

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
75020-0001	75020 - ENGINEERING/0001 - ADMIN	1	Senior Civil Engineer-Development
Budget Category, FINAL Recommendation and Comments			
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)	
F-Supported	Supported	Development activity within the County continues to increase and become more complex. As more and more special districts form Engineering needs an additional position to handle the workload and expertise that is needed to keep up. Job title/grade may be changed based on further review of the job duties by HR.	

WHY is this position needed?

Recent growth within the County has resulted in a noticeable increase in the density and complexity of development projects. As development becomes more concentrated, the level of planning, coordination, and administrative oversight required to manage these projects has significantly increased. Higher density development often involves more detailed engineering review, infrastructure coordination, and compliance with evolving regulations and development standards. In addition to the increase in development activity, the County is beginning to see the formation and implementation of various special districts that support development. These districts frequently require development agreements and ongoing coordination between developers, consultants, and County staff. The negotiation, administration, and monitoring of these agreements require a greater level of technical expertise and time commitment from engineering staff. The growing number of land development projects, combined with the increasing complexity associated with development agreements and special district structures, has created a higher workload related to project management, planning coordination, and contract administration. These responsibilities extend beyond traditional plan review and require continuous involvement throughout the planning and implementation phases of development. Adding an additional engineering position will allow the County to effectively manage the increasing volume of development reviews, development agreements, and special district coordination while maintaining timely service to developers and ensuring compliance with County standards. This position will help support long-term planning efforts, strengthen contract administration, and ensure the County can responsibly manage continued growth and development.

HOW will this position benefit your office and/or the County?

The addition of this engineering position will provide critical support to the Engineering Department as development activity within the County continues to increase in both volume and complexity. With more dense development occurring and a growing number of projects requiring detailed review, coordination, and agreement administration, the department must maintain sufficient technical staff to ensure timely and thorough evaluations of development proposals. This position will allow the department to more effectively manage land development reviews, development agreements, and special district coordination while maintaining consistent service levels for developers, consultants, and County departments. By distributing project management and review responsibilities among additional engineering staff, the department can reduce delays in plan review, improve response times, and maintain a high level of technical oversight throughout the development process. An additional engineer will also strengthen the department's ability to manage the administrative and planning aspects of development projects, including the negotiation and monitoring of development agreements, coordination with multiple agencies and consultants, and the long-term planning necessary to support infrastructure improvements associated with new growth. Overall, this position will enhance the department's capacity to keep pace with increasing development activity, support responsible growth, and ensure that infrastructure and development projects are reviewed, coordinated, and implemented in accordance with County standards and long-term planning goals.

Is there statutory authority for this request?		Will this generate revenue?	no but fees are charged for plat reviews.	If Yes, potential amount?	
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Job Duties of NEW Position

- Reviews subdivision plats, commercial development plans, and Capital Improvement Program projects to ensure compliance with local, state, and federal regulations, including right-of-way dedications, drainage, parking, paving, and infrastructure standards.
- Manages and coordinates land development projects through all phases of planning, review, approval, and construction.
- Develops, negotiates, and administers development agreements and infrastructure agreements associated with land development projects.
- Reviews engineering plans, specifications, cost estimates, and contracts related to subdivision and commercial development.
- Conducts site inspections during various stages of construction to verify compliance with approved plans, standards, and regulations.
- Serves as a liaison between developers, consultants, engineers, contractors, and internal departments to facilitate development project coordination.
- Coordinates with contractors, consultants, and technical professionals and may oversee their work related to development projects.
- Develops and updates engineering standards, procedures, and design manuals related to land development and infrastructure improvements.
- Responds to public inquiries and interdepartmental requests related to development projects and departmental services.
- Prepares agenda items, reports, and supporting documentation for consideration by Commissioners Court.
- Maintains and updates county geographic and mapping information, including base maps, subdivision locations, right-of-way dedications, and utility easements.
- Collaborates with departmental staff and external professionals to compile information necessary for engineering documents, final plats, and construction specifications.
- Utilizes computer software, CAD programs, and other technical tools to support development review and project coordination.
- Provides technical guidance, training, and support to departmental staff and other County departments.
- Performs research, administrative tasks, and other related duties as assigned and may serve in a supervisory capacity in the supervisor's absence.

