

RICHARD WARREN, PRESIDENT

MIKE CLAUSEN, BOARD MEMBER

MIKE COOKSLEY, VICE-PRESIDENT

RANDY WOODARD, BOARD MEMBER

JAY MARTIN, BOARD MEMBER

NANCY OJEDA, BOARD MEMBER

CHUCK ENGELKEN, 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 October 28, 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. **CONSENT AGENDA** *(All consent agenda items are considered routine by the La Porte Development Corporation Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member requests an item be removed and considered separately)*
  - (a) Consider approval or other action regarding minutes of the La Porte Development Corporation Board held on September 30, 2015 - S. Harris
3. **STAFF REPORTS**
  - (a) Receive Financial Report - M. Dolby
4. **PUBLIC HEARING AND ASSOCIATED MATTERS**
  - (a) Public Hearing to receive comments regarding Staff recommendation to approve a proposed program by the La Porte Development Corporation in an amount not to exceed \$250,000.00 to promote and develop new and expanded business enterprises, specifically for site improvements and other related improvements for infrastructure, for qualifying businesses throughout the City of La Porte participating in the 2015-2016 La Porte Enhancement Grant Program - S. Livingston
  - (b) Consider approval or other action to designate the La Porte Enhancement Grant Program as a project for FY 2016 to promote and develop new and expanded business enterprises, specifically for site improvements and other related improvements for infrastructure, for qualifying businesses throughout the City of La Porte - S. Livingston
5. **DISCUSSION AND POSSIBLE ACTION**
  - (a) Discussion and possible action regarding a proposed Request for Proposal for professional services for a Multi-Use Civic Center in the City of La Porte - S. Livingston
6. **SET DATE FOR NEXT MEETING**
7. **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.**

8. **Executive Session — The La Porte Development Corporation reserves the right to meet in executive session on any agenda item should the need arise and if authorized by the Texas Open Meetings Act, Title 5, Chapter 551, of the Texas Government Code.**
  - (a) **Texas Government Code, Section 551.072** - For the purpose of deliberating the purchase, exchange, lease or value of real property: Meet with Economic Development Coordinator to discuss possible purchase of real estate by the La Porte Development Corporation.
9. **Reconvene into regular session and consider action, if any, on items discussed in executive session.**
10. **Adjourn**

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 October 28, 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 October 20, 2015.

*Patrice Fogarty*

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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 SEPTEMBER 30, 2015

The City of La Porte Development Corporation Board met on **September 30, 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 5:04 p.m. The following members of the La Porte Development Corporation Board were present: Vice-President Cooksley, Board members Clausen, Engelken, Ojeda and Woodard. Absent: Board member Martin. Staff Present: Corby Alexander, Sharon Harris, Scott Livingston, and Clark Askins.

### 2. CONSENT *(All consent agenda items are considered routine by the La Porte Development Corporation Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member requests an item be removed and considered separately.)*

**(a)** Consider approval of minutes of the meeting of La Porte Development Corporation Board held on August 26, 2015 – P. Fogarty

Board member Engelken moved to approve minutes of the meeting of La Porte Development Corporation Board held on August 26, 2015 – S. Harris. Vice-President Cooksley seconded. **MOTION PASSED.**

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

**(b)** Consider approval or other action authorizing staff to execute payment in the amount of \$15,787.63 to David or Sharon Tindle for the completed enhancement project of the Oak Center at 1000 S. Broadway - S. Livingston

Board member Engelken moved to authorize staff to execute payment in the amount of \$15,787.63 to David or Sharon Tindle for the completed enhancement project of the Oak Center at 1000 S. Broadway. Vice President Cooksley seconded. **MOTION PASSED.**

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

**3. DISCUSSION OR OTHER ACTION**

- (a) Discussion and possible action regarding economic development initiatives for staff to pursue in FY2015-2016 and/or the next 1-3 years – S. Livingston

Economic Development Coordinator Scott Livingston presented a summary for economic development initiatives for staff to pursue in FY2015-2016 and/or the next 1-3 years. The following proposed range of projects discussed were: Attract/Create Primary Jobs; Attract/Expand the Tax Base; Quality of Life Projects; Retail; Restaurants; Family Oriented Entertainment; Office; Research and Development; Workforce Development; Airport Redevelopment; Main Street/Downtown Redevelopment; Redevelopment throughout the City of La Porte; Affordable Housing and Other. Mr. Livingston suggested he send an email of the proposed projects to Board members to identify from most important to least important projects for staff to pursue in FY 2015-2016.

