

RICHARD WARREN, PRESIDENT

MIKE COOKSLEY, VICE-PRESIDENT

JAY MARTIN, BOARD MEMBER

CHUCK ENGELKEN, BOARD MEMBER



MIKE CLAUSEN, BOARD MEMBER

RANDY WOODARD, BOARD MEMBER

NANCY OJEDA, BOARD MEMBER

## **CITY OF LA PORTE DEVELOPMENT CORPORATION MEETING AGENDA**

Notice is hereby given of a meeting of the City of La Porte Development Corporation to be held on May 13, 2015, at the City Hall Council Chambers, 604 W. Fairmont Parkway, La Porte, Texas, beginning at 5:00 PM to consider the following items of business:

1. **CALL TO ORDER**
2. **AUTHORIZATIONS**
  - (a) Consider approval or other action of minutes of the meeting of the La Porte Development Corporation Board held on April 13, 2015 - P. Fogarty
  - (b) Consider approval or other action regarding an enhancement grant amount not to exceed \$16,759.93 to David or Sharon Tindle, owners of Oak Center at 1000 S. Broadway, to be awarded at the completion of the project - S. Livingston
3. **DISCUSSION OR OTHER ACTION**
  - (a) Discussion or other action regarding the Proposed Budget for Fiscal Year 2015-2016 - S. Livingston
4. **SET DATE FOR NEXT MEETING - S. Livingston**
5. **Board member comments regarding matters appearing on agenda; Recognition of community members, city employees, and upcoming events; inquiry of staff regarding specific factual information or existing policies.**
6. **Adjourn**

The La Porte Development Corporation Board reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code (the Texas open meetings laws).

In compliance with the Americans with Disabilities Act, the City of La Porte will provide for reasonable accommodations for persons attending public meetings. To better serve attendees, requests should be received 24 hours prior to the meetings. Please contact Patrice Fogarty, City Secretary, at 281.470.5019.

### **CERTIFICATION**

I certify that a copy of the May 13, 2015, agenda of items to be considered by the Board of the La Porte Development Corporation was placed on the City Hall Bulletin Board on May 5, 2015.

A handwritten signature in cursive script that reads "Patrice Fogarty".

Patrice Fogarty, City Secretary



RICHARD WARREN, PRESIDENT  
MIKE COOKSLEY, VICE PRESIDENT  
CHUCK ENGELKEN, BOARD MEMBER  
JAY MARTIN, BOARD MEMBER



MIKE CLAUSEN, BOARD MEMBER  
RANDY WOODARD, BOARD MEMBER  
NANCY OJEDA, BOARD MEMBER

## MINUTES OF LA PORTE DEVELOPMENT CORPORATION BOARD MEETING OF APRIL 13, 2015

The City of La Porte Development Corporation Board met on **April 13, 2015**, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, at **5:00 p.m.** to consider the following items of business:

### 1. CALL TO ORDER

President Richard Warren called the meeting to order at 5:00 p.m. The following members of the La Porte Development Corporation Board were present: Vice-President Cooksley, Board members Martin, Clausen, Woodard and Engelken. Absent: Board member Ojeda. Staff Present: Corby Alexander, Patrice Fogarty, Scott Livingston, Michael Dolby and Clark Askins.

### 2. PUBLIC HEARINGS AND ASSOCIATED MATTERS

(a) Public Hearing to receive comments regarding proposed project of the La Porte Development Corporation for economic development incentive to Gantstein Esquire, LLC., for an amount not to exceed \$300,000 – S. Livingston

The public hearing opened at 5:01 p.m.

Chuck Rosa, 812 S. Virginia, addressed the Board and commented on the economic development procedures, as a whole, advised he is not in favor of this item. Mr. Rosa also commented there is not enough money to give to everyone who has applied, and he would like to use the money for sidewalks for the kids.

The public hearing closed at 5:05 p.m.

(b) Consider approval or other action authorizing project of the La Porte Development Corporation for economic development incentive to Gantstein Esquire, LLC., for an amount not to exceed \$300,000.00 – S. Livingston

Economic Development Coordinator Scott Livingston provided a summary and introduced Kris Gant with Gantstein Esquire, LLC. Mr. Gant updated the Board on the project and advised they are ready to move forward. The restaurant will need larger electrical service, all new mechanical, and the copper and fire sprinkler have been stolen. Mr. Gant also informed the entire building will need to be gutted to begin the renovation, and Gantstein Esquire, LLC is committed to moving forward. The Board members were advised by Mr. Gant, he received call from the neighbors and are in favor of the restaurant once they were advised of the type of business and some landscaping was being maintained at the location.

President Warren asked the hours of operation. Mr. Gant responded 11:00 a.m.-10:00 p.m. Sunday-Thursday and closing at 1:00 p.m. on Friday and Saturday.

Board member Martin questioned what requires gutting the building. Mr. Gant advised the metal studs in the kitchen are rusted.

Board member Engelken requested an update on the payback plan. Economic Development Coordinator Scott Livingston proposed upon a certificate of occupancy, Pipeline Grill receives a \$100,000; after first year and \$4 million in taxable sales, they receive the second \$100,000; and the second year after proof of \$4 million in taxable sales, they receive the third payment of \$100,000. Mr. Livingston advised conditions and performance measures will be stated in the development agreement.

Board member Woodard moved to award Pipeline Grill \$300,000 over a period not to exceed three years based on an agreement as part of the project. Vice-President Cooksley seconded. **MOTION PASSED.**

Ayes:	President Warren, Vice-President Cooksley, Board members, Woodard, Engelken, Clausen and Martin
Nays:	None
Absent:	Board member Ojeda

**3. SET DATE FOR NEXT MEETING – S. Livingston**

Board members set the next meeting date for Wednesday, May 13, 2015 at 5:00 p.m.

**4. STAFF REPORTS**

(a) Receive Financial Report – M. Dolby

Finance Director Michael Dolby provided a Financial Report and advised there were no changes from the last report.

**5. BOARD MEMBER COMMENTS** regarding matters appearing on agenda; recognition of community members, city employees, and upcoming events; inquiry of staff regarding specific factual information or existing policies.

There were no comments.

**6. ADJOURN –** There being no further business, Vice-President Cooksley moved to adjourn the meeting at 5:28p.m. Board member Woodard seconded. **MOTION PASSED.**

Respectfully submitted,

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Patrice Fogarty, City Secretary

Passed and approved on this 13<sup>th</sup> day of May, 2015.

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President Richard Warren

## REQUEST FOR LA PORTE DEVELOPMENT CORPORATION AGENDA ITEM

Agenda Date Requested: <u>May 13, 2015</u> Requested By: <u>Scott D. Livingston</u> Department: <u>Economic Development/Tourism</u> Report: <input checked="" type="radio"/> Resolution: <input type="radio"/> Ordinance: <input type="radio"/>	<u>Appropriation</u> Source of Funds: <u>CIP #015-9892-993</u> Account Number: _____ Amount Budgeted: _____ Amount Requested: <u>\$16,759.93</u> Budgeted Item: <input checked="" type="radio"/> YES <input type="radio"/> NO
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**Exhibits:**

- 1. Project Presentation**
- 2. Bidder Sheet Summary**
- 3. Enhancement Grant Application**
- 4. Enhancement Grant Evaluation Summary**
- 5. La Porte Enhancement Grant Guidelines & Map**

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### SUMMARY & RECOMMENDATIONS

The Enhancement Grant Review Committee reviewed an Enhancement Grant Application from the Oak Center at 1000 S. Broadway, which is owned by David Weldon Tindle of Dallas, TX. The applicant's representative, Horace Leopard, collected three bids from general contractors to complete each of three projects: (1) Signage, (2) Paving, and (3) Landscaping.

The lowest bids for each of the project were offered as follows:

- Signage -- \$11,888.47 by State Sign, Inc.
- Paving -- \$19,750.00 by Pave-It, Inc.
- Landscaping -- \$ 1,881.39 by Holloway Lawn Maintenance, Inc.

The sum total of these three, lowest bids is \$33,519.86, and 50% of this sum is \$16,759.93. Please see the "Bid Sheet Summary" for details. Therefore, according to the terms and conditions of the La Porte Enhancement Grant Program, this project may receive up to \$16,759.93 for these three (3) eligible projects upon completion of the work and proof of expenses paid.

The Enhancement Grant Evaluation Committee reviewed this enhancement project and believes that this project will encourage similar re-development throughout the community of La Porte. The Enhancement Grant Evaluation Committee gave this project a score of 4.45 out of a maximum possible score of 5.0. Please see the enclosed "Evaluation Summary" for additional detail.

On behalf of owner David Weldon Tindle, the applicant, Horace Leopard, is prepared to give a brief presentation regarding this project and address any questions the Board might have about this proposed project.

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**Action Required by the La Porte Development Corporation:**

Consider approval or other action of a grant amount not to exceed \$16,759.93 to David or Sharon Tindle, to be awarded at the completion of the project, conditional upon receipts and the completion of work as indicated.

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**Approved for the La Porte Development Corporation Agenda**

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**Corby D. Alexander, City Manager**

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**Date**

# The Oak Center

1000 S. Broadway  
La Porte, Texas 77571



# Before Pictures



*Fowler and Brown*



**Dina's  
Flowers**



Da Original  
**TRENDSETTERZ**  
Barber Shop



**INCOME TAX**

*Fowler and Brown*

*Kim* **NAILS**



**KIM NAILS**

WE DO ALL  
KINDS OF  
NAILS  
GEL NAILS  
SOAK OFF  
REPEL  
-8875



# Project Summary

The Enhancement Grant Review Committee reviewed an Enhancement Grant Application from the **Oak Center** at 1000 S. Broadway, which is owned by David Weldon Tindle of Dallas, TX. The applicant's representative, Horace Leopard, collected three bids from general contractors to complete each of three projects: (1) Signage, (2) Paving, and (3) Landscaping.

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# Signage

1000

*Fowler and Brown*

 **Dina's  
Flowers**

Da Original  
**TRENDSETTERZ**  
Barber Shop

 **INCOME TAX**

*Fowler and Brown*

*Kim* **NAILS**



**Scope of Work:**

Manufacture and install new top cabinet with decorative topper.  
Clean, sand, and paint cabinet, retainers and poles.

