

Q3 Building Safety & Federal Programs Quarterly Report for the Quarter ended September 30, 2013

Building Safety & Planning Department:

Construction Code Compliance – Permits

Permits:

July 1, 2013 – September 30, 2013 (table generated October 14, 2013)

Type of Permit	Number Applied	Number Issued	Amount Due	Total Revenue on Permits Applied for During Q3	Actual Revenue Collected During Q3
Building	256	219	\$ 39,283.77	\$ 156,358.22	\$ 247,584.14
Demolition	101	75	\$ 6,700.00	\$ 29,725.00	\$ 27,875.00
Mechanical	128	116	\$ 2,698.00	\$ 31,012.00	\$ 33,786.00
Electrical	105	101	\$ 455.00	\$ 17,648.00	\$ 18,570.00
Plumbing	83	80	\$ 505.00	\$ 15,486.00	\$ 16,266.00
Team Inspection	21	N/A	\$ 1,100.00	\$ 5,350.00	\$ 5,350.00
IMPC 2000	34	N/A	\$ 0.00	\$ 5,950.00	\$ 5,750.00
Fire	5	3	\$ 352.00	\$ 1,569.00	\$ 1,860.00
Zoning Compliance	25	18	\$ 0.00	\$ 3,850.00	\$ 3,800.00
Sign	11	4	\$ 695.00	\$ 2,000.00	\$ 2,575.00
Totals	769	616	\$ 51,788.77	\$ 268,948.22	\$ 363,416.14

(“Number Issued” and “Total Revenue” is based off the permits that were applied during this quarter; tables was generated on October 14, 2013) Actual Revenue includes fees paid on permits applied for during previous quarters. Total Revenue figure is the amount collected on Q3 permit applications only. Amount due is fees for permits that remain outstanding.

July 1, 2012 – September 30, 2012 (table copied from Q3 2012 Report)

Type of Permit	Number Applied	Number Issued	Amount Due	Total Revenue on Permits Applied for During Q3	Actual Revenue Collected During Q3
Building	170	133	\$ 95,777.45	\$ 61,527.93	\$ 75,574.33
Demolition	21	20	\$ 0.00	\$ 9,005.00	\$ 9,405.00
Mechanical	86	81	\$ 125.00	\$ 14,292.00	\$ 16,123.00
Electrical	114	108	\$ 325.00	\$ 66,265.00	\$ 66,680.00
Plumbing	40	38	\$ 125.00	\$ 6,861.00	\$ 6,751.00
Team Inspection	9	N/A	\$ 350.00	\$ 2,700.00	\$ 3,350.00
IMPC 2000	15	N/A	\$ 0.00	\$ 2,800.00	\$ 3,000.00
Fire	3	3	\$ 0.00	\$ 8,331.00	\$ 8,331.00
Zoning Compliance	18	11	\$ 0.00	\$ 2,310.00	\$ 2,435.00
Sign	11	5	\$ 400.00	\$ 1,710.00	\$ 1,685.00
Totals	487	395	\$ 97,102.45	\$ 175,801.93	\$ 193,334.33

(“Number Issued” and “Total Revenue” is based off the permits that were applied during this quarter; table was copied from Q3 2012 Report). Actual Revenue includes fees paid on permits applied for during previous quarters. Total Revenue figure is the amount collected on Q3 permit applications only. Amount due is fees for permits that remain outstanding.

Certificates and Licensing

Rental Registration Program:

July 1, 2013 – September 30, 2013 (Table generated October 14, 2013)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q3	Actual Revenue collected – During Q3
Rental Registrations	137	\$ 42,600.00	\$ 45,400.00
Rental Inspections	426	\$ 24,025.00	\$ 31,000.00
Vacant Property Registration	60	\$ 30,000.00	\$ 30,000.00
Total Certificates	623	\$ 96,625.00	\$ 106,400.00

(“Number Issued” and “Total Revenue” is based off the permits that were applied during this quarter; tables was generated on October 14, 2013) Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q3 certificates applications only.

