

CHAPTER 99. – MANDATORY APARTMENT CRIME REDUCTION PROGRAM

Sec. 99.1. - Definitions.

Agent. ~~An~~The agent of an apartment complex designated by the owner of the apartment complex in accordance with Sec. 99.2 of this chapter.

Apartment complex. An apartment complex is a multi-family dwelling community that contains 12 or more dwelling units that are rented, leased or offered for lease. This term includes the property on which the apartment complex is located.

Apartment complex crime index. The apartment complex crime index is calculated by dividing the total reportable events creditable to the apartment complex (A) by the total number of units in the apartment complex (B), then multiplying the product by 100, giving a ratio of crimes per 100 units for the apartment complex. This formula is expressed as:

$$(A/B) \times 100 = \text{Apartment Complex Crime Index}$$

Board. The Carrollton Property Standards Board.

City crime index. The city crime index is calculated by dividing the total reportable events in the city (X) by the total number of housing units in the City (Y), then multiplying the product by 100, giving a ratio of crimes per 100 housing units. This formula is expressed as:

$$(X/Y) \times 100 = \text{City Crime Index}$$

Crime risk safety threshold. The crime risk safety threshold is the city crime index.

City Manager. The City Manager or the City Manager's designee.

Designated apartment complex. An apartment complex whose apartment complex crime index exceeds the crime risk safety threshold.

Owner. The owner of an apartment complex located in the City of Carrollton, Texas.

Reportable events. Reportable events include any and all incidents that occur in the City and that cause an offense or arrest report to be generated by the Carrollton Police Department, with the exception of the offenses listed below. Reportable events include any self-initiated activity or investigation based on the observation(s) of a Carrollton Police Officer which results in an offense or arrest report. Notwithstanding the foregoing, reportable events shall not include: (a) arrests or offenses that result from transition onto an apartment complex from the street as a result of Carrollton Police initiated traffic enforcement; (b) status offenses, i.e., offenses that constitute criminal activity because of the age of the accused, except for the alcohol-related offenses of minor in possession and minor in consumption; ~~;~~ (c) forgery and fraud offenses in which the victim resides at the apartment complex; (d) identity theft offenses in which victim resides at the apartment complex; (e) family violence offenses in which the victim resides at the apartment complex; and (f) criminal offenses or arrests that arise from an incident where an agent is the only complainant or from information provided to the police department solely by an agent. ~~(c) forgery and fraud offenses; (d) identity theft; and (e) criminal offenses or arrests that arise from an incident where the agent is the only complainant or from information provided to the police department solely by the agent.~~

The reportable events creditable to an apartment complex include any reportable events that occur on the premises of an apartment complex, including any reportable events occurring within the surrounding neighborhood that, through information or investigation, can be attributed to or traced to the premises of the apartment complex.

Sec. 99.2. - Designation of Agent.

(A) The owner of an apartment complex shall designate an agent for the apartment complex for purposes of this chapter. The designation shall be made by filing a city-supplied form with the City Manager. An

owner may designate itself as its agent for purposes of this chapter. The form shall include the following information:

- (1) Names, current addresses, and telephone numbers of all owners, lien holders, and insurance companies for the apartment complex;
 - (2) State-issued driver's license or identification number and date of birth of the agent;
 - (3) Name, address, state-issued driver's license or identification number, and date of birth of the owner's registered agent for service of process, if the owner is a corporation or associationany;
 - (4) The trade name of the apartment complex;
 - ~~(5) Zoning district in which the apartment complex is located;~~
 - ~~(56)~~ The number of dwelling units within the apartment complex broken down by bedroom size, i.e., the number of efficiency units, one-bedroom units, two-bedroom units, etc.;
- (B) The owner shall update the information provided in the designation form within seven calendar days of any change.
- (C) The city may, at any time, require additional relevant information from the owner to clarify items on the form. The owner shall provide the information the city requires within seven calendar days of the city's request.
- (D) When more than 50 percent of the ownership of an apartment complex changes or there is a change of a general partner or managing member, the new owner, partner or managing member, as applicable, shall supply current information to the city within 30 calendar days of the change.
- (E) An agent shall require each tenant to fill out a questionnaire in a form supplied by the City Manager.
- (F) The agent shall insert the following language in each lease or renewal thereof if the apartment complex does not use the standard Texas Apartment Association rental lease:
- "Failure to disclose the information in the form, or providing untruthful answers, shall be grounds for eviction."

Sec. 99.3. - Mandatory apartment crime reduction program.

