

CITY OF WACO

Code Compliance

MULTI-FAMILY REGISTRATION & INSPECTION PROGRAM
COMMUNITY SERVICES DEPARTMENT



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Presentation Overview

- Program Overview
- Need for a Multi-Family Inspection Program
- Locations
- Proposed Staffing
- Budget
- Registration
- Inspections
- Next Steps
- Questions

Program Overview

- Proposed Multi-family Rental Registration will provide consistent / structured inspections
- Main goals of the program:
 - Ensure minimum property standards are met
 - Ensure residents can feel safe about where they live
 - Ensure properties maintained at appropriate level
 - Improve quality and standard of living

Program Overview

Benefits –

- Proactively facilitates preserving or improving housing stock
- Encourages preventative maintenance by owners
- Prompt remedies for violations (minimum building standards and property maintenance codes)
- Partnership with WPD Crime Free Housing program

Potential Impacts –

- Increase rent to cover increased maintenance costs
- Impact availability of safe units

Need for a Multi-Family Inspection Program

- Growth of Waco at a rapid pace
- Inspections currently complaint based (Reactive versus proactive)
- Provides tenants with a voice
- Enforcement mechanism
- Enhances overall public health

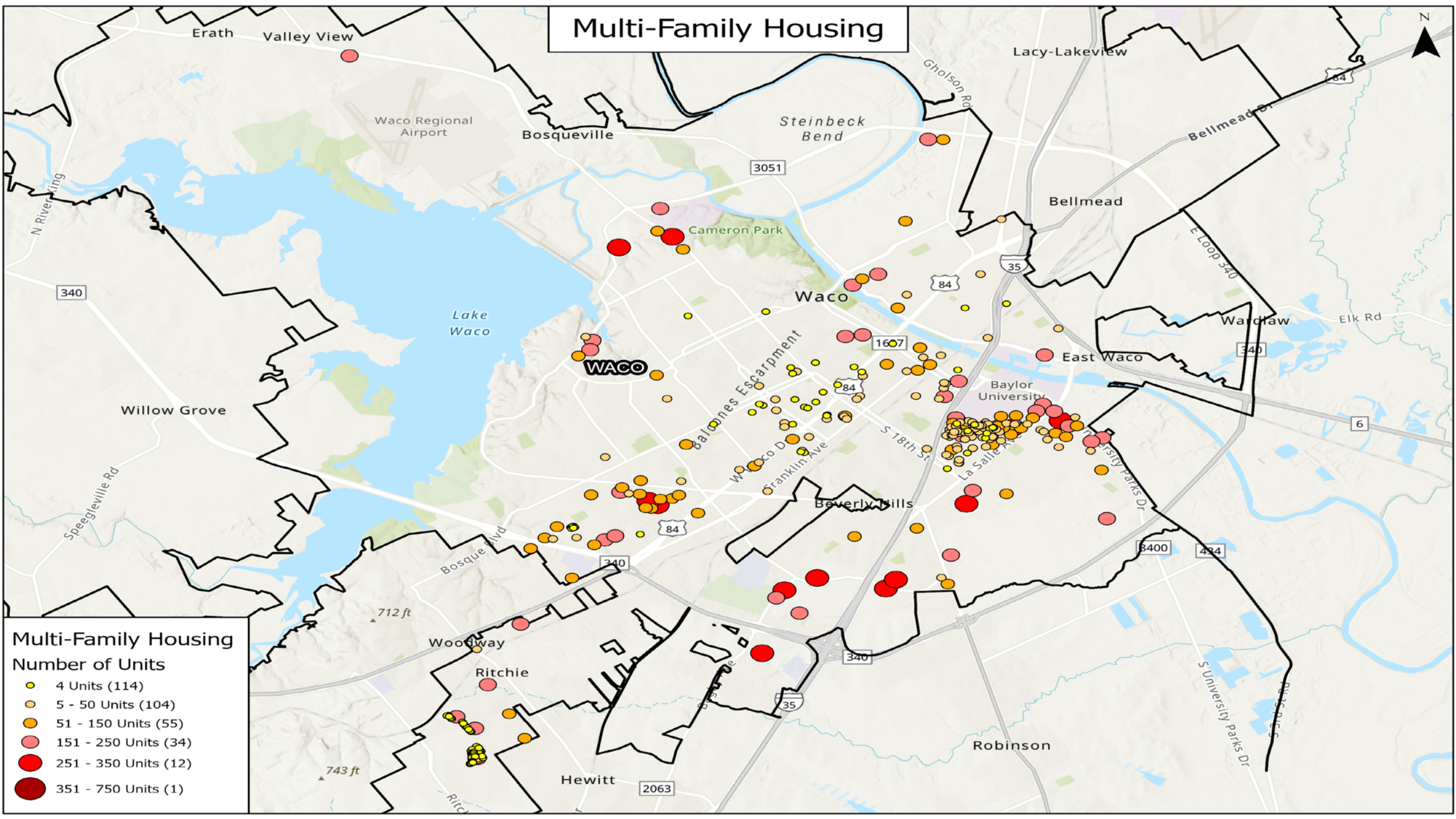


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Locations

- Currently 323 multi-family sites in the 4 unit or more category
 - 89.5% of these sites over 10 years old
- The 323 sites equate to roughly 19,000 units.
 - Includes extended stay motels
- Program proposed registration requirements:
 - Sites: over 5 years old
 - Units: 4 or more
- Exemptions:
 - Dorms
 - Properties built less than 5 years
 - Rental properties below 4 units
 - Assisted living facilities

