

LOUIS R. RIGBY
Mayor
JOHN ZEMANEK
Councilmember At Large A
DOTTIE KAMINSKI
Councilmember At Large B
DANNY EARP
Mayor Pro-Tem
Councilmember District 1



CHUCK ENGELKEN
Councilmember District 2
DARYL LEONARD
Councilmember District 3
KRISTIN MARTIN
Councilmember District 4
JAY MARTIN
Councilmember District 5
MIKE CLAUSEN
Councilmember District 6

CITY COUNCIL MEETING AGENDA

Notice is hereby given of a Regular Meeting of the La Porte City Council to be held June 27, 2016, beginning at 6:00 PM in the City Hall Council Chambers, 604 W. Fairmont Parkway, La Porte, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action.

1. **CALL TO ORDER**
2. **INVOCATION** – The invocation will be given by Joshua Ojeda, Fairmont Park Church.
3. **PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance will be led by Councilmember Mike Clausen.
4. **PRESENTATIONS, PROCLAMATIONS, and RECOGNITIONS**
 - (a) Proclamation - Parks and Recreation Month - Mayor Rigby
5. **PUBLIC COMMENTS** (Limited to five minutes per person.)
6. **CONSENT AGENDA** *(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately.)*
 - (a) Consider approval or other action regarding minutes of the meeting held on June 13, 2016 - P. Fogarty
 - (b) Consider approval or other action authorizing the City Manager to execute a construction contract for the unit prices bid for Bid #16016 for Concrete Sidewalk Repair - S. Valiante
 - (c) Consider approval or other action awarding RFP #16507 for Golf Course Concessions - A Osmond
7. **PUBLIC HEARINGS AND ASSOCIATED ORDINANCES**
 - (a) Public hearing to receive comments regarding the La Porte Fire Control, Prevention and Emergency Medical Services District's proposed budget for the fiscal year which begins October 1, 2016, as approved by the Board of Directors of the District at its meeting held on June 23, 2016; consider approval of proposed budget of La Porte Fire Control, Prevention and Emergency Medical Services District - D. Ladd
 - (b) Public hearing to receive recommendation by the Planning and Zoning Commission to amend Chapter 86, "Development Regulations" of the Code of Ordinances of the City of La Porte, Texas by adopting comprehensive guidelines, rules and regulation for subdivision and development of land in the City of La Porte; and consider approval or other action regarding an Ordinance amending Chapter 86, "Development Regulations" of the Code of Ordinances of the City of La Porte by adopting comprehensive guidelines, rules and regulation for subdivision and development of land in the City of La Porte (**This item was postponed at the May 9, 2016 City Council Meeting**) - E. Ensey

8. AUTHORIZATIONS

- (a) Consider approval or other action authorizing the City Manager to execute a contract with GreenPlay LLC., for Organizational Audit of the City of La Porte Parks and Recreation Department - R. Epting

9. DISCUSSION AND POSSIBLE ACTION

- (a) Discussion and possible action regarding artwork for the Main Street elevated water tank - T. Leach
- (b) Discussion and possible action regarding operation of La Porte Boys Baseball Association League and Tournaments - C. Alexander
- (c) Discussion and possible action regarding an Ordinance amending Chapter 70 "Traffic and Vehicles" of the Code of Ordinances of the City of La Porte to provide for removal of City of La Porte truck route on W. Main Street from 16th Street to Underwood Rd. - Councilmembers Earp, Kaminski and Zemanek

10. REPORTS

- (a) Receive report of the La Porte Development Corporation Board - Councilmember Engelken

11. ADMINISTRATIVE REPORTS

- 4th of July Observed,(City Offices Closed) July 4, 2016
- City Council Meeting, Monday, July 11, 2016
- City Council Meeting, Monday, July 25, 2016

- 12. COUNCIL COMMENTS** regarding matters appearing on the agenda; recognition of community members, city employees, and upcoming events; inquiry of staff regarding specific factual information or existing policies – Councilmembers Clausen, J.Martin, K. Martin, Kaminski, Zemanek, Leonard, Engelken, Earp and Mayor Rigby

13. ADJOURN

The City Council 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 meeting. Please contact Patrice Fogarty, City Secretary, at 281.470.5019.

CERTIFICATION

I certify that a copy of the June 27, 2016, agenda of items to be considered by the City Council was posted on the City Hall bulletin board on June 21, 2016.

Patrice Fogarty



**Council Agenda Item
June 27, 2016**

1. **CALL TO ORDER**
2. **INVOCATION** – The invocation will be given by Joshua Ojeda, Fairmont Park Church.
3. **PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance will be led by Councilmember Mike Clausen.
4. **PRESENTATIONS, PROCLAMATIONS, and RECOGNITIONS**
 - (a) Proclamation - Parks and Recreation Month - Mayor Rigby
5. **PUBLIC COMMENTS** (Limited to five minutes per person.)

Office of the Mayor



Proclamation

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including the City of La Porte; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the City of La Porte recognizes the benefits derived from parks and recreation resources

Now therefore, I, Louis R. Rigby, Mayor of the City of La Porte, along with members of the La Porte City Council do hereby proclaim the month of July 2016, as

"Parks and Recreation Month"

IN WITNESS THEREOF, I have hereto set my hand and caused the Seal of the City to be affixed hereto, this the 27th day of June 2016.

CITY OF LA PORTE

A handwritten signature in black ink, appearing to read "LR Rigby", is written over a horizontal line. Below the line, the name "Louis R. Rigby, Mayor" is printed.

Louis R. Rigby, Mayor





**Council Agenda Item
June 27, 2016**

- 6. CONSENT AGENDA** *(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately.)*
- (a)** Consider approval or other action regarding minutes of the meeting held on June 13, 2016 - P. Fogarty
 - (b)** Consider approval or other action authorizing the City Manager to execute a construction contract for the unit prices bid for Bid #16016 for Concrete Sidewalk Repair - S. Valiante
 - (c)** Consider approval or other action awarding RFP #16507 for Golf Course Concessions - A Osmond

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**MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF LA PORTE
JUNE 13, 2016**

The City Council of the City of La Porte met in a regular meeting on **Monday, June 13, 2016**, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, at **6:00 p.m.** to consider the following items of business:

Mayor Rigby called the meeting to order at 6:00 p.m. Members of Council present: Councilmembers Engelken, Earp, Zemanek, Clausen, K. Martin, Leonard, Kaminski and J. Martin. Also present were City Secretary Patrice Fogarty, City Manager Corby Alexander, and Assistant City Attorney Clark Askins.

2. **INVOCATION** – The invocation was given by Assistant City Attorney Clark Askins.
3. **PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was led by Councilmember Danny Earp.
4. **PRESENTATIONS, PROCLAMATIONS, and RECOGNITIONS**
 - (a) Presentation – Public Works Coloring Book Contest Winners – Mayor Rigby

Mayor Rigby congratulated the winners of the Public Works Coloring Book Contest, 3rd Place: Lorelai Young; 2nd Place: Melonnie Pulido and 1st Place; Brandon Guerra.
5. **PUBLIC COMMENTS** (Limited to five minutes per person.)

Chuck Rosa, 812 S. Virginia, addressed Council regarding his thoughts on the City of La Porte Municipal Court and the citation and trial processes.
6. **CONSENT AGENDA** *(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately.)*
 - (a) Consider approval or other action regarding minutes of the meeting held on May 23, 2016 – P. Fogarty
 - (b) Consider approval or other action awarding quote for the City of La Porte Fiscal Year 2016 Headworks Improvements – S. Valiante
 - (c) Consider approval or other action awarding Bid No. 16016 for the City of La Porte Fiscal Year 2016 Concrete Street Repairs – S. Valiante
 - (d) Consider approval or other action regarding revisions to the Employee Policy Handbook, Chapter 7, Section 13 “Bereavement Leave” – M. Hartleib
 - (e) Consider approval or other action awarding RFP No. 16506 for city group health plan Insurance Benefits Consultant – M. Hartleib

- (f) Consider approval or other action regarding a Resolution authorizing the resale of Lot 23, Block 1219 Town of La Porte; Lot 24, Block 1219 and Tract 18, 19 and 20, Town of La Porte – K. Powell
- (g) Consider approval or other regarding acquisition of the power and cooling component for the City's technology infrastructure update project – R. Valdez

Councilmember Engelken moved to approve the Consent Agenda items pursuant to staff recommendations. Councilmember Leonard seconded. **MOTION PASSED UNANIMOUSLY 9/0.**

7. AUTHORIZATIONS

- (a) Consider approval or other action authorizing the Mayor to execute an Interlocal Agreement with Goose Creek Consolidated Independent School District for property tax collection services – M. Dolby

Finance Director Michael Dolby presented a summary. Ms. Piggot, with Goose Creek Consolidated Independent School District, presented a summary for property tax collection services.

Councilmember Engelken commented he would like to see a penalty clause in the Interlocal Agreement.

Councilmember Earp asked where the records will be retained. Ms. Piggot responded on a virtual server at the technology building for Goose Creek Consolidated Independent School District, and back-up tapes are kept on-site and also off-site in Dallas.

Councilmember Zemanek made a motion to authorize the Mayor to execute an Interlocal Agreement with Goose Creek Consolidated Independent School District for property tax collection services. Councilmember Clausen seconded.

Councilmember Earp made a motion to amend the main motion to direct staff to continue searching for a future employee to fill the City's Tax Manager position. Councilmember Kaminski seconded. **MOTION PASSED 6/3.**

Ayes:	Councilmembers Zemanek, Earp, Kaminski, K. Martin, J. Martin and Engelken
Nays:	Mayor Rigby, Councilmembers Leonard and Clausen
Absent:	None

The amended motion for Council's consideration is as follows: to authorize the Mayor to execute an Interlocal Agreement with Goose Creek Consolidated Independent School District for property tax collection services, and to continue the search for an employee to fill the City's position of Tax Manager. Councilmember Kaminski seconded. **MOTION PASSED 7/2.**

Ayes:	Mayor Rigby, Councilmembers Zemanek, Earp, Leonard, K. Martin, J. Martin and Engelken
Nays:	Councilmembers Engelken and Kaminski
Absent:	None

- (b) Consider approval or other action authorizing the City Manager to execute a contract with the Brook Agency, Inc., for turn-key presentation of the entertainment production for the City of La Porte 125th Anniversary Celebration – T. Leach

Assistant City Manager Traci Leach presented a summary.

Councilmember Zemanek asked if the City Attorney reviewed the contract. Ms. Leach responded yes.

Councilmember Zemanek moved to authorize the City Manager to execute a contract with Brook Agency, Inc., for turn-key presentation of the entertainment production for the City of La Porte 125th Anniversary Celebration. Councilmember Kaminski seconded. **MOTION PASSED UNANIMOUSLY 9/0.**

8. DISCUSSION AND POSSIBLE ACTION

- (a) Discussion and possible action regarding recommendation of the 125th Anniversary Celebration Committee for the City of La Porte 125th Anniversary Celebration – T. Leach

Assistant City Manager Traci Leach presented a summary and advised the Committee chose May 12-14, 2017, as the dates for the City of La Porte 125th Anniversary Celebration.

Councilmember Zemanek moved to go forward with the Committee's recommended dates for the City of La Porte 125th Anniversary Celebration. Councilmember Leonard seconded. **MOTION PASSED 8/1.**

Ayes:	Mayor Rigby, Councilmembers Zemanek, Engelken, Kaminski, Earp, Leonard, K. Martin, and Engelken
Nays:	Councilmember J. Martin
Absent:	None

Assistant City Manager Traci Leach continued presenting the events suggested by the Committee.

Councilmember Earp asked Staff to be mindful of ticket prices for residents of La Porte so that most can participate in the events.

Mayor Rigby commented he does not believe \$125.00 a couple for a black tie event is reasonable.

Councilmember Leonard asked if the topic of sponsorships ever came up during the meeting; and if so, what was the reaction of the Committee. Ms. Leach advised the Committee is in support of sponsorships.

Councilmember Earp commented he is not expecting a free brunch or event where there is food because there is a cost and a head count to be mindful of.

Councilmember Engelken suggested live streaming the event on the website for citizens who cannot make the events.

- (b) Discussion and possible action regarding proposal to include a portion of Bay Area Blvd. on the City of La Porte truck route – T. Tietjens

Planning and Development Director Tim Tietjens presented a summary and introduced PPG Representative Reid Wilson, who provided a proposal for modification of truck routes. Mr. Wilson then introduced Dustin Qualls, with Traffic Engineers Inc., who presented a report of findings.

Councilmember Zemanek asked Mr. Qualls what is the definition of 'significant impact.' Mr. Qualls responded 'level of services.'

Councilmember Engelken commented he does not see the change as proposed in the traffic study as a viable option until Fairmont Parkway is fully widened.

Councilmember J. Martin asked why the land being proposed is for warehouses and not medical care facilities. Doug Dickerson, with PPG, responded the use they want is for warehouses; and they were trying to solve the problem of 18 wheelers going through to Spencer Hwy. and off Sens Rd.

Councilmember Zemanek questioned what is going to be stored in the proposed warehouses. Mr. Dickerson responded PPG does not know who the future tenants will be.

Councilmember Kaminski asked Assistant Fire Chief Donald Ladd to comment on safety issues for the community. Mr. Ladd commented his concern is the amount of truck traffic that will be coming down Bay Area Blvd. and not the trucks coming to the proposed warehouse.

Councilmember Engelken moved to deny the request. Councilmember Earp seconded. **MOTION PASSED UNANIMOUSLY 9/0.**

Ayes:	Mayor Rigby, Councilmembers Zemanek, Engelken, Kaminski, Earp, Leonard, K. Martin, J. Martin and Engelken
Nays:	None
Absent:	None

Councilmember Leonard left the meeting at 8:36 p.m.

9. ADMINISTRATIVE REPORTS

City Manager Corby Alexander thanked the 125th Anniversary Celebration Committee for their work thus far.

10. COUNCIL COMMENTS regarding matters appearing on the agenda; recognition of community members, city employees, and upcoming events; inquiry of staff regarding specific factual information.

Councilmembers Earp and Clausen thanked the 125th Anniversary Celebration Committee for their work; Councilmember J. Martin thanked the 125th Anniversary Celebration Committee and Assistant City Manager Traci Leach for their work. In addition, Councilmember J. Martin commented he would like to see over 500 homes built on the west side of Bay Area Blvd., and hopes something can be worked out; and he is disappointed better plans were not made for succession planning due to the retirement of Tax Manager Kathy Powell; Councilmember K. Martin congratulated the winners of the Public Works Coloring Book Contest; reminded everyone of the Juneteenth festivities this coming weekend; Councilmember Kaminski congratulated the winners of the Public Works Coloring Book Contest and commented she is sad that Tax Manager Kathy Powell will be leaving the City when she retires, and thanked the Committee for working so hard; Councilmember Zemanek congratulated the winners of the Public Works Coloring Book Contest; recognized the 125th Anniversary Celebration Committee and wished all the fathers a Happy Father's Day this coming weekend; Councilmember Engelken congratulated the winners of the Public Works Coloring Book Contest; thanked the 125th Anniversary Celebration Committee; commented he is also disappointed with moving tax collections from the City, and hopes the collection rate continues as it has been, and he hopes there is a contingency plan in place if they don't perform well, and regarding truck routes, he advised Fairmont Parkway needs to be widened sooner rather than later, and perhaps we can have a partnership with the applicant; and Mayor Rigby thanks Sharon Valiante for all the department did during Public Works Week; he congratulated the winners of the Public Works Coloring Book Contest; informed he was the official starter for the Triathlon held at Sylvan Beach and how impressed he was with all the participants, but especially one young man with a prosthetic leg. He was unable to wear his prosthesis during the water race and the bicycle race because it was not allowed. However, despite that, he was first out of the water. After his bike race, he was then able to put his prosthesis on for the run. He will be representing the U.S. at the 2016 Summer Paralympics in Rio de Janeiro, Brazil.

11. **ADJOURN** - There being no further business, Councilmember Engelken made a motion to adjourn the meeting at 8:42 p.m. Councilmember Clausen seconded. **MOTION PASSED UNANIMOUSLY 8/0. Councilmember Leonard was absent.**

Patrice Fogarty, City Secretary

Passed and approved on June 27, 2016.

Mayor Louis R. Rigby

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 27, 2016</u>	
Requested By:	<u>Sharon Valiante</u>
Department:	<u>Public Works</u>
Report: <input checked="" type="checkbox"/>	Resolution: <input type="checkbox"/> Ordinance: <input type="checkbox"/>

Exhibits: 2 Bid Tabulation

Exhibits: 3 Access Report Sealed Bid 16016

Exhibits: 4 2016 Sidewalk Location Map

Exhibits: 5 El Dorado Services, Inc. Bid Form

Exhibits: 6 FY16 Identified Sidewalk Repair List

<u>Budget</u>	
Source of Funds:	<u>Fund 033</u>
Account Number:	<u>033-9892-927</u>
Amount Budgeted:	<u>\$150,000</u>
Amount Requested:	<u>\$100,136</u>
Budgeted Item:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

SUMMARY & RECOMMENDATION

Resulting from discussions by staff in Engineering, the City Manager’s Office and Public Works, the public ramp/sidewalk program is now being administered by the Public Works Department. The Department now manages and maintains 116 miles (612,480 LF) of public sidewalk throughout the City.

To manage and maintain the public ramp/sidewalk infrastructure, it is important to know the condition and what constitutes a repair. In October 1994, the City of La Porte developed a Sidewalk Repair Program that established repair (in some cases of differential settlement, the slabs can be raised using a pressurized grout mix) and/or replacement criteria – differential settlement of greater than 1 inch, severely broken, cracked slabs in more than 3 (three) places, and deflected slabs that have been displaced by manholes, valve boxes or other utilities. In March 2012, the Federal Government in accordance with the Americans with Disabilities Act (ADA) issued a mandate that requires all new and/or repair to ramps be done in a manner that meets the current standards. To determine which ramp and sidewalk locations meet the City’s criteria, staff began a sidewalk condition survey May 2016. The survey is approximately 90% complete with the following observed:

- | | |
|--|--------------|
| 1. Sidewalk inventory: | 2,204,928 SF |
| 2. Sidewalk meeting repair/replacement criteria: | 26,508 SF |
| 3. Sidewalk meeting repair criteria and eligible for removal and replacement: | 26,508 SF |
| 4. Sidewalk meeting repair criteria and are eligible for raising with pressurized grout: | 8,384 SF |
| 5. Sidewalk missing that can be constructed as infill: | 4,460 SF |
| 6. Ramps identified not meeting ADA Requirements: | 175 ramps |
| 7. Ramp locations identified but not installed/constructed: | 50 ramps |

Therefore, to meet the City’s goal to provide for the maintenance and management of the public ramp and sidewalk infrastructure, staff updated the sidewalk and ramp drawings and specifications for compliance with the ADA guidelines, and worked with Purchasing to prepare a solicitation for bid #16016 for Sidewalk Repair. The scope of the solicitation for bid includes the removal and replacement of sidewalk meeting the repair/replacement criteria, the construction of sidewalk, and the removal/replacement and/or construction of ramp sections not meeting the current updated

ADA requirements/standards. The bid is a unit price bid, with the option to renew for an additional one year, with mutual consent.

For FY 16, the available funding balance is \$100,136, from the Street Maintenance Fund (033). Earlier in FY 16, a ramp project was awarded for \$49,854 and is now complete. Therefore, the scope of this project for FY 16 encompasses approximately 1,750 LF (7,000 SF) of sidewalk removal and replacement and the construction of 60 ADA Ramps. The bid package allows for the City to reduce/change the quantities. For FY 17, the scope of the project is anticipated to be 3,000 LF of sidewalk replacement and 90 ADA Ramp replacement/installations. Depending on the Council approved FY 17 budget for the Sidewalk Repair Program, the estimated quantities for FY 17 could increase and include the construction of sidewalk in-fill where there is a pedestrian public safety concern.

On April 28, 2016, Bid #16016 was issued for bidding purposes. Seventy-nine (79) vendors were notified, 25 vendors downloaded the solicitation documents, and the City received 7 bid proposals. Bids were opened on May 24, 2016, with the lowest responsible bid being submitted by El Dorado Services, Inc. El Dorado Services has experience with concrete pavement repair for the City of Houston and the City of South Houston, and Harris County.

Staff's recommendation is to enter into contract to construct the 2015-2016 City Wide Sidewalk Replacement Project with El Dorado Services, Inc. in the amount of \$100,136 for the unit prices bid.

Upon contract award and initiation of the work, the contractor will receive work orders with identified locations and will have a minimum estimated construction cost of \$25,000. This is in compliance with the bid document and provides for greater cost effectiveness and construction efficiency.

Project Benefits, Liabilities, and Operating Costs

The Sidewalk Replacement Program was initiated in 1994 to address pedestrian hazards that met the repair criteria on approximately 100 miles of City sidewalks. Over the years, as this project has increased in the quantity of sidewalk repaired and the number of ramps installed, more and more residents are letting the City know when sidewalks are in need of repair.

Typically, new sidewalks have no impact on operating costs. Sidewalks have a life expectancy of 7-25 years pending evolution of the topography, adjacent landscape features, and construction standards, therefore most sidewalks will need to be replaced/repared in the future, including some of the ones that have already been addressed.

Action Required by Council:

Consider approval or other action authorizing the City Manager to execute a construction contract with El Dorado Services Inc. for the unit prices bid for Bid #16016.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

BID TABULATION-Sealed Bid #16016 Concrete Sidewalk Repair

DESCRIPTION	UOM	QTY	El Dorado Services Inc		Brooks Concrete		Precise Services		Taylor & Taylor Construction		RAC Industries		GW Phillips Concrete Construction		A-1 Construction Services	
1. Sidewalk Removal and Disposal	SF	15,000	\$0.95	\$14,250.00	\$0.97	\$14,550.00	\$1.05	\$15,750.00	\$1.40	\$21,000.00	\$1.00	\$15,000.00	\$2.00	\$30,000.00	\$8.00	\$120,000.00
2. Replacement of sidewalk w/ 4 1/2" Concrete	SF	15,000	\$5.35	\$80,250.00	\$5.73	\$85,950.00	\$5.70	\$85,500.00	\$6.75	\$101,250.00	\$6.80	\$102,000.00	\$6.50	\$97,500.00	\$15.50	\$232,500.00
3. Curb Ramps, ADA compliant	EA	10	\$750.00	\$7,500.00	\$575.00	\$5,750.00	\$875.00	\$8,750.00	\$1,090.00	\$10,900.00	\$1,500.00	\$15,000.00	\$1,800.00	\$18,000.00	\$2,500.00	\$25,000.00
4. Manhole Adjustments	EA	30	\$200.00	\$6,000.00	\$210.00	\$6,300.00	\$400.00	\$12,000.00	\$150.00	\$4,500.00	\$460.00	\$13,800.00	\$1,200.00	\$36,000.00	\$1,000.00	\$30,000.00
5. Gate Valve Adjustments	EA	4	\$100.00	\$400.00	\$35.00	\$140.00	\$300.00	\$1,200.00	\$100.00	\$400.00	\$700.00	\$2,800.00	\$800.00	\$3,200.00	\$2,500.00	\$10,000.00
6. Saw Cut 2"-4"	LF	200	\$4.50	\$900.00	\$5.88	\$1,176.00	\$4.00	\$800.00	\$6.00	\$1,200.00	\$3.50	\$700.00	\$6.00	\$1,200.00	\$4.00	\$800.00
7. Saw Cut 6" or greater	LF	100	\$7.50	\$750.00	\$8.00	\$800.00	\$7.50	\$750.00	\$12.00	\$1,200.00	\$8.00	\$800.00	\$10.00	\$1,000.00	\$9.50	\$950.00
8. Detectable Warning Type 1 Concrete Material (2'X5')	EA	10	\$200.00	\$2,000.00	\$238.00	\$2,380.00	\$170.00	\$1,700.00	\$300.00	\$3,000.00	\$170.00	\$1,700.00	\$600.00	\$6,000.00	\$575.00	\$5,750.00
9. Detectable Warning Type 2 Composite Material, Clay Red 2.35 inch pattern (2'X5')	EA	10	\$200.00	\$2,000.00	\$238.00	\$2,380.00	\$170.00	\$1,700.00	\$300.00	\$3,000.00	\$230.00	\$2,300.00	\$1,100.00	\$11,000.00	\$350.00	\$3,500.00
10. Driveway Replacement , 6" Concrete	SF	100	\$7.00	\$700.00	\$6.45	\$645.00	\$7.00	\$700.00	\$27.00	\$2,700.00	\$9.00	\$900.00	\$11.00	\$1,100.00	\$35.00	\$3,500.00
Total				\$114,750.00		\$120,071.00		\$128,850.00		\$149,150.00		\$155,000.00		\$205,000.00		\$432,000.00

Access Report

Agency

Bid Number

Bid Title

City of La Porte (TX)

16016

Annual Sidewalk Replacement Project

Vendor Name	Accessed First Time	Documents
BidClerk	2016-05-05 04:50 AM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
Brooks Concrete Inc	2016-05-03 08:53 AM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
Construction Software Technologies	2016-05-20 04:00 AM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
Detail Construction	2016-05-03 06:44 PM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
Perkens WS Corporation	2016-05-05 01:13 PM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
A1 Construction Services	2016-05-16 09:49 AM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
North America Procurement Council	2016-05-02 10:29 PM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
Traffic Engineers, Inc.	2016-05-19 02:31 PM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
Teamwork Cnstruction	2016-05-03 08:42 PM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
aztec remodeling &landscaping company	2016-05-03 08:04 AM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
Onvia	2016-05-02 12:59 PM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
The Blue Book Building & Construction N	2016-05-02 10:51 PM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
Grand Cayon Minority Contractors Assoc	2016-05-20 04:03 AM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
El Dorado Services Inc.	2016-05-09 11:16 AM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
iSqFt and Houston AC	2016-05-05 01:04 PM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
Taylor & Taylor Construction	2016-05-02 09:50 AM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
ConstructConnect	2016-05-16 05:37 AM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
Hearn Company	2016-05-02 01:32 PM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
GW Phillips Construction, INC.	2016-05-02 12:05 PM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
BATTERY WAREHOUSE	2016-05-03 01:10 PM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
Precise Services Inc.	2016-05-06 07:23 AM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
Construction Software Technologies	2016-05-16 05:38 AM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
SJ&J CONSTRUCTION, LLC	2016-05-03 08:38 AM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
Texas concrete and remodeling	2016-05-06 10:34 AM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu
RAC Industries, LLC	2016-05-19 08:55 AM CDT	Bid 16016 ANNUAL SIDEWALK REPLACEMENT PROJ FINAL.pdfAddendu

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

El Dorado Services, Inc.

10703 Sagemeadow Ln., Houston, TX 77089

as Principal, hereinafter called Principal, and

Philadelphia Indemnity Insurance Company

One Bala Plaza, Suite 100, Bala Cynwyd, PA 19004

a corporation duly organized under the laws of the State of PA

as Surety, hereinafter called Surety, are held and firmly bound unto

City of La Porte

as Obligee, hereinafter called Obligee, in the sum of **Five Percent of the Greatest Amount Bid** **5% G.A.B.**

Dollars (\$-----),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for (Here insert full name, address and description of project)

Bid 16016 - Annual Sidewalk Replacement Project

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 24th day of May, 2016.

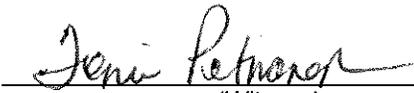

(Witness)

El Dorado Services, Inc.

(Principal)

(Seal)

(Title)


(Witness)

Philadelphia Indemnity Insurance Company

(Surety)

(Seal)

Blaine Allen

(Title)
Attorney in Fact

IMPORTANT NOTICE

To obtain information or make a complaint: You may call the Surety's toll free telephone number for information or to make a complaint at:

1-877-438-7459

You may also write Philadelphia Indemnity Insurance Company at:

**One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004
Attention: Senior Vice President and
Director of Surety**

You may contact the Texas Department of Insurance to obtain information on companies, coverage, rights or complaints at:

1-800-252-3439

You may write the Texas Department of Insurance at:

**P.O. Box 149104
Austin, TX 78714-9104
Fax# 512-475-1771
Web: <http://www.tdi.state.tx.us>
Email: ConsumerProtection@tdi.state.tx.us**

PREMIUM OR CLAIM DISPUTES: Should you have a dispute concerning your premium or about a claim, you should contact the Surety first. If the dispute is not resolved, you may contact the Texas Department of Insurance.

ATTACH THIS NOTICE TO YOUR BOND: This notice is for information only and does not become a part or condition of the attached document.

ADVISO IMPORTANTE

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1-877-438-7459

Usted tambien puede escribir a Philadelphia Indemnity Insurance Company:

**One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004
Attention: Senior Vice President and
Director of Surety**

Puede comunicarse con el Departamento de Seguros de Texas para obtener informacion acerca de companias, coberturas, derechos o quejas al:

1-800-252-3439

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**P.O. Box 149104
Austin, TX 78714-9104
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Email: ConsumerProtection@tdi.state.tx.us**

DISPUTAS SOBRE PRIMAS O RECLAMOS: Si tiene una disputa concerniente a su prima o a un reclamo, debe comunicarse con el Surety primero. Si no se resuelve la disputa, puede entonces comunicarse con el departamento (TDI).

UNA ESTE AVISO A SU FIANZA DE GARANTIA: Este aviso es solo para proposito de informacion y no se convierte en parte o condicion del documento adjunto.

PHILADELPHIA INDEMNITY INSURANCE COMPANY
One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That PHILADELPHIA INDEMNITY INSURANCE COMPANY (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint William D. Baldwin, Blaine Allen, Brent Baldwin, Brock Baldwin, Michael B. Hill, Monica Campos, Trenae Donovan, Tonie Petranek, Brady K. Cox & Russ Frenzel of Baldwin-Cox Agency LLC, its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$25,000,000.00

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY at a meeting duly called the 1st day of July, 2011.

RESOLVED: That the Board of Directors hereby authorizes the President or any Vice President of the Company to: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

FURTHER RESOLVED: That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with the respect to any bond or undertaking to which it is attached.

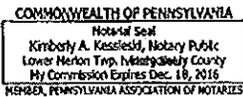
IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 10TH DAY OF JUNE 2013.



(Seal)

Robert D. O'Leary Jr., President & CEO
Philadelphia Indemnity Insurance Company

On this 10th day of June 2013, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the PHILADELPHIA INDEMNITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



(Notary Seal)

Notary Public: _____
residing at: Bala Cynwyd, PA
My commission expires: December 18, 2016

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and this Power of Attorney issued pursuant thereto on this 10th day of June 2013 true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY,

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 24th day of May, 2016



Edward Sayago, Corporate Secretary
PHILADELPHIA INDEMNITY INSURANCE COMPANY

**CITY OF LA PORTE
RESPONDENT AFFIDAVIT**

The foregoing prices shall include all labor, materials, equipment, removal, overhead, profit, freight, insurance, etc., to cover the finished work specified in this bid.

All items bid and installed under this procurement must be new and unused and in undamaged condition.

The City of La Porte is tax exempt and no taxes shall be included in the pricing of this solicitation.

Respondent understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the solicitation.

The respondent agrees that this solicitation shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving submittals.

The undersigned affirms they are duly authorized to represent this firm, that this proposal has not been prepared in collusion with any other firm, and that the contents contained herein have not been communicated to any other firm prior to the official opening.

Respectfully submitted:

Business Name: El Dorado SERVICES INC.

Address: 10703 SAGEMEADOW LN.

HOUSTON TX 77089

Printed Name: J. FRANK LOPEZ

Authorized Signature: 

Date: 5/10/16

**CITY OF LA PORTE
CERTIFICATION OF RESPONDENT**

City of La Porte Ordinance #98-2217 prohibits any expenditure for goods or services by the City of La Porte from any person, firm, or corporation owing any delinquent indebtedness to the City. The undersigned respondent further certifies that it is in compliance with the requirements of said ordinance. A copy of the ordinance may be obtained by contacting the City of La Porte Purchasing Division at 281-470-5126.

If undersigned bidder is not in compliance with Ordinance 98-2217, it hereby assigns to the City of La Porte, the amount of its delinquent indebtedness to the City of La Porte, to be deducted by the City of La Porte from the amounts due the undersigned.

Failure to remit this certification with the response or non-compliance with said ordinance shall be just cause for rejection or disqualification of submitted proposal.

42 The undersigned hereby certifies that it is in compliance with Ordinance 98-2217.

Or

___ The undersigned assigns to the City of La Porte, the amount of its delinquent indebtedness, to be deducted by the City of La Porte from the amounts due the undersigned.

(Initial one of the above)

Business Name: El Dorado Services Inc.

Address: 10703 Sagemeadow Ln.
Houston, TX 77089

Printed Name: J. Frank Lopez

Authorized Signature: [Handwritten Signature]

Date: 5/14/16

CITY OF LA PORTE
PROTECTION OF RESIDENT WORKERS COMPLIANCE

The City of La Porte, Texas actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S.

The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9).

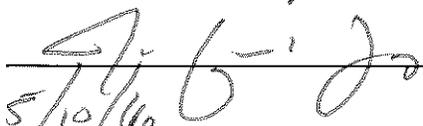
The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

Business Name: El Dorado Services LLC
Address: 10703 Sogemmedow Ln.
Hou TX 77089
Printed Name: J. Frank Lopez
Authorized Signature: 
Date: 5/14/11

**CITY OF LA PORTE
INDEMNITY HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, Contractor, its successors, assigns and guarantors, shall pay, defend, indemnify and hold harmless the City of La Porte, its agents, representatives, officers, directors, officials and employees from and against all allegations, demands, proceedings, suits, actions, claims, including claims of patent or copyright infringement, damages, losses, expenses, including but not limited to, attorney's fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expenses, related to, arising from or out of or resulting from any actions, acts, errors, mistakes or omissions caused in whole or part by Contractor relating to work, services and/or products provided in the performance of this Contract, including but not limited to, any Subcontractor or anyone directly or indirectly employed by or working as an independent contractor for Contractor or said Subcontractors or anyone for whose acts any of them may be liable and any injury or damages claimed by any of Contractor's and Subcontractor's employees or independent contractors.

The Contractor expressly understands and agrees that any insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City of La Porte, its Council members, officers, agents and employees and herein provided.

Business Name: El Dorado Services Inc
Address: 10703 Seagunwood Ln
Houston Tx 77089
Printed Name: J. Frank Lopez
Authorized Signature: 
Date: 5/10/16

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7
Signature of vendor doing business with the governmental entity

Date



**CITY OF LA PORTE
LOCAL BIDDER PREFERENCE APPLICATION**

Sections 271.905 and 271.9051 of the Texas Local Government Code authorize a municipality to consider a vendor's location in the determination of a bid award if the lowest bid received is from a business outside the municipality and contracting with a local bidder would provide the best combination of price and other economic benefits to the municipality. The City of La Porte, Texas has determined that the allowable preference shall be applied to local vendor's bids for the purposes of evaluation when requested in writing by local bidder and when determined to be in the best interest of the City to do so. **This request form and any supporting documentation must be submitted with quote/bid in order to be considered by the City of La Porte, Texas.** Questions should be addressed to the Purchasing Department at 281-470-5126. Exclusions to the local preference include expenditures of \$25,000 or less, and those purchases which are: sole source, emergency, federally-funded, cooperative contracts, service contracts subject to the Professional Services Procurement Act, contracts awarded through request for proposals or qualifications, or via inter-local agreement.

Location Eligibility: Principal place of business in La Porte, Texas. Principal place of business is defined herein as a business that is headquartered in and has an established place of business in the incorporated limits of the City of La Porte, and from which a substantial role in the entity's performance of a commercially useful function or a substantial part of its operations is conducted. A location utilized as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed as a principal place of business.

1.

- (a) If yes, identify name of business/DBA, address and business structure: sole proprietorship, partnership, corporation or other.

Name of business/DBA: N/A

Address: _____

City: _____ State: _____ Zip: _____

- Sole Proprietorship
- Partnership
- Corporation
- Other _____

- (b) Name and city of residence of owner(s) partners/corporate officers as applicable

Name: _____

City: _____

2. General Business Information:

- (a) Year business established (La Porte location) _____
- (b) Most recent year property valuation (if owned); real and personal property \$ _____
- (c) Is business current on all property, sales tax and utility bills at the time of this application? _____
- (d) Total number of current employees _____ and number of La Porte-resident employees _____

3. Economic Development benefits resulting from award of this contract:

- (a) Number of additional jobs created _____ or retained for La Porte resident-employees _____

In the event of Award of the Contract to the undersigned, the undersigned agrees to furnish Performance and Payment Bonds as provided in the Specifications.

The undersigned certifies that the bid prices contained in this proposal have been carefully checked and are submitted as correct and final

Date 5/10/16

Signed [Signature]

By President
(Title)

Company El Dorado Services
10703 Sycamore Ln
(Address)

713-530-6204
(Telephone Number)

eldoconstruction@gmail.com
(Email Address)

[Signature]
Witness

SEAL (if Bidder is a Corporation)

Acknowledge receipt of Addenda Below:

Addendum No. 1 2

Date Received _____



COMMERCIAL CONTRACTOR
10703 SAGEMEADOW LN.
HOUSTON, TX 77089
(713) 530-6204
eldoconstruction@gmail.com

El Dorado Services, Inc dba as El Dorado Construction was started in 2010 with highly experienced group of individuals with experience in concrete paving, underground utilities, and demo work . El Dorado is well equipped to handle both large and small commercial projects. The majority of our work is with the City of Houston, involving the following facilities; fire stations, parks, lift stations and city sidewalk projects and waterline repairs. We have also completed several large scale Harris County street paving projects.

WE ARE INSURED AND BONDED.

CERTIFICATIONS

1. Minority, SBE, DBE and Section 3 certified with the City of Houston
2. State of Texas HUB
3. DBE with Metro and Port of Houston

PROJECTS

- **Work Order Waterline Repairs:** For COH Public Works
- **Times Construction:** our work has included slabs and foundations, drilled piers, concrete columns, sidewalks and parking lot paving.
Completed & current projects: Blackhawk Park, Memorial Park, Acres Home Multi Service Center, 5th Ward Multi Service Center, Briar Meadow Park and Moody Park, multiple fire stations, lift stations and city sidewalk projects.
- **Concrete Repair Services:** we are performing concrete repair work at various locations on a multi-million dollar project for the City of Houston.
- **Avenue N Concrete Repairs:** Prime contract for the City of South Houston. Performed paving repairs.

- **E. Ortiz Services, LLC.** involves several large scale street paving projects for Harris County.
Completed : Fallbrook I & II, Richey Rd., Perry Street, Woodforest Parkway and Eldridge Parkway.
- **J.E. Dunn: Completed project:** consisting of foundation work at Bethel Park
- **James Construction: Completed project:** 24” waterline replacement and Dulles Avenue Reconstruction in Sugar Land, Texas. Pelican Island waterline replacement in Galveston, TX .
- **George R. Brown: Completed project:** concrete and driveway for new freight door.

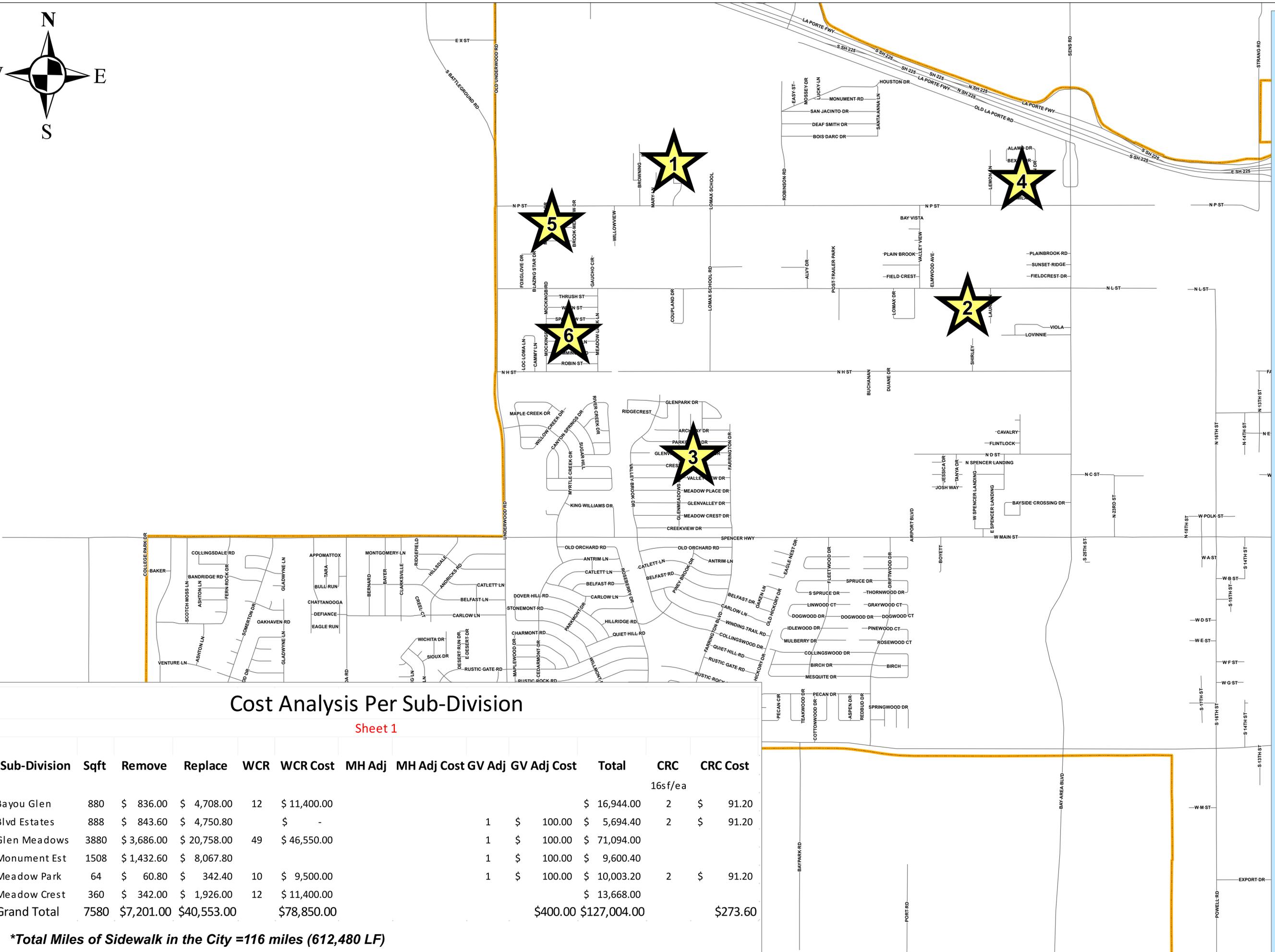
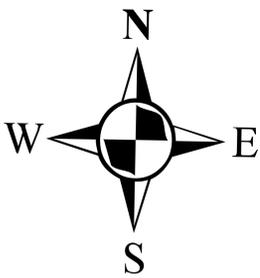
REFERENCES FOR EL DORADO CONSTRUCTION

Concrete Repairs Services-Keith Andrews Superintendent, In-House Renovation Group/Property Management Group, City of Houston (832) 395-8639-office (713) 859-3170-cell keith.andrews@houstontx.gov

RW Patrick & Associates, Inc.,-Allen Munz 519 Wisconsin Avenue, South Houston, Texas 77587 (713) 941-4812

G5 Construction-Ouidio Gutierrez President, 13121 Louetta Rd. #1, Cypress, Texas 77429 (832) 444-0209

Times Construction-J.B.White, Vice President, 2900 Wesleyan St. Houston, Texas 77027 (832) 651-5845



Cost Analysis Per Sub-Division

Sheet 1

Sub-Division	Sqft	Remove	Replace	WCR	WCR Cost	MH Adj	MH Adj Cost	GV Adj	GV Adj Cost	Total	CRC	CRC Cost
1. Bayou Glen	880	\$ 836.00	\$ 4,708.00	12	\$ 11,400.00					\$ 16,944.00	2	\$ 91.20
2. Blvd Estates	888	\$ 843.60	\$ 4,750.80					1	\$ 100.00	\$ 5,694.40	2	\$ 91.20
3. Glen Meadows	3880	\$ 3,686.00	\$ 20,758.00	49	\$ 46,550.00			1	\$ 100.00	\$ 71,094.00		
4. Monument Est	1508	\$ 1,432.60	\$ 8,067.80					1	\$ 100.00	\$ 9,600.40		
5. Meadow Park	64	\$ 60.80	\$ 342.40	10	\$ 9,500.00			1	\$ 100.00	\$ 10,003.20	2	\$ 91.20
6. Meadow Crest	360	\$ 342.00	\$ 1,926.00	12	\$ 11,400.00					\$ 13,668.00		
Grand Total	7580	\$7,201.00	\$40,553.00		\$78,850.00				\$400.00	\$127,004.00		\$273.60

**Total Miles of Sidewalk in the City =116 miles (612,480 LF)*

CITY OF LA PORTE SIDEWALK REPLACEMENT PROJECT

It is understood and agreed that the work shall be complete in full as agreed between Owner and Contractor as established by the Contract Documents.