The agenda was taken out of order at this time for Board members to convene an executive session.

Board member Clausen left the meeting at 5:53 p.m., and did not attend the executive session.

- 6. **EXECUTIVE SESSION** – The La Porte Development Corporation reserves the right to meet in executive session on any agenda item should the need arise and if authorized by the Texas Open Meetings Act, Title 5, Chapter 551, of the Texas Government Code, including, but not limited to, the following:

**Texas Government Code, Section 551.072** – For the purpose of deliberating the purchase, exchange, lease or value of real property: Meet with Economic Development Coordinator to discuss possible purchase of real estate by the La Porte Development Corporation.

Board members recessed the La Porte Development Corporation Board meeting to convene an executive session at 5:53 p.m. to meet with Economic Development Coordinator to discuss possible purchase of real estate by the La Porte Development Corporation.

- 7. **RECONVENE** into regular session and consider action, if any, on items discussed in executive session.

Board members reconvened into the La Porte Development Corporation Board meeting at 6:33 p.m.

Regarding Texas Government Code, Section 551.072: Meet with Economic Development Coordinator to discuss possible purchase of real estate by the La Porte Development Corporation.

Board member Ojeda motioned to move forward to investigate further real estate possibilities. Board member Woodard seconded. **MOTION PASSED.**

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

**3. DISCUSSION OR OTHER ACTION**

The agenda was taken out of order earlier during the meeting. See above where Discussion Item 3(a) was presented by Economic Development Coordinator Scott Livingston.

- (b) Discussion and possible action to establish a “Rainy Day Fund” for future use – S. Livingston

Board member Woodard presented a summary to establish a “Rainy Day Fund” for future use and asked Board members to consider discussing the idea at the next meeting.

Board member Engelken commented there is a fund available with 2.3 million dollars that can be applied to any project and he does not see the value of establishing a “Rainy Day Fund.”

Economic Development Coordinator Scott Livingston advised he will place the item on the next agenda for discussion.

**(c) Discussion and possible action to establish an Incentive Policy Subcommittee – S. Livingston**

Economic Development Coordinator Scott Livingston presented a summary to propose establishing an Incentive Policy Subcommittee consisting of three Board members that are willing to meet and detail the guidelines for the incentives offered by the Board, and to fully discuss the issues related to the development of the incentive policy.

Board member Engelken motioned to establish an Incentive Policy Subcommittee and appoint President Warren and Board members Woodard and Martin to serve as the members. Vice-President Cooksley seconded. **MOTION PASSED.**

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

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

Board members set the next meeting date tentatively for Wednesday, October 28, 2015, and Wednesday, November 11, 2015 at 5:00 p.m.

**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.

Board member Ojeda requested an update on the ALDI grocery store. Economic Development Coordinator Scott Livingston reported it will be late February before construction begins.

**6. ADJOURN**

There being no further business, Board member Woodard moved to adjourn the meeting at 7:01 p.m. Vice-President Cooksley seconded. **MOTION PASSED.**

Respectfully submitted,

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Sharon Harris, Assistant City Secretary

Passed and approved on this 28<sup>th</sup> day of October, 2015.

