

Q2 Building Safety & Federal Programs Quarterly Report for the Quarter ended June 30, 2013

Building Safety & Planning Department:

Construction Code Compliance – Permits

Permits:

April 01, 2012 – June 30, 2012

Type of Permit	Number Applied	Number Issued	Amount Due	Total Revenue on Permits Applied for During Q1	Actual Revenue Collected During Q1
Building	209	178	\$ 9,435.00	\$ 95,190.46	\$ 78,384.06
Demolition	66	63	\$ 0.00	\$ 23,770.00	\$ 25,270.00
Mechanical	94	85	\$ 255.00	\$ 16,296.00	\$ 17,409.00
Electrical	122	113	\$ 687.00	\$ 26,057.00	\$ 26,250.00
Plumbing	47	41	\$ 305.00	\$ 7,831.00	\$ 8,527.00
Team Inspection	27	N/A	\$ 650.00	\$ 7,200.00	\$ 7,550.00
IMPC 2000	16	N/A	\$ 50.00	\$ 2,850.00	\$ 2,650.00
Fire	3	3	\$ 0.00	\$ 4,667.00	\$ 5,046.00
Zoning Compliance	13	9	\$ 50.00	\$ 1,305.00	\$ 1,305.00
Sign	3	0	\$ 0.00	\$ 0.00	\$ 160.00
Totals	600	492	\$ 11, 432.00	\$ 175,166.46	\$ 172,551.06

(“Number Issued” and “Total Revenue” is based off the permits that were applied during this quarter; table was generated on January 28, 2013). Actual Revenue includes fees paid on permits applied for during previous quarters. Total Revenue figure is the amount collected on Q1 permit applications only. Amount due is fees for permits that remain outstanding.

April 01, 2013 – June 30, 2013 (table generated July 8, 2013)

Type of Permit	Number Applied	Number Issued	Amount Due	Total Revenue on Permits Applied for During Q1	Actual Revenue Collected During Q1
Building	215	195	\$ 0.00	\$ 74,060.94	\$ 118,707.98
Demolition	9	9	\$ 0.00	\$ 3,070.00	\$ 3,170.00
Mechanical	137	131	\$ 3,112.00	\$ 19,759.50	\$ 22,399.50
Electrical	112	99	\$ 1,582.00	\$ 23,794.00	\$ 24,669.00
Plumbing	81	76	\$ 892.00	\$ 14,669.00	\$15,249.00
Team Inspection	18	N/A	\$700.00	\$ 4,200.00	\$ 4,200.00
IMPC 2000	46	N/A	\$200.00	\$ 8,200.00	\$ 8,350.00
Fire	1	0	\$ 291.00	\$ 0.00	\$ 469.00
Zoning Compliance	29	19	\$ 0.00	\$ 2,850.00	\$ 4,650.00
Sign	7	5	\$ 245.00	\$ 1,430.00	\$ 2,765.00
Totals	655	534	\$ 7,022.00	\$ 152,033.44	\$ 204,629.48

(“Number Issued” and “Total Revenue” is based off the permits that were applied during this quarter; tables was generated on July 8, 2013) Actual Revenue includes fees paid on permits applied for during previous quarters. Total Revenue figure is the amount collected on Q1 permit applications only. Amount due is fees for permits that remain outstanding.

Certificates and Licensing

Rental Registration Program:

April 1, 2012 – June 30, 2012 (Table generated July 8, 2013)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q1	Actual Revenue Collected During Q1
Rental Registration	163	\$ 48,700.00	\$ 42,400.00
Rental Inspections	283	\$ 33,385.00	\$ 40,075.00
Vacant Property Registration	15	\$ 7,500.00	\$ 6,500.00
Total Certificates	461	\$ 89,585.00	\$ 88,975.00

*("Number Issued" and "Total Revenue" is based off the certificates that were applied during this quarter; table was generated on July 08, 2013)
Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q2 certificate applications only.*

April 1, 2013 – June 30, 2013 (Table generated July 8, 2013)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q1	Actual Revenue collected – During Q1
Rental Registrations	266	\$ 81,900.00	\$ 96,400.00
Rental Inspections	452	\$ 33,510.00	\$ 44,385.00
Vacant Property Registration	46	\$ 23,000.00	\$ 23,000.00
Total Certificates	764	\$ 138,410.00	\$ 163,785.00

*("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; tables was generated on July 08, 2013)
Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q2 certificates applications only.*

According to BS&A, during the 2nd quarter of 2012, the City of Pontiac processed 461 certificate applications collecting \$138,410.00 in revenue. 163 of these applications were for rental registrations, collecting \$48,700.00 in revenue; 283 applications were for triennial inspections, collecting \$33,385.00 in revenue; and 15 applications were vacant property registrations, collecting \$7,500.00 in revenue. During this quarter in 2012, the actual revenue collected on certificates was \$88,975.00.

