



CITY COUNCIL WORKSHOP

Monday, August 24, 2026 at 5:30 PM
City Council Chambers | 202 N. Virginia Street, Port Lavaca, TX 77979

PUBLIC NOTICE OF MEETING

The following item will be addressed at this or any other meeting of the City Council upon the request of the mayor, any member(s) of council, and/or the City Attorney:

Announcement by the mayor that council will retire into closed session for consultation with the city attorney on matters in which the duty of the attorney to the city council under the Texas disciplinary rules of professional conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act (Title 5, Chapter 551, Section 551.071(2) of the Texas Government Code).

(All matters listed under the consent agenda item are routine by the city council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.)

AGENDA

Council will consider/discuss the following items and take any action deemed necessary.

MEETING PROCEDURE

Public notice is hereby given that the City Council of the City of Port Lavaca, Texas, will hold a Workshop meeting MONDAY, AUGUST 24, 2026 beginning at 5:30 p.m., at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas to consider the following items of business:

[After publication, any information in a council packet is subject to change during the meeting]

The meeting will also be available via the video conferencing application "Zoom",

Join Zoom Meeting:

<https://us02web.zoom.us/j/81806609806?pwd=M7lzQNKAB9vKrDMXTj9Hbthw9VEmqU.1>

Meeting ID: 818 0660 9806

Passcode: 171878

One Tap Mobile

*+13462487799,,82182482989#,,, *912619# US (Houston)*

Dial by your location

+1 346 248 7799 US (Houston)

II. **PLEDGE OF ALLEGIANCE AND INVOCATION**III. **MEETING SAFETY BRIEFING (911 __, AED __, EVAC __, CPR __, SAFETY __)**IV. **REVIEW OF MISSION AND VISION STATEMENT**

- **Our Vision**

The Mayor and the City Council envision a friendly town on Lavaca Bay where economic and recreational opportunities abound, providing for a wonderful quality of life for both citizens and tourists, rich in history and looking toward a vibrant future

- **Our Mission**

Our mission is to make Port Lavaca a desirable place to live through high-quality services, responsible use of public resources, and a progressive approach to community development. With enthusiasm, integrity, and vision, we will maintain a safe environment and continually improve the quality of life for all citizens.

V. **PRESENTATION(S)**

1. Presentation by Police Chief Bias of the Port Lavaca Police Department Staffing Assessment Report prepared by the Texas Police Chiefs Association.

VI. **ITEMS FOR DISCUSSION - *Council will consider/discuss the following items and take any action deemed necessary***

1. Discuss updates to the Flood Damage Prevention Ordinance. Presenter is Derrick Smith
2. Discuss proposed Zoning Ordinance and Zoning Map. Presenter is Derrick Smith
3. Discuss proposed Compensation Plan for 2026-2027 fiscal year. Presenter is Jody Weaver

VII. **COMMENTS FROM THE PUBLIC**

(Limited to 3 minutes per individual unless permission to speak longer is received in advance. You may make public comments as you would at a meeting by logging on with your computer and using "Join Zoom Meeting" information on first page of this agenda).

VIII. **COMMENTS FROM THE MAYOR, COUNCIL MEMBERS AND CITY MANAGER**IX. **ADJOURNMENT**

CERTIFICATION OF POSTING NOTICE

This is to certify that the above notice of a Workshop meeting of The City Council of The City of Port Lavaca, scheduled for **Monday, August 24, 2026**, beginning at 5:30 p.m., was posted at city hall, easily accessible to the public, as of **5:00 p.m. Tuesday, August 18, 2026**.

Lorena Perez-Diaz, *City Secretary*

ADA NOTICE

The Port Lavaca City Hall and Council Chambers are wheelchair accessible. Access to the building is available at the primary north entrance facing Mahan Street. Special parking spaces are located in the Mahan Street parking area. In compliance with the Americans with Disabilities Act, the City of Port Lavaca will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact City Secretary Lorena Perez-Diaz at (361) 552-9793 Ext. 223 for assistance.

COMMUNICATION

SUBJECT: Presentation by Police Chief Bias of the Port Lavaca Police Department Staffing Assessment Report prepared by the Texas Police Chiefs Association.

INFORMATION:

EXECUTIVE SUMMARY

Port Lavaca Police Department Staffing Assessment

Port Lavaca, Texas

Texas Police Chiefs Association

Consultant: Chief Martin Birkenfeld (Ret.)

August 2026

Purpose of the Assessment

At the request of Police Chief Tobie Bias, the Texas Police Chiefs Association conducted a comprehensive review of the Port Lavaca Police Department (PLPD) to evaluate staffing, deployment, workload, organizational structure, and operational practices. The assessment considered department data, crime and calls-for-service information, employee interviews, and direct observation of patrol operations.

Executive Assessment

The Port Lavaca Police Department's greatest strength is its people. Employees were observed to be committed, motivated, and strongly connected to the department and community. The organization has a positive culture and employees expressed pride in serving Port Lavaca.

The principal concern is staffing. PLPD is authorized for 21 sworn positions but had 19 officers employed at the time of the assessment, including two officers still in training. The patrol function is carrying the staffing shortage, resulting in minimum staffing, frequent supervisory involvement in calls, mandatory overtime, difficulty taking leave and training, and limited capacity for proactive policing.

The assessment concludes that PLPD needs additional personnel and a revised organizational structure to provide sustainable officer safety, supervision, proactive policing, training, and service delivery.

Key Findings

Measure	Finding
Current authorized sworn staffing	21 positions
Officers employed at assessment	19, including 2 in training
Current patrol allocation	14 positions; 12 available
Minimum patrol coverage	2 officers day / 3 officers night, including supervisor
Patrol availability factor	69%
Current uncommitted patrol time	Approximately 35%
Desired uncommitted time	60%
Long-term patrol requirement	Approximately 20 officers
Recommended total sworn positions	27

The staffing analysis found that at least 15 officers are needed in patrol simply to maintain minimum 24/7 coverage without routinely relying on overtime. The workload model indicates approximately 19.6 patrol officers are needed to achieve the department's desired 60 percent proactive/uncommitted time.

Major Operational Findings

1. Patrol Staffing and Supervision

The department should increase patrol staffing to at least 15 officers as soon as practical, with a long-term goal of approximately 20 patrol officers. The assessment also recommends a four-team patrol model with four sergeants, providing clearer supervisory responsibility for each team. Two corporal positions could be converted to sergeant positions through attrition.

2. Recruitment and Retention

Starting pay of \$52,124 is below the comparable agencies examined in the report, whose starting salaries ranged from approximately \$57,907 to \$65,000. The assessment recommends increasing base salaries and establishing incentive pay for longevity, TCOLE certification, education, and Field Training Officer responsibilities.

3. Crime and Community Safety

Port Lavaca's overall crime rate is below the Texas statewide average, but violent crime warrants attention. The 2025 violent crime rate was reported as 15.7 percent below the statewide rate. The assessment recommends hot-spot policing, initially focused on locations associated with violent crime and disproportionate calls for service.

4. Growth and Workload Monitoring

New housing, business development, industrial activity, changing student patterns, and transient populations may increase demand for police services. PLPD should conduct biannual reviews of calls for service, crime, and traffic crashes to keep staffing and deployment aligned with changing community conditions.

5. Traffic Safety

Traffic safety remains an important operational priority. In 2025, Port Lavaca recorded 142 reportable crashes, including three fatal crashes and 88 injury crashes. The department should use crash data to identify hot spots and conduct high-visibility enforcement at the times and locations where crashes are concentrated.

6. Criminal Investigations

The assessment does not recommend an immediate increase in CID staffing. Current detective caseloads are just below the recommended threshold of 15 cases per month per general detective. PLPD should monitor caseloads on a rolling six-month basis and improve digital evidence and case-processing efficiency.

7. Professional Staff Capacity

The three civilian employees perform essential functions, but responsibilities are concentrated heavily in the office manager and records functions. The department should audit professional-staff duties, consider moving sex-offender registration to CID, and consider part-time assistance for the front counter and evidence-management functions.

Recommended Staffing Structure

Position	Current	Recommended
Chief	1	1
Lieutenant	2	2
Sergeant	2	4
Detective	4	4
Corporal	4	0
Officer	8	14
Cadet Officer	0	2
Total sworn	21	27
Professional Staff	3	3 + 1 PT

Recommendations

1. Increase base salaries and address potential pay compression.
2. Establish incentive and certificate pay for experience, education, certification, and specialized responsibilities.
3. Increase patrol staffing to at 15 officers as soon as practical, with a long-term goal of 20.
4. Add six sworn positions, including two cadet positions.
5. Transition toward a four-team patrol structure with four sergeants.
6. Use biannual workload, crime, and crash analysis to guide staffing and deployment.
7. Implement data-driven crime and traffic hot-spot strategies.
8. Streamline digital evidence and case-processing procedures.
9. Audit professional-staff responsibilities and workload.
10. Evaluate moving sex-offender registration responsibilities to CID.
11. Consider part-time administrative support for front-counter and evidence functions.

Conclusion

The Port Lavaca Police Department is a strong organization with committed employees and a positive culture. The assessment did not identify a fundamental organizational problem; rather, it identified a department whose staffing model has not kept pace with operational demands and changing community conditions.

The central issue is sustainability. PLPD is currently relying on minimum staffing, overtime, supervisory participation in calls, and constrained leave and training capacity to maintain service. A phased increase in staffing supported by competitive compensation, stronger patrol supervision, improved administrative capacity, and regular workload analysis would allow the department to move from simply maintaining minimum coverage toward a sustainable model that supports officer safety, proactive policing, traffic safety, training, community engagement, and long-term service delivery.

Source: Review of Staffing for the Port Lavaca Police Department, Texas Police Chiefs Association, August 2026.

REVIEW OF STAFFING
for the
Port Lavaca Police Department



Port Lavaca, Texas



Conducted by the Texas Police Chief's Association

Consultant:

Chief Martin Birkenfeld (Ret.)

August 2026

TABLE OF CONTENTS

Acknowledgments 3

PART ONE: EXECUTIVE SUMMARY 4

PART TWO: DETAILS OF FINDINGS 13

 Section A: The People 13

 Section B: Crime in Port Lavaca 17

 Section C: Department Staffing and Patrol Workload.....21

 Section E: Patrol Activity 27

 Section F: Traffic Safety..... 29

 Section G: Criminal Investigations Division (CID) 32

 Section H: Professional Staff 34

PART THREE: SUMMARY OF RECOMMENDATIONS 39

 Appendix A: Uncommitted Time Analysis 41

 Appendix B: Patrol Officers Needed Analysis 42

 Appendix C: Staffing Recommendations 43

Acknowledgments

The Texas Police Chiefs Association wishes to acknowledge the City of Port Lavaca, Chief Tobie Bias, and the numerous supervisors, officers, and professional staff of the Port Lavaca Police Department (PLPD) for their help in completing this review.

Chief Bias has requested this study to examine department staffing and assignments to compare with best practices in law enforcement and develop recommendations based on community expectations, operational necessity, and future growth.

The leadership vision of Chief Bias is professional service, transparency, community partnerships, and supporting the officers and staff of the PLPD. This includes a high level of training, proper staffing, and efficient deployment of police officers.

We are grateful for your cooperation and hope that our review will provide valuable information to assist the PLPD in providing excellent service through innovative and progressive policing methods.

PART ONE: EXECUTIVE SUMMARY

At the request of Police Chief Tobie Bias, the Texas Police Chiefs Association conducted a staffing review of the Port Lavaca Police Department (PLPD) to evaluate staffing levels, assignments, workload, deployment, organizational structure, and operational practices. The assessment was designed to compare current operations with recognized law-enforcement best practices and to develop recommendations based upon community expectations, operational necessity, and anticipated growth.

This assessment included a review of department data, crime and calls-for-service information, staffing and workload calculations, employee interviews, and direct observation of department operations, including ride-a-longs with patrol officers.

Overall Assessment

The Port Lavaca Police Department's greatest strength is its people. Employees were observed to be committed, motivated, and strongly connected to the department and the community. The organization has a generally positive culture, with employees describing the department as a close-knit organization and, in several instances, as a "family." Employees expressed pride in serving Port Lavaca and generally positive views regarding the direction of the department.

At the same time, the assessment identified staffing as the department's most significant operational concern. PLPD is authorized for 21 sworn positions, but had only 19 officers employed at the time of the assessment, including the chief and two officers still in training. Of the authorized positions, 14 are allocated to patrol; however, vacancies and training requirements resulted in only 12 officers available within the patrol allocation, including the officers in training.

The staffing shortage has consequences beyond response times. Patrol officers and supervisors are frequently required to work under minimum staffing conditions, supervisors regularly respond to calls rather than functioning exclusively in a supervisory capacity, and officers sometimes have to make tough decisions about enforcement

activity when only two officers are available. Employees also reported mandatory overtime, difficulty obtaining training, restricted leave utilization, and pressure to return to service quickly enough that reporting and other duties may be affected.

This assessment therefore concludes that PLPD needs additional personnel and a revised organizational structure to provide a sustainable level of service and officer safety while preserving the department's ability to conduct proactive policing, training, investigations, and community engagement.

Staffing and Patrol Deployment

The department currently operates overlapping 12-hour patrol shifts, commonly referred to as a Panama or Pittman schedule. The Chief requires a minimum of two officers during the day and three officers at night, including a supervisor. Supervisors routinely assist with calls and provide additional coverage when officers are committed at a jail or hospital.

The staffing analysis determined that the department's officer availability factor is approximately 69 percent after accounting for vacation, sick leave, and training. Although this is a comparatively high availability factor for an agency operating 12-hour shifts, the report notes that unusually high availability can also indicate that officers are not taking sufficient leave or training and may be working excessive overtime. Based upon the existing minimum staffing requirements, at least 15 officers must be assigned to patrol simply to maintain minimum 24/7 coverage without routinely relying upon overtime.

Workload analysis demonstrates an additional staffing need. Patrol officers currently spend approximately 65 percent of their available time responding to citizen-generated calls and related workload, leaving approximately 35 percent for proactive activity. Chief Bias has established an expectation of approximately 60 percent uncommitted time for proactive policing, crime prevention, traffic enforcement, and community engagement. Achieving that objective would ultimately require approximately 20 patrol officers.

The formal staffing model calculated a requirement of approximately 19.6 patrol officers when the desired 60 percent proactive/uncommitted time is incorporated into the workload calculation.

Accordingly, we recommend a phased approach: increase patrol staffing to at least 15 officers as soon as practical, with a long-term goal of 20 patrol officers.

Recommended Organizational Structure

This assessment recommends restructuring patrol supervision around a four-team model. PLPD currently has two patrol sergeants covering four patrol shifts. This creates an excessive span of responsibility and limits the ability of supervisors to consistently perform supervisory duties.

Under the proposed model, four sergeants would each be assigned responsibility for a specific patrol team. Two existing corporal positions could be converted to sergeant positions, with the corporal rank eliminated through attrition. This structure would establish clearer supervisory accountability and provide each team with a designated supervisor.

The recommended sworn organizational structure represents a total of 27 authorized sworn positions, compared with the current 21.

Police Positions	Current	Recommend
Chief	1	1
Lieutenant	2	2
Sergeant	2	4
Detective	4	4
Corporal	4	0
Officers	8	14
Cadet Officer	0	2
Total Positions	21	27

The two cadet positions are particularly important because officers undergoing academy or field training should not be counted as fully functional patrol personnel. Separating cadet positions from the operational staffing complement would provide a more accurate picture of functional staffing and allow the department to maintain a continuous hiring pipeline.

Compensation, Recruitment, and Retention

Compensation represents another significant issue. This assessment found that PLPD's starting salary of \$52,124 is substantially below the starting salaries of several comparable or neighboring agencies reviewed in the study. Comparable starting salaries ranged from approximately \$57,907 to \$65,000. The report recommends increasing base salaries for all officer ranks while also developing incentives that reward experience, education, certification, and additional responsibilities.

Potential incentives include:

- Step pay based upon longevity
- TCOLE certificate pay
- Educational degree pay
- Field Training Officer compensation
- Compensation adjustments to reduce compression between ranks.

Competitive compensation is particularly important for a small department because experienced officers are needed to train new personnel and provide professional knowledge.

Crime and Community Safety

Port Lavaca's overall crime rate is substantially below the Texas statewide average. The assessment reports that the city's overall index crime rate in 2025 was approximately 60 percent lower than the statewide rate, driven primarily by substantially lower property crime.

However, violent crime presents a more significant concern. The 2025 violent crime rate was approximately 15.7 percent lower than the statewide average, and the

department recorded 28 aggravated assaults. In addition, the assessment identified at least 56 additional assault reports and 11 weapon-law violations that did not qualify as index crimes.

The assessment recommends that PLPD employ hot-spot policing, with an initial emphasis on locations associated with violent crime and disproportionate calls for service. This approach would allow limited patrol resources to be concentrated where they are most likely to have an effect.

The assessment also recognizes the influence of changing community conditions, including transient and contract-worker populations, temporary housing, student populations, industrial development, and new residential and commercial growth. These factors have the potential to increase demand for police services faster than traditional population-based staffing measures may indicate.

Patrol Activity and Future Growth

PLPD officers demonstrate strong knowledge of the community and are making productive use of available uncommitted time. During the period reviewed, officers conducted 7,378 traffic stops, resulting in more than 600 citations and more than 6,300 warnings. This is a strong use of available patrol resources.

Calls for service are distributed relatively evenly throughout the week, although Friday is the busiest day. The current overlapping shift structure helps distribute workload across the day. Nevertheless, nighttime staffing requirements cannot be determined solely by call volume because many nighttime calls require multiple officers.

The city is experiencing significant planned and potential growth, including new housing, business development, industrial activity, and increased school-related traffic. The assessment recommends that PLPD conduct biannual analyses of calls for service, crime reports, and crash reports to ensure staffing and deployment decisions remain aligned with changing demand.

Traffic Safety

Traffic safety remains an important community concern. During 2025, Port Lavaca experienced 142 reportable crashes, including three fatal crashes and 88 crashes involving injuries. Although crashes have generally declined over the five-year period examined, the assessment recommends a more formal data-driven traffic enforcement strategy.

PLPD should identify crash hot spots and deploy officers to those locations during periods when crashes are most likely to occur. This approach would allow traffic enforcement to remain primarily within the patrol function while ensuring that limited resources are strategically deployed.

Criminal Investigations Division

The Criminal Investigations Division currently consists of a lieutenant, two general detectives, a mental-health sergeant, and a detective assigned to a DEA task force. The unit receives approximately 11 cases per week, with general detectives receiving approximately 10 to 13 cases per month.

The assessment does not recommend an immediate increase in CID staffing. Current caseloads are just below the recommended maximum of approximately 15 cases per month per general detective. However, the department should monitor caseloads on a rolling six-month basis and add a detective if workloads consistently exceed that threshold.

The report does identify an opportunity to improve investigative efficiency through better management of digital evidence and video processing. Streamlining the case-filing process could reduce administrative demands on detectives and improve investigative productivity.

Professional Staff and Administrative Capacity

PLPD's three professional staff members perform essential functions and are critical to the department's operation. However, the assessment identified a significant

concentration of responsibilities within the administrative staff, particularly the office manager.

The office manager is responsible for payroll, purchasing, budgeting, LEOS applications, community events, racial profiling reporting, TLETS and CJIS responsibilities, accreditation coordination, quartermaster duties, asset forfeiture reporting, emergency alert support, and evidence custody. The assessment concludes that this represents an excessive concentration of complex responsibilities in one position.

This report recommends conducting a detailed audit of all professional staff functions to determine whether each task:

1. Still needs to be performed
2. Is assigned to the appropriate position
3. Should instead be performed by a police officer
4. Has appropriate training and resources
5. Represents a manageable workload

The assessment also recommends considering assignment of sex-offender registration responsibilities to CID and adding a part-time administrative position to support the front counter and evidence-management functions.

Priority Recommendations

The assessment contains 12 recommendations. Collectively, they establish a practical strategy for strengthening PLPD without simply adding personnel without regard to workload or organizational design.

1. Increase officer compensation to improve recruitment and retention and reduce potential pay compression.
2. Establish incentive and certificate pay for experience, education, certification, and specialized responsibilities.
3. Increase patrol staffing to at least 15 officers as soon as practical.

4. Begin planning for a long-term patrol complement of approximately 20 officers based upon workload and the department's desired level of proactive policing.
5. Add six sworn positions, including two cadet positions.
6. Transition toward a four-team patrol structure with four sergeants.
7. Monitor crime and calls-for-service trends twice annually and use those data to guide deployment and future staffing.
8. Develop data-driven crime and traffic hot-spot strategies.
9. Streamline digital evidence and case-processing procedures.
10. Conduct a comprehensive audit of professional staff responsibilities.
11. Evaluate moving sex-offender registration responsibilities to CID.
12. Consider adding part-time administrative assistance, particularly for front-counter and evidence-management duties.

Conclusion

The Port Lavaca Police Department is a well-regarded organization with committed employees, strong institutional knowledge, and a positive organizational culture. This assessment did not identify a fundamental organizational or performance problem. Instead, it identified an organization whose staffing structure has not kept pace with its operational demands and changing community environment.

The most important finding is that PLPD is currently operating with insufficient patrol staffing and is compensating for that deficiency through overtime, reduced leave utilization, supervisory involvement in routine calls, and limited capacity for proactive policing and training. The current staffing level is not sufficient to consistently achieve the department's established minimum patrol requirements while also maintaining an appropriate level of uncommitted time.

The recommended staffing model would move the department from a 21-position sworn organization to approximately 27 sworn positions, with the principal growth occurring in patrol supervision, patrol officers, and cadet positions. The workload analysis ultimately supports approximately 20 patrol officers to achieve the department's desired level of proactive capacity.

The recommended approach should be viewed as a strategic investment in organizational sustainability rather than simply an increase in headcount. Additional personnel should be accompanied by competitive compensation, a sustainable supervisory structure, improved administrative support, data-driven deployment, and regular reassessment of workload.

Port Lavaca has an opportunity to build upon the department's strongest asset: its people. This will position the PLPD to meet future demands created by community growth, industrial development, traffic, and evolving public expectations.

The central objective should be to move from a staffing model that primarily maintains minimum coverage to one that provides sufficient capacity for safe operations, effective supervision, proactive crime prevention, traffic safety, training, employee development, community engagement, and sustainable long-term service delivery.

PART TWO: DETAILS OF FINDINGS

Section A: The People

Summary

The Port Lavaca Police Department is authorized to employ 21 police officers and three professional staff members. At the time of this report, there were 19 full-time officers hired including the chief, with two of those officers still in training.

The department provided excellent data to inform this study. The consultant conducted in-person interviews with police department employees and observed operations in person including riding out on patrol with police officers. Employees seem happy and highly motivated.

The department has committed employees and a generally positive organizational culture, but the current staffing model, equipment limitations, administrative workload, and increasing community demands appear to be creating operational strain.

Staffing is the dominant operational concern. The most consistent theme is that Port Lavaca PD operates with too few personnel for its workload and service demands. Patrol routinely operates with only two officers, which several employees described as unsafe. The Chief requires a third officer on nights, but this is being accomplished mostly through overtime. Supervisors are frequently required to work calls rather than function exclusively as supervisors. They report having to deny leave because of minimum staffing requirements.

Employees also described:

- Mandatory overtime creating burnout
- Training being difficult to obtain because of staffing shortages

- Short cuts being made by officers in some reporting because of a sense of urgency to back in service
- Supervisors having to answer calls while simultaneously supervising.
- Officers having to be selective about enforcement when only two officers are working so they do not leave the other one alone (while at jail or hospital)

This is particularly important because staffing levels affect more than response time. They affect officer safety, proactive policing, training, investigations, employee morale, leave utilization, and ultimately retention.

PLPD is also experiencing some effects from changes in the community:

- Increasing transient and contract-worker populations.
- Hotels and other temporary housing that appear to generate calls.
- A significant student population because surrounding communities bring students into Port Lavaca.
- Industrial growth

The department appears to be dealing with a community whose service demand may be changing faster than its staffing model.

There is a strong positive organizational culture. Several employees expressed strong attachment to the department, some saying that they “love the department.” Employees described it as a close-knit community and the culture as a big family. Community support for law enforcement has historically not been great but was described as generally good and improving. Several employees expressed satisfaction with serving the community.

Compensation

Starting pay at the Port Lavaca police department is low when compared against similar or neighboring cities. This is obviously relevant to staffing, because recruitment and retention is affected in part by the compensation package an agency can offer. Most small police departments benefit from having a combination of experienced and newer

officers but having experienced officers may be more important. This is because we need experienced officers to train new officers. Outside experience is often helpful to bring new perspectives and insight to the job. And most smaller communities cannot afford to host and academy or to sponsor and send a large number of cadets to training. Therefore, experienced officers are needed. To attract experienced and competent officers, an organization must offer a competitive compensation package.

City	Starting Salary
Port Lavaca	\$52,124
Rockport	\$57,907
Victoria	\$60,000
Lake Jackson	\$60,151
Port Aransas	\$61,318
Bay City	\$62,400
El Campo	\$62,419
Corpus Christi	\$64,380
Freeport	\$65,000

The city should also consider other compensation incentives to retain and attract good candidates:

- ❖ Step Pay: Create a step system that rewards longevity. For example, automatic pay increases at two-year intervals beginning with the 2nd anniversary of employment and built out to ten years. Compression into the next rank pay should be considered when establishing a step plan.
- ❖ Certificate Pay: A monthly stipend based on the officer’s TCOLE certificate level. For example, \$50 per month for intermediate, \$75 for advanced and \$100 for master peace officer.
- ❖ Degree pay: A monthly stipend based on the officer’s educational degree level. For example, \$50 per month for a bachelor’s degree and \$100 for a master’s degree. Policy needs to clarify the exact expectations for what types of degrees

will qualify. Some agencies do not specify the degree major and simply encourage education achievement.

- ❖ **Field Training Officer Pay:** A stipend while the officer is training new officers. The officer should have received FTO training. The stipend is meant to encourage and reward training officers due to the additional workload and documentation required while training. An example of a stipend would be \$50 for each full shift that the FTO has a new officer in training.

Texaspolicesalaires.com is a newer online resource for researching salaries and benefits at various Texas agencies.¹ Some of the links include individual department pages describing the various incentive pays and step pay rates.

The Port Lavaca Police Department's greatest strength is its people. A focus on keeping a well-compensated, healthy, diverse, and highly trained workforce will allow the department to grow strategically and successfully.

Recommendation #1: Increase base salary for all officer ranks to address low starting pay and potential compression of base pay at rank.

Recommendation #2: Develop and fund incentive and certificate pays for officers to incentivize experience and education.

¹ [Texas Police Salaries | Compare Police Pay in Texas](#)

Section B: Crime in Port Lavaca

Communities and organizational leaders are often concerned about crime and crime rates, and rightfully so. The data can show trends and help direct policy, enforcement decisions, environmental design, and public communications. It is important to note that crime numbers and crime rates often conflict with public perception of crime. This means that departments must address feelings of safety and not just focus on the trends shown by the data.

The Uniform Crime Reporting (UCR) program is designed to generate dependable crime statistics that support the administration, operation, and management needs of law enforcement agencies. These statistics provide valuable insights into the changes in both the type and frequency of crime throughout Texas. Key objectives of the UCR program are achieved by gathering data on eight major Crime Index Offenses. This process enables the measurement of the scope, variation, distribution, and characteristics of crime in the state.²

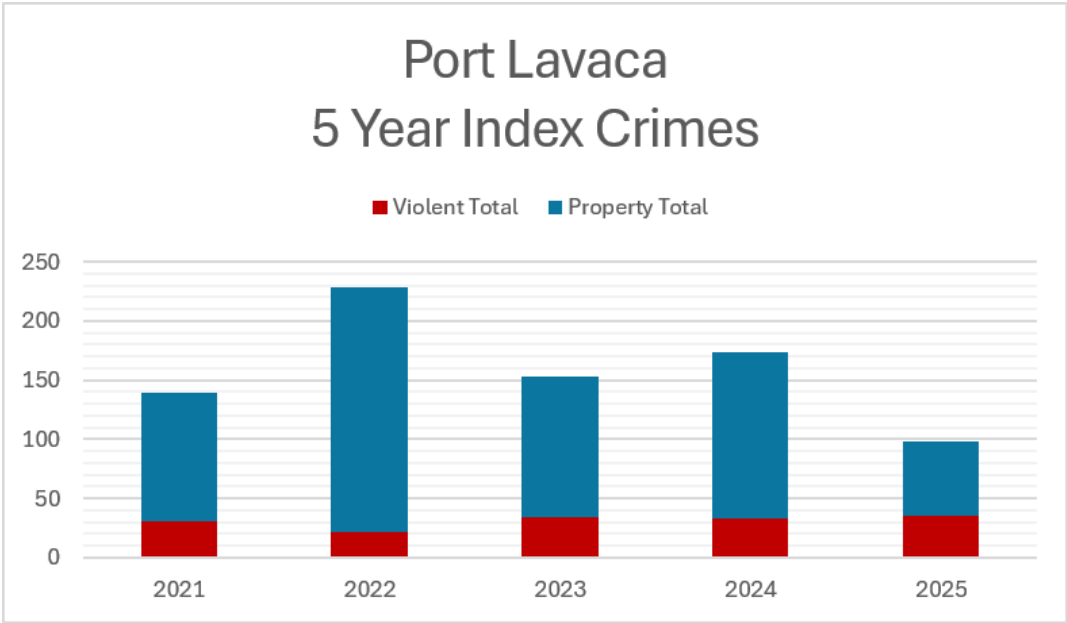
Additionally, the program assesses the total volume of serious crimes reported to police, and it documents law enforcement activities and coverage through arrest statistics and police personnel data. The eight index crimes serve as a national standard, ensuring that certain categories of crime are consistently reported across the United States.

Although it is tempting to compare one city against another using crime data, the FBI cautions against this because there are many factors that cause the nature and type of crime to vary from place to place.³ Nonetheless, crime data is very useful as a benchmark for understanding crime trends, especially when reported consistently within an agency and used to examine the effectiveness of crime prevention and reduction strategies. We can also use the data to compare the broader statistics such as statewide trends, which is what this report includes. The latest data is from 2025, which is the last full year of statistics available.

