



City Council Agenda Memo

Crest Hill, IL

Meeting Date: 03/25/24
Name: Ron Mentzer
Department: Building Department
Topic: Rental Property Registration and Inspection Ordinance Change

Summary: Tolemi's BuildingBlocks rental property registration website platform (the "Tolemi platform") was approved by City Council at the 08/07/23 meeting. Tolemi has been working to obtain access to the City's Caselle software as well as property information from Will County.

At this time we are ready to go live with the rental property registration website. Before doing so, Community Development Department staff recommends the City Council approve the attached changes to the City's existing rental property ordinance to more clearly state the requirements for registration and to add an annual fee for registration which will help offset the cost of the Tolemi platform.

The initial cost to set up and operate the Tolemi platform was \$27,600, and will carry a renewal cost of \$24,000 annually. The additional revenue generated by the recommended annual rental registration fees is projected to cover the annual cost of the Tolemi platform as well as provide a cushion to offset any potential future increases. The recommended annual fees are comparable to those of surrounding communities with rental property registration and inspection programs. Based on the number and type of rental units currently registered with the City at this time, staff estimates the proposed new registration fees could generate approximately \$100,000 annually.

Recommended Council Action: Approve the proposed ordinance changes to move forward to a vote at a regular Council meeting.

Financial Impact:

Funding Source:

Budgeted Amount:

Cost:

Attachments: Draft of proposed ordinance changes.