



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Joseph Horwedel

**SUBJECT: MULTIPLE HOUSING PERMIT
FEE AND CODE ENFORCEMENT
STAFFING**

DATE: May 22, 2012

Approved

Date

5/22/12

BACKGROUND

This memorandum is in response to questions from Councilmember Oliverio during the Budget Study Sessions regarding additional Code Enforcement services that could be provided to multi-family dwellings to either eradicate blight or shorten the inspection cycle by increasing the cost of the Multiple Housing Permit Fee and adding additional staff.

ANALYSIS

The Multiple Housing Permit (MHP) Fee is paid by owners of apartments, emergency residential shelters, guesthouses, motels/hotels, residential care facilities for seven or more persons, residential service facilities and fraternity houses and sorority houses. The fee is assessed per unit, as specified by the Fee Resolution each year. The 2012-2013 Proposed fee is set at \$43.81 per unit, which is 100% cost recovery. There are 6,588 buildings with a total of 83,641 units in the Multiple Housing Program. The cost of one Code Enforcement Inspector is \$135,703 (including overhead costs).

MHP fees fund twelve Code Enforcement Inspectors assigned to the program. These Inspectors are responsible for inspections of the building exterior and a percentage of the interior dwellings based upon the age and condition of the building. Inspectors identify zoning, building, plumbing, mechanical, and electrical, fire and other healthy and safety violations.

One of the performance targets for this program is to inspect each building on a six-year cycle. Code Enforcement Inspectors also respond to service requests from tenants regarding substandard housing conditions and complaints of exterior blight conditions. Approximately half of the service requests received during 2011 were for substandard housing conditions and the remainder were for exterior blight conditions. Voluntary compliance is encouraged and enforcement action is taken as needed to ensure safe, decent and sanitary housing.

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In order to proactively inspect all buildings for exterior blight conditions in the Multiple Housing Program in one year, an additional two Code Enforcement Inspectors would need to be added to the program. The cycle time for conducting routine inspections could be reduced by one year from the current six year cycle to a five year cycle with another two Code Enforcement Inspectors. In total, four Code Enforcement Inspectors would be needed to annually inspect all buildings for exterior blight conditions and to reduce the six year cycle to five years.

The following are options for increasing the level of service in the Multiple Housing Program by increasing the fee.

2012-2013 Proposed Fee	Increase	New Fee with Enhanced Service Levels	Enhanced Multiple Housing Services and Staffing Addition
\$43.81	\$3.24	\$47.05	5 year inspection cycle – addition of 2.0 Code Enforcement Inspectors
\$43.81	\$3.24	\$47.05	Annual exterior blight inspections – addition of 2.0 Code Enforcement Inspectors
\$43.81	\$6.49	\$50.30	5 year inspection cycle and annual exterior blight inspections – addition of 4.0 Code Enforcement Inspectors

/s/

JOSEPH HORWEDEL, DIRECTOR
Planning, Building and Code Enforcement