

CITY OF OAKLAND

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OAKLAND

2017 JUN -9 AM 9:46

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Claudia Cappio
Assistant City Administrator

SUBJECT: Supplemental Report on Creating a
PRI Program

DATE: June 5, 2017

City Administrator Approval

Date:

6/9/17

RECOMMENDATION

Receive An Informational Report On Creating A Proactive Rental Inspection (PRI) Program To Address Housing Habitability Concerns That Concentrate On Areas Of The City That Pose The Highest Risk For Childhood Lead Poisoning And Proposals For Funding Consideration For The FY 2017-2019 Budget

REASON FOR SUPPLEMENTAL

An informational report on creating a Proactive Rental Inspection (PRI) program to address housing habitability concerns was presented to the Community and Economic Development Committee (CED) on April 25, 2017 (**Attachment A**). The Committee requested that staff present additional information on potential program design models and corresponding budgets for Council consideration.

ANALYSIS AND POLICY ALTERNATIVES

Committee Questions

The Committee presented the following questions to staff during the April 25, 2017 CED meeting. The responses below were compiled with the assistance of the City Attorney's Office.

Question: What jurisdiction does the County have over proactive code enforcement inspections? How would the City deal with code issues that may have multiple code issues?

Response: The County has authority over health violations and has the authority to enforce violations within its jurisdiction. In many cases, the City may also have jurisdiction over some health violations, but might rely on the County's greater expertise around health violations to determine what action should be taken to enforce or cure a violation. In the City's experience, the County frequently declines to take any enforcement actions in Oakland, instead asking Oakland's Code Enforcement to do it. The County has participated with Oakland's Code Enforcement unit on some inspections, but whether the County would participate in proactive inspections is a question to address to the County.

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Question: Would it be possible to utilize an existing fee (e.g., the fire inspection fee or RAP fee) to cover all or some of these program costs? For instance, if a proactive code enforcement program performs fire inspections while also doing habitability inspections, could the program utilize the fire inspection fee?

Response: Probably not. Fees must be based on the actual cost of providing services. This would entail an analysis that includes the differing cost of providing a building inspection with differing costs for fire and code inspectors. However, the City may be able to bill the fees in the same fee.

Question: Would the City need legislation if the program was voluntary, meaning residents and/or property owners could request a City inspection?

Response: Code enforcement is currently a complaint-based inspection system. Typically, voluntary inspections are carried out by private inspection services, as if the City inspects, a property owner could be issued violations and potentially fines or penalties for less than standard conditions. However, the City could administratively permit voluntary inspections, but would need to review its fee structure to determine how to charge for such inspections.

Question: What type of legislation would be required to perform proactive code enforcement inspections, instead of the existing complaint-based (reactive) code enforcement inspections? Could the City model this legislation per existing legislation in other jurisdictions, such as Los Angeles, Sacramento, Fresno, Long Beach, or San Jose OR through a model proactive rental inspection ordinance?

Response: The City would need to adopt an ordinance to implement an enforceable proactive code enforcement program. The City can use existing models to formulate the ordinance, but there are several decisions the City Council and City Administration would have to make to create an ordinance, such as:

- Buildings to be inspected (for example by number of units).
- Frequency of inspections.
- Geographical areas as priorities.
- To allow or not allow self-certification.
- Permit owners to employ outside professional to conduct inspections.
- Fees.
- An enforcement mechanism.

Inspection Scope

Inspections performed by PRI inspectors are often broader in scope and focus on identifying habitability, fire, and life safety issues rather than a stricter code enforcement inspection. An example of the broader inspection can be found in the City of Sacramento's inspection checklist for their Residential Housing Inspection Program found in **Attachment A**.

The Green and Healthy Homes Initiative (GHHI) model has been designed to provide a comprehensive assessment of the health and well-being of the homes. This model focuses on eight key elements:

- A Dry Home;
- A Clean Home;
- A Safe Home;
- A Well-Ventilated Home;
- A Pest Free Home;
- A Contaminant-Free Home;
- A Well-Maintained Home; and
- An Energy Efficient Home.

Initial Prioritization Method

Staff used asthma rates (**Figure 1**) and childhood blood lead levels (**Table 1**) by zip code to identify portions of the city with the highest health-related issues. Due to the interconnectedness of health and housing, these neighborhoods also had the highest number of potentially health-related code enforcement complaints (**Table 2**). Using the corresponding census tracts, staff compiled the number of renter-occupied housing units in these neighborhoods (**Table 2**) as the initial pilot area. Staff estimated that there are 22,462 rental units within these neighborhoods.

