

# 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: March 20, 2017  
 RE: Rental Licensing and Inspection Program Report – 2<sup>nd</sup> Half (July 1<sup>st</sup> to December 31<sup>st</sup>) of 2016 Reporting Period

The tables in this report depict statistics related to the rental licensing and inspection program for the first half and second half of 2016– from January 1 to December 31, 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	511	639	712	370	394	229	-
Units Issued for Month	860	1,416	1,699	1,990	1,191	1,368	921	3,303	2,265	1,683	940	684	-
Total Active Licenses	6,090	6,135	6,175	6,224	6,263	6,300	5,795	5,923	5,987	6,051	6,087	6,128	<b>6,128</b>
Total Active Units Licensed	18,005	18,129	18,346	18,474	18,528	18,716	17,960	18,404	18,681	18,813	18,911	18,960	<b>18,960</b>
<b>INSPECTIONS</b>													
Initial, 3-Year, 6-Year or Additional Inspections Completed (by unit)	156	183	172	125	117	42	52	43	68	64	90	49	<b>1161</b>
Initial, 3-Year, 6-Year or Additional Inspections Completed with No Violation Found (by unit)	65	89	57	37	22	8	27	10	25	20	28	22	<b>410</b>
Initial, 3-Year, 6-Year or Additional Inspections Completed with Violation Found (by unit)	91	94	115	88	95	34	25	33	43	44	62	27	<b>751</b>
% 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%	48.1%	76.7%	63.2%	68.8%	68.9%	55.1%	<b>65.8%</b>
Reinspections Completed	67	106	101	98	93	82	37	41	39	51	56	41	<b>812</b>
Reinspections Completed with Violations Corrected	64	100	92	92	87	76	36	38	36	48	55	41	<b>765</b>

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	66	102	167	136	147	85	2173
Average Number of Violations when Found	2.5	2.8	2.8	2.7	3.1	3.3	2.5	3.3	3.6	3.2	2.4	3.1	2.9
% of Units with Violations Outstanding after 30 Days	27.1%	26.7%	26.6%	33.3%	26.1%	63.6%	68.3%	56.9%	41.1%	41.1%	42.9%	59.2%	42.7%
% of Units with Violations Outstanding after 60 Days	15.6%	14.0%	15.6%	16.2%	18.0%	28.8%	60.0%	41.2%	30.4%	33.9%	30.2%	40.8%	28.7%
% of Units Inspected that Qualify for Inspection Incentive (5 or less violations)	95.5%	96.7%	93.6%	95.2%	92.4%	90.5%	100.0%	92.7%	90.1%	92.1%	98.9%	89.8%	94.5%
<b>PMC CASES</b>													
Total Number of PMC Cases Created as a Result of a Rental Inspection	30	47	50	34	55	21	16	19	27	21	16	11	347
% of Rental Units with PMC Case Created as Result of a Rental	19.2%	25.7%	29.1%	27.2%	47.0%	50.0%	30.8%	44.2%	39.7%	32.8%	17.8%	22.4%	32.2%
Average Number of Violations on PMC Case	1.8	1.8	1.8	2.0	2.2	3.5	2.3	2.1	2.0	2.3	1.6	1.5	2.1
PMC Cases resulting from Tenant Complaint not as a Result of Rental Inspection	5	2	7	5	9	3	7	10	10	5	3	8	74
<b>MISC.</b>													
Number of Inspections Scheduled where Consent was Denied	0	0	0	0	0	1	0	0	0	0	0	0	1
Administrative Search Warrants Sought	0	0	0	0	0	0	0	0	1	0	0	0	1
Administrative Search Warrants Issued	0	0	0	0	0	0	0	0	1	0	0	0	1
Number of Cases sent to Prosecution	0	1	9	8	1	6	0	0	2	1	0	0	28
Notices of Violation Issued to Tenants on Tenant Caused Violations	0	0	0	0	0	0	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	\$22,500	\$42,513	\$47,653	\$19,562	\$24,240	\$12,909	\$345,602