² [The Texas Uniform Crime Reporting Program | Department of Public Safety](#)

³ [ucr-statistics-their-proper-use](#)

Port Lavaca Index Crimes (5 Years)					
Index Crime	2021	2022	2023	2024	2025
Homicide	0	0	0	2	1
Rape	5	3	13	7	6
Robbery	0	0	2	3	0
Agg. Assault	26	19	19	21	28
Violent Total	31	22	34	33	35
Burglary	27	39	27	23	8
Theft	71	153	81	104	50
Stolen Vehicles	10	15	11	13	5
Property Total	108	207	119	140	63
ALL INDEX TOTAL	139	229	153	173	98



Another area of interest is the crime *rate* in Port Lavaca when compared to Texas overall. Port Lavaca reports an overall index crime rate that is 60% lower than the overall state average. Smaller cities almost always tend to be lower than the statewide average, often more than 75%. The lower crime rate is because Port Lavaca does not appear to

have excessive property crime. However, the violent crime rate was only15.7% lower than the state average in 2025.⁴

Texas Crime Rate per 100K		Port Lavaca	
Offense	2025	2025	% of State Average
Murder and Nonnegligent Manslaughter	4.6	8.9	92.4%
Rape	37.4	53.4	42.7%
Robbery	52.3	0.0	-100.0%
Aggravated Assault	241.8	249.0	3.0%
Human Trafficking, Commercial Sex Acts	1.2	0.0	-100.0%
Violent Crime Rate	295.3	249.0	-15.7%
Burglary/Breaking and Entering	249.7	71.1	-71.5%
Larceny	1315.2	444.7	-66.2%
Motor Vehicle Theft	252.5	44.5	-82.4%
Arson	7.9	0.0	-100.0%
Property Crime Rate	1,575.6	489.1	-69.0%
All Crime Rate	1,870.9	738.2	-60.5%

The higher incidence of violent crime was also noted in interviews with officers and reviews of non-index data. For example, there were at least 56 additional assault reports and 11 weapon law violations in 2025 that did not qualify as index crimes. The higher incidence of violent crime is concerning for both community and officer safety.

Crime Data does not tell the whole story about community safety, but it does give a strong indication of potential problems. There are a variety of factors that affect crime in communities, and each community has unique characteristics that shape the safety footprint. The fear of crime is just as important to residents. Reducing the fear of crime can be accomplished by strong community engagement to listen to residents’ concerns and informing the public with useable information. This should be coupled with highly visible patrols, which addresses one of the most heard remarks that chiefs get from their community: “We want to see more police officers.”

⁴ PLPD staff has identified a historical reporting error that may have been underreporting some crimes. At the time of this report, an audit was in progress to fix these errors. Future crime stats may reflect these corrections.

One method of further reducing crime is to target small geographic areas where a concentration of crimes occurs, appropriately referred to as “hot-spot policing.” For example, is there a gathering place where people frequently go to drink, buy drugs, or engage in other illegal activities? Hot-spot policing means looking closely at crime and calls for service data to determine the micro areas that account for a disproportionate amount of law enforcement response. Understanding where these locations exist, and dedicating patrol time to these areas has been proven to reduce crime, even in smaller communities that perceive already low crime levels.⁵

Recommendation #3: Consider the use of hot-spot policing to address small areas where a disproportionate amount of law enforcement response or crimes occur. The immediate focus should be violent crime hot spots.

⁵ [Widely Used or Widely Known? Diffusing Hot Spots Policing - National Policing Institute](#)

Section C: Department Staffing and Patrol Workload

Staffing

Staffing studies must always consider seasonal variations in workload, and therefore, this analysis includes an entire year's data. This analysis focuses on data from January through December of 2025 but also looked at recent YTD and rolling year averages. Readers should understand that staffing recommendations are based on workload averages. There will still be days when officers will handle more than the average number of calls, and others where officers may answer few calls each day.

Each city has its own demographics, service demands, crime, and community priorities. For instance, one city may have School Resource Officers while another has none. While SROs may contribute to the city's overall safety, they do not often contribute to the patrol force's workload or crime reduction programs. Smaller cities may require more officers per population to maintain 24/7 police coverage. Historically, some agencies used "officers per 1000" as standard for staffing. However, this standard lacks evidence of effectiveness and is therefore not recommended as a guideline for communities when determining police staffing levels. Because of the difference in community sizes and priorities, the International Association of Chiefs of Police and the International City Managers Association recommend a "workload" model, which is used in this analysis of the patrol function.

Empirical evidence from police staffing studies, neighborhood dynamics research, and policing performance data supports the notion that community growth, especially in population size and activity, generally leads to higher demands on law enforcement. These demands include more incidents to respond to, greater operational complexity, and rising public expectations for safety and legitimacy.

Port Lavaca PD is authorized to employ 21 police officers, with 19 currently hired. 14 of those officer positions are allocated to patrol, however, the patrol division carries officer vacancies, which drops the actual number present to 12. To determine if this

number is adequate, we must look at the workload for patrol and examine the community expectations for the police department.

We must also consider that to maintain police patrol around the clock, a minimum number of officers is required, regardless of workload. The patrol division works overlapping 12-hour shifts with officers starting at 4:45 (AM or PM) for information briefings. Officers work an 84 hour/two-week schedule cycle, sometimes referred to as a “Panama” or “Pittman” schedule (2/2/3). This type of schedule is effective and is used by many smaller police departments to for patrol staffing.

Chief Bias requires a minimum of two officers on patrol during the day and three at night. This includes a supervisor (a sergeant or a corporal). Sometimes the sergeants work alternative hours to provide coverage for both shifts. This helps ensure that officers always have backup available, even when one officer is tied up at the jail or hospital. The supervisors always answer calls and assist officers.

The availability factor for PLPD officers was determined to be .69. This means each officer is available 69% of the time that they are normally scheduled, after vacation, sick leave, and training are factored in. 69% is a high availability number and most agencies on 12-hour shifts range between 55% to 65%. The higher availability factor is often indicative of officers not being able to use vacation time, not getting as much training, or working too much overtime and thus not taking leave and risk losing the time and a half pay.

Using the availability factor of .69 for Port Lavaca, there must be at least 15 officers assigned to patrol to maintain the officer minimums 24/7. The current number of 12 officers in patrol includes two officers in training. This is not sufficient to maintain the minimums. If the remaining two vacancies are filled, the number will be 14, but still one short to maintain the minimum without officers working overtime to cover some shifts.

Patrol Workload

The “Rule of 60” concept suggests that no more than 60% of patrol officers' time should be occupied by service calls.⁶ The remaining 40% should be allocated for proactive, evidence-based crime prevention and traffic crash reduction tasks, as well as community connected activities to build trust and gain intelligence. Uncommitted time often comes in smaller increments between calls for service. As call load increases, officers may believe that they do not have time for proactive duties because they are expecting a call to come in. Therefore, as call load increases, proactivity can decrease at a higher rate. Chief Bias's expectation for uncommitted time is no less than 60%.

The consultant reviewed data that included calls for service from the public as well as activity generated by the officers. The data indicates that PLPD patrol officers spend about 65% of their time committed to citizen-generated calls from the public such as reporting crimes, disturbances, crashes, or suspicious people. This leaves about **35%** of their time that is uncommitted and available for proactive work.⁷ This time does not include citizen request activities outside of dispatch that are initiated by officers, including vacation home watches and other patrols that are done during discretionary time. These figures match with observations of patrol shifts. In order to reach Chief Bias's goal of 60% uncommitted time for patrol officers, **20** officers will eventually need to be assigned to patrol.⁸

The current patrol staffing does not meet the minimum staffing numbers *and* does not meet this standard of uncommitted time. A sudden change in demands for service from the public can rapidly alter unallocated time. Events such as new roadways opening, annexation of already developed areas, and new employers opening for business can create a sudden demand for additional police services. To address this, we suggest some changes in structure and addition of police officers.

⁶ [305747_Analysis of Police Department Staffing_McCabe.pdf](#)

⁷ See “[Appendix A](#)”

⁸ See [Appendix B](#)

Sergeants and Corporals

Although it is desirable to have promotional steps within an organization so that people can move forward, in smaller police departments it is more difficult. In order to keep organizations flat and not top heavy with supervision, many small departments employ fewer steps in rank. For example, a department may have a chief, a Lieutenant who serves as assistant chief, sergeants who supervise line officers, and then line officers who do the bulk of the work of investigating or patrolling.

Sergeant are generally considered the line supervisors for police patrol officers. Corporals serve in a backup capacity. There are only two patrol sergeants at PLPD, but they are covering 4 shifts. We suggest using a “Four-Teams” model of supervision for patrol. This would mean having four sergeants, each with a team of officers who either work a day shift or night shift. Each day or night shift has opposing days off with the other team. The advantage of this type of system is that the sergeant has clear responsibility for a team of officers and also for a block of time in the schedule. In order to facilitate this option, two of the corporal positions could be converted to sergeants, and the rank of corporal eliminated by attrition.

One downside of the four-team model is that when the sergeant is on vacation, there is a gap in supervision. There are alternatives to cover the gap. The first is to keep the four corporal positions, requiring the corporal to cover when the sergeant is unavailable. Another option would be to designate a senior officer as an acting supervisor during the sergeant's absence. A third option would be for the other sergeants to fill in the gaps on overtime.

Adding Officers

The consultant observed officers on patrol during daytime and nighttime hours. Although Port Lavaca is a beautiful and charming city, there are certainly parts of the community that are hot spots for crime. Officers know the city very well and were quickly able to show where they typically have problems. These problems seem to be centered around bars and temporary housing. The officers explained that they observe a lot of problems caused by transient workers. They believe this is because the workers do not

have ties to the community, are only here temporarily, and tend not to worry about the impacts of their behavior. In particular they have issues with fights and intoxication offenses at the city's drinking establishments. Occasionally they will also have problems at some restaurants where juveniles gather and nighttime fast-food places where adults gather after having been drinking.

As stated earlier, violent crime is a concern in Port Lavaca. These observations support the fact that at least three officers need to be on duty during the nighttime hours. In fact, we suggest that the department attempt to have three officers and a supervisor on duty at night, and two officers and a supervisor on duty during the day. After the availability factor is included, this would require 4 sergeants and 14 patrol officers to be assigned to the patrol division. The department does not currently have enough allocated positions to accomplish this period.

Below is an example of the recommended four-team model and officer numbers:

Team A Nights				Team A Days				Team B Nights				Team B Days			
Sgt. AN				Sgt. AD				Sgt. BN				Sgt. BD			
Officer 1				Officer 5				Officer 8				Officer 12			
Officer 2				Officer 6				Officer 9				Officer 13			
Officer 3				Officer 7				Officer 10				Officer 14			
Officer 4								Officer 11							
TEAM	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
A	d/o	12	12	d/o	d/o	12	12	12	d/o	d/o	12	12	d/o	d/o	
B	12	d/o	d/o	12	12	d/o	d/o	d/o	12	12	d/o	d/o	12	12	

Managing Staffing Shortages

As noted above, the patrol division is carrying the police staffing shortage at PLPD. This is very common in police departments, primarily because the patrol function is most often the entry level position. When employee departures occur in patrol, officers are not demoted from supervisory positions to fill patrol, and often not transferred from investigative or administrative assignments to fill patrol positions. Likewise, when

departures occur at rank, promotions are done, even though the result is usually a net loss in patrol.

The timeline for training officers means that cadets in training do not count for staffing a patrol shift. Therefore, it is recommended that a number of cadet positions be allocated separately in staffing numbers. This can help a department recognize functional staffing, rather than using a number that does not realistically represent the staffing need. Cadet officer pay can be adjusted downward to ease the budget impact and be commiserate with the work required while in the academy or in training and not a fully functioning patrol officer.

For Port Lavaca, two positions can be allocated as cadet officers. As the cadet officers complete training, they will fill open patrol positions. If all police positions are filled, *and* the cadet officers are also on board, the hiring process can pause. The cadet officers still move to patrol upon completion of training, with the expectation that the officer positions may be “over-filled” until the next vacancy occurs.

Recommendation #4: Revise the number of officers assigned to patrol to no less than 15 as soon as practical, with the future goal being 20 officers.

Recommendation #5: Consider moving to a four-team model with four sergeants assigned to supervise patrol officers. This could include eliminating the position of corporal.

Recommendation #6: Consider adding six police positions, to include two “Cadet Officer” positions.

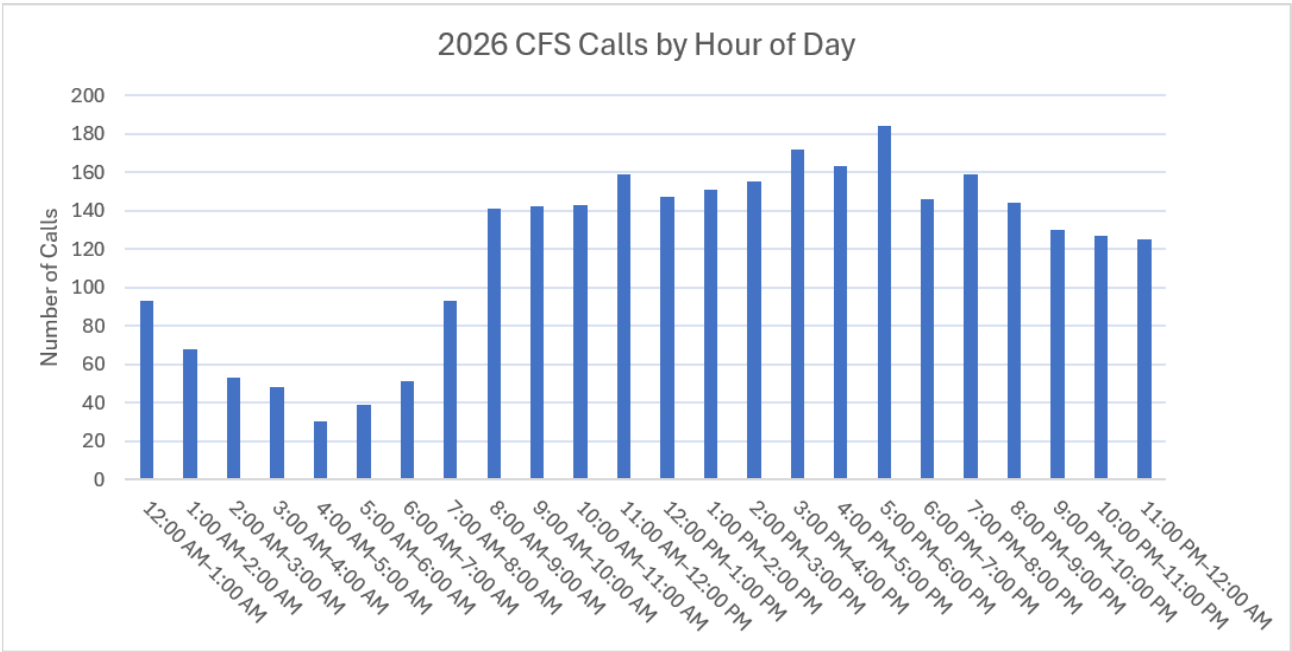
Section E: Patrol Activity

Overview

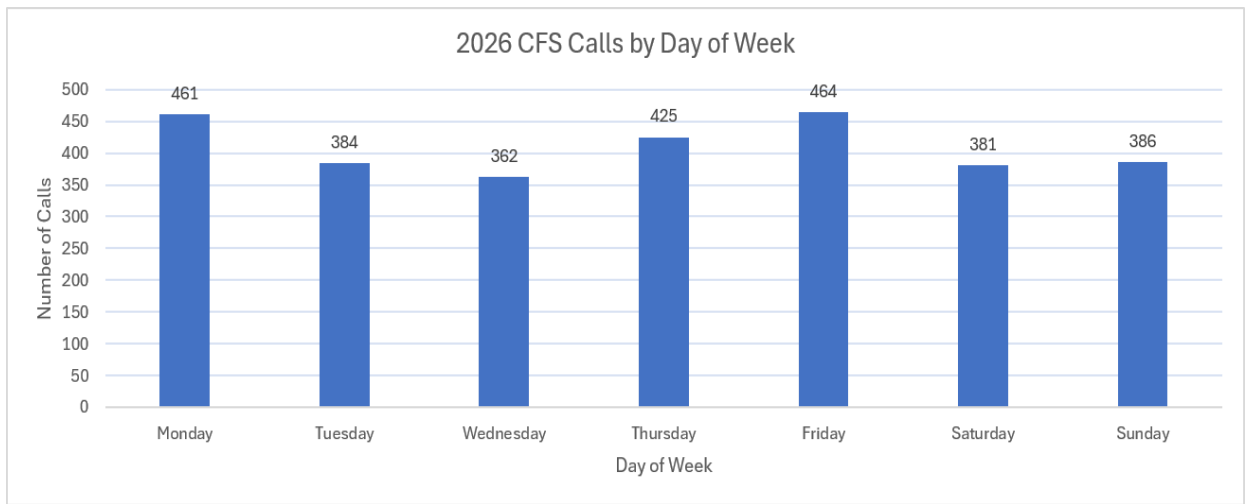
The patrol division at PLPD currently requires no less than two officers on duty during the daytime and three at night. Officers know the city very well and understand where crime and traffic issues occur. Supervisors conduct shift briefings and relay relevant information to the officers.

Call duration is the time the total time an officer spends from the time dispatched to the time the call is complete. Call duration does not include time spent traveling to a detention center or hospital, nor does it necessarily include time spent drafting reports.

Call duration observed at other Texas agencies generally ranges between 25 to 45 minutes. PLPD officers spend just over 44 minutes on average on each call for service.



As with most cities, CFS volume is concentrated during day and evening hours in Port Lavaca. Day shifts respond to about 54% of CFS while night shifts answer 46%. The 5AM and 5PM shift starts help spread the call load fairly evenly. However, many nighttime calls automatically require two officers, so nighttime staffing cannot be based solely on CFS volume.



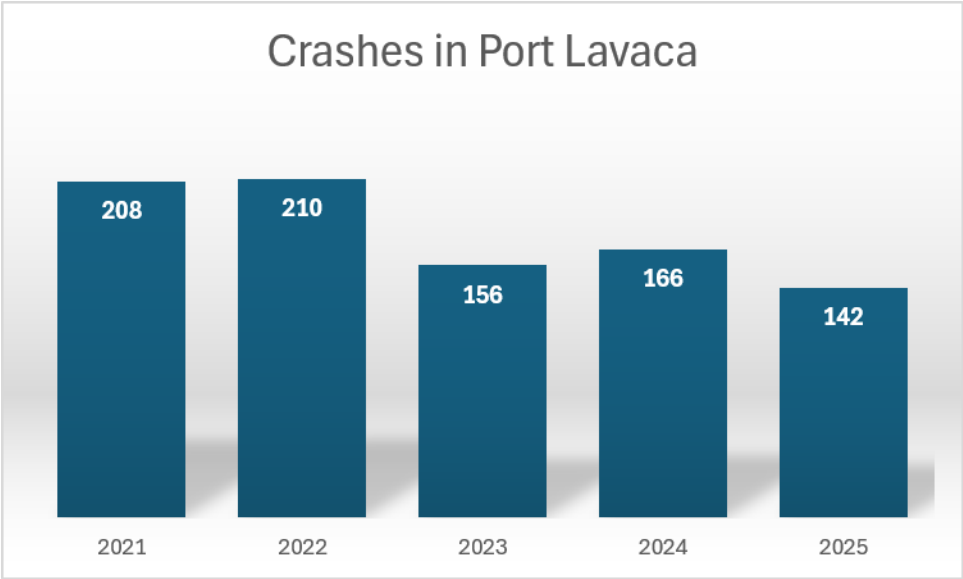
CFS volume is highest on Mondays and Fridays but is otherwise mostly even across the days of the week. Friday is the busiest day, with 16% of the CFS. Wednesday is the slower day but still has 12% of the calls. The balance of scheduled officers in patrol should remain even across days of the week, with slight emphasis towards Monday, Thursday, and Friday when possible.

There is strong evidence of planned growth in the city, both new housing and new business developments. Additionally, there is an increase in school bound traffic due to the closure of schools in nearby jurisdictions funneling students to Port Lavaca schools. These factors require close monitoring to see what effects they will have on CFS data, reported crimes, and citizen requests for other police services such as traffic escorts and vacation home checks. Future analysis of CFS should be combined with scheduled department meetings to get feedback from officers on what they are observing in the field.

Recommendation #7: Conduct biannual analysis of CFS, crime reports, and crash reports to monitor trends and inform staffing plans.

Section F: Traffic Safety

In 2025 there were 142 reportable crashes in the city limits of Port Lavaca. So far in 2026 there have been 86. This does not include minor crashes where insurance exchange was completed but no state report was filed. Over the last five years, traffic crashes in the city have declined somewhat. However, traffic safety continues to be a concern as there were 3 fatality crashes and 88 crashes where injuries occurred.



PLPD should employ a data-driven traffic enforcement strategy to reduce crashes, calm traffic, and potentially reduce crime in some areas. Data driven enforcement programs have been proven to be “an effective, predictive, location-based policing approach to crime and traffic safety that delivers law enforcement services at the right place and at the right time.”⁹

Officers know intuitively where they have some traffic issues, and citizen complaints also play a role in where traffic enforcement is conducted. A data backed system of enforcement holds the potential for effectiveness when officers are also specifically assigned to work in areas where traffic crashes occur more frequently. Some

⁹ [JADLEST > Training > DDACTS > Training](#)

agencies purchase and employ specific tools to collect and organize crash and crime data; however, most crash data is available for free from TXDOT.¹⁰

2025 Crash Hot Spots



Traffic safety should always be the focus of any traffic enforcement program. The deterrent is the fear of getting a citation or arrest. Therefore, a good program includes the issuance of citations and completing arrests where appropriate. However, warnings can also be an effective tool for compliance with some motorists. The key is *high visibility*, which means marked cars or motorcycles, and *consistent* contacts for legitimate traffic offenses.

¹⁰ [CRIS Query](#)

From July 1, 2025, through June 30, 2026, officers conducted 7,378 traffic stops, resulting in the issuance of more than 600 traffic citations and more than 6300 traffic warnings. These numbers are high considering patrol officers spend at least 65% of their time on assigned tasks. PLPD officers are making excellent use of unallocated time to address traffic safety. The addition of traffic officer, devoted to crash investigations and traffic enforcement, can be a future consideration if traffic crashes begin increasing significantly. Otherwise, the traffic safety program rests with patrol.

Recommendation #8: Develop and use data-driven decisions to create high visibility assignments for officers to work in hot spot crash locations. Make sure officers understand the factors contributing to crashes in the assigned areas.

Section G: Criminal Investigations Division (CID)

While patrol is usually the largest function of a police department, the next largest is usually the investigative operation. It is usually much more difficult to determine the proper staffing for the investigation function. Detectives can always do more investigation into cases if properly managed, but the problem is determining whether that additional investigation will result in clearing a case, recovering property, or successfully prosecuting a criminal. The primary goal of any criminal investigation is to establish the facts and ensure accountability. However, as many Police Chiefs recognize, certain cases are inherently difficult to solve without a confession, particularly those lacking witnesses, physical evidence, or clear investigative leads. In these instances, committing extensive time and resources can be inefficient. The challenge in staffing investigative units is identifying the "sweet spot"—the balance that allows a department to solve the maximum number of crimes using the fewest possible resources. In smaller criminal investigation units like PLPD, the supervisor will manage the case assignments and investigative caseload but can also do investigations themselves.

There are few widely used benchmarks for determining investigative staffing levels. These benchmarks are typically used by larger agencies to help them assess how many cases, and what types of cases a detective can work efficiently. The trouble with those studies is that they deal with agencies that have detectives assigned to certain categories of cases (i.e., Homicide, Property Crimes, Crimes Against Persons, Fraud, Auto Theft, etc.).

The CID at Port Lavaca is comprised of a lieutenant, two general detectives, a mental health sergeant, and a detective assigned to a DEA task force (TFO). On average, the unit receives about 11 cases per week. This includes three or four drug cases that go to the TFO. The rest of the cases are divided between the Lt. and the other detective. The mental health sergeant takes on some of the cases. On average each detective can expect to investigate about 10 to 13 cases each month.

For smaller agencies where the detectives investigate all types of cases (generalists), we recommend that each detective receive no more than 15 cases per month to be most effective as an investigator. PLPD detectives are just under this margin. However, this is with the lieutenant investigating cases. At this time, we do not recommend an increase in CID staffing. The department should monitor caseload on a rolling six-month basis. If the caseload regular exceeds 15 cases per month for each detective, an additional detective should be allocated.

The detectives have experienced a backlog of open cases due to cases being “passed down” from officer who have left the position or the department. They are getting caught up on this, but it is a challenging task. Supervisors should monitor case load and make sure that detectives do not get too far behind, and risk even more cases getting passed along as people move about within and outside the department.

Detectives spend a lot of time compiling video evidence for cases. Often this is done before a case is even accepted for prosecution. Nonetheless, it is a requirement and occupies a lot of resources to complete. The department should examine this process to see if there are better alternatives to the process than what is being done. Detective understand they may be getting a new computer that will speed up the video processing task. There are a lot of options to consider for streamlining digital evidence collection, processing, and submission. This includes cloud-based solutions, or the addition of a person to manage digital evidence.

Recommendation #9: The department should audit the case filing process for efficiency, with a focus on streamlining digital evidence collection, processing, and submission.

Section H: Professional Staff

PLPD employs three professional staff members. Professional staff in police departments play a vital role in public safety. They often complete tasks that do not require a police officer but do require a person who is passionate about law enforcement, detail oriented, and hard working. This describes the PLPD staff.

Office Manager

This position completes a tremendous amount of work for the department. Some of the job duties include:

- Managing payroll
- Completing invoices and purchases
- Preparing and managing the police budget including LEOS fund applications
- Managing the administration's calendar and coordinating community events
- Compiling the yearly racial profiling report
- Serving as the Terminal Agency Coordinator (TAC) for TLETS
- Serving as the Local Agency Security Officer (LASO), which is the security gatekeeper for criminal justice information systems (CJIS) at PLPD.
- Recently designated as the program coordinator for accreditation (PLPD is seeking TPCA accreditation)
- Acting as the department quartermaster
- Completing the asset forfeiture reports for the OAG
- Assisting the City Manager with the city's emergency alert system
- Serving as the evidence custodian for the PLPD

By all accounts, the office manager does an excellent job. However, it appears that this position has too many complex responsibilities. The evidence custodian job alone is a critical job that many departments, including smaller ones, have a person or person devoted to this task. The department needs to analyze this position and consider delegating some of the tasks to another administrative professional.

Records Clerk

The records clerk also has separate list of responsibilities but also serves in a backup role for the office manager. Some of the major tasks include:

- Serving as the custodian of records
- Compiling case preparation/packaging for detectives
- Quality control and NIBRS submission
- Handling sex offender registration (about 50 offenders in Port Lavaca)
- Processing open records requests for the PD
- Helping with the front counter (phone calls, walk-ins, etc.)

This position is also very busy, especially with managing case preparation. The department is changing this process some and the detectives will be doing more case preparation. Sex offender registration is time intensive and may need to be reassigned.

Administrative Assistant

This position was recently added to assist the office manager and the records clerk and to handle the bulk of front-counter activity. Some of the duties include:

- Staffing the front counter during business hours
- Serving as a back up to for the evidence custodian
- Managing funeral escort scheduling and billing

The department cannot function without these professional staff positions. Many police departments have transitioned to having more non-sworn staff to handle tasks that police officer had been taking on. This has freed up officers to focus on the core tasks that require police officers such as patrol.

On the other side of this argument, there are some tasks that are better suited for police officers. One example is sex offender registration. Most departments assign this task to the investigating function (CID) of the department. There are a few hybrid models at agencies where a civilian specialist handles the sex offender paperwork and back-end submissions while the detectives focus on sex offender compliance and in person contacts. Since Port Lavaca has around 50 registered offenders, it seems that this task

should fall heavily on investigators and not solely on the records clerk. Detectives are in the best position to conduct field checks for compliance and file criminal cases where appropriate. Patrol officers can occasionally assist with compliance checks. Additionally, the US Marshals Office has a program to assist agencies with yearly compliance checks, providing both personnel and potential funding for the operation.¹¹

Other tasks to examine include the printing and selling of crash reports. Although this is convenient for the public when they show up at the front counter, these reports are easily available online from TXDOT.¹² This may require a cost benefit analysis and public engagement to see if this is an area where the department can eliminate a task that might be better suited elsewhere.

The department should also look at funeral escorts and funeral escort billing. It sounds like this is another process that may be complicated. Communities respond to funeral escorts in several different ways:

1. Some departments (often sheriff's offices) simply perform funeral escorts as a free public service, assuming officers are available. This is normally in areas where funeral escorts do not occur too often.
2. Some departments perform funeral escorts with on duty officer, assuming they are available. The department then bills the funeral home for the cost using a pre-determined fee schedule.
3. Other departments do not perform escorts on-duty but allow officers to do this in off-duty time but using a department vehicle. The department bills the funeral director for both the officers time and the vehicle charge.
4. Another model is outsourcing to an off-duty contractor. These companies ensure compliance with city policy, but coordinate the intake, scheduling, billing, and payment for officers working off-duty jobs, including funeral escorts. They can also bill the client for city vehicle usage and send the proceeds to the

¹¹ [2026-Sex-Offender-Investigations.pdf](#)

¹² [Texas Crash Report Search and Purchase Disclaimer - CRIS Purchase](#)

city. Many agencies are moving to this model because of efficiency and removing the agency from the day-to-day details of managing off-duty work.

Consideration should be given to adding a single part-time position that can be staffed with two or three people who share the part-time hours. For example, a person may only be available to work on Mondays and Tuesdays, so another person covers the rest of the week. Part-time work like this is ideal for people who have retired but still want to do something to stay active and earn a little extra money. Student and future police employees are also good candidates for this part-time work. This could be ideal for the front counter (answering phones, dealing with walk-ins, etc.). A properly trained and vetted person could also serve in the evidence room part time, focusing on keeping the area organized, moving items to their proper locations, and assisting with evidence disposition.