Figure 1. Age-Adjusted Inpatient Hospitalization Rate by Zip Code (2009-2011)

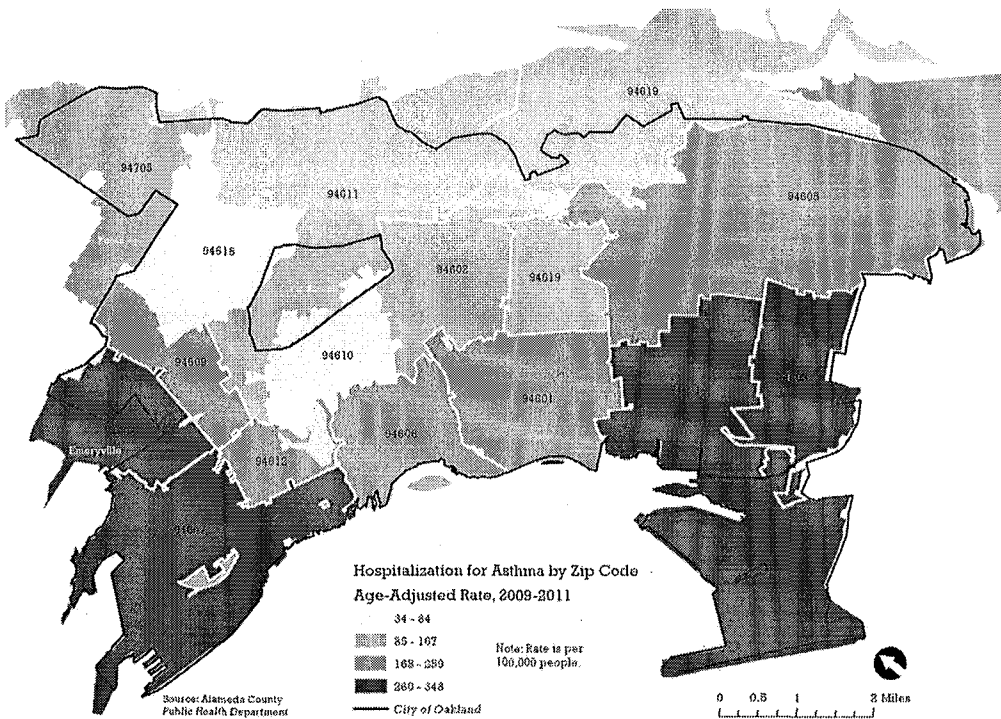


Table 1. Lead Rates by Zip Code of at least 250 Children Under 6 Tested (2012)

Zip Code	Total Tested	# With Elevated BLL	% With Elevated BLL
94601	502	38	7.57%
94606	295	22	7.46%
94605	377	27	7.16%
94607	253	18	7.11%
94621	448	28	6.25%
94608	257	16	6.23%
94538	261	16	6.13%
94603	400	24	6.00%
Overall	2,793	189	6.77%

Source: California Department of Health 2012

Table 2. Census Tracts by Potential Health Related Code Enforcement Complaints (2003-2013)

Neighborhood/ Census Tract	Occupied Blight	Exterior Blight	Work w/o Permit	Total	# of Rental Units (2015)
Hoover/Foster: 4014	800	202	127	1,129	1,458
Longfellow: 4010	753	190	160	1,103	1,453
Bancroft/Havenscourt: 4087	674	204	138	1,016	1,358
San Antonio/Highland Terrace: 4058	744	133	127	1,004	1,264
Lower Laurel/Allendale: 4070	707	128	121	956	1,205
Eastmont Hills: 4083	594	175	161	930	1,266
Fairfax/Lower Maxwell Park: 4076	633	159	119	911	1,189
Peralta/ Hacienda: 4065	684	105	109	898	1,112
Bancroft/Havenscourt: 4086	605	160	123	888	1,171
San Antonio/Sausal Creek: 4063	621	144	114	879	1,137
Arroyo Viejo: 4085	613	138	92	843	1,073
Fruitvale: 4072	579	115	106	800	1,021
Webster: 4096	562	123	108	793	1,024
Millsmont: 4082	566	127	91	784	1,002
Montclair: 4045.02	417	223	108	748	1,079
Eastmont: 4084	501	167	76	744	987
Oakland Airport: 4090	411	207	103	721	1,031
Laurel/Upper Peralta Creek: 4066.01	526	85	80	691	856
Castlemont: 4097	454	142	89	685	916
Reservoir Hill/ Meadow Brook: 4062.01	482	119	70	671	860
Overall	11,926	3,046	2,222	17,194	22,462

Source: Urban Strategies Council, City of Oakland, American Community Survey (2015)

PRI Model Estimated Budget

Staff estimated a potential PRI program budget (**Table 3**) and timelines (**Table 4**) for two potential scenarios. Scenario 1 was modeled based upon a PRI program design that emphasizes beginning inspections as soon as possible utilizing best practices for PRI inspection processes. Scenario 2 includes the addition of technology measures aimed at streamlining and redesigning the inspection process to make it more thorough and having greater reach and impact.

For both scenarios, staff assumed that initial staffing costs start gradually in 2017 as the program design, program ordinance, and hiring are finalized. Staff then assumed that beginning in 2018 program costs would increase. Both Scenarios would require a budget reevaluation for the FY 2018-2019 Mid-Cycle Budget including a fee justification to begin partial program cost recovery in FY 2018-2019.

