

Q3 Building Safety & Federal Programs Quarterly Report for the Quarter ended September 30, 2014

Building Safety & Planning Department:

Construction Code Compliance – Permits

Permits:

July 1, 2014 – September 30, 2014 (table generated October 13, 2014)

Type of Permit	Number Applied	Number Issued	Total Value of Construction (applied permits)	Amount Due	Total Revenue on Permits Applied for During Q3	Actual Revenue Collected During Q3
Building	374	333	\$ 38,889,418.98	\$ 205,182.50	\$ 343,862.50	\$ 371,781.44
Demolition	79	77		\$ 0.00	\$ 40,680.00	\$ 40,680.00
Mechanical	88	87		\$ 50.00	\$ 28,481.50	\$ 27,477.50
Electrical	108	101		\$ 400.00	\$ 43,476.00	\$ 45,211.00
Plumbing	88	81		\$ 1,085.00	\$ 25,020.80	\$ 20,827.90
Team Inspection	15	N/A		\$ 350.00	\$ 4,025.00	\$ 4,125.00
IMPC 2000	67	N/A		\$ 450.00	\$ 12,900.00	\$ 13,250.00
Fire	4	2		\$ 4,544.00	\$ 422.00	\$ 697.00
Zoning Compliance	19	13		\$ 0.00	\$ 2,850.00	\$ 2,850.00
Sign	24	18		\$ 1,755.00	\$ 6,445.00	\$ 6,695.00
Board of Appeals	0	0		\$ 0.00	\$ 0.00	\$ 0.00
Totals	866	712		\$ 213,816.50	\$ 508,162.80	\$ 533,594.84

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; tables was generated on October 13, 2014) 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, 2013 – September 30, 2013 (table copied from Q3 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	256	219	\$ 10,220,487.78	\$ 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; table was copied from Q3 2013 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, 2014 – September 30, 2014 (Table generated October 13, 2014)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q3	Actual Revenue collected – During Q2
Rental Registrations	134	\$ 41,600.00	\$ 45,950.00
Rental Inspections	342	\$ 24,700.00	\$ 50,625.00
Vacant Property Registration	44	\$ 22,010.00	\$ 22,510.00
Total Certificates	520	\$ 88,310.00	\$ 119,085.00

(“Number Issued” and “Total Revenue” is based off the permits that were applied during this quarter; tables was generated on October 13, 2014) 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, 2013 – September 30, 2013 (Copied from Q3 2013 Report)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q3	Actual Revenue Collected During Q2
Rental Registration	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 certificates that were applied during this quarter; table was copied from Q3 2013 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. 5,834 units are designated as vacant.

During the 3rd quarter of 2014, the City of Pontiac processed 520 certificate applications. Of the certificates processed, the City registered 134 new rental properties into the City’s rental program. This collected \$41,600.00 in revenue on the registration certificates and \$45,950.00 in total revenue for the quarter. 342 rental inspections and tenant verifications were paid for during this quarter, collecting \$50,625.00 in total revenue. 44 Vacant properties were registered into the City’s Vacant Property Program, this collected \$22,510.00 in revenue for the quarter.

According to BSA, during the 3rd quarter of the previous year (2013), the City of Pontiac processed 623 certificate applications collecting \$106,400.00 in revenue for the quarter. 137 of these certificates were for the registration of rental properties. \$45,400.00 was collected related to rental registrations. The City processed 426 rental inspection and tenant verification applications, collecting \$31,000.00 in revenue. 60 applications were processed for vacant property, collecting \$30,000.00 in revenue.

Business License:

Between July 1, 2013 and September 30, 2013, the City of Pontiac processed **46 business license transactions** collecting **\$11,500.00** in revenue. Between July 1, 2014 and September 30, 2014, the City of Pontiac processed **158 business license transactions** collecting **\$30,260.00** in revenue. Please note that the number of transactions is not directly related to the number of licenses issued.

