

MARSHALLTOWN

— I O W A —

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TO: Mayor Greer and City Council
FROM: Michelle Spohnheimer, Housing & Community Development Director
DATE: 10/10/2022
RE: Rental Inspections Discussion

Policy Issue:

<input type="checkbox"/> Goal 1: Expand and improve development	<input checked="" type="checkbox"/> Goal 3: Continually improve the City's organization & services
<input type="checkbox"/> Goal 2: Enhance Marshalltown's public image	<input type="checkbox"/> Goal 4: Partner with others to improve quality of life

Specific Objective/Action:

- *Goal 3: Objective 1: Review policies, procedures and ordinances for updates.* One of our goals has been to adopt the International Property Maintenance Code related to the rental housing program.

Recommendation: Previously we have discussed the rental inspection program transition to include contracted inspection services and the adoption of a new code. The following is a tentative schedule for this process to occur.

- 10/10/22 – Council Discussion – Propose update to the rental housing code to transition to the International Property Maintenance Code and move to contracted inspections.
- 10/12/22 – Issue an RFP for Inspection Services
- 10/15/22 – Notify active owners regarding upcoming changes/process
- 10/24/22 – Council Discussion if needed
- 11/2/22 – RFPs Due
- 11/8-11/9 – Interviews/Review of RFPs
- 11/14/22 – Award contract for Inspection Services
- 11/14/22 – 1st Reading of proposed ordinance
- 11/28/22 – 2nd Reading of proposed ordinance
- 12/12/22 – 3rd Reading of proposed ordinance
- 12/12/22 – Resolution adopting new/amended fees go into effect in part 1/1/23
- 12/14/22 – Notify active owners of changes
- 1/1/23 – New ordinance goes into effect along with transition to contracted inspections

Budget Impact: Any expenses incurred as part of this process are covered by staff. We anticipate adopting new fee schedules which have not been determined yet.

Description/Background: This has been discussed by the Council at the last strategic planning session.

CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,
Jeff Schneider, Gary Thompson, Dex Walker

