



APARTMENT INSPECTION ORDINANCE

COUNCIL MEMBER LETITIA PLUMMER, AT-LARGE 4

Apartment Inspection Ordinance Overview

Purpose:

To present an Apartment Inspection Ordinance aimed at protecting residents from substandard and dangerous housing conditions through proactive enforcement, registration, and tenant and landlord support programs.

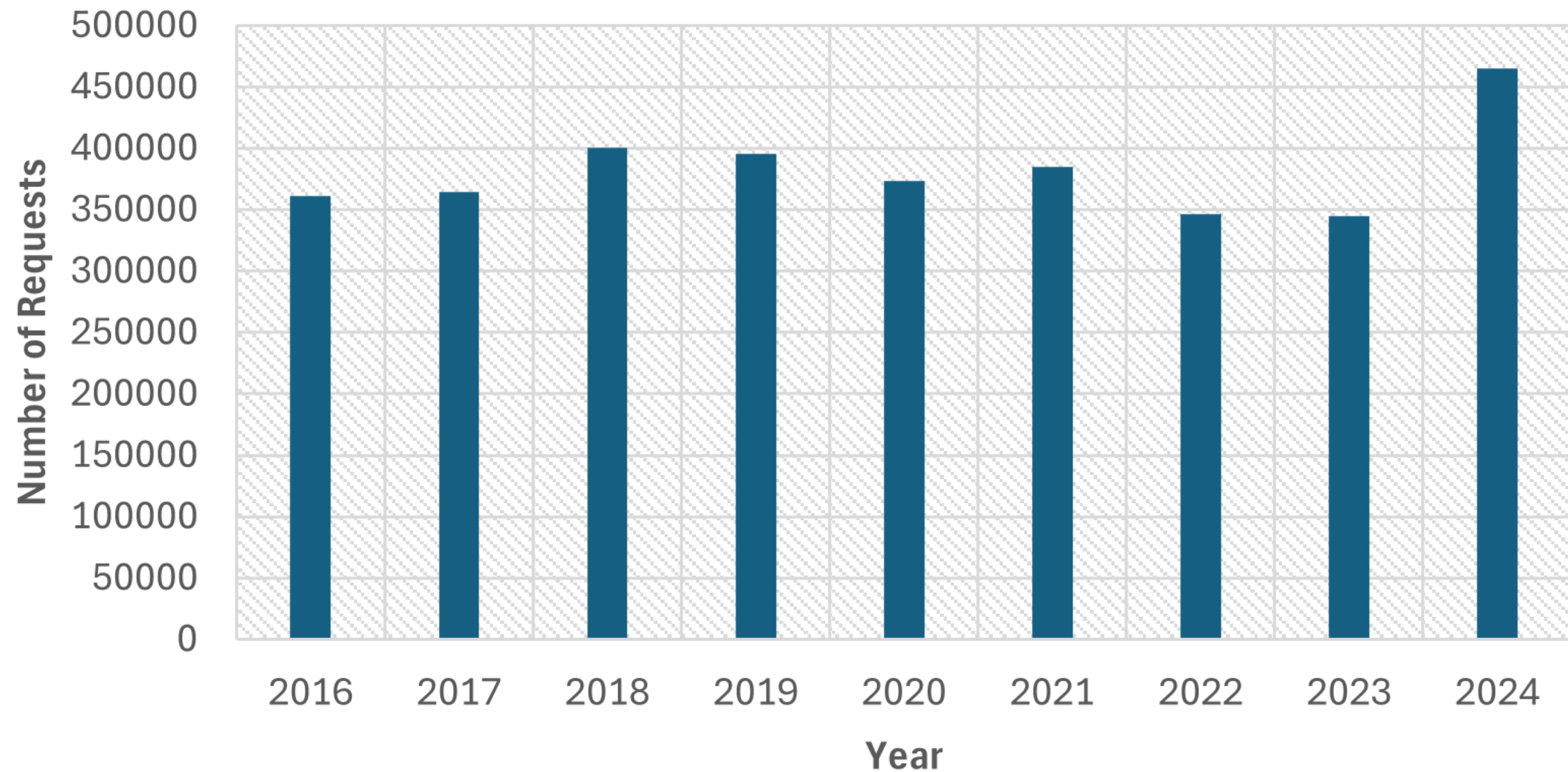


BACKGROUND

- Habitability complaints in multi-family housing remain frequent.
- A cohesive mechanism to address complaints does not exist.
- Conversations to update the Multi-Family Habitability Code began in 2021.
- This ordinance formalizes those discussions into code amendments.