Multi-Family Housing



Proposed Staffing

- Proposed Staffing: 4 inspectors and 1 support staff
- Area Code officers would continue to monitor and inspect the remaining single-family rental and sites of less than 4 units (ex. townhomes, duplexes, triplexes)

Budget

- Software: dedicated software needed (estimate included)

Salary	Code Officers	3	\$62,596.00	\$187,788.00
	Admin. Staff	1	\$53,909.00	\$53,909.00
Vehicles	Hybrid Trucks	3	\$26,917.00	\$80,751.00
Software	Vendor TBD	1	\$1000.00 mo	\$12,000.00
Total				\$334,448.00



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Registration Fees

- Proposed Fee: \$13.00 per unit / per year.
- Registration: October 1st thru October 31st
- Late registration fees penalty for subsequent months late:
 - 1st month – 10% of total
 - 2nd month – 30% of total
 - 3rd month – 50% of total
 - Additional civil or criminal remedies will be established for failure to register after the third month



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Process Flow

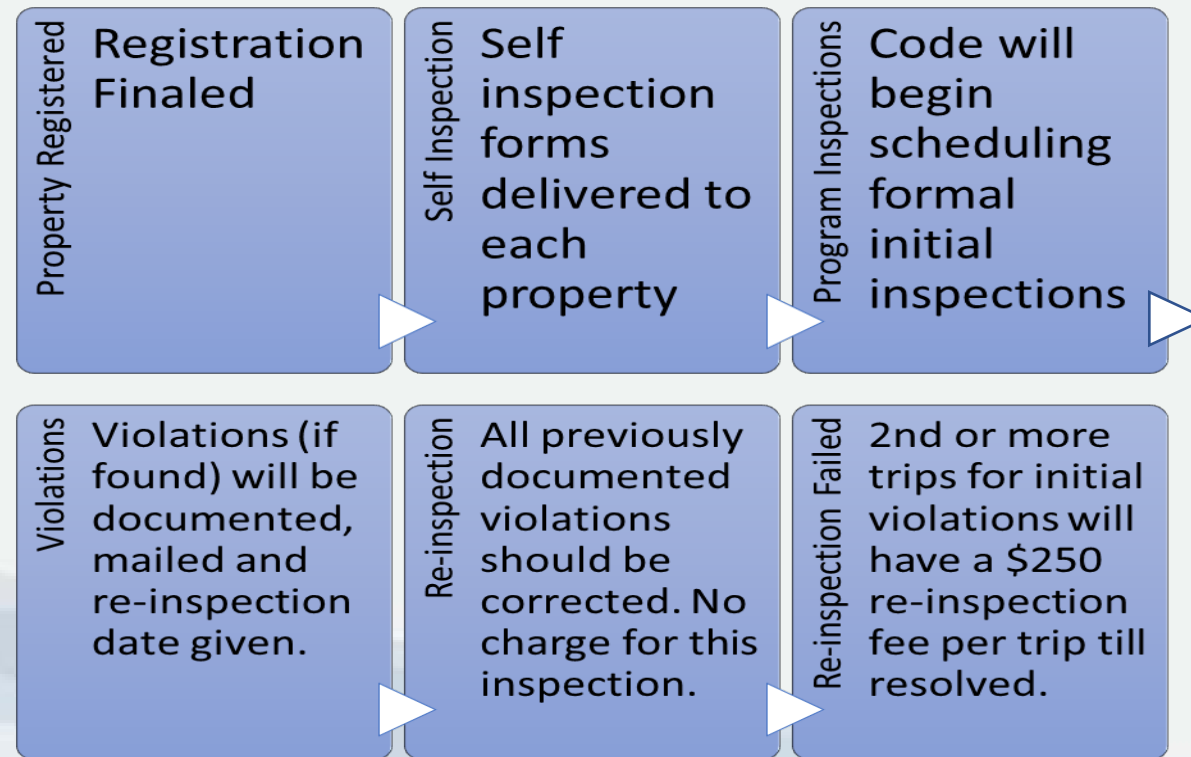
- Inspection checklist to be provided upfront
- Notice of routine inspection sent 30 days in advance
 - Customer complaint procedures will remain same as currently
- Schedule
 - Initial inspections and the 1st follow-up inspection (no charge)
 - 2nd and subsequent follow-up inspections for the same violations (\$250 reinspection fee per trip/per unit)



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Process Flow

A general overview of the process:



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Next Steps

The table below outlines our estimated completion dates

June 30 th 2022	Complete draft ordinance
July 2022	Submit to Legal for draft ordinance review
January 2023	Build program infrastructure
1st quarter 2023	Community engagement with impacted property owners & tenants
2 nd quarter 2023	Finalize ordinance
TBD	Present final recommendations to Council

Questions?



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