There are a number of ways to arrange the jobs for the professional staff at PLPD. This will have to be further researched by PLPD leadership through auditing each position and determining a core set of important tasks that each position will be responsible for. Other tasks may be off loaded to police officers if appropriate. After ensuring competency for the assigned tasks, each professional should be cross-trained to serve in a backup capacity for each other. It may be discovered that there are too many critical tasks for three people, and fourth non-sworn person should be added. Otherwise, part-time help may ease the burden.

Recommendation #10: Audit each professional staff position:

1. Does the task still need to be done?
2. Is this the right position for this task to fall under?
3. Should a police officer do this task?
4. Does the position have the proper training and resources for the task?
5. Is the workload for the position manageable?

Recommendation #11: Consider assigning sex offender registration to CID.

Recommendation #12: Consider adding a part-time position to staff the front counter as much as practical. This can free up the third admin to help with evidence management and perhaps digital evidence management.

PART THREE: SUMMARY OF RECOMMENDATIONS

The following is a list of the recommendations contained in this report:

Recommendation #1: Increase base salary for all officer ranks to address low starting pay and potential compression of base pay at rank.

Recommendation #2: Develop and fund incentive and certificate pays for officers to incentivize experience and education.

Recommendation #3: Consider the use of hot-spot policing to address small areas where a disproportionate amount of law enforcement response or crimes occur. The immediate focus should be violent crime hot spots.

Recommendation #4: Revise the number of officers assigned to patrol to no less than 15 as soon as practical, with the future goal being 20 officers.

Recommendation #5: Consider moving to a four-team model with four sergeants assigned to supervise patrol officers. This could include eliminating the position of corporal.

Recommendation #6: Consider adding six police positions, to include two “Cadet Officer” positions.

Recommendation #7: Conduct biannual analysis of CFS, crime reports, and crash reports to monitor trends and inform staffing plans.

Recommendation #8: Develop and use data-driven decisions to create high visibility assignments for officers to work in hot spot crash locations. Make sure officers understand the factors contributing to crashes in the assigned areas.

Recommendation #9: The department should audit the case filing process for efficiency, with a focus on streamlining digital evidence collection, processing, and submission.

Recommendation #10: Audit each professional staff position:

1. Does the task still need to be done?
2. Is this the right position for this task to fall under?
3. Should a police officer do this task?
4. Does the position have the proper training and resources for the task?
5. Is the workload for the position manageable?

Recommendation #11: Consider assigning sex offender registration to CID.

Recommendation #12: Consider adding a part-time position to staff the front counter as much as practical. This can free up the third admin to help with evidence management and perhaps digital evidence management.

End of Narrative Report

Appendix A: Uncommitted Time Analysis

Current Uncommitted Patrol Time Computation Analysis	
Light Green = Actual Historical Data Entry	
Bright Green - Computed Periodically From Department Data	
Yellow = Decision Entry	
Tan = Model Computations	
Rose = Final Model Outcome	
Personnel Availability	
Shift Length (in hours)	12
Average Number of call answering officers working in Patrol for Year.	12
Gross Hours Paid (usually 2080 but some 12 hour shifts use 2184)	2184
Average Voluntary Hours Off Taken (Vacation + Holidays + Comp)	112
Average Sick Hours Taken Per Year	79
Average Admin Hours per Year	12
Training Hours per Year	91.3
Administrative Time per Shift (Est. Hours of officer activity per Shift)	2.5
Total Hours Shift Administrative Time Per Officer per Year	393.7
Total Hours Available per Officer	1496.0
Total Officer Hours Available for Period	17952.2
Citizen Generated Workload	
Actual Citizen Generated Calls for Service (12 Month Period)	7866
Average Time On Call for First Unit (% of 1 Hour)	0.74
Percentage of Citizen CFS Requiring 2 Unit Dispatch (%)	0.5
Average Time On Call for 2nd Unit (% of 1 Hour)	0.74
Percentage of Citizen CFS Requiring 3 Unit Dispatch (%)	0.1
Average Time On Call for 3rd Unit (% of 1 Hour)	1.5
Total Time Required for all Citizen Generated Calls (Hours)	9911.2
Total Arrests On Shift in Year	457
Jail Booking and Report Time (% of 1 Hr)	1.5
Total Time for Jail Book-in (hours)	685.5
Total Offense Reports Written	961
Report Writing Time (% of 1 Hr.)	0.75
Total Report Writing Time (Hours)	720.8
Additional Administrative Activities required of Patrol	408
Late Relief Overtime Hours	0
Total Community Generated Workload (hours)	11725.4
Current Percent Uncommitted Time for Patrol	34.7

Appendix B: Patrol Officers Needed Analysis

PATROL STAFFING MODEL	
Light Green = Actual Historical Data Entry	
Bright Green - Computed Periodically From Department Data	
Yellow = Decision Entry or Department Actual Data	
Tan = Model Computations	
Rose = Final Model Outcome	
Citizen Generated Workload	
Actual Citizen Generated Calls for Service for Previous Year	7,866
Average Time On Call for First Unit (% of 1 Hour)	0.74
Percentage of Citizen CFS Requiring 2 Unit Dispatch (%)	0.5
Average Time On Call for 2nd Unit (% of 1 Hour)	0.74
Percentage of Citizen CFS Requiring 3 Unit Dispatch (%)	0.1
Average Time On Call for 3rd Unit (% of 1 Hour)	1.5
Total Time Required for all Citizen Generated Activity (Hours)	9911.2
Total Arrests On Shift in Year (or three year average)	457
Jail Booking and Report Time (% of 1 Hr)	1.5
Total Time for Jail Book-in (hours)	685.5
Total Offense Reports Written	961
Report Writing Time (% of 1 Hr.)	0.75
Total Report Writing Time (Hours)	720.8
Total Community Generated Workload (Hours)	11317.4
Administrative Activities	408
Late Relief Overtime	0
Total Required Workload (Hours)	11725.4
Officer Availability Data	
Gross Hours Scheduled (80 hours per 2 week pay period, 26 periods)	2184
Average Voluntary Hours Off Taken (Vacation + Holidays + Comp)	112
Average Sick Hours Taken Per Year	79
Average Admin Hours per Year	12
Average Training Hours per Year	91.3
Administrative Time per Shift (Est. Hours of officer activity per Shift)	2.5
Shift Hours	12
Total Hours Shift Administrative Time Per Officer per Year	393.7
Total Hours Available per Officer	1496.0
Uncommitted Time Desired	
Percent Proactive /Uncommitted Patrol Time Desired	0.60
Total Required Workload (Hours)	11725.4
Proactive / Uncommitted Patrol Time (Hours)	17588.1
TOTAL DEPARTMENT WORKLOAD REQUIREMENTS (Hours)	29313.5
Number of Officers Needed	19.6

Appendix C: Staffing Recommendations

Police Positions	Current	Recommend
Chief	1	1
Lieutenant	2	2
Sergeant	2	4
Detective	4	4
Corporal	4	0
Officers	8	14
Cadet Officer	0	2
Total Positions	21	27

Non-Sworn Positions	Current	Recommend
Office Manager	1	1
Record Clerk	1	1
Administrative Asst.	1	1
Part Time Asst.	0	1 PT
Total Positions	3	3 + 1 PT

COMMUNICATION

SUBJECT: Discuss updates to the Floodplain Ordinance. Presenter is Derrick Smith

INFORMATION:

PROPOSED UPDATE TO THE FLOOD DAMAGE PREVENTION ORDINANCEChapter 12 - BUILDINGS AND BUILDING REGULATIONS
ARTICLE III. FLOOD DAMAGE PREVENTION**ARTICLE III. FLOOD DAMAGE PREVENTION¹*****DIVISION 1. STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND METHODS*****Sec. 12-55. Statutory authorization.**

The Legislature of the State of Texas has in the Flood Control Insurance Act, V.T.C.A., Water Code § 16.315 delegated the responsibility of local governmental units to adopt regulations designed to minimize flood losses. (Ord. No. G-6-14, art. 1, § A, 8-11-2014)

Sec. 12-56. Findings of fact.

- (a) The flood hazard areas of Port Lavaca are subject to periodic inundation, which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, and extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety and general welfare.
- (b) These flood losses are created by the cumulative effect of obstructions in floodplains which cause an increase in flood heights and velocities, and by the occupancy of flood hazard areas by uses vulnerable to floods and hazardous to other lands because they are inadequately elevated, floodproofed or otherwise protected from flood damage.

(Ord. No. G-6-14, art. 1, § B, 8-11-2014)

Sec. 12-57. Statement of purpose.

It is the purpose of this article to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- (1) Protect human life and health;
- (2) Minimize expenditure of public money for costly flood control projects;
- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;

¹Ord. No. G-6-14, arts. 1—5, adopted Aug. 11, 2014, amended art. III in its entirety to read as herein set out.

Former art. III, §§ 12-55—12-65, 12-85—12-89, 12-209—12-214, pertained to similar subject matter, and derived from Ord. No. G-9-87, arts. 1—5, adopted June 8, 1987.

State law reference(s)—City-county water control, V.T.C.A., Local Government Code §§ 411.002, 411.003; Flood Control and Insurance Act, V.T.C.A., Water Code § 16.311 et seq.; local rules, V.T.C.A., Water Code § 16.318.

- (4) Minimize prolonged business interruptions;
- (5) Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;
- (6) Help maintain a stable tax base by providing for the sound use and development of flood-prone areas in such a manner as to minimize future flood blight areas; and
- (7) Insure that potential buyers are notified that property is in a flood area.

(Ord. No. G-6-14, art. 1, § C, 8-11-2014)

Sec. 12-58. Methods of reducing flood losses.

In order to accomplish its purposes, this article uses the following methods:

- (1) Restrict or prohibit uses that are dangerous to health, safety or property in times of flood, or cause excessive increases in flood heights or velocities;
- (2) Require that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (3) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
- (4) Control filling, grading, dredging and other development which may increase flood damage;
- (5) Prevent or regulate the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards to other lands.

(Ord. No. G-6-14, art. 1, § D, 8-11-2014)

Secs. 12-59—12-64. Reserved.

DIVISION 2. DEFINITIONS

Sec. 12-65. [Definitions generally.]

Unless specifically defined below, words or phrases used in this article shall be interpreted to give them the meaning they have in common usage and to give this article its most reasonable application.

Alluvial fan flooding means flooding occurring on the surface of an alluvial fan or similar landform which originates at the apex and is characterized by high-velocity flows; active processes of erosion, sediment transport, and deposition; and unpredictable flow paths.

Apex means a point on an alluvial fan or similar landform below which the flow path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.

Appurtenant structure means a structure which is on the same parcel of property as the principal structure to be insured and the use of which is incidental to the use of the principal structure.

Area of future conditions flood hazard means the land area that would be inundated by the one-percent-annual chance (100-year) flood based on future conditions hydrology.

Area of shallow flooding means a designated AO, AH, AR/AO, AR/AH, or VO zone on a community's flood insurance rate map (FIRM) with a one-percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Area of special flood hazard is the land in the floodplain within a community subject to a one-percent or greater chance of flooding in any given year. The area may be designated as zone A on the flood hazard boundary map (FHBM). After detailed rate making has been completed in preparation for publication of the FIRM, zone A usually is refined into zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1-30, VE or V.

Base flood means the flood having a one-percent chance of being equaled or exceeded in any given year.

Base flood elevation (BFE). The elevation shown on the flood insurance rate map (FIRM) and found in the accompanying flood insurance study (FIS) for zones A, AE, AH, A1-A30, AR, V1-V30, or VE that indicates the water surface elevation resulting from the flood that has a one-percent chance of equaling or exceeding that level in any given year—Also called the base flood.

Basement means any area of the building having its floor subgrade (below ground level) on all sides.

Breakaway wall means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

Critical feature means an integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.

Development means any manmade change to improved and unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Elevated building means, for insurance purposes, a non-basement building, which has its lowest elevated floor, raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

Existing construction means for the purposes of determining rates, structures for which the "start of construction" commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. "Existing construction" may also be referred to as "existing structures."

Existing manufactured home park or subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

Expansion to an existing manufactured home park or subdivision means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Flood or flooding means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters.
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

Flood elevation study means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

Flood insurance rate map (FIRM) means an official map of a community, on which the Federal Emergency Management Agency has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

Flood insurance study (FIS). See "Flood elevation study."

Floodplain or floodprone area means any land area susceptible to being inundated by water from any source (see definition of flooding).

Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

Flood protection system means those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the area within a community subject to a "special flood hazard" and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.

Floodproofing means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway. See "Regulatory floodway."

Functionally dependent use means a use, which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

Highest adjacent grade means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic structure means any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (4) Individually listed on a local inventory or historic places in communities with historic preservation programs that have been certified either:
 - a. By an approved state program as determined by the Secretary of the Interior; or

- b. Directly by the Secretary of the Interior in states without approved programs.

Levee means a manmade structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.

Levee system means a flood protection system which consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

LIMWA, LIMIT of MODERATE WAVE ACTION – means Coastal A Zone areas adjacent to Zone V and VE where wave height is less than 3' and greater than 1.5', also known as LIMWA - Limit of Moderate Wave Action.

Lowest floor means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking or vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirement of Section 60.3 of the National Flood Insurance Program regulations.

Manufactured home means a structure transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

Manufactured home park or subdivision means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Mean sea level means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's flood insurance rate map are referenced.

New construction means, for the purpose of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

New manufactured home park or subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

Primary frontal dune means a continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to erosion and overtopping from high tides and waves during major coastal storms. The inland limit of the primary frontal dune occurs at the point where there is a distinct change from a relatively steep slope to a relatively mild slope.

Recreational vehicle means a vehicle which is (i) built on a single chassis; (ii) 400 square feet or less when measured at the largest horizontal projections; (iii) designed to be self-propelled or permanently towable by a light duty truck; and (iv) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Regulatory floodway means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Riverine means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

Sand dunes means naturally occurring accumulations of sand in ridges or mounds landward of the beach.

Special flood hazard area. See "Area of special flood hazard."

Start of construction (for other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L. 97-348)), includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before "start of construction" of the improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (2) Any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a "historic structure."

Variance means a grant of relief by a community from the terms of a floodplain management regulation. (For full requirements see section 60.6 of the National Flood Insurance Program regulations.)

Violation means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in section 60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) [of the National Flood Insurance Program] is presumed to be in violation until such time as that documentation is provided.

Water surface elevation means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929 (or other datum, where specified), of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

(Ord. No. G-6-14, art. 2, 8-11-2014)

Secs. 12-66—12-70. Reserved.

DIVISION 3. GENERAL PROVISIONS

Sec. 12-71. Lands to which this article applies.

The article shall apply to all areas of special flood hazard with the jurisdiction of the City of Port Lavaca.
(Ord. No. G-6-14, art. 3, § A, 8-11-2014)

Sec. 12-72. Basis for establishing the areas of special flood hazard.

The areas of special flood hazard identified by the Federal Emergency Management Agency in the current scientific and engineering report entitled, "The Flood Insurance Study (FIS) for Calhoun County and incorporated areas, Texas," dated ~~October 16, 2014~~ August 2, 2018 with accompanying flood insurance rate maps (FIRM) dated October 16, 2014 and any revisions thereto are hereby adopted by reference and declared to be a part of this article.

(Ord. No. G-6-14, art. 3, § B, 8-11-2014)

Sec. 12-73. Establishment of development permit.

A floodplain development permit shall be required to ensure conformance with the provisions of this article.
(Ord. No. G-6-14, art. 3, § C, 8-11-2014)

Sec. 12-74. Compliance.

No structure or land shall hereafter be located, altered, or have its use changed without full compliance with the terms of this article and other applicable regulations.

(Ord. No. G-6-14, art. 3, § D, 8-11-2014)

Sec. 12-75. Abrogation and greater restrictions.

This article is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this article and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

(Ord. No. G-6-14, art. 3, § E, 8-11-2014)

Sec. 12-76. Interpretation.

In the interpretation and application of this article, all provisions shall be:

- (1) Considered as minimum requirements;
- (2) Liberally construed in favor of the governing body; and

- (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

(Ord. No. G-6-14, art. 3, § F, 8-11-2014)

Sec. 12-77. Warning and disclaimer or liability.

The degree of flood protection required by this article is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions greater floods can and will occur and flood heights may be increased by manmade or natural causes. This article does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This article shall not create liability on the part of the community or any official or employee thereof for any flood damages that result from reliance on this article or any administrative decision lawfully made hereunder.

(Ord. No. G-6-14, art. 3, § G, 8-11-2014)

Secs. 12-78—12-84. Reserved.

DIVISION 4. ADMINISTRATION

Sec. 12-85. Designation of the floodplain administrator.

The director of public works is hereby appointed the floodplain administrator to administer and implement the provisions of this article and other appropriate sections of 44 CFR (Emergency Management and Assistance - National Flood Insurance Program Regulations) pertaining to floodplain management.

(Ord. No. G-6-14, art. 4, § A, 8-11-2014)

Sec. 12-86. Duties and responsibilities of the floodplain administrator.

Duties and responsibilities of the floodplain administrator shall include, but not be limited to, the following:

- (1) Maintain and hold open for public inspection all records pertaining to the provisions of this article.
- (2) Review permit application to determine whether to ensure that the proposed building site project, including the placement of manufactured homes, will be reasonably safe from flooding.
- (3) Review, approve or deny all applications for development permits required by adoption of this article.
- (4) Review permits for proposed development to assure that all necessary permits have been obtained from those federal, state or local governmental agencies (including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334) from which prior approval is required.
- (5) Where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the floodplain administrator shall make the necessary interpretation.
- (6) Notify, in riverine situations, adjacent communities and the State Coordinating Agency which is the Texas Water Development Board (TWDB) and also the Texas Commission on Environmental Quality (TCEQ), prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency.

- (7) Assure that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained.
- (8) When base flood elevation data has not been provided in accordance with section 12-72, the floodplain administrator shall obtain, review and reasonably utilize any base flood elevation data and floodway data available from a federal, state or other source, in order to administer the provisions of division 5.
- (9) When a regulatory floodway has not been designated, the floodplain administrator must require that no new construction, substantial improvements, or other development (including fill) shall be permitted within zones A1-30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.
- (10) Under the provisions of 44 CFR chapter 1, section 65.12, of the National Flood Insurance Program regulations, a community may approve certain development in zones A1-30, AE, AH, on the community's FIRM which increases the water surface elevation of the base flood by more than one foot, provided that the community first completes all of the provisions required by section 65.12.

(Ord. No. G-6-14, art. 4, § B, 8-11-2014)

Sec. 12-87. Permit procedures.

- (a) Application for a floodplain development permit shall be presented to the floodplain administrator on forms furnished by him/her and may include, but not be limited to, plans in duplicate drawn to scale showing the location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the location of the foregoing in relation to areas of special flood hazard. Additionally, the following information is required:
 - (1) Elevation (in relation to mean sea level), of the lowest floor (including basement) of all new and substantially improved structures;
 - (2) Elevation in relation to mean sea level to which any nonresidential structure shall be floodproofed;
 - (3) A certificate from a registered professional engineer or architect that the nonresidential floodproofed structure shall meet the floodproofing criteria of subsection 12-96(2);
 - (4) Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development;
 - (5) Maintain a record of all such information in accordance with subsection 12-86(1);
- (b) Approval or denial of a floodplain development permit by the floodplain administrator shall be based on all of the provisions of this article and the following relevant factors:
 - (1) The danger to life and property due to flooding or erosion damage;
 - (2) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - (3) The danger that materials may be swept onto other lands to the injury of others;
 - (4) The compatibility of the proposed use with existing and anticipated development;
 - (5) The safety of access to the property in times of flood for ordinary and emergency vehicles;

- (6) The costs of providing governmental services during and after flood conditions including maintenance and repair of streets and bridges, and public utilities and facilities such as sewer, gas, electrical and water systems;
- (7) The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site;
- (8) The necessity to the facility of a waterfront location, where applicable;
- (9) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.

(Ord. No. G-6-14, art. 4, § C, 8-11-2014)

Sec. 12-88. Variance procedures.

- (a) The appeal board, as established by the community, shall hear and render judgment on requests for variances from the requirements of this article.
- (b) The appeal board shall hear and render judgment on an appeal only when it is alleged there is an error in any requirement, decision, or determination made by the floodplain administrator in the enforcement or administration of this article.
- (c) Any person or persons aggrieved by the decision of the appeal board may appeal such decision in the courts of competent jurisdiction.
- (d) The floodplain administrator shall maintain a record of all actions involving an appeal and shall report variances to the Federal Emergency Management Agency upon request.
- (e) Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in the remainder of this article.
- (f) Variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing the relevant factors in subsection 12-87(b) of this article have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.
- (g) Upon consideration of the factors noted above and the intent of this article, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purpose and objectives of this article (section 12-57).
- (h) Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
- (i) Variances may be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
- (j) Prerequisites for granting variances:
 - (1) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 - (2) Variances shall only be issued upon: (i) showing a good and sufficient cause; (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a

determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

- (3) Any application to which a variance is granted shall be given written notice that the structure will be permitted to be built with the lowest floor elevation below the base flood elevation, and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.
- (k) Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that (i) the criteria outlined in subsections 12-88(a) through (i) are met, and (ii) the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

(Ord. No. G-6-14, art. 4, § D, 8-11-2014)

Secs. 12-89—12-94. Reserved.

DIVISION 5. PROVISIONS FOR FLOOD HAZARD REDUCTION

Sec. 12-95. General standards.

In all areas of special flood hazards **within the City of Port Lavaca** the following provisions are required for all new construction and substantial improvements:

- (1) All new construction or substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
- (2) All new construction or substantial improvements shall be constructed by methods and practices that minimize flood damage;
- (3) All new construction or substantial improvements shall be constructed with materials resistant to flood damage;
- (4) All new construction or substantial improvements shall be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
- (5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system;
- (6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the system and discharge from the systems into floodwaters; and,
- (7) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

(Ord. No. G-6-14, art. 5, § A, 8-11-2014)

Sec. 12-96. Specific standards.

In all areas of special flood hazards within the City of Port Lavaca where base flood elevation data has been provided as set forth in (i) section 12-72, (ii) subsection 12-86(8), or (iii) subsection 12-97(c), the following provisions are required:

- (1) *Residential construction.* New construction and substantial improvement of any residential structure shall have the lowest floor (including basement), elevated a minimum of two (2) feet above the base flood elevation. A registered professional engineer, architect, or land surveyor shall submit a certification to the floodplain administrator that the standard of this subsection as proposed in subsection 12-86(a)(1), is satisfied.
- (2) *Non-residential construction.* New construction and substantial improvements of any commercial, industrial or other nonresidential structure shall either have the lowest floor (including basement) a minimum of two (2) feet above the base flood level or together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall develop and/or review structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction are in accordance with accepted standards of practice as outlined in this subsection. A record of such certification which includes the specific elevation (in relation to mean sea level) to which such structures are floodproofed shall be maintained by the floodplain administrator.
- (3) *Enclosures.* New construction and substantial improvements, with fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:
 - a. A minimum of two openings on separate walls having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
 - b. The bottom of all openings shall be no higher than one foot above grade.
 - c. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
- (4) *Manufactured homes.*
 - a. Require that all manufactured homes to be placed within zone A on a community's FHBM or FIRM shall be installed using methods and practices which minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.
 - b. Require that manufactured homes that are placed or substantially improved within zones A1-30, AH, and AE on the community's FIRM on sites (i) outside of a manufactured home park or subdivision, (ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as a result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured

home is elevated a minimum of two (2) feet above natural grade; above the crown of the nearest street; or a minimum of two (2) feet above the base flood elevation, whichever is higher and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

- c. Require that manufactured homes be placed or substantially improved on sites in an existing manufactured home park or subdivision with zones A1-30, AH and AE on the community's FIRM that are not subject to the provisions of subsection (4) of this section be elevated so that either:
 1. the lowest floor of the manufactured home be elevated a minimum of two (2) feet above natural grade; above the crown of the nearest street; or a minimum of two (2) feet above the base flood elevation, whichever is higher, or
 2. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
- (5) *Recreational vehicles.* Require that recreational vehicles placed on sites within zones A1-30, AH, and AE on the community's FIRM either (i) be on the site for fewer than 180 consecutive days, or (ii) be fully licensed and ready for highway use, or (iii) meet the permit requirements of subsection 12-87(a), and the elevation and anchoring requirements for "manufactured homes" in subsection (4) of this section. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

(Ord. No. G-6-14, art. 5, § B, 8-11-2014)

Sec. 12-97. Standards for subdivision proposals.

- (a) All subdivision proposals including the placement of manufactured home parks and subdivisions shall be consistent with sections 12-56, 12-57, 12-58 of this article.
- (b) All proposals for the development of subdivisions including the placement of manufactured home parks and subdivisions shall meet floodplain development permit requirements of section 12-73; section 12-87; and the provisions of division 5 of this article.
- (c) Base flood elevation data shall be generated for subdivision proposals and other proposed development including the placement of manufactured home parks and subdivisions which is greater than 50 lots or five acres, whichever is lesser, if not otherwise provided pursuant to section 12-72 or subsection 12-86(8) of this article.
- (d) All subdivision proposals including the placement of manufactured home parks and subdivisions shall have adequate drainage provided to reduce exposure to flood hazards.
- (e) All subdivision proposals including the placement of manufactured home parks and subdivisions shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.

(Ord. No. G-6-14, art. 5, § C, 8-11-2014)

Sec. 12-98. Standards for areas of shallow flooding (AO/AH zones).

Located within the areas of special flood hazard established in section 12-72, are areas designated as shallow flooding. These areas have special flood hazards associated with flood depths of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow; therefore, the following provisions apply:

- (1) All new construction and substantial improvements of residential structures have the lowest floor (including basement) elevated a minimum of two (2) feet above the base flood elevation or the highest adjacent grade at least two (2) feet above as the depth number specified in feet on the community's FIRM (at least three feet if no depth number is specified).
- (2) All new construction and substantial improvements of non-residential structures:
 - a. Have the lowest floor (including basement) elevated a minimum of two (2) feet above the base flood elevation or the highest adjacent grade at least two (2) feet above as the depth number specified in feet on the community's FIRM (at least three feet if no depth number is specified). or
 - b. Together with attendant utility and sanitary facilities be designed so that below the base specified flood depth in an AO zone, or below the base flood elevation in an AH zone, level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads of effects of buoyancy.
- (3) A registered professional engineer or architect shall submit a certification to the floodplain administrator that the standards of this section, as proposed in section 12-87 are satisfied.
- (4) Require within zones AH or AO adequate drainage paths around structures on slopes, to guide floodwaters around and away from proposed structures.

(Ord. No. G-6-14, art. 5, § D, 8-11-2014)

Sec. 12-99. Coastal high hazard areas.

Located within the areas of special flood hazard established in section 12-72, are areas designated as coastal high hazard areas (zones V1-30, VE, and/or V). These areas have special flood hazards associated with high velocity waters from tidal surges and hurricane wave wash; therefore, in addition to meeting all provisions outlined in this article, the following provisions must also apply:

- (1) Obtain the elevation (in relation to mean sea level) of the bottom of the lowest structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures, and whether or not such structures contain a basement. The floodplain administrator shall maintain a record of all such information.
- (2) All new construction shall be located landward of the reach of mean high tide.
- (3) All new construction and substantial improvements shall be elevated on pilings and columns so that:
 - a. The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated a minimum of two (2) feet above the base flood level;
 - b. The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Water loading values used shall be those associated with the base flood. Wind loading values used shall be those required by applicable state or local building

standards. A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of [subsections] (3)a. and (3)b. of this section.

- (4) Provide that all new construction and substantial improvements have the space below the lowest floor either free of obstruction or constructed with non-supporting breakaway walls, open wood lattice-work, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system.

For the purpose of this section, a breakaway wall shall have a design safe loading resistance of not less than ten and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local or state codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:

- a. Breakaway wall collapse shall result from a water load less than that which would occur during the base flood; and
 - b. The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and nonstructural). Water loading values used shall be those associated with the base flood. Wind loading values used shall be those required by applicable state or local building standards. Such enclosed space shall be useable solely for parking of vehicles, building access, or storage. Such space shall not be used for human habitation.
- (5) Prohibit the use of fill for structural support of buildings.
- (6) Prohibit manmade alteration of sand dunes and mangrove stands that increase potential flood damage.
- (7) Manufactured homes. Require that manufactured homes placed or substantially improved within zone V1-30, V, and VE on the community's FIRM on sites (i) outside of a manufactured home park or subdivision, (ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as the result of a flood, meet the standards of subsections (1) through (6) of this section and that manufactured homes placed or substantially improved on other sites in an existing manufactured home park or subdivision within zones V1-30, V, and VE on the community's FIRM meet the requirements of subsection 12-96(4) of this article.
- (8) Recreational vehicles. Require that recreational vehicles placed on sites within zones V1-30, V, and VE on the community's FIRM either (i) be on the site for fewer than 180 consecutive days, or (ii) be fully licensed and ready for highway use, or (iii) meet the requirements in section 12-73 of this article and subsections (1) through (6) of this section. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

(Ord. No. G-6-14, art. 5, § E, 8-11-2014)

(9) Limit of Moderate Wave Action (LiMWA) Areas

Areas designated as Limit of Moderate Wave Action (LiMWA) have special flood hazards associated with high velocity waters from tidal surges and hurricane wave wash; therefore, in addition to meeting all provisions outlined in this ordinance, the following provisions must also apply:

- i. All new construction and substantial improvements shall be elevated on pilings and columns so that:
- ii. the bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated a minimum of two (2) feet above the base flood elevation;
- iii. Prohibit the use of fill for structural support of buildings

Sec. 12-100. Zone X (shaded) Areas

Areas designated as Zone X (shaded) are areas within the 0.2% annual chance floodplain; areas of (base) flood with average depths of 1 foot; or with drainage areas less than 1 square mile; areas protected by levees from the 1% annual chance flood; and areas upstream of the "limit of detail study" on the community FIRM.

In areas mapped as Zone X (shaded) on the community Flood Insurance Rate Map (FIRM), new construction and substantial improvement of any residential structure, including manufactured homes, shall have the lowest floor, including basement, elevated above the 0.2 percent or 500-year flood elevation; or a minimum of two feet above the highest adjacent natural grade: or elevated above the crown of the nearest street, whichever is higher.

