days). If, upon re-inspection a violation is still present, the inspector will write the property owner a ticket.

It is important to note that when a property owner pays a ticket, this money goes directly to the 50th District Court and is not available to abate the violation. Therefore, staff views tickets as a tool of last resort. Nevertheless, 51 tickets were written during Q4 2012, an increase of 18% over Q3 2012.

Key points from the tracking data include:

- Code enforcement activities increased 444%, from 374 actions in Q4 2011 to 2,037 code enforcement actions in Q4 2012
- Issued 51 tickets in Q4 2012 versus three in the same period in 2011 (the number of tickets issued only reflects if a ticket has been issued to the property. It does not represent the total number of tickets that were issued.)
- Inspected 301 complaints which resulted in no violation compared with 94 from Q3 2011, an increase of over 200%.
- The areas with the most complaint activity were debris and unregistered rental. This activity is a direct result of pro-active work by the city to identify these properties.
- Code enforcement focus during Q4 was on unregistered rental properties with 105 of the 433 complaints resolved and 17 tickets issued.
- 99 properties were referred to the Hearing Officer.

Inspections: scheduled and performed

Q4 October 01, 2011 – December 31, 2011

(table generated January 08, 2013)

Inspection Type	Inspections Performed	Percent
Building	272	13.4
Demolition	130	6.4
Mechanical	154	7.6
Electrical	157	7.7
Plumbing	118	5.8
Team Inspection	68	3.3
IMPC 2000	1	0.0
Fire	2	0.0
Zoning	6	0.3
Sign	32	1.6
Rental	477	23.5
Ordinance	615	30.3
Totals	2,032	

Q4 October 01, 2012 – December 31, 2012

(table generated January 08, 2013)

Inspection Type	Inspections Performed	Percent
Building	279	6.7
Demolition	87	2.1
Mechanical	170	4.1
Electrical	280	6.7
Plumbing	104	2.5
Team Inspection	104	2.5
IMPC 2000	51	1.2
Fire	28	0.7
Zoning	9	0.2
Sign	3	0.0
Rental	1118	27.0
Ordinance	1909	46.0
Totals	4,142	

Q3 July 01, 2012 – September 30, 2012 (tabled
copied from Q3 2012 report)

Inspection Type	Inspections Performed	Percent
Building	298	7.4
Demolition	172	4.3
Mechanical	161	4.0
Electrical	197	4.9
Plumbing	77	1.9
Team Inspection	81	2.0
IMPC 2000	21	0.5
Fire	16	0.4
Zoning	9	0.2
Sign	5	0.1
Rental	1039	25.8
Ordinance	1955	48.5
Totals	4,031	

Inspections and Code Enforcement- Analysis and Recommendations

- Ordinance violations are currently classified as civil infractions with a maximum fine of \$500. While failure to comply invites additional tickets, we believe that certain violations are better treated as criminal misdemeanors. Specifically, violations of the rental registration ordinance, vacant property registration ordinance, working without a permit, and business licensing requirement would be more effective as criminal misdemeanors. The goal is always to resolve ordinance violations and the civil infraction penalty is not always the most effective method to insure compliance.
- During Q4 2012, the number of inspections performed by the Building Safety Division doubled from Q4 2011 and increased 2.7% from Q3 2012.
- Code enforcement staff averaged 15 code enforcement inspections per day.
- Code enforcement inspections accounted for 46% of all inspections or 2% less than in the previous quarter, and 15% of all code enforcement inspections resulted in a finding of no violation, a decline of 10%.
- As was true in Q3 2011, the high percentage of inspections resulting in no violation is an increasing concern because these inspections generate no revenue to cover the cost of performing the inspections. Code enforcement inspections resulting in no violation accounted for approximately 300 man hours during Q4 alone.
- Q4 2012 activities include 1,174 pending inspections, 756 or 64% of all pending inspections are debris complaints that were entered as a result of the January 2012 property survey.
- While the growing season concluded in October, code enforcement activity shifted focus to unregistered rentals, businesses and vacant properties in Q4.
- Unregistered rental units complaints increased from 1 in Q4 2011 to 195 in Q3 2012 and to 433 in Q4 2012. This increase was due to the work of City interns to identify potential violations.