It is agreed that the contract price may be increased or decreased to cover work added or deleted by order of the Engineer, in accordance with the provisions of the General Conditions of Agreement.

The award may be made on the Base Bid alone or the Base Bid and any or all of the Items listed under Alternates or Substitutions, if any.

The undersigned agrees that the amounts bid in this proposal will not be withdrawn or modified for sixty (60) days following date of bid opening.

It is understood that the bid security accompanying this proposal shall be returned to the undersigned unless, in case of the acceptance of this proposal the undersigned should fail to enter into a construction contract and execute bonds as provided in the specifications. In the event the undersigned should fail to enter into a construction contract and execute bonds as required within 15 calendar days after the Engineer has given unsigned contracts to the Contractor, it is understood and agreed that the bid security shall be forfeited to the Owner and shall be considered as payment for damages due to delay and other inconveniences suffered by the Owner as a result of such failure on the part of the undersigned.

It is understood that the Owner reserves the right to reject any and all bids.

The undersigned certifies that the bid prices contained in this proposal have been carefully checked and are submitted as correct and final Date 5/23/16

Signed [Signature]
By President
(Title)
10703 SAGE MEADOW LN.
(Address)
Hou. Tx 77089
713-530-6204
(Telephone Number)
elcoconstruction@gmail.com
(Email Address)

[Signature]
Witness

Seal (if Corporation)

Acknowledge receipt of Addenda below:

Addendum No. 1 2 _____
Date Received _____

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

El Dorado Services, Inc.

10703 Sagemeadow Ln., Houston, TX 77089

as Principal, hereinafter called Principal, and

Philadelphia Indemnity Insurance Company

One Bala Plaza, Suite 100, Bala Cynwyd, PA 19004

a corporation duly organized under the laws of the State of PA

as Surety, hereinafter called Surety, are held and firmly bound unto

City of La Porte

as Obligee, hereinafter called Obligee, in the sum of **Five Percent of the Greatest Amount Bid 5% G.A.B.**

Dollars (\$-----),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for (Here insert full name, address and description of project)

Bid 16016 - Annual Sidewalk Replacement Project

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 24th day of May, 2016.


(Witness)

El Dorado Services, Inc.

(Principal)

(Seal)

(Title)


(Witness)

Philadelphia Indemnity Insurance Company

(Surety)

(Seal)

Tonie Petranek

Blaine Allen

(Title)
Attorney in Fact

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**One Bala Plaza, Suite 100
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Director of Surety**

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**P.O. Box 149104
Austin, TX 78714-9104
Fax# 512-475-1771
Web: <http://www.tdi.state.tx.us>
Email: ConsumerProtection@tdi.state.tx.us**

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ATTACH THIS NOTICE TO YOUR BOND: This notice is for information only and does not become a part or condition of the attached document.

ADVISO IMPORTANTE

Para obtener informacion o para someter una queja: Usted puede llamar al numero de telefono gratis de para informacion o para someter una queja al:

1-877-438-7459

Usted tambien puede escribir a Philadelphia Indemnity Insurance Company:

**One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004
Attention: Senior Vice President and
Director of Surety**

Puede comunicarse con el Departamento de Seguros de Texas para obtener informacion acerca de companias, coberturas, derechos o quejas al:

1-800-252-3439

Puede escribir al Departamento de Seguros de Texas:

**P.O. Box 149104
Austin, TX 78714-9104
Fax# 512-475-1771
Web: <http://www.tdi.state.tx.us>
Email: ConsumerProtection@tdi.state.tx.us**

DISPUTAS SOBRE PRIMAS O RECLAMOS: Si tiene una disputa concerniente a su prima o a un reclamo, debe comunicarse con el Surety primero. Si no se resuelve la disputa, puede entonces comunicarse con el departamento (TDI).

UNA ESTE AVISO A SU FIANZA DE GARANTIA: Este aviso es solo para proposito de informacion y no se convierte en parte o condicion del documento adjunto.

PHILADELPHIA INDEMNITY INSURANCE COMPANY
 One Bala Plaza, Suite 100
 Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That PHILADELPHIA INDEMNITY INSURANCE COMPANY (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint William D. Baldwin, Blaine Allen, Brent Baldwin, Brock Baldwin, Michael B. Hill, Monica Campos, Trenae Donovan, Tonie Petranek, Brady K. Cox & Russ Frenzel of Baldwin-Cox Agency LLC, its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$25,000,000.00

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY at a meeting duly called the 1st day of July, 2011.

RESOLVED: That the Board of Directors hereby authorizes the President or any Vice President of the Company to: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

FURTHER RESOLVED: That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with the respect to any bond or undertaking to which it is attached.

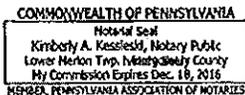
IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 10TH DAY OF JUNE 2013.



(Seal)

Robert D. O'Leary Jr., President & CEO
 Philadelphia Indemnity Insurance Company

On this 10th day of June 2013, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the PHILADELPHIA INDEMNITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



(Notary Seal)

Notary Public: _____
 residing at: Bala Cynwyd, PA
 My commission expires: December 18, 2016

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and this Power of Attorney issued pursuant thereto on this 10th day of June 2013 true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY,

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 24th day of May, 2016



Edward Sayago, Corporate Secretary
 PHILADELPHIA INDEMNITY INSURANCE COMPANY

**CITY OF LA PORTE
RESPONDENT AFFIDAVIT**

The foregoing prices shall include all labor, materials, equipment, removal, overhead, profit, freight, insurance, etc., to cover the finished work specified in this bid.

All items bid and installed under this procurement must be new and unused and in undamaged condition.

The City of La Porte is tax exempt and no taxes shall be included in the pricing of this solicitation.

Respondent understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the solicitation.

The respondent agrees that this solicitation shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving submittals.

The undersigned affirms they are duly authorized to represent this firm, that this proposal has not been prepared in collusion with any other firm, and that the contents contained herein have not been communicated to any other firm prior to the official opening.

Respectfully submitted:

Business Name: El Dorado SERVICES INC.

Address: 10703 SAGEMEADOW LN.

HOUSTON TX 77089

Printed Name: J. Frank Lopez

Authorized Signature: 

Date: 5/10/16

**CITY OF LA PORTE
CERTIFICATION OF RESPONDENT**

City of La Porte Ordinance #98-2217 prohibits any expenditure for goods or services by the City of La Porte from any person, firm, or corporation owing any delinquent indebtedness to the City. The undersigned respondent further certifies that it is in compliance with the requirements of said ordinance. A copy of the ordinance may be obtained by contacting the City of La Porte Purchasing Division at 281-470-5126.

If undersigned bidder is not in compliance with Ordinance 98-2217, it hereby assigns to the City of La Porte, the amount of its delinquent indebtedness to the City of La Porte, to be deducted by the City of La Porte from the amounts due the undersigned.

Failure to remit this certification with the response or non-compliance with said ordinance shall be just cause for rejection or disqualification of submitted proposal.

42 The undersigned hereby certifies that it is in compliance with Ordinance 98-2217.

Or

___ The undersigned assigns to the City of La Porte, the amount of its delinquent indebtedness, to be deducted by the City of La Porte from the amounts due the undersigned.

(Initial one of the above)

Business Name: El Dorado Services Inc.

Address: 10703 Sagemeadow Ln.
Houston, TX 77089

Printed Name: J. Frank Lopez

Authorized Signature: [Signature]

Date: 5/14/16

CITY OF LA PORTE
PROTECTION OF RESIDENT WORKERS COMPLIANCE

The City of La Porte, Texas actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S.

The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9).

The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

Business Name: El Dorado Services LLC

Address: 10703 Sogemore Dr Lrv.
Hou TX 77089

Printed Name: J. Frank Lopez

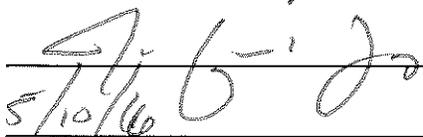
Authorized Signature: 

Date: 5/14/11

CITY OF LA PORTE
INDEMNITY HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, Contractor, its successors, assigns and guarantors, shall pay, defend, indemnify and hold harmless the City of La Porte, its agents, representatives, officers, directors, officials and employees from and against all allegations, demands, proceedings, suits, actions, claims, including claims of patent or copyright infringement, damages, losses, expenses, including but not limited to, attorney's fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expenses, related to, arising from or out of or resulting from any actions, acts, errors, mistakes or omissions caused in whole or part by Contractor relating to work, services and/or products provided in the performance of this Contract, including but not limited to, any Subcontractor or anyone directly or indirectly employed by or working as an independent contractor for Contractor or said Subcontractors or anyone for whose acts any of them may be liable and any injury or damages claimed by any of Contractor's and Subcontractor's employees or independent contractors.

The Contractor expressly understands and agrees that any insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City of La Porte, its Council members, officers, agents and employees and herein provided.

Business Name: El Dorado Services Inc
Address: 10703 Seagensadow Ln
Houston Tx 77089
Printed Name: J. Frank Lopez
Authorized Signature: 
Date: 5/10/16

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7
Signature of vendor doing business with the governmental entity

Date



**CITY OF LA PORTE
LOCAL BIDDER PREFERENCE APPLICATION**

Sections 271.905 and 271.9051 of the Texas Local Government Code authorize a municipality to consider a vendor's location in the determination of a bid award if the lowest bid received is from a business outside the municipality and contracting with a local bidder would provide the best combination of price and other economic benefits to the municipality. The City of La Porte, Texas has determined that the allowable preference shall be applied to local vendor's bids for the purposes of evaluation when requested in writing by local bidder and when determined to be in the best interest of the City to do so. **This request form and any supporting documentation must be submitted with quote/bid in order to be considered by the City of La Porte, Texas.** Questions should be addressed to the Purchasing Department at 281-470-5126. Exclusions to the local preference include expenditures of \$25,000 or less, and those purchases which are: sole source, emergency, federally-funded, cooperative contracts, service contracts subject to the Professional Services Procurement Act, contracts awarded through request for proposals or qualifications, or via inter-local agreement.

Location Eligibility: Principal place of business in La Porte, Texas. Principal place of business is defined herein as a business that is headquartered in and has an established place of business in the incorporated limits of the City of La Porte, and from which a substantial role in the entity's performance of a commercially useful function or a substantial part of its operations is conducted. A location utilized as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed as a principal place of business.

1.

- (a) If yes, identify name of business/DBA, address and business structure: sole proprietorship, partnership, corporation or other.

Name of business/DBA: N/A

Address: _____

City: _____ State: _____ Zip: _____

- Sole Proprietorship
 Partnership
 Corporation
 Other _____

- (b) Name and city of residence of owner(s) partners/corporate officers as applicable

Name: _____

City: _____

2. General Business Information:

- (a) Year business established (La Porte location) _____
(b) Most recent year property valuation (if owned); real and personal property \$ _____
(c) Is business current on all property, sales tax and utility bills at the time of this application? _____
(d) Total number of current employees _____ and number of La Porte-resident employees _____

3. Economic Development benefits resulting from award of this contract:

- (a) Number of additional jobs created _____ or retained for La Porte resident-employees _____

In the event of Award of the Contract to the undersigned, the undersigned agrees to furnish Performance and Payment Bonds as provided in the Specifications.

The undersigned certifies that the bid prices contained in this proposal have been carefully checked and are submitted as correct and final

Date 5/10/16

Signed [Signature]

By President
(Title)

Company El Dorado Services
10703 Sycamore Ln
(Address)

713-530-6204
(Telephone Number)

eldoconstruction@gmail.com
(Email Address)

[Signature]
Witness

SEAL (if Bidder is a Corporation)

Acknowledge receipt of Addenda Below:

Addendum No. 1 2

Date Received _____



COMMERCIAL CONTRACTOR
10703 SAGEMEADOW LN.
HOUSTON, TX 77089
(713) 530-6204
eldoconstruction@gmail.com

El Dorado Services, Inc dba as El Dorado Construction was started in 2010 with highly experienced group of individuals with experience in concrete paving, underground utilities, and demo work . El Dorado is well equipped to handle both large and small commercial projects. The majority of our work is with the City of Houston, involving the following facilities; fire stations, parks, lift stations and city sidewalk projects and waterline repairs. We have also completed several large scale Harris County street paving projects.

WE ARE INSURED AND BONDED.

CERTIFICATIONS

1. Minority, SBE, DBE and Section 3 certified with the City of Houston
2. State of Texas HUB
3. DBE with Metro and Port of Houston

PROJECTS

- **Work Order Waterline Repairs:** For COH Public Works
- **Times Construction:** our work has included slabs and foundations, drilled piers, concrete columns, sidewalks and parking lot paving.
Completed & current projects: Blackhawk Park, Memorial Park, Acres Home Multi Service Center, 5th Ward Multi Service Center, Briar Meadow Park and Moody Park, multiple fire stations, lift stations and city sidewalk projects.
- **Concrete Repair Services:** we are performing concrete repair work at various locations on a multi-million dollar project for the City of Houston.
- **Avenue N Concrete Repairs:** Prime contract for the City of South Houston. Performed paving repairs.

- **E. Ortiz Services, LLC.** involves several large scale street paving projects for Harris County.
Completed : Fallbrook I & II, Richey Rd., Perry Street, Woodforest Parkway and Eldridge Parkway.
- **J.E. Dunn: Completed project:** consisting of foundation work at Bethel Park
- **James Construction: Completed project:** 24” waterline replacement and Dulles Avenue Reconstruction in Sugar Land, Texas. Pelican Island waterline replacement in Galveston, TX .
- **George R. Brown: Completed project:** concrete and driveway for new freight door.

REFERENCES FOR EL DORADO CONSTRUCTION

Concrete Repairs Services-Keith Andrews Superintendent, In-House Renovation Group/Property Management Group, City of Houston (832) 395-8639-office (713) 859-3170-cell keith.andrews@houstontx.gov

RW Patrick & Associates, Inc.,-Allen Munz 519 Wisconsin Avenue, South Houston, Texas 77587 (713) 941-4812

G5 Construction-Ouidio Gutierrez President, 13121 Louetta Rd. #1, Cypress, Texas 77429 (832) 444-0209

Times Construction-J.B.White, Vice President, 2900 Wesleyan St. Houston, Texas 77027 (832) 651-5845

2016 SIDEWALK REPLACEMENT PROJECT

Sheet 1

TARGET AREAS							Condition	SUB-DIVISIONS	COMMENTS
ADDRESS	Linear (FT)	PLACE (SQFT)	WCR (EACH)	MH ADJ. (EACH)	GV ADJ. (EACH)	1=1"< 2=2">			
1423 Mission Dr	18	72				1	Monument Est		
1315 Mission Dr	80	320				1	Monument Est	Missing sw on fenced lot	
1203 Mission Dr					1	1	Monument Est	Water main valve box sticking up 7"	
11739 Alamo Dr	26	104				1	Monument Est		
11722 Alamo Dr	66	264				1	Monument Est	Missing sw on fenced lot	
11710 Alamo Dr	18	72				1	Monument Est	Cracked, broken	
11723 Crocket Dr	33	132				1	Monument Est		
11722 Crocket Dr	68	272				1	Monument Est	Missing sw on mowed lot	
11727 Milam Dr	68	272				1	Monument Est	Missing sw on fenced lot	
1402/1403/1411 Bayou Glen			3				Bayou Glen	wcr 3	
1402 Bayou Glen	117	468				2	Bayou Glen	Missing sw on fenced corner lot	
1401 Bayou Glen	16	64				2	Bayou Glen		
1315 Bayou Glen	53	212				2	Bayou Glen	Missing sw on new construction lot	
Bayou Glen/Cypress Ln N & S			3				Bayou Glen	wcr 3	
Bayou Glen/Briarglen Ln S			2				Bayou Glen	wcr 2	
Bayou Glen/Briarglen Ln N			1				Bayou Glen	wcr 1	
203 Briarglen Ln			1				Bayou Glen	wcr 1	
214 Briarglen Ln	11	44				2	Bayou Glen		
222 Briarglen Ln	17	68				2	Bayou Glen		
303 Cypress Ln	6	24	1				Bayou Glen	wcr 1	
314 Cypress Ln						2	Bayou Glen	CRC	
323 Cypress Ln			1				Bayou Glen	wcr 1	
324 Cypress Ln						2	Bayou Glen	CRC on corner	
Brook Meadow Dr/Green Meadow Dr			2				Meadow Park	wcr 2	
1509 Brook Meadow Dr					1	2	Meadow Park	CRC, Water main valve box sticking up 8'	
1601 Brook Meadow Dr	16	64					Meadow Park		
Page 1 Totals	613	2452	14	0	2				
Brook Meadow Dr/Brookside Dr			2				Meadow Park	wcr 2	
Brook Meadow Dr/Brookview Dr			1				Meadow Park	wcr 1	
Brookview Dr/Meadow Pk Dr			1				Meadow Park	wcr 1	
Meadow Pk Dr/Brookside Dr			2				Meadow Park	wcr 2	
Meadow Pk Dr/ Green Meadow Dr			2				Meadow Park	wcr 2	
9801 Brookside Dr						2	Meadow Park	CRC	
1902 Laura Ln						2	Blvd Estates	CRC	
1905 Laura Ln	10	40				2	Blvd Estates	CRC	
1910 Laura Ln	54	216				2	Blvd Estates	sloped to house, multiple cracks	
1913 Laura Ln	4	16				2	Blvd Estates		
1921 Laura Ln	74	296			1	2	Blvd Estates	Missing sw on fenced lot, v/b sticking up 12"	
1921 Laura Ln	10	40				2	Blvd Estates		
2014 Laura Ln	57	228				2	Blvd Estates		
2018 Laura Ln	13	52				2	Blvd Estates		
10330 N L St/Coupland St						1	Diamond C	81'x3' of existing sw broken up. Demo only, no replacement	
Mockingbird Ln/Thrush St	10	40	2				Meadow Crest	wcr 2	
Mockingbird Ln/Wren St			2				Meadow Crest	wcr 2	
9802 Wren St	18	72				1	Meadow Crest		
Mockingbird Ln/Sparrow St			2				Meadow Crest	wcr 2	
Mockingbird Ln/Cardinal St	47	188	2			2	Meadow Crest	wcr 2, both sides of intersection have sw replacement, 20' and 27'	
Mockingbird Ln/Bluebird St			2				Meadow Crest	wcr 2	
Mockingbird Ln/Robin St			2				Meadow Crest	wcr 2	
Mockingbird Ln/H St	15	60				1	Meadow Crest	busted up	
Glenpark Dr/Valley Brook Dr			3				Glen Meadows	wcr 3	
Ridgepark Dr/Ridgecrest Dr			1				Glen Meadows	wcr 1	

5234 Ridgecrest Dr	52	208				1	Glen Meadows	
5206 Ridgecrest Dr	16	64				1	Glen Meadows	cracked
Ridgepark Dr/Glenpark Dr			2				Glen Meadows	wcr 2
Valley Brook Dr/Ridgecrest Dr			4				Glen Meadows	wcr 4
Ridgecrest Dr/Ridge Valley Dr			1				Glen Meadows	wcr 1
Page 2 Totals	380	1520	31	0	1			
1102 Ridge Valley Dr	10	40				2	Glen Meadows	
1109 Ridge Valley Dr	9	38				2	Glen Meadows	
1110 Ridge Valley Dr	18	72				2	Glen Meadows	
Ridge Valley Dr/Glen Pk Dr			2				Glen Meadows	wcr 2
5110 Glenpark Dr	10	40				2	Glen Meadows	
Glenpark Dr/Glenmeadows Dr			2				Glen Meadows	wcr 2
1130 Glenmeadows Dr	10	40				2	Glen Meadows	
Glenmeadows Dr/Archway Ct			3				Glen Meadows	wcr 3
5106 Archway Ct	6	24				2	Glen Meadows	
5109 Archway Ct	10	40				2	Glen Meadows	
Archway Ct meets Park			3				Glen Meadows	wcr 3
5133 Archway Ct	20	80				1	Glen Meadows	
5125 Archway Ct	10	40				1	Glen Meadows	
5101 Archway Ct	20	80				2	Glen Meadows	sunken over dom water tie in
1101 Glenbay/Archway Ct	10	40				2	Glen Meadows	corner lot by new cedar fence
1102 Glenbay	10	40				2	Glen Meadows	
Glencrest Dr/Archway Ct			2				Glen Meadows	wcr 2
4926 Archway	10	40				2	Glen Meadows	
Archway Ct/Farrington			2				Glen Meadows	wcr 2
1105 Glencrest Dr	10	40				1	Glen Meadows	
Glenpark Dr/Glencrest Dr N/S			4				Glen Meadows	wcr 4
4902 Glenpark Dr	12	48	1			2	Glen Meadows	both sides of drive, ADA ramp 1
4910 Glenpark Dr	10	40				2	Glen Meadows	across street
4919 Glenpark Dr	10	40				2	Glen Meadows	
4938 Glenpark Dr	10	40				1	Glen Meadows	sunken
1122 Glencrest	10	40				1	Glen Meadows	
5025 Glenpark Dr	10	40				2	Glen Meadows	
5030 Glenpark Dr	10	40				1	Glen Meadows	
Ridgevalley Dr/Glenpark Dr			2			2	Glen Meadows	wcr 2
5109 Ridgevalley Dr	10	40					Glen Meadows	
1102 Ridge Valley Dr	10	40				1	Glen Meadows	at cedar fence
Page 3 Totals	255	1022	21	0	0			
1109 Ridge Valley Dr	10	40				2	Glen Meadows	
1110 Ridge Valley Dr	10	40				2	Glen Meadows	
5114 Glenpark Dr	10	40				1	Glen Meadows	sunken
Parkcrest Dr/Valley Brook Dr			2				Glen Meadows	wcr 2
5102 Parkcrest Dr	16	64	1			2	Glen Meadows	wcr 1 on corner
4929 Parkcrest Dr	20	80				1	Glen Meadows	
4930 Parkcrest Dr	6	24				2	Glen Meadows	
4925 Parkcrest Dr	8	32				2	Glen Meadows	
Farrington St/Parkcrest Dr	10	40	2			2	Glen Meadows	sunken, wcr 2
Farrington St/Glenview Dr			2				Glen Meadows	wcr 2
4905 Glenview Dr	10	40				1	Glen Meadows	
4930 Glenview Dr	25	100				1	Glen Meadows	
5005 Glenview Dr	10	40				2	Glen Meadows	
5110 Glenview Dr	20	80				2	Glen Meadows	
5013 Glenview Dr	20	80				2	Glen Meadows	
5033 Glenview Dr	27	108				2	Glen Meadows	
Glenmeadows Dr/Glenview Dr			4				Glen Meadows	wcr 4
5110 Glenview Dr	10	40				1	Glen Meadows	
5117 Glenview Dr	8	32				2	Glen Meadows	
Valleybrook Dr/Crestway						2	Glen Meadows	bottom of ramp to street needs rep

5217 Crestway Dr	40	160				1	Glen Meadows	both sides of drive
5125 Crestway Dr	20	80				2	Glen Meadows	
5013 Crestway Dr	25	100				2	Glen Meadows	sunken, holding water
5118 Valleyview Dr	10	40				2	Glen Meadows	
5126 Valleyview Dr	16	64				2	Glen Meadows	
5127 Valleyview Dr	30	120				2	Glen Meadows	
5226 Valleyview Dr	10	40				2	Glen Meadows	
Valleyview Dr/Valley Brook Dr			1				Glen Meadows	wcr 1
Meadow Pl Dr/Valley Brook Dr			2				Glen Meadows	wcr 2
5225 Meadow Pl Dr	4	16				1	Glen Meadows	
5118 Meadow Pl Dr	53	212					Glen Meadows	missing sw on fenced lot
Page 4 Totals	428	1712	14	0	0			

5034 Meadow Pl Dr	20	80				2	Glen Meadows	
5029 Meadow Pl Dr	10	40				2	Glen Meadows	
4921 Meadow Pl Dr	8	32				1	Glen Meadows	
4913 Meadow Pl Dr	20	80			1	2	Glen Meadows	lower valve box
Farrington St	10	40				1	Glen Meadows	between Crestway/Glenview
Farrington St	12	48				2	Glen Meadows	just north of Parkcrest
Glenmeadows	15	60				2	Glen Meadows	just south of Glenview, east side @ mh
Glenmeadows	10	40				2	Glen Meadows	just north of Valleyview, east side
Valley Brook Dr/Valley Brook Ct	20	80	3				Glen Meadows	wcr 3
5218 Valley Brook Ct	10	40				1	Glen Meadows	
*10840 Linwood	42	168					Fairmont East	HOT
*907 W. Main St.	64	256						Done Invoice #2
*City Parks	217	870						???
8802 Hedgestone Ct	40	160						HOT
Page 5 Totals	498	1994	3	0	1			
Grand Total	2174	8700	83	0	4	0		

REQUEST FOR CITY COUNCIL AGENDA

Agenda Date Requested: <u>June 27, 2016</u>
Requested By: <u>Alex Osmond, Golf Course Manager</u>
Department: <u>Golf Course</u>
Report: <input checked="" type="checkbox"/> Resolution: <input type="checkbox"/> Ordinance: <input type="checkbox"/>

<u>Amount Budgeted</u>
Source of Funds: <u>N/A</u>
Account Number: _____
Amount Budgeted: _____
Amount Requested: _____
Budgeted Item: <u>Yes</u>

Exhibits: Chris Foster's Proposal

Exhibits: _____

RFP #16507 for Golf Course Concessions was opened on April 26, 2016. The RFP was advertised in the Bay Area Observer, posted on the City's website and Public Purchase. Notifications were also sent to forty three local restaurants and caterers. One (1) proposal was received from Chris Foster. City Staff has reviewed Mr. Foster's experience, business plan and financials and have deemed Mr. Foster qualified to operate the golf course concession.

Mr. Foster is currently employed with the City as a part-time Golf Assistant and has a working knowledge of the golf course operations and how they correlate with the concessions. Mr. Foster also owned and operated a sandwich shop in La Porte from 2002 to 2009. If awarded, his focus will be to attract local businesses and residents with social media and marketing to increase tournament business and lunch sales. Mr. Foster has proposed to pay the City, the minimum fee of \$2,600.00 a month. The current operator of the concessions has offered to assist with transition and will offer support when needed. If awarded Mr. Foster would resign the position at the golf course prior to the start of the contract.

The contract will start October 1, 2016 for an initial four (4) year term with two (2) additional two (2) year options.

Action Required by Council:

Consider approval or other action to award a contract for Golf Course Concessions to Chris Foster.

Approved for City Council Agenda

Corby Alexander, City Manager

Date

April 26, 2016

City of La Porte
Chereff Daeumer, Purchasing Manager
604 W. Fairmont Parkway
La Porte, TX 77571

Re: Request for Proposal #16507 – Golf Course Concessions

Dear Ms. Daeumer,

Please accept this as letter as notice of my interest in the Request for Proposal #16507 Golf Course Concessions. As a qualified bidder, I appreciate the opportunity to present this bid for your consideration.

To quickly highlight my experience, my wife and I owned and operated a Quiznos in La Porte from 2002 to 2009. During that time, we were one of the 10 busiest locations in the Houston area market and with a sales increase by 30% in the first year of ownership. We served approximately 175-200 customers daily including catering to many surrounding businesses and plants in La Porte. Our location was open 7 days a week, from 11am-9pm and with a staff of 10 to 12 employees. We were responsible for all aspects of daily operations including fiscal and budgetary objectives, human resources, auditing, maintenance, inventory, quality control and conflict resolution. Quiznos business model was very structured and precise due to its' national exposure and provided us with an excellent opportunity to learn the restaurant business and operate efficiently. As franchise owners, we were able to take advantage of their structure and benefit from their resources, many of which we plan to duplicate at Bay Forest. Operationally, a franchise and private-owned restaurant run the same way but each owners' success is completely dependent on quality, service, and oversight. We were very successful and dedicated to our business and the customers and intend to operate with the same due diligence at Bay Forest.

I'm currently employed with the City of La Porte as a golf assistant and have working knowledge of all the golf course operations and how that correlates with the food services there. Prior to the transition and with a commitment from the current owner, I will work directly with him understanding his operations, labor, menu and inventory. This approach will help to ensure a smooth transition and help me plan appropriately for new strategies and training. With that said, my plan is not to disrupt the current operations but to make whatever changes are needed to the menu, services, facilities, and personnel. I've included a sample menu that is basically consistent with what's currently offered but can be updated quickly, seasonally, and dependent on sales. During the first year, the focus will be to attract local businesses and residents with social media and marketing to increase tournament business and lunch-time sales. All options will be considered regarding the business model and menu but with full respect to golf course operations and City of La Porte. I'm qualified and prepared to provide the TABC mixed beverage license prior to the transfer of ownership so there is no lapse in services as well as the required insurance coverage as noted in the bid package.

I'm experienced, hard-working, and fully committed to enhance the services at Bay Forest by providing high quality foods and beverages in a clean, friendly environment. Compliance standards in food services are very high and I'm dedicated to details related to cleanliness, food safety, and sanitation. My role will be as an owner/operator and I plan to be on the premises as often as possible and function as an employee and manage the business. I've included a sample business plan to outline more details of my proposal.

Sincerely,



Chris Foster
10905 Idlewood Ct.
La Porte, TX 77571
(h) 281-471-1101 (c) 713-703-2057
Foster84@att.net

Attachments

1. \$1000 Cashier's Check
2. Bid Execution / Sole Proprietor
3. Exhibit A - Pricing Proposal
4. Exhibit C - Conflict of Interest Questionnaire
5. Exhibit D - Local Bidder Preference Application
6. Exhibit E - References
7. Exhibit F - Operational Experience / Qualifications
8. Exhibit G - Questionnaire
9. Equipment List
10. Personal Income Statement
11. Business Plan
12. Sample Tournament Contract
13. Sample Menu



City of La Porte

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Purchasing Department

Cherell Daeumer, Purchasing Manager

8.4 Bid Execution By a Sole Proprietor

The undersigned, hereby acknowledges having received Solicitation Number #16507 containing a full set of Contract Documents, including but not limited to, 1) Requirements for Bidding and Instructions to Bidders, 2) Standard Terms and Conditions - General Conditions, 3) Special Conditions, 4) Contract Plans or Drawings (if applicable), 5) Detailed Specifications, 6) Proposal Pages, 7) Certifications and 8) Addenda Nos. (none unless indicated here)

and affirms that the sole proprietor shall be bound by all the terms and conditions contained in the Contract Documents regardless of whether a complete set thereof is attached to this proposal or bid, except only to the extent that the corporation has taken express written exception thereto in the sections of this solicitation designated for that purpose.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit this execution page on behalf of the Disclosing Party; (2) warrants that all certifications and statements contained in the execution pages are true, accurate and complete as of the date the execution page was submitted; and (3) further warrants that, as of the date of submission of this solicitation there have been no changes in circumstances since the date that the Execution page was submitted that would render any certification in the execution page false, inaccurate or incomplete.

Furthermore, the undersigned being duly sworn, deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other Bidder (proposer) or prospective Bidder (proposer) or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under which any act or omission in restraint of freedom of competition among Bidders (proposers) and has not disclosed to any person, firm or corporation the terms of this bid (proposal) or the price named herein. Proposals must be submitted with original signatures in the space provided. Proposals not properly signed will be rejected.

SIGNATURE OF PROPRIETOR:

(SIGNATURE)

DOING BUSINESS AS:

(Print or Type)

Business Address

10905 Idlewood Ct., La Porte, TX 77571

(Print or Type)

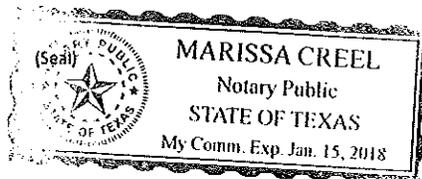
(Print or Type)

State of Texas County of Harris

This instrument was acknowledged before me on this 22 day of April, 2014 by Chris Foster as President (or other authorized officer) and as Secretary of (Partnership Name).

Notary Public Signature

Commission Expires: 01/15/2018





City of La Porte

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Purchasing Department

Cherell Daeumer, Purchasing Manager

Exhibit A Pricing Proposal to Request For Proposal #16507 -- Golf Course Concessions

NOTE: Please Itemize any other additional fees or charges. Any charges not included in this proposal will not be allowed. Attach additional sheet if necessary.

Proposed Concession Fee Payable to the City of La Porte (monthly) \$ 2600.00

The City of La Porte is exempt from taxes. DO NOT INCLUDE TAX IN BID

The undersigned certifies to comply with all instructions to bidders, attached specifications and other documents contained in this solicitation. Failure to comply may lead to termination of contract.

It is understood and agreed that the above described item, material, equipment and/or work shall carry the standard warranty of the manufacturer and be delivered on site in accordance with the attached specifications in _____ days after receipt of order.

Company Name: Chris Foster

Authorized Signer: Chris Foster (Printed Name)

Telephone No: 281-471-1101

Authorized Signer: [Handwritten Signature] (Signature)

E-mail: foster84@att.net



CITY OF LA PORTE
LOCAL BIDDER PREFERENCE APPLICATION

Sections 271.905 and 271.9051 of the Texas Local Government Code authorize a municipality to consider a vendor's location in the determination of a bid award if the lowest bid received is from a business outside the municipality and contracting with a local bidder would provide the best combination of price and other economic benefits to the municipality. The City of La Porte, Texas has determined that the allowable preference shall be applied to local vendor's bids for the purposes of evaluation when requested in writing by local bidder and when determined to be in the best interest of the City to do so. **This request form and any supporting documentation must be submitted with quote/bid in order to be considered by the City of La Porte, Texas.** Questions should be addressed to the Purchasing Department at 281-470-5126. Exclusions to the local preference include expenditures of \$25,000 or less, and those purchases which are: sole source, emergency, federally-funded, cooperative contracts, service contracts subject to the Professional Services Procurement Act, contracts awarded through request for proposals or qualifications, or via inter-local agreement.

Location Eligibility: Principal place of business in La Porte, Texas. Principal place of business is defined herein as a business that is headquartered in and has an established place of business in the incorporated limits of the City of La Porte, and from which a substantial role in the entity's performance of a commercially useful function or a substantial part of its operations is conducted. A location utilized as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed as a principal place of business.

1.

- (a) If yes, identify name of business/DBA, address and business structure: sole proprietorship, partnership, corporation or other.

Name of business/DBA: Chris Foster

Address: 10905 Idlewood Court

City: La Porte State: TX Zip: 77571

- Sole Proprietorship
 Partnership
 Corporation
 Other _____

- (b) Name and city of residence of owner(s) partners/corporate officers as applicable

Name: N/A

City: _____

2. General Business Information:

- (a) Year business established (La Porte location) N/A
(b) Most recent year property valuation (if owned); real and personal property \$ _____
(c) Is business current on all property, sales tax and utility bills at the time of this application? _____ (d)
Total number of current employees _____ and number of La Porte-resident employees _____

3. Economic Development benefits resulting from award of this contract: Retaining current employees

- (a) Number of additional jobs created _____ or retained for La Porte resident-employees _____
(b) Local subcontractor utilized, if applicable; name, location and contract value for each



City of La Porte

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Purchasing Department

Cherell Daeumor, Purchasing Manager

LOCAL BIDDER PREFERENCE APPLICATION, Continued

Name: Chris Foster

Address: 10905 Idlewood Ct., La Porte, TX 77571

Contract Value \$ 124,800 (\$2600 X 48 months)

(c) Other economic development benefit deemed pertinent by applicant

The undersigned does hereby affirm that the information supplied is true and correct as of the date hereof, under penalty of perjury.

City Bid No. /Quote for which the local preference is requested: _____

Chris Foster

4/26/2016

(Name of Bidder)

(Date)

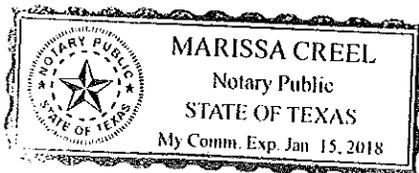
Chris Foster
(Signature)

Chris Foster
(Print Name)

THE STATE OF TEXAS §

COUNTY OF Harris §

Appeared before me the above-named Chris Foster, known to me to be the same, and swore that the information provided in response to the foregoing questions are true and correct to the best of his/her knowledge and belief, this 22 day of April, 2016.



Marissa Creel

NOTARY PUBLIC, STATE OF TEXAS

Printed Name: Marissa Creel

Commission Expires: 01/15/2018



City of La Porte

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Purchasing Department

Cherell Daeumer, Purchasing Manager

References:

Exhibit E

Please PRINT or TYPE here, the names, addresses and other contact information of persons in a management capacity where other similar work has been provided within the last five (5) years, or is currently being provided that may be willing to provide a reference and recommendation for your company. Failure to complete and submit this form may be cause to disqualify your proposal. References provided must be for similar events.

At least 2 of the 5 required references should be current and of a similar size and scope. Contractor shall also indicate the date services were performed and a brief description of the type of event, and any other pertinent information involved for each reference provided.

Company Name	Contact	Address	Telephone	E-mail
Quiznos Sub Corporation,		7595 Technology Way,	Denver, CO 80237	720-359-3300

Company Name	Contact	Address	Telephone	E-mail
Bob Mooney,	La Porte, TX 77571		832-661-9796	bulletbob50@aol.com

Company Name	Contact	Address	Telephone	E-mail
Kelly Garner,	La Porte, TX 77571		832-414-1776	garnerk@laportetx.gov

Company Name	Contact	Address	Telephone	E-mail
Stewart Staffa,	La Porte, TX 77571		832-317-9257	staffas@laportetx.gov

Company Name	Contact	Address	Telephone	E-mail
Greg Henning,	Tyler, TX		903-521-3798	henningg@laportetx.gov

Company Name	Contact	Address	Telephone	E-mail
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City of La Porte

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Purchasing Department

Cherell Daeumer, Purchasing Manager

Exhibit F

Operational Experience – Minimum of 3 required

Type of Operation:	Quiznos Sub Franchise
Owner Name, Address and Contact Info: (Including e-mail)	Chris Foster, 10905 Idlewood Ct., La Porte, TX 77571 foster84@att.net
Description of the services provided Including number of employees, hours of operation	Restaurant offering lunch, dinner and catering services (sandwiches, soups, salads). 10-12 employees, 11Am - 9pm, 7 days a week.
Start date and end date of relationship	2002-2009
Average number of patrons served daily	175 - 200
Reason for leaving	Sold the business

Type of Operation:	
Owner Name, Address and Contact Info: (Including e-mail)	
Description of the services provided Including number of employees, hours of operation	
Start date and end date of relationship	
Average number of patrons served daily	
Reason for leaving	

Continued next page



Exhibit G

Questionnaire

Answer the following questions as completely as possible. Use additional sheets, if necessary

1. How would you stimulate concession sales at Bay Forest Golf Course?

Offering menu updates, pre-ordering for golfers, fast-ready and fresh sandwiches (made to order). By providing well-trained staff ready for busy daily. I will be on-site daily for oversight as manager/employee of the business.

2. How would you propose to increase "on course" sales of food and beverages?

Offering well-trained, punctual cart personnel and propose to increase staff to accommodate busy golf days and tournaments. Provide flyers with menu items for patrons of the golf course.

3. How often should the menu change?

Main menu items that are popular with customers would rarely be changed. Optional items ie. soups, finger foods, salads can be changed based on high/low sales or seasonally. I intend to introduce new menu items in the future to include more casual dining options to attract more non-golf related lunch business.

4. How would you market concessions to entice tournament organizers to hold their event(s) at Bay Forest?

Use social media with Facebook, Twitter, and email. Reaching out to local businesses and companies with marketing materials for tournaments.

5. What is your plan and who is responsible for cleanliness, organization and presentation of the kitchen and serving area?

Training and specific job assignments for all staff. Food safety, compliance, cleanliness, and presentation was a very strict standard in my previous business. All personnel will be trained in food service procedures. My role would be an owner/operator so there would be routine, daily oversight to maintain the highest standards.

6. How do you manage fluctuations in sales (e.g., declining revenues due to bad weather, etc.)

Flexing personnel, and offering specials to drive business. Utilizing social media and marketing to drive non golf related lunch business.

Bay Forest Concessions – Equipment List

2008 – Hoshizaki Ice Machine (500# per day)

2016 – Thermatek Commercial Fryer (45#)

2008 – Vulcan Stove with grill, oven, and cooktop

2015 – Hoshizaki 48” Sandwich Prep Table

2015 – True 2 Door Merchandise Cooler

2015 – True 40” Beer & Beverage Cooler

2010 – Star Rotisserie Style Hot Dog Machine

2010 – Bunn 3 Pot Coffee Maker with hot water tap

2010 – Bunn 3 Gallon Ice Tea maker with 3 Dispensers

2012 – Amana Commercial Microwave

2012 – Waring Commercial 6 slice Toaster

2014 – Bakers Chef 8 Burner Gas Grill

2008 – Clubcar Café Express Beverage Cart

POS – Samsung er-5100

13 tables

38 chairs

Business Plan

Bay Forest Grill

Table of Contents

- 1.0 Summary
 - 1.1 Objective
 - 1.2 Principles

- 2.0 Description
 - 2.1 Ownership / Management
 - 2.2 Location and Facilities

- 3.0 Services
 - 3.1 Daily Operations
 - 3.2 Suppliers
 - 3.3 Controls
 - 3.4 Administrative Systems
 - 3.5 Future Services

- 4.0 Implementation
 - 4.1 Strengths / Weaknesses
 - 4.2 Advertising / Marketing

- 5.0 Financial Plan (this information is provided for noting the criteria the owner will use for operating the business)
 - 5.1 Initial Expenses / Start-up Costs
 - 5.2 Source of Use of Funds
 - 5.3 Break-even Analysis
 - 5.4 Projections – Profit /Loss, Cash Flow, Balance Sheet
 - 5.5 Business Ratios
 - 5.6 Projected Sales

1.0 Summary

Bay Forest Grill is a snack/bar and that provides foods and beverages (alcoholic and non-alcoholic) at Bay Forest Golf Course. It features a grill menu with breakfast, lunch and dinner options including snacks, made to order breakfasts, sandwiches, burgers, and sides. The tournament menu features BBQ plate options and the traditional menu options. The beverage selection ranges from all the traditional fountain drinks as well as beer and a full service bar for mixed beverages. There is a beverage cart (Clubcar) that is made available during weekends and tournaments for serving patrons on the golf course. It consists of a kitchen area, dining area with tables and chairs, restrooms, and an outdoor patio area. The equipment and inventory will be purchased from the existing owner and will remain after the transition. Additional equipment will be purchased as the menu options expand or as needed for sales.

