

Q4 Building Safety & Planning Quarterly Report for the Quarter ended December 31, 2014

Building Safety & Planning Department:

Construction Code Compliance – Permits

Permits:

October 01, 2014 – December 31, 2014 (table generated January 16, 2015)

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	175	162	\$ 4,816,236.09	\$ 65,192.50	\$ 55,716.61	\$ 218,058.61
Demolition	64	40		\$ 650.00	\$ 16,700.00	\$ 16,700.00
Mechanical	132	131		\$ 0.00	\$ 35,963.00	\$ 38,261.00
Electrical	115	107		\$ 580.00	\$ 25,465.00	\$ 29,152.00
Plumbing	56	53		\$ 125.00	\$ 11,727.00	\$ 19,092.90
Team Inspection	26	N/A		\$ 1,450.00	\$ 5,650.00	\$ 5,700.00
IMPC 2000	65	N/A		\$ 600.00	\$ 12,550.00	\$ 12,400.00
Fire	7	6		\$ 1,002.00	\$ 9,593.00	\$ 10,070.00
Zoning Compliance	11	8		\$ 0.00	\$ 1,650.00	\$ 1,350.00
Sign	12	8		\$ 710.00	\$ 3,555.00	\$ 4,935.00
Board of Appeals	0	0		\$ 0.00	\$ 0.00	\$ 0.00
Totals	663	515		\$ 70,309.50	\$ 178,569.61	\$ 355,719.51

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; tables was generated on January 16,2015) Actual Revenue includes fees paid on permits applied for during previous quarters. Total Revenue figure is the amount collected on Q4 permit applications only. Amount due is fees for permits that remain outstanding.

October 01, 2013 – December 31, 2013 (table copied from Q4 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	216	177	\$ 34,431,741.33	\$ 199,833.59	\$ 278,149.23	\$215,196.50
Demolition	37	34		\$ 300.00	\$ 12,135.00	\$ 13,985.00
Mechanical	127	118		\$ 5,610.00	\$ 18,678.00	\$ 21,392.00
Electrical	95	88		\$ 625.00	\$ 23,889.00	\$ 24,984.00
Plumbing	58	54		\$ 2,580.00	\$ 18,987.00	\$ 19,592.00
Team Inspection	8	N/A		\$ 350.00	\$ 2,100.00	\$ 2,100.00
IMPC 2000	29	N/A		\$ 0.00	\$ 5,800.00	\$ 6,050.00
Fire	4	3		\$ 1,074.00	\$ 1,109.00	\$ 1,109.00
Zoning Compliance	5	5		\$ 0.00	\$ 750.00	\$ 800.00
Sign	18	3		\$ 3,855.00	\$ 1,700.00	\$ 2,595.00
Totals	597	513		\$ 214,227.59	\$ 363,297.23	\$ 307,803.50

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; table was copied from Q4 2013 Report). Actual Revenue includes fees paid on permits applied for during previous quarters. Total Revenue figure is the amount collected on Q4 permit applications only. Amount due is fees for permits that remain outstanding.

Certificates and Licensing

Rental Registration Program:

October 01, 2014 – December 31, 2014 (Table generated January 20, 2015)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q3	Actual Revenue collected – During Q2
Rental Registrations	217	\$ 65,400.00	\$ 63,550.00
Rental Inspections	477	\$ 38,625.00	\$ 58,550.00
Vacant Property Registration	36	\$ 17,600.00	\$ 17,600.00
Total Certificates	730	\$ 121,625.00	\$ 139,900.00

(“Number Issued” and “Total Revenue” is based off the permits that were applied during this quarter; tables was generated on January 20, 2015) Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q4 certificates applications only

October 01, 2013 – December 31, 2013 (Copied from Q4 2013 Report)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q3	Actual Revenue Collected During Q2
Rental Registration	153	\$ 45,500.00	\$ 51,800.00
Rental Inspections	377	\$ 25,400.00	\$ 29,875.00
Vacant Property Registration	42	\$ 21,000.00	\$ 18,510.00
Total Certificates	572	\$ 91,900.00	\$ 100,185.00

