

# Memorandum

## City of Lawrence

### Planning & Development Services

TO: Thomas M. Markus, City Manager  
 CC: Diane Stoddard, Assistant City Manager  
 FROM: Planning and Development Services Staff  
 Date: September 8, 2016  
 RE: Rental Licensing and Inspection Program Report – First Half (January 1 to June 30<sup>th</sup>) of 2016 Reporting Period

The tables in this report depict statistics related to the rental licensing and inspection program for the first half of 2016 – from January 1 to June 30, 2016.

Reports for other time periods may be found on the following website:  
<http://www.lawrenceks.org/pds/rental-licensing/reports>.

A reference guide for key acronyms used in the tables may be found on the following website:  
[http://lawrenceks.org/assets/pds/devservices/ced/reports/ds\\_ced\\_rental\\_report\\_acronyms\\_key.pdf](http://lawrenceks.org/assets/pds/devservices/ced/reports/ds_ced_rental_report_acronyms_key.pdf).

#### Rental License Program Summary Report – YTD

RENTAL LICENSE SUMMARY DATA 2016													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>LICENSES</b>													
Licenses Issued for Month	501	540	529	815	571	582							-
Units Issued for Month	860	1,416	1,699	1,990	1,191	1,368							-
Total Active Licenses	6,090	6,135	6,175	6,224	6,263	6,300							6,300
Total Active Units Licensed	18,005	18,129	18,346	18,474	18,528	18,716							18,716
<b>INSPECTIONS</b>													
Initial, 3-Year, 6-Year or Additional Inspections Completed (by unit)	156	183	172	125	117	42							795
Initial, 3-Year, 6-Year or Additional Inspections Completed with No Violation Found (by unit)	65	89	57	37	22	8							278
Initial, 3-Year, 6-Year or Additional Inspections Completed with Violation Found (by unit)	91	94	115	88	95	34							517
% of Units Inspected with Violations (for Initial, 3, 6 year or Additional inspections)	58.3%	51.4%	66.9%	70.4%	81.2%	81.0%							68.2%
Reinspections Completed	67	106	101	98	93	82							547
Reinspections Completed with Violations Corrected	64	100	92	92	87	76							511

RENTAL LICENSE SUMMARY DATA 2016 (con't)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>VIOLATIONS</b>													
Total Number of Violations Found	229	267	327	234	302	111							1470
Average Number of Violations when Found	2.5	2.8	2.8	2.7	3.1	3.3							2.8
% of Units with Violations Outstanding after 30 Days	27.1%	26.7%	26.6%	33.3%	26.1%	63.6%							33.9%
% of Units with Violations Outstanding after 60 Days	15.6%	14.0%	15.6%	16.2%	18.0%	28.8%							18.0%
% of Units Inspected that Qualify for Inspection Incentive (5 or less violations)	95.5%	96.7%	93.6%	95.2%	92.4%	90.5%							94.6%
<b>PMC CASES</b>													
Total Number of PMC Cases Created as a Result of a Rental Inspection	30	47	50	34	55	21							237
% of Rental Units with PMC Case Created as Result of a Rental Inspection	19.2%	25.7%	29.1%	27.2%	47.0%	50.0%							33.0%
Average Number of Violations on PMC Case	1.8	1.8	1.8	2.0	2.2	3.5							2.1
PMC Cases resulting from Tenant Complaint not as a Result of Rental Inspection	5	2	7	5	9	3							31
<b>MISC.</b>													
Number of Inspections Scheduled where Consent was Denied	0	0	0	0	0	1							1
Administrative Search Warrants Sought	0	0	0	0	0	0							0
Administrative Search Warrants Issued	0	0	0	0	0	0							0
Number of Cases sent to Prosecution	0	1	9	8	1	6							25
Notices of Violation Issued to Tenants on Tenant Caused Violations	0	0	0	0	0	0							0
<b>FEES</b>													
Total Fees Collected	\$27,603	\$36,001	\$36,120	\$33,554	\$16,632	\$26,315							\$176,225

