

Q1 Building Safety & Planning Quarterly Report for the Quarter ended March 31, 2015

Building Safety & Planning Department:

Construction Code Compliance – Permits

Permits:

January 01, 2015 – March 2015 (table generated April 10, 2015)

Type of Permit	Number Applied	Number Issued	Total Value of Construction (applied permits)	Amount Due	Total Revenue on Permits Applied for During Q1	Actual Revenue Collected During Q1
Building	100	87	\$ 1,457,852.57	\$ 10,070.00	\$ 32,045.00	\$ 39,495.00
Demolition	51	51		\$ 0.00	\$ 18,485.00	\$ 18,185.00
Mechanical	92	86		\$ 0.00	\$ 25,543.00	\$ 28,544.00
Electrical	76	73		\$ 445.00	\$ 21,461.00	\$ 22,860.00
Plumbing	50	50		\$ 900.00	\$ 10,161.00	\$ 11,701.00
Team Inspection	33	N/A		\$ 1,400.00	\$ 8,050.00	\$ 8,450.00
IMPC 2000	53	N/A		\$ 200.00	\$ 10,050.00	\$ 10,250.00
Fire	4	3		\$ 234.00	\$ 1,102.00	\$ 5,968.00
Zoning Compliance	8	7		\$ 0.00	\$ 1,300.00	\$ 1,600.00
Sign	17	8		\$ 1,910.00	\$ 2,920.00	\$ 3,425.00
Board of Appeals	0	0		\$ 0.00	\$ 0.00	\$ 0.00
Totals	484	365	\$ 1,457,852.57	\$ 15,159.00	\$ 131,117.00	\$ 150,478.00

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; tables was generated on April 10, 2015) Actual Revenue includes fees paid on permits applied for during previous quarters. Total Revenue figure is the amount collected on Q1 permit applications only. Amount due is fees for permits that remain outstanding.

January 01, 2014 – March 31, 2014 (table copied from Q1 2014 Report)

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

("Number Issued" and "Total Revenue" is based off the permits that were applied during this quarter; table was copied from Q1 2014 Report). Actual Revenue includes fees paid on permits applied for during previous quarters. Total Revenue figure is the amount collected on Q1 permit applications only. Amount due is fees for permits that remain outstanding.

Certificates and Licensing

Rental Registration Program:

January 01, 2015 – March 31, 2015 (Table generated January 20, 2015)

Certificate Type	Number of Applications Processed	Total Revenue on Permits Applied for During Q1	Actual Revenue collected – During Q2
Rental Registrations	335	\$ 104,100.00	\$ 70,725.00
Rental Inspections	655	\$ 54,550.00	\$ 106,950.00
Vacant Property Registration	45	\$ 21,700.00	\$ 22,200.00
Total Certificates	1035	\$ 180,350.00	\$ 199,875.00

(“Number Issued” and “Total Revenue” is based off the permits that were applied during this quarter; tables was generated on April 13, 2015)
Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q1 certificates applications only

January 01, 2014 – March 31, 2014 (Copied from Q1 2014 Report)

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

(“Number Issued” and “Total Revenue” is based off the certificates that were applied during this quarter; table was copied from Q1 2014 Report)
Actual Revenue includes fees paid on certificates applied for during previous quarters. Total Revenue figure is the amount collected on Q1 certificate applications only.

According to the 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 1st quarter of 2015 the City of Pontiac processed 1035 certificate applications collecting \$ 199,875.00 in revenue. 655 rental inspection/tenant verification applications were processed collecting \$ 106,950.00 in revenue. 335 rental registrations were processed collecting \$ 70,725.00 in revenue. Vacant property applications collected \$ 22,200.00 in revenue, 45 applications were received.

During the 1st quarter of the previous year (2014), the City of Pontiac processed 1,608 certificate applications collecting \$ 267,035.00 in revenue for the quarter. 175 of these certificates were for the registration of rental properties, collecting \$ 71,850.00 in revenue. The City processed 1,380 rental inspection/tenant verifications during the 1st quarter of the previous year, collecting \$ 166,185.00 in revenue. The City of Pontiac received 53 applications related to Vacant Property registrations collecting \$ 29,000.00 in revenue.

