



TO: Mayor and Council
FROM: Derek Delacourt, Community Services Area Administrator
CC: Tom Crawford, Interim City Administrator
SUBJECT: Community Services
DATE: March 11, 2016

Question #6: Please provide benchmark data for staffing/customer service advocate position. Comparable data from other cities would be helpful. (Councilmember Lumm)

Response: Staff is unable to locate comparable benchmarking data.

Question #7: Please provide data on the types of permits issued in the last two years, broken down by year, and by type of permit. What do other communities use for software and what is the "state" of the software? Is there a typical number of inspections required by construction project type? (Councilmembers Briere and Lumm)

Response:

	Jan-Mar 2015	Mar-May 2015	June-Sept 2015	Oct-Dec 2015	TOTAL
	Permits Applied For				
BLDG	455	868	805	629	2,757
ELEC	342	498	476	354	1,670
MECH	588	669	824	690	2,771
MESA	61	86	74	55	276
PLUM	426	626	645	527	2,224
SIGN	36	36	43	33	148
SOIL					

ZONING	35	86	57	65	243
	17	104	158	77	356

Total 1,960 2,973 3,082 2,430 10,445

Permits Issued

BLDG	383	869	786	637	2,675
ELEC	327	500	468	364	1,659
MECH	584	651	812	685	2,732
MESA	51	87	71	49	258
PLUM	421	622	635	509	2,187
SIGN	21	33	40	36	130
SOIL	17	61	62	57	197
ZONING	7	99	131	103	340

Total 1,811 2,922 3,005 2,440 10,178

Permits Applied For--2014

BLDG	396	771	810	676	2,653
ELEC	287	447	463	371	1,568
MECH	525	632	745	716	2,618
MESA	63	66	68	61	258
PLUM	378	530	563	548	2,019
SIGN	40	44	39	27	150
SOIL	26	74	87	22	209
ZONING	11	85	137	58	291

Total 1,726 2,649 2,912 2,479 9,766

Permits Issued-2014

BLDG	360	735	795	653	2,543
ELEC	291	434	452	377	1,554
MECH	529	615	744	721	2,609
MESA	70	67	70	59	266
PLUM	376	524	553	553	2,006
SIGN	42	28	32	33	135
SOIL	22	64	86	55	227
ZONING	11	68	127	76	282
Total	1,701	2,535	2,859	2,527	9,622

In addition to TrakiT, several communities in southeast Michigan use either BS&A or the community development module of New World. Other individualized suites or packages may be available, and some cities are still running outdated, unsupported older software.

Within the building area there are four basic trade areas that require inspection: building, electrical, mechanical, and plumbing. However, depending on the project, just within the building area there may be multiple types of inspections (i.e. foundation, rough carpentry, roofing, framing, etc.). The same is true for all of the disciplines. In addition to the building area, there are engineering, landscaping, wetland, fire and other areas that may have multiple inspections (many of these conducted by other service areas). Common inspections include:

- Soil Erosion
- Grade (Preliminary and Final)
- Fire Flow/Water Pressure
- Fire Suppression
- Storm Water
- Wetland and Tree
- General Landscape

As with the others, there can be multiple levels and trips to the site for each inspection depending on the complexity of the project. If the project is multiple units or buildings, all of these inspections are conducted on each individual unit. It is safe to say a

medium-large new development project demands hundreds of inspections and trips to the site. An individual single family home may only require 10 – 20 inspections and visits to the site.



TO: Mayor and Council

FROM: Larry Collins, Fire Chief
Derek Delacourt, Community Services Area Administrator

CC: Tom Crawford, Interim City Administrator
Matt Horning, Interim CFO
Karen Lancaster, Finance Director

SUBJECT: Deer Management

DATE: March 11, 2016

Question #5 : Please provide clarification on the deer cull amount of a flat \$35K or an up to \$35K cost, and clarification on fly-over costs, and when they were/will be incurred. (Councilmember Briere and Lumm)

Response: The contract with USDA is for actual time and materials costs up to \$35K. USDA bills quarterly so the City won't know the amount until April. Regarding flyovers, the City spent \$3K in FY15 and \$2,100 in FY16. The flyovers are not part of the USDA contract. The FY16 flyover will be incurred in FY16 against the \$90K budget for the total deer management program.



TO: Mayor and Council

FROM: Larry Collins, Fire Chief

CC: Tom Crawford, Interim City Administrator
Matt Horning, Interim CFO
Karen Lancaster, Finance Director

SUBJECT: Fire

DATE: March 11, 2016

Question #8: Please provide benchmark data showing the case for vehicles for fire prevention and assistant chiefs. (Councilmember Lumm)

Response: Please see benchmark data for four (4) comparable cities for Fire Department Inspector vehicles below.

Lansing, MI

- Have vehicles for all Inspectors
- Have vehicle for on call duty person

Sterling Heights, MI

- Have vehicles for all Inspectors

Dearborn, MI

- Have vehicles for all Inspectors

Parma, OH

- Have vehicles for all Inspectors