- (A) All apartment complexes located in the city shall ~~participate in~~ be subject to the mandatory apartment crime reduction program.
- (B) The City Manager shall calculate the city crime index and the apartment complex crime index for each apartment complex in the city annually in the month of January for the previous calendar year. The City Manager may calculate the city crime index and the apartment complex crime index for an apartment complex at any other time determined necessary by the City Manager utilizing the records for the twelve months immediately preceding the month in which the indexes are being calculated.
- (C) An apartment complex shall be designated to comply with the requirements of this chapter when the apartment complex crime index for the apartment complex exceeds the crime risk safety threshold based on the City Manager's mandatory annual calculation under Section 99.3(B).
- (D) An apartment complex designated under subsection (C) of this section must remain in compliance with the requirements of this Chapter until the apartment complex crime index for the apartment complex falls below the crime risk threshold based on the mandatory annual calculation performed by the City Manager or another calculation performed by the City Manager under Section 99.3(B).

Sec. 99.4. - Notice of designation to participate in the mandatory apartment crime reduction program.

- (A) The City Manager shall provide written notice to the agent of each apartment complex designated to comply with the requirements of this chapter under the mandatory apartment crime reduction program.

- (B) The notice must include the following information:
- (1) The name and address of the apartment complex;
 - (2) A statement that pursuant to the mandatory apartment crime reduction program, the apartment complex is designated to comply with the requirements of Chapter 99, Carrollton City Code
 - (3) A description of the fee and other requirements of the mandatory apartment crime reduction program;
 - (4) The apartment complex crime index and the city crime index that support the apartment complex's designation;
 - (5) The number of dwelling units used to calculate the apartment complex crime index;
 - (6) A statement that a mandatory inspection of the apartment complex premises will be conducted by the City Manager at a scheduled date and time; and
 - (7) ~~The process of appealing the City Manager's designation of an apartment complex under the mandatory apartment crime reduction program.~~ A statement that the Apartment complex has a right to appeal the designation pursuant to Chapter 99 of the Carrollton Code of Ordinances.
- (C) Designation of an apartment complex under the mandatory apartment crime reduction program and application of the requirements of this chapter are binding upon all subsequent owners or other transferees of an ownership interest in the apartment complex.

Sec. 99.5. ~~— Filing and d~~Delivery of notices.

(A) Any written notice that the City Manager is required to give a designated apartment complex under this chapter is deemed to be delivered:

- (1A) On the date the notice is hand delivered to ~~the agent~~ an Agent of the designated apartment complex; or
- (B2) Three days after the date the notice is placed in the United States mail with proper postage and properly addressed to ~~the agent~~ an Agent of the designated apartment complex at the most recent address provided in accordance with section 99.2(A).

(B) ~~Any document or information required to be submitted by an Apartment Complex to the City shall be delivered to the~~ Police Department.

Sec. 99.6. - Appeal from designation.

- (A) The City Manager's designation of an apartment complex under the mandatory apartment crime reduction program is final, unless the owner or the agent of the designated apartment complex files a written appeal to the Board not later than ten calendar days after receiving notice of being designated.
- (B) The Board shall sit as an appeal board for the purposes of hearing appeals under this chapter.
- (C) If a written request for an appeal is filed timely under section 99.7(A), the Board shall hear the appeal. Within 60 days after receipt of a timely written request for an appeal, the Board shall set a date for the hearing. The requirement for a designated apartment complex to comply with the requirements of this chapter shall be ~~tolled~~ stayed until the appeal under this section is final pursuant to section 99.7(F).
- (D) A hearing by the Board may proceed if a quorum of the Board is present. The Board shall hear and consider relevant evidence offered by any interested person. The formal rules of evidence do not apply. Any dispute of fact must be decided on the basis of the evidence presented at the hearing.
- (E) In deciding the appeal, the Board is limited to the issue of whether the apartment complex's crime index based on reportable events was greater than the crime risk safety threshold. The Board shall affirm the decision of the City Manager if the Board finds that the apartment complex's crime index exceeded the crime risk safety threshold and shall reverse the City Manager's decision if the Board finds that the apartment complex's crime index did not exceed the crime risk safety threshold. ~~— Any~~

dispute of fact must be decided on the basis of a preponderance of the evidence presented at the hearing.

