

Q4 Building Safety & Federal Programs Quarterly Report for the Quarter ended December 31, 2013

Building Safety & Planning Department:

Construction Code Compliance – Permits

Permits:

October 01, 2013 – December 31, 2013 (table generated January 9, 2014)

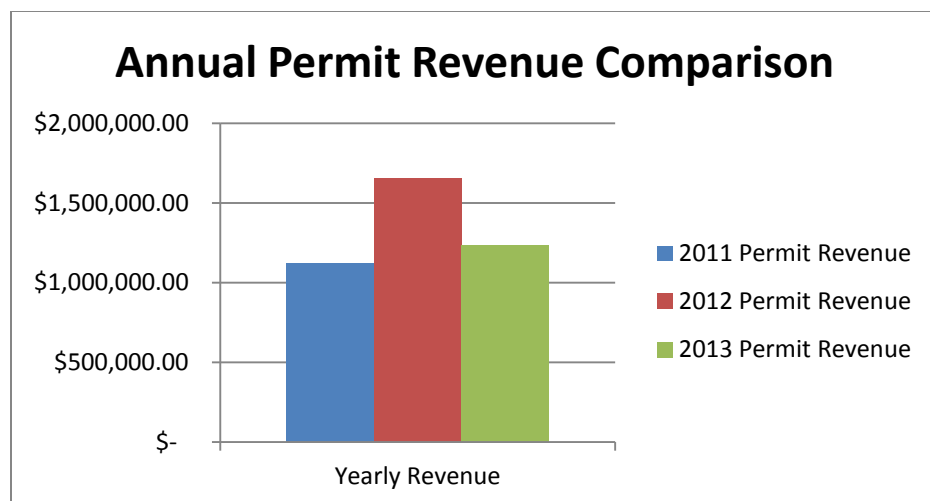
Type of Permit	Number Applied	Number Issued	Total Revenue on Permits Applied for During Q4	Actual Revenue Collected During Q4	Amount Due
Building	216	177	\$ 278,149.23	\$215,196.50	\$ 199,833.59
Demolition	37	34	\$ 12,135.00	\$ 13,985.00	\$ 300.00
Mechanical	127	118	\$ 18,678.00	\$ 21,392.00	\$ 5,610.00
Electrical	95	88	\$ 23,889.00	\$ 24,984.00	\$ 625.00
Plumbing	58	54	\$ 18,987.00	\$ 19,592.00	\$ 2,580.00
Team Inspection	8	N/A	\$ 2,100.00	\$ 2,100.00	\$ 350.00
IMPC 2000	29	N/A	\$ 5,800.00	\$ 6,050.00	\$ 0.00
Fire	4	3	\$ 1,109.00	\$ 1,109.00	\$ 1,074.00
Zoning Compliance	5	5	\$ 750.00	\$ 800.00	\$ 0.00
Sign	18	3	\$ 1,700.00	\$ 2,595.00	\$ 3,855.00
Totals	597	513	\$ 363,297.23	\$ 307,803.50	\$ 214,227.59

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; tables was generated on January 9, 2014)
Actual Revenue includes fees paid on permits applied for during previous quarters. Total Revenue figure is the amount collected on Q4 permit applications only. Amount due is fees for permits that remain outstanding.

October 01, 2012 – December 31, 2012 (table copied from Q4 2012 Report)

Type of Permit	Number Applied	Number Issued	Total Revenue on Permits Applied for During Q4	Actual Revenue Collected During Q4	Amount Due
Building	185	160	\$ 70,177.00	\$ 85,427.00	\$ 118,042.00
Demolition	7	7	\$ 151,711.00	\$ 151,711.00	\$ 0.00
Mechanical	106	97	\$ 165,08.00	\$ 18,372.00	\$ 1,495.00
Electrical	104	91	\$ 16,677.00	\$ 17,244.00	\$ 755.00
Plumbing	45	45	\$ 25,469.00	\$ 27,486.00	\$ 0.00
Team Inspection	18	N/A	\$ 4,750.00	\$ 5,450.00	\$ 700.00
IMPC 2000	41	N/A	\$ 9,300.00	\$ 8,350.00	\$ 800.00
Fire	3	2	\$ 655.00	\$ 655.00	\$ 371.00
Zoning Compliance	9	6	\$ 1,400.00	\$ 1,400.00	\$ 0.00
Sign	9	4	\$ 1,360.00	\$ 1,760.00	\$ 1,450.00
Totals	527	412	\$ 297,007.00	\$ 317,855.00	\$ 123.613.00

