

Q4 Building Safety & Planning Quarterly Report for the Quarter ended December 31, 2015

Building Safety & Planning Department:

Construction Code Compliance – Permits

Permits:

October 01, 2015 – December 31, 2015 (table generated January 15, 2016)

| Type of Permit | Number Applied | Number Issued | Total Value of Construction (applied permits) | Amount Due | Total Revenue on Permits Applied for During Q4 | Actual Revenue Collected During Q4 |
|-------------------|----------------|---------------|---|----------------------|--|------------------------------------|
| Building | 246 | 240 | \$ 11,319,935.18 | \$ 130,929.20 | \$ 85,411.53 | \$ 217,336.53 |
| Demolition | 14 | 14 | | \$ 0.00 | \$ 7,810.00 | \$ 8,610.00 |
| Mechanical | 130 | 117 | | \$ 5,645.00 | \$ 28,834.00 | \$ 30,388.00 |
| Electrical | 126 | 116 | | \$ 725.00 | \$ 36,392.00 | \$ 38,877.00 |
| Plumbing | 70 | 68 | | \$ 150.00 | \$ 18,925.10 | \$ 22,574.10 |
| Team Inspection | 16 | N/A | | \$ 700.00 | \$ 4,700.00 | \$ 6,700.00 |
| IMPC 2000 | 96 | N/A | | \$ 1,000.00 | \$ 17,735.00 | \$ 17,850.00 |
| Fire | 7 | 3 | | \$ 1,048.00 | \$ 1,205.00 | \$ 2,849.00 |
| Zoning Compliance | 10 | 5 | | \$ 150.00 | \$ 1,200.00 | \$ 1,350.00 |
| Sign | 25 | 14 | | \$ 2,940.00 | \$ 3,695.00 | \$ 4,685.00 |
| Board of Appeals | 0 | 0 | | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Totals | 740 | 577 | \$11,319,935.18 | \$ 143,287.20 | \$205,907.63 | \$ 351,219.63 |

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; tables were generated on January 15, 2016) 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, 2014 – December 31, 2014 (table copied from Q4 2014 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 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; table was copied from Q4 2014 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, 2015 – December 31, 2015 (Table generated January 14, 2016)

| Certificate Type | Number of Applications Processed | Total Revenue on Permits Applied for During Q4 | Actual Revenue collected – During Q4 |
|------------------------------|----------------------------------|--|--------------------------------------|
| Rental Registrations | 241 | \$ 72,300.00 | \$ 75,150.00 |
| Rental Inspections | 856 | \$ 80,000.00 | \$ 91,125.00 |
| Vacant Property Registration | 40 | \$ 20,000.00 | \$ 20,500.00 |
| Total Certificates | 1137 | \$ 172,300.00 | \$ 186,775.00 |

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; tables was generated on January 14, 2016) 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, 2014 – December 31, 2014 (Copied from Q4 2014 Report)

| Certificate Type | Number of Applications Processed | Total Revenue on Permits Applied for During Q4 | Actual Revenue Collected During Q4 |
|------------------------------|----------------------------------|--|------------------------------------|
| Rental Registration | 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 certificates that were applied during this quarter; table was copied from Q4 2014 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.

During the 4th quarter of 2015 the City of Pontiac processed 1,137 certificate applications collecting \$186,775.00 in revenue. Of the certificates processed, the City registered 241 new rental properties into the City's rental program. This generated \$72,300.00 in revenue on the registration certificates and \$75,150.00 in collected revenue. 856 rental inspections/tenant verification fees were charged during this quarter generating \$80,000.00 in revenue and \$91,125 in collected revenue. 40 properties were registered into the City's Vacant Property Program, generating revenue of \$20,000.0 but collected revenue was \$20,500.00 for the quarter.

