City of Seattle DPD
Rental Registration and Inspection Ordinance

Weighted Checklist Stakeholder Meeting
June 6, 2013

SMT Room 1600

June 6 Meeting Agenda

1. Welcome & Goals for today　　　Faith Lumsden　　2:00-2:10p

2. Discussion topics:　　　　　　Geoff Tallent　　2:10-3:35p
   – Checklist Approach
   – Changes made since 5/22 discussion　　　　2:10-2:40p
   – Stakeholder comments – review new feedback
   – How Property Owners will use the Checklist
   　　　　　　　　　　　　　　　　　　　　2:40-3:05p
   – How Inspectors will use the Checklist
   – RSJ Impact Questions　　　　　　　　　3:05-3:35p

3. Public Q&A　　　　　　　　　Faith Lumsden　　3:35-3:50p

4. Wrap-up & Next Steps　　　　　Geoff Tallent　　3:50-4:00p

   Appendix:
   – Detailed Changes to the Checklist since 5/22
   – Revised Full Weighted Checklist
   – Lists of Red and Blue items

June 6 Meeting Goals

1. Wrap up of stakeholder response to the proposed checklist approach.
   - Did we miss anything major?
   - Any new input?
2. Further refine reds and blues
3. Walk through how property owners and inspectors will use the checklist
4. Explore program benefits or burdens with respect to people of color and low income communities

Checklist Approach

1. **RRIO program will not follow-up on Blue items**
   - Reasons why
     - Reflects council direction on "weighted" checklist
     - Blue items are low current risk – still an obligation for owner to follow up
     - Additional inspections = more intrusion into tenants' homes
     - Follow up adds costs to program and inspection costs to property owner
   - Additional changes we made
     - Checklist items have been further revised to distinguish reds from blues (see Appendix for detailed changes made)
     - Better pass/fail language – pass with blue items will clearly note problems were found and must be corrected

2. **Checklist will focus on currently visible conditions**
   - Reasons why
     - Reflects council direction on "weighted" checklist
     - Simplifies use of checklist
   - Additional changes we made
     - Checklist items have been further revised to better capture maintenance issues that are currently creating problems

Checklist Changes Based on 5/22 Stakeholder Input

Note: These are examples. See Appendix for detailed list of changes.

More clarity on safety items

The kitchen light source (window or light fixture) is missing or not operable (Blue)

→ The **only** kitchen light source (window or light fixture) is missing or not operable (**Red**)

Better distinguish between damaged and inoperable

Sink is cracked and doesn't hold water, faucet can't turn on, or missing knobs (Blue)

→ **a) Dripping faucets; cracked or chipped porcelain; slow drain; broken (but not inoperable) handles or knobs (Blue)**

b) Is not operable: cracked through, faucet can't turn on, or no hot & cold water (Red)

Better capture current maintenance issues

Bathroom fan (used in place of windows) is not operable, clogged not pulling air or not vented to exterior (Blue)

→ Bathroom fan (**when there is no window**) is not operable, not pulling air or not vented to exterior (**Red**)

Stakeholder Comments – New Feedback

Before we meet again on June 6, we would like to understand if you have any additional comments or thoughts on the following:

1. Overall Weighted Checklist Approach and Rating System
   - No blue follow up
   - Currently visible conditions
   - Pass/fail language
2. Red and Blue items as they have been edited and clarified to date

This page will be replaced with any new feedback that we receive before 10AM on June 6 and will be discussed during the meeting.

How Property Owners will use the Checklist

- Property owners or their agents will declare that all of their units meet the checklist standards when they register

- Tools that will be available
  - Checklist with pictures and definitions
  - Online training built to accompany the checklist
  - DPD Helpdesk will be able to answer questions on the phone
  - Community outreach – including property owner workshops

- Property owner declaration
  - For each Checklist category, a "Yes/No" check box will be used to indicate whether all of the Red items for that category are met
  - If "No" is checked, owner will identify which units do not meet RRIO standards for that category and are unavailable for rent

- Anyone affiliated with a property can complete the registration, as long as the registrant documents their role and pays the fee

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How Inspectors will use the Checklist

- Private Inspector is working on behalf of the owner

- Owner and Inspector will determine
  - Contractual relationship
  - Access to unit(s) (proof of tenant notification)
  - Safety
  - Follow-up
  - Additional scope of work (non-RRIO)

- City will require electronic submittal(s) of the final Certificate of Compliance

- Resources for inspectors
  - Inspector training
  - Help desk
  - Checklist with pictures and definitions

Other Inspector Information

- Checklist usability testing will be done by DPD inspectors, Office of Housing, and some private inspectors – <u>we could use your help identifying private inspectors and units for testing</u>

