

# Q2 Building Safety & Federal Programs Quarterly Report for the Quarter ended June 30, 2014

## Building Safety & Planning Department:

### Construction Code Compliance – Permits

#### Permits:

April 1, 2014 – June 30, 2014 (table generated July 14, 2014)

Type of Permit	Number Applied	Number Issued	Total Value of Construction (applied permits)	Amount Due	Total Revenue on Permits Applied for During Q2	Actual Revenue Collected During Q2
Building	218	191	\$ 4,239,518.88	\$ 9,266.76	\$ 108,247.38	\$ 138,117.13
Demolition	9	9	N/A	\$ 0.00	\$ 3,220.00	\$ 45,236.00
Mechanical	108	102	N/A	\$ 300.00	\$ 19,438.00	\$ 21,023.00
Electrical	138	132	N/A	\$ 710.00	\$ 42,986.00	\$ 45,236.00
Plumbing	93	89	N/A	\$ 255.00	\$16,296.00	\$ 18,189.00
Team Inspection	27	N/A	N/A	\$ 820.00	\$ 6,300.00	\$ 6,650.00
IMPC 2000	47	N/A	N/A	\$ 400.00	\$ 8,800.00	\$ 8,800.00
Fire	6	3	N/A	\$ 668.00	\$ 2,158.00	\$ 22,145.00
Zoning Compliance	23	19	N/A	\$ 300.00	\$ 3,035.00	\$ 3,035.00
Sign	15	10	N/A	\$ 850.00	\$ 4,285.00	\$ 5,465.00
Board of Appeals	0	0	N/A	\$ 0.00	\$ 0.00	\$ 0.00
<b>Totals</b>	<b>684</b>	<b>555</b>	<b>\$ 4,239,518.88</b>	<b>\$ 13,569.76</b>	<b>\$ 214,765.38</b>	<b>\$ 313,896.13</b>

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; tables was generated on July 14, 2014) Actual Revenue includes fees paid on permits applied for during previous quarters. Total Revenue figure is the amount collected on Q2 permit applications only. Amount due is fees for permits that remain outstanding.

April 1, 2013 – June 30, 2013 (table copied from Q2 2013 Report w/ added value of construction)

Type of Permit	Number Applied	Number Issued	Total Value of Construction (applied permits)	Amount Due	Total Revenue on Permits Applied for During Q2	Actual Revenue Collected During Q2
Building	215	195	\$ 12,914,663.59	*\$ 124,326.22	*\$ 86,177.94	\$ 118,707.98
Demolition	9	9	N/A	\$ 0.00	\$ 3,070.00	\$ 3,170.00
Mechanical	137	131	N/A	\$3,112.00	\$ 19,759.50	\$ 22,399.50
Electrical	112	99	N/A	\$ 1,582.00	\$ 23,794.00	\$ 24,669.00
Plumbing	81	76	N/A	\$ 892.00	\$ 14,669.00	\$15,249.00
Team Inspection	18	N/A	N/A	\$ 700.00	\$ 4,200.00	\$ 4,200.00
IMPC 2000	46	N/A	N/A	\$ 200.00	\$ 8,200.00	\$ 8,350.00
Fire	1	0	N/A	\$ 291.00	\$ 0.00	\$ 469.00
Zoning Compliance	29	19	N/A	\$ 0.00	\$ 2,850.00	\$ 4,650.00
Sign	7	5	N/A	\$ 245.00	\$ 1,430.00	\$ 2,765.00
<b>Totals</b>	<b>655</b>	<b>534</b>	<b>\$ 12,914,663.59</b>	<b>*\$ 131,348.22</b>	<b>*\$ 164,150.44</b>	<b>\$ 204,629.48</b>

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; table was copied from Q2 2013 Report). Actual Revenue includes fees paid on permits applied for during previous quarters. Total Revenue figure is the amount collected on Q2 permit applications only. Amount due is fees for permits that remain outstanding.\*updated 7-22-2014 to include value of construction figures.