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; table was copied from Q4 2012 Report).
Actual Revenue includes fees paid on permits applied for during previous quarters. Total Revenue figure is the amount collected on Q4 permit applications only. Amount due is fees for permits that remain outstanding.



Certificates and Licensing

Rental Registration Program:

October 01, 2013 – December 31, 2013 (Table generated January 9, 2014)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q3	Actual Revenue collected – During Q4
Rental Registrations	153	\$ 45,500.00	\$ 51,800.00
Rental Inspections	377	\$ 25,400.00	\$ 29,875.00
Vacant Property Registration	42	\$ 21,000.00	\$ 18,510.00
Total Certificates	572	\$ 91,900.00	\$ 100,185.00

*("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; tables was generated on January 9, 2014)
Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q4 certificates applications only.*

October 01, 2012 – December 31, 2012 (Copied from Q4 2012 Report)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q3	Actual Revenue Collected During Q4
Rental Registration	553	\$ 166,675.00	\$ 177,525.00
Rental Inspections	1681	\$ 67,575.00	\$ 83,160.00
Vacant Property Registration	71	\$ 27,500	\$ 28,000.00
Total Certificates	2305	\$ 261,750.00	\$ 288,685.00

*("Number Issued" and "Total Revenue" is based off the certificates that were applied during this quarter; table was copied from Q4 2012 Report)
Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q4 certificate applications only.*

According to the 2012 American Community Survey there are approximately 31,150 occupied housing units within the City of Pontiac. 15,702 (50.4%) of these units are owner-occupied; the remaining 15,448 (49.6%) are rental occupied. The remaining 5,834 units are designated as vacant.

During the 4th quarter of 2013, the City of Pontiac processed 572 certificate applications that collected \$91,900.00 in revenue. 153 of these applications were for rental registrations, collecting \$45,500.00 in revenue; 377

applications for triennial inspections, collecting \$25,400.00 in revenue; and 42 applications were for vacant property, collecting \$21,000.00 in revenue. The actual revenue collected this quarter was \$100,185.00.

According to BS&A, during the 4th quarter of 2012, the City of Pontiac processed 2,305 certificate applications collecting \$261,750.00 in revenue. 553 of these applications were for rental registrations, collecting \$166,675.00 in revenue; 1,681 applications were for triennial inspections, collecting \$67,575.00 in revenue; and 71 applications were vacant property registrations, collecting \$27,500.00 in revenue. During this quarter in 2012, the actual revenue collected on certificates was \$288,685.00.

Business License:

Between October 01, 2012 and December 31, 2012, the City of Pontiac processed **394** business license transactions collecting **\$100,035.00** in revenue. Between October 01, 2013 and December 31, 2013, the City of Pontiac processed 60 business license transitions collecting **\$14,400.00** in revenue. Please note that the number of transactions is not related to the number of licenses that were issued.

