

# 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: April 30, 2015  
 RE: Rental Licensing and Inspection Program Report – January 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>. The data highlighted in yellow will be provided in future reports as 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 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

<b>RENTAL LICENSE SUMMARY DATA</b>		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>LICENSES</b>														
Total Licenses in Issued Status (at end of month)*		628												628
Total Units in Issued Status (at end of month)*		1,148												1,148
<b>INSPECTIONS</b>														
Initial, 3-Year or 6-Year Inspections Completed (by unit)		54												54
Initial, 3-Year or 6-Year Inspections Completed with No Violation Found (by unit)		11												11
Initial, 3-Year or 6-Year Inspections Completed with Violation Found (by unit)		43												43
% of Units Inspected with Violations (for Initial, 3 or 6 year inspections)		79.6%												79.6%
Reinspections Completed		19												19
Reinspections Completed with Violations Corrected		18												18
<b>VIOLATIONS</b>														
Total Number of Violations Found		108												108
Average Number of Violations when Found		2.5												2.5
% of Units with Violations Outstanding after 30 Days		5.4%												5.4%
% of Units with Violations Outstanding after 60 Days		0.0%												0.0%
% of Units Inspected that Qualify for Inspection Incentive (5 or less violations)		94.4%												94.4%
<b>PMC CASES</b>														
Total Number of PMC Cases Created as a Result of a Rental Inspection		22												22
% of Rental Units with PMC Case Created as Result of a Rental Inspection		40.7%												40.7%
Total Number of Violations Found		44												44
Average Number of Violations on PMC Case		2.0												2.0
PMC Cases resulting from Tenant Complaint not as a Result of Rental Inspection		0												0
<b>MISC.</b>														
Number of Inspections Scheduled where Consent was Denied		0												0
Administrative Search Warrants Sought		0												0
Administrative Search Warrants Issued		0												0
Notices of Violation Issued to Tenants on Tenant Caused Violations		0												0
<b>FEES</b>														
Total Fees Collected		\$23,998												\$23,998

\*These numbers reflect "Total Licenses Issued (at end of the month)" and "Total Units Licensed (at end of month)". These figures reflect license "Status" at a 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. Beginning in February 2015, we will start tracking a cumulative point in time figure that measures how many licenses are in "Issued" status at the end of each month, since the program began.

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

<b>Licenses Issued 2015</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
RLSF	162												<b>162</b>
NEW	161												<b>161</b>
RENEWED	1												<b>1</b>
RLMF	458												<b>458</b>
NEW	458												<b>458</b>
RENEWED	0												<b>0</b>
RLMA	8												<b>8</b>
NEW	8												<b>8</b>
RENEWED	0												<b>0</b>
NEW RLMA (UNITS)	528												<b>528</b>
RENEWED RLMA (Units)	0												<b>0</b>
<b>Total Licenses</b>	<b>628</b>												<b>628</b>
<b>New</b>	<b>627</b>												<b>627</b>
<b>Renewed</b>	<b>1</b>												<b>1</b>
<b>Total Units</b>	<b>1148</b>												<b>1148</b>
<b>New Units</b>	<b>1147</b>												<b>1147</b>
<b>Renewed Units</b>	<b>1</b>												<b>1</b>

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

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

<b>January 2015</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>161</b>	<b>458</b>	<b>8</b>	<b>528</b>	<b>627</b>	<b>1147</b>
RL-INACTIVE	0	2	0	0	2	2
RL-PENDING	14	123	2	23	139	160
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	6	5	0	0	11	11
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	1	2	0	0	3	3
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>182</b>	<b>590</b>	<b>10</b>	<b>551</b>	<b>782</b>	<b>1323</b>

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

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

<b>RENTAL PROGRAM INSPECTIONS JANUARY 2015</b>				
	<b>RLSF</b>	<b>RLMF</b>	<b>RLIU</b>	<b>TOTAL INSPECTIONS</b>
<b>RL-INITIAL PROGRAM INSPECTION</b>	<b>35</b>	<b>6</b>	<b>13</b>	<b>54</b>
RL-VIOLATION FOUND	27	4	11	42
RL-NO VIOLATION FOUND	7	2	2	11
RL-CANCELLED	0	0	0	0
RL-NO CONSENT FORM	0	0	0	0
RL-NO SHOW	1	0	0	1
RL-PARTIALLY CORRECTED	0	0	0	0
RL-VIOLATION CORRECTED	0	0	0	0
<b>RL-ADDTL INITIAL INSPECTION</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>
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	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>19</b>	<b>0</b>	<b>0</b>	<b>19</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	1	0	0	1
RL-VIOLATION CORRECTED	18	0	0	18
<b>TOTALS</b>	<b>54</b>	<b>7</b>	<b>13</b>	<b>74</b>

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

<b>JANUARY 2015 INSPECTION TOTALS BY RESULT</b>	
RL-VIOLATION FOUND	43
RL-NO VIOLATION FOUND	11
RL-CANCELLED	0
RL-NO CONSENT FORM	0
RL-NO SHOW	1
RL-PARTIALLY CORRECTED	1
RL-VIOLATION CORRECTED	18
<b>TOTALS</b>	<b>74</b>