Bay Forest Grill will be owned and operated by Chris Foster of La Porte, TX. The hours of operation will be 6:30am and will remain open until 1 hour after the final round of golf is completed, 7 days per week, weather permitting.

Sales projections are made based on the current average golf rounds in 2015 and tournaments with average number of players between 32 and 140 participating.

1.1 Objective

- To offer breakfast, lunch and dinner menu to all patrons on the golf course consistent with high quality restaurants.
- To serve the best quality and freshest foods at a fair price with great service.
- To provide our customers and staff with a positive experience and friendly atmosphere.
- To manage sales/budget ratios in order to profit from the business enough to expand the customer base and menu in the future.

1.2 Principles

- Atmosphere - Create a positive atmosphere for all customers
- Respect – Treat all customers, vendors, and staff with utmost respect.
- Quality – Serve the best quality and freshest foods.
- Service – Provide a positive and friendly experience with good food and great service to garner repeat business.

2.0 Description

2.1 The grill will be owned, operated, and managed by Chris Foster of La Porte, TX and organized as a sole proprietorship dba Bay Forest Grill. The owner has 7 years of previous experience owning and operating a fast food restaurant (Quiznos Franchise) in La Porte, TX. The owner intends to oversee day to day operations including managing the business to help with profit margin.

- 2.2 Bay Forest Grill is located at 201 Bay Forest Drive in La Porte, TX 77571 within the Bay Forest Golf Course Clubhouse owned by the City of La Porte. La Porte is a suburb of Houston with nearby cities of Pasadena, Baytown, and Seabrook, TX. The population is approximately 35,000 with a several large scale employers and an industrial complex within a 10 mile radius. The facilities include a kitchen area, indoor dining area (seating for 50), and outdoor patio area (seating for 48).

3.0 Services

- 3.1 Operations - The grill will be open 7 days a week serving breakfast and lunch/dinner and will retain the current number of employees including the owner for additional staffing. The staffing model will consist of food certified employees providing full service coverage during all open hours. Schedules will be adjusted to allow for increases or decreases based on sales volume to maintain labor costs controls. During tournaments and weekends, additional staffing will be provided as needed to operate timely and effectively.

Daily operations will consist of preparation of make station food items, receiving customer orders and payments, preparing orders, servicing and cleaning dining areas, final clean up and pre-prep for the following day. Operational checklists will be provided and required daily. All staff will be cross-trained in all areas for better service. The owner will be responsible for supply ordering and maintaining the inventory.

- 3.2 Suppliers - The current suppliers will be maintained until pricing comparisons are completed after start-up. The current suppliers are providing good pricing and deliveries. The current owner is also purchasing top quality products which will remain the same.
- 3.3 Controls - The owner will implement sound management procedures to control costs and ensure product quality and service. An order guide / inventory listing will be maintained by the owner to track levels of inventory and product waste. A monthly inventory count will also be completed for profit and loss reports. Product tracking and sales can be compared for changing menu items as needed. Prep checklists can be provided to the employees to help manage usage and waste. Liquor costs can be managed with better techniques and training.
- 3.4 Administrative Systems – POS system software currently in place will track sales tickets with cash and credit cards and compared to daily deposits. The owner will retain all ticket receipts and complete a weekly cost report analysis to track profit and loss. Monthly reports will be generated with the owners accounting software to track all sales and revenues, profits, losses, expenses, inventory and payroll. Payroll systems will be managed by the accounting software and payroll check issued bi-monthly by the owner.

staffing/employees for better service. Create a Facebook page and use social media to reach out to more customers with daily updates and specials. Reach out to local businesses/plants about our services and tournaments.

4.0 Implementation

4.1 Strengths – The grill is a prime location since it has an existing and repeat customer base that visit the golf course. The current owner is willing to assist with the transition and offer support when needed. There is a good relationship with the current vendors and no changes will be required. Most utilities are paid by the City of La Porte. They are also responsible for repair and periodic maintenance of the range hood duct work, exhaust, fan hoods, hood fire suppression system, and kitchen make-up air ductwork. With the owners' previous experience, he is confident with all aspects of managing and operating the restaurant so very little training will be needed. He is currently employed with the City of La Porte and knows the golf operations and customer base and how that all correlates food services on site. Financially, the business is sound and operating at a profit. Social media efforts and light marketing can have an immediate impact on sales since this is not offered at this time. Bay Forest Golf Course is a reputable golf course in the bay area and offers a built in business for the grill.

Weaknesses – Employee turnover is always a concern in the restaurant business. While no major purchases are anticipated, the existing inventory and equipment will be out of pocket and will offset profits during the first year. Additional minor purchases will be required for small equipment, licenses, food certifications, software, and marketing materials.

4.2 Advertising / Marketing – The owner will keep up with industry trends that include social media will be used immediately to expose more customers to the grill and services. The menu, map, hours of operation, and golf updates on the Facebook page. Email and marketing materials may be used to attract the local businesses to the golf course and grill for tournaments and dining.

5.0 Financial Plan – This information is provided for noting the criteria the owner will use for operating the business.

- 5.1 Initial Expenses / Startup Costs
- 5.2 Source of Use of Funds
- 5.3 Break-even Analysis
- 5.4 Projections – Profit /Loss, Cash Flow, Balance Sheet
- 5.5 Business Ratios
- 5.6 Projected Sales

Notes

Initial Expenses / Start Up	
Equipment & Inventory	\$ 5,000.00
Licensing TABC	\$ 7,700.00
Miscellaneous	\$ 5,000.00
Total	\$ 17,700.00

2016 = \$5,000. 2017 = \$5,000

Includes insurance, minor purchases, etc.

Source is personal investment (Inc.with reviewed financials)

Projected Sales (10/2016-10/2017) - Sales numbers derived from current operations at Bay Forest Concessions	
Sales Estimates	\$ 200,000.00
Total	\$ 200,000.00

Projected Expenses (10/2016-10/2017) - Expenses are derived from current operations at Bay Forest Concessions	
Includes all estimated fixed expenses	\$ 48,651.00
Includes all estimated variable expenses (and costs of go	\$ 102,264.00
Total	\$ 150,915.00

Break Even (calculations derived by acct. software by using the sales and expenses listed above.	
Break Even per year	\$ 101,105.00

This is the amount necessary for use toward fixed expenses

Projected Profit / Loss	
Projected sales less start up & expenses	\$ 31,385.00
Total	\$ 31,385.00

Profit 1st year less (start up costs)

Bay Forest Grill Reservation and Agreement

Bay Forest Golf Course
 201 Bay Forest Drive
 La Porte, TX 77571
 281-470-0809 (office)

Tournament Date _____ Name of Group _____

Starting Time _____ Type of Start _____

Number of Players _____ Price per Person _____ Int. _____

Tournament Chairman _____ Work Phone _____

Email _____ Home Phone _____

A \$200.00 deposit is required for all outings.

Tournament Menu

All meals served with tea

_____	Sack Lunches – Sandwich, chips, banana, chips.....	\$5.95
_____	Burgers – ½ lb.w/chips.....	\$6.95
_____	Burger Plates – ½ lb. w/potato salad, beans or slaw.....	\$7.95
_____	BBQ Plates – Brisket, sausage, potato salad, beans, pickles, onions.....	\$8.95
_____	Cold Cut Buffet – deli meats, cheese, lettuce, tomatoes, pickles, onions, chips.....	\$6.95
_____	Beer...\$2.75 _____ Soda....\$1.50 _____ Gatorade...\$2.50 _____ Bottled Water...\$2.00	

Comments:

All food and beverages consumed on the premises must be purchased from Bay Forest Golf Course. Coolers are provided.

Organizations using private catering or donated meals/food will be subject to a corkage fee of \$3.00 per player.

Bay Forest Grill must be notified 10 days prior to the tournament date with an exact number of players and menu selection.

Payment in full will be required within 5 business days of tournament completion.

Menu prices do not include tax or gratuity.

By signing this document, I agree to the terms and conditions required by Bay Forest Concessions.

 Tournament Chairman Signature

 Date Signed

 Bay Forest Grill Management

 Date Signed

Bay Forest Grill

Grab-n-Go

Chips.....	\$1.00	Protein Packs.....	\$2.75
Crackers.....	\$1.00	Beef Jerky.....	\$3.00
Granola Bars.....	\$2.00	Candy Bars.....	\$2.00
Hummus w/Pita Chips.....	\$4.00	5-Hour Energy.....	\$2.00

Beer Menu

Domestic Beers.....	\$2.75
6-pack.....	\$14.00
Imported Beers.....	\$3.25
6-Pack.....	\$18.00

Bar Menu

Wine by the glass.....	\$3.50
Zinfandel, Chardonnay, Pinot Noir, Merlot	
Top Shelf Mixed Drinks.....	\$7.00
Grey Goose, Crown Royal, Patron, Tanqueray	
Mixed Drinks.....	\$6.00
Margaritas.....	\$7.00

Tournament Menu

All meals served with tea

Sack Lunches – Sandwich, chips, banana, chips.....	\$5.95
Burgers – ½ lb.w/chips.....	\$6.95
Burger Plates – ½ lb. w/potato salad, beans or slaw.....	\$7.95
BBQ Plates – Brisket, sausage, potato salad, beans, pickles, onions.....	\$8.95
Cold Cut Buffet – deli meats, cheese, lettuce, tomatoes, pickles, onions, chips...\$6.95	
Beer...\$2.75 Soda...\$2.50 Gatorade...\$2.50 Bottled Water...\$2.00	

For more options and additional information,
contact Chris Foster at 713-703-2057.

Bay Forest Grill

Breakfast

Classic - Two Eggs, choice of bacon, sausage, or ham, toast or biscuit, gravy.....	\$4.00
Biscuit Sandwich - Egg, bacon or sausage, cheese.....	\$3.50
Burrito - Eggs, bacon or sausage, cheese, onions.....	\$3.50

Made to order

Eggs.....	60¢
Bacon, Ham, Sausage.....	\$1.50
Biscuit or Toast.....	75¢
Gravy.....	50¢
Juice, Milk, Coffee.....	\$1.25

Lunch

Sandwiches

Classic Clubhouse.....	\$5.95
Grilled Cheese.....	\$3.50
Add ham.....	\$4.25
Turkey Reuben.....	\$5.95
BLT.....	\$5.95
Hot Roast Beef + Cheddar on hoagie.....	\$5.50
Chicken / Tuna Salad.....	\$4.25
Breaded Chicken.....	\$5.50

Made to Order Sandwiches

Regular sandwiches (4 oz. w/cheese)...\$3.75

 Deli meats - turkey, ham, roast beef

 Cheeses - cheddar, swiss, pepper jack, mozzarella

 Breads - white, wheat, rye, hoagie, croissant

 Toppings - lettuce, tomato, onion, pickles, jalapenos,
 olives, pepper rings, cucumbers

 Dressings - mayo, ranch, mustard, spicy mustard,
 honey mustard, Italian,
 thousand Island

Salad

Large Club - greens, turkey, bacon, tomatoes,
onions, cheese, olives, cucumber...\$5.50

Burgers + Dogs

Bay Forest Burger.....	\$6.00
Mushroom + Swiss Burger.....	\$6.50
Jalapeno Jack Burger.....	\$6.50
Pulled Pork Sandwich.....	\$6.50
Hot Dog.....	\$3.50
Chili Cheese Dog.....	\$4.25

Fries + Sides

French Fries.....	\$3.00
Loaded Fries.....	\$4.00
Onion Rings.....	\$3.00
Chips.....	\$1.00
Cole Slaw.....	\$1.50
Tossed Salad.....	\$2.50

Baskets

Chicken Tenders w/fries.....	\$5.50
Steak Fingers w/fries.....	\$5.50

Add ons

Add cheese.....	50¢
Add bacon.....	\$1.50
Add Fries (w/any sandwich, burger).....	\$1.00

Drinks

Small fountain.....	\$1.50	Bottled water.....	\$2.00
Large fountain.....	\$2.50	Bottled Sodas.....	\$2.50
Ice Tea.....	\$1.75	Gatorade / Power Aides.....	\$2.50

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 27, 2016</u>	<u>Appropriation</u>
Requested By: <u>Donald Ladd</u>	
Department: <u>Fire</u>	Source of Funds: <u>N/A</u>
Report: <input checked="" type="checkbox"/> Resolution: _____ Ordinance: _____	Account Number: _____
Exhibits: <u>Fire Control District Budget 2016-2017</u>	Amount Budgeted: _____
Exhibits: _____	Amount Requested: _____
Exhibits: _____	Budgeted Item: YES No

SUMMARY & RECOMMENDATION

The continuation of the Fire Control, Prevention, and Emergency Medical Services District (LPFCPEMSD) was passed after a city-wide vote during elections in May of 2016. The mission for the District is to provide the community with the most efficient and progressive Fire Prevention, Protection, and Emergency Medical Services possible in an effective and responsible manner. This mission is accomplished by providing the best possible training, updated equipment, and protocols for the personnel that respond. LPFCPEMSD will incorporate strategies to help the Fire and Emergency Medical Services Departments accomplish its mission.

The LPFCPEMSD Board has established the budget, held a public hearing and approved the budget during the June 23, 2016 meeting. The next step in the process is for the budget approved by the Board be presented to Council in a public hearing format. Council will then approve or decline to approve the budget as presented.

The budget exhibit that is attached is the same as what was presented to the Board. However, due to the timing of the Board's public hearing, should the Board make any changes, staff will provide an updated budget to the Council that reflects those changes. Staff is recommending Council approval of the LPFCPEMSD budget as passed by the Board.

Action Required by Council:

Consider approval or other action of the La Porte Fire Control, Prevention, and Emergency Medical Services District budget for the fiscal year beginning October 1, 2016, as approved by the Board of Directors of the District at its meeting of June 23, 2016.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 50 FIRE PREVENTION						
034-5050-522.10-10	REGULAR EARNINGS	0	0	0	0	0
034-5050-522.10-20	OVERTIME	0	0	0	0	0
034-5050-522.10-30	CERTIFICATION	0	0	0	0	0
034-5050-522.10-35	LONGEVITY	0	0	0	0	0
034-5050-522.10-40	CLOTHING ALLOWANCE	0	0	0	0	0
034-5050-522.10-44	CLEANING ALLOWANCE	0	0	0	0	0
034-5050-522.10-46	PHYSICAL FITNESS ALLOWANCE	0	0	0	0	0
034-5050-522.10-50	WC LOSS TIME	0	0	0	0	0
034-5050-522.10-60	FICA	0	0	0	0	0
034-5050-522.10-65	RETIREMENT	0	0	0	0	0
034-5050-522.10-67	PARS - RETIREMENT	0	0	0	0	0
034-5050-522.10-70	WORKERS COMPENSATION	0	0	0	0	0
034-5050-522.10-80	INSURANCE - MEDICAL	0	0	0	0	0
034-5050-522.10-81	INSURANCE - LIFE	0	0	0	0	0
034-5050-522.10-90	OTHER BENEFITS	0	0	0	0	0
034-5050-522.10-99	ATTENTION	0	0	0	0	0
034-5050-522.20-01	OFFICE	0	0	0	0	0
034-5050-522.20-02	POSTAGE	0	0	0	0	0
034-5050-522.20-03	PROTECTIVE CLOTHING	1,143	895	2,000	0	2,500
LEVEL	TEXT					
17DI	PROTECTIVE CLOTHING					2,500
	*BOOTS, GLOVES, SAFETY GLASSES, VESTS, UNIFORM					2,500
034-5050-522.20-04	GAS AND OIL	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 50 FIRE PREVENTION						
034-5050-522.20-05	MINOR TOOLS	0	0	0	0	0
034-5050-522.20-06	CLEANING	0	0	0	0	0
034-5050-522.20-07	CHEMICALS	0	0	0	0	0
034-5050-522.20-08	EDUCATIONAL	0	0	0	0	0
034-5050-522.20-14	FREIGHT	0	0	0	0	0
034-5050-522.20-15	OTHER SUPPLIES	0	0	0	0	0
034-5050-522.20-18	COMPUTER SUPPLIES	0	0	0	0	0
034-5050-522.20-90	MACHINERY/ TOOLS/ EQUIPMENT	0	0	0	0	0
034-5050-522.20-91	OFFICE FURNITURE/ EQUIPMENT	0	0	0	0	0
034-5050-522.20-93	COMPUTER EQUIPMENT	0	0	0	0	0
034-5050-522.30-01	MEMBERS & SUBSCRIPTIONS	0	0	0	0	0
034-5050-522.30-20	TRAINING/ SEMINARS	30-	1,608	5,200	0	5,200
LEVEL	TEXT		TEXT	AMT		
17DI	NFPA CONFERENCE			2,800		
	TEXAS ARSON CONFERENCE			1,500		
	STATE FM CONFERENCE			900		
				5,200		
034-5050-522.40-01	OFFICE EQUIPMENT	0	0	0	0	0
034-5050-522.40-02	MACHINERY/ TOOLS/ EQUIPMENT	0	0	0	0	0
034-5050-522.40-03	RADIOS/ BASE STATIONS	0	0	0	0	0
034-5050-522.40-06	HEATING & A/C EQUIPMENT	0	0	0	0	0
034-5050-522.40-11	BUILDING	0	0	0	0	0
034-5050-522.40-19	RENTAL OF EQUIPMENT	0	0	0	0	0
034-5050-522.40-20	MOTOR POOL: LEASE FEES	3,852	5,271	9,876	0	6,744

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 50 FIRE PREVENTION						
LEVEL	TEXT		TEXT			
17DI	LEASE FEES		AMT			
			6,744			
			6,744			
034-5050-522.40-22	RENT: BUILDING/ LAND	0	0	0	0	0
034-5050-522.40-30	VEHICLE MAINT: FLEET MAINT	0	0	0	0	0
034-5050-522.40-31	OTHER VEHICLE MAINTENANCE	0	0	0	0	0
034-5050-522.40-55	COMPUTER SOFTWARE	0	0	0	0	0
034-5050-522.40-60	TECHNOLOGY LEASE FEES	0	0	0	0	0
034-5050-522.40-65	COMPUTER MAINTENANCE FEES	0	0	0	0	0
034-5050-522.50-01	ACCOUNTING	0	5,000	0	0	0
034-5050-522.50-05	PERSONNEL SERVICES	0	0	0	0	0
034-5050-522.50-07	OTHER PROFESSIONAL SERVICE	0	0	0	0	0
034-5050-522.60-02	PRINTING & REPRODUCTION	0	0	0	0	0
034-5050-522.60-05	ADVERTISING	0	0	0	0	0
034-5050-522.60-06	MISCELLANEOUS	0	0	0	0	0
034-5050-522.60-07	INSURANCE	0	0	0	0	0
034-5050-522.60-10	JANITORIAL SERVICES	0	0	0	0	0
034-5050-522.70-01	ELECTRICAL	0	0	0	0	0
034-5050-522.70-02	NATURAL GAS	0	0	0	0	0
034-5050-522.70-03	TELEPHONE	0	0	0	0	0
034-5050-522.70-04	WATER	0	0	0	0	0
034-5050-522.80-02	BUILDING IMPROVEMENTS	0	0	0	0	0
034-5050-522.80-11	OFFICE EQUIP/ FURNITURE	0	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 50 FIRE PREVENTION						
034-5050-522.80-21	MACH/ TOOLS & EQUIPMENT	0	0	0	0	0
034-5050-522.80-23	COMPUTER HARDWARE/ SOFTWARE	0	0	0	0	0
034-5050-522.80-50	MOTOR VEHICLES	0	0	0	0	0
034-5050-522.99-97	REQ FOR SPECIAL PROGRAMS	0	0	0	0	0
034-5050-522.99-98	REQUEST FOR UPGRADE(S)	0	0	0	0	0
034-5050-522.99-99	REQUEST FOR NEW POSITION	0	0	0	0	0
* FIRE PREVENTION		4,965	12,774	17,076	0	14,444

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 51 FIRE SUPPRESSION						
034-5051-522.10-10	REGULAR EARNINGS	67,008	71,070	72,068	71,312	74,389
034-5051-522.10-20	OVERTIME	0	0	0	0	0
034-5051-522.10-30	CERTIFICATION	1,034	0	0	0	0
034-5051-522.10-35	LONGEVITY	532	580	628	628	648
034-5051-522.10-44	CLEANING ALLOWANCE	241	241	241	238	241
034-5051-522.10-46	PHYSICAL FITNESS ALLOWANCE	0	0	0	0	0
034-5051-522.10-50	WC LOSS TIME	0	0	0	0	0
034-5051-522.10-60	FICA	4,928	5,355	5,434	5,402	5,611
034-5051-522.10-65	RETIREMENT	11,369	11,845	11,772	11,657	11,792
034-5051-522.10-66	VOL FIREMEN RETIREMENT	0	0	0	0	0
034-5051-522.10-67	PARS - RETIREMENT	0	0	0	0	0
034-5051-522.10-70	WORKERS COMPENSATION	0	0	0	0	0
034-5051-522.10-80	INSURANCE - MEDICAL	10,422	10,422	10,422	10,422	10,422
034-5051-522.10-81	INSURANCE - LIFE	36	36	36	36	36
034-5051-522.10-90	OTHER BENEFITS	0	0	0	0	0
034-5051-522.20-01	OFFICE	0	0	0	0	0
034-5051-522.20-02	POSTAGE	0	0	0	0	0
034-5051-522.20-03	PROTECTIVE CLOTHING	43,333	36,503	50,250	48,000	47,350

LEVEL	TEXT	TEXT AMT
17DI	BUNKER GEAR AND ADDTL PPE	32,000
	UNIFORMS PAID AND VOLUNTEER	5,850
	WRI STLET GLOVES	2,400
	HONOR GUARD UNIFORMS	2,100
	REPLACEMENT HOODS	2,000
	REPLACEMENT HELMETS	3,000
		47,350

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 51 FIRE SUPPRESSION						
034-5051-522.20-04	GAS AND OIL	0	0	0	0	0
034-5051-522.20-05	MINOR TOOLS	0	0	0	0	0
034-5051-522.20-06	CLEANING	0	0	0	0	0
034-5051-522.20-07	CHEMICALS	2,844	3,051	5,000	4,100	5,000
LEVEL	TEXT		TEXT AMT			
17DI	ANTI BACTERIAL WASH X5		1,500			
	SMOKE MACHINE FLUID		1,500			
	WEED KILLER AND FERTILIZER		500			
	FOAM		1,500			
			5,000			
034-5051-522.20-08	EDUCATIONAL	0	0	0	0	0
034-5051-522.20-09	MEDICAL	2,507	6,211	7,400	5,000	7,400
034-5051-522.20-14	FREIGHT	0	0	0	0	0
034-5051-522.20-15	OTHER SUPPLIES	27	0	0	0	0
034-5051-522.20-18	COMPUTER SUPPLIES	0	0	0	0	0
034-5051-522.20-19	TRAINING FIELD SUPPLIES	9,231	105,633	16,500	15,000	7,250
LEVEL	TEXT		TEXT AMT			
17DI	WOOD FOR CEILINGS, PROP		2,500			
	MOWER AND LAWN EQUIPMENT		650			
	FLOOR MAINT		1,500			
	METAL FOR NEW RACKS		800			
	A/C PARTS AND SERVICE		1,000			
	WELDING SUPPLIES		800			
			7,250			
034-5051-522.20-90	MACHINERY/ TOOLS/ EQUIPMENT	44,865	31,855	12,300	12,000	12,100
LEVEL	TEXT		TEXT AMT			
17DI	NOZZLES		4,500			
	HIGH RISE PACKS		3,300			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034	EMERGENCY SERVICES DIST					
DEPT 50	EMERGENCY SERVICES					
DI V 51	FIRE SUPPRESSION					
	DECK GUN TOPS		3,500			
	MISC PARTS		800			
			12,100			
034-5051-522.20-91	OFFICE FURNITURE/EQUIPMENT	2,182	1,175	0	0	0
034-5051-522.20-93	COMPUTER EQUIPMENT	31,018	0	0	0	0
034-5051-522.30-01	MEMBERS & SUBSCRIPTIONS	0	0	0	0	0
034-5051-522.30-20	TRAINING/SEMINARS	19,294	24,967	27,500	25,000	27,900
LEVEL	TEXT		TEXT	AMT		
17DI	I AFC (FRI)			4,200		
	FDIC			6,000		
	RESCUE SCHOOLS			3,800		
	TAMU MUNICIPAL WEEK			4,500		
	HARRIS CO FIELD DAY			6,000		
	PAID EDUCATION TRAINING			2,000		
	ONLINE TRAINING			1,400		
				27,900		
034-5051-522.40-01	OFFICE EQUIPMENT	0	0	0	0	0
034-5051-522.40-02	MACHINERY/TOOLS/EQUIP	32,488	31,505	55,417	50,000	48,800
LEVEL	TEXT		TEXT	AMT		
17DI	REPLACEMENT PAGERS			8,000		
	FIRE HOSE			8,500		
	SCBA TEST AND REPAIR			4,300		
	LADDER TEST			6,500		
	FIRE ALARM INSPECTION			2,000		
	HOSE TEST			9,000		
	FIRE TRUCK SERVICE			8,000		
	HYDRAULIC RESCUE TOOL TEST			2,500		
				48,800		
034-5051-522.40-03	RADIOS/BASE STATIONS	0	34	0	0	0
034-5051-522.40-06	HEATING & A/C EQUIPMENT	0	0	0	0	0
034-5051-522.40-08	PUMPS/MOTORS	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 51 FIRE SUPPRESSION						
034-5051-522.40-11	BUILDING	16,485	0	0	0	0
034-5051-522.40-19	RENTAL OF EQUIPMENT	0	0	0	0	0
034-5051-522.40-20	MOTOR POOL: LEASE FEES	280,045	299,283	396,428	396,428	431,148
LEVEL 17DI	TEXT LEASE FEES		TEXT AMT 431,148 431,148			
034-5051-522.40-30	VEHICLE MAINT: FLEET MAINT	0	0	0	0	0
034-5051-522.40-31	OTHER VEHICLE MAINTENANCE	0	0	0	0	0
034-5051-522.40-50	COMPUTER HARDWARE	0	0	0	0	0
034-5051-522.40-55	COMPUTER SOFTWARE	0	0	7,500	0	0
034-5051-522.40-60	TECHNOLOGY LEASE FEES	0	0	0	0	0
034-5051-522.40-65	COMPUTER MAINTENANCE FEES	0	0	0	0	0
034-5051-522.50-01	ACCOUNTING	0	0	5,000	5,000	0
034-5051-522.50-05	PERSONNEL SERVICES	0	0	0	0	0
034-5051-522.50-06	FISCAL SERVICES	362	0	0	0	0
034-5051-522.50-07	OTHER PROFESSIONAL SERVICES	0	0	0	0	0
034-5051-522.60-01	UNIFORM/TOWEL CLEANING	0	0	0	0	0
034-5051-522.60-02	PRINTING & REPRODUCTION	0	0	0	0	0
034-5051-522.60-05	ADVERTISING	0	0	0	0	0
034-5051-522.60-07	INSURANCE	0	0	0	0	0
034-5051-522.60-10	JANITORIAL SERVICES	0	0	0	0	0
034-5051-522.70-01	ELECTRICAL	0	0	0	0	0
034-5051-522.70-02	NATURAL GAS	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034	EMERGENCY SERVICES DIST					
DEPT 50	EMERGENCY SERVICES					
DIV 51	FIRE SUPPRESSION					
034-5051-522.70-03	TELEPHONE	0	0	0	0	0
034-5051-522.70-04	WATER	0	0	0	0	0
034-5051-522.80-02	BUILDING IMPROVEMENTS	0	0	0	0	0
034-5051-522.80-11	OFFICE EQUIP/FURNITURE	0	0	0	0	0
034-5051-522.80-21	MACH/TOOLS & EQUIPMENT	23,864	33,743	396,000	0	75,000

LEVEL	TEXT	TEXT AMT
17DI	REPLACEMENT TIC	
	ESCAPE PACK	10,000
	RESCUE BOATS	25,000
	COMMUNICATIONS	40,000
		75,000

034-5051-522.80-23	COMPUTER HARDWARE/ SOFTWARE	0	0	0	0	0
034-5051-522.80-29	PAVING	0	0	0	0	0
034-5051-522.80-32	LAND IMPROVEMENTS	0	0	0	0	0
034-5051-522.80-50	MOTOR VEHICLES	0	0	0	0	0
034-5051-522.99-97	REQ FOR SPECIAL PROGRAMS	0	0	1,138	0	1,165

LEVEL	TEXT	TEXT AMT
17DI	3% MERIT	1,165
		1,165

034-5051-522.99-98	REQUEST FOR UPGRADE(S)	0	0	0	0	0
034-5051-522.99-99	REQUEST FOR NEW POSITION	0	0	0	0	0

* FIRE SUPPRESSION	604,115	673,509	1,081,034	660,223	766,252
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034	EMERGENCY SERVICES DIST					
DEPT 50	EMERGENCY SERVICES					
DIV 59	EMS					
034-5059-522.10-10	REGULAR EARNINGS	0	0	0	0	0
034-5059-522.10-13	AUTOMATIC OVERTIME	0	0	0	0	0
034-5059-522.10-15	RELIEF	0	0	0	0	0
034-5059-522.10-20	OVERTIME	0	0	0	0	0
034-5059-522.10-30	CERTIFICATION	0	0	0	0	0
034-5059-522.10-35	LONGEVITY	0	0	0	0	0
034-5059-522.10-44	CLEANING ALLOWANCE	0	0	0	0	0
034-5059-522.10-46	PHYSICAL FITNESS ALLOWANC	0	0	0	0	0
034-5059-522.10-50	WC LOSS TIME	0	0	0	0	0
034-5059-522.10-60	FICA	0	0	0	0	0
034-5059-522.10-65	RETIREMENT	0	0	0	0	0
034-5059-522.10-67	PARS - RETIREMENT	0	0	0	0	0
034-5059-522.10-70	WORKERS COMPENSATION	0	0	0	0	0
034-5059-522.10-80	INSURANCE - MEDICAL	0	0	0	0	0
034-5059-522.10-81	INSURANCE - LIFE	0	0	0	0	0
034-5059-522.10-90	OTHER BENEFITS	0	0	0	0	0
034-5059-522.10-99	ATTRITION	0	0	0	0	0
034-5059-522.20-01	OFFICE	0	0	0	0	0
034-5059-522.20-02	POSTAGE	0	0	0	0	0
034-5059-522.20-03	PROTECTIVE CLOTHING	18,362	17,182	20,000	20,000	20,000

LEVEL
16ES

TEXT
CURRENTLY 49% EXPENDED WITH 58% YEAR LAPSED.
ACCOUNT APPEARS TO BE TRACKING CONSISTENTLY WITH
BUDGETED EMS NEEDS FOR FY2015-16.

TEXT AMT
20,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034	EMERGENCY SERVICES DIST					
DEPT 50	EMERGENCY SERVICES					
DIV 59	EMS		20,000			
LEVEL 17DI	TEXT NO CHANGE REQUESTED FROM FY2015-16 BUDGET PERIOD. GENERAL EXPENDITURES INCLUDE REGULAR DUTY UNIFORMS AND SPECIALTY UNIFORMS (SUMMER, BIKE TEAM, TACTICAL MEDIC, ETC) TO INCLUDE BADGES, NAME TAGS, DUTY BELTS, RAIN COATS, HELMETS, ETC.		20,000			
			20,000			
034-5059-522.20-04	GAS AND OIL	0	0	0	0	0
034-5059-522.20-05	MINOR TOOLS	0	0	0	0	0
034-5059-522.20-06	CLEANING	0	0	0	0	0
034-5059-522.20-07	CHEMICALS	0	0	0	0	0
034-5059-522.20-08	EDUCATIONAL	0	0	0	0	0
034-5059-522.20-15	OTHER SUPPLIES	0	0	0	0	0
034-5059-522.20-18	COMPUTER SUPPLIES	0	0	0	0	0
034-5059-522.20-50	SAFETY	0	37,102	0	0	0
034-5059-522.20-55	EMS DRUGS AND SUPPLIES	0	0	0	0	0
034-5059-522.20-90	MACHINERY/ TOOLS/ EQUIPMENT	38,360	0	0	0	0
034-5059-522.20-91	OFFICE FURNITURE/ EQUIPMENT	0	986	0	0	0
034-5059-522.20-93	COMPUTER EQUIPMENT	0	3,000	0	0	0
034-5059-522.30-01	MEMBERS & SUBSCRIPTIONS	0	0	0	0	0
034-5059-522.30-20	TRAINING/ SEMINARS	10,154	15,692	15,380	15,380	15,380
LEVEL 16ES	TEXT CURRENTLY 87% EXPENDED WITH 58% YEAR LAPSED. ACCOUNT APPEARS TO BE TRACKING CONSISTENTLY WITH BUDGETED EMS NEEDS FOR FY2015-16.		15,380			
			15,380			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
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FUND 034 EMERGENCY SERVICES DIST
DEPT 50 EMERGENCY SERVICES
DIV 59 EMS

LEVEL	TEXT	TEXT AMT
17DI	TEXAS EMS CONFERENCE 5 - EMS PERSONNEL REGISTRATION \$1000, TRAVEL \$1000, FOOD \$975, LODGING \$2250 *	5,225
	INTERNATIONAL EMS CHIEFS CONFERENCE CHIEF OR ASST CHIEF REGISTRATION \$475, TRAVEL \$600, FOOD \$300, LODGING \$450 *	1,825
	EMS MANAGEMENT TRAINING MANAGEMENT PERSONNEL SELECTED REGISTRATION \$1330, TRAVEL \$600, FOOD \$300, LODGING \$750 *	2,980
	ACLS/ITLS/PHTLS/PALS CERTIFICATION RENEWAL REQUIRED TRAINING FOR ALL FIELD PERSONNEL *	2,000
	ONLINE CONTINUING EDUCATION - INTERNET PARAMEDICAL STAFF REQUIRED TRAINING BY TDSHS FOR ALL EMS PERSONNEL *	1,500
	EMS CODING AND BILLING TRAINING EMS BILLING STAFF REGISTRATION \$500, TRAVEL \$600, FOOD \$300, LODGING \$450 *	1,850
		15,380

034-5059-522.40-01	OFFICE EQUIPMENT	0	0	0	0	0
034-5059-522.40-02	MACHINERY/TOOLS/EQUIP	14,280	21,120	33,438	28,438	29,600

LEVEL	TEXT	TEXT AMT
16ES	CURRENTLY 79% EXPENDED WITH 58% YEAR LAPSED. ACCOUNT APPEARS TO BE TRACKING SLIGHTLY UNDER THE BUDGETED AMOUNT FOR FY 2015-16.	28,438
		28,438

LEVEL	TEXT	TEXT AMT
17DI	BIO-HAZARD DISPOSAL CONTRACT - MEDICAL WASTE	4,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034	EMERGENCY SERVICES DIST					
DEPT 50	EMERGENCY SERVICES					
DIV 59	EMS					
	ANNUAL					
	* STRYKER POWERLOAD/ STRETCHER - MAINTENANCE CONTRACT		9,500			
	ANNUAL					
	* PHYSIO EKG DEFIB/ LUCAS - MAINTENANCE CONTRACT		15,500			
	ANNUAL					
	* LI FENET - EKG W RELESS TRANSMISSION CONTRACT		600			
	ANNUAL					
			29,600			
034-5059-522.40-03	RADIO/ BASE STATIONS	0	0	0	0	0
034-5059-522.40-06	HEATING & A/C EQUIPMENT	0	0	0	0	0
034-5059-522.40-11	BUILDING	0	6,300	0	0	0
034-5059-522.40-19	RENTAL OF EQUIPMENT	0	0	0	0	0
034-5059-522.40-20	MOTOR POOL: LEASE FEES	104,220	95,241	147,430	147,430	163,956
034-5059-522.40-21	VEHICLE MAINT: O/S CONTRAC	0	0	0	0	0
034-5059-522.40-30	VEHICLE MAINT: FLEET MAINT	0	0	0	0	0
034-5059-522.40-31	OTHER VEHICLE MAINTENANCE	0	0	0	0	0
034-5059-522.40-50	COMPUTER HARDWARE	0	0	0	0	0
034-5059-522.40-55	COMPUTER SOFTWARE	0	0	0	0	0
034-5059-522.40-60	TECHNOLOGY LEASE FEES	0	0	0	0	0
034-5059-522.40-65	COMPUTER MAINTENANCE FEES	0	0	0	0	0
034-5059-522.50-01	ACCOUNTING	0	0	0	0	0
034-5059-522.50-05	PERSONNEL SERVICES	0	0	0	0	0
034-5059-522.50-07	OTHER PROFESSIONAL SERVICE	0	0	0	0	0
034-5059-522.60-01	UNIFORM/ TOWEL CLEANING	0	0	0	0	0
034-5059-522.60-02	PRINTING & REPRODUCTI ON	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 59 EMS						
034-5059-522.60-05	ADVERTISING	0	0	0	0	0
034-5059-522.60-07	INSURANCE	0	0	0	0	0
034-5059-522.70-01	ELECTRICAL	0	0	0	0	0
034-5059-522.70-02	NATURAL GAS	0	0	0	0	0
034-5059-522.70-03	TELEPHONE	0	0	0	0	0
034-5059-522.70-04	WATER	0	0	0	0	0
034-5059-522.80-02	BUILDING IMPROVEMENTS	0	0	0	0	0
034-5059-522.80-11	OFFICE EQUIP/FURNITURE	0	0	0	0	0
034-5059-522.80-21	MACH/TOOLS & EQUIPMENT	108,424	68,700	132,429	131,926	88,000

LEVEL	TEXT	TEXT AMT
16ES	CURRENTLY 100% EXPENDED WITH 58% YEAR LAPSED. ONE TIME PURCHASE OF BUDGETED FUNDS WITH NO ANTICIPATION OF FURTHER SPENDING DURING THE FY2015-16 BUDGET PERIOD.	131,926
		131,926

LEVEL	TEXT	TEXT AMT
17DI	1 - STRYKER POWER LOAD SYSTEM - ADDITIONAL AUTOMATED STRETCHER POWER LOAD SYSTEM FOR A RESERVE REPLACEMENT AMBULANCE TO HELP REDUCE THE NUMBER OF BACK INJURIES OCCURRED BY EMS PERSONNEL.	25,000
	* 1 - 12 LEAD/EKG DEFIBRILLATOR MONITOR - LIFEPAK 15 REPLACEMENT PHYSIO CONTROL HAS NOTIFIED ALL EMS AGENCIES THAT THEY SHOULD BEGIN TO PHASE OUT THEIR LIFEPAK 12 DEVICES BECAUSE A CESSATION OF SERVICE AND MAINTENANCE WILL BEGIN IN THE NEXT COUPLE OF YEARS WITH SERVICE ONLY BEING AVAILABLE FOR THE LIFEPAK 15 MODEL. LPEMS CURRENTLY HAS 4 LIFEPAK 15'S AND 4 LIFEPAK 12'S.	45,000
	* 1 - LUCAS CHEST COMPRESSION DEVICE - REPLACEMENT	18,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034	EMERGENCY SERVICES DIST					
DEPT 50	EMERGENCY SERVICES					
DIV 59	EMS					
	EMS HAS ONE PNEUMATIC POWERED CHEST COMPRESSION DEVICE AND TWO BATTERY OPERATED DEVICES. THE MANUFACTURER OF THE LUCAS DEVICE IS NO LONGER GOING TO SERVICE THE OLDER PNEUMATIC DEVICE AND IT HAS TO BE REPLACED WITH A BATTERY OPERATED MODEL WHICH IS LIGHTER AND EASIER TO USE.		88,000			
034-5059-522.80-23	COMPUTER HARDWARE/ SOFTWARE	0	0	0	0	0
034-5059-522.80-50	MOTOR VEHICLES	0	0	0	0	200,000
LEVEL	TEXT		TEXT AMT			
17DI	1 - FRAZERBILT TYPE I 14' AMBULANCE - REPLACEMENT CURRENT AMBULANCE IS OVER 14 YEARS OLD WITH HIGH MILEAGE AND HIGH MAINTENANCE COSTS. THIS UNIT WILL ALLOW EMS TO HAVE A DEPENDABLE BACK UP AMBULANCE OPERATING OUT OF THE EAST DISTRICT.		200,000			
			200,000			
034-5059-522.99-97	REQ FOR SPECIAL PROGRAMS	0	0	0	0	0
034-5059-522.99-98	REQUEST FOR UPGRADE(S)	0	0	0	0	0
034-5059-522.99-99	REQUEST FOR NEW POSITION	0	0	0	0	0
* EMS		293,800	265,323	348,677	343,174	516,936
** EMERGENCY SERVICES		902,880	951,606	1,446,787	1,003,397	1,297,632
*** EMERGENCY SERVICES DIST		902,880	951,606	1,446,787	1,003,397	1,297,632

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 50 FIRE PREVENTION						
034-5050-522.10-10	REGULAR EARNINGS	0	0	0	0	0
034-5050-522.10-20	OVERTIME	0	0	0	0	0
034-5050-522.10-30	CERTIFICATION	0	0	0	0	0
034-5050-522.10-35	LONGEVITY	0	0	0	0	0
034-5050-522.10-40	CLOTHING ALLOWANCE	0	0	0	0	0
034-5050-522.10-44	CLEANING ALLOWANCE	0	0	0	0	0
034-5050-522.10-46	PHYSICAL FITNESS ALLOWANCE	0	0	0	0	0
034-5050-522.10-50	WC LOSS TIME	0	0	0	0	0
034-5050-522.10-60	FICA	0	0	0	0	0
034-5050-522.10-65	RETIREMENT	0	0	0	0	0
034-5050-522.10-67	PARS - RETIREMENT	0	0	0	0	0
034-5050-522.10-70	WORKERS COMPENSATION	0	0	0	0	0
034-5050-522.10-80	INSURANCE - MEDICAL	0	0	0	0	0
034-5050-522.10-81	INSURANCE - LIFE	0	0	0	0	0
034-5050-522.10-90	OTHER BENEFITS	0	0	0	0	0
034-5050-522.10-99	ATTENTION	0	0	0	0	0
034-5050-522.20-01	OFFICE	0	0	0	0	0
034-5050-522.20-02	POSTAGE	0	0	0	0	0
034-5050-522.20-03	PROTECTIVE CLOTHING	1,143	895	2,000	0	2,500
LEVEL	TEXT					
17DI	PROTECTIVE CLOTHING					2,500
	*BOOTS, GLOVES, SAFETY GLASSES, VESTS, UNIFORM					2,500
034-5050-522.20-04	GAS AND OIL	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 50 FIRE PREVENTION						
034-5050-522.20-05	MINOR TOOLS	0	0	0	0	0
034-5050-522.20-06	CLEANING	0	0	0	0	0
034-5050-522.20-07	CHEMICALS	0	0	0	0	0
034-5050-522.20-08	EDUCATIONAL	0	0	0	0	0
034-5050-522.20-14	FREIGHT	0	0	0	0	0
034-5050-522.20-15	OTHER SUPPLIES	0	0	0	0	0
034-5050-522.20-18	COMPUTER SUPPLIES	0	0	0	0	0
034-5050-522.20-90	MACHINERY/ TOOLS/ EQUIPMENT	0	0	0	0	0
034-5050-522.20-91	OFFICE FURNITURE/ EQUIPMENT	0	0	0	0	0
034-5050-522.20-93	COMPUTER EQUIPMENT	0	0	0	0	0
034-5050-522.30-01	MEMBERS & SUBSCRIPTIONS	0	0	0	0	0
034-5050-522.30-20	TRAINING/ SEMINARS	30-	1,608	5,200	0	5,200
LEVEL	TEXT		TEXT	AMT		
17DI	NFPA CONFERENCE			2,800		
	TEXAS ARSON CONFERENCE			1,500		
	STATE FM CONFERENCE			900		
				5,200		
034-5050-522.40-01	OFFICE EQUIPMENT	0	0	0	0	0
034-5050-522.40-02	MACHINERY/ TOOLS/ EQUIPMENT	0	0	0	0	0
034-5050-522.40-03	RADIOS/ BASE STATIONS	0	0	0	0	0
034-5050-522.40-06	HEATING & A/C EQUIPMENT	0	0	0	0	0
034-5050-522.40-11	BUILDING	0	0	0	0	0
034-5050-522.40-19	RENTAL OF EQUIPMENT	0	0	0	0	0
034-5050-522.40-20	MOTOR POOL: LEASE FEES	3,852	5,271	9,876	0	6,744

