

Memorandum

City of Lawrence

Planning & Development Services

TO: Diane Stoddard, Interim City Manager
 FROM: Scott McCullough, Director
 CC: Casey Toomay, Assistant City Manager
 Date: February 18, 2015
 RE: Rental Licensing and Inspection Program Report – September 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	796	610	497	503	413	314	344				-
Total Units in Issued Status for Month*	1,148	1,373	2,728	1,731	1,730	1,522	1,463	614	1,028				-
Licenses Issued - Program Inception (July 1, 2014) to Month's End	-	3,122	4,014	4,636	5,133	5,406	5,872	6,336	6,418				6,418
Units Licensed - Program Inception (July 1, 2014) to Month's End	-	5,335	8,234	9,977	11,707	13,198	14,656	15,586	16,575				16,575
INSPECTIONS													
Initial, 3-Year, 6-Year or Additional Inspections Completed (by unit)	54	27	56	32	40	47	73	69	147				545
Initial, 3-Year, 6-Year or Additional Inspections Completed with No Violation Found (by unit)	11	11	27	10	18	15	22	41	61				216
Initial, 3-Year, 6-Year or Additional Inspections Completed with Violation Found (by unit)	43	16	29	22	22	32	51	28	86				329
% of Units Inspected with Violations (for Initial, 3, 6 year or Additional inspections)	79.6%	59.3%	51.8%	68.8%	55.0%	68.1%	69.9%	40.6%	58.5%				61.3%
Reinspections Completed	19	24	36	21	28	20	31	42	55				276
Reinspections Completed with Violations Corrected	18	22	36	20	25	19	30	39	54				263
VIOLATIONS													
Total Number of Violations Found	108	77	95	80	59	100	192	86	261				1058
Average Number of Violations when Found	2.5	4.5	3.3	3.6	2.6	3.1	3.8	3.2	3				3.2
% of Units with Violations Outstanding after 30 Days	5.4%	56.3%	15.4%	34.6%	22.7%	18.2%	18.2%	59.1%	17.3%				27.5%
% of Units with Violations Outstanding after 60 Days	0.0%	3.1%	7.7%	7.7%	4.5%	12.1%	9.1%	25.0%	16.0%				9.5%
% of Units Inspected that Qualify for Inspection Incentive (5 or less violations)	94.4%	85.2%	92.9%	90.6%	100.0%	87.2%	87.7%	94.2%	92.5%				91.6%
PMC CASES													
Total Number of PMC Cases Created as a Result of a Rental Inspection	22	15	18	16	17	20	34	16	42				200
% of Rental Units with PMC Case Created as Result of a Rental Inspection	40.7%	55.6%	32.1%	50.0%	42.5%	42.6%	46.6%	23.2%	28.6%				40.2%
Total Number of Violations Found	44	24	37	57	25	52	113	47	92				491
Average Number of Violations on PMC Case	2.0	1.6	2.1	3.6	1.5	2.6	3.4	2.9	2.2				2.5
PMC Cases resulting from Tenant Complaint not as a Result of Rental Inspection	0	0	5	3	9	7	20	6	8				58
MISC.													
Number of Inspections Scheduled where Consent was Denied	0	0	0	0	0	0	0	0	1				1
Administrative Search Warrants Sought	0	0	0	0	0	0	0	0	0				0
Administrative Search Warrants Issued	0	0	0	0	0	0	0	0	0				0
Number of Cases sent to Prosecution	0	0	0	2	0	0	0	10	9				21
Notices of Violation Issued to Tenants on Tenant Caused Violations	0	0	1	0	0	0	0	0	0				1
FEES													
Total Fees Collected	\$23,998	\$25,938	\$44,455	\$30,446	\$30,462	\$27,387	\$33,991	\$12,324	\$30,989				\$259,990

