

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 18, 2015
 RE: Rental Licensing and Inspection Program Report – June 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	503							-
Total Units in Issued Status for Month*	1,148	1,373	2,728	1,731	1,730	1,522							-
Licenses Issued - Program Inception (July 1, 2014) to Month's End	-	3,122	4,014	4,636	5,133	5,406							5,406
Units Licensed - Program Inception (July 1, 2014) to Month's End	-	5,335	8,234	9,977	11,707	13,198							13,198
INSPECTIONS													
Initial, 3-Year or 6-Year Inspections Completed (by unit)	54	27	56	32	40	47							256
Initial, 3-Year or 6-Year Inspections Completed with No Violation Found (by unit)	11	11	27	10	18	15							92
Initial, 3-Year or 6-Year Inspections Completed with Violation Found (by unit)	43	16	29	22	22	32							164
% of Units Inspected with Violations (for Initial, 3 or 6 year inspections)	79.6%	59.3%	51.8%	68.8%	55.0%	68.1%							62.9%
Reinspections Completed	19	24	36	21	28	20							148
Reinspections Completed with Violations Corrected	18	22	36	20	25	19							140
VIOLATIONS													
Total Number of Violations Found	108	77	95	80	59	100							519
Average Number of Violations when Found	2.5	4.5	3.3	3.6	2.6	3.1							3.2
% of Units with Violations Outstanding after 30 Days	5.4%	56.3%	15.4%	34.6%	22.7%	18.2%							25.4%
% of Units with Violations Outstanding after 60 Days	0.0%	3.1%	7.7%	7.7%	4.5%	12.1%							5.9%
% of Units Inspected that Qualify for Inspection Incentive (5 or less violations)	94.4%	85.2%	92.9%	90.6%	100.0%	87.2%							91.7%
PMC CASES													
Total Number of PMC Cases Created as a Result of a Rental Inspection	22	15	18	16	17	20							108
% of Rental Units with PMC Case Created as Result of a Rental Inspection	40.7%	55.6%	32.1%	50.0%	42.5%	42.6%							43.9%
Total Number of Violations Found	44	24	37	57	25	52							239
Average Number of Violations on PMC Case	2.0	1.6	2.1	3.6	1.5	2.6							2.2
PMC Cases resulting from Tenant Complaint not as a Result of Rental Inspection	0	0	5	3	9	7							24
MISC.													
Number of Inspections Scheduled where Consent was Denied	0	0	0	0	0	0							0
Administrative Search Warrants Sought	0	0	0	0	0	0							0
Administrative Search Warrants Issued	0	0	0	0	0	0							0
Number of Cases sent to Prosecution	0	0	0	2	0	0							2
Notices of Violation Issued to Tenants on Tenant Caused Violations	0	0	1	0	0	0							1
FEES													
Total Fees Collected	\$23,998	\$25,938	\$44,455	\$30,446	\$30,462	\$27,387							\$182,686

*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	250							1257
NEW	161	138	278	213	160	220							1170
RENEWED	1	0	11	23	22	30							87
RLMF	458	330	456	337	266	220							2067
NEW	458	330	455	328	264	219							2054
RENEWED	0	0	1	9	2	1							13
RLMA	8	21	51	37	49	33							199
NEW	8	21	51	37	49	33							199
RENEWED	0	0	0	0	0	0							0
NEW RLMA (UNITS)	528	905	1983	1158	1282	1052							6908
RENEWED RLMA (Units)	0	0	0	0	0	0							0
Total Licenses	628	489	796	610	497	503							3523
New	627	489	784	578	473	472							3423
Renewed	1	0	12	32	24	31							100
Total Units	1148	1373	2728	1731	1730	1522							10232
New Units	1147	1373	2716	1699	1706	1491							10132
Renewed Units	1	0	12	32	24	31							100

*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	2177						
NEW	-	1442	1722	1946	2106	2092						
RENEWED	-	1	12	35	57	85						
RLMF	-	1635	2180	2518	2784	3006						
NEW	-	1635	2179	2508	2772	2993						
RENEWED	-	0	1	10	12	13						
RLMA	-	44	100	137	186	223						
NEW	-	44	100	137	186	223						
RENEWED	-	0	0	0	0	0						
NEW RLMA (UNITS)	-	2257	4320	5478	6760	8015						
RENEWED RLMA (Units)	-	0	0	0	0	0						
Total Licenses	-	3122	4014	4636	5133	5406						
New	-	3121	4001	4591	5064	5308						
Renewed	-	1	13	45	69	98						
Total Units	-	5335	8234	9977	11707	13198						
New Units	-	5334	8221	9932	11638	13100						
Renewed Units	-	1	13	45	69	98						