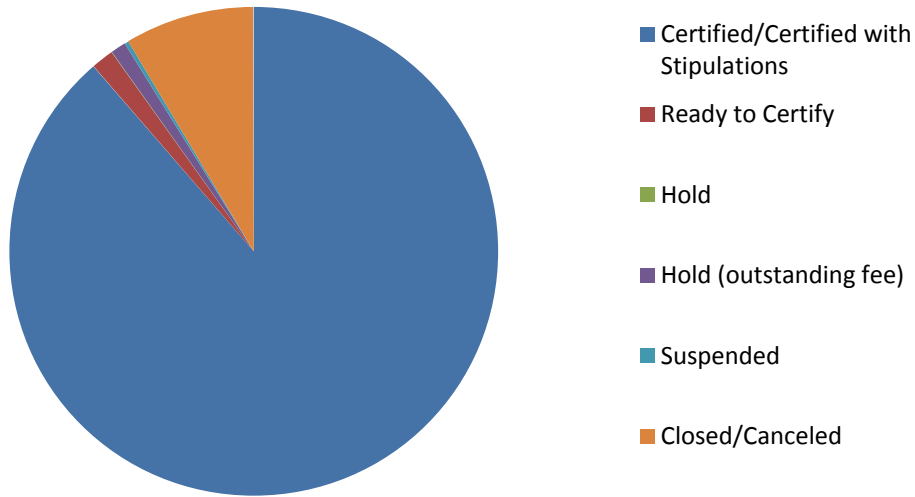
(“Number Issued” and “Total Revenue” is based off the certificates that were applied during this quarter; table was copied from Q4 2013 Report) Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q4 certificate applications only.

According to the 2013 American Community Survey there are approximately 28,351 occupied housing units within the City of Pontiac. 11,507 (49.0%) of these units are owner-occupied; the remaining 11,978 (51.0%) are rental occupied. 4,866 units are designated as vacant. To date, 10,745 rental units have been registered. As is explained below, BS&A allows the department to track registration certificates, which is the metric used to track rental registration.

There are a total of 3,697 registration certificates entered into BSA. Registration Certificates are issued to each building. For example, a multiple family dwelling with 5 buildings that contain 700 units would have 5 Registration Certificates; a single family home with one unit would have 1 Registration Certificate. Registration Certificates are valid until a change in ownership or Management Company. The following is a list of the statuses of the Registration Certificates:

Registration Certificate Status	Number of Registration Certificates
Certified/Certified with Stipulations	3,277
Ready to Certify	55
Hold	1
Hold (outstanding fee)	37
Suspended	10
Closed/Canceled	316
Expired	1
Total	3,697

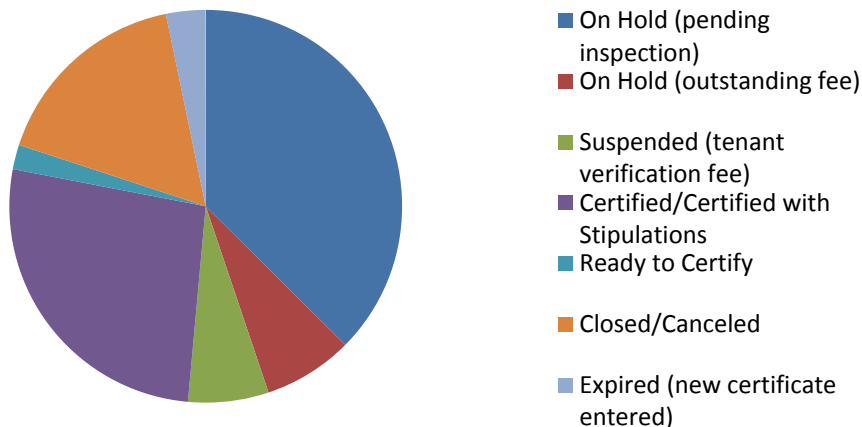
Registration Certificate Status



As of January 1, 2012 there are 10,745 rental units registered/entered into BSA, representing 90% of the estimated 11,978 rental units in the City. Once a property owner/management company registers with the Department of Building Safety, each unit is required to pass inspection. The following table represents the status of each rental unit inspection certificate.