## Certificates and Licensing

### Rental Registration Program:

**April 1, 2014 – June 30, 2014** (Table generated July 14, 2014)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q2	Actual Revenue collected – During Q2
Rental Registrations	178	\$ 53,250.00	\$ 55,835.00
Rental Inspections/Tenant Verification	246	\$ 16,925.00	\$ 22,425.00
Vacant Property Registration	36	\$ 18,000.00	\$ 17,510.00
<b>Total Certificates</b>	<b>460</b>	<b>\$ 88,175.00</b>	<b>\$ 95,770.00</b>

*(“Number Issued” and “Total Revenue” is based off the permits that were applied during this quarter; tables was generated on July 14, 2014) Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q2 certificates applications only.*

**April 1, 2013 – June 30, 2013** (Copied from Q2 2013 Report)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q2	Actual Revenue Collected During Q2
Rental Registration	266	\$ 81,900.00	\$ 96,400.00
Rental Inspections/Tenant Verification	452	\$ 33,510.00	\$ 44,385.00
Vacant Property Registration	46	\$ 23,000.00	\$ 23,000.00
<b>Total Certificates</b>	<b>764</b>	<b>\$ 138,410.00</b>	<b>\$ 163,785.00</b>

*(“Number Issued” and “Total Revenue” is based off the certificates that were applied during this quarter; table was copied from Q2 2013 Report) Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q2 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. 5,834 units are designated as vacant.

During the 2<sup>st</sup> quarter of 2014, the City of Pontiac processed 460 certificate applications that collected \$88,175.00 in revenue. 178 of these applications were for rental registrations, collecting \$53,250.00 in revenue; 246 applications for triennial inspections/tenant verifications, collecting \$16,925.00 in revenue; and 36 applications were for vacant property, collecting \$18,000.00 in revenue. The actual revenue collected this quarter was \$95,770.00.

According to BSA, during the 2<sup>nd</sup> quarter of 2013, the City of Pontiac processed 764 certificate applicants collecting \$138,410.00 in revenue. 266 of these applications were for rental registrations, collecting \$81,900.00 in revenue; 452 applications were for triennial inspections collecting \$33,510.00 in revenue; and 46 applications were vacant property registrations, collecting 23,000.00 in revenue. During this quarter, the actual revenue collected on certificates was \$163,785.00.

The decline in revenue is due mostly to the switch from an annual rental inspection to the triennial inspections. As such the number of rental inspections was down by almost half from Q2 2013. Further reducing the revenue generated is the lower cost for tenant verification (\$50) versus the rental inspection fee (\$100).

### **Business License:**

Between April 1, 2013 and June 30, 2013, the City of Pontiac processed **63 transactions** collecting **\$16,580.00** in revenue. Between April 1, 2014 and June 30, 2014, the City of Pontiac processed **463 transactions** collecting **\$90,515.00** 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 applied during the 2<sup>nd</sup> quarter of 2014, has stayed relatively consistent from the same quarter of the previous year, with only a 30 permit application increase.
- Building, Mechanical, Electrical, and Plumbing permits make-up 81.4 percent of all permits applied during the 2<sup>nd</sup> quarter of 2014.
- The total revenue collected on permits for this quarter has increased by 30.8 percent from \$164,150.44 in 2013 to \$214,765.38 in 2014
  - A large contribution to the increase in revenue is from electrical permits. Electrical permit revenue has increased by 80.7 percent from the 2<sup>nd</sup> quarter of the previous year. This is the result of project phasing for several of the larger projects from 2013 moving into the electrical phase of construction.
- The actual revenue collected this quarter is up 53.4 percent from the same quarter of the previous year; collecting an additional \$ 109,266.65 in revenue.
- The value of construction has drastically decreased compared to the 2<sup>nd</sup> quarter of 2013, due largely to smaller projects that were beginning. There were several large projects which began in 2013 that had much higher construction value figures.
- During the 1<sup>st</sup> quarter of 2014 the City of Pontiac collected \$788,845.36 in ‘actual revenue’. The current quarter (Q2 2014) was substantially less, only collecting \$ 313,896.13 in actual revenue.
  - The \$427,590.00 General Motors permit for their building addition is a large contributing factor for the substantially high Q1 revenue.
- Eighty-one percent of all permits which were applied during this quarter were also issued during this quarter. This exemplifies the staff’s effort to efficiently review permit applications to increase customer/citizen satisfaction.
- The number of Rental Registration applications and Rental Inspection applications are approximately half the number they were in the same quarter of 2013. Certificate revenue has also decreased by 41.5 percent, from \$163,785.00 in Q2 2013 to \$95,770.00 in Q2 2014.
  - It should be noted that tenant verifications for the 2014 year were mailed to rental units certified between January 2013 and March 2013, at the end of the second quarter. It is expected that this revenue will be accounted for during the third quarter of 2014.
  - On a biweekly base, the Department of Building Safety will continue to mail tenant verification.
- 36 new vacant property registrations were applied for during the 2<sup>nd</sup> quarter of 2014. This brought \$18,000.00 in revenue.
  - The City of Pontiac will be mailing out vacant property renewal notification beginning in the 3<sup>rd</sup> quarter of 2014.
- During the 1<sup>st</sup> and 2<sup>nd</sup> quarter of 2014, the City of Pontiac has been actively attaining compliance with the City of Pontiac Business Licensing requirement.