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

Monthly Licenses Issued 2016													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>RLSF</b>	142	174	211	317	219	269	208	286	284	128	170	110	2518
NEW	10	3	15	12	10	10	52	59	13	31	12	22	249
RENEWED	132	171	196	305	209	259	156	227	271	97	158	88	2269
<b>RLMF</b>	316	308	264	426	299	279	269	264	328	199	169	89	3210
NEW	13	16	6	17	22	17	18	34	17	23	14	16	213
RENEWED	303	292	258	409	277	262	251	230	311	176	155	73	2997
<b>RLMA</b>	43	58	54	72	53	34	34	89	100	43	55	30	665
NEW	26	26	19	20	7	10	8	35	34	10	10	3	208
RENEWED	17	32	35	52	46	24	26	54	66	33	45	27	457
NEW RLMA (Units)	175	105	196	99	22	161	32	351	247	78	72	11	1549
RENEWED RLMA (Units)	353	889	1184	1198	634	783	366	2625	1589	1292	565	444	11922
<b>Total Licenses</b>	<b>501</b>	<b>540</b>	<b>529</b>	<b>815</b>	<b>571</b>	<b>582</b>	<b>511</b>	<b>639</b>	<b>712</b>	<b>370</b>	<b>394</b>	<b>229</b>	<b>6393</b>
New	49	45	40	49	39	37	78	128	64	64	36	41	670
Renewed	452	495	489	766	532	545	433	511	648	306	358	188	5723
<b>Total Units</b>	<b>860</b>	<b>1416</b>	<b>1699</b>	<b>1990</b>	<b>1191</b>	<b>1368</b>	<b>921</b>	<b>3303</b>	<b>2265</b>	<b>1683</b>	<b>940</b>	<b>684</b>	<b>18320</b>
New Units	72	64	61	78	71	64	148	221	94	118	62	79	1132
Renewed Units	788	1352	1638	1912	1120	1304	773	3082	2171	1565	878	605	17188

\*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	2240	2299	2312	2343	2355	2377
RLMF	3286	3302	3308	3325	3347	3364	3055	3089	3106	3129	3143	3159
RLMA	456	482	501	521	528	538	500	535	569	579	589	592
RLMA (Units)	12371	12476	12672	12771	12793	12954	12665	13016	13263	13341	13413	13424
<b>Total Licenses</b>	<b>6090</b>	<b>6135</b>	<b>6175</b>	<b>6224</b>	<b>6263</b>	<b>6300</b>	<b>5795</b>	<b>5923</b>	<b>5987</b>	<b>6051</b>	<b>6087</b>	<b>6128</b>
<b>Total Units</b>	<b>18005</b>	<b>18129</b>	<b>18346</b>	<b>18474</b>	<b>18528</b>	<b>18716</b>	<b>17960</b>	<b>18404</b>	<b>18681</b>	<b>18813</b>	<b>18911</b>	<b>18960</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	25	33	43	44	62	27	<b>751</b>
RL-NO VIOLATION FOUND	65	89	57	37	22	8	27	10	25	20	28	22	<b>410</b>
RL-CANCELLED	1	1	4	7	16	1	3	4	4	1	6	2	<b>50</b>
RL-NO CONSENT FORM	1	1	9	2	0	1	1	0	1	2	1	1	<b>20</b>
RL-NO SHOW	1	0	3	2	3	4	2	1	0	2	5	1	<b>24</b>
RL-PARTIALLY CORRECTED	3	6	9	6	6	6	1	1	2	1	1	0	<b>42</b>
RL-VIOLATION CORRECTED	64	100	92	92	87	76	36	38	36	48	55	41	<b>765</b>
<b>Total Inspections</b>	<b>226</b>	<b>291</b>	<b>289</b>	<b>234</b>	<b>229</b>	<b>130</b>	<b>95</b>	<b>87</b>	<b>111</b>	<b>118</b>	<b>158</b>	<b>94</b>	<b>2062</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	57	46	72	66	102	53	<b>1242</b>
RL-ADDTL INITIAL INSPECTION	1	1	1	1	1	1	1	0	0	1	0	0	<b>8</b>
RL-3-YEAR INSPECTION	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
RL-6-YEAR INSPECTION	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
RL-REINSPECTION	67	106	101	98	93	82	37	41	39	51	56	41	<b>812</b>
<b>Total Inspections</b>	<b>226</b>	<b>291</b>	<b>289</b>	<b>234</b>	<b>229</b>	<b>130</b>	<b>95</b>	<b>87</b>	<b>111</b>	<b>118</b>	<b>158</b>	<b>94</b>	<b>2062</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	55	80	143	101	87	60	<b>1619</b>
APPEAL	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
EXTENSION	2	2	1	1	0	0	0	0	0	5	0	0	<b>11</b>
IN COMPLIANCE	56	86	90	60	60	19	11	22	24	30	60	25	<b>543</b>
<b>TOTAL VIOLATIONS</b>	<b>229</b>	<b>267</b>	<b>327</b>	<b>234</b>	<b>302</b>	<b>111</b>	<b>66</b>	<b>102</b>	<b>167</b>	<b>136</b>	<b>147</b>	<b>85</b>	<b>2173</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	27	10	25	20	28	22	410
1-3 Violations	69	71	79	66	64	22	19	21	27	26	48	18	530
4-5 Violations	15	18	25	16	23	8	7	7	12	12	13	4	160
>5 Violations	7	6	11	6	9	4	0	3	7	5	1	5	64
Average Violations (when found)	2.5	2.8	2.8	2.7	3.1	3.3	2.5	3.3	3.6	3.2	2.4	3.1	2.9
<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>26</b>	<b>31</b>	<b>46</b>	<b>43</b>	<b>62</b>	<b>27</b>	<b>754</b>
<b>PROPERTY MAINTENANCE CASES</b>													
1-3 Violations	26	40	45	29	50	14	12	17	24	16	15	10	298
4-5 Violations	3	6	5	4	2	3	3	1	1	5	1	1	35
>5 Violations	1	1	0	1	3	4	1	1	2	0	0	0	14
Average Violations	1.8	1.8	1.8	2.0	2.2	3.5	2.3	2.1	2.0	2.3	1.6	1.5	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>16</b>	<b>19</b>	<b>27</b>	<b>21</b>	<b>16</b>	<b>11</b>	<b>347</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	19	22	33	33	36	20	
31-60 Days	11	11	12	17	9	23	5	8	6	4	8	9	
61-90 Days	1	2	5	3	5	2	17	2	3	5	3	3	
91-180 Days	5	5	3	4	7	8	11	8	4	1	3	5	
> 180 Days	9	5	9	9	8	9	8	11	10	13	13	12	
<b>TOTALS</b>	<b>96</b>	<b>86</b>	<b>109</b>	<b>99</b>	<b>111</b>	<b>66</b>	<b>60</b>	<b>51</b>	<b>56</b>	<b>56</b>	<b>63</b>	<b>49</b>	
Average Days in Violation	46.8	44.1	41.7	47.9	48.6	85.5	90.0	97.1	82.2	88.4	89.3	116.5	

