SUPPLEMENTAL NOTICE OF MEETING BY TELEPHONE CONFERENCE

In accordance with an Order of the Office of the Governor issued on March 16, 2020, the Neighborhood Advisory Board for the City of Cedar Hill, Texas will conduct a Meeting by telephone conference at 6:00 pm on Monday, May 11th, in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) in an effort to slow the spread of the Coronavirus (COVID-19) pandemic. This is an open meeting conducted by telephone conference. There will be no public access to a physical location.

To submit public comments, visit cedarhilltx.com. All public comments submitted by 4pm on May 11th will be provided to the board members and entered into record for the meeting.

Options for public access to the meeting:

Meeting Numbers for the Public
Via webinar: zoom.us/join
Meeting ID#: 198-459-658
Passcode: 577680

OR

Via phone: Dial 1-346-248-7799 or toll-free 1-877-853-5247
Meeting ID#: 198-459-658
Passcode: 577680

A recording of the telephonic meeting will be made available to the public in accordance with the Open Meetings Act upon written request.

This written notice, the meeting agenda and the agenda packet are posted online at www.cedarhilltx.com
NOTICE OF REGULAR MEETING  
NEIGHBORHOOD ADVISORY BOARD  
Monday, May 11, 2020  
Cedar Hill Government Center  
285 Uptown Blvd., Bldg. 100, Conference Room D  
6:00 P.M.  

AGENDA  

MISSION STATEMENT: The mission of the City of Cedar Hill is to deliver the highest quality municipal services to our citizens and customers consistent with our community values.  

VISION STATEMENT: We envision Cedar Hill as a premier city that retains its distinctive character; where families and businesses flourish in a safe and clean environment.  

I. Call Meeting to Order.  
II. Citizen’s Forum.  
III. Approve the Minutes of the April 13, 2020 Regular Meeting.  
IV. Single Family Rental Registration.  
V. Reports from Neighborhood Services staff.  
VI. Review action items.  
VII. Adjourn.  

I certify that copies of the above notice of meeting were posted at Cedar Hill Government Center, 285 Uptown Boulevard, Cedar Hill, Texas, on the 6th of May, 2020, at 5:00 p.m.  

Michelle Ebanks  
Neighborhood Services  

This facility is wheelchair accessible. Handicapped parking spaces are available. Requests for sign interpretive services must be made 48 hours ahead of meeting. To make arrangements, call 972-291-5100 ext 1018 or (TDD) 1-800-RELAY TX (1-800-735-2989).  

PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.  

CONFORME A LA SECCIÓN 30.07, DEL CÓDIGO PENAL (ENTRADA SIN AUTORIZACIÓN POR TITULAR DE LICENCIA CON UNA PISTOLA VISIBLE), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411 DEL CÓDIGO DE GOBIERNO (LEY DE LICENCIAS DE PISTOLAS), NO PUEDE ENTRAR EN ESTA PROPIEDAD CON UNA PISTOLA VISIBLE.
The Neighborhood Advisory Board of the City of Cedar Hill, Texas met on Monday, April 13th at 6:00 pm. in the Cedar Hill Government Center, Administration Conference Room

The following members were present: Kim Rimmer, Joyce Prettol, Sherman Roberson, Elizabeth Guillen, Yalonda Coates, Freda Nelms, Sabrina Swift, Reggie Williams. The following City staff was present: Michelle Ebanks and Stacey Graves, Neighborhood Services.

I. Call meeting to order.

Kim Rimmer called the meeting to order at 6:10 pm declaring it an open meeting with notice of the meeting duly posted and a quorum present.

II. Citizen’s Forum

III. Approve the Minutes of the March 9, 2020

Joyce Prettol made a motion, seconded by Sherman Roberson, to approve the minutes of the March 9, 2020 Regular Meeting. The motion passed unanimously.

IV. Reports from Neighborhood Services staff

Recognize Good Samaritan – Lorenzo Veracruz and Cal Mees at next Council meeting. Kingswood Park- construction should be completed in May. New EDC Director, Kim Buttram and new Fire Chief, Chief Rodney Smith. Census 2020- Cedar Hill has 12th highest response rate out of 31 cities in Dallas County as of April 13th.

V. Review action items.

VI. Adjourn.

A motion to adjourn by Sherman Roberson and was seconded by Elizabeth Guillen. The motion passed unanimously. The meeting was adjourned at 6:32 pm.

ATTEST:

__________________________________________
Michelle Ebanks
Neighborhood Services Manager

__________________________________________
Kim Rimmer
Chair Neighborhood Advisory Board
VISION

We envision Cedar Hill as a premier city that retains its distinctive character; where families and businesses flourish in a safe and clean environment.

MISSION

The Mission of the City of Cedar Hill is to deliver the highest quality municipal services to our citizens and customers consistent with our community values.

