



## **CITY COUNCIL COMMUNICATION**

November 13, 2012

**SUBJECT:** Amending Chapter 14, "Buildings and Building Regulations", Revising Article X, "Euless Minimum Housing Code" and Chapter 30, "Fees", Section 30-42.

**SUBMITTED BY:** Mike Collins, Director of Planning and Development

**REFERENCE NO:** Ordinance No. 1975

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### **ACTION REQUESTED:**

Consider First and Final Reading of Ordinance No. 1975, amending Chapter 14, "Buildings and Building Regulations", of the Code of Ordinances, by revising Article X, "Euless Minimum Housing Code", governing the use, occupancy, management, operation and maintenance of multi-family dwelling complexes within the city and amending Chapter 30, "Fees", Section 30-42, "Minimum housing licensing and related fees".

### **ALTERNATIVES:**

- Approve the request with modifications
- Deny the request

### **SUMMARY OF SUBJECT:**

Ordinance No. 1851, adopted in June 2009, amended the minimum housing regulations within Chapter 14 of the Euless Code of Ordinances to expand the City's apartment inspection program. For the last two (2) years, the Code Compliance Division has been a part of the Police Department and has implemented the Apartment Inspection Program.

With several years of experience with this program, staff has in cooperation with the City Attorney, reviewed the ordinance and determined that minimal modifications are necessary. The proposed modifications would provide additional definitions to further clarify how the day-to-day operations of the program are carried out and to reflect that responsibility to implement the program lies with the Code Compliance Division. Additionally, the proposed ordinance would revise language within Chapter 30, "Fees" to clarify the types of inspection for which fees are collected.

After review of the existing ordinance, staff does not recommend any substantive changes to the regulations provided by Chapter 14, or any changes to current City policy regarding implementation of the program.

The following are the key definitions that staff proposes to include in the ordinance:

*Apartment Inspection Program Manager* – means the City Manager’s designee responsible for the day to day administration of the Apartment inspection Program and enforcement of the provisions of this article.

*Code Compliance* – means a Department within the City of Euless responsible for the Apartment Inspection Program

*Primary Inspection(s)* – means the inspection performed that establishes a score from which a Tier Designation is assigned.

*Secondary Inspection(s)* – means inspections performed following the primary inspection(s) to determine compliance with minimum housing code(s).

*Property Maintenance Inspection Report* – means the report issued to the landlord that provides a description of the code violations identified during the primary inspection(s) and the score.

*Score* – means the record of points deducted from a scale of 100, based on the number of violations identified during a primary inspection and from which a Tier Designation is assigned to the multi-family complex by the Apartment Inspection Program Manager.

*Tier Designation* – means the Tier Designation assigned by the Apartment Inspection Program Manager that establishes the number of additional secondary inspections that will be performed during the subsequent twelve (12) month period of time.

*Property Maintenance Inspection Report* – means the report issued to the landlord that provides a description of the code violations identified during the primary inspection(s) and the score.

Staff recommends approval of the ordinance.

**SUPPORTING DOCUMENTS:**

- Ordinance No. 1975

**APPROVED BY:**

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City Manager’s Office

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City Secretary’s Office