311 DATA

311 Service Requests 2016-2024



311 DATA

311 Service Requests by District

CLICK HERE

<https://public.tableau.com/app/profile/munira.bangee/vizzes>

District Breakdown

Featured

Incident Case Type

Council District

Incident Case Type	A	B	C	D	E	F	G	H	I
311 Other	1								
Add a Can	247	604	580	635	358	168	98	700	609
Add a Can C...	57	122	186	139	100	30	32	169	112
Add A Cart ..	2	5	14	10	2	2	3	9	4
Administra...	5	5	4	4	7		5		3
Administra...	57	83	76	94	58	54	113	59	64
Air Pollution	58	84	80	44	80	39	30	99	97
Amenity Ne...	1	8	5	7	8	3	1	11	3
Amenity Re...	9	11	55	15	48	7	10	37	27
Automated ...	1	1							
Bandit Sign	376	62	539	160	32	15	48	366	108
Beryl Powe...	5	4	29	19	5		11	18	20
Bike Lane M...	3	3	30	9	1	1	3	45	19
Blocked Tra...	2	10	6	4	4		3	10	14
Boarding H...	5			6	1				
Bridge and ...	52	46	42	27	17	9	14	49	36
Building Br...	2		1	1	2	1	1	7	1
Building Co...	415	705	845	546	215	185	258	785	750
Case Update				1		1			
City Engine...	83	135	302	109	35	39	72	182	118

311 Service Requests 2024 by District

MUNIRA BANGEE

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Breakdown by District

Incident Case Type

Council District

Incident Case Type	A	B	C	D	E	F	G	H	I
Add a Can	209	536	572	539	384	145	122	499	394
Add a Can C...	44	110	193	150	190	21	22	121	89
Add A Cart ..	7	6	21	6	5	1		8	1
Administra...	9	8	15	13	13	9	22	9	8
Administra...	58	84	129	102	109	46	140	74	52
Air Pollution	39	85	84	70	67	30	22	135	105
Amenity Ne...	2	4	12	8	7	1	2	4	11
Amenity Re...	5	5	31	10	1	6	8	16	13
Automated ...			1				1		
Bandit Sign	330	74	330	283	18	31	33	193	70
Blocked Tra...	3	25	8	4	6		9	22	10
Boarding H...		1		5	1	2	1	1	1
Bridge and ...	26	46	43	26	27	6	11	31	20
Building Br...			3						1
Building Co...	298	824	658	381	202	120	217	638	525
City Engine...	76	219	386	116	49	32	61	167	117
Clean Pavill...		1	1		1	1		1	
Complaint F...	1		3	1		1		1	1
Container P...	22	11	61	38	11	3	6	24	36
Container P...	38	47	75	66	37	28	6	49	56

311 Service Requests 2022 by District

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Breakdown by District

Incident Case Type

Council District

Incident Case Type	Null	A	B	C	D	E	F	G	H
Null	0								
Add a Can	1	212	503	459	691	379	125	96	534
Add a Can C...	2	45	68	194	133	110	20	22	103
Add A Cart ..		7	3	6	5	6		2	8
Administra...		5	7	17	17	7	3	21	5
Administra...	2	87	134	153	170	84	58	172	97
Air Pollution	5	86	98	80	42	157	24	25	88
Amenity Ne...	2	6	14	6	19			4	10
Amenity Re...	6	8	33	16	28	4	3	16	
Automated ...			1		1				
Bandit Sign	2	244	36	451	429	48	11	41	209
Blocked Tra...		2	5	11	1	4		2	9
Boarding H...		1	1		2	1			1
Bridge and ...	1	32	36	42	29	16	5	10	33
Building Br...			1		2				1
Building Co...	2	302	647	691	383	178	143	188	666
Case Update							1		
City Engine...		77	147	388	113	52	24	58	200
Clean Pavill...		1		1					1
Complaint F...				2	1	1			