*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

June 2015	RLSF	RLMF	RLMA	RLMA UNITS	TOTAL LICENSES	TOTAL UNITS
RL-ISSUED	250	220	33	1052	503	1522
RL-INACTIVE	3	2	0	0	5	5
RL-PENDING	14	0	1	3	15	17
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	5	0	0	0	5	5
RL-CL INSPECT	0	0	0	0	0	0
RL-NOV TO LICENSE	3	3	1	54	7	60
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-REVOCAATION	0	0	0	0	0	0
RL-WARRANT	0	0	0	0	0	0
TOTALS	275	225	35	1109	535	1609

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

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

June 2015- Program Inception (July 1, 2014) to Month's End	RLSF	RLMF	RLMA	RLMA UNITS	TOTAL LICENSES	TOTAL UNITS
RL-ISSUED	2177	3006	223	8015	5406	13198
RL-INACTIVE	78	197	3	140	278	415
RL-PENDING	14	10	2	99	26	123
RL-1N	176	13	1	12	190	201
RL-1N INSPECT	0	0	0	0	0	0
RL-2N NOV	1	0	0	0	1	1
RL-2N NOV INSPECT	0	0	0	0	0	0
RL-CL TO LICENSE	5	4	0	0	9	9
RL-CL INSPECT	0	0	0	0	0	0
RL-NOV TO LICENSE	10	17	4	414	31	441
RL-NOV INSPECT	0	0	0	0	0	0
RL-DENIED	3	0	0	0	3	3
RL-APPEAL	0	0	0	0	0	0
RL-PROBATION	11	2	0	0	13	13
RL-PROSECUTION	2	0	0	0	2	2
RL-REVOCAATION	8	0	0	0	8	8
RL-WARRANT	0	0	0	0	0	0
TOTALS	2485	3249	233	8680	5967	14414

*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 JUNE 2015				
	RLSF	RLMF	RLIU	TOTAL INSPECTIONS
RL-INITIAL PROGRAM INSPECTION	26	7	14	47
RL-VIOLATION FOUND	23	4	5	32
RL-NO VIOLATION FOUND	3	3	9	15
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-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	9	5	6	20
RL-VIOLATION FOUND	0	1	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	0	0	0	0
RL-VIOLATION CORRECTED	9	4	6	19
TOTALS	35	12	20	67

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

JUNE 2015 INSPECTION TOTALS BY RESULT	
RL-VIOLATION FOUND	33
RL-NO VIOLATION FOUND	15
RL-CANCELLED	0
RL-NO CONSENT FORM	0
RL-NO SHOW	0
RL-PARTIALLY CORRECTED	0
RL-VIOLATION CORRECTED	19
TOTALS	67

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	33							167
RL-NO VIOLATION FOUND	11	11	27	10	18	15							92
RL-CANCELLED	0	0	3	1	1	0							5
RL-NO CONSENT FORM	0	0	0	0	0	0							0
RL-NO SHOW	1	0	1	0	1	0							3
RL-PARTIALLY CORRECTED	1	1	0	1	2	0							5
RL-VIOLATION CORRECTED	18	22	36	20	25	19							140
Total Inspections	74	51	96	54	70	67							412

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	47							261
RL-ADDTL INITIAL INSPECTION	1	0	2	0	0	0							3
RL-3-YEAR INSPECTION	0	0	0	0	0	0							0
RL-6-YEAR INSPECTION	0	0	0	0	0	0							0
RL-REINSPECTION	19	24	36	21	28	20							148
Total Inspections	74	51	96	54	70	67							412

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

RENTAL PROGRAM VIOLATIONS JUNE 2015				
	RLSF	RLMF	RLIU	TOTAL VIOLATIONS
ACTIVE	70	13	5	88
APPEAL	0	0	0	0
EXTENSION	0	0	0	0
IN COMPLIANCE	11	1	0	12
PROSECUTION	0	0	0	0
TOTALS	81	14	5	100

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

Report 6a: Active Violations by License Type – Monthly

ACTIVE VIOLATIONS BY LICENSE TYPE JUNE 2015							
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	>180 Days	Total	Average Days
RLSF	70	5	5	0	1	81	20.5
RLMF	13	0	7	0	0	20	37.9
RLIU	5	0	0	0	0	5	7.0
TOTALS	88	5	12	0	1	106	23.2

*1 violation >180 days was given an extension due to extenuating circumstances, in this case going through the HRC process for the repair. 7 violations between 61-90 days were given an extension due to extenuating circumstances, due to waiting till renters vacated in order to make necessary repairs. These violations were corrected in August 2015. 5 violations between 61-90 days are still active and it is anticipated the rental licenses (2) will be forwarded to the prosecutor in August.