Table 3. Summary of Pilot PRI Program Scenarios

Position	Scenario 1			Scenario 2		
	FY17/18	FY18/19	Total	FY17/18	FY18/19	Total
Estimated Units	767	3,000	3,767	313	3,750	4,063
Staffing	\$320,237	\$1,039,627	\$1,359,864	\$176,454	\$629,084	\$805,538
Outreach & Education*	\$140,000	\$500,000	\$940,000	\$25,000	\$500,000	\$525,000
Annual Non-Staffing Costs	\$44,675	\$75,850	\$120,525	\$314,500	\$157,000	\$471,500
Total Estimate Costs	\$504,912	\$1,615,477	\$2,420,389	\$515,954	\$1,286,084	\$1,802,038

As seen in Table 1, staff estimates for Scenario 1 program costs of \$504,912 for FY 2017-2018 and \$1,615,477 for FY 2018-2019, with 3,767 units inspected by July 2019. For Scenario 2, staff estimates program costs of \$515,954 for FY 2017-2018 and \$1,286,084 for FY 2018-2019, with 4,063 units inspected by July 2019.

Table 4. Scenarios 1 & 2 Estimated Timeframe

Fiscal Year	Period	Scenario 1 Action(s)	Scenario 2 Action(s)
FY17/18	July- Dec.2017	<ul style="list-style-type: none"> Initial Program Design Development Ordinance Creation and Implementation Hiring & Training 	<ul style="list-style-type: none"> Initial Program Design Development Ordinance Creation and Implementation Hiring of Project Manager and Senior Combo Inspector Inspection Product Development, including Rent Registry
	Jan.- Jul. 2018	<ul style="list-style-type: none"> Inspections begin (Q2) Budget Re-evaluation 	<ul style="list-style-type: none"> Hiring & Training of Inspectors Product Development continues (with new inspectors) Budget Re-evaluation, Fee Justification for Rent Registry Inspections begin (Q2)
FY18/19	July- Dec.2018	<ul style="list-style-type: none"> Inspections Continue Hiring Continues Pilot Inspections Complete 	<ul style="list-style-type: none"> Inspections continued Product Program design iteration
	Jan.- Jul. 2019	<ul style="list-style-type: none"> Final Program Design Fee Justification 	<ul style="list-style-type: none"> Pilot Inspections Complete
FY19/20	July-Dec. 2019	<ul style="list-style-type: none"> Full Scale Program Launch 	<ul style="list-style-type: none"> Final Program Design Final Fee Justification
	Jan.-Jul. 2020		<ul style="list-style-type: none"> Full Scale Program Launch

Scenario 1: Traditional PRI Program

For the Scenario 1 program design, staff assumed a PRI pilot would follow an inspection process like the PRI process in Sacramento, San Jose, and Los Angeles. Scenario 1 assumes the use of the best practices outlined in the original informational report emphasizing the combination of physical inspectors and community health workers.

Table 5. Scenario 1 Estimated Program Costs

Position	FY17/18			FY18/19		
	FTE	Cost	Total	FTE	Cost	Total
Estimated Units			767			3,000
<u>Direct Staffing</u>						
Program Analyst	0.5	\$ 146,030	\$ 73,015	1.0	\$ 151,325	\$ 151,325
Code Enforcement Ins. Asst.	0.9	\$ 103,836	\$ 93,452	3.0	\$ 107,600	\$ 322,800
Sr. Special Combination Insp.	0.5	\$ 154,959	\$ 77,480	1.0	\$ 154,959	\$ 154,959
<i>Direct Staffing Sub-Total</i>	<i>1.9</i>	<i>\$ 404,825</i>	<i>\$ 243,947</i>	<i>5.0</i>		<i>\$ 629,084</i>
<u>Indirect Staffing</u>						
Administrative Assistant I	0.5	\$ 85,281	\$ 42,641	1.0	\$ 88,961	\$ 88,961
Account Clerk I	0.5	\$ 67,300	\$ 33,650	1.0	\$ 70,204	\$ 70,204
City Attorney	0.0	\$ 360,456	\$ -	0.5	\$ 376,028	\$ 188,014
Paralegal	0.0	\$ 121,484	\$ -	0.5	\$ 126,727	\$ 63,364
<i>Indirect Staffing Sub-Total</i>	<i>1.0</i>	<i>\$ 634,521</i>	<i>\$ 76,291</i>	<i>3.0</i>		<i>\$ 410,543</i>
Total Staffing Costs			\$ 320,237			\$ 1,039,627
<u>Outreach & Education</u>						
Community Health Workers	1.4	\$ 100,000	\$ 140,000	4.0	\$ 100,000	\$ 400,000
Outreach Coordination		\$ -	\$ -		\$ 50,000	\$ 50,000
Outreach & Education		\$ -	\$ -		\$ 50,000	\$ 50,000
<i>Tenant Outreach & Education</i>	<i>1.4</i>	<i>\$ 100,000</i>	<i>\$ 140,000</i>	<i>0.0</i>	<i>\$ 200,000</i>	<i>\$ 500,000</i>
<u>Non-Staffing Costs</u>						
Supplies, Equipment			\$ 4,300			\$ 2,600
Software & Communication			\$ 20,000			\$ 20,000
Computers			\$ 5,375			\$ 3,250
Misc.			\$ 15,000			\$ 50,000
<i>Non-Staffing Costs Sub-Total</i>			<i>\$ 44,675</i>			<i>\$ 75,850</i>
TOTAL ESTIMATED COSTS OF PROGRAM			\$ 504,912			\$ 1,615,477

Direct Staffing

Staff assumed that one (1) Program Analyst would need to be hired once the program was implemented. This role would oversee the implementation and design of the pilot program. In FY 2017-2018, staff assumed that this position would be hired first and would take until January 2018 to fill.