July 1, 2012 – September 30, 2012 (Copied from Q3 2012 Report)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q3	Actual Revenue Collected During Q3
Rental Registration	1,226	\$ 314,450.00	\$ 312, 050.00
Rental Inspections	2,497	\$ 95,285.00	\$ 95,285.00
Vacant Property Registration	92	\$ 44,510.00	\$ 44,510.00
Total Certificates	3,815	\$ 454,245.00	\$ 451,845.00

(“Number Issued” and “Total Revenue” is based off the certificates that were applied during this quarter; table was copied from Q3 2012 Report) Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q3 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 3rd quarter of 2013, the City of Pontiac processed 623 certificate applications that collected \$96,625.00 in revenue. 137 of these applications were for rental registrations, collecting \$42,600.00 in revenue; 426 applications for triennial inspections, collecting \$24,025.00 in revenue; and 60 applications were for vacant property, collecting \$30,000.00 in revenue. The actual revenue collected this quarter was \$106,400.00.

According to BS&A, during the 3rd quarter of 2012, the City of Pontiac processed 3,815 certificate applications collecting \$454,245.00 in revenue. 1,226 of these applications were for rental registrations, collecting \$314,450.00 in revenue; 2,479 applications were for triennial inspections, collecting \$95,285.00 in revenue; and 92 applications were vacant property registrations, collecting \$44,510.00 in revenue. During this quarter in 2012, the actual revenue collected on certificates was \$451,845.00.

Business License:

Between July 1, 2012 and September 30, 2012, the City of Pontiac processed **46** business license transactions collecting **\$11,500.00** in revenue. Between July 1, 2013 and September 30, 2013, the City of Pontiac processed **59** business license transitions collecting **\$14,485.00** in revenue. Please note that the number of transactions is not related to the number of licenses that were issued. As of October 17, 2013 business license renewals have not been mailed for the 2013 year.

Permits and Licenses – Analysis and Recommendations

- The number of permits applied for has increased 57.9 percent from 487 to 769 from the same quarter of the previous year. This continued increase in “applied permits” is largely due to the efficient service provided by the department, as well as, the increased expectation of enforcement of City Code.
 - All permit categories saw an increase in applied permits except two categories; Sign permits which stayed constant and electrical permits which saw a decrease of 8%.
- Q3 2013 saw a \$170,081.81 increase in “Actual Revenue” collected compared to the same quarter of the previous year. This is mostly related to the number and value of construction projects within the City. Permit cost is based off the value of the construction performed; large projects produce larger permit fees and revenue.
 - There were four permits paid and issued during this quarter that produced permit cost over \$20,000. They included: Oakland County Vehicle Operations expansion (\$20,220.00), Eastern Oil Office Expansion (\$29,790.47), GM powertrain expansion (\$31,565.00), and the new construction of Colony Lane Senior Apartments (\$84,680.92).
- As the city continues efforts to eliminate/reduce blight, the number of Property Maintenance Inspections has increased as owners comply with city requirements to remove/prevent their home from being condemned or demolished.
- Rental Registration has dramatically decreased from the same quarter of the previous year. This is due primarily to the change in the rental registration ordinance enacted in 2012. The revised ordinance now requires a one-time registration requirement for owners/management companies and requires one inspection every three years or upon change of tenant.
 - 2012 saw a large increase in registrations and inspection due to the compliance with the revised rental registration ordinance which eliminated the annual registration and inspection fee and replaced it with a one-time registration fee and triennial inspections.
 - The decrease in rental registrations in 2013 was expected due to the change in the ordinance that took effect on March 1, 2012.
- Tenant Verification notifications have yet to be mailed for the 2013 year, to ensure compliance with ‘change of tenant’ requirements per City Code. These will go out in Q4.
- A major unintended consequence in the revision to the rental registration ordinance has been a lack of owner follow-up on scheduling inspections. As of the end of Q3 2013, the total number of rental units awaiting inspection and certification was 3,783 or 43% of the 6,653 registered units. The change to the ordinance, which took effect March 1, 2012, has created a significant enforcement task for staff.
 - The rental registration ordinance language should be reevaluated to require completed inspections and certifications before a registration is issued.
- 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 and Q2 2013. Only 396 properties have been registered as ‘vacant’, which is only 6.8 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.
- A renewed focus will be placed on enforcing the rental and vacant property registration ordinances during Q4 2012.
- The number of business licenses that has been processed has stayed consistent from previous years, as well as, previous quarters in 2013. Although this licensing is constant, it is considerably low and inconsistent with the US Census data for operating businesses in Pontiac.
- Numerous studies have been completed analyzing the City’s business license fee structure with many options developed to lower fees discussed. However, due to the City’s financial condition, the decision was made during Q3 to keep the existing business license fee structure. Changing the fee structure would

