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DATE: January 4, 2010
 TO: Community Development Committee
 FROM: Christopher Cooper, Interim Code Enforcement Manager
 RE: Delinquent landlord permits fees (Item # 080579)

On March 26, 2009 members of the Code Enforcement Division (CED) met with the Community Development Committee (CDC) and several citizens. Several of those present offered input and requested revisions to the late fees associated with landlord permits (LLP). At the directive of the CDC, staff has reviewed the late fee process and noted the following possible solutions to problems noted in these comments:

Solution 1:

- The CED would provide an opportunity on LLP renewal forms for permit holders to request email alerts when a new permit cycle is beginning.
- At least ten days prior to the beginning of the first penalty phase the CED would also provide an additional email to previous permit holders who have not renewed, letting them know that late fees are about to be imposed.
- The email notification will be offered as a courtesy and the city's failure to send an email notification or the owner's failure to receive the notification will not affect the due date of the fee or the date the penalty becomes effective. The CDC may want to consider implementing the email enhancements with the caveat of reviewing at a later date if these changes are sufficient to offer relief to the landlords who are making an honest effort to comply.
- The late fee process and amount(s) would remain as provided in current ordinance.

Solution 2:

- Implement the email notification enhancements in solution 1.
- Initiate an ordinance change that provides prorated penalties. Instead of increasing the penalty by \$92.75 on the first day of each 30 day cycle allow a prorated \$3.09 daily penalty for the first 30 days. Late fees after the initial 30 days would remain as provided in the current ordinance.

Solution 3:

- Implement the email notification enhancements in solution 1.
- Initiate an ordinance change that provides for a lesser penalty for late payment on days 1-15 of the late fee cycle. Instead of increasing the penalty by \$92.75 the first day of the first 30 day cycle, the fee would be \$46.38 if paid on days 1-15 and increase to \$92.75 if paid days 16-30. Late fees after the initial 30 days would remain as provided in the current ordinance.