Sec. 12-101. Zone X (unshaded) Areas

Areas designated as Zone X (unshaded) are areas outside the 0.2% annual chance floodplain; include all areas within a community that has received a Flood Hazard Boundary Map (FHBM); and all areas within a community that has not received a Flood Hazard Boundary Map (FHBM) or Flood Insurance Rate Map (FIRM).

In areas mapped as Zone X (unshaded) on the community Flood Insurance Rate Map (FIRM), new construction and substantial improvement of any residential structure, including manufactured homes, shall have the lowest floor, including basement, elevated a minimum of two feet above the highest adjacent natural grade or elevated above the crown of the nearest street, whichever is higher.

Sec. 12-102. Unmapped Areas

In all areas of the community that has not received a Flood Hazard Boundary Map (FHBM) or a Flood Insurance Rate Map (FIRM), new construction and substantial improvement of any residential structure, including manufactured homes, shall have the lowest floor, including basement, elevated a minimum of two feet above the highest adjacent natural grade or above the crown of the nearest street, whichever is higher.

Sec. 12-103. Severability

If any section, clause, sentence, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

Sec. 12-104. Penalties for Non-Compliance

No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this court order and other applicable regulations. Violation of the provisions of this court order by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this court order or fails to comply with any of its requirements shall upon conviction thereof be fined no more than \$500 for each violation, and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the City of Port Lavaca, Texas from taking such other lawful action as is necessary to prevent or remedy any violation

Secs. 12-105—12-286. Reserved.

COMMUNICATION

SUBJECT: Discuss Zoning Ordinance. Presenter is Derrick Smith

INFORMATION:

Chapter 56 – ZONING

ARTICLE I. - GENERAL PROVISIONS

Sec. 56-1. - Short title.

This ordinance shall be known and may be cited as the "City of Port Lavaca Zoning Ordinance" or "this Ordinance".

Sec. 56-2. - Jurisdiction.

This Ordinance applies to all land within the regular municipal boundaries of Port Lavaca.

Sec. 56-3. - Purpose.

This Ordinance is adopted for the purpose of promoting the public health, safety and general welfare of the citizens of Port Lavaca. More specifically, this ordinance provides for the division of land into different districts that, in combination with regulations pertaining to such districts, are designed in accordance with the comprehensive plan to achieve objectives that include, but are not limited to, the following:

- A. Promote the beneficial and appropriate development of all land and the most desirable use of land in accordance with the Port Lavaca Comprehensive Plan.
- B. Protect the character and the established pattern of the Land Use District in each area;
- C. Prevent or minimize future land use incompatibilities and conflicts among different land uses;
- D. Maintain property values by stabilizing expectations and ensuring predictability in development;
- E. Establish a process that effectively and fairly applies the regulations and standards of this Ordinance and respects the rights of property owners and the interests of citizens;
- F. To enhance the scenic beauty, aesthetics of the planning jurisdiction; and
- G. Preserve, protect, and maintain the environmental health of the community; in regards to air, water, soil, and light quality

Sec. 56-4. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory building means:

- (1) In a residential district, a subordinate building that is attached to or detached from the main building on the same lot or parcel of land, without separate utilities, not

used for commercial purposes, and not rented which serves a purpose that is customarily associated with the principal use. Examples of accessory buildings include a washroom, a storage room for domestic storage only, and a space for one or more automobiles,

- (2) In other districts, a subordinate building, the use of which is incidental to and used only in conjunction with the main building on the same lot or parcel of land.

Accessory use means a use subordinate to the principal use of a building or lot and serving a purpose customarily incidental to the principal use.

Administrative Officer means the official appointed by the city manager to administrate and enforce this chapter.

Agent of owner means any person who can show certified written proof that he is acting for the property owner.

Apartment means a room or suite of rooms in an apartment house arranged, designed or occupied as a residence by a single family, individual or group of individuals.

Apartment house means any multiple-family dwelling or building, or portion thereof, that is designed, built, rented, leased, let or hired out to be occupied as three or more apartments or which is occupied as the home or residence of three or more families living independently of each other and maintaining separate cooking facilities.

Beginning of construction means the incorporation of labor and material within the foundation of the building.

Building means any structure having a roof supported by columns or walls, used or intended to be used for the shelter or enclosure of persons, animals, property, or business activity, and includes any structure used or intended to be used for supporting or sheltering a use or occupancy. When such a structure is divided into separate parts by one or more unpierced walls extending from the ground up, each part is deemed a separate building.

Building line means a line parallel or approximately parallel to a lot line or street line and beyond which buildings may not be erected.

Building, main, means a building in which is conducted the principal use of the site on which it is located. In any residential district, any and all dwellings shall be deemed to be main buildings on the site on which they are located.

Clinic, medical, means an institution or station for the examination and treatment of ill and afflicted out-patients.

Convalescent home means any structure used for or occupied by persons recovering from illness or suffering from the infirmities of old age.

Congregate Living Facility refers to a structured housing model where four or more unrelated individuals reside together in a shared environment.

Court means an open, unoccupied and unobstructed space, other than a yard, on the same lot with the building or group of buildings.

Coverage of a lot means the ratio of gross floor area of the first floor of a building or a group of buildings on the same lot to the area of the lot, expressed as a percentage.

Day nursery means a place where children are left for care between the hours of 7:00 a.m. and 6:00 p.m.

Detached structure means any building, accessory building or structure that is not physically attached to any other building or structure by any means.

District or *zoning district* means a portion of the territory of the city within which certain uniform resolutions and requirements or various combinations thereof apply under the provisions of this chapter.

Dwelling means a building which contains at least one dwelling unit, and used exclusively for residential purposes, but not including tents, trailers, recreational vehicles, or mobile homes.

Dwelling, duplex, means a dwelling designed for and used by two families, each having its own dwelling unit.

Dwelling, multiple-family, means a dwelling designed for and used by three or more families, each having its own dwelling unit.

Dwelling, single-family, means a dwelling designed for and used exclusively by one family.

Dwelling unit means a single unit providing complete, independent living facilities for one or more persons including provisions for living, sleeping, eating, cooking and sanitation, and in full compliance with the city's minimum housing standards.

Family means a person living alone, or two or more persons living together as a single housekeeping unit in a dwelling unit and in which not more than ~~four~~ three individuals are unrelated by blood, adoption or marriage.

Floor area of a building means the sum of the gross horizontal areas of the several floors of a building, measured from the centerlines of exterior walls or from the centerline of walls separating two buildings in square feet.

Frontage means the total length of the line or curve of a lot boundary that is coterminous with a street right-of-way line. For corner lots, frontage may be calculated for each street.

Grade, existing, means the average level of the original surface of the ground adjacent to the exterior walls of the building.

Home Occupation means an activity carried on only by a resident member of a family, as an accessory use, meeting these conditions:

- (1) Only one non-illuminated sign no larger than four square feet in area is used.
- (2) Nothing is done to make the building appear in any way as anything but a dwelling.

Hotel/motel means a building or group of buildings, including either separate units or a row or rows of units that contain living or sleeping accommodations primarily for transient occupancy, and have individual entrances.

Lot includes the terms "plot" and "parcel" and means one piece, parcel or tract of land that collectively meets all the following requirements:

- (1) Is located in a single block;
- (2) Has frontage on an accepted and improved public street;
- (3) Is occupied or utilized or designated by its owner or developer to be occupied, developed or utilized as a unit for a principal use and uses accessory thereto, together with such open spaces as are required by this chapter; and
- (4) A plat of which has been recorded in the office of the county clerk.

Lot, area of, means the net area of the lot and shall not include portions of streets and alleys.

Lot depth means the mean horizontal distance between the front lot line and rear lot line of a zoning lot.

Lot line means a boundary of a lot.

Lot line, front, means the street right-of-way line at the front of a lot.

Lot line, rear, means the lot line opposite and most distant from the front.

Lot line, side, means a lot line which is not a front lot line or rear lot line. A side lot line separating a lot from a thoroughfare other than an alley is an exterior side lot line as opposed to an interior side lot line.

Lot width means the mean horizontal distance between the side lot lines of a lot.

Manufactured home means a HUD-Code manufactured home or a mobile home and collectively means and refers to both.

Manufactured home, HUD-Code, means a structure constructed on or after June 15, 1976, according to the rules of the federal department of housing and urban development transportable in one or more sections that, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length or, when erected onsite, is 320 or more square feet, and that is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the home's plumbing, heating, air conditioning, and electrical systems.

Manufactured home park means a tract of land, not less than three acres in size, under single or common ownership, that is designed and improved to contain five or more sites available for long-term lease or rent to the public for the placement of manufactured homes, and that may include private streets, buildings, and other facilities and services for common use by the residents, meeting all requirements of this chapter.

Mobile home means a structure that was constructed before June 15, 1976, transportable in one or more sections that, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length or, when erected in site, is 320 or more square feet, and that is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the home's plumbing, heating, air conditioning, and electrical systems.

Nursing home means any premises where more than three persons are lodged and furnished with meals and nursing care.

Open space means an area included in any side, rear or front yard or any other unoccupied space on a lot that is open and unobstructed to the sky.

Recreational vehicle means a vehicular-type portable structure without a permanent foundation that can be towed, hauled, or driven which is designed as a temporary living accommodation for recreational, camping, and travel use, and which includes, but is not limited to, travel trailers, truck-campers, camping trailers, and self-propelled motor homes. Except as provided in Chapter 12, for use in conjunction with a temporary event or business activity otherwise allowed, and not to exceed 30 days, or parked on a lot with an otherwise conforming residence or business, and located on the lot for not longer than 14 days, the use of a recreational vehicle as a dwelling, other than within a recreational vehicle park, is prohibited.

Recreational vehicle park means any parcel or tract of land, not less than three acres in size, under single or common ownership, that is designed and improved to provide two or more camping unit sites that are offered for the use of the public by rent or lease, and that may include private streets, buildings, and other facilities and services for common use by the residents, meeting all requirements of this chapter. Recreational vehicle park sites are designed and intended to accommodate recreational vehicles only.

Setback line means that line which is parallel to and the minimum allowable horizontal distance from a given point or line or reference, such as a lot line, to the minimum required building line.

Sexually oriented business means any business that includes a sex parlor, nude studio, modeling studio, love parlor, adult bookstore, adult movie theater, adult video arcade, adult movie arcade, adult video store, adult motel, or other commercial enterprise, the primary business of which is the offering of a service or the selling, renting, or exhibiting of devices or any other items intended to provide sexual stimulation or sexual gratification to the customer.

Sign means any structure or part thereof, or any device attached to, painted on or represented on a building or other structure, upon which is displayed or included any letter, work, model, banner, decoration, device, or representation used as, or which is in the nature of, an announcement, direction, advertisement, or other attention-directing device.

Sign, area of, means the total exterior surface computed in square feet of a sign having but one exposed exterior surface; the aggregate exposed exterior surface computed in square feet of a sign having more than one such surface.

Story means that portion of a building included between the surface of any floor and the ceiling next above it.

Street means any thoroughfare other than an alley.

Street line means a dividing line between a street right-of-way and an abutting lot, tract, or parcel of land.

Structural alteration means any change in the structural members of a building, such as walls, columns, beams, or girders.

Structure means anything constructed, the use of that required permanent location on the ground or attachment to something having a permanent location on the ground.

Townhouse means a single-family dwelling constructed in a series or group of attached units with property lines separating each unit.

Townhouse, private yard, means an area of open space within a townhouse but which is unoccupied and unobstructed by any portion of a structure.

Trailer (including automobile trailer and trailer coach) means any vehicle or structure constructed in such a manner as to permit occupancy thereof as sleeping quarters or the conduct of any business, trade, or occupation or use as a selling, or advertising device, or use for storage or conveyance of tools, equipment, and machinery and so designed that it is or may be mounted on wheels and used as a conveyance on highways and streets, propelled or drawn by its own or other motor power.

Used and occupied include the phrase "intended, designed or arranged to be used or occupied."

Yard means an open, unoccupied space other than a court on the lot in which a building is situated that is unobstructed from the ground to the sky.

Yard, front, means an open, unoccupied space on a lot facing a street and extending across the front of a lot between the side yards and being the minimum horizontal distance between the street line and the main building.

Yard, rear, means an open space unoccupied and unobstructed extending across the rear of a lot from one side lot line to the other side lot line and being the minimum horizontal distance between the rear lot line and the main building.

Yard, required front, means an open space extending the full width of a lot between the front line and the front setback line, unoccupied and unobstructed from the ground upward except as otherwise specified elsewhere in this chapter.

Yard, required rear, means an open space extending the full width of the lot between the rear lot line and the rear setback line, unoccupied and unobstructed from the ground upward except as otherwise specified elsewhere in the chapter.

Yard, required side, means an open space extending from the minimum front yard setback line to the minimum rear yard setback line between the side yard setback line and the nearest side lot line, unoccupied and unobstructed from the ground upward except as otherwise specified elsewhere in this chapter.

Yard, side, means an open, unoccupied space on the same lot with a building, situated between the building and side line of the lot, and extending through from the front yard to the required rear yard. Any lot line not the rear line or a front line shall be deemed a side line.

Zoning map, official, means the zoning map or maps of the city attested together with all amendments subsequently adopted.

Sec. 56-5. – Provisions of Chapter Declared to be Minimum Standards; Conflicts.

In interpreting and applying the provisions of this Ordinance, these provisions shall be held to be the minimum requirements for the promotion of the public safety, health, environment, convenience, comfort, morals, prosperity and general welfare. Wherever the requirements of this Ordinance are at variance with the requirements of any other lawfully adopted rules, regulations, or laws, including private deed restrictions and covenants, the more restrictive or that imposing the higher standards shall govern; however, the City shall have no obligation to review or enforce private deed restrictions or covenants.

Sec. 56-6. – Official Zoning Map.

- (a) *Adoption by reference; certification required.* The City Council has divided the city into zones or districts as shown on the official zoning map that, together with all explanatory

matter thereon, is adopted by reference into this section. The official zoning map shall be identified by the signature of the mayor, attested by the city clerk, and bearing the seal of the city under the following words: "This is to certify that this is the official zoning map of the city referred to in the official City Code."

(b) *Changes to map.* No changes of any nature shall be made on the official zoning map or matter shown thereon except in conformity with the procedures set forth in this chapter. Any unauthorized change is a violation of this chapter. If authorized changes are made in district boundaries or other matter portrayed on the official zoning map in accordance with the provisions of this chapter, such changes shall be made on the official zoning map promptly after the amendment has been approved by the City Council. The amending ordinance shall provide that such changes or amendments shall not become effective until they have been duly entered upon this official zoning map. The entry shall be signed by the mayor and attested by the city clerk.

(a) *Original map controlling over copies in the event of conflicts.* Regardless of the existence of purported copies of the official zoning map that may from time to time be made or published, the official zoning map, located in the office of the city clerk, shall be the final authority as the current zoning status of land, building and other structures in the city.

(b) *Adoption of new zoning map.* In the event that the official zoning map becomes damaged, destroyed, lost or difficult to interpret because of the nature or number of changes and additions, the City Council may by resolution adopt a new official zoning map which shall supersede the prior official zoning map. The new official zoning map may correct drafting or other errors or omissions in the prior official zoning map, but no such correction shall have the effect of amending the original, this chapter or any subsequent amendment thereof. The new official zoning map shall be identified by the signature of the mayor, attested by the city clerk, and bearing the seal of the city under the following words: "This is to certify that this official zoning map supersedes and replaces the official zoning map previously adopted by the city."

Sec. 56-7. - Compliance With These Regulations.

(a) No land shall be used except for a purpose permitted in the district in which it is located.

(b) No building shall be erected, reconstructed, moved or structurally altered or used for any purpose other than permitted in the district in which such building is located.

Sec. 56-8. - Effective Date.

The effective date of this Ordinance shall **be TBD**

Sec. 56-9. - Severability.

If any provision, section, sentence, clause or phrase of this Ordinance, or the application of same to any person or set of circumstances is, for any reason held to be unconstitutional, void, or invalid, the validity of the remaining portions of this Ordinance shall not be affected thereby, it

being the intent of the City Council in adopting this Ordinance that no portion hereof, or provisions or regulations contained herein, shall become inoperative or fail by reason of any unconstitutionality of any other portion hereof, and all provisions of this Ordinance are declared severable for that purpose.

Sec. 56-10. - Transitional Provisions.

- (a) Previously Approved Plats. Nothing in this Ordinance shall limit or modify the rights of any person to complete any subdivision project which has received prior plat approval under existing subdivision regulations in place at that time. Such project should otherwise meet at least one (1) of the following criteria:
 - (1) Any subdivision created by plat and recorded before the effective date of this Ordinance and has remained undeveloped.
 - (2) Plats that were recorded before the effective date of this Ordinance and development has commenced and is continuing in good faith.
 - (3) A complete application for preliminary plat and/or conceptual plan approval filed with the City prior to adoption of this Ordinance and any plat currently under review by the City before adoption of this Ordinance.
- (b) Expired Plats. Expired plats shall conform to current City regulations and construction standards.
- (c) Nothing in this Ordinance shall limit or modify the rights of any person to continue a use approved by City Council prior to the effective date of this Ordinance, subject to any and all of the conditions specified in such approval

Sec. 56-11---56-21. – Reserved.

ARTICLE II. - ZONING DISTRICTS AND USES

~~Sec. 56-22. – Division into zones and districts; plat; vacation of streets or alleys.~~

~~A. Zoning districts and regulations as herein set forth are established. The city is hereby divided into:–~~

- ~~1. R districts (Residential)~~
- ~~2. C districts (Commercial/Industrial)~~

~~B. The residential zones are further divided into the following specific districts:–~~

- ~~1. R-1 Single Family District~~

~~2. R-2 Two-Family District~~

~~3. R-3 Multi-Family District Low Density~~

~~C. The commercial zones are further divided into the following specific districts:~~

~~1. B-1 Business.~~

~~2. I-1, I-2 Industrial.~~

DRAFT

Sec. 56-22. Zoning Districts Established.

(a) Generally. The City of Port Lavaca is divided into the ten zoning districts that are established by Table 56-22A, Zoning Districts Established.

<u>Table 56.22A</u>			
<u>Zoning Districts Established</u>			
<u>District Classification</u>	<u>District Name</u>	<u>Symbol</u>	<u>District Character</u>
<u>Agricultural and /or Rural</u>	<u>Rural/Undeveloped</u>	<u>RU</u>	<u>Rural</u>
<u>Residential</u>	<u>Rural Residential</u>	<u>R1</u>	<u>Rural</u>
<u>Residential</u>	<u>General Residential</u>	<u>R2</u>	<u>Suburban and/or Neighborhood Conservation</u>
<u>Residential</u>	<u>Multi-Family Residential</u>	<u>R3</u>	<u>Auto Urban and/or Neighborhood Renovation</u>
<u>Commercial</u>	<u>General Commercial</u>	<u>GC</u>	<u>Auto Urban</u>
<u>Commercial</u>	<u>Neighborhood Commercial</u>	<u>NC</u>	<u>Neighborhood Conservation</u>
<u>Commercial/Mixed-Use</u>	<u>Downtown Core</u>	<u>DC</u>	<u>Semi-Urban</u>
<u>Commercial/Semi-Urban</u>	<u>Waterfront</u>	<u>WF</u>	<u>Semi-Urban</u>
<u>Light Industrial</u>	<u>Business Park</u>	<u>BP</u>	<u>Suburban</u>
<u>Heavy Industrial</u>	<u>Industrial</u>	<u>I</u>	<u>Industrial</u>

(b) The various districts include the following tracts, blocks, or parcels of land, as designated on the official zoning map and made a part hereof for any and all purposes.

(c) Whenever the council vacates a street or alley, the adjacent districts shall extend to the centerline of the vacation.

Sec. 56.23. - Minimum standards.

(a) Use of premises and all buildings in the city shall be in accordance with the minimum standards herein established.

(b) Yards, parking spaces, or lot areas required for one building cannot be used for another building; nor can the size of a lot be reduced below the requirements of this chapter.

Sec. 56-24. - Permitted land uses and additional standards.

(a) Land and Building uses in each zoning district may be used for any of the specified uses set out in Table 56-24A, Zoning Districts Classifications.

******(Insert Table)******

~~Premises in the city shall be used for the following purposes:—~~

~~A. Property in the R1, R2 and R3 districts may be used only for:~~

- ~~1. Single family dwellings, specifically excluding manufactured homes.~~
- ~~2. Accessory building for storage residential only and meeting all requirements of this chapter.—~~
- ~~3. Public parks and utilities.~~
- ~~4. Any public building erected or used by the city, county, state or federal government.~~
- ~~5. Schools; kindergarten, elementary, high, college and universities, public or denominational.~~
- ~~6. Home occupations.~~
 - ~~(a) Home occupations are limited to any occupation that is customarily carried on at a place of residence that does not involve a structural change in the dwelling unit or in a building accessory to the dwelling unit, that does not require the employment of help other than members of the immediate household. The occupation cannot store material, inventory, or product outside or result in fumes, odors or noises that create a nuisance. There is no sign other than one sign (non-illuminated), no larger than one square foot in area. The following uses shall not be permitted as home occupations unless approved as specific use permits:
 - ~~(i) Any office in which chattels, goods, wares, or merchandise are commercially created, exchanged, or sold on site.~~
 - ~~(ii) Barbershops or beauty shops; beauty schools.~~
 - ~~(iii) Commercial stables or kennels.~~
 - ~~(iv) Medical offices for the treatment of patients.~~
 - ~~(v) Commercial automobile repairs, motor vehicle repair of more than one vehicle.~~
 - ~~(vi) Small engine repair.~~
 - ~~(vii) Childcare of more than six children under 14 years of age.~~~~

~~B. In the R2 district, there may also be duplexes.—~~

~~C. In the R3 district, there may also be:—~~

1. ~~triplexes and tiny homes;~~
 2. ~~apartments, condominiums, townhouses, or other group dwellings with provisions for adequate light, air, open space and landscaped areas;~~
 3. ~~Move-in area. Buildings from other areas may be moved into this district so long as the building passes the building code and is a conforming use for the area.~~
- D. ~~Property in the commercial districts may be used for any legal business, as long as the uses are not obnoxious or offensive due to emission of noise, odor, dust, gas, vibration, or those requiring special permission as outlined in subsection (F) of this section.~~
- E. ~~In the commercial districts, there may be any of the uses defined in this section except that:~~
1. ~~There may be no building for residential use and no trailers, except quarters for security personnel.~~
 2. ~~A junkyard must be surrounded by a solid fence at least six feet high located within the building lines, and the junk shall not be piled higher than the fence.~~
- F. ~~The following uses must be given council approval before a building or occupancy permit is issued:~~
- a. ~~Acid manufacturing, cement, lime, gypsum, dairy products processing and manufacturing, explosives manufacturing or storage, fat rendering, fertilizer manufacturing, gas manufacturing, garbage, reduction or dumping, glue manufacturing, petroleum or its products, refining of or smelting of tin, copper, zinc or iron ores, stockyards or slaughter of animals or stables, and other items as council may approve by resolution.~~
 - b. ~~Before granting such special approval, the council shall refer the application to the fire chief, building inspector and the planning and zoning commission for investigation and report. If no report is received within 45 days, the council may act on the application.~~

Sec. 56-25. - ~~Accessory buildings.~~ Conditional Development Standards.

(a) Accessory buildings shall be located in accordance with the following rules:

- (1) Accessory buildings located in a rear yard may not occupy more than 50 percent of the rear yard.

- (2) Any accessory building closer than five feet to the main building shall be considered as an addition to part of the main unit. ~~and shall have a side and rear yard as required for the main building.~~
- (3) Accessory buildings in front yards or in easements are prohibited. ~~more than five feet from a main building may be erected within five feet of a side or rear lot line but must be located at least 50 feet from the front street line.~~
- (4) Accessory buildings shall have a side and rear yard setback as required for the main building.

(b) Home occupations.

- (1) Home occupations are limited to any occupation that is customarily carried on at a place of residence that does not involve a structural change in the dwelling unit or in a building accessory to the dwelling unit, that does not require the employment of help other than members of the immediate household. The occupation cannot store material, inventory, or product outside or result in fumes, odors or noises that create a nuisance. There is no sign other than one sign (non-illuminated), no larger than four square feet in area. The following uses shall not be permitted as home occupations unless approved as specific use permits:
 - a. Any office in which chattels, goods, wares, or merchandise are commercially created, exchanged, or sold on site.
 - b. Barbershops or beauty shops; beauty schools.
 - c. Commercial stables or kennels.
 - d. Medical offices for the treatment of patients.
 - e. Commercial automobile repairs, motor vehicle repair of more than one vehicle.
 - f. Small engine repair.
 - g. Childcare of more than six children under 14 years of age.

(c) Kennel/Veterinary Office Standards.

- (1) All commercial kennels with indoor and/or outdoor pens and runs (except where related to indoor medical treatment) shall be located a minimum of fifty (50) feet from adjacent residential properties to minimize noise and odor nuisances.
- (2) Disposal of all waste materials shall be in accordance with the Texas Department of Health regulations.

(d) Uses with Flammable, Toxic, and Hazardous Materials.

- (1) The storage, manufacture, utilization, or dispensing of substances which may constitute or may cause danger to public health, safety, or welfare shall be conducted only within the limits and conditions specified in the latest currently adopted addition of both the International Fire Code and International Building Code.
- (2) The emission of toxic or explosive vapors, dusts, or aerosols into the atmosphere shall not exceed, at the facility property line, more than fifty (50) percent of the limit of such as is given in "threshold limit values" as adopted in the most currently adopted International Fire Code and International Building Code.
- (3) No form of flammable, toxic, or other hazardous material shall be released into or upon any utility line, pit, dump, open ground, stream, or drainage way.
- (4) The container size, location, design, and construction of any storage tank, building, or facility for any flammable, toxic, or other hazardous material shall be approved by the fire chief and the city manager as a part of the building permit application and shall be based upon the requirements of the International Fire Code and International Building Code.

Sec. 56-26. - Nonconforming uses.

- (a) Nonconforming uses are those lawful uses of premises that do not conform with the requirements of this chapter on the effective date of the ordinance from which this chapter is derived or any governing amendment thereto and may be continued after the adoption of the ordinance from which this chapter is derived, subject to the provisions hereof.
- (b) When a nonconforming use of a structure, or structure and premises in combination, is discontinued or abandoned for six consecutive months or for 18 months during any three-year period, the structure, or structure and premises in combination, shall not be used except in conformance with the regulations of the district in which it is located.
- (c) A nonconforming use cannot be enlarged, extended, reconstructed or structurally altered unless changed to a conforming use.
- (d) Nonconforming light industrial uses in the commercial districts may be rebuilt, reconstructed, structurally altered or enlarged if the enlargements do not total more than a 50 percent increase in cubical contents of buildings existing on the date of the passage of the ordinance from which this chapter is derived.
- (e) If a nonconforming use is damaged or destroyed to an extent of more than 50 percent of its fair market value by a fire, explosion, flooding, or act of God, then any restoration must be for a permitted use.

- (f) Passage of the ordinance from which this chapter is derived in no way legalizes any illegal uses existing at the time of its adoption.
- (h) If any person entitled to possession and use of any property subject to any nonconforming use shall sell, convey or divest themselves of their interest in such property subsequent to the adoption of the ordinance from which this chapter is derived, then such property will not qualify under the nonconforming use provisions of this chapter.
- (i) Where a lot is in a commercial district and is next to a residential district, the side or rear yard required in the residential district must be provided along the boundary line.
- (j) In the commercial districts there may be more than one commercial or industrial building on a lot, provided that the required yards are maintained around the group of buildings.
- (k) Those parts of existing buildings that violate yard regulations may be repaired and remodeled but not reconstructed or structurally altered, unless such reconstruction or structural alteration is approved by the Zoning Board of Adjustments.
- (m) Churches, public buildings and institutions, when located in or abutting an R1, R2, or R3 district, shall provide front and rear yards of 25 feet and side yards of ten feet.

Sec. 56-27 --- 56-37. – Reserved.

ARTICLE III. – ADMINISTRATIVE AND ENFORCEMENT

DIVISION 1. – GENERALLY

Sec. 56-38. – Administrative Officer

- (a) *Designated Officer.* The City Manager shall appoint the Administrative Officer of this Ordinance.
- (b) *Powers and Duties.* The Administrative Officer or a designated person shall be responsible for the following powers and duties with regard to this Ordinance:
 - (1) Review and final action on pre-development permits, building permits, certificates of occupancy, and written interpretations of this Ordinance.
 - (2) Review and make recommendations to the Planning and Zoning Commission on specific use permits, planned unit developments, subdivisions, text amendments to this Ordinance, and map amendments or re-zonings
 - (3) The Administrative Officer may consult with the City Engineer, Building Official, Fire Chief, Public Works Director, Planner, Economic Development Director for the purpose of reviewing land development plans.

- (4) If the Administrative Officer finds that any of the provisions of this chapter are being violated, he shall notify in writing the person responsible for such violations, including the nature of the violation, and ordering the action necessary to correct it. He shall order discontinuance of illegal use of land, buildings, or structures; removal of illegal buildings or structures or of additions, alterations, or structural changes thereto; discontinuance of any illegal work being done; or shall take any other action authorized by this chapter to ensure compliance with or to prevent violation of its provisions.
- (5) Any other powers and duties as may be assigned by the City Manager.

Sec. 56-39. - Complaints Regarding Violations.

Whenever a violation of this chapter occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint stating fully the causes and basis thereof shall be filed with the Administrative Officer. He shall record properly such complaint, immediately investigate, and take action thereon as provided by this chapter.

Sec. 56-40. - Violations and penalties.

- (a) Violation of the provisions of this chapter or failure to comply with any of its requirements shall be guilty of a Class C misdemeanor.
- (b) The owner or tenant of any building, structure, premises, or part thereof, and any architect, builder, contractor, agent or other person who commits, participates in, assists in, or maintains such violation may each be found guilty of a separate offense and shall be guilty of a Class C misdemeanor.
- (c) Nothing herein contained shall prevent the city from taking such other lawful action as is necessary to prevent or remedy any violation.

