

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: December 1, 2014
 RE: Rental Licensing and Inspection Program Report – October 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-REVOCAATION	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	248	401			1121
NEW	173	299	248	401			1121
RENEWED	0	0	0	0			0
TOTAL UNITS	184	299	248	412			1143
# OF UNITS INSPECTED	0	27	42	55			124
INITIAL PROGRAM INSPECTION	0	21	22	36			79
RL-VIOLATION FOUND	0	16	18	28			62
RL-NO VIOLATION FOUND	0	5	4	8			17
RL-NO SHOW/NO CONSENT/CANCELLED	0	0	0	0			0
RL-PARTIALLY CORRECTED	0	0	0	0			0
RL-VIOLATION CORRECTED	0	0	0	0			0
3-YEAR INSPECTION	0	0	0	0			0
RL-VIOLATION FOUND	0	0	0	0			0
RL-NO VIOLATION FOUND	0	0	0	0			0
RL-NO SHOW/NO CONSENT/CANCELLED	0	0	0	0			0
RL-PARTIALLY CORRECTED	0	0	0	0			0
RL-VIOLATION CORRECTED	0	0	0	0			0
6-YEAR INSPECTION	0	0	0	0			0
RL-VIOLATION FOUND	0	0	0	0			0
RL-NO VIOLATION FOUND	0	0	0	0			0
RL-NO SHOW/NO CONSENT/CANCELLED	0	0	0	0			0
RL-PARTIALLY CORRECTED	0	0	0	0			0
RL-VIOLATION CORRECTED	0	0	0	0			0
REINSPECTION	0	6	20	19			45
RL-VIOLATION FOUND	0	0	0	0			0
RL-NO VIOLATION FOUND	0	0	0	0			0
RL-NO SHOW/NO CONSENT/CANCELLED	0	0	0	0			0
RL-PARTIALLY CORRECTED	0	0	2	2			4
RL-VIOLATION CORRECTED	0	6	18	17			41
% of Units Inspected in Violation	0.00%	76.19%	81.82%	77.78%			78.60%
% of Units in need of Reinspection that are Reinspected	-	-	-	-	-	-	66.13%
Total # Violations Found	0	66	67	116			249
Average # of Violations when found	0	4.1	3.7	4.1			3.9
# of Reinspections outstanding over 60 days	0	0	0	1			-

***The unit reporting as # of Reinspections outstanding over 60 days has been given an extension by staff due to extenuating circumstances.**

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	183	266			786
NEW	127	210	183	266			786
RENEWED	0	0	0	0			0
RLMF	45	89	65	134			333
NEW	45	89	65	134			333
RENEWED	0	0	0	0			0
RLMA	1	0	0	1			2
NEW	1	0	0	1			2
RENEWED	0	0	0	0			0
NEW RLMA (UNITS)	12	0	0	12			24
RENEWED RLMA (Units)	0	0	0	0			0
Total Licenses	173	299	248	401			1121
New	173	299	248	401			1121
Renewed	0	0	0	0			0
Total Units	184	299	248	412			1143
New Units	184	299	248	412			1143
Renewed Units	0	0	0	0			0

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

Report 2: Number of Licenses – Total New and Renewed

October 2014	RLSF	RLMF	RLMA	RLMA UNITS	TOTAL LICENSES	TOTAL UNITS
RL-ISSUED	266	134	1	12	401	412
RL-INACTIVE	0	0	0	0	0	0
RL-PENDING	29	27	0	0	56	56
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-REVOCAATION	0	0	0	0	0	0
RL-WARRANT	0	0	0	0	0	0
TOTALS	304	161	1	12	466	477

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

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

RENTAL PROGRAM INSPECTIONS OCTOBER 2014				
	RLSF	RLMF	RLIU	TOTAL INSPECTIONS
RL-INITIAL PROGRAM INSPECTION	36	0	0	36
RL-VIOLATION FOUND	28	0	0	28
RL-NO VIOLATION FOUND	8	0	0	8
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	19	0	0	19
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	2	0	0	2
RL-VIOLATION CORRECTED	17	0	0	17
TOTALS	55	0	0	55