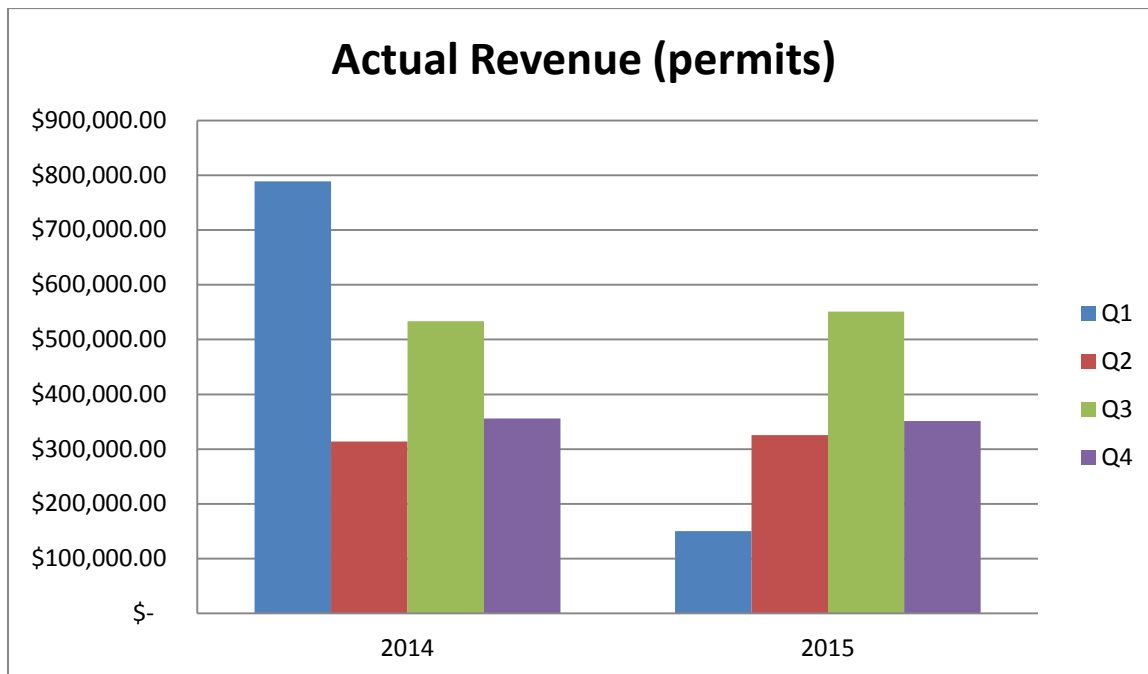
According to BSA, during the 4rd quarter of the previous year (2014), the City of Pontiac processed 730 certificate applications collecting \$139,900.00 in revenue for the quarter. 217 of these certificates were for the registration of rental properties. \$63,550.00 was collected related to rental registrations. The City processed 477 rental inspection and tenant verification applications, collecting \$58,550.00 in revenue. 36 applications were processed for vacant property, collecting \$17,600.00.

Business License:

Between October 01, 2015 and December 31, 2015, the City of Pontiac processed **250 business licenses transactions** collecting **\$49,920.00** in revenue. In the prior year same quarter between October 1, 2014 and December 31, 2014, the City of Pontiac processed **356 business license 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 2015 has increased by 11 percent compared to the same quarter of the previous year.
- Actual Revenue collected during the 4th quarter of 2015 was \$ 351,219.63. This is a rounded \$ 4,500.00 decrease from the same quarter of the previous year. Further analysis shows that Actual Revenue has decreased by approximately \$ 200,000.00 from the previous quarter Q3 of 2015.
 - The largest contributing factor in the decrease of Actual Revenue from Q3 2015 to Q4 2015 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 2015 the total construction value on building permits totaled at \$ 11,319,935.18. 29, compared to the Q3 2015 construction value of \$ 29,761,951.75.
 - Although the Actual Revenue collected during Q4 2015 is considerably lower than the previous quarter Q3, overall it is comparable to the first two quarters and the previous year. The largest decrease for the year 2015 was the revenue in Q1, compared to the 2014 Q1 revenue, due to the difference in the value of construction at \$43,113,283.33 for 2014 Q1, compared to \$11,319,935.18 in Q1 2015. (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 1,137 certificate applications during the 4th quarter of 2015.
 - 241 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.
 - 856 of the certificate applications were related to rental inspections/tenant verifications.