Permits and Licenses – Analysis and Recommendations

- The number of permits in which were applied has remained relatively constant from the same quarter of the previous year. The department saw an increase of 13.2% in applied permit activity (or 70 permits) in Q4 2013.
- The actual revenue collected in the fourth quarter of 2013 is comparable to the same quarter of the previous year.
 - Quarter four 2013 had a \$137,726.00 decrease in demolition permit revenue compared to demolition permits from the same quarter of the previous year. However, there was a \$129,769.50 increase in building permit revenue from the same quarter of the previous year.
 - The 2012 demolition permits revenue was greatly inflated by permits issued for the demolition of a GM building.
 - The increase in 2013 building permits can be attributed to two large projects that produced a permit fee of over \$100,000.00 each. GM Powertrain - \$100,540.00; and Oakland County Diversion Pumping Station – \$107,238.54
- Permit revenue during 2013 has been the most consistent since 2011 with actual revenue each quarter remaining between \$200,000.00 and \$400,000.00.
- Permit revenue for 2013 is down approximately \$400,000.00 compared to 2012.
 - This decline, while substantial, was expected because Q1 2012 permit fees and revenues were inflated by the St. Joseph Mercy Hospital building permits which accounted for over \$580,000.00 in revenue.
- The revised rental registration ordinance effectively reduced rental registration fees by 67% over a three-year period.
- Rental Registrations have remained relatively constant with previous quarter; however, they are drastically lower than the same quarter of the previous year. This 77 percent decrease in rental registrations is largely a result to the ordinance change that eliminated annual registrations.
 - Although this decrease was anticipated it is still considerably low considering the number of unregistered rental properties within the City.
 - The Building Safety Division is actively pursuing to gain compliance of the rental registration requirement through enforcement and citations.
- The reduction in rental registrations also resulted in a decrease in the number of rental inspections processed.
- The enforcement and compliance of performed (passing) rental inspections remains a concern for staff.

- Approximately 87 percent of properties registered during the fourth quarter of 2013 have either not paid or not passed inspection resulting in a “hold” status.
 - Only 57 percent of rental properties registered within the City of Pontiac have passed their inspection from 2012 – present.
 - To assist in ensuring that all rental units pass inspection and become certified, during the end of Q4 2013 the Department of Building Safety notified rental property managers of the existing violation at their rental property.
- At the end of Q4 2013 the Department of Building Safety mailed tenant verifications for the 2013 year. This resulted in the suspension of 1,667 or 24% of all rental certificates until their tenant is verified and the verification fee is paid.
 - It is anticipated that this tenant verification process will assist in raising revenue on certificates in Q1 2014.
- Vacant Property Registration has decreased from the same quarter of the previous year. However, registration of vacant property has been consistent with totals from Q1, Q2, & Q3 of 2013. Only 233 properties are certified/ready to certify “vacant” properties, which is only 4 percent of the 5,834 vacant properties estimated by the 2012 American Community Survey. The City is continuing their efforts to enforce and increase the number of complying vacant properties.
- Business License activity is consistent with the previous quarter; however it is considerably low and inconsistent with the US Census data for operating business in Pontiac.
 - The Department of Building Safety will be mailing business license renewals out during Q1 of 2014.
 - Beginning in Q1 2014, Building Safety would like to work with the Mayor’s Office and Oakland County to develop a list of all businesses operating in the City based on the taxes paid to Oakland County. This list will be the starting point for increased enforcement of the City’s Business Licensing Ordinance.

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. In 2013, this program was adopted by ordinance as official City Policy.

The cost of the demolition bond is equal to the square footage (sq. ft.) of the building * demolition cost per sq. ft. The City uses the most recent bid award for demolition to determine the sq. ft. demolition cost.

- 31 properties have signed into rehabilitation agreements with bonds.
- 11 properties have active bonds and rehabilitation agreements
- 18 properties have completed their rehabilitation agreement and bonds have been returned to bond holder.
- 2 properties have expired bonds and expired rehabilitation agreements. (Bond amount is not the full amount)
- 2 properties still have active rehabilitation agreements prior to bond requirement

The current Rehabilitation Agreement requirements have helped to ensure that 58% of the 31 properties that participated in this program have completed all rehabilitation, with 35% of the participants still actively engaged in renovating properties. Only two properties or 6% of those in the program have failed to complete rehabilitation and have expired permits and bonds. These two properties were fire damaged properties and did not have to post the full amount of the bond in cash (Fire Insurance Withholding Program dollars covered the majority of the cost of the bond in each case).