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President Richard Warren

*This is an Unaudited Statement.*

**City of La Porte  
La Porte Development Corporation (038) Fund Summary  
(Section 4B Sales Tax)**

	<u>Previous Report</u>	<u>FY 2014-15</u>	<u>FY 2013-14</u>
<i>Unaudited Beginning Fund Balance 9/30</i>	\$ 3,322,635	\$ 3,322,635	\$ 2,768,155
<b>Plus Year to Date Revenues:</b>			
1/2 Cent Sales Tax	1,268,726	2,097,221	1,892,561
Transfers-In	175,000	175,000	-
Interest Income	5,003	7,734	5,565
Total Revenues	<u>1,448,729</u>	<u>2,279,955</u>	<u>1,898,126</u>
<i>Equals Total Resources</i>	4,771,364	5,602,590	4,666,281
<b>Less Year to Date Expenditures:</b>			
Payroll	65,010	103,544	69,790
Supplies	416	1,550	1,561
Services & Charges (Memberships, Training, Advertising, Legal, Utilities)	188,429	251,078	606,484
Capital Outlay	-	-	177,000
Debt Service Transfer *	722,545	1,083,817	948,545
Total Expenditures	<u>976,400</u>	<u>1,439,989</u>	<u>1,803,380</u>
<i>Estimated Year to Date Fund Balance as of 9/30/2015</i>	\$ 3,794,964	\$ 4,162,601	\$ 2,862,901
<b>Commitments</b>			
Pipeline Grill		\$ 300,000	
Richard Industrial Group		10,000	
ACT Independent Turbo Service, Inc.		426,000	
Debt Service Reserve		1,083,817	
		<u>\$ 1,819,817</u>	
<i>Adjusted Year to Date Fund Balance</i>		\$ 2,342,784	
<b>Projection Through Year End</b>			
<i>Adjusted Year to Date Fund Balance</i>		\$ 2,342,784	
<i>Plus: Estimated Sales Tax</i>		277,779	
<i>Less: Estimated Operational Costs</i>		-	
<i>Less: Debt Service Transfers</i>		-	
<i>Projected Year End Fund Balance</i>		<u>\$ 2,620,563</u>	

*Sales tax revenues for Fiscal Year 2015 are estimated to be \$2,375,000.*

**Previously Funded Projects (Funding in Fund 015 - General CIP Fund)**

	<u>Budget</u>	<u>Expenditures</u>	<u>Balance</u>
Façade Grants	300,000	115,909	184,091
Total	<u>300,000</u>	<u>115,909</u>	<u>184,091</u>

*\*Debt Service Payments for Library, Bay Area Boulevard & Canada Road and Ballfields.*

## REQUEST FOR LA PORTE DEVELOPMENT CORPORATION AGENDA ITEM

Agenda Date Requested: <u>October 28, 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 colspan="2" style="text-align: center;"><u>Appropriation</u></td> </tr> <tr> <td style="width: 50%;">Source of Funds:</td> <td><u>ED Gen. Fund Balance</u></td> </tr> <tr> <td>Account Number:</td> <td><u>CIP 015.9892.993.1100</u></td> </tr> <tr> <td>Amount Budgeted:</td> <td><u>\$250,000.00</u></td> </tr> <tr> <td>Amount Requested:</td> <td><u>\$250,000.00</u></td> </tr> <tr> <td>Budgeted Item:</td> <td><input checked="" type="radio"/> YES <input type="radio"/> NO</td> </tr> </table>	<u>Appropriation</u>		Source of Funds:	<u>ED Gen. Fund Balance</u>	Account Number:	<u>CIP 015.9892.993.1100</u>	Amount Budgeted:	<u>\$250,000.00</u>	Amount Requested:	<u>\$250,000.00</u>	Budgeted Item:	<input checked="" type="radio"/> YES <input type="radio"/> NO
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**Exhibits:**

### SUMMARY & RECOMMENDATIONS

Earlier this year, the Board expanded the La Porte Enhancement Grant Program to include all qualifying businesses in the City of La Porte, replenished the Enhancement Grant Fund with \$107,669, and directed staff to publish public notice of a public hearing to identify the La Porte Enhancement Grant Program as an authorized “project” during FY 2015-2016. When the City Council approved the ED Board’s proposed budget in September, it ratified and approved the Board’s decision to replenish funds for the La Porte Enhancement Grant Program.

By designating the La Porte Enhancement Grant Program as a “project” during the new fiscal year and publishing the required 60 day public notice of the Board’s intent to fund the project, the Board avoids having to separately post a new 60 day public notice for each separate enhancement grant project during the new fiscal year.