- 40 of the certificate applications were related to registering vacant property
- Certificate revenue has increased 33.5 percent from the same quarter of the previous year. This increase is related to the Department's efforts in enforcing the City's rental registration program requirements. As represented in the Code Enforcement section of this report, the department has emphasized the enforcement of rental registrations, tenant verifications, and the tri-annual inspection requirement. Invoice notification is current on business license renewals, rental tri-annual inspections, and rental tenant verifications (including late fees).
- The Department of Building Safety has processed 250 business license transactions during the 4th quarter of 2015 collecting \$ 49,920 in revenue. This is a 30 percent decrease in revenue from the same quarter of the previous year. This is due to two primary factors, the first is the reduction in the amount of a business license and the second is that due to improved enforcement, there are fewer first time business licenses (which have a higher fee) being issued. The Transition Advisory Board approved the reduction in business license fee on December 8, 2015.
- 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 property inspected and certified. In accordance with the City's Municipal Code, Tenant Verifications for rental units have been processed for the entire 2015 year; associated late fees/penalties are also assessed on non-compliant rental units. The tenant verification fee was discontinued by Council effective for 2016.
- As of January 2015 the Department of Building Safety had notified rental owners/managers regarding the three-year inspection requirement for rental units certified in 2012. Approximately 1,000 of the 2012 certificates have been closed with a new invoice mailed out. The Department of Building Safety will continue to mail these notices on a monthly basis throughout the 2016 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 Department of Building Safety adopted an internal policy during 2015 requiring inspections to be scheduled at the time of payment. Prior to 2015, property owners were required to schedule rental inspections.
 - Approximately 5,600 rental units that were registered in 2012 have not complied with the inspection requirement and new invoices are being sent and code enforcements opened for these non-conforming properties.
 - 673 rental units that registered in 2012 have outstanding violations.
 - It is expected that staff will complete follow up on all of these units during Q2 of 2015.
 - The 2013 registrations begin expiring in June 2016, and staff is currently working to identify those properties that have not complied with the inspection requirements of the rental registration ordinance. All of these properties will get a notice and have a code enforcement opened if they do not comply in Q2 2016.

Hearing Officer and Board of Appeals

Effective Q4 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 rehabilitation 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 times demolition cost per sq. ft. The City uses the most recent bid award for demolition to determine the sq. ft. demolition cost.

OCTOBER 01, 2015 – DECEMBER 31, 2015

During the 4th quarter of 2015, the City of Pontiac held one (1) Hearing Officer Meeting and one (1) Board of Appeals Meeting. The Hearing Officer heard 55 cases. Of the 55 cases, 36 were referred to the Board of Appeals, 0 were declared safe and secure, and 19 were postponed/tabled to the next meeting. At the August 19 Board of Appeals Meeting, the Board heard 52 cases. Of the 52 cases 30 were ordered for demolition, 0 were declared safe and secure, and 22 were postponed/tabled to the next meeting.

| Hearing Officer (October 14, 2015) | Number of Properties |
|------------------------------------|----------------------|
| Refer to Board of Appeals | 36 |
| Safe and Secure | 0 |
| Table till next meeting | 19 |
| Total | 55 |

| Board of Appeals (November 18, 2015) | Number of Properties |
|--------------------------------------|----------------------|
| Demolish | 30 |
| Safe and Secure | 0 |
| Table till next meeting | 22 |
| Total | 52 |

JULY 1, 2015 – SEPTEMBER 30, 2015

During the 3rd quarter of 2015, the City of Pontiac held one (1) Hearing Officer Meeting and one (1) Board of Appeals Meeting. The Hearing Officer heard 49 cases. Of the 49 cases, 22 were referred to the Board of Appeals, 1 was declared safe and secure, and 26 were postponed/tabled to the next meeting. At the August 19 Board of

Appeals Meeting, the Board heard 46 cases. Of the 46 cases 25 were ordered for demolition, 1 was declared safe and secure, and 20 were postponed/tabled to the next meeting.