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 50 FIRE PREVENTION						
LEVEL	TEXT		TEXT			
17DI	LEASE FEES		AMT			
			6,744			
			6,744			
034-5050-522.40-22	RENT: BUILDING/ LAND	0	0	0	0	0
034-5050-522.40-30	VEHICLE MAINT: FLEET MAINT	0	0	0	0	0
034-5050-522.40-31	OTHER VEHICLE MAINTENANCE	0	0	0	0	0
034-5050-522.40-55	COMPUTER SOFTWARE	0	0	0	0	0
034-5050-522.40-60	TECHNOLOGY LEASE FEES	0	0	0	0	0
034-5050-522.40-65	COMPUTER MAINTENANCE FEES	0	0	0	0	0
034-5050-522.50-01	ACCOUNTING	0	5,000	0	0	0
034-5050-522.50-05	PERSONNEL SERVICES	0	0	0	0	0
034-5050-522.50-07	OTHER PROFESSIONAL SERVICE	0	0	0	0	0
034-5050-522.60-02	PRINTING & REPRODUCTION	0	0	0	0	0
034-5050-522.60-05	ADVERTISING	0	0	0	0	0
034-5050-522.60-06	MISCELLANEOUS	0	0	0	0	0
034-5050-522.60-07	INSURANCE	0	0	0	0	0
034-5050-522.60-10	JANITORIAL SERVICES	0	0	0	0	0
034-5050-522.70-01	ELECTRICAL	0	0	0	0	0
034-5050-522.70-02	NATURAL GAS	0	0	0	0	0
034-5050-522.70-03	TELEPHONE	0	0	0	0	0
034-5050-522.70-04	WATER	0	0	0	0	0
034-5050-522.80-02	BUILDING IMPROVEMENTS	0	0	0	0	0
034-5050-522.80-11	OFFICE EQUIP/ FURNITURE	0	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 50 FIRE PREVENTION						
034-5050-522.80-21	MACH/ TOOLS & EQUIPMENT	0	0	0	0	0
034-5050-522.80-23	COMPUTER HARDWARE/ SOFTWARE	0	0	0	0	0
034-5050-522.80-50	MOTOR VEHICLES	0	0	0	0	0
034-5050-522.99-97	REQ FOR SPECIAL PROGRAMS	0	0	0	0	0
034-5050-522.99-98	REQUEST FOR UPGRADE(S)	0	0	0	0	0
034-5050-522.99-99	REQUEST FOR NEW POSITION	0	0	0	0	0
* FIRE PREVENTION		4,965	12,774	17,076	0	14,444

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 51 FIRE SUPPRESSION						
034-5051-522.10-10	REGULAR EARNINGS	67,008	71,070	72,068	71,312	74,389
034-5051-522.10-20	OVERTIME	0	0	0	0	0
034-5051-522.10-30	CERTIFICATION	1,034	0	0	0	0
034-5051-522.10-35	LONGEVITY	532	580	628	628	648
034-5051-522.10-44	CLEANING ALLOWANCE	241	241	241	238	241
034-5051-522.10-46	PHYSICAL FITNESS ALLOWANCE	0	0	0	0	0
034-5051-522.10-50	WC LOSS TIME	0	0	0	0	0
034-5051-522.10-60	FICA	4,928	5,355	5,434	5,402	5,611
034-5051-522.10-65	RETIREMENT	11,369	11,845	11,772	11,657	11,792
034-5051-522.10-66	VOL FIREFMEN RETIREMENT	0	0	0	0	0
034-5051-522.10-67	PARS - RETIREMENT	0	0	0	0	0
034-5051-522.10-70	WORKERS COMPENSATION	0	0	0	0	0
034-5051-522.10-80	INSURANCE - MEDICAL	10,422	10,422	10,422	10,422	10,422
034-5051-522.10-81	INSURANCE - LIFE	36	36	36	36	36
034-5051-522.10-90	OTHER BENEFITS	0	0	0	0	0
034-5051-522.20-01	OFFICE	0	0	0	0	0
034-5051-522.20-02	POSTAGE	0	0	0	0	0
034-5051-522.20-03	PROTECTIVE CLOTHING	43,333	36,503	50,250	48,000	47,350

LEVEL	TEXT	TEXT AMT
17DI	BUNKER GEAR AND ADDTL PPE	32,000
	UNIFORMS PAID AND VOLUNTEER	5,850
	WRI STLET GLOVES	2,400
	HONOR GUARD UNIFORMS	2,100
	REPLACEMENT HOODS	2,000
	REPLACEMENT HELMETS	3,000
		47,350

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 51 FIRE SUPPRESSION						
034-5051-522.20-04	GAS AND OIL	0	0	0	0	0
034-5051-522.20-05	MINOR TOOLS	0	0	0	0	0
034-5051-522.20-06	CLEANING	0	0	0	0	0
034-5051-522.20-07	CHEMICALS	2,844	3,051	5,000	4,100	5,000
LEVEL	TEXT		TEXT AMT			
17DI	ANTI BACTERIAL WASH X5		1,500			
	SMOKE MACHINE FLUID		1,500			
	WEED KILLER AND FERTILIZER		500			
	FOAM		1,500			
			5,000			
034-5051-522.20-08	EDUCATIONAL	0	0	0	0	0
034-5051-522.20-09	MEDICAL	2,507	6,211	7,400	5,000	7,400
034-5051-522.20-14	FREIGHT	0	0	0	0	0
034-5051-522.20-15	OTHER SUPPLIES	27	0	0	0	0
034-5051-522.20-18	COMPUTER SUPPLIES	0	0	0	0	0
034-5051-522.20-19	TRAINING FIELD SUPPLIES	9,231	105,633	16,500	15,000	7,250
LEVEL	TEXT		TEXT AMT			
17DI	WOOD FOR CEILINGS, PROP		2,500			
	MOWER AND LAWN EQUIPMENT		650			
	FLOOR MAINT		1,500			
	METAL FOR NEW RACKS		800			
	A/C PARTS AND SERVICE		1,000			
	WELDING SUPPLIES		800			
			7,250			
034-5051-522.20-90	MACHINERY/ TOOLS/ EQUIPMENT	44,865	31,855	12,300	12,000	12,100
LEVEL	TEXT		TEXT AMT			
17DI	NOZZLES		4,500			
	HIGH RISE PACKS		3,300			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034	EMERGENCY SERVICES DIST					
DEPT 50	EMERGENCY SERVICES					
DI V 51	FIRE SUPPRESSION					
	DECK GUN TOPS		3,500			
	MISC PARTS		800			
			12,100			
034-5051-522.20-91	OFFICE FURNITURE/EQUIPMENT	2,182	1,175	0	0	0
034-5051-522.20-93	COMPUTER EQUIPMENT	31,018	0	0	0	0
034-5051-522.30-01	MEMBERS & SUBSCRIPTIONS	0	0	0	0	0
034-5051-522.30-20	TRAINING/SEMINARS	19,294	24,967	27,500	25,000	27,900
LEVEL	TEXT		TEXT	AMT		
17DI	I AFC (FRI)			4,200		
	FDIC			6,000		
	RESCUE SCHOOLS			3,800		
	TAMU MUNICIPAL WEEK			4,500		
	HARRIS CO FIELD DAY			6,000		
	PAID EDUCATION TRAINING			2,000		
	ONLINE TRAINING			1,400		
				27,900		
034-5051-522.40-01	OFFICE EQUIPMENT	0	0	0	0	0
034-5051-522.40-02	MACHINERY/TOOLS/EQUIP	32,488	31,505	55,417	50,000	48,800
LEVEL	TEXT		TEXT	AMT		
17DI	REPLACEMENT PAGERS			8,000		
	FIRE HOSE			8,500		
	SCBA TEST AND REPAIR			4,300		
	LADDER TEST			6,500		
	FIRE ALARM INSPECTION			2,000		
	HOSE TEST			9,000		
	FIRE TRUCK SERVICE			8,000		
	HYDRAULIC RESCUE TOOL TEST			2,500		
				48,800		
034-5051-522.40-03	RADIOS/BASE STATIONS	0	34	0	0	0
034-5051-522.40-06	HEATING & A/C EQUIPMENT	0	0	0	0	0
034-5051-522.40-08	PUMPS/MOTORS	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 51 FIRE SUPPRESSION						
034-5051-522.40-11	BUILDING	16,485	0	0	0	0
034-5051-522.40-19	RENTAL OF EQUIPMENT	0	0	0	0	0
034-5051-522.40-20	MOTOR POOL: LEASE FEES	280,045	299,283	396,428	396,428	431,148
LEVEL 17DI	TEXT LEASE FEES		TEXT AMT 431,148 431,148			
034-5051-522.40-30	VEHICLE MAINT: FLEET MAINT	0	0	0	0	0
034-5051-522.40-31	OTHER VEHICLE MAINTENANCE	0	0	0	0	0
034-5051-522.40-50	COMPUTER HARDWARE	0	0	0	0	0
034-5051-522.40-55	COMPUTER SOFTWARE	0	0	7,500	0	0
034-5051-522.40-60	TECHNOLOGY LEASE FEES	0	0	0	0	0
034-5051-522.40-65	COMPUTER MAINTENANCE FEES	0	0	0	0	0
034-5051-522.50-01	ACCOUNTING	0	0	5,000	5,000	0
034-5051-522.50-05	PERSONNEL SERVICES	0	0	0	0	0
034-5051-522.50-06	FISCAL SERVICES	362	0	0	0	0
034-5051-522.50-07	OTHER PROFESSIONAL SERVICES	0	0	0	0	0
034-5051-522.60-01	UNIFORM/TOWEL CLEANING	0	0	0	0	0
034-5051-522.60-02	PRINTING & REPRODUCTION	0	0	0	0	0
034-5051-522.60-05	ADVERTISING	0	0	0	0	0
034-5051-522.60-07	INSURANCE	0	0	0	0	0
034-5051-522.60-10	JANITORIAL SERVICES	0	0	0	0	0
034-5051-522.70-01	ELECTRICAL	0	0	0	0	0
034-5051-522.70-02	NATURAL GAS	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034	EMERGENCY SERVICES DIST					
DEPT 50	EMERGENCY SERVICES					
DIV 51	FIRE SUPPRESSION					
034-5051-522.70-03	TELEPHONE	0	0	0	0	0
034-5051-522.70-04	WATER	0	0	0	0	0
034-5051-522.80-02	BUILDING IMPROVEMENTS	0	0	0	0	0
034-5051-522.80-11	OFFICE EQUIP/FURNITURE	0	0	0	0	0
034-5051-522.80-21	MACH/TOOLS & EQUIPMENT	23,864	33,743	396,000	0	75,000

LEVEL	TEXT	TEXT AMT
17DI	REPLACEMENT TIC	
	ESCAPE PACK	10,000
	RESCUE BOATS	25,000
	COMMUNICATIONS	40,000
		75,000

034-5051-522.80-23	COMPUTER HARDWARE/ SOFTWARE	0	0	0	0	0
034-5051-522.80-29	PAVING	0	0	0	0	0
034-5051-522.80-32	LAND IMPROVEMENTS	0	0	0	0	0
034-5051-522.80-50	MOTOR VEHICLES	0	0	0	0	0
034-5051-522.99-97	REQ FOR SPECIAL PROGRAMS	0	0	1,138	0	1,165

LEVEL	TEXT	TEXT AMT
17DI	3% MERIT	1,165
		1,165

034-5051-522.99-98	REQUEST FOR UPGRADE(S)	0	0	0	0	0
034-5051-522.99-99	REQUEST FOR NEW POSITION	0	0	0	0	0

* FIRE SUPPRESSION	-----	604,115	-----	673,509	-----	1,081,034	-----	660,223	-----	766,252
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 59 EMS						
034-5059-522.10-10	REGULAR EARNINGS	0	0	0	0	0
034-5059-522.10-13	AUTOMATIC OVERTIME	0	0	0	0	0
034-5059-522.10-15	RELIEF	0	0	0	0	0
034-5059-522.10-20	OVERTIME	0	0	0	0	0
034-5059-522.10-30	CERTIFICATION	0	0	0	0	0
034-5059-522.10-35	LONGEVITY	0	0	0	0	0
034-5059-522.10-44	CLEANING ALLOWANCE	0	0	0	0	0
034-5059-522.10-46	PHYSICAL FITNESS ALLOWANC	0	0	0	0	0
034-5059-522.10-50	WC LOSS TIME	0	0	0	0	0
034-5059-522.10-60	FICA	0	0	0	0	0
034-5059-522.10-65	RETIREMENT	0	0	0	0	0
034-5059-522.10-67	PARS - RETIREMENT	0	0	0	0	0
034-5059-522.10-70	WORKERS COMPENSATION	0	0	0	0	0
034-5059-522.10-80	INSURANCE - MEDICAL	0	0	0	0	0
034-5059-522.10-81	INSURANCE - LIFE	0	0	0	0	0
034-5059-522.10-90	OTHER BENEFITS	0	0	0	0	0
034-5059-522.10-99	ATTRITION	0	0	0	0	0
034-5059-522.20-01	OFFICE	0	0	0	0	0
034-5059-522.20-02	POSTAGE	0	0	0	0	0
034-5059-522.20-03	PROTECTIVE CLOTHING	18,362	17,182	20,000	20,000	20,000

LEVEL
16ES

TEXT
CURRENTLY 49% EXPENDED WITH 58% YEAR LAPSED.
ACCOUNT APPEARS TO BE TRACKING CONSISTENTLY WITH
BUDGETED EMS NEEDS FOR FY2015-16.

TEXT AMT
20,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034	EMERGENCY SERVICES DIST					
DEPT 50	EMERGENCY SERVICES					
DIV 59	EMS		20,000			
LEVEL 17DI	TEXT NO CHANGE REQUESTED FROM FY2015-16 BUDGET PERIOD. GENERAL EXPENDITURES INCLUDE REGULAR DUTY UNIFORMS AND SPECIALTY UNIFORMS (SUMMER, BIKE TEAM, TACTICAL MEDIC, ETC) TO INCLUDE BADGES, NAME TAGS, DUTY BELTS, RAIN COATS, HELMETS, ETC.		20,000			
			20,000			
034-5059-522.20-04	GAS AND OIL	0	0	0	0	0
034-5059-522.20-05	MINOR TOOLS	0	0	0	0	0
034-5059-522.20-06	CLEANING	0	0	0	0	0
034-5059-522.20-07	CHEMICALS	0	0	0	0	0
034-5059-522.20-08	EDUCATIONAL	0	0	0	0	0
034-5059-522.20-15	OTHER SUPPLIES	0	0	0	0	0
034-5059-522.20-18	COMPUTER SUPPLIES	0	0	0	0	0
034-5059-522.20-50	SAFETY	0	37,102	0	0	0
034-5059-522.20-55	EMS DRUGS AND SUPPLIES	0	0	0	0	0
034-5059-522.20-90	MACHINERY/ TOOLS/ EQUIPMENT	38,360	0	0	0	0
034-5059-522.20-91	OFFICE FURNITURE/ EQUIPMENT	0	986	0	0	0
034-5059-522.20-93	COMPUTER EQUIPMENT	0	3,000	0	0	0
034-5059-522.30-01	MEMBERS & SUBSCRIPTIONS	0	0	0	0	0
034-5059-522.30-20	TRAINING/ SEMINARS	10,154	15,692	15,380	15,380	15,380
LEVEL 16ES	TEXT CURRENTLY 87% EXPENDED WITH 58% YEAR LAPSED. ACCOUNT APPEARS TO BE TRACKING CONSISTENTLY WITH BUDGETED EMS NEEDS FOR FY2015-16.		15,380			
			15,380			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034	EMERGENCY SERVICES DIST					
DEPT 50	EMERGENCY SERVICES					
DIV 59	EMS					

LEVEL	TEXT	TEXT AMT
17DI	TEXAS EMS CONFERENCE 5 - EMS PERSONNEL REGISTRATION \$1000, TRAVEL \$1000, FOOD \$975, LODGING \$2250 *	5,225
	INTERNATIONAL EMS CHIEFS CONFERENCE CHIEF OR ASST CHIEF REGISTRATION \$475, TRAVEL \$600, FOOD \$300, LODGING \$450 *	1,825
	EMS MANAGEMENT TRAINING MANAGEMENT PERSONNEL SELECTED REGISTRATION \$1330, TRAVEL \$600, FOOD \$300, LODGING \$750 *	2,980
	ACLS/ITLS/PHTLS/PALS CERTIFICATION RENEWAL REQUIRED TRAINING FOR ALL FIELD PERSONNEL *	2,000
	ONLINE CONTINUING EDUCATION - INTERNET PARAMEDICAL STAFF REQUIRED TRAINING BY TDSHS FOR ALL EMS PERSONNEL *	1,500
	EMS CODING AND BILLING TRAINING EMS BILLING STAFF REGISTRATION \$500, TRAVEL \$600, FOOD \$300, LODGING \$450	1,850
		15,380

034-5059-522.40-01	OFFICE EQUIPMENT	0	0	0	0	0
034-5059-522.40-02	MACHINERY/TOOLS/EQUIP	14,280	21,120	33,438	28,438	29,600

LEVEL	TEXT	TEXT AMT
16ES	CURRENTLY 79% EXPENDED WITH 58% YEAR LAPSED. ACCOUNT APPEARS TO BE TRACKING SLIGHTLY UNDER THE BUDGETED AMOUNT FOR FY 2015-16.	28,438
		28,438

LEVEL	TEXT	TEXT AMT
17DI	BIO-HAZARD DISPOSAL CONTRACT - MEDICAL WASTE	4,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034	EMERGENCY SERVICES DIST					
DEPT 50	EMERGENCY SERVICES					
DIV 59	EMS					
	ANNUAL					
	* STRYKER POWERLOAD/ STRETCHER - MAINTENANCE CONTRACT		9,500			
	ANNUAL					
	* PHYSIO EKG DEFIB/ LUCAS - MAINTENANCE CONTRACT		15,500			
	ANNUAL					
	* LI FENET - EKG W RELESS TRANSMISSION CONTRACT		600			
	ANNUAL					
			29,600			
034-5059-522.40-03	RADIO/ BASE STATIONS	0	0	0	0	0
034-5059-522.40-06	HEATING & A/C EQUIPMENT	0	0	0	0	0
034-5059-522.40-11	BUILDING	0	6,300	0	0	0
034-5059-522.40-19	RENTAL OF EQUIPMENT	0	0	0	0	0
034-5059-522.40-20	MOTOR POOL: LEASE FEES	104,220	95,241	147,430	147,430	163,956
034-5059-522.40-21	VEHICLE MAINT: O/S CONTRAC	0	0	0	0	0
034-5059-522.40-30	VEHICLE MAINT: FLEET MAINT	0	0	0	0	0
034-5059-522.40-31	OTHER VEHICLE MAINTENANCE	0	0	0	0	0
034-5059-522.40-50	COMPUTER HARDWARE	0	0	0	0	0
034-5059-522.40-55	COMPUTER SOFTWARE	0	0	0	0	0
034-5059-522.40-60	TECHNOLOGY LEASE FEES	0	0	0	0	0
034-5059-522.40-65	COMPUTER MAINTENANCE FEES	0	0	0	0	0
034-5059-522.50-01	ACCOUNTING	0	0	0	0	0
034-5059-522.50-05	PERSONNEL SERVICES	0	0	0	0	0
034-5059-522.50-07	OTHER PROFESSIONAL SERVICE	0	0	0	0	0
034-5059-522.60-01	UNIFORM/ TOWEL CLEANING	0	0	0	0	0
034-5059-522.60-02	PRINTING & REPRODUCTI ON	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034 EMERGENCY SERVICES DIST						
DEPT 50 EMERGENCY SERVICES						
DIV 59 EMS						
034-5059-522.60-05	ADVERTISING	0	0	0	0	0
034-5059-522.60-07	INSURANCE	0	0	0	0	0
034-5059-522.70-01	ELECTRICAL	0	0	0	0	0
034-5059-522.70-02	NATURAL GAS	0	0	0	0	0
034-5059-522.70-03	TELEPHONE	0	0	0	0	0
034-5059-522.70-04	WATER	0	0	0	0	0
034-5059-522.80-02	BUILDING IMPROVEMENTS	0	0	0	0	0
034-5059-522.80-11	OFFICE EQUIP/FURNITURE	0	0	0	0	0
034-5059-522.80-21	MACH/TOOLS & EQUIPMENT	108,424	68,700	132,429	131,926	88,000

LEVEL	TEXT	TEXT AMT
16ES	CURRENTLY 100% EXPENDED WITH 58% YEAR LAPSED. ONE TIME PURCHASE OF BUDGETED FUNDS WITH NO ANTICIPATION OF FURTHER SPENDING DURING THE FY2015-16 BUDGET PERIOD.	131,926
		131,926

LEVEL	TEXT	TEXT AMT
17DI	1 - STRYKER POWER LOAD SYSTEM - ADDITIONAL AUTOMATED STRETCHER POWER LOAD SYSTEM FOR A RESERVE REPLACEMENT AMBULANCE TO HELP REDUCE THE NUMBER OF BACK INJURIES OCCURRED BY EMS PERSONNEL.	25,000
	* 1 - 12 LEAD/EKG DEFIBRILLATOR MONITOR - LIFEPAK 15 REPLACEMENT PHYSIO CONTROL HAS NOTIFIED ALL EMS AGENCIES THAT THEY SHOULD BEGIN TO PHASE OUT THEIR LIFEPAK 12 DEVICES BECAUSE A CESSATION OF SERVICE AND MAINTENANCE WILL BEGIN IN THE NEXT COUPLE OF YEARS WITH SERVICE ONLY BEING AVAILABLE FOR THE LIFEPAK 15 MODEL. LPEMS CURRENTLY HAS 4 LIFEPAK 15'S AND 4 LIFEPAK 12'S.	45,000
	* 1 - LUCAS CHEST COMPRESSION DEVICE - REPLACEMENT	18,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATE 2015-16	REQUESTED 2016-17
FUND 034	EMERGENCY SERVICES DIST					
DEPT 50	EMERGENCY SERVICES					
DIV 59	EMS					
	EMS HAS ONE PNEUMATIC POWERED CHEST COMPRESSION DEVICE AND TWO BATTERY OPERATED DEVICES. THE MANUFACTURER OF THE LUCAS DEVICE IS NO LONGER GOING TO SERVICE THE OLDER PNEUMATIC DEVICE AND IT HAS TO BE REPLACED WITH A BATTERY OPERATED MODEL WHICH IS LIGHTER AND EASIER TO USE.		88,000			
034-5059-522.80-23	COMPUTER HARDWARE/ SOFTWARE	0	0	0	0	0
034-5059-522.80-50	MOTOR VEHICLES	0	0	0	0	200,000
LEVEL	TEXT		TEXT AMT			
17DI	1 - FRAZERBILT TYPE I 14' AMBULANCE - REPLACEMENT CURRENT AMBULANCE IS OVER 14 YEARS OLD WITH HIGH MILEAGE AND HIGH MAINTENANCE COSTS. THIS UNIT WILL ALLOW EMS TO HAVE A DEPENDABLE BACK UP AMBULANCE OPERATING OUT OF THE EAST DISTRICT.		200,000			
			200,000			
034-5059-522.99-97	REQ FOR SPECIAL PROGRAMS	0	0	0	0	0
034-5059-522.99-98	REQUEST FOR UPGRADE(S)	0	0	0	0	0
034-5059-522.99-99	REQUEST FOR NEW POSITION	0	0	0	0	0
* EMS		293,800	265,323	348,677	343,174	516,936
** EMERGENCY SERVICES		902,880	951,606	1,446,787	1,003,397	1,297,632
*** EMERGENCY SERVICES DIST		902,880	951,606	1,446,787	1,003,397	1,297,632

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: June 27, 2016 Appropriation
Requested By: Eric Ensey Source of Funds: N/A
Department: Planning & Development Account Number:
Report: Resolution: Ordinance: Amount Budgeted:
Other: Amount Requested:
Budgeted Item: YES NO

Attachments :

1. Ordinance-Clean Version
2. Ordinance-Marked Version
3. Signature Blocks and Certificates
4. P&Z Recommendation Letter

SUMMARY & RECOMMENDATIONS

The City Council conducted a public hearing at the May 9, 2016 meeting on the adoption of an ordinance adopting Chapter 86, Development Ordinance. City Council expressed some concerns at the meeting on a number of sections of the proposed ordinance. As a result, the Council continued the public hearing until the June 29, 2016 meeting. Staff met with Council Member Danny Earp since the May 9th meeting to address his concerns and comments. The attached ordinance includes the modifications as a result of those discussions highlighted in green. The yellow highlight are the modifications recommended by the Planning and Zoning Commission as previously presented. Also included is a "Clean" version that includes all the modifications, including those of Council Member Earp.

Background:

Ordinance No. 1444 is the city's existing Development Ordinance (uncodified) and includes the procedures and regulations regarding development of property in the City of La Porte. These regulations range from subdivision platting to site development plans to general engineering standards and requirements. The Development Ordinance was adopted by City Council in 1985 with minor modifications through the years.

An audit of the Planning and Development Department was commissioned and conducted by the City Council in 2012. In 2013, Planning and Development Department staff began implementing the various recommendations of the audit. One of the recommendations of the audit was for the city to update and codify the Development Ordinance.

As a result, the Planning and Zoning Commission established a subcommittee to review Ordinance No. 1444 (Development Ordinance) and recommend modifications to the ordinance. The subcommittee included Commissioners Mark Follis (Chair), Richard Warren, Nick Barrera, and Lou Ann Martin. Planning and Development Department staff support was provided to the group.

The following is a list of some of the more substantive modifications proposed as part of the ordinance:

1. The Development Ordinance is being proposed to be codified as Chapter 86 of the City of La Porte Code of Ordinances.

2. Allows for/encourages electronic submittals and reduces the number of paper copies for non-electronic submittals.
3. Numerous outdated state law and ordinance references have been replaced with current references.
4. Changes some fees to be more in line with other area cities.
5. The certificates and signature blocks previously included as part of the ordinance have been removed. It is not recommended or necessary that these be adopted in the codified version of the code. Instead, the Commission is recommending that they be a departmental policy of the Planning and Development Department.
6. Modifications to definitions as a means of clarification of terms along with the inclusion of a number of terms that were previously omitted.
7. Clarification of the city's current development review process, including the addition of the Pre-development Applicant Consultation (or PAC) process.
8. Clarification of certain submittal requirements for site development plans. Also the Commission included a requirement for a letter from an engineer verifying what was constructed is consistent with the original plan, although this has been adjusted as an option available to developers. And finally, an amendment procedure was developed for site plans to be reviewed administratively when minor in nature. However, the Director could forward any amendment to the Commission if desired.
9. There is a procedure for a "waiver" to the provisions of this Chapter. In the original Development Ordinance, it was called a "variance." However, that was modified so as not to confuse with variances heard by the Board of Adjustment.

Action Required of Council:

1. Consider approval or other action on a recommendation by the Planning and Zoning Commission to approve an ordinance amending Chapter 86 "Development Regulations" of the Code of Ordinances of the City of La Porte by adopting comprehensive guidelines, rules and regulation for subdivision and development of land in the City of La Porte.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 86 “DEVELOPMENT REGULATIONS” OF THE CODE OF ORDINANCES OF THE CITY OF LA PORTE, TEXAS BY ADOPTING COMPREHENSIVE GUIDELINES, RULES AND REGULATIONS FOR SUBDIVISION AND DEVELOPMENT OF LAND IN THE CITY OF LA PORTE; PROVIDING THAT ANY PERSON VIOLATING THE TERMS OF THIS ORDINANCE SHALL BE DEEMED GUILTY OF A MISDEMEANOR AND UPON CONVICTION SHALL BE FINED IN A SUM NOT TO EXCEED TWO THOUSAND DOLLARS; PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF; CONTAINING A REPEALING CLAUSE; CONTAINING A SEVERABILITY CLAUSE; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LA PORTE, TEXAS:

Section 1: That Chapter 86, “Development Regulations”, of the Code of Ordinances of the City of La Porte, Texas, is hereby amended in its entirety and shall hereinafter read as follows:

“Article I. In General.

Sec. 86-1. Purpose.

- (a) It is the intent of this chapter for the City to outline the requirements for subdividers, developers, applicants, engineers, surveyors, realtors and other persons interested and involved in the subdivision and development of land.
- (b) It is also the intent, purpose and scope of this chapter to promote the vision, goals and policies of the City’s Comprehensive Plan and all of its components and to protect the health, safety and general welfare of the public.

Sec. 86-2. Statutory authority and jurisdiction.

- (a) Pursuant to the authority granted to cities and counties under the constitution and laws of the state, including the provisions of Texas Local Government Code Chapter 212, and as amended, the City Council does hereby adopt the rules and regulations established in this chapter governing the subdivision and development of land within the city limits provided, however, that the City of La Porte excludes from the terms, conditions and effects of this chapter and all amendments hereto, unsubdivided development in the extraterritorial jurisdiction of the City, and land included within the boundaries of any Industrial District or Districts that may be hereafter created by the City of La Porte and amendments thereto of the Texas Local Government Code.

(b) The Approving Authority shall review all plans, plats, and all accompanying documentation required in this chapter, and require developer and subdivider compliance with the applicable state law, this chapter, the Zoning Ordinance of the City of La Porte, other applicable ordinances of the City of La Porte, the City of La Porte Comprehensive Plan, and approved written policies and procedures of the City of La Porte.

(c) If any section of this chapter is in conflict with other provisions of this chapter or any other ordinance, the more restrictive rule or regulation shall apply.

Sec. 86-3. Conformance requirements.

(a) In so implementing this chapter, the City may, as needed, utilize policies in the City's Comprehensive Plan, including but not limited to the future land use plan and corresponding provisions, as well as complementary general design and construction standards approved by ordinance by City Council.

(b) All development must also be in compliance with the City's Public Improvement Criteria Manual (PICM), where applicable.

(c) It shall be unlawful for any owner or agent of any owner of land to layout, subdivide, resubdivide, plat, or replat any land within the City of La Porte or its extraterritorial jurisdiction without an approved City Development Authorization. In addition, it shall be unlawful for any owner or agent of any owner of land to cause the development of any land within the corporate limits of the City of La Porte, without an approved City Development Authorization. It shall be unlawful for any such owner or agent to offer for sale or sell property therein or thereby, which has not been laid out, subdivided, re-subdivided, platted, replatted or developed without the approvals required in this Chapter, subsequent to the passage of this Chapter.

(d) The City shall withhold all City improvements of whatsoever nature, including the maintenance of streets and the furnishing of utilities from all subdivisions or developments not in conformance with the provisions of this Chapter.

(e) No Building Permit shall be issued for the erection or improvements of any building in the City's jurisdiction not located within an approved and recorded subdivision plat or within an approved Development Site Plan as defined herein.

Sec. 86-4. Definitions.

For the purpose of this ordinance the following various terms, phrases and words, will have the meaning ascribed to them herein. When not inconsistent with the context, words used in present tense include the future; words used in singular include the plural; words used in plural include the singular; "shall" is mandatory; and "may" is permissive. Any office referred to herein by title will include the person employed or appointed for that position or its duly authorized deputy or representative. Terms, phrases or words not expressly defined herein are to be considered in accordance with customary usage.

AGRICULTURAL USE: Any activity related to the cultivation of the soil, the producing of crops to human food, animal feed or planting seed or for the production of fibers; floriculture, viticulture or horticulture raising or keeping of livestock; and planting cover crops or leaving land idle for the purpose of participating in any governmental program or recognized, normal crop or livestock rotation procedure. A residential unit and related accessory buildings located solely for one or more of the purposes described in the preceding sentence shall be deemed an agricultural use.

ALLEY: A public right-of-way that is used for utility installation or for secondary access to individual properties that have their primary access from an adjacent public street or an approved common or compensating open space or court yard that has direct access to a public street.

APPROVING AUTHORITY: The Planning and Zoning Commission or the City official having authority to sign plats or plans signifying City approval of said plats or plans. For Minor Developments and Administrative Plats, the Approving Authority is the Director of Planning and Development. For all other developments or subdivisions, the Approving Authority is the Planning and Zoning Commission.

BUILDING SETBACK LINE: A line that is the required minimum distance from the street right-of-way line or easement line or any other lot line that establishes the area where any structure must be erected or placed.

BLOCK: An identified tract or parcel of land established within a subdivision surrounded by a street or a combination of streets and other physical features that may be further subdivided into individual lots or reserves.

BUILDING PERMIT: A permit for improvements granted by the Chief Building Official under the provisions of the City Building Regulations currently in force and effect. As used herein, the term "improvement" shall include the construction, enlargement, alteration, repair, removal, or conversion of a building or structure.

CHIEF BUILDING OFFICIAL: The City officer or other designated authority charged with the administration and enforcement of the City Building Regulations, or his/her authorized representative.

CITY: The City of La Porte, Texas.

CITY BUILDING REGULATIONS: All building regulations referred to in and incorporated by Chapter 82 of the City's Code of Ordinances.

CITY COUNCIL: The City Council of the City of La Porte, Texas.

CITY SECRETARY: The person holding the office of City Secretary under the terms of the La Porte Charter, or her/his designated representative.

COMMISSION: The Planning and Zoning Commission of the City.

COMPENSATION OPEN SPACE: Those areas designated on a plat or plan that are restricted from development, except for landscaping and recreational uses and which all owners of residential properties within the plat have a common legal interest or which are retained in private ownership and restricted from development, except for landscaping and recreational uses, for the exclusive use of all owners of residential

property within the plat, and such designation shall remain in effect until the plat is vacated or the tract is replatted. The terms “compensating open space”, “common open space”, “common property” and “common area” may be used interchangeably and may be considered as similar.

COMPREHENSIVE PLAN: A long- range plan adopted by the City Council in accordance with Texas Local Government Code Chapter 213 and as such plan is periodically amended or updated, which is intended to guide the development of the City and that includes analysis, recommendations and proposals for the community’s population, economy, housing, transportation, community facilities and infrastructure.

COUNTY: Harris County, Texas

DEPARTMENT: The Planning and Development Department of the City of La Porte.

DEVELOPER: The legal or beneficial owner or owners of a lot or any land included in a proposed development including the holder of an option or contract to purchase, or other persons having property interests in such land.

DEVELOPMENT: The process of converting land within the City’s jurisdiction from its natural state, or altering the elevation of property or converting its existing usage to residential, commercial or industrial uses. This definition encompasses any and all physical changes to the land not regulated through the City Building Code inherent in such conversions. The term development includes subdivisions as defined herein.

DEVELOPMENT AUTHORIZION: A document issued by the Department for the development of land within the City’s jurisdiction. A Development Authorization is issued after final approval of a Subdivision Plat or Development Site Plan by the City Approving Authority, and authorizes the construction of improvements not regulated by the City Building Code.

DEVELOPMENT, MAJOR: Any development not qualifying as a Minor Development, as the term “Minor Development” is defined herein.

DEVELOPMENT, MINOR: Any project or development that involves no more than ten (10) acres of land and where the total square footage of all buildings on the site does not exceed 150,000 square feet and presents no conflict with the City’s Comprehensive Plan.

DIRECTOR: The Director of the Planning and Development Department or designated representative.

DWELLING UNIT: A single unit providing complete, independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation.

EASEMENT: A right given by the owner or a parcel of land to another person, public agent or private corporation for specific and limited use of that parcel.

EXTRATERRITORIAL JURISDITIDION: The unincorporated territory outside of and contiguous to the City limits of the City established by the authority of Texas Local Government Code Chapter 42.

ELECTRONIC FORMAT: Information recorded in a manner that requires a computer or other electronic devise to display, interpret and process it, including .pdf or other similar formats.

ENGINEER: A Professional Engineer licensed by the Texas Board of Professional Engineers.

FILING DATE: The date when a Development Site Plan, General Plan, or a Subdivision Plat is formally presented to the Approving Authority for its approval and is registered as a part of the Approving Authority's official records.

FLOOD HAZARD AREA: Those areas of the City designated as having a greater chance of flooding from natural disasters such as rainstorms or hurricanes. Such areas are shown on the official flood insurance rate maps (FIRM) established by FEMA and adopted by City Council.

FLOOD HAZARD PREVENTION ORDINANCE: The ordinance adopted by the City Council and codified in Chapter 94 "Floods" of the La Porte, Texas Code of Ordinances that defines the special flood hazard areas of the City and regulates land development more restrictively within such areas.

GENERAL PLAN: A map or plan illustrating the general design features and street layout of a proposed development which is proposed to be platted and developed in phases. This plan, when approved by the Commission, constitutes a guide which the Commission should refer to in the subsequent review of Subdivision Plats or Development Site Plans that cover portions of the land contained within the General Plan, as well as adjacent property.

HARRIS COUNTY ROAD LAW: A special law of the State of Texas found in Acts 1913, Special Laws, Chapter 17, as may be from time to time amended.

INDUSTRIAL DISTRICTS: That land within the extraterritorial jurisdiction of the City of La Porte, and either:

- (a) Being designated as the "Battleground Industrial District of La Porte, Texas" in Ordinance 729, passed by the City Council of the City of La Porte; or
- (b) Being designated as the "Bay Port Industrial District of La Porte, Texas" in Ordinance 842, passed by the City Council of the City of La Porte; or
- (c) Being designated as the "South La Porte Industrial District of La Porte, Texas" in Ordinance 98-2258, passed by the City Council of the City of La Porte.

LOT: An undivided tract or parcel of land contained within a block or designated on a Subdivision Plat by numerical identification.

MOBILE HOME PARK: An unsubdivided development divided into mobile home sites for rent and for the installation of mobile home thereon.

MOBILE HOME SUBDIVISION: A subdivision divided into mobile home lots for sale.

MONUMENT: A fixed reference point or object located convenient to proposed developments in La Porte that the City or another governmental agency has determined the elevation above mean sea level and the geographic location within the Texas Plane Coordinate System.

MONUMENT SYSTEM: A monument system established by the City to provide horizontal and vertical survey control for land development in La Porte within a common frame of reference. A document describing the City Monument System is published separately.

ONE-FOOT RESERVE: A strip of land one foot wide and within public street right of ways and adjacent to subdivision reserves or adjacent acreage to prevent access to said public street until the reserve or adjacent acreage has been platted in accordance with this Ordinance [these regulations].

PLAN, DEVELOPMENT SITE: A site plan for unsubdivided developments certified by the land owner and by a Professional Engineer or Registered Public Surveyor, executed by the City Approving Authority and prepared as specified in Section 86-7 of this Chapter.

PLANNED UNIT DEVELOPMENT: A land area characterized by a unified site design which: (1) has individual building sites and provides common open spaces; and (2) is designed to be capable of satisfactory use and operation as a separate entity without necessarily having the participation of other building sites or other common property. The ownership of the common property may be either public or private. A Planned Unit Development may include subdivisions. It may be a single Planned Unit Development as initially designed; or as expanded by annexation of additional land area; or a group of contiguous Planned Unit Developments, as separate entities or merged into a single consolidated entity.

PLANNING CONSULTANT: A certified land planner, Texas registered professional engineer, Texas registered land surveyor, Texas registered architect, or other qualified consultant, who performs land planning services to subdividers or developers for a fee.

PLAT, ADMINISTRATIVE: A replat or subdivision of land totaling ten (10) acres or less, and involving four (4) or fewer lots fronting on an existing streets and not requiring the creation of any new street or the extension of municipal facilities or the aggregation of multiple lots into one lot.

PLAT, AMENDING: A plat, previously approved by the Commission and duly recorded, which is resubmitted to the Commission for re-approval and recording which contains dimensional or notational corrections or erroneous information contained on the originally approved and recorded plat. An amending plat is not to be considered as a replat or resubdivision and may not contain any changes or additions to the physical characteristics of the original subdivision, but is intended only to correct errors or mis-calculations as allowed under the provisions of Chapter 212 of the Texas Local Government Code.

PLAT, FINAL: A map or drawing of a proposed subdivision prepared in a manner suitable for recording in the appropriate County records and prepared in conformance with Sec. 86-8(c), et seq. of this Ordinance.

PLAT, PRELIMINARY: A map or drawing of a proposed subdivision illustrating its development features for review, prepared as specified in Sec. 86-8(b), et seq. of this ordinance.

PLAT, STREET DEDICATION: A map or drawing suitable for recording in the appropriate county records illustrating the location of a right-of-way intended for dedication within a specific tract of land.

PUBLIC IMPROVEMENTS CRITERIA MANUAL (PICM): The set of standards set forth by the Director of Planning and Development Department and approved by the City Council to determine the specific technical requirements for construction of public improvements. The manual may be acquired from the Planning and Development Department, and is on file in the City Secretary's Office.

RESERVE: A parcel of land within a Subdivision Plat or Development Site Plan reserved from current development. A reserve may be restricted to a special use such as drainage, recreation or common area. Reserves within the subdivisions not restricted in use may be shown as “unrestricted”.

RESUBDIVISION OR REPLAT: The relocation or removal of existing streets or lots by re-platting as allowed under the provisions of Chapter 212, Texas Local Government Code, and as amended.

RIGHT-OF-WAY: A strip of land acquired by reservation, dedication, prescription or condemnation and used or intended to be used as a road, utility installation, crosswalk, railroad, electric transmission lines, or other similar use.

SPECIAL USE SITES: A location shown on the Comprehensive Plan where a proposed school, park, public building or other public facility is to be located.

STREETS, COLLECTOR: A street designed to serve equally the functions of access and movement. Collector streets serve as links between local streets and arterials.

STREET, CUL- DE- SAC: A local street having one end open to vehicular traffic and having one closed end terminated by a turnaround.

STREET, LOCAL: A neighborhood or minor street whose primary purpose is to provide access to abutting properties.

STREET, PRIMARY ARTERIAL: An expressway, freeway, or primary thoroughfare whose primary function is the movement of traffic.

STREET, PRIVATE: A vehicular access way, under private ownership and maintenance, providing access to buildings containing residential dwelling units without direct access to an approved public street right-of- way. Parking lots and private driveways within shopping centers, commercial areas and industrial developments shall not be considered as private streets.

STREET, PUBLIC: A publically owned or maintained right- of- way, however designated, dedicated or acquired, which provides vehicular access to adjacent properties.

STREET, SECONDARY ARTERIAL: A primary thoroughfare whose predominant function is the movement of traffic but which provides more access than normally associated with a primary arterial.

STREET, STUB: A public street not terminated by a permanent circular turnaround, ending adjacent to undeveloped property or acreage and intended to be extended at such time as the adjacent undeveloped property or acreage is subdivided or developed.