likely help bring many more businesses into compliance. Any change in fee structure will also have to consider how to help pay for code enforcement.

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.

Through September 20, 2013, the City has entered into 29 Rehabilitation Agreements. 15 of these agreements (52%) have been completed and the bonds returned to the property owner; another 12 agreements are active with the property owner undertaking the required improvements. Two agreements expired with no action. Both of the expired agreements were fire damaged properties where Fire Insurance Withholding Account (FIWA) funds were leveraged with only a minimal cash contribution from the homeowner. Four new agreements were signed during Q3 2013 and two agreements were completed and bonds returned during this quarter.

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.

JULY 1, 2013 – SEPTEMBER 30, 2013

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

Hearing Officer (July 10, 2013)	Number of Properties
Refer to Board of Appeals	39
Safe and Secure	3
Table till next meeting	23
Total	65

Board of Appeals (August 21, 2013)	Number of Properties
Demolish	43
Safe and Secure	3
Table till next meeting	27
Total	73

JULY 1, 2012 – SEPTEMBER 30, 2012

During the third quarter of 2012 the City of Pontiac held (1) one Hearing Officer meeting and (2) one Board of Appeals meetings. This result of each meeting is as follows:

Hearing Officer (July 11, 2012)	Number of Properties
Refer to Board of Appeals	23
Safe and Secure	N/A
Table till next meeting	11
Total	34

Board of Appeals (August 15, 2012)	Number of Properties
Demolish	31
Safe and Secure	2
Table till next meeting	6
Total	39

Board of Appeals (August 29, 2012)	Number of Properties
Demolish	22
Safe and Secure	0
Table till next meeting	3
Total	25

Although the number of meetings held in 2013 has decreased from the same quarter in 2012, the number of properties on each agenda has increased. In the 3rd quarter of 2013 the Hearing Officer has referred 39 properties to the Board of Appeals for demolition review. The Board of Appeals has ordered 43 properties to be demolished in the same quarter. A number of properties during Q3 2013 were tabled. Tabling an agenda item is usually associated with open and active permits on a property. These active permits are a result of residents/owners attempting to comply with City Code to rehabilitate the property or prevent the property/structure from being demolished.

Code Enforcements and Inspections

Q3 2013 (July 1, 2013 – September 30, 2013 Code Enforcement Activity- Table generated October 14, 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	-	-	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	-	94
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

Q3 2012 (July 1, 2012 – September 30, 2012 - Code Enforcement Activity -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	8	-	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	142	-	-	-	-	-	-	-	-	10	6	42	-	205
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
Open to Trespass – FP Board-Up	-	-	-	-	9	-	-	-	-	-	-	-	-	156	-	1	-	166
Tall Grass/Weeds – Vendor	-	-	-	-	62	-	-	-	-	-	-	-	-	-	-	20	-	82
Total	1	12	0	439	511	0	0	12	0	0	2	-	6	268	38	208	0	1498

Q2 2013 (April 1, 2013 – June 30, 2013 - Code Enforcement Activity- Copied from Q2 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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	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