Permits, Certificates and Licenses – Analysis and Recommendations

- The number of permit applications received during the 3rd quarter of 2014 has increased by 12.6 percent from the same quarter of the previous year.
- The Actual Revenue collected during quarter three is \$533,594.84. This is a \$170,178.70 increase or 46.8 percent increase from the same quarter of the previous year.
 - The increase in revenue is largely attributed to the increase in the value of construction for building permits. During the third quarter of 2014, the total value of construction was \$38,889,418.98 compared to \$10,220,487.78 from the same quarter of the previous year.
 - One of the large projects during the third quarter of 2014 was the Challenge Manufacturing project, located at 2501 Centerpoint Parkway. This permit had a construction value of \$20,000,000.00 and a building permit cost of \$219,625.00.
- The number of permits issued during the 3rd quarter of 2014 has increased by 15.6 percent from the same quarter of the previous year and 28.3 percent from the previous quarter of 2014.
- IMPC 2000 (Property Maintenance permits/inspections) saw an increase in applications compared to the previous quarter and the same quarter of the previous year. This increase is most likely due to the sale of property at the Oakland County Property Auction. Vacant property prior to re-occupancy must apply for a property maintenance inspection.
- Building, Mechanical, Electrical and Plumbing permits make-up 75 percent of all permits applied during the 3rd quarter of 2014.
- Certificates processed during the current quarter are 16.5 percent lower for the same quarter of the previous year. The decrease in applied certificates resulted in a decrease of revenue collected.
 - Although *Total Revenue* is lower from the same quarter of the previous year, *Actual Revenue* collected during the quarter has increased by \$12,685.00. This additional revenue is most likely associated with the tenant verification fees that were assessed in previous quarters, but paid during the third quarter of 2014.
- The City has been actively pursuing non-compliant rental properties to register these properties into the City's Rental Program. Tenant verifications have been mailed out through the issued date of 'April.' The City will be accelerating this process through the month of October and November to actively stay current on tenant verifications.
 - Tenant Verification Late fees have been assessed on noncompliant responsible parties for failing to comply to the tenant verification requirement. Failing to pay the tenant verification and late fee will result in code enforcement activities taken on the responsible party/property owner.
- A pressing concern for the upcoming year is the administration of the three year inspection requirement. The current rental ordinance was adopted in 2012, this updated ordinance requires inspections to be performed every three years or until a tenant changes. Beginning in 2015 the Department of Building Safety will begin to enforce the re-inspection of 2012 certified rentals. According to Sec. 22-803 of the Pontiac Municipal Code, Owner or the agent shall schedule the inspection at least sixty (60) days before the expiration date of a certificate of a compliance, or sooner.
- The City is current on business license renewal notifications. During the third quarter of 2014, the City of Pontiac renewed 119 business licenses and issued 27 new business licenses.
 - Due to software issues, there is an active concern regarding the tracking and enforcement of unpaid/outstanding business licenses. Within the next two quarters the Department of Building Safety will work with BSA software to better track and follow-up with outstanding payments.
 - According to the Business License Fee Schedule, there is no late fee or penalty to assess on delinquent business licenses. All unpaid or un-renewed business licenses receive penalties via code enforcement or citation, which, payment is made to the Court.

- o A late fee needs to be established for delinquent license renewals to cover the cost of the department to gain compliance.

Hearing Officer and Board of Appeals

Effective Q2 2012, the City appointed a Hearing Officer and a Board of Appeals. The Hearing Officer is a quasi-judicial position filled by an individual with extensive experience in the building trades who is not otherwise affiliated with the City of Pontiac. The Board of Appeals is made up of appointed officials containing three building trade professionals and two residents with a demonstrated interest and commitment to fighting blight within Pontiac.

The process for ordering a demolition is for the Building Safety staff to identify dangerous buildings. Many of these are identified by complaints received from the public, through consultation with the Fire Department and Oakland County Sheriff. The remainder is identified by Building Safety staff while they are in the field. Building Safety staff compiles a case file for dangerous buildings that includes photos of existing conditions, complaints, violations and property history. Property owners of record are notified via certified mail as to a hearing on the property. The Hearing Officer then conducts a hearing on the property and issues a demolition order, tables the case for more information or dismisses the case because it is determined that the building has been made safe and secure. All demolition orders are referred to the Board of Appeals. The Board of Appeals follows the same noticing procedure. At both hearings, the property owner has the opportunity to offer corrective remedies and/or improvement plans. Once the Board of Appeals upholds a demolition order, that demolition order is recorded on the property deed with the Oakland County register of Deeds to ensure that any new owner has knowledge of the demolition order and will be required to provide a cash demolition bond prior to the issuance of any permits.

