

**Administrative Services Committee
Minutes of the
February 16, 2010 Meeting**

Members Present: Council Member Darren Lathen, Chair
Council Member Barbara Chick
Council Member John Willis

Staff Present: Brad Neighbor, City Attorney
Priscilla Wilson, Sr. Managing Director
Richard Briley, Managing Director
Steve Killen, Director of Code Compliance
Cindy Mooney, Environmental Health Manager
Cindy Smith, Administration

Guests: Mayor Pro Tem Laura Perkins Cox
Council Member Preston Edards

The meeting was called to order at 5:08 p.m. by Darren Lathen.

Approval of Minutes

The minutes of the November 17, 2009 meeting were reviewed and approved.

Proposed Changes to Chapter 22 (child care)

City Attorney Brad Neighbor complimented Richard Briley and his staff on doing a great job in substantially paring down the current regulations on the child care ordinance. Brad stated that the proposed ordinance was basically ready to be presented to Council. He informed the Committee that one of the problems with the ordinance is the broad definition of "child care." Other cities have listed a separate page excluding what is not a child care facility and recommended that the City of Garland do the same.

The Committee unanimously agreed to make a recommendation to Council at the March 1, 2010 Work Session endorsing the proposed amended ordinance. This item will be presented to Council for discussion and consideration at the March 22, 2010 Work Session.

Single Family Rental Program

Brad Neighbor stated that it is important to move quickly on the amendment of the ordinance relating to the Single Family Rental Program due to the sunset provision.

Steve Killen reviewed the proposed revisions to the ordinance. Listed below are the proposed improvements to the program:

- Require the owner or manager to certify that the property is in compliance with occupancy limits at the time of application
- Remove the certified property refresher requirement
 - * Once certified, the property will remain certified as long as under the same ownership and compliant with program requirements
- Repeal the annual exterior inspection requirement
 - * Because of the proactive program, every property receives the same inspection. The annual exterior subjects SFR's to an additional cycle
- Repeal re-inspection fees or allow such fee to be discretionary
 - * Mandatory re-inspection fees can victimize cooperative landlords. Such fee should only be charged due to willful violations. In this case, a citation may be more effective.
- Revise language relating to utilities to parallel actual procedure set in place:
 - * No such thing as "temporary utilities"

The purpose of the proposed ordinance is to insure that single family properties meet the minimum code requirements just like multi-family properties.

The Committee unanimously agreed to recommend to Council at the March 1 Work Session endorsing the proposed ordinance which will also provide a provision repealing the sunset clause. This item will be presented to Council for discussion and consideration at the March 22, 2010 Work Session.

Future Agenda Items

There are no future agenda items at this time.

The meeting was adjourned at 5:49 p.m.

Respectfully Submitted By: Cindy Smith

Approved By: Darren Lathen, Chair