311 Service Requests 2023 by District

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ORDINANCE

- Amends Chapter 10 of the Houston Code of Ordinances.
- Strengthens enforcement through the creation of the High-Risk Apartment Inspection Program.
- Provides clear definitions for Habitability, High-Risk Rental Buildings (HRRBs), and Multi-Family Rental Buildings (MFRBs).
- Authorizes the Apartment Standards Enforcement Committee (ASEC) to coordinate citywide responses

KEY REQUIREMENTS FOR HIGH-RISK PROPERTIES



Registration Trigger:

10 or more habitability citations in 12 months.



Mandatory Inspections:

Initial and follow-up inspections by city departments



Enforcement

- Misdemeanor fines (\$250 – 2,000 per violation, per day)
- Possible revocation of certificate of occupancy
- Civil action if violations persist



TENANT SUPPORT

Tenant Advocacy & Transparency

Tenants gain access to:

- Complaint support and referrals.
- Online directory of HRRBs and contact details.

Provides resources to empower tenants to report unsafe conditions.



LANDLORD SUPPORT

Blue Star Training Program

Requires owners of HRRBs to complete annual training.

Training covers:

- City and State habitability laws.
- Best practices for property management and tenant safety.
- Contact information for city departments and law enforcement

Certification required within 30 days of program registration.

SPECIAL PROVISION FOR SENIOR LIVING FACILITIES

During extreme weather events, facilities must:

- Provide a common area with generator power.
- Maintain a refrigerated space for medication storage.

ROLE OF THE APARTMENT STANDARDS ENFORCEMENT COMMITTEE (ASEC)

Coordinates multi-departmental enforcement.

Maintains a citywide database of enforcement actions.

Protects due process rights of tenants and owners.

Recommends policy improvements to the Mayor and Council.



EXPECTED BENEFITS

**Improved housing
safety and quality
for Houston
residents.**

**Greater
accountability for
property owners.**

**Data-driven policy
and resource
allocation.**

QUESTIONS

Appendices

Appendix 1: Prop A: Apartment Ordinance Proposal

Appendix 2: Frequently Asked Questions

Appendix 3: ASEC Authorization



CITY OF HOUSTON – CITY COUNCIL

Meeting Date: 5/27/25
Item Creation Date: 12/2/21

Proposition A Council Member Item: Apartment Inspection Ordinance

Summary: ORDINANCE to amend Chapter 10 of the Houston Code of Ordinances.

Background: Currently, holding owners of multi-family buildings accountable for unsafe conditions has been insufficient. There have been efforts under previous administrations to address this issue with limited results. In 2021, we began discussions with the previous administration about updating the Multi-Family Habitability Code to address these matters, but there has yet to be action taken.

Specific Explanation: This Ordinance will amend Chapter 10 of the Houston Code of Ordinances and add new sections to the Houston Multi-Family Habitability Code to help ensure that multi-family unit properties are safe for residents.

Proposal:

Article IV (Houston Multi-Family Habitability Code) of Chapter 10 (Buildings and Neighborhood Protection) of the Houston Code of Ordinances shall be modified as follows:

Section 10-151 shall be deleted and replaced with the following:

This article is, and may be cited as, the "Houston Multi-Family Habitability Code." One purpose of this Habitability Code is to comply with Section 214.219 of the Texas Local Government Code. This article is also in compliance with Chapter 92 of the Texas Property Code. The provisions of this Habitability Code are cumulative of all other laws and regulations of the city, as well as all applicable state and federal laws and regulations. In the event of a conflict between this Habitability Code and another law or regulation of the city, the provisions of this Habitability Code shall control.