Business License:

Between October 01, 2014 and December 31, 2014, the City of Pontiac processed **356 business licenses transactions** collecting **\$71,160.00** in revenue. Between January 01, 2015 and March 31, 2015, the City of Pontiac processed **194 business licenses transactions** collecting **\$40,660.00** 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

- A total of 484 permit applications were received during the 1st quarter of 2015. This is an 18 percent decrease in applications received by the department.
- Revenue has substantially decreased compared to the same quarter from the previous year. The largest contributing factor to the decrease in revenue is the construction value of permits during each quarter. Permit cost/revenue is based off the construction value of the proposed project. Projects that have a higher construction value will have higher permit costs and will generate more revenue.
 - During Q1 2015 the total construction value was \$ 1,457,852.57 compared to a construction value of \$43,113,283.33 in the same quarter of the previous year.
- Building, Mechanical, Electrical, Plumbing, Fire, and Zoning Compliance Permits all saw a decrease in the number of applications received compared to the same quarter of the previous year. Team Inspections have increased compared to the same quarter of the previous year.
 - The increase in Team Inspections is a result of the Department’s efforts to license new and existing businesses. A Team Inspection is required prior to the issuance of an occupancy permit and business license.
- The number of Rental Registrations has increased by 91 percent compared to the same quarter of the previous year. The increase in the number of registrations is directly related to the Department’s enforcement of “unregistered rentals.”
- All annual tenant verifications notices for rental units certified in 2013 and 2014 have been mailed to date. All notices for triannual inspections for rental units certified in 2012 have been mailed to date.
- 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.
- The City processed 197 business licenses transactions during the first quarter of 2015, collecting \$40,660.00 in revenue.
- All business license renewals are mailed to date.
- 33 Team inspections were applied for during Q1 2015. Team inspections are required for any new business obtaining an occupancy permit. This is an increase 33 percent increase from the same quarter of the previous year.

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 unsuccessful 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.

JANUARY 01, 2015 – MARCH 31, 2015

During the 1st quarter of 2015 the City of Pontiac held two (2) Hearing Officer meetings and (2) Board of Appeals meetings. The two Hearing Officer meetings consisted of 83 agenda items. Of the 83 agenda items, 28 of the properties were referred to the Board of Appeals; 5 properties were declared safe and secure; and 50 properties were tabled until the next meeting. The two Board of Appeals meeting consisted of 58 properties. 29 properties were ordered for demolition; 3 properties were declared safe and secure; and 26 properties were tabled until the next meeting.

Hearing Officer (January 21, 2015)	Number of Properties
Refer to Board of Appeals	12
Safe and Secure	2
Table till next meeting	48
Total	62

Hearing Officer – special meeting (February 11, 2015)	Number of Properties
Refer to Board of Appeals	16
Safe and Secure	3
Table till next meeting	2
Total	21

Board of Appeals (February 25, 2015)	Number of Properties
Demolish	13
Safe and Secure	3
Table till next meeting	26
Total	42

Board of Appeals – special meeting (March 25, 2015)	Number of Properties
Demolish	16
Safe and Secure	0
Table till next meeting	0
Total	16

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 there are 489 properties that are condemned and are prepared for demolition; 65 structures are dangerous and are going before the Pontiac Board of Appeals; 96 properties are going before the Pontiac Hearing Officer; and 45 structures have active violations and are identified as dangerous.
- Currently there are ten properties with active rehabilitation agreements with the City of Pontiac.
- The Board of Appels is a five member board. During the first quarter of 2015, the City of Pontiac held two Hearing Officer Meetings and two Board of Appeals meetings.
 - A total of 141 structures came before the Hearing Officer and Board of Appeals. The results of the meetings are listed above.
- 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.
- 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