The current balance of the Façade Grant item in the CIP is \$250,972.37, which includes the transfer of \$107,669, payment to Eagle Energy Resources, LLC for \$25,000, payment to David or Sharon Tindle (i.e. The Oak Center) for \$15,787.63, and the outstanding commitment of \$25,000 for the Lafitte Cajun Station, which expires on 26 January 2016. Since the owners of The Oak Center saved some money on their approved projects, the Board did not reimburse them the maximum approved amount. As a result, the account is approximately \$972.37 greater than the \$250,000 sum, which the Board had planned to designate for enhancement grant projects in FY 2015-2016.

Therefore, please consider approving the designation of the La Porte Enhancement Program as a “project” during Fiscal Year for 2015-2016 to promote and develop new and expanded business enterprises, specifically for site improvements and other related improvements for infrastructure, for qualifying businesses throughout the City of La Porte.

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

Consider approval or other action to designate the La Porte Enhancement Grant Program as a “project” for FY 2016 to promote and develop new and expanded business enterprises, specifically for site improvements and other related improvements for infrastructure, for qualifying businesses throughout the City of La Porte.

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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**

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**Exhibits:**

**1. Public Hearing Notice**

### SUMMARY & RECOMMENDATIONS

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Consider approval or other action to designate the La Porte Enhancement Grant Program as a “project” for FY 2016 to promote and develop new and expanded business enterprises, specifically for site improvements and other related improvements for infrastructure, for qualifying businesses throughout the City of La Porte.

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

\_\_\_\_\_  
**Corby D. Alexander, City Manager**

\_\_\_\_\_  
**Date**

# Classifieds

LEGAL/PUBLIC NOTICES  
\$9.50 per column inch

LIQUOR LEGAL NOTICES  
\$10.50 per column inch

SERVICES

## RETIRED LAWYER/JUDGE

Available To Prepare Wills, Powers of Attorney, Living Wills etc, Probate Wills & Estates, Authorized To Perform Marriage Ceremonies  
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Reasonable Rates  
**Joe M. Pirtle**  
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**(281) 942-9268**

HELP WANTED

## Dental Assistant

La Porte dental office seeking experienced dental assistant. Strong oral surgery skills a must. Bilingual and 3 years experience a plus.

**Come join our growing team!**

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**kgarza@gmsdent.com**

ESTATE/GARAGE SALES

## Estate/ Garage Sale

**3139 Fondren LaPorte**  
**8-21 and 8-22 only**  
**8AM-noon**  
**Cash only**  
Huge Christmas collection, ADA equipment incl. stair lift chair, furniture, housewares, clothing.  
**Call 713-703-8622 for more info**

# LEGAL/ PUBLIC NOTICES

To Place Legal and Public Notices:  
Email [editor@bayareaobserver.com](mailto:editor@bayareaobserver.com) or Call 281-907-3140

## City of La Porte Request for Proposal

City of La Porte Sealed RFP #15505 – Bank Depository Services will be accepted until 11:00 a.m. on Tuesday, September 1, 2015, at the City Hall Information Desk, located at 604 W. Fairmont Pkwy., La Porte, TX 77571. Proposals will be opened and the names of the respondents publicly read immediately following the closing hour. For information to register and bid, visit: [www.publicpurchase.com](http://www.publicpurchase.com). For questions, contact [purchasing@laportetx.gov](mailto:purchasing@laportetx.gov).

## NOTICE OF PUBLIC HEARING

### LA PORTE DEVELOPMENT CORPORATION BOARD (TYPE B BOARD)

Notice is hereby given that the La Porte Development Corporation Board (Type B Board) of the City of La Porte, Texas will conduct a public hearing at 5:00 p.m. on the 28th day of October, 2015, in the Council Chambers at City Hall, 604 West Fairmont Parkway, La Porte, Texas. The purpose of the public hearing is to receive public input on a proposed program by the La Porte Development Corporation in an amount not to exceed \$250,000.00 to promote and develop new and expanded business enterprises, specifically for site improvements and other related improvements for infrastructure, for qualifying businesses throughout the City of La Porte participating in the 2015-2016 La Porte Enhancement Grant Program.

Persons wishing to address the Board pro or con shall be required to sign in before the meeting is convened.