(F) The Board, and the apartment complex shall be provided the following information regarding reportable events for the purposes of the appeal:

(1) the name of offender or subject of the investigation, except that in the case the offender is a juvenile, the name shall be provided only as "juvenile subject"

_____ (2) offense title

_____ (3) date of offense

_____ (4) address where offense occurred, including apartment number if applicable

_____ (5) name of the reporting person, except that: (a) in the case the reporting person is a juvenile, the name shall be provided only as "juvenile complainant"; and (b) in a case where the name is confidential by statute or other law, the name shall be provided only as "confidential complainant"

_____ (6) name of the victim, except that: (a) in the case the victim is a juvenile, the name shall be provided only as "juvenile victim"; and (b) in a case where the name is confidential by statute or other law, the name shall be provided as "confidential victim"

_____ (7) the address of the victim for forgery and fraud offenses, identity theft offenses, and family violence offenses included in the calculation of the apartment complex crime index, except when such address is confidential by statute or other law

~~(F)~~ G The Board's decision must be by a majority vote of the members present at the hearing. In the case of an even vote such that a majority vote cannot be reached to uphold or reverse the City Manager's decision, then the decision of the City Manager shall remain unchanged. The decision of the Board is final, and no rehearing may be granted.

Sec. 99.7. - Apartment complex inspections.

(A) The City Manager shall inspect each designated apartment complex for the purpose of:

- (1) Determining whether the designated apartment complex is in compliance with applicable state law and city ordinances relating to public safety and security, including, but not limited to, requirements for locks, door viewers, signage, building numbering, and additional crime prevention measures as applicable;
- (2) Evaluating what changes and improvements to the premises and operations of the apartment complex will assist in reducing the occurrence of crimes at the apartment complex; and
- (3) Determining whether the apartment complex is in compliance with this chapter.

(B) The City Manager is authorized at a reasonable time to inspect:

- (1) The exterior of a designated apartment complex; and
- (2) The interior of a designated apartment complex, if the permission of ~~the agent~~ an Agent or other person in control is given or if a search warrant is obtained.

(C) The City Manager shall inspect each designated apartment complex at least twice during each period that the apartment complex is designated. The first inspection must be conducted for the purposes of 99.8(A)(1) and 99.8(A)(2), and the second inspection must be conducted for the purposes of section 99.8(A)(3). The City Manager may perform additional inspections of any designated apartment complex if deemed necessary for the administration and enforcement of this chapter.

(D) An owner or agent commits an offense by refusing to permit or interfering with a lawful inspection authorized by this chapter or other law.

- (E) If a violation of this chapter or any state law or city ordinance applicable to the apartment complex is observed during an inspection authorized by this section, the City Manager shall re-inspect the apartment complex, after the expiration of ~~any no more than 30 days time provided to come into compliance~~, to determine if the violation has been corrected.

Sec. 99.8. - Conference with the City Manager.

- (A) At least once during each period that a designated apartment complex is designated the City Manager shall conference with the agent of the apartment complex to review:
- (1) The requirements of the mandatory crime reduction program;
 - (2) The results of the City Manager's inspection of the designated apartment complex;
 - (3) Any voluntary recommendations for reducing crimes on or near the designated apartment complex; and
 - (4) Any other information relevant to the apartment crime reduction program the City Manager wishes to discuss at the conference.
- (B) An owner or agent of a designated apartment complex commits an offense if he or she fails to attend a scheduled conference after receiving notice of the conference from the City Manager.

Sec. 99.9. - Requirements for designated apartment complexes.

- (A) Within 30 calendar days after receiving notice of being designated, a designated apartment complex must meet all of the requirements of this chapter, except sections 99.10(F) and (G). A designated apartment complex must meet the requirements of Sections 99.10(F) and (G) within 60 calendar days after ~~receiving~~ notice of being designated. The City Manager may extend the deadlines of this section, in increments not exceeding 30 calendar days each, upon a sufficient showing ~~that~~ the work cannot be performed within the required time period because of its scope and complexity.

(B) Lighting.

- (1) The exterior of the designated apartment complex, including adjacent public sidewalks and parking lots under the control of the owner or manager of the apartment complex, shall be illuminated at least between one hour after sundown and one-half hour before sunrise. Such illumination shall be to such a degree that the facial features of a person at least five feet in height are distinguishable from a distance of 35 feet, and shall provide a minimum of four-tenths of one foot-candle of illumination on the premises of the designated apartment complex.
- (2) Security lighting must be in compliance with all applicable city ordinances. If there is any conflict between section 99.10(B)(1) and another city ordinance, the more restrictive shall apply.

(C) Landscaping.