Sec. 56-41 --- 56-51. – Reserved.

DIVISION 2. – SPECIFIC USE PERMITS

Sec. 56-52. - Uses that may be subject of specific use permits.

The city council of the city may, after public hearing and proper notice to all parties affected, and after recommendation from the planning and zoning commission containing such requirements and safeguards as are deemed necessary to protect adjoining property, authorized by ordinance the location of any of the following in the following specified districts:

- (a) Airport, landing field or heliport in any district.
- (b) Cemetery or mausoleum.

- (c) Drive-in theater in any district, minimum lot size ten acres.
- (d) Hospital, convalescent home, nursing home, retirement center, maternity home, boarding house, or similar uses in any district; or on a minimum of five acres, penal or correctional institution, jail, prison, substance abuse facility, social rehabilitation facility, halfway house, psychiatric care facility, or similar uses in any district.
- (e) Veterinarian, Animal Hospital and Kennels
- (f) Institutions of a religious or philanthropic nature in any district.
- (g) Recreational Vehicle Parks
- (h) Bed and Breakfast
- (i) Congregate Living Facility

Sec. 56-52 --- 56-62. – Reserved.

Division 3. – Zoning Board of Adjustments

Sec. 56-63. - Established.

- (a) *Appointment and removal of members; vacancies.* A board of adjustments is hereby established which shall consist of five members to be appointed by the city council, each for a term of two years.
- (b) *Alternate members.* The city council may appoint two or more alternate members to serve in the absence of one or more regular members when requested to do so by the city manager. The alternate members serve for the same term and are subject to removal in the same manner as regular members. A vacancy is filled in the same manner as a vacancy is filled among the regular members.
- (c) *Removal; filling vacancies.* Members of the board of adjustments may be removed from office by the city council for cause upon written charges and after public hearing. Vacancies shall be filled by resolution of the city council for the unexpired term of the member affected.
- (c) *Rules; meetings.* The board of adjustments shall adopt rules necessary to the conduct of its affairs, and in keeping with the provisions of this chapter. Meetings shall be held at the call of the chairperson and at such times as the board may determine. The chairperson, or in his absence the acting chairperson, may administer oaths and compel the attendance of witnesses. All meetings shall be open to the public.

- (d) *Minutes.* The board of adjustments shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be a public record and be immediately filed in the office of the board.

Sec. 56-64. - Procedure for appeals.

- (a) Any persons aggrieved, or any official or department of the city affected by any decision of judgment of the Administrative Officer concerning interpretation or administration of this chapter, may appeal such decision or judgment to the board of adjustment. Such appeals shall be taken within a reasonable time, not to exceed ten days or such other period as may be provided by the rules of the board by filing with the Administrative Officer and with the board of adjustments a notice of appeal accompanied by a fee as established by the city council specifying the grounds thereof. The Administrative Officer shall forthwith transmit to the board all papers constituting the record upon which the action appealed from was taken.
- (b) The board of adjustments shall fix a reasonable time for the hearing of appeal, give public notice thereof, as well as due notice to the parties in interest and decide the same within a reasonable time. At the hearing, any party may appear in person or by agent or attorney.

Sec. 56-65. - Stay of proceedings.

An appeal stays all proceedings in furtherance of the action appealed from, unless the Administrative Officer from whom the appeal is taken certifies to the board of adjustments after the notice of appeal is filed with him, that by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life and property. In such cases, proceedings shall not be stayed other than by a restraining order that may be granted by the board of adjustments or by a court of record on application, on notice to the Administrative Officer from whom the appeal is taken and on due cause shown.

Sec. 56-66. - Powers and duties.

- (a) The board of adjustments shall have the following powers and duties:
- (1) *Administrative review.* To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the Administrative Officer in the enforcement of this chapter.
 - (2) *Exceptions or temporary use permits.* To hear and decide only such exceptions or temporary use permits as the board of adjustments is specifically authorized to pass on by the terms of this chapter; to decide such questions as are involved in determining whether exceptions should be granted; and to grant exceptions with such conditions and safeguards as are appropriate under this chapter, or to deny exceptions when not in harmony with the purpose and intent of this chapter.

- (3) *Variances.* To authorize upon appeal in specific cases such variance from the terms of this chapter as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this chapter would result in unnecessary hardship.
- (b) In granting any exception, the board of adjustments may prescribe appropriate conditions and safeguards in conformity with this chapter. Violation of such conditions and safeguards when made a part of the terms under which the exception is granted shall be deemed a violation of this chapter. The board of adjustments shall prescribe a time limit within which the action for which the exception is required shall be begun or completed, or both. Failure to begin or complete, or both, such action within the time limit set shall void exception.
- (c) The board of adjustments shall include a finding in all final decisions that it is empowered under this chapter to grant the exception, and that the granting of the exception will not adversely affect the public interest.

Sec. 56-67. - Temporary use permit procedure and requirements.

- (a) An exception of temporary use permit shall not be granted by the board of adjustments unless and until a written application for an exception together with fee is submitted, accompanied by an accurate legal description, maps, site plans, drawings and any necessary data, indicating the section of this chapter under which the exception is sought and stating the grounds on which it is requested.
- (b) Notice shall be given of such public hearing to the owner of the property for which the exception is sought or his agent and to all owners of real property lying within 200 feet of the subject property, such notice to be given not less than ten days before the date set for hearing to all such owners who have rendered the property for city taxes as the ownership appears on the last approved city tax roll. Such notice may be served by depositing same, properly addressed and postage paid, in the city post office. Notice of the time and place of such hearing shall also be given by one publication in the official newspaper at least 15 days prior to such hearing. Failure of owners to receive notice of hearing shall in no way affect the validity of action taken.
- (c) A public hearing shall be held on the application. Any party may appear in person, or by agent or attorney.

Sec. 56-68. - Variance procedure and requirements.

- (a) A variance from the terms of this chapter shall not be granted by the board of adjustments unless and until a written application for variance together with fee is submitted, accompanied by an accurate legal description, maps, site plans, drawings, and any necessary data, demonstrating that:

- (1) Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings in the same district.
 - (2) Literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this chapter.
 - (3) The special conditions and circumstances do not result from the actions of the applicant.
 - (4) Granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other lands, structures or buildings in the same district.
- (b) No nonconforming use of neighboring lands, structures or building in the same district, and no permitted use of lands, structures or buildings in other districts shall be considered grounds for the issuance of a variance.
 - (c) Notice of public hearing shall be given in the same manner as required for temporary use permit applications.
 - (d) The public hearing shall be held. Any party may appear in person or by agent or by attorney.
 - (e) The board of adjustments shall make a finding that the reasons set forth in the application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land, building or structure. The board of adjustments shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of this chapter, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.
 - (f) Under no circumstances shall the board of adjustments grant a variance to allow a use not permissible under the terms of this chapter in the district involved, or any use expressly or by implication prohibited by the terms of this chapter in the districts.

Sec. 56-69. - Decisions; required vote.

- (a) In exercising its powers, the board of adjustments may, so long as such action is in conformity with the terms of this chapter, reverse or affirm, wholly or partly, or may modify the order, requirements, decision or determination appealed from and may make such order, requirements, decision or determination as ought to be made, and to that end shall have powers of the Administrative Official from whom the appeal is taken.
- (b) The concurring vote of four of the members of the board shall be necessary to reverse any order, requirement, decision, or determination of the Administrative Officer, or to decide

in favor of the applicant on any matter upon which it is required to pass under this chapter, or to effect any variation in the application of this chapter.

Sec. 56-70---56-80. Reserved.

DIVISION 5. AMENDMENTS

Sec. 56-81. - Initiation of amendment proceeding.

The city council may, from time to time, amend this chapter by changing the boundaries of districts or by changing any other provision thereof whenever the public necessity and convenience and general welfare require such amendment. In addition, an amendment proceeding may be initiated by the planning and zoning commission or by an application of one or more owners of property affected by the proposed amendment.

Sec. 56-82. - Application fee required for property owner-initiated proceedings.

Each application by a property owner shall be accompanied by a fee in the amount provided in the city fee schedule to cover administrative and processing costs.

Sec. 56-83. - Documentation to be submitted with application.

An application for an amendment shall be accompanied by an accurate legal description, maps, site plans, drawings and any data necessary to demonstrate that the proposed amendment is in general conformance with the comprehensive plan of the city and that public necessity, convenience and general welfare require the adoption of the proposed amendment.

Sec. 56-84. - Public hearing before the planning and zoning commission.

- (a) *Required.* Upon filing of the application, the planning and zoning commission shall call a public hearing on the application as provided herein.
- (b) *Notice of hearing.* Written notice of such hearing shall be sent to the owners of property or their agents and to all owners of property lying within 200 feet of property on which the change in classification is proposed. The notice to be given not less than ten days before the date set for the hearing, to all such owners who have rendered their property for city taxes as the ownership appears on the last approved city tax roll. Notice may be served by regular U.S. Mail. Where property lying within 200 feet of the property proposed to be changed is located in territory which was annexed to the city after the final date for making the renditions which are included on the last approved city tax roll, notice to such owners shall be given in one publication in the official newspaper appearing at least 15 days before the time of hearing. Failure of owners to receive notice of hearing shall in no way affect the validity of action taken.
- (c) *Recommendation of commission.* If at the conclusion of the hearing, the planning and zoning commission decides to recommend amendment of this chapter to the city council,

the recommendation shall be by resolution of the planning and zoning commission carried by the affirmative votes of not less than a majority of its total membership. A copy of any recommended amendment shall be submitted to the city council and shall be accompanied by a report of findings, summary of hearing and any other pertinent data.

- (d) *Recommendation of denial may be appealed to city council.* In the event the planning and zoning commission recommends denial of an application after public hearing, the applicant may appeal the determination to the city council by filing a written notice of appeal with the city clerk within ten days after the determination of the planning and zoning commission.

Sec. 56-85. - Review by and final decision of city council.

- (a) *Public hearing; notice.* If the planning and zoning commission has recommended approval of an application, or if the planning and zoning commission has recommended denial of an application and a notice of appeal has been filed pursuant to this division, the city council shall set the application for public hearing and shall give notice of the time and place of the hearing by one publication in the official newspaper appearing at least 15 days prior to such hearing, and in addition shall send written notices to the owners of property lying within 200 feet of the subject property.
- (b) *Final action.* The city council may, by simple majority vote, disapprove an application for amendment of this chapter, or in approving an amendment to this chapter, the city council may impose such requirements and conditions or changes as they deem necessary.
- (c) *Three-fourths vote of council required for certain actions.* A vote of three-fourths of the city council is required in order to adopt proposed amendments that have been recommended for disapproval by the planning and zoning commission or to adopt proposed amendments that have been recommended for approval by the planning and zoning commission against which a written protest has been filed with the city clerk duly signed and acknowledged by the owners of 20 percent of the land included in the proposed amendment or the owners of 20 percent of the land immediately adjacent to the land included in the proposed amendment and extending 200 feet therefrom.
- (d) *Reconsideration after denial.* In case an application for an amendment to this chapter is denied by the city council, the application shall not be eligible for reconsideration for one year subsequent to such denial. A new application affecting or including all or part of the same property must be substantially different from the application denied, in the opinion of the planning and zoning commission, to be eligible for consideration, within one year of the denial of the original application.

Sec. 56-86. Joint public hearings authorized; procedure.

As an alternative to separate hearing before the planning and zoning commission and the city council, the city council may by three-fourths vote call for a joint public hearing with the

planning and zoning commission and prescribe the type of notice to be given of the time and place of the hearing,

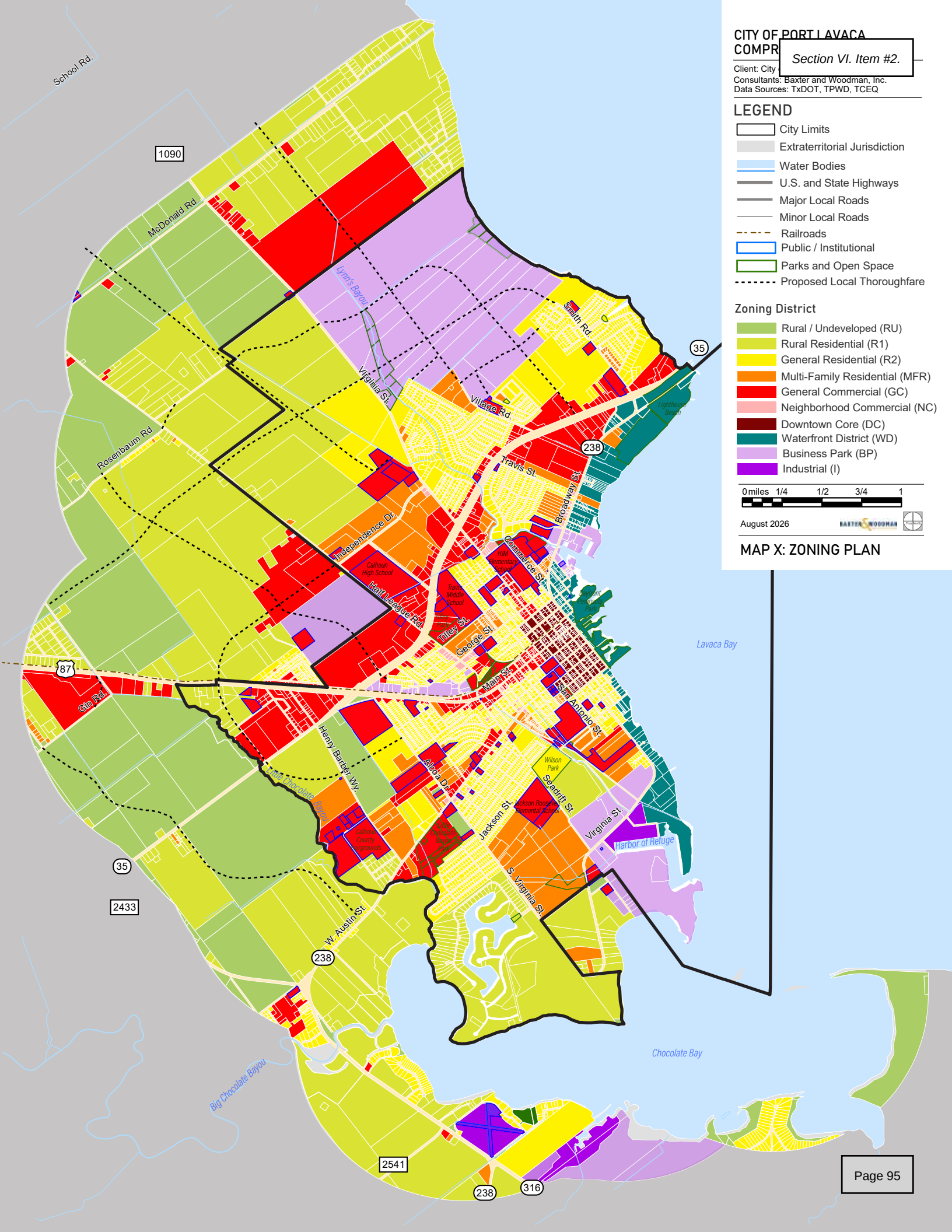
DRAFT

- LEGEND**
- City Limits
 - Extraterritorial Jurisdiction
 - Water Bodies
 - U.S. and State Highways
 - Major Local Roads
 - Minor Local Roads
 - Railroads
 - Public / Institutional
 - Parks and Open Space
 - Proposed Local Thoroughfare

- Zoning District**
- Rural / Undeveloped (RU)
 - Rural Residential (R1)
 - General Residential (R2)
 - Multi-Family Residential (MFR)
 - General Commercial (GC)
 - Neighborhood Commercial (NC)
 - Downtown Core (DC)
 - Waterfront District (WD)
 - Business Park (BP)
 - Industrial (I)



MAP X: ZONING PLAN



Zoning District Name	1. Rural/Undeveloped (RU)	2. Rural Residential (R1)	3. General Residential (R2)	4. Multi-Family Residential (R3)	5. General Commercial (GC)
Character	Rural	Rural	Suburban and/or Neighborhood Conservation	Auto Urban and/or Neighborhood Renovation	Auto Urban
General Purpose of the District	Preservation of open space, farm land or individual homes within the largest parcels in the community	Homes within this category are rural in nature with larger front, back and side setbacks within parcels that are typically an acre in size and have a larger open space ratio.	Smaller in size than the Rural Residential District, these lots are dedicated to a suburban nature, located in neighborhoods of a similar character	Areas of existing neighborhoods with a mixture of single-family detached and attached dwellings, multifamily units, recreation vehicle parks, and manufactured homes on smaller lots and parcels that are encouraged for neighborhood renovations.	Mostly dedicated to a variety of commercial and residential uses with surface parking or on-street parking
Permitted Land Uses	Rural / Undeveloped Residential, Single-family (detached garage) Agricultural, Cropland Agriculture, Grazing Agriculture, Sales Farming and Pastureland Nursery or Greenhouse Stable or Riding Academy Police or Fire Station Parks and Open Spaces	Residential, Single-family (min. 1,000 sf) (detached garage) Schools Public Institutional Parks and Open Spaces	Residential, Single-family (attached or detached garage) Residential, Duplex (attached or detached garage) Schools Parks and Open Spaces	Residential, Manufactured Residential, Medium-Density (attached or detached; townhomes) Residential, Duplex Residential, Multi-Unit Dwelling Residential, Apartments/ Condominiums Parks and Open Spaces	Commercial, General (big box, strip center) Walk in Clinic Restaurants (General) Parking Lots Automobile Sales and Maintenance Commercial, Retail (grocery store, shopping centers) Medical Office Hotels, Motels Residential, Medium-Density (attached [variance]) Residential, Medium (townhome, duplex, apartment) Parks and Open Spaces Public Institutional
Conditional Use Permit	Daycares, home occupation, bed and breakfast; fences above 8' in height, only allowed in backyard	None	Group Housing	Group Housing, Manufactured Homes (min 1,000 sf), Manufactured Homes Parks, Recreational Vehicle Parks On-Street Parking Agreement	Apartments; Drive-Thru Restaurants or Theatre; Surface Parking Lots
Lot Size	Min. - 2 ac	Min. - 1 ac Max. - 2 ac	Min. - 5,500 sf Max. - 1 ac	Min. - 5,500 sf (single family, duplex, multi-unit dwelling, apartment) Min. - 3,000 sf (townhome) Min. - 3,000 sf (single mfd. hm.) 10-12 du/ac (mfd. home park) 16-24 du/ac (RV park)	No minimum lot area Min. frontage: 200 ft

Zoning District Name	6. Neighborhood Commercial (NC)	7. Downtown Core (DC)	8. Waterfront (WF)	9. Business Park (BP)	10.
Character	Neighborhood Conservation	Semi-Urban	Semi-Urban	Suburban	Industrial (I)
General Purpose of the District	This district provides for non-strip center neighborhood convenience uses, with a building scale and site design that is compatible and cohesive with the abutting predominant character of the neighborhood. It may also accommodate upper-floor residential and live-work units, as well as multiplexes.	A central gathering place for the community, featuring a mix of highest-density attached residential (townhomes, duplexes, multi-family) and non-residential uses within a walkable, traditional downtown environment. Buildings are positioned close to the street with minimal setbacks, and parking is provided on-street, off-site, or within parking structures.	Properties of this category are located near the east side of the community along the coast and are intended for a walkable mixed use area intended for shopping, entertainment and living with a unique character.	This district provides an office type of environment where office, research and technology uses can be taken place, while hidden behind walls and large overhead doors.	Heavy industrial uses, outdoor storage and outdoor operations are within this district and often have more truck traffic than any other zoning district.
Permitted Land Uses	Commercial, Neighborhood Home Business Walk in Clinic Indoor Recreation/ Personal Fitness Restaurant (Neighborhood) Service Businesses (dentist, veterinarian, accountant, dry cleaners, laundromat) Shopping (garden shop, hardware store) Farmers Market Parks and Open Spaces Public Institutional	Commercial, Semi-Urban General Professional, Medical Office, Office Mixed Use Restaurant (Neighborhood) Daycare Boutique Hotel Commercial Retail, small scale (personal services, shopping) Residential, General (missing middle, attached- townhomes, duplexes) Residential, Medium-Density (attached) Parks and Open Spaces	Commercial, Semi-Urban Coffee Shop Bakery Restaurant (Neighborhood) Theatre Boutique Hotel, Bed and Breakfast Personal services (salon) Shopping (clothes store, gift shop) Residential, General (missing middle, attached- townhomes, duplexes) Residential, High-Density (attached) Aquaculture Fisheries Parks and Open Spaces	Light Industrial (assembly, warehousing/ storage, distribution) Outdoor Storage Small Engine or Tool Repair Shop (mowers, saws) General Professional Medical Office Office Outdoor Entertainment (amphitheater) Aquaculture Fisheies Parks and Open Spaces Public Institutional	Large Veterinary Clinic Automobile Washes Commercial Retail (personal services, shopping centers) Fuel Charging Wholesale Nursery or Greenhouse Construction Services Heavy Industry Pawn Shop Recycling Center Self Storage Solid Waste Facility Petrochemical Plants Lumberyard or Equipment Self Storage Warehouse Logistics Parks and Open Spaces
Conditional Use Permit	Automobile Sales or Maintenance, Drive-Thru, Daycare Center, Event Facility or Dance Hall	None	Structures taller than 33'	None	None
Lot Size	No minimum lot area Min. frontage: 50 ft	No minimum	No minimum	No minimum	No minimum

Zoning District Name	1. Rural/Undeveloped(RU)	2. Rural Residential (R1)	3. General Residential (R2)	4. Multi-Family Residential
Setbacks	Front: 75 ft Rear: 75 ft Interior Side: 30 ft Street Side: 30 ft	Front: 50 ft Rear: 50 ft Interior Side: 30 ft Street Side: 30 ft	Front: 25 ft Rear: 15 ft Interior Side: 5 ft Street Side: 25 ft	Front: 20 ft Rear: 25 ft Interior Side: 10 ft Street Side: 15 ft
Accessory Dwelling Units	Detached garages can serve as an accessory building, given the main structure is already built, the secondary structure is less than 50 percent of the primary building's footprint, and do not occupy more than 50 percent of the rear yard.			None
Requires Planned Development	None	None	None	None
Building Height (maximum)	33 ft	33 ft	33 ft	33 ft
Maximum Building Coverage	Building coverage; Max. 30%	Building coverage; Max. 40%	Building coverage; Max. 50%	Building coverage; Max. 70%
Parking	None	None	None	Requires a private parking lot or, if needed, a parking agreement with the city to use on-street parking, which also requires a public hearing for the request.
Landscaping and Screening	A minimum of ten percent of the total building site area must be devoted to landscaping comprised of native plants. Building site area excludes square footage of building footprints and/or areas designated as fenced and secured storage. At least 70 percent of the required landscaped area must be located within the street fronting yard. For Multi-Family developments, with the approval of the pre-development committee, the percentage of landscaping to be located in the street fronting yard may be reduced in order to disperse landscaping throughout the building site. Street trees are required to be planted in street tree lawns and medians (when applicable) for new developments that construct new public streets, or private street easements. Parking lots are subject to additional landscaping and screening requirements.			
Sound, Lighting, Signage	Lighting and sound parameters are provided, but are less strict than in the commercial, mixed use and industrial districts.			

Zoning District Name	5. General Commercial (GC)	6. Neighborhood Commercial (NC)	7. Downtown Core (DC)	8. Waterfront (WF)	9. Business Park (BP)	Section VI. Item #2
Setbacks	Front: 20 ft Rear: 20 ft Interior Side: 10 ft Street Side: 15 ft Res District Boundary: 20 ft	Front: 25 ft Rear: 30 ft Interior Side: 10 ft Street Side: 25 ft	Front: 0 ft Rear: 0 ft Interior Side: 0 ft Street Side: 0 ft	Front: 15 ft Back: 30 ft Sides: 0 ft	Front: 30 ft Rear: 25 ft Interior Side: 10 ft Street Side: 20 ft Residential District Boundary: 50 ft	Front: 30 ft Rear: 40 ft Interior Side: 20 ft Street Side: 25 ft Res District Boundary: 50 ft
Accessory Dwelling Units	None	None	None	None	None	None
Requires Planned Development	Mixed-use residential and commercial uses (bed and breakfast, live-work multiplex, and combination buildings)	None	None	Outdoor entertainment & gathering (amphitheater/plaza)	Outdoor entertainment & gathering (amphitheater/plaza)	None
Building Height (maximum)	33 ft	33 ft	3-Stories	3-Stories or 40 ft, whichever is less (including roof equipment)	33 ft	33 ft
Maximum Building Coverage	Building coverage; Max. 70%	Building coverage; Max. 70%	Building coverage; Max. 90%	Building coverage; Max. 70%	Building coverage; Max. 60%	Building coverage; Max. 50%
Parking	Requires a private parking lot or, if needed, a parking agreement with the city to use on-street parking, which also requires a public hearing for the request.				Requires a private parking lot	
Landscaping and Screening	A minimum of ten percent of the total building site area must be devoted to landscaping comprised of native plants. Building site area excludes square footage of building footprints and/or areas designated as fenced and secured storage. At least 70 percent of the required landscaped area must be located within the street fronting yard. For Multi-Family developments, with the approval of the pre-development committee, the percentage of landscaping to be located in the street fronting yard may be reduced in order to disperse landscaping throughout the building site. Street trees are required to be planted in street tree lawns and medians (when applicable) for new developments that construct new public streets, or private street easements. Parking lots are subject to additional landscaping and screening requirements. For drive-thru business, additional screening is required in the rear setback. In addition, fences or planting, and setbacks are required for buffering between residential and non-residential/mixed-use properties, non-residential and mixed use properties, and along street and railroad rights of way. Requirements within Business Park (BP) and Industrial (I) are more strict.					
Sound, Lighting, Signage	Signage rules are required for non-residential and mixed use businesses. Lighting and sound parameters are more strict in these districts. Dark Sky Compliance required.					

COMMUNICATION

SUBJECT: Discuss proposed Compensation Plan for 2025-2026 fiscal year. Presenter is Jody Weaver

INFORMATION:

CITY OF PORT LAVACA

CITY COUNCIL WORKSHOPP: AUGUST 24, 2026

AGENDA ITEM _____

DATE: AUGUST 19, 2026

TO: THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, CITY MANAGER

SUBJECT: CONSIDER CITY COMPENSATION PLAN FOR THE 2026-27 FISCAL YEAR

Attachments:

- In-house Salary survey
- Copy of the 2025 Classification and Salary Study by PSPC (for reference)
- Comparison of the FTE per 1,000 population / Police staffing per 1,000
- City of Port Lavaca FTE history

BACKGROUND:

As you recall, last year we completed a third-party salary survey (*attached for reference*) and amended the Compensation plan in April of 2025 to implement the minimum recommended salaries per the report. There were no changes to the salary schedule in the 2025-26 plan.

This year we have conducted an in-house salary survey, which is *attached*. Over the past couple of months, we have reached out to the various entities requesting their most current salary schedules. We don't always get a response, despite numerous attempts, but we received a decent number of responses this year to see that - generally speaking - we seem to be paying a prevailing wage to our employees.

There is one position we are recommending for adjustment and 2 positions that we will monitor closely for possible adjustment next year:

- Municipal Court Clerk – We have adequate data points to recommend an adjustment from a salary range 5 (\$37,924 - \$44,560 - \$51,197) to a salary range 6 (\$39,820 - \$46,788 - \$53,757).
- Asst. City Secretary – we may be slightly low, however this is based upon only 3 responses. Our maximum rate is very close to average midpoint of the 3, so we are not proposing a change this year, but will look at it closely for next year and work to get additional data. We are planning to convert this to a salaried position.
- Police Records Specialist – again we look to be low here, but we only received 2 responses. We will concentrate on acquiring additional data next year for a possible adjustment.

NOTES TO FACILITATE DISCUSSION:

- As the budget was presented at the workshop, the number of full-time positions for FY26-27 is 97 and the full-time equivalent (FTE) part-time positions are 2.75. This is unchanged from last year.
- If we are successful with the currently-applied-for grant funding of Tobie's phase 1 staffing plan of two patrol officers, we will bring Council an amendment to this compensation plan to

add 2 patrol officers, as was discussed when Council authorized the submission of the grant application.

- The cost for the second phase of the staffing plan, consisting of a motorcycle patrolman and another detective would be approx. \$190,000 (+ \$35,000 for the motorcycle, gear and training). There is another grant program available in December that would pay a stepped 100%, 75%, 50%, then 25% of the cost over the next 4 years. More information about this prospect will be brought to council for consideration of a possible funding application prior to December.
- I have included a spreadsheet illustrating our fulltime employee count since FY 2013, which shows the timing of new positions added and when the dispatchers were removed.
- I have included a spreadsheet showing that among 18 select cities ranging from about 10,000-24,000 population we are tied at 4th from the bottom with Portland for the number of full-time employees per 1,000. When staffing levels are low, cities often experience:
 - Longer emergency response times.
 - Delayed infrastructure maintenance and capital projects.
 - Reduced customer service levels.
 - Increased employee turnover and overtime costs.
 - Low moral and employee burnout
 - Greater risk of compliance violations and safety issues.
 - Difficulty achieving strategic goals and meeting community expectations.

Adequate staffing is not simply an expense; it is an investment in the city's ability to provide reliable services and maintain the quality of life expected by the community.

