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R. Eric Slagle
Director of Development Services

David Fuller
Building Commissioner

TO: Eileen Donoghue, City Manager *EMD*
FROM: R. Eric Slagle, Director of Development Services
DATE: May 6, 2021
RE: Motion by C. Elliott - City Mgr. Provide A Report Regarding The Status Of Tri-Annual Inspection Of Rental Units/Renewal Certificates Per City Ordinance.

This memorandum addresses the requests from Councilor Elliott regarding the status of the rental permitting under the Rental Ordinance.

As the Council is aware, the Division of Development Services began implementing the rental ordinance in 2013. Given the three-year cycle for the rental unit permits, we divided the City into thirds by street address, and mailed out applications to the first group of addresses in January of 2013. Development Services sent a second follow-up letters to the multi-family owners who had not responded to the initial mailing. We followed the same process for the remaining two-thirds of the City in 2014 and 2015, for the first cycle of registrations.

Prior to the pandemic, the Office Manager and Clerks in Development Services have received and entered applications for 22,384 units throughout the City. That total includes 15,850 units which required inspections under the ordinance, and an additional 6,534 units which are in owner-occupied two-family properties which do not require an inspection pursuant to the ordinance. In 2019, those numbers were 1,971 total units, with 1,877 requiring inspections, and 94 requiring no inspection.

Since the beginning of March of 2020, however, the pandemic has hampered our efforts. Over the past year, we have received 1,209 applications under the ordinance, and have performed 261 inspections. This is due to three factors. The first is our decision to keep staff members out of residential units except for emergency situations involving dangers to public health and safety. The second is that our health inspectors were the City staff primarily responsible for enforcing the state's COVID regulations. Finally, since the summer of 2020, our health inspector team has been operating short-staffed due to a personnel matter that has forced our existing inspectors to areas that they were not assigned.

As we move towards an end of the pandemic, Development Services is planning to redouble our efforts to catch up on the backlog of inspections for rental permits around the City. We also plan on restarting our three-year cycles that have been thrown out of kilter by the pandemic requirements.

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