Q3 2013

July 1, 2013 – September 30, 2013

(Table generated October 14, 2013)

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	3164	62.7
Totals	5049	

Q2 2013

April 1, 2013 – June 30, 2013

(Copied from Q2 2013 Report)

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	

Q3 2012

July 1, 2012 – September 30, 2012

(Table Copied from Q3 2012)

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	4031	

Inspections and Code Enforcement- Analysis and Recommendations

- Code enforcement activities have remained relatively constant from the previous quarter when compared to Q2 2013. The number of Q3 code enforcement inspections decreased approximately 14% in Q3 2013 compared with the same quarter in 2012. The decrease is attributable to the additional research and investigation that is required to successfully prosecute violations. Simply put, officers wrote more tickets which require a substantial amount of investigation to accurately identify the responsible party.
- The number of tickets issued in the 3rd quarter of 2013 has quadrupled from the same quarter of the previous year. The City of Pontiac has been very aggressive to ensure compliance with enforcement activity, if a property owner does not comply by a designated date they shall be ticketed. Code Enforcement officers issued approximately 6% more tickets in Q3 2013 versus the previous quarter.
 - 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 enforcement category that received the largest amount of tickets were “Unregistered Rental”
- The Department of Building Safety has received a large volume of complaints that result in a finding of “No Violation.” This can be attributed to the lack of knowledge and misunderstanding of City Ordinances. The department and enforcement officers have provided feedback to multiple residents to educate them on the language, intent, and limitations of City Ordinances. The number of inspections resulting in no violations dropped precipitously in Q3, from 34% of all inspections in Q2 to 10% of total inspections.
- The largest percentage (63%) of inspections performed is related to Code Enforcement and these inspections increased just a bit over 1% from Q2 2013 and 62% over Q3 2012 totals.
 - Ordinance enforcement is one of the largest obstacles that the department is facing. The City has dramatically increased their enforcement activity from previous years.
- Overall, permit inspections have stayed relatively constant from the previous quarter. All inspections increased from the Q3 2013 totals. The number of rental inspections performed in Q3 dropped by 28% from Q3 2012, due to the focus on code enforcement and the 11% increase in building permit inspections.
- Wade Trim was contracted to implement the City’s grass cutting program in part to streamline to enforcement process. After investigating complaints, enforcement officers would send the property owner a letter with a due date for compliance, typically ten days from the date of the letter. Properties that failed to comply were put onto a list for mowing.
 - A total of \$8,000 was reserved for grass cutting and weed abatement, therefore subjective decisions were made as to those properties that were prioritized for mowing. Elements considered were the condition of other properties on the block, location at an intersection or along a walking route to a school or playground, and overall condition of the property.
 - Although this program was successful in cutting multiple properties within the City, more money would need to be allocated towards this program to fund the number of unmaintained properties.
 - The abatement is subject to funding dedicated and approved by the City. For Fiscal Year 2013, which began July 1, 2013, \$8,000 was allocated for tall grass and weed abatement.
 - Total tall grass complaints received in Q2 and Q3 2013: 669
 - Total tall grass and weed violations in Q2 and Q3: 264
 - Total tall grass and weed violations resolved during Q2 and Q3: 232 (35% of all complaints)
 - Total tall grass and weed complaints that resulted in no violation in Q2 and Q3: 86 (13% of all complaints)

- Total Number of properties cut in 2013: 70 properties
- Total Number of properties cut during Q3 2013: 30 properties
- Total Number of Tickets written: 37
 - Tickets and invoices for mowing were processed during the first week of Q4.
 - However, staff was only able to issue 37 tickets because staff has no ability to locate the driver's license number of the registered property owner. This is a common issue that occurs for the code enforcement officers. When investigating a violation, often times the name of a registered property owner is so common that it is not possible to determine which individual is actually the property owner using the database resources at our disposal.