CITY OF LA PORTE  
Patrice Fogarty, TRMC  
City Secretary

WANTED TO BUY



## CASH

for old film cameras

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HELP WANTED

## DRIVERS WANTED NOW!

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DRIVERS-OWNER OPERATORS and Fleet drivers Texas CDL. Hugh new sign-on bonus! \$1.28 per mile. Return to Texas every 6-8 days. Call 1-800-765-3952; [www.ParkwayTransportInc.com](http://www.ParkwayTransportInc.com)

DRIVER-PAY RAISE just announced. Company, owner operators, solos and teams. Consistent miles, benefits, all new trucks. CDL-A and 15 months

## ESTATE SALE

**Aug 20-21-22**  
**Thurs - thru -Sat**  
**8 am til 2 p.m., each day**

**1502 Poplar Cove La Porte**

Home furnishings  
-Couch - Loveseat -  
Antique tables - rocking chairs - 16 Gun Stack On Gun Safe - hunting and camping equipment- costume jewelry- Southwest pictures - Xmas items - porcelain dolls

experience required. [www.drivefortango.com](http://www.drivefortango.com). 1-877-826-4605

DRIVERS- .57 Lanes start at .38 CPM with 1 year recent experience. SW regional lanes start at .36 CPM. Great home-time! Requires CDL-A 1-800-483-5182, [www.LKAM.com](http://www.LKAM.com)

DRIVERS no experience, no problem. 100% paid CDL training. Immediate benefits, 20/10 program. Trainers earn up to .49 per mile! CRST VAN EXPEDITED 1-800-326-2778, [www.JoinCRST.com](http://www.JoinCRST.com)

## NOTICE OF PUBLIC HEARING ON DANGEROUS BUILDINGS

You are hereby notified that the building(s)/structure(s) located at the below-referenced address(s) remain unfit for human use or habitation or is obsolete, dilapidated, or substandard, and is in violation of the City of La Porte Code of Ordinances # 82-476.

As such, a public hearing will be held on **August 24, 2015, at 6:00 p.m. in the City of La Porte City Hall Council Chambers, 604 W. Fairmont Parkway, La Porte, Texas 77571**. At this hearing, the Owner, Lienholder or Mortgagee will be required and has the burden to prove that the building is in compliance with the ordinances of the City of La Porte, or if the building is not in compliance, to submit a scope of any work showing proposed method of obtaining compliance with such ordinances and a timeline detailing the time it will take to reasonably perform the work.

- 204 N. Forrest Ave.**  
(Single Family Dwelling in an R-1, Low-Density Residential Zone)  
HCAD: #035-208-005-0018  
Legal Description: Blk. 5; Lot 8; Sylvan Beach First Subdivision
- 402 S. 15th St.**  
(Single Family Dwelling in an R-1, Low-Density Residential Zone)  
HCAD: #024-102-089-0030  
Legal Description: Blk. 789; Lots 17 thru 32 La Porte
- 313 S. 7th St.**  
(Single Family Dwelling in an R-1, Low-Density Residential Zone)  
HCAD: #023-162-019-0007  
Legal Description: Blk. 19; South 10' lot 6 all of lots 7-8; La Porte- Harris County
- 203 Bay Oaks Dr.**  
(Single Family Dwelling in an R-1, Low-Density Residential Zone)  
HCAD: #063-022-010-0010  
Legal Description: Blk. 10; Lots 10-13; Bay Oaks an addition in Harris County
- 422 S. 2nd St.**  
(Single Family Dwelling in an R-1, Low-Density Residential Zone)  
HCAD: #023-155-000-0020  
Legal Description: inclusive Blk. 10; Lots 20-22; Town of La Porte
- 201 N. 7th St.**  
(Single Family Dwelling in an R-1, Low-Density Residential Zone)  
HCAD: #023-198-068-0017  
Legal Description: Blk.68; Lots 17, 18, 19, 20; La Porte
- 514 N. 5th St**  
(Single Family Dwelling in an R-1, Low-Density Residential Zone)  
HCAD: #023-216-004-0009  
Legal Description: Blk. 104; Lots 9 & 10; La Porte – Harris County
- 302 N. 7th St.**  
(Single Family Dwelling in an R-1, Low-Density Residential Zone)  
HCAD: #023-203-078-0014  
Legal Description: Blk. 78; Lots 14, 15, & 16; La Porte
- 626 N. 1st St.**  
(Single Family Dwelling in an R-1, Low-Density Residential Zone)  
HCAD: #024-037-027-0003  
Legal Description: Blk. 327; Lots 3-4; Town of La Porte- Harris County
- 330 S. 5th St.**  
(Single Family Dwelling in an R-1, Low-Density Residential Zone)  
HCAD: #023-162-018-0017  
Legal Description: Blk. 18; Lots 17, 18, & 19; La Porte