*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	289	236	182	250	178	184	202				1821
NEW	161	138	278	213	160	220	61	58	34				1323
RENEWED	1	0	11	23	22	30	117	126	168				498
RLMF	458	330	456	337	266	220	200	99	114				2480
NEW	458	330	455	328	264	219	184	95	112				2445
RENEWED	0	0	1	9	2	1	16	4	2				35
RLMA	8	21	51	37	49	33	35	31	28				293
NEW	8	21	51	37	49	33	35	30	28				292
RENEWED	0	0	0	0	0	0	0	1	0				1
NEW RLMA (Units)	528	905	1983	1158	1282	1052	1085	327	712				9032
RENEWED RLMA (Units)	0	0	0	0	0	0	0	4	0				4
Total Licenses	628	489	796	610	497	503	413	314	344				4594
New	627	489	784	578	473	472	280	183	174				4060
Renewed	1	0	12	32	24	31	133	131	170				534
Total Units	1148	1373	2728	1731	1730	1522	1463	614	1028				13337
New Units	1147	1373	2716	1699	1706	1491	1330	480	858				12800
Renewed Units	1	0	12	32	24	31	133	134	170				537

*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	1734	1981	2163	2177	2429	2738	2676			
NEW	-	1442	1722	1946	2106	2092	2227	2414	2183			
RENEWED	-	1	12	35	57	85	202	324	493			
RLMF	-	1635	2180	2518	2784	3006	3186	3306	3415			
NEW	-	1635	2179	2508	2772	2993	3157	3273	3380			
RENEWED	-	0	1	10	12	13	29	33	35			
RLMA	-	44	100	137	186	223	257	292	327			
NEW	-	44	100	137	186	223	257	291	326			
RENEWED	-	0	0	0	0	0	0	1	1			
NEW RLMA (Units)	-	2257	4320	5478	6760	8015	9041	9538	10480			
RENEWED RLMA (Units)	-	0	0	0	0	0	0	4	4			
Total Licenses	-	3122	4014	4636	5133	5406	5872	6336	6418			
New	-	3121	4001	4591	5064	5308	5641	5978	5889			
Renewed	-	1	13	45	69	98	231	358	529			
Total Units	-	5335	8234	9977	11707	13198	14656	15586	16575			
New Units	-	5334	8221	9932	11638	13100	14425	15225	16043			
Renewed Units	-	1	13	45	69	98	231	361	532			

*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

SEPTEMBER 2015	RLSF	RLMF	RLMA	RLMA UNITS	TOTAL LICENSES	TOTAL UNITS
RL-ISSUED	202	114	28	712	344	1028
RL-INACTIVE	8	8	4	14	20	30
RL-PENDING	19	14	5	75	38	108
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	4	1	1	43	6	48
RL-CL INSPECT	0	0	0	0	0	0
RL-NOV TO LICENSE	10	31	5	244	46	285
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-REVOCACTION	0	0	0	0	0	0
RL-WARRANT	0	0	0	0	0	0
TOTALS	243	168	43	1088	454	1499

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

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

September 2015- Program Inception (July 1, 2014) to Month's End						
	RLSF	RLMF	RLMA	RLMA UNITS	TOTAL LICENSES	TOTAL UNITS
RL-ISSUED	2676	3415	327	10484	6418	16575
RL-INACTIVE	151	273	8	179	432	603
RL-PENDING	150	26	6	171	182	347
RL-1N	126	21	0	0	147	147
RL-1N INSPECT	33	41	0	0	74	74
RL-2N NOV	9	0	0	0	9	9
RL-2N NOV INSPECT	1	0	0	0	1	1
RL-CL TO LICENSE	8	5	1	43	14	56
RL-CL INSPECT	0	0	0	0	0	0
RL-NOV TO LICENSE	25	66	10	512	101	603
RL-NOV INSPECT	0	0	0	0	0	0
RL-DENIED	5	0	0	0	5	5
RL-APPEAL	0	0	0	0	0	0
RL-PROBATION	2	0	0	0	2	2
RL-PROSECUTION	16	2	0	0	18	18
RL-REVOCACTION	0	0	0	0	0	0
RL-WARRANT	0	0	0	0	0	0
TOTALS	3202	3849	352	11389	7403	18440