NEW POSITION(S) REQUEST

Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount	
Senior Civil Engineer-Development	1	518	Full-Time	\$136,589.00	\$184,378.00	\$105,069.00	Senior Civil Engineer / 518	\$147,116.00	1	\$147,116.00	
Requested NEW Position(s) Subtotal:						\$184,378.00	CORRECTED New Position(s) Subtotal:		\$147,116.00		
							SUPPORTED New Position(s) Subtotal:				\$147,116.00

TRAINING INCREASE REQUESTS

Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments		Supported Amount	FY 2027 Supported Quantity	FY 2027 Supported Total
Senior Civil Engineer-Development	APWA-Conference, Hotel, travel and meals	\$600.00	1	\$600.00			\$600.00	1	\$600.00
Senior Civil Engineer-Development	CFM exam fee	\$200.00	1	\$200.00			\$200.00	1	\$200.00
Senior Civil Engineer-Development	Irving Transportation Summit- Conference and hotel	\$500.00	1	\$500.00			\$500.00	1	\$500.00
Senior Civil Engineer-Development	TFMA conference, hotel, travel, meals	\$2,500.00	1	\$2,500.00			\$2,500.00	1	\$2,500.00
*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking,		Training Requested Subtotal:			\$3,800.00		Supported Training Subtotal: \$3,800.00		

*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
75020-0001	75020 - ENGINEERING/0001 - ADMIN	1	Senior Civil Engineer-Development

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):				
Account Description	Details	Amount Requested	Budget Dept. Comments	Supported Amount
Office Supplies	Basic office supplies to perform job duties	\$100.00		\$100.00
Printed Materials	Business Cards	\$60.00		\$60.00
Uniforms	Vest , Hard hat	\$40.00		\$40.00
Dues	Various orgs. Including TACERA, TX Board of Engineers, APWA, TX Floodplain Mngt Assoc, NSPE, TFMA, and ACSE	\$1,200.00		\$1,200.00
M&O Requested Subtotal:		\$1,400.00		Supported M&O Subtotal: \$1,400.00

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommend Amount
Office is needed. Currently being consi	New	1	Senior Civil Engineer-Development	\$14,000.00	\$14,000.00	\$14,000.00	Desk - Employee Package	1	\$14,000.00	\$0.00
Desk chair	New	1	Senior Civil Engineer-Development	\$435.00	\$435.00	\$435.00	Chair - Employee	0	\$0.00	\$0.00
Laptop Computer	New	1	Senior Civil Engineer-Development	\$2,619.00	\$2,619.00	\$4,384.00	Computer - Laptop	1	\$4,384.00	\$0.00
Monitor	New	1	Senior Civil Engineer-Development	\$1,592.00	\$1,592.00	\$0.00	Monitor	0	\$0.00	\$0.00
File/Bookcase Combo	New	1	Senior Civil Engineer-Development	\$1,075.00	\$1,075.00	\$1,075.00	File/Bookcase Combo	1	\$1,075.00	\$0.00
Office Desk Phone	New	1	Senior Civil Engineer-Development	\$597.00	\$597.00	\$597.00	Phone - Employee Desk Phone	1	\$597.00	\$0.00
Mifi Device	New	1	Senior Civil Engineer-Development	\$55.00	\$55.00	\$50.00	Mifi - Device	1	\$50.00	\$0.00
Mifi Service	New	1	Senior Civil Engineer-Development	\$396.00	\$396.00	\$396.00	Mifi - Service	1	\$396.00	\$0.00
Cell Phone Voice & Data	New	1	Senior Civil Engineer-Development	\$304.00	\$304.00	\$130.00	Phone - Cell Phone Voice & Data	1	\$130.00	\$0.00
Cell Phone Voice & Data Service	New	1	Senior Civil Engineer-Development	\$130.00	\$130.00	\$509.00	Phone Service - Voice & Data	1	\$509.00	\$0.00
Energov License	New	1	Senior Civil Engineer-Development	\$3,149.00	\$3,149.00	\$10,647.00	Software - Energov	0	\$0.00	\$0.00
Blue Beam License	New	1	Senior Civil Engineer-Development	\$534.00	\$534.00	\$330.00	Software - Bluebeam	1	\$330.00	\$0.00
Adobe Pro License	New	1	Senior Civil Engineer-Development	\$109.00	\$109.00	\$130.00	Software - Adobe Pro	1	\$130.00	\$0.00
Auto Cad License	New	1	Senior Civil Engineer-Development	\$525.00	\$525.00	\$583.00	Software - Auto Cad	1	\$583.00	\$0.00
Software - EA	New	1	Senior Civil Engineer-Development	\$0.00	\$0.00	\$624.00	Software - EA	1	\$624.00	\$0.00
Estimated Requested Equipment Subtotal:							Supported Equipment Subtotal:		\$22,808.00	\$0.00
Total Estimated Department Request:						\$215,098.00	Updated Total Department Request:		\$186,206.00	
SUPPORTED Total Department Request Utilizing FY 2027 Funds:						\$175,124.00				
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:						\$0.00				

Notes to Purchasing Department (part numbers, equipment specifications, where you found the item, etc.)			