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	88						
31-60 Days	11	31	10	17	15	5						
61-90 Days	0	1	2	0	0	12						
91-180 Days	0	0	1	2	1	0						
> 180 Days	0	0	0	0	0	1						
Totals	103	97	80	85	56	106						
Average Days in Violation	17.0	21.9	21.6	23.9	30.8	23.2						

*1 violation >180 days was given an extension due to extenuating circumstances, in this case going through the HRC process for the repair. 7 violations between 61-90 days were given an extension due to extenuating circumstances, due to waiting till renters vacated in order to make necessary repairs. These violations were corrected in August 2015. 5 violations between 61-90 days are still active and it is anticipated the rental licenses (2) will be forwarded to the prosecutor in August.

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

# of UNITS WITH ACTIVE VIOLATIONS JUNE 2015						
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	>180 Days	Average Days
RLSF	19	2	2	0	1	27.8
RLMF	3	0	1	0	0	29.8
RLIU	5	0	0	0	0	7.0
TOTALS	27	2	3	0	1	24.9

*One unit with a violations >180 days was given an extension due to extenuating circumstances, in this case going through the HRC process for the repair. One unit with violations between 61-90 days was given an extension due to extenuating circumstances, due to waiting till renters vacated in order to make necessary repairs. These violations were corrected in August 2015. 2 units with violations

between 61-90 days are still active and it is anticipated the rental licenses (2) will be forwarded to the prosecutor in August.

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	27						
31-60 Days	2	17	2	7	4	2						
61-90 Days	0	1	1	0	0	3						
91-180 Days	0	0	1	2	1	0						
> 180 Days	0	0	0	0	0	1						
TOTALS	37	32	26	26	22	33						
Average Days in Violation	11.6	27.3	23.5	32.5	32.6	24.9						

*One unit with a violations >180 days was given an extension due to extenuating circumstances, in this case going through the HRC process for the repair. One unit with violations between 61-90 days was given an extension due to extenuating circumstances, due to waiting till renters vacated in order to make necessary repairs. These violations were corrected in August 2015. 2 units with violations between 61-90 days are still active and it is anticipated the rental licenses (2) will be forwarded to the prosecutor in August.

Report 7a: Top 10 Violations found – Monthly

Top Violations on a Rental License-June 2015	
Description	# Found
6-1314(a)(19) GFCI Receptacles	23
6-1314(a)(23) Smoke Alarms	22
6-1314(a)(7) Window Locks	14
6-1314(a)(20) Receptacle Outlet Covers	11
6-1314(a)(14) Mechanical Appliances	8
6-1314(a)(15) Combustion Air	4
6-1314(a)(22) Egress Windows	4
6-1314(a)(4) Handrails and Guards	3
6-1314(a)(11) Plumbing Fixtures	3

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	14	11	18							93
RLMF	4	0	1	2	6	2							15
RLIU	0	0	0	0	0	0							0
TOTAL	22	15	18	16	17	20							108

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

Top Violations on a Property Maintenance Case - June 2015	
Description	# Found
304.18.1 Deadbolt Locks	11
304.13.2 Openable Windows	11
304.13 Window, Skylight and Door Frames.	7
504.1 Plumbing Fixtures	5
403.2 Ventilation Fan	4
305.3 Interior Surfaces	3
305.3 Walls, Ceilings Other Surfaces	3
304.15 Exterior Doors	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	66
304.13 Window, Skylight and Door Frames.	32
504.1 Plumbing Fixtures	31
304.13.2 Openable Windows	28
305.3 Interior Surfaces	19
304.14 Insect Screens	17
403.2 Ventilation Fan	15
304.15 Doors, Including Assemblies & Hardware	12
304.15 Exterior Doors	9
304.2 Paint and Siding in Good Condition, Including Facia, Soffits, Doors & Windows	8