

City of Pontiac Internship Program

The 2010 census identified 11,636 renter occupied housing units and 2,086 vacant rental housing units in the City of Pontiac. The City of Pontiac has adopted a rental inspection program. In 2011, only 1,600 units were properly registered with the City and the City had identified another 3,000 potential rental units.

The City of Pontiac requires businesses to obtain a business license from the City. The City had approximately 600 businesses registered in 2011. Based on income tax information, the number of businesses operating in the City is significantly higher.

In order to obtain a rental license and a business license, all debts owed to the City must be paid. The goal of this program is to identify as many of the rental units and businesses in the City of Pontiac and share that information among all interested City departments so that all appropriate debts owed to the City can be identified and collected.

- **Analysis Required**

- Identify all potential and rental-housing units and businesses operating within the City
- Identify rental units and businesses that are not registered with the City
- Identify and obtain a list of personal property owners from the City assessing and tax rolls and use the addresses associated with the personal property to identify potential businesses
- Identify rental-housing units and compile a list of all properties classified as residential in the City
- Using the assessment roll, participants will document parcels with PRE exemptions that may indicate a rental unit
- Participants will be expected to use the Internet to locate potential rental units that are advertised on line or in print media
- Participants will respond to rental ads to gain more detailed information about the potential rental unit
- Participants will use the Internet to search the State and County web sites to identify registered professional and businesses operating or headquartered in the City
- Participants may be asked to conduct a personal visit to certain parts of the City that have a high business concentration to identify businesses in operation, weather permitting

- **Project & Deliverables Summary**

- Participants may be asked to populate the City's database
- Conduct a review of the City's code of ordinances to identify ordinance provisions which should be amended or repealed and prepare accordingly in a format to be acted upon by the Emergency Manager
- Cross reference existing rental registrations to document all potential rental units and present a status report on each potential unit
- Participants will assemble a list of potential businesses operating within the City of Pontiac

- **Resources**

- Workspace
- Computer
- Document Files
- Training on using BS&A software modules to search and view data
- Project Supplies

- **Contact Information**

- Joseph M. Sobota, M.P.A., Assistant to the Emergency Manager
Phone: (248) 758.3129
Email: jsobota@pontiac.mi.us

- **Additional Information**

The proposed project will demonstrate the value and importance of interdepartmental cooperation within a local unit of government. At the completion of the project, the participants will recognize the importance of interdepartmental cooperation, learn to use one of the most popular government software programs in the State of Michigan, and identify strategies in ordinance enforcement.