

Memorandum

City of Lawrence

Planning & Development Services

TO: Diane Stoddard, Interim City Manager
 FROM: Scott McCullough, Director
 CC: Casey Toomay, Assistant City Manager
 Date: May 28, 2015
 RE: Rental Licensing and Inspection Program Report – February 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											1,117
Total Units in Issued Status for Month*	1,148	1,373											2,521
Licenses Issued - Program Inception (July 1, 2014) to Month's End	-	3,121											3,121
Units Licensed - Program Inception (July 1, 2014) to Month's End	-	5,334											5,334
INSPECTIONS													
Initial, 3-Year or 6-Year Inspections Completed (by unit)	54	28											82
Initial, 3-Year or 6-Year Inspections Completed with No Violation Found (by unit)	11	11											22
Initial, 3-Year or 6-Year Inspections Completed with Violation Found (by unit)	43	17											60
% of Units Inspected with Violations (for Initial, 3 or 6 year inspections)	79.6%	60.7%											70.2%
Reinspections Completed	19	24											43
Reinspections Completed with Violations Corrected	18	22											40
VIOLATIONS													
Total Number of Violations Found	108	77											185
Average Number of Violations when Found	2.5	4.5											3.1
% of Units with Violations Outstanding after 30 Days	5.4%	56.3%											30.9%
% of Units with Violations Outstanding after 60 Days	0.0%	3.1%											1.6%
% of Units Inspected that Qualify for Inspection Incentive (5 or less)	94.4%	82.1%											88.3%
PMC CASES													
Total Number of PMC Cases Created as a Result of a Rental Inspection	22	15											37
% of Rental Units with PMC Case Created as Result of a Rental	40.7%	53.6%											47.2%
Total Number of Violations Found	44	24											68
Average Number of Violations on PMC Case	2.0	1.6											1.9
PMC Cases resulting from Tenant Complaint not as a Result of Rental Inspection	0	0											0
MISC.													
Number of Inspections Scheduled where Consent was Denied	0	0											0
Administrative Search Warrants	0	0											0
Administrative Search Warrants Issued	0	0											0
Number of Cases sent to Prosecution	0	0											0
Notices of Violation Issued to Tenants on Tenant Caused Violations	0	0											0
FEES													
Total Fees Collected	\$23,998	\$25,938											\$49,936

*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											300
NEW	161	138											299
RENEWED	1	0											1
RLMF	458	330											788
NEW	458	330											788
RENEWED	0	0											0
RLMA	8	21											29
NEW	8	21											29
RENEWED	0	0											0
NEW RLMA (UNITS)	528	905											1433
RENEWED RLMA (Units)	0	0											0
Total Licenses	628	489											1117
New	627	489											1116
Renewed	1	0											1
Total Units	1148	1373											2521
New Units	1147	1373											2520
Renewed Units	1	0											1

*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										
NEW	-	1442										
RENEWED	-	1										
RLMF	-	1635										
NEW	-	1635										
RENEWED	-	0										
RLMA	-	44										
NEW	-	44										
RENEWED	-	0										
NEW RLMA (UNITS)	-	2257										
RENEWED RLMA (Units)	-	0										
Total Licenses	-	3122										
New	-	3121										
Renewed	-	1										
Total Units	-	5335										
New Units	-	5334										
Renewed Units	-	1										

*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

February 2015	RLSF	RLMF	RLMA	RLMA UNITS	TOTAL LICENSES	TOTAL UNITS
RL-ISSUED	138	330	21	905	489	1373
RL-INACTIVE	1	110	0	0	111	111
RL-PENDING	2	29	4	70	35	101
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	1	1	0	0	2	2
RL-CL INSPECT	0	0	0	0	0	0
RL-NOV TO LICENSE	0	79	5	497	84	576
RL-NOV INSPECT	0	0	0	0	0	0
RL-DENIED	3	5	0	0	8	8
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-REVOCACTION	0	0	0	0	0	0
RL-WARRANT	0	0	0	0	0	0
TOTALS	145	554	30	1472	729	2171

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

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

February 2015- Program Inception (July 1, 2014) to Month's End						
	RLSF	RLMF	RLMA	RLMA UNITS	TOTAL LICENSES	TOTAL UNITS
RL-ISSUED	1442	1635	44	2257	3121	5334
RL-INACTIVE	26	118	1	1	145	145
RL-PENDING	8	49	4	70	61	127
RL-1N	4	0	0	0	4	4
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	6	6	0	0	12	12
RL-CL INSPECT	0	0	0	0	0	0
RL-NOV TO LICENSE	3	79	5	497	87	579
RL-NOV INSPECT	0	0	0	0	0	0
RL-DENIED	7	8	0	0	15	15
RL-APPEAL	0	0	0	0	0	0
RL-PROBATION	8	9	0	0	17	17
RL-PROSECUTION	1	0	0	0	1	1
RL-REVOCACTION	1	0	0	0	1	1
RL-WARRANT	0	0	0	0	0	0
TOTALS	1506	1904	54	2825	3464	6235

*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 FEBRUARY 2015				
	RLSF	RLMF	RLIU	TOTAL INSPECTIONS
RL-INITIAL PROGRAM INSPECTION	22	5	0	27
RL-VIOLATION FOUND	16	0	0	16
RL-NO VIOLATION FOUND	6	5	0	11
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	19	5	0	24
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	1	0	0	1
RL-VIOLATION CORRECTED	17	5	0	22
TOTALS	41	10	0	51