- In the second quarter of 2014 the City of Pontiac processed 436 business license transactions collecting \$90,515.00 in revenue. This is a substantial increase from the same quarter of the previous year.
- All business license renewal notifications have been mailed to date.
- The largest problem that the Department of Building and Safety staff faces is tracking and enforcing unpaid licenses.

## 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.

### JANUARY 1, 2014 – MARCH 31, 2014

During the 1<sup>st</sup> quarter of 2014 the City of Pontiac held (1) Hearing Officer meeting and (2) two Board of Appeals meeting. 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
<b>Total</b>	<b>71</b>

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

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

**APRIL 1, 2014 – JUNE 30, 2014**

During the 2<sup>nd</sup> quarter of 2014 the City of Pontiac held (2) two Hearing Officer meetings and (1) one Board of Appeals meeting. The Hearing Officer referred 96 of the 71 properties to the Board of Appeals. Through the Board of Appeals meeting, 39 properties were ordered for demolition.

Hearing Officer (April 9, 2014)	Number of Properties
Refer to Board of Appeals	82
Safe and Secure	3
Table till next meeting	57
<b>Total</b>	<b>142</b>

Hearing Officer (May 29, 2014)	Number of Properties
Refer to Board of Appeals	14
Safe and Secure	0
Table till next meeting	7
<b>Total</b>	<b>21</b>

Board of Appeals (May 21, 2014)	Number of Properties
Demolish	39
Safe and Secure	4
Table till next meeting	27
<b>Total</b>	<b>70</b>

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?

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

**Hearing Officer and Board of Appeals Analysis**

- There are currently 13 properties with active rehabilitation agreements with the City of Pontiac.

- 23 properties have successfully completed the rehabilitation process and had their bond returned in full to the bond holder.
- According to BS&A there are 317 dangerous buildings within the City that are condemned.
- During the second quarter of 2014 the City of Pontiac held two Hearing Officer Meetings and one Board of Appeals Meeting.
  - In Q2 2014 a total of 233 cases came before the Hearing Officer and Board of Appeals.
  - Between the two Hearing Officer Meetings 163 properties (58 percent) were referred to the Board of Appeals for a demolition order. This is a three percent increase from the previous quarter.
  - At the Board of Appeals Meeting 70 properties (57 percent) were ordered for demolition.
- Complying with state law regarding public notice and posting necessitates, inspection staff has been reassigned to assist in the posting of these 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

Q2 2014 (April 1, 2014 – June 30, 2014) Code Enforcement Activity- Table generated July 17, 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	-	-	-	1	-	-	-	-	-	-	-	-	-	-	3	-	4
Abandoned Vehicles	-	-	2	5	-	-	-	-	-	-	-	-	12	6	15	-	40
Dangerous Building	28	2	1	5	-	-	44	-	-	-	-	1	4	-	22	-	107
Dangerous Tree Limb	-	-	1	5	-	-	-	-	-	-	-	-	1	-	3	-	10
Debris	-	-	12	15	-	-	-	-	-	-	-	-	69	13	69	-	178
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Misc.	-	-	10	7	-	-	-	-	-	-	-	-	6	3	17	-	43
No Bus. Lic.	-	-	1	2	-	-	-	-	-	-	-	-	72	-	18	-	93
Open to Trespass	-	-	6	2	-	-	-	-	-	-	-	-	10	3	19	-	40
Operating Bus. In res.	-	-	2	9	-	-	-	-	-	-	-	-	4	1	3	-	19
Rental Complaint (tenant/landlord)	-	-	13	-	-	-	-	-	-	-	-	-	-	-	4	-	17
Stop Work Order	-	-	1	1	-	-	-	-	-	-	-	-	8	-	9	-	19
Rodents	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-	2
Tall Grass	-	-	82	59	-	-	-	-	-	-	-	-	160	65	111	-	477
Trees / Shrubs	-	-	3	1	-	-	-	-	-	-	-	-	5	1	4	-	14
Unregistered Rental	-	-	13	7	-	-	-	-	-	-	-	-	46	49	157	-	272
Vacant	-	-	4	1	-	-	-	-	-	-	-	-	6	6	53	-	70
Working w/o permits	-	-	14	7	-	-	-	-	-	-	-	-	7	1	30	-	59
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
Property Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Rental Inspection Required	-	-	9	1	-	-	-	-	-	-	-	-	19	4	57	-	90
Tall Grass/Weeds - Vendor	-	-	1	-	-	-	-	-	-	-	-	-	2	-	-	-	3
<b>Total</b>	<b>28</b>	<b>2</b>	<b>175</b>	<b>128</b>	<b>0</b>	<b>0</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>433</b>	<b>152</b>	<b>596</b>	<b>0</b>	<b>1559</b>

