



Commission Meeting Agenda Item Memorandum

ITEM TYPE

Action Item

MEETING DATE:

March 1, 2022

PRESENTER:

Erika McComis, City Manager

ITEM DESCRIPTION:

Consider approval of adding a full-time Development Coordinator/Code Enforcement Officer position to the Development Services Division of the City of Breckenridge.

BACKGROUND INFORMATION:

The City recently contracted with a third-party vendor Bureau Veritas to handle all permit and plan reviews along with commercial and residential inspections. Staff recommends handling these tasks in-house through a combined development coordinator/code enforcement position. The position would approve all permits and review all submitted construction plans unless an engineer or third-party entity is needed.

In having a dedicated person assigned to the code enforcement tasks, the City could be more proactive in their code enforcement efforts instead of handling issues in a reactive manner when complaints are received. In the past, the code enforcement tasks have been assigned to employees who have other duties as well, including fire employees and police staff.

For inspections, in order for a person to be a licensed inspector, they must attend training and take a test through the International Code Council. The person must have either 500 hours of training and experience in the plumbing industry or be currently licensed as a Master Plumber, Journeyman Plumber, Professional Engineer, or Architect in the state of Texas to be eligible to sit for the ICC exam.

The position is projected to cost the City approximately \$28,000 (with salary and fringe benefits) for the remainder of this fiscal year and \$48,000 for the upcoming FY 23 budget year. Should the commission determine the position should not be funded at this time, we will continue utilizing Bureau Veritas until such time that we have an employee with the necessary licenses.

FISCAL IMPACT:

- Not Applicable
- Proposed Expenditure: \$28,000
- General Ledger Code:
- Proposed Revenue:
- Budget Amendment Required: Yes
- Financial Review Completed by: E. McComis

LEGAL REVIEW:

The City Manager reviewed this item.

ATTACHMENTS:

Job Description

RECOMMENDED MOTION AND/OR ACTION:

Move to approve adding a full-time Development Coordinator/Code Enforcement Officer position to city staff.