Beginning in 2012, the City began a pilot project that requires property owners of single family homes ordered for demolition by the Board of Appeals to pay a cash bond to the City in an amount equal to the cost of demolition before any permits can be obtained by the property owner. The previous method for obtaining building permits for condemned buildings was to petition City Council for a "Resolution A" Rehabilitation Agreement. These agreements were ultimately successful in returning very few, if any properties to the tax roles as habitable buildings, leaving the City responsible for demolition when owners either abandon the property or lose it to tax foreclosure. In 2013, this program was adopted by ordinance as official City Policy.

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

APRIL 1, 2014 – JUNE 30, 2014

During the 2nd 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 163 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
Total	142

Hearing Officer (May 29, 2014)	Number of Properties
Demolish	14
Safe and Secure	0
Table till next meeting	7
Total	21

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

JULY 1, 2014 – SEPTEMBER 30, 2014

During the 3rd quarter of 2014 the City of Pontiac held (1) one Hearing Officer meeting and (2) two Board of Appeals meetings. The Hearing Officer referred 31 of the 64 properties to the Board of Appeals. Through the Board of Appeals meetings, 57 properties were ordered for demolition.

Hearing Officer (July 9, 2014)	Number of Properties
Refer to Board of Appeals	31
Safe and Secure	4
Table till next meeting	29
Total	64

Board of Appeals (July 16, 2014)	Number of Properties
Refer to Board of Appeals	15
Safe and Secure	0
Table till next meeting	4
Total	19

Board of Appeals (August 20, 2014)	Number of Properties
Demolish	42
Safe and Secure	27
Table till next meeting	2
Total	71

The Board of Appeals 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 11 properties with active rehabilitation agreements with the City of Pontiac.
- During the 3rd quarter of 2014 three property owners signed agreements with the City of Pontiac to rehabilitate their structures.
- During the same quarter, five property owners completed (previously signed) rehabilitation agreements. A memorandum was recorded at the Oakland County Register of Deeds to remove the Demolition Order from these properties. 23 properties have successfully completed the rehabilitation process and had their bond returned 'in full' to the bond holder.
- According to BSA there are 458 dangerous buildings within the City that are condemned.
- During the third quarter of 2014 the City of Pontiac held one Hearing Officer Meetings and two Board of Appeals Meetings.
 - In Q3 2014 a total of 154 cases came before the Hearing Officer and Board of Appeals.
- 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.

Code Enforcements and Inspections

Q3 2014 (July 1, 2014 – September 30, 2014) Code Enforcement Activity- Table generated October 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	-	-	1	-	-	-	-	-	-	-	-	-	-	-	3	-	4
Abandoned Vehicles	-	-	3	1	-	-	-	-	-	-	-	-	5	8	13	-	30
Dangerous Building	23	21	4	6	-	-	72	-	-	-	-	-	4	-	7	-	137
Dangerous Tree Limb	-	-	2	2	-	-	-	-	-	-	-	-	2	-	3	-	9
Debris	-	-	33	12	-	-	-	-	-	-	-	-	50	31	50	-	176
Electrical	-	-	1	1	-	-	-	-	-	-	-	-	-	-	2	-	4
Misc.	-	-	7	8	-	-	-	-	1	-	-	-	18	2	15	-	51
No Bus. Lic.	-	-	2	2	-	-	-	-	-	-	-	-	30	4	28	-	66
Open to Trespass	-	-	4	6	-	-	-	-	-	-	-	-	7	1	12	-	30
Operating Bus. In res.	-	-	4	1	-	-	-	-	-	-	-	-	6	1	6	-	18
Rental Complaint (tenant/landlord)	-	-	15	1	-	-	-	-	-	-	-	-	2	-	4	-	22
Stop Work Order	-	-	2	-	-	-	-	-	-	-	-	-	1	-	4	-	7
Rodents	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1	-	2
Tall Grass	-	-	73	43	-	-	-	-	-	-	-	-	162	64	125	-	467
Trees / Shrubs	-	-	1	-	-	-	-	-	-	-	-	-	1	-	1	-	3
Unregistered Rental	-	-	98	14	-	-	-	-	-	-	-	-	62	96	152	-	422
Vacant	-	-	10	1	-	-	-	-	-	-	-	-	4	17	27	-	59
Working w/o permits	-	-	19	9	-	-	-	-	-	-	-	-	9	-	16	-	53
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Property Maintenance	-	-	3	-	-	-	-	-	-	-	-	-	-	-	1	-	4
Rental Inspection Required	-	-	47	-	-	-	-	-	-	-	-	-	24	30	97	-	198
Tall Grass/Weeds - Vendor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	23	21	330	107	-	-	72	-	1	-	-	-	387	254	567	-	1762

