

Memorandum

City of Lawrence

Planning & Development Services

TO: Diane Stoddard, Interim City Manager
 FROM: Scott McCullough, Director
 CC: Casey Toomay, Assistant City Manager
 Date: July 26, 2015
 RE: Rental Licensing and Inspection Program Report – March 2015 Reporting Month

The tables in this report depict statistics related to the rental licensing and inspection program since January 1, 2015. Reports for other time periods may be found on the following website: <http://www.lawrenceks.org/pds/rental-licensing/reports>.

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-REVOCAION	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 DATA													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
LICENSES													
Total Licenses Issued for Month*	628	489	796										-
Total Units in Issued Status for Month*	1,148	1,373	2,728										-
Licenses Issued - Program Inception (July 1, 2014) to Month's End	-	3,122	4,014										4,014
Units Licensed - Program Inception (July 1, 2014) to Month's End	-	5,335	8,234										8,234
INSPECTIONS													
Initial, 3-Year or 6-Year Inspections Completed (by unit)	54	27	56										137
Initial, 3-Year or 6-Year Inspections Completed with No Violation Found (by unit)	11	11	27										49
Initial, 3-Year or 6-Year Inspections Completed with Violation Found (by unit)	43	16	29										88
% of Units Inspected with Violations (for Initial, 3 or 6 year inspections)	79.6%	59.3%	51.8%										63.6%
Reinspections Completed	19	24	36										79
Reinspections Completed with Violations Corrected	18	22	36										76
VIOLATIONS													
Total Number of Violations Found	108	77	95										280
Average Number of Violations when Found	2.5	4.5	3.3										3.1
% of Units with Violations Outstanding after 30 Days	5.4%	56.3%	15.4%										25.7%
% of Units with Violations Outstanding after 60 Days	0.0%	3.1%	7.7%										3.6%
% of Units Inspected that Qualify for Inspection Incentive (5 or less violations)	94.4%	85.2%	92.9%										90.8%
PMC CASES													
Total Number of PMC Cases Created as a Result of a Rental Inspection	22	15	18										55
% of Rental Units with PMC Case Created as Result of a Rental	40.7%	55.6%	32.1%										42.8%
Total Number of Violations Found	44	24	37										105
Average Number of Violations on PMC Case	2.0	1.6	2.1										1.9
PMC Cases resulting from Tenant Complaint not as a Result of Rental Inspection	0	0	5										5
MISC.													
Number of Inspections Scheduled where Consent was Denied	0	0	0										0
Administrative Search Warrants	0	0	0										0
Administrative Search Warrants Issued	0	0	0										0
Number of Cases sent to Prosecution	0	0	0										0
Notices of Violation Issued to Tenants on Tenant Caused Violations	0	0	1										1
FEES													
Total Fees Collected	\$23,998	\$25,938	\$44,455										\$94,391

*These numbers reflect "Total Licenses Issued for Month" and "Total Units in Issued Status for Month". These figures reflect license "Status" at a single point in time (the last day of the month). Since licenses frequently change, from "Issued" status to other statuses after issuance (such as to "NOV to Inspect", "Probation" or "Prosecution") or vice versa, the monthly point in time reports do not reflect a running total of new licenses issued in the Total column for each monthly report. Two new statistics were added to the February Summary Table that reflect cumulative

point in time figures that measures how many licenses and units are in "Issued" status at the end of each month, since the program began.

Report 1a: Licenses Issued – New and Renewed

Licenses Issued 2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
RLSF	162	138	289										589
NEW	161	138	278										577
RENEWED	1	0	11										12
RLMF	458	330	456										1244
NEW	458	330	455										1243
RENEWED	0	0	1										1
RLMA	8	21	51										80
NEW	8	21	51										80
RENEWED	0	0	0										0
NEW RLMA (UNITS)	528	905	1983										3416
RENEWED RLMA (Units)	0	0	0										0
Total Licenses	628	489	796										1913
New	627	489	784										1900
Renewed	1	0	12										13
Total Units	1148	1373	2728										5249
New Units	1147	1373	2716										5236
Renewed Units	1	0	12										13

*Reports data at a point in time (month's end)