Staff assumed that Code Enforcement Inspection Assistants could perform the more holistic GHFI inspection as well as basic service delivery. Inspectors would perform an initial baseline assessment and refer potential violations for more thorough follow-up. Inspectors would be trained to provide a broader set of services including:

- Being able to perform basic housing habitability inspections;
- Being able to perform basic fire and life safety inspections;

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- Being trained in identifying lead and mold hazards; and
- Being trained in community health methods and trauma-informed care practices.

For code inspectors, staff conservatively estimated that one Special Combination Inspector would inspect 1,000 units per year. This estimate is based upon similar inspection rates seen during Oakland's SHIP pilot and in Sacramento's SCEP. In addition, in the estimated staffing costs, staff assumed a ratio of one (1) Senior Special Combination Inspector for every three (3) Special Combination Inspectors once the program was implemented. Staff assumed that these positions would be filled by March, 2018.

Indirect Staffing

Indirect staffing refers to an increase in staff workload for individuals not working on the program day-to-day operations. For all scenarios, staff assumed the following would be hired by the beginning of FY 2018-2019:

- One (1) FTE Administrative Assistant I would be required to assist with program administrative responsibilities, including inspection scheduling, program notification mailing, and coordination with community health workers and tenant and property owner advocates;
- One (1) FTE Account Clerk I would be required to assist with budgetary requirements and potential fee collection resulting from unabated code violations;
- One half (0.5) FTE City Attorney would be required to assist with potential legal issues; and
- One half (0.5) FTE Paralegal would be required to assist the City Attorney.

Outreach and Education

As previously described, extensive community outreach, including community health workers in PRI programs, is crucial to successful programs. Staff assumed that as part of a pilot PRI program, the City would issue competitive grants to help fill these roles.

For community health workers, staff assumed that for each inspector, one (1) community health worker would be paired. The presence of a community health worker helps build trust with residents while also providing more specialized services. Staff assumed a grant contract amount of \$100,000 per community health worker. Community health workers would be responsible for reaching out to property owners and tenants prior to an inspection, as well as providing onsite services during inspections.

Staff assumed two (2) competitive grants (\$50,000 each) for outreach and education to be issued in FY 2018-2019. One (1) grant would be for tenants' outreach and education and one (1) for property owners' outreach and education. As part of these grants, grantees would help assist with PRI program design and education and trainings regarding the PRI program.

Non-Staffing Costs

Non-staffing costs refer to program expenses related to materials. Since a PRI program would require new operational resources, staff assumed the following would need to be acquired. For all scenarios, staff assumed the following:

- \$50,000 for software licenses; and

- \$15,000 for miscellaneous including printing costs and mailing expenses.

To cover supplies and equipment, staff assumed \$1,000 for each estimated FTE. This line item would include supplies and equipment such as cell phones and moisture meters for inspectors. Staff also included \$1,250 for each estimated FTE to cover computers costs.

Timeline

Staff assumed the program implementation timeline shown in **Table 6**. This timeline assumes that an initial program design and ordinance would be implemented by Council by Q3 of 2017. Once implemented, staff assumed that hiring and training would begin with full staffing levels expected by Q2 of 2018. Full staffing levels would continue until the 2018 when a full-scale program design is finalized with new staffing levels are determined.

Table 6. Scenario 1 Estimated Timeframe

Fiscal Year	Period	Action(s)
FY17/18	July- December 2017	<ul style="list-style-type: none"> • Initial Program Design Development • Ordinance Creation and Implementation • Hiring & Training
	January- July 2018	<ul style="list-style-type: none"> • Inspections begin • Budget Re-evaluation
FY18/19	July- December 2018	<ul style="list-style-type: none"> • Inspections Continue • Hiring Continues • Inspections Complete
	January- July 2019	<ul style="list-style-type: none"> • Final Program Design • Fee Justification
FY19/20	July- December 2019	<ul style="list-style-type: none"> • Full Scale Program Launch
	January- July 2020	

Scenario 2: Design & Technology Focused PRI Program

Where Scenario 1 emphasized quickly staffing a PRI program to begin inspections along the lines of a traditional program, Scenario 2 early steps aimed at redesigning the existing inspection process to make the process more efficient and effective. By starting with redesigning the inspection process, staff would be able to create a refined inspection process to fit the PRI program design. Central to this redesign would be including technology solutions to streamline inspections and potentially service delivery.

These technology solutions would look at two parts: creating a rental registry and increasing functionality of existing inspection applications to provide access to additional services and platform. These systems would be designed to assist inspectors, community health workers, and the public before, during, and after inspections. By integrating the platform with existing City and County systems either through connected databases or automatic notifications, the City

could potentially streamline information collection on the front-end, automate portions of the inspection process, and expand the range of inspection services provided. In addition, renter and education components could be added that would be focused on making sure renters know their rights and responsibilities.

