

Q1 Building Safety & Federal Programs Quarterly Report for the Quarter ended March 31, 2014

Building Safety & Planning Department:

Construction Code Compliance – Permits

Permits:

January 01, 2014 – March 31, 2014 (table generated April 15, 2014)

Type of Permit	Number Applied	Number Issued	Total Value of Construction (applied permits)	Amount Due	Total Revenue on Permits Applied for During Q1	Actual Revenue Collected During Q1
Building	131	109	\$ 43,113,283.33	\$ 34,750.00	\$ 473,414.75	\$ 647,590.86
Demolition	4	4	N/A	\$ 0.00	\$ 8,135.00	\$ 8,435.00
Mechanical	135	132	N/A	\$ 125.00	\$ 30,633.00	\$ 35,703.00
Electrical	101	94	N/A	\$ 890.00	\$ 34,871.00	46,856.00
Plumbing	106	105	N/A	\$ 35.00	\$ 21,267.50	\$ 23,674.50
Team Inspection	22	N/A	N/A	\$ 1,050.00	\$ 5,050.00	\$ 5,400.00
IMPC 2000	55	N/A	N/A	\$ 400.00	\$ 10,600.00	\$ 10,400.00
Fire	3	2	N/A	\$ 19,812.00	\$ 607.00	\$ 4,581.00
Zoning Compliance	3	2	N/A	\$ 0.00	\$ 450.00	\$ 450.00
Sign	10	9	N/A	\$ 245.00	\$ 2,970.00	\$ 5,255.00
Board of Appeals	1	N/A	N/A	\$ 0.00	\$ 500.00	\$ 500.00
Totals	571	457	\$ 43,113,283.33	\$ 57,307	\$ 588,498.25	\$ 788,845.36

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; tables was generated on April 15, 2014) 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.

January 01, 2013 – March 31, 2013 (table copied from Q1 2013 Report)

Type of Permit	Number Applied	Number Issued	Total Value of Construction (applied permits)	Amount Due	Total Revenue on Permits Applied for During Q4	Actual Revenue Collected During Q4
Building	124	106	\$ 11,385,090.67	\$ 5,581.60	\$ 291,650.60	\$ 268,302.60
Demolition	3	3	N/A	\$ 0.00	\$ 22,235.00	\$ 22,235.00
Mechanical	137	128	N/A	\$ 3,242.00	\$ 21,370.00	\$ 16,765.00
Electrical	439	413	N/A	\$ 3,195.00	\$ 140,005.00	\$ 23,134.00
Plumbing	275	281	N/A	\$ 899.00	\$ 51,265.00	\$ 13,648.00
Team Inspection	25	58	N/A	\$ 0.00	\$ 18,950.00	\$ 4,450.00
IMPC 2000	23	32	N/A	\$ 200.00	\$ 5,535.00	\$ 5,985.00
Fire	5	0	N/A	\$ 1,033.00	\$ 0.00	\$ 371.00
Zoning Compliance	4	2	N/A	\$ 0.00	\$ 600.00	\$ 450.00
Sign	35	9	N/A	\$ 9,240.00	\$ 3,005.00	\$ 3,260.00
Totals	1070	1032	\$ 11,385,090.67	\$ 23,390.60	\$ 554,615.60	\$ 358,600.60

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; table was copied from Q1 2013 Report). 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:

January 01 2014 – March 31, 2014 (Table generated April 15, 2014)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q1	Actual Revenue collected – During Q4
Rental Registrations	175	\$ 62,700.00	\$ 71,850.00
Rental Inspections	1380	\$ 82,825.00	\$ 166,185.00
Vacant Property Registration	53	\$ 26,500.00	\$ 29,000.00
Total Certificates	1608	\$ 172,025.00	\$ 267,035.00

(“Number Issued” and “Total Revenue” is based off the permits that were applied during this quarter; tables was generated on April 15, 2014) Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q1 certificates applications only.

January 01, 2013 – March 31, 2013 (Copied from Q1 2013 Report)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q1	Actual Revenue Collected During Q4
Rental Registration	255	\$ 87,450.00	\$ 127,985.00
Rental Inspections	1211	\$ 41,650.00	\$ 67,685.00
Vacant Property Registration	50	\$ 23,500.00	\$ 24,000.00
Total Certificates	1516	\$ 152,600.00	\$ 219,670.00

(“Number Issued” and “Total Revenue” is based off the certificates that were applied during this quarter; table was copied from Q1 2013 Report) Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q1 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 1st quarter of 2014, the City of Pontiac processed 1,608 certificate applications that collected \$172,025.00 in revenue. 175 of these applications were for rental registrations, collecting \$62,700.00 in revenue; 1380 applications for triennial inspections/tenant verifications, collecting \$82,825.00 in revenue; and 53 applications were for vacant property, collecting \$26,500.00 in revenue. The actual revenue collected this quarter was \$267,035.00.