Rental Unit Status	Number of Rental Units
On Hold (pending inspection)	4,023
On Hold (outstanding fee)	794
Suspended (tenant verification fee)	710
Certified/Certified with Stipulations	2,857
Ready to Certify	218
Closed/Canceled	1,792
Expired (new certificate entered)	351
Total	10,745

Rental Unit Status



During the 4th quarter of 2014 the City of Pontiac processed 730 certificate applications collecting \$139,900.00 in revenue. Of the certificates processed, the City registered 217 new rental properties into the City's rental program. This collected \$65,400.00 in revenue on the registration certificates and \$63,550.00 in total revenue. 477 rental inspections/tenant verification fees were paid during this quarter collecting \$38,625.00 in revenue and \$58,550.00 in total revenue. 36 properties were registered into the City's Vacant Property Program, this collected \$17,600.00 for the quarter.

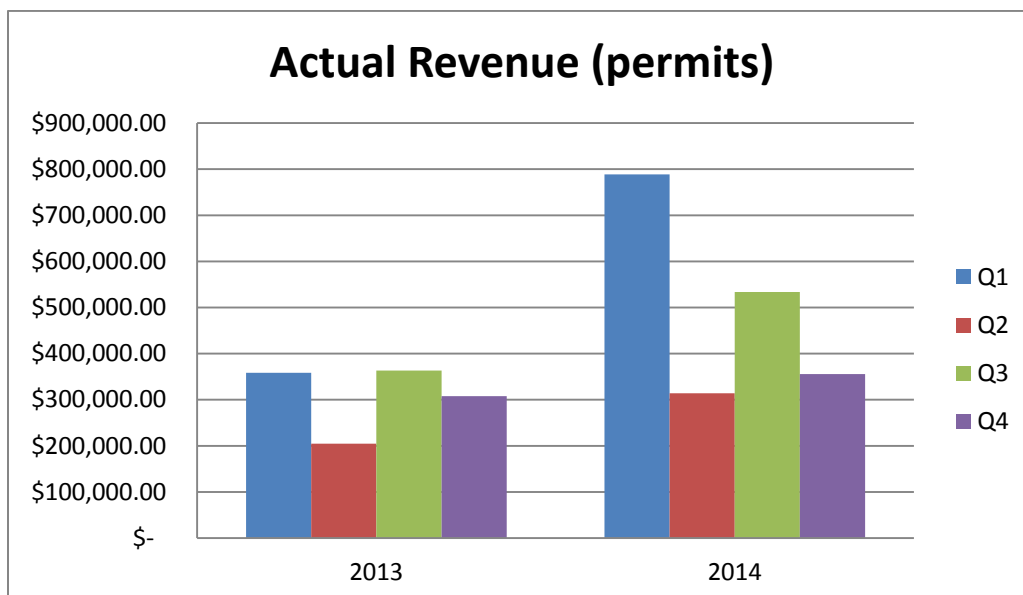
According to BSA, during the 4th quarter of the previous year (2013), the City of Pontiac processed 572 certificate applications collecting \$91,900.00 in revenue for the quarter. 153 of these certificates were for the registration of rental properties. \$51,800.00 was collected related to rental registrations. The City processed 377 rental inspection and tenant verification applications, collecting \$29,875.00 in revenue. 42 applications were processed for vacant property, collecting \$18,510.00.