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

Top Violations on a Rental License-YTD	
Description	# Found
6-1314(a)(23) Smoke Alarms	1006
6-1314(a)(19) GFCI Receptacles	370
6-1314(a)(20) Receptacle Outlet Covers	111
6-1314(a)(7) Window Locks	91
6-1314(a)(4) Handrails and Guards	79
6-1314(a)(15) Combustion Air	67
6-1314(a)(24) Fire Extinguishers	66
6-1314(a)(22) Egress Windows	61
6-1314(a)(14) Mechanical Appliances	57
6-1314(a)(11) Plumbing Fixtures	48

**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	\$0	\$0	\$0	\$0	\$0	\$0
FAILURE TO APPEAR FEE	\$0	\$0	\$50	\$25	\$50	\$100	\$0	\$0	\$25	\$0	\$50	\$25	\$325
INSPECTION FEE	\$8,700	\$10,200	\$9,400	\$1,600	\$2,100	\$2,550	\$2,000	\$3,350	\$3,450	\$3,100	\$4,250	\$2,350	\$53,050
LATE PAYMENT FEE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RE-INSPECTION FEE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RENTAL LICENSE FEE MASTER	\$10,611	\$17,911	\$18,857	\$19,563	\$6,909	\$15,250	\$12,459	\$32,061	\$33,726	\$12,016	\$12,053	\$7,797	\$199,213
RENTAL LICENSE FEE PER UNIT	\$8,292	\$7,890	\$7,813	\$12,366	\$7,573	\$8,415	\$8,041	\$7,102	\$10,452	\$4,446	\$4,887	\$2,737	\$90,014
<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>\$22,500</b>	<b>\$42,513</b>	<b>\$47,653</b>	<b>\$19,562</b>	<b>\$21,240</b>	<b>\$12,909</b>	<b>\$342,602</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	4	11	11	17	5	4	128
RLMF	14	27	20	16	15	9	7	8	5	4	9	6	140
RLIU	7	7	14	8	24	0	5	0	11	0	2	1	79
<b>TOTAL</b>	<b>30</b>	<b>47</b>	<b>50</b>	<b>34</b>	<b>55</b>	<b>21</b>	<b>16</b>	<b>19</b>	<b>27</b>	<b>21</b>	<b>16</b>	<b>11</b>	<b>347</b>

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

Top Violations on a Property Maintenance Case - YTD 2016	
Description	# Found
304.18.1 Deadbolt Locks	107
504.1 Plumbing Fixtures	97
304.14 Insect Screens	94
304.13.2 Openable Windows	61
305.3 Interior Surfaces	55
304.13 Window, Skylight and Door Frames.	51
403.2 Ventilation Fan	45
304.2 Paint and Siding in Good Condition, Including Facia, Soffits, Doors & Windows	26
305.6 Doors and Door Assemblies	26
305.3 Walls, Ceilings Other Surfaces	16