According to BS&A, during the 1st quarter of 2013, the City of Pontiac processed 1,516 certificate applications collecting \$152,600.00 in revenue. 255 of these applications were for rental registrations, collecting \$87,450.00 in revenue; 1,211 applications were for triennial inspections, collecting \$41,650.00 in revenue; and 50 applications were vacant property registrations, collecting \$23,500.00 in revenue. During this quarter, the actual revenue collected on certificates was \$219,670.00.

Business License:

Between January 01, 2013 and March 31, 2013, the City of Pontiac processed **199 transactions** collecting **\$47,805.00** in revenue. Between January 01, 2014 and March 31, 2014, the City of Pontiac processed **99 transactions** collecting **\$21,200.00** 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 that were applied during this quarter, has remained relatively consistent from the previous quarter (Q4 2013); However, the total has dropped from the same quarter of the previous year due to the decrease in electrical permits. The number of electrical permits applied for in Q1 2013 was inflated by the St. Joseph Mercy Hospital project.
- Permit revenue has dramatically increased \$574,617.77 from the previous quarter and has increased \$430,244.76 from the same quarter of the previous year.
 - This dramatic increase in revenue is attributed to a \$427,590.00 building permit issued for the General Motors expansion located on Joslyn Ave.
- Eighty percent of all permits which were applied during this quarter were also issued during this quarter. This is a good representation of the department's efforts to promptly review and issue permit applications.
- Building, Mechanical, Electrical, and Plumbing permits make up approximately eighty-three percent of all applications made to the Building Safety Department.
- No demolition permits have been issued related to the City's demolition proceedings, during the first quarter of 2014. It is expected that demolition permits and revenue will increase in the next quarter when contracts are awarded for these demolitions.
- The number of rental registrations has increased from the previous quarter (Q4 2014), but has decreased from the same quarter of the previous year. The change can be attributed to the change in the registration ordinance enacted during 2012, that changed the registration from an annual fee to a one-time procedure. This decrease was anticipated.
- 'Rental inspections' have seen a dramatic increase in revenue compared to the previous quarter and the same quarter of the previous year. This is directly attributed to the collection of tenant verification fees.
 - A \$75.00 fee was collected on certified rental units to verify the tenant status.
 - Do to procedural issues, the Department has not assessed the \$25.00 late fee to any unpaid verifications.
 - Throughout the 2014 year, the Department of Building Safety will continue to verify tenants based the "certified" date of the unit's certificate. The 2014 tenant verification fee decreases to \$50.00.
- Vacant property registration has slightly increased from the previous quarter (Q4 2013) and the same quarter of the previous year (Q1 2013). The Department's efforts to enforce the City's vacant property ordinance have led to a 26% increase in vacant property registrations from the previous quarter.
- Business Licensing certificates and renewals have increased by 65 percent from the previous quarter and have generated \$21,200.00 in revenue. The total number of business licenses issued has decreased from the same quarter of the previous year.
 - The Department of Building Safety has streamlined the business license certificate and renewal process to better maintain, track, and enforce the registrations of business within the City of Pontiac.
 - During this quarter the Department of Building Safety has mailed outstanding 2013 business license renewals and is expected to mail 2014 renewals (based on issuance date) beginning in the second quarter of 2014.
 - The end of Q2 2014 is also the end of the amnesty period for business licenses. Prior to June 30, 2014, any business that can prove it was operating in Pontiac prior to March 1, 2011 is not subject to the Team Inspection requirement or fee.

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 Sherriff. 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.

- There are currently 11 properties with active rehabilitation agreements.
- 22 properties have successfully completed the rehabilitation process and had their bond returned in full to the bond holder.

JANUARY 01, 2014 – MARCH 31, 2014

During the 1st quarter of 2014 the City of Pontiac held (1) one Hearing Officer meeting and (2) two Board of Appeals meetings. The Hearing Officer referred 39 of the 71 properties to the Board of Appeals. Through their two meetings, the Board of Appeals ordered 85 properties for demolition.