Section 10-152 shall be deleted and replaced with the following:

In addition to definitions appearing elsewhere in this article, the following words and phrases when used in this article shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Apartment Standards Enforcement Committee or ASEC means the committee created and broadly authorized by City of Houston Administrative Procedure No. 7-8 in 2013 to promulgate guidelines enabling the City to coordinate its responses to substandard and dangerous buildings in apartment complexes; systemize the City's responses to substandard and dangerous buildings in apartment complexes with certain outcomes stated in AP No. 7-8; help protect the due process rights of owners and tenants of apartment complexes; recommend revisions to the City's codes, procedures, and funding

as advisable to reduce the frequency and severity of substandard/dangerous conditions in apartment complexes; and to collect and analyze data related to substandard/dangerous apartment complexes so the Mayor and City Council are well prepared to set policies and allocate resources to address those conditions. AP No. 7-8 requires the ASEC consists of a chair from Legal, two representatives from HPD and HPW, and one representative from HFD, HHD, HCD, and DON; and one possible Mayor-appointed ex-officio member. AP No. 7-8 contains no specific procedural guidelines, but authorizes ASEC to establish procedures.

Building official means the building official and all persons designated in writing by the building official to act on his or her behalf to construe and to enforce this article.

Habitability refers to the character of a multi-family rental building free of any condition constituting a material risk to the physical safety or health of the building's ordinary tenants. A multi-family rental building substantially free of such conditions is habitable.

High-risk rental building or HRRB means any multi-family rental building that has three or more units and meets the conditions in section 10-171(a) of this Code.

High-Risk Apartment Inspection Program ("Program") means the program for the owner of any multi-family rental building that meets the conditions in section 10-171(a) of this Code who must comply with requirements under this article, including to register such multi-family rental building as an HRRB with the building official, undergo additional inspections as required by the building official, and timely resolve any notice of violation under the Construction Code or citation alleging violation of the Building Code or of division 3 or division 4 of article IX of chapter 10 of this code.

Multi-family rental building or MFRB means a building that has three or more units. Only for the purposes of the Inspection Program established by this article, multi-family rental building or MFRB includes all MFRBs and all accessory buildings (such as a boiler room, laundry room, club house, or garage) on the same tract.

Owner means the current owner (or, collectively, the current owners) of the real property on which a multi-family rental building is located. For the purposes of this article, records available for public view at an official website maintained by the appraisal district in which the MFRB is located are presumed to be accurate with regard to the ownership of real property, but the presumption of ownership may be rebutted by documents properly recorded in the real property records of the county in which the MFRB is located.

Tract means the parcel or parcels of real property on which a multi-family rental building is located.

Unit means one or more rooms rented for use as a permanent residence under a lease to one or more tenants, except that none of the following shall constitute a unit:

- (a) A room or rooms rented primarily for the purpose of receiving services regulated by a department or agency of the federal government or of the State of Texas (including, but not limited to, the Texas Department of State Health Services);
- (b) A room or rooms owned or operated by a public or private college or university accredited by a recognized accrediting agency within the meaning of Section 61.003, Texas Education Code;
- (c) An "apartment" in a "condominium" within the meaning of Chapter 81, Texas Property Code; or
- (d) A "unit" in a "condominium" within the meaning of Chapter 82, Texas Property Code.

The following sections shall be added to Article IV:

Sec. 10-171. Registration required; exceptions.

- (a) Upon a determination by the building official that any MFRB has been issued ten or more citations for conditions that impair habitability within a 12-month period, the owner of such MFRB shall register with the High-Risk Apartment Inspection Program for one year.
- (b) **Exceptions.** The requirement under this section shall not apply to any building with any of the following:
 - (1) A room or rooms rented primarily for the purpose of receiving services regulated by a department or agency of the federal government or of the State of Texas (including, but not limited to, the Texas Department of State Health Services);
 - (2) A room or rooms owned or operated by a public or private college or university accredited by a recognized accrediting agency within the meaning of Section 61.003, Texas Education Code;
 - (3) An "apartment" in a "condominium" within the meaning of Chapter 81, Texas Property Code; or
 - (4) A "unit" in a "condominium" within the meaning of Chapter 82, Texas Property Code.

Sec. 10-172. Registration procedures; registration form content; registration fees.