- 3/16" white polycarbonate tenant panels
- 1/4" #3030 Green glass acrylic topper (clear face)
- First surface 3M vinyl copy and tree logo
- 3' rolled square tube arch

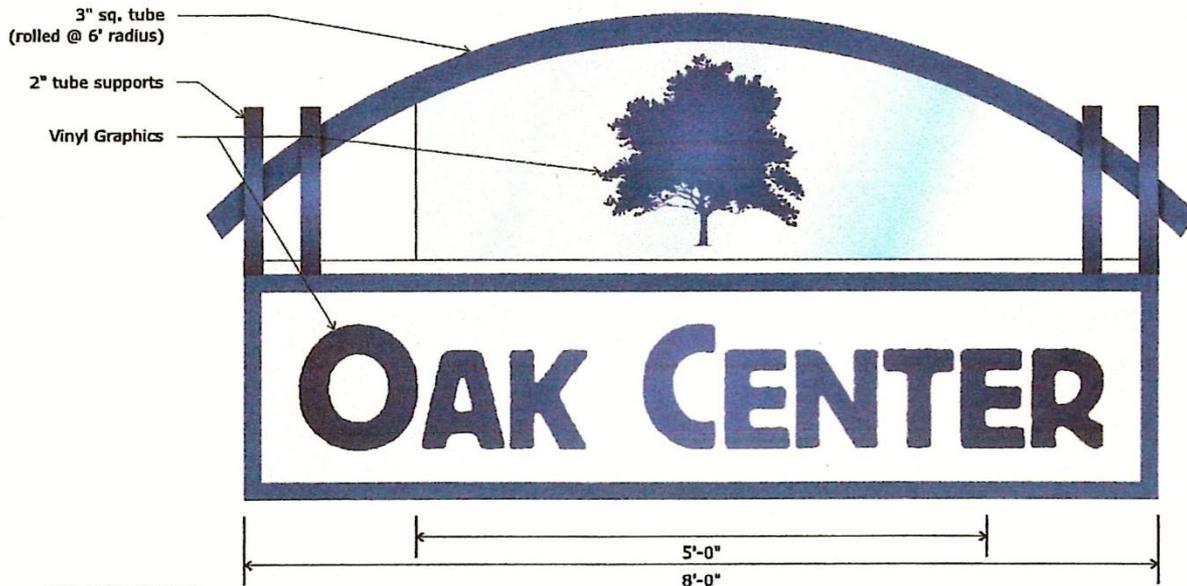
**Colors:**

- Satin white
- Pt.m. Dark Bronze
- 3M 3630-69 Dark Bronze

**SURVEY  
REQUIRED**



Existing • NTS



Proposed • Scale 1/4" = 1'-0"  
Tenant Art TBD

Signage -- \$11,888.47  
by  
State Sign, Inc.

**Paving**



**LIBERTY  
TAX SERVICE**

**MAXIMUM KICKS**  
*Member's Advantage*

904-474-2419  
HELP  
WANTED

INCOME  
TAX  
PROFESSIONALS

815-V722

**LIBERTY TAX SERVICE**

**MAXIMUM KICKS**  
*Sneaker Boutique*

2016-7-21-17

HELP WANTED

TAX PROFESSIONALS

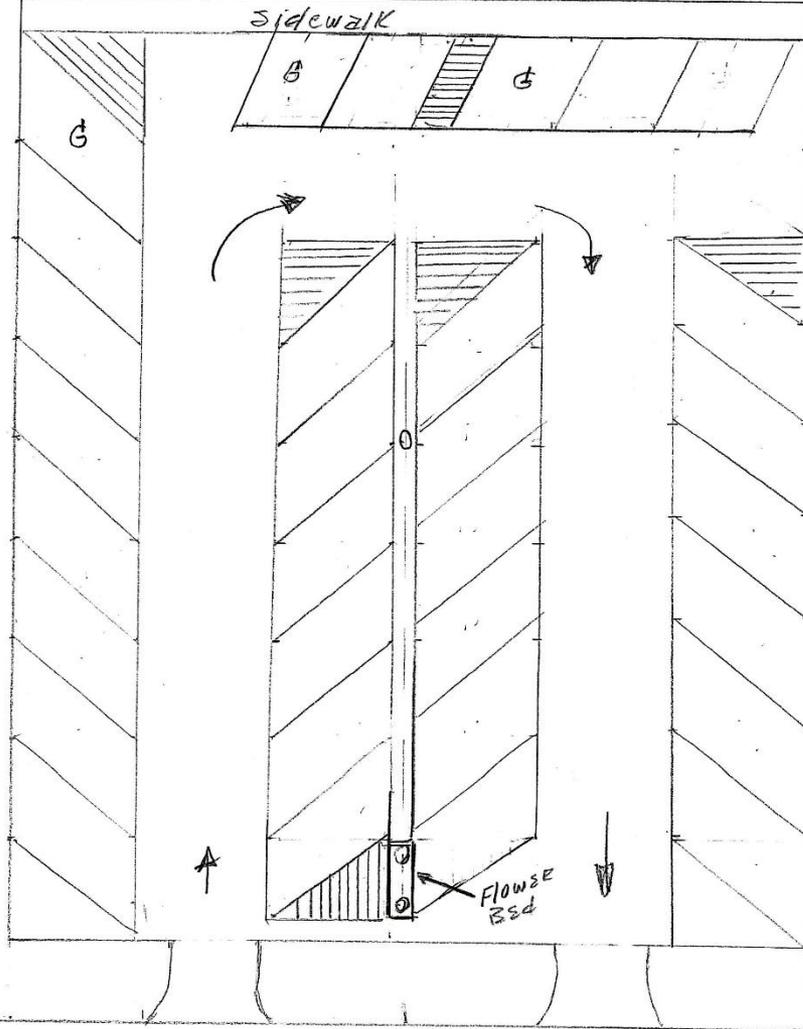
**INCOME TAX**

1000





SHOPPING Center



1000 SO. BROADWAY

Paving -- \$19,750.00  
by  
Pave-It, Inc.

# Landscaping

Fowler and Brown  
Kim NAILS



cket  
& S  
D MART  
209  
347



U-WASH  
WASHATERIA

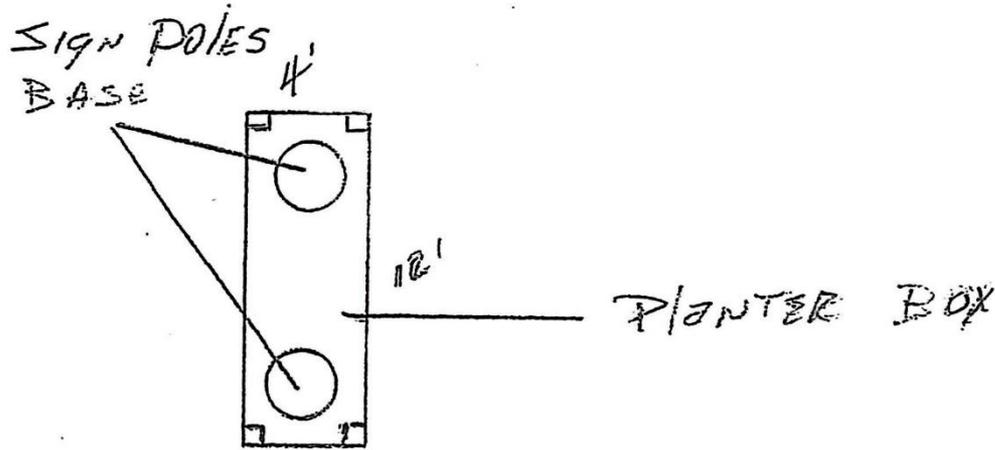
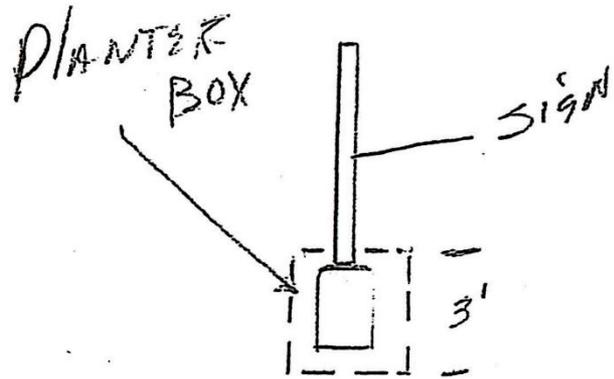




cricket  
M&S

U-WASH  
WASH/DETAIL

U-WASH



1000 S. BROADWAY  
SHOPPING CENTER

Landscaping -- \$ 1,881.39

by

Holloway Lawn Maintenance, Inc.

For additional information please contact:

**Mr. Horace Leopard**

Owner and Commercial Broker

Leopard Realty

701 S. 8<sup>th</sup> Street

La Porte, Texas 77571

(713) 858-4716

[horace@leopardrealty.com](mailto:horace@leopardrealty.com)

**Bidder Sheet Summary -- Oak Center**

1000 S. Broadway; La Porte, Texas 77571

	<u>Signage</u>	<u>Paving</u>	<u>Landscape Box</u>	<u>Project Total</u>
2S Sign Company, Inc.	\$15,236.59			
Spectrum Scoreboards	\$14,270.44			
<b>State Sign, Inc.</b>	<b>\$11,888.47</b>			
Asphalt Paving, Inc.		\$22,500.00		
All Pro Asphalt, Inc.		\$21,340.00		
<b>Pave-It, Inc.</b>		<b>\$19,750.00</b>		
Longhair Lawn Care, Inc.			\$2,350.00	
Lorenzo's Tree Service & Landscaping, Inc.			\$2,100.00	
<b>Holloway Lawn Maintenance, Inc.</b>			<b>\$1,881.39</b>	
<b>Project Total</b>				<b>\$33,519.86</b>
<b>LPDC's 50% Contribution:</b>				<b>\$16,759.93</b>

**Bidder Sheet Summary -- Oak Center**

1000 S. Broadway; La Porte, Texas 77571

## Main Street Enhancement Grant APPLICATION

Please print clearly. When you have completed the application, please submit the application to:

City of La Porte  
Economic Development Office  
604 W. Fairmont Pkwy  
La Porte, TX 77571

### APPLICANT INFORMATION:

APPLICATION DATE: 4-13-15

HORACE LEOPARD

Applicant Name

LEOPARD Realty

Business Name

1000 S. BROADWAY, LA PORTE, TX

Physical Business Address

DAVID TINDLE

Business Owner (if different from applicant)

701 S. 8<sup>TH</sup> STREET, LA PORTE, TX 77571

Mailing Address

713 858-4716

Contact Phone

HORACE@LEOPARDREALTY.COM

Email Address

TYPE OF WORK (check all that apply):

Façade Rehabilitation/Enhancement

Awnings/Signage

Beautification

Other (describe): OVERLAY/RESTRIPE PARKING LOT-

DETAILS OF PLANNED IMPROVEMENTS (attach additional pages if necessary):

UPDATE Pylon SIGN IN FRONT OF SHOPPING CENTER

INSTALL PLANTER BOX AROUND BASE OF Pylon SIGN  
AND PLANT

OVERLAY PARKING LOT; RESTRIPE PARKING LOT  
AND PAINT CAR STOPS.