ANALYSIS			
Q & A Discussions with Department			
Sent To:	Date Sent	Comment	Response
Clarence Daugherty	3/6/2026	Due 3-13-26	3/10/2026 Tracy Homfeld

Questions TO Department	Response From Department
I see a file/bookcase, but no desk or cubicle. Will this position need an Employee Desk Package or Cubicle?	Yes, this position will require an Employee Desk Package in addition to the file/bookcase that was listed.
In FY 2026 the County added an additional Engineering Project Manager, when that position is filled will it help with any of the workload you describe in this request?	In FY 2026 the County added an additional Engineering Project Manager. That position is primarily focused on transportation-related projects. The proposed Senior Civil Engineer position would instead focus on land development activities which are now becoming more complicated requiring more time than in the past.
What is the difference between an Engineering Project Manager and a Senior Civil Engineer in your department as far as separation of duties?	The Engineering Project Manager in our department primarily manages transportation projects. The Senior Civil Engineer position would manage land development activities, including residential and commercial development reviews and related coordination.
Are the creation of PIDs a large driver in the need for this position?	Yes, the creation and administration of PIDs and other special districts has been a major factor. We have experienced a significant increase in special districts that require development agreements and detailed land planning coordination. And now the PIDs are being added. This work requires additional administrative and engineering oversight that is currently stretching existing staff capacity and that was not anticipated when adding the two previous engineers for development review. We have already spent a tremendous amount of time on the first PID causing Clarence and me to work on it. And after reviewing the proposed PID agreement we see that there will be additional review of documents that we
You mention this position will help with delays in plan reviews. How long are they taking now and what is your goal for how long they should take?	The timeline varies depending on the portion of the review process being discussed. Currently, there are extensive pre-development discussions, agreements, and planning decisions that occur before plats and engineering plans are even submitted. Our two senior engineers are primarily focused on reviewing residential and commercial plats and plans associated with submitted permits and plans. However, because of the growing volume of development agreements and pre-development coordination, senior engineers are often pulled into these discussions. When this occurs, it delays their ability to review submitted permits and plans in a timely manner. I can work on getting you data on delay in plat recordings or delay in response due to the agreements. Give me a few days.
Can you please provide statistics that show the increase in workload as well as any other metrics that support your request?	We will try to work on compiling statistics that demonstrate the increase in workload. The additional effort associated with development agreements and pre-development coordination is difficult to quantify directly.

FY 2027 Department Funding Request for a NEW Position

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75020-0001	75020 - ENGINEERING/0001 - ADMIN	1	Senior Civil Engineer-Development		

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
			3/27/2026	Clarence Daugherty	

Questions TO Department	Response From Department
	We submitted this request per your direction about 3 days before the Budget submittal deadline. Since this is a little bit of a “pre-emptive” request, we are having a hard time providing the kind of statistics that the Budget Office is requesting of us to justify the position. We certainly have fairly recent experience with developers agreements to work together in paving perimeter roads around subdivisions. It has required a tremendous amount of time to develop draft agreements. And yet, we are not being very successful – since the Court just declined four agreements Monday as unsatisfactory to Com Webb. We also are spending more time with developers who are desiring to have some features that are different from our standards, although not PIDs. And, of course, we are in the midst of the first PID agreement with “Estates at Weston Hill”. So our main justification is what I have explained in this paragraph (for these several types of agreements; not just for PIDs). On top of all that we are not sure that another senior engineer is the best type of position for this – the need is more of a cross between a planner and an attorney. But with the Budget submittal deadline, we did not have time to develop some new position and have HR come up with all that is needed to support something new. We can make do with the engineer position as we are doing right now with us working on these and the support of our consulting attorneys. That’s our story. Not sure what else needs to be done.

Q & A Discussions with Human Resources					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
HR	3/9/2026			HR	

Questions to Human Resources	Response From Human Resources
How long have the 2 Senior Civil Engineer positions been filled?	February of 2025.