Port Lavaca - 11,557 (Calhoun County Seat)

Calhoun County
Bay City - 18061
Rockport - 10815
Edna - 6,108
Sinton - 5,504
Ingleside - 10,488
Victoria - 67,000
El Campo - 12,350
Beeville - 14,200
Wharton - 8627
Freeport - 12,184
Angleton - 19429 (Brazoria County Seat)
Aransas Pass
Port Neches

120 DAYS	180 DAYS
90 DAYS	
90 DAYS	120 DAYS
	*FY 2025-26
180 DAYS*	Budget was approx.
	162 days
73 DAYS	
90 DAYS	
90 DAYS	
90 DAYS	
90 DAYS	
90 DAYS	
90 DAYS	120 DAYS
90 DAYS	
146 DAYS	
no formal policy	

Data collected June - August 2026			Min	Mid	Max	2025 Survey mid-point	
OK	City Manager - PORT LAVACA	32	\$ 141,587.00	\$ 166,365.00	\$ 191,142.00		
	City Manager - Angleton		\$ 125,475.57	\$ 163,118.24	\$ 200,760.90		
	City Manager - Bay City		\$ 164,705.00	\$ 193,771.00	\$ 222,836.00		
	City Manager - Beeville			\$ 144,229.00	\$ 168,267.00		
	City Manager - Edna			\$ 101,314.00			
	City Manager - El Campo			\$ 171,595.00			
	City Manager - Freeport		\$ 144,072.00	\$ 176,849.00	\$ 209,625.00		
	City Manager - Rockport						
	City Manager - Sinton		\$ 181,729.00	\$ 181,729.00	\$ 181,729.00		
	City Manager - Victoria		\$ 167,841.00	\$ 203,443.00	\$ 239,046.00		
	City Manager - Wharton		\$ 152,250.02				
●	AVG NIC Port Lavaca	32	\$ 141,955.13	\$ 167,006.03	\$ 192,056.93	\$168,825	32
OK	Fire Chief	26	\$ 105,654.00	\$ 124,144.00	\$ 142,633.00		
	Emergency Manager - Angleton						
	Fire Chief - Athens, TX - County Seat-Pop 12,857		\$ 107,918.72	\$ 124,106.99	\$ 140,295.26		
	Fire Chief/EMS - Freeport		\$ 103,190.00	\$ 126,666.00	\$ 150,141.00		
	Fire Chief - Port Neches (by Beaumont) - pop 13,768		\$ 134,700.80	\$ 134,700.80	\$ 170,435.20		
	Fire Chief - Snyder, TX - County Seat-Pop 10,851						
	Fire Chief - Victoria		\$ 119,281.00	\$ 144,583.00	\$ 169,885.00		
●	AVG NIC Port Lavaca	28	\$ 112,637.07	\$ 132,514.20	\$ 152,391.33	\$123,492	26
OK	Police Chief	26	\$ 105,654.00	\$ 124,144.00	\$ 142,633.00		
	Police Chief - Bay City		\$ 101,115.00	\$ 118,958.00	\$ 136,802.00		
	Police Chief - Beeville			\$ 105,361.00	\$ 122,922.00		
	Police Chief - Edna			\$ 80,000.00			
	Police Chief - El Campo		\$ 87,381.00	\$ 104,354.00			
	Police Chief - Freeport		\$ 100,602.00	\$ 123,489.00	\$ 146,376.00		
	Police Chief - Ingleside			\$ 123,454.40			
	Police Chief - Rockport						
	Police Chief - Sinton		\$ 116,761.00	\$ 116,761.00	\$ 116,761.00		
	Police Chief - Victoria		\$ 119,281.00	\$ 144,583.00	\$ 169,885.00		
	Police Chief - Wharton			\$ 114,025.60			
●	AVG NIC Port Lavaca	24	\$ 97,370.90	\$ 114,554.00	\$ 131,737.10	\$110,776	23

2025 Survey mid-
point

Data collected June - August 2026

Min

Mid

Max

OK	Director of Development Services	24	\$ 95,832.00	\$ 112,602.00	\$ 129,373.00		
	Director of Development Services - Angleton		\$ 98,744.97	\$ 128,368.46	\$ 157,991.95		
	Director of Dev Services - Beeville			\$ 79,692.00	\$ 92,974.00		
	Director of Development Services - Edna			\$ 50,000.00			
	Director of Planning - El Campo		\$ 76,606.00	\$ 91,458.00			
	Director of Building/Planning - Ingleside			\$ 116,771.20			
	Director of Development Services - Vict		\$ 108,192.00	\$ 131,141.00	\$ 154,091.00		
	Director of Development Services- Wharton			\$ 76,752.00			
●	AVG NIC Port Lavaca	21	\$ 81,865.04	\$ 96,311.81	\$ 110,758.58	\$99,750	21
OK	Director of Finance	24	\$ 95,832.00	\$ 112,602.00	\$ 129,373.00		
	Director of Finance - Angleton		\$ 98,744.97	\$ 128,368.46	\$ 157,991.95		
	Director of Finance - Beeville			\$ 123,273.00	\$ 143,818.00		
	Director of Finance - Edna			\$ 57,990.00			
	Director of Finance - El Campo		\$ 81,973.00	\$ 97,864.00			
	Director of Finance - Freeport		\$ 96,255.00	\$ 118,153.00	\$ 140,051.00		
	Director of Finance - Ingleside			\$ 132,454.40			
	Director of Finance - Rockport						
	Director of Finance - Vict		\$ 119,281.00	\$ 144,583.00	\$ 169,885.00		
	Director of Finance - Sinton		\$ 75,850.00	\$ 75,850.00	\$ 75,850.00		
	Director of Finance - Wharton			\$ 95,368.00			
●	AVG NIC Port Lavaca		\$ 91,979.81	\$ 108,211.54	\$ 124,443.27	\$113,851	24
OK	Director of Public Works	24	\$ 95,832.00	\$ 112,602.00	\$ 129,373.00		
	Director of Public Works - Bay City		\$ 101,115.00	\$ 118,958.00	\$ 136,802.00		
	Director of Public Works - Rockport						
	Director of Public Works - Edna			\$ 84,025.00			
	Director of Public Works - Vict		\$ 119,281.00	\$ 144,583.00	\$ 169,885.00		
	Director of Public Works - Ingleside (Water Svs)			\$ 132,454.40			
	Director of Public Works - Sinton		\$ 104,562.00	\$ 104,562.00	\$ 104,562.00		
	Director of Public Works - El Campo		\$ 81,973.00	\$ 97,864.00			
	Director of Utilities- El Campo		\$ 81,973.00	\$ 97,864.00			
	Director of Public Works - Beeville			\$ 90,052.00	\$ 105,061.00		
	Public Works Director - Wharton			\$ 66,892.80			
	Public Works Director - Freeport		\$ 93,150.00	\$ 114,342.00	\$ 135,533.00		
	Public Works Director - Angleton		\$ 98,744.97	\$ 128,368.46	\$ 157,991.95		
●	AVG NIC Port Lavaca		\$ 91,179.16	\$ 107,269.61	\$ 123,360.05	\$110,310	24
OK	City Secretary	19	\$ 75,087.00	\$ 88,227.00	\$ 101,367.00		
	City Secretary/Court Manager - Angleton		\$ 98,744.97	\$ 128,368.46	\$ 157,991.95		
	City Secretary - Bay City		\$ 83,187.00	\$ 97,867.00	\$ 112,547.00		
	City Secretary - Beeville			\$ 123,273.00	\$ 143,818.00		
	City Secretary - Edna			\$ 60,089.00			
	City Secretary - El Campo		\$ 54,621.00	\$ 65,229.00			
	City Secretary - Freeport		\$ 64,481.00	\$ 79,150.00	\$ 93,819.00		
	City Secretary - Ingleside			\$ 96,512.00			
	City Secretary - Rockport						
	City Secretary - Sinton		\$ 50,000.00	\$ 50,000.00	\$ 50,000.00		
	City Secretary - Victoria		\$ 73,228.00	\$ 88,762.00	\$ 104,295.00		
	City Secretary - Wharton			\$ 114,608.00			
●	Avg NIC Port Lavaca	19	\$ 76,827.97	\$ 90,385.85	\$ 103,943.72	\$87,648	19

2025 Survey mid-
point

Data collected June - August 2026			Min	Mid	Max		
OK	Police Lieutenant	18	\$ 71,511.00	\$ 84,025.00	\$ 96,540.00		
	Patrol Lieutenant - Beeville			\$ 75,617.00	\$ 88,220.00		
	Patrol Lieutenant - Edna			\$ 65,343.20			
	Patrol Lieutenant-Rockport						
	Patrol Lieutenant - Wharton			\$ 86,361.60			
●	AVG NIC Port Lavaca	16	\$ 64,407.84	\$ 75,773.93	\$ 87,140.02	\$85,772	18
OK	Utilities Supt	17	\$ 68,106.00	\$ 80,024.00	\$ 91,943.00		
	Utilities Supt - Beeville			\$ 79,692.00	\$ 92,974.00		
	Utilities Supt - Edna			\$ 54,240.00			
	Water Supt - Wharton			\$ 68,432.00			
●	Avg NIC Port Lavaca	14	\$ 57,336.47	\$ 67,454.67	\$ 77,572.87	\$80,971	17
OK	Streets Supt	17	\$ 68,106.00	\$ 80,024.00	\$ 91,943.00		
	Streets Supt - Beeville			\$ 62,411.00	\$ 72,813.00		
	Streets Supt - Edna			\$ 65,580.00			
	Streets Supt - Rockport						
●	Avg NIC Port Lavaca	13	\$ 54,396.18	\$ 63,995.50	\$ 73,594.83	\$80,541	17
OK	Parks Supt	17	\$ 68,106.00	\$ 80,024.00	\$ 91,943.00		
	Parks Supt - Rockport						
	Parks Supt - Beeville			\$ 79,692.00	\$ 92,974.00		
	Parks Supt - Edna			\$ 43,264.00			
	Parks Supt - Wharton			\$ 68,432.00			
	Parks Supt - Angleton		\$ 63,764.33	\$ 79,705.42	\$ 95,646.09		
●	Avg NIC Port Lavaca	17	\$ 57,607.35	\$ 67,773.36	\$ 77,939.36	\$72,571	15
OK	Patrol Sergeant	16	\$ 64,863.00	\$ 76,214.00	\$ 87,564.00		
	Patrol Sergeant - Beeville			\$ 69,606.00	\$ 81,207.00		
	Patrol Sergeant - Edna			\$ 60,000.00			
	Patrol Sergeant - Ingleside			\$ 77,355.20			
	Patrol Sergeant - Wharton			\$ 74,458.80			
●	Avg NIC Port Lavaca	14	\$ 59,801.75	\$ 70,355.00	\$ 80,908.25	\$76,883	16
OK	Detective Sergeant	16	\$ 64,863.00	\$ 76,214.00	\$ 87,564.00		
	Detective Sergeant - Calhoun County						
	Detective Sergeant - Edna			\$ 64,589.29			
	Police Detective - Ingleside			\$ 72,633.60			
	Detective Sergeant - Wharton			\$ 76,739.50			
●	Avg NIC Port Lavaca	14	\$ 60,622.68	\$ 71,320.80	\$ 82,018.92	\$76,035	16
OK	Patrol Officer	13	\$ 56,031.00	\$ 65,836.00	\$ 75,641.00		
	Police Officer - Angleton						
	Police Officer-Bay City		\$ 62,076.00	\$ 73,030.00	\$ 83,985.00		
	Patrol Officer - Beeville			\$ 56,385.00	\$ 65,782.00		
	Patrol Officer - Edna			\$ 59,155.20			
	Police Officer - El Campo		\$ 62,419.00	\$ 74,540.00			
	Police Officer - Freeport		\$ 56,557.00	\$ 68,497.00	\$ 80,437.00		
	Patrol Officer 1 - Ingleside			\$ 60,132.80			
	Police Officer - Sinton		\$ 46,405.00	\$ 46,405.00	\$ 46,405.00		
	Police Officer - Victoria		\$ 50,970.00	\$ 58,615.50	\$ 68,500.00		
	Patrol Officer- Wharton			\$ 63,345.88			
●	Avg NIC Port Lavaca	12	\$ 52,898.94	\$ 62,234.04	\$ 71,569.15	\$64,396	13
OK	Firefighter/Engineer	12	\$ 53,363.00	\$ 62,701.00	\$ 72,039.00		
	Firefighter - Angleton		\$ 49,396.25	\$ 58,829.29	\$ 68,262.33		
	Firefighter - Freeport		\$ 55,000.00	\$ 67,513.00	\$ 80,025.00		
	Firefighter - Victoria		\$ 50,412.00	\$ 55,453.20	\$ 62,000.00		
●	Avg NIC Port Lavaca	11	\$ 51,508.72	\$ 60,598.50	\$ 69,688.27	\$59,673	11

2025 Survey mid-
point

Data collected June - August 2026			Min	Mid	Max		
OK	Accountant	12	\$ 53,363.00	\$ 62,701.00	\$ 72,039.00		
	Accountant - Beeville			\$ 62,411.00	\$ 72,813.00		
	Accounting/Billing Specialist - El Campo		\$ 51,043.00	\$ 60,944.00			
	Accounting/Billing Specialist - Sinton		\$ 46,966.00	\$ 46,966.00	\$ 46,966.00		
	Accounting/Billing Specialist - Victoria		\$ 63,257.00	\$ 76,676.00	\$ 90,094.00		
	Accountant - Wharton			\$ 45,136.00			
●	Avg NIC Port Lavaca	11	\$ 49,662.61	\$ 58,426.60	\$ 67,190.59	\$66,732	13
** ✓	Assistant City Secretary	11	\$ 50,822.00	\$ 59,715.00	\$ 68,609.00		
	Assistant City Secretary - Angleton		\$ 54,819.25	\$ 68,524.06	\$ 82,228.87		
	Assistant City Secretary - Beeville			\$ 55,231.00	\$ 65,436.00		
	Assistant City Secretary - Ingleside			\$ 87,734.40			
	Assistant City Secretary - Rockport						
●	Avg NIC Port Lavaca	14	\$ 59,922.01	\$ 70,496.49	\$ 81,070.96	\$60,104	11
OK	Office Manager	10	\$ 48,401.00	\$ 56,872.00	\$ 65,342.00		
	Chief Sec/Dispatcher Supervisor - Angleton						
	Office Manager - Beeville			\$ 48,877.00	\$ 57,023.00		
	Administrative Coordinator (PD)						
●	Avg NIC Port Lavaca	7	\$ 41,545.45	\$ 48,877.00	\$ 56,208.55	\$55,127	9
OK*	Executive Asst to CM/HR	10	\$ 48,401.00	\$ 56,872.00	\$ 65,342.00		
	HR Coordinator- Angleton		\$ 54,819.25	\$ 68,524.06	\$ 82,228.87		
	HR - Beeville			\$ 79,692.00	\$ 92,974.00		
	HR - Wharton			\$ 53,331.20			
●	Avg NIC Port Lavaca	13	\$ 57,105.06	\$ 67,182.42	\$ 77,259.78	\$56,729	10
OK	Parks Crew Leader	9	\$ 46,097.00	\$ 54,164.00	\$ 62,230.00		
	Parks Crew Leader - Angleton						
	Parks Crew Leader - Beeville			\$ 48,877.00	\$ 57,023.00		
	Parks Crew Leader-Rockport						
●	Avg NIC Port Lavaca	7	\$ 41,545.45	\$ 48,877.00	\$ 56,208.55	\$49,272	7
OK	Streets Crew Leader	9	\$ 46,097.00	\$ 54,164.00	\$ 62,230.00		
	Parks Crew Leader - Angleton						
	Streets Crew Leader - Beeville			\$ 48,877.00	\$ 57,023.00		
	Streets Crew Leader - Edna			\$ 38,969.83			
	Streets Crew Leader-Rockport						
	Streets Crew Leader - Wharton			\$ 45,510.00			
●	Avg NIC Port Lavaca	5	\$ 37,784.44	\$ 44,452.28	\$ 51,120.12	\$52,712	8
OK	Utilities Crew Leader	9	\$ 46,097.00	\$ 54,164.00	\$ 62,230.00		
	WW Plant Operator II - Angleton						
	Utilities Crew Leader - Beeville			\$ 48,877.00	\$ 57,023.00		
	Utilities Crew Leader - Edna			\$ 45,890.21			
	Utilities Production Supervisor-Rockport						
	Utilities Crew Leader - Wharton			\$ 44,179.20			
●	Avg NIC Port Lavaca	6	\$ 39,368.15	\$ 46,315.47	\$ 53,262.79	\$52,438	8
OK	Code Enforcement Officer	8	\$ 43,902.00	\$ 51,584.00	\$ 59,267.00		
	Code Enforcement Officer - Angleton						
	Code Enforcement Officer - Bay City						
	Code Enforcement Officer - Beeville			\$ 48,877.00	\$ 57,023.00		
	Code Enforcement Officer - Calhoun County						
	Code Enforcement Officer - Edna			\$ 45,462.00			
	Code Enforcement Officer - Rockport						
	Code Enforcement Officer - Wharton			\$ 43,035.20			
●	Avg NIC Port Lavaca	6	\$ 38,922.69	\$ 45,791.40	\$ 52,660.11	\$51,536	8

2025 Survey mid-
point

Data collected June - August 2026

			Min	Mid	Max		
** ✓	Police Records Specialist	6	\$ 39,820.00	\$ 46,788.00	\$ 53,757.00		
	Records Clerk/Dispatcher - Beeville			\$ 48,877.00	\$ 57,023.00		
	Records Clerk-Rockport						
	Records Clerk - Wharton			\$ 53,768.00			
●	Avg NIC Port Lavaca	9	\$ 45,702.80	\$ 53,768.00	\$ 61,833.20	\$45,048	5
OK	Development Services Technician (Permits)	6	\$ 39,820.00	\$ 46,788.00	\$ 53,757.00		
	Permit Technician - Bay City		\$ 40,014.00	\$ 47,076.00	\$ 54,137.00		
	Permits Clerk - Beeville			\$ 43,254.00	\$ 50,463.00		
	Permits Clerk - El Campo		\$ 37,440.00	\$ 44,720.00			
	Permits Clerk - Wharton			\$ 38,625.60			
●	Avg NIC Port Lavaca	5	\$ 36,906.07	\$ 43,418.90	\$ 49,931.74	\$45,115	5
OK	Accounts Payable Specialist	6	\$ 39,820.00	\$ 46,788.00	\$ 53,757.00		
	Accounting Clerk - Beeville			\$ 48,877.00	\$ 57,023.00		
	Calhoun County						
	Accounting Clerk - Edna			\$ 40,620.00			
	Accounting Technican-Rockport						
	Accounting Clerk-Wharton			\$ 40,352.00			
●	Avg NIC Port Lavaca	5	\$ 36,790.55	\$ 43,283.00	\$ 49,775.45	\$47,305	6
** ✓	Municipal Court Clerk	5	\$ 37,924.00	\$ 44,560.00	\$ 51,197.00		
	Court Technician - Angleton		\$ 32,301.36	\$ 38,761.63	\$ 44,188.26		
	Municipal Court Clerk - Bay City		\$ 38,109.00	\$ 44,834.00	\$ 51,559.00		
	Municipal Court Clerk - Beeville			\$ 70,524.00	\$ 82,278.00		
	Municipal Court Clerk - Calhoun County						
	Municipal Court Clerk - Edna			\$ 39,970.00			
	Municipal Court Clerk - El Campo		\$ 45,240.00	\$ 53,997.00			
	Municipal Court Clerk - Freeport		\$ 31,345.00	\$ 38,476.00	\$ 45,607.00		
	Municipal Court Clerk - Rockport						
	Court Clerk - Sinton		\$ 47,902.00	\$ 47,902.00	\$ 47,902.00		
	Municipal Court Clerk - Ingleside						
	Court Clerk - Victoria		\$ 31,949.00	\$ 38,338.80	\$ 50,168.00		
	Municipal Court Clerk - Wharton			\$ 46,800.00			
●	Avg NIC Port Lavaca	6	\$ 39,629.21	\$ 46,622.60	\$ 53,615.99	\$43,011	4
OK	Animal Control Officer	5	\$ 37,924.00	\$ 44,560.00	\$ 51,197.00		
	Animal Service Officer - Angleton						
	Animal Control Officer - Beeville			\$ 43,254.00	\$ 50,463.00		
	Animal Control Officer - Edna			\$ 42,000.00			
	Animal Control Officer - Wharton			\$ 49,857.00			
●	Avg NIC Port Lavaca	5	\$ 38,281.45	\$ 45,037.00	\$ 51,792.55	\$44,617	5
OK	UB Customer Service Representative	5	\$ 37,924.00	\$ 44,560.00	\$ 51,197.00		
	UB Customer Service Rep - Bay City						
	UB Customer Service Rep - Wharton		\$ 32,510.40	\$ 37,554.00			
	UB Customer Service Rep - Beeville			\$ 43,254.00	\$ 50,463.00		
	UB Customer Service Representative- Edna			\$ 44,800.00			
	UB Technician - Rockport						
●	Avg NIC Port Lavaca	4	\$ 35,588.93	\$ 41,869.33	\$ 48,149.73	\$41,397	4

2025 Survey mid-
point

Data collected June - August 2026				Min	Mid	Max		
OK	Street Maintenance worker	4	\$	36,118.00	\$	42,439.00	\$	48,759.00
	Maintenance Tech-PW - Angleton							
	Street Maintenance worker - Bay City							
	Streets Maintenance Worker - Beeville				\$	38,278.00	\$	44,657.00
	Streets Maintenance Worker - Edna				\$	30,650.67		
	Street Maintenance worker - Rockport							
	Streets Maintenance Worker - Wharton				\$	39,998.40		
●	Avg NIC Port Lavaca	1	\$	30,862.67	\$	36,309.02	\$	41,755.38
OK	Utility Maintenance Worker	4	\$	36,118.00	\$	42,439.00	\$	48,759.00
	Maintenance Tech-PW - Angleton							
	Utilities Maintenance worker - Bay City		\$	44,116.00	\$	51,901.00	\$	59,686.00
	Utility Maintenance Worker - Beeville				\$	38,278.00	\$	44,657.00
	Utilities Maintenance Worker - Edna				\$	41,595.77		
	Utility Maint. Worker - El Campo		\$	39,520.00	\$	47,174.00		
	Utilities Maintenance Worker - Sinton		\$	28,122.00	\$	28,122.00	\$	28,122.00
	Utilities Maintenance Worker - Victoria		\$	27,040.00	\$	32,448.00	\$	47,779.00
	Utilities Maintenance Worker - Wharton				\$	36,483.00		
●	Avg NIC Port Lavaca	3	\$	33,514.50	\$	39,428.82	\$	45,343.15
							\$42,186	4

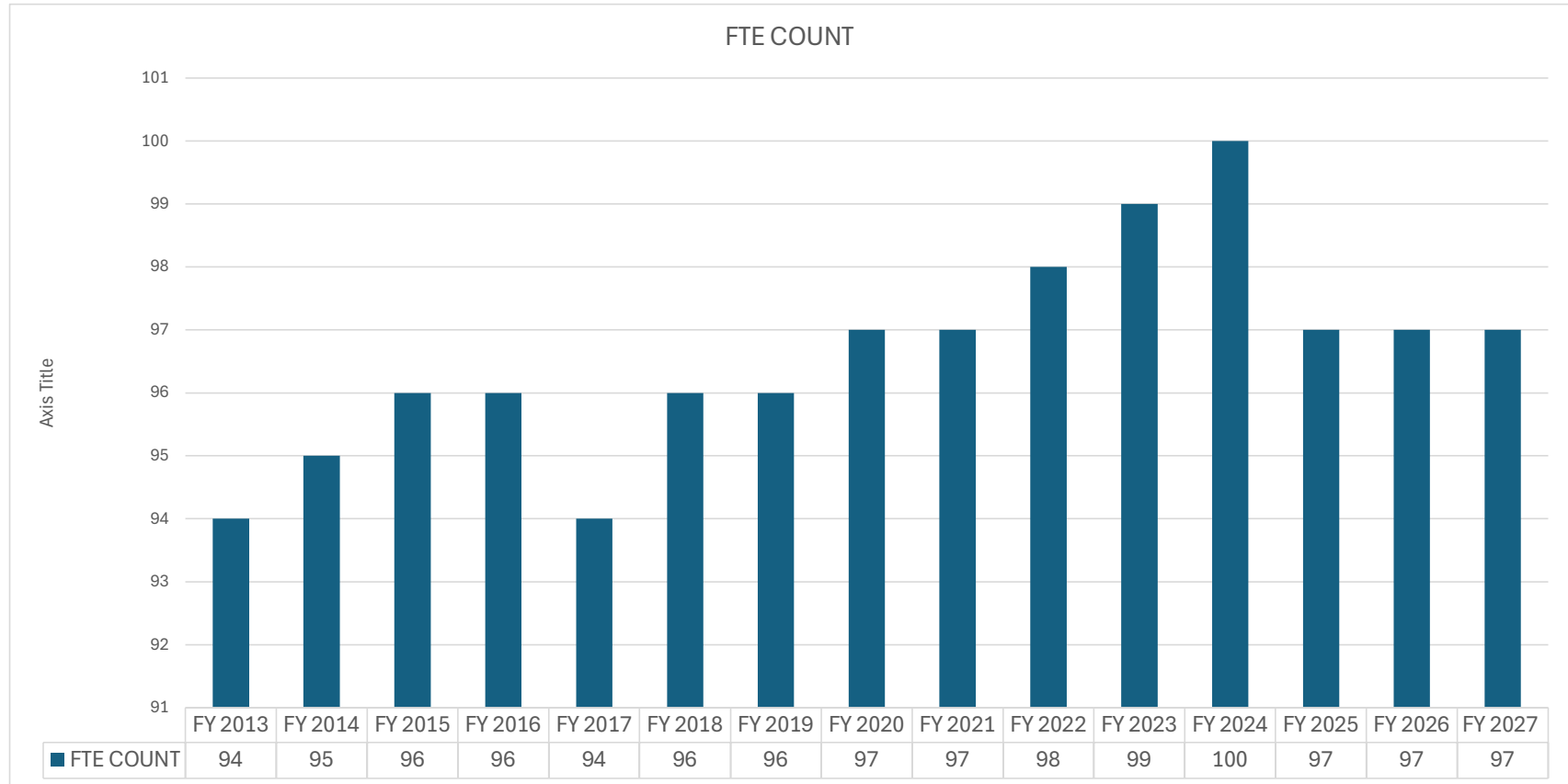
Ratio of Full-time employees divided by the population

CITY	Full-time Emp	Population	FTE per 1,000	Notes on Additional Services Provided
Clute	101	10700	9.4	Fire Department, EMS
Port Neches	94	13591	6.9	Garage, Library, Senior Citizens
Port Lavaca	97	11060	8.8	Fire Department, Ports & Harbor, Beach
Seabrook	115	13974	8.2	IT, GIS, EMS
Jacksonville	135	14815	9.1	Fire, EMS, Sanitation, Library, Museum, Cemetery
Beeville	164	13641	12.0	IT, Swimming Pool, Golf Course, Garage
Portland	207	23575	8.8	IT, Fire, Communications, Library
Freeport	167	10550	15.8	IT, Fire, EMS, Golf Course, Garage, Recreation Center, Museum,
Lockhart	146	14844	9.8	PIO, Communications, Fire, Library, Planning/GIS, Garage, Electric, Solid Waste, Eco Dev
Bay City	183	17882	10.2	Library, Recycling, Communications, Tourism, Airport, IT, Garage
Cuero	91	8386	10.9	Electric, Library, Golf Course, IT, Fire
Rockport	128	10877	11.8	Aquatic Center, IT, Garage, Communications, Tourism
Wharton	110	8627	12.8	EMS, Emergency MGT, Airport
El Campo	129	12350	10.4	GIS, Emergency MGT, Garage, Aquatic Center, EMS
Elgin	142	13327	10.7	IT, Community Services, Library, Recreation Center, Swimming Pool, Garage,
Aransas Pass	148	8011	18.5	IT, Emergency MGT, Fire, Library, Harbor, Aquatic Center
Lago Vista	98	10498	9.3	
Bee Cave	66	8464	7.8	IT, Library, Tourism

PD Staffing comparison

	Sworn Staff	Population	Sworn per 1,000
Bay City	38	18,016	2.1
El Campo	33	12,202	2.7
Richmond	40	12,582	3.2
Rockport	27	10,440	2.6
Wharton	24	8,724	2.8
Port Lavaca	21	11,060	1.9
Port Lavaca + 2	23	11,060	2.1
Port Lavaca + 4	25	11,060	2.3

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
FTE COUNT	94	95	96	96	94	96	96	97	97	98	99	100	97	97	97



* there is conflicting data - FY 2016 is either 95 or 96; no Admin Asst shown for CM in 2016-2017(?)

*FY2022 - Added 3 Fire fighters
*FY 2023 - Part Time Animal Control

*FY 2024 - Added Capital Projects/Grants Coordinator
*FY2025 - 4 dispatchers for part of year

*FY2025 - added Exec Asst to P&H (paid by P&H Fund)
*FY2026 PD reception clerk

APRIL 29, 2025

CLASSIFICATION STUDY AND SALARY SURVEY FOR THE CITY OF PORT LAVACA, TEXAS

FINDINGS AND RECOMMENDATIONS

PUBLIC SECTOR PERSONNEL CONSULTANTS
2824 N. Power Road #113-486, Mesa, AZ, 85281
www.compensationconsulting.com

Contents

- 1. Executive Summary 2
 - A. Summary of Findings 2
 - B. Summary of Recommendations..... 3
- 2. Position Classification Process and Results 4
 - A. Principal Steps in the Job Classification Process..... 4
 - B. Results of the Job Classification Process..... 4
- 3. Salary Survey Process and Results 5
 - A. Survey Comparators 5
 - B. Benchmarked Positions 6
 - C. Survey Methodology..... 6
 - D. External Prevailing Rate (Market) Comparison..... 6
- 4. Proposed Salary Plan for FY26 6
 - A. Recommended Salary Structures and Range Assignments 6
 - B. Estimated Fiscal Impact 7
- 5. Salary Plan Maintenance..... 7
- APPENDIX 8**
 - Table 1: Schematic of Occupational Job Classes..... 8
 - Table 2: Salary Survey Benchmarks and Relationship to External Prevailing (Market) Rate..... 10
 - Table 3: Proposed Salary Schedule 12
 - Table 4: Proposed Salary Schedule and Pay Range – Job Series Order 13
 - Table 5: Proposed Salary Schedule and Pay Range – High to Low Order 15

1. Executive Summary

Public Sector Personnel Consultants is pleased to submit this report of the findings and recommendations of the FY2025 Classification Study and Salary Survey for the City of Port Lavaca, Texas. We wish to thank all employees for their participation and assistance in this important project.

