



City of Seattle

Department of Planning and Development
Diane M. Sugimura, Director

MEMORANDUM

TO: Councilmember Tim Burgess, Chair, Budget Committee
Council President Sally Clark
Councilmember Sally Bagshaw
Councilmember Richard Conlin
Councilmember Jean Godden
Councilmember Bruce Harrell
Councilmember Nick Licata
Councilmember Mike O'Brien
Councilmember Tom Rasmussen

FROM: Diane M. Sugimura 

DATE: January 4, 2013

SUBJECT: Emergency Position Request for the Rental Registration and Inspection Ordinance (RRIO) Program

This memorandum is to alert you to a request DPD has made to the City Budget Office for emergency position authority for a senior level position to lead the development, implementation and management of the City's new Rental Registration and Inspection Ordinance (RRIO) program, required by Ordinance 124011, and housed in DPD's Code Compliance Division. DPD does not have in-house staff capacity to build and manage the new program, which takes effect in 2014. DPD is proposing the addition of a Manager 2, General Government position on an emergency basis. Permanent position authority will be requested via a supplemental budget request that we will bring forward later this year. DPD will also submit a proposed fee ordinance in support of the RRIO program. The program manager position and other RRIO operating costs will be funded mainly from future RRIO registration fees. Initial start-up costs will be covered by DPD fund balance, absorbed (to a limited extent) by Code Compliance, and/or requested in the supplemental budget proposal.

The program is on a short timeline given the extensive range of program requirements. Prior to the effective date, DPD's Code Compliance division must put in place the organizational structure and program elements to manage the registration of 40,000 to 70,000 rental properties, collect registration fees, train and register private sector inspectors, develop a checklist with weighted values for a set of 13 minimum housing code standards on which to base inspections, and develop and implement an outreach program to inform and educate property owners and tenants about their rights and responsibilities under the program. DPD must also build and deploy a new computer system to provide for online registrations and filing of inspection reports, and to supply real time information to landlords, property managers, tenants, and the general public about the registration status of individual properties.



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DPD will be providing a brief update on the RRIO program to the Housing, Human Services, Health and Culture Committee on Wednesday, January 9, 2013. In the interim, please let us know if you have questions about this request. Thank you for your consideration and support.

CC: Beth Goldberg, Kristi Beattie and Melissa Lawrie, CBO
Ben Noble and Ketil Freeman, Legislative
Faith Lumsden, Jeff Davis and Kris Castleman, DPD