Q & A Discussions with IT					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
IT			3/31/2026	Greg Elliott	

Questions to IT	Response From IT
Please review equipment and software to see if anything appears to be missing.	DM: Looks like they have everything covered.

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
75020-0001	75020 - ENGINEERING/0001 - ADMIN	100	Move Department to General Fund

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
D-No Budget Impact	Recommended	Move of Engineering Department from Road & Bridge Fund to General Fund

WHY is this position Add/Delete request needed?
 Department is moving from the Road & Bridge Fund to the General Fund. All accounts and personnel will be moving.

HOW will this position Add/Delete benefit your office and/or the County?

Will this position be relocated to another department? Y/N

Is there statutory authority for this request?

Job Duties of New Position (to be ADDED)
 No Change

If yes, which department? (Department Name)

Job Duties of Current Position (to be DELETED)

CURRENT POSITION(S) TO BE DELETED								
Current Employee Name	Current Employee Position Number	Current Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Current Salary	Estimated Amount with Current Benefits	Current Employee Title	Recommendation	FY 2027 Recommended Amount (with next year benefits)
Homfeld, Tracy R	00300054	732	Full-Time	\$200,489.00	-\$259,920.00	Assistant Director III	Recommended	-\$259,920.00
Daugherty, Clarence Travis	200742	723	Full-Time	\$248,611.14	-\$316,810.00	Director Of Engineering	Recommended	-\$316,810.00
Vacant	00300918	518	Full-Time	\$105,069.00	-\$147,116.00	Engineering Project Manager	Recommended	-\$147,116.00
Miers, Bridell Lynn	00300406	518	Full-Time	\$168,110.00	-\$221,643.00	Engineering Project Manager	Recommended	-\$221,643.00
Watkins Jr, William RR	00300683	537	Full-Time	\$91,485.61	-\$131,059.00	Environmental Const Specialist	Recommended	-\$131,059.00
Sullivan, Michael S	00300368	537	Full-Time	\$92,826.00	-\$132,643.00	Environmental Const Specialist	Recommended	-\$132,643.00
Kurian, Shinu Susan	00300682	538	Full-Time	\$72,932.16	-\$109,126.00	Functional Analyst	Recommended	-\$109,126.00
Redwine, Dawn Marie	201289	535	Full-Time	\$79,216.00	-\$116,554.00	Office Administrator	Recommended	-\$116,554.00
Horn, Jason Nicholas	00300688	518	Full-Time	\$118,216.35	-\$162,660.00	Senior Civil Engineer	Recommended	-\$162,660.00
Mohammad, Abdul Mateen	00300687	518	Full-Time	\$105,757.59	-\$147,930.00	Senior Civil Engineer	Recommended	-\$147,930.00
Requested DELETED Position(s) Subtotal:					-\$1,745,461.00	RECOMMENDED Delete Position(s) Subtotal:		
			-\$1,745,461.00					

CORRECTED POSITION(S) TO BE ADDED (match job duties above to compensation plan)								
Current Employee Name	Current Employee Position Number	CORRECTED Grade by HR	Part-Time (20 hrs.) Full-Time (40 hrs.)	CORRECTED Salary	Estimated Amount with Benefits	CORRECTED Position Title by HR (match compensation plan)	Recommendation	FY 2027 Recommended Amount (with next year benefits)
Homfeld, Tracy R	00300054	732	Full-Time	\$200,489.00	\$259,920.00	Assistant Director III	Recommended	\$259,920.00
Daugherty, Clarence Travis	200742	723	Full-Time	\$248,611.14	\$316,810.00	Director Of Engineering	Recommended	\$316,810.00
Vacant	00300918	518	Full-Time	\$105,069.00	\$147,116.00	Engineering Project Manager	Recommended	\$147,116.00
Miers, Bridell Lynn	00300406	518	Full-Time	\$168,110.00	\$221,643.00	Engineering Project Manager	Recommended	\$221,643.00
Watkins Jr, William RR	00300683	537	Full-Time	\$91,485.61	\$131,059.00	Environmental Const Specialist	Recommended	\$131,059.00
Sullivan, Michael S	00300368	537	Full-Time	\$92,826.00	\$132,643.00	Environmental Const Specialist	Recommended	\$132,643.00
Kurian, Shinu Susan	00300682	538	Full-Time	\$72,932.16	\$109,126.00	Functional Analyst	Recommended	\$109,126.00
Redwine, Dawn Marie	201289	535	Full-Time	\$79,216.00	\$116,554.00	Office Administrator	Recommended	\$116,554.00
Horn, Jason Nicholas	00300688	518	Full-Time	\$118,216.35	\$162,660.00	Senior Civil Engineer	Recommended	\$162,660.00
Mohammad, Abdul Mateen	00300687	518	Full-Time	\$105,757.59	\$147,930.00	Senior Civil Engineer	Recommended	\$147,930.00
Requested ADD Position(s) Subtotal:					\$1,745,461.00	\$1,745,461.00		