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
Total	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1	-	2
	1	2	233	115	0	0	24	0	1	2	2	0	270	168	438	0	1256



Q1 2014 (January 1, 2014 – March 31, 2014) - Code Enforcement Activity- Copied from Q1 2014 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	-	-	-	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
<b>Total</b>	<b>16</b>	<b>2</b>	<b>50</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>126</b>	<b>130</b>	<b>389</b>	<b>0</b>	<b>765</b>

## Inspections: Scheduled and Performed

### Q2 2014

April 1, 2014 – June 30, 2014

(Table generated July 18, 2014)

Inspection Type	Inspections Performed	Percent
Building	468	7.7
Demolition	39	0.6
Mechanical	241	3.9
Electrical	289	4.7
Plumbing	202	3.3
Team Inspection	90	1.5
IMPC 2000	58	0.9
Fire	17	0.3
Zoning	14	0.2
Sign	8	0.1
Rental	1,437	23.5
Ordinance	3,248	53.2
Totals	6,111	

### Q1 2014

January 1, 2014 – March 31, 2014

(Copied from Q1 2014 Report)

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	

### Q2 2013

April 1, 2013 – June 30, 2013

(Table Copied from Q2 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	

## Inspections and Code Enforcement- Analysis and Recommendations

- Code enforcement activities for Q2 2014 have increased by 25 percent from the same quarter of the previous year and have more than doubled from the previous quarter.
  - A large contributing factor for the increase in enforcement activity from the previous quarter is the change of season from winter to spring/summer.
  - During this quarter the Department of Building Safety has received 477 complaints for tall grass compared to 0 complaints for tall grass from the previous quarter. The Department has also seen an increase in debris complaints from the previous quarter.
  - The code enforcement categories that had the largest increase in activity from the previous year are related to unregistered rental properties and businesses operating without a business license.
    - This increase in activity is largely due to the City's efforts in addressing the non-compliant rental dwellings and businesses within the City. The staff has been proactively notifying, researching, and identifying existing business and rental properties to ensure that all businesses and rental dwelling are operating legally.
  - Of the 1,559 code enforcement complaints received during Q2 2014, 433 have been resolved within that same time period. This is important as it signifies the effectiveness and efficiency of the Department in gaining compliance.
  - Only 10 percent of the code enforcement complaints received during the second quarter are still awaiting an initial inspection. Although this number is not necessarily high, the Department is constantly attempting to reduce this number and increase efficiency to address citizen compliance concerns.
- During the second quarter of 2014, the Department of Building Safety has performed 6,111 inspections. This is a 39 percent increase from the previous quarter; and a 20 percent increase from the same quarter of the previous year.
  - The inspection types that saw the largest growth were building permit inspections and rental inspections.
  - Ordinance inspections consume the largest percentage of total inspections. 53.2 percent of all inspections performed are related to code enforcement activity. The second largest number of inspection performed is related to rental properties. 1,437 of the 6,111 (23.5 percent) inspections performed during the second quarter are initial, follow-up, or final inspections on rental properties.
  - The high percentage of ordinance violation inspections remains a concern as there are no fees to cover the cost of performing these inspections.
  - Building and trade (mechanical, electrical, and plumbing) inspections make up 27.3 percent of all inspection performed.

## Policy/Administrative Analysis and Recommendations

- As of June 30, Terminal Server was not functioning in a reliable and consistent way on all of the tablet computers. The Tablets provided by Wade Trim continue to experience multiple disconnects which makes them difficult to use in the field. Terminal server functions are the City's responsibility.
- In the weeks leading up to county property auctions, the number of FOIA requests asking for property and title information soars, overwhelming staff and diverting manpower to services which generate no revenue to cover costs. Moving forward, we recommend the City adopt fees for FOIA requests and provide a computer terminal in City Hall for residents to check property status in B,S & A for a small fee. This has been an on-going recommendation since Q1 2013.