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

October 2014 INSPECTION TOTALS BY RESULT	
RL-VIOLATION FOUND	28
RL-NO VIOLATION FOUND	8
RL-CANCELLED	0
RL-NO CONSENT FORM	0
RL-NO SHOW	0
RL-PARTIALLY CORRECTED	2
RL-VIOLATION CORRECTED	17
TOTALS	55

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	18	28			62
RL-NO VIOLATION FOUND	0	5	4	8			17
RL-CANCELLED	0	0	0	0			0
RL-NO CONSENT FORM	0	0	0	0			0
RL-NO SHOW	0	0	0	0			0
RL-PARTIALLY CORRECTED	0	0	2	2			4
RL-VIOLATION CORRECTED	0	6	18	17			41
Total Inspections	0	27	42	55			124

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	22	36			79
RL-3-YEAR INSPECTION	0	0	0	0			0
RL-6-YEAR INSPECTION	0	0	0	0			0
RL-REINSPECTION	0	6	20	19			45
Total Inspections	0	27	42	55			124

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

RENTAL PROGRAM VIOLATIONS OCTOBER 2014				
	RLSF	RLMF	RLIU	TOTAL VIOLATIONS
ACTIVE	96	0	0	96
APPEAL	0	0	0	0
EXTENSION	0	0	0	0
IN COMPLIANCE	20	0	0	20
PROSECUTION	0	0	0	0
TOTALS	116	0	0	116

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

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	46	96			199
APPEAL	0	0	0	0			0
EXTENSION	0	0	0	0			0
IN COMPLIANCE	0	9	21	20			50
PROSECUTION	0	0	0	0			0
TOTAL VIOLATIONS	0	66	67	116			249

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

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

VIOLATIONS PER UNIT BY LICENSE TYPE OCTOBER 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	8	12	9	7	36	28	3.2	4.1
RLMF	0	0	0	0	0	0	0.0	0.0
RLIU	0	0	0	0	0	0	0.0	0.0
TOTAL	8	12	9	7	36	28	3.2	4.1
PROPERTY MAINTENANCE CASES								
RLSF		17	2	1	20	20		2.1
RLMF		0	0	0	0	0		0.0
RLIU		0	0	0	0	0		0.0
TOTAL		17	2	1	20	20		2.1

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	4	8			17
1-3 Violations	0	9	11	12			32
4-5 Violations	0	3	4	9			16
>5 Violations	0	4	3	7			14
Average Violations	0	3.1	3.0	3.2			3.1
Average Violations without 0 Violations	0	4.1	3.7	4.1			4.0
TOTAL UNITS WITH VIOLATIONS	0	16	18	28			62
PROPERTY MAINTENANCE CASES							
1-3 Violations	0	3	11	17			31
4-5 Violations	0	0	0	2			2
>5 Violations	0	1	0	1			2
Average Violations	0	3.0	1.5	2.1			2.2
TOTAL UNITS WITH VIOLATIONS	0	4	11	20			35

Report 6a: Active Violations by License Type – Monthly

ACTIVE VIOLATIONS BY LICENSE TYPE OCTOBER 2014							
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	> 180 Days	Total	Average Days
RLSF	96	0	4	0	0	100	16.2
RLMF	0	0	0	0	0	0	0.0
RLIU	0	0	0	0	0	0	0.0
TOTALS	96	0	4	0	0	100	16.2

*The 4 violations between 61-90 days are all part of one case. Two of the violations were given an extension due to extenuating circumstances.

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	49	96			202
31-60 Days	0	0	20	0			20
61-90 Days	0	0	0	4			4
91-180 Days	0	0	0	0			0
> 180 Days	0	0	0	0			0
Totals	0	57	69	100			226
Average Days	0.0	15.9	27.6	16.2			19.9

*The 4 violations between 61-90 days are all part of one case. Two of the violations were given an extension due to extenuating circumstances.

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

# of UNITS WITH ACTIVE VIOLATIONS OCTOBER 2014						
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	>180 Days	Average Days
RLSF	23	0	1	0	0	15.8
RLMF	0	0	0	0	0	0.0
RLIU	0	0	0	0	0	0.0
TOTALS	23	0	1	0	0	15.8

*The unit with violations between 61-90 days was given an extension due to extenuating circumstances.