Table 7. Scenario 2 Estimated Program Costs

Position	FY17/18			FY18/19		
	FTE	Cost	Total	FTE	Cost	Total
Estimated Units Inspected			313			3,750
<u>Direct Staffing</u>						
Program Analyst	0.5	\$ 146,030	\$ 73,015	1.0	\$ 151,325	\$ 151,325
Code Enforcement Ins. Asst.	0.25	\$ 103,836	\$ 25,959	3.0	\$ 107,600	\$ 322,800
Sr. Sp. Combination Insp.	0.5	\$ 154,959	\$ 77,480	1.0	\$ 154,959	\$ 154,959
<i>Direct Staffing Sub-Total</i>	<i>1.25</i>	<i>\$ 404,825</i>	<i>\$ 176,454</i>	<i>5.0</i>		<i>\$ 629,084</i>
<u>Indirect Staffing</u>						
Administrative Assistant I	0.25	\$ 85,281	\$ 21,320	1.0	\$ 88,961	\$ 88,961
Account Clerk I	0.25	\$ 67,300	\$ 16,825	1.0	\$ 70,204	\$ 70,204
City Attorney	0.0	\$ 360,456	\$ -	0.5	\$ 376,028	\$ 188,014
Paralegal	0.0	\$ 121,484	\$ -	0.5	\$ 126,727	\$ 63,364
<i>Indirect Staffing Sub-Total</i>	<i>0.5</i>	<i>\$ 634,521</i>	<i>\$ 38,145</i>	<i>3.0</i>		<i>\$ 410,543</i>
Total Staffing Costs			\$ 214,599			\$ 1,039,627
<u>Outreach & Education</u>						
Community Health Workers	0.25	\$ 100,000	\$ 25,000	4.0	\$ 100,000	\$ 400,000
Outreach Coordination		\$ -	\$ -		\$ 50,000	\$ 50,000
Outreach & Education		\$ -	\$ -		\$ 50,000	\$ 50,000
<i>Tenant Outreach & Education</i>	<i>0.25</i>	<i>\$ 100,000</i>	<i>\$ 25,000</i>	<i>4.0</i>	<i>\$ 200,000</i>	<i>\$ 500,000</i>
<u>Non-Staffing Costs</u>						
Rental Registry		\$ 150,000	\$ 150,000		\$ 50,000	\$ 100,000
Inspection Application		\$ 150,000	\$ 150,000		\$ 20,000	\$ 20,000
Supplies, Equipment		-	\$ 2,000			\$ 12,000
Software & Communication		-	\$ 5,000			\$ 10,000
Computers		-	\$ 2,500			\$ -
Misc.		-	\$ 5,000			\$ 15,000
<i>Non-Staffing Costs Sub-Total</i>			<i>\$ 314,500</i>			<i>\$ 157,000</i>
TOTAL ESTIMATED COSTS OF PROGRAM			\$ 554,099			\$ 1,696,627

Rental Registry

A key element of a successful PRI program is the creation a rental registry. A Rental Registry would be a centralized database of all rental properties in the City of Oakland. Rental Registries are utilized to better inform existing City systems and services making identification and follow-up actions to these properties more effective. Jurisdictions like the City of Berkeley and City of

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Sacramento use a Rental Registry to provide resident information meant to supplement property information available through county maintained property records.

In jurisdictions with an existing Rental Registry, the following information is collected on an annual basis:

- Property Owner Information
- Property Manager Information
- Tenant Information
- Building Size
- Housing Type
- Rent History

A Rental Registry could provide a first step of a PRI program and could be integrated with existing City Systems like the HdL database for the Revenue department, Accela in the Planning and Building Department, and the Rent Adjustment Program's online case management system. Collection and integration of this information would allow better identification of rental properties for revenue collection but also streamline the scheduling and performing of an inspection.

Inspection and Service Delivery Application

For Scenario 2, staff added to Scenario 1 time to allow for a redesign of the inspection process to utilize PRI best practices but also look at how inspections could also provide additional services. The key part of this redesign would be expanding the functionality of existing inspection mobile applications. This new functionality would be designed to allow staff to access information from existing City systems and connect residents with City and County services.

The City has already developed similar inspection applications like, the Tell Us Code Enforcement application, SeeClickFix, Accela's Civic applications, and the in-process fire inspection application. By utilizing these systems and providing additional funding to expand their functionality, staff would be able to develop an inspection program that uses these applications to streamline the inspection process.

In addition to the inspection functionality described above, community health workers could provide basic service delivery. A technology solution for service delivery could allow staff to perform an initial health assessment looking for asthma triggers and lead hazards, but also connect residents and property owners with services at the time of the inspection. By integrating with other City or County services, staff could arrange for follow-up actions ranging from County provided lead prevention and Asthma Start program services to City supported financial assistance and tenant protection services.

Staffing

Like Scenario 2, staff assumed that one (1) Program Analyst would need to be hired. This role would oversee the implementation and design of the pilot program.

