

MEMORANDUM

To: City of Seguin Mayor and Council Members
Steve Parker, City Manager

From: Pamela Centeno, Director of Planning & Codes

Through: Rick Cortes, Deputy City Manager

Subject: Mid-Year Budget Amendment: Planning & Codes Department

Date: March 29, 2022

In 2019, the City of Seguin received permit applications for an average of 14 new homes per month. In the past three years the number of applications for new homes has increased to an average of 137 per month. Inspections have also increased significantly, with up to 200 inspections per day for a team of five (5) building inspectors. Due to the volume of incoming permit applications, staff is unable to provide timely assistance to both existing residents and future residents of Seguin. Builders and homebuyers are having to wait much longer for building permits to be processed, delaying the start of home construction.

To ensure that our customers are provided with excellent customer service and timely assistance City staff is taking many steps to create a more efficient and predictable process. In addition to improvements to the processes and the software, City staff is proposing to hire additional staff to provide our customers with assistance. The proposed new positions are as follows:

- **Permit Technician-** The addition of one more Permit Technician will increase the productivity of the department significantly. The Permits division processes building permits, inspection requests, utility applications, contractor registrations, and food establishment permits in addition to processing payments for various City fees including utility fees and impact fees.
- **Plans Examiner-** Building Plan reviews are conducted by the Building Official and the Senior Inspector, with the Building Inspectors assisting as necessary. With the continued increase in the number of inspections conducted daily it is necessary to hire a Plans Examiner to review the building plans received by the City of Seguin.
- **Tyler Enterprise Analyst-** The City of Seguin is currently undergoing a major software upgrade to the EnerGov module of the Tyler Enterprise software. The EnerGov module is used for permits, inspections, planning and engineering reviews, and code compliance cases. It is also utilized by multiple departments that are involved in the development process. There are many opportunities to expand the capabilities of the software to improve the City's processes, but implementing the new configurations within the system is highly technical as well as time-consuming. The addition of a Tyler Enterprise Analyst will be a great benefit to the multiple departments within the City that use the EnerGov module as well as the customers that rely on the software for the processing of their various development applications.

Staff is proposing and recommending approval of a mid-year budget amendment to fund these new positions that are necessary due to the unpredictable and rapid increase in building permit applications and inspections. The proposed budget amendment also includes increases in pay rates for certain positions within the department. These proposed increases are based on market demands and the necessity to retain skilled employees.