

Memorandum

City of Lawrence

Planning & Development Services

TO: Diane Stoddard, Interim City Manager
 FROM: Scott McCullough, Director
 CC: Casey Toomay, Assistant City Manager
 Date: August 9, 2015
 RE: Rental Licensing and Inspection Program Report – May 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-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 DATA													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
LICENSES													
Total Licenses Issued for Month*	628	489	796	610	497								-
Total Units in Issued Status for Month*	1,148	1,373	2,728	1,731	1,730								-
Licenses Issued - Program Inception (July 1, 2014) to Month's End	-	3,122	4,014	4,636	5,133								5,133
Units Licensed - Program Inception (July 1, 2014) to Month's End	-	5,335	8,234	9,977	11,707								11,707
INSPECTIONS													
Initial, 3-Year or 6-Year Inspections Completed (by unit)	54	27	56	32	40								209
Initial, 3-Year or 6-Year Inspections Completed with No Violation Found (by unit)	11	11	27	10	18								77
Initial, 3-Year or 6-Year Inspections Completed with Violation Found (by unit)	43	16	29	22	22								132
% of Units Inspected with Violations (for Initial, 3 or 6 year inspections)	79.6%	59.3%	51.8%	68.8%	55.0%								62.9%
Reinspections Completed	19	24	36	21	28								128
Reinspections Completed with Violations Corrected	18	22	36	20	25								121
VIOLATIONS													
Total Number of Violations Found	108	77	95	80	59								419
Average Number of Violations when Found	2.5	4.5	3.3	3.6	2.6								3.2
% of Units with Violations Outstanding after 30 Days	5.4%	56.3%	15.4%	34.6%	22.7%								26.9%
% of Units with Violations Outstanding after 60 Days	0.0%	3.1%	7.7%	7.7%	4.5%								4.6%
% of Units Inspected that Qualify for Inspection Incentive (5 or less violations)	94.4%	85.2%	92.9%	90.6%	100.0%								92.6%
PMC CASES													
Total Number of PMC Cases Created as a Result of a Rental Inspection	22	15	18	16	17								88
% of Rental Units with PMC Case Created as Result of a Rental Inspection	40.7%	55.6%	32.1%	50.0%	42.5%								44.2%
Total Number of Violations Found	44	24	37	57	25								187
Average Number of Violations on PMC Case	2.0	1.6	2.1	3.6	1.5								2.1
PMC Cases resulting from Tenant Complaint not as a Result of Rental Inspection	0	0	5	3	9								17
MISC.													
Number of Inspections Scheduled where Consent was Denied	0	0	0	0	0								0
Administrative Search Warrants Sought	0	0	0	0	0								0
Administrative Search Warrants Issued	0	0	0	0	0								0
Number of Cases sent to Prosecution	0	0	0	2	0								2
Notices of Violation Issued to Tenants on Tenant Caused Violations	0	0	1	0	0								1
FEES													
Total Fees Collected	\$23,998	\$25,938	\$44,455	\$30,446	\$30,462								\$155,299

*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	236	182								1007
NEW	161	138	278	213	160								950
RENEWED	1	0	11	23	22								57
RLMF	458	330	456	337	266								1847
NEW	458	330	455	328	264								1835
RENEWED	0	0	1	9	2								12
RLMA	8	21	51	37	49								166
NEW	8	21	51	37	49								166
RENEWED	0	0	0	0	0								0
NEW RLMA (UNITS)	528	905	1983	1158	1282								5856
RENEWED RLMA (Units)	0	0	0	0	0								0
Total Licenses	628	489	796	610	497								3020
New	627	489	784	578	473								2951
Renewed	1	0	12	32	24								69
Total Units	1148	1373	2728	1731	1730								8710
New Units	1147	1373	2716	1699	1706								8641
Renewed Units	1	0	12	32	24								69