Report 1b: Licenses Issued – Program Inception (July 1, 2014) to Month's End

Licenses Issued-Program Inception (July 1, 2014) to Month's End	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
RLSF	-	1443	1734									
NEW	-	1442	1722									
RENEWED	-	1	12									
RLMF	-	1635	2180									
NEW	-	1635	2179									
RENEWED	-	0	1									
RLMA	-	44	100									
NEW	-	44	100									
RENEWED	-	0	0									
NEW RLMA (UNITS)	-	2257	4320									
RENEWED RLMA (Units)	-	0	0									
Total Licenses	-	3122	4014									
New	-	3121	4001									
Renewed	-	1	13									
Total Units	-	5335	8234									
New Units	-	5334	8221									
Renewed Units	-	1	13									

*Reports data on number of licenses (and units) in issued status at month's end since the program began on July 1, 2014.

Report 2a: Number of Licenses – Total New and Renewed

March 2015	RLSF	RLMF	RLMA	RLMA UNITS	TOTAL LICENSES	TOTAL UNITS
RL-ISSUED	289	456	51	1983	796	2728
RL-INACTIVE	4	4	0	0	8	8
RL-PENDING	0	1	1	15	2	16
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	0	0	0	0	0	0
RL-CL INSPECT	0	0	0	0	0	0
RL-NOV TO LICENSE	1	4	0	0	5	5
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	12	1	0	0	13	13
RL-PROSECUTION	0	0	0	0	0	0
RL-REVOCAATION	0	0	0	0	0	0
RL-WARRANT	0	0	0	0	0	0
TOTALS	306	466	52	1998	824	2770

*Reports data at a point in time (month's end)

Report 2b: Number of Licenses – Program Inception (July 1, 2014) to Month's End

March 2015- Program Inception (July 1, 2014) to Month's End	RLSF	RLMF	RLMA	RLMA UNITS	TOTAL LICENSES	TOTAL UNITS
RL-ISSUED	1734	2180	100	4320	4014	8234
RL-INACTIVE	39	154	1	1	194	194
RL-PENDING	0	18	2	111	20	129
RL-1N	6	0	0	0	6	6
RL-1N INSPECT	0	0	0	0	0	0
RL-2N NOV	0	0	0	0	0	0
RL-2N NOV INSPECT	1	0	0	0	1	1
RL-CL TO LICENSE	0	3	0	0	3	3
RL-CL INSPECT	0	0	0	0	0	0
RL-NOV TO LICENSE	4	12	3	391	19	407
RL-NOV INSPECT	0	0	0	0	0	0
RL-DENIED	4	0	0	0	4	4
RL-APPEAL	0	0	0	0	0	0
RL-PROBATION	24	1	0	0	25	25
RL-PROSECUTION	1	1	0	0	2	2
RL-REVOCAATION	0	0	0	0	0	0
RL-WARRANT	0	0	0	0	0	0
TOTALS	1813	2369	106	4823	4288	9005

*Reports data on number of licenses (and units) and their status at month's end since the program began on July 1, 2014.

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

RENTAL PROGRAM INSPECTIONS MARCH 2015				
	RLSF	RLMF	RLIU	TOTAL INSPECTIONS
RL-INITIAL PROGRAM INSPECTION	40	7	11	58
RL-VIOLATION FOUND	25	2	0	27
RL-NO VIOLATION FOUND	13	3	11	27
RL-CANCELLED	1	2	0	3
RL-NO CONSENT FORM	0	0	0	0
RL-NO SHOW	1	0	0	1
RL-PARTIALLY CORRECTED	0	0	0	0
RL-VIOLATION CORRECTED	0	0	0	0
RL-ADDTL INITIAL INSPECTION	2	0	0	2
RL-VIOLATION FOUND	2	0	0	2
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-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	24	1	11	36
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	24	1	11	36
TOTALS	66	8	22	96

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

MARCH 2015 INSPECTION TOTALS BY RESULT	
RL-VIOLATION FOUND	29
RL-NO VIOLATION FOUND	27
RL-CANCELLED	3
RL-NO CONSENT FORM	0
RL-NO SHOW	1
RL-PARTIALLY CORRECTED	0
RL-VIOLATION CORRECTED	36
TOTALS	96