- The increase in complaints received is due to two primary factors. First, during Q4 2012, the results of the property survey were finalized into the BS & A system to track vacant, open and dangerous building and properties with debris violations. Secondly, the work of city interns and code enforcement staff has proactively sought unregistered rental units and businesses. Whether reported by the public or by staff, these are all entered into BS&A and tracked as complaints. The majority of the outstanding debris, unregistered rental and business complaints were initiated by Building Safety Division staff.
- Additionally, there are 267 unregistered rental complaints pending inspection in the system which the Division has been working to resolve.
- Based on ACS data, there are approximately 7,823 unregistered rental units within Pontiac.
- Of the 3,749 registered rental units, only 830 or 22% have passed inspections. 2,919 rental units are either in the process of correcting violations or awaiting a first or re-inspection. This is a disproportionately high number of units that are not in compliance and are the result in the delayed mailing of many rental registration renewals in 2012. Going forward Building Safety will develop a reporting system in BSA that better alerts staff when a rental unit has not scheduled an inspection within 60 days of the registration renewal application. When necessary, staff hours will be increased during peak periods to deal with an increase in rental inspections.
- Only 159 vacant properties were registered in 2012, just 3% of the 5,334 vacant properties estimated by the most recent American Community Survey. Similarly, only 613 of the ACS estimated 3,786 businesses in the City have an active business license.
- During 2013, code enforcement activities will be directed at identifying unregistered rentals, unregistered vacant buildings and unlicensed businesses and bringing them into compliance with City ordinances. While the Building Safety staff will remain responsible for all code enforcement activities, our officers will be prioritizing these three areas as they have the best potential for positive impact on the surrounding neighborhoods and quality of life for residents.
- The Building Safety Division now fields most complaint calls because division staff consistently answers phone calls and returns voice mail messages. Because of the level of customer service provided, staff finds themselves trying to address complaints that are outside the Division's jurisdiction and which staff have no power to resolve such as animal control complaints, as well as complaints about potholes, streetlights, garbage collection and property taxes.
- 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 and staff continues to work to improve the process so that complaints are more effectively addressed.
- In order to more effectively deal with the large volume of code enforcement activity, a second code enforcement position has been added to begin in Q1 2013.
- Additionally, staff continues to undergo training and evaluation to ensure complaints, actions and resolutions actions are entered into the B,S & A software so that performance can be measured accurately and every individual complaint can be tracked through resolution.

Policy/Administrative Analysis and Recommendations

- As of December 31, after 21 months, Terminal Server still was not functioning reliably in a way that enables inspectors to use their tablet computers in the field to enter inspection results. This is the City's responsibility.
- As of December 31, the business licensing module was not installed on all machines in the Building Safety Division. The City will begin beta-testing the new .NET Building Licensing module in partnership with B,S&A beginning on February 6, 2013. This is the City's responsibility.
- As of December 31, 2012 all city building files have been moved to the basement of City Hall, but have yet to be fully organized and re-filed. It is essential to get these files organized as soon as possible. This is the City's responsibility.
- Additional office space is needed as a result of adding additional code enforcement staff. This is the City's responsibility. Office expansion had not begun as of December 31, 2012.
- In the weeks leading up to county property auctions, the number of FOIA requests asking for property and title information soars, overwhelming staff and diverting manpower to services which generate no revenue to cover costs. Moving forward, we recommend the City adopt fees for FOIA requests and provide a computer terminal in City Hall for residents to check property status in BS & A for a small fee.
- As mentioned previously, the 2012 tall grass and weed abatement program was an improvement over 2011, but still fell short of expectations. For the 2013 growing season, Wade Trim will be responsible for all aspects of the mowing program - from selecting contractors, to inspections and payment of contractors – subject to the City allocating budget funds for mowing. As of December 31, 2012, Wade Trim was finalizing contractor specifications in anticipation of a Q1 2013 bid.

Planning Department

Applications:

October 01, 2011 – December 31, 2011 (table generated January 04, 2012)

Type of Permit	Number Applied	Approved	Denied	Canceled/ Postponed	Total Paid	Total Revenue Collected By Application
Site Plan Review	9	9	0	0	\$5,350.00	\$5,350.00
Special Exception Permit	1	1	0	0	\$600.00	\$600.00
Historic District Commission	4	2	0	2	\$0.00	\$0.00
Lot Split/Combination	9	8	0	1	\$600.00	\$600.00
Zoning Map Amendment	1	1	0	0	\$650.00	\$650.00
Zoning Board of Appeals	1	0	0	1	\$325.00	\$325.00
Vacation Street/Alley	2	1	0	1	\$300.00	\$300.00
Totals	27	22	0	5	\$10,528.00	\$10,528.00

October 01, 2012 – December 31, 2012 (table generated January 02, 2013)

Type of Permit	Number Applied	Approved	Denied	Canceled/ Postponed	Total Paid	Total Permit Collected By Application
Site Plan Review	11	8	0	3	12,765.40	\$12,765.40
Special Exception Permit	8	3	0	5	10,812.00	\$10,812.00
Historic District Commission	3	2	1	0	600.00	\$600.00
Lot Split/Combination	6	6	0	0	2,350.00	\$2,350.00
Zoning Map Amendment	0	0	0	0	0.00	\$0.00
Zoning Board of Appeals	3	3	0	0	2,000.00	\$2,000.00
Vacation Street/Alley	0	0	0	0	0.00	\$0.00
Totals	31	22	1	8	\$28,527.40	\$28,527.40