During the 2nd quarter of 2013, the City of Pontiac processed 764 certificate applications collection \$163,785.00 In revenue. 266 of these applications were for rental registrations, collecting \$81,900.00 in revenue; 452 applications for triennial inspections, collecting \$33,510.00 in revenue; and 46 applications were for vacant property, collecting \$23,000.00 in revenue. The actual revenue collected this quarter was \$163,785.00.

The enforcement and compliance with rental registrations has increased 63 percent from the previous year.

RENTAL REGISTRATION

According to the 2009-2011 American Community Survey, there are 11,565 owner-occupied housing units and 11,747 rental occupied housing units in the City of Pontiac. Currently there are approximately 2,378 rental properties registered with the City of Pontiac. These registered properties account for 5,148 registered rental units or approximately 43% 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 6,599 unregistered rental units within Pontiac. The code enforcement staff has been focusing on unregistered rentals and vacant properties since Q4 2012 and will continue prioritizing the enforcement of the City's rental and vacant property registration ordinances.

Changes to the way rental registrations and inspections are entered into BS &A helped to provide additional tracking data that allows for comparison of registrations, inspections and vacant property registrations. Prior to Q4 2012, 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:

Vacant property registration has increased 200% from the previous year from 15 registrations to 46 registrations. This increase collected \$23,000.00 in revenue. The number of vacant property registrations is consistent with the previous quarter (Q1 2013). Since the implementation of Vacant Property Registration, a total of 196 properties have been registered as vacant. 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 January 1, 2012 and March 31, 2012, the City of Pontiac processed 217 business license transactions collecting \$70,210.00. Between April 1, 2013 and June 30, 2013, the City of Pontiac processed 63 business license transactions collecting \$16,580.00 in revenue. 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. In Q1 of 2013 the City obtained a software update to assist in the tracking and issuance of business licenses. The new software created complications in the processing of business licenses during Q1 and Q2 2013. The Department will continue to expand business license enforcement in the City.

Permits and Licenses – Analysis and Recommendations

- The amount of permit revenue generated from permits applied during Q2 2013 dropped 13% from Q2 2012. However, the actual permit revenue collected during the Q2 2013 increased 16.5% from the second quarter of the previous year. The differentiation of revenue between “applied permits” and “actual revenue” is permits applied for from previous quarters were paid and issued during this current quarter (Q2 2013).
- In the Q2 2013 the Building Department saw an increase in applied and issued permit from the same quarter of the previous year. 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 factors: the increased level of service and reduced turnaround time for plan review and permitting; and permitting and the increased expectation of enforcement of City code.
- The number of permits applied for in Q2 2013 increased in all categories/trades from the previous year except: Demolition, Electrical, Team Inspection, and Fire. The only substantial decrease in permit applications were in the application and issuance of Demolition Permits. This is largely due to the elimination of Federal Programs and the absence of current available federal funds allocated to housing demolitions..
- As the city continued to condemn substandard properties the number of property maintenance inspections increased 187% from the previous year. This figure demonstrates the effectiveness of the reconstituted Hearing Officer and Board of Appeals process.

- The amount of rental registrations, inspections, and vacant property registrations all substantially increased from the same quarter of the previous year. This is largely due to increased code enforcement activity and more efficient and thorough BSA input and tracking.
- Although vacant property registration substantially increased from the previous year, it is still not congruent with the 2009-2011 American Community Survey. In Q3 2013 the code enforcement activities will continue to target vacant properties and increase compliance with the registration requirement.
- The City's business licensing stayed relatively consistent in the number of licenses issued/renewed from previous quarter. However, compliance with the licensing requirement is considerably low and inconsistent with the US Census data.
- In Q1 2013 the City of Pontiac upgraded their BSA Business Licensing from "Pervasive" to ".NET". Staff is still adjusting to the upgrade and programmers are still actively performing enhancements to the program. The BSA Business Licensing module is lacking in performance compared to the BSA Building Department module. Continuous updates and enhancements to this program will assist in the tracking and compliance of City business licensing. Staff will continue working with BSA to refine the software package and code enforcement will devote considerably more time during Q3 to business license compliance activities.