*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	1981	2163							
NEW	-	1442	1722	1946	2106							
RENEWED	-	1	12	35	57							
RLMF	-	1635	2180	2518	2784							
NEW	-	1635	2179	2508	2772							
RENEWED	-	0	1	10	12							
RLMA	-	44	100	137	186							
NEW	-	44	100	137	186							
RENEWED	-	0	0	0	0							
NEW RLMA (UNITS)	-	2257	4320	5478	6760							
RENEWED RLMA (Units)	-	0	0	0	0							
Total Licenses	-	3122	4014	4636	5133							
New	-	3121	4001	4591	5064							
Renewed	-	1	13	45	69							
Total Units	-	5335	8234	9977	11707							
New Units	-	5334	8221	9932	11638							
Renewed Units	-	1	13	45	69							

*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

May 2015	RLSF	RLMF	RLMA	RLMA UNITS	TOTAL LICENSES	TOTAL UNITS
RL-ISSUED	182	266	49	1282	497	1730
RL-INACTIVE	15	21	0	0	36	36
RL-PENDING	0	0	0	0	0	0
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	5	11	1	4	17	20
RL-NOV INSPECT	0	0	0	0	0	0
RL-DENIED	1	0	0	0	1	1
RL-APPEAL	0	0	0	0	0	0
RL-PROBATION	5	2	0	0	7	7
RL-PROSECUTION	0	0	0	0	0	0
RL-REVOCACTION	0	0	0	0	0	0
RL-WARRANT	0	0	0	0	0	0
TOTALS	208	300	50	1286	558	1794

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

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

May 2015- Program Inception (July 1, 2014) to Month's End						
	RLSF	RLMF	RLMA	RLMA UNITS	TOTAL LICENSES	TOTAL UNITS
RL-ISSUED	2163	2784	186	6760	5133	11707
RL-INACTIVE	60	181	1	1	242	242
RL-PENDING	9	26	5	244	40	279
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	5	4	0	0	9	9
RL-CL INSPECT	0	0	0	0	0	0
RL-NOV TO LICENSE	18	34	6	500	58	552
RL-NOV INSPECT	0	0	0	0	0	0
RL-DENIED	6	0	0	0	6	6
RL-APPEAL	0	0	0	0	0	0
RL-PROBATION	29	3	0	0	32	32
RL-PROSECUTION	1	1	0	0	2	2
RL-REVOCACTION	0	0	0	0	0	0
RL-WARRANT	0	0	0	0	0	0
TOTALS	2298	3033	198	7505	5529	12836

*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 MAY 2015				
	RLSF	RLMF	RLIU	TOTAL INSPECTIONS
RL-INITIAL PROGRAM INSPECTION	24	5	13	42
RL-VIOLATION FOUND	12	4	6	22
RL-NO VIOLATION FOUND	10	1	7	18
RL-CANCELLED	1	0	0	1
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	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-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	26	2	0	28
RL-VIOLATION FOUND	1	0	0	1
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	2	0	0	2
RL-VIOLATION CORRECTED	23	2	0	25
TOTALS	50	7	13	70

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

MAY 2015 INSPECTION TOTALS BY RESULT	
RL-VIOLATION FOUND	23
RL-NO VIOLATION FOUND	18
RL-CANCELLED	1
RL-NO CONSENT FORM	0
RL-NO SHOW	1
RL-PARTIALLY CORRECTED	2
RL-VIOLATION CORRECTED	25
TOTALS	70

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	22	23								134
RL-NO VIOLATION FOUND	11	11	27	10	18								77
RL-CANCELLED	0	0	3	1	1								5
RL-NO CONSENT FORM	0	0	0	0	0								0
RL-NO SHOW	1	0	1	0	1								3
RL-PARTIALLY CORRECTED	1	1	0	1	2								5
RL-VIOLATION CORRECTED	18	22	36	20	25								121
Total Inspections	74	51	96	54	70								345

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	33	42								214
RL-ADDTL INITIAL INSPECTION	1	0	2	0	0								3
RL-3-YEAR INSPECTION	0	0	0	0	0								0
RL-6-YEAR INSPECTION	0	0	0	0	0								0
RL-REINSPECTION	19	24	36	21	28								128
Total Inspections	74	51	96	54	70								345

