

# MARSHALLTOWN

— I O W A —

Joel Greer, Mayor  
Jessica Kinser, Administrator  
24 North Center Street  
Marshalltown, IA 50158-4911  
Tel - (641) 754-5701  
Fax - (641) 754-5717

**TO:** Mayor Greer and City Council  
**FROM:** Michelle Spohnheimer, Housing & Community Development Director  
**DATE:** 11/14/2022  
**RE:** Rental Inspections Contracted Services

## 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. Related to this goal is the consideration of contracting inspection services.

**Recommendation:** The City of Marshalltown has operated a rental housing inspections program since the Iowa Code was adopted requiring communities of our size to administer a program. The City currently has two full time inspectors. With an anticipated retirement the opportunity to consider alternative staffing options was considered. The Rental Inspections Program is a general fund program.

October 13<sup>th</sup> an RFP was posted and proposals were due November 2<sup>nd</sup>. Three proposals were received and interviews were held November 9<sup>th</sup>. The interview committee has recommended moving forward with Safe Building, LLC. A resolution authorizing the staff and Mayor to negotiate a contract is being presented.

**Budget Impact:** The Contractor will bill the City of Marshalltown for services provided and the City will in turn bill rental property owners the established applicable inspection fees. This primarily includes direct inspections and re-inspections and administrative assistance as determined necessary by the City. City staff will review proposed fees with the contractor and propose a resolution to set related fees effective 1/1/23. The resolution will be presented at the December 12<sup>th</sup> Council meeting in coordination with ordinance changes.

**Description/Background:** This proposal was discussed at the strategic planning session in 2021 for 2022 implementation.

## CITY COUNCIL

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

