

# 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: August 26, 2014  
 RE: Rental Licensing and Inspection Program Report – July Reporting Month

The tables in this report depict statistics related to the rental licensing and inspection program since its inception on July 1, 2014. Note that in July, only licensing of units was completed, as the units must first be licensed before inspection sampling sizes can be determined. 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-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	The first inspection required for all units new to the

INSPECTION	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.

Rental License Program Summary Report – YTD

RENTAL LICENSE SUMMARY REPORT 2014	Jul-14	Aug-14	Sep-14	Oct-14	####	14-Dec	TOTAL
<b>ACTIVE LICENSES</b>	<b>173</b>						<b>173</b>
NEW	173						173
RENEWED	0						0
TOTAL UNITS	184						184
<b># OF UNITS INSPECTED</b>	<b>0</b>						<b>0</b>
<b>INITIAL PROGRAM INSPECTION</b>	<b>0</b>						<b>0</b>
RL-VIOLATION FOUND	0						0
RL-NO VIOLATION FOUND	0						0
RL-NO SHOW/NO CONSENT/CANCELLED	0						0
RL-PARTIALLY CORRECTED	0						0
RL-VIOLATION CORRECTED	0						0
<b>3-YEAR INSPECTION</b>	<b>0</b>						<b>0</b>
RL-VIOLATION FOUND	0						0
RL-NO VIOLATION FOUND	0						0
RL-NO SHOW/NO CONSENT/CANCELLED	0						0
RL-PARTIALLY CORRECTED	0						0
RL-VIOLATION CORRECTED	0						0
<b>6-YEAR INSPECTION</b>	<b>0</b>						<b>0</b>
RL-VIOLATION FOUND	0						0
RL-NO VIOLATION FOUND	0						0
RL-NO SHOW/NO CONSENT/CANCELLED	0						0
RL-PARTIALLY CORRECTED	0						0
RL-VIOLATION CORRECTED	0						0
<b>REINSPECTION</b>	<b>0</b>						<b>0</b>
RL-VIOLATION FOUND	0						0
RL-NO VIOLATION FOUND	0						0
RL-NO SHOW/NO CONSENT/CANCELLED	0						0
RL-PARTIALLY CORRECTED	0						0
RL-VIOLATION CORRECTED	0						0
% of Units Inspected in Violation in Need of Reinspectio	0.00%						0.00%
% of Units in need of Reinspection that are Reinspected	0.00%						0.00%
Total # Violations Found	0						0
Average # of Violations when found	0						0
# of Reinspections outstanding over 60 days	0						0

**Report 1: Active Licenses – New and Renewed**

<b>Active Licenses 2014</b>	<b>Jul-14</b>	<b>Aug-14</b>	<b>Sep-14</b>	<b>Oct-14</b>	<b>Nov-14</b>	<b>Dec-14</b>	<b>Total</b>
RLSF	127						<b>127</b>
NEW	127						<b>127</b>
RENEWED	0						<b>0</b>
RLMF	45						<b>45</b>
NEW	45						<b>45</b>
RENEWED	0						<b>0</b>
RLMA	1						<b>1</b>
NEW	1						<b>1</b>
RENEWED	0						<b>0</b>
NEW RLMA (UNITS)	12						<b>12</b>
RENEWED RLMA (Units)	0						<b>0</b>
<b>Total Licenses</b>	<b>173</b>						<b>173</b>
<b>New</b>	<b>173</b>						<b>173</b>
<b>Renewed</b>	<b>0</b>						<b>0</b>
<b>Total Units</b>	<b>184</b>						<b>184</b>
<b>New Units</b>	<b>184</b>						<b>184</b>
<b>Renewed Units</b>	<b>0</b>						<b>0</b>

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

<b>JULY 2014</b>	<b>RLSF</b>	<b>RLMF</b>	<b>RLMA</b>	<b>RLMA UNITS</b>	<b>TOTAL LICENSES</b>	<b>TOTAL UNITS</b>
<b>RL-ISSUED</b>	<b>127</b>	<b>45</b>	<b>1</b>	<b>12</b>	<b>173</b>	<b>184</b>
RL-INACTIVE	0	2	0	0	2	2
RL-PENDING	2	0	0	0	2	2
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	9	0	0	0	9	9
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
<b>TOTALS</b>	<b>138</b>	<b>47</b>	<b>1</b>	<b>12</b>	<b>186</b>	<b>197</b>

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

<b>RENTAL PROGRAM INSPECTIONS JULY 2014</b>				
	<b>RLSF</b>	<b>RLMF</b>	<b>RLIU</b>	<b>TOTAL INSPECTIONS</b>
<b>RL-INITIAL PROGRAM INSPECTION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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
<b>RL-3-YEAR INSPECTION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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
<b>RL-6-YEAR INSPECTION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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
<b>RL-REINSPECTION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