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

RENTAL PROGRAM VIOLATIONS MAY 2015				
	RLSF	RLMF	RLIU	TOTAL VIOLATIONS
ACTIVE	18	6	16	40
APPEAL	0	0	0	0
EXTENSION	0	0	0	0
IN COMPLIANCE	18	1	0	19
PROSECUTION	0	0	0	0
TOTALS	36	7	16	59

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

Report 6a: Active Violations by License Type – Monthly

ACTIVE VIOLATIONS BY LICENSE TYPE MAY 2015							
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	>180 Days	Total	Average Days
RLSF	18	5	0	1	0	24	29.4
RLMF	6	10	0	0	0	16	38.3
RLIU	16	0	0	0	0	16	25.3
TOTALS	40	15	0	1	0	56	30.8

*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.

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	66	40							
31-60 Days	11	31	10	17	15							
61-90 Days	0	1	2	0	0							
91-180 Days	0	0	1	2	1							
> 180 Days	0	0	0	0	0							
Totals	103	97	80	85	56							
Average Days in Violation	17.0	21.9	21.6	23.9	30.8							

*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.

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

# of UNITS WITH ACTIVE VIOLATIONS MAY 2015						
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	>180 Days	Average Days
RLSF	7	2	0	1	0	38.1
RLMF	4	2	0	0	0	30.5
RLIU	6	0	0	0	0	25.5
TOTALS	17	4	0	1	0	32.6

*One unit with violations between 91-180 days was given an extension due to extenuating circumstances, in this case going through the HRC process for the repair.

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

# of UNITS WITH ACTIVE VIOLATIONS-2015												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0-30 Days	35	14	22	17	17							
31-60 Days	2	17	2	7	4							
61-90 Days	0	1	1	0	0							
91-180 Days	0	0	1	2	1							
> 180 Days	0	0	0	0	0							
TOTALS	37	32	26	26	22							
Average Days in Violation	11.6	27.3	23.5	32.5	32.6							

*One unit with violations between 91-180 days was given an extension due to extenuating circumstances, in this case going through the HRC process for the repair.

Report 7a: Top 10 Violations found – Monthly

Top Violations on a Rental License-May 2015	
Description	# Found
6-1314(a)(23) Smoke Alarms	23
6-1314(a)(19) GFCI Receptacles	7
6-1314(a)(7) Window Locks	7
6-1314(a)(20) Receptacle Outlet Covers	6
6-1314(a)(4) Handrails and Guards	5
6-1314(a)(24) Fire Extinguishers	3
6-1314(a)(12) Water Service	2
6-1314(a)(11) Plumbing Fixtures	2

Report 7b: Top 10 Violations found –YTD

Top Violations on a Rental License-YTD	
Description	# Found
6-1314(a)(23) Smoke Alarms	134
6-1314(a)(19) GFCI Receptacles	81
6-1314(a)(20) Receptacle Outlet Covers	36
6-1314(a)(7) Window Locks	23
6-1314(a)(17) Electrical System Hazards	20
6-1314(a)(14) Mechanical Appliances	19
6-1314(a)(4) Handrails and Guards	18
6-1314(a)(11) Plumbing Fixtures	17
6-1314(a)(15) Combustion Air	15
6-1314(a)(22) Egress Windows	14
6-1314(a)(18) Electrical Wiring	12

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

Top Violations on a Property Maintenance Case - May 2015	
Description	# Found
304.18.1 Deadbolt Locks	9
304.13.2 Openable Windows	3
305.3 Interior Surfaces	2
304.13 Window, Skylight and Door Frames.	2
304.15 Exterior Doors	2
304.15 Doors, Including Assemblies & Hardware	2
403.2 Ventilation Fan	2
305.1 INTERIOR STRUCTURE General	1
304.14 Insect Screens	1
504.1 Plumbing Fixtures	1

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	55
504.1 Plumbing Fixtures	26
304.13 Window, Skylight and Door Frames.	25
304.14 Insect Screens	17
304.13.2 Openable Windows	17
305.3 Interior Surfaces	16
304.15 Doors, Including Assemblies & Hardware	11
403.2 Ventilation Fan	11
304.2 Paint and Siding in Good Condition, Including Facia, Soffits, Doors & Windows	8