

GENERAL ORDER OF PERSONNEL POSITIONS - FY 2015-2016

Fund 010 - Road & Bridge

Planning & Physical Development

Department 0102

Rhonda M. Tiffin

2015 Budget Worksheet

SLOT	Title	EMPLOYEE CURRENTLY HOLDING POSITION	PAY PERIOD	HOURLY RATE	PROPOSED RATE (Grade/Step)	PRIOR ANNUAL RATE	PROPOSED ANNUAL RATE	W/C CODE
0008	PLANNING DIRECTOR	Rhonda M. Tiffin	4,070.62		26/S	105,836.12	105,836.12	8810
0011	GIS ADMINISTRATOR	Carlos Limon	2,709.87		21/Z	70,456.62	70,456.62	8810
0012	OFFICE MANAGER	Sandra Ibarra	1,736.95		14/V	45,160.70	45,160.70	8810
1507	GIS-TECHNICIAN II PLANNER	Rodolfo Santillan	1,551.79	46-94	17/A	35,235.20	40,346.54	8810
1960	PRINCIPAL PLANNER	Rafael Vidaurri	2,515.24		21/Y	65,396.24	65,396.24	8810
1961	ASST. PLANNING DIRECTOR	Jorge Calderon	2,774.66		23/L	72,141.16	72,141.16	8810
2055	PLANNER SENIOR PLANNER	Valeria L. Seca	1,571.19	1,800.16	17/B 19/E	40,850.94	46,804.16	8810
2207	GIS TECHNICIAN II	Robert Martinez		17.36	14/D	36,108.80	36,108.80	8810
2360	PERMIT TECHNICIAN	Melany Medina		13.73	10/A	28,558.40	28,558.40	8810
2471	PLANNER	Alicia Villarreal	1,551.79		17/A	40,346.54	40,346.54	8810
					PAYROLL	540,090.72	551,155.28	

Approved Employee slots=10

5005-01 TEMPORARY PART-TIME

10,000.00 10,500.00

NOTE(S):

➤ All proposed title changes and wage adjustments are consistent with the Wage & Classification Plan adopted by the Commissioners Court (as further depicted on the attached chart provided by Adm. Services). All modifications are highlighted in bold print.

DEPT	POSITION	GRADE
PPD/1	Planning Director	26
PPD/2	Assistant Planning Director	23
PPD/3	GIS Administrator	21
PPD/4	Principal Planner	21
PPD/5	Planner	17 ¹⁴
PPD/6	Sanitarian	19
PPD/7	Office Manager	14
PPD/8	GIS Technician II	14
PPD/9	GIS Technician I	12
PPD/10	Permit Technician	10
PPD/11	Administrative Secretary	10

¹² Place at grade 19 if certified Medical Death Investigator.

¹³ May be designated Assistant Public Defender II and placed at grade 23.

¹⁴ May be designated Senior Planner and placed at grade 19.

¹⁵ May be designated Senior and placed at grade 14.

¹⁶ May be designated Senior and placed at grade 16.

DRAFT

Commissioners Court Meeting

Meeting Date: 09/28/2015

Annual floodplain mgmt fees (with recommended increases)

Submitted for: Rhonda Tiffin

Submitted By: Rhonda
Tiffin

Department: Planning & Physical Development

Subject:

Discussion and possible action to itemize and set fees by Order as part of the FY 2015-2016 budget preparation process for the county's floodplain management program including but not limited to floodplain determinations, development permits, certifications and inspections as prescribed by the provisions of Section 16.324, Texas Water Code. Staff recommends increasing floodplain management fees as follows:

- Residential: Eliminate the current waiver for existing fees (\$30.00) for Floodplain Determinations that are processed in conjunction with a certificate of compliance with plat requirements (authorizations required for utility services);
- Commercial: Increase Floodplain Determination fees from \$60.00 ea. to \$100.00 ea.; and
- Commercial: Increase Flood-proofing/Elevation Certificate fees from \$108.00 ea. to \$150.00 ea.

Total estimated revenues to the FY 2015-2016 budget without an increase to the fee schedule is approximately \$9,000.00 and with the staff recommended increases to the fee schedule is \$12,500.00.

Issue: Section 16.324, Texas Water Code mandates that all fees for the county's floodplain management program be itemized and set annually as part of the budgetary process. While costs of the regulatory program continue to rise, there has been no increase in

fees since October, 2010. Without an increase to the current fee schedule, a greater financial burden is placed on ad valorem tax revenues as opposed to the individual consumers of those services.

