

# **Residential Rental Inspection Program (RRI)**

**File # 090429**

**Zoning, Neighborhoods and  
Development Committee**

**October 27, 2009**

# Purpose of the Program

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Address ongoing quality of life issues for residents in two areas

1. Lindsay Heights neighborhood
2. Area whose perimeter is defined by Edgewood Ave. to Hackett Ave. to Newberry Blvd. to Cambridge Ave.

Ensure that rental units are safe and do not create hazards for occupants or surrounding residents

# Need for Inspections in this Area

	Average Age of Buildings (years)	Percentage of Buildings that are Rental	Percentage of Units that are Rental	Percentage of Complaints at Rental Properties
Inspection District 1 Lindsey Hts.	82.7 years	47.5%	56.8%	72.4%
Inspection District 2 East side	94.7 years	42.7%	62.9%	81.4%
City Wide	71.3 years	26.9%	47.8%	63.0%

# Program Details

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- Pilot program with a 5 year sunset unless reauthorized by Common Council
- DNS will evaluate the results of the pilot program and bring recommendations back to Common Council
- Regular inspection cycle to verify code compliance
- After inspection is approved, a rental certificate is issued
- Certificate valid for 4 years if no disqualifying violations found; 1 year if violations found
- Inspections done by appointment
- Certificate and inspection fee of \$85 per rental unit

# Program Details

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- Based on property recording information, there are 1,799 rental units in District 1 and 1,926 rental units in District 2
- Program requires adding five Code Enforcement Inspectors
- Revenue projected at \$316,625
- Budget estimated at \$318,688

# Program Implementation

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- November 2009
  - Initiate changes to computer system
  - Develop training program for staff
  - Initiate public awareness campaign
  - Initiate hiring process
- December 2009
  - Send out notification letters
  - Complete changes to computer system
- January 2010
  - Complete hiring process
  - Conduct staff training
  - Initiate inspection scheduling

# Program Implementation (cont'd)

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- March 2010
  - Initiate inspections of rental units
- September 2010
  - Begin document preparation to place inspection fees on tax roll
- November 2010
  - Begin monthly notifications to set up year 2 inspections
- December 2010
  - Complete the first round of inspections
- January 2011
  - Start second year of inspections

# Program Goals

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- Ensure rental units are safe
- Work with landlords to develop short-term and long-term strategies to improve safety and conditions of properties
- Through work agreements, safety issues will be corrected in a first phase and other maintenance issues will be corrected in a second phase
- Educate occupants and owners of the need to meet code requirements for building maintenance and occupant behavior

# Typical Issues

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- Creation of illegal rental units
- Overcrowding
- Fire safety
  - Electrical hazards
  - Venting of furnaces and hot water heaters
  - Placement of smoke detectors
- General Safety
  - Conditions of decks and porches
  - Safety of exits

# Typical Issues (cont'd)

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- Heating/plumbing systems
  - Not operating
  - Operate in a way that creates unsafe or hazardous conditions
- Construction done without permits
- Weatherization

# Observed Conditions



# Observed Conditions



- Our ultimate goal is to work with property owners to prevent situations like this



- Or this



# Other Cities with Similar Program

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- LaCrosse, WI
- Minneapolis, MN
- Alexandria, VA
- Los Angeles, CA
- San Bernardino, CA
- Annapolis, MD
- Lawrence, KS
- Waukegan, IL
- West Lafayette, IN
- New Haven, CT
- Williamsburg, VA

2010

PROPOSED BUDGET

LINE DESCRIPTION	UNITS	DOLLARS
RESIDENTIAL RENTAL INSPECTION PROGRAM		
SALARIES & WAGES		
Code Enforcement Inspector II (X)	5	\$195,470
NET SALARIES & WAGES TOTAL*	5	\$195,470
O&M FTE'S	5.00	
ESTIMATED EMPLOYEE FRINGE BENEFITS		\$80,143
OPERATING EXPENDITURES		
General Office Expense		\$4,000
Other Operating Supplies		\$1,750
Vehicle Rental		\$12,000
Professional Services		\$2,500
Property Services		\$2,450
<u>Other Operating Services</u>		<u>\$375</u>
OPERATING EXPENDITURES TOTAL*		\$23,075
EQUIPMENT PURCHASES		
Network Hardware and Software		\$20,000
TOTAL		\$318,688

# Map of Proposed District