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

FEBRUARY 2015 INSPECTION TOTALS BY RESULT	
RL-VIOLATION FOUND	17
RL-NO VIOLATION FOUND	11
RL-CANCELLED	0
RL-NO CONSENT FORM	0
RL-NO SHOW	0
RL-PARTIALLY CORRECTED	1
RL-VIOLATION CORRECTED	22
TOTALS	51

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											60
RL-NO VIOLATION FOUND	11	11											22
RL-CANCELLED	0	0											0
RL-NO CONSENT FORM	0	0											0
RL-NO SHOW	1	0											1
RL-PARTIALLY CORRECTED	1	1											2
RL-VIOLATION CORRECTED	18	22											40
Total Inspections	74	51											125

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											81
RL-ADDTL INITIAL INSPECTION	1	0											1
RL-3-YEAR INSPECTION	0	0											0
RL-6-YEAR INSPECTION	0	0											0
RL-REINSPECTION	19	24											43
Total Inspections	74	51											125

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

RENTAL PROGRAM VIOLATIONS FEBRUARY 2015				
	RLSF	RLMF	RLIU	TOTAL VIOLATIONS
ACTIVE	65	0	0	65
APPEAL	0	0	0	0
EXTENSION	0	0	0	0
IN COMPLIANCE	12	0	0	12
PROSECUTION	0	0	0	0
TOTALS	77	0	0	77

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

Report 6a: Active Violations by License Type – Monthly

ACTIVE VIOLATIONS BY LICENSE TYPE FEBRUARY 2015							
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	>180 Days	Total	Average Days
RLSF	65	12	1	0	0	78	19.2
RLMF	0	0	0	0	0	0	0.0
RLIU	0	19	0	0	0	19	33.0
TOTALS	65	31	1	0	0	97	21.9

*The 1 violation between 61-90 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	Total
0-30 Days	92	65											157
31-60 Days	11	31											42
61-90 Days	0	1											1
91-180 Days	0	0											0
> 180 Days	0	0											0
Totals	103	97											200
Average Days	17.0	21.9											19.4

*The 1 violation between 61-90 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 FEBRUARY 2015						
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	>180 Days	Average Days
RLSF	14	6	1	0	0	24.3
RLMF	0	0	0	0	0	0.0
RLIU	0	11	0	0	0	33.0
TOTALS	14	17	1	0	0	27.3

*The unit with violations between 61-90 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	Total
0-30 Days	35	14											49
31-60 Days	2	17											19
61-90 Days	0	1											1
91-180 Days	0	0											0
> 180 Days	0	0											0
TOTALS	37	32											69
Average Days	11.6	27.3											19.5

*The unit with violations between 61-90 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-February 2015	
Description	# Found
6-1314(a)(23) Smoke Alarms	28
6-1314(a)(19) GFCI Receptacles	23
6-1314(a)(20) Receptacle Outlet Covers	6
6-1314(a)(14) Mechanical Appliances	5
6-1314(a)(18) Electrical Wiring	3
6-1314(a)(17) Electrical System Hazards	3
6-1314(a)(6) Exterior Doors	2
6-1314(a)(7) Window Locks	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	53
6-1314(a)(19) GFCI Receptacles	40
6-1314(a)(20) Receptacle Outlet Covers	15
6-1314(a)(15) Combustion Air	14
6-1314(a)(14) Mechanical Appliances	11
6-1314(a)(17) Electrical System Hazards	10
6-1314(a)(11) Plumbing Fixtures	9
6-1314(a)(7) Window Locks	6
6-1314(a)(18) Electrical Wiring	6
6-1314(a)(22) Egress Windows	5

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

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

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

RENTAL LICENSE FEES COLLECTED FEBRUARY 2015					
	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	\$1,050.00	\$400.00	\$0.00	\$0.00	\$1,450.00
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	\$14,690.00	\$0.00	\$14,690.00
RENTAL LICENSE FEE PER UNIT	\$2,516.00	\$7,282.00	\$0.00	\$0.00	\$9,798.00
TOTAL	\$3,566.00	\$7,682.00	\$14,690.00	\$0.00	\$25,938.00

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
FAILURE TO APPEAR FEE	\$25	\$0											\$25
INSPECTION FEE	\$2,850	\$1,450											\$4,300
LATE PAYMENT FEE	\$0	\$0											\$0
RE-INSPECTION FEE	\$0	\$0											\$0
RENTAL LICENSE FEE MASTER	\$8,357	\$14,690											\$23,047
RENTAL LICENSE FEE PER UNIT	\$12,766	\$9,798											\$22,564
TOTAL	\$23,998	\$25,938											\$49,936

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											33
RLMF	4	0											4
RLIU	0	0											0
TOTAL	22	15											37

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

Top Violations on a Property Maintenance Case - February 2015	
Description	# Found
304.18.1 Deadbolt Locks	10
304.13 Window, Skylight and Door Frames.	4
304.13.2 Openable Windows	4
403.2 Ventilation Fan	3
304.15 Exterior Doors	1
702.1 Means of Egress	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	23
304.13 Window, Skylight and Door Frames.	7
304.13.2 Openable Windows	6
305.3 Interior Surfaces	6
403.2 Ventilation Fan	5
304.15 Exterior Doors	3
305.3 Walls, Ceilings Other Surfaces	3
304.14 Insect Screens	3
504.1 Plumbing Fixtures	3
304.15 Doors, Including Assemblies & Hardware	2
304.6 Exterior Structure Exterior Walls	2