VALUES

- PEOPLE & RELATIONSHIPS
- STEWARDSHIP
- HIGHEST ETHICAL STANDARDS, BEHAVIOR & INTEGRITY
- SERVANT LEADERSHIP
Pursuing Premier

CEDAR HILL HAS DISTINCTIVE CHARACTER

CEDAR HILL IS SAFE

CEDAR HILL IS CLEAN

CEDAR HILL HAS VIBRANT PARKS & NATURAL BEAUTY

CEDAR HILL HAS EXCELLENT, SAFE & EFFICIENT INFRASTRUCTURE

CEDAR HILL HAS A STRONG & DIVERSE ECONOMY

CEDAR HILL HAS TEXAS SCHOOLS OF CHOICE
Agenda

• Why are we here?
• Challenges
• Review proposed Single Family Rental Registration program
  • Registration
  • Maintenance
  • Inspections
  • Community Engagement
• Next Steps
Why are we here?

• Code Enforcement often hears of complaints about issues directly relating to rental properties

• Problematic for staff as they are unable to efficiently contact the parties responsible for correcting violations

• Notices of violations may be left with the tenant and never passed on to the property owner

• The process of noticing a violation, contacting the resident, learning that the resident is not the owner, finding the owner, and then verifying that the violation has been corrected proves to be an inefficient use of City time and resources
Why are we here? Cont...

• Many landlords are identified as a business name or an absentee owner and makes it difficult for Code Enforcement to issue citations when not in compliance

• Code Enforcement has found landlords that have incorrectly made repairs without a permit causing a life safety hazard for the tenant and first responders

• Lack of information for landlords and tenants

• Difficult to engage tenants
Average 50-60 new tenant move-ins monthly

Lower satisfaction levels in enforcement of exterior maintenance
Challenges
Challenges

• Code officers currently rely on complaint-driven inspection process for tenant issues
  • Strategy shows to be ineffective
  • HPV example
    • Tenants avoid reporting code violations for fear of retaliation
• Communication ineffective between city and landlords/management companies
• Community engagement is difficult with tenants
We have heard from...

- Neighborhoods
- Crime Watch groups
- HOA recommendations
- Citizen Satisfaction Survey
- Neighborhood Advisory Board
Neighborhood Advisory Board recommendation

• Neighborhood Advisory Board reviewed and discussed neighborhood concerns and the proposed program many times over the last few years (5/18/17, 11/13/17, 5/14/18, 6/11/18, 11/12/18, 7/18/19, 3/09/20 and 5/11/20)
Neighborhood Advisory Board Proposed Solution:

Single Family Rental Registration program
City Council Approved Budget program in FY 19/20

Single Family Rental Registration Program will meet strategic plan core objectives:

✓ Safe and secure community
✓ Communications
✓ Neighborhood Engagement
✓ Neighborhood Revitalization
Single Family Rental Registration

Property Registration-
• Registration is required annually for all tenant occupied properties (duplex, townhomes and single family)
• Property owner will complete registration application and submit a registration fee ($50)
  • Rental registration required every year or when the property owner changes
  • Staff is working to ensure this will be available online
Residential Rental Certificate of Occupancy (RRCO)

• When a registered property is leased, the property owner/landlord will then complete a RRCO application and submit RRCO fee ($25)

• The RRCO application requests tenant information (name, address, phone, email, etc.)

• The RRCO is required only at any tenant change, examples:
  • If tenant changes every three months, the landlord will be required to complete a RRCO application and pay $25 each time
  • If tenant lives in the rental unit for 5 years, the landlord will only pay an annual $50 registration fee until a new tenant occupies the property
Maintenance

• The owner of any property in the City, whether vacant or occupied, is responsible for all maintenance

• No owner shall permit the occupancy of property that is not safe and sanitary condition, or that does not comply with all ordinances and permit requirements

• Tenants shall be responsible for keeping the interior and exterior of the property clean

• In the event of any dispute between owner and tenant, or when the tenant is absent or unwilling or unable to correct the violations, the owner shall be held responsible

• The owner shall notify the City at least 48 hours prior to an eviction notice and provide a plan for the clean-up and removal of personal items from the property within 24 hours after the eviction.
Inspections

Inspection is required upon change in occupancy

• When a new RRCO is issued, an exterior inspection of the property will be made by the Code Enforcement Officer within 10 days
• If violations exist, notice will be sent to the property owner and will be worked in accordance with the Property Maintenance Code
  • 7 days to comply, initial notice
• Upon the request of a tenant, code enforcement may inspect a property for structural, electrical, mechanical or plumbing problems, ceiling leaks, and rodent infestation
  • If violations exists, owner or landlord has 30 days to correct or repair
Community Engagement

Tenant information will be compiled into a database

- Ensure accurate tenant information for code enforcement and public safety
- Push out information as it relates to being a good neighbor, code enforcement, trash collection, tenant rights, etc.
- Increase efforts of community engagement to include tenants
- Workshops – How to be a Good Neighbor, Renter’s Rights, Crime Watch programs
- Welcome email with Neighborhood Services brochure – making that connection with Neighborhood Services
A Quality Neighborhood Starts With You.