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.

APRIL 1, 2012 – JUNE 30, 2012

During the second 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:

Board of Appeals (May 23, 2012)	Number of Properties
Demolish	25
Safe and Secure	0
Table till next meeting	9
Total	34

Hearing Officer (June 13, 2012)	Number of Properties
Refer to Board of Appeals	28
Safe and Secure	9
Table till next meeting	3
Total	40

APRIL 1, 2013 – JUNE 30, 2013

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

Hearing Officer (April 10, 2013)	Number of Properties
Refer to Board of Appeals	59
Safe and Secure	3
Table till next meeting	11
Total	73

Hearing Officer (April 24, 2013)	Number of Properties
Refer to Board of Appeals	61
Safe and Secure	0
Table till next meeting	8
Total	69

Board of Appeals (May 15, 2013)	Number of Properties
Demolish	49
Safe and Secure	4
Table till next meeting	8
Total	61

Board of Appeals (May 29, 2013)	Number of Properties
Demolish	54
Safe and Secure	0
Table till next meeting	24
Total	78

During Q2 2013, the Hearing Officer heard cases on 142 buildings, and referred 120 (84%) of those properties to the Board of Appeals. The number of cases heard increased 65% from the previous quarter. The Board of Appeals

heard a total of 139 cases, and ordered 103 properties for demolition. The number of cases heard by the Board of Appeals increased 300% from the previous quarter.

Code Enforcements and Inspections

April 1, 2012 – June 30, 2012 (Code Enforcement Activity)

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	-	237
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

January 1, 2013 – March 31, 2013 (Code Enforcement Activity)

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	-	3
Abandoned Vehicles	-	-	-	1	14	-	-	-	-	-	-	-	-	5	3	13	-	36
Dangerous Building	1	5	-	3	10	1	-	113	-	-	-	-	-	1	1	5	-	140
Dangerous Tree Limb	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	2	-	3
Debris	-	-	-	3	11	-	-	-	-	-	-	-	-	4	6	31	-	55
Electrical	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1
Misc.	-	-	-	17	52	-	-	-	1	-	-	-	-	27	2	50	-	149
No Bus. Lic.	-	-	-	4	17	-	-	-	-	-	-	-	-	7	4	69	-	101
Open to Trespass	-	-	-	4	6	-	-	-	-	-	-	-	-	6	7	14	-	37
Operating Bus. In res.	-	-	-	1	3	-	-	-	-	-	-	-	-	-	1	2	-	7
Rental Complaint (tenant/landlord)	-	-	-	7	-	-	-	-	-	-	-	-	-	1	1	9	-	18
Rodents	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Tall Grass	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Trees / Shrubs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2
Unregistered Rental	-	-	-	113	47	-	-	-	-	-	-	-	-	162	113	135	-	570
Vacant	-	-	-	9	2	-	-	-	-	-	-	-	-	1	2	14	-	28
Working w/o permits	-	-	-	2	7	-	-	-	1	-	-	-	-	5	2	17	-	34
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	-	24	-	-	-	24
Total	1	5	0	164	171	1	0	113	2	0	0	0	0	243	142	367	0	1209

April 1, 2013 – June 30, 2013 (Code Enforcement Activity) (Table generated July 7, 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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2
Abandoned Vehicles	-	-	1	1	-	-	-	-	-	-	-	-	14	9	23	-	48
Dangerous Building	1	2	7	4	-	-	23	-	-	-	-	-	2	-	8	-	47
Dangerous Tree Limb	-	-	-	6	-	-	-	-	-	-	-	-	1	-	4	-	11
Debris	-	-	18	20	-	-	-	-	1	-	-	-	33	16	73	-	161
Electrical	-	-	1	1	-	-	-	-	-	-	-	-	-	-	1	-	3
Misc.	-	-	39	21	-	-	1	-	-	2	1	-	24	10	43	-	141
No Bus. Lic.	-	-	3	1	-	-	-	-	-	-	-	-	2	2	2	-	10
Open to Trespass	-	-	13	8	-	-	-	-	-	-	-	-	5	6	23	-	55
Operating Bus. In res.	-	-	5	-	-	-	-	-	-	-	1	-	-	-	3	-	9
Rental Complaint (tenant/landlord)	-	-	20	2	-	-	-	-	-	-	-	-	1	1	8	-	32
Rodents	-	-	-	-	-	-	-	-	-	-	-	-	1	-	2	-	3
Tall Grass	-	-	65	28	-	-	-	-	-	-	-	-	80	-	129	-	302
Trees / Shrubs	-	-	1	4	-	-	-	-	-	-	-	-	6	-	5	-	16
Unregistered Rental	-	-	43	7	-	-	-	-	-	-	-	-	85	114	88	-	337
Vacant	-	-	4	1	-	-	-	-	-	-	-	-	1	10	6	-	22
Working w/o permits	-	-	12	11	-	-	-	-	-	-	-	-	13	-	17	-	53
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	2
Property Maintenance	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1	-	2
Total	1	2	233	115	0	0	24	0	1	2	2	0	270	168	438	0	1256