- (1) No bush or shrub on the premises of a designated apartment complex may be taller than three feet in height, except as follows:
 - a. Upon proper written request, the City Manager may allow ~~the agent~~ Agent to maintain a shrub or bush taller than three feet in height if the foliage is cut three feet from the ground, and a person on one side of the shrub or bush has a clear view of the feet and lower leg of a person on the other side of the shrub or bush;
 - b. The agent must make a written request to the City Manager within ten calendar days of the first inspection of the property ~~pursuant to section 99.8(A)(1)~~ if it desires to implement a modification described in 99.10(C)(1)(a);
 - c. Within ten calendar days of receiving a written request from ~~the agent~~ Agent of the designated apartment complex for a modification described in 99.10(C)(1)(a), the City Manager shall grant or deny the request in writing and deliver the decision to ~~the agent~~ Agent; and

- d. A copy of the request by ~~the agent~~ an Agent for a modification described in 99.10(C)(1)(a) and the approval by the City Manager must be maintained by the City Manager while the designated apartment complex remains in the mandatory crime reduction program.
- (2) No tree on the premises of a designated apartment complex shall have any branch lower than seven feet above the ground.
- (3) All trees, shrubs, bushes, and other landscaping must be maintained in compliance with all applicable city ordinances. If there is any conflict between section 99.10(C)(1) or (C)(2) and another city ordinance, the more restrictive requirements shall apply.
- (D) Locked common areas. All enclosed common areas of a designated apartment complex (including, but not limited to, laundry rooms, club rooms, pools and fitness rooms) must be kept locked and may only be accessed with a key, key card, key pad, or similar device.
- (E) Key control plan. A description of the plan and procedures for storing and assessing keys, key cards, and key codes to dwelling units, enclosed common areas, and other facilities of a designated apartment complex must be filed with the City Manager.
- (F) Entry doors. Each entry door must be solid core or metal.
- (G) Fencing.
- (1) The perimeter of the premises of a designated apartment complex must be enclosed with a fence that is at least six feet in height, except that if a lower height is required by another ordinance the fence must be the maximum height allowed under the other city ordinance.
- (2) Notwithstanding section 99.10(G)(1), vehicular driveways and pedestrian walkways are not required to be fenced or gated, except that the combined width of openings in the fence of vehicular driveways and pedestrian walkways shall not exceed ten percent of the perimeter of the area of the property required to be fenced.
- (3) All fencing must be maintained in compliance with applicable city ordinances. If there is any conflict between section 99.10(G)(1) or (G)(2) and another city ordinance, the more restrictive requirements shall apply.
- (H) Pay phones. All pay phones located at a designated apartment complex must be blocked to incoming calls or removed from the apartment complex, unless the pay phone is otherwise required by law.
- (I) Background checks.
- (1) A designated apartment complex must obtain a current criminal history report issued by the Texas Department of Public Safety within the preceding 12 months or criminal history information obtained from an on-line database approved by the Carrollton Police Department for all current employees of the designated apartment complex and applicants for employment at the designated apartment complex.
- (2) A designated apartment complex must obtain a current criminal history report issued by the Texas Department of Public Safety within the preceding 12 months or criminal history information obtained from an on-line database approved by the Carrollton Police Department for all persons 17 years of age or older who apply for occupancy in a designated apartment complex and for every proposed member of the applicant's household who is 17 years of age or older.
- (3) A designated apartment complex must obtain a current credit report for all prospective tenants 18 years of age or older and for all members of their proposed household who apply for occupancy in the designated apartment complex.
- (4) All records maintained on an employee or tenant in compliance with this section must be retained by the designated apartment complex for at least 90 days following the date of any termination of the employee's employment or the tenant's occupancy at the designated apartment complex.
- (5) The agent of a designated apartment complex shall make all records maintained under this section available for inspection by a Carrollton Police Officer at reasonable times upon request.

(J) Crime watch meetings.

(1) Crime watch meetings at the apartment complex.

- a. At least one crime watch meeting must be held every six months at the designated apartment complex.
- b. The designated apartment complex must post written notice in the common areas of the apartment complex in English and Spanish notifying the tenants of the crime watch meetings at least ten calendar days prior to the meeting.
- c. The City Manager must be given at least ten calendar days' advance written notice of the meeting.