| Hearing Officer (July 8, 2015) | Number of Properties |
|--------------------------------|----------------------|
| Refer to Board of Appeals | 22 |
| Safe and Secure | 1 |
| Table till next meeting | 26 |
| Total | 49 |

| Board of Appeals (August 19, 2015) | Number of Properties |
|------------------------------------|----------------------|
| Demolish | 25 |
| Safe and Secure | 1 |
| Table till next meeting | 20 |
| Total | 46 |

Many of the properties that are tabled or postponed during a meeting are stipulated that the property owner must comply to rehab the property by a certain date (usually prior to the next Hearing Officer/Board of Appeals meeting). 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 240 properties that are condemned and are prepared for demolition; 31 structures are dangerous and are going before the Pontiac BOA to be ordered for demolition; and 26 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.
- Complying with state law regarding public notice and posting requirements, 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

Code Enforcements and Inspections

Q4 2015 (October 01, 2015 – December 31, 2015) Code Enforcement Activity- Table generated January 4, 2016

| 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 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | - | 0 |
| Abandoned Vehicles | - | - | 19 | 8 | - | - | - | - | - | - | - | - | 11 | 10 | 28 | - | 76 |
| Dangerous Building | - | 1 | 4 | 2 | - | - | 7 | - | - | - | - | - | 2 | 0 | 7 | - | 23 |
| Dangerous Tree Limb | - | - | - | 1 | - | - | - | - | - | - | - | - | - | - | 1 | - | 2 |
| Debris | - | - | 35 | 17 | - | - | - | - | - | - | - | - | 22 | 11 | 34 | - | 119 |
| Electrical | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Expired Permits | | | | | | | | | | | | | 2 | | | | 2 |
| Misc. | - | - | 18 | 8 | - | - | - | - | - | - | - | - | 2 | - | 10 | - | 60 |
| No Bus. Lic. | - | - | 2 | 2 | - | - | - | - | - | - | - | - | 6 | 1 | 4 | - | 15 |
| Open to Trespass | - | - | 1 | 4 | - | - | - | - | - | - | - | - | 3 | 1 | 5 | - | 14 |
| Operating Bus. In res. | - | - | - | 2 | - | - | - | - | - | - | - | - | 1 | 1 | 1 | - | 5 |
| Rental Complaint (tenant/landlord) | - | - | 14 | 2 | - | - | - | - | - | - | - | - | 4 | - | - | - | 20 |
| Stop Work Order | - | - | - | - | - | - | - | - | - | - | - | - | 2 | - | 2 | - | 4 |
| Rodents | - | - | - | 1 | - | - | - | - | - | - | - | - | - | - | - | - | 1 |
| Tall Grass | - | - | - | 1 | - | - | - | - | - | - | - | - | 10 | - | - | - | 11 |
| Trees / Shrubs | - | - | - | 1 | - | - | - | - | - | - | - | - | 5 | - | - | - | 1 |
| Unregistered Rental | - | - | 94 | 18 | - | - | - | - | - | - | - | - | 121 | 49 | 207 | - | 489 |
| Vacant | - | - | 18 | 3 | - | - | - | - | - | - | - | - | 7 | 2 | 13 | - | 43 |
| Working w/o permits | - | - | 18 | 10 | - | - | - | - | - | - | - | - | 29 | 5 | 12 | - | 74 |
| Duplicate in Error | - | - | | - | - | - | - | - | - | - | - | - | - | - | - | - | 1 |
| Property Maintenance | - | - | 13 | 7 | - | - | - | - | - | - | - | - | 24 | 13 | 42 | - | 99 |
| Rental Inspection Required | - | - | 74 | 7 | - | - | - | - | ** | - | - | - | 43 | 21 | 145 | - | 290 |
| Unpaid Tenant Verification | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Total | 0 | 1 | 310 | 93 | 0 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 303 | 124 | 511 | 0 | 1349 |

Q4 2014 (October 01, 2014 – December 31, 2014) - Code Enforcement Activity -Copied from Q4 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 | - | - | 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 |