  
*Fowler and Brown*  
 **Dina's  
Flowers**  
Da Original  
**TRENDSETTERZ**  
Barber Shop  
 **INCOME TAX**  
*Fowler and Brown*  
*Kim* **NAILS**



**Best  
Hardware**



**Signage**

REQUEST FOR BID:

DESCRIPTION - UPDATE/REPAIR POLE SIGN (SPECS BELOW)

LOCATION: FRONT OF STRIP CENTER AT 1000 SO. BROADWAY, LA PORTE, TX

SCOPE OF WORK:

FURNISH LABOR & MATERIALS TO MANUFACTURE AND INSTALL:

(14) - 2' x 8' WHITE 3/16" POLYCARB TENANT PANELS WITH 1ST SURFACE 3M COPY GRAPHICS

(1) - 1'6" X 8' FABRICATED DECORATIVE SQUARE TUBE ALUMINUM ROLLED ARCH, 2" SQUARE TUBE ALUMINUM SUPPORTS, 1/4" #3030 GREEN GLASS ACRYLIC WITH 1ST SURFACE 3M

CLEAN, SAND, PAINT EXISTING CABINET FILLER, RETAINERS & SUPPORT POLES DARK BRONZE

REMOVE & DISCARD EXISTING FACE PANELS

(SEE ATTACHED PICTURE OF EXISTING SIGN & ALSO PROPOSED NEW & RE-FURBISHED SIGN)

PLEASE INCLUDE BID FOR REPLACING BULBS/BALLAST AS NECESSARY TO HAVE ALL EXISTING (7) PANELS OPERATIONAL.

PLEASE INCLUDE ALL COSTS (PERMITS, SALES TAX, ETC.) IN THE BID

NEED BID BY APRIL 10, 2015.

THANKS,

SEND BID TO:

HORACE LEOPARD  
LEOPARD REALTY  
701 S. 8TH STREET  
LA PORTE, TEXAS 77571  
PH: 713-858-4716  
FX: 281-471-0464  
E-MAIL: HORACE@LEOPARDREALTY.COM

# A1 - PROPOSAL

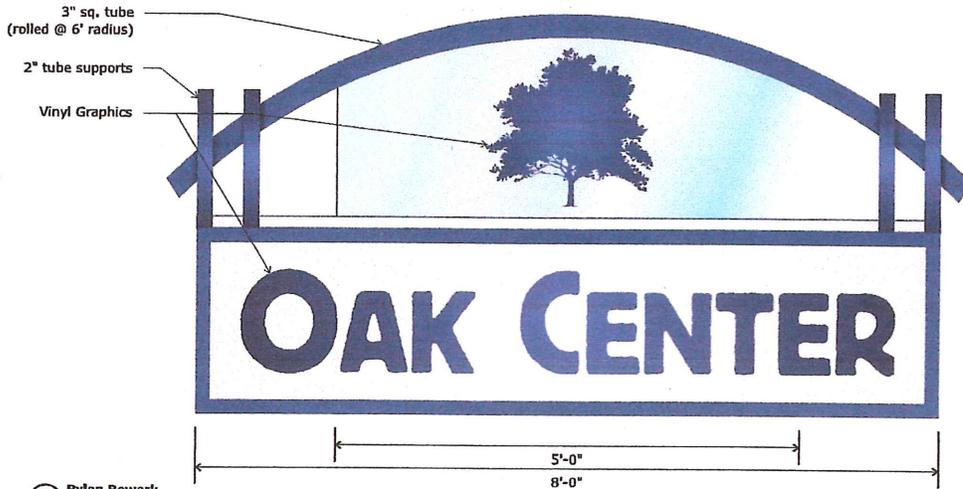
**Scope of Work:**

Manufacture and install new top cabinet with decorative topper. Clean, sand, and paint cabinet, retainers and poles.

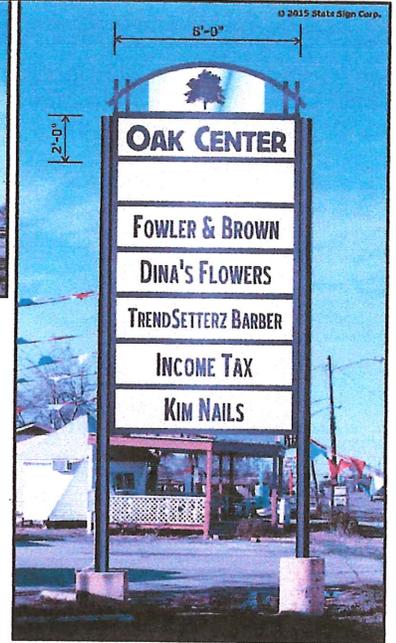
- 3/16" white polycarbonate tenant panels
- 1/4" #3030 Green glass acrylic topper (clear face)
- First surface 3M vinyl copy and tree logo
- 3' rolled square tube arch

**Colors:**

- Satin white
- Pt.m. Dark Bronze
- 3M 3630-69 Dark Bronze



Existing • NTS



Proposed • Scale 1/4" = 1'-0"  
Tenant Art TBD

**A1** Pylon Rework  
Scale: 1" = 1'-0" *Concept Art: changes expected for production*

# S STATE SIGN

## Proposal

### JOB LOCATION

OAK CENTER  
1000 S. BROADWAY CENTER  
LA PORTE, TX 77571

Phone:                      Fax:  
Contact: HORACE LEOPARD

### BILLING INFORMATION

HORACE LEOPARD REALTY  
701 S. 8TH STREET  
LA PORTE, TX 77571

Phone: (713) 858-4716      Fax:  
Contact: HORACE LEOPARD

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Proposal No: 30486	Terms:	Sales Rep: Danny Zoch	Date: 4/9/2015
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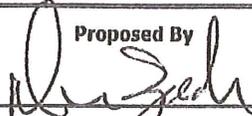
### DESCRIPTION

FURNISH LABOR & MATERIAL TO MANUFACTURE & INSTALL:

A1: (14) 2' X 8' WHITE 3/16" POLYCARB TENANT PANELS WITH 1ST SURFACE 3M COPY / GRAPHICS & (1) 1'6" X 8' FABRICATED DECORATIVE SQUARE TUBE ALUMINUM ROLLED ARCH, 2" SQUARE TUBE ALUMINUM SUPPORTS, 1/4" #3030 GREEN GLASS ACRYLIC WITH 1ST SURFACE 3M CLEAN, SAND, PAINT EXISTING CABINET FILLER, RETAINERS & SUPPORT POLES DARK BRONZE; REMOVE & DISCARD EXISTING FACE PANELS.  
(SEE DRAWING #15.30486 A1)

PRICE.....	\$9,958.00
PLUS PERMITS.....	\$300.00
TO SECURE.....	\$350.00
SURVEY.....	\$200.00
ENGINEERING.....	\$225.00
SALES TAX.....	\$855.47
 TOTAL PRICE.....	 \$11,888.47

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Proposed By	Date	Customer Signature	Date
	4-9-15	_____	_____

Plus applicable sales tax, permits, securing engineering if required (not included in the price). Proposals valid for 30 days.

Primary electrical to the sign location is the RESPONSIBILITY OF OTHERS! (Signs will be wired for 120 volt electrical service unless otherwise noted.)

TSCL 18028 / MS7321 • Regulated by The Texas Dept. of Licensing Regulation, PO Box 12157, Austin, TX 78711 • 800.803.9202 • [www.license.state.tx.us/complaints](http://www.license.state.tx.us/complaints)

State Sign Corp • P.O. Box 750429 • Houston, TX 77275 • Phone 713.943.1832 • Fax 713.943.9771 • [www.statesign.com](http://www.statesign.com)



scoreboards • video boards • electronic marquees

10048 Easthaven Blvd. • Houston, TX 77075 • Ph: 713-944-6200 • 800-392-5050 • Fax: 713-944-1290 • spectrumscoreboards.com

Horace Leopard  
701 S. 8<sup>th</sup> Street  
La Porte, TX 77571

Oak Center  
1000 S. Broadway Center  
La Porte, TX 77571

Ref. your Request for Bid:

Description – Update / repair tenant pylon (specs below)

Location: Front of strip center at 1000 SO. Broadway, La Porte, TX

Scope of work:

Furnish labor & material to manufacture and install:

(14) – 2'8" white 3/16" polycarb tenant panels with 1<sup>st</sup> surface 3m copy graphics

(1)– 2'4" x 8' fabricated decorative square tube aluminum rolled arch, 2" square tube aluminum supports, 1/4" #3030 green glass acrylic with 1<sup>st</sup> surface 3M

Clean, sand, paint existing cabinet filler, retainers & support poles dark bronze

Remove & discard existing face panels

(See attached picture of existing sign & also proposed new & re-furbished sign)

Replacing bulbs/ballast as necessary to have all existing (7) panels operational.

Please include all costs (permits, sales tax, etc.) in the bid.

Price.....\$12,878.00  
Plus tax.....\$1,062.44  
Sub total.....\$13,940.44  
Plus permits.....\$330.00

Total price.....\$14,270.44

**2S Sign Company, Inc.**  
Specialty Sign Installation

3065 W Cedar St  
Beaumont, TX 77702 US  
(409) 924-9212  
2sincorp@gmail.com  
www.2S-Sign.com

ADDRESS  
Horace Leopard  
701 S. 8th Street  
La Porte, TX 77571

SHIP TO  
Oak Center  
1000 S. Broadway Center  
La Porte, TX 77571

**ESTIMATE 1004**

DATE 04/10/2015

EXPIRATION DATE 05/10/2015

DATE	ACTIVITY	QTY	RATE	AMOUNT
04/10/20	<b>Sign Products</b>		14,611.59	14,611.59
15	Existing Tenant Pylon sign (as per your sign drawing provided 04/09) Manufacture: New top logo panel with copy reading: Oak Center, size 44 x 80 Replace (14) tenant faces with new plexiglass, size 2 x 80 Repaint structure & sign cabinet black Service lighting replace all lamps & ballasts			
04/10/20	<b>Permit Acquisition</b>	1	350.00	350.00
15	Permits			
04/10/20	<b>Engineering</b>	1	275.00	275.00
15	Engineering			

