



IN THE MIDST OF THE TEXAS HILL COUNTRY

Code Enforcement Officer

Background:

On the February 10, 2021 Special City Council Meeting Agenda #7 stated "Discussion and Take Appropriate Action on the Position of a City Marshal And/or Code Enforcement Officer. After discussion the following action was taken:

Councilmember Hambrick made a motion to continue exploring all options presented for employing a City Marshall/Code Enforcement Officer. The motion was seconded by Mayor Pro Tem LeBrun. After discussion, Councilmember Brizendine made a friendly amendment to the motion to go forward with a Code Enforcement Officer. This amendment to the motion was seconded by Mayor Pro Tem LeBrun. A roll call vote was held. Voting Yea: Councilmember Hambrick, Mayor Pro Tem LeBrun, Councilmember Brizendine, Councilmember Pulley, Councilmember Rasco. The motion passed with a 5-0-0 vote.

As provided for in the motion, City Staff began going forward by advertising in the Wimberley View and the Daily San Marcos Record for the position of Contract Peace Officer and/or Code Enforcement Officer. After receiving no applications, the City advertised for a Code Enforcement Officer through the Wimberley Valley Chamber of Commerce and Indeed.

The City Staff also drafted a Job Description to facilitate the application process. (see attached)

The City has received over 25 applications for the position, with several qualified applicants from the area.

Analysis:

Estimated Expenses: Part-time Code Enforcement Officer

- A. 30 hours per week through 09/2021 including FICA/TMRS – Total - \$12,200
- B. Projected IT Cost
 - a. Laptop - \$1,000.00
 - b. Mobile Hot Spot - \$60.00/month
- C. Office Equipment
 - a. iDCS 18D Telephone - \$100 plus programming
 - b. File Cabinet - \$600
 - c. Desk - \$600

Funding Sources:

- A. The Fiscal Year Budget 2020-2021 line item Contingency Reserves is budgeted at \$50,000. The Part-time Code Enforcement Officer position can be funded through re-allocation of a portion of the Contingency Reserve. The estimated expense through 09/2021 is \$14,680.

Recommendation:

To authorize the creation of the Code Enforcement Officer position and to fund the position and equipment.