Q3 2015 (July 1, 2015 – September 30, 2015) Code Enforcement Activity- Copied from Q3 2015 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 | - | - | 12 | 3 | - | - | - | - | - | - | - | - | 28 | 20 | 22 | - | 85 |
| Dangerous Building | 13 | - | 1 | 1 | - | - | - | - | - | - | - | - | 1 | - | 4 | - | 20 |
| Dangerous Tree Limb | - | - | - | 2 | - | - | - | - | - | - | - | - | 3 | - | 4 | - | 9 |
| Debris | - | - | 20 | 13 | - | - | - | - | - | - | - | - | 64 | 30 | 29 | - | 156 |
| Electrical | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Expired Permits | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 6 | - | 6 |
| Misc. | - | - | 15 | 9 | - | - | 1 | - | - | 1 | - | - | 23 | 3 | 14 | - | 66 |
| No Bus. Lic. | - | - | - | - | - | - | - | - | - | - | - | - | 16 | 9 | 15 | - | 40 |
| Open to Trespass | - | - | 1 | 1 | - | - | 1 | - | - | - | - | - | 6 | 1 | 7 | - | 17 |
| Operating Bus. In res. | - | - | - | 3 | - | - | - | - | - | - | - | - | 4 | - | - | - | 7 |
| Rental Complaint (tenant/landlord) | - | - | 17 | - | - | - | - | - | - | - | - | - | 2 | - | - | - | 19 |
| Stop Work Order | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Rodents | - | - | - | - | - | - | - | - | - | - | - | - | 2 | - | - | - | 2 |
| Tall Grass | - | - | 7 | 24 | - | - | 1 | - | - | 2 | - | - | 134 | 10 | 67 | - | 245 |
| Trees / Shrubs | - | - | 1 | 2 | - | - | - | - | - | - | - | - | 3 | - | 1 | - | 7 |
| Unregistered Rental | - | - | 43 | 21 | - | - | - | - | - | - | - | - | 147 | 74 | 192 | - | 477 |
| Vacant | - | - | 9 | 1 | - | - | 1 | - | - | - | - | - | 9 | 11 | 27 | - | 58 |
| Working w/o permits | - | - | 22 | - | - | - | - | - | - | - | - | - | 29 | 2 | 15 | - | 68 |
| Duplicate in Error | - | - | - | - | - | - | - | - | - | - | - | - | 34 | - | - | - | 34 |
| Property Maintenance | - | - | 9 | 1 | - | - | - | - | - | - | - | - | 7 | 16 | 13 | - | 46 |
| Rental Inspection Required | - | - | 22 | 5 | - | - | - | - | - | - | - | - | 153 | 27 | 73 | - | 280 |
| Unpaid Tenant Verification | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 1 | - | 1 |
| Total | 13 | 0 | 179 | 86 | 0 | 0 | 4 | 0 | 0 | 3 | 0 | 0 | 665 | 203 | 492 | - | 1645 |

Inspections: Scheduled and Performed

Q4 2015

October 01, 2015 – December 31, 2015

(Table generated January 22, 2016)

| Inspection Type | Inspections Performed | Percent |
|-----------------|-----------------------|---------|
| Building | 385 | 5.8 |
| Demolition | 82 | 1.2 |
| Mechanical | 152 | 2.3 |
| Electrical | 232 | 3.5 |
| Plumbing | 187 | 2.8 |
| Team Inspection | 110 | 1.7 |
| IMPC 2000 | 223 | 3.4 |
| Fire | 19 | 0.3 |
| Zoning | 9 | 0.1 |
| Sign | 11 | 0.2 |
| Rental | 1213 | 18.4 |
| Ordinance | 3959 | 60.1 |
| Totals | 6582 | |

Q3 2015

July 1, 2015 – September 30, 2015

(Table generated November 12, 2015)

| Inspection Type | Inspections Performed | Percent |
|-----------------|-----------------------|---------|
| Building | 340 | 4.5 |
| Demolition | 44 | 0.5 |
| Mechanical | 189 | 2.5 |
| Electrical | 283 | 3.7 |
| Plumbing | 155 | 2.0 |
| Team Inspection | 131 | 1.7 |
| IMPC 2000 | 80 | 1.0 |
| Fire | 7 | 0.1 |
| Zoning | 27 | 0.4 |
| Sign | 9 | 0.1 |
| Rental | 1519 | 19.9 |
| Ordinance | 4856 | 63.6 |
| Totals | 7640 | |