*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 SEPTEMBER 2015				
	RLSF	RLMF	RLIU	TOTAL INSPECTIONS
RL-INITIAL PROGRAM INSPECTION	48	49	55	152
RL-VIOLATION FOUND	33	33	20	86
RL-NO VIOLATION FOUND	13	12	35	60
RL-CANCELLED	0	3	0	3
RL-NO CONSENT FORM	0	1	0	1
RL-NO SHOW	2	0	0	2
RL-PARTIALLY CORRECTED	0	0	0	0
RL-VIOLATION CORRECTED	0	0	0	0
RL-ADDTL INITIAL INSPECTION	0	0	1	1
RL-VIOLATION FOUND	0	0	0	0
RL-NO VIOLATION FOUND	0	0	1	1
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	26	14	15	55
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	1	0	1
RL-VIOLATION CORRECTED	26	13	15	54
TOTALS	74	63	71	208

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

SEPTEMBER 2015 INSPECTION TOTALS BY RESULT	
RL-VIOLATION FOUND	86
RL-NO VIOLATION FOUND	61
RL-CANCELLED	3
RL-NO CONSENT FORM	1
RL-NO SHOW	2
RL-PARTIALLY CORRECTED	1
RL-VIOLATION CORRECTED	54
TOTALS	208

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	29	22	23	33	52	27	86				332
RL-NO VIOLATION FOUND	11	11	27	10	18	15	22	41	61				216
RL-CANCELLED	0	0	3	1	1	0	2	1	3				11
RL-NO CONSENT FORM	0	0	0	0	0	0	0	0	1				1
RL-NO SHOW	1	0	1	0	1	0	0	1	2				6
RL-PARTIALLY CORRECTED	1	1	0	1	2	0	0	3	1				9
RL-VIOLATION CORRECTED	18	22	36	20	25	19	30	39	54				263
Total Inspections	74	51	96	54	70	67	106	112	208				838

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	58	33	42	47	71	70	152				554
RL-ADDTL INITIAL INSPECTION	1	0	2	0	0	0	4	0	1				8
RL-3-YEAR INSPECTION	0	0	0	0	0	0	0	0	0				0
RL-6-YEAR INSPECTION	0	0	0	0	0	0	0	0	0				0
RL-REINSPECTION	19	24	36	21	28	20	31	42	55				276
Total Inspections	74	51	96	54	70	67	106	112	208				838

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

RENTAL PROGRAM VIOLATIONS SEPTEMBER 2015				
	RLSF	RLMF	RLIU	TOTAL VIOLATIONS
ACTIVE	95	88	33	216
APPEAL	0	0	0	0
EXTENSION	0	0	0	0
IN COMPLIANCE	21	14	10	45
PROSECUTION	0	0	0	0
TOTALS	116	102	43	261

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

Report 4b: Number of Violations Found by Status – YTD

YTD VIOLATIONS BY STATUS - 2015													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ACTIVE	92	65	67	66	40	88	163	46	216				843
APPEAL	0	0	0	0	0	0	0	0	0				0
EXTENSION	0	0	0	0	0	0	1	0	0				1
IN COMPLIANCE	16	12	28	14	19	12	28	40	45				214
PROSECUTION	0	0	0	0	0	0	0	0	0				0
TOTAL VIOLATIONS	108	77	95	80	59	100	192	86	261				1058

*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 SEPTEMBER 2015 (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	13	24	3	6	46	33	2.5	3.5	
RLMF	12	22	7	4	45	33	2.3	3.1	
RLIU	36	19	0	1	56	20	0.8	2.2	
TOTAL	61	65	10	11	147	86	1.8	3.0	
PROPERTY MAINTENANCE CASES									
RLSF		15	8	0	23	23		2.5	
RLMF		14	3	0	17	17		1.9	
RLIU		2	0	0	2	2		1.0	
TOTAL		31	11	0	42	42		2.2	

Report 5b: Violations per Unit – YTD

YTD VIOLATIONS PER UNIT - 2015													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
RENTAL LICENSES													
0 Violations	11	11	27	10	18	15	22	41	61				216
1-3 Violations	34	10	19	14	17	21	25	20	65				225
4-5 Violations	6	2	6	5	6	5	17	4	10				61
>5 Violations	3	5	4	3	0	6	9	3	11				44
Average Violations	2.0	3.3	1.7	2.5	1.4	2.1	2.6	1.3	1.8				2.1
Average Violations without 0 Violations	2.5	4.5	3.3	3.6	2.6	3.1	3.8	3.2	3.0				3.3
TOTAL UNITS WITH VIOLATIONS	43	17	29	22	23	32	51	27	86				330
PROPERTY MAINTENANCE CASES													
1-3 Violations	19	14	16	10	16	14	20	13	31				153
4-5 Violations	3	1	1	4	1	4	8	0	11				33
>5 Violations	0	0	1	2	0	2	6	3	0				14
Average Violations	2.0	1.6	2.1	3.6	1.5	2.6	3.4	2.9	2.2				2.4
TOTAL UNITS WITH VIOLATIONS	22	15	18	16	17	20	34	16	42				200

