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## City Council Agenda Memo

Crest Hill, IL

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**Meeting Date:** 04/01/24  
**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.

Per the discussion at the 03/25/24 work session Staff prepared Exhibit A to summarize the number and type of rental unit buildings currently registered in the City, the estimated revenue that would be created under various registration fee tiers, and the registration fees currently charged in Joliet, Romeoville, and Lockport. Based on this information, staff recommends a fee of no less than \$25 per unit. Based on currently registered properties, this registration fee would generate approximately \$53,900 in registration revenue annually.

**Recommended Council Action:** Approve the proposed ordinance changes with a fee of \$25 or more per unit.

**Financial Impact:**

**Funding Source:**

**Budgeted Amount:**

**Cost:**

**Attachments:** Exhibit A and draft of proposed ordinance changes.