Q1 2015 (January 01, 2015 – March 31, 2015) Code Enforcement Activity- Table generated April 13, 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	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	3
Abandoned Vehicles	-	-	5	-	-	-	-	-	-	-	-	-	6	10	8	-	29
Dangerous Building	1	1	2	1	-	-	1	-	-	-	-	-	1	-	7	-	14
Dangerous Tree Limb	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Debris	-	-	25	5	-	-	-	-	-	-	-	-	12	7	31	-	80
Electrical	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Misc.	-	-	11	2	-	-	-	-	-	-	-	-	6	-	16	-	35
No Bus. Lic.	-	-	1	-	-	-	-	-	-	-	-	-	24	3	51	-	79
Open to Trespass	-	-	6	2	-	-	-	-	-	-	-	-	3	-	3	-	14
Operating Bus. In res.	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Rental Complaint (tenant/landlord)	-	-	15	-	-	-	-	-	-	-	-	-	-	-	1	-	16
Stop Work Order	-	-	2	2	-	-	-	-	-	-	-	-	1	-	5	-	10
Rodents	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Tall Grass	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Trees / Shrubs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Unregistered Rental	-	-	172	36	-	-	-	-	-	-	-	-	202	290	251	-	951
Vacant	-	-	18	5	-	-	-	-	-	-	-	-	14	15	41	-	93
Working w/o permits	-	-	11	3	-	-	-	-	-	-	-	-	4	7	-	-	25
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-	-	3
Property Maintenance	-	-	7	-	-	-	-	-	-	-	-	-	-	-	-	-	7
Rental Inspection Required	-	-	90	18	-	-	-	-	-	-	-	-	60	50	169	-	387
Unpaid Tenant Verification	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Total	1	1	372	74	-	-	1	-	-	-	-	-	336	382	583	-	1750

Q1 2014 (January 01, 2014 – March 31, 2014) - Code Enforcement Activity -Copied from Q1 2014 Report

Category	Board of Appeals	Condemned Awaiting Clearance	Inspection Pending	No Violation	Posted as Vacant	Referred to Health Dept.	Referred to Hearing Officer	Referred to Planning Dept.	Referred to Oakland County	Referred to Public Works	Referred to Police	Rehabilitation Agreement	Resolved	Ticket Issued	Violations	Structure is Scheduled for Demolition	Total
After Fire	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2
Abandoned Vehicles	-	-	-	2	-	-	-	-	-	-	-	-	3	4	4	-	13
Dangerous Building	16	2	5	9	-	-	14	-	-	-	-	-	4	2	17	-	69
Dangerous Tree Limb	-	-	-	-	-	-	-	-	-	-	-	-	1	-	2	-	3
Debris	-	-	2	2	-	-	-	-	-	-	-	-	11	-	22	-	37
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Misc.	-	-	6	3	-	-	-	-	-	-	-	-	5	5	9	-	28
No Bus. Lic.	-	-	3	2	-	-	-	-	-	-	-	-	3	3	18	-	29
Open to Trespass	-	-	-	2	-	-	2	-	-	-	-	-	5	-	4	-	13
Operating Bus. In res.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Rental Complaint (tenant/landlord)	-	-	6	2	-	-	-	-	-	-	-	-	1	-	7	-	16
Rodents	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Tall Grass	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Trees / Shrubs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Unregistered Rental	-	-	8	7	-	-	-	-	-	-	-	-	51	61	127	-	254
Vacant	-	-	-	3	-	-	-	-	-	-	-	-	3	8	28	-	42
Working w/o permits	-	-	6	3	-	-	-	-	-	-	-	-	13	12	18	-	52
Duplicate in Error	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
Property Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
Rental Inspection Required			14	1									24	35	128	-	202
Total	16	2	50	36	0	0	16	0	0	0	0	0	126	130	389	0	765

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
Tall Grass/Weeds - Vendor	-	-	-	3	-	-	-	-	-	-	-	-	5	-	21	-	29
Total			222	65			22						308	425	596		1638

Inspections: Scheduled and Performed

Q1 2015

January 01, 2015 – March 31, 2015

(Table generated April 14, 2015)

Inspection Type	Inspections Performed	Percent
Building	377	6.2
Demolition	85	1.4
Mechanical	162	2.7
Electrical	222	3.6
Plumbing	127	2.1
Team Inspection	136	2.2
IMPC 2000	76	1.2
Fire	25	0.4
Zoning	0	0.0
Sign	6	0.0
Rental	1360	22.3
Ordinance	3523	57.8
Totals	6099	

Q4 2014

October 01, 2014 – December 31, 2014

(Copied from Q4 2014 Report)

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	

Q1 2014

January 01, 2014 – March 31, 2014

(Table Copied from Q1 2014)