After considering all of the evidence presented at the public hearing, the City of La Porte City Council at its discretion may issue an order. Such order may require that the building(s)/ structures(s) be vacated, secured, repaired, removed or demolished by the owner, mortgagee, and/or lienholder within a reasonable time and that the occupants be relocated within the same. Any directives of the Council which are not fulfilled by the owner, lienholder, or mortgagee as ordered, shall be performed by the City. If the City is forced to act, the cost incurred by the City to accomplish the ordered action will be billed to the owner, lienholder, and/or mortgagee. If the bill remains unpaid after the expiration of thirty days, a lien will be filed against the subject property to ensure further collection.

CITY OF LA PORTE  
Patrice Fogarty, City Secretary

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**REQUEST FOR LA PORTE DEVELOPMENT CORPORATION AGENDA  
ITEM**

Agenda Date Requested: <u>October 28, 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>N/A</u> Account Number: _____ Amount Budgeted: _____ Amount Requested: _____ Budgeted Item: <input type="radio"/> YES <input type="radio"/> NO
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**Exhibits:**

- 1. Aerial of the Proposed Area**
- 2. Proposed RFP for Professional Services**

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**SUMMARY & RECOMMENDATIONS**

The City of La Porte does not have a multi-use civic center. However, an opportunity may be available for the La Porte Development Corporation to construct a multi-use civic center on the 7.5 acres of property, which the City of La Porte owns on Galveston Bay. Texas Local Government Code Section 505.152 authorizes the use of Type B Funds for the development of a conference and/or multi-use civic center. The facility would be available for use by the citizens of La Porte, businesses of La Porte, and visitors from other communities.

At the Board's direction, staff drafted a proposed RFP for Professional Services (see enclosed) to solicit expertise from one or more consultants to assist the City and the Board with the proposed project. Also, please note that the principals for a 20 acre proposed, mixed-use development, located north of the northeast corner of Wharton Weems Blvd and SH 146, are proposing to include a full service hotel with a conference center. This proposed project is scheduled to be presented to the Planning & Zoning Commission on 19 November and City Council on 14 December.

In light of this other proposed conference center, staff requests that the Board review and discuss the proposed RFP for Professional Services, give staff feedback on any information that should be revised, allow staff to make the necessary changes, and then re-address this item of business at the ED Board meeting in December.

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

No action required at this meeting.