(2) Neighborhood crime watch meetings. The agent of a designated apartment complex shall attend at least two crime watch meetings each calendar year in addition to the meetings required by section 99.10(J)(1). The meetings attended must be held by crime watch organizations consisting of business owners; single-family residential property owners; or managers, employees, or tenants of apartment complexes, or any combination of those groups, gathered for the purpose of improving the quality of life in and around the properties, promoting crime prevention, reducing criminal opportunity, and encouraging cooperation with the Carrollton Police Department. The meetings must be attended in the neighborhood in which the designated apartment complex is located or, if that neighborhood has no crime watch organization, then in the nearest neighborhood that does. A written statement, signed by a crime watch chair, verifying that the crime watch meeting was attended by the agent of the designated apartment complex must be submitted to the City Manager upon request. In lieu of this requirement, the agent of a designated apartment complex can, within each calendar year, attend at least 75 percent of the apartment manager meetings sponsored by the Carrollton Police Department.

(3) Apartment complex crime prevention and information seminar. ~~The agent~~An Agent shall attend the apartment complex crime prevention and information seminar as provided by the Carrollton Police Department.

(K) Residential security survey.

- (1) The designated apartment complex shall distribute a residential security survey, on a form provided by the City Manager, to each resident of the apartment complex who is 18 years of age or older. Distribution shall be required within 30 days of being notified of a status as a designated apartment complex.
- (2) The designated apartment complex shall file all returned surveys with the City Manager within 30 calendar days after distribution.

(L) On-site security. The designated apartment complex may be required by the City Manager to provide 24-hour on-site security provided by commissioned security officers. All commissioned security officers must be in uniform while working on the premises of a designated apartment complex and must be registered with the Private Security Bureau of the Texas Department of Public Safety. Commissioned security officers must have a Class B security contractor license issued from the Private Security Bureau of the Texas Department of Public Safety.

Sec. 99.10. – Appeal for modification of landscaping and fencing requirements.

(A) A designated apartment complex may request a modification of the fencing or landscaping requirements set forth in ~~section 99.10(G)~~this Chapter by filing a written request with the City Manager not later than ten calendar days after receiving notice of:

- (1) Being designated as a designated apartment complex under the mandatory crime reduction program and notified of the requirement for fencing after an inspection by the City Manager; or
- (2) Having a previously granted fencing modification revoked by the City Manager under section 99.11(H).

- (B) ~~The agent~~An Agent of a designated apartment complex may appeal the decision of the City Manager not to grant a landscaping modification or fencing modification by filing a written request with the Board not later than ten calendar days after receiving notice of the City Manager's decision to deny the request for a modification as described in Sec. 99.10(C)(1)(a) or Sec. 99.11(A).
- (C) If a written request for a modification provided for in this section is timely filed with the Board, the Board shall consider the request. Within 45 calendar days of a timely written request for appeal of the City Manager's decision related to fencing and/or landscaping modifications under this section, the Board shall set a date for the hearing. The requirement to comply with the applicable fencing and/or landscaping requirements shall be ~~tolled~~stayed until a final decision is made by the Board pursuant to section 99.11(G).
- (D) ~~A hearing by the Board may proceed if a quorum of the Board is present.~~ The Board shall hear and consider all relevant evidence offered by any interested person. The formal rules of evidence do not apply. Any dispute of fact must be decided on the basis of a preponderance of the evidence presented at the hearing.
- (E) The Board shall grant the request for a fencing modification if it finds that:
- (1) An existing fence or other barrier or a proposed fence or other barrier on the premises of the designated apartment complex will serve to deter and reduce crime at the apartment complex to the same extent as the fence required under section 99.10(G); and
 - (2) The existing fence or barrier or the proposed fence or barrier complies with all other applicable city ordinances.
- (F) The Board shall grant ~~the agent~~An Agent's request to maintain a shrub or bush taller than three feet in height and cut the foliage three feet from the ground or in s manner providing the same crime prevention as the original requirement if it finds that:
- (1) A person on one side of the shrub or bush has a clear view of the feet and lower leg of a person on the other side of the shrub or bush; and
 - (2) Such modification will serve to deter and reduce crime at the designated apartment complex to the same extent as the requirement that shrubs or bushes not exceed three feet in height pursuant to section 99.10(C).
- (G) The Board shall grant or deny the request for a landscaping or fencing modification by a majority vote of the members present at the hearing. The decision of the Board is final, and no rehearing may be granted.
- (H) If the Board grants the request for a landscaping or fencing modification, the modification remains valid and does not have to be renewed each time the apartment complex is designated under the mandatory apartment crime reduction program unless the City Manager revokes the landscaping or fencing modification upon a determination that the modified landscaping or fence or other barrier:
- ~~(1) Fails to deter and reduce crime at the designated apartment complex to the same extent as the landscaping or fence or other barrier required under section 99.10(C) or 99.10(G); or,~~
 - ~~(2) Fails to comply with a city ordinance applicable to fences and landscaping.~~
- (I) Upon revocation of a landscaping or fencing modification the City Manager shall notify the agent of the designated apartment complex in writing of such revocation. The notice must include the reason for the revocation, the date the City Manager orders the revocation, and a statement informing the agent of the right to appeal the decision by filing a new request for a landscaping or fencing modification in accordance with section 99.11(A). The City Manager may not revoke a landscaping or fencing modification under section 99.11(H) sooner than six months after the modification has been granted by the Board.
- (J) The grant of a request for modification of the landscaping or fencing requirements of section 99.10(C) or (G) does not exempt a designated apartment complex from any other provision of this chapter or other applicable city ordinances.

