



## Takoma Park City Council Meeting – July 20, 2022 Agenda Item 12

### **Work Session**

Memorandum of Agreement with Montgomery County Department of Housing and Community Affairs to Provide Rental Inspection Service

### **Recommended Council Action**

The Department of Housing and Community Development (HCD) recommends that the City Council approve the Memorandum of Agreement with the Montgomery County Department of Housing and Community Affairs to provide the inspection of all rental residential facilities located within the City of Takoma Park, MD.

### **Context with Key Issues**

There are approximately 615 active rental facilities and 3,736 active rental units within the City of Takoma Park. Section 6.08 of the Takoma Park Municipal Code requires that rental facilities be licensed and regulated in such a manner as to ensure the protection of the health, welfare and safety of those persons residing in or visiting such premises. One step in the process of obtaining and maintaining a rental license is the successful completion of a licensing inspection, which occur annually or bi-annually depending on condition of the building during the last inspection.

Rental facilities are determined to be in compliance based on to their adherence to Chapter 6.12, Property Maintenance Code of the municipal code. During the inspection all interior and exterior areas of the rental facility and each rental unit of the rental facility are inspected. In order to obtain a license, there must be no uncorrected violations of the Code.

Since 2003, the City has worked with the Montgomery County Department of Housing and Community Affairs (DHCA) for rental housing inspection services. HCD would like to continue the partnership with DHCA and will present to Council a three-year Memorandum of Agreement for inspection services. The value of the Memorandum of Agreement is \$274,330 for a 12-month period. The Memorandum of Agreement also includes an automatic renewal of one year and an additional two-year renewal if authorized by the Takoma Park City Council.

Section 401(b)(24) of the Municipal Charter authorizes the City to enter into agreements with other local governments for cooperation in performance of governmental functions.

### **Council Priority**

A Livable Community for All; Engaged, Responsive, Service-Oriented Government

### **Environmental Considerations**

N/A

### **Fiscal Considerations**

Contract services for a 12-month period: \$274,330. Funding for the DHCA inspections have been budgeted for as a part of HCD's Housing Division contracts line item for in Fiscal Year 2023.

<b>Estimated Cost Breakdown for Takoma Park Contract</b>	
Personnel Costs for 2.0 FTE Inspectors & 0.5 FTE Admin Staff	266,450
Annual software licensing and IT service charges	2,880
Operating Expenses (i.e., travel, vehicle maintenance, uniform, office supplies, mailing, legal case consultation, etc.)	5,000
<b>Total</b>	<b>274,330</b>

### **Racial Equity Considerations**

The rental licensing program and the associated DHCA inspections ensures that adequate resources are being provided to preserve and encourage quality affordable housing for the City's renters, many of whom are people of color.

### **Attachments and Links**

- Approved DHCA Contract
- [eProperty Data Mining \(online access to code enforcement complaints\)](#)
- [Takoma Park – Rental Housing Licensing](#)