OCTOBER 01, 2013 – DECEMBER 31, 2013

During the fourth quarter of 2013 the City of Pontiac held (2) two Hearing Officer Meetings and (1) one Board of Appeals meeting. The result of each meeting is as follows:

Hearing Officer (October 9, 2013)	Number of Properties
Refer to Board of Appeals	26
Safe and Secure	3
Table till next meeting	25
Total	54

Hearing Officer (December 18, 2013)	Number of Properties
Refer to Board of Appeals	56
Safe and Secure	0
Table till next meeting	14
Total	70

Board of Appeals (August 21, 2013)	Number of Properties
Demolish	29
Safe and Secure	2
Table till next meeting	20
Bond Variance Requirement – 55 Wesson St.	1
Total	52

OCTOBER 01, 2012 – DECEMBER 31, 2012

During the fourth quarter of 2012 the City of Pontiac held (1) one Hearing Officer meeting and (1) one Board of Appeals meeting. This result of each meeting is as follows:

Hearing Officer (October 11, 2012)	Number of Properties
Refer to Board of Appeals	36
Safe and Secure	N/A
Table till next meeting	14
Total	50

Board of Appeals (November 28, 2012)	Number of Properties
Demolish	34
Safe and Secure	N/A
Table till next meeting	11
Total	45

During the 4th quarter of 2013 the City of Pontiac convened three demolition-related meetings, two Hearing Officer meetings and one Board of Appeals meeting. Through that process, 29 properties have been ordered for demolition. The Hearing Officer referred 82 properties to go on the January and February 2014 Board of Appeals agendas.

Hearing Officer Annual Totals – 2013 (5 meetings)	Number of Properties
Refer to Board of Appeals	226
Safe and Secure	6
Removed	4
Table till next meeting	75
Total	311

Board of Appeals Annual Totals – 2013 (5 meetings)	Number of Properties
Demolish	237
Safe and Secure	7
Removed	1
Table till next meeting	87
Total	332

The Board of Appeals and Hearing Officer were facing issues with the postponement of agenda items. Because of this the Board and Hearing Officer are now taking the following into consideration when making their decision.

1. Are property taxes paid as current and up to date?
2. Are water bills paid as current and up to date?
3. Is there a scope of work indicating all items to be corrected?
4. Is the owner aware of the estimated cost of permit fees?
5. Is there documentation showing that the owner is financially able to rehabilitate the property?

This review criteria is to assist expediting demolition proceeding to take advantage of any federal funding available to the City of Pontiac for demolitions.

Hearing Officer and Board of Appeals Analysis

- 72% of all cases heard by the Hearing Officer are referred to the Board of Appeals
- 71% of all cases heard by the Board of Appeals result in a demolition order.
- During 2013, 237 buildings were ordered demolished with the order being recorded on each individual property deed.
- Despite adding additional meetings of the Hearing Officer and Board of Appeals, the City still is not ordering demolitions at a pace fast enough for Oakland County and the State Land Bank to spend federal blight removal money. Therefore, additional meetings were planned for January 2014 with a plan to transition to monthly meetings for both the Hearing Officer and Board of Appeals.
- Complying with state law regarding public notice and posting necessitates the reassignment of inspection staff to assist in posting properties. This process has to be repeated for each hearing before each body. Tabled properties require reposting for the following meeting.
- Department staff spends over 360 hours preparing for each meeting,
 - 120 hours for pre-hearing inspection and documentations
 - 200 hours for agenda preparation, deed verification, owner look up, testimony reports, and recorded demolition memorandum.
 - 40 hours of demolition posting inspections
 - One full-time administrator has been assigned to work on nothing other than Board of Appeals and Hearing Officer cases.
 - Each meeting posting requires a team of two inspectors to be reassigned for two days prior to each meeting.
- Adding meetings during 2014 will have a direct impact on staffing. Adding a Board of Appeals and a Hearing Officer meeting each month will require the reassignment of inspection staff for two full weeks each month. Furthermore, the administrative duties will require the addition of at least a half-time position. The impact of more meetings is that there will be more limited resources available for code enforcement and rental inspections. This will be most taxing during the summer, when the division receives the most complaints.
- Additional coordination with the City Administrator to identify targeted areas will help streamline the demolition process and result in demolition orders for properties that are eligible for demolition using existing funding sources.