- (a) The building official shall send notice to the owner of an MFRB that meets the conditions in section 10-171(a) in accordance with this section. The notice will identify the affected property/units, describe the violation and applicable Code provisions, and provide a reinspection date on which the City shall come back and confirm whether or not the MFRB has corrected the violation or give proof of ongoing good-faith efforts to correct.

- (b) In addition to all requirements under section 10-154 of this code, the owner shall register an MFRB for the Program by submitting to the building official a completed form approved by the building official, which form shall require the following information:

Sec. 10-173. Enforcement.

An owner who violates, or whose MFRB is in violation of any provision of this article, and remains in violation for more than the allotted time under Chapter 92 of the Texas Property Code, shall be guilty of a misdemeanor punishable upon conviction by a fine of not less than \$250.00 nor more than \$2,000.00. Each violation, and each day that a violation continues, shall constitute and be punishable as a separate offense. Additionally, the owner may be subject to civil action by the City Attorney and revocation of certificate of occupation by Houston Public Works.

Sec. 10-174. High-Risk Apartment Inspection Program.

- (a) The owner of an HRRB shall ensure the HRRB complies with this chapter and other chapters of this code, including divisions 4 and 5 of article IX, and section 10-155 (“Habitability Standards”) of article IV, of chapter 10 of this Code.
- (b) The building official shall inspect HRRBs as provided in this Code and the Construction Code. The notice requirements of section 10-157(c) and (d) of this Code are suspended for HRRBs.
- (c) The Program shall consist of city officials from Houston Public Works, Houston Police Department, Houston Fire Department, and Houston Health Department.
- (d) ***Initial inspection.*** The building official shall perform an initial inspection of each HRRB within 20 business days of the HRRB’s registration in the Program.
- (e) ***Follow-up inspections.*** Following the initial inspection of an HRRB, the building official shall conduct follow-up inspections of the HRRB on a periodic basis as determined by the building official.
- (f) ***Emergency repairs.*** Within 10 days of the building official issuing a permit to authorize emergency repairs, the owner of an HRRB shall provide to the building official written notice, and any other documentation as required by the building official, of the completion of such emergency repair.
- (h) ***Registration termination.*** The building official may terminate the registration of an HRRB in the Program upon any of the following conditions:
 - (1) The HRRB has received no notice of violation or citation within a one year period.
 - (2) The HRRB no longer houses residents.

Sec. 10-175. Transfer of ownership.

- (a) The owner shall notify the building official of any pending or proposed sale of an HRRB at least 30 days prior to the transfer of ownership.
- (b) At least 20 business days prior to the closing of any sale for the transfer of ownership in any HRRB, the owner shall notify all prospective buyers of the following:

 - (1) The status of the HRRB; and
 - (2) Any notice of violation or citation issued to the owner for the HRRB.
- (c) Within 180 days or within state law requirement, whichever is the lesser, following the transfer of ownership of an HRRB, the new owner shall complete all repairs necessary to resolve any outstanding violation.

Sec.10-176. Repeat Offender Program.

- (a) Upon the building official's determination that the owner of an HRRB has failed to resolve more than 10 violations within a one year period, the building official may extend the time period for an HRRB to be registered in the Program for an additional year.
- (b) Following the termination of an HRRB's registration in the Program, the building official may register an MFRB into the Program if an MFRB receives 10 violations within a one-year period following the termination date.

Sec. 10-177. Tenant advocacy.

- (a) The building official may in conjunction with Houston Public Works department establish a program to provide assistance, advice, or referrals to tenants of any HRRB regarding complaints, inspections, or any work to alter, repair, replace, maintain, or remove any building or structure, or any appurtenance connected or attached to such building or structure, in response to a notice of violation or citation issued upon the owner of an HRRB under this article.
- (b) The telephone number and electronic mail address of any HRRB shall be published at a website maintained by the city for tenants to contact the building official under this section

Sec. 10-178. Online report.

For as long as the HRRB is in the Program, the building official shall make available for public view the business name and physical address of the HRRB in the office of the city secretary and on a website maintained by the city.

Sec. 10-179. Blue Star Training Program.