Report 6a: Active Violations by License Type – Monthly

ACTIVE VIOLATIONS BY LICENSE TYPE SEPTEMBER 2015							
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	>180 Days	Total	Average Days
RLSF	95	0	21	6	7	129	47.3
RLMF	88	1	4	0	0	93	12.7
RLIU	33	0	0	0	0	33	7.0
TOTALS	216	1	25	6	7	255	29.4

*6 violations >180 days involve one unit that was given an extension due to extenuating circumstances. 1 violation >180 days was given an extension due to extenuating circumstances, in this case going through the HRC process for the repairs. The 6 violations between 91-180 days involve three units and were all sent to prosecution in August. 13 violations between 61-90 days involve 4 units and were all sent to prosecution in August. 5 violations between 61-90 days involve 2 units that were given an extension due to extenuating circumstance. 7 violations between 61-90 days involve one unit.

Report 6b: Active Violations – YTD

ACTIVE VIOLATIONS - 2015												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0-30 Days	92	65	67	66	40	88	164	46	216			
31-60 Days	11	31	10	17	15	5	17	73	1			
61-90 Days	0	1	2	0	0	12	1	6	25			
91-180 Days	0	0	1	2	1	0	10	6	6			
> 180 Days	0	0	0	0	0	1	1	7	7			
Totals	103	97	80	85	56	106	193	138	255			
Average Days in Violation	17.0	21.9	21.6	23.9	30.8	23.2	20.3	51.8	29.4			

*6 violations >180 days involve one unit that was given an extension due to extenuating circumstances. 1 violation >180 days was given an extension due to extenuating circumstances, in this case going through the HRC process for the repairs. The 6 violations between 91-180 days involve three units and were all sent to prosecution in August. 13 violations between 61-90 days involve 4 units and were all sent to prosecution in August. 5 violations between 61-90 days involve 2 units that were given an extension due to extenuating circumstance. 7 violations between 61-90 days involve one unit.

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

# of UNITS WITH ACTIVE VIOLATIONS SEPTEMBER 2015						
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	>180 Days	Average Days
RLSF	22	0	6	3	2	55.6
RLMF	26	1	1	0	0	13.0
RLIU	14	0	0	0	0	5.6
TOTALS	62	1	7	3	2	30.4

* 1 unit >180 days was given an extension due to extenuating circumstances. 1 unit >180 days was given an extension due to extenuating circumstances, in this case going through the HRC process for the repairs. 3 units between 91-180 days were all sent to prosecution in August. 4 units between 61-90 days were all sent to prosecution in August. 2 units between 61-90 days were given an extension and 1 unit between 61-90 days had 7 violations.

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
0-30 Days	35	14	22	17	17	27	41	18	62			
31-60 Days	2	17	2	7	4	2	9	15	1			
61-90 Days	0	1	1	0	0	3	1	6	7			
91-180 Days	0	0	1	2	1	0	3	3	3			
> 180 Days	0	0	0	0	0	1	1	2	2			
TOTALS	37	32	26	26	22	33	55	44	75			
Average Days in Violation	11.6	27.3	23.5	32.5	32.6	24.9	26.6	52.0	30.4			

* 1 unit >180 days was given an extension due to extenuating circumstances. 1 unit >180 days was given an extension due to extenuating circumstances, in this case going through the HRC process for the repairs. 3 units between 91-180 days were all sent to prosecution in August. 4 units between 61-90 days were all sent to prosecution in August. 2 units between 61-90 days were given an extension and 1 unit between 61-90 days had 7 violations.