Code Enforcements and Inspections

Q4 2013 (October 01, 2013 – December 31, 2013 Code Enforcement Activity- Table generated January 9, 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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Abandoned Vehicles	-	-	4	1	-	-	-	-	-	-	-	-	7	1	11	-	24
Dangerous Building	8	-	6	2	-	-	14	-	-	-	-	-	1	2	24	-	57
Dangerous Tree Limb	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
Debris	-	-	11	3	-	-	-	-	-	-	-	-	14	1	13	-	42
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Misc.	-	-	12	8	-	-	-	-	-	-	-	-	7	11	17	-	55
No Bus. Lic.	-	-	13	1	-	-	-	-	-	-	-	-	3	6	13	-	36
Open to Trespass	-	-	3	2	-	-	-	-	-	-	-	-	1	-	5	-	11
Operating Bus. In res.	-	-	3	-	-	-	-	-	-	-	-	-	-	-	1	-	4
Rental Complaint (tenant/landlord)	-	-	13	1	-	-	-	-	-	-	-	-	-	-	2	-	16
Rodents	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1
Tall Grass	-	-	7	10	-	-	-	-	-	-	-	-	4	-	5	-	26
Trees / Shrubs	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
Unregistered Rental	-	-	86	14	-	-	-	-	-	-	-	-	39	45	129	-	313
Vacant	-	-	1	1	-	-	-	-	-	-	-	-	14	5	25	-	37
Working w/o permits	-	-	15	11	-	-	-	-	-	-	-	-	10	5	21	-	62
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
Property Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Rental Inspection Required	-	-	10	-	-	-	-	-	-	-	-	-	-	-	7	-	17
Total	8	-	184	55	-	-	14	-	-	-	-	-	94	76	274	-	705

Q4 2012 (October 01, 2012 – December 31, 2012 - Code Enforcement Activity -Copied from Q4 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	-	-	-	-	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
Vacant	-	-	-	9	3	-	-	-	-	-	-	-	-	9	11	11	-	37
Working w/o permits	-	-	-	17	11	-	-	-	-	-	-	-	-	5	-	4	-	37
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	-	7	-	-	-	7
Total	21	43	-	1174	301	-	-	-	-	1	-	-	-	190	51	156	-	2037

Q3 2013 (July1, 2013 – September 30, 2013 - Code Enforcement Activity- Copied from Q3 2013 Report)

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	-	-	1	-	-	-	-	-	-	-	-	-	1	-	4	-	6
Abandoned Vehicles	-	-	8	5	-	-	-	-	-	-	-	-	16	3	17	-	49
Dangerous Building	-	2	4	2	-	-	32	-	-	-	-	-	2	6	9	-	57
Dangerous Tree Limb	-	-	2	4	-	-	-	-	-	-	-	-	7	-	1	-	14
Debris	-	-	22	14	-	-	-	-	-	-	-	-	35	2	21	-	95
Electrical	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Misc.	-	-	6	10	-	-	-	-	-	1	-	-	11	1	4	-	33
No Bus. Lic.	-	-	10	1	-	-	-	-	-	-	-	-	1	6	3	-	21
Open to Trespass	-	-	12	9	-	-	-	-	-	-	-	-	19	5	13	-	58
Operating Bus. In res.	-	-	3	-	-	-	-	-	-	-	-	-	2	-	1	-	6
Rental Complaint (tenant/landlord)	-	-	13	4	-	-	-	-	-	-	-	-	1	1	12	-	31
Rodents	-	-	1	-	-	-	-	-	-	-	-	-	1	-	-	-	2
Tall Grass	-	-	18	58	-	-	-	-	-	-	-	-	152	4	135	-	367
Trees / Shrubs	-	-	5	6	-	-	-	-	-	-	-	-	4	-	-	-	15
Unregistered Rental	-	-	58	12	-	-	-	-	-	-	-	-	49	129	168	-	416
Vacant	-	-	5	1	-	-	-	-	-	-	-	-	2	13	11	-	32
Working w/o permits	-	-	19	5	-	-	-	-	-	-	-	-	24	9	16	-	73
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-	-	3
Rental Inspection Required	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1
Total	-	2	188	132	-	-	32	-	-	1	-	-	330	179	415	-	1279