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

Inspections and Code Enforcement- Analysis and Recommendations

- Code enforcement activities for Q1 2015 have increased 128.7 percent from the same quarter of the previous year and have increased 6.8 percent from the previous quarter (Q4 2014).
- During the 1st quarter of 2015, 951 complaints/enforcement activities were filed for *Unregistered Rental*. This represents 54.3 percent of all enforcement activities filed during this quarter. This complaint category has increased from the previous quarter and represents how the Department has prioritized their efforts in registering unregistered vacant/rental property.
 - To gain compliance with the rental inspection requirements of the city ordinance, the Department of Building Safety has identified 387 rental units that have not passed inspection. 50 tickets have been issued for this enforcement category and 60 of these enforcements have been resolved.
- During Q1 2015, 382 tickets were issued for enforcement violations filed from January 1, 2015 thru March 31, 2015. The Department of Building Safety has also resolved 336 complaints/violations that were filed during Q1 2015.
 - These numbers represent the department's quick response time in addressing code-enforcement violations.
- The Department of Building Safety has performed 6,099 inspections during the first quarter of 2015. This has increased 38.7 percent from the same quarter of the previous year; and has increased 17.8 percent from the previous quarter.
- Over 57 percent of inspections performed are directly related to ordinance enforcement. Over 22 percent of inspections performed are rental inspections. The remaining 19.8 percent of inspections performed are related to inspections of permits. They high-level on ordinance inspections is somewhat an active concern, as enforcement activities do not generate any revenue.

Policy/Administrative Analysis and Recommendations

- As of the end of Q1 2015, 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 City's IT provider has not been able to determine the problem.
- 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:

January 01, 2015 – March 31, 2015 (table generated April 14, 2015)

Type of Permit	Number Applied	Approved	Denied	Canceled/ Postponed	Total Paid	Total Revenue Collected By Application
Site Plan Review	11	7	0	4	\$ 9,530.00	\$ 9,530.00
Special Exception Permit	6	4	0	2	\$ 6,000.00	\$ 6,000.00
Historic District Commission	2	1	0	1	\$ 400.00	\$ 400.00
Lot Split/Combination	3	3	0	0	\$ 1,100.00	\$ 1,100.00
Zoning Map Amendment	1	1	0	0	\$ 1,350.00	\$ 1,350.00
Zoning Board of Appeals	5	3	0	2	\$ 3,200.00	\$ 3,950.00
Vacation Street/Alley	1	1	0	0	\$ 1,500.00	\$ 1,500.00
Totals	29	20	0	9	\$ 23,080.00	\$ 23,830.00

January 01, 2014 – March 31, 2014 (table copied from Q1 2014 Report)

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

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, 2015**
7. Mona Parlove – term expires June 30, 2015

Zoning Board Appeals:

1. **Lee Todd-- term expired February 2, 2015**
2. **Ahmad Taylor-- term expired 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. 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 first quarter of 2015, the Planning department received 29 applications. This is a 16 percent increase from the same quarter of the previous year; however, is a 19.4 percent decrease from the previous quarter.
 - 20 of the 29 applications received were approved, 0 applications were denied, and 9 applications were canceled/postponed. Please note that applications that are scheduled for the next Planning Commission/Zoning Board of Appeals/Historic District Commission are listed as “canceled/postponed” above.
- The applications collected \$ 23,830.00 in revenue. Planning revenue is related to the square footage/acreage of the proposed development. The larger development the higher the planning application fee.
- There is an active concern on the expired Planning Commission, Zoning Board of Appeals, and Historic District Commission terms.
 - Two terms have expired on the Pontiac Historic District Commission (Tameka M Ramsey & Linda Porter); two terms have expired on the Pontiac Zoning Board of Appeals (Lee Todd & Ahmad Taylor); One Planning Commissioner’s term has expired (Hazel Cadd). During the next quarter of 2015 (June 30, 2015), Chris Northcross term will expire. The Mayor and Executive Office should renew the existing members’ term limits or should appoint new members to these boards/commissions.
- Wade Trim performed an analysis of the existing Zoning Ordinance and provided quotes/recommendations to conduct Zoning Ordinance Text Amendments to update the Zoning Ordinance in order to implement the recently adopted Mater Plan.