STREET, THOROUGHFARE: A public street designed for heavy traffic and intended to serve as a traffic artery of considerable length and continuity throughout the community and so designated on the latest edition of the City Thoroughfare Plan as contained in the City’s Comprehensive Plan.

SUBDIVIDER: Any owner or authorized agent thereof, proposing to divide, or dividing, land so as to constitute a subdivision according to the terms and provisions of this Chapter. A subdivider is further defined to be a developer.

SUBDIVISION: A division of any tract of land into two (2) or more parts for the purpose of laying out any subdivision or any tract of land or any addition to the City, or for laying out suburban lots or building lots, or any lots, and streets, alleys or parts or other portions intended for public use or the use of the purchasers or owners of lots fronting thereon or adjacent thereto. A subdivision includes re-subdivision (replat) but it does not include the division of land for agricultural purposes in parcels or tracts of five (5) acres or more and not involving any new streets, alleys or easements of access. A subdivision is further defined to be a development.

SUBDIVISION, MAJOR: Any subdivision not qualifying as a minor subdivision, as the term “minor subdivision” is defined herein.

SUBDIVISION, MINOR: A subdivision involving less than ten (10) acres of land, which has no common area or reserves, has no adjacent stub street right of ways, and requires no change to the City’s Comprehensive Plan.

SUBMITTAL DATE: The date and time specified in this chapter when plans, plats, related materials and fees must be received by the City prior to the next regular meeting of the commission in order to be considered at such meeting. The “submittal date” is not to be considered as the “filing date” as herein defined.

SURVEYOR: A surveyor licensed by the Texas Board of Professional Land Surveying.

TITLE CERTIFICATE (ABTRACTOR’S CERTIFICATE, PLANNING LETTER): A certificate prepared and executed by a title company authorized to do business in the State of Texas or an attorney licensed in the State of Texas describing all encumbrances of record which affect the property together with all deeds recorded from and after the effective date of this Chapter which shall include any part of the property included in a subdivision plat or development site plan.

WAIVER: Permission granted in writing by the Commission to depart from the literal requirements of this Chapter.

ZONING ORDINANCE: The Zoning Ordinance of the City of La Porte, Texas, codified as Chapter 106 in the La Porte Texas Code of Ordinances, together with any amendments thereto.

Sec. 86-5. Pre-development Applicant Consultation.

(a) The developer or owner of land may choose to schedule a Pre-development Applicant Consultation (PAC) meeting with the Director. The PAC meeting is intended to provide information on the City’s review process, procedures and requirements and allow for dialogue between the City and developer or owner of land prior to submittal of any development application outlined in this chapter.

Sec. 86-6. General Plans.

(a) General Plans are required for all phased projects involving Major Subdivisions or Major Developments. The General Plan is to be designed to illustrate the general design features of a subdivision or development which is proposed to be developed or platted in phases or sections. This plan, when approved by the Commission, constitutes a guide which the Commission will refer to in the subsequent review of plans or plats that cover portions of the land contained within the general overall plan and adjacent properties. Should the developer's future plans change, such changes are to be disclosed to the Department by filing a new General Plan.

(b) Application shall be submitted to the Department at least three (3) weeks before the date which Commission review is requested, unless otherwise approved by the Director.

(c) Application shall consist of all required documentation submitted either electronically or one (1) paper copy in a 24"x36" format.

(d) The following information must be submitted as part of a General Plan submission:

(1) Application and applicable fee.

(2) Development checklist.

(3) Project description letter.

(4) Any additional information required by the Director.

(5) The General Plan shall graphically contain the following:

a. Name of the development.

b. Legal description of the site.

c. Existing and proposed zoning.

d. Name and contact information of the developer.

e. Name and contact information of the project design team.

f. Developer/Owner signature block.

g. City approval signature block.

h. Scale of plan in engineering format.

i. North arrow.

j. Vicinity map showing relation of development to surrounding streets, railroads and watercourses.

k. Perimeter boundary of the property.

l. Identification of each phase of development and proposed land use/s for each phase.

- m. Label adjacent subdivisions, streets, easements, water courses, acreage tracts, and other natural and manmade features.
- n. Show land contours at one foot intervals.
- o. Identify required building lines adjacent to all existing or proposed public and private streets and alleys.
- p. If building locations are known, include the footprint of each building, indicating the building type, building height, number of stories, floor area, and density of residential development.
- q. Show rights-of-way for all streets and alleys either existing or proposed within or adjacent to the general plan boundaries. Indicate right-of-way width of all streets as identified in the PICM. Identify whether streets are intended to be public or private.
- r. Indicate approximate location, widths, and types for all easements whether existing or proposed within or adjacent to the general plan boundaries.
- s. Identify the location of all existing public utilities within or adjacent to the general plan boundaries and how each phase of development will connect with those utilities.
- t. Show approximate boundary of flood hazard area as taken from the official FEMA Flood Insurance Rate Maps adopted by the city or other sources approved by the Director.
- u. Stormwater drainage plan showing general drainage basins and possible location for on-site detention if required.
- v. Traffic study or written documentation from the Director that the development does not necessitate a traffic study.
- w. Other information required by the Director.

(e) Within thirty (30) days of submittal of an administratively complete application, the Director shall schedule the General Plan on the Planning and Zoning Commission agenda for review by the Commission.

(f) General applications shall comply with all applicable city ordinances and statutes prior to approval by the Commission. The Commission shall review the General Plan and take one of the following actions:

(1) Approve the General Plan as filed. Commission approval of the General Plan authorizes the developer to file a Preliminary Plat or a Development Site Plan.

(2) Conditionally Approve the General Plan as filed, provided, the reasons for such conditional approval are stated in writing and a copy of the statement is signed by the Chairman of the Commission. Commission conditional approval requires submission of an amended General Plan and additional documentation as specified by the Planning Commission for final Commission

approval, which may be filed concurrently with the next Preliminary Plat or Development Site Plan, as the case may be.

(3) Disapprove the General Plan as filed, provided, the reasons for such disapproval are stated in writing and a copy of the statement is signed by the Chairman of the Commission. Commission disapproval of a General Plan requires submission of a new General Plan.

(g) The original approved mylar of the General Plan shall be retained by the Department in the official files of the Commission. No subsequent plan or plat will be approved until the original mylar has been delivered to the department.

(h) In the event the developer or subdivider fails to file a Preliminary Plat or Development Site Plan within one year of Commission approval of the General Plan, approval of said General Plan shall terminate upon written notice to the subdivider, developer, or owner.

(i) The developer, subdivider, or owner may request in writing a one year extension specifying the reason why the document has not been filed.

Sec. 86-7. Development Site Plans.

(a) General

(1) The following sections of this Chapter outline procedures for preparing and obtaining approval for developments not defined herein as subdivisions. Except as noted in subparagraph (2) below, it shall be a violation of this Chapter for any person to develop property within the City of La Porte without first:

- a. Filing a Development Site Plan and required documentation for approval;
- b. Having said Development Site Plan approved according to the procedures set forth herein; and
- c. Obtaining a Development Authorization.

(2) No Development Site Plan shall be required as provided for herein in the case of development that is solely and strictly a Subdivision (as that term is defined herein) and the requirements of Section 86-8(c) of this Chapter have been satisfied for each subdivision.

(3) For both Major and Minor Developments, the Development Site Plan is shall be drawn accurately to scale with exact dimensions by an Engineer. When accompanied by all other required documentation, Development Site Plans shall contain sufficient detail for evaluation of the proposed development.

(4) The following information must be provided as part of a Development Site Plan submission:

- a. Application and applicable fee.

- b. Development checklist.
- c. Project description letter.
- d. Drainage Plan and/or calculations as required by the Director.
- e. Exterior building elevations for sites subject to the city's Design Guidelines (Chapter 106, Article IX).
- f. Traffic Impact Assessment, if required by the Director.
- g. Any additional information required by the Director.
- h. Development Site Plan showing the location of all improvements on the site, whether existing or proposed. Proposed improvements shall be in compliance with all applicable local, state and federal requirements. The Development Site Plan shall contain the following graphical information:
 1. Name of development
 2. Type of development
 3. Description of land within proposed development: “____ . ____ acres out of the _____ Survey, Abstract Number _____, Harris County, Texas.”
 4. Legal description of development, including blocks and lots or reserves or a metes and bounds description of the property boundary.
 5. Name of owner or authorized representative.
 6. Name of developer.
 7. Name of planning consultant.
 8. Filing date of application.
 9. Engineering Scale.
 10. North arrow
 11. Vicinity map that shows relation of development to surrounding streets, railroads, and water courses.
 12. Perimeter boundaries of development including dimensions.
 13. Indicate all building lines on the site. Show shortest distances from each building to nearest property line.
 14. Indicate name, location and recording information for adjacent properties, streets, easements, water courses, acreage tracts, and other natural or manmade features.

15. Parking table that labels existing and proposed parking in comparison to the required parking for the development.
16. Landscape table that labels existing and proposed trees and shrubs, including name of plant species, quantity and size.
17. Identify topography and label contours in one-foot intervals. Include cut and fill changes to the site.
18. Define high banks and flow lines of water courses. Define post-development limits of other natural or manmade physical development obstacles.
19. For mobile home parks, show proposed layout of mobile home sites and reserves. Number sites and blocks consecutively. Draw boundaries of sites the same way as for subdivision lots. Indicate size of each site in square feet. Designate usage of each reserve, such as recreation, laundry drying, and dead storage.
20. Draw perimeter of, dimension, and identify type and usage of each existing or proposed structure or site improvement, including parking lots, security lighting, driveways, curb cuts, culverts, water lines, fire hydrants, sanitary sewers, storm drains, natural gas lines, electrical lines, telephone lines, walkways, landscaping and other site improvements.
21. Show rights-of-way of all streets and alleys, either existing or proposed, within the plat boundaries and immediately adjacent thereto. Show right of way width at points of curvature or tangency, at one point within tangent segments, and at changes in width.
22. Provide names of all existing and proposed streets located within the plat boundaries and immediately adjacent thereto. Any proposed street name cannot be duplicates of any street name in current use, unless continuations of existing streets.
23. Indicate location, widths and types of for all existing and proposed utilities and easements on the site, including, but not limited to, water line, sanitary sewer, drainage, power. Label recording information for existing easements.
24. Show boundary of flood hazard area and shade areas within lot boundaries inside flood hazard area. Show finished floor elevation of buildings inside flood hazard area.
25. All required dedication statements and certificates must be included.

(b) Minor Development Site Plan

- (1) Application shall be submitted to the Department at least two (2) weeks before the date which Director review is requested. Application shall consist of all required documentation submitted either electronically or one (1) paper copy.
- (2) The Director is the Approving Authority for all Minor Developments Site Plans. Following review of the Minor Development Site Plans, the Director shall, within two (2) weeks of the filing date, take one of the following actions:

a. Approve the Minor Development Site Plan as filed. Approval of a Minor Development Site Plan and all accompanying documentation by the Director, together with approval of Public Improvement Construction Documents by the Director, results in issuance of a Development Authorization by the Department.

b. Conditionally approve the Minor Development Site Plan as filed, provided, the reasons for such conditional approval are stated in writing and a copy of the statement is signed by the Director. Conditional approval of a minor development Site Plan requires that the developer satisfy the conditions established by the Department. Once the stated conditions have been satisfied, the Minor Development Site Plan and accompanying documentation may be resubmitted for Department approval.

c. Disapprove the Minor Development Site Plan as filed, provided, the reasons for such disapproval are stated in writing and a copy of the statement is signed by the Director. Disapproval of a Minor Development Site Plan requires filing of a new Minor Development Site Plan.

(3) Department action shall be noted on three (3) copies of the Minor Development Site Plan, which shall be distributed to the developer, Department and the City Code Enforcement Division.

(4) Unless stipulation for additional time is agreed to by the Developer, if the Director fails to act within four (4) weeks from the date of submittal of the Minor Development Site Plan the Developer may submit a written request to the City Manager for an investigation into the Director's failure to act, in answer to which the City Manager shall issue a report within (2) weeks, unless the Director has sooner acted on the submitted Plan.

(5) Director disapproval of a Minor Development Site Plan may be appealed to the Commission within twenty (20) days of the mailing of a written notice of disapproval. Once the appeal has been filed, the Minor Development Site Plan will be presented to the Commission for its ruling as specified for Major Development Site Plans in subparagraph (c) below. The following materials must be filed with the City Secretary for an appeal:

- a. A copy of the Director's disapproval letter.
- b. A letter stating the basis of appeal.
- c. A copy of the Minor Development Site Plan.

(6) Prior to issuance of a Certificate of Occupancy, a final inspection of all improvements must be completed by City Inspectors. However, the developer shall have the option to utilize a third party Engineer in place of City Inspectors to certify that all improvements have been installed in accordance with the approved Minor Development Site Plan.

(c) Major Development Site Plan

(1) Application shall be submitted to the Department at least three (3) weeks before the date which Commission review is requested. Application shall consist of all required documentation submitted either electronically or one (1) paper copy.

(2) The Commission is the Approving Authority for all Major Development Plans. Following review of the Major Development Site Plan, the Commission shall take one of the following actions:

a. Approve the Major Development Site Plan as filed. Approval of a Major Development Site Plan and all accompanying documentation by the Commission, together with approval of construction documents for any proposed public improvements by the Director results in issuance of a Development Authorization by the Department.

b. Conditionally approve the Major Development Site Plan as filed, provided, the reasons for such conditional approval are stated in writing and a copy of the statement is signed by the Chairman of the Commission. Conditional approval of a Major Development Site Plan requires that the Developer satisfy the conditions established by the Commission. Once the stated conditions have been satisfied, the Major Development Site Plan and accompanying documentation may be refiled for Commission approval.

c. Disapprove the Major Development Site Plan as filed, provided, the reasons for such disapproval are stated in writing and a copy of the statement is signed by the Chairman of the Commission. Disapproval of a Major Development Site Plan requires filing of a new Major Development Site Plan.

(3) Commission action shall be noted on four (4) copies of the Major Development Site Plan, which shall be distributed to the developer, Department, City Code Enforcement Division, and official Commission files.

(4) Unless stipulation for additional time is agreed to by the developer, the failure of the Commission to act within thirty (30) days from the date of submittal of the Major Development Site Plan the Developer may submit a written request to the City Manager for an investigation into the Director's failure to act, in answer to which the City Manager shall issue a report within (2) weeks, unless the Director has sooner acted on the submitted Plan.

(5) Prior to issuance of a Certificate of Occupancy or final inspection of any improvements included in an approved Major Development Site Plan, a letter signed and stamped by a licensed engineer must be submitted to the Planning and Development Department certifying that all improvements have been installed in accordance with the approved Major Development Site Plan.

(d) Amendments to Minor and Major Development Site Plans

(1) Amendments to minor and major development site plans are those that provide for rearrangement or reconfiguration of floor plans or building elevations, modifications to parking areas, landscape areas, drainage facilities, utilities or other site improvements. An amendment may only occur to a site plan that has an active building permit on file.

(2) Said modifications shall:

a. Comply with all requirements of Chapter 106 of the City's Code of Ordinances and other applicable city regulations.

b. Not conflict with the Comprehensive Plan.

c. Not change the character of the development or the intent of the original plat approval.

(3) The Director is the Approving Authority for all Amendments to Site Plans. Following review of the amendment, the Director shall, within two (2) weeks of the filing date, take one of the following actions:

a. Approve the amendment as filed. Approval of an Amendment shall be clearly noted on the originally approved site plan, along with any conditions required by the Director.

b. Disapprove the amendment as filed, provided, the reasons for such disapproval are stated in writing and a copy of the statement is signed by the Director.

(4) Director disapproval of an amendment may be appealed to the Commission within twenty (20) days of the written notice of disapproval. Once the appeal has been filed, the amendment will be presented to the Commission for its ruling as specified for Major Development Site Plans in subparagraph (c) above.

Sec. 86-8. Subdivision plats.

(a) The following sections outline procedures for preparing and obtaining approval of Subdivision Plats for residential, commercial, or industrial properties. All Final Subdivision Plats must be recorded in the County map records.

(b) Preliminary Plat

(1) Preliminary Plats are required for all Major Subdivisions and shall be consistent with the approved General Plan, if applicable.

(2) Application shall be submitted to the Department at least two (2) weeks before the date which Commission review is requested. Application shall consist of all required documentation submitted either electronically or one (1) paper copy.

(3) The following information must be provided as part of a Preliminary Plat submission:

a. Application and applicable fee.

b. Development checklist.

c. Project description letter.

d. Any additional information required by the Director.

e. The Preliminary Plat shall graphically contain the following (ensure compliance with PICM standards, where applicable):

1. Name of subdivision, which cannot be similar to that of an existing subdivision.

2. Type of development.
3. Description of land on which subdivision lies: “ _____ acres out of the _____ Survey, Abstract Number _____, Harris County, State of Texas.”
4. Date.
5. Scale in engineering format.
6. North arrow.
7. Name of developer and property owner.
8. Name of surveyor and/or engineer preparing the plat.
9. Total number of lots, blocks and reserves.
10. Indicate size of each lot and reserve.
11. Vicinity map in relation to surrounding streets, railroads and water courses.
12. Label adjacent properties including ownership information and HCAD parcel identifications, where applicable.
13. Show all physical features of the site including high banks of water courses and any other natural or man-made physical development obstacles.
14. Draw perimeter boundaries of the subdivision.
15. Show proposed layout of blocks and lots or reserves within blocks.
16. For reserves: Draw boundaries for and designate area (in square feet and acres) for unrestricted reserves and those dedicated for restricted usages, such as those for drainage, recreation, parkland, or other uses (indicate intended usage and existing zoning).
17. Label contours at one-foot intervals.
18. Show and label all rights-of-way of all streets and alleys, either existing or proposed, within the plat boundaries and immediately adjacent thereto. Indicate right-of-way width between points, curvature, tangency and at changes in width.
19. Provide names of all existing and proposed streets located within the plat boundaries and immediately adjacent thereto. Street names cannot be duplicates of any street names in current use, unless continuations of existing streets or as part of a historical grid pattern.
20. Label location, widths and types of all easements, either existing or proposed, within the platted area or immediately adjacent thereto. Include any recording information on any existing easements.

21. Show nearest city approved survey monument and exact bearing (nearest second) and distance (nearest hundredth of a foot) to a defined point on the perimeter boundary of the property.

22. Show location of all proposed survey control monuments to be installed by the developer pursuant to Section 86-9 of this Chapter.

23. Show boundary of flood hazard area/s as adopted by the city.

24. Show location of all existing and proposed storm drainage, sanitary sewer system, and water lines.

25. For condominium developments: Draw the footprint of each building site and show overall dimensions and building type for each building. Show shortest distances from each building to nearest building and property line. For each building type, draw to larger scale the plan of each building type, showing all perimeter wall dimensions and the dimensions and location of walls between units. Designate each unit type and floor area in square feet.

(4) Preliminary Plat applications shall comply with all applicable city ordinances and statutes prior to approval by the Commission. The Commission shall review the plat and take one of the following actions:

a. Approve the Preliminary Plat as filed.

b. Disapprove the Preliminary Plat as filed, provided, the reason for such disapproval is stated in writing and a copy of the statement is signed by the Chairman of the Commission. Disapproval may also include conditions for resubmittal of Preliminary Plat.

(5) Unless stipulation for additional time is agreed to by the subdivider, the failure of the Commission to act within thirty (30) days from the date of the filing of the plat by the developer, will cause the plat to be deemed approved.

(6) The original approved mylar of the Preliminary Plat shall be retained by the Department in the official files of the Commission.

(7) In the event the subdivider fails to file a Final Plat within one year of Approving Authority approval of the Preliminary Plat, approval of said Preliminary Plat shall terminate upon written notice to the subdivider or owner. The subdivider or owner may request in writing a one year extension specifying the reason why a Final Plat has not been filed.

(c) Final Plat

(1) Final plats are required for all subdivision, and shall be consistent with the Preliminary Plat if applicable. Final Plats of subdivisions are drawn accurately to scale with exact dimensions. Complete instructions for preparing Final Plats are contained in Appendix D.

(2) In conjunction with the filing of the Final Plat, the subdivider or developer shall file a proposed set of covenants, restrictions, conditions, and reservations, affecting the property enclosed within

the Final Plat. The covenants and restrictions shall include provisions creating an association of lot owners charged with the responsibility of promoting the recreation, health, safety, and welfare of the members of the association, and for the improvement and maintenance of any common areas, compensating open space, private streets, alleys, or parking areas included within the Final Plat. The association shall be empowered to levy assessments to be used exclusively in the enforcement of the covenants, restrictions, conditions, and reservations affecting the property enclosed in the Final Plat, and for the furtherance of its responsibility of improving and maintaining any common areas, compensating open space, private streets, alleys, parking areas or other private improvements included within the Final Plat. The assessments levied shall be a charge on the land and shall be a continuing lien on the property against which each such assessment is made.

(3) The proposed set of covenants, restrictions, conditions and reservations filed shall be submitted to the City Attorney of the City of La Porte, who shall review the documents and insure that the form of the documents complies with this chapter.

(4) Application shall be submitted to the Department at least two (2) weeks before the date which Commission review is requested. Application shall consist of all required documentation either electronically or one (1) paper copy.

(5) The following information must be submitted as part of a Final Plat submission:

- a. Application and applicable fee.
- b. Development checklist.
- c. Title certificate, abstract, or planning letter.
- d. Complete public street construction drawings for approval by the Director.
- e. Complete public utility construction drawings for approval by the Director.
- f. List of coordinates for each point to be marked in the final field survey. Each point on the list is to be assigned a unique number code. A copy of the Final Plat, marked with the locations of each number code, is to be submitted as well.
- g. Letters from the servicing utility companies approving of the easements shown on the plat.
- h. Copy of deeds for any private easements within the subdivision.
- i. Commitment of park dedication as required in Section 86-11 of this Chapter.
- j. A letter, statement or instrument from the holder of any privately owned easement or fee strip within the subdivision boundaries approving any crossings of said existing easement or fee strip by proposed streets, utilities, or easements shown on the plat. If adjustment of existing utilities is required, said letter shall specify the nature of the adjustments and the approval of the owner for such adjustments.
- k. Set of covenants, restrictions, conditions, and reservations, affecting the property enclosed within the Final Plat.

l. Title information as required in Section 86-9(n) of this Chapter.

m. Any additional information required by the Director.

n. Final Plat to graphically contain the following (ensure compliance with PICM standards, where applicable):

1. The graphical requirements outlined for a Preliminary Plat in Section 86-8(b)(3)(e), Items 1-22.
2. Metes and bounds description in map for with appropriate bearings and distances.
3. Owners' Acknowledgement Statement
4. Lienholders' Subordination Agreement, where applicable
5. Plat Accuracy Certificate
6. Final Survey Certificate
7. Approving Authority Certificate
8. Harris County Clerk Filing Statement
9. Permanent Access Easement must be labeled for any proposed private roads.
10. Any other special statements required by the Director

(6) Unless stipulation for additional time is agreed to by the subdivider, the failure of the Commission to act within thirty (30) days from the date of the filing of the plat by the developer, will cause the plat to be deemed approved.

(7) Final Plat applications shall comply with all applicable city ordinances and statutes prior to approval by the Commission. The Commission shall review the plat and take one of the following actions:

- a. Approve the Final Plat as filed. Such approval of a Final Plat as filed and all accompanying documentation by the Commission, together with approval of Public Improvement Construction Documents by the Director shall result in issuance of a Development Authorization by the Department which permits the developer to begin construction of subdivision improvements.
- b. Disapprove the Final Plat as filed, provided the reasons for such disapproval are stated in writing and a copy of the statement is signed by the Chairman of the Planning Commission. Such disapproval requires filing of a new Final Plat.

(8) Notice of the Commission's action shall be forwarded to the applicant.

(9) A Final Plat shall not be recorded until executed by the Director and by the Commission. Before the Final Plat is executed, the developer shall follow the procedure provided for in Section, and

construct the proposed improvements according to the approved plans and specifications. In the event the developer or owner fails to commence construction of such improvements within one year of Development Authorization, approval of the Final Plat shall terminate upon written notice from the Commission to the developer or owner. The developer or owner may request in writing one year extension specifying the reasons why construction has not commenced.

The Commission shall not sign and deliver a copy of the plat to be recorded, nor shall such Final Plat be recorded, if such proposed improvements are not completed within two years of commencement of construction, and approved by the Director. In the event the developer or owner fails to complete construction of such improvements within two years of commencement of construction, approval of the Final Plat shall terminate upon written notice from the Commission to developer or owner. The developer or owner may request a one year extension in writing from the Director specifying the reasons why construction had not been completed.

The Final Plat shall not be recorded unless the deed restrictions called for herein are recorded simultaneously with the recordation of the Final Plat.

(10) After recordation with Harris County, the original recorded mylar film of the Final Plat shall be retained in the official files of the Commission.

(d) Administrative Plat

(1) The same submittal requirements for a Final Plat approval apply to an Administrative Plat.

(2) Administrative Plat applications shall comply with all applicable city ordinances and statutes prior to approval by the Director. The Director shall review the plat and take one of the following actions:

a. Approve the Preliminary Plat as filed.

b. Disapprove the Preliminary Plat as filed, provided, the reason for such disapproval is stated in writing. Disapproval may also include conditions for resubmittal. If said plat is disapproved, the applicant may elect to refer the plat to the Commission for consideration.

(3) The Director may, for any reason, elect to present the plat to the Commission for approval of the plat.

(4) Unless stipulation for additional time is agreed to by the subdivider, the failure of the Director to act within thirty (30) days from the date of the filing of the plat by the developer, will cause the plat to be deemed approved.

(e) Replat of recorded subdivision plats

(1) A replat or re-subdivision of a recorded Subdivision Plat, or a portion thereof, but without vacation of the immediate previous plat, is hereby expressly authorized to be recorded and shall deemed valid and controlling when:

- a. It has been signed and acknowledged by only the owners of the particular property which is being replatted or re-subdivided on the acknowledgement shown in Enclosure 1 to Appendix D;
- b. It does not attempt to alter, amend or remove any covenants and restrictions;
- c. There is compliance, when applicable, 212.014 and 212.0145 of the Texas Local Government Code;
- d. It has been approved by the Commission after being prepared and filed as though it were an original plat as specified in subparagraph "c" of this section; and
- e. All expenses incurred by the City or the subdivider in the Replat process shall be borne by the subdivider, including costs of notice at public hearing.

(f) Amending Plat (of recorded subdivision plats)

(1) An Amending Plat may be filed for record in the County map records to correct dimensional errors, notational errors or other erroneous information, to add to or delete monuments, or to relocate a lot line between adjacent lots, as allowed in Section 212.016 of the Texas Local Government Code, provided:

- a. The signed Amending Plat Certificate shown on Enclosure 4 to Appendix D is placed on the face of the Amending Plat;
- b. The Planning and Zoning Commission Certificate shown on Enclosure 4 to Appendix D is placed on the face of the Amending Plat and;
- c. Commission approval of said Amending Plat is reflected by Commission execution of said certificate.

(2) The Planning Director of the City of La Porte may approve Amending Plats and execute Certification of same as set forth above in lieu of the Planning Commission, as allowed in Section 212.0065 of the Texas Local Government Code. The Director of Planning may, for any reason, elect to present the Amending Plat to the Commission for approval. The Director of Planning shall not disapprove the Amending Plat and shall refer any plats which are refused to the Planning Commission within the time parameters as delineated in Section 212.009 of the Texas Local Government Code.

(g) Vacating Plat (of recorded subdivision plats)

(1) The vacation of Subdivision Plats, which is authorized and regulated by Section 212.013 of the Texas Local Government Code, shall be permitted, provided:

- a. All owners of all property contained within the previous plat sign the Vacation of Subdivision Declaration shown on Enclosure 5 to Appendix D;
- b. Approval of the Commission is obtained and reflected by Commission execution of the certificate shown on Enclosure 5 to Appendix D; and

c. Said owners declaration and Commission approval certificate is recorded as a single instrument in the county records as required by Section 212.013 of the Texas Local Government Code.

Sec. 86-15. General standards for subdivision and developments.

(a) Streets and alleys.

(1) Street classification system. The street pattern of the city should provide adequate circulation while discouraging through traffic within local neighborhoods. This may be accomplished by providing thoroughfares spaced at approximately one-mile intervals and collector streets within neighborhoods spaced at about half-mile intervals to link local streets to the thoroughfare network.

(2) Street width. Public or private streets shall have a minimum pavement width of 28 feet. Public or private alleys shall have a minimum pavement width of 20 feet.

(3) Thoroughfare extension. Right of way widths for thoroughfare extensions shall be as indicated in the PICM along the entire frontage of the tract being developed. Where the existing dedicated right of way width fronting the adjacent property is less than shown in the PICM, a transition zone of 300 feet of frontage of the new development shall be provided between the existing and new right of ways.

(4) Continuation of adjoining streets. The arrangement of streets in new developments shall make provisions for the appropriate continuation of existing streets from adjoining properties.

(5) Future projections of streets. Where adjoining areas are not developed, but may be developed, the arrangement of streets in a new development shall make provisions for the proper projection of streets into adjoining areas by carrying the new streets to the boundaries of the new development at appropriate locations. All such streets shall be designed in accordance with the PICM.

(6) Provisional one-foot reserve. Required along the side or end of streets that abut acreage tracts. The note shall be notated on the Final Plats and Street Dedication Plats, where appropriate

(7) Street names. Street names shall be the same as existing street names, if they are continuations of existing streets. Otherwise, no street name shall be permitted that is a duplicate of an existing or proposed street name within the City. Proposed new names must be submitted to the Department for checking prior to the submittal of first plat or plan. The developer shall provide street name signs in accordance with the PICM.

(8) Alleys. Alleys may be provided within any subdivision or development to provide secondary vehicular access to building sites which otherwise have their primary access from an adjacent public street. Alleys shall not be used or designed to provide principal access to any tract of land and shall not provide access to property outside the development boundaries in which the alleys are located. Dead end alleys are not permitted.

(9) Private streets and alleys. Streets and alleys in which the developer proposes to privately maintain in perpetuity through a community association or other approved means are to be designated as “private” on the plat. Design and construction of such streets and alleys will be identical to design and construction standards for public streets. Right of way lines may be coterminous with the edge of pavement.

(b) Engineering data. Please see the PICM.

(c) Lots. The following standards shall apply to all lots:

(1) The lot design of a Subdivision or Development should provide for lots of adequate width and depth to provide open area and to eliminate overcrowding.

(2) Lots should be rectangular so far as practicable and should have the side lot lines at right angles to streets on which the lot faces or radial to curved street lines.

(3) Lots with double frontage are prohibited except when backing on major thoroughfares and upon approval by the Planning Commission.

(4) All lots shown on the plat will be for residential purposes unless otherwise noted.

(5) Side lot lines should be perpendicular or radial to street frontage and the following note may be in lieu of bearings. “All side lot lines are either perpendicular or radial to street frontage unless otherwise noted.”

(6) Driveway access to thoroughfares shall be prohibited.

(7) Double front lots are prohibited except when backing on major thoroughfares or on corner lots.

(7) Lots shall be sized in accordance with the requirements of Chapter 106, Zoning.

(d) Drainage easements. The following standards shall apply to all drainage easements:

(1) The location and width of all easements shall be determined by the Director for all plats or plans within the cities jurisdiction, and by the Director in conjunction with Harris County Flood Control District (HCFCD) for all easements that HCFCD may have an interest in.

(2) Easements for drainage adjacent to lots, tracts, or reserves shall be recited on the Final Plat, in accordance with ~~the~~ language. language approved by the Director.

(e) Utility easements. The developer shall coordinate all public and private utility easements with the applicable entity as required in this Chapter.

(f) Platting of public streets or easements across private easements or fee strips. The following shall apply when platting of public streets or easements across private easements or fee strips:

(1) A copy of the instrument establishing any private easement shall be submitted with the Development Site Plan or the Preliminary Plat as reflected by the Title Certificate submitted.

(2) Easement boundaries must be tied by dimensions to adjacent lot and tract corners. Where the private easement has no defined location or width, an effort shall be made to reach agreement on a defined easement. Where no agreement can be reached, then existing facilities shall be accurately located and tied to lot lines, and building setback lines shall be established as specified in Section 5.04.

(3) Prior to approval of the Final Plat or Development Site Plan, the developer or dedicator of any Subdivision Plat or Development Site Plan, wherein public streets or easements are shown crossing private easements or fee strips, shall by letter to the Commission assume responsibility for seeing that any adjustments and protection of existing pipelines, electrical transmission lines, or other facilities shall be planned and provided for to the satisfaction of the holder of the private easements or fee strips and the Director prior to the filing of the plat or plan for record.

(4) Prior to filing of the Final Plat or Development Site Plan for record, the following requirements must be met:

a. The developer or dedicator of any plat or plan shall obtain from the holder of any private easement or fee strip within the plat or plan crossed by proposed streets or other public easements an instrument granting to the public the use of said public streets or easements over and across said private easements or fee strips for construction, operation, and maintenance of those public facilities normally using the type of public streets and easements indicated. This instrument shall be delivered to the Commission to be filed for record along with plat or plan.

b. The developer shall furnish the Commission with a letter from the holder of the private easements or fee strips in questions stating that arrangements for any required adjustments in pipelines, electrical transmission lines, or other similar facilities have been made to the satisfaction of the holder of the easements.

(g) Monumentation requirements. The following are requirements for monumentation for subdivisions and developments:

(1) Subdivisions

a. Permanent control monuments, one for each five acres of property or fraction thereof, shall be placed along streets centerlines or at subdivision corners. The location of control monuments shall be approved by the Department at the Preliminary Plat stage and shown on the Final Plat. The construction of permanent control requirements shall be in accordance with the PICM.

b. At least one control monument shall be accurately tied, by angle and distance to an approved City of La Porte monument. Elevation shall be established for each control monument installed. Datum shall be supplied or approved by the Department.

c. Elevations and coordinate values for each control monument shall be submitted in accordance with language approved by the Director and approval by the Department prior to execution of the Final Plat.

d. All corners of the subdivision, all angle points and points of curvature in the subdivision boundary, all block corners, all angle points and points of curvature in each street right of way shall be marked with iron rod not less than three fourths (3/4) of an inch in diameter and thirty (30) inches in length, placed flush with the finished ground elevation.

e. All lot corners shall be marked with iron rods not less than five-eighths (5/8) of an inch in diameter and thirty (30) inches in length, placed flush with the finished ground elevation.

f. All required monumentation shall be completed prior to final acceptance of the subdivision and execution of the Plat.

(2) Major developments

a. Permanent control monuments, one for each five acres of property or fraction thereof, shall be placed along street centerlines or at corners of the development. The location of control monuments shall be approved by the Department and shown on the Development Site Plan. The construction of permanent control monuments shall be in accordance with the PICM.

b. At least one control monument shall be accurately tied, by angle and distance to an approved City of La Porte monument. Elevations shall be established for each control monument installed. Datum shall be supplied or approved by the Department.

c. Elevation and coordinate values for each control monument shall be submitted and approved by the Department prior to or concurrent with acceptance of all public improvements.

d. All lot corners within the Development shall be marked with iron rods not less than five-eighths (5/8) of an inch in diameter and thirty (30) inches in length, placed flush with the finished ground elevation prior to commencement of any building construction.

(3) Minor developments

a. All lot corners of Minor Developments shall be marked with iron rods not less than five-eighths (5/8) of an inch in diameter and thirty (30) inches in length, placed flush with the finished ground elevation. Lot corners shall be established and placed prior to commencement of any building construction.

(h) Public improvements

(1) The developer shall pay all costs for providing the development with streets, water mains, sanitary sewers, and storm sewers in accordance with plane and specifications for such improvement approved by the Director and in the manner set out in the adopted Utility Extension Policy. The subdivider shall pay all costs associated with street lighting as set out in the PICM.

(2) The subdivider or developer shall guarantee construction of all approved public improvements as provided in this section and in conformance with the adopted PICM.

(3) The installation of the approved improvements shall be under the inspection of the Director or his representative and the Director shall certify the installation as being in accordance with the

approved plans and specifications before the Commission will execute a Subdivision Plat for recordation, or before the City will accept said public improvements for maintenance.

(i) Reimbursement for oversizing

(1) All improvements required in a Subdivision or Development will be installed at the developer's cost, unless otherwise provided. The cost of utilities and streets which are required by the City to be larger than would be normally needed to serve the proposed addition will be partially reimbursed. The reimbursable amount will be the difference between the cost of the facilities that would be adequate to serve the addition and the cost of the facilities required by the City. A reimbursement contract will be negotiated between the City Council and the Developer.

(j) Record drawings

(1) The engineer representing the developer must present to the Director project information electronically to the City, reproducible complete "record drawings" for all paving, drainage structures, water lines and sewer lines within thirty (30) days after completion of each contract. The Director will not certify approval of public improvements construction until record [all] drawings have been submitted.

(k) Fees. Filing/Application fees for plats, plans, waivers or other requirements as established in this Chapter shall be in an amount established by the City and listed in Appendix A of this Code

(l) Plat/Plan Graphic Symbols. The following line symbols are established for all plans and plats:

(1) Boundaries: Show perimeter boundaries, right of ways and boundary lines between development phases in bold solid lines (____). Use solid lines (____) for block and lot boundaries.

(2) Building lines: Indicate by long dashes separated by short dashes (_ _ _ _).

(3) Easements: Indicate by short dashes (_ _ _ _).

(4) Stream and depression high banks: indicate by long dashes separated by three short dashes (_____).

(5) Edge of flood hazard area: Indicate by long dashes separated by circles (____ o ____ o ____ o ____).

(6) Adjacent properties: Indicate lines outside boundaries of proposed development by long dashes (_____).

(m) Plat/Plan Geometric Standards. The following table outlines geometric standards for plans and plats:

Item Description	General Plan	Preliminary Subdivision Plat	Final Subdivision Plat	Development Site Plan
<i>Dimensional Accuracy Standards</i>				

Exact: Angles to the nearest second, distances to the nearest hundredth of a foot.			X	X
Approximate: Angles to the nearest degree, distances to the nearest foot.	X	X		
<i>Line Definition: For all lines required to be defined on a line between two points is considered as "defined" if the following information is provided:</i>				
Bearing (in degree) for tangent (straight) lines	X	X	X	X
Distance (in feet) for tangent (straight) lines	X	X	X	X
Radius of curve (R, in feet) for curvilinear lines	X	X	X	X
Central delta angle (Δ , in degrees) for curvilinear lines			X	X
Arc length (L, in feet) for curvilinear lines	X	X	X	X
Cord length (C, in feet) for curvilinear lines			X	X
Chord bearing (CB, in degrees) for curvilinear lines			X	X
<i>Lines to be defined for street rights-of-way (centerline and both edges), perimeter boundaries, lots, blocks, reserves and easements, all lines between any combination of the following points:</i>				
Points of beginning or ending	X	X	X	X
Lots, block, or reserve corners	X	X	X	X
Angle points	X	X	X	X
Points of tangency or curvature	X	X	X	X
Points of inflection (reserve curvature)	X	X	X	X
Points of intersection with crossing lines for lots, blocks, reserves, rights-of-way, easements, stream or depression high banks, and flood hazard area boundaries			X	X
<i>Lines to be defined for high banks of stream or depression (no right-of-way or easement), lines between:</i>				
Points defining the limits of the high bank		X	X	X
Points of intersection with crossing lines for lots, reserves, easements and rights-of-way			X	X
<i>Lines to be defined for flood hazard area, lines between:</i>				
Points of defining the limits of the flood hazard area (Consult City Flood Zone Administrator for required elevations)		X	X	X
Points of intersection with crossing lines for lots, reserves, easements and rights-of-way			X	X

(n) Title certificate information. A planning letter, certificate, abstract, or other instrument from a title guaranty company or attorney authorized to render title opinions in the State of Texas, which certifies that a search of the appropriate records was performed within thirty (30) days of the filing date and which letter provides the following information:

- (1) The date of the examination of the records.
- (2) A legal description of the property proposed to be developed including a metes and bounds description of the boundaries of said land.
- (3) The name of the recorded owner of fee simple title as of the date of the examination of the records, together with the recording information or the instruments whereby such owner acquired fee simple title.
- (4) The names of all lienholders together with the recording information and date of the instruments by which such lienholders acquire their interests.
- (5) A description of the type and boundaries of all easements and fee strips not owned by the developer of the property in question together with the recording information and date of the instruments whereby the owner of such easements or fee strips acquired their title.
- (6) A statement certifying that no delinquent city or county taxes are due on the property being platted.

Sec. 86-16. Engineering and construction standards for subdivisions.

(a) Streets and alleys.

- (1) All streets shall be reinforced concrete pavement on a compacted subgrade. Concrete pavement shall be provided with either an integral curb poured with the pavement or a separate curb constructed on top as required by the PICM and subject to the approval of the Director.
- (2) Pavement design shall conform to the PICM.
- (3) Curb and combination curb shall be constructed of reinforced concrete. Cross section and slopes shall conform to the PICM.
- (4) All concrete shall be designed and controlled by a competent laboratory as required by the PICM.

(b) Drainage and storm sewer.

- (1) Adequate drainage shall be provided within the limits of the subdivision as to reduce the community's exposure to flood hazards with respect to adjacent, upstream and downstream developments. (See also Chapter 94 "Floods" of the Code of Ordinances of the City of La Porte for additional requirements.) Adequate drainage shall be provided within the limits of the subdivision and/or development. The protection of adjoining property shall be accounted for in design of the system in conformance with the PICM, and shall be subject to the approval of the Director. The design and sizing of the system shall be in conformance with the PICM, and subject to the approval of the Harris County Flood Control District and the Director.

(2) Any person or persons that alters or changes the elevation of property shall be responsible for applying for and obtaining, prior to said change or alteration of the elevation of the property, a development authorization from the Department. Any change or alteration in the elevation of property requires submission of a site plan prior to the change or alteration of property, which said site plan shall delineate the proposed change or elevation of property. Said certified site plan shall be subject to approval by the City Engineer.

(3) Fill dirt permit shall be required by the City. Exhibits show fill dirt regulations, grading standards, and swale standards; requiring sketch plans and approval prior to the introduction of fill material; and providing silt prevention and revegetation standards. Said fee shall be \$25.00 for the first 49 loads of permitted fill dirt, and \$2.00 for each additional load. Any person who places fill dirt on their property without first applying for and obtaining a fill dirt permit shall be guilty of a misdemeanor.

(4) A stormwater quality permit may be required in accordance with city, state and federal law.

(c) Water and sewer system.

(1) The design and construction of all water and sewer systems shall be in conformance with the PICM, and subject to approval by the Director. The developer or owner shall provide the necessary certificates from all other governmental agencies certifying compliance with their regulations.

(d) Street lighting.

(1) All public streets and non-residential parking lots where intended for use by the general public in the City must be served adequately by lights. Lighting must be located and installed in accordance with the specifications of the PICM.

Sec. 86-25 Open space within subdivisions and developments.

(a) Purpose.

(1) It is the policy of the City to provide recreational areas and amenities in the form of neighborhood and community parks as a function of residential development in the City of La Porte. This Section is enacted in accordance with the home rule powers of the City of La Porte granted under the Texas Constitution and statutes of the State of Texas, including, without limitation, Texas Local Government Code, § 51.071 *et seq.* and § 212.001 *et seq.* It is hereby declared that by the City Council of the City of La Porte that recreational areas, in the form of neighborhood parks and related amenities and improvements, are necessary and in the public welfare, and that the only adequate procedure to provide for same is by integrating such requirement into the procedure for planning and development of property of a residential subdivision in the City of La Porte, whether such development consists of new construction on previously vacant land or rebuilding and redeveloping existing residential areas.

