

Memorandum

City of Lawrence

Planning & Development Services

TO: David L. Corliss, City Manager
 FROM: Scott McCullough, Director
 CC: Diane Stoddard, Assistant City Manager
 Casey Toomay, Assistant City Manager
 DATE: October 13, 2014
 RE: Rental Licensing and Inspection Program Report – August Reporting Month

The tables in this report depict statistics related to the rental licensing and inspection program since its inception on July 1, 2014. The data highlighted in yellow will be provided in future reports as inspections are completed and data becomes available to populate the tables.

Key to acronyms used in tables

License Types	
RLSF	Rental License in a Single-Family zoning district – RS5, RS7, RS10, etc.
RLMF	Rental License in a Multi-Family and all other non-residential zoning districts – RM12, RM24, PRD, CS, etc.
RLMA	Rental License Master License (For multi-family complexes containing 11 or more units).
RLIU	Rental License Inspected Unit – A case type used to track inspections by unit for RLMA licenses.
License Statuses - These are license statuses as reflected on the last day of each month.	
RL-ISSUED	License that has been issued and is in good standing.
RL-INACTIVE	License that has been inactivated, due to property sold to new owner or no longer used as a rental property.
RL-PENDING	License that is in process but the application is incomplete.
RL-1N	First Notice to owner that a license is due to be renewed.
RL-1N INSPECT	First Notice to owner that a license is due to be renewed and an inspection is also due.
RL-2N NOV	Second Notice, via Notice of Violation, to owner that a license is due to be renewed. License is expired at this point.
RL-2N NOV INSPECT	Second Notice, via Notice of Violation, to owner that a license is due to be renewed and an inspection is due. License is expired at this point.
RL-CL TO LICENSE	Courtesy Letter to owner to license a suspected rental unit.
RL-CL INSPECT	Courtesy Letter to owner to inspect a property new to the program.
RL-NOV TO LICENSE	Notice of Violation ordering a property required to be licensed, but not in the program, to license.
RL-NOV INSPECT	Notice of Violation ordering a property new to the program to

	be inspected for the first time.
RL-DENIED	License denied, typically due to an incomplete or fraudulent application.
RL-APPEAL	License that is under appeal by an applicant after staff has denied the license.
RL-PROBATION	License placed on probation for not complying with licensing provisions of city code. An owner uses probation time to come into compliance with city code.
RL-PROSECUTION	License sent to Prosecutor's Office when a property does not comply with an element of the rental program.
RL-REVOCACTION	License that has been revoked and the unit is not able to be legally rented.
RL-WARRANT	License where the request for inspection has been denied (typically due to consent not being obtained) and staff has applied for an administrative search warrant to complete the inspection.
Inspection result types:	
RL-VIOLATION FOUND	One or more violations were found during an inspection.
RL-NO VIOLATION FOUND	No violation was found during an inspection.
RL-CANCELLED	The inspection was cancelled for some reason. Usually another inspection will be scheduled.
RL-NO CONSENT FORM	The inspection was scheduled but a consent form was not provided for some reason - tenant refused to sign, tenant contact could not be made, etc. Typically another inspection will be scheduled after consent form is provided or staff will pursue consent with tenant and if not obtained, then will seek an administrative search warrant to complete the inspection.
RL-NO SHOW	The owner or resident agent did not show for the inspection. Usually another inspection will be scheduled and a fine assessed.
RL-PARTIALLY CORRECTED	Upon reinspection, some of the violation(s) cited have been corrected and others cited have not been corrected. Another inspection is scheduled.
RL-VIOLATION CORRECTED	All violations are corrected and no reinspection is needed.
Inspection types:	
RL-INITIAL PROGRAM INSPECTION	The first inspection required for all units new to the program. This inspection will determine whether the unit, and all other units under a Licensees license, qualifies for the 3- or 6-year inspection thereafter.
RL-3-YEAR INSPECTION	The inspection required after the Initial Program Inspection when the unit did not qualify for the 6-year inspection incentive.
RL-6-YEAR INSPECTION	The inspection required after the Initial Program Inspection on a 6-year cycle when the unit qualifies for the inspection incentive.
RL-REINSPECTION	The follow-up inspection required if violations were found during an inspection of a unit.

Violation Status	
ACTIVE	The violation found is in the process of being corrected by the owner. A reinspection is required.
APPEAL	The owner has appealed the inspector's citing of the violation to the Building Code Board of Appeals.
EXTENSION	The owner has requested, and staff has granted, an extension of time to correct the violation.
IN COMPLIANCE	The violation has been completely corrected.
PROSECUTION	The violation was not corrected within the identified time frame and staff has submitted the case to the Prosecutor's Office.
Property Maintenance Code	
PMC CASES	Property Maintenance Code (PMC) cases are those enforcement cases consisting of violations of the PMC that are observed during a rental inspection but are not part of the rental program and do not count against the incentive element of the rental program. They are tracked to provide a more comprehensive indication of the health of the housing stock.