- Cost to become a Qualified Rental Housing Inspector - estimates:
  - $200 Registration every two years
  - $50 Training fee

- Inspector baseline qualifications:
  - American Association of Code Enforcement Property Maintenance and Housing Inspector
  - International Code Council Property Maintenance and Housing Inspector certification
  - International Code Council Residential Building Inspector certification
  - Washington State home inspector

- Property managers can conduct inspections if they obtain one of the baseline qualifications, register and go through training
- Training to begin in 2014
  - Inspection volume fairly low (for Declarations) -- <u>we could use your help estimating the demand for inspections in 2014</u>

Race & Social Justice Impact Questions

Seattle's Race and Social Justice Initiative's (RSJI) mission is to end institutionalized racism in City government and promote multiculturalism and full participation by all residents. More information can be found at http://www.seattle.gov/rsji/

- How will RRIO benefit or burden communities of color and low income communities (including Landlords, Tenants, Inspectors)?
  - Is there hidden bias in the program (checklist, registration process, inspections, etc)
  - Are there negative impacts to communities of color or low-income communities from the program
- What can we do to reduce and prevent negative impacts
  - Things we can build into the new program
  - Partnerships for additional resources
- We would like your help
  - Thoughts on benefits, burdens, and what we can do
  - People we can talk to
  - Sources of information and data

Contact Geoff
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PUBLIC Q&A

Please keep questions to 2-3 minutes per person

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Wrap-up/Next Steps

Next Steps: Checklist

– Usability testing

– Public and Council comment on the Director's Rule

Next meeting

– June 20, room 4080

– Topic: Outreach

How today went: +/▲

- What did you like?

- What should we do differently?

APPENDIX

- Detailed Changes to the Checklist since 5/22
- Revised Full Weighted Checklist
- Lists of Red and Blue items

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Checklist Changes Since 5/23

The next several slides detail the Checklist items that had concerns at the end of the 5/23 Stakeholder meeting, changes we made, and rationale.

Section	Original Language	Current Language	Rationale
Introduction	The goal of the RRIO program is to improve safety and health of rental housing units in Seattle.	The goal of the RRIO program is to identify and correct substandard rental housing conditions in Seattle, and prevent deterioration and blight conditions that adversely impact quality of life.	Revised to use language from the Ordinance.
Rating System	Code violation with a higher risk to health or life safety	Code violation with a higher **current** risk to health or life safety	Addresses question about whether we are looking for existing versus preventive conditions. We are looking at current conditions.
1.1 Roof 1.2 Chimney	Roof should be maintained in a safe and structurally sound condition. Chimney is maintained in a safe and structurally sound condition with no major damage.	Roof should be maintained in a safe and structurally sound condition **based on visual inspection.** Chimney is maintained in a safe and structurally sound condition with no major damage **based on visual inspection.**	Inspectors should understand that a basic visual inspection is required. We did not add "from the ground" because inspectors should have the latitude to inspect further if warranted. Inspectors will be trained to initially inspect from the ground and use judgment if further inspection is warranted.
1.3a Crawl Space	Standing water in crawl space. (Red)	Standing water in crawl space **(Blue)**	Standing water by itself is not a current risk. There are other items on the Checklist that may be the result of standing water and are current risks – these items are red.

Checklist Changes Since 5/23

Section	Original Language	Current Language	Rationale
1.4, 1.4d-e Exterior Stairs and Decks **2.4, 2.4 d-e** Interior Stairs and Decks	**Exterior/Interior Stairs & Decks** should be safe, structurally sound and in good repair, with guardrails and intermediate rails as required. (d) Existing guardrails/ intermediate rails on any landing, deck or platform more than 30" above the floor are missing, loose or not intact (e) Existing handrails/intermediate rails are missing, loose or not intact on any flight with more than three risers	**Exterior/Interior Stairs & Decks should be safe, structurally sound and in good repair.** (d) **Existing** guardrails/intermediate rails on any landing, deck or platform more than 30" above the floor are missing, loose or not intact (e) **Existing** handrails/intermediate rails are missing, loose or not intact on any flight with more than three risers	Retained language that refers to maintenance of a currently existing structure (section 206.060A) only and removed language referring to construction requirements.
1.5d Windows	If within 10' of the ground, not secure from unauthorized entry	**Removed from the Checklist**	It was pointed out that window security is not strictly included in RRIO. In the future, we would like to consider including.
2.1a Lighting	The kitchen light source (window or light fixture) is missing or not operable (Blue)	The **only** kitchen light source (window or light fixture) is missing or not operable (**Red**)	We agree with stakeholders that this is a danger/safety hazard when there is no other source of light.
2.2b Ventilation	Bathroom fan (used in place of windows) is not operable, clogged not pulling air or not vented to exterior (Blue)	Bathroom fan (**when there is no window**) is not operable, not pulling air or not vented to exterior (**Red**)	We agree that when there is no other source of ventilation, this should be considered a higher current risk.