Neighborhood and community parks are those parks providing for a variety of outdoor recreational opportunities and within convenient distances from a majority of the residences to be served thereby, the standards for which are set forth in the La Porte Parks, Recreation and Open Space

Master Plan, or neighborhood and community areas. The park zones established by the La Porte Parks and Recreation Department and shown on the official La Porte Parks, Recreation and Open Space Master Plan, or neighborhood area, shall be *prima facie* evidence that any park located therein is within such a convenient distance from the majority of residences to be served thereby. The cost of the neighborhood parks should be borne by the ultimate residential property owners who by reason of the proximity of their property to such parks shall be the primary beneficiaries of such facilities. Therefore, the following requirements are adopted to effect such purposes.

In order to provide an equitable method of determination of the requirements for future development of residential areas of the City of La Porte, the following formula is hereby adopted: The population of the City based on the latest United States Census data, adjusted on an annual basis based on the predicted growth of the City as found in the Parks and Open Space Master Plan for the year in which the adjustment is made, is identified. The resultant number is divided by the number of acres of available neighborhood and community parkland inventory in the City of La Porte, resulting in the number of persons per neighborhood or community park acre in the City of La Porte. This result is then divided by the number of La Porte persons per dwelling unit as identified in the latest United States Census data, giving the number of dwelling units per acre of neighborhood or community parkland. This number is then divided into the total acquisition cost for land at the average appraisal value, and development cost per acre for development of the land into a typical park as identified in the Parks and Open Space Master Plan of the City.

This formula provides a baseline for determining the number of dwelling units per acre rate for future development within the City, the parkland dedication or in lieu acquisition costs for parkland, and the cost of future park development. This formula shall be applied and reviewed periodically to assure that the process for future development remains fair and equitable as established herein. In the event that the periodic review results in a determination of inequity, an amendment to the Ordinance to correct the inequity will be presented to Council for consideration.

(b) General requirement for dedication of land and payment of park development fee.

(1) Whenever a Final Plat is filed of record with the County Clerk of Harris County, Texas or a development site plan, or a property survey is submitted and filed with the approving authority of the City in accordance with the provisions of this ordinance and other planning and development ordinances that may be contained within the Code of Ordinances of the City of La Porte, for a development of a residential area within the City of La Porte that contains one or more residential dwelling units, such plat, or site plan, or property survey shall contain a clear fee simple dedication of one acre of land for each 93 proposed dwelling units. As used in this Section, a "dwelling unit" means each individual residence, including individual residences in a multi-family structure, designed and/or intended for inhabitation by a single family. Residential structures that are moved from one area of the City to another area of the City are specifically excluded from the park development fee requirements of this ordinance.

Any proposed plat or site plan, or property survey submitted to the City of La Porte for approval shall show the area proposed to be dedicated under this section. The required land dedication of this section may be met by a payment in lieu of land where permitted by the City of La Porte or required by other provisions in this ordinance.

In the event a plat is not required and a development site plan or property survey is filed, the dedication of land or payment in lieu of land required under this section shall be met prior to the issuance of a building permit by the approving authority of the City.

(2) The City Council of the City of La Porte declares that development of an area less than one acre for neighborhood park purposes is impractical. Therefore, if fewer than 93 dwelling units are proposed by a plat filed for approval, the approving authority may require the developer to pay the applicable cash in lieu of land amount, as provided in subsection "c" below.

(3) In addition to the required dedication of land, as set forth above, there shall also be a park development fee paid to the City of La Porte as a condition to subdivision plat approval or issuance of a building permit. Such park development fee shall be set from time to time by ordinance of the City Council of the City of La Porte sufficient to provide for the development of amenities and improvements on the dedicated land to meet the standards for a neighborhood park to serve the area in which the subdivision is located. Unless and until changed by ordinance of the City Council of the City of La Porte, the park development fee shall be calculated on the basis of \$318 per dwelling unit.

(4) In lieu of payment of the required park development fee, a developer shall have the option to construct the neighborhood park amenities and improvements. All plans and specifications for the construction of such amenities and improvements must be reviewed and approved by the approving authority. The developer shall financially guarantee the construction of the amenities and improvements, and the City of La Porte must approve same, prior to the filing of a plat in the case of platted subdivisions. Once the amenities and improvements are constructed, and after the approving authority has accepted such amenities and improvements, the developer shall deed and convey such amenities and improvements to the City of La Porte or to the applicable Homeowner's Association.

(5) In instances where land is required to be dedicated, the approving authority shall have the right to accept or reject the dedication after consideration of the recommendation of the Parks and Recreation Director or the Planning and Zoning Commission, and to require a cash payment in lieu of land in the amount provided under subsection "c" below, if the approving authority determines that sufficient park area is already in the public domain for the area of the proposed development or if the recreation potential for that area would be better served by expanding or improving existing neighborhood parks.

(6) When two or more developments will be necessary to create a neighborhood park of sufficient size in the same area, the Parks and Recreation Department, at the time of preliminary plat approval, will work with the developer to define the optimum location of the required dedication within the respective plats. Once a park site has been determined, adjacent property owners who develop around the park site shall dedicate land and (or) cash to the existing site unless otherwise determined by the approving authority, as provided herein.

(c) Cash payment in lieu of land.

(1) A developer responsible for land dedication under this Section shall be required, at the approving authority's option, to meet the dedication requirements in whole or in part by a cash payment in lieu of land, in the amount set forth below. Such payment in lieu of land shall be made prior to filing the final plat for record, or prior to the issuance of a building permit where a plat is not required.

(2) The cash payment in lieu of land dedication shall be met by the payment of a fee set from time to time by ordinance of the City Council sufficient to acquire neighborhood parkland. Unless and until changed by the City Council, such fee shall be computed on the basis of \$490 per dwelling unit. A cash payment in lieu of land dedication, as set forth in this section, does not relieve the developer of its obligation to pay the park development fee of \$318 set forth in subsection (b)(3) above. The cash payment in lieu of land dedication is in addition to the required park development fee.

(3) The general requirements for dedication of land and payment of park development fees and the cash payment in lieu of land are set forth graphically in Table 1, attached hereto.

(4) The City of La Porte may from time to time decide to purchase land for parks in or near the area of actual or potential development. If the City does purchase park land in a park zone, subsequent park land dedications for that zone shall be in cash only, the calculation of which is set forth as provided herein. Such cash payments are in addition to the payment of the required park development fee.

(d) Special fund.

(1) All funds collected by this dedication process will be deposited in the City of La Porte's Park Development Fund and used for the purchase or leasing of park land and the development and maintenance of same. All expenditures from the said fund will be reviewed and approved by the Office of the City Manager for the City of La Porte.

(2) The City of La Porte shall account for all sums paid into the Parks Development Fund with reference to the individual plats involved.

(e) Prior dedication, absence of prior dedication.

(1) If a dedication requirement arose prior to the passage of this Chapter, that dedication requirement shall be controlled by the ordinance in effect at the time such obligation arose, except that additional dedication shall be required if the actual number of dwelling units constructed upon property is greater than the former assumed or planned number of dwelling units. Additional dedication shall be required only for the increase in the number of dwelling units and shall be based upon the land dedication and park development fee requirements set forth herein above.

(2) At the discretion of the City, any former gift of land to the City may be credited on a per acre basis toward eventual land dedication requirements imposed on the donor of such lands. The approving authority shall consider the recommendations of the Parks and Recreation Department and the Planning and Zoning Commission in exercising its discretion under this subsection.

(f) Additional requirements, definitions.

(1) Any land dedicated to the City under this Chapter must be suitable for park and recreation uses. The following characteristics of a proposed area are generally unsuitable and may be ground for refusal of any plat:

a. Any area primarily located in the 100-year floodway as determined by the Harris County Flood Control District.

b. Any areas of unusual topography or slope which renders same unusable for organized recreational activities.

(2) Drainage areas may be accepted as part of a park if the channel is constructed in accordance with City engineering standards as found in Section 5.5.3 of the Public Improvement Criteria Manual of the City of La Porte, if no significant area of the park is cut off from access by such channel, if not less than five (5) acres of the site is above the 100-year flood plain, or if the dedication is in excess of ten (10) acres, not less than fifty percent (50%) of the site should be included in the 100-year flood plain.

(3) Each park must have ready access to a public street.

(4) Unless provided otherwise herein, an action by the City shall be by the approving authority, after consideration of the recommendations of the Commission and/or the Director of Parks and Recreation Department.

(5) Any preliminary plat approved prior to the effective date of this ordinance shall be exempt from these requirements set forth herein; however, however when such preliminary approval expires, any resubmission of such plat shall meet the requirements of this ordinance.

(g) Instruments of dedication.

(1) The park land dedication required Section shall be made in the case of Subdivision by a reservation on the Final Plat as filed in the map records of Harris County, Texas, unless additional dedication is required subsequent to the filing of the Final Plat. In the case of a Development Site Plan, the dedication required by the ordinance shall be made by filing of a deed to the deed records of Harris County.

In either event, if the actual number of completed dwelling units exceeds the figure upon which the original dedication was based, such additional dedication shall be required, and shall be made by payment by the cash in lieu of land amount provided herein.

Sec. 86-26. Waivers.

(a) In those instances where, in the opinion of the Commission, strict compliance with the terms, rules, conditions, policies, and standards provided in this Chapter would create an undue hardship by depriving the applicant or subdivider of the reasonable use of the land or, where, in the opinion of the Commission, there are unusual physical characteristics which affect the property in question and which would make strict compliance with the terms and conditions of this Chapter or any rule promulgated

under this Chapter not feasible, the Commission may grant the applicant or subdivider a waiver as to one or more requirements as long as the general purpose of this Chapter is maintained. Economic hardship shall not constitute the sole basis for granting a waiver under this section.

(b) A waiver granted under the provisions of this Chapter shall only to the specific property upon which the Commission was requested to approve a plat and that such waiver shall not constitute a change of this Chapter, or any part thereof, or establish any policy, rule or regulation contrary to the provisions of this Chapter.

(c) Any waiver on a recorded plat granted before the date of adoption of this Chapter is hereby recognized as continuing to be valid and compliance with the provisions of this Section shall not be required.

(d) Any person desiring to secure a waiver as to the provisions of this Chapter must submit a written request with the other materials (4.00 is Sketch Plans). Any request for a waiver must cite the specific rule, policy or standard contained in this Chapter from which a waiver is desired. Additionally, the request must state the extent of the waiver sought and the specific facts or reasons why such waiver is needed

(e) No waiver may be granted by the Commission unless approved by a majority vote of the members present at the meeting of the Commission at which the waiver request is presented and that where the Commission affirmatively finds:

(1) That the waiver would not be contrary to the general purpose and goals stated in this Chapter.

(2) That the waiver would not be detrimental to the public health, safety or welfare, to be injurious to adjacent property, or prevent the subdivisions or development of other land in the area in accordance with the provisions of this Chapter.

(f) Such finding of the Commission, together with the specific facts upon which such findings are based shall be incorporated into the official minutes of the Commission meeting at which such waiver was granted.”

Section 2. Any person, as defined in Section 1.07 (27), Texas Penal Code, who shall violate any provision of the ordinance, shall be deemed guilty of a misdemeanor and upon conviction shall be

Section 3. Each and every provision, paragraph, sentence and clause of this Ordinance has been separately considered and passed by the City Council of the City of La Porte, Texas, and each said provision would have been separately passed without any other provision, and if any provision hereof shall be ineffective, invalid or unconstitutional, for any cause, it shall not impair or affect the remaining portion, or any part thereof, but the valid portion shall be in force just as if it had been passed alone.

Section 4. Ordinance No. 1444, together with all amendments to Ordinance No. 1444, is expressly repealed. Furthermore, all other ordinances or parts of ordinances in conflict herewith are hereby repealed, but to the extent of such conflict only.

Section 5. The City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council is posted at a place convenient to the public at the City Hall of the city for the time required by law preceding this meeting, as required by Chapter 551, Tx. Gov't Code; and that this meeting has been open to the public as required by law at all times during which this ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

Section 6. This Ordinance shall be effective fourteen (14) days after its passage and approval. The City Secretary shall give notice of the passage of this ordinance by causing the caption hereof to be published in the official newspaper of the City of La Porte at least once within ten (10) days after the passage of this ordinance.

PASSED AND APPROVED this the _____ day of _____, 2016.

CITY OF LA PORTE, TEXAS

By: _____
Louis R. Rigby, Mayor

ATTEST:

Patrice Fogarty, City Secretary

APPROVED:



Clark Askins, Assistant City Attorney

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 86 “DEVELOPMENT REGULATIONS” OF THE CODE OF ORDINANCES OF THE CITY OF LA PORTE, TEXAS BY ADOPTING COMPREHENSIVE GUIDELINES, RULES AND REGULATIONS FOR SUBDIVISION AND DEVELOPMENT OF LAND IN THE CITY OF LA PORTE; PROVIDING THAT ANY PERSON VIOLATING THE TERMS OF THIS ORDINANCE SHALL BE DEEMED GUILTY OF A MISDEMEANOR AND UPON CONVICTION SHALL BE FINED IN A SUM NOT TO EXCEED TWO THOUSAND DOLLARS; PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF; CONTAINING A REPEALING CLAUSE; CONTAINING A SEVERABILITY CLAUSE; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LA PORTE, TEXAS:

Section 1: That Chapter 86, “Development Regulations”, of the Code of Ordinances of the City of La Porte, Texas, is hereby amended in its entirety and shall hereinafter read as follows:

“Article I. In General.

Sec. 86-1. Purpose.

(a) It is the intent of this chapter for the City to outline the requirements for subdividers, developers, applicants, engineers, surveyors, realtors and other persons interested and involved in the subdivision and development of land.

(b) It is also the intent, purpose and scope of this chapter to promote the vision, goals and policies of the City’s Comprehensive Plan and all of its components and to protect the health, safety and general welfare of the public.

Sec. 86-2. Statutory authority and jurisdiction.

(a) Pursuant to the authority granted to cities and counties under the constitution and laws of the state, including the provisions of Texas Local Government Code § 212.003, as amended Chapter 212, and as amended, the City Council does hereby adopt the rules and regulations established in this chapter governing the subdivision and development of land within the city limits and extraterritorial jurisdiction of the city; provided, however, that the City of La Porte excludes from the terms, conditions and effects of this chapter and all amendments hereto, unsubdivided development in the extraterritorial jurisdiction of the City, and land included within the boundaries of any Industrial District or Districts that may be hereafter created by the City of La Porte under the terms of Article 970a and amendments thereto of the Revised Civil Statutes the Texas Local Government Code of the State of Texas.

(b) The Approving Authority shall review all plans, plats, and all accompanying documentation required in this chapter, and require developer and subdivider compliance with the applicable state law, this chapter, the Zoning Ordinance of the City of La Porte, other applicable ordinances of the City of La Porte, **the City of La Porte Comprehensive Plan**, and approved written policies and procedures of the City of La Porte.

(c) If any section of this chapter is in conflict with other provisions of this chapter or any other ordinance, the more restrictive rule or regulation shall apply.

~~Under the authority of Article 974a of the Revised Civil Statutes [the Texas Local Government Code] of the State of Texas, which article is hereby made part of these regulations [this ordinance], the City Council of the City of La Porte does hereby adopt the following regulations to hereafter control the development of land within the corporate limits of the City of La Porte and in the unincorporated areas lying within the extraterritorial jurisdiction of the City of La Porte in order to provide for the orderly development of the areas and to secure adequate provision for the orderly development of the areas and to secure adequate provision for traffic, light, air, recreation, transportation, water, drainage, sewage, and other facilities; provided, however, that the City of La Porte excludes from the terms, conditions and effects of this Ordinance [chapter] and all amendments hereto, unsubdivided development in the extraterritorial jurisdiction of the City, and land included within the boundaries of any Industrial District or Districts that may be hereafter created by the City of La Porte under the terms of Article 970a and amendments thereto of the Revised Civil Statutes [the Texas Local Government Code] of the State of Texas.~~

Sec. 86-3. Conformance requirements.

(a) **In so implementing this chapter, the City may, as needed, utilize policies in the City's Comprehensive Plan, including but not limited to the future land use plan and corresponding provisions, as well as complementary general design and construction standards approved by ordinance by City Council.**

(b) **All development must also be in compliance with the City's Public Improvement Criteria Manual (PICM), where applicable.**

(c) It shall be unlawful for any owner or agent of any owner of land to layout, subdivide, resubdivide, plat, or replat any land within the City of La Porte or its extraterritorial jurisdiction without an approved City Development Authorization. In addition, it shall be unlawful for any owner or agent of any owner of land to cause the development of any land within the corporate limits of the City of La Porte, without an approved City Development Authorization. It shall be unlawful for any such owner or agent to offer for sale or sell property therein or thereby, which has not been laid out, subdivided, re-subdivided, platted, replatted or developed without the approvals required in this Ordinance **Chapter**, subsequent to the passage of this Ordinance **Chapter**.

(d) The City shall withhold all City improvements of whatsoever nature, including the maintenance of streets and the furnishing of utilities from all subdivisions or developments not in conformance with the provisions of this Chapter.

(e) No Building Permit shall be issued for the erection or improvements of any building in the City's jurisdiction not located within an approved and recorded subdivision plat or within an approved Development Site Plan as defined herein.

CONFORMANCE WITH THE COMPREHENSIVE PLAN (3.03)

~~The City shall, under the provisions of Article 11, XI, Section 5 of the Texas Constitution and the provisions of Article 970a and 974a, [the Texas Local Government Code of the State of Texas], require that all plans or plats conform to the:~~

~~a. Comprehensive Plan of the City, its streets, alleys and public utility facilities which have been laid out; and,~~

~~b. The Comprehensive Plan for the extension of the City, its roads, streets, public highways, water and sewer mains and other instrumentalities of public utilities within the City and its extraterritorial jurisdiction.~~

GENERAL (1.00)

~~This ordinance shall govern every person, firm, association or corporation owning any tract of land within the City limits of the City of La Porte and within its extraterritorial jurisdiction who may hereafter subdivide or engage in development as hereinafter defined any tract of land or any addition to said City provided, however, that the City of La Porte hereby excludes from the terms, conditions and effects of this ordinance and all amendments hereto, land included within the boundaries of any Industrial District or Districts within the Extraterritorial Jurisdiction of the City of La Porte that currently exists or may be hereafter created by the City of La Porte under the terms of Chapter 212, Municipal Regulation of Subdivisions and Property Development, of the Texas Local Government Code,~~

Sec. 86-4. Definitions.

For the purpose of this ordinance the following various terms, phrases and words, will have the meaning ascribed to them herein. When not inconsistent with the context, words used in present tense include the future; words used in singular include the plural; words used in plural include the singular; "shall" is mandatory; and "may" is permissive. Any office referred to herein by title will include the person employed or appointed for that position or its duly authorized deputy or representative. Terms, phrases or words not expressly defined herein are to be considered in accordance with customary usage.

AGRICULTURAL USE: Any activity related to the cultivation of the soil, the producing of crops to human food, animal feed or planting seed or for the production of fibers; floriculture, viticulture or horticulture raising or keeping of livestock; and planting cover crops or leaving land idle for the purpose of participating in any governmental program or recognized, normal crop or livestock rotation procedure. A residential unit and related ~~out-buildings~~ **accessory buildings** located solely for one or more of the purposes described in the preceding sentence shall be deemed an agricultural use.

ALLEY: A public right-of-way ~~which~~ **that** is used for utility installation or for secondary access to individual properties ~~which~~ **that** have their primary access from an adjacent public street or an approved common or compensating open space or court yard ~~which~~ **that** has direct access to a public street.

APPROVING AUTHORITY: ~~commission~~ **The Planning and Zoning Commission** or the City official having authority to sign plats or plans signifying City approval of said plats or plans. For Minor Developments **and Administrative Plats**, the Approving Authority is the Director of Planning and Development. For all other developments or subdivisions, the Approving Authority is the Planning and Zoning Commission.

ARTICLE 974a: ~~A general law of the State of Texas found at Acts 1927 General Laws, Ch. 231, as it may be from time to time amended.~~

BUILDING SETBACK LINE: A line that is the required minimum distance from the street right-of-way line or easement line or any other lot line that establishes the area ~~within which~~ **where** any structure must be erected or placed.

BLOCK: An identified tract or parcel of land established within a subdivision surrounded by a street or a combination of streets and other physical features ~~which~~ **that** may be further subdivided into individual lots or reserves.

BUILDING PERMIT: A permit for improvements granted by the Chief Building Official under the provisions of the City Building ~~Codes~~ **Regulations** currently in force and effect; ~~save and except improvements of less than \$1,000.00 valuation.~~ As used herein, **the term** “improvement” shall include the construction, enlargement, alteration, repair, removal, or conversion of a building or structure.

CHIEF BUILDING OFFICIAL: The City officer or other designated authority charged with the administration and enforcement of the City Building ~~Codes~~ **Regulations**, or his/her authorized representative.

CITY: **The City of La Porte, Texas.**

CITY BUILDNG REGULATIONS: **All building regulations referred to in and incorporated by Chapter 82 of the City’s Code of Ordinances.**

CITY COUNCIL: **The City Council of the City of La Porte, Texas.**

CITY SECRETARY: ~~That~~ **The** person holding the office of City Secretary under the terms of the La Porte Charter, or her/his designated representative.

COMMISSION: The Planning and Zoning Commission of the City.

COMPENSATION OPEN SPACE: Those areas designated on a plat or plan ~~which~~ **that** are restricted from development, except for landscaping and recreational uses and which all owners of residential properties within the plat have a common legal interest or which are retained in private ownership and restricted from development, except for landscaping and recreational uses, for the exclusive use of all owners of residential property within the plat, and such designation shall remain in effect until the plat is vacated or the tract is

replatted. The terms “compensating open space”, “common open space”, “common property” and “common area” may be used interchangeably and may be considered as similar.

COMPREHENSIVE PLAN: A long- range plan adopted by the City Council **in accordance with Texas Local Government Code Chapter 213 and as such plan is periodically amended or updated**, which is intended to guide the development of the City **and** that includes analysis, recommendations and proposals for the community’s population, economy, housing, transportation, community facilities and infrastructure.

COUNTY: Harris County, Texas

DEPARTMENT: The Planning **and Development** Department of the City of La Porte.

DEVELOPER: The legal or beneficial owner or owners of a lot or any land included in a proposed development including the holder of an option or contract to purchase, or other persons having property interests in such land.

DEVELOPMENT: The process of converting land within the City’s jurisdiction from its natural state, or altering the elevation of property or converting its existing usage to residential, commercial or industrial uses. This definition encompasses any and all physical changes to the land not regulated through the City Building Code inherent in such conversions. The term development includes subdivisions as defined herein.

DEVELOPMENT AUTHORIZION: A document issued by the Department for the development of land within the City’s jurisdiction. A Development Authorization is issued after final approval of a Subdivision Plat or Development Site Plan by the City Approving Authority, and authorizes the construction of improvements not regulated by the City Building Code.

DEVELOPMENT, MAJOR: Any development **not qualifying as a** Minor Development, **as the term “Minor Development” is defined herein.**

DEVELOPMENT, MINOR: Any project or development that involves no more than ten (10) acres of land and **where** the total square footage of all buildings on the site does not exceed 150,000 square feet and ~~requires no change to the City’s Infrastructure Plan~~ **presents no conflict with the City’s Comprehensive Plan.**

DIRECTOR: The City Director of **the** Planning **and Development** Department or designated representative.

DWELLING UNIT: A single unit providing complete, independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation.

EASEMENT: A right given by the owner or a parcel of land to another person, public agent or private corporation for specific and limited use of that parcel.

EXTRATERRITORIAL JURISDITON: The unincorporated territory ~~beyond the~~ **outside of and contiguous to the** City limits of the City established by the authority **of Texas Local Government Code Chapter 42 Article 970a and 974a** ~~[or area outside the municipal limits but within five miles of those limits].~~

ELECTRONIC FORMAT: Information recorded in a manner that requires a computer or other electronic devise to display, interpret and process it, including .pdf or other similar formats.

ENGINEER: A Professional Engineer licensed by the Texas Board of Professional Engineers.

FILING DATE: The date when a Development Site Plan, General Plan, or a Subdivision Plat is formally presented to the Approving Authority for its approval and is registered as a part of the Approving Authority's official records.

FLOOD HAZARD AREA: Those areas of the City designated as having a greater chance of flooding from natural disasters such as rainstorms or hurricanes. Such areas are shown on the official flood insurance rate maps (FIRM) established by FEMA and adopted by City Council.

FLOOD HAZARD PREVENTION ORDINANCE: The ~~City Ordinance~~ ordinance adopted by the City Council and codified in Chapter 94 "Floods" of the La Porte, Texas Code of Ordinances which that defines the special flood hazard areas of the City and regulates land development more restrictively within such areas, ~~by means of requirement for issuance of a special Flood Plain Development Permit.~~

GENERAL PLAN: A map or plat plan illustrating designated to illustrate the general design features and street layout of a proposed development which is proposed to be platted and developed in phases. This plan, when approved by the Commission, constitutes a guide which the Commission should refer to in the subsequent review of Subdivision Plats or Development Site Plans that cover portions of the land contained within the General Plan, and as well as adjacent property.

HARRIS COUNTY ROAD LAW: A special law of the State of Texas found in Acts 1913, Special Laws, Chapter 17, as may be from time to time amended.

INDUSTRIAL DISTRICTS: That land within the extraterritorial jurisdiction of the City of La Porte, and either:

(a) Being designated as the "Battleground Industrial District of La Porte, Texas" in Ordinance 729, passed by the City Council of the City of La Porte; or

(b) Being designated as the "Bay Port Industrial District of La Porte, Texas" in Ordinance 842, passed by the City Council of the City of La Porte; or

(c) Being designated as the "South La Porte Industrial District or La Porte, Texas" in Ordinance 98-2258, passed by the City Council of the City of La Porte.

LOT: An undivided tract or parcel of land contained within a block or designated on a Subdivision Plat by numerical identification.

MOBILE HOME PARK: An unsubdivided development divided into mobile home sites for rent and for the installation of mobile home thereon.

MOBILE HOME SUBDIVISION: A subdivision divided into mobile home lots for sale.

MONUMENT: A fixed reference point or object located convenient to proposed developments in La Porte for which that the City or another governmental agency has determined the elevation above mean sea level and the geographic location within the Texas Plane Coordinate System.

MONUMENT SYSTEM: A monument system established by the City to provide horizontal and vertical survey control for land development in La Porte within a common frame of reference. A document describing the City Monument System is published separately.

ONE-FOOT RESERVE: A strip of land one foot wide and within public street right of ways and adjacent to subdivision reserves or adjacent acreage to prevent access to said public street until the reserve or adjacent acreage has been platted in accordance with this Ordinance [these regulations].

PLAN, DEVELOPMENT SITE: A site plan for unsubdivided developments certified by the land owner and by a Professional Engineer or Registered Public Surveyor, executed by the City Approving Authority and prepared as specified in ~~Section 4.08~~ **Section 86-7** of ~~these regulations~~ **this Chapter**.

PLANNED UNIT DEVELOPMENT: A land area characterized by a unified site design which: (1) has individual building sites and provides common open spaces; and (2) is designed to be capable of satisfactory use and operation as a separate entity without necessarily having the participation of other building sites or other common property. The ownership of the common property may be either public or private. A Planned Unit Development may include subdivisions. It may be a single Planned Unit Development as initially designed; or as expanded by annexation of additional land area; or a group of contiguous Planned Unit Developments, as separate entities or merged into a single consolidated entity.

PLANNING CONSULTANT: A certified land planner, Texas registered professional engineer, Texas registered land surveyor, Texas registered architect, or other qualified consultant, who performs land planning services to subdividers or developers for a fee.

~~PLAN, SKETCH: A rough sketch map of a proposed subdivision or other development of sufficient accuracy to be used for the purpose of discussion and preliminary decision making, prepared in conformance with Section 4.00 et. seq. of this Ordinance [of these regulations].~~

PLAT, ADMINISTRATIVE: A replat or subdivision of ~~10 (ten)~~ land totaling ten (10) acres or less, and involving four (4) or fewer lots fronting on an existing streets and not requiring the creation of any new street or the extension of municipal facilities or the aggregation of multiple lots into one lot.

PLAT, AMENDING: A plat, previously approved by the Commission and duly recorded, which is resubmitted to the Commission for re-approval and recording which contains dimensional or notational corrections or erroneous information contained on the originally approved and recorded plat. An amending plat is not to be considered as a replat or resubdivision and may not contain any changes or additions to the physical characteristics of the original subdivision, but is intended only to correct errors or mis-calculations as allowed under the provisions of ~~Art. 974a, Section 5(d)~~ **Chapter 212 of the Texas Local Government Code**.

PLAT, FINAL: A map or drawing of a proposed subdivision prepared in a manner suitable for recording in the appropriate County records and prepared in conformance with **Sec. 86-8(c)**~~Section 4.04~~ et seq. of this Ordinance.

PLAT, PRELIMINARY: A map or drawing of a proposed subdivision illustrating its development features for review, prepared as specified in **Sec. 86-8(b)**~~Section 4.04~~, et seq. of this ordinance.

PLAT, STREET DEDICATION: A map or drawing suitable for recording in the appropriate county records illustrating the location of a right-of-way intended for dedication as a public street within a specific tract of land.

PUBLIC IMPROVEMENTS CRITERIA MANUAL (PICM): The set of standards set forth by the Director of Planning and Development Department and approved by the City Council to determine the specific technical requirements for construction of public improvements. The manual may be acquired from the Planning and Development Department, and is on file in the City Secretary's Office.

RESERVE: A parcel of land within a Subdivision Plat or Development Site Plan reserved from current development. A reserve may be restricted to a special use such as drainage, recreation or common area. Reserves within the subdivisions not restricted in use may be shown as "unrestricted".

RESUBDIVISION OR REPLAT: The relocation or removal of existing streets or lots by re-platting as allowed under the provisions of Art. 974a VTCS Section 5 as amended Chapter 212, Texas Local Government Code, and as amended.

RIGHT-OF-WAY: A strip of land acquired by reservation, dedication, prescription or condemnation and used or intended to be used as a road, utility installation, crosswalk, railroad, electric transmission lines, or other similar use.

SPECIAL USE SITES: A location shown on the Comprehensive Plan where a proposed school, park, public building or other public facility is to be located.

STREETS, COLLECTOR: A street designed to serve equally the functions of access and movement. Collector streets serve as links between local streets and arterials.

STREET, CUL- DE- SAC: A local street having one end open to vehicular traffic and having one closed end terminated by a turnaround.

STREET, LOCAL: A neighborhood or minor street whose primary purpose is to provide access to abutting properties.

STREET, PRIMARY ARTERIAL: An expressway, freeway, or primary thoroughfare whose primary function is the movement of traffic.

STREET, PRIVATE: A vehicular access way, under private ownership and maintenance, providing access to buildings containing residential dwelling units without direct access to an approved public street right-of-way. Parking lots and private driveways within shopping centers, commercial areas and industrial developments shall not be considered as private streets.

STREET, PUBLIC: A publically owned or maintained right-of-way, however designated, dedicated or acquired, which provides vehicular access to adjacent properties.

STREET, SECONDARY ARTERIAL: A primary thoroughfare whose predominant function is the movement of traffic but which provides more access than normally associated with a primary arterial.

STREET, STUB: A public street not terminated by a permanent circular turnaround, ending adjacent to undeveloped property or acreage and intended to be extended at such time as the adjacent undeveloped property or acreage is subdivided or developed.

STREET, THOROUGHFARE: A public street designed for heavy traffic and intended to serve as a traffic artery of considerable length and continuity throughout the community and so designated on the latest edition of the ~~City~~ Thoroughfare Plan **as contained in the City's Comprehensive Plan.**

SUBDIVIDER: Any owner or authorized agent thereof, proposing to divide, or dividing, land so as to constitute a subdivision according to the terms and provisions of this ~~Ordinance~~ **Chapter.** A subdivider is further defined to be a developer.

SUBDIVISION: A division of any tract of land into two (2) or more parts for the purpose of laying out any subdivision or any tract of land or any addition to the City, or for laying out suburban lots or building lots, or any lots, and streets, alleys or parts or other portions intended for public use or the use of the purchasers or owners of lots fronting thereon or adjacent thereto. A subdivision includes re-subdivision (replat) but it does not include the division of land for agricultural purposes in parcels or tracts of five (5) acres or more and not involving any new streets, alleys or easements of access. A subdivision is further defined to be a development.

SUBDIVISION, MAJOR: Any subdivision **not qualifying as a** minor subdivision, **as the term "minor subdivision" is defined herein.**

SUBDIVISION, MINOR: A subdivision involving less than ten (10) acres of land, which has no common area or reserves, has no adjacent stub street right of ways, and requires no change to the City's Comprehensive Plan.

SUBMITTAL DATE: The date and time specified in this chapter when plans, plats, related materials and fees must be received by the City prior to the next regular meeting of the commission in order to be considered at such meeting. The "submittal date" is not to be considered as the "filing date" as herein defined.

SURVEYOR: **A surveyor licensed by the Texas Board of Professional Land Surveying.**

TITLE CERTIFICATE (ABTRACTOR'S CERTIFICATE, PLANNING LETTER): A certificate prepared and executed by a title company authorized to do business in the State of Texas or an attorney licensed in the State of Texas describing all encumbrances of record which affect the property together with all deeds recorded from and after the effective date of this ~~Ordinance~~ **Chapter** which shall include any part of the property included in a subdivision plat or development site plan.

VARIANCE: **WAIVER**: Permission granted in writing by the Commission to depart from the literal requirements of this ~~ordinance~~ **Chapter.**

ZONING ORDINANCE: The Zoning Ordinance of the City of La Porte, **Texas, codified as Chapter 106 in the La Porte Texas Code of Ordinances,** together with any amendments thereto.

Sec. 86-5. Pre-development Applicant Consultation.

(a) The developer or owner of land may choose to schedule a Pre-development Applicant Consultation (PAC) meeting with the Director. The PAC meeting is intended to provide information on the City's review process, procedures and requirements and allow for dialogue between the City and developer or owner of land prior to submittal of any development application outlined in this chapter.

SKETCH PLANS

The developer or owner of the land may choose to submit a Sketch Plan to the Director of Community Development for his formal review. The applicant should discuss with the Director the procedure for submittal and approval of Subdivision Plats or of Development Site Plans and the requirements as to the general layout of streets, reservation of land, street improvements, drainage, sewage, fire protection, and similar matters as well as the availability of existing services. The Director shall also advise the applicant, where appropriate, to discuss the proposed development or subdivision with those officials who must eventually approve these aspects of the Subdivision Plat or Development Site Plan coming within their jurisdiction.

A. SKETCH PLANS: REQUIREMENTS AND CONTENTS (SEE APPENDIX B)

For Major Subdivisions or Developments, the developer may prepare several different schematic land plans for the same property during the Sketch Plan stage. Complete instructions for preparing Sketch Plans for all Developments or subdivisions are contained in Appendix B.

B. SKETCH PLANS: SUBMISSIONS

The City encourages the subdivider or developer to submit one (1) copy of each Sketch Plan and one (1) copy of the completed development checklist (available at the Department) to the Director at least two (2) weeks prior to the date he intends to submit his first formal plan or plat.

C. SKETCH PLANS, EFFECT OF SKETCH PLAN REVIEW

Sketch Plan review is optional and informational in nature and no city approval or disapproval results from its review. The developer may file a formal plan or plat, regardless of the outcome of Sketch Plan review.

Sec. 86-6. General Plans.

(a) General Plans are required for all phased projects involving Major Subdivisions or Major Developments. The General Plan is to be designed to illustrate the general design features of a subdivision or development which is proposed to be developed or platted in phases or sections. This plan, when approved by the Commission, constitutes a guide which the Commission will refer to in the subsequent review of plans or plats that cover portions of the land contained within the general overall plan and adjacent properties. Should the developer's future plans change, such changes are to be disclosed to the Department by filing a new General Plan.

(b) Application shall be submitted to the Department at least three (3) weeks before the date which Commission review is requested, unless otherwise approved by the Director.

(c) Application shall consist of all required documentation **submitted** either electronically or one (1) paper copy in a 24"x36" format.

~~Five (5) copies of the General Plan, certified by the developer and planning consultants, and one (1) copy of all required documentation shall be submitted to the Department for review at least two (2) weeks before the date at which Commission review is requested. Complete instruction for preparing General Plans are contained in Appendix C.~~

(d) The following information must be submitted as part of a General Plan submission: ~~This appendix to the La Porte Development Ordinance prescribes criteria for the preparation of General Plans and the information which must be submitted therewith.~~

(1) Application and applicable fee.

(2) Development checklist.

(3) Project description letter.

(4) Any additional information required by the Director.

(5) The General Plan shall graphically contain the following:

a. Name of the development. ~~(Cannot be duplicates of any other names used within the City's jurisdiction)~~

b. Legal description of the site. ~~land within proposed developments: "____. ____ acres out of the _____ Survey, Abstract Number _____, Harris, County, Texas". Identify owners of each tract, if separate ownership.~~

c. Existing and proposed zoning.

d. Name **and contact information** of the developer.

e. Name **and contact information** of the project design team.

f. Developer/Owner signature block.

g. City approval signature block.

h. Scale of plan in engineering format. ~~Scale of 1" = 100' unless another scale is approved by the Department): Exact~~

i. North arrow. ~~(Pointing toward top of sheet if practicable)~~

j. **Vicinity** key map ~~to showing~~ **ing** relation of development to surrounding streets, railroads and watercourses.

- k. Perimeter **boundary of the property**. ~~boundaries: Draw perimeter boundary of property.~~
- l. Identification of each phase of development and proposed land use/s for each phase.
~~Phases: Total number of Subdivisions and number of each type (unsubdivided) Development planned~~
- m. Label adjacent subdivisions, streets, easements, water courses, acreage tracts, and other natural and manmade features.
- n. Show land contours at one foot intervals ~~as taken from City topographic maps or from a ground survey.~~
- o. Identify required building lines adjacent to all existing or proposed public and private streets and alleys.
- p. If building locations are known, include the footprint of each building, indicating the building type, building height, number of stories, floor area, and density of residential development.
- q. Show rights-of-way for all streets and alleys either existing or proposed within or adjacent to the general plan boundaries. Indicate right-of-way width of all streets as identified in the PICM. **Identify whether streets are intended to be public or private.**
- r. Indicate **approximate** location, widths, and types for all easements whether existing or proposed within or adjacent to the general plan boundaries.
- s. Identify the location of all existing public utilities within or adjacent to the general plan boundaries and how each phase of development will connect with those utilities.
- t. Show approximate boundary of flood hazard area as taken from **the official FEMA Flood Insurance Rate Maps adopted by the city** ~~City topographic maps~~ or other sources approved by the Director.
- u. Stormwater drainage plan showing general drainage basins and possible location for on-site detention if required.**
- v. Traffic study or written documentation from the Director that the development does not necessitate a traffic study.**
- w. Other information required by the Director.**

~~Draw boundaries of and designate location, approximate area (in square feet and acres) and proposed usage of any sites intended for restricted or unrestricted reserved (within subdivisions) or for developments other than subdivisions. Indicate existing and proposed zoning of each site.~~

~~Unsubdivided developments (See Appendix E): If known, draw site plans for unsubdivided developments and identify each building planned and its size, number of stories and proposed usage.~~

~~Street Names: Provide names of all existing streets located within the plat boundaries and immediately adjacent thereto.~~

~~Existing public utilities: Indicate the location and size of adjacent City water and sanitary sewer mains and storm drainage outfalls. Indicate depth of adjacent sanitary sewer manholes and storm drainage outfalls, if known.~~

(e) **Within thirty (30) days of submittal of an administratively complete application, the Director shall schedule the General Plan on the Planning and Zoning Commission agenda for review by the Commission.**

(f) General applications shall comply with all applicable city ordinances and statutes prior to approval by the Commission. The Commission shall review the General Plan and take one of the following actions:

(1) Approve the General Plan as filed. Commission approval of the General Plan authorizes the developer to file a Preliminary Plat or a Development Site Plan.

(2) Conditionally Approve the General Plan as filed, provided, the reasons for such conditional approval are stated in writing and a copy of the statement is signed by the Chairman of the ~~Planning~~ Commission. Commission conditional approval requires submission of an amended General Plan and additional documentation as specified by the Planning Commission for final Commission approval, which may be filed concurrently with the next Preliminary Plat or Development Site Plan, as the case may be.

(3) Disapprove the General Plan as filed, provided, the reasons for such disapproval are stated in writing and a copy of the statement is signed by the Chairman of the Commission. Commission disapproval of a General Plan requires submission of a new General Plan.

~~Commission action shall be noted on three (3) copies of the General Plan, which shall be distributed to the developer, Department, and official files of the Commission. Unless stipulated for additional time is agreed to by the developer, the failure of the Planning Commission to act within thirty (30) days from the date of the filing of the plan by the developer will cause the plan to be deemed approved.~~

(g) The original approved mylar of the General Plan shall be retained by the Department in the official files of the Commission. No subsequent plan or plat will be approved until the original mylar has been delivered to the department.

(h) In the event the developer or subdivider fails to file a Preliminary Plat or Development Site Plan within one year of Commission approval of the General Plan, approval of said General Plan shall terminate upon written notice to the subdivider, developer, or owner.

(i) The developer, subdivider, or owner may request in writing a one year extension specifying the reason why the document has not been filed.

Sec. 86-7. Development Site Plans.

(a) General

(1) The following sections of this ~~Chapter ordinance~~ outline procedures for preparing and obtaining approval for developments not defined herein as subdivisions. Except as noted ~~in this section in subparagraph (2) below in Section 4.08(A) below~~, it shall be a violation of this ~~Ordinance Chapter~~ for any person to develop property within the City of La Porte without first:

- a. Filing a Development Site Plan and required documentation for approval;
- b. Having said Development Site Plan approved according to the procedures set forth herein; and
- c. Obtaining a Development Authorization.

(2) No Development Site Plan shall be required as provided for herein in the case of development that is solely and strictly a Subdivision (as that term is defined herein) and the requirements of ~~Section 4.04 Section 86-8(c)~~ of this ~~Ordinance Chapter~~ have been satisfied for each subdivision.

(3) For both Major and Minor Developments, the Development Site Plan ~~is~~ shall be drawn accurately to scale with exact dimensions ~~by an Engineer~~. When accompanied by all other required documentation, Development Site Plans shall contain sufficient detail for evaluation of the proposed development. ~~Complete instructions for preparing Development Site Plans are contained in Appendix E.~~

(4) ~~The following information must be submitted~~ provided as part of a Development Site Plan submission:

- a. Application and applicable fee.
- b. Development checklist.
- c. Project description letter.
- d. ~~Drainage Plan and/or calculations as required by the Director.~~
- e. ~~Exterior building elevations for sites subject to the city's Design Guidelines (Chapter 106, Article IX).~~
- f. ~~Traffic Impact Assessment, if required by the Director.~~
- g. Any additional information required by the Director.
- h. Development Site Plan showing the location of all improvements on the site, whether existing or proposed. Proposed improvements shall be in compliance with all applicable local, state and federal requirements. The Development Site Plan shall contain the following graphical information:
 1. Name of development ~~(Cannot be a duplicate of any other name used within the City's jurisdiction)~~

2. Type of development (~~See La Porte Development Checklist~~)
3. Description of land within proposed development: “____ . ____ acres out of the _____ Survey, Abstract Number _____, Harris County, Texas.”
4. Legal description of development, **including blocks and lots or reserves or a metes and bounds description of the property boundary.** ~~Subdivision recording information and section, block and lot number or reserve designation or metes and bounds description of property boundary.~~
5. Name of owner **or authorized representative.** ~~(If a company or corporation, list name and title of authorized representative).~~
6. Name of developer. ~~(if a company or corporation, list name and title of authorized representative).~~
7. Name of planning consultant.
8. Filing date **of application.** ~~(date of City Planning and Zoning Commission Review)~~
9. **Engineering Scale of Plat**
10. North arrow ~~(Pointing to top of sheet~~
11. **Key Vicinity** map that shows ~~(to show~~ relation of development to surrounding streets, railroads, and water courses.
12. ~~Boundaries: Draw~~ Perimeter boundaries of development including dimensions.
13. ~~Building lines: Indicate all building lines on the site, adjacent to all street right of ways. Building Footprints: Draw the footprint of each building site and show overall dimensions and building type for each building. Show shortest distances from each building to nearest building and property line.~~
14. ~~Adjacent property:~~ Indicate name, location and recording information for adjacent **properties** ~~developments~~, streets, easements, water courses, acreage tracts, and other natural or manmade features.
15. **Parking table that labels existing and proposed parking in comparison to the required parking for the development.**
16. **Landscape table that labels existing and proposed trees and shrubs, including name of plant species, quantity and size.**
17. **Identify topography and label contours in one-foot intervals.** Include cut and fill changes to the site.
18. Define high banks and flow lines of water courses. Define post-development limits of other natural or manmade physical development obstacles.

