



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Building Safety Division

m e m o r a n d u m

TO: Laurel Lunt Prussing, Mayor

FROM: Elizabeth H. Tyler, FAICP, Director, Community Development Services

DATE: October 3, 2013

SUBJECT: Revised Amendment to Schedule of Fees for Annual Rental Property Registration

Description:

On the agenda of the October 7, 2013 meeting of the Urbana City Council is a new Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees (annual rental property registration). The proposed amendment would increase fees for registering rental property in the City. The amendment is similar to that proposed to the City Council on September 9, 2013, but would increase the fees by a lesser amount.

Background

On January 16, 2007, the City Council passed Ordinance No. 2006-08-109 establishing a rental registration and inspection program for residential property within the City of Urbana. See Section 12-5, Article III of the City Code:

<http://library.municode.com/index.aspx?clientID=11645&stateID=13&statename=Illinois>

Since its establishment, this program has been very successful in facilitating the expansion and improvement of our systematic inspection program, establishing records for rental property contacts, and improving enforcement to ensure the maintenance and safety of our rental housing stock and compliance with occupancy limits. The rental registration fees have helped to fund inspection and clerical staff, as well as legal support and other support services.

The City currently has two full-time housing inspectors, who are responsible for systematically inspecting the 8,900 rental units that are in the program, responding to tenant complaints, administering certified housing inspections, monitoring and registering vacant properties, bi-annually inspecting hotels and motels, annually inspecting mobile home parks, and responding to various neighbor complaints and inquiries on a daily basis. As detailed in the Case Memoranda prepared for the previous proposal, staff is requesting an increase in the rental registration fee in order to add capacity to the housing program so that the inspectors can better meet the demands of the program and provide for a more acceptable cycle of systematic inspection.

Revised Fee Schedule Amendment

The attached amendment to the Schedule of Fees for Annual Rental Property Registration proposes a moderate increase in fees to help fund the addition of an experienced code enforcement specialist, who can provide additional inspection, enforcement, administrative, and supervisory functions so that the City is better able to address problem properties and to once again achieve an acceptable cycle for systematic inspections.

As shown on the attached Ordinance, the registration fee would increase \$5 per unit for rental single family and duplex homes and would increase from \$45 to \$65 for each multi-family building. The multi-family per unit charge (which is additional to the per-building charge) would go from \$12 to **\$16**, rather than the \$20 amount that was previously proposed. This amended fee would remain well within the lower range found in other communities.

As previously proposed, in addition to these changes, the fee for re-inspections would go from \$50 to \$100 per visit for no show or denied entry. New fees would also be added for additional re-inspections due to a failure to correct or a missed deadline at \$100 per visit and \$300 for failure to register. In order to recognize and reward the efforts of compliant landlords, there would be a one-year registration fee waiver for properties receiving a Class A designation.

Options

1. Approve the Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees (Annual Rental Property Registration).
2. Approve the Ordinance with changes.
3. Do not approve the Ordinance.

Fiscal Impacts

Based upon our current inventory of rental properties, it is estimated that the recommended adjustments would yield an additional **\$48,500** per year toward the rental registration program. Additional revenues that can help to fund an additional code enforcement position will also be realized from the increased re-inspection fees and from the increased fines that have been proposed in another Ordinance that is being considered by the City Council.

Staff will seek to fill an additional code enforcement position for the remainder of the current Fiscal Year with revenues from the recommended fee and fine increases. If additional funds are required in FY 14-15 to fully fund the position, staff will work to propose any necessary budget reductions or adjustments during budget preparation to ensure that the position can be continued.

Recommendation

Staff recommends Council approve the attached Ordinance approving the Amendment to the Fee Schedule.

ORDINANCE NO. 2013-10-093

AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER FOURTEEN, SECTION 14-7, REGARDING THE SCHEDULE OF FEES

(Annual Rental Property Registration, FY 2013-2014 / October, 2013)

WHEREAS, the City Council did on the 17th day of June 2013, pursuant to Ordinance No. 2013-05-045, adopt a Schedule of Fees for the various licenses, permits, fines, and other fees required under the Urbana City Code; and

WHEREAS, the City Council finds that the best interests of the City are served by making limited amendments to that Schedule of Fees, pursuant to Urbana City Code Section 14-7(b), concerning annual rental registration fees.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Urbana, Champaign County, Illinois, as follows:

Section 1.

Urbana City Code Chapter 14, "Licenses and Permits," Section 14-7, "Schedule of fees," subsection (B), "General Licenses and Permits," Part 11, "Annual Rental Property Registration Fees," is hereby amended with the underlined text indicating new language and the strike-through text indicating deletions as follows:

11. Annual Rental Property Registration Fees*:

- (a) Single Family/Mobile Home - Per Building..... ~~\$ 50.00~~ 55.00
- (b) Duplexes - Per Building ~~\$ 60.00~~ 70.00
- (c) Multi-Family (3 + Units) Per Building..... ~~\$ 45.00~~ 65.00
- (d) Additional Fee Per Multi-Family Unit ~~\$ 12.00~~ 16.00
- (e) Late Registration**:
 - 1. Single Family/Mobile Home/Duplexes ~~(for every 30 days late)~~\$12.50 \$25.00 (per month)
 - 2. Multi-Family - (3+Units)~~(for every 30 days late)~~\$25.00, plus \$1.00 ~~per unit~~ \$100.00 plus \$10.00 per unit (per month)
- (f) Incomplete Registration Information**..... \$ 50.00
- (g) Re-inspection (no-show/denied entry)**..... ~~\$ 50.00~~ \$100.00 per visit
- (h) Re-inspection (failure to correct/missed deadline)**.....\$100.00 per visit
- (i) Failure to Register**.....\$300.00

*Rental properties receiving a Class A designation must still register but the annual fee for the following registration year will be waived.

** May also be subject to Ordinance Violation fines

Section 2.

Those sections, paragraphs, and provisions of the Urbana City Code that are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the Urbana City Code other than those expressly set forth as amended or repealed in this Ordinance. The invalidity

of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

Section 3.

This Ordinance shall not be construed to affect any suit or proceeding pending in any court, or any rights acquired, or a liability incurred, or any cause or causes of action acquired or existing prior to the effective date of this Ordinance; nor shall any right or remedy of any character be lost, impaired, or affected by this Ordinance.

Section 4.

The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage.

This Ordinance is hereby passed by the affirmative vote, the "ayes" and "nays" being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

PASSED BY THE CITY COUNCIL this ____ day of _____, _____.

AYES:

NAYS:

ABSENT:

ABSTAINED:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, _____.

Laurel Lunt Prussing, Mayor