Policy/Administrative Analysis and Recommendations

- As of September 30, Terminal Server still was not functioning in a way that enables inspectors to use their tablet computers in the field to enter inspection results. This is the City's responsibility.
- During Q1, the City began beta-testing the new .NET Building Licensing module in partnership with B,S&A. As this has progressed, the beta testing has resulted in the delayed issuance of licenses. During Q4, the Building Safety Division will have to develop a work-around in conjunction with the City Administrator to improve performance of the business licensing function.
- The Building Safety and Planning Division moved into new office space in Q2. The move greatly improved customer service by creating more counter space.
- 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.
- The Building Safety and Planning Division has been writing more tickets, which has resulted in a significant delay in processing at the District Court. The City and Court will have to devise a way to improve the data entry of these tickets.
- The City continues to work on consolidating, ordering and organizing the City's complete street files. 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. This has been a long-term project that will greatly assist the City moving forward.

Planning Department

Applications:

July 1, 2013 – September 30, 2013 (table generated October 14, 2013)

Type of Permit	Number Applied	Approved	Denied	Canceled/ Postponed	Total Paid	Total Permit Collected By Application
Site Plan Review	10	7	1	2	\$ 7,370.00	\$ 7,370.00
Special Exception Permit	3	3	0	0	\$ 6,000.00	\$ 6,000.00
Historic District Commission	34	13	3	18	\$ 2,200.00	\$ 2,200.00
Lot Split/Combination	3	3	0	0	\$ 250.00	\$ 250.00
Zoning Map Amendment	0	0	0	0	\$ 0.00	\$ 0.00
Zoning Board of Appeals	12	7	0	5	\$ 5,900.00	\$ 5,900.00
Vacation Street/Alley	0	0	0	0	\$ 0.00	\$ 0.00
Totals	62	33	4	25	\$ 21,720.00	\$ 21,720.00

July 1, 2012 – September 30, 2012 (table copied from Q3 2012 Report)

Type of Permit	Number Applied	Approved	Denied	Canceled/ Postponed	Total Paid	Total Revenue Collected By Application
Site Plan Review	17	15	0	2	\$ 13,080.00	\$ 18,530.00
Special Exception Permit	5	5	0	0	\$ 5,300.00	\$ 6,400.00
Historic District Commission	8	7	1	0	\$ 1,000.00	\$ 1,000.00
Lot Split/Combination	6	5	1	0	\$ 1,500.00	\$ 1,500.00
Zoning Map Amendment	2	2	0	0	\$ 2,950.00	\$ 2,950.00
Zoning Board of Appeals	5	4	0	1	\$ 3,100.00	\$ 3,100.00
Vacation Street/Alley	2	1	0	1	\$ 1,500.00	\$ 1,500.00
Totals	45	39	2	4	\$ 28,430.00	\$ 34,980.00

Planning Boards and Commissioners

Planning Commission

1. Ken Glass-- term expires December 31, 2013 (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
3. Lee Todd-- term expires February 2, 2015
4. Pat Hollis-- term expires June 30, 2015 (concurrent with expiration of PC term)
5. Sam Anderson-- Term expires February 2, 2016
6. Carlos Bueno-- Term Expired February 2, 2016
7. Ahmad Taylor-- term expires 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

The prior Historic District Commission (HDC) was abolished and a new HDC created to comply with State Law. There are no current expired positions on any of the Planning Department boards. A pressing concern is the status of Commissioner Ken Glass whose term expires December 31, 2013 and Board Members Laurie Slade and Deb Monroe whose terms expire February 2, 2014. These positions will need to be addressed prior to the term expiration date.

Analysis and Recommendations

- Planning Department has seen a drop in permit fees from the same quarter of the previous year.
- Although permit revenue has decreased, the number of applications submitted has increased. This increase in applications is due to an increase in the number of internal City of Pontiac administration requests.
 - City administration requests included 23 Historic District Reviews (\$4,600.00)
- Total revenue from planning applications & permits fell \$6,780 short of covering the costs of planning.
- Aside from the previous quarter (Q2 2013) the planning department has stayed consistent with the amount of revenue collected on applications per month.