19. For mobile home parks, show proposed layout of mobile home sites and reserves. Number sites and blocks consecutively. Draw boundaries of sites the same way as for subdivision lots (~~See Appendix D~~). Indicate size of each site in square feet. Designate usage of each reserve, such as recreation, laundry drying, and dead storage. ~~Detail site plan as described below.~~

~~Reserves: Draw boundaries for and designate area (in square feet and acres) for reserves dedicated or restricted usages, such as those for drainage, recreation, parkland, or other uses (indicate usage). Unrestricted reserves are not permitted within the boundaries of Development Site Plans.~~

20. ~~Other site improvements:~~ Draw perimeter of, dimension, and identify type and usage of each **existing or proposed** ~~additional~~ structure or site improvement, including parking lots, security lighting, driveways, curb cuts, culverts, water lines, fire hydrants, sanitary sewers, storm drains, natural gas lines, electrical lines, telephone lines, walkways, landscaping and other site improvements.

21. ~~Streets:~~ Show rights-of-way of all streets and alleys, either existing or proposed, within the plat boundaries and immediately adjacent thereto. Show right of way width at points of curvature or tangency, at one point within tangent segments, and at changes in width.

22. ~~Street names:~~ Provide names of all existing and proposed streets located within the plat boundaries and immediately adjacent thereto. **Any proposed street name** ~~(Cannot be duplicates of any street name in current use, unless continuations of existing streets.)~~

23. ~~Utility Easements:~~ Indicate location, widths and types of for all existing and proposed utilities and easements on the site, including, but not limited to, water line, sanitary sewer, drainage, power. Label ~~Indicate~~ recording information for existing easements. ~~(See PICM for easement criteria.)~~

24. ~~Flood Hazard Area:~~ Show boundary of flood hazard area and shade areas within plat boundaries inside flood hazard area. ~~(See La Porte Flood Hazard Prevention Ordinance.)~~ Show finished floor elevation of buildings inside flood hazard area.

~~Survey monument tie in: For Major Developments, show nearest City approved survey monument (as the point of Commencement) bearing and distance to a defined corner on the perimeter boundary of the property.~~

~~Survey Control Monuments: For Major Developments, show location of all proposed survey control monuments to be installed by the developer pursuant to Sections 6.02 of the Ordinance.~~

25. All required dedication statements and certificates must be included.

(b) Minor Development Site Plan

(1) ~~Five (5) copies of the Minor Development Site Plan, certified by the owner and engineer or surveyor, and one (1) copy of all required documentation shall be submitted to the Department for review at least two (2) weeks before the date at which Director review is requested.~~ Application shall be submitted to the Department at least two (2) weeks before the date which Director review is requested. Application shall consist of all required documentation submitted either electronically or one (1) paper copy.

(2) The Director is the Approving Authority for all Minor Developments Site Plans. Following review of the Minor Development Site Plans, the Director shall, within two (2) weeks of the filing date, take one of the following actions:

a. Approve the Minor Development Site Plan as filed. Approval of a Minor Development Site Plan and all accompanying documentation by the Director, together with approval of Public Improvement Construction Documents by the Director, results in issuance of a Development Authorization by the Department.

b. Conditionally approve the Minor Development Site Plan as filed, provided, the reasons for such conditional approval are stated in writing and a copy of the statement is signed by the Director. Conditional approval of a minor development Site Plan requires that the developer satisfy the conditions established by the Department. Once the stated conditions have been satisfied, the Minor Development Site Plan and accompanying documentation may be resubmitted for Department approval.

c. Disapprove the Minor Development Site Plan as filed, provided, the reasons for such disapproval are stated in writing and a copy of the statement is signed by the Director. Disapproval of a Minor Development Site Plan requires filing of a new Minor Development Site Plan.

(3) Department action shall be noted on three (3) copies of the Minor Development Site Plan, which shall be distributed to the developer, Department and the City Code Enforcement Division.

(4) Unless stipulation for additional time is agreed to by the Developer, ~~if the Director fails to act within two (2) weeks from the date of the Plan~~ ~~submittal of the Minor Development Site Plan by the Developer~~ ~~may submit a written request to the City Manager for an investigation into the Director's failure to act, in answer to which the City Manager shall issue a report within (2) weeks, unless the Director has sooner acted on the submitted Plan.~~ ~~if the Director fails to act within four (4) weeks from the date of the Plan submittal of the Minor Development Site Plan by the Developer may submit a written request to the City Manager for an investigation into the Director's failure to act, in answer to which the City Manager shall issue a report within (2) weeks, unless the Director has sooner acted on the submitted Plan.~~

(5) Director disapproval of a Minor Development Site Plan may be appealed to the Commission within twenty (20) days of the mailing of a written notice of disapproval. Once the appeal has been filed, the Minor Development Site Plan will be presented to the Commission for its ruling as specified for Major Development Site Plans in ~~Section (B) above~~ subparagraph (c) below. The following materials must be filed with the City Secretary for an appeal:

- a. A copy of the Director's disapproval letter.
- b. A letter stating the basis of appeal.

c. A copy of the Minor Development Site Plan.

(6) Prior to issuance of a Certificate of Occupancy, a final inspection of all improvements must be completed by City Inspectors. However, the developer shall have the option to utilize a third party Engineer in place of City Inspectors to certify that all improvements have been installed in accordance with the approved Minor Development Site Plan.

(c) Major Development Site Plan

(1) Five (5) copies of the Major Development Site Plan, certified by the developer and engineer or surveyor, and one (1) copy of all required documentation shall be submitted to the Department for review at least two (2) weeks before the date at which Commission review is requested. Application shall be submitted to the Department at least three (3) weeks before the date which Commission review is requested. Application shall consist of all required documentation submitted either electronically or one (1) paper copy.

(2) The Commission is the Approving Authority for all Major Development Plans. Following review of the Major Development Site Plan, the Commission shall, ~~within thirty (30) days of the filing date,~~ take one of the following actions:

a. Approve the Major Development Site Plan as filed. Approval of a Major Development Site Plan and all accompanying documentation by the Commission, together with approval of Public Improvements construction documents for any proposed public improvements by the Director results in issuance of a Development Authorization by the Department.

b. Conditionally approve the Major Development Site Plan as filed, provided, the reasons for such conditional approval are stated in writing and a copy of the statement is signed by the Chairman of the ~~Planning~~ Commission. Conditional approval of a Major Development Site Plan requires that the Developer satisfy the conditions established by the Commission. Once the stated conditions have been satisfied, the Major Development Site Plan and accompanying documentation may be refiled for Commission approval.

c. Disapprove the Major Development Site Plan as filed, provided, the reasons for such disapproval are stated in writing and a copy of the statement is signed by the Chairman of the ~~Planning~~ Commission. Disapproval of a Major Development Site Plan requires filing of a new Major Development Site Plan.

(3) Commission action shall be noted on four (4) copies of the Major Development Site Plan, which shall be distributed to the developer, Department, City Code Enforcement Division, and official Commission files.

(4) Unless stipulation for additional time is agreed to by the developer, the failure of the ~~Planning~~ Commission to act within thirty (30) days from the date of ~~submittal of the Major Development Site Plan,~~ the Developer may submit a written request to the City Manager for an investigation into the Director's failure to act, in answer to which the City Manager shall issue a report within (2) weeks, unless the Director has sooner acted on the submitted Plan.

(5) Prior to issuance of a Certificate of Occupancy or final inspection of any improvements included in an approved Major Development Site Plan, a letter signed and stamped by a licensed engineer must be submitted to the Planning and Development Department certifying that all improvements have been installed in accordance with the approved Major Development Site Plan.

(d) Amendments to Minor and Major Development Site Plans

(1) Amendments to minor and major development site plans are those that provide for rearrangement or reconfiguration of floor plans or building elevations, modifications to parking areas, landscape areas, drainage facilities, utilities or other site improvements. An amendment may only occur to a site plan that has an active building permit on file.

(2) Said modifications shall:

a. Comply with all requirements of Chapter 106 of the City's Code of Ordinances and other applicable city regulations.

b. Not conflict with the Comprehensive Plan.

c. Not change the character of the development or the intent of the original plat approval.

(3) The Director is the Approving Authority for all Amendments to Site Plans. Following review of the amendment, the Director shall, within two (2) weeks of the filing date, take one of the following actions:

a. Approve the amendment as filed. Approval of an Amendment shall be clearly noted on the originally approved site plan, along with any conditions required by the Director.

b. Disapprove the amendment as filed, provided, the reasons for such disapproval are stated in writing and a copy of the statement is signed by the Director.

(4) Director disapproval of an amendment may be appealed to the Commission within twenty (20) days of the written notice of disapproval. Once the appeal has been filed, the amendment will be presented to the Commission for its ruling as specified for Major Development Site Plans in subparagraph (c) above.

Sec. 86-8. Subdivision plats.

(a) The following sections outline procedures for preparing and obtaining approval of Subdivision Plats for residential, commercial, or industrial properties. All Final Subdivision Plats must be recorded in the County map records.

(b) Preliminary Plat

(1) Preliminary Plats are required for all Major Subdivisions and shall be consistent with the approved General Plan, if applicable.

(2) Application shall be submitted to the Department at least two (2) weeks before the date which Commission review is requested. Application shall consist of all required documentation submitted either electronically or one (1) paper copy.

~~Five (5) copies of the Preliminary Plat, certified by the developer and planning consultant, and one (1) copy of all required documentation shall be submitted to the Department for review at least two (2) weeks before the date which Commission review is requested. Preliminary Plats shall be drawn accurately to scale with exact dimensions for street centerlines and approximate dimensions for other lines. Complete instructions for preparing Preliminary Plats and required accompanying documentation are contained in Appendix D.~~

(3) The following information must be ~~submitted~~ provided as part of a Preliminary Plat submission:

a. Application and applicable fee.

b. Development checklist.

c. Project description letter.

d. Any additional information required by the Director.

e. The Preliminary Plat shall graphically contain the following (ensure compliance with PICM standards, where applicable):

1. Name of subdivision, which cannot be similar to that of an existing subdivision.

2. Type of development.

3. Description of land on which subdivision lies: “_____ acres out of the _____ Survey, Abstract Number ____, Harris County, State of Texas.”

4. Date.

5. Scale in engineering format.

6. North arrow.

7. Name of developer and property owner.

8. Name of surveyor and/or engineer preparing the plat.

9. Total number of lots, blocks and reserves.

10. Indicate size of each lot and reserve.

11. Vicinity Key-map in relation to surrounding streets, railroads and water courses.

12. Label adjacent properties including ownership information and HCAD parcel identifications, where applicable.

13. Show all physical features of the site including high banks of water courses and any other natural or man-made physical development obstacles.
 14. Draw perimeter boundaries of the subdivision.
 15. Show proposed layout of blocks and lots or reserves within blocks.
 16. For reserves: Draw boundaries for and designate area (in square feet and acres) for unrestricted reserves and those dedicated for restricted usages, such as those for drainage, recreation, parkland, or other uses (indicate intended usage and existing zoning).
 17. Label contours at one-foot intervals.
 18. Show and label all rights-of-way of all streets and alleys, either existing or proposed, within the plat boundaries and immediately adjacent thereto. Indicate right-of-way width between points, curvature, tangency and at changes in width.
 19. Provide names of all existing and proposed streets located within the plat boundaries and immediately adjacent thereto. Street names cannot be duplicates of any street names in current use, unless continuations of existing streets or as part of a historical grid pattern.
 20. Label location, widths and types of all easements, either existing or proposed, within the platted area or immediately adjacent thereto. Include any recording information on any existing easements.
 21. Show nearest city approved survey monument and exact bearing (nearest second) and distance (nearest hundredth of a foot) to a defined point on the perimeter boundary of the property.
 22. Show location of all proposed survey control monuments to be installed by the developer pursuant to **Section 86-9 of this Chapter.**
 23. Show boundary of flood hazard area/s as adopted by the city.
 24. **Show location of all existing and proposed storm drainage, sanitary sewer system, and water lines.**
 25. For condominium developments: Draw the footprint of each building site and show overall dimensions and building type for each building. Show shortest distances from each building to nearest building and property line. For each building type, draw to larger scale the plan of each building type, showing all perimeter wall dimensions and the dimensions and location of walls between units. Designate each unit type and floor area in square feet.
- ~~Building lines: Indicate building lines adjacent to all existing or proposed street right of ways, easements, side or rear lot lines, or other locations required by City Ordinances.~~

(4) Preliminary Plat applications shall comply with all applicable city ordinances and statutes prior to approval by the Commission. The Commission shall review the plat and take one of the following actions:

- a. Approve the Preliminary Plat as filed.
- b. Disapprove the Preliminary Plat as filed, provided, the reason for such disapproval is stated in writing and a copy of the statement is signed by the Chairman of the Commission. Disapproval may also include conditions for resubmittal of Preliminary Plat.

~~Conditional Approval: Commission conditional approval requires submission of an amended Preliminary Plat and additional documentation as specified by the Planning Commission for final commission approval.~~

(5) Unless stipulation for additional time is agreed to by the subdivider, the failure of the Commission to act within thirty (30) days from the date of the filing of the plat by the developer, will cause the plat to be deemed approved.

(6) The original approved mylar of the Preliminary Plat shall be retained by the Department in the official files of the Commission. ~~Commission action shall be noted on three (3) copies of the Preliminary Plat, which shall be distributed to the developer, Department, and official files of the Commission.~~

(7) In the event the subdivider fails to file a Final Plat within one year of Approving Authority approval of the Preliminary Plat, approval of said Preliminary Plat shall terminate upon written notice to the subdivider or owner. The subdivider or owner may request in writing a one year extension specifying the reason why a Final Plat has not been filed.

(c) Final Plat

(1) Final plats are required for all subdivision, and shall be consistent with the Preliminary Plat if applicable. Final Plats of subdivisions are drawn accurately to scale with exact dimensions. Complete instructions for preparing Final Plats are contained in Appendix D.

(2) In conjunction with the filing of the Final Plat, the subdivider or developer shall file a proposed set of covenants, restrictions, conditions, and reservations, affecting the property enclosed within the Final Plat. The covenants and restrictions shall include provisions creating an association of lot owners charged with the responsibility of promoting the recreation, health, safety, and welfare of the members of the association, and for the improvement and maintenance of any common areas, compensating open space, private streets, alleys, or parking areas included within the Final Plat. The association shall be empowered to levy assessments to be used exclusively in the enforcement of the covenants, restrictions, conditions, and reservations affecting the property enclosed in the Final Plat, and for the furtherance of its responsibility of improving and maintaining any common areas, compensating open space, private streets, alleys, parking areas or other private improvements included within the Final Plat. The assessments levied shall be a charge on the land and shall be a continuing lien on the property against which each such assessment is made.

(3) The proposed set of covenants, restrictions, conditions and reservations filed shall be submitted to the City Attorney of the City of La Porte, who shall review the documents and insure that the form of the documents complies with this chapter.

(4) Application shall be submitted to the Department at least two (2) weeks before the date which Commission review is requested. Application shall consist of all required documentation either electronically or one (1) paper copy. ~~Five (5) copies of the Final Plat certified by the owners, lienholders, and engineers or surveyor, and one (1) copy of all required documentation and one (1) copy of the proposed deed restrictions outlined above, shall be submitted to the Department for review at least two (2) weeks before the date at which the Final Plat is filed with the Commission.~~

(5) The following information must be submitted as part of a Final Plat submission:

- a. Application and applicable fee.
- b. Development checklist.
- c. Title certificate, abstract, or planning letter.
- d. Complete public street construction drawings for approval by the Director.
- e. Complete public utility construction drawings for approval by the Director.
- f. List of coordinates for each point to be marked in the final field survey. Each point on the list is to be assigned a unique number code. A copy of the Final Plat, marked with the locations of each number code, is to be submitted as well.
- g. Letters from the servicing utility companies approving of the easements shown on the plat.
- h. Copy of deeds for any private easements within the subdivision.
- i. Commitment of park dedication as required in **Section 86-11 of this Chapter**.
- j. A letter, statement or instrument from the holder of any privately owned easement or fee strip within the subdivision boundaries approving any crossings of said existing easement or fee strip by proposed streets, utilities, or easements shown on the plat. If adjustment of existing utilities is required, said letter shall specify the nature of the adjustments and the approval of the owner for such adjustments.
- k. Set of covenants, restrictions, conditions, and reservations, affecting the property enclosed within the Final Plat.
- l. **Title information as required in Section 86-9(n) of this Chapter.**
- m. Any additional information required by the Director.
- n. Final Plat to graphically contain the following (ensure compliance with PICM standards, where applicable):
 1. **The graphical requirements outlined for a Preliminary Plat in Section 86-8(b)(3)(e), Items 1-22.**
 2. Metes and bounds description in map for with appropriate bearings and distances.

3. Owners' Acknowledgement Statement
4. Lienholders' Subordination Agreement, where applicable
5. Plat Accuracy Certificate
6. Final Survey Certificate
7. Approving Authority Certificate
8. Harris County Clerk Filing Statement
9. Permanent Access Easement must be labeled for any proposed private roads.
10. Any other special statements required by the Director

(6) Unless stipulation for additional time is agreed to by the subdivider, the failure of the Commission to act within thirty (30) days from the date of the filing of the plat by the developer, will cause the plat to be deemed approved. ~~All Final Plats require final approval from the Commission. Following review of the Final Plat, the Commission shall, within thirty (30) calendar days of the filing date, take one of the following actions:~~

(7) Final Plat applications shall comply with all applicable city ordinances and statutes prior to approval by the Commission. The Commission shall review the plat and take one of the following actions:

- a. Approve the Final Plat as filed. Such approval of a Final Plat as filed and all accompanying documentation by the Commission, together with approval of Public Improvement Construction Documents by the Director shall result in issuance of a Development Authorization by the Department which permits the developer to begin construction of subdivision improvements.
- b. Disapprove the Final Plat as filed, provided the reasons for such disapproval are stated in writing and a copy of the statement is signed by the Chairman of the Planning Commission. Such disapproval requires filing of a new Final Plat.

(8) Notice of the Commission's action shall be forwarded to the applicant. ~~noted on three (3) copies of the Final Plat, which shall be distributed to the developer, Department, and official files of the Commission.~~

(9) A Final Plat shall not be recorded until executed by the Director and by the Commission. Before the Final Plat is executed, the developer shall follow the procedure provided for in Section, and construct the proposed improvements according to the approved plans and specifications. In the event the developer or owner fails to commence construction of such improvements within one year of Development Authorization, approval of the Final Plat shall terminate upon written notice from the Commission to the developer or owner. The developer or owner may request in writing one year extension specifying the reasons why construction has not commenced.

The Planning & Zoning Commission shall not sign and deliver a copy of the plat to be recorded, nor shall such Final Plat be recorded, if such proposed improvements are not completed within two years of commencement of construction, and approved by the Director of Community Development. In the event the developer or owner fails to complete construction of such improvements within two years of commencement of construction, approval of the Final Plat shall terminate upon written notice from the Commission to developer or owner. The developer or owner may request a one year extension in writing from the Director specifying the reasons why construction had not been completed.

The Final Plat shall not be recorded unless the deed restrictions called for herein are recorded simultaneously with the recordation of the Final Plat.

(10) After recordation with Harris County, the original recorded mylar film of the Final Plat shall be retained in the official files of the Commission.

(d) **Administrative** ~~Minor~~ Plat

(1) The same submittal requirements for a Final Plat approval apply to an Administrative Plat.

(2) Administrative Plat applications shall comply with all applicable city ordinances and statutes prior to approval by the Director. The Director shall review the plat and take one of the following actions:

a. Approve the Preliminary Plat as filed.

b. Disapprove the Preliminary Plat as filed, provided, the reason for such disapproval is stated in writing. Disapproval may also include conditions for resubmittal. If said plat is disapproved, the applicant may elect to refer the plat to the Commission for consideration.

(3) The Director may, for any reason, elect to present the plat to the ~~Planning and Zoning~~ Commission for approval of the plat.

(4) Unless stipulation for additional time is agreed to by the subdivider, the failure of the Director to act within thirty (30) days from the date of the filing of the plat by the developer, will cause the plat to be deemed approved.

(e) Replat of recorded subdivision plats

(1) A replat or re-subdivision of a recorded Subdivision Plat, or a portion thereof, but without vacation of the immediate previous plat, is hereby expressly authorized to be recorded and shall deemed valid and controlling when:

a. It has been signed and acknowledged by only the owners of the particular property which is being replatted or re-subdivided on the acknowledgement shown in Enclosure 1 to Appendix D;

b. It does not attempt to alter, amend or remove any covenants and restrictions;

c. There is compliance, when applicable, with ~~Subsection (c) and (d) of Section 5, Article 974a, VTCS;~~ 212.014 and 212.0145 of the Texas Local Government Code;

d. It has been approved by the Commission after being prepared and filed as though it were an original plat as specified in ~~Section 404~~ subparagraph "c" of this section ~~Ordinance chapter;~~ and

e. All expenses incurred by the City or the subdivider in the Replat process shall be borne by the subdivider, including costs of notice at public hearing.

(f) Amending Plat (of recorded subdivision plats)

(1) An Amending Plat may be filed for record in the County map records to correct dimensional errors, notational errors or other erroneous information, to add to or delete monuments, or to relocate a lot line between adjacent lots, as allowed in Section 212.016 of the Texas Local Government Code, provided:

a. The signed Amending Plat Certificate shown on Enclosure 4 to Appendix D is placed on the face of the Amending Plat;

b. The Planning and Zoning Commission Certificate shown on Enclosure 4 to Appendix D is placed on the face of the Amending Plat and;

c. Commission approval of said Amending Plat is reflected by Commission execution of said certificate.

(2) The Planning Director of the City of La Porte may approve Amending Plats and execute Certification of same as set forth above in lieu of the Planning Commission, as allowed in Section 212.0065 of the Texas Local Government Code. The Director of Planning may, for any reason, elect to present the Amending Plat to the Commission for approval. The Director of Planning shall not disapprove the Amending Plat and shall refer any plats which are refused to the Planning Commission within the time parameters as delineated in Section 212.009 of the Texas Local Government Code.

(g) Vacating Plat (of recorded subdivision plats)

(1) The vacation of Subdivision Plats, which is authorized and regulated by Section 212.013 of the Texas Local Government Code, shall be permitted, provided:

a. All owners of all property contained within the previous plat sign the Vacation of Subdivision Declaration shown on Enclosure 5 to Appendix D;

b. Approval of the Commission is obtained and reflected by Commission execution of the certificate shown on Enclosure 5 to Appendix D; and

c. Said owners declaration and Commission approval certificate is recorded as a single instrument in the county records as required by Section 212.013 of the Texas Local Government Code ~~Article 974a, VTCS Section 5(a).~~

Sec. 86-15. General standards for subdivision and developments.

(a) Streets and alleys.

(1) Street classification system. The street pattern of the city should provide adequate circulation ~~within the city~~ while discouraging through traffic within local neighborhoods. This may be accomplished by providing thoroughfares spaced at approximately one-mile intervals and collector streets within neighborhoods spaced at about half-mile intervals to link local streets to the thoroughfare network.

(2) Street width. Public or private streets shall have a minimum pavement width of 28 feet. Public or private alleys shall have a minimum pavement width of 20 feet.

(3) Thoroughfare extension. Right of way widths for thoroughfare extensions shall be as indicated in the PICM along the entire frontage of the tract being developed. Where the existing dedicated right of way width fronting the adjacent property is less than shown in the PICM, a transition zone of 300 feet of frontage of the new development shall be provided between the existing and new right of ways.

(4) Continuation of adjoining streets. The arrangement of streets in new developments shall make provisions for the appropriate continuation of existing streets from adjoining properties.

(5) Future projections of streets. Where adjoining areas are not developed, but may be developed, the arrangement of streets in a new development shall make provisions for the proper projection of streets into adjoining areas by carrying the new streets to the boundaries of the new development at appropriate locations. All such streets shall be designed in accordance with the PICM.

(6) Provisional one-foot reserve. Required along the side or end of streets that abut acreage tracts. The note shown in Enclosure 8 to Appendix D is to appear **shall be notated on** the Final Plats and Street Dedication Plats, where appropriate

~~(7) Harris County road law. All subdivisions within the City's extraterritorial jurisdiction shall comply with the current Harris County Road Law. The statement to be found in Enclosure 1 to Appendix D is to appear in Final Plats.~~

(7) Street names. Street names shall be the same as existing street names, if they are continuations of existing streets. Otherwise, no street name shall be permitted that is a duplicate of an existing or proposed street name within the City. Proposed new names must be submitted to the Department for checking prior to the submittal of first plat or plan. The developer shall provide street name signs in accordance with the **PICM approved City Public Improvements Criteria Manual**.

(8) Alleys. Alleys may be provided within any subdivision or development to provide secondary vehicular access to building sites which otherwise have their primary access from an adjacent public street. Alleys shall not be used or designed to provide principal access to any tract of land and shall not provide access to property outside the development boundaries in which the alleys are located. Dead end alleys are not permitted.

(9) Private streets and alleys. Streets and alleys in which the developer proposes to privately maintain in perpetuity through a community association or other approved means are to be designated as “private” on the plat. Design and construction of such streets and alleys will be identical to design and construction standards for public streets. Right of way lines may be coterminous with the edge of pavement.

(b) Engineering data. Please see the PICM.

(c) Lots. The following standards shall apply to all lots:

(1) The lot design of a Subdivision or Development should provide for lots of adequate width and depth to provide open area and to eliminate overcrowding.

(2) Lots should be rectangular so far as practicable and should have the side lot lines at right angles to streets on which the lot faces or radial to curved street lines.

(3) Lots with double frontage are prohibited except when backing on major thoroughfares and upon approval by the Planning Commission.

(4) All lots shown on the plat will be for residential purposes unless otherwise noted.

(5) Side lot lines should be perpendicular or radial to street frontage and the following note may be in lieu of bearings. “All side lot lines are either perpendicular or radial to street frontage unless otherwise noted.”

(6) Driveway access to thoroughfares shall be prohibited.

(7) Double front lots are prohibited except when backing on major thoroughfares **or on corner lots.**

(7) Lots shall be sized in accordance with the requirements of Chapter 106, Zoning.

(d) Drainage easements. The following standards shall apply to all drainage easements:

(1) The location and width of all easements shall be determined by the Director ~~of Planning and Development Department~~ for all plats or plans within the cities jurisdiction, and by the Director in conjunction with Harris County Flood Control District (HCFCF) for all easements that HCFCF may have an interest in.

(2) Easements for drainage adjacent to lots, tracts, or reserves shall be recited on the Final Plat, in accordance with ~~the language in Enclosure 1 to Appendix D.~~ **language approved by the Director.**

(e) Utility easements. The developer shall coordinate all public and private utility easements with the applicable entity as required in this Chapter. ~~All utility easements shall be worked out with the public and private utility companies pursuant to the requirements established herein, including but not limited to the requirements of subsection 4.04 above.~~

(f) Platting of public streets or easements across private easements or fee strips. The following shall apply when platting of public streets or easements across private easements or fee strips:

(1) A copy of the instrument establishing any private easement shall be submitted with the Development Site Plan or the Preliminary Plat as reflected by the Title Certificate submitted.

(2) Easement boundaries must be tied by dimensions to adjacent lot and tract corners. Where the private easement has no defined location or width, an effort shall be made to reach agreement on a defined easement. Where no agreement can be reached, then existing facilities shall be accurately located and tied to lot lines, and building setback lines shall be established as specified in Section 5.04.

(3) Prior to approval of the Final Plat or Development Site Plan, the developer or dedicator of any Subdivision Plat or Development Site Plan, wherein public streets or easements are shown crossing private easements or fee strips, shall by letter to the ~~City Planning~~ Commission assume responsibility for seeing that any adjustments and protection of existing pipelines, electrical transmission lines, or other facilities shall be planned and provided for to the satisfaction of the holder of the private easements or fee strips and the Director prior to the filing of the plat or plan for record.

(4) Prior to filing of the Final Plat or Development Site Plan for record, the following requirements must be met:

a. The developer or dedicator of any plat or plan shall obtain from the holder of any private easement or fee strip within the plat or plan crossed by proposed streets or other public easements an instrument granting to the public the use of said public streets or easements over and across said private easements or fee strips for construction, operation, and maintenance of those public facilities normally using the type of public streets and easements indicated. This instrument shall be delivered to the ~~City Planning~~ Commission to be filed for record along with plat or plan.

b. The developer shall furnish the ~~Planning~~ Commission with a letter from the holder of the private easements or fee strips in questions stating that arrangements for any required adjustments in pipelines, electrical transmission lines, or other similar facilities have been made to the satisfaction of the holder of the easements.

(g) Monumentation requirements. The following are requirements for monumentation for subdivisions and developments:

(1) Subdivisions

a. Permanent control monuments, one for each five acres of property or fraction thereof, shall be placed along streets centerlines or at subdivision corners. The location of control monuments shall be approved by the Department at the Preliminary Plat stage and shown on the Final Plat. The construction of permanent control requirements shall be in accordance with the PICM.

b. At least one control monument shall be accurately tied, by angle and distance to an approved City of La Porte monument. Elevation shall be established for each control monument installed. Datum shall be supplied or approved by the Department.

c. Elevations and coordinate values for each control monument shall be submitted in accordance with ~~Appendix D (Subdivision Plats)~~ language approved by the Director and approval by the Department prior to execution of the Final Plat.

d. All corners of the subdivision, all angle points and points of curvature in the subdivision boundary, all block corners, all angle points and points of curvature in each street right of way shall be marked with iron rod not less than three fourths (3/4) of an inch in diameter and thirty (30) inches in length, placed flush with the finished ground elevation.

e. All lot corners shall be marked with iron rods not less than five-eighths (5/8) of an inch in diameter and thirty (30) inches in length, placed flush with the finished ground elevation.

f. All required monumentation shall be completed prior to final acceptance of the subdivision and execution of the Plat.

(2) Major developments

a. Permanent control monuments, one for each five acres of property or fraction thereof, shall be placed along street centerlines or at corners of the development. The location of control monuments shall be approved by the Department and shown on the Development Site Plan. The construction of permanent control monuments shall be in accordance with the PICM.

b. At least one control monument shall be accurately tied, by angle and distance to an approved City of La Porte monument. Elevations shall be established for each control monument installed. Datum shall be supplied or approved by the Department.

c. Elevation and coordinate values for each control monument shall be submitted and approved by the Department prior to or concurrent with acceptance of all public improvements.

d. All lot corners within the Development shall be marked with iron rods not less than five-eighths (5/8) of an inch in diameter and thirty (30) inches in length, placed flush with the finished ground elevation prior to commencement of any building construction.

(3) Minor developments

a. All lot corners of Minor Developments shall be marked with iron rods not less than five-eighths (5/8) of an inch in diameter and thirty (30) inches in length, placed flush with the finished ground elevation. Lot corners shall be established and placed prior to commencement of any building construction.

(h) Public improvements

(1) The developer shall pay all costs for providing the development with streets, water mains, sanitary sewers, and storm sewers in accordance with plans and specifications for such improvement approved by the Director of Planning and Development and in the manner set out in the adopted Utility Extension Policy. The subdivider shall pay all costs associated with street lighting as set out in the PICM.

(2) The subdivider or developer shall guarantee construction of all approved public improvements as provided in this section and in conformance with the adopted PICM.

(3) The installation of the approved improvements shall be under the inspection of the Director or his representative and the Director shall certify the installation as being in accordance with the approved plans and specifications before the Planning Commission will execute a Subdivision Plat for recordation, or before the City will accept said public improvements for maintenance.

(i) Reimbursement for oversizing

(1) All improvements required in a Subdivision or Development will be installed at the developer's cost, unless otherwise provided. The cost of utilities and streets which are required by the City to be larger than would be normally needed to serve the proposed addition will be partially reimbursed. The reimbursable amount will be the difference between the cost of the facilities that would be adequate to serve the addition and the cost of the facilities required by the City. A reimbursement contract will be negotiated between the City Council and the Developer.

(j) Record drawings

(1) The engineer representing the developer must present to the Director [project information electronically to the City], reproducible complete "record drawings" for all paving, drainage structures, water lines and sewer lines within thirty (30) days after completion of each contract. The Director will not certify approval of public improvements construction until record [all] drawings have been submitted.

(k) Fees. Filing/Application fees for plats, plans, waivers or other requirements as established in this Chapter shall be in an amount established by the City and listed in Appendix A of this Code associated with this section are outlined in Appendix A of the City of La Porte Code of Ordinances. The following schedule of fees and charges shall be paid into the general fund of the City of La Porte when any map or plat is tendered to the Director, and each of the fees and charges provided herein shall be paid in advance, and the department shall take no action until the fee shall have been paid.

Development Type	Major/Minor	Fees
Site Plan	Major (Greater than 10 acres)	\$150.00 up to 10 acres; each additional acre \$5.00
	Minor (Less than 10 acres)	\$100.00 up to 1 acre; each additional acre \$5.00
General Plan		\$100.00
Preliminary Plat		Residential: \$200.00 for 0-50 lots; each additional lot \$5.00 Other: \$200.00 for up to 10 acres; each additional acre \$10.00

Final Plat	Major (Greater than 10 acres)	Residential: \$150.00 for 0-50 lots; each additional lot \$5.00 Other: \$200.00 for up to 10 acres; each additional acre \$10.00
	Minor (Less than 10 acres)	\$150.00
Amending Plat		\$100.00
Replat		\$150.00 plus \$5.00 per lot
Vacating Plat		\$100.00
Variance (Development Regulation)		\$150.00

(l) Plat/Plan Graphic Symbols. The following line symbols are established for all plans and plats:

- (1) Boundaries: Show perimeter boundaries, right of ways and boundary lines between development phases in bold solid lines (**_____**). Use solid lines (_____) for block and lot boundaries.
- (2) Building lines: Indicate by long dashes separated by short dashes (**__ - __ - __ -**).
- (3) Easements: Indicate by short dashes (**- - - -**).
- (4) Stream and depression high banks: indicate by long dashes separated by three short dashes (**_____ - - - -**).
- (5) Edge of flood hazard area: Indicate by long dashes separated by circles (**_____ o _____ o _____ o _____**).
- (6) Adjacent properties: Indicate lines outside boundaries of proposed development by long dashes (**_____ - - - -**).

(m) Plat/Plan Geometric Standards. The following table outlines geometric standards for plans and plats:

Item Description	General Plan	Preliminary Subdivision Plat	Final Subdivision Plat	Development Site Plan
<i>Dimensional Accuracy Standards</i>				
Exact: Angles to the nearest second, distances to the nearest hundredth of a foot.			X	X
Approximate: Angles to the nearest degree, distances to the nearest foot.	X	X		
<i>Line Definition: For all lines required to be defined on a line between two points is considered as "defined" if the following information is provided:</i>				

Bearing (in degree) for tangent (straight) lines	X	X	X	X
Distance (in feet) for tangent (straight) lines	X	X	X	X
Radius of curve (R, in feet) for curvilinear lines	X	X	X	X
Central delta angle (Δ , in degrees) for curvilinear lines			X	X
Arc length (L, in feet) for curvilinear lines	X	X	X	X
Cord length (C, in feet) for curvilinear lines			X	X
Chord bearing (CB, in degrees) for curvilinear lines			X	X
<i>Lines to be defined for street rights-of-way (centerline and both edges), perimeter boundaries, lots, blocks, reserves and easements, all lines between any combination of the following points:</i>				
Points of beginning or ending	X	X	X	X
Lots, block, or reserve corners	X	X	X	X
Angle points	X	X	X	X
Points of tangency or curvature	X	X	X	X
Points of inflection (reserve curvature)	X	X	X	X
Points of intersection with crossing lines for lots, blocks, reserves, rights-of-way, easements, stream or depression high banks, and flood hazard area boundaries			X	X
<i>Lines to be defined for high banks of stream or depression (no right-of-way or easement), lines between:</i>				
Points defining the limits of the high bank		X	X	X
Points of intersection with crossing lines for lots, reserves, easements and rights-of-way			X	X
<i>Lines to be defines for flood hazard area, lines between:</i>				
Points of defining the limits of the flood hazard area (Consult City Flood Zone Administrator for required elevations)		X	X	X
Points of intersection with crossing lines for lots, reserves, easements and rights-of-way			X	X

(n) Title certificate information. A planning letter, certificate, abstract, or other instrument from a title guaranty company or attorney authorized to render title opinions in the State of Texas, which certifies than a search of the appropriate records was performed within thirty (30) days of the filing date and which letter provides the following information:

(1) The date of the examination of the records.

(2) A legal description of the property proposed to be developed including a metes and bounds description of the boundaries of said land.

- (3) The name of the recorded owner of fee simple title as of the date of the examination of the records, together with the recording information or the instruments whereby such owner acquired fee simple title.
- (4) The names of all lienholders together with the recording information and date of the instruments by which such lienholders acquire their interests.
- (5) A description of the type and boundaries of all easements and fee strips not owned by the developer of the property in question together with the recording information and date of the instruments whereby the owner of such easements or fee strips acquired their title.
- (6) A statement certifying that no delinquent city or county taxes are due on the property being platted.

Sec. 86-16. Engineering and construction standards for subdivisions.

(a) Streets and alleys.

- (1) All streets shall be reinforced concrete pavement on a compacted subgrade. Concrete pavement shall be provided with either an integral curb poured with the pavement or a separate curb constructed on top as required by the PICM and subject to the approval of the Director.
- (2) Pavement design shall conform to the PICM.
- (3) Curb and combination curb shall be constructed of reinforced concrete. Cross section and slopes shall conform to the PICM.
- (4) All concrete shall be designed and controlled by a competent laboratory as required by the PICM.

(b) Drainage and storm sewer.

- (1) Adequate drainage shall be provided within the limits of the subdivision as to reduce the community's exposure to flood hazards with respect to adjacent, upstream and downstream developments. (See also Chapter 94 "Floods" of the Code of Ordinances of the City of La Porte for additional requirements.) Adequate drainage shall be provided within the limits of the subdivision and/or development. The protection of adjoining property shall be accounted for in design of the system in conformance with the PICM, and shall be subject to the approval of the Director. The design and sizing of the system shall be in conformance with the PICM, and subject to the approval of the Harris County Flood Control District and the Director of Community Development.
- (2) Any person or persons that alters or changes the elevation of property shall be responsible for applying for and obtaining, prior to said change or alteration of the elevation of the property, a development authorization from the City Planning Department. Any change or alteration in the elevation of property requires submission of a site plan prior to the change or alteration of property,

which said site plan shall delineate the proposed change or elevation of property. Said certified site plan shall be subject to approval by the City Engineer.

(3) Fill dirt permit shall be required by the City. Exhibits show fill dirt regulations, grading standards, and swale standards; requiring sketch plans and approval prior to the introduction of fill material; and providing silt prevention and revegetation standards. Said fee shall be \$25.00 for the first 49 loads of permitted fill dirt, and \$2.00 for each additional load. Any person who places fill dirt on their property without first applying for and obtaining a fill dirt permit shall be guilty of a misdemeanor.

(4) A stormwater quality permit may be required in accordance with city, state and federal law.

(c) Water and sewer system.

(1) The design and construction of all water and sewer systems shall be in conformance with the PICM, and subject to approval by the Director of ~~Community Development~~. The developer or owner shall provide the necessary certificates from all other governmental agencies certifying compliance with their regulations.

(d) Street lighting.

(1) All residential public streets and non-residential parking lots where intended for use by the general public in the City must be served adequately by lights. Lighting must be located and installed in accordance with the specifications of the PICM.

Sec. 86-25 Open space within subdivisions and developments.

(a) Purpose.

(1) ~~This ordinance is amended with the express purpose to~~ It is the policy of the City to provide recreational areas and amenities in the form of neighborhood and community parks as a function of residential development in the City ~~of~~ La Porte. This ordinance amendment Section is enacted in accordance with the home rule powers of the City of La Porte granted under the Texas Constitution and statutes of the State of Texas, including, without limitation, Texas Local Government Code, § 51.071 *et seq.* and § 212.001 *et seq.* It is hereby declared ~~that~~ by the City Council of the City of La Porte that recreational areas, in the form of neighborhood parks and related amenities and improvements, are necessary and in the public welfare, and that the only adequate procedure to provide for same is by integrating such requirement into the procedure for planning and development of property of a residential subdivision in the City of La Porte, whether such development consists of new construction on previously vacant land or rebuilding and redeveloping existing residential areas.

Neighborhood and community parks are those parks providing for a variety of outdoor recreational opportunities and within convenient distances from a majority of the residences to be served thereby, the standards for which are set forth in the La Porte Parks, Recreation and Open Space Master Plan, or neighborhood and community areas. The park zones established by the La Porte Parks and Recreation Department and shown on the official La Porte Parks, Recreation and Open

Space Master Plan, or neighborhood area, shall be *prima facie* evidence that any park located therein is within such a convenient distance from the majority of residences to be served thereby. The cost of the neighborhood parks should be borne by the ultimate residential property owners who by reason of the proximity of their property to such parks shall be the primary beneficiaries of such facilities. Therefore, the following requirements are adopted to effect such purposes.

In order to provide an equitable method of determination of the requirements for future development of residential areas of the City of La Porte, the following formula is hereby adopted: The population of the City based on the latest United States Census data, adjusted on an annual basis based on the predicted growth of the City as found in the Parks and Open Space Master Plan for the year in which the adjustment is made, is identified. The resultant number is divided by the number of acres of available neighborhood and community parkland inventory in the City of La Porte, resulting in the number of persons per neighborhood or community park acre in the City of La Porte. This result is then divided by the number of La Porte persons per dwelling unit as identified in the latest United States Census data, giving the number of dwelling units per acre of neighborhood or community parkland. This number is then divided into the total acquisition cost for land at the average appraisal value, and development cost per acre for development of the land into a typical park as identified in the Parks and Open Space Master Plan of the City.

This formula provides a baseline for determining the number of dwelling units per acre rate for future development within the City, the parkland dedication or in lieu acquisition costs for parkland, and the cost of future park development. This formula shall be applied and reviewed periodically to assure that the process for future development remains fair and equitable as established herein. In the event that the periodic review results in a determination of inequity, an amendment to the Ordinance to correct the inequity will be presented to Council for consideration.

(b) General requirement for dedication of land and payment of park development fee.

