

RESOLUTION NO. 374

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HIGHLAND HAVEN, TEXAS, DESIGNATING THE CITY ADMINISTRATOR AS THE FLOODPLAIN ADMINISTRATOR; PROVIDING FOR DUTIES AND RESPONSIBILITIES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Highland Haven, Texas, is committed to protecting the health, safety, and welfare of its citizens by managing development within flood-prone areas in accordance with federal, state, and local regulations; and

WHEREAS, the City participates in the National Flood Insurance Program (NFIP), which requires the designation of a Floodplain Administrator to enforce floodplain management regulations as set forth in Chapter 4, Article 04, Floodplain Management, of the Highland Haven Code of Ordinances; and

WHEREAS, the position of Floodplain Administrator became vacant due to the retirement of the previous administrator in January 2025; and

WHEREAS, the City Administrator is qualified to assume the responsibilities of the Floodplain Administrator to ensure continuity of floodplain management duties until a permanent replacement is appointed; and

WHEREAS, the Board of Aldermen of Highland Haven finds it necessary and in the public interest to designate the City Administrator as the Floodplain Administrator;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF HIGHLAND HAVEN, TEXAS:

SECTION 1. DESIGNATION OF FLOODPLAIN ADMINISTRATOR The City Administrator of the City of Highland Haven is hereby designated as the Floodplain Administrator to administer and implement the provisions of Chapter 4, Article 04, Floodplain Management, of the Highland Haven Code of Ordinances, and any other applicable federal, state, or local regulations, including those of the National Flood Insurance Program.

SECTION 2. DUTIES AND RESPONSIBILITIES The duties and responsibilities of the Floodplain Administrator shall include, but not be limited to, those outlined in § 4.04 of the Highland Haven Code of Ordinances, including: a. Reviewing and approving or denying floodplain development permits in accordance with Chapter 4. b. Ensuring compliance with all applicable federal, state, and local floodplain management laws and ordinances, including the National Flood Insurance Program regulations. c. Maintaining records of floodplain development permits, elevation certificates, and other documentation as required by § 4.04. Coordinating with federal and state agencies, including the Federal Emergency Management Agency (FEMA) and the Texas Water Development Board, as necessary. e. Providing information and assistance to property owners and developers regarding floodplain management requirements. f. Monitoring

and inspecting development activities to ensure compliance with approved permits and regulations as specified in § 4.04. Updating and maintaining the City's Flood Insurance Rate Maps (FIRMs) and Floodplain Management Plan as required.

SECTION 3. AUTHORITY The Floodplain Administrator is hereby authorized to enforce the City's floodplain management regulations as set forth in Chapter 4.04, issue permits, conduct inspections, and take necessary actions to ensure compliance, including issuing stop-work orders or pursuing other remedies as provided by law.

SECTION 4. INTERIM APPOINTMENT This designation shall remain in effect until such time as the Board of Aldermen appoints a permanent Floodplain Administrator or otherwise amends this resolution.

SECTION 5. EFFECTIVE DATE This resolution shall take effect immediately upon its adoption by the Board of Aldermen.

PASSED AND APPROVED by the Board of Aldermen of the City of Highland Haven, Texas, on this 3rd day of June, 2025.

Olan Kelley
Olan Kelley, Mayor

ATTEST:

Joseph Adams
Joseph Adams, City Administrator