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

<b>YTD INSPECTIONS BY RESULT 2015</b>														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
RL-VIOLATION FOUND	43												43	
RL-NO VIOLATION FOUND	11												11	
RL-CANCELLED	0												0	
RL-NO CONSENT FORM	0												0	
RL-NO SHOW	1												1	
RL-PARTIALLY CORRECTED	1												1	
RL-VIOLATION CORRECTED	18												18	
<b>Total Inspections</b>	<b>74</b>												<b>74</b>	

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

<b>YTD INSPECTIONS BY TYPE 2015</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
RL-INITIAL PROGRAM INSPECTION	54												54
RL-ADDTL INITIAL INSPECTION	1												1
RL-3-YEAR INSPECTION	0												0
RL-6-YEAR INSPECTION	0												0
RL-REINSPECTION	19												19
<b>Total Inspections</b>	<b>74</b>												<b>74</b>

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

<b>RENTAL PROGRAM VIOLATIONS JANUARY 2015</b>				
	RLSF	RLMF	RLIU	TOTAL VIOLATIONS
ACTIVE	60	13	19	92
APPEAL	0	0	0	0
EXTENSION	0	0	0	0
IN COMPLIANCE	16	0	0	16
PROSECUTION	0	0	0	0
<b>TOTALS</b>	<b>76</b>	<b>13</b>	<b>19</b>	<b>108</b>

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







**Report 7a: Top 10 Violations found – Monthly**

<b>Top Violations on a Rental License-January 2015</b>	
<b>Description</b>	<b># Found</b>
6-1314(a)(23) Smoke Alarms	25
6-1314(a)(19) GFCI Receptacles	17
6-1314(a)(15) Combustion Air	14
6-1314(a)(20) Receptacle Outlet Covers	9
6-1314(a)(17) Electrical System Hazards	7
6-1314(a)(11) Plumbing Fixtures	7
6-1314(a)(14) Mechanical Appliances	6
6-1314(a)(2) Building Structure	4
6-1314(a)(7) Window Locks	4
6-1314(a)(22) Egress Windows	4
6-1314(a)(18) Electrical Wiring	3
6-1314(a)(4) Handrails and Guards	3

**Report 7b: Top 10 Violations found –YTD**

\*Will be included in future months as 2015 data accumulates.

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

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

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

<b>RENTAL LICENSE FEES COLLECTED JANUARY 2015</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	\$25.00	\$0.00	\$0.00	\$0.00	<b>\$25.00</b>
INSPECTION FEE	\$1,500.00	\$600.00	\$750.00	\$0.00	<b>\$2,850.00</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	\$8,357.00	\$0.00	<b>\$8,357.00</b>
RENTAL LICENSE FEE PER UNIT	\$3,043.00	\$9,723.00	\$0.00	\$0.00	<b>\$12,766.00</b>
<b>TOTAL</b>	<b>\$4,568.00</b>	<b>\$10,323.00</b>	<b>\$9,107.00</b>	<b>\$0.00</b>	<b>\$23,998.00</b>

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

<b>RENTAL LICENSE FEES COLLECTED 2015</b>														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<b>TOTAL</b>	
DOCKETING FEE	\$0												<b>\$0</b>	
FAILURE TO APPEAR FEE	\$25												<b>\$25</b>	
INSPECTION FEE	\$2,850												<b>\$2,850</b>	
LATE PAYMENT FEE	\$0												<b>\$0</b>	
RE-INSPECTION FEE	\$0												<b>\$0</b>	
RENTAL LICENSE FEE MASTER	\$8,357												<b>\$8,357</b>	
RENTAL LICENSE FEE PER UNIT	\$12,766												<b>\$12,766</b>	
<b>TOTAL</b>	<b>\$23,998</b>												<b>\$23,998</b>	

**Report 10a: # of Property Maintenance Code (PMC) Cases generated from Rental Inspections – YTD**

<b>PROPERTY MAINTENANCE CASES GENERATED FROM RENTAL LICENSES - 2015</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<b>TOTAL</b>
RLSF	18												18
RLMF	4												4
RLIU	0												0
<b>TOTAL</b>	<b>22</b>												<b>22</b>

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

<b>Top Violations on a Property Maintenance Case - January 2015</b>	
<b>Description</b>	<b># Found</b>
304.18.1 Deadbolt Locks	13
305.3 Interior Surfaces	6
304.13 Window, Skylight and Door Frames.	3
305.3 Walls, Ceilings Other Surfaces	3
304.14 Insect Screens	3
304.15 Exterior Doors	2
304.13.2 Openable Windows	2
403.2 Ventilation Fan	2
304.6 Exterior Structure Exterior Walls	2
504.1 Plumbing Fixtures	2
304.15 Doors, Including Assemblies & Hardware	2

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

**\*Will be included in future months as 2015 data accumulates.**