Business License:

Between July 1, 2014 and September 30, 2014, the City of Pontiac processed **158 business license transactions** collecting **\$30,260.00** in revenue. Between October 01, 2014 and December 31, 2014, the City of Pontiac processed **356 business licenses transactions** collecting **\$71,160.00** 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 4th quarter of 2014 has increased by 10 percent compared to the same quarter of the previous year.
- Actual Revenue collected during the 4th quarter of 2014 was \$ 355,719.51. This is a \$ 47,916.01 increase from the same quarter of the previous year. Actual Revenue has decreased by \$ 177,875.33 from the previous quarter of 2014.
 - The largest contributing factor in the decrease of Actual Revenue from Q3 2014 to Q4 2014 is the construction value of Building Permits. Building Permit fees are based off of the value of construction. The larger the value the higher the permit and plan review fee.
 - In Q4 2014 the total construction value on building permits totaled at \$ 4,816,236.09, compared to the Q3 2014 construction value of \$ 38,889,418.98.
 - Although the Actual Revenue collected during Q4 2014 is considerably lower from Q3 2014, overall it is comparable to previous quarters and the previous year (See graph below).



- The Department of Building Safety has seen an increase in the number of Property Maintenance Inspections (IMPC 2000) and Team Inspections from the same quarter of the previous year.
- The Department of Building Safety has processed 730 certificate applications during the 4th quarter of 2014.
 - 217 of the applications were for Rental Registrations. Rental Registrations are required for all rental properties within the City. Registration is only required once per building.
 - 477 of the certificate applications were related to rental inspections/tenant verifications.
 - 36 of the certificate applications were related to registering vacant property.
- Currently the City of Pontiac has issued 3,297 rental certificates. 2,729 of these certificates have passed inspection and are certified for occupancy. These cover 10,745 rental units, or 90% of the 11,978 rental units estimated by the American Community Survey. This is a considerable and significant improvement.
 - The current rental registration ordinance allows landlords 60 days to schedule an inspection after they pay the registration fee, however, this creates a significant labor effort to track down and follow up on those landlords who do not schedule inspections at the time of payment.
 - Changing the ordinance to require inspections be scheduled in conjunction with the payment of the rental registration fee will reduce the amount of time spent chasing delinquent landlords and lower the percentage of rental properties not certified for occupancy.
 - Changing the ordinance as advised above will also reduce the significant number of units with “pending inspections”. Inspections are pending on these units because the landlords have not called to schedule inspections.
- The Department of Building Safety is actively enforcing the inspection requirement for rental units. If owners and managers of rental units do not comply, code violations and citations/tickets are issued to the owner until rental units are properly inspected and certified.
- In accordance with the City’s Municipal Code, Tenant Verifications for rental units have been processed for the entire 2014 year; associated late fees/penalties are also assessed on non-compliant rental units.
- As of January 2015 the Department of Building Safety has notified rental owners/managers regarding the 3 year inspection requirement for rental units certified in 2012. The Department of Building Safety will continue to mail these notices on a monthly base throughout the 2015 year. Failure to comply with this inspection requirement will result in suspension of the rental certificate and enforcement activity taken on the property owner.
- The City is current on business license renewal notifications. During the fourth quarter of 2014, the City of Pontiac renewed 324 business licenses and issued 24 new business licenses.
 - Due to software issues, there is an active concern regarding the tracking and enforcement of unpaid/outstanding business licenses. 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.
 - 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 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 multiplied by the demolition cost per sq. ft. The City uses the most recent bid award for demolition to determine the sq. ft. demolition cost.

JULY 01, 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

OCTOBER 01, 2014 – DECEMBER 31, 2014

During the 4th quarter of 2014 the City of Pontiac held (1) one Hearing Officer Meeting and (1) one Board of Appeals Meeting. The Hearing Officer agenda contained 71 agenda items. Of the 71 agenda items 25 of them were postponed from a previous meeting. The Hearing Officer referred 43 properties to the Board of Appeals. The Board of Appeals' agenda contained 75 agenda items. 26 of these agenda items were postponed from a previous meeting. Through the Board of Appeals meeting, 44 properties were ordered for demolition. The results of the Board of Appeals and Hearing Officer Meeting are listed below.