- (a) The building official in collaboration with the Houston Police Department shall establish a Blue Star Training Program to provide training to owners of an HRRB.
- (b) The owner of an HRRB shall complete at least 10 hours of annual training either in person or online in the manner prescribed by the building official. The training shall include but not be limited to the following:
 - (1) An overview of the City Code, the Construction Code, and any relevant laws or regulations applicable to MFRBs;
 - (2) Guidance on how to identify and abate unsafe use and occupancy of apartment buildings;
 - (3) The contact information of appropriate city departments and law enforcement for the owner to use in response to specific purposes.
- (c) Each trainee's completion of the training shall be documented with an attendance sheet or certificate.
- (d) The owner of an HRRB shall certify to HPD within the first 30 days of an HRRB being registered in the Program, that the owner has completed the training required by this section.

Sec. 10-180. Senior Living Facilities.

In the event of an extreme weather emergency, all senior assisted living facilities shall be required to:

- (a) 1. Maintain access to a common area powered by a permanent or temporary generator;
and
- (b) 2. Ensure the availability of a functional refrigerator, supported by backup power, for properly storing temperature-sensitive medications.



Frequently Asked Questions: Apartment Inspection Ordinance

How do we know that the *current* tools are truly insufficient, versus perhaps not being fully utilized or resourced? Is the '10 citations' threshold the right number?"

While our departments work hard, the *Background* section and the 311 data clearly show that habitability complaints remain frequent and are even increasing. The current approach is often reactive and fragmented. This ordinance provides a *proactive* and *systematized* mechanism through the High-Risk Apartment Inspection Program. The '10 citations for habitability impairment in 12 months' (Sec 10-171a) is designed to identify properties with a *pattern* of significant neglect, not isolated incidents. This threshold was determined after reviewing complaint data and aims to focus our resources on the most problematic properties. It's a data point we can monitor via ASEC and adjust if future analysis shows it's not capturing the intended scope effectively.

Beyond registration and inspections, how does this ordinance fundamentally change an owner's incentive to maintain a property before they hit 10 citations? Will the Blue Star Training really work?

The primary incentive is to avoid being designated as a High-Risk Rental Building (HRRB) in the first place. This designation brings mandatory inspections, potential fines (Sec 10-173), public listing (Sec 10-178), and the requirement for the Blue Star Training (Sec 10-179). This creates a strong deterrent. The Blue Star Training is designed to educate owners on City Codes, best practices for property management, and identifying/abating unsafe conditions, which ultimately protects their investment and our residents. We believe educated owners are better owners. Furthermore, the tenant advocacy component (Sec 10-177) empowers tenants to report issues earlier, which can also incentivize preemptive maintenance.

What are the staffing and budget implications for the Building Official and ASEC? Where will this funding come from?

We recognize this ordinance will place new demands on the Building Official and formalize responsibilities for ASEC. ASEC has been authorized since 2013 (Page 1); this ordinance empowers it with clearer mandates and data collection responsibilities. We anticipate leveraging existing departmental structures and personnel as much as possible. The goal is more *effective* use of current resources through better coordination. If a significant increase in HRRBs necessitates additional staff, that would be addressed through the standard budget process, weighing the cost against the critical need for safe housing. The cost of *inaction*, unhealthy living conditions, potential emergencies, is also a significant cost to the city.



Additionally, COH can consider charging fees for recurring inspections for properties designated as HRRB.

How will coordination between Public Works, HPD, HFD, and Health be managed effectively?

This is precisely where ASEC's role is vital. As outlined on Page 1 and visualized in the presentation (Slide 12), ASEC is designed to be the coordinating body, with representatives from these key departments. This ordinance strengthens ASEC's mandate to 'coordinate its responses' and 'systemize the City's responses.' Regular ASEC meetings and established protocols will be key to ensuring efficient collaboration. Furthermore, to enhance our proactive capabilities and ensure ASEC is equipped with the most effective tools, my office is actively spearheading the development of a pilot program leveraging artificial intelligence. The concept is to utilize AI to proactively identify and flag potential patterns in habitability complaints from various sources, channeling these insights directly to ASEC. We've already formulated a detailed proposal for this initiative and are currently in the process of scheduling meetings with key city departments to discuss its implementation and ensure seamless integration with existing systems.