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

YTD INSPECTIONS BY RESULT 2015													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
RL-VIOLATION FOUND	43	17	29										89
RL-NO VIOLATION FOUND	11	11	27										49
RL-CANCELLED	0	0	3										3
RL-NO CONSENT FORM	0	0	0										0
RL-NO SHOW	1	0	1										2
RL-PARTIALLY CORRECTED	1	1	0										2
RL-VIOLATION CORRECTED	18	22	36										76
Total Inspections	74	51	96										221

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

YTD INSPECTIONS BY TYPE 2015													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
RL-INITIAL PROGRAM INSPECTION	54	27	58										139
RL-ADDTL INITIAL INSPECTION	1	0	2										3
RL-3-YEAR INSPECTION	0	0	0										0
RL-6-YEAR INSPECTION	0	0	0										0
RL-REINSPECTION	19	24	36										79
Total Inspections	74	51	96										221

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

RENTAL PROGRAM VIOLATIONS MARCH 2015				
	RLSF	RLMF	RLIU	TOTAL VIOLATIONS
ACTIVE	61	6	0	67
APPEAL	0	0	0	0
EXTENSION	0	0	0	0
IN COMPLIANCE	27	1	0	28
PROSECUTION	0	0	0	0
TOTALS	88	7	0	95

*Reports data at a point in time (month's end)

Report 6a: Active Violations by License Type – Monthly

ACTIVE VIOLATIONS BY LICENSE TYPE MARCH 2015							
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	>180 Days	Total	Average Days
RLSF	61	10	2	1	0	74	21.5
RLMF	6	0	0	0	0	6	22.0
RLIU	0	0	0	0	0	0	0.0
TOTALS	67	10	2	1	0	80	21.6

*The 1 violation between 91-180 days was given an extension due to extenuating circumstances, in this case going through the HRC process for the repair. The 2 violations between 61-90 days were given an extension due to extenuating circumstances.

Report 6b: Active Violations – YTD

ACTIVE VIOLATIONS - 2015												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0-30 Days	92	65	67									
31-60 Days	11	31	10									
61-90 Days	0	1	2									
91-180 Days	0	0	1									
> 180 Days	0	0	0									
Totals	103	97	80									
Average Days in Violation	17.0	21.9	21.6									

*The 1 violation between 91-180 days was given an extension due to extenuating circumstances, in this case going through the HRC process for the repair. The 2 violations between 61-90 days were given an extension due to extenuating circumstances.

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

# of UNITS WITH ACTIVE VIOLATIONS MARCH 2015						
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	>180 Days	Average Days
RLSF	21	2	1	1	0	23.5
RLMF	1	0	0	0	0	22.0
RLIU	0	0	0	0	0	0.0
TOTALS	22	2	1	1	0	23.5

*The unit with violations between 90-180 days was given an extension due to extenuating circumstances, in this case going through the HRC process for the repair. The unit with a violation between 61-90 days was given an extension due to extenuating circumstances.

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

ACTIVE VIOLATIONS - 2015												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0-30 Days	92	65	67									
31-60 Days	11	31	10									
61-90 Days	0	1	2									
91-180 Days	0	0	1									
> 180 Days	0	0	0									
Totals	103	97	80									
Average Days in Violation	17.0	21.9	21.6									

*The unit with violations between 90-180 days was given an extension due to extenuating circumstances, in this case going through the HRC process for the repair. The unit with a violation between 61-90 days was given an extension due to extenuating circumstances.