Solution(s):

1. Comply with Section 16.324, Texas Water Code to set and adopt by Order the county's floodplain management fees for FY 2015-2016; and
2. Increase the fee schedule as recommended by staff to shift a greater portion of the regulatory costs to the users of those services.

Result: Compliance with state law for an enforceable fee schedule and revenue stream which diminishes financial obligations to the county's ad valorem taxpayers.

Background:

Previous Court Action:

**FLOODPLAIN MANAGEMENT PROGRAM
PROPOSED FEE SCHEDULE FOR FY 2015-2016**

TYPE	REQUEST	FEE
Residential	Floodplain Determination (includes issuance of Exemption Permit, if applicable)	\$30.00 ea.
Residential	Floodplain Determination in conjunction with Issuance of Certificate of Compliance (includes issuance of Exemption Permit, if applicable)	\$0.00 (determination fees are waived if processed in conjunction with a certificate of compliance)
Residential	Elevation Certificate (developments within a SFHA or floodplain)	\$48.00 ea. certificate (up to 3 required)
Residential	Topographic GPS Surveys & Elevation Inspections (Limited availability. Floodplain cannot be altered or modified).	\$240.00 ea. visit
TYPE	REQUEST	FEE
Commercial	Floodplain Determination (includes issuance of Exemption Permit, if applicable)	\$60.00 ea. <u>\$100.00 ea.</u>
Commercial	Flood-proofing or Elevation Certificate (developments within a SFHA or floodplain)	\$108.00 ea. <u>\$150.00 ea.</u> certificate (up to 3 required)

1. Agricultural uses shall be charged at residential rates; and
2. All fees are doubled for all development initiated prior to obtaining any required permit.

ORDER OF THE COMMISSIONERS COURT

OF WEBB COUNTY, TEXAS ITEMIZING AND SETTING FEES FOR FLOODPLAIN DETERMINATION, EXEMPTION PERMITS, ELEVATION CERTIFICATES, AND FLOODPROOFING PERMITS PURSUANT TO SECTION 16.324, TEXAS WATER CODE

WHEREAS, areas of Webb County are subject to periodic flooding, causing serious damages to properties within these areas; and

WHEREAS, the Commissioners Court of Webb County has authority to adopt and enforce floodplain management criteria to reduce flood losses pursuant to Chapter 16, Subchapter I, Water Code and is mandated to adopt minimum standards pursuant to Section 16.3145, Water Code and Subchapter B, Section 232.030 (c)(6), Local Government Code.

WHEREAS, pursuant to Section 16.324, Water Code, "The commissioners court of a county may set a reasonable fee for the county's issuance of a permit authorized by this subchapter for which a fee is not specifically prescribed. The fee must be set and itemized in the county's budget as part of the budget preparation process", and

WHEREAS, the Webb County Commissioners Court has set-out and itemized fees in the Webb County FY 2015-16 Budget for floodplain management activities as prescribed by the provisions of Section 16.324, Water Code;

NOW, THEREFORE BE IT ORDERED BY THE COMMISSIONERS COURT OF WEBB COUNTY, TEXAS that:

1. Fees for the issuance of permits, certifications, and inspections required for floodplain management activities, shall be as follows:

TYPE	REQUEST	FEE
Residential	Floodplain Determination (includes issuance of Exemption Permit, if applicable)	\$30.00 ea.
Residential	Elevation Certificate (developments within a SFHA or floodplain)	\$48.00 ea. certificate (up to 3 required)
Residential	Topographic GPS Surveys & Elevation Inspections (Limited availability. Floodplain cannot be altered or modified).	\$240.00 ea. visit
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Commercial	Flood-proofing or Elevation Certificate (developments within a SFHA or floodplain)	\$108.00 ea. certificate (up to 3 required)

2. Agricultural uses shall be charged at residential rates; and

3. All fees are doubled for all development initiated prior to obtaining any required permit.

On motion of County Commissioner _____, seconded by County Commissioner _____, duly put and carried, this **ORDER IS HEREBY APPROVED** by the Commissioners Court of Webb County, Texas, duly convened and acting in its capacity as governing body of Webb County on this **28th** day of **September, 2015**.

Honorable Tano E. Tijerina
Webb County Judge

APPROVED AS TO FORM:

ATTESTED BY:

Honorable Marco A. Montemayor
Webb County Attorney

Honorable Margie Ramirez Ibarra
Webb County Clerk

RECOMMENDED FOR APPROVAL BY:

Rhonda M. Tiffin, CFM
Planning Director/Floodplain Administrator