What about fines and revocation? What if an owner can't afford repairs? Could this lead to abandoned properties?

The enforcement tools outlined in Sec 10-173, including fines and potential civil action, are standard for code violations. The goal isn't punitive; it's compliance and safety. For owners struggling with affordability for repairs, the City already has programs, and ASEC could explore ways to connect owners with resources. However, the fundamental responsibility for providing safe, habitable housing rests with the property owner. While displacement is a concern, allowing tenants to live in dangerous conditions is not an acceptable alternative. This ordinance aims to get properties *into* compliance, ideally preventing abandonment.

How do we ensure this targets genuinely negligent landlords and doesn't burden well-intentioned ones?

This ordinance is specifically designed to target properties with a *demonstrated pattern* of serious habitability issues. The 10 citations are a high bar. Well-maintained properties managed by responsible landlords should not be impacted. The 'good-faith efforts to correct' provision in Sec 10-172(a) also provides a pathway for owners who are actively addressing issues. The focus is on systemic neglect, not isolated incidents.

Could this lead to higher rents or a reduction in affordable housing stock?

Our primary concern is ensuring safe and healthy living conditions. Properties that are currently substandard are, in effect, already imposing a 'cost' on tenants through poor health, safety risks, and reduced quality of life. The costs of bringing a property up to code are a fundamental



responsibility of providing housing. While we are always mindful of housing affordability, we cannot sacrifice basic safety standards. In fact, by improving the quality of existing stock, we aim to preserve it for the long term.

Why 'may establish' a tenant advocacy program in Sec 10-177(a)? Shouldn't it be 'shall'?

The 'may' provides flexibility for the Building Official and Public Works to design and implement the most effective program, potentially starting with a pilot or phasing it in based on identified needs and resources. However, the commitment to tenant support is clear. Importantly, Sec 10-177(b) *requires* ('shall be published') the contact information for HRRBs to be available, ensuring tenants have a direct line to the Building Official, which is a crucial first step in advocacy.

Regarding senior facilities, are these requirements already mandated by state licensing?

Does it apply to all senior housing?

While some state licensing requirements exist for certain types of 'assisted living facilities,' this provision (Sec 10-180) ensures a baseline of protection for seniors in any senior assisted living facilities during extreme weather emergencies, which are becoming more frequent. It focuses on critical needs: a powered common area and refrigerated medication storage. This is a specific, targeted measure to protect a vulnerable population within our city, complementing any existing state rules.

Beyond tracking HRRBs, what specific metrics will evaluate success?

Success will be multifaceted. We'll look for:

- A reduction in the overall number of habitability complaints in the 311 system over time.
- Faster resolution times for violations in HRRBs.
- A decrease in the number of properties meeting the HRRB criteria.
- Feedback from tenants in formerly problematic buildings.
- ASEC will be tasked with developing a more detailed metrics dashboard, as per its mandate to 'collect and analyze data' (Page 1).

What have other cities done, and what were their outcomes?

Many cities have implemented various forms of proactive multifamily inspection programs. We've looked at models in cities like Austin, and Dallas, as well Wisconsin, to understand best practices and potential challenges. While each city's context is unique, the common themes are that proactive enforcement, clear standards, and dedicated oversight lead to improved housing quality. This ordinance incorporates lessons learned, such as the importance of a coordinating body like ASEC and specific programs like landlord training.



CITY OF HOUSTON

Administrative Procedure

Subject: **Apartment Standards Enforcement Committee**

A.P. No:

7-8

Effective Date:

September 11, 2013

1. AUTHORITY

- 1.1 Article VI, Section 7a, of the City Charter of the City of Houston.

2. PURPOSE

- 2.1 The Apartment Standards Enforcement Committee ("ASEC" or the "Committee") is hereby created for the purpose of reducing the frequency and severity of substandard and dangerous conditions in multi-family residential complexes in the City.