TOTAL

\$15,236.59

Accepted By

Accepted Date

Paving

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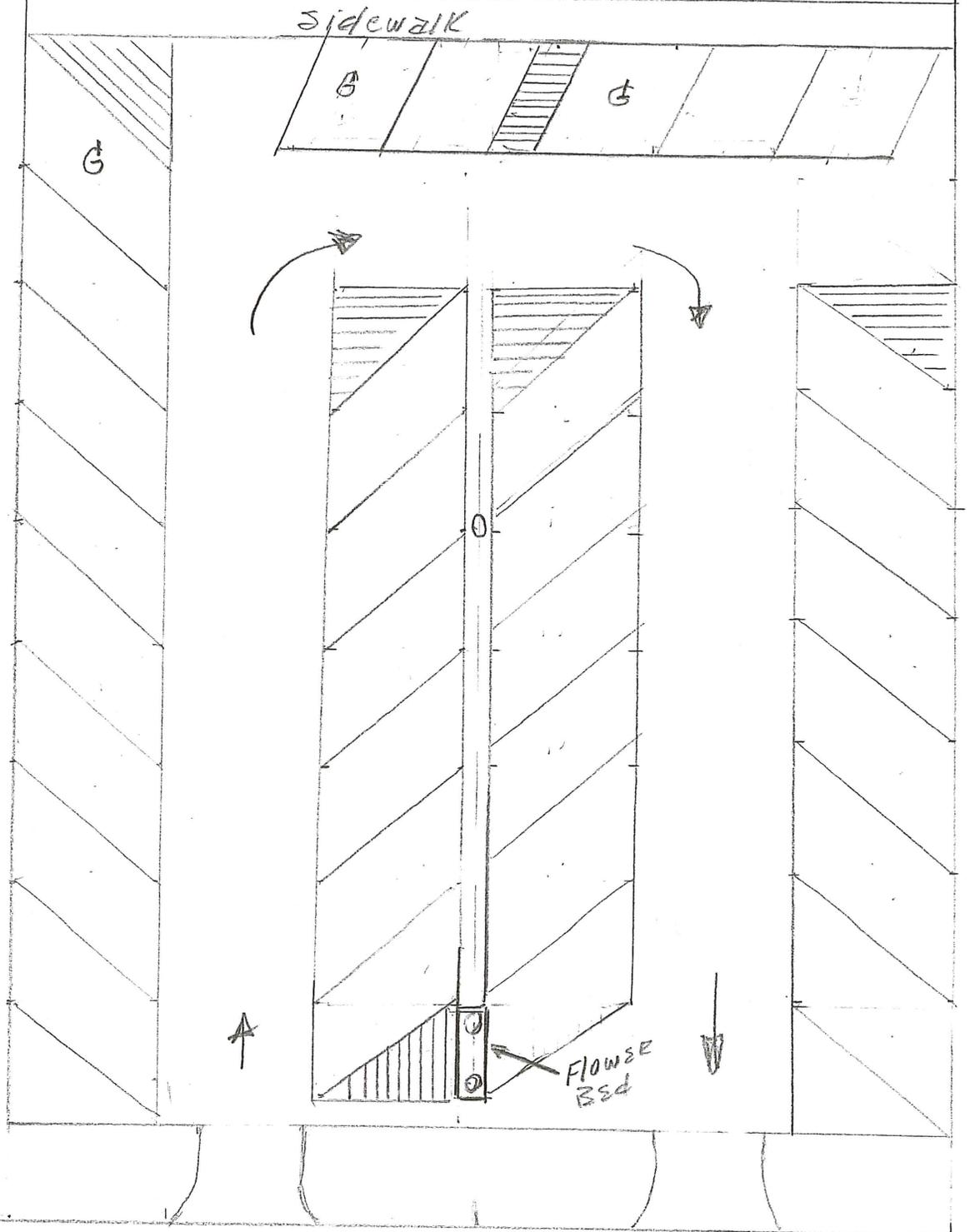
REQUEST FOR ASPHALT PAVING (OVER-LAY) BID  
1000 S. BROADWAY, LA PORTE, TEXAS (STRIP CENTER PARKING LOT)

1. REPATCH EXISTING HOLES WTH ASPHALT PRIOR TO OVERLAY
2. APPLY TACK COAT PRIOR TO PAVING
3. OVERLAY ENTIRE PARKING LOT WITH HOT MIX ASPHALT  
1 1/2 INCH THICKNESS - APPROX. 16,755 SQ. FT. AREA
4. SET AND PIN WHEELSTOPS IN ACCORANCE WITH ATTACHED SKETCH
5. RESTRIPE PARKING SPACES (YELLOW) AND CLEAN/REPAINT CAR  
STOPS. ADD ENTRANCE AND EXIT ARROWS PER SKETCH

WORK TO BE DONE AFTER 5:00 P.M. MONDAY - SATURDAY OR ANYTIME  
SUNDAY

SUBMIT TOTAL PRICE BID/TERMS \_\_\_\_\_

# SHOPPING CENTER



1000 SO. BROADWAY

# PAVE-IT

driveways+parking lots+roads

330 RAYFORD RD.#239  
SPRING,TX.77386  
281.354.0048

CONTRACT SUBMITTED TO:HORACE LEOPARD RE:1000 s. BROADWAY

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## ASPHALT PAVING

1.TO PRE PATCH HOLES WITH ASPHALT.

2.TO APPLY TACK COAT PRIOR TO PAVING.

3.TO OVERLAY PARKING LOT WITH HOT MIX ASPHALT @ 1  
1/2"thickness  
TOTAL SQ.FT. 16,755

4.TO SET, PIN AND PAINT WHEELSTOPS.

5.TO STRIPE PARKING LOT.

TOTAL PRICE: \$19,750.00

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SUBMITTED BY :EUGENE EDWARDS

DATE:03.01.15

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ACCEPTED BY:

DATE:

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# ALL PRO ASPHALT

281.222.3921

## Contract / Estimate & Work Order

I / We, the owners of the premises mentioned below hereby authorize **ALL PRO** to furnish all necessary materials, labor, and workmanship(sub-contractor's if necessary) to install, construct and place the improvements according to the following specifications, terms, and conditions described below:

---

Proposal submitted to: HORACE LEOPARD

Address: 1000 S. BROADWAY

Proposal of work to be performed:

( PARKING LOT PAVING)

- 1.) TO PREPATCH HOLES WITH ASPHALT.
- 2.) TO APPLY TACK COAT PRIOR TO PAVING.
- 3.) TO OVERLAY PARKING LOT WITH HOT MIX ASPHALT @ 1 ½"  
.EST.16,755 SQ.FT..
- 4.) TO SET,PIN AND REPAINT WHEELSTOP'S .
- 5.) TO STRIPE PARKING LOT.

**Total: \$ 21,340.00**

All surplus materials become property of *all pro*. In the event of the breach of this contract, bid signee agrees to pay any and all attorney's fees pertaining to litigation of this contract. No completion date under 45 days will be specified without written approval from *all pro*. All jobs will be completed in a timely manner. *All pro* cannot be held responsible for delays caused by bad weather, strikes, supplier shorts, or acts of God. All monies retained by contractor/ company shall be retained by contractor/ company in the event of cancellation for any reason. This contract may be terminated at the option of *all pro* for any reason. Building permits are the responsibility of the property owner/manager unless specified above in writing. NO VERBAL AGREEMENTS WILL BE HONORED. BID GOOD FOR 30 DAYS FROM DATED CONTRACT. *All pro* is not responsible for vegetation growth or drainage. Once signed this contract becomes legally binding. Property owners / parties o of signatures below not liable for any bodily damages to contractor and /or employees. Property owner not liable for equipment damage.

Property Owner/Representative

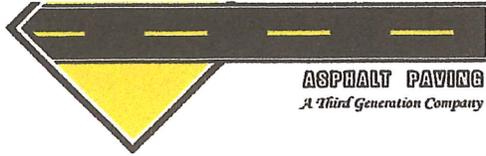
Date:

X \_\_\_\_\_

ALL PRO/ Representative: BILL HALL Date: 4.01.15

X \_\_\_\_\_

Once signed this contract becomes legally binding.



Proposal submitted to: HORACE LEOPARD

Location: 1000 s. broadway, la porte  
Job Description: ~~Demo and Concrete remodel of Main entry~~

**ASPHALT OVERLAY 16,755 TOTAL SQ.FT**

- .TO PREPARE BAD AREA'S
- .TO TACK COAT
- .TO INSTALL 1 1/2" OVERLAY WITH ASPHALT
- .TO SET, PIN, PAINT WHEELSTOPS
- .TO STRIPE PARKING LOT

Contract Submitted by: Bill Harrison 281-838-7661 Date: march,27 2015  
Total Price: \$22,500.00

**PAYMENT TERMS AS BELOW:**

1. One Half Deposit Due once job has started.
2. Balance due upon completion

Initial \_\_\_\_\_

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_

# Landscaping

REQUEST FOR BIDS:

TO INSTALL A PLANTER BOX APPROXIMATELY 4' WIDE x 12' LONG AND 3' HIGH AROUND THE BASE OF SIGN POLES USING HARDI-PLANK ATTACHED TO 4" x 4" TREATED POSTS IN CORNERS.

PLANTER BOX TO BE LINED WITH HEAVY DUTY PLASTIC WITH A DRAIN PIPE AT THE BOTTOM OF BOX.

FILL BOX WITH SOIL AND PLANT 2-4 HARDY PLANTS.

LOCATION: 1000 SOUTH BROADWAY, LA PORTE, TEXAS

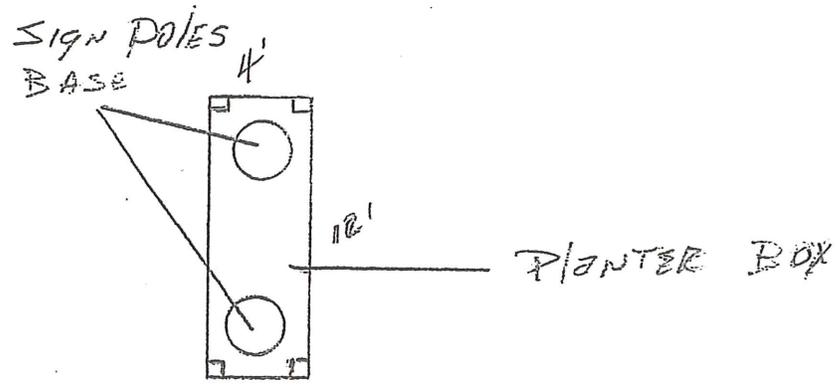
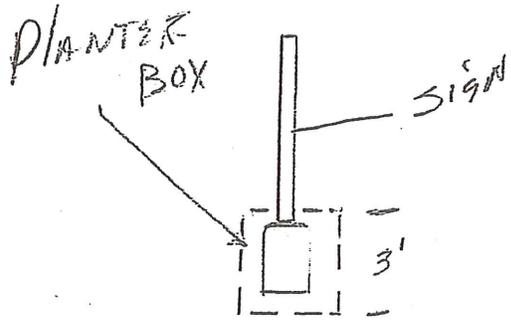
SEE ATTACHED PICTURE OF EXISTING SIGN AND SKETCH OF THE BOX.