Q4 2014

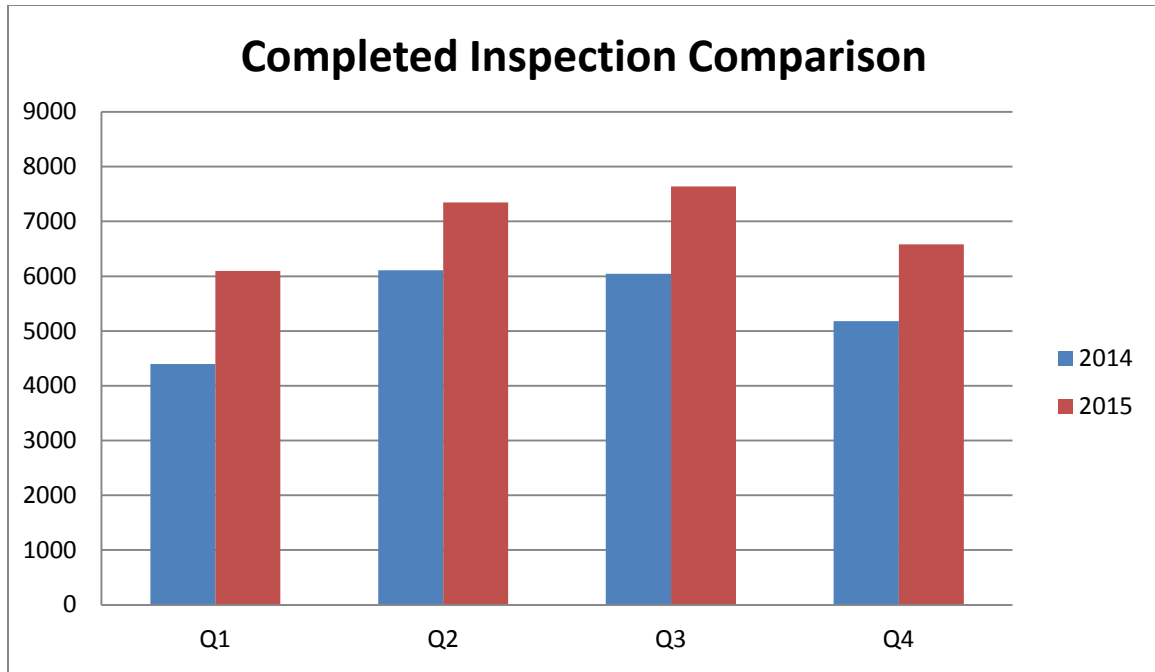
October 01, 2014 – December 31, 2014

(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 | |

Inspections and Code Enforcement- Analysis and Recommendations

- A total of 1,349 code enforcement activities were filed during the 4th quarter of 2015. Code enforcement activities have decreased by approximately 18 percent in comparing to both the previous quarter of 2015 and the same quarter of the previous year 2014. The decrease is due to the fact that fewer properties were cited as unregistered rental properties.
- The largest percentage (36%) of all the code enforcement activities filed during the 4th quarter of 2015 were directly related to “unregistered rental properties.”
 - The Department of Building Safety has prioritized their efforts in registering unregistered vacant/rental properties.
- The number of complaints resolved decreased by 18 percent compared to the previous quarter, but is consistent with the number of complaints resolved in the same quarter of the previous year.
- The City has issued a total of 124 tickets during this quarter. This is a 39 percent decrease from the previous quarter. Fewer tickets were issued in Q4 due largely due to the end of the grass growing season.
- The Department of Building Safety has identified 489 properties that are currently not registered in the City’s rental program. 49 tickets and 207 violations have been written in this enforcement category and 121 have been resolved.
- To gain compliance with the rental inspection requirement of the city ordinance, the Department of Building Safety has identified 290 rental units that have not passed inspection. 21 tickets have been issued for this enforcement category and 43 have been resolved. Inspections have decreased by 14% compared to the previous quarter of 2015, but increased 27% from the same quarter of the previous year.
- 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 remaining 20 percent of inspections are related to construction permits. Code enforcement activities for Q4 2015 have decreased 17 percent from the same quarter of the previous year; and also have decreased by 17 percent compared to the previous quarter of the same year.
- The following chart compares the number of completed inspection performed during each quarter. As show 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

- 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.

