



Diane N. Tradd
Assistant City Manager/DPD Director

R. Eric Slagle
Director of Development Services

Shaun Shanahan
Building Commissioner

MEMORANDUM

TO: Eileen Donoghue, City Manager *EMD*
Diane Tradd, DPD Director

FROM: R. Eric Slagle, Director of Development Services

RE: **MOTION BY COUNCILOR ELLIOTT - REQ. CITY MGR. PROVIDE A STATUS REPORT REGARDING INSPECTION OF MULTI-FAMILY UNITS PER CITY ORDINANCE.**

This memorandum addresses the request from Councilor Elliott requesting a status report on the inspection of multi-family units in the City. 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.

To date, the Office Manager and Clerks in Development Services have received and entered applications for 19,346 units throughout the City. That total includes 13,027 units which required inspections under the ordinance, and an additional 6,319 units which are in owner-occupied two-family properties which do not require an inspection pursuant to the ordinance. Those 13,027 units resulted in 808 failed inspections and re-inspections. A failed inspection means that the unit had one or more violations of the Sanitary Code. Units with a failed inspection are required to pay a \$50 re-inspection fee and are scheduled for a follow-up inspection from the Sanitary Code Inspectors.

Regarding the thresholds for inspection, Development Services has been complying with the requirement in the ordinance for larger apartment buildings. For buildings with six or more units, we are required to inspect a sample of units equal to 10% of the units, or 3 units, whichever is greater. The Sanitary Code Enforcement Inspectors choose the units at random, and inspect different units during the subsequent inspection cycles. The landlords pay for permits for each unit in the building, and are informed that we can inspect each and every unit if they prefer.

Additionally, the City has been increasing its proactive inspections of multi-family properties (three-family or more) under the State Building Code. The State Building Code requires that such buildings receive a Certificate of Inspection (COI) once every five years. Since reinstating the Senior Building Inspector position in 2014, Development Services has performed 502 such COI inspections for multi-families. Please note that these permits are issued per building, not per unit, such as the Rental Unit Permits above.

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6/21/2018