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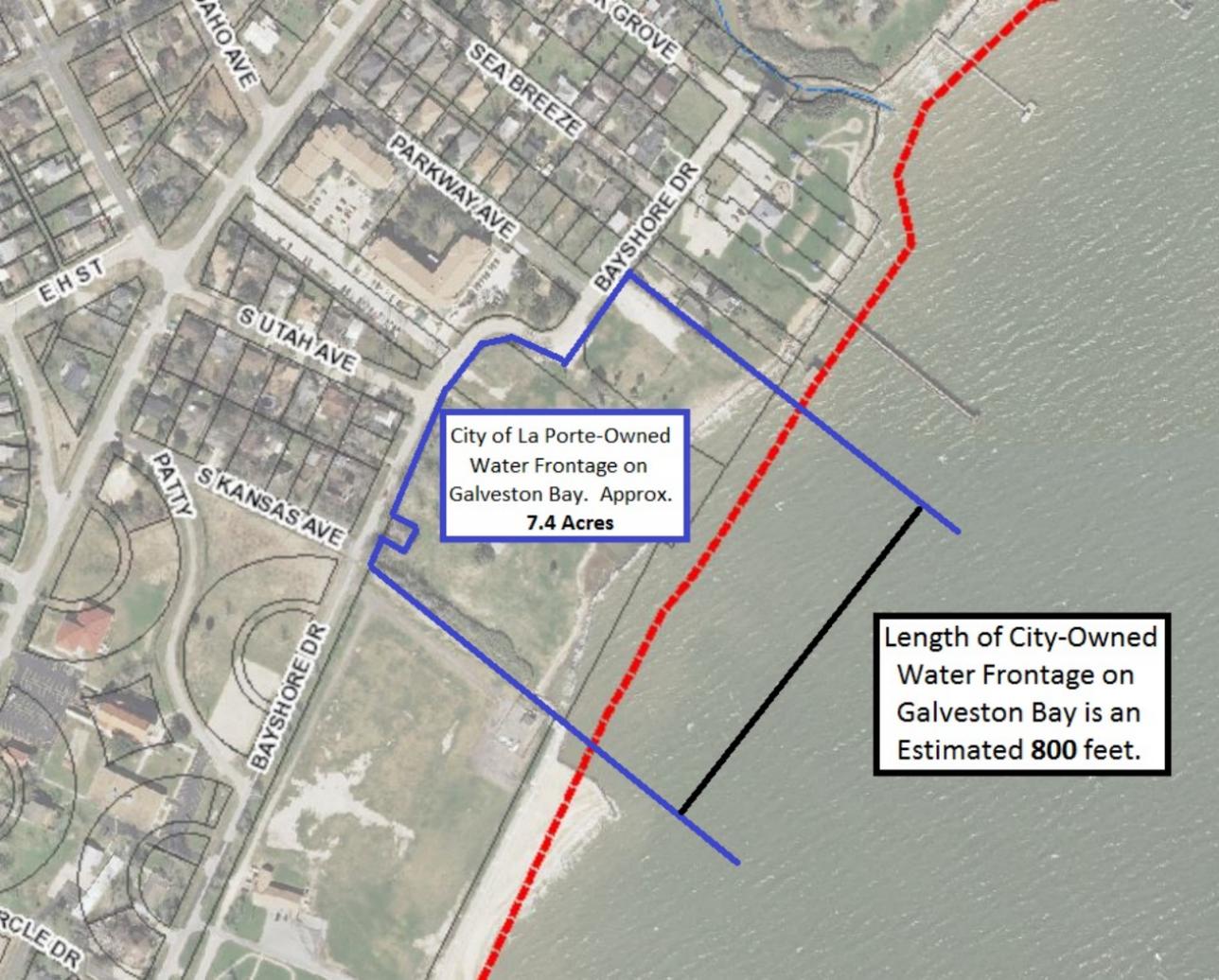
**Approved for the La Porte Development Corporation Agenda**

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**Corby D. Alexander, City Manager**

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**Date**



City of La Porte-Owned  
Water Frontage on  
Galveston Bay. Approx.  
**7.4 Acres**

Length of City-Owned  
Water Frontage on  
Galveston Bay is an  
Estimated **800 feet**.

**Request for Proposals**  
for a  
**Multi-Use Civic Center in La Porte, Texas**

The City of La Porte does not have a multi-use civic center. Therefore, the La Porte Development Corporation (LPDC) wishes to entertain an opportunity to construct a multi-use civic center on 7.5 acres of property on Galveston Bay that is owned by the City of La Porte and adjacent to Sylvan Beach, Sylvan Beach Park, the Sylvan Beach Pavilion, and Seabreeze Park. The facility would be available for use by the citizens of La Porte, businesses of La Porte, and visitors from other communities. Operation and management of the facility will be either wholly operated and managed by the City or contract with a private, third party operator.

**Feasibility Requirements**

The selected consultant will conduct both a **Market Feasibility Study** and **Financial Feasibility Study** for the proposed project.