As part of the inspection process redesign, staff assumed that there would be changes made to the job classifications required throughout. These changes focus on the use of on-site inspectors with more holistic training performing initial inspections and service delivery, and a

senior inspector focusing on verifying potential violations.

Like Scenario 1, staff assumed Code Enforcement Inspection Assistants could be used to perform the more holistic GHHI inspection as well as basic service delivery. Inspectors would perform an initial baseline assessment and refer potential violations for more thorough follow-up. Inspectors would be trained to provide a broader set of services including:

- Being able to perform basic housing habitability inspections;
- Being able to perform basic fire & life safety inspections;
- Being trained in identifying lead and mold hazards; and
- Being trained in community health methods and trauma-informed care practices.

Staff assumed that the work conducted to streamline the inspection process would increase the inspect rate from 1,000 units per year in Scenario 1 to 1,250 in Scenario 2. In addition, in the estimated staffing costs, staff assumed a ratio of one (1) Senior Special Combination Inspector for every three (3) Special Combination Inspectors once the program was implemented. Staff assumed that these positions would be filled by March 2018.

Indirect Staffing

Indirect staffing refers to an increase in staff workload for individuals not working on the program day-to-day operations. For all scenarios, staff assumed the following:

- One (1) FTE Administrative Assistant I would be required to assist with program administrative responsibilities, including inspection scheduling, program notification mailing, and coordination with community health workers and tenant and property owner advocates;
- One (1) FTE Account Clerk I would be required to assist with budgetary requirements and potential fee collection resulting from unabated code violations;
- One half (0.5) FTE City Attorney would be required to assist with potential legal issues; and
- One half (0.5) FTE Paralegal would be required to assist the City Attorney.

Outreach and Education

As with Scenario 1, staff assumed that for each inspector, one (1) community health worker would be paired. Even with the addition of technology, the presence of a community health worker helps build trust with residents while also providing more specialized services. Staff assumed a grant contract amount of \$100,000 per Community Health Worker. Community Health Workers would be responsible for reaching out to property owners and tenant prior to an inspection, as well as providing onsite services during inspections.

Staff assumed two (2) competitive grants (\$50,000 each) for outreach and education. One (1) grant would be for tenants' outreach and education and one (1) for property owners' outreach and education. As part of these grants, grantees would help assist with PRI program design and education and trainings regarding the PRI program.

Timeline

Staff assumed the program implementation timeline shown in **Table 8**. This timeline assumes

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that an initial program design and ordinance would be implemented by Council by Q3 of 2017. Once implemented, staff assumed that hiring would begin with a program manager and senior combination inspector by end of 2017. During this period, initial product development would occur for the inspection application and Rental Registry. From January 2018 to July 2018, product development would continue and full staffing levels would be reached by the beginning of FY 2018-2019. A full-scale program design is finalized with new staffing levels determined at the end of 2019.

Table 8. Scenario 2 Estimated Timeframe

Fiscal Year	Period	Action(s)
FY17/18	July- December 2017	<ul style="list-style-type: none"> • Initial Program Design Development • Ordinance Creation and Implementation • Hiring of Project Manager and Senior Combo Inspector • Inspection Product Development, including Rent Registry
	January- July 2018	<ul style="list-style-type: none"> • Hiring & Training of Inspectors • Product Development continues (with new inspectors) • Budget Re-evaluation, Fee Justification for Rent Registry • Inspections begin (Q2)
FY18/19	July- December 2018	<ul style="list-style-type: none"> • Inspections continued • Product Program design iteration
	January- July 2019	<ul style="list-style-type: none"> • Pilot Inspections Complete
FY19/20	July- December 2019	<ul style="list-style-type: none"> • Final Program Design • Final Fee Justification
	January- July 2020	<ul style="list-style-type: none"> • Full Scale Program Launch

FISCAL IMPACT

This is an informational report requiring no action. Any decisions about new programs would require additional resources as described in the original staff report and should be accomplished through the budget process.

COORDINATION

Staff collaborated with the City Attorney's Office in the development of this supplemental report.

ACTION REQUESTED OF THE CITY COUNCIL

Receive An Informational Report On Creating A Proactive Rental Inspection (PRI) Program To Address Housing Habitability Concerns That Concentrate On Areas Of The City That Pose The Highest Risk For Childhood Lead Poisoning And Proposals For Funding Consideration For The FY 2017-2019 Budget

For questions regarding this report, please contact Ethan Guy, City Administrator Analyst, at (510) 238.6454.