<b>JULY 2014 INSPECTION TOTALS BY RESULT</b>	
RL-VIOLATION FOUND	0
RL-NO VIOLATION FOUND	0
RL-CANCELLED	0
RL-NO CONSENT FORM	0
RL-NO SHOW	0
RL-PARTIALLY CORRECTED	0
RL-VIOLATION CORRECTED	0
<b>TOTALS</b>	<b>0</b>

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

<b>YTD INSPECTIONS BY RESULT - 2014</b>							
	<b>Jul-14</b>	<b>Aug-14</b>	<b>Sep-14</b>	<b>Oct-14</b>	<b>Nov-14</b>	<b>Dec-14</b>	<b>Total</b>
RL-VIOLATION FOUND	0						0
RL-NO VIOLATION FOUND	0						0
RL-CANCELLED	0						0
RL-NO CONSENT FORM	0						0
RL-NO SHOW	0						0
RL-PARTIALLY CORRECTED	0						0
RL-VIOLATION CORRECTED	0						0
<b>Total Inspections</b>	<b>0</b>						<b>0</b>

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

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

**Report 3e: Pending Reinspections - YTD**

<b>PENDING REINSPECTIONS</b>							
	<b>Jul-14</b>	<b>Aug-14</b>	<b>Sep-14</b>	<b>Oct-14</b>	<b>Nov-14</b>	<b>Dec-14</b>	<b>Total</b>
0-30 Days	0						
31-60 Days	0						
61-90 Days	0						
91-180 Days	0						
> 180 Days	0						
Average Days	0						
# Not Resulted within 60 Days	0						

**Report 4a: Number of Violations Found by Status - Monthly**

<b>RENTAL PROGRAM VIOLATIONS JULY 2014</b>				
	<b>RLSF</b>	<b>RLMF</b>	<b>RLIU</b>	<b>TOTAL VIOLATIONS</b>
ACTIVE	0	0	0	0
APPEAL	0	0	0	0
EXTENSION	0	0	0	0
IN COMPLIANCE	0	0	0	0
PROSECUTION	0	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Report 4b: Number of Violations Found by Status - YTD**

<b>YTD VIOLATIONS BY STATUS - 2014</b>							
	<b>Jul-14</b>	<b>Aug-14</b>	<b>Sep-14</b>	<b>Oct-14</b>	<b>Nov-14</b>	<b>Dec-14</b>	<b>Total</b>
ACTIVE	0						
APPEAL	0						
EXTENSION	0						
IN COMPLIANCE	0						
PROSECUTION	0						
<b>TOTAL VIOLATIONS</b>	<b>0</b>						



**Report 6b: Active Violations - YTD**

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

**Report 6c: # of Units with Active Violations - Monthly**

<b># of UNITS WITH ACTIVE VIOLATIONS JULY 2014</b>						
	<b>0-30</b>	<b>31-60</b>	<b>61-90</b>	<b>91-180</b>	<b>&gt; 180</b>	<b>Average</b>
	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>
RLSF	0	0	0	0	0	0
RLMF	0	0	0	0	0	0
RLIU	0	0	0	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Report 6d: # of Units with Active Violations - YTD**

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

**Report 7: Top 10 Violations found (Monthly & YTD)**

**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**

<b>RENTAL LICENSE FEES COLLECTED JULY 2014</b>					
	RLSF	RLMF	RLMA	RLIU	<b>TOTAL</b>
DOCKETING FEE	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
FAILURE TO APPEAR FEE	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
INSPECTION FEE	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
LATE PAYMENT FEE	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
RE-INSPECTION FEE	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
RENTAL LICENSE FEE MASTER	\$0.00	\$0.00	\$204.00	\$0.00	<b>\$204.00</b>
RENTAL LICENSE FEE PER UNIT	\$2,108.00	\$748.00	\$0.00	\$0.00	<b>\$2,856.00</b>
<b>TOTAL</b>	<b>\$2,108.00</b>	<b>\$748.00</b>	<b>\$204.00</b>	<b>\$0.00</b>	<b>\$3,060.00</b>

**Report 9b: Total Fees Collected by Fee Type - YTD**

<b>RENTAL LICENSE FEES COLLECTED JULY 2014</b>							
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	<b>TOTAL</b>
DOCKETING FEE	\$0.00						
FAILURE TO APPEAR FEE	\$0.00						
INSPECTION FEE	\$0.00						
LATE PAYMENT FEE	\$0.00						
RE-INSPECTION FEE	\$0.00						
RENTAL LICENSE FEE MASTER	\$204.00						
RENTAL LICENSE FEE PER UNIT	\$2,856.00						
<b>TOTAL</b>	<b>\$3,060.00</b>						