BIDS SHOULD INCLUDE ALL COSTS RELATED TO THIS PROJECT.

THANKS,

LEOPARD REALTY  
HORACE LEOPARD  
701 S. 8TH  
LA PORTE, TX 77571  
PH: 713-858-4716  
E-MAIL: [HORACE@LEOPARDREALTY.COM](mailto:HORACE@LEOPARDREALTY.COM)

---



1000 S. BROADWAY  
SHOPPING CENTER

*Fowler and Brown*

 **Dina's  
Flowers**

Da Original  
**TRENDSETTERZ**  
Barber Shop

 **INCOME TAX**

*Fowler and Brown*

*Kim* **NAILS**



**HOLLOWAY LAWN MAINTENANCE  
PO. BOX 1752  
LAPORTE, TEXAS 77572-1752**

Bid For  
Leopard Realty  
701 S. 8th  
LaPorte TX. 77571

As laid out in your bid request Holloways Lawn will provide all materials and labor to build a 4=12 Landscape box with liner and drain constructed of hardy plank and all treated lumber.

BOX----- \$1485.00  
Soil----- \$165.00  
4 10gal. Nandina,s---88.00  
Tax-----\$143.39  
Total-----\$1881.39

---

Leopard Realty

Holloways Lawn

-----  
*Burl Holloway*  
-----  
4/10/15



LORENZO 'S TREE SERVICE & LANDSCAPING  
832-549-1759

PLEASE SEE BELOW BID FOR ATTACHED SERVICES AT :

1000 S. BROADWAY, LA PORTE, TEXAS

TOTAL BID - \$2,100.00

Lorenzo Reyes DATE: 4/13/15

We are the Real Deal  
Referrals Accepted

TOM MAXWELL  
Owner

**LONGHAIR LAWN CARE**  
Landscape Designs



713-453-3992  
Leave Message

Houston, TX 77015

---

PLEASE SEE BELOW BID FOR ATTACHED SERVICES AT :

1000 S. BROADWAY, LA PORTE, TEXAS

TOTAL - \$2350.00

Tommy Maxwell DATE: 1-13-15

La Porte Enhancement Grant Program  
Application Evaluation Summary

Application Date: 4/13/2015 Initial Review Date: 4/13/2015  
 Business Name: **Oak Center**  
 Contact Name: Horace Leopard  
 Business Address: 701 S. 8th Street; La Porte, Texas 77571  
 Phone: (713) 858-4716  
 Recommendation: Grant to be awarded in an amount not to exceed **\$16,759.93**, based on receipts and completion of work as indicated.

Following is a summary of the evaluations of the La Porte Enhancement Grant Evaluating Committee (EGEC). If you have any questions about the items listed below, please call the Economic Development Office at **(281) 470-5016**.

Criteria	Total Score	# of Evaluators	Average
Project Demonstrates a significant improvement over the existing situation.	17	4	4.25
Project will add to the beautification of Main Street.	18	4	4.5
Project will enhance Main Street's appeal to new businesses and visitors.	18	4	4.5
Project will complement the surrounding buildings.	18	4	4.5
Project adds value to the City of La Porte.	18	4	4.5
<b>Total Average Score (out of 25)</b>			<b>4.45</b>

**Evaluating Committee Members:**

Name	Title
Tim Tietjens	Director of Planning
Scott D. Livingston	Economic Development Coordinator
Monica Rogers	Owner, Bay Port Animal Clinic
Cris Santiago	Resident, Employee of La Car Porte



## LA PORTE ENHANCEMENT GRANT PROGRAM

The La Porte Enhancement Grant Program, which is sponsored by the La Porte Development Corporation, offers matching grants to businesses which are located in the La Porte Enhancement Grant District. A map of the La Porte Enhancement Grant District is provided in the full explanation of the program.

Eligible improvements of the EGP include facade renovation, beautification projects, and new awnings, canopies, porches, and signage. A single owner of multiple properties may apply for grant funds for each property owned, but each matching grant must be for more than \$2,500 and less than \$25,000 per property. Each program application will be evaluated on a case-by-case basis.

Interested business owners are welcome to complete the enclosed application form. Please deliver applications to the following address:

**Scott D. Livingston**  
Economic Development Coordinator  
City of La Porte  
604 W. Fairmont Parkway  
La Porte, TX 77571

Please contact Scott D. Livingston at [livingstons@laportetx.gov](mailto:livingstons@laportetx.gov) or 281/470-5016, if you have any questions about the La Porte Enhancement Grant Program.

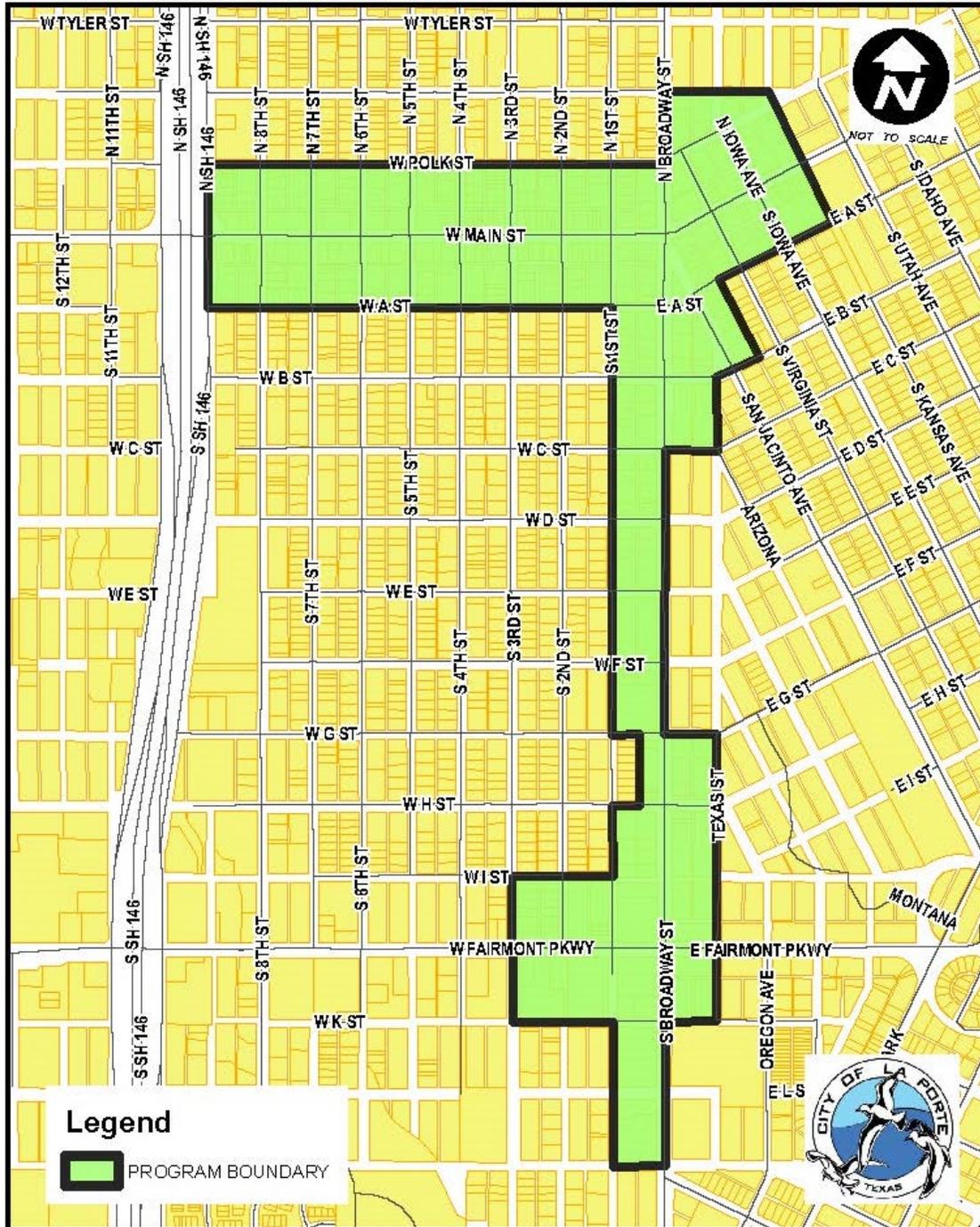
Sincerely,

A handwritten signature in blue ink that reads "Scott D. Livingston".

Scott D. Livingston  
Economic Development Coordinator  
City of La Porte

## La Porte Enhancement Grant Program

The La Porte Enhancement Grant Program provides matching funds to enhance and/or beautify businesses in the La Porte Enhancement Grant District which is outlined with a **bold black line** below.



## ELIGIBLE PROJECTS

Business owners may be eligible for a reimbursement grant of funds used to enhance and/or beautify their businesses. The following types of projects are eligible for reimbursement grants:

- **Façade Rehabilitation/Enhancement**  
This includes work done on existing structures, such as removing non-historic/added facades, re-pointing brick or replacing mortar joints, replacing or restoring cornices, removing paint from brick, replacing windows, restoring transom windows, repairing facades, etc.
- **New Awnings, Canopies, Porches and Signage**  
This includes replacing, adding, or repairing awnings, canopies, porches and signs. Signs may include signboards, projecting signs, pedestrian signage, window signs, hanging signs, and awning/canopy signs.
- **Beautification Projects**  
This may include public art, landscaping, and other beautification projects as approved by the Enhancement Grant Evaluation Committee (EGEC).

## PROGRAM GUIDELINES

1. Grant funds are available only for exterior work on commercial property and building facades that are visible from public streets in the La Porte Enhancement Grant District.
2. In general, grants offered to businesses are intended to support project to renovate or convert existing structures to their original historic condition.
3. Grants will be processed and considered for award on a first-come, first-served basis until funds are depleted or until the program ends, whichever comes first.
4. Grants will **not** be awarded for work that has already been started or completed, or for work that is covered by insurance. If desired work is above and beyond what insurance will pay, and is, therefore, considered an upgrade and enhancement in the opinion of the EGEC, it may be eligible for grant funds.
5. Grants will **not** be awarded to any Applicant that owes any delinquent indebtedness\* to the City of La Porte or the La Porte Development Corporation (LPDC).

