

**AGENDA ITEM SUMMARY SHEET**

**CITY OF ROLLINGWOOD, TEXAS**

**MEETING DATE: August 17, 2022**

**Submitted by: Brook Brown**

**Agenda Item \_\_:** Discussion and possible action in regard to designation of code compliance officer.

**Need for action:** This item would permit Council discussion and possible action with regard to designation of one of Rollingwood's police officers as the code compliance officer.

The attached proposed resolution would direct the City Administrator in conjunction with the Police Chief to designate one of Rollingwood's current police officers as the code compliance officer, with the duty of enforcement of building permit requirements, zoning requirements, nuisance ordinances, and other public health and safety matters, as contained in our city ordinances.

The designation of such position would permit a more orderly and regular inspection of properties within the city with respect to these specific code requirements, allow such officer to develop expertise with respect to such requirements and expectations, and would permit such officer to build relationships within the community and with contractors performing work within the community, and thereby develop uniform and consistent expectations and enforcement of such city ordinances.

The principal duties if the officer would be as follows:

1. Patrol of active building sites bi-weekly to ensure compliance with those building permit and zoning requirements not inspected by ATS or K. Friese, more specifically: the requirements of Code Sections 101-245 through 101-254 (namely, permit posting, construction fencing, trash, proper placement of building materials on the site outside of tree drip lines and not in the street, location of job trailers, dumpsters and port-a-potties, hours of construction and demolition, routing of construction vehicles).
2. Patrol of the city as necessary with regard to enforcement of other city nuisance ordinances (such as barking dogs, over-grown lots, trash, noise).
3. Securing voluntary compliance with city ordinances and failing voluntary compliance or in the event of repeat offences, issuance of citation as needed to secure compliance.
4. Presentation of evidence and other administrative activities as needed to support the citation in municipal court.

The designated officer would need to be a licensed peace officer having authority to issue citation, handle the associated administrative duties in connection with citation and presentation of evidence in support of the citation in municipal court.

I am assuming that this job function would be less than 20 hours a week, with some occasional after-hours work in support of presentation of the citation in municipal court.

**Action requested:** Adoption of a resolution requiring the designation of a code compliance officer and specifying the duties of the position.

**Related documents:**

See attached resolution.