Customer Service Performance

During the 4th quarter of 2015, 35 customer service surveys were returned to the City. These surveys provide the option to leave a name or for those completing the survey to remain anonymous. The Project Manager reviews these surveys and reports the data.

- 32 of 33 (97%) that responded to this question were treated with courtesy and respect.
- 32 of 33 (97%) responded they received clear and accurate information.
- 33 of 34 responded (97%) that employees were helpful and knowledgeable in answering questions.
- 33 of 34 (97%) responded they felt welcomed when they visited the department
- 27 respondents (77%) rated the visit to the building department as exceptional, 5 as good (14%), 1 as satisfactory (3%) and 1 as poor (1%)
- 28 respondents (82%) felt the time it took staff to serve them was exceptional, 4 (12%) as good, 1 (3%) unsatisfactory and 1 (3%) as poor.

Planning Department

Applications:

October 01, 2015 – December 31, 2015 (table generated January 14, 2016)

| Type of Permit | Number Applied | Approved | Denied | Canceled/ Postponed | Total Paid | Total Revenue Collected By Application |
|------------------------------|----------------|-----------|----------|---------------------|---------------------|--|
| Site Plan Review | 21 | 19 | 2 | | \$ 17,735.00 | \$ 24,975.00 |
| Special Exception Permit | 8 | 6 | 2 | | \$ 12,700.00 | \$ 8,700.00 |
| Historic District Commission | 10 | 9 | | 1 | \$ 2,000.00 | \$ 2,600.00 |
| Lot Split/Combination | 11 | 11 | | | \$ 1,750.00 | \$ 3,350.00 |
| Zoning Map Amendment | 1 | 1 | | | \$ 8,750.00 | \$ 1,350.00 |
| Zoning Board of Appeals | 11 | 10 | 1 | | \$ 5,900.00 | \$ 4,700.00 |
| Vacation Street/Alley | 0 | | | | \$ 0.00 | \$ 0.00 |
| Totals | 62 | 56 | 5 | 1 | \$ 48,835.00 | \$ 45,675.00 |

October 01, 2014 – December 31, 2014 (table copied from Q4 2014 Report)

| 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 |

Planning Boards and Commissioners

Planning Commission

1. Mayor Dr. Deirdre Waterman-- term expires December 31, 2017 (Concurrent with Mayoral term)
2. **Hazel Cadd—term expired 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, 2018
7. **Mona Parlove – term expired June 30, 2015 – term expired**

Zoning Board Appeals:

1. Ahmad Taylor-- term expires February 2, 2018
2. **Sam Anderson-- term expired February 2, 2016 – term expired**
3. **Carlos Bueno-- term expired February 2, 2016 – term expired**
4. Elcine Kirkendolph – term expires February 2, 2017
5. Joseph Sinclair – term expires February 2, 2017
6. **Brent Sykes (alternate) – term expires February 2, 2016 – term expired**
7. Lucy Payne – term expires June 30, 2017

Historic District Commission:

1. **Tameka M Ramsey – term expired July 19, 2014**
2. **Linda Porter – term expired July 19, 2014**
3. **Kathalee James – term expired July 19, 2015**
4. **Kenneth Burch – term expired 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 2015, the Planning Department received 62 applications. This is a 42 percent increase in the amount of applications received from the same quarter of the previous year. The revenue actually collected is approximately \$20,785 more than was received in the same quarter of 2014, a 46 percent increase.
- Planning revenue is related to the square footage/acreage of the proposed development. Larger developments will have a higher review fee.
- Of the 62 applications received, 56 were approved, 5 were denied, and 1 was postponed/canceled.
- There is an active concern on the expired Planning Commission and Historic District Commission terms.