

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 |