Respectfully submitted,



CLAUDIA CAPPIO
Assistant City Administrator
City Administrator's Office

Reviewed by:
Kiran Jain, Chief Resilience Officer

Prepared by:
Ethan Guy, City Administrator Analyst
City Administrators Office

Attachments (1):

Attachment A: City of Sacramento RHIP Inspection Checklist



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 916.878.9020
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RENTAL HOUSING INSPECTION PROGRAM

Department of Community Development

City of Sacramento
 916.808.7368



Interior Inspection -PART II: Unit Identification (Print legibly)	
Property Address:	Unit Number:
Tenant Name:	Phone Number:

Check the box next to each item ONLY if the item is found to be in compliance

Interior Checklist	Comments
<input type="checkbox"/> Hot/Cold Running Water (Unit must have hot and cold running water)	
<input type="checkbox"/> Electrical Power (Unit must have electrical power)	
<input type="checkbox"/> Heat (Unit be permanently installed and property functioning)	
<input type="checkbox"/> Sewage Disposal Systems (Unit must have a proper sewer system and must be clear of any surfacing sewage indoors or outdoors)	
<input type="checkbox"/> Entry Doors (All doors and door jambs have strike plates that are secure, not loose; entry doors have a standard deadbolt with thumb latch at interior, locking mechanisms do not exceed 48" in height, a peephole, and are weather sealed.)	
<input type="checkbox"/> Vector Infestation or Rodent Harborage (Unit must be clear of any infestations)	
<input type="checkbox"/> Mechanical (All mechanical equipment in the unit must properly function including; appliances, venting systems, thermostats, smoke detectors, carbon monoxide detector, air conditioning unit – if provided, etc. *Bathrooms must have operable window or exhaust vent)	
<input type="checkbox"/> Electrical (All wiring must be in good working condition – no spliced wiring, no exposed wiring, and all outlets and switch plates must have appropriate coverings. Electrical panel must be labeled. GFCI outlets must function and be installed in bathrooms, kitchen, exterior, and garage)	
<input type="checkbox"/> Plumbing (Unit must have proper plumbing throughout unit – no leaks, must have P-traps, must have proper caulking, toilets must be secured to ground and sinks must be secured to walls. Water heaters are installed in an approved location, and have seismic strapping, operable temperature relief valve and drain line, venting, and a minimum 110 degrees water temperature.)	
<input type="checkbox"/> Counters and Sink Surfaces (Surfaces are in good condition, no significant cracked, chipped or missing pieces, and not constructed with porous material)	
<input type="checkbox"/> Windows (All windows must have proper weather protection and can be opened and closed easily, and have no missing or broken glazing. Bedroom egress windows are not blocked by furniture or air conditioners, and any security bars can be released from the interior.)	
<input type="checkbox"/> Flooring (Floors must be in good condition, free from holes/missing pieces and do not create a trip hazard or unsanitary conditions)	
<input type="checkbox"/> Foundation/Sub-flooring (Must be in good condition, must not be buckling or sagging)	
<input type="checkbox"/> Walls/Ceiling (Walls must be clear of holes, missing sections, must not be collapsing, buckling or sagging)	
<input type="checkbox"/> Smoke Detectors/Carbon Monoxide Detectors (Smoke detectors are working, and are located in hallways leading to rooms used for sleeping purposes or are installed and maintained in compliance with the Code in effect at the time of their original installation. Carbon Monoxide detectors are located outside each sleeping area and on each level of a dwelling including basements. Installation must be per manufacturer's instruction and per California Building Code)	

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge.
 (Provide a copy of this form to the tenant and keep a copy for your files. Do not send copies to Code Enforcement.)

Name (Please print): _____ Phone Number: _____

Relationship to the Property: _____

Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Audit inspections will be done randomly and property owners/managers will be required to produce proper documentation within 72 hours after notification (16.20.906 (D, E, F) of the Sacramento County Code.)



RENTAL HOUSING INSPECTION PROGRAM
 Department of Community Development
County of Sacramento **City of Sacramento**
 916.876.9020 916.808.7368



Exterior Inspection - PART I: Unit Identification (Print legibly)
Property Name: _____
Property Address: _____

Check the box next to each item ONLY if the item is found to be in compliance

Exterior Checklist	Comments
<input type="checkbox"/> Storage of Junk and rubbish and/or overgrown vegetation (Household trash, tires, scrap wood, scrap metal, other items not intended for outdoor use - Property must be clear from any overgrown vegetation and/or weeds)	
<input type="checkbox"/> Dumpsters & Trash cans (Must be properly enclosed, free from trash overflow, and properly covered)	
<input type="checkbox"/> Inoperable/Unregistered Vehicles (DMV Non-operations permits do not qualify as current registration. Inoperable vehicles must be stored within a fully enclosed structure)	
<input type="checkbox"/> Foundation Vent Screens/Crawl Space Covers (Spaces must be properly covered. Screens must be in good working condition)	
<input type="checkbox"/> Roof/Ceiling (Must be free from any holes, leaks, etc.)	
<input type="checkbox"/> Stairways - Landings/treads/risers/balusters/railings (Must not be rotting, deteriorating, loose, etc. and the balusters must not exceed 4" apart or in accordance with code at the time of construction)	
<input type="checkbox"/> Fire Extinguishers - Multi-Family Only (Must be properly serviced, labeled, and stored)	
<input type="checkbox"/> Exterior Lighting (Must function properly and must have cover and be free from any exposed wiring)	
<input type="checkbox"/> Infestation of vectors or rodents (Property must be clear of all vector or rodent infestations)	
<input type="checkbox"/> Electrical/Gas Meters - Multi-Family Only (Must have proper labeling, be properly protected, and must not be tampered with)	
<input type="checkbox"/> Electrical Panel (Must have a panel cover, all breakers and fuses are labeled with appropriate identification, have dead front cover, and free from any exposed wiring)	
<input type="checkbox"/> Exterior Walkways (Must remain clear at all times and free from any trip hazards)	
<input type="checkbox"/> Water Heaters (Water heaters are installed in an approved location, and have seismic strapping, operable temperature relief valve and drain line, venting, and a minimum 110 degrees water temperature.)	