Q3 2013 (July 1, 2013 – September 30, 2013) - Code Enforcement Activity -Copied from Q3 2013 Report

Category	Board of Appeals	Condemned Awaiting Clearance	Inspection Pending	No Violation	Posted as Vacant	Referred to Health Dept.	Referred to Hearing Officer	Referred to Planning Dept.	Referred to Oakland County	Referred to Public Works	Referred to Police	Rehabilitation Agreement	Resolved	Ticket Issued	Violations	Structure is Scheduled for Demolition	Total
After Fire	-	-	1	-	-	-	-	-	-	-	-	-	1	-	4	-	6
Abandoned Vehicles	-	-	8	5	-	-	-	-	-	-	-	-	16	3	17	-	49
Dangerous Building	-	2	4	2	-	-	32	-	-	-	-	-	2	6	9	-	57
Dangerous Tree Limb	-	-	2	4	-	-	-	-	-	-	-	-	7	-	1	-	14
Debris	-	-	22	14	-	-	-	-	-	-	-	-	35	2	21	-	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

Q2 2014 (April 1, 2014 – June 30, 2014) - Code Enforcement Activity- Copied from Q2 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	-	-	-	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
Total	28	2	175	128	0	0	44	0	0	0	0	1	433	152	596	0	1559

Inspections: Scheduled and Performed

Q3 2014

July 1, 2014 – September 30, 2014

(Table generated October 15, 2014)

Inspection Type	Inspections Performed	Percent
Building	564	9.3
Demolition	160	2.6
Mechanical	248	4.1
Electrical	323	5.3
Plumbing	241	4.0
Team Inspection	111	1.8
IMPC 2000	91	1.5
Fire	14	0.2
Zoning	23	0.4
Sign	20	0.3
Rental	766	12.7
Ordinance	3,485	57.6
Totals	6,046	

Q2 2014

April 1, 2014 – June 30, 2014 (Copied from Q2

2014 Report)

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	

Q3 2013

July 1, 2013 – September 30, 2013

(Table Copied from Q3 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	

Inspections and Code Enforcement- Analysis and Recommendations

- Code enforcement activities for Q3 2014 have increased by 37 percent (483) from the same quarter of the previous year and have increased by 13 percent (203) from the previous quarter.
- As with the previous quarter, the largest category for enforcement activities was tall grass. 467 tall grass enforcement activities were filed during the third quarter of 2014.
 - Other enforcement categories that had the highest volume of complaints received were for dangerous buildings, debris, rental inspection required, and unregistered rental properties.
- The Department of Building Safety saw an increase in enforcement activities with a status of resolved. Although this increase is important the Department also has seen an increase in the number of enforcement activities that are still awaiting an inspection (inspection pending).
- The Department of Building Safety completed 6,046 inspections during the 3rd quarter of 2014.
- Ordinance inspections still make-up over half of the inspections performed by the Department. 3,485 ordinance inspections were performed. This is a 7 percent increase from the previous quarter.
- All inspection categories have stayed relatively consistent compared to the previous year and the previous quarter. Building, Electrical, Mechanical, and Plumbing Inspection make-up 22.7 percent of all inspections performed.
- Rental Inspections saw a decrease in from 1,437 inspections in the second quarter of 2014 to 766 inspections in the third quarter of 2014.