Inspections: Scheduled and Performed

Q4 2013

October 01, 2013 – December 31, 2013

(Table generated January 09, 2013)

Inspection Type	Inspections Performed	Percent
Building	275	7.09
Demolition	153	3.94
Mechanical	201	5.18
Electrical	245	6.31
Plumbing	117	3.01
Team Inspection	46	1.19
IMPC 2000	58	1.49
Fire	12	0.31
Zoning	8	0.21
Sign	10	0.26
Rental	646	16.65
Ordinance	2,110	54.37
Totals	3,881	

Q3 2013

July 01, 2013 – September 30, 2013

(Copied from Q3 2013 Report)

Inspection Type	Inspections Performed	Percent
Building	332	6.6
Demolition	182	3.6
Mechanical	167	3.3
Electrical	140	2.8
Plumbing	105	2.1
Team Inspection	93	1.8
IMPC 2000	57	1.1
Fire	17	0.3
Zoning	27	0.5
Sign	12	0.2
Rental	753	14.9
Ordinance	3,164	62.7
Totals	5,049	

Q4 2012

October 01, 2012 – December 31, 2012

(Table Copied from Q4 2012)

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	1,118	27.0
Ordinance	1,909	46.0
Totals	4,142	

Inspections and Code Enforcement- Analysis and Recommendations

- Code enforcement activities have decreased by 45 percent from the previous quarter and have decreased 65 percent from the same quarter of the previous year. An enforcement is created when a complaint is received by staff and entered into the BSA Building Department System.
 - This dramatic drop in enforcement activity is most likely due to a reduction in complaints received.
 - Another methodological factor that may be limiting code enforcement reporting is that the current process for recording an enforcement does not create a new enforcement action for each action. Because of the way the B,S,&A software was configured and data entered, every property with a code violation showed up as a single violation. If a property had multiple violations, say tall grass and debris, then the system only recorded a single violation instead of the two violations that are present. This system does not allow accurate tracking of enforcements and resolutions. During Q1 2014, the way violations are entered into the system will be changed so that every violation at an address is tracked independently.
- The number of ticket issued during the 4th quarter of 2013 exceeds the number of tickets issued on enforcements from the same quarter of the previous year. This exemplifies that although the number of enforcements received have decreased, the number of tickets and action taken on enforcements have increased from the same quarter of the previous year.
 - It is important to note that all ticket fines are paid to the District Court and not to the City. The impact of this distinction is that the City does not collect revenue that can be used to abate the infraction. In most cases, offenders pay the fine and often continue to have violations which require additional enforcement inspections and actions. For this reason, it is always the goal of the Building Safety and Planning Division to resolve violations without writing tickets.
 - The District Court has reported that they are overwhelmed by the number of tickets written and that they do not have staff capacity to enter the tickets in a timely fashion. The only proposed solution is for Building Safety staff come to the Court to manually enter the tickets into the Court's system.
- 44 percent of the enforcements during Q4 2013 were 'unregistered rental' enforcements. The City is actively attempting to gain compliance with the registration requirement of rental properties.
- The largest enforcement statuses during this quarter and previous quarters are 'inspection pending' and 'violations'. The Department is constantly striving to be more efficient in tracking action on these enforcements.
- There are considerable numbers of open violations from previous years that can be closed out. For example, a tall grass complaint from 2012 can be closed as the growing season has ended. Any future complaint then registers a new violation. Staff has been directed to review all open violations and close all eligible violations during Q1 2014.
- Inspections performed during Q4 2013 are down 23 percent from the previous quarter, however, Q4 2013 inspections are comparable to the inspections performed from the same quarter of the previous year.
- A contributing factor to the decrease in the number of code enforcement inspections during Q4 is likely attributable the volume of cases before the Hearing Officer and Board of Appeals during November and December and additional meetings scheduled for the beginning of January that required code enforcement officers to be assigned to assist the posting process required by law for these hearings.
- Inspection type percentages have remained consistent from previous quarters and years.
 - The Department performs the most inspections (54.37%) on ordinance complaints. The second highest inspection category during this quarter is rental inspections with 16.65% of the total inspections performed.