A. Summary of Findings

1. The City of Port Lavaca has a total of 59 job titles. After the Classification Study, the number of distinct occupational job classifications remains the same, although some titles have been added and deleted ([Appendix, Table 1](#)).
2. 68% of all positions will retain their current title, 22% will receive a title modification, and 10% of positions are new titles. All employees have been assigned to an appropriate position classification that reflects their designated tasks and responsibilities.
3. The City of Port Lavaca's salary plan is competitive (within +/- 5% or greater than 5%) for 33% of its salary survey benchmark job classifications in relation to the designated public and private sector comparator agencies ([Appendix, Table 2](#)).
4. The City of Port Lavaca's salary plan is NOT competitive (more than -5% below) for 67% of its salary survey benchmark job classifications in relation to the designated public and private sector comparator agencies ([Appendix, Table 2](#)).
5. The City of Port Lavaca maintains a salary schedule with a prevailing pattern of 35% range width and 5% distance between the midpoints of successive ranges, although some ranges have been deleted or modified.
6. A new Salary Schedule is proposed that creates a consistent pattern. It consists of 40 ranges with 35% range width and 5% between the midpoints of successive ranges ([Appendix, Table 3](#)).
7. The estimated cost to adopt the market-based ranges for all positions and to bring any employee whose current salary is below the proposed range minimum is \$126,181, or 2.51% of current payroll.

B. Summary of Recommendations

1. Adopt the proposed Classification Schematic (Appendix, Table 1).
2. Adopt the new Salary Schedule (Appendix, Table 3).
3. Adopt the proposed market-based range for all positions in the organization (Appendix, Table 4 and Table 5).
4. Move any employee whose current salary falls below the proposed range minimum up to the range minimum.
5. Every three to five years, update the salary plan by reallocating job classifications to appropriate salary grades that reflect the varying prevailing rate movement of each position in the marketplace.
6. Continue to administer Cost-of-Living-Adjustments and merit increases.

2. Position Classification Process and Results

Position analysis and classification is the process of documenting and verifying the number, type, and levels of occupational job classes within an organization and assigning each budgeted position to the correct occupational job class. This process establishes the sound basis for the subsequent salary plan which is administered at the job class level. Position classification is done before a salary survey because it is important to learn about the jobs that exist at an organization before looking for them in the marketplace.

A. Principal Steps in the Job Classification Process

1. *Distribute Position Analysis Questionnaires*

Each full-time city employee was given the opportunity to complete a comprehensive position analysis questionnaire (PAQ) summarizing the scope and complexity of the duties and responsibilities of their position. PSPC reviewed 94 PAQ’s representing each job in the City.

2. *Create Schematic of Occupational Job Classes*

Based on the analysis of the job content of the various positions, we sorted them into common occupational series and groups, and then determined the number of distinct job levels (classes) within each group. Table 1, in the Appendix of this report, is the resultant *Schematic of Occupational Job Classes* reflecting the actual duties and responsibilities performed by the employees. The goal is for each employee to have a job title that accurately reflects the tasks and duties of their position.

3. *Draft Review of Position Classification Plan*

We reviewed drafts of the recommended position classification plan with the City Manager and Finance Director to verify our understanding of the City’s classifications, to obtain feedback, and to make any necessary changes in job class concepts, class titles, and the classification of individual positions.

B. Results of the Job Classification Process

1. *Index of Current to Recommended Job Titles*

The classification transactions are summarized below. Table 1, included in the Appendix, lists each of the City’s current and recommended job titles.

SUMMARY

% of Total

- (NC) No Change	68%
- (T) Title Modification	22%
- (NT) New Title	10%
- (D) Deleted Title	-

3. Salary Survey Process and Results

A salary survey is the process by which an organization evaluates rates of pay for various job classifications within a defined marketplace. The marketplace can consist of organizations that the City competes with for talent, organizations that provide similar services, or organizations that have similar characteristics.

A. Survey Comparators

In consultation with the City and with input from PSPC, the following agencies were identified as survey comparators. PSPC solicited pay plans, organizational charts, and job descriptions from these agencies to aid in the process of job matching for the salary survey.

Angleton, City of	Freeport, City of
Aransas Pass, City of	Ingleside, City of
Bay City, City of	Portland, City of
Beeville, City of	Rockport, City of
Calhoun, County of	Sinton, City of
Cuero, City of	State of Texas
Edna, City of	Victoria, City of
El Campo, City of	Wharton, City of

In addition to these public sector agencies, PSPC also incorporated data from the private sector using the salary assessor tool for the Victoria, TX area provided by the Economic Research Institute (ERI).

B. Benchmarked Positions

PSPC benchmarked 54/59 positions, or 91% of all positions within the City. 538 jobs in the comparator agencies were matched to the City's 54 benchmark positions (Appendix, [Table 2](#)).

C. Survey Methodology

We utilized the standard "midpoint-to-midpoint" method to compare the City's salary structures to the prevailing rates. The City's salary structure and the prevailing rates are represented by their midpoints, which are the amounts employers pay for sustained competent job performance.

The midpoint is the most objective, occupation-specific and consistent component of salary structures among employers, as the varying widths of salary ranges are too great to utilize minimum or maximum. Midpoint is not affected by actual salary averages which may reflect longevity, pay-for-performance, and a myriad of subjective salary plan administration characteristics of the comparator employers. When individual salary plans were comprised of steps, the beginning and ending steps were added and the sum divided by two (2) to calculate a true midpoint.

D. External Prevailing Rate (Market) Comparison

The table below summarizes the comparison of the City's current salary structure for all benchmark job classes to the prevailing rate amongst the comparator organizations. A detailed listing by benchmark position can be found on [Table 2](#) in the Appendix.

<u>Relationship to Prevailing Rate</u>	<u># of Benchmark Job Classifications</u>	<u>% of Benchmark Sample</u>	<u>Average Variance (%)</u>
Below (< -5%)	33	67%	-12.27%
Comparable (+/- 5%)	16	33%	-1.11%
Above (> 5%)	0	0%	N/A

4. Proposed Salary Plan for FY26

A. Recommended Salary Structures and Range Assignments

PSPC recommends that the City adopt a new salary schedule. The current salary schedule starts at the minimum wage value for the State of Texas, resulting in many ranges that are no longer in use. In addition, some ranges have been deleted or modified. PSPC recommends that the City adopt the Proposed Salary Schedule (Appendix, [Table 3](#)). This salary schedule is not wholly different from the current structure, but reestablishes a consistent pattern. It is comprised of 40 ranges with 5% between the midpoints of successive ranges and a 35% range width from minimum to maximum. This salary schedule is well-suited to applying salary survey data. The process for range placement is to identify the range whose midpoint is closest to the survey midpoint. It also allows the organization to establish logical relationships between successive job classifications. Additionally, this salary schedule will be able to accommodate new positions as they are brought into the organization.

The recommended range assignments can be found in [Table 4](#) and [Table 5](#) of the Appendix, sorted by Job Family and across the organization from High-to-Low. In no instances have any positions been moved backward at the midpoint as a result of the study. Correspondingly, no employee will be receiving a reduction in salary. Range assignments were made in relation to the survey data (external equity) as well as how positions relate to each other within the organization (internal equity).

B. Estimated Fiscal Impact

The total estimated fiscal impact to adopt the proposed range assignments is \$126,181, or 2.51% of current payroll.

To estimate the cost of implementation, PSPC identified the proposed range for each employee based on their job classification. If the employee's current salary was lower than the proposed range minimum, an adjustment was provided to move them up to the range minimum. This cost estimate excludes costs related to additional TMRS or benefits contributions.

5. Salary Plan Maintenance

The City should reevaluate the ranges for all positions every three to five years via a salary survey. Since jobs move at different rates in the marketplace, adjustments for each position will be different. In the interim, the City should focus on moving employees through the range for their position.

As new positions come into the organization, or as departments reorganize, the City should reference survey data and the pay plan to determine the appropriate classification and range for each new or modified position. PSPC offers a one-year warranty to assist in these situations and general pay plan maintenance as needed.

APPENDIX

Table 1: Schematic of Occupational Job Classes

Current Job Class	Recommended Job Class
-------------------	-----------------------

Administrative Services Series

Animal Control

Senior Animal Control Officer
Animal Control Officer
Animal Shelter Attendant

Lead Animal Control Officer
Animal Control Officer
Delete

City Manager's Office

City Manager
Executive Assistant to the City Manager/Human Resources Coordinator

City Manager
Executive Assistant/HR Coordinator

City Secretary and Municipal Court

City Secretary/Court Manager
Assistant City Secretary
-
Municipal Court Clerk

City Secretary/Court Administrator
Assistant City Secretary
Senior Municipal Court Clerk
Municipal Court Clerk

Convention and Visitor's Bureau

CVB Maintenance Worker

Bauer Center Maintenance Worker

Development Services

Director of Development Services
Code Enforcement Officer
Development Coordinator/Permit Technician
Office Assistant

Director of Development Services
Code Enforcement Officer
Development Services Technician
Office Assistant

Facilities Maintenance

Janitor

Janitor

Finance

Director of Finance

Capital Projects/Grants Coordinator
Senior Accountant
Accountant

Director of Finance
Capital Projects and Grants Coordinator
Senior Accountant
Accountant

Accounting Clerk

Accounts Payable Specialist

Parks

Parks Superintendent

Parks Superintendent

Parks Crew Leader

Parks Crew Leader

Parks Maintenance Worker

Parks Maintenance Worker

Light House Beach Attendant

Light House Beach Attendant

Parks - Harbor

Harbor Master

Harbor Master

Ports and Harbors Administrative Assistant

Administrative Assistant

Public Safety Series**Dispatch**

Lead Dispatcher/Administrative Assistant

Delete

Dispatcher

Delete

Fire

Fire Chief

Fire Chief

Fire Captain

Fire Captain

Fire Lieutenant

Fire Lieutenant

Firefighter/Engineer

Firefighter/Engineer

Police

Police Chief

Police Chief

CID Lieutenant

Police Lieutenant

Patrol Lieutenant

Police Lieutenant

Detective-Sergeant

Detective-Sergeant

-

Mental Health Sergeant

Patrol Sergeant

Police Sergeant

Police Corporal

Police Corporal

Patrol Officer

Police Officer

Police Cadet

Police Cadet

Police Support

Office Manager

Office Manager

Records Clerk/Dispatcher

Police Records Specialist

Public Works Series**Public Works**

Director of Public Works

Director of Public Works

Office Manager

Office Manager

Streets

Streets Superintendent
Streets Crew Leader
Heavy Equipment Operator
Street Maintenance Worker

Streets Superintendent
Streets Crew Leader
Senior Streets Maintenance Worker
Streets Maintenance Worker

Utilities

Utilities Superintendent
Utility Crew Leader
-
Utilities Heavy Equipment Operator
Utility Maintenance Worker
Utility Maintenance-Construction

Utilities Superintendent
Utilities Crew Leader
Senior Utilities Maintenance Worker
Water Quality Specialist
Utilities Maintenance Worker
Delete

Utility Billing

Customer Service Supervisor
-
Utility Billing Customer Service Representative
Meter Technician

Utility Billing Supervisor
Senior Customer Service Representative
Customer Service Representative
Meter Technician

Wastewater Treatment Plant

Utilities Operator - WWTP A

Utilities Crew Leader -WWTP
Utilities Operator - WWTP B
-
Utilities Operator - WWTP C
Utilities Maintenance - WWTP

Delete
Chief Wastewater Treatment Plant Operator
Delete
Lift Station Operator
Wastewater Plant Operator
Utilities Maintenance Worker

Table 2: Salary Survey Benchmarks and Relationship to External Prevailing (Market) Rate

Benchmark Position	Port Lavaca Midpoint	Survey Average Midpoint	Variance	
			\$	%
Chief Wastewater Treatment Plant Operator	\$47,032	\$68,360	-\$21,327	-31.20%
Harbor Master	\$72,963	\$94,121	-\$21,158	-22.48%
Utility Billing Supervisor	\$47,032	\$59,297	-\$12,265	-20.68%
Janitor	\$30,091	\$37,797	-\$7,706	-20.39%
Development Services Technician	\$42,660	\$52,891	-\$10,231	-19.34%
Accountant	\$54,446	\$66,732	-\$12,286	-18.41%
Senior Accountant	\$60,027	\$72,956	-\$12,930	-17.72%
Wastewater Plant Operator	\$44,793	\$52,392	-\$7,599	-14.50%
Utilities Superintendent	\$69,488	\$80,971	-\$11,483	-14.18%
Accounts Payable Specialist	\$40,628	\$47,305	-\$6,677	-14.11%
Streets Superintendent	\$69,488	\$80,541	-\$11,053	-13.72%
Capital Projects and Grants Coordinator	\$60,027	\$69,221	-\$9,194	-13.28%
Code Enforcement Officer	\$44,793	\$51,536	-\$6,744	-13.08%
Executive Assistant/HR Coordinator	\$49,384	\$56,729	-\$7,345	-12.95%
Meter Technician	\$40,628	\$46,577	-\$5,949	-12.77%
Senior Streets Maintenance Worker	\$42,660	\$48,246	-\$5,587	-11.58%
Streets Crew Leader	\$47,032	\$52,712	-\$5,679	-10.77%
Fire Captain	\$76,611	\$85,552	-\$8,941	-10.45%
Utilities Crew Leader	\$47,032	\$52,438	-\$5,405	-10.31%
Director of Finance	\$102,666	\$113,851	-\$11,185	-9.82%
Lift Station Operator	\$44,793	\$49,563	-\$4,770	-9.63%
Assistant City Secretary	\$54,446	\$60,104	-\$5,658	-9.41%
Police Cadet	\$42,660	\$46,596	-\$3,936	-8.45%
Fire Chief	\$113,189	\$123,492	-\$10,303	-8.34%
Police Corporal	\$66,179	\$72,131	-\$5,952	-8.25%
Water Quality Specialist	\$42,660	\$46,199	-\$3,540	-7.66%
Director of Public Works	\$102,666	\$110,310	-\$7,644	-6.93%
Police Officer	\$60,027	\$64,396	-\$4,369	-6.78%
Police Lieutenant	\$80,441	\$85,772	-\$5,330	-6.21%
Municipal Court Clerk	\$40,628	\$43,011	-\$2,383	-5.54%
Fire Lieutenant	\$66,179	\$69,887	-\$3,708	-5.31%
Police Sergeant	\$72,963	\$76,883	-\$3,920	-5.10%
City Manager	\$159,269	\$168,825	-\$9,556	-5.66%
Parks Crew Leader	\$47,032	\$49,272	-\$2,240	-4.55%
Animal Control Officer	\$42,660	\$44,617	-\$1,957	-4.39%
Parks Superintendent	\$69,488	\$72,571	-\$3,083	-4.25%
Firefighter/Engineer	\$57,168	\$59,673	-\$2,504	-4.20%
Detective-Sergeant	\$72,963	\$76,035	-\$3,073	-4.04%
Utilities Maintenance Worker	\$40,628	\$42,186	-\$1,558	-3.69%
City Secretary/Court Administrator	\$84,464	\$87,648	-\$3,185	-3.63%
Customer Service Representative	\$40,628	\$41,397	-\$769	-1.86%
Office Manager	\$54,446	\$55,127	-\$681	-1.23%
Police Records Specialist	\$44,793	\$45,048	-\$255	-0.57%
Streets Maintenance Worker	\$40,628	\$40,831	-\$202	-0.50%
Administrative Assistant	\$44,793	\$43,929	\$864	1.97%
Police Chief	\$113,189	\$110,776	\$2,414	2.18%
Director of Development Services	\$102,666	\$99,750	\$2,916	2.92%

Parks Maintenance Worker	\$40,628	\$39,385	\$1,243	3.16%
Bauer Center Maintenance Worker	\$40,628	\$38,754	\$1,874	4.84%
<u>New Titles and/or additionally surveyed titles</u>				
Senior Customer Service Representative	-	\$47,011	-	-
Court Administrator	-	\$73,703	-	-
Senior Municipal Court Clerk	-	\$50,265	-	-
Permit Technician	-	\$45,115	-	-
Fire Driver Engineer	-	\$62,147	-	-

Table 3: Proposed Salary Schedule

Salary Range	Mimimum	Midpoint	Maximum		Salary Range	Mimimum	Midpoint	Maximum
1	\$ 31,200	\$ 36,660	\$ 42,120		21	\$ 82,783	\$ 97,270	\$ 111,757
2	\$ 32,760	\$ 38,493	\$ 44,226		22	\$ 86,922	\$102,133	\$ 117,345
3	\$ 34,398	\$ 40,418	\$ 46,437		23	\$ 91,268	\$107,240	\$ 123,212
4	\$ 36,118	\$ 42,439	\$ 48,759		24	\$ 95,832	\$112,602	\$ 129,373
5	\$ 37,924	\$ 44,560	\$ 51,197		25	\$ 100,623	\$118,232	\$ 135,841
6	\$ 39,820	\$ 46,788	\$ 53,757		26	\$ 105,654	\$124,144	\$ 142,633
7	\$ 41,811	\$ 49,128	\$ 56,445		27	\$ 110,937	\$130,351	\$ 149,765
8	\$ 43,902	\$ 51,584	\$ 59,267		28	\$ 116,484	\$136,869	\$ 157,253
9	\$ 46,097	\$ 54,164	\$ 62,230		29	\$ 122,308	\$143,712	\$ 165,116
10	\$ 48,401	\$ 56,872	\$ 65,342		30	\$ 128,423	\$150,898	\$ 173,372
11	\$ 50,822	\$ 59,715	\$ 68,609		31	\$ 134,845	\$158,442	\$ 182,040
12	\$ 53,363	\$ 62,701	\$ 72,039		32	\$ 141,587	\$166,365	\$ 191,142
13	\$ 56,031	\$ 65,836	\$ 75,641		33	\$ 148,666	\$174,683	\$ 200,699
14	\$ 58,832	\$ 69,128	\$ 79,424		34	\$ 156,099	\$183,417	\$ 210,734
15	\$ 61,774	\$ 72,584	\$ 83,395		35	\$ 163,904	\$192,588	\$ 221,271
16	\$ 64,863	\$ 76,214	\$ 87,564		36	\$ 172,100	\$202,217	\$ 232,335
17	\$ 68,106	\$ 80,024	\$ 91,943		37	\$ 180,705	\$212,328	\$ 243,951
18	\$ 71,511	\$ 84,025	\$ 96,540		38	\$ 189,740	\$222,944	\$ 256,149
19	\$ 75,087	\$ 88,227	\$ 101,367		39	\$ 199,227	\$234,092	\$ 268,956
20	\$ 78,841	\$ 92,638	\$ 106,435		40	\$ 209,188	\$245,796	\$ 282,404
	Range Width					Mid-to-Mid		
	35%					5%		

Table 4: Proposed Salary Schedule and Pay Range – Job Series Order

Current Job Title	Recommended Job Title	-- Recommended --			
		Salary Range	Minimum	Midpoint	Maximum

City Administration Series

Animal Control

Senior Animal Control Officer	Lead Animal Control Officer	8	\$43,902	\$51,584	\$59,267
Animal Control Officer	Animal Control Officer	5	\$37,924	\$44,560	\$51,197

City Manager's Office

City Manager	City Manager	32	\$141,587	\$166,365	\$191,142
Executive Assistant to the City Manager/Human	Executive Assistant/HR Coordinator	10	\$48,401	\$56,872	\$65,342

City Secretary and Municipal Court

City Secretary/Court Manager	City Secretary/Court Administrator	19	\$75,087	\$88,227	\$101,367
Assistant City Secretary	Assistant City Secretary	11	\$50,822	\$59,715	\$68,609
-	Senior Municipal Court Clerk	7	\$41,811	\$49,128	\$56,445
Municipal Court Clerk	Municipal Court Clerk	5	\$37,924	\$44,560	\$51,197

Convention and Visitor's Bureau

CVB Maintenance Worker	Bauer Center Maintenance Worker	4	\$36,118	\$42,439	\$48,759
------------------------	---------------------------------	---	----------	----------	----------

Development Services

Director of Development Services	Director of Development Services	24	\$95,832	\$112,602	\$129,373
Code Enforcement Officer	Code Enforcement Officer	8	\$43,902	\$51,584	\$59,267
Development Coordinator/Permit Technician	Development Services Technician	6	\$39,820	\$46,788	\$53,757
Office Assistant	Office Assistant	2	\$32,760	\$38,493	\$44,226

Facilities Maintenance

Janitor	Janitor	2	\$32,760	\$38,493	\$44,226
---------	---------	---	----------	----------	----------

Finance

Director of Finance	Director of Finance	24	\$95,832	\$112,602	\$129,373
Capital Projects/Grants Coordinator	Capital Projects and Grants Coordinator	15	\$61,774	\$72,584	\$83,395
Senior Accountant	Senior Accountant	15	\$61,774	\$72,584	\$83,395
Accountant	Accountant	12	\$53,363	\$62,701	\$72,039
Accounting Clerk	Accounts Payable Specialist	6	\$39,820	\$46,788	\$53,757

Parks

Parks Superintendent	Parks Superintendent	17	\$68,106	\$80,024	\$91,943
Parks Crew Leader	Parks Crew Leader	9	\$46,097	\$54,164	\$62,230
Parks Maintenance Worker	Parks Maintenance Worker	4	\$36,118	\$42,439	\$48,759
Light House Beach Attendant	Light House Beach Attendant	4	\$36,118	\$42,439	\$48,759

Parks - Harbor

Harbor Master	Harbor Master	17	\$68,106	\$80,024	\$91,943
Ports and Harbors Administrative Assistant	Administrative Assistant	6	\$39,820	\$46,788	\$53,757

Public Safety Series

Fire

Fire Chief	Fire Chief	26	\$105,654	\$124,144	\$142,633
------------	------------	----	-----------	-----------	-----------

Fire Captain	Fire Captain	18	\$71,511	\$84,025	\$96,540
Fire Lieutenant	Fire Lieutenant	15	\$61,774	\$72,584	\$83,395
Firefighter/Engineer	Firefighter/Engineer	12	\$53,363	\$62,701	\$72,039
<u>Police</u>					
Police Chief	Police Chief	26	\$105,654	\$124,144	\$142,633
CID Lieutenant	Police Lieutenant	18	\$71,511	\$84,025	\$96,540
Patrol Lieutenant	Police Lieutenant	18	\$71,511	\$84,025	\$96,540
Detective-Sergeant	Detective-Sergeant	16	\$64,863	\$76,214	\$87,564
-	Mental Health Sergeant	16	\$64,863	\$76,214	\$87,564
Patrol Sergeant	Police Sergeant	16	\$64,863	\$76,214	\$87,564
Police Corporal	Police Corporal	14	\$58,832	\$69,128	\$79,424
Patrol Officer	Police Officer	13	\$56,031	\$65,836	\$75,641
Police Cadet	Police Cadet	6	\$39,820	\$46,788	\$53,757
<u>Police Support</u>					
Office Manager	Office Manager	10	\$48,401	\$56,872	\$65,342
Records Clerk/Dispatcher	Police Records Specialist	6	\$39,820	\$46,788	\$53,757
Public Works Series					
<u>Public Works</u>					
Director of Public Works	Director of Public Works	24	\$95,832	\$112,602	\$129,373
Office Manager	Office Manager	10	\$48,401	\$56,872	\$65,342
<u>Streets</u>					
Streets Superintendent	Streets Superintendent	17	\$68,106	\$80,024	\$91,943
Streets Crew Leader	Streets Crew Leader	9	\$46,097	\$54,164	\$62,230
Heavy Equipment Operator	Senior Streets Maintenance Worker	7	\$41,811	\$49,128	\$56,445
Street Maintenance Worker	Streets Maintenance Worker	4	\$36,118	\$42,439	\$48,759
<u>Utilities</u>					
Utilities Superintendent	Utilities Superintendent	17	\$68,106	\$80,024	\$91,943
Utility Crew Leader	Utilities Crew Leader	9	\$46,097	\$54,164	\$62,230
-	Senior Utilities Maintenance Worker	7	\$41,811	\$49,128	\$56,445
Utilities Heavy Equipment Operator	Water Quality Specialist	6	\$39,820	\$46,788	\$53,757
Utility Maintenance Worker	Utilities Maintenance Worker	4	\$36,118	\$42,439	\$48,759
<u>Utility Billing</u>					
Customer Service Supervisor	Utility Billing Supervisor	11	\$50,822	\$59,715	\$68,609
-	Senior Customer Service Representative	7	\$41,811	\$49,128	\$56,445
Utility Billing Customer Service Representative	Customer Service Representative	5	\$37,924	\$44,560	\$51,197
Meter Technician	Meter Technician	6	\$39,820	\$46,788	\$53,757
<u>Wastewater Treatment Plant</u>					
Utilities Crew Leader -WWTP	Chief Wastewater Treatment Plant Operator	14	\$58,832	\$69,128	\$79,424
-	Lift Station Operator	8	\$43,902	\$51,584	\$59,267
Utilities Operator - WWTP C	Wastewater Plant Operator	8	\$43,902	\$51,584	\$59,267
Utilities Maintenance - WWTP	Utilities Maintenance Worker	4	\$36,118	\$42,439	\$48,759

Table 5: Proposed Salary Schedule and Pay Range – High to Low Order

Current Job Title	Recommended Job Title	-- Recommended --
-------------------	-----------------------	-------------------

		Salary Range	Minimum	Midpoint	Maximum
City Manager	City Manager	32	\$141,587	\$166,365	\$191,142
Fire Chief	Fire Chief	26	\$105,654	\$124,144	\$142,633
Police Chief	Police Chief	26	\$105,654	\$124,144	\$142,633
Director of Development Services	Director of Development Services	24	\$95,832	\$112,602	\$129,373
Director of Finance	Director of Finance	24	\$95,832	\$112,602	\$129,373
Director of Public Works	Director of Public Works	24	\$95,832	\$112,602	\$129,373
City Secretary/Court Manager	City Secretary/Court Administrator	19	\$75,087	\$88,227	\$101,367
Fire Captain	Fire Captain	18	\$71,511	\$84,025	\$96,540
CID Lieutenant	Police Lieutenant	18	\$71,511	\$84,025	\$96,540
Patrol Lieutenant	Police Lieutenant	18	\$71,511	\$84,025	\$96,540
Harbor Master	Harbor Master	17	\$68,106	\$80,024	\$91,943
Parks Superintendent	Parks Superintendent	17	\$68,106	\$80,024	\$91,943
Streets Superintendent	Streets Superintendent	17	\$68,106	\$80,024	\$91,943
Utilities Superintendent	Utilities Superintendent	17	\$68,106	\$80,024	\$91,943
Detective-Sergeant	Detective-Sergeant	16	\$64,863	\$76,214	\$87,564
-	Mental Health Sergeant	16	\$64,863	\$76,214	\$87,564
Patrol Sergeant	Police Sergeant	16	\$64,863	\$76,214	\$87,564
Capital Projects/Grants Coordinator	Capital Projects and Grants Coordinator	15	\$61,774	\$72,584	\$83,395
Fire Lieutenant	Fire Lieutenant	15	\$61,774	\$72,584	\$83,395
Senior Accountant	Senior Accountant	15	\$61,774	\$72,584	\$83,395
Utilities Crew Leader -WWTP	Chief Wastewater Treatment Plant Operator	14	\$58,832	\$69,128	\$79,424
Police Corporal	Police Corporal	14	\$58,832	\$69,128	\$79,424
Patrol Officer	Police Officer	13	\$56,031	\$65,836	\$75,641
Accountant	Accountant	12	\$53,363	\$62,701	\$72,039
Firefighter/Engineer	Firefighter/Engineer	12	\$53,363	\$62,701	\$72,039
Assistant City Secretary	Assistant City Secretary	11	\$50,822	\$59,715	\$68,609
Customer Service Supervisor	Utility Billing Supervisor	11	\$50,822	\$59,715	\$68,609
Executive Assistant to the City Manager/Human Resources Coordinator	Executive Assistant/HR Coordinator	10	\$48,401	\$56,872	\$65,342
Office Manager	Office Manager	10	\$48,401	\$56,872	\$65,342
Parks Crew Leader	Parks Crew Leader	9	\$46,097	\$54,164	\$62,230
Streets Crew Leader	Streets Crew Leader	9	\$46,097	\$54,164	\$62,230
Utility Crew Leader	Utilities Crew Leader	9	\$46,097	\$54,164	\$62,230
Code Enforcement Officer	Code Enforcement Officer	8	\$43,902	\$51,584	\$59,267
Senior Animal Control Officer	Lead Animal Control Officer	8	\$43,902	\$51,584	\$59,267
-	Lift Station Operator	8	\$43,902	\$51,584	\$59,267
Utilities Operator - WWTP C	Wastewater Plant Operator	8	\$43,902	\$51,584	\$59,267
-	Senior Customer Service Representative	7	\$41,811	\$49,128	\$56,445
-	Senior Municipal Court Clerk	7	\$41,811	\$49,128	\$56,445
Heavy Equipment Operator	Senior Streets Maintenance Worker	7	\$41,811	\$49,128	\$56,445
-	Senior Utilities Maintenance Worker	7	\$41,811	\$49,128	\$56,445

Accounting Clerk	Accounts Payable Specialist	6	\$39,820	\$46,788	\$53,757
Ports and Harbors Administrative Assistant	Administrative Assistant	6	\$39,820	\$46,788	\$53,757
Development Coordinator/Permit Technician	Development Services Technician	6	\$39,820	\$46,788	\$53,757
Meter Technician	Meter Technician	6	\$39,820	\$46,788	\$53,757
Police Cadet	Police Cadet	6	\$39,820	\$46,788	\$53,757
Records Clerk/Dispatcher	Police Records Specialist	6	\$39,820	\$46,788	\$53,757
Utilities Heavy Equipment Operator	Water Quality Specialist	6	\$39,820	\$46,788	\$53,757
Animal Control Officer	Animal Control Officer	5	\$37,924	\$44,560	\$51,197
Utility Billing Customer Service Representative	Customer Service Representative	5	\$37,924	\$44,560	\$51,197
Municipal Court Clerk	Municipal Court Clerk	5	\$37,924	\$44,560	\$51,197
CVB Maintenance Worker	Bauer Center Maintenance Worker	4	\$36,118	\$42,439	\$48,759
Light House Beach Attendant	Light House Beach Attendant	4	\$36,118	\$42,439	\$48,759
Parks Maintenance Worker	Parks Maintenance Worker	4	\$36,118	\$42,439	\$48,759
Street Maintenance Worker	Streets Maintenance Worker	4	\$36,118	\$42,439	\$48,759
Utility Maintenance Worker	Utilities Maintenance Worker	4	\$36,118	\$42,439	\$48,759
Utilities Maintenance - WWTP	Utilities Maintenance Worker	4	\$36,118	\$42,439	\$48,759
Janitor	Janitor	2	\$32,760	\$38,493	\$44,226
Office Assistant	Office Assistant	2	\$32,760	\$38,493	\$44,226

CITY COUNCIL WORKSHOPP: AUGUST 24, 2026

AGENDA ITEM _____

DATE: AUGUST 24, 2026

TO: THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, CITY MANAGER

SUBJECT: SUPPLEMENT TO FY27 COMPENSATION PLAN MEMO - ASSISTANT CITY MANAGER

BACKGROUND:

As you know, Council has expressed interest in providing assistance to the day-to-day administrative duties of the City Manager. The suggestion of hiring an Assistant City Manager has been discussed for a couple of years, but there are not adequate funds to fund this additional position at this time. An Assistant City Manager serves as a critical link between the City Manager and the department heads, focusing on organizational issues so the City Manager can devote more attention to external issues.