*\*\*“Delinquent Indebtedness” shall mean any indebtedness due and owing to the City of La Porte or the La Porte Development Corporation, including but not limited to, ad valorem taxes on real and personal property, which property is in fact owned by and is legally subject to taxation, whether or not the same may have been properly rendered to the tax assessor-collector by any person. Such term shall also include, but not be limited to, charges for penalties, interest and costs on any such ad valorem taxes; charges for water, sewer, garbage and other services rendered or goods furnished by the City of La Porte or the La Porte Development Corporation to any person; and any other manner of indebtedness to the City of La Porte or the La Porte Development Corporation, now existing or which may hereafter be created by any person. No such indebtedness shall be considered “delinquent” until the time for its current payment under the various ordinances of the City of La Porte, or state statutes, or contractual agreement, shall have expired, without payment having been made.*

6. Each grant will be awarded on a reimbursement basis once completed work has been verified by the EGEC to be compliant with the plans proposed in the approved application. Any deviation from the approved project may result in the total or partial withdrawal of the grant.
7. Each enhancement grant application will be subject to review by the EGEC, and approval from the LPDC. The review criteria include the following:
  - The project demonstrates a significant improvement over the existing situation,
  - The project will add to the beautification of Main Street and/or Broadway,
  - The project will enhance Main Street and/or Broadway's appeal to new businesses and visitors,
  - The project will complement the surrounding buildings, and
  - The project will add value to the City of La Porte.
8. Grant applications and awards may be made in any of the reimbursable activities described above and may be combined for any single property or project.
9. An applicant is defined as an owner, tenant, or combination thereof, who occupies space in an eligible property within the La Porte Enhancement Grant District. A single owner of multiple properties may apply for grant funds for each property owned, but the matching grant must be for more than \$2,500 and less than \$25,000 per property in a three (3) year period.

## **APPLICATION PROCESS**

1. Determine eligibility: Discuss project plans with the Economic Development Coordinator, and the Coordinator will set up a pre-development meeting with the EGEC.
2. Complete the application and sign the agreement form. Each grant application must include the following:
  - a. A **scale drawing** by the project architect or design professional of all the work to be completed.
  - b. **Samples** -- i.e. paint samples, fabric swatches, sign material, etc. -- that will enable the EGEC to envision the finished project.
  - c. **Three (3) itemized work estimates** on all project work from contractors or project architects. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.

- d. **Photographs** of the building's exterior. The Applicant shall be required to provide before and after photographs of the building before the reimbursement grant can be awarded. For the initial application, "before" photographs will suffice, but "after" photographs of the completed project must be submitted before the grant may be considered for reimbursement.
3. Return the completed application form, with all applicable items, to:

**Scott D. Livingston**  
Economic Development Coordinator  
City of La Porte  
604 W. Fairmont Parkway  
La Porte, TX 77571

4. The application will undergo an approval process, which includes but is not limited to the following:
  - a. Each project must meet current building standards and codes, as well as building permit requirements.
  - b. The EGEC will only consider applications that have been properly and fully completed, and which contain all information requested in the application and/or by the committee.
  - c. All itemized work estimates submitted by the Applicant must be dated no earlier than ninety (90) days prior to the Application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, and telephone number and shall itemize the bid in a manner that allows the EGEC to determine the bid components and authenticity of the bid.
  - d. Applications receiving approval by the EGEC shall commence construction described in the application within ninety (90) days from the date that the enhancement grant is approved. Each Applicant must complete the construction described in the Application within one (1) year from the date that the grant is approved. If the Applicant cannot meet this timeline, then the Applicant may submit a written request for an extension of the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The EGEC shall not be obligated to grant an extension, but it may do so for good cause determined solely by the members of the Committee. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the EGEC. Denial of an extension request may not be appealed.
  - e. As a condition of this grant Application, the Applicant consents, and shall allow, the EGEC to request city inspections to determine that the grant, if awarded, will not be used for construction on any building that is not in compliance with the City Municipal

Codes and Ordinances that are applicable to the construction contemplated in the application.

- f. The EGEC and LPDC shall have sole discretion in awarding grants. They shall award grants considering the amount requested, grant funds available, the guidelines of the grant program, condition of the building in which the grant funds will be used, economic impact, other grant requests, the type and nature of the construction, and the proposed construction results considering the grant program.
  - g. No Applicant has a proprietary right to receive grant funds. The EGEC shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the grant program.
  - h. The Applicant shall be required to furnish “before” photographs of the building’s exterior, and any other site locations that are included as part of the application request. The applicant shall also provide “after” photographs once the construction has been completed, as a condition of final grant disbursement.
  - i. The EGEC has the final discretion with regard to funding and reserves the right to recommend modifications or reject any project or elements of any project.
5. Reimbursement. When the entire enhancement grant project has been completed, the Applicant shall present the Economic Development Office with the following:
    - a. Copies of all paid invoices, including copies of cancelled checks and/or credit card receipts for a single payment reimbursement of the approved funding, and
    - b. Photographs of all completed work.
  6. When the project has been reviewed and signed off by the EGEC and their recommendations have been presented and approved by the LPDC, a reimbursement check will be issued.

## La Porte Enhancement Grant Application

*Please print clearly. Please submit a completed application to:*

**Scott D. Livingston**  
**Economic Development Coordinator**  
**City of La Porte**  
**604 W. Fairmont Pkwy**  
**La Porte, TX 77571**

### APPLICANT INFORMATION:

APPLICATION DATE: \_\_\_\_\_

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Physical Business Address

\_\_\_\_\_  
Business Owner (if different from applicant)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Contact Phone

\_\_\_\_\_  
Email Address

### TYPE OF WORK (*check all that apply*):

Façade Rehabilitation/Enhancement

Awnings/Signage

Beautification

Other (*describe*): \_\_\_\_\_

### DETAILS OF PLANNED IMPROVEMENTS (*attach additional pages if necessary*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the name of each Contractor and/or Project Architect and the Total Amount of each bid. Please, also, attach the original proposals and work estimates:

CONTRACTOR/PROJECT ARCHITECT	TOTAL AMOUNT
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

**BUDGET DETAIL**

PROJECT EXPENDITURES	FUNDS REQUESTED	FUNDS APPLIED	TOTAL
Façade Rehab	\$ _____	\$ _____	\$ _____
Awnings/Signage	\$ _____	\$ _____	\$ _____
Beautification	\$ _____	\$ _____	\$ _____
Other (list):	\$ _____	\$ _____	\$ _____
Other (list):	\$ _____	\$ _____	\$ _____
<b>TOTALS</b>	\$ _____	\$ _____	\$ _____

Total estimated cost of proposed project: \$ \_\_\_\_\_

Amount requested (up to 50% of total cost, \$2,500 to \$25,000): \$ \_\_\_\_\_

*Please attach color samples, model numbers (for windows, doors, etc.), photos, scale drawing, and other illustrations of work to be completed. Please include as much detail as possible.*

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*Your signature on this application certifies that you understand and agree with the following statements:*  
 I have met with the EGE and I fully understand the Enhancement Grant procedures and details established. I intend to use these grant funds for the renovation projects, as spelled out in the application. I have not received, nor will I receive insurance monies for this revitalization project OR I have disclosed all pertinent insurance information.

I understand that if I am awarded an Enhancement Grant, any deviation from the approved project may result in the partial or total withdrawal of the grant funds. If I am awarded a reimbursement grant for façade, awning, signage, beautification, or other approved work, alterations should not be made within five (5) years from construction; otherwise I may be required to reimburse the La Porte Development Corporation immediately for the full amount of the grant.

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APPLICANT SIGNATURE

---

DATE

## REQUEST FOR LA PORTE DEVELOPMENT CORPORATION AGENDA ITEM

Agenda Date Requested: <u>May 13, 2015</u> Requested By: <u>Scott D. Livingston</u> Department: <u>Economic Development/Tourism</u> Report: <input checked="" type="radio"/> Resolution: <input type="radio"/> Ordinance: <input type="radio"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="text-align: center;"><u>Appropriation</u></td> </tr> <tr> <td style="padding-left: 20px;">Source of Funds:</td> <td style="border-bottom: 1px solid black;">La Porte Development Corporation Board</td> </tr> <tr> <td>Account Number:</td> <td></td> </tr> <tr> <td>Amount Budgeted:</td> <td></td> </tr> <tr> <td>Amount Requested:</td> <td></td> </tr> <tr> <td>Budgeted Item:</td> <td style="text-align: center;"><input type="radio"/> YES      <input type="radio"/> NO</td> </tr> </table>		<u>Appropriation</u>	Source of Funds:	La Porte Development Corporation Board	Account Number:		Amount Budgeted:		Amount Requested:		Budgeted Item:	<input type="radio"/> YES <input type="radio"/> NO
	<u>Appropriation</u>												
Source of Funds:	La Porte Development Corporation Board												
Account Number:													
Amount Budgeted:													
Amount Requested:													
Budgeted Item:	<input type="radio"/> YES <input type="radio"/> NO												
<b>Exhibits:</b> <ol style="list-style-type: none"> <li>1. Proposed Budget for FY2015-2016</li> <li>2. Adopted Budget for FY 2014-2015</li> <li>3. Budget Calendar</li> </ol>													

### SUMMARY & RECOMMENDATIONS

In order to show proposed budget expenditures for the next budget year, FY 2015-2016, staff used the budget worksheet from the current budget year, FY 2014-2015, and showed proposed changes for the next budget year, FY 2015-2016, in BLUE ink in the right hand margin of the worksheet.

Please note the following:

- The figures for Personnel Expenses, accounts #10-10 to 10-81, on page #1 are provided by the Finance Department.
- The Finance Department requested that we pay for our portion of a city-wide contract for the annual “SUTA & STARS Reporting Fees” in Account #038-6030-565.50-07 for Other Professional Services. The SUTA Fees are 35% of new sales tax revenues as a result of MuniService’s audits. The STARS Reporting Fees is for a tax analysis and reporting service provided by MuniServices.
- “\$0” means no changes from the current fiscal year to the next fiscal year. In other words, the proposed amount to be spent in the next fiscal year is the same as what was budgeted in the current fiscal year. If we budgeted \$2,000 for postage in the current fiscal year, then “\$0” in BLUE ink in the right hand column means that staff is proposing to budget \$2,000 again for the next fiscal year.
- “+ \$500” means that staff proposes an increase in this line item for the next budget year. If we budgeted \$45,000 for Memberships & Subscriptions in the current fiscal year, then “+ \$500” means that staff is proposing to increase the proposed budget by \$500 and allocate \$45,500 for Memberships & Subscriptions for the next fiscal year.
- “-- \$7,000” means that staff proposes a decrease in this line item for the next budget year. If we budgeted \$10,000 for Printing & Reproduction in the current fiscal year, then “-- \$7,000” means that staff is proposing to decrease the proposed budget by \$7,000 and allocate \$3,000 for Printing & Reproduction for the next fiscal year.