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
75020-0001	75020 - ENGINEERING/0001 - ADMIN	100	Move Department to General Fund

TRAINING INCREASE REQUESTS

Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Recommend Amount	Budget Dept. Comments	FY 2027 Recommend Quantity	FY 2027 Recommend Total
				\$0.00		Travel Reimbursement	1	\$4,720.00
				\$0.00		Education & Conference	1	\$17,125.00
				\$0.00		In House Training	1	\$1,000.00
*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.				Training Requested Subtotal:	\$0.00		Recommended Training Subtotal:	\$22,845.00

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):

Account Description	Details	Amount Requested	Budget Dept. Comments		FY 2027 Recommend Amount
			Office Supplies		\$1,880.00
			Dues & Subscriptions		\$70,200.00
			Consultants		\$229,726.00
			Uniforms		\$440.00
			Printed Materials		\$160.00
			Consultants - Storm Water		\$75,000.00
			Tractor Mowing		\$60,000.00
M&O Requested Subtotal:		\$0.00		Recommended M&O Subtotal:	\$377,406.00

Savings / Reductions

Account String		Account Description	Reduction Amount	Details of Reduction		Recommendation
1010-75020-0001-68-20-0000-604901-		Travel Reimbursement		Travel Reimbursement		(\$4,720.00)
1010-75020-0001-68-20-0000-604910-		Education & Conference		Education & Conference		(\$17,125.00)
1010-75020-0001-68-20-0000-604920-		In House Training		In House Training		(\$1,000.00)
1010-75020-0001-68-30-0000-615101-		Office Supplies		Office Supplies		(\$1,880.00)
1010-75020-0001-68-30-0000-615510-		Dues & Subscriptions		Dues & Subscriptions		(\$70,200.00)
1010-75020-0001-68-30-0000-626401-		Consultants		Consultants		(\$229,726.00)
1010-75020-0001-68-30-0000-626503-		Uniforms		Uniforms		(\$440.00)
1010-75020-0001-68-30-0000-626562-		Printed Materials		Printed Materials		(\$160.00)
1010-10001-0001-68-30-0000-626401-		Consultants		Consultants - Storm Water		(\$75,000.00)
1010-10001-0001-68-30-0000-637561-		Tractor Mowing		Tractor Mowing		(\$60,000.00)
		Reductions Subtotal:	\$0.00		Recommended Reduction Subtotal:	(\$460,251.00)

Total Estimated Department Request: \$0.00

Updated Total Department Request: \$0.00

RECOMMENDED Total Department Request Utilizing FY 2027 Funds: \$0.00

RECOMMENDED Total Department Request Utilizing FY 2026 Funds: \$0.00

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title	
75020-0001	75020 - ENGINEERING/0001 - ADMIN	101	Mowing of Outerloop Increase	

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
B-Statute/Compliance/Obligated	Recommended	Required Right of Way mowing for Outerloop.

WHY is this position Add/Delete request needed?
 With the opening of more of the Outerloop the ROW mowing needs have increased. Existing budget for mowing is \$60,000 and FY 2027 need is estimated at \$202,678.

HOW will this position Add/Delete benefit your office and/or the County?
 Increase mowing funds to accomodate the added Outerloop mowing needs.

Is there statutory authority for this request?

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):				
Account Description	Details	Amount Requested	Budget Dept. Comments	FY 2027 Recommend Amount
			Tractor Mowing	\$143,000.00
M&O Requested Subtotal:		\$0.00		Recommended M&O Subtotal: \$143,000.00
Total Estimated Department Request:		\$0.00		Updated Total Department Request: \$0.00
			RECOMMENDED Total Department Request Utilizing FY 2027 Funds:	\$143,000.00
			RECOMMENDED Total Department Request Utilizing FY 2026 Funds:	\$0.00

Notes to Purchasing Department (part numbers, equipment specifications, where you found the item, etc.)