Hearing Officer (January 15, 2014)	Number of Properties
Refer to Board of Appeals	39
Safe and Secure	4
Table till next meeting	28
Total	71

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Board of Appeals (January 22, 2014)	Number of Properties
Demolish	54
Safe and Secure	0
Table till next meeting	8
Total	62

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Board of Appeals (February 19, 2014)	Number of Properties
Demolish	31
Safe and Secure	2
Table till next meeting	19
Total	52

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

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 criterion 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

- 55 percent of all cases heard by the Hearing Officer are referred to the Board of Appeals. This is a decrease by 11 percent from the previous quarter.
- 75 percent of all cases heard by the Board of Appeals result in a demolition order. This order is recorded on the deed of the property at Oakland County Register of Deeds.
- 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.
- 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

Q1 2014 (January 01, 2014 – March 31, 2014) Code Enforcement Activity- Table generated April 15, 2014

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	-	-	-	2	-	-	-	-	-	-	-	-	3	4	4	-	13
Dangerous Building	16	2	5	9	-	-	14	-	-	-	-	-	4	2	17	-	69
Dangerous Tree Limb	-	-	-	-	-	-	-	-	-	-	-	-	1	-	2	-	3
Debris	-	-	2	2	-	-	-	-	-	-	-	-	11	-	22	-	37
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Misc.	-	-	6	3	-	-	-	-	-	-	-	-	5	5	9	-	28
No Bus. Lic.	-	-	3	2	-	-	-	-	-	-	-	-	3	3	18	-	29
Open to Trespass	-	-	-	2	-	-	2	-	-	-	-	-	5	-	4	-	13
Operating Bus. In res.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Rental Complaint (tenant/landlord)	-	-	6	2	-	-	-	-	-	-	-	-	1	-	7	-	16
Rodents	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Tall Grass	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Trees / Shrubs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Unregistered Rental	-	-	8	7	-	-	-	-	-	-	-	-	51	61	127	-	254
Vacant	-	-	-	3	-	-	-	-	-	-	-	-	3	8	28	-	42
Working w/o permits	-	-	6	3	-	-	-	-	-	-	-	-	13	12	18	-	52
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
Property Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
Rental Inspection Required			14	1									24	35	128	-	202
Total	16	2	50	36	0	0	16	0	0	0	0	0	126	130	389	0	765

Q1 2013 (January 01, 2013 – March 31, 2013) - Code Enforcement Activity -Copied from Q1 2013 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	-	3
Abandoned Vehicles	-	-	-	1	14	-	-	-	-	-	-	-	-	5	3	13	-	36
Dangerous Building	7	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

Q4 2013 (October 01, 2013 – December 31, 2013) - Code Enforcement Activity- Copied from Q4 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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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

Inspections: Scheduled and Performed

Q1 2014

January 01, 2014 – March 31, 2014

(Table generated April 16, 2014)

Inspection Type	Inspections Performed	Percent
Building	247	5.62
Demolition	15	0.34
Mechanical	185	4.21
Electrical	211	4.80
Plumbing	136	3.09
Team Inspection	82	1.87
IMPC 2000	72	1.64
Fire	12	0.27
Zoning	3	0.07
Sign	4	0.09
Rental	1,475	33.55
Ordinance	1,954	44.45
Totals	4,396	

Q4 2013

October 01, 2013 – December 31, 2013

(Copied from Q4 2013 Report)

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	

Q1 2013

January 01, 2013 – March 31, 2013

(Table Copied from Q1 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 (Q4 2013); however, have dramatically decreased from the same quarter of the previous year.
 - This drop in enforcement activity is most likely due to a reduction in complaints received, but was also influenced by the increases in inspection on the St. Joseph Mercy Hospital project which required periodic reassignment of one code enforcement officer to building and rental inspections.
- 16 percent of enforcement activity received during this quarter has also been resolved during this quarter; compared to only 13 percent from the previous quarter.
- Enforcement Officers issued a total of 130 tickets during this quarter. This makes up roughly 17 percent of all enforcement activity.
 - The number of tickets issued has increased by 71 percent compared to the previous quarter.
- Rental Inspection Required and Unregistered Rental make up 60 percent of all enforcement activity. This signifies the City's efforts into identifying and bringing into compliance all rental and vacant properties within the city.
- The number of enforcement activities that have a status of "inspection pending" has dramatically decreased from the previous quarter as well and the same quarter of the previous year. This reduction indicates quicker response times by code enforcement officers on ordinance complaints and an improved tracking methodology used by staff when complaints are entered into the system.
- Enforcement activities with a status of "violations" continue to consume a large percentage (50%) of the overall number of enforcement activities recorded this 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 Department of Building Safety & Planning to resolve violations without writing tickets.
- Although the number of complaints/enforcement activities received and recorded has decreased, the number of inspections for ordinance complaints remained relatively consistent from the previous quarter. Ordinance inspections remain the highest percentage of the total number of inspections performed by the Department of Building Safety.
- The number of inspections related to permits (building, electrical, plumbing, mechanical) has increased from the previous year. This can be attributed to the enforcement of "working without a permit" and ensuring that owners and contractors obtain a permit through the department.
- The Department of Building Safety anticipates an increase in the number of inspections performed related to demolition permits in the next quarter; as contracts are awarded to the demolition of condemned properties.
- Two additional part-time staff were added during Q1 2014 to assist with code enforcement, business licensing and tall grass/weed abatement.