It has been suggested that Fire Chief Joe Reyes be promoted to Assistant City Manager/Fire Chief with the responsibility of supervising some of the department heads. I propose to make this transition with Joe Reyes assigned to supervise the Development Services Director, Public Works Director, Harbor Master, Police Chief, and the HR Coordinator, as well, of course, the Fire Department. His job will be to provide executive administrative oversight of the assigned department heads and HR and keep me informed about current and emerging problems and projects status, so I can better keep Council informed.

I have talked to Joe about this proposed assignment, and he has agreed to take on this new role and is excited to use his people, supervisory, and organizational skills in this way.

Brittney and I have prepared the attached DRAFT job description, which provides the essential functions of the position. This is still a work in progress and suggestions for improvement and clarity are welcome. Joe is still recovering from recent surgery, so I haven't yet reviewed this draft with him.

The proposed pay grade is 27, which has a range of \$110,937 - \$149,765. This is in line with the prevailing wage of other Asst City Managers in cities with populations between 10,000 – 20,000. The proposed starting salary is \$116,500. (\$7,500 annual increase above his current pay) \$4,360 of this is already in the budget being a 4% raise and the balance is available from the amount budgeted for a City Manager increase.

Attachment: Draft Job Description for Assistant City Manager/Fire Chief



CITY OF PORT LAVACA

Section VI. Item #3.

A Certified Scenic City

JOB TITLE: Assistant City Manager / Fire Chief
Pay Grade: 27
DEPARTMENT: Administration/Fire
JOB CODE: 1401

JOB DEFINITION:

The Assistant City Manager / Fire Chief / Fire Marshal is a senior executive management position responsible for assisting the City Manager in the administration, coordination, and oversight of municipal operations and for serving as the City's Fire Chief and Fire Marshal.

Under the direction and authority of the City Manager, the position provides executive administrative oversight of assigned departments and municipal functions, including the Police Department, Public Works, Harbor/Port Operations, Development Services, and Human Resources. The position also has direct responsibility for the administration and operation of the Fire Department and Fire Marshal functions.

The Assistant City Manager / Fire Chief / Fire Marshal assists the City Manager in implementing City Council goals and priorities, monitoring departmental performance, coordinating interdepartmental activities, identifying organizational and operational improvements, addressing significant personnel and administrative matters, and ensuring effective and efficient delivery of municipal services.

The position operates under the direction of the City Manager. The City Manager retains ultimate administrative authority over municipal operations except where authority has been specifically delegated by ordinance, policy, or administrative directive.

CHAIN OF COMMAND:

The Assistant City Manager / Fire Chief / Fire Marshal:

- Reports directly to the City Manager.
- Operates under the direction and authority of the City Manager.
- Provides administrative oversight of assigned departments and functions.
- Holds department heads accountable for established goals, performance expectations, policies, and City Manager directives.
- Coordinates departmental activities and assists in resolving interdepartmental issues.
- Does not unnecessarily interfere with the day-to-day professional, technical, statutory, or operational responsibilities of department heads.
- Does not supersede authority specifically granted to another official, department head, or professional position by law, ordinance, City policy, or other applicable authority.

- Makes recommendations to the City Manager regarding departmental performance, organizational structure, staffing, policies, and operational matters.

The Assistant City Manager shall exercise administrative oversight of assigned departments while respecting the professional, technical, statutory, and operational authority vested in department heads by law, ordinance, policy, or other applicable authority.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

Executive Administration

- Assists the City Manager in the overall administration and operation of the City.
- Serves as a member of the City's executive management team.
- Coordinates activities among assigned departments to promote efficient and effective delivery of municipal services.
- Assists in implementing the City Council's goals, policies, priorities, and strategic initiatives.
- Reviews departmental operations, performance, staffing, and service delivery and makes recommendations to the City Manager.
- Identifies opportunities for improved efficiency, cost savings, revenue enhancement, and organizational effectiveness.
- Assists with development and implementation of the City's strategic and operational plans.
- Advises the City Manager regarding significant departmental, operational, personnel, and organizational matters.
- Represents the City Manager as assigned.
- Coordinates responses to complex or cross-departmental issues.

Departmental Oversight

- Provides administrative oversight and coordination of the Police, Public Works, Harbor/Port, Development Services, and Human Resources functions.
- Works with department directors and division heads to establish priorities, monitor performance, and resolve operational issues.
- Reviews departmental goals, work programs, staffing needs, and organizational issues and makes recommendations to the City Manager.
- Ensures departments operate consistently with adopted ordinances, policies, procedures, budgets, and administrative directives.
- Facilitates communication and cooperation among departments.
- Does not replace the professional or technical authority of department directors in their respective areas of expertise.

Fire Department

- Serves as Fire Chief and has direct responsibility for the administration and operation of the Fire Department.

- Plans, directs, and evaluates fire suppression, emergency response, fire prevention, inspections, emergency preparedness, and related services.
- Oversees Fire Department personnel, training, equipment, facilities, and operational readiness.
- Develops and administers the Fire Department budget.
- Ensures compliance with applicable laws, regulations, standards, and emergency response requirements.
- Represents the Fire Department before City Council, boards, commissions, regional agencies, and the public.

Emergency Management and Disaster Response

- Assists the City Manager in emergency preparedness and disaster response.
- Coordinates emergency response activities among City departments.
- Participates in Emergency Operations Center operations as assigned.
- Assists with hurricane preparedness, response, and recovery.
- Coordinates with county, regional, state, and federal emergency-management agencies.
- Participates in planning for hurricanes, flooding, hazardous materials incidents, major fires, severe weather, and other emergencies.
- Assists in maintaining and updating emergency plans and continuity-of-operations plans.
- Coordinates post-disaster recovery activities.
- Participates in emergency exercises and training.
- Serves in an emergency command or coordination capacity as assigned by the City Manager.

Human Resources

- Works collaboratively with the Finance Director and HR Coordinator on personnel matters.
- Reviews personnel matters that have significant organizational, operational, or employee-relations implications and makes recommendations to the City Manager.
- Assists department heads with significant personnel matters.
- Coordinates employee disciplinary and performance matters as directed by the City Manager.
- Ensures personnel practices are administered consistently and in compliance with applicable law and City policy.
- Ensures personnel practices are applied consistently across departments.
- Coordinates with the Finance Director and HR Coordinator to ensure effective and consistent administration of personnel programs.
- Makes recommendations to the City Manager regarding significant personnel matters.

Public Works / Harbor / Development Services

- Provides administrative oversight of the Public Works Director, Harbor Master, and Development Services functions.
- Reviews departmental priorities, capital needs, staffing, service levels, and operational challenges.
- Facilitates resolution of issues requiring coordination between multiple departments.
- Monitors progress on major projects and reports on current and emerging issues to the City Manager.

Police Department

- Provides administrative oversight of the Police Chief.
- Works with the Police Chief regarding departmental goals, staffing, budget needs, operational issues, and strategic initiatives.
- Monitors departmental performance and service delivery.
- Assists the City Manager in addressing significant administrative or organizational matters involving the Police Department.
- Maintains appropriate separation between executive administrative oversight and the Police Chief's professional law-enforcement responsibilities.

Policy and Administration

- Assists in the development, review, and implementation of City administrative policies.
- Reviews proposed personnel and administrative policy changes and makes recommendations to the City Manager.
- Coordinates implementation of policies adopted by City Council and directives issued by the City Manager.
- Works with department directors to ensure consistent application of City policies.
- May present administrative recommendations to City Council at the direction of the City Manager.
- Maintains awareness of federal, state, and local laws affecting municipal operations.

Budget and Financial Coordination

- Works with the Finance Director and department directors in developing departmental budgets and identifying financial needs.
- Reviews departmental budget requests and makes recommendations to the City Manager.
- Monitors departmental expenditures and operational performance.
- Identifies opportunities for cost efficiencies and improved use of City resources.
- Does not supersede the Finance Director's authority or professional responsibility for financial administration, accounting, budgeting, financial reporting, internal controls, and other assigned finance functions.

City Council and Community Relations

- Assists the City Manager in preparing reports, recommendations, presentations, and other information for City Council.
- Attends City Council meetings, workshops, and committee meetings as directed.
- Presents departmental and administrative matters to City Council as authorized by the City Manager.
- Provides accurate and professional information regarding City operations.
- Communicates with the Mayor and Council members regarding City operations only as authorized or directed by the City Manager and consistent with established City communication protocols.
- Supports the City Manager's relationship with the City Council and elected officials.
- Does not independently establish policy or make commitments on behalf of the City without appropriate authority.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- Municipal government administration, budgeting, personnel management, capital planning, and public service delivery.
- Strong leadership, supervisory, organizational, and decision-making skills.
- City of Port Lavaca policies and procedures.
- Duties, powers, authorities, and limitations of a municipal Fire Chief.
- Federal, state and local laws, codes, and regulations governing Municipal Government, and Fire safety codes.
- Modern Fire safety and emergency services management principles, and techniques and practices for effective, efficient, and cost-effective management of allocated resources.
- Current trends and strategies for deployment of personnel and equipment in emergency situations, and for general community protection.
- Principles and practices of modern fire suppression and prevention.
- Procedures and equipment used in modern fire fighting and emergency medical response.
- Record keeping and file maintenance principles and procedures.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Effectively supervise professional department heads and coordinate multiple municipal functions.
- Analyzing public safety issues, evaluating alternatives, and developing recommendations based on findings.
- Using initiative and independent judgment within established procedural guidelines, while assuring compliance with City goals and objectives.
- Assuming incident command responsibilities, and coordinating firefighting, rescue, and emergency medical services under complex emergency conditions.
- Recognizing the contents and occupancy of buildings and emergency incident scenes in order to apply appropriate firefighting, rescue, and emergency medical techniques.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state, and federal agencies.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Using a personal computer and specialized software applications.
- Communicating effectively verbally and in writing and visual presentations.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in public administration, business administration, emergency management, fire science, management, or a related field. Significant progressively responsible experience in municipal government administration and/or fire service management. Experience supervising or directing professional, technical, and operational personnel. Experience managing budgets, personnel, programs, and municipal operations; AND seven years management experience in Fire Department operations; OR an equivalent combination of education, training and experience. Must maintain a level of physical fitness to meet Department standards.

CERTIFICATIONS, LICENSES, REGISTRATION:

- State of Texas driver's license is required
- Certification for Master Firefighter from Texas Commission on Fire Protection (TCFP) is required.
- Depending on the needs of the City, additional licenses and certifications may be required, including Inspector and Instructor certifications.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, with occasional on-scene response to emergency situations.



CITY of

PORT LAVACA

FIRE DEPARTMENT

Section VI. Item #3.

Jody,

Below is a brief summary regarding the two additional firefighter positions and the impact they have had on department operations.

Original Need and Justification

Prior to the addition of the three firefighter positions, staffing levels created difficulty consistently meeting the 2-in/2-out requirements for interior structural firefighting. This presented both an operational limitation and a firefighter safety concern.

Even when four firefighters were available to establish two personnel inside and two outside, additional essential functions still had to be performed, including dedicated incident command and apparatus/pump operations. At times, available staffing limited our ability to initiate interior fire attack until additional personnel arrived.

Staffing shortages also resulted in increased overtime expenses as personnel had to be called in or held over to maintain adequate daily staffing and cover vacation, sick leave, training, and other absences.

Benefits and Positive Outcomes of the Additional Staffing

The addition of one firefighter position to each shift has provided greater flexibility in maintaining adequate staffing while reducing our dependence on overtime.

Personnel are now better able to utilize vacation and other leave without routinely creating staffing shortages or requiring another employee to work overtime. This has improved morale and work-life balance.

The additional staffing also allows personnel to attend necessary training and professional development without hindering daily operations or routinely creating additional overtime expenses to maintain staffing.

1501 W. Austin St.
Port Lavaca, TX 77979
Phone: (361)552-3241
Fax: (361)552-1165
Email: jreyes@portlavaca.gov



Operationally, the additional staffing has improved our ability to establish the required 2-in/2-out configuration while maintaining personnel for incident command and apparatus operations. This allows crews to conduct more timely, effective, and safer interior firefighting operations.

Impact if the Positions Are Eliminated

Eliminating the three positions would effectively remove one firefighter from each shift and return the department toward the staffing conditions that originally justified adding the positions.

Reduced staffing would likely result in increased overtime expenses and greater difficulty covering vacation, sick leave, training, and other personnel absences without negatively affecting daily staffing.

It would also reduce the personnel available to perform fire inspections, public education and community relations events, training, and other non-emergency responsibilities while maintaining adequate emergency response coverage.

Most importantly, reduced on-duty staffing would increase the likelihood that crews arrive at structure fires without enough personnel to simultaneously establish 2-in/2-out, operate the apparatus, and provide dedicated incident command. This could delay interior firefighting operations until additional personnel arrive and create less efficient and potentially more hazardous fireground operations.

Overall, the addition of these three positions addressed an existing staffing deficiency. Eliminating them would not simply reduce current staffing capacity; it would reintroduce many of the operational, safety, overtime, and personnel issues that led to the positions being added in the first place.

Joe Reyes-Fire Chief

Sec. 419.046. FIRE PROTECTION PERSONNEL OPERATING AT EM

Section VI. Item #3.

INCIDENTS. (a) A fire department shall develop, maintain, and use a standard operating procedure covering fire protection personnel operating at emergency incidents. The procedure shall specify an adequate number of personnel to safely conduct emergency scene operations. The procedure shall limit operations to those that can be safely performed by the personnel available at the scene.

(b) A fire department shall require all personnel to be trained in and to use the standard operating procedure pertaining to fire protection personnel operating at emergency incidents.

(c) The minimum standards established by the National Fire Protection Association or its successor for operating procedures for fire protection personnel operating at an emergency incident may be used as a guideline for fire departments when developing standard operating procedures.

(d) The standard operating procedures for structure fires shall comply with the Occupational Safety and Health Administration's Final Rule, 29 C.F.R. Section 1910.134(g)(4), procedures for interior structural fire fighting of July 1, 1998.

Added by Acts 2001, 77th Leg., ch. 1241, Sec. 9, eff. Sept. 1, 2001.

TAC RULE HISTORICAL TEXAS REGISTER VIEW PDF

Title 37	PUBLIC SAFETY AND CORRECTIONS
Part 13	TEXAS COMMISSION ON FIRE PROTECTION
Chapter 435	FIRE FIGHTER SAFETY
Rule 5435.17	Procedures for Interior Structural Fire Fighting (2-In /2-Out Rule)
Previous Rule	View Rule
Next Rule	View Rule
Chapter Review Date	07/26/2023

(a) The regulated entity shall develop, maintain, and comply with written standard operating procedures that adhere with the Occupational Safety and Health Administration's Final Rule, 29 CFR Section 1910.134(g)(4) by requiring:

- (1) a team of at least four fire protection personnel must be assembled before an interior fire attack can be made when the fire has progressed beyond the incipient stage;
- (2) at least two fire protection personnel to enter the IDLH atmosphere and remain in visual or voice (not radio) contact with each other;
 - (A) visual means that the fire protection personnel must be close enough to see each other; and
 - (B) voice means that the fire protection personnel of the entry team must be close enough to speak to one another without the use of radios;
- (3) at least two fire protection personnel remain located outside the IDLH atmosphere to perform rescue of the fire protection personnel inside the IDLH atmosphere;
- (4) all fire protection personnel engaged in interior structural fire fighting use self-contained breathing apparatus and be clothed in a complete set of protective clothing as identified in Chapter 435;
- (5) all fire protection personnel located outside the IDLH atmosphere be equipped with appropriate retrieval equipment where retrieval equipment would contribute to the rescue of the fire protection personnel who have entered the IDLH atmosphere;
- (6) one of the outside fire protection personnel must actively monitor the status of the inside fire protection personnel and not be assigned other duties. The second outside fire protection personnel may be assigned to an additional role, including, but not limited to, incident commander, safety officer, driver-operator, command technician or aide, or fire fighter/EMS personnel, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any fire protection personnel who

at the scene;

Section VI. Item #3.

Source Note: The provisions of this §435.17 adopted to be effective March 24, 2002, 27 TexReg 2242;



08.19.2026

To Whom it May Concern:

Justification for Capital Projects and Grants Coordinator Position

The Capital Projects and Grants Coordinator position is needed to provide dedicated oversight, coordination, and accountability for the City of Port Lavaca's capital improvement projects and grant-funded activities. As the City continues to pursue infrastructure improvements and outside funding opportunities, the administrative, financial, and compliance requirements associated with these projects have become increasingly complex and time-consuming. Having a dedicated coordinator helps ensure that projects are completed efficiently, grant requirements are satisfied, and City resources are used responsibly.

A major benefit of this position is its ability to maximize the City's use of grant funding while reducing the burden on local taxpayers. State and federal grants can provide significant funding for streets, drainage, utilities, parks, public facilities, resiliency, and other community priorities. However, obtaining a grant is only the beginning of the process. Grants frequently require extensive documentation, procurement compliance, financial tracking, progress reporting, reimbursement requests, deadlines, audits, and closeout procedures. Failure to properly administer an award can delay reimbursements, jeopardize funding, create audit findings, or affect the City's eligibility for future funding.

The Capital Projects and Grants Coordinator provides a central point of responsibility for these requirements. The position coordinates with City departments, engineers, consultants, contractors, funding agencies, and other partners to help keep projects moving forward and ensure that required documentation and deadlines are addressed.

Reducing the Administrative Burden on the Finance Director and City Manager

An important benefit of the Capital Projects and Grants Coordinator position is that it reduces the significant administrative and project-management burden that would otherwise fall on the Finance Director and City Manager. Both positions already have broad responsibilities for the City's overall operations and financial management. Requiring them to also handle the day-to-day coordination of multiple capital projects and grant programs can take valuable time away from their primary responsibilities.

For the Finance Director, the coordinator assists by organizing grant financial documentation, tracking project expenditures and funding balances, preparing reimbursement documentation, coordinating supporting records for audits, monitoring grant deadlines, and communicating with departments and funding agencies regarding project financial requirements. While the Finance Director retains responsibility for the City's financial controls and oversight, the coordinator handles much of the detailed administrative work necessary to keep grant and capital project records organized and current.

This allows the Finance Director to devote more time to Citywide financial management, budgeting, accounting, cash management, financial reporting, audits, internal controls, debt management, and long-term financial planning, rather than spending substantial time tracking individual project requirements and assembling grant documentation.

For the City Manager, the coordinator serves as a central point of contact for the day-to-day status of capital projects. The coordinator follows up with engineers, consultants, contractors, department heads, and granting agencies; track project schedules and outstanding items; identify potential delays; and provide management with organized project updates.

This allows the City Manager to focus more attention on Citywide operations, City Council priorities, strategic planning, personnel and departmental oversight, economic development, community issues, intergovernmental relationships, and other executive responsibilities. Instead of the City Manager or various department heads having to personally track the details of every project, the coordinator can manage those details and elevate issues that require executive-level decisions.

Importantly, the position does not replace the authority or responsibilities of the City Manager or Finance Director. Rather, it provides them with the administrative support, coordination, and information needed to perform their responsibilities more effectively. The coordinator handles the detailed follow-up and documentation while management retains appropriate decision-making, financial oversight, and accountability.

Improving Capital Project Management

Capital projects require substantial coordination beyond normal departmental operations. A single project may involve engineering and design, environmental review, easements, procurement, construction contracts, funding requirements, inspections, change orders, invoices, reimbursements, reporting, and project closeout. Without dedicated coordination, these responsibilities must be absorbed by the City Manager, Finance Director, department heads, and other employees who already have significant responsibilities associated with daily City operations.

Maintaining this position provides several important benefits to the City:

- Improved project oversight: Tracks schedules, budgets, milestones, contracts, documentation, and outstanding items so projects are less likely to experience preventable delays.
- Reduced workload on the Finance Director: Handles much of the administrative coordination associated with grant expenditures, reimbursements, documentation, reporting deadlines, and project records, allowing the Finance Director to concentrate on the City's overall financial responsibilities.
- Reduced workload on the City Manager: Manages routine project coordination and follow-up so the City Manager can focus on executive-level decisions, City Council priorities, departmental oversight, and strategic issues.
- Grant compliance and accountability: Helps ensure grant-funded projects comply with funding agency requirements and that reports, reimbursement requests, and closeout documents are completed timely.
- Greater access to outside funding: Identifies and coordinates grant opportunities that can help the City complete needed improvements without relying exclusively on local revenues.
- Protection of City funds: Proper documentation and grant administration reduce the risk of questioned costs, lost reimbursements, missed deadlines, or funding that must be returned.

- Coordination between multiple parties: Serves as a liaison among City staff, engineers, contractors, funding agencies, and other stakeholders.
- Reduced burden on department heads: Allows operational departments to remain focused on providing essential City services rather than assuming additional grant and project administration duties.
- Improved financial and capital planning: Provides management with better information regarding project costs, grant reimbursements, funding balances, schedules, and upcoming capital needs.
- Institutional knowledge and continuity: Maintains centralized records and project history so important information is not lost when contractors, consultants, agency representatives, or City personnel change.
- Transparency and accountability: Provides organized and timely information to assist the City Manager, Finance Director, and City Council in monitoring how public and grant funds are being used.

Overall Value to the City

The Capital Projects and Grants Coordinator should be viewed as an investment in the City's administrative capacity and its ability to effectively manage significant public infrastructure investments and outside funding—not simply as an additional administrative position. The position strengthens project management, protects grant funding, improves accountability, supports City departments, and increases the City's capacity to pursue improvements that might otherwise be delayed or financially difficult to accomplish.

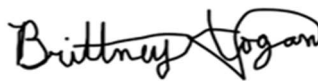
Just as importantly, the position allows the City Manager and Finance Director to operate at the level their positions require. Rather than spending a disproportionate amount of time on project tracking, grant documentation, reimbursement coordination, deadlines, consultant follow-up, and other administrative details, they can focus on the broader executive and financial responsibilities necessary to operate the City effectively.

As the City of Port Lavaca continues addressing infrastructure and community needs, having an employee specifically responsible for coordinating capital projects and grants provides the organizational capacity necessary to move projects from funding and planning through construction, reimbursement, and final closeout. This dedicated oversight helps ensure that the City receives the full benefit of available funding, protects its financial interests, reduces the administrative burden on senior management, and delivers projects responsibly and efficiently for the benefit of Port Lavaca residents.

Respectfully,



JoAnna P. Weaver, P.E.
City Manager



Brittney Hogan,
Director of Finance



Jody,

Please see the list of items our front desk clerk, Lilly Ortiz, is actively involved in on a day-to-day basis.

Direct responsibilities:

Answering/directing incoming phone calls (non-emergency) to PLPD

Assists public walk-ins to PLPD Lobby

Utilizes the CAD system to provide information to officers/detectives

Runs criminal history checks for agency case work - preparation/submission/investigations

Cross training and providing assistance with the following:

Assists with evidence management (receipt/disposition/disposal)

Assists with processing of payments/invoices

Assists in the preparation of PLPD case submission to CCDA's Office

Assists with Sex Offender Registry

Assists in the response to FOIA Requests

Assists the public with obtaining records (case packets/crash reports/other reports as needed)

Assists in any other ancillary tasks that are needed on a day-to-day basis

If this position was to be downsized these job assignments would have to be redistributed.

Answering phones and PD walk-ins: These tasks would go back to a hit or miss scenario with citizen complaints. Without Lilly we would not have a person designated for the front office to immediately assist with these matters during regular business hours. The speed and brevity of these types of calls would certainly suffer.

CAD/Criminal Histories for officer assistance: officers and detective would have to rely on the Records Manager, who herself is overwhelmed with job functions, as was noted in the recent staffing report. The CAD and CCH systems are only accessible by people authorized through the dispatch center. If the Records manager is out of the officer, or otherwise indisposed, these requests would be hours or days longer to receive, causing slowed investigations and prosecutions.

Evidence management: When the Property Manager is out of the office there is a requirement to have a secondary person per TPCA recognition. With the Property manager also acting as the TPCA recognition manager there is a need to have a shifted priority over the property room and Lilly is filling that need.



CITY OF
PORT LAVACA
POLICE DEPARTMENT

Section VI. Item #3.

Payments: though not a daily task this would again draw someone away from other duties that they are performing. Lilly has experience in the process of taking these payments and is quite adapted to it.

PLPD case submissions: The PLPD is significantly behind on processing and sending cases to the DA's Office. This has been a major issue and one that the DA and I discussed the first week I was in Port Lavaca. Case submission, particularly video processing, is a very time-consuming matter and was, at one time, the only assigned task for a Lt. This took away from supervision of CID and took a leader out of the administration. This task, once again, would have to be transferred back to the Records Manager and would dominate 85-90% of her time.

Sex offenders/ FOIA requests/ public records: the front desk clerk assists with these matters when the Records Manager is not here. These matters are time-sensitive and if the RM is out for a medical issue, as she is now, there needs to be a secondary person assigned and trained to perform these tasks. If the front desk clerk was not here, there would need to be sworn officers performing the backup for these tasks and this would remove them from their main duties.

Respectfully,

Tobie Bias

Chief of Police

Port Lavaca Police Department

201 N Colorado St, Port Lavaca, TX 77979

(361) 552-3788

201 N. Colorado
Port Lavaca, Texas 77979
Phone: (361) 552-3788
Fax: (361) 552-6062



Date: August 19, 2026

To: City Council and City Manager
From: City Secretary

Dear Mayor, Members of the City Council, and City Manager:

This letter serves to justify filling the current vacancy in the established Assistant City Secretary position. The Assistant City Secretary is an essential component of the City Secretary's Department, and leaving the position vacant places a significant additional workload on the City Secretary and impacts the department's ability to carry out its responsibilities efficiently, accurately, and at full capacity.

The City Secretary's responsibilities extend far beyond the preparation of City Council agendas and maintenance of official records. The position encompasses a broad range of administrative, legal, meeting, election, court, records, personnel, and operational responsibilities.

Municipal Court Administration

In addition to serving as City Secretary, I also serve as the Municipal Court Administrator, overseeing court operations, records, reporting requirements, coordination with court personnel, and other administrative functions. This role requires ongoing oversight to ensure the Court operates efficiently and that its records and reporting obligations are properly maintained. Balancing these responsibilities with the broad duties of the City Secretary requires careful prioritization and the ability to manage multiple areas of operation without compromising the accuracy or timeliness of either function.

City Council, Board, and Meeting Responsibilities

The City Secretary's Department is responsible for coordinating and supporting numerous meetings throughout the year, including regular City Council meetings, special meetings, workshop sessions, and Recreation and Parks Board meetings. Each meeting involves significant preparation and follow-up, including preparing agendas and supporting materials, coordinating with City departments and Board members, ensuring required notices are properly completed, attending meetings, preparing minutes, processing post-meeting actions, and maintaining the official records. These responsibilities require consistent attention to detail and timely completion before, during, and after each meeting.

City Hall Operations

The City Secretary also has responsibilities that extend beyond traditional City Secretary functions. This includes coordinating and overseeing City Hall maintenance personnel and ordering supplies, materials, and other items necessary for the operation of City Hall. While these responsibilities may appear minor individually, they require regular communication, coordination, purchasing, follow-up, and attention. They are performed in addition to the many time-sensitive responsibilities already assigned to the City Secretary.

The need for an Assistant City Secretary becomes especially important during election season. Elections are not a one-person operation. The election process requires extensive preparation, coordination, communication, documentation, scheduling, meetings, deadlines, and follow-up. The City's election process generally begins in January and continues through May, making this an especially demanding period for the City Secretary's Office.

During election season, the regular responsibilities of the City Secretary's Office do not stop. City Council meetings continue. Agendas and minutes must still be prepared. Ordinances, resolutions, contracts, records requests, board matters, correspondence, Municipal Court responsibilities, and other City business continue to require attention.

Departmental Continuity and Support

Having an Assistant City Secretary would provide necessary support across the full range of responsibilities within the City Secretary's Department. The position would allow duties to be appropriately distributed, provide coverage when multiple priorities arise simultaneously, and ensure that all departmental responsibilities—including election-related requirements—are addressed accurately, timely, and without allowing other City business to fall behind.

I am committed to ensuring that the City's business and the needs of the City Council, staff, and citizens are addressed. However, managing multiple responsibilities at once increases the risk of errors, missed details, and delayed follow-up. The goal is not simply to complete the work, but to ensure that each responsibility is handled accurately, thoroughly, and in a timely manner.

Filling this position would also provide greater continuity and cross-training within the City Secretary's Department. Given the importance and scope of the position, it is beneficial for the department to have a second employee who is knowledgeable about its operations, procedures, records, meetings, elections, boards and commissions, and other departmental functions. Having this knowledge within the department provides continuity, ensures that responsibilities can be addressed when multiple priorities arise, and strengthens the overall operation of the City Secretary's Office.

Respectfully,



Lorena Perez-Diaz
City Secretary
City of Port Lavaca