Hearing Officer (October 8, 2014)	Number of Properties
Refer to Board of Appeals	43
Safe and Secure	4
Table till next meeting	24
Total	71

Board of Appeals (November 19, 2014)	Number of Properties
Demolish	44
Safe and Secure	1
Table till next meeting	30
Total	75

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

- According to BSA – Building Department, there are 465 properties that are condemned and are prepared for demolition; 44 structures are dangerous and are going before the Pontiac BOA to be ordered for demolition; and 166 structures have been identified as dangerous and are going before the Hearing Officer.
- Currently there are nine properties with active rehabilitation agreements with the City of Pontiac.
 - Of the nine properties with rehabilitation agreements, five of the rehabilitations agreements are not in compliance and/or have expired.
 - The Department of Building Safety will notice the owners of these properties regarding the status of their rehabilitation agreement and proceed with demolition.
- The Board of Appels is a five member board with one vacancy. This vacancy should be filled prior to the next Board of Appeals meeting in February.
- During the fourth quarter of 2014 the City of Pontiac held one Hearing Officer and one Board of Appeals Meeting

- A total of 146 properties 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

Q4 2014 (October 01, 2014 – December 31, 2014) Code Enforcement Activity- Table generated January 19, 2015

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	-	-	5	-	-	-	-	-	-	-	-	-	10	2	13	-	30
Dangerous Building	-	-	2	2	-	-	22	-	-	-	-	-	-	1	4	-	31
Dangerous Tree Limb	-	-	5	1	-	-	-	-	-	-	-	-	-	-	-	-	6
Debris	-	-	17	2	-	-	-	-	-	-	-	-	15	16	31	-	81
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Misc.	-	-	15	2	-	-	-	-	-	-	-	-	18	4	17	-	56
No Bus. Lic.	-	-	2	1	-	-	-	-	-	-	-	-	23	-	33	-	59
Open to Trespass	-	-	2	2	-	-	-	-	-	-	-	-	5	-	7	-	16
Operating Bus. In res.	-	-	4	1	-	-	-	-	-	-	-	-	1	-	2	-	8
Rental Complaint (tenant/landlord)	-	-	8	2	-	-	-	-	-	-	-	-	-	-	4	-	14
Stop Work Order	-	-	1	-	-	-	-	-	-	-	-	-	2	-	3	-	6
Rodents	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Tall Grass	-	-	2	4	-	-	-	-	-	-	-	-	1	-	4	-	11
Trees / Shrubs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Unregistered Rental	-	-	83	38	-	-	-	-	-	-	-	-	154	343	290	-	908
Vacant	-	-	-	-	-	-	-	-	-	-	-	-	9	6	16	-	31
Working w/o permits	-	-	8	1	-	-	-	-	-	-	-	-	16	3	10	-	38
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
Property Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Rental Inspection Required	-	-	68	6	-	-	-	-	-	-	-	-	48	50	138	-	310
Unpaid Tenant Verification	-	-	-	3	-	-	-	-	-	-	-	-	5	-	21	-	29
Total			222	65			22						308	425	596		1638

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
Rental Inspection Required	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Total	-	-	10	-	-	-	-	-	-	-	-	-	-	-	7	-	17
	8	-	184	55	-	-	14	-	-	-	-	-	94	76	274	-	705

Q3 2014 (July 01, 2014 – September 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	-	-	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

Inspections: Scheduled and Performed

Q4 2014

October 01, 2014 – December 31, 2014

(Table generated January 19, 2015)

Inspection Type	Inspections Performed	Percent
Building	500	9.7
Demolition	122	2.4
Mechanical	200	3.8
Electrical	308	5.9
Plumbing	173	3.3
Team Inspection	84	1.6
IMPC 2000	81	1.6
Fire	21	0.4
Zoning	9	0.2
Sign	16	0.3
Rental	698	13.5
Ordinance	2966	57.3
Totals	5178	