Report 7a: Top 10 Violations found – Monthly

Top Violations on a Rental License-September 2015	
Description	# Found
6-1314(a)(23) Smoke Alarms	87
6-1314(a)(19) GFCI Receptacles	49
6-1314(a)(20) Receptacle Outlet Covers	17
6-1314(a)(14) Mechanical Appliances	17
6-1314(a)(7) Window Locks	17
6-1314(a)(15) Combustion Air	15
6-1314(a)(22) Egress Windows	8
6-1314(a)(17) Electrical System Hazards	6
6-1314(a)(6) Exterior Doors	6
6-1314(a)(2) Building Structure	6

Report 7b: Top 10 Violations found –YTD

Top Violations on a Rental License-YTD	
Description	# Found
6-1314(a)(23) Smoke Alarms	335
6-1314(a)(19) GFCI Receptacles	213
6-1314(a)(20) Receptacle Outlet Covers	93
6-1314(a)(7) Window Locks	69
6-1314(a)(14) Mechanical Appliances	48
6-1314(a)(15) Combustion Air	43
6-1314(a)(4) Handrails and Guards	37
6-1314(a)(11) Plumbing Fixtures	33
6-1314(a)(17) Electrical System Hazards	32
6-1314(a)(22) Egress Windows	29

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

# of LICENSES SENT TO PROSECUTION OR SERVED WITH A WARRANT-2015													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Licenses sent to Prosecution	0	0	0	2	0	0	0	10	9				21
Licenses served with a Warrant	0	0	0	0	0	0	0	0	0				0

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

RENTAL LICENSE FEES COLLECTED SEPTEMBER 2015					
	RLSF	RLMF	RLMA	RLIU	TOTAL
DOCKETING FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FAILURE TO APPEAR FEE	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
INSPECTION FEE	\$3,450.00	\$4,050.00	\$4,450.00	\$0.00	\$11,950.00
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	\$12,107.00	\$0.00	\$12,107.00
RENTAL LICENSE FEE PER UNIT	\$4,646.00	\$2,257.00	\$0.00	\$0.00	\$6,903.00
TOTAL	\$8,121.00	\$6,307.00	\$16,557.00	\$0.00	\$30,985.00

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	\$0	\$0	\$0	\$0	\$0	\$0				\$0
FAILURE TO APPEAR FEE	\$25	\$0	\$25	\$0	\$25	\$0	\$0	\$25	\$25				\$125
INSPECTION FEE	\$2,850	\$1,450	\$3,000	\$2,500	\$2,350	\$3,500	\$8,800	\$4,650	\$11,950				\$41,050
LATE PAYMENT FEE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				\$0
RE-INSPECTION FEE	\$0	\$0	\$0	\$0	\$100	\$0	\$0	\$50	\$0				\$150
RENTAL LICENSE FEE MASTER	\$8,357	\$14,690	\$28,947	\$18,449	\$20,357	\$15,598	\$16,725	\$4,264	\$12,107				\$139,494
RENTAL LICENSE FEE PER UNIT	\$12,766	\$9,798	\$12,483	\$9,497	\$7,630	\$8,289	\$8,466	\$3,335	\$6,903				\$79,167
TOTAL	\$23,998	\$25,938	\$44,455	\$30,446	\$30,462	\$27,387	\$33,991	\$12,324	\$30,985				\$259,986

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	17	14	11	18	23	11	23				150
RLMF	4	0	1	2	6	2	7	4	17				43
RLIU	0	0	0	0	0	0	4	1	2				7
TOTAL	22	15	18	16	17	20	34	16	42				200

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

Top Violations on a Property Maintenance Case -September 2015	
Description	# Found
304.18.1 Deadbolt Locks	22
304.14 Insect Screens	10
304.13.2 Openable Windows	9
504.1 Plumbing Fixtures	9
304.13 Window, Skylight and Door Frames.	8
304.7 Roof and Drainage in Good Condition	6
305.6 Doors and Door Assemblies	6
403.2 Ventilation Fan	5
305.3 Interior Surfaces	4

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	107
304.13.2 Openable Windows	73
304.13 Window, Skylight and Door Frames.	61
504.1 Plumbing Fixtures	52
304.14 Insect Screens	43
305.3 Interior Surfaces	33
403.2 Ventilation Fan	26
304.15 Doors, Including Assemblies & Hardware	19
304.15 Exterior Doors	15