Sec. 99.11. - Adoption of rules by the Board serving as an appeals board.

The Board may adopt rules to govern its proceedings and conduct of business before the Board. Any rule or rules shall be adopted by a resolution by the Board entered upon the minutes of the Board and a copy thereof shall be filed with the City Manager.

Sec. 99.12. - Appeals to District Court.

Once the decision of the Board is final under section 99.7 or 99.11, as applicable, the decision may be appealed to the State District Court by the city, the owner or agent of the designated apartment complex, or by any other person aggrieved by the decision. An appeal to the State District Court must be filed within 30 calendar days after the date of the Board's final decision. An appeal to the State District Court is limited to a hearing to determine whether or not the Board abused its discretion. An appeal to the State District Court will not ~~stay~~ the enforcement of this chapter.

Sec. 99.13. - No private cause of action and immunity from suit.

The City of Carrollton establishes the standards in this chapter to protect public health and safety; however, nothing in this chapter shall be construed to waive the City's governmental immunity from suit or from liability. Further, t~~his~~ chapter does not create a private cause of action other than one brought by the city or expand existing tort liability against an ~~e~~Owner, ~~agent~~Agent, or other person in control of a designated apartment complex.

Sec. 99.14. - Criminal penalty; continuing violations.

- (A) A violation of any of the provisions of this chapter shall be punishable by a fine not to exceed \$500.00. However, a fine for the violation of a provision of this chapter that governs fire safety, zoning, or public health and sanitation, including dumping or refuse, may not exceed \$2,000.00.
- (B) Violations that govern fire safety, zoning, or public health and sanitation include, but are not limited to, those violations in buildings, dwelling units, manufactured home and recreational vehicle communities and apartment complexes.
- (C) It shall be a violation of this chapter for an owner or an ~~agent~~Agent or any other person at their direction to instruct another person that they may not report criminal activity that is observed or suspected at an apartment complex. It shall be a violation of this chapter for an owner or an ~~agent~~Agent or any other person at their direction to instruct another person that they could be evicted from an apartment complex for reporting criminal activity that is observed or suspected at an apartment complex.
- (D) Each day any violation of any provision of this chapter continues shall constitute a separate offense. Each structure or premises which are in violation of any part of this chapter is a separate offense. Each violation in any structure or premises is a separate offense.

~~(E) Sections 10.99(A)(1) and (A)(2) of the Carrollton Code of Ordinances are amended by adding Chapter 99~~

Sec. 99.15. - Signs.

All apartment complexes in the city shall be issued two signs indicating whether the apartment complex is or is not in compliance with the requirements of the mandatory apartment crime reduction program.

One such sign shall be located at the entrance to the leasing office of the complex and another shall be located inside the leasing office. If there is no leasing office, the sign shall be located in a place visible

to the public. Both signs shall be clearly visible to anyone who enters the premises. Signs must be properly displayed within five calendar days of receipt.

Signs shall include a notification that it is a violation of Chapter 99 of the City of Carrollton Code of Ordinances to instruct a person that they may not report criminal activity that is observed or suspected at an apartment complex or to threaten eviction for reporting criminal activity that is observed or suspected at an apartment complex.

Sec. 99.16. - Program fees.

- (A) A program fee of \$500.00 will be charged to each designated apartment complex to defray the costs incurred by the city in administering the requirements of this chapter including conducting inspections, meetings.. The program fee shall be charged each time that an apartment complex is designated under the mandatory apartment crime reduction program.
- (B) ~~The agent of a designated apartment complex shall pay.~~ The program fee shall be submitted to the city within 30 calendar days after receiving notice of being a designated apartment complex. No refund of a program fee will be made.

Sec. 99.17. - Reserved.