- The Building Safety and Planning Division has been working with the County Treasurer’s office to make sure the County is providing accurate information regarding Pontiac condemnation status and the requirements for getting permits on condemned building. Considerable improvement was made during 2013, yet this remains an on-going concern, particularly as property auctions near.
- 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.
  - These fees and fines would help with abatement and to cover the cost of ordinance violation inspections

## Planning Department

### Applications:

**April 1, 2014 – June 30, 2014 (table generated July 14, 2014)**

Type of Permit	Number Applied	Approved	Denied	Canceled/Postponed	Total Paid	Total Permit Collected By Application
Site Plan Review	23	18	2	3	\$ 23,050.00	\$ 23,050.00
Special Exception Permit	6	5	0	1	\$ 10,100.00	\$ 10,100.00
Historic District Commission	9	8	1	0	\$ 1,800.00	\$ 6,400.00
Lot Split/Combination	13	9	2	2	\$ 3,200.00	\$ 3,200.00
Zoning Map Amendment	3	2	0	1	\$ 8,150.00	\$ 8,150.00
Zoning Board of Appeals	3	1	1	1	\$ 1,800.00	\$ 1,800.00
Vacation Street/Alley	0	0	0	0	\$ 0.00	\$ 0.00
<b>Totals</b>	<b>57</b>	<b>43</b>	<b>6</b>	<b>8</b>	<b>\$ 48,100.00</b>	<b>\$ 52,700.00</b>

**April 1, 2013 – June 30, 2013 (table copied from Q2 2013 Report)**

Type of Permit	Number Applied	Approved	Denied	Canceled/Postponed	Total Paid	Total Revenue 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
<b>Totals</b>	<b>59</b>	<b>42</b>	<b>2</b>	<b>15</b>	<b>\$ 71,930.00</b>	<b>\$ 70,730.00</b>

## 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, - expired**
3. **Lucy R Payne – term expires June 30, 2014 - expired**
4. **Scott Hudson—term expires June 30, 2015 - resigned**
5. **Pat Hollis-- term expires June 30, 2015 - resigned**
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 - resigned**
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
8. William Carrington – alternative – term expires February 2, 2015

### 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 the second quarter of 2014, the Planning Commission had two members' terms expire and two other members resign. Four vacancies currently exist on the commission and new members need to be appointed or members need to be reappointed. Patricia Hollis resigned from her positions as a Planning Commissioner and Zoning Board of Appeals member. Although the Zoning Board of Appeals has a current alternate, the vacancy still needs to be filled. A pressing concern is the two Historic District Commissioners whose terms will expire during the third quarter of 2014.

## Master Plan Update

The City Council voted to authorize Wade Trim to distribute the 2014 Draft Master Plan update for review as required by P.A. 33 of 2008. The TAB authorized this vote in July (Q3) and the plan was officially distributed on July.

Based on the legally required 63-day review period, a public hearing has been tentatively scheduled to occur in October, paving the way for adoption in Q4.

Beginning in January 2014, Wade Trim increased the level of public engagement for the Master Plan update after conversations with Mayor Waterman regarding best practices as well as her concern that the plan has significant community-wide support. As such, the expansion of the scope of work to include an extensive public engagement component came at no additional expense to the City. The expansion of the public participation scope included over 17 public meetings, workshops and/or training sessions and 10 Master Plan Steering Committee meetings.

As a part of this effort, Wade Trim contributed the time of project manager Chip Smith and City Planner James Sabo as a pro-bono contribution to the process. All told, Wade Trim's pro-bono contributions included additional time and effort for printing and totaled over 300 person hours. This contribution equates to a contribution of in-kind services of approximately \$40,000.

## Analysis and Recommendations

- Planning applications have remained relatively consistent from the same quarter of the previous year. Although revenue has dropped by 25 percent from the same quarter from 2013, it has increased over 100 percent from the previous quarter.
- Of the 57 applications received during the second quarter of 2014, 75 percent (45 applications) were approved or approved with conditions.
- During Q2 2014 the Pontiac Planning Commission recommended approval to the City Council for the distribution of the City of Pontiac Master Plan Draft. The draft distribution was also approved by the City Council and the Transition Advisory Board.
- It is important to maintain full boards and commissions whenever possible. As of the end of Q2 2014, there were four pending vacancies on the Planning Commission (two resignations and two term expirations), one pending vacancy on the Zoning Board of Appeals as a result of a resignation, and two pending vacancies on the Historic District Commission as a result of expiring terms. These positions need to be filled through re-appointment or new appointments as soon as possible.