Market Feasibility Study

The Market Feasibility Study will identify the level of demand in the market for a proposed conference center or multi-use civic center considering a minimum of the following factors:

- Existing supply of competing conference centers in the market,
- Anticipated supply of competing conference centers in the market,
- Existing market demand for this multi-use civic center,
- Anticipated market demand for this multi-use civic center,
- An analysis of the types of uses for which this center should be designed to maximize both its use and its potential to generate a profit, and
- Identification of prospective categories of users.

Financial Feasibility Study

The Financial Feasibility Study will identify and/or determine, at a minimum, the following:

- Total Cost to construct the proposed facility,
- Annual cost to operate and maintain the proposed facility,
- Annual cost to service the debt for terms of 20, 25, and 30 years, and
- A recommended rental structure and rental rate per hour that will be necessary to cover the cost of the project under each of the following scenarios for 20, 25, and 30 year terms:
  - (1) **Total Cost**, which includes all costs for construction, debt service, operations and management, and maintenance, but excludes the cost of the project studies.
  - (2) **Operations and Management**, which excludes all costs for construction, debt service, maintenance, and the cost of the project studies.

- (3) **Operations and Management, plus Maintenance**, which excludes all costs for construction, debt service, and the cost of the project studies.

### **Design Requirements**

The selected consultant will design a multi-use civic center that will offer and/or include the following items:

- Banquet seating, according to the findings of the feasibility studies,
- Meeting conference seating, according to the findings of the feasibility studies,
- Floor to ceiling glass walls facing the north, east, and south,
- Architectural design that either matches or complements the Sylvan Beach Pavilion,
- Service kitchen for warming food on site,
- Space for a concierge with a closet for checking in coats and valuables,
- Sufficient number of restrooms,
- State of the art audio, video, and internet connectivity capabilities for all rentable meeting space areas,
- Space for a wet bar and/or concessions stand,
- Outdoor, open deck with railing similar to the Sylvan Beach Pavilion,
- Utilizes views and natural light,
- Multiple rentable spaces at one time with the flexibility of opened all the spaces to create one large space to accommodate the maximum number for banquets or meetings,
- Flexible teaching and learning spaces,
- Meets all existing city codes and requirements, including windstorm resistance,
- New image/asset for the city,
- New energy efficient facility,
- Low on maintenance and operating cost, and a
- Facility that will attract increased revenue for the city.

### Design Options/Alternatives

- Single story with surface parking versus a
- Double story with parking on the first level beneath the civic center

### **Other Submittal Requirements**

In order to make application to be selected for this project, please submit each of the following items by insert a Time and Date here].

### Firm Information

- Firm name, addresses, and telephone number of firm office responsible for delivery of the project,
- Structure of firm, i.e. sole proprietorship, partnership, or corporation,
- Size of firm,
- Length of time firm has been in business,
- Names of principals in firm,
- Primary contract person name, with phone number and email address,
- Organizational descriptions, and
- Description of the firm's philosophy.

### General Company History/Qualifications

- Brief history of the Firm, and
- The resumes of personnel that would be assigned to the City's project, with their prospective roles identified and their experience in similar projects.

### Financial and Legal Status

- Include documentation associated with the Firm's Workman's Compensation, liability, errors and omissions or other insurance coverage's that would be applicable to the work,
- List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed, and
- Jurisdictions, disciplines and trade categories in which your organization is legally qualified to do business. (Please indicate registration or license numbers if applicable)

### Experience and References

Discuss the Firm's experience in working with governmental agencies on comparable projects over the past ten (10) years. Provide a detailed synopsis for at least five (5) of the listed projects. Each synopsis shall include the following information, at a minimum:

- Project name and location,
- Statement describing whether or not Firm was the project's lead sole service provider or if the Firm serves as a sub-consultant to another firm,
- Year completed,
- Short description of the project,
- Name of the governmental agency and the address, email address, and phone number of the agency's appropriate contact person,
- The name of the Firm's project manager or lead engineer on the project, and
- Other relevant information.

### Management and Organizational Approach

- Describe your firm's approach to delivering the services
- Describe the firm's procedure and methods associated with scheduling, coordination, analysis, quality assurance and control, and documentation and reporting.

Samples of Completed Projects

Please submit samples of completed projects which are similar to this proposed project.