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge.
 (Provide a copy of this form to the tenant and keep a copy for your files. Do not send copies to Code Enforcement.)

Name (Please print): _____ Phone Number: _____
 Relationship to the Property: _____
 Signature: _____ Date: _____
 Tenant Signature: _____ Date: _____

Audit inspections will be done randomly and property owners/managers will be required to produce proper documentation within 72 hours after notification (16.20.906 (D, E, F) of the Sacramento County Code.)

RENTAL HOUSING INSPECTION PROGRAM

General Inspection Checklist

(916) 808-7368

CASE #: _____

PROPERTY ADDRESS:	PROPERTY NAME (IF APPLICABLE)	DATE	NO. OF UNITS

Check the box next to each item or area that is inspected and found to be in compliance:

UNIT			
	<input type="checkbox"/> 1. Premises – no abandoned or inoperable vehicles, overgrown vegetation, infestation of insects or vermin, discarded household items, trash, debris or any graffiti.	<input type="checkbox"/> 8. Common Areas - in a safe and sanitary condition.	<input type="checkbox"/> 15. Water heaters – water heaters are installed in an approved location, and have seismic strapping, operable temperature relief valve & drain line, venting, and a minimum 110 degrees water temperature.
	<input type="checkbox"/> 2. Exterior walls – in good condition, no peeling paint, holes, missing sections or deterioration.	<input type="checkbox"/> 9. Entry doors – all doors and door jambs have strike plates that are secure, not loose; entry doors have a standard deadbolt with thumb latch at interior, a viewer, and are weather sealed.	<input type="checkbox"/> 16. Bathroom ventilation – bathrooms have operable window or exhaust fan.
	<input type="checkbox"/> 3. Vent screens - no missing or damaged crawl space, attic or foundation vent screens.	<input type="checkbox"/> 10. Windows and window locks – windows can be opened and closed easily, and have no missing or broken glazing. Bedroom egress windows are not blocked by furniture or air conditioners, and any security bars can be released from the interior.	<input type="checkbox"/> 17. Smoke detectors – smoke detectors are working, and are located in hallways leading to rooms used for sleeping purposes or are installed and maintained in compliance with the Code in effect at the time of their original installation.
	<input type="checkbox"/> 4. Stairway/landing/treads/risers/guardrails/handrails – in good condition, well secured, not loose or deteriorated.	<input type="checkbox"/> 11. Heaters – are permanently installed and properly functioning.	<input type="checkbox"/> 18. Electrical -general outlets, lights, switches and cover plates are installed properly and in good condition, no exposed wiring.
	<input type="checkbox"/> 5. Roof and ceilings – in good condition without any leaks.	<input type="checkbox"/> 12. Kitchen counters and sink surfaces – surfaces are in good condition, no significant cracked, chipped or missing pieces.	<input type="checkbox"/> 19. GFCI required locations – GFCI properly function and have been installed where outlets have been replaced in the bathrooms, on kitchen counters, on the exterior and in garages.
	<input type="checkbox"/> 6. Exterior lighting – all lights function and have proper covers, no exposed wiring.	<input type="checkbox"/> 13. Floor coverings - coverings do not create tripping hazards or unsanitary conditions.	<input type="checkbox"/> 20. Carbon Monoxide detectors –located outside each sleeping area & on each level of a dwelling (including basements). Installation must be per manufacturer's instructions and per California Building Code.
<input type="checkbox"/> 7. Electrical panel – all electrical panels are identified, all breakers/fuses are labeled and there is no exposed wiring.	<input type="checkbox"/> 14. Plumbing fixtures/piping – properly installed and in good condition without any leaks or clogs, no missing handles or spouts.		

No change in any portion of a building, structure, common area or any other work regulated by Code shall be required when such work was installed and is maintained in accordance with the Code in effect at the time of installation. A completed Rental Housing Inspection Checklist does not certify that any work done to the building or structure was in compliance with any permit or approval requirements.

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge.

Name of Inspector: _____ Date: _____

Please correct the following violation/s prior to next 30-day progress inspection scheduled for: _____

Between the hours of 12:30pm to 3:00pm

Building Permit(s) Required if Checked* Permit Valuation \$ _____

_____ I have received a Self-Certification Packet (if applicable):
(Signature of Owner or Local Contract Representative) Date

I, the undersigned, have lawful access or control of the rental housing unit described above. I freely and voluntarily give my consent to have the inspectors of the City of Sacramento's Rental Housing Inspection Program enter and inspect the unit.

Name: _____ Telephone: _____
Signature: _____ Date: _____ Inspection conducted in the absence of occupant, with written consent.

*If a building permit is required, please visit the Public Counter at 300 Richards Blvd., 3rd Floor between 9am & 4pm. Bring a copy of your checklist.