Policy/Administrative Analysis and Recommendations

- As of September 30, Terminal Server still was not functioning in a reliable and consistent way that enables inspectors to use their tablet computers in the field to enter inspection results. This is the City's responsibility. Only one of five tablet computers used by the inspectors is able to consistently connect to the server while in field use.
- 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. There has been an outstanding and unprecedented level of cooperation in Q3 2014 and the expectation that the City and County will continue to build on these successes.
- 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. This has been on on-going recommendation since Q3 2013.

Planning Department

Applications:

July 1, 2014 – September 30, 2014 (table generated October 13, 2014)

Type of Permit	Number Applied	Approved	Denied	Canceled/ Postponed	Total Paid	Total Revenue Collected By Application
Site Plan Review	20	16	1	3	29,730.00	\$ 30,720.00
Special Exception Permit	2	2	0	0	\$ 2,000.00	\$ 2,000.00
Historic District Commission	10	10	0	0	\$ 1,800.00	\$ 1,800.00
Lot Split/Combination	12	11	0	1	\$ 2,000.00	\$ 2,000.00
Zoning Map Amendment	1	1	0	0	\$ 9,950.00	\$ 9,976.00
Zoning Board of Appeals	8	5	0	3	\$ 5,700.00	\$ 6,650.00
Vacation Street/Alley	0	0	0	0	0	\$ 0.00
Totals	53	45	1	7	\$ 51,180.00	\$ 53,146.00

July 1, 2013 – September 30, 2013 (table copied from Q3 2013 Report)

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

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 – term expired**
3. Lucy R Payne – term expires June 30, 2017
4. Ashley Fegley—term expires June 30, 2016

5. Dayne Thomas— term expires June 30, 2016
6. Chris Northcross – term expires June 30, 2015
7. **VACANT**

Zoning Board Appeals:

1. Lee Todd-- term expires February 2, 2015
2. Ahmad Taylor-- term expires February 2, 2015
3. Sam Anderson-- term expires February 2, 2016
4. Carlos Bueno-- term expires February 2, 2016
5. Elcine Kirkendolph – term expires February 2, 2017
6. Joseph Sinclair – term expires February 2, 2017
7. **VACANT**
8. William Carrington – alternative – term expires February 2, 2015

Historic District Commission:

1. **Tameka M Ramsey – term expired July 19, 2014**
2. **Linda Porter – term expired 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

Analysis and Recommendations

- During the third quarter of 2014, the Planning Department reviewed 53 applications. Of the 53 applications, 45 were approved or approved with conditions; one was denied; and seven were canceled or postponed.
- The applications collected \$53,146.00 in total revenue. This is a 145 percent increase in revenue from the same quarter of the previous year.
 - A large contributing factor to this increase is the Zoning Map Amendment application and Final Site Plan Review application received for the M-1 Concourse Project.
- During the third quarter of 2014, two commissioners were appointed to the City of Pontiac Planning Commission, Lucy Payne and Chris Northcross.
- Vacancies exist on all three of the Planning Department’s Boards and Commissions.
 - Two vacancies exist on the Planning Commission. One is a vacancy to replace Patricia Hollis and the other is to replace Commissioner Hazel Cadd’s expired term.
 - The Zoning Board of Appeals currently has a vacancy that needs to be filled. Although the ZBA has an alternate, a full member needs to be appointed.
 - The Historic District Commission had two terms expire during the third quarter of 2014. Tameka Ramsey and Linda Porter must either be reappointed or new commissioners named.
- The Master Plan update was scheduled for a public hearing at the beginning of Q4 2014 where it is anticipated that the Planning Commission will approve and adopt the update.
- Comments on the Master Plan were received from Oakland County and the Road Commission of Oakland County. No other neighboring jurisdictions, railroads or utility providers offered any written comment.
- Through Q3 2014, Wade Trim contributed approximately \$41,960 in pro bono planning services to guide and assist the public engagement effort of the Master Plan.