Q3 2014

July 01, 2014 – September 30, 2014 (Copied

from Q3 2014 Report)

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	

Q4 2013

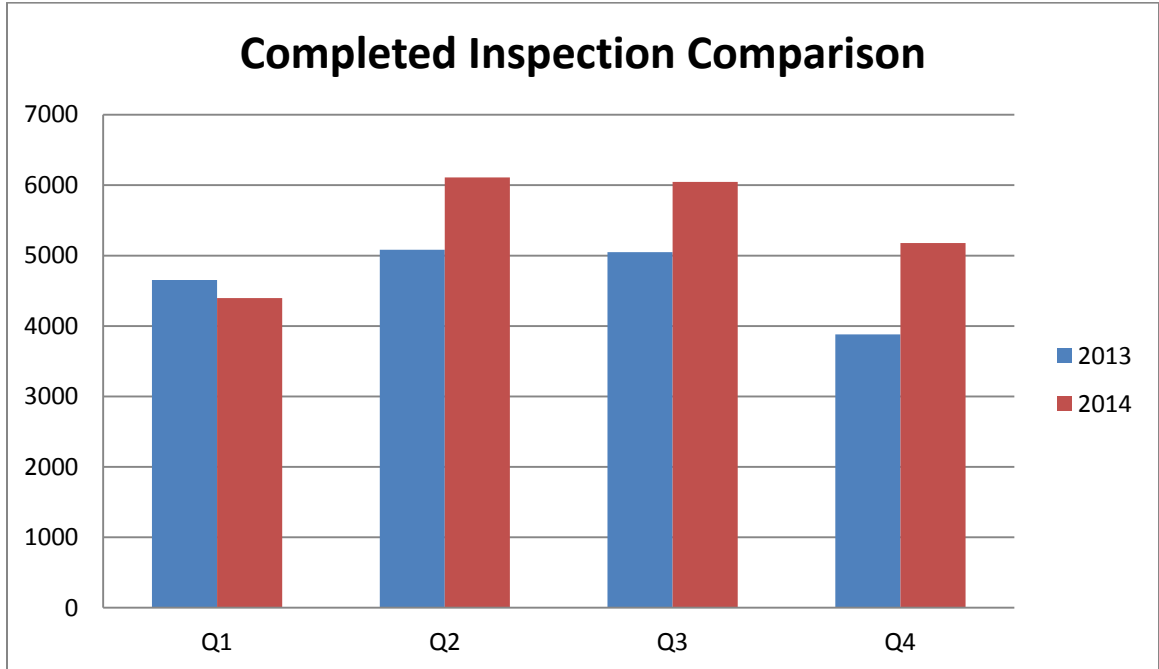
October 01, 2013 – December 31, 2013

(Table Copied from Q3 2013)

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	2110	54.37
Totals	3881	

Inspections and Code Enforcement- Analysis and Recommendations

- Code enforcement activities for Q4 2014 have increased 132 percent from the same quarter of the previous year; however, have decreased by seven percent compared to the previous quarter of the same year.
- During Q4 2014, 425 tickets were issued for enforcement violations filed from October 1, 2014 thru December 31, 2014. The Department of Building Safety has also resolved 308 complaints/violations that were filed during Q4.
 - These numbers represent the department’s quick response time in addressing code enforcement violations.
- The Department of Building Safety has identified 908 properties that are currently not registered in the City’s rental program. 343 tickets have been written on this enforcement category and 154 have been resolved.
 - To gain compliance with the rental inspection requirement of the city ordinance, the Department of Building Safety has identified 310 rental units that have not passed inspection.50 tickets have been issued for this enforcement category and 48 have been resolved.
- Inspections completed during Q4 2014 have remained relatively consistent to previous quarters. Ordinance inspections continue to make-up 50 to 60 percent of all inspections performed. Rental inspections continue to maintain the second highest inspection rate making up 10 to 20 percent of all inspections performed.
- The following chart compares the number of completed inspection performed during each quarter. The chart illustrates that the second and third quarter consistently have a higher number of inspections. This increase in inspections during these quarters can be attributed to the increase in the number of grass/weed and debris complaints received during the spring/summer months.