DPD RRIO Weighted Checklist Stakeholder Meeting

Checklist Changes Since 5/23

Section	Original Language	Current Language	Rationale
4 Plumbing & Hot water	Water temperature reaches between 100-120F after running for two minutes.	Water temperature reaches **at least 100F** after running for two minutes.	Edited to separate water temperature from water heater setting.
4.1 Plumbing	Water temperature is not between 100-120F (Red)	Water temperature **does not reach at least 100F** (Red)	Edited for clarity.
4.2 Plumbing		**Water heater is set above 120F (Blue)**	Added separate from water temperature.
4.3 Plumbing	Plumbing is not connected to an approved sewer or not functioning properly (Red)	**Evidence that** plumbing is not connected to an approved sewer or not functioning properly **(evidence includes for example: strong sewer gas smell in the basement or outside of unit; major leaking of basement plumbing pipes; numerous clogged or very slow drains) (Red)**	Added language to clarify this item and address a concern that we were not capturing plumbing venting.
6.1b Heating	Permanent individual heater (e.g. wall unit) for any habitable room does not work, is missing, or not capable of maintaining adequate air temperature (Red)	Permanent individual heater (e.g. wall unit) does not work or is not capable of maintaining adequate air temperature **in any habitable room** (Red)	Clarified language. Not every room requires a heater as long as the room gets warm.

DPD RRIO Weighted Checklist Stakeholder Meeting

Checklist Changes Since 5/23

Section	Original Language	Current Language	Rationale
8 Sanitation-Bathrooms	Every unit has at least one directly accessible bathroom that includes a toilet, sink, and tub or shower, all in good and sanitary working order.	Every unit has at least one directly accessible bathroom **(primary bathroom)** that includes **an operable** toilet, sink, and tub or shower, all in good and sanitary working order.	Stakeholders wanted to understand if all bathrooms would be inspected in a unit with more than one. The final Checklist will include space for multiple bathrooms.
8.1 Bathroom	Unit has no bathroom (including sink, toilet, and tub or shower)	Unit has no **fully functional or properly functioning** bathroom (including sink, toilet, and tub or shower)	Added language to clarify that when there is more than one bathroom, all must be functional.
8.5 & 8.6 Bathroom Sink & Tub/ Shower 9.5 Kitchen Sink	Sink is cracked and doesn't hold water, faucet can't turn on, or missing knobs (Blue) Shower or bathtub is cracked and doesn't hold water, faucet can't turn on, or missing knobs (Blue)	**a) Dripping faucets; cracked or chipped porcelain; slow drain; broken (but operable) handles or knobs (Blue)** **b) Is not operable: cracked through, faucet can't turn on, or no hot & cold water (Red)** **c) Undersink plumbing pipes or connectors are leaking, with visible water damage to cabinet or floor coverings (Red)**	All three sections have been given parallel language. Reworded completely for clarity and to identify those conditions that are minor and cosmetic (blue) versus serious and higher risk current issues (red).
9.7b Gas Piping	Gas shutoff valve not located w/in 3 feet of appliance (Blue)	Gas shutoff valve not located w/in 3 feet of appliance (Blue) (Keep language, deletion was suggested)	DPD recommends keeping as written. 22.206.050G indicates that gas piping "must be maintained in a safe condition." The description of "safe" as "within 3 feet" is described in 050H.

Checklist Changes Since 5/23

Section	Original Language	Current Language	Rationale
10 Owners' Obligations	Property owners should ensure that the property is free of excess trash; not infested by rodents or insects; tenants have keys to required unit and building locks; and working smoke detectors are installed outside sleeping rooms.	Property owners should ensure that the property is free of excess trash; **that insects and rodents have been exterminated; unit and building doors lock with a deadbolt or deadlatch**; and working smoke detectors are installed outside sleeping rooms.	Revised for specificity and to capture edits made to 10.2 and 10.3.
10.2 Owners' Obligations	Evidence of insects or rodents is clearly visible (red)	Evidence of insects **(such as bedbugs, ants, cockroaches or silverfish)** or rodents is clearly visible	There was some concern that tenant could be the cause. While this may be true in some cases, it's often difficult to determine; regardless, landlords are responsible for eliminating. We added specificity.
10.3 Owners' Obligations	Tenant does not have keys for required building locks (entry door) and their unit. (Red)	**Building locks and unit doors do not lock with a deadbolt or deadlatch.** (Red)	There seemed to be consensus that effective door security was more important and easier to inspect that whether tenants have the keys. NOTE: This will require an ordinance change. The ordinance specifically calls out HBMC section 160A.11, which speaks to tenants having keys.

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