Rental License Program Summary Report – YTD

RENTAL LICENSE SUMMARY REPORT 2014		Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	14-Dec	TOTAL
ACTIVE LICENSES		173	299					472
NEW		173	299					472
RENEWED		0	0					0
TOTAL UNITS		184	299					483
# OF UNITS INSPECTED		0	27					27
INITIAL PROGRAM INSPECTION		0	21					21
RL-VIOLATION FOUND		0	16					16
RL-NO VIOLATION FOUND		0	5					5
RL-NO SHOW/NO CONSENT/CANCELLED		0	0					0
RL-PARTIALLY CORRECTED		0	0					0
RL-VIOLATION CORRECTED		0	0					0
3-YEAR INSPECTION		0	0					0
RL-VIOLATION FOUND		0	0					0
RL-NO VIOLATION FOUND		0	0					0
RL-NO SHOW/NO CONSENT/CANCELLED		0	0					0
RL-PARTIALLY CORRECTED		0	0					0
RL-VIOLATION CORRECTED		0	0					0
6-YEAR INSPECTION		0	0					0
RL-VIOLATION FOUND		0	0					0
RL-NO VIOLATION FOUND		0	0					0
RL-NO SHOW/NO CONSENT/CANCELLED		0	0					0
RL-PARTIALLY CORRECTED		0	0					0
RL-VIOLATION CORRECTED		0	0					0
REINSPECTION		0	6					6
RL-VIOLATION FOUND		0	0					0
RL-NO VIOLATION FOUND		0	0					0
RL-NO SHOW/NO CONSENT/CANCELLED		0	0					0
RL-PARTIALLY CORRECTED		0	0					0
RL-VIOLATION CORRECTED		0	6					6
% of Units Inspected in Violation		0.00%	76.19%					76.19%
% of Units in need of Reinspection that are Reinspected		-	-	-	-	-	-	37.50%
Total # Violations Found		0	66					66
Average # of Violations when found		0	4.1					4.1
# of Reinspections outstanding over 60 days		0	0					0

Report 1: Active Licenses – New and Renewed

Active Licenses 2014	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total
RLSF	127	210					337
NEW	127	210					337
RENEWED	0	0					0
RLMF	45	89					134
NEW	45	89					134
RENEWED	0	0					0
RLMA	1	0					1
NEW	1	0					1
RENEWED	0	0					0
NEW RLMA (UNITS)	12	0					12
RENEWED RLMA (Units)	0	0					0
Total Licenses	173	299					472
New	173	299					472
Renewed	0	0					0
Total Units	184	299					483
New Units	184	299					483
Renewed Units	0	0					0

Report 2: Number of Licenses – Total New and Renewed

August 2014	RLSF	RLMF	RLMA	RLMA UNITS	TOTAL LICENSES	TOTAL UNITS
RL-ISSUED	210	89	0	0	299	299
RL-INACTIVE	0	0	0	0	0	0
RL-PENDING	9	5	0	0	14	14
RL-1N	0	0	0	0	0	0
RL-1N INSPECT	0	0	0	0	0	0
RL-2N NOV	0	0	0	0	0	0
RL-2N NOV INSPECT	0	0	0	0	0	0
RL-CL TO LICENSE	6	1	0	0	7	7
RL-CL INSPECT	0	0	0	0	0	0
RL-NOV TO LICENSE	0	0	0	0	0	0
RL-NOV INSPECT	0	0	0	0	0	0
RL-DENIED	0	0	0	0	0	0
RL-APPEAL	0	0	0	0	0	0
RL-PROBATION	0	0	0	0	0	0
RL-PROSECUTION	0	0	0	0	0	0
RL-REVOCAION	0	0	0	0	0	0
RL-WARRANT	0	0	0	0	0	0
TOTALS	225	95	0	0	320	320

Report 3a: Number of Units Inspected by Inspection Type by Inspection Result – Monthly