The total amount of expenditures approved in the Adopted Budget for FY 2014-2015 is \$1,418,611. See page #5 of the Adopted Budget for FY 2014-2015. The amount of expenditures proposed in the Proposed Budget for FY

2015-2016 is \$1,015,385. The amount of expenditures proposed for the next fiscal year is \$403,226 less than the current fiscal year, and this difference may be attributed the following factors:

- Personnel Expenses, Accounts #10-10 to 10-81, increased by \$478.
- Operations Expenses, Accounts #20-01 to 99-97, decreased by \$555.
- Debt Service, Account #90-04, decreased by \$403,149.

All other notes regarding how funds in each budget line item are anticipated to be spent in the next fiscal year are shown in the text for each line item.

Staff must submit all initial budget information to the City Manager by 15 May 2015. Please give staff direction regarding any changes to staff's Proposed Budget for FY 2015-2016.

After staff meets with the City Manager to review and, possibly, revise this budget during the week of 15 - 19 June 2015, staff will bring the final, proposed budget back to the Board for consideration and approval.

---

**Action Required by the La Porte Development Corporation:**

Provide staff feedback regarding the Proposed Budget for FY 2015-2016.

---

**Approved for the La Porte Development Corporation Agenda**

---

**Corby D. Alexander, City Manager**

---

**Date**

BUDGET PREPARATION WORKSHEET  
FOR FISCAL YEAR 2015

Amounts Set by the  
Finance Dept. <sup>PAGE 1</sup>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	ESTIMATE 2013-14	ADOPTED BUDGET
<b>FUND 038 SECTION 4B SALES TAX</b>						
<b>DEPT 60 ADMINISTRATION</b>						
<b>DIV 30 SECTION 4B SALES TAX</b>						
038-6030-565.10-10	REGULAR EARNINGS	40,141	36,370	49,618	51,460	72,046
LEVEL	TEXT					
15AD	ORIGINAL				51,460	
	MOVE 25% OF ECONOMIC DEVELOPMENT COORDINATOR TO 4B				20,586	
					72,046	
038-6030-565.10-20	OVERTIME	399	44	0	32	0
038-6030-565.10-30	CERTIFICATION	0	0	0	9	0
038-6030-565.10-35	LONGEVITY	82	365	181	85	139
038-6030-565.10-60	FICA	3,068	2,744	3,692	3,808	5,383
LEVEL	TEXT					
15AD	ORIGINAL				3,808	
	MOVE 25% OF ECONOMIC DEVELOPMENT COORDINATOR TO 4B				1,575	
					5,383	
038-6030-565.10-65	RETIREMENT	7,070	6,363	8,544	8,825	12,356
LEVEL	TEXT					
15AD	ORIGINAL				8,825	
	MOVE 25% OF ECONOMIC DEVELOPMENT COORDINATOR TO 4B				3,531	
					12,356	
038-6030-565.10-80	INSURANCE - MEDICAL	6,086	7,817	7,817	7,817	10,423
LEVEL	TEXT					
15AD	ORIGINAL				7,817	
	MOVE 25% OF ECONOMIC DEVELOPMENT COORDINATOR TO 4B				2,606	
					10,423	
038-6030-565.10-81	INSURANCE - LIFE	19	23	20	20	20

\$73,008

\$66

\$5,442

\$11,886

\$10,423

\$20

*Proposed Amount  
of Change(\$)*  
PAGE 2

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	ESTIMATE 2013-14	ADOPTED BUDGET
038-6030-565.20-01	OFFICE	12	150	200	200	200
LEVEL 15AD	TEXT BINDERS, COPY PAPER, PENS, WHITE OUT, TAPE,					
038-6030-565.20-02	POSTAGE	220	13	2,000	2,000	2,000
LEVEL 15AD	TEXT ENHANCEMENT GRANT PROMOTION (2 MAIL OUTS) * PRESENTATIONS, PROPOSALS, REPORTS, ETC. *					
038-6030-565.20-15	OTHER SUPPLIES	2,503	1,567	800	800	800
LEVEL 15AD	TEXT MEALS FOR TIRZ MEETINGS * MEALS FOR ECONOMIC DELVELOPMENT BOARD MEETINGS * SPONSORSHIP OF MEETING LUNCHES					
038-6030-565.30-01	MEMBERS & SUBSCRIPTIONS	20,535	45,293	43,500	43,500	45,000
LEVEL 15AD	TEXT BAY AREA HOUSTON ECONOMIC PARTNERSHIP (BAHEP) * TEXAN ECONOMIC DEVELOPMENT CORP. (TEDC) * INTERNATIONAL COUNCIL SHOPPING CENTERS (ICSC) * BAYTRAN * ECONOMIC ALLIANCE HOUSTON PORT REGION * MISC (PROFESSIONAL ORGANIZATIONS, DUES, SUBSCRIPTIONS) * TEXAS DOWNTOWN ASSOCIATION * BAY FOREST GOLF * <i>International Economic Development Council</i>					

*\$0*

*\$0*

*+ \$200*

~~200~~ *400*

*+ \$500*

*500*

ACCOUNT NUMBER      ACCOUNT DESCRIPTION      ACTUAL 2011-12      ACTUAL 2012-13      BUDGET 2013-14      ESTIMATE 2013-14      ADOPTED BUDGET

FUND 038 SECTION 4B SALES TAX  
DEPT 60 ADMINISTRATION  
DIV 30 SECTION 4B SALES TAX

038-6030-565.30-20 TRAINING/SEMINARS

3,453      9,983      22,500      22,500

10,500

+ \$4,000

LEVEL      TEXT  
15AD      MILEAGE  
\*  
TEXAS ECONOMIC DEVELOPEMENT COUNCIL ANNUAL CONF  
\*  
ED SALES TAX  
\*  
MISC PROFEESIONAL TRAINING  
\*  
BAHEP, ALLIANCE, GHP, BAYTRAN, ETC.  
\*  
TEXAS DOWNTOWN ASSOCIATION ANNUAL CONFERENCE

TEXT AMT  
~~2000~~ ~~17,000~~  
1,500  
500  
2,000  
1,000  
1,500

\* Int'l Eco. Dev. Council Annual Conf. 2,000  
\* Local Small Bns. Training 3,000  
\* Local Vendor Outreach 1,000

038-6030-565.40-11 BUILDING

720      0      0      0

0

038-6030-565.50-01 ACCOUNTING

5,000      5,000      5,000      5,000

5,000

\$0

LEVEL      TEXT  
15AD      AUDIT SERVICES

TEXT AMT  
5,000

038-6030-565.50-03 LEGAL

13,141      5,549      10,000      10,000

10,000

\$0

LEVEL      TEXT  
15AD      LEGAL SERVICES FOR ECONOMIC DEVELOPMENT MATTERS

TEXT AMT  
10,000

038-6030-565.50-07 OTHER PROFESSIONAL SERVIC

10,062      33,232      35,500      5,500

6,000

+ \$2,000

LEVEL      TEXT  
15AD      CITY WIDE INTERNET MAINTENANCE FEE  
\*  
WEBSITE UPGRADES  
\*

TEXT AMT  
4,500  
1,500

SUTA & STARS Fees

2,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	ESTIMATE 2013-14	ADOPTED BUDGET
FUND 038 SECTION 4B SALES TAX DEPT 60 ADMINISTRATION DIV 30 SECTION 4B SALES TAX						
038-6030-565.60-02	PRINTING & REPRODUCTION	0	3,024	10,500	10,500	10,000

*-\$7,000*

LEVEL	TEXT	TEXT AMT
15AD	<del>ECONOMIC DEVELOPMENT NEWSLETTER</del>	<del>1,000</del> 0
*	ENHANCEMENT GRANT PROMOTION (TWICE A YR)	2,000
*	<del>DEVELOPMENT MAPS</del>	<del>3,500</del> 0
*	<del>BUSINESS BY THE DAY BROCHURE</del>	<del>1,000</del> 0
*	<del>POSTER FOR DEVELOPMENT</del> <i>Other</i>	1,000
*	<del>MISC ECONOMIC DEVELOPMENT BROCHURES</del>	<del>1,500</del> 0

038-6030-565.60-05	ADVERTISING	22,777	26,103	41,000	41,000	48,000
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*\$0*

LEVEL	TEXT	TEXT AMT
15AD	TEXAS REAL ESTATE BUSINESS	6,000
*	GHP'S ED GUIDE	4,000
*	TRAVEL	2,000
*	HBJ	15,000
*	RED NEWS	15,000
*	PROMOTIONAL GIVAWAYS	2,000
*	BUSINESS MEETINGS NETWORKING	2,000
*	OTHER ADVERTISING OPPORTUNITIES	4,000

038-6030-565.60-10	JANITORIAL SERVICES	2,965	593-	0	0	0
038-6030-565.60-40	TRADE SHOWS	0	0	0	0	11,000

*\$0*

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	ESTIMATE 2013-14	ADOPTED BUDGET
FUND 038 SECTION 4B SALES TAX						
DEPT 60 ADMINISTRATION						
DIV 30 SECTION 4B SALES TAX						
LEVEL	TEXT					
15AD	INTERNATIONAL COUNCIL OF SHOPPING CENTERS (ICSC) ANNUAL CONFERENCE NOV					2,500
*	ICSC DALLAS JULY					2,500
*	ICSC RECON					6,000
038-6030-565.70-01	ELECTRICAL	4,625	0	0	0	0
038-6030-565.70-02	NATURAL GAS	211	0	0	0	0
038-6030-565.70-04	WATER	3,889	4,775	0	0	0
038-6030-565.80-31	LAND ACQUISITIONS	23,900	0	0	0	0
038-6030-565.99-97	REQ FOR SPECIAL PROGRAMS	0	412,332	100,927	291,927	85,927
LEVEL	TEXT					
15AD	MERIT					427
*	HARRIS COUNTY BUS SERVICE					35,500
*	WORKFORCE TRAINING INCENTIVES					50,000
038-6030-680.90-04	ADMN TRANS TO FUND 004	660,338	410,061	948,545	948,545	1,083,817
038-6030-680.90-15	ADMN TRANS TO FUND 015	970,000	695,000	177,000	177,000	0
*	SECTION 4B SALES TAX	1,801,216	1,705,215	1,467,344	1,630,528	1,418,611
**	ADMINISTRATION	1,801,216	1,705,215	1,467,344	1,630,528	1,418,611
***	SECTION 4B SALES TAX	1,801,216	1,705,215	1,467,344	1,630,528	1,418,611
		1,801,216	1,705,215	1,467,344	1,630,528	1,418,611

OR AUSTIN RETAIL LIVE AVG.

\$ 85,672

\$ 172

\$ 680,668

1,418,611

Amounts Set by the  
Finance Dept.