PROPERTY MAINTENANCE INFORMATION

1. Grass
   Grass must be mowed and no higher than 12 inches tall.

2. Clean Yard
   Yards will be well kept, clean and free of loose trash and debris.

3. Trimmed Trees
   Trees and vegetation will be well maintained. All trees must be trimmed at least 8 feet above the sidewalk, and 13 1/2 feet above the street and alley.

4. Sidewalks
   Sidewalks must be free of trip hazards. It is the homeowner’s responsibility to maintain the sidewalk in front of their property.

5. Vehicles
   Junk and Inoperable vehicles are not permitted. Vehicles must be in working condition, fully assembled and have current license and registration information.

6. Parking
   All vehicles must be parked on an improved surface. No vehicles are allowed to be parked on the grass or in front of side yard.

7. Fences
   All fences must be well-maintained and in vertical position. Incomplete fencing is not permitted.

8. Address Numbers
   All address numbers must be posted at the entrance of the property. Numbers must be visible from the street.

9. Paint and Siding
   Paint must be maintained without chipping, and siding must be intact.

10. Outdoor Storage
    Outdoor items must be stored in a neat and orderly fashion. Indoor furniture, appliances and trash may not be stored outside.

11. Bushes
    Bushes may not block entrance or exit to the home.

12. Trash
    Trash cans may not be set out at the curb before the day before collection, and must be kept in a covered trash enclosure.

Un vecindario de calidad empieza con usted.

GUÍA RESIDENCIAL PARA EL MANTENIMIENTO DE LA PROPIEDAD

1. Hierba
   La hierba debe podarse y mantenerse a una altura máxima de 12 pulgadas.

2. Jardín limpio
   Los jardines deben mantenerse bien cuidados, limpios y sin basura ni escombros sueltos.

3. Árboles podados
   Los árboles y la vegetación deben mantenerse bien podados. Los árboles deben estar podados a por lo menos 8 pies sobre la acera, y a 13 1/2 pies sobre la calle y el callejón.

4. Aceras
   En la aceras no deberá haber peligros de tropiezos. El dueño es responsable del mantenimiento de la acera frente de la vivienda.

5. Vehículos
   No se permiten la chatarra ni los vehículos inservibles. Los vehículos deben estar en funcionamiento, completamente ensamblados y con matrícula y licencia al día.

6. Estacionamiento
   Todo vehículo debe estar estacionado sobre una superficie pavimentada. Se prohíbe estacionar vehículos sobre el césped en frente del jardín lateral.

7. Cercas
   Las cercas deben mantenerse bien cuidadas y en posición vertical. Se prohíben las cercas que no estén terminadas.

8. Números de direcciones
   Todos los edificios deben tener números de direcciones en la parte frontal de la propiedad. Los números deben estar visibles desde la calle.

9. Pintura y revestimiento exterior
   La pintura y el revestimiento exterior deben estar en buen estado. No se permiten fachadas con pintura arrugada, agrietada o con acumulaciones de suciedad.

10. Almacenamiento exterior
    Todo artículo exterior debe almacenarse de manera limpia y organizada. No deben almacenarse ni fuera ni dentro de los confines de la propiedad.
Process is efficient, secure and simplified

Property Registration
- Owner completes application and pays fee (online) – Next day service

Residential Rental Cert of Occupancy
- Owner completes RRCO application and pays fee (online) – Next day service

RRCO approved
- Tenant establishes water service and moves in (online)
Landlord Notification Process

• When Ordinance is approved with an established effective date, staff will begin notifying landlords of the program

• A database is already developed showing tax statements going to a different address
  • We can assume this is a rental property

• Coordination with the Utility Customer Service Department on new accounts

• Active Code Enforcement cases on rental properties
Reasons for a Rental Registration Program

✓ Rental Registration deters code violations and makes properties safer

✓ Rental Registration programs provide critical emergency contact information

✓ Tenants lack the technical expertise needed to identify and report many types of dangerous code violations

✓ Many tenants are afraid to report code violations for fear of retaliation

✓ Rental Registration is a low-cost and cost-effective program
  • Annual registration fee of $50 ($4.17/month) and a one-time RRCO fee of $25 (rechargeable with tenant changeout)
Next Steps

• May 12 - Send Ordinance to City Council for review
• Comments back by May 15
• Ordinance adoption May 26
• Landlord notification to begin June 1
• Effective Date August 1, 2020
Questions / Comments