### Report 1a: Licenses Issued – New and Renewed

Monthly Licenses Issued 2016													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
RLSF	142	174	211	317	219	269							1332
NEW	10	3	15	12	10	10							60
RENEWED	132	171	196	305	209	259							1272
RLMF	316	308	264	426	299	279							1892
NEW	13	16	6	17	22	17							91
RENEWED	303	292	258	409	277	262							1801
RLMA	43	58	54	72	53	34							314
NEW	26	26	19	20	7	10							108
RENEWED	17	32	35	52	46	24							206
NEW RLMA (Units)	175	105	196	99	22	161							758
RENEWED RLMA (Units)	353	889	1184	1198	634	783							5041
<b>Total Licenses</b>	<b>501</b>	<b>540</b>	<b>529</b>	<b>815</b>	<b>571</b>	<b>582</b>							<b>3538</b>
New	49	45	40	49	39	37							259
Renewed	452	495	489	766	532	545							3279
<b>Total Units</b>	<b>860</b>	<b>1416</b>	<b>1699</b>	<b>1990</b>	<b>1191</b>	<b>1368</b>							<b>8524</b>
New Units	72	64	61	78	71	64							410
Renewed Units	788	1352	1638	1912	1120	1304							8114

\*Reports new and renewed licenses each month.

**Report 1b: Total Active Licenses (at month's end)**

Monthly Total Active Licenses 2016												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
RLSF	2348	2351	2366	2378	2388	2398						
RLMF	3286	3302	3308	3325	3347	3364						
RLMA	456	482	501	521	528	538						
RLMA (Units)	12371	12476	12672	12771	12793	12954						
<b>Total Licenses</b>	<b>6090</b>	<b>6135</b>	<b>6175</b>	<b>6224</b>	<b>6263</b>	<b>6300</b>						
<b>Total Units</b>	<b>18005</b>	<b>18129</b>	<b>18346</b>	<b>18474</b>	<b>18528</b>	<b>18716</b>						

\*Reports data on number of licenses (and units) in active status at month's end.

**Report 2a: Number of Units Inspected by Inspection Result – YTD**

YTD INSPECTIONS BY RESULT 2016													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
RL-VIOLATION FOUND	91	94	115	88	95	34							517
RL-NO VIOLATION FOUND	65	89	57	37	22	8							278
RL-CANCELLED	1	1	4	7	16	1							30
RL-NO CONSENT FORM	1	1	9	2	0	1							14
RL-NO SHOW	1	0	3	2	3	4							13
RL-PARTIALLY CORRECTED	3	6	9	6	6	6							36
RL-VIOLATION CORRECTED	64	100	92	92	87	76							511
<b>Total Inspections</b>	<b>226</b>	<b>291</b>	<b>289</b>	<b>234</b>	<b>229</b>	<b>130</b>							<b>1399</b>

**Report 2b: Number of Units Inspected by Inspection Type – YTD**

YTD INSPECTIONS BY TYPE 2016													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
RL-INITIAL PROGRAM INSPECTION	158	184	187	135	135	47							846
RL-ADDTL INITIAL INSPECTION	1	1	1	1	1	1							6
RL-3-YEAR INSPECTION	0	0	0	0	0	0							0
RL-6-YEAR INSPECTION	0	0	0	0	0	0							0
RL-REINSPECTION	67	106	101	98	93	82							547
<b>Total Inspections</b>	<b>226</b>	<b>291</b>	<b>289</b>	<b>234</b>	<b>229</b>	<b>130</b>							<b>1399</b>

**Report 3: Number of Violations Found Monthly by Status – YTD**

YTD VIOLATIONS BY STATUS - 2016													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ACTIVE	171	179	236	173	242	92							1093
APPEAL	0	0	0	0	0	0							0
EXTENSION	2	2	1	1	0	0							6
IN COMPLIANCE	56	86	90	60	60	19							371
<b>TOTAL VIOLATIONS</b>	<b>229</b>	<b>267</b>	<b>327</b>	<b>234</b>	<b>302</b>	<b>111</b>							<b>1470</b>