Inspections: scheduled and performed

April 1, 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

April 1, 2013 – June 30, 2013 (Table generated June 10, 2013)

Inspection Type	Inspections Performed	Percent
Building	214	4.2
Demolition	77	1.5
Mechanical	190	3.7
Electrical	164	3.2
Plumbing	98	1.9
Team Inspection	89	1.8
IMPC 2000	59	1.2
Fire	0	0.0
Zoning	12	0.2
Sign	4	0.0
Rental	1052	20.7
Ordinance	3125	61.5
Totals	5084	

January 1, 2013 – March 31, 2013

Inspection Type	Inspections Performed	Percent
Building	138	3.0
Demolition	63	1.4
Mechanical	109	2.3
Electrical	149	3.2
Plumbing	66	1.4
Team Inspection	106	2.3
IMPC 2000	50	1.1
Fire	10	0.2
Zoning	0	0.0
Sign	3	0.0
Rental	1,338	28.8
Ordinance	2,621	56.3
Totals	4,653	

Inspections and Code Enforcement- Analysis and Recommendations

- Code enforcement activities have remained relatively constant from the previous quarter and the previous year.
- The number of resolved code enforcement activities has increased 28% from the same quarter in the previous year. This demonstrates that the continued emphasis on code enforcement is gaining traction within the community.
- With access to state information, enforcement officers were able to issue 270 tickets during Q2 2013. This is an 11% increase in the number of tickets issued from the 243 issued during in Q1 2013. Only 10 tickets issued in Q2 2012. Code enforcement officers issue tickets as a last resort. It is the department's position that the goal is compliance above all else.
- Unregistered rental properties remain one of the highest complaint/enforcement activities within the City. This activity is a direct result of pro-active work by the city to identify these properties over the past year.
- During this quarter in 2013 and 2012 the City received high volumes of complaints for tall grass. This year, the City has allocated limited funds (\$8,000) for mowing and debris removal.
- A contract was awarded for mowing in May and mowing commenced in June for completion prior to June 30, 2013. A total of 37 lots were mowed prior to the end of the fiscal year on June 30, 2013.

- During Q2, 310 tall grass complaints were received. 61 (20%) resulted in no violation as they were mowed prior to inspection. 241 resulted in violations, 107 violations (44% of violations) were corrected after an initial letter was sent to the property owner. 37 were mowed and an additional 97 remain in violation.
- All properties with tall grass/weed violations will receive tickets. Those properties mowed will have the cost of mowing plus an administrative fee added to their property tax bill. No tickets were issued during Q2 2013 as ownership research is on-going.
- Inspections have increased compared to inspections performed/completed from Q1 2013 and Q2 2012. This is mainly attributed to the inspection performed on code enforcement activities.
- Code Enforcement inspections remain the highest performed inspection category with 61.5% of the inspections performed. This is due to the City's efforts to control and enforce ordinance violations. This continues to be a concern going forward as these inspections do not generate revenue to cover the cost of the inspection.
- Although less than the previous quarter, rental inspections continue to be approximately 20% of the inspection performed by the department. The City's effort to resolve code enforcement issues and rental complaints has resulted in the high percentage of inspections performed in these two categories.
- Permit inspections have stayed relatively constant from the previous quarter and the previous year. The department expects to see an increase in Demolition inspections in the next few quarters as the City allocates money for federally funded demolitions.