Policy/Administrative Analysis and Recommendations

- Beginning in Q1 2014, Terminal Server was functioning and inspectors began using tablet computers to enter inspection and code enforcement information while in the field. This tool enhances staff's ability to access property information on a real-time basis and improves the efficiency of reporting inspection results.
- 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.
- Pontiac currently treats code violations as civil infractions. As we have increased the number of code enforcement inspections and actions over time, we have recognized that many violations, particularly code violations on properties owned by banks or absentee landlords, go unresolved even when multiple tickets are issued. While changing these offenses to criminal misdemeanors puts the burden of proving the infraction on the City and our staff, we already document each of these violations before issuing citations. Furthermore, we believe that changing the penalty to a criminal misdemeanor will help in abating many of the most typical ordinance violations.
- We recommend the City make the following violations Criminal Misdemeanors:
 1. Failure to register a vacant property
 2. Failure to register a rental property
 3. Failure to register a change in tenant in a rental property
 4. Failure to call for inspection
 5. Failure to maintain a property safe and secure resulting in an open to trespass building.
 6. Perform Building Alterations, Construction or Repair work without a permit.
 7. Perform Plumbing, Electrical, or Mechanical work without a permit.
 8. Operate a Business without a business license.

Planning Department

Applications:

January 01, 2014 – March 31, 2014 (table generated April 15, 2014)

Type of Permit	Number Applied	Approved	Denied	Canceled/Postponed	Total Paid	Total Permit Collected By Application
Site Plan Review	11	9	0	2	\$ 12,261.60	\$ 12,261.60
Special Exception Permit	4	2	0	2	\$ 4,344.00	\$ 4,344.00
Historic District Commission	1	1	0	0	\$ 200.00	\$ 200.00
Lot Split/Combination	3	3	0	0	\$ 300.00	\$ 300.00
Zoning Map Amendment	0	0	0	0	\$ 0.00	\$ 0.00
Zoning Board of Appeals	6	2	0	4	\$8,650.00	\$ 8,650.00
Vacation Street/Alley	0	0	0	0	\$ 0.00	\$ 0.00
Totals	25	17	0	8	\$ 25,755.60	\$ 25,755.60

January 01, 2013 – March 31, 2013 (table copied from Q1 2013 Report)

Type of Permit	Number Applied	Approved	Denied	Canceled/Postponed	Total Paid	Total Revenue Collected By Application
Site Plan Review	16	12	1	3	\$ 14,740.00	\$ 14,740.00
Special Exception Permit	6	3	1	2	\$ 6,000.00	\$ 7,200.00
Historic District Commission	8	7	1	0	\$ 1,600.00	\$ 1,600.00
Lot Split/Combination	6	6	0	0	\$ 1,550.00	\$ 1,550.00
Zoning Map Amendment	1	1	0	0	\$ 0.00	\$ 0.00
Zoning Board of Appeals	3	2	1	0	\$ 2,250.00	\$ 2,250.00
Vacation Street/Alley	0	0	0	0	\$ 0.00	\$ 0.00
Totals	40	31	4	5	\$ 26,140.00	\$ 27,340.00

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. Lee Todd-- term expires February 2, 2015
2. Pat Hollis-- term expires June 30, 2015 (concurrent with expiration of PC term)
3. Ahmad Taylor-- term expires February 2, 2015
4. Sam Anderson-- term expires February 2, 2016
5. Carlos Bueno-- term expires February 2, 2016
6. Elcine Kirkendolph – term expires February 2, 2017
7. Joseph Sinclair – term expires February 2, 2017

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 Q1 of 2014 the Zoning Board of Appeals had one member term expire and one member resigned. The two alternates that were on the Zoning Board were appointed as full members. A pressing concern are the two Historic District Commissioners whose terms will expire in July 2014 (Tameka M Ramsey & Linda Porter) and the one Planning Commission member whose term will expire on June 30, 2014 (Lucy R Payne). These positions will need to be filled via re-appointment or new appointment prior to the term expirations. Two alternates are needed for the Zoning Board of Appeals.

Analysis and Recommendations

- Planning applications have significantly decreased from the same quarter of the previous year and the previous quarter. Although applications have decreased, revenue collected has remained relatively consistent from previous quarters.
- The City of Pontiac with the assistance of Wade Trim is performing an update to the City Master Plan.
 - A Draft Master Plan is expected to be complete and submitted to the Planning Commission for Review during Q2 2014, with adoption late in Q3 or early in Q4 of 2014.