Report 7a: Top 10 Violations found – Monthly

Top Violations on a Rental License-March 2015	
Description	# Found
6-1314(a)(23) Smoke Alarms	27
6-1314(a)(19) GFCI Receptacles	21
6-1314(a)(20) Receptacle Outlet Covers	11
6-1314(a)(7) Window Locks	7
6-1314(a)(11) Plumbing Fixtures	5
6-1314(a)(14) Mechanical Appliances	5
6-1314(a)(17) Electrical System Hazards	5
6-1314(a)(4) Handrails and Guards	3
6-1314(a)(6) Exterior Doors	3
6-1314(a)(13) Water Heating Facilities	2
6-1314(a)(18) Electrical Wiring	2
6-1314(a)(22) Egress Windows	2

Report 7b: Top 10 Violations found –YTD

Top Violations on a Rental License-YTD	
Description	# Found
6-1314(a)(23) Smoke Alarms	80
6-1314(a)(19) GFCI Receptacles	61
6-1314(a)(20) Receptacle Outlet Covers	26
6-1314(a)(14) Mechanical Appliances	16
6-1314(a)(17) Electrical System Hazards	15
6-1314(a)(11) Plumbing Fixtures	14
6-1314(a)(15) Combustion Air	14
6-1314(a)(7) Window Locks	13
6-1314(a)(18) Electrical Wiring	8
6-1314(a)(22) Egress Windows	7
6-1314(a)(4) Handrails and Guards	7
6-1314(a)(6) Exterior Doors	6
6-1314(a)(2) Building Structure	5
6-1314(a)(13) Water Heating Facilities	4

Report 8a: Number of Licenses sent to Prosecution or served with a Warrant (YTD)

# of LICENSES SENT TO PROSECUTION OR SERVED WITH A WARRANT-2015													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Licenses sent to Prosecution	0	0	0										0
Licenses served with a Warrant	0	0	0										0

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

RENTAL LICENSE FEES COLLECTED MARCH 2015					
	RLSF	RLMF	RLMA	RLIU	TOTAL
DOCKETING FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FAILURE TO APPEAR FEE	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
INSPECTION FEE	\$1,650.00	\$650.00	\$700.00	\$0.00	\$3,000.00
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	\$28,947.00	\$0.00	\$28,947.00
RENTAL LICENSE FEE PER UNIT	\$5,013.00	\$7,470.00	\$0.00	\$0.00	\$12,483.00
TOTAL	\$6,688.00	\$8,120.00	\$29,647.00	\$0.00	\$44,455.00

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

RENTAL LICENSE FEES COLLECTED 2015														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
DOCKETING FEE	\$0	\$0	\$0										\$0	
FAILURE TO APPEAR FEE	\$25	\$0	\$25										\$50	
INSPECTION FEE	\$2,850	\$1,450	\$3,000										\$7,300	
LATE PAYMENT FEE	\$0	\$0	\$0										\$0	
RE-INSPECTION FEE	\$0	\$0	\$0										\$0	
RENTAL LICENSE FEE MASTER	\$8,357	\$14,690	\$28,947										\$51,994	
RENTAL LICENSE FEE PER UNIT	\$12,766	\$9,798	\$12,483										\$35,047	
TOTAL	\$23,998	\$25,938	\$44,455										\$94,391	

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

PROPERTY MAINTENANCE CASES GENERATED FROM RENTAL LICENSES - 2015														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
RLSF	18	15	17										50	
RLMF	4	0	1										5	
RLIU	0	0	0										0	
TOTAL	22	15	18										55	

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

Top Violations on a Property Maintenance Case - March 2015	
Description	# Found
304.18.1 Deadbolt Locks	5
504.1 Plumbing Fixtures	5
702.1 Means of Egress	3
304.13.2 Openable Windows	3
304.13 Window, Skylight and Door Frames.	3
305.3 Interior Surfaces	2
605.2 Receptacles	2
604.3 Electrical System Hazards	2
302.10 Exterior Yard Conditions	2
305.3 Walls, Ceilings Other Surfaces	2
304.15 Doors, Including Assemblies & Hardware	2

Report 10c: Top 10 PMC violations generated from a Rental Inspection – YTD

Top Violations on a Property Maintenance Case - YTD 2015	
Description	# Found
304.18.1 Deadbolt Locks	40
504.1 Plumbing Fixtures	19
304.13 Window, Skylight and Door Frames.	18
304.13.2 Openable Windows	9
304.13 Window, Skylight and Door Frames.	8
304.15 Doors, Including Assemblies & Hardware	7
304.2 Paint and Siding in Good Condition, Including Facia, Soffits, Doors & Windows	7
604.3 Electrical System Hazards	6
302.10 Exterior Yard Conditions	5
702.1 Means of Egress	5