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	11	23			46
31-60 Days	0	0	2	0			2
61-90 Days	0	0	0	1			1
91-180 Days	0	0	0	0			0
> 180 Days	0	0	0	0			0
TOTALS	0	12	13	24			49
Average Days	0.0	15.6	21.5	15.8			17.6

*The unit with violations between 61-90 days was given an extension due to extenuating circumstances.

Report 7a: Top 10 Violations found – Monthly

Top Ten Violations on a Rental License-October 2014	
Description	# Found
6-1314(a)(23) Smoke Alarms	49
6-1314(a)(19) GFCI Receptacles	24
6-1314(a)(7) Window Locks	8
6-1314(a)(20) Receptacle Outlet Covers	8
6-1314(a)(7) Window Locks	8
6-1314(a)(14) Mechanical Appliances	4
6-1314(a)(17) Electrical System Hazards	2
6-1314(a)(4) Handrails and Guards	2
6-1314(a)(15) Combustion Air	2
6-1314(a)(22) Egress Windows	2
6-1314(a)(14) Mechanical Appliances	2

Report 7b: Top 10 Violations found –YTD

Top Ten Violations on a Rental License-YTD	
Description	# Found
6-1314(a)(23) Smoke Alarms	99
6-1314(a)(19) GFCI Receptacles	51
6-1314(a)(20) Receptacle Outlet Covers	23
6-1314(a)(11) Plumbing Fixtures	13
6-1314(a)(5) Windows	12
6-1314(a)(7) Window Locks	8
6-1314(a)(14) Mechanical Appliances	6
6-1314(a)(4) Handrails and Guards	6
6-1314(a)(17) Electrical System Hazards	5
6-1314(a)(15) Combustion Air	3
6-1314(a)(22) Egress Windows	3

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

***Will be included in future months as data accumulates.**

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

***Will be included in future months as data accumulates.**

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

RENTAL LICENSE FEES COLLECTED OCTOBER 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	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00
LATE PAYMENT FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RE-INSPECTION FEE	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
RENTAL LICENSE FEE MASTER	\$0.00	\$0.00	\$153.00	\$0.00	\$153.00
RENTAL LICENSE FEE PER UNIT	\$4,862.00	\$2,448.00	\$0.00	\$0.00	\$7,310.00
TOTAL	\$7,112.00	\$2,448.00	\$153.00	\$0.00	\$9,713.00

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	\$0.00			\$0.00
FAILURE TO APPEAR FEE	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
INSPECTION FEE	\$0.00	\$2,550.00	\$1,550.00	\$2,200.00			\$6,300.00
LATE PAYMENT FEE	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
RE-INSPECTION FEE	\$0.00	\$0.00	\$0.00	\$50.00			\$50.00
RENTAL LICENSE FEE MASTER	\$204.00	\$0.00	\$0.00	\$153.00			\$357.00
RENTAL LICENSE FEE PER UNIT	\$2,856.00	\$4,641.00	\$5,032.00	\$7,310.00			\$19,839.00
TOTAL	\$3,060.00	\$7,191.00	\$6,582.00	\$9,713.00			\$26,546.00

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	11	20			35
RLMF	0	0	0			0
RLIU	0	0	0			0
TOTAL	4	11	20	0	0	35

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

Top Ten Violations on a Property Maintenance Case - October 2014	
Description	# Found
304.18.1 Deadbolt Locks	14
304.13 Window, Skylight and Door Frames.	4
304.14 Insect Screens	4
504.1 Plumbing Fixtures	3
304.15 Doors, Including Assemblies & Hardware	2
304.2 Paint and Siding in Good Condition, Including Facia, Soffits, Doors & Windows	2
403.2 Ventilation Fan	2
304.6 Exterior Structure Exterior Walls	2
304.13.2 Openable Windows	2

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

Top Ten Violations on a Property Maintenance Case - YTD 2014	
Description	# Found
304.18.1 Deadbolt Locks	23
304.14 Insect Screens	6
304.13 Window, Skylight and Door Frames.	5
304.15 Doors, Including Assemblies & Hardware	5
304.2 Paint and Siding in Good Condition, Including Facia, Soffits, Doors & Windows	5
403.2 Ventilation Fan	5
504.1 Plumbing Fixtures	4
304.5 Exterior Structure Foundation Walls.	3
304.13.2 Openable Windows	3
304.6 Exterior Structure Exterior Walls	2
605.2 Receptacles	2