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

**Report 4: Violations per Unit – YTD**

YTD VIOLATIONS PER UNIT - 2016													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>RENTAL LICENSES</b>													
0 Violations	65	89	57	37	22	8							278
1-3 Violations	69	71	79	66	64	22							371
4-5 Violations	15	18	25	16	23	8							105
>5 Violations	7	6	11	6	9	4							43
Average Violations (when found)	2.5	2.8	2.8	2.7	3.1	3.3							2.8
<b>TOTAL UNITS WITH VIOLATIONS</b>	<b>91</b>	<b>95</b>	<b>115</b>	<b>88</b>	<b>96</b>	<b>34</b>							<b>519</b>
<b>PROPERTY MAINTENANCE CASES</b>													
1-3 Violations	26	40	45	29	50	14							204
4-5 Violations	3	6	5	4	2	3							23
>5 Violations	1	1	0	1	3	4							10
Average Violations	1.8	1.8	1.8	2.0	2.2	3.5							2.1
<b>TOTAL UNITS WITH VIOLATIONS</b>	<b>30</b>	<b>47</b>	<b>50</b>	<b>34</b>	<b>55</b>	<b>21</b>							<b>237</b>

**Report 5: # of Units with Active Violations – YTD**

# of UNITS WITH ACTIVE VIOLATIONS-2016												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0-30 Days	70	63	80	66	82	24						
31-60 Days	11	11	12	17	9	23						
61-90 Days	1	2	5	3	5	2						
91-180 Days	5	5	3	4	7	8						
> 180 Days	9	5	9	9	8	9						
<b>TOTALS</b>	<b>96</b>	<b>86</b>	<b>109</b>	<b>99</b>	<b>111</b>	<b>66</b>						
Average Days in Violation	46.8	44.1	41.7	47.9	48.6	85.5						

**Report 6: Top Violations found –YTD**

Top Violations on a Rental License-YTD	
Description	# Found
6-1314(a)(23) Smoke Alarms	682
6-1314(a)(19) GFCI Receptacles	247
6-1314(a)(20) Receptacle Outlet Covers	75
6-1314(a)(7) Window Locks	69
6-1314(a)(4) Handrails and Guards	51
6-1314(a)(22) Egress Windows	46
6-1314(a)(14) Mechanical Appliances	45
6-1314(a)(15) Combustion Air	43
6-1314(a)(24) Fire Extinguishers	41
6-1314(a)(11) Plumbing Fixtures	31

**Report 7: Total Fees Collected by Fee Type – YTD**

RENTAL LICENSE FEES COLLECTED 2016													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
DOCKETING FEE	\$0	\$0	\$0	\$0	\$0	\$0							\$0
FAILURE TO APPEAR FEE	\$0	\$0	\$50	\$25	\$50	\$100							\$225
INSPECTION FEE	\$8,700	\$10,200	\$9,400	\$1,600	\$2,100	\$2,550							\$34,550
LATE PAYMENT FEE	\$0	\$0	\$0	\$0	\$0	\$0							\$0
RE-INSPECTION FEE	\$0	\$0	\$0	\$0	\$0	\$0							\$0
RENTAL LICENSE FEE MASTER	\$10,611	\$17,911	\$18,857	\$19,563	\$6,909	\$15,250							\$89,101
RENTAL LICENSE FEE PER UNIT	\$8,292	\$7,890	\$7,813	\$12,366	\$7,573	\$8,415							\$52,349
<b>TOTAL</b>	<b>\$27,603</b>	<b>\$36,001</b>	<b>\$36,120</b>	<b>\$33,554</b>	<b>\$16,632</b>	<b>\$26,315</b>							<b>\$176,225</b>

**Report 8: # of Property Maintenance Code (PMC) Cases generated from Rental Inspections – YTD**

PROPERTY MAINTENANCE CASES GENERATED FROM RENTAL INSPECTIONS - 2016													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
RLSF	9	13	16	10	16	12							76
RLMF	14	27	20	16	15	9							101
RLIU	7	7	14	8	24	0							60
<b>TOTAL</b>	<b>30</b>	<b>47</b>	<b>50</b>	<b>34</b>	<b>55</b>	<b>21</b>							<b>237</b>

**Report 9: Top 10 PMC violations generated from a Rental Inspection – YTD**

Top Violations on a Property Maintenance Case - YTD 2016	
Description	# Found
504.1 Plumbing Fixtures	72
304.18.1 Deadbolt Locks	65
304.14 Insect Screens	61
305.3 Interior Surfaces	39
304.13.2 Openable Windows	38
403.2 Ventilation Fan	31
304.13 Window, Skylight and Door Frames.	27
305.6 Doors and Door Assemblies	22
304.2 Paint and Siding in Good Condition, Including Facia, Soffits, Doors & Windows	19
604.3 Electrical System Hazards	12