- Building and trade inspections make up approximately 25 percent of the total inspections performed during this quarter.

Policy/Administrative Analysis and Recommendations

- As of December 31, Terminal Server still was not functioning in a reliable and consistent way that enables inspectors to use their tablet computers in the field to enter inspection results. This is the City's responsibility.
- 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 B,S & A for a small fee. This has been an on-going recommendation since Q1 2013.
- The Building Safety and Planning Division has been working with the County Treasurer's office to make sure the County is providing accurate information regarding Pontiac condemnation status and the requirements for getting permits on condemned building. Considerable improvement was made during 2013, yet this remains an on-going concern.
- The Building Safety and Planning Division has been writing more tickets, which has resulted in a significant delay in processing at the District Court. Delays in data entry create many issues for the City, not the least of which is delayed enforcement. The City and Court will have to devise a way to improve the data entry of these tickets. This has been an on-going concern since Q2 2013.
 - After studying the issue and attempting to develop mutually beneficial solutions with the District Court, it is our opinion that the City should strongly consider developing a Pontiac Blight Court. The City would administer this program and shoulder all of the costs. The benefit to Pontiac is that the City would be better able to track compliance and would capture the fees generated by blight ticket fines.
- The City continues to work on consolidating, ordering and organizing the City's complete street files. It was thought that as of September 30, 2013, all city building files have been moved to the basement of City Hall, and nearly all catalogued and filed accordingly. It was recently discovered that additional street files remain at the Library and need to be moved, catalogues and filed. This is the City's requirement.

Planning Department

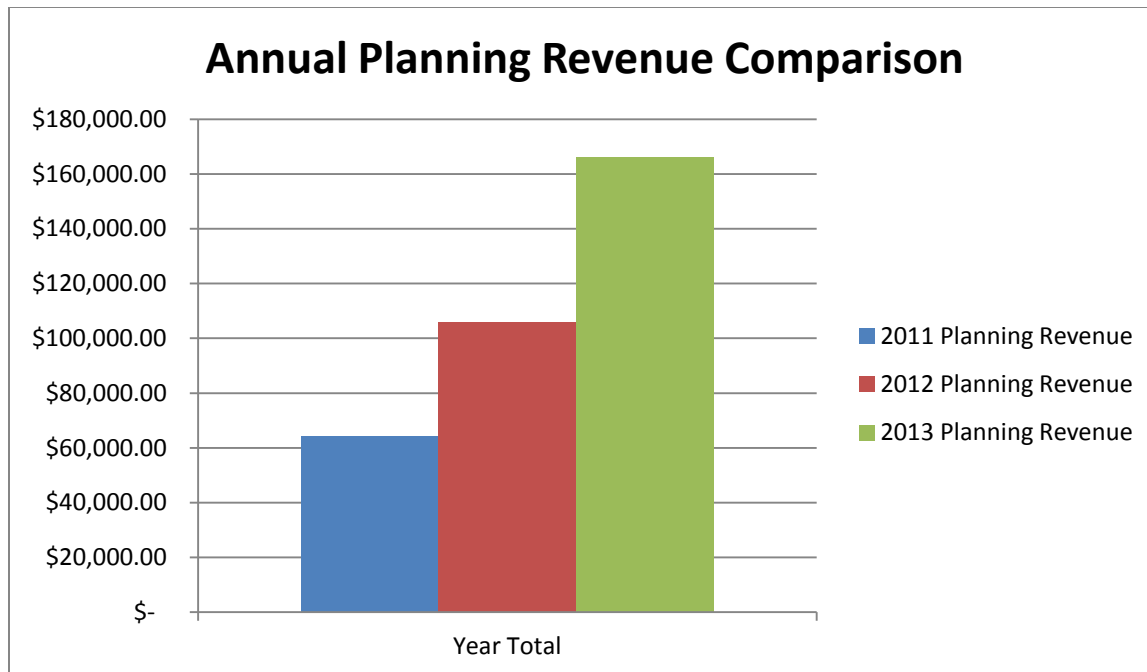
Applications:

October 01, 2013 – December 31, 2013 (table generated January 09, 2013)

Type of Permit	Number Applied	Approved	Denied	Canceled/ Postponed	Total Paid	Total Permit Collected By Application
Site Plan Review	12	8	1	3	\$ 15,150.00	\$ 15,150.00
Special Exception Permit	3	3	0	0	\$ 4,500.00	\$ 4,500.00
Historic District Commission	8	7	1	0	\$ 1,600.00	\$ 1,600.00
Lot Split/Combination	13	12	0	1	\$ 4,400.00	\$ 4,400.00
Zoning Map Amendment	1	1	0	0	\$ 1,350.00	\$ 1,350.00
Zoning Board of Appeals	17	14	1	2	\$ 12,500.00	\$ 13,350.00
Vacation Street/Alley	1	1	0	0	\$ 6,000.00	\$ 6,000.00
Totals	55	46	3	6	\$ 40,020.00	\$ 46,350.00

October 01, 2012 – December 31, 2012 (table copied from Q4 2012 Report)

Type of Permit	Number Applied	Approved	Denied	Canceled/ Postponed	Total Paid	Total Revenue 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

1. Mayor Deirdre Waterman-- term expires December 31, 2017 (Concurrent with Mayoral term)
2. Hazel Cadd—term expires June 30, 2014,
3. Lucy R Payne – term expires June 30, 2014
4. Scott Hudson—term expires June 30, 2015
5. Pat Hollis-- term expires June 30, 2015
6. Ashley Fegley—term expires June 30, 2016
7. Dayne Thomas— term expires June 30, 2016

Zoning Board Appeals:

1. **Laurie Slade-- term expires February 2, 2014**
2. **Deb Monroe-- term expires February 2, 2014 (resigned)**
3. Lee Todd-- term expires February 2, 2015
4. Pat Hollis-- term expires June 30, 2015 (concurrent with expiration of PC term)
5. Ahmad Taylor-- term expires February 2, 2015
6. Sam Anderson-- Term expires February 2, 2016
7. Carlos Bueno-- Term Expired February 2, 2016

Historic District Commission:

1. Tameka M Ramsey – term expires July 19, 2014
2. Linda Porter – term expires July 19, 2014
3. Kathalee James – term expires July 19, 2015
4. Kenneth Burch – term expires July 19, 2015
5. Robert Karazim – term expires July 19, 2016
6. Kathie Henk – term expires July 19, 2016
7. Richard David – term expires July 19, 2016

During Q4 2013 the Planning Commission had (1) one commissioner's term expire. The vacant position was filled by Mayor Deirdre Waterman. At the end of December 2013 a Zoning Board of Appeals position (Deb Monroe) became vacant. **A pressing concern is the two Zoning Board of Appeals positions that need to be filled prior to February 2, 2014.**

Analysis and Recommendations

- Planning applications have increased 23 percent from the same quarter of the previous year.
- Planning revenue has increased from the previous quarter and has also increased compared to the same quarter of the previous year. Since 2011 Planning Revenue has seen a gradual increase in revenue collected. This is largely due to a fee change effected July 1, 2012.