RENTAL PROGRAM INSPECTIONS AUGUST 2014				
	RLSF	RLMF	RLIU	TOTAL INSPECTIONS
RL-INITIAL PROGRAM INSPECTION	19	2	0	21
RL-VIOLATION FOUND	14	2	0	16
RL-NO VIOLATION FOUND	5	0	0	5
RL-CANCELLED	0	0	0	0
RL-NO CONSENT FORM	0	0	0	0
RL-NO SHOW	0	0	0	0
RL-PARTIALLY CORRECTED	0	0	0	0
RL-VIOLATION CORRECTED	0	0	0	0
RL-3-YEAR INSPECTION	0	0	0	0
RL-VIOLATION FOUND	0	0	0	0
RL-NO VIOLATION FOUND	0	0	0	0
RL-CANCELLED	0	0	0	0
RL-NO CONSENT FORM	0	0	0	0
RL-NO SHOW	0	0	0	0
RL-PARTIALLY CORRECTED	0	0	0	0
RL-VIOLATION CORRECTED	0	0	0	0
RL-6-YEAR INSPECTION	0	0	0	0
RL-VIOLATION FOUND	0	0	0	0
RL-NO VIOLATION FOUND	0	0	0	0
RL-CANCELLED	0	0	0	0
RL-NO CONSENT FORM	0	0	0	0
RL-NO SHOW	0	0	0	0
RL-PARTIALLY CORRECTED	0	0	0	0
RL-VIOLATION CORRECTED	0	0	0	0
RL-REINSPECTION	4	2	0	6
RL-VIOLATION FOUND	0	0	0	0
RL-NO VIOLATION FOUND	0	0	0	0
RL-CANCELLED	0	0	0	0
RL-NO CONSENT FORM	0	0	0	0
RL-NO SHOW	0	0	0	0
RL-PARTIALLY CORRECTED	0	0	0	0
RL-VIOLATION CORRECTED	4	2	0	6
TOTALS	23	4	0	27

Report 3b: Number of Units Inspected by Inspection Result - Monthly

AUGUST 2014 INSPECTION TOTALS BY RESULT	
RL-VIOLATION FOUND	16
RL-NO VIOLATION FOUND	5
RL-CANCELLED	0
RL-NO CONSENT FORM	0
RL-NO SHOW	0
RL-PARTIALLY CORRECTED	0
RL-VIOLATION CORRECTED	6
TOTALS	27

Report 3c: Number of Units Inspected by Inspection Result – YTD

YTD INSPECTIONS BY RESULT - 2014							
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total
RL-VIOLATION FOUND	0	16					16
RL-NO VIOLATION FOUND	0	5					5
RL-CANCELLED	0	0					0
RL-NO CONSENT FORM	0	0					0
RL-NO SHOW	0	0					0
RL-PARTIALLY CORRECTED	0	0					0
RL-VIOLATION CORRECTED	0	6					6
Total Inspections	0	27					27

Report 3d: Number of Units Inspected by Inspection Type – YTD

YTD INSPECTIONS BY TYPE 2014							
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total
RL-INITIAL PROGRAM INSPECTION	0	21					21
RL-3-YEAR INSPECTION	0	0					0
RL-6-YEAR INSPECTION	0	0					0
RL-REINSPECTION	0	6					6
Total Inspections	0	27					27

Report 4a: Number of Violations Found by Status – Monthly

RENTAL PROGRAM VIOLATIONS AUGUST 2014				
	RLSF	RLMF	RLIU	TOTAL VIOLATIONS
ACTIVE	54	3	0	57
APPEAL	0	0	0	0
EXTENSION	0	0	0	0
IN COMPLIANCE	9	0	0	9
PROSECUTION	0	0	0	0
TOTALS	63	3	0	66

Report 4b: Number of Violations Found by Status – YTD

YTD VIOLATIONS BY STATUS - 2014							
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total
ACTIVE	0	57					57
APPEAL	0	0					0
EXTENSION	0	0					0
IN COMPLIANCE	0	9					9
PROSECUTION	0	0					0
TOTAL VIOLATIONS	0	66					66

Report 5a: Violations per Unit by License Type – Monthly

VIOLATIONS PER UNIT BY LICENSE TYPE AUGUST 2014 (Does not include reinspections)								
	0 Violations	1-3 Violations	4-5 Violations	>5 Violations	Total Units Inspected	Total Units with Violations	Average Violations with 0 Violations	Average Violations without 0 Violations
RENTAL LICENSES								
RLSF	5	7	3	4	19	14	3.3	4.5
RLMF	0	2	0	0	2	2	1.5	1.5
RLIU	0	0	0	0	0	0	0.0	0.0
TOTAL	5	9	3	4	21	16	3.1	4.1
PROPERTY MAINTENANCE CASES								
RLSF		3	0	1	4	4		3.0
RLMF		0	0	0	0	0		0.0
RLIU		0	0	0	0	0		0.0
TOTAL		3	0	1	4	4		3.0

Report 5b: Violations per Unit - YTD

YTD VIOLATIONS PER UNIT - 2014							
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total
RENTAL LICENSES							
0 Violations	0	5					5
1-3 Violations	0	9					9
4-5 Violations	0	3					3
>5 Violations	0	4					4
Average Violations	0	3.1					3.1
Average Violations without 0 Violations	0	4.1					4.1
TOTAL UNITS WITH VIOLATIONS	0	16					16
PROPERTY MAINTENANCE CASES							
1-3 Violations	0	3					3
4-5 Violations	0	0					0
>5 Violations	0	1					1
Average Violations	0	3.0					3.0
TOTAL UNITS WITH VIOLATIONS	0	4					4