3. OBJECTIVES

- 3.1 To promulgate guidelines enabling the City to coordinate its responses to substandard and dangerous buildings in "apartment complexes," as defined in this Administrative Procedure.
- 3.2 To systematize the City's responses to substandard and dangerous buildings in apartment complexes, with the following outcomes:
- 3.2.1 The City will document credible allegations of substandard or dangerous buildings in apartment complexes and the City's responses to such allegations;
 - 3.2.2 City employees responsible for addressing substandard or dangerous conditions in apartment complexes will have a clear understanding of, and will follow consistently, the guidelines and procedures for addressing such conditions;
 - 3.2.3 The City will respond to credible allegations of substandard or dangerous buildings in apartment complexes promptly and effectively;
 - 3.2.4 The City will confirm and document compliance (or lack thereof) with each administrative or judicial order related to property standards at an apartment complex; and
 - 3.2.5 The City will respond promptly to an owner's failure to comply, or to remain in compliance, with an administrative or judicial order related to property standards at an apartment complex.
- 3.3 To ensure cooperation among the City departments responsible for enforcing laws related to substandard or dangerous conditions in apartment complexes, in part by overseeing the implementation of a common computer database from which the said departments may ascertain by property address the status of the City's investigations and enforcement actions, as well as responses by property owners.

Approved:

Quinn D. Parker

Date Approved:

09/11/2013

Page 1 of 3

- 3.4 To help protect the due process rights of owners and tenants of apartment complexes.
- 3.5 To recommend revisions of the City's codes, procedures, and funding as advisable to increase the efficient use of public resources to reduce the frequency and severity of substandard and dangerous conditions in apartment complexes.
- 3.6 To collect and analyze data related to substandard and dangerous conditions in apartment complexes so that the Mayor and City Council are well prepared to set policies and allocate resources to address such conditions.

4. SCOPE

- 4.1 This Administrative Procedure applies to all City departments and divisions.

5. DEFINITIONS

For the purposes of this Administrative Procedure:

Apartment complex – A structure containing more than four dwelling units, without regard to the form of the ownership of the real property on which the units are located.

Dangerous building – Defined by Section 10-371(a) of the City's Code of Ordinances.

Document – To prepare a reasonably detailed written or electronic record of an allegation, action, condition, or event (or the absence of same), which record shall be prepared within 24 hours after the matter memorialized and which record the City shall preserve for no less than two years.

Dwelling unit – An enclosed space consisting of one or more rooms providing independent living facilities for non-transient sleeping, cooking, eating, and sanitation. Notwithstanding the foregoing, the following structures do not contain dwelling units:

- (a) Jails;
- (b) Hotels (as defined by Section 44-101 of the City's Code of Ordinances); and
- (c) Structures providing sleeping facilities primarily for the purpose of rendering services regulated by a department or agency of the federal government or of the State of Texas (including, but not limited to, the Texas Department of State Health Services).

Substandard building – Defined by Section 10-317 of the City's Code of Ordinances.

6. RESPONSIBILITIES

- 6.1 ASEC shall take such actions as are necessary and reasonable to meet the Objectives of this Administrative Procedure. Absent extraordinary circumstances, the Committee shall act by consensus.
- 6.2 With regard to substandard or dangerous conditions in apartment complexes, all City departments shall make every reasonable effort to comply with the Committee's guidelines and directives. With regard to any specific property or incident, however, a City department may request from the Mayor or the Mayor's designee a waiver of one or more ASEC guidelines or directives.

7. PROCEDURES

- 7.1 The Chief of Police and the Director of the Public Works and Engineering Department each shall appoint two representatives to ASEC. The Fire Chief and the Directors of the Departments of Health and Human Services, Housing and Community Development, and Neighborhoods each shall appoint one representative to ASEC.
- 7.2 The City Attorney or his designee shall serve as Chair of ASEC. The Vice Chair of ASEC shall be one of the representatives appointed by the Director of the Public Works and Engineering Department.
- 7.3 The Mayor may appoint a member of the Mayor's staff to serve as an ex-officio member of ASEC.
- 7.4 ASEC may agree upon such rules of procedure as may be advisable to meet the Objectives of this Administrative Procedure.