Policy/Administrative Analysis and Recommendations

- As of December 31, 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.

- 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 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 an on-going recommendation since Q3 2013.

Planning Department

Applications:

October 01, 2014 – December 31, 2014 (table generated January 16, 2015)

Type of Permit	Number Applied	Approved	Denied	Canceled/ Postponed	Total Paid	Total Revenue Collected By Application
Site Plan Review	17	13	0	4	\$ 13,790.00	\$ 13,790.00
Special Exception Permit	5	4	0	1	\$ 4,000.00	\$ 4,000.00
Historic District Commission	3	3	0	0	\$ 600.00	\$ 600.00
Lot Split/Combination	4	4	0	0	\$ 1,150.00	\$ 1,150.00
Zoning Map Amendment	2	0	0	2	\$ 1,350.00	\$ 1,350.00
Zoning Board of Appeals	3	2	0	1	\$ 2,500.00	\$ 2,500.00
Vacation Street/Alley	2	1	0	1	\$ 1,500.00	\$ 1,500.00
Totals	36	27	0	9	\$ 24,890.00	\$ 24,890.00

October 01, 2013 – December 31, 2013 (table copied from Q4 2013 Report)

Type of Permit	Number Applied	Approved	Denied	Canceled/ Postponed	Total Paid	Total Revenue Collected By Application
Site Plan Review	12	8	1	3	\$ 15,150.00	\$ 15,150.00
Special Exception Permit	3	3	0	0	\$ 4,500.00	\$ 4,500.00
Historic District Commission	8	7	1	0	\$ 1,600.00	\$ 1,600.00
Lot Split/Combination	13	12	0	1	\$ 4,400.00	\$ 4,400.00
Zoning Map Amendment	1	1	0	0	\$ 1,350.00	\$ 1,350.00
Zoning Board of Appeals	17	14	1	2	\$ 12,500.00	\$ 13,350.00
Vacation Street/Alley	1	1	0	0	\$ 6,000.00	\$ 6,000.00
Totals	55	46	3	6	\$ 40,020.00	\$ 46,350.00

Planning Boards and Commissioners

Planning Commission

1. Mayor Dr. 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. Mona Parlove – term expires June 30, 2015

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. **Planning Commission Member**
8. William Carrington – alternate – **term expires February 2, 2015**
9. Brent Sykes – alternate – term expires February 2, 2016

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 fourth quarter of 2014, the Planning Department reviewed 36 applications. Of the 36 applications, 27 were approved or approved with conditions, 0 were denied, and 9 were postponed or canceled.
- The applications collected \$24,890.00 in total revenue. This is a 53 percent decrease from the previous quarter; and is a 45 percent decrease from the same quarter of the previous year. It should be noted that Q4 2013 and Q3 2014 had exceptionally high revenue for planning reviews.
- During the fourth quarter of 2014, a new planning commissioner was appointed to the City of Pontiac Planning Commission, Mona Parlove.
- Two terms have expired on the Pontiac Historic District Commission (July 2014) and one term has expired on the Pontiac Planning Commission (June 2014). They Mayor and the Executive Office should renew the existing members' term limits or should appoint new members to these boards/commissions.
- Note that two board members and one alternate on the Pontiac Zoning Board of Appeals terms will expire during the first quarter of 2015 (February). The Planning Commission also needs to appoint one member to serve on the Zoning Board of Appeals.
- During the fourth quarter of 2014, the 2014 Master Plan Update was adopted by the Planning Commission. To better incorporate the updated Master Plan, Wade Trim will work with the City of Pontiac to prepare recommendations for ordinance text amendments to the Zoning Ordinance.
 - Over \$50,000.00 of work was donated by Wade Trim staff to accomplish the Master Plan Update.