

MEMORANDUM

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

From: Oscar Arevalo, Building Official

Through: Pamela Centeno, Director of Planning & Codes;
Christopher Riggs, Assistant Director of Planning & Codes

Subject: Contract Inspection Services

Date: April 21, 2022

The City of Seguin has been experiencing unprecedented growth during the past two years and the workload has steadily increased for the staff in the Planning & Codes Department. An additional building inspector was added in the last budget and has helped tremendously. The recommended average amount of inspections per day for each inspector is between 18 and 22 inspections. In the past 6 months our inspectors have been averaging twice that amount. Construction activity can vary widely depending on several factors and it is difficult for cities to predict periods of high levels of activity.

We are currently experiencing a large surge but economic factors, supply issues, interest rates, etc. can impact the growth at any time. We have recently hired new inspectors, but it is difficult to find candidates that already possess the required credentials and experience. The training process for an inexperienced inspector takes 6 months to a year. We currently have a contract inspection firm that is conducting the inspections for the City on a large apartment complex and a large school remodel. This has helped alleviate the demands on the inspections staff, but the residential inspections continue to grow. There are also multiple multi-family complexes beginning the development stages, which will increase the demand for inspections significantly once construction begins.

Small cities that do not have full-time inspectors utilize contract inspectors. Medium size cities like Seguin have full-time staff but often must supplement the overloads by utilizing contract inspectors. BB Inspection Services is a local inspection company that contracts with various surrounding cities. They conduct many residential inspections and have a good reputation with these other cities. They have the credentials to conduct commercial inspections also. We believe this will be a good way to handle the overload inspections in lieu of hiring additional full-time inspectors, especially considering the unpredictability of the housing market. The expected increase in commercial inspections could also be conducted by BB Inspection Services.

Attached is a copy of the proposed contract, the costs for services, and a resolution authorizing the City Manager to enter into an agreement with BB Inspection Services.