Report 6a: Active Violations by License Type – Monthly

ACTIVE VIOLATIONS BY LICENSE TYPE AUGUST 2014						
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	>180 Days	Average Days
RLSF	54	0	0	0	0	15.7
RLMF	3	0	0	0	0	19.7
RLIU	0	0	0	0	0	0.0
TOTALS	57	0	0	0	0	15.9

Report 6b: Active Violations – YTD

ACTIVE VIOLATIONS - 2014							
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total
0-30 Days	0	57	0				57
31-60 Days	0	0	0				0
61-90 Days	0	0	0				0
91-180 Days	0	0	0				0
> 180 Days	0	0	0				0
Totals	0	57	0				57
Average Days	0.0	15.9	0.0				15.9

Report 6c: # of Units with Active Violations – Monthly

# of UNITS WITH ACTIVE VIOLATIONS AUGUST 2014						
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	>180 Days	Average Days
RLSF	10	0	0	0	0	15.5
RLMF	2	0	0	0	0	16.0
RLIU	0	0	0	0	0	0.0
TOTALS	12	0	0	0	0	15.6

Report 6d: # of Units with Active Violations – YTD

# of UNITS WITH ACTIVE VIOLATIONS-2014							
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total
0-30 Days	0	12					12
31-60 Days	0	0					0
61-90 Days	0	0					0
91-180 Days	0	0					0
> 180 Days	0	0					0
TOTALS	0	12					12
Average Days	0.0	15.6					15.6

Report 7a: Top 10 Violations found – Monthly

Top Ten Violations on a Rental License - August 2014	
Description	# Found
6-1314(a)(23) Smoke Alarms	30
6-1314(a)(19) GFCI Receptacles	13
6-1314(a)(20) Receptacle Outlet Covers	6
6-1314(a)(5) Windows	4
6-1314(a)(7) Window Locks	3
6-1314(a)(14) Mechanical Appliances	3
6-1314(a)(11) Plumbing Fixtures	2

*Since August 2014 had a small amount of violations, only the top 7 are included. Future months will include the top 10.

Report 8: Number of Licenses sent to Prosecution, served with a Warrant, Revoked, put on Probation, Appealed (Monthly & YTD)

Report 9a: Total Fees Collected by Fee Type – Monthly

RENTAL LICENSE FEES COLLECTED AUGUST 2014					
	RLSF	RLMF	RLMA	RLIU	TOTAL
DOCKETING FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FAILURE TO APPEAR FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INSPECTION FEE	\$2,250.00	\$300.00	\$0.00	\$0.00	\$2,550.00
LATE PAYMENT FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RE-INSPECTION FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RENTAL LICENSE FEE MASTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RENTAL LICENSE FEE PER UNIT	\$3,298.00	\$1,343.00	\$0.00	\$0.00	\$4,641.00
TOTAL	\$5,548.00	\$1,643.00	\$0.00	\$0.00	\$7,191.00

Report 9b: Total Fees Collected by Fee Type – YTD

RENTAL LICENSE FEES COLLECTED 2014							
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	TOTAL
DOCKETING FEE	\$0.00	\$0.00					\$0.00
FAILURE TO APPEAR FEE	\$0.00	\$0.00					\$0.00
INSPECTION FEE	\$0.00	\$2,550.00					\$2,550.00
LATE PAYMENT FEE	\$0.00	\$0.00					\$0.00
RE-INSPECTION FEE	\$0.00	\$0.00					\$0.00
RENTAL LICENSE FEE MASTER	\$204.00	\$0.00					\$204.00
RENTAL LICENSE FEE PER UNIT	\$2,856.00	\$4,641.00					\$7,497.00
TOTAL	\$3,060.00	\$7,191.00					\$10,251.00

Report 10a: # of Property Maintenance Code (PMC) Cases generated from Rental Inspections – YTD

PROPERTY MAINTENANCE CASES GENERATED FROM RENTAL LICENSES- 2014						
	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	TOTAL
RLSF	4					4
RLMF	0					0
RLIU	0					0
TOTAL	4	0	0	0	0	4

Report 10b: Top 10 PMC violations generated from Rental Inspections – Monthly

Top Violations on a Property Maintenance Cases - August 2014		
Description		# Found
304.18.1 Deadbolt Locks		3
304.2 Paint and Siding in Good Condition, Including Facia, Soffits, Doors & Windows		3

*Because of limited data for August, only violations with more than one instance are reported. Future months will include more data.