Policy/Administrative Analysis and Recommendations

- Many Pontiac residents and property owners are sending payments into the Oakland County Water Resources Commission with the water bill payments. These checks are forwarded to the Pontiac Treasurers office where they are not being properly recorded. This has been occurring since January 1, 2013. An audit of these payments needs to be completed so revenue can be properly assigned. Treasury staff needs to be properly trained on how to enter these payments properly and to look in the BSA system to check payment status. This continuing problem has created several situations where property owners have been ticketed for failure to comply with the rental and vacant property registration ordinance, even though the City has cashed their check.
- Terminal Server is marginally operational. Code enforcement inspectors were field testing Terminal Server with the mobile table computers during June 2013. These field tests identified problems, most significant of which is a very slow connection to BSA. True real time mobile computing cannot occur without a fully functioning Terminal Server network.
- During Q2, the City continued beta-testing the new .NET Building Licensing module in partnership with BS&A. Beta testing has resulted in the delayed issuance of licenses. During Q3, staff will implement a "work around" using the BSA permitting module to improve the process and increase the number of business licenses issued.
- 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. Based on shifting personnel assignments, the completion of this task has been extended several times. Completion of this task will enable staff to properly file and catalog activities that have occurred since March 1, 2011.
- The Building Safety Division will be moving offices in Q3 2013 to improve the customer experience and provide space for the entire division.

- 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.

Planning Department

Applications:

April 1, 2012 – June 30, 2012

Type of Permit	Number Applied	Approved	Denied	Canceled/ Postponed	Total Paid	Total Revenue Collected By Application
Site Plan Review	30	28	1	1	\$ 21,437.20	\$ 15,987.20
Special Exception Permit	9	7	2	0	\$ 6,000.00	\$ 4,900.00
Historic District Commission	11	10	1	0	\$ 0.00	\$ 0.00
Lot Split/Combination	14	11	0	3	\$ 800.00	\$ 800.00
Zoning Map Amendment	3	2	0	1	\$ 2,700.00	\$ 2,700.00
Zoning Board of Appeals	10	9	1	0	\$ 3,775.00	\$ 3,775.00
Vacation Street/Alley	2	2	0	0	\$ 600.00	\$ 600.00
Totals	79	69	5	5	\$ 35,312.20	\$ 28,762.20

April 1, 2013 – June 30, 2013

Type of Permit	Number Applied	Approved	Denied	Canceled/ Postponed	Total Paid	Total Permit Collected By Application
Site Plan Review	27	18	1	8	\$ 35,830.00	\$ 35,830.00
Special Exception Permit	8	5	1	2	\$ 15,400.00	\$ 14,200.00
Historic District Commission	10	10	0	0	\$ 2,000.00	\$ 2,000.00
Lot Split/Combination	6	4	0	2	\$ 450.00	\$ 450.00
Zoning Map Amendment	4	2	0	2	\$ 15,900.00	\$ 15,900.00
Zoning Board of Appeals	3	2	0	1	\$ 2,350.00	\$ 2,350.00
Vacation Street/Alley	1	1	0	0	\$ 0.00	\$ 0.00
Totals	59	42	2	15	\$ 71,930.00	\$ 70,730.00

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, 2016
Dayne Thomas-- term expires June 30, 2016
Hazel Cadd—term expires June 30, 2014
Lucy Payne – term expires June 30, 2014
Ken Glass-- term expires December 31, 2013 (Concurrent with Mayoral term)

Zoning Board Appeals:

1. Sam Anderson—term expires February 2, 2016
2. Pat Hollis-- term expires June 30, 2015 (concurrent with expiration of PC term)
3. Carlos Bueno-- term expires February 2, 2016
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
 - 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**

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. 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.

Analysis and Recommendations

- Although the number of planning applications has decreased from the previous year, the revenue collected on these applications has significantly increased. This is primarily due to a number of large projects that came before the planning department including M1 Concourse and Kennett Road, LLC projects.
- In addition to the planning department’s regularly scheduled Planning Commission, Historic District Commission, and Zoning Board of Appeals meetings, during Q2 2013 the planning department held three special meetings to accommodate applicants seeking expedited reviews.
- During the Q2 2013, the planning department assisted the executive office in a number of city requested lot splits, re-zonings, and street vacations. These applications and reviews are not represented in the revenue generated by the department.

- During Q2 2013 the department provided recommendations for ordinance amendments for the City of Pontiac's Zoning Ordinance.
- Wade Trim was contracted to provide additional planning services to update/revise the City of Pontiac's Master Plan. This update is expected to be completed by June 2014.

Federal Programs Division Q2 2013 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).

During Q2 2013, the Federal Programs office was closed and files boxed and retained for review by HUD during the annual compliance audit scheduled to occur during Q3 2013. Wade Trim's engagement with federal programs terminated May 24, 2013.