BUDGET PREPARATION WORKSHEET  
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	ESTIMATE 2013-14	ADOPTED BUDGET
FUND 038 SECTION 4B SALES TAX						
DEPT 60 ADMINISTRATION						
DIV 30 SECTION 4B SALES TAX						
038-6030-565.10-10	REGULAR EARNINGS	40,141	36,370	49,618	51,460	72,046
LEVEL	TEXT					
15AD	ORIGINAL				51,460	
	MOVE 25% OF ECONOMIC DEVELOPMENT COORDINATOR TO 4B				20,586	
					72,046	
038-6030-565.10-20	OVERTIME	399	44	0	32	0
038-6030-565.10-30	CERTIFICATION	0	0	0	9	0
038-6030-565.10-35	LONGEVITY	82	365	181	85	139
038-6030-565.10-60	FICA	3,068	2,744	3,692	3,808	5,383
LEVEL	TEXT					
15AD	ORIGINAL				3,808	
	MOVE 25% OF ECONOMIC DEVELOPMENT COORDINATOR TO 4B				1,575	
					5,383	
038-6030-565.10-65	RETIREMENT	7,070	6,363	8,544	8,825	12,356
LEVEL	TEXT					
15AD	ORIGINAL				8,825	
	MOVE 25% OF ECONOMIC DEVELOPMENT COORDINATOR TO 4B				3,531	
					12,356	
038-6030-565.10-80	INSURANCE - MEDICAL	6,086	7,817	7,817	7,817	10,423
LEVEL	TEXT					
15AD	ORIGINAL				7,817	
	MOVE 25% OF ECONOMIC DEVELOPMENT COORDINATOR TO 4B				2,606	
					10,423	
038-6030-565.10-81	INSURANCE - LIFE	19	23	20	20	20
038-6030-565.20-01	OFFICE	12	150	200	200	200
LEVEL	TEXT					
15AD	BINDERS, COPY PAPER, PENS, WHITE OUT, TAPE,					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	ESTIMATE 2013-14	ADOPTED BUDGET
FUND 038 SECTION 4B SALES TAX DEPT 60 ADMINISTRATION DIV 30 SECTION 4B SALES TAX	POST IT'S, HIGHLIGHTER, BINDER TABS, FILE FOLDERS, ECONOMIC DEVELOPMENT GUIDE BINDERS			200 200		
038-6030-565.20-02	POSTAGE	220	13	2,000	2,000	2,000
LEVEL	TEXT			TEXT	AMT	
15AD	ENHANCEMENT GRANT PROMOTION (2 MAIL OUTS) * PRESENTATIONS, PROPOSALS, REPORTS, ETC. *				1,000 1,000 2,000	
038-6030-565.20-15	OTHER SUPPLIES	2,503	1,567	800	800	800
LEVEL	TEXT			TEXT	AMT	
15AD	MEALS FOR TIRZ MEETINGS * MEALS FOR ECONOMIC DELVELOPMENT BOARD MEETINGS * SPONSORSHIP OF MEETING LUNCHESES				500 200 100 800	
038-6030-565.30-01	MEMBERS & SUBSCRIPTIONS	20,535	45,293	43,500	43,500	45,000
LEVEL	TEXT			TEXT	AMT	
15AD	BAY AREA HOUSTON ECONOMIC PARTNERSHIP (BAHEP) * TEXAN ECONOMIC DEVELOPMENT CORP. (TEDC) * INTERNATIONAL COUNCIL SHOPPING CENTERS (ICSC) * BAYTRAN * ECONOMIC ALLIANCE HOUSTON PORT REGION * MISC (PROFESSIONAL ORGANIZATIONS, DUES, SUBSCRIPTIONS) * TEXAS DOWNTOWN ASSOCIATION * BAY FOREST GOLF				20,000 500 100 2,500 20,000 400 500 1,000	

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	ESTIMATE 2013-14	ADOPTED BUDGET
FUND 038 SECTION 4B SALES TAX DEPT 60 ADMINISTRATION DIV 30 SECTION 4B SALES TAX						
			45,000			
038-6030-565.30-20	TRAINING/SEMINARS	3,453	9,983	22,500	22,500	10,500
LEVEL	TEXT		TEXT	AMT		
15AD	MILEAGE			4,000		
	*					
	TEXAS ECONOMIC DEVELOPEMENT COUNCIL ANNUAL CONF			1,500		
	*					
	ED SALES TAX 2015			500		
	*					
	MISC PROFEESIONAL TRAINING			2,000		
	*					
	BAHEP, ALLIANCE, GHP, BAYTRAN, ETC.			1,000		
	*					
	TEXAS DOWNTOWN ASSOCIATION ANNUAL CONFERENCE			1,500		
	*					
				10,500		
038-6030-565.40-11	BUILDING	720	0	0	0	0
038-6030-565.50-01	ACCOUNTING	5,000	5,000	5,000	5,000	5,000
LEVEL	TEXT		TEXT	AMT		
15AD	AUDIT SERVICES			5,000		
				5,000		
038-6030-565.50-03	LEGAL	13,141	5,549	10,000	10,000	10,000
LEVEL	TEXT		TEXT	AMT		
15AD	LEGAL SERVICES FOR ECONOMIC DEVELOPMENT MATTERS			10,000		
				10,000		
038-6030-565.50-07	OTHER PROFESSIONAL SERVIC	10,062	33,232	35,500	5,500	6,000
LEVEL	TEXT		TEXT	AMT		
15AD	CITY WIDE INTERNET MAINTENANCE FEE			4,500		
	*					
	WEBSITE UPGRADES			1,500		
	*					
				6,000		

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	ESTIMATE 2013-14	ADOPTED BUDGET
FUND 038 SECTION 4B SALES TAX						
DEPT 60 ADMINISTRATION						
DIV 30 SECTION 4B SALES TAX						
038-6030-565.60-02	PRINTING & REPRODUCTION	0	3,024	10,500	10,500	10,000
LEVEL	TEXT		TEXT	AMT		
15AD	ECONOMIC DEVELOPMENT NEWSLETTER			1,000		
	*					
	ENHANCEMENT GRANT PROMOTION (TWICE A YR)			2,000		
	*					
	DEVELOPMENT MAPS			3,500		
	*					
	BUSINESS BY THE BAY BROCHURE			1,000		
	*					
	POSTER FOR DEVELOPMENT			1,000		
	*					
	MISC ECONOMIC DEVELOPMENT BROCHURES			1,500		
				10,000		
038-6030-565.60-05	ADVERTISING	22,777	26,103	41,000	41,000	48,000
LEVEL	TEXT		TEXT	AMT		
15AD	TEXAS REAL ESTATE BUSINESS			6,000		
	*					
	GHP'S ED GUIDE			4,000		
	*					
	TRAVEL			2,000		
	*					
	HBJ			15,000		
	*					
	RED NEWS			15,000		
	*					
	PROMOTIONAL GIVAWAYS			2,000		
	*					
	BUSINESS MEETINGS NETWORKING			2,000		
	*					
	OTHER ADVERTISING OPPORTUNITIES			4,000		
	*					
	CMA - TRAVEL MOVE TO 3020			2,000-		
				48,000		
038-6030-565.60-10	JANITORIAL SERVICES	2,965	593-	0	0	0
038-6030-565.60-40	TRADE SHOWS	0	0	0	0	11,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	ESTIMATE 2013-14	ADOPTED BUDGET
FUND 038 SECTION 4B SALES TAX						
DEPT 60 ADMINISTRATION						
DIV 30 SECTION 4B SALES TAX						
LEVEL	TEXT					
15AD	INTERNATIONAL COUNCIL OF SHOPPING CENTERS (ICSC)					
	ANNUAL CONFERENCE NOV 2014				2,500	
	*					
	ICSC DALLAS JULY 2015				2,500	
	*					
	ICSC RECON 2015				6,000	
					11,000	
038-6030-565.70-01	ELECTRICAL	4,625	0	0	0	0
038-6030-565.70-02	NATURAL GAS	211	0	0	0	0
038-6030-565.70-04	WATER	3,889	4,775	0	0	0
038-6030-565.80-31	LAND ACQUISITIONS	23,900	0	0	0	0
038-6030-565.99-97	REQ FOR SPECIAL PROGRAMS	0	412,332	100,927	291,927	85,927
LEVEL	TEXT					
15AD	MERIT				427	
	*					
	HARRIS COUNTY BUS SERVICE				35,500	
	*					
	WORKFORCE TRAINING INCENTIVES				50,000	
					85,927	
038-6030-680.90-04	ADMN TRANS TO FUND 004	660,338	410,061	948,545	948,545	1,083,817
038-6030-680.90-15	ADMN TRANS TO FUND 015	970,000	695,000	177,000	177,000	0
*	SECTION 4B SALES TAX	1,801,216	1,705,215	1,467,344	1,630,528	1,418,611
**	ADMINISTRATION	1,801,216	1,705,215	1,467,344	1,630,528	1,418,611
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		1,801,216	1,705,215	1,467,344	1,630,528	1,418,611

# *TENTATIVE*

## **BUDGET CALENDAR FY 2015-2016**

DAY	DATE	ACTIVITY
Saturday	April 18	Pre-Budget Workshop with Council
Monday	April 20	Budget Kickoff – Initial Discussion and Packet Distribution Begin Departmental Input of 2014-2015 Estimates (Level 150) Begin Departmental Input of 2015-2016 Projections (Level 200)
Friday	April 24	Overtime Projections due from Divisions for FY 2014 Estimates and FY 2015 Projections
Monday	May 6	Complete Input of All Capital Outlay Requests in Operational Budgets
Friday	May 15	Complete Departmental Input of 2014-2015 Estimates (Level 150) Complete Departmental Input of 2015-2016 Projections (Level 200) Revenue Estimates and Projections due to Finance Goals, Objectives and Performance Measures due to Finance
Thursday	May 28	Proposed budgets to City Manager (Revenues & Expenditures)
Week	June 15-19	City Manager review with Departments
Thursday	June 25	Final Revenue Estimates Prepared
Monday	July 6	Budget review compilations by City Manager
Monday	July 13	City Council to determine place and time of Public Hearing
Monday	July 27	City Manager sends City Council Proposed Budget
Week	Aug 10-14	City Manager Budget Workshops with Council
Monday	Aug 10	City Council to decide on dates of Public Hearings on tax rate (if needed)
Thursday	Aug 27	Post Notice of Public Hearing and Notice of Property Tax Revenue Increase
Monday	Sep 14	City Council Adopts Budget/Public Hearing
Monday	Sep 28	City Council Adopts Tax Rate– <i>IF NOT ADOPTED WITH BUDGET</i>

PACKETS handed out

locked at here

15 days  
30 days\*  
10 days

\*30 days prior to setting the tax levy.