Planning Boards and Commissioners

Planning Commission

Scott Hudson—term expires June 30, 2015
Pat Hollis-- term expires June 30, 2015
Ashley Fegley-- term expires June 30, 2013
Dayne Thomas-- term expires June 30, 2013
Hazel Cadd—term expires June 30, 2014,
VACANT – term expires June 30, 2014
Ken Glass-- term expires December 31, 2013 (Concurrent with Mayoral term)

Zoning Board Appeals:

1. Sam Anderson-- EXPIRED TERM. Term expired February 2, 2013
2. Pat Hollis-- term expires June 30, 2015 (concurrent with expiration of PC term)
3. Carlos Bueno-- EXPIRED TERM. Term Expired February 2, 2013
4. Laurie Slade-- term expires February 2, 2014
5. Deb Monroe-- term expires February 2, 2014
6. Lee Todd-- term expires February 2, 2015
7. Ahmad Taylor-- term expires February 2, 2015 (appointed as an alternate)
 - a. VACANT Alternate – term expires February 2, 2016

Historic District Commission:

1. John Cohassey—EXPIRED TERM. Term expired July 15, 2004
2. Ken Burch-- EXPIRED TERM. Term expired Dec. 31, 2005
3. Yvonne Sabourin-- EXPIRED TERM. Term expired Nov. 29, 2004
4. Larry Svalya-- EXPIRED TERM. Term expired Sept. 9, 2011
5. Rick David-- EXPIRED TERM. Term expired Jan 7, 2012
6. Donna Mallonen-- EXPIRED TERM. Term expired Dec. 18, 2009
7. VACANT – EXPIRED TERM

The most pressing concern is to fill the vacant position on the Planning Commission, which is a mayoral appointment.

Of equally pressing concern is the status of two members of the Zoning Board of Appeals, whose terms expired on February 2, 2013 – Sam Anderson and Carlos Bueno. These positions need to be filled by City Council reappointment prior to the March ZBA meeting. Further, Ahmad Taylor was appointed by order as an alternate member of the ZBA. However, because of the even number of ZBA members, he has been participating in meetings and deliberations. We recommend his appointment be amended to be a full member and two alternates identified and appointed as alternate ZBA members.

All members of the Historic District Commission have expired terms. New or reappointments are necessary as soon as possible. Terms should ideally be staggered so that the entire board cannot turn over at one time. The Historic District Ordinance needs to be updated so that it is in compliance with State Law and the HDC populated with members meeting state requirements. Two of the members must least two members be selected from a list of citizens submitted by one or more duly organized local historic preservation. One member must also be a graduate of an accredited school of architecture who has 2 years of architectural experience or who is an architect registered in this state.

Finally, two members of the Planning Commission have their terms expire on June 30, 2013 – Ashley Fegley and Dayne Thomas.

Analysis and Recommendations

- The number of planning applications submitted in the Q4 of 2012 increased 15% from Q4 2011.
- The change in the planning fee schedule resulted with a 171% increase in revenue. Q4 2012 is the first time that fees generated covered the cost of reviews.
- The fees generated still failed to cover the full cost of planning functions, which include facility and recording costs associated with the meetings.
- One vacancy on the Planning Commission (term expiring June 30, 2014) needs to be filled as soon as possible.
- Two ZBA positions for terms expiring February 2, 2016 need to be filled prior to the March ZBA meeting.
- All HDC positions need to be appointed or re-appointed as soon as possible.

Federal Programs Division Q3 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).

Q4 2012, like the preceding quarters, 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. Richard Marsh of Wade Trim and Hala Mokdad worked to prepare documentation for project closeout, release home improvement liens, reconcile program accounts with the general ledger, and prepare tracking information for on-going monitoring.

Accomplishments:

- Identified 140 properties for contractual monitoring compliance (owner-occupied properties)
- identified 20 properties for contractual monitoring compliance (rental properties)
- Identified 112 liens that need to be discharged
- Began Environmental Review process for Proposed Lighthouse Project
- Participated in several meetings with HUD, Cloudburst and Oakland County regarding Federal Program close-out
- Completed CDBG Audit Report request for Rehman Robson (four full pages of documentation requested)
- Completed CHDO certification for Lighthouse
- Prepared and submitted the CAPER report
- Prepared and submitted HUD Section 3 report
- Prepared and submitted HUD 2516 report
- Began compiling data for the CDBG-R report
- Met with several vendors regarding status of outstanding invoices
- Prepared and Published Public notice for HOME Funds \$535,204.79 for Lighthouse Project
- Draft contract for Lighthouse Community Development
- Held two meetings with Lighthouse to discuss proposed project and obtained feed-back for draft of the contract
- Reconciliation of outstanding invoices
- Assisted with packing, filing coordination and office relocation

Analysis and Recommendations

- At HUD's request, Wade Trim will continue to close out all past CDBG, HPRP, CDBG-R and NSP 1 activities through March 31, 2013. Richard Marsh will continue to be embedded in Pontiac to facilitate the close-out of these projects.
- Mr. Marsh will continue to assist Joseph Sobota, the Director of Community Development, with training pertaining to federal program matters.