(1) Whenever a Final Plat is filed of record with the County Clerk of Harris County, Texas or a development site plan, or a property survey is submitted and filed with the approving authority of the City in accordance with the provisions of this ordinance and other planning and development ordinances that may be contained within the Code of Ordinances of the City of La Porte, for a development of a residential area within the City of La Porte that contains one or more residential dwelling units, such plat, or site plan, or property survey shall contain a clear fee simple dedication of one acre of land for each 93 proposed dwelling units. As used in this Ordinance Section, a “dwelling unit” means each individual residence, including individual residences in a multi-family structure, designed and/or intended for inhabitation by a single family. Residential structures that are moved from one area of the City to another area of the City are specifically excluded from the park development fee requirements of this ordinance.

Any proposed plat or site plan, or property survey submitted to the City of La Porte for approval shall show the area proposed to be dedicated under this section. The required land dedication of this section may be met by a payment in lieu of land where permitted by the City of La Porte or required by other provisions in this ordinance.

In the event a plat is not required and a development site plan or property survey is filed, the dedication of land or payment in lieu of land required under this section shall be met prior to the issuance of a building permit by the approving authority of the City.

(2) The City Council of the City of La Porte declares that development of an area less than one acre for neighborhood park purposes is impractical. Therefore, if fewer than 93 dwelling units are proposed by a plat filed for approval, the approving authority may require the developer to pay the applicable cash in lieu of land amount, as provided in ~~Section 12.02~~ subsection “c” below hereto.

(3) In addition to the required dedication of land, as set forth above, there shall also be a park development fee paid to the City of La Porte as a condition to subdivision plat approval or issuance of a building permit. Such park development fee shall be set from time to time by ordinance of the City Council of the City of La Porte sufficient to provide for the development of amenities and improvements on the dedicated land to meet the standards for a neighborhood park to serve the area in which the subdivision is located. Unless and until changed by ordinance of the City Council of the City of La Porte, the park development fee shall be calculated on the basis of \$318 per dwelling unit.

(4) In lieu of payment of the required park development fee, a developer shall have the option to construct the neighborhood park amenities and improvements. All plans and specifications for the construction of such amenities and improvements must be reviewed and approved by the approving authority. The developer shall financially guarantee the construction of the amenities and improvements, and the City of La Porte must approve same, prior to the filing of a plat in the case of platted subdivisions. Once the amenities and improvements are constructed, and after the approving authority has accepted such amenities and improvements, the developer shall deed and convey such amenities and improvements to the City of La Porte or to the applicable Homeowner’s Association.

(5) In instances where land is required to be dedicated, the approving authority shall have the right to accept or reject the dedication after consideration of the recommendation of the Parks and Recreation Director or the Planning and Zoning Commission, and to require a cash payment in lieu of land in the amount provided under ~~Section 12.02~~ hereto subsection “c” below, if the approving authority determines that sufficient park area is already in the public domain for the area of the proposed development or if the recreation potential for that area would be better served by expanding or improving existing neighborhood parks.

(6) When two or more developments will be necessary to create a neighborhood park of sufficient size in the same area, the Parks and Recreation Department, at the time of preliminary plat approval, will work with the developer to define the optimum location of the required dedication within the respective plats. Once a park site has been determined, adjacent property owners who develop around the park site shall dedicate land and (or) cash to the existing site unless otherwise determined by the approving authority, as provided ~~in section 12.02~~ herein.

(c) Cash payment in lieu of land.

(1) A developer responsible for land dedication under this ~~Ordinance~~ **Section** shall be required, at the approving authority's option, to meet the dedication requirements in whole or in part by a cash payment in lieu of land, in the amount set forth below. Such payment in lieu of land shall be made prior to filing the final plat for record, or prior to the issuance of a building permit where a plat is not required.

(2) The cash payment in lieu of land dedication shall be met by the payment of a fee set from time to time by ordinance of the City Council sufficient to acquire neighborhood parkland. Unless and until changed by the City Council, such fee shall be computed on the basis of \$490 per dwelling unit. A cash payment in lieu of land dedication, as set forth in this section, does not relieve the developer of its obligation to pay the park development fee of \$318 set forth in ~~section 12.01 above~~ **subsection (b)(3) above**. The cash payment in lieu of land dedication is in addition to the required park development fee.

(3) The general requirements for dedication of land and payment of park development fees and the cash payment in lieu of land are set forth graphically in Table 1, attached hereto.

(4) The City of La Porte may from time to time decide to purchase land for parks in or near the area of actual or potential development. If the City does purchase park land in a park zone, subsequent park land dedications for that zone shall be in cash only, the calculation of which is set forth **as provided herein** ~~in section 12.01 above~~. Such cash payments are in addition to the payment of the required park development fee.

(d) Special fund.

(1) All funds collected by this dedication process will be deposited in the City of La Porte's Park Development Fund and used for the purchase or leasing of park land and the development and maintenance of same. All expenditures from the said fund will be reviewed and approved by the ~~Assistant~~ **Office of the** City Manager for the City of La Porte.

(2) The City of La Porte shall account for all sums paid into the Parks Development Fund with reference to the individual plats involved.

(e) Prior dedication, absence of prior dedication.

(1) If a dedication requirement arose prior to the passage of this ~~Ordinance~~ **Chapter**, that dedication requirement shall be controlled by the ordinance in effect at the time such obligation arose, except that additional dedication shall be required if the actual number of dwelling units constructed upon property is greater than the former assumed or planned number of dwelling units. Additional dedication shall be required only for the increase in the number of dwelling units and shall be based upon the land dedication and park development fee requirements set forth herein above.

(2) At the discretion of the City, any former gift of land to the City may be credited on a per acre basis toward eventual land dedication requirements imposed on the donor of such lands. The approving authority shall consider the recommendations of the Parks and Recreation Department and the Planning and Zoning Commission in exercising its discretion under this subsection.

(f) Additional requirements, definitions.

(1) Any land dedicated to the City under this ~~Ordinance~~ **Chapter** must be suitable for park and recreation uses. The following characteristics of a proposed area are generally unsuitable and may be ground for refusal of any plat:

a. Any area primarily located in the 100-year floodway as determined by the Harris County Flood Control District.

b. Any areas of unusual topography or slope which renders same unusable for organized recreational activities.

(2) Drainage areas may be accepted as part of a park if the channel is constructed in accordance with City engineering standards as found in Section 5.5.3 of the Public Improvement Criteria Manual of the City of La Porte, if no significant area of the park is cut off from access by such channel, if not less than five (5) acres of the site is above the 100-year flood plain, or if the dedication is in excess of ten (10) acres, not less than fifty percent (50%) of the site should be included in the 100-year flood plain.

(3) Each park must have ready access to a public street.

(4) Unless provided otherwise herein, an action by the City shall be by the approving authority, after consideration of the recommendations of the ~~Planning and Zoning~~ Commission and/or the Director of Parks and Recreation Department.

(5) Any preliminary plat approved prior to the effective date of this ordinance shall be exempt from these requirements set forth herein; however, however when such preliminary approval expires, any resubmission of such plat shall meet the requirements of this ordinance.

(g) Instruments of dedication.

(1) The park land dedication required ~~by the Ordinance~~ **Section** shall be made in the case of Subdivision by a reservation on the Final Plat as filed in the map records of Harris County, Texas, unless additional dedication is required subsequent to the filing of the Final Plat. In the case of a Development Site Plan, the dedication required by the ordinance shall be made by filing of a deed to the deed records of Harris County.

In either event, if the actual number of completed dwelling units exceeds the figure upon which the original dedication was based, such additional dedication shall be required, and shall be made by payment by the cash in lieu of land amount provided **herein** ~~by Section 12.02 of this Ordinance~~.

Sec. 86-26. Variances **Waivers.**

(a) In those instances where, in the opinion of the Commission, strict compliance with the terms, rules, conditions, policies, and standards ~~of the Commission~~ provided in this ~~Ordinance~~ Chapter would create an undue hardship by depriving the applicant or subdivider of the reasonable use of the land or, where, in the opinion of the Commission, there are unusual physical characteristics which affect the property in question and which would make strict compliance with the terms and conditions of this ~~Ordinance~~

Chapter or any rule promulgated under this Ordinance Chapter not feasible, the Commission may grant the applicant or subdivider a variance waiver as to one or more requirements as long as the general purpose of this Ordinance Chapter is maintained. Economic hardship shall not constitute the sole basis for granting a variance waiver under this section.

(b) A variance waiver granted under the provisions of this Ordinance Chapter shall only to the specific property upon which the Commission was requested to approve a plat and that such variance waiver shall not constitute a change of this Ordinance Chapter, or any part thereof, or establish any policy, rule or regulation contrary to the provisions of this Ordinance Chapter.

(c) Any variance waiver on a recorded plat granted before the date of adoption of this Ordinance Chapter is hereby recognized as continuing to be valid and compliance with the provisions of this Section shall not be required.

(d) Any person desiring to secure a variance waiver as to the provisions of this Ordinance Chapter must submit a written request with the other materials pursuant to Section 4.00 et seq. herein (4.00 is Sketch Plans). Any request for a variance waiver must cite the specific rule, policy or standard contained in this Ordinance Chapter from which a variance waiver is desired. Additionally, the request must state the extent of the variance waiver sought and the specific facts or reasons why such variance waiver is needed

(e) No variances waiver may be granted by the Commission unless approved by a majority vote of the members present at the meeting of the Commission at which the variances waiver request is presented and that where the Commission affirmatively finds:

(1) That the variances waiver would not be contrary to the general purpose and goals stated in this Ordinance Chapter.

(2) That the variance waiver would not be detrimental to the public health, safety or welfare, to be injurious to adjacent property, or prevent the subdivisions or development of other land in the area in accordance with the provisions of this Ordinance Chapter.

(f) Such finding of the Commission, together with the specific facts upon which such findings are based shall be incorporated into the official minutes of the Commission meeting at which such variance waiver was granted.”

Section 2. Any person, as defined in Section 1.07 (27), Texas Penal Code, who shall violate any provision of the ordinance, shall be deemed guilty of a misdemeanor and upon conviction shall be

Section 3. Each and every provision, paragraph, sentence and clause of this Ordinance has been separately considered and passed by the City Council of the City of La Porte, Texas, and each said provision would have been separately passed without any other provision, and if any provision hereof shall be ineffective, invalid or unconstitutional, for any cause, it shall not impair or affect the

remaining portion, or any part thereof, but the valid portion shall be in force just as if it had been passed alone.

Section 4. Ordinance No. 1444, together with all amendments to Ordinance No. 1444, is expressly repealed. Furthermore, all other ordinances or parts of ordinances in conflict herewith are hereby repealed, but to the extent of such conflict only.

Section 5. The City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council is posted at a place convenient to the public at the City Hall of the city for the time required by law preceding this meeting, as required by Chapter 551, Tx. Gov't Code; and that this meeting has been open to the public as required by law at all times during which this ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

Section 6. This Ordinance shall be effective fourteen (14) days after its passage and approval. The City Secretary shall give notice of the passage of this ordinance by causing the caption hereof to be published in the official newspaper of the City of La Porte at least once within ten (10) days after the passage of this ordinance.

PASSED AND APPROVED this the _____ day of _____, 2016.

CITY OF LA PORTE, TEXAS

By: _____
Louis R. Rigby, Mayor

ATTEST:

Patrice Fogarty, City Secretary

APPROVED:

Clark Askins, Assistant City Attorney

facility and that such abutting property shall not be permitted to drain directly into this easement except by means of an approved drainage structure.

When private streets and utilities are established within the site plan:

FURTHER, Owners agree that those streets and utilities located within the boundaries of this site plan specifically noted as private, shall be maintained as private streets and utilities by the owners, heirs, successors and assigns and, further, that said private streets shall always be available for the general use of the public for firemen, firefighting equipment, police and other emergency vehicles of whatever nature at all times.

When owner is an individual or individuals

WITNESS my (or our) hand in the City of _____, _____, this _____ day of _____, 20____.

(Name of Owner/s)

When owner is a company of corporation

In TESTIMONY WHEREOF, the (Name of company) has caused these presents to be signed by (Name of President), its President thereunto authorized, attested by its Secretary (or authorized trust officer), (Name of Secretary of authorized trust officer), and its common seal hereunto affixed by this _____ day of _____, 20____.

By: _____
(Name – President of Authorized Agent)
(Name of Company)
(Title)

ATTEST:

By: _____
Name – Secretary or Authorized Trust Officer)
(Title)

(Affix Corporate Seal)

❖ ***Flood Statement:***

This tract is in Flood Zone _____ and [is/is not] within the 100-year Flood Plain according to FEMA Map # _____, Dated _____.

❖ **Amendment Table:**

All site plans shall include the following table:

AMENDMENT TABLE		
<i>Description of Proposed Modification/s:</i>	<i>Date of Approval:</i>	<i>Approval Authority Signature:</i>

❖ **Landscape Table:**

All site plans shall include the following table:

LANDSCAPE TABLE				
<i>Planting strip requirements per Section 106-800(c.1.b&c)</i>				
<i>Symbol:</i>	<i>Common Name:</i>	<i>Scientific Name:</i>	<i>Amount Required:</i>	<i>Quantity Proposed:</i>
<i>Parking lot requirements per Section 106-800(c.1.e)</i>				
Number of Parking Spaces Provided:				
Number of Trees Required (ratio 1 tree per 10 parking spaces):				
Species of Shade Trees Provided as Parking Lot Landscaping:				
Planters Required (ratio of 135 sq. ft. per 10 parking spaces):				

❖ **Parking Table:**

All site plans shall include the following table:

Parking Table	
Parking Spaces Required (Include parking ratio from Section 106-839):	
Parking Spaces Provided:	
Accessible Parking Spaces Required:	
Accessible Parking Spaces Provided:	

❖ ***City Approving Authority Certificate:***

Minor Development Site Plan:

This is to certify that on _____ day of _____, 20__ the City of La Porte, Texas, has approved this site plan and development of (Name of Development) in conformance with the ordinances of the City of La Porte.

By: _____
Director, Planning and Development

City Planner

City Engineer

Major Development Site Plan:

This is to certify that on _____ day of _____, 20__ the City Planning and Zoning Commission of the City of La Porte, Texas has approved this site plan and development of (Name of Development) in conformance with the laws of the State of Texas and the ordinances of the City of La Porte.

By: _____
Chair, Planning and Zoning Commission

ATTEST:

By: _____
Secretary, Planning and Zoning Commission

By: _____
Director, Planning and Development

City Planner

City Engineer

Subdivision Plats

❖ ***Owners Acknowledgement:***

STATE OF TEXAS

COUNTY OF HARRIS

I [or we], (name of owner or owners) acting by and through (name and title of officer) being officers of (name of company or corporation, owner (or owners) hereinafter referred to as Owners whether one or more of the (number of acres) tract described in the above and foregoing map of (Name of subdivision) do hereby make and establish said subdivision of said property according to all lines, dedications, restrictions and notations on said maps or plat and hereby dedicate to the use of the public forever, all streets (except those streets designated as private streets), alleys, parks, water courses, drains, easements and public places shown thereon for the purposes and considerations therein expressed; and do hereby bind myself (or ourselves), my (or our) heirs, successors and assigns to warrant and forever defend the title to the land so dedicated.

FURTHER, Owners have dedicated and by these presents do dedicate to the use of the public for public utility purposes forever an unobstructed aerial easement five (5) feet in width from a plane twenty (20) feet above the ground level upward, located adjacent to all common use public utility easements shown hereon.

FURTHER, Owners do hereby declare that all parcels of land designated as lots on this plat are originally intended for the construction of _____ thereon and shall be restricted for same under the terms and conditions of such restrictions filed separately.

ADDITIONAL PARAGRAPHS TO BE ADDED AS APPROPRIATE

When plat contains natural drainage ways such as bayous, creeks, gullies, ravines, draw or drainage ditches:

FURTHER, Owners do hereby dedicate to the public a strip of land fifteen (15) feet wide on each side of the high bank of any and all bayous, creeks, gullies, ravines, draws, sloughs, or other natural drainage courses located and depicted upon in said plat, as easements for drainage purposes, giving the City of La Porte, Harris County, or any other governmental agency, the right to enter upon said easement at any and all times for the purposes of construction and maintenance of drainage facilities and structures.

FURTHER, Owners do hereby covenant and agree that all of the property within the boundaries of this plat and adjacent to any drainage easement, ditch, drainage ways and easements clear of fences, buildings, and other obstructions to the operations and maintenance of the drainage facility and that such abutting property shall not be permitted to drain directly into this easement except by means of an approved drainage structure.

When plat indicated building setback lines and public utility easements are to be established in adjacent acreage owner by the subdivider:

FURTHER, Owners do hereby certify that I am (or we) the owners of the property immediately adjacent to the boundaries of the above foregoing plat of (name and subdivision) where building setback lines or public utility easements are to be established outside the boundaries of the above and foregoing plat and do hereby make and establish all building setback lines and dedicate to the use of the public forever all public utility easements shown in said adjacent acreage.

When private streets are established within the plat:

FURTHER, Owners do hereby covenant and agree that those streets located within the boundaries of this plat specifically noted as private streets, shall be hereby established and maintained as private streets, by the owner, heirs, successors and assigns to property located within the boundaries of this plat and always available for the general use of said owners and to the public for firemen, firefighting equipment, police and the other emergency vehicles of whatever nature at all times and do hereby bind myself (or ourselves), my (or our), heirs (or successors and assigns to warrant and forever defend the title to the land so designated and established as private streets.

To be used when the subdivision is within the Extraterritorial Jurisdiction of the City of La Porte:

FURTHER, Owners certify and covenant that they have complied with or will comply with the existing Harris County Road Law, Section 31-C as amended by Chapter 614, Acts of 1973, 63rd Legislature and all other regulations heretofore on file with the Harris County Engineer and adopted by the Commissioner’s Court of Harris County.

When replatted under the provisions of Section 212.014 Texas Local Government Code:

FURTHER, the Owners hereby certify that this replat does not attempt to alter, amend, or remove any covenants or restrictions; I, (we) further certify that no portion of the proposed area to be replatted is limited by deed restriction to residential use for not more than two (2) residential units per lot.

When replatted under the provisions of Section 212.014, Texas Local Government Code:

FURTHER, the Owners certify that this replat does not attempt to alter, amend or remove any covenants or restrictions.

When owner is an individual or individuals

WITNESS my (or our) hand in the City of _____, _____, this _____ day of _____, 20_____.

(Name of Owner/s)

When owner is a company of corporation

In TESTIMONY WHEREOF, the (Name of company) has caused these presents to be signed by (Name of President), its President thereunto authorized, attested by its Secretary (or authorized trust officer), (Name of Secretary of authorized trust officer), and its common seal hereunto affixed by this _____ day of _____, 20____.

By: _____
(Name – President of Authorized Agent)
(Name of Company)
(Title)

ATTEST:

By: _____
Name – Secretary or Authorized Trust Officer)
(Title)

(Affix Corporate Seal)

(Include Notary Acknowledgement)

❖ **Harris County Clerk Filing Statement:**

I, (name of County Clerk), Clerk of County of Harris, do hereby certify that the within instrument with the certificate of authentication was filed for registration in my office on _____, 20__, at _____ o'clock __M., and duly recorded on _____, 20__, at _____ o'clock __M., and in Film Code No. _____ of the map records of Harris County for said county.

Witness my hand and seal of office, at Houston, the day and date last above written.

(Name of County Clerk)
County Clerk
Of Harris County, Texas

By: _____
Deputy

❖ **Plat Accuracy Certificate:**

I, (name of engineer or surveyor), am registered under the laws of the State of Texas to practice the profession of engineering (or surveying) and hereby certify that the above plat is true and correct; and that all bearings, distances, angles, curve radius, and central angles are accurately shown on the plat.

By: _____
(Name of Engineer or Surveyor)

Texas Registration No. _____

(Affix Seal)

❖ ***Plat Final Survey Certificate:***

I _____ (name of surveyor) _____, registered under the laws of the State of Texas to practice the profession of land surveying, do hereby certify that this plat accurately represents the results of a survey performed under my supervision and that all boundary corners, single points and points of curve have been, or will be, marked with five- eights inch iron rods not less than thirty (30) inches in length and that this plat (site plan) complies with the requirements as specified in the City of La Porte Development Ordinance.

By: _____

(Name of Engineer or Surveyor)

Texas Registration No. _____

(Affix Seal)

❖ ***Notary Acknowledgement:***

STATE OF TEXAS

COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared (Names of persons signing the plat, owners, and corporation officers), (corporation titles if appropriate, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledgement to me that they executed the same for the purposes and considerations therein expressed (add for corporations, “and in the capacity therein and herein stated, and as the act and deed of said corporation.”).

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this ____ day of _____, 20____.

My Commission Expires _____

(Signature of Notary Public) _____

Notary Public in and for the State of _____

(Affix Notary Seal)

❖ ***Special plat statements to appear when appropriate on subdivision plats:***

When any portion of land within the plat boundary lies inside a Flood Hazard Zone Area:

“Some land within this subdivision lies in a Flood Hazard Area. Such lands are subject to an increased chance of flooding and the City of La Porte places stricter requirements on

development therein through the La Porte Flood Hazard Prevention Ordinance. Flood Hazard Area on this plat are shown as shaded.”

When the plat contains public street rights-of-way bordering on unrestricted reserves or unplatted acreage:

“A one foot reserve is hereby established within the street right of way adjacent to all unrestricted reserves or unplatted acreage. Said one foot reserve shall be dedicated to the public and shall be removed and thereafter be vested in the public for street right-of-way purposes only upon proper platting of the adjacent unrestricted reserve or acreage.”

❖ **City Approving Authority Certificate:**

Administrative Plat:

This is to certify that the City of La Porte, Texas, has approved this plat and subdivision of _____ (Name of Subdivision Plat) _____ in conformance with the laws of the State of Texas and the ordinances of the City of La Porte and authorized the recording of this plat on _____ day of _____, 20____.

By: _____
Director, Planning and Development

City Planner

City Engineer

Major Subdivision Plat:

This is to certify that the Planning and Zoning Commission of the City of La Porte, Texas, has approved this plat and subdivision of _____ (Name of Subdivision Plat) _____ in conformance with the laws of the State of Texas and the ordinances of the City of La Porte and authorized the recording of this plat on _____ day of _____, 20____.

By: _____
Chair, Planning and Zoning Commission

ATTEST:

By: _____
Secretary, Planning and Zoning Commission

By: _____
Director, Planning and Development

City Planner

City Engineer

❖ ***Amending Plat Certificates:***

I _____ (name of surveyor) _____, hereby certify that the following corrections were necessary to eliminate errors which appear on the plat of _____ (name of subdivision) _____, recorded on _____ (date and month) _____, _____ (year) _____, in Volume _____ (number) _____, page _____ (number) _____ (or where applicable film code numbers) of the map records of Harris County, Texas:

(Provide a brief explanation of corrections required.)

By: _____
(Name of Engineer or Surveyor)

Texas Registration No. _____

(Affix Seal)

I (we), _____ (names(s) or owner(s)) _____, owner(s) of the property directly affected by this amending plat, being lot(s) _____ (number) _____ out of the block(s) _____ (number) _____ as indicated hereon, do hereby consent to this amending plat for the purposes herein expressed.

(Name of Owner)

(Repeat as necessary.)

❖ ***Vacating Plat Certificates:***

STATE OF TEXAS

COUNTY OF HARRIS

KNOW ALL MEN BY THESE PRESENTS:

I (we), _____ (names(s) or owner(s)) _____ or _____ (name of president and secretary or authorized trust officer of a company or corporation) _____, being the sole owner (owners) and

proprietor of the following described property in the City of La Porte, Harris County, Texas, to-wit:

(Provide legal description of the property including, but not limited to, the acreage, the name of the recorded subdivision, the name of the Survey and Abstract Number, and recording references.)

Do hereby desire and declare that said plat, subdivision and dedication thereon be vacated and cancelled so as to convert all of said platted property to acreage tracts as same existed before such property was platted, subdivided and recorded.

(At this point any rights-of-way, easements or any other feature established in the subdivision being vacated which will not be cancelled as a result of this vacation action should be described.)



April 21, 2016

Honorable Mayor Rigby and City Council
City of La Porte

RE: Proposed Amendments to the city's Development Ordinance (Ordinance No. 1444)

Dear Mayor Rigby and City Council:

The La Porte Planning and Zoning Commission held a public hearing at the March 17, 2016 meeting to consider a recommendation of approval on proposed modifications to Ordinance No. 1444, more commonly known as the City of La Porte Development Ordinance. The Development Ordinance was originally adopted on June 10, 1985, and has been the subject of numerous amendments and revisions. The Development Ordinance includes provisions both regulating and establishing a review process for subdivisions, site plans and other development-related requirements. The proposed modifications also include codifying the regulations as part of Chapter 86 of the City of La Porte's Code of Ordinances.

The Commission voted unanimously to recommend approval of the provisions as included in the drafted ordinance presented in the Request for City Council Agenda Item.

Respectfully submitted,

Hal Lawler
Chairman, Planning and Zoning Commission

cc: Tim Tietjens, Director of Planning and Development
Department File

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 27, 2016</u>
Requested By: <u>Rosalyn Epting</u>
Department: <u>Parks & Recreation</u>

<u>Appropriation</u>
Source of Funds: <u>General Fund</u>
Acct Number: _____
Amount Budgeted: <u>\$20,000</u>
Amount Requested: <u>\$19,999</u>
Budgeted Item: <u>YES</u> NO

Report: X Resolution: _____ Ordinance: _____

Exhibits: GreenPlay LLC Submittal

SUMMARY & RECOMMENDATION

Each year the City selects one of the Departments for an Operational Audit. This fiscal year the Parks & Recreation Department was selected. In October 2015, staff prepared a scope of work and developed a RFP for the completion of the Parks Audit. In November 2015, an internal staff committee reviewed the four submittals and rated each. The top rated firm submitted a price that was approximately 70% above the budget that was allocated. After requesting a best and final offer from the company, staff determined that the best course of action was to revise the scope of work and re-advertise the RFP.

Staff went out for proposals a second time and received two responses. One of the proposals was not considered because the respondent was deemed non-responsive due to failure to provide required documents. Four staff members evaluated the remaining proposal from GreenPlay LLC. Staff believes that this company has the experience and knowledge to complete the Operational Audit and produce valuable results. The scope of work outlines a 90-day completion timeline for the audit.

GreenPlay's proposal was submitted at a cost a \$19,999.

Action Required by Council:

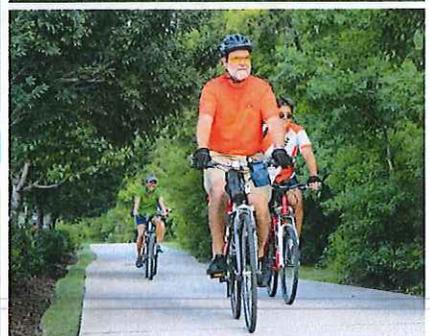
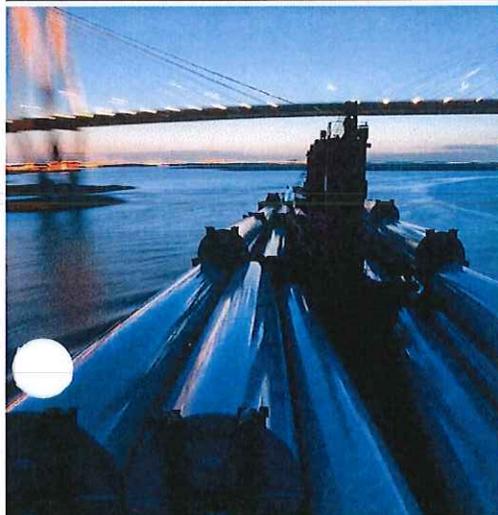
Consider approval or other action authorizing the City Manager to execute a contract with GreenPlay LLC for the completion of an Operational Assessment of the Parks and Recreation Department for an amount not to exceed \$19,999.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

Proposal for Professional Planning Services



Organizational Audit of the Parks and Recreation Department (PARD) City of La Porte, Texas RFP #16508

Submittal Date: May 20, 2016

GREENPLAY LLC

*The Leading Edge In Parks, Recreation,
And Open Space Consulting*

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(Cost Proposal Enclosed Separately)

Transmittal Letter

May 20, 2016

City of La Porte
Procurement Division Office
604 W. Fairmont Pkwy.
La Porte, TX 77571

Dear Members of the Selection Committee,

GreenPlay, LLC, would like to thank you for inviting us to resubmit a proposal to provide an Organizational Audit of the City's Parks and Recreation Department. We understand your constraints, and have reworked this proposal to better meet your budget parameters and current expectations. GreenPlay has been providing similar organizational and management assessments, plans, and related services for communities in Texas and around the country since 1999. We are familiar with the La Porte region, having recently completed the Pearland Parks and Recreation Master Plan. Our team has previously completed many similar projects, including: Organizational and Management Assessments for Salt Lake County, Utah; Oakland County, Michigan; and the Vancouver-Clark County Park and Recreation Department in Vancouver, Washington. Our team has also conducted similar projects such as the Carlsbad, California Core Services and Pricing Methodology and Funding Options Plan, an Operations Study for the Town of Discovery Bay, California, a Cost Recovery, Resource Allocation & Revenue Enhancement Study for San Diego County, California, and other Master and Strategic Planning projects. We know that this study will provide the City with an objective, unbiased assessment of the Parks and Recreation Department, will provide an opportunity for public input, and will offer realistic implementation strategies on how the Department can provide needed services in a cost-effective and operationally effective manner. We recognize that the City would like this study to be completed within 90 days, and we will allocate the necessary resources to meet this deadline.

Our GreenPlay team will include, **Melissa Chew, CPRP**, as Project Manager and primary contact, **Pat O'Toole** as Principal-in-Charge, and me, **Teresa Penbrooke, MAOM, CPRE**, as Contracting Principal-in-Charge. We have developed very effective and efficient ways of communicating, producing, and delivering high quality service, ensuring that your community is receiving the highest return on investment possible in this important work. We have worked with over 375 communities and still treat each one as unique, providing customized, community-specific results.

We believe that our previous experience provides us with the knowledge and insight necessary to create a thorough Organizational Audit with implementable and realistic recommendations for the La Porte Parks and Recreation Department. We pride ourselves on being available and accessible to your agency, and partnering with you to help achieve your goals. If you have any additional questions, please feel free to contact me at the number listed below.

Sincerely,

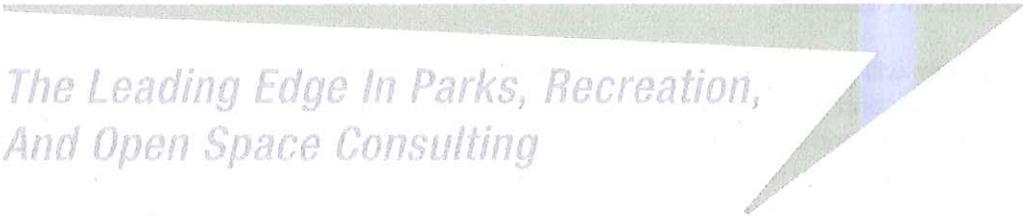


Teresa Penbrooke, MAOM, CPRE
CEO and Founding Managing Member
1021 E. South Boulder Rd., Suite N
Louisville, CO 80027
Phone: (303) 870-3884 (direct)
E-mail: TeresaP@GreenPlayLLC.com



GREENPLAY^{LLC}

*The Leading Edge In Parks, Recreation,
And Open Space Consulting*



I. Technical Proposal - Firm Background and Experience

FIRM BACKGROUND AND EXPERIENCE

GreenPlay is a limited liability company headquartered in Louisville, Colorado with nine regional offices around the country. Founded in 1999, we operate as a **consortium of experts** to provide management and consulting services for park, recreation, open space, and related quality of life agencies. We serve as a resource for agencies by organizing teams that are responsive, experienced in the field, and who understand the needs of individual communities. Our firm works nation-wide with 19 employees and over 75 technical consortium affiliates and sub-consultants to complete projects for large and small agencies throughout the nation. GreenPlay has successfully completed over 400 projects, working with local, state, and national government agencies, as well as with private sector organizations.



Employees:

3 Principals
3 Administrative
13 Project Managers

Project Specific Experience

A Proven Record of Experience and Expertise in Parks and Recreation Planning

These types of projects are not an adjunct service for our firm! This is what we do at GreenPlay, everyday, successfully, for small and large communities of all types, all over the United States. We also regularly teach others around the country how to successfully complete similar projects. We have a strong national reputation based on many years of experience with staff who will help you to develop a community-specific plan that will be easily implemented, help gain engagement and consensus, and will address the key issues for the City of La Porte.

Relevancy of Similar Work Experience

Our firm has experience that is directly relevant to this project. We have completed similar Organizational Assessments for the City of Virginia Beach, Virginia; the Vancouver-Clark Recreation District in Washington; the Baltimore City Recreation and Parks Department in Maryland; the City and County of Denver, Colorado; the Carbon Valley Recreation District in Colorado; and many others. We have also completed recreation assessments for the Texas communities of Arlington, Coppel, Pearland, Pflugerville, and Wimberly. Our team members are also former Directors of parks and recreation departments across the country, so we are well versed in day-to-day operations and will be able to make recommendations with your daily duties and those of your staff in mind. We will be able to quickly discern key issues in your community and help you plan to address them in an effective manner.

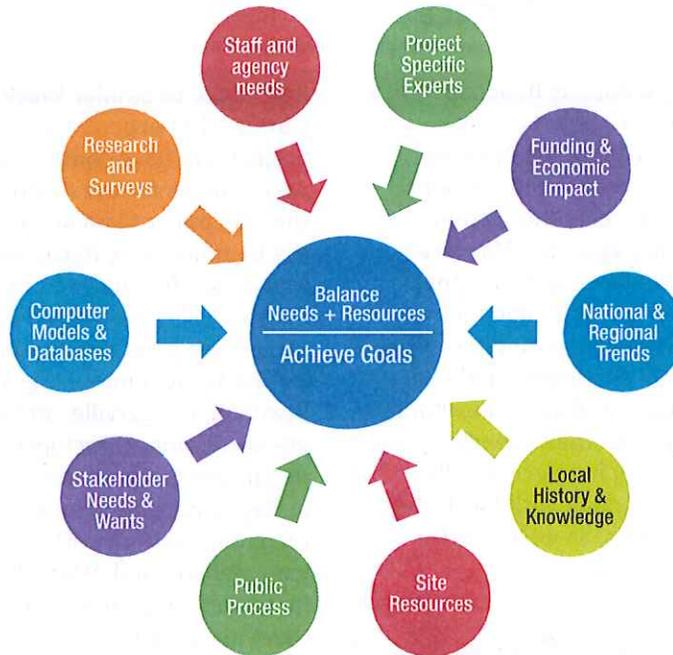
Experience Working With Governmental Agencies

Ninety-five percent (95%) of our projects have been performed for public clients. Collectively, the GreenPlay Team offers a comprehensive set of skills built on a foundation of excellent verbal and written communication abilities. We are known for our proven experience in dealing with adjacent and associated public and private entities. Our experience allows us to effectively manage our time while producing plans that are detailed, customized, and implementable.

Unique Qualities of the Firm

Management Approach and Philosophy Toward Parks and Recreation Planning

GreenPlay consultants bring over 175 years of combined expertise in developing plans and documents that work conceptually and are implementable in each individual community. Our staff members are effective in leading a comprehensive public process to accurately reflect your community's needs. We develop planning and operational options that establish a balance between innovation and experience, conservation and active recreation, design excellence and cost control, and creativity and functional accommodation. We believe that parks and recreation assets contribute to the quality of life that makes a community a desirable place to work, live, and play. We also understand the need to create a delicate balance between economic benefits and provision of equitable service, along with an appropriate mix of active and passive elements for all types of service demands.

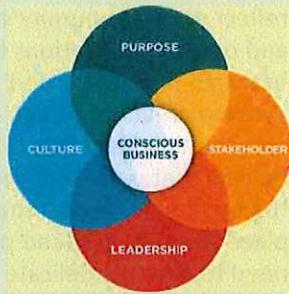


GreenPlay, LLC

At GreenPlay, we believe that the best services and products come from using a wide variety of tools. Some recreation consulting firms concentrate on computer models, databases, or surveys. While we believe these tools are valuable, we take our evaluation and assessment tools to the next level by utilizing innovative methods and processes that are most effective for **your** individual community. The results provide a more comprehensive solution for achieving your goals. This schematic illustrates the various tools that GreenPlay uses to help your agency meet its expectations. We balance your needs, and those of your stakeholders, with the reality of available resources.

Conscious Capitalism®

While making money is essential for the vitality and sustainability of any business, it is not the only or even the most important reason GreenPlay exists. As a purposefully small, private **Conscious Business**, we support a culture of **Conscious Capitalism** with a focus on purpose beyond profit. www.consciouscapitalism.org



Your GreenPlay Consulting Team is...

- **Dedicated** to your project and committed to addressing the unique issues and opportunities facing **your** community.
- **Experienced** in developing plans and documents that work conceptually and are **implementable** in **your** community.
- **Trained** in conducting effective public process by skillfully leading staff and stakeholder interviews and focus groups.
- **Adept** in cultivating supportive relationships with staff and governing body leadership.
- **Effective** in creating a public process, along with planning and operational options, that **establish a balance** between innovation and experience, conservation and active recreation, design excellence and cost control, creativity and functional accommodation, and that meet the needs of the community with the resources that are available.
- **Respected** for their expertise in strategic visioning, programming, cost recovery analysis, resource management, facility site design, operations, funding options, and bond referendum preparation.
- **Committed** to helping you to achieve your goals on time and within budget, while providing exceptional customer service.

II. Project Understanding and Proposed Approach

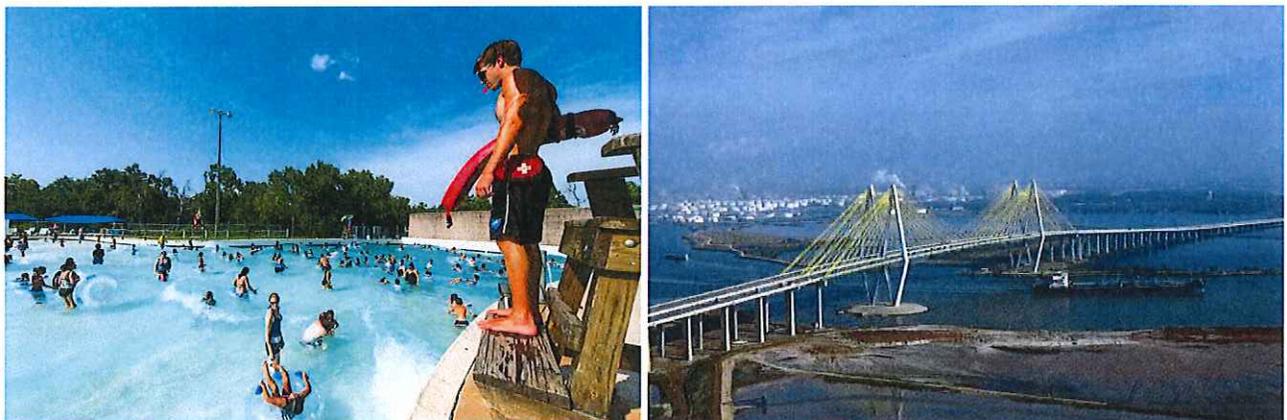
Project Understanding

We understand that the City of La Porte seeks to assess, refine, and optimize the management structure and business practices of its Parks and Recreation Department (PARD) through an Organizational Audit that will ensure that the Department is meeting all of its objectives in an efficient manner. We recognize that PARD manages and operates over 20 parks, 4 city pools, 3 splash pads, over 13 miles of hike and bike trails, a state of the art fitness center, and 3 community centers. PARD is also responsible for maintenance of designated City buildings, including City Hall, Police and Municipal Court, Public Works facilities, EMS Headquarters, the Library, and the Historic Depot Museum.

We understand that with a staff of about 43 full-time employees in Park Maintenance, Recreation, Special Services, and Administration, and an additional 60 part-time seasonal employees, the PARD operates on an annual budget of about \$4.3 million. This project will evaluate the Department's organizational structure and service provision strategy to ensure that it is running at an optimal level to meet its goals and objectives. We understand that PARD provides services to about 34,000 residents, and that as part of this project, the Department would like to involve the public to determine potentially unmet recreational programming needs in the community.

To assist the City in fulfilling its goals for this assessment, GreenPlay will:

- Develop a comprehensive "as is" specifically for the recreation and maintenance operations.
- Compare the City's "as-is" to an established benchmark. The benchmark will be based upon 3-5 other park systems in Texas of similar size and demographics. The systems used to benchmark shall also be considered successful programs leading in both the recreation and maintenance services areas.
- Conduct forums to engage key Parks and Recreation staff members representing the full spectrum of the operations including both front line employees and management; and City Council members.
- Determine strategies in which PARD can improve both the quality of programming and maintenance options based upon the assessment findings.



Proposed Scope of Work

In order to achieve these goals and objectives, our team will work with the City's Project Manager, Project Team, and other representatives to address the following steps, processes, and deliverables.

A. Strategic Kick-Off and Determination of Critical Success Factors

Upon selection and award, we will provide a **Detailed Work Plan** within 10 days to the Project Team for discussion at a Start-Up Meeting (entrance conference). We will review the details of the work plan and will formalize the timeline and details of the Project Planning Process including:

- Accepted methodologies and task processes.
- Final number and types of meetings.
- Workshop format.
- Final methodology.
- Expected quality and formats for deliverables.
- Agreement on implementation strategies.

Project Coordination

Having worked as professionals on "your side of the table," we understand how important it is for consultants to be accessible without disrupting your daily responsibilities. We will work closely with your team during Start-Up to identify key "**Critical Success Factors**" that will ensure a successful project that achieves your desired level of involvement and outcomes.

B. Information Gathering, Workshops, and Assessment

After collecting background information, we will schedule interviews with administration and leadership, and meet with the defined stakeholders. We will determine the schedule for meeting with defined stakeholders from the Department, pertinent Advisory Boards or Committees, City Council Members, Department management and other key staff, as determined in the Strategic Kick-Off meeting.

Using a variety of methods to both educate and communicate, we propose a variety of "tools and methods" to ascertain the best series of management solutions for the City of La Porte PARD. Some of these utilized may include but not be limited to:

- ✓ Acceleration Review® formats.
- ✓ 360-Degree Review formats.
- ✓ Job audits.
- ✓ Facilitated goal setting.
- ✓ Mission driven and articulated job descriptions.
- ✓ Succession planning.
- ✓ Mentoring and community education (advocacy).
- ✓ Peer reviews.
- ✓ Optional structures or benchmarking.
- ✓ Facilitated visioning.
- ✓ Shadowing.
- ✓ Job swapping.
- ✓ Staff development models, roles and relationships.

Other data collection methods typical of a 360-degree process, yet customized for this project will also be used to supplement this project task.

C. Management and Organizational Analysis and Recommendations

We will review Department internal policy and management guidelines and procedures; organizational structure; annual budgets; performance measures; and other topics identified by Department management as areas for improvement. Specific emphasis shall be placed on two areas: recreation programming for youth and adults, and facilities maintenance of both buildings and park areas.

Articulating Previous Strategies

Most organizations operate within the guidelines of certain program and organizational strategies, although often these have neither been recognized nor articulated as actual strategies. Once an organization is in the process of strategic planning, however, it is time to make explicit these unspoken strategies and to incorporate them into the deliberate consideration of the organization's future direction. Agencies should look for past operational patterns such as their strategic allocation of resources and analyze whether the past strategies were effective, and then consider whether or not they should be held as strategies for the future.

Benchmarking Analysis – Comparison with Other Communities

GreenPlay consultants will work with staff to compile relevant benchmarking and comparison data of commonly accepted key items of importance to LaPorte to compare PARD operations, recreation delivery strategies, and resources with 3-5 Texas communities of similar size and demographics (identified by your agency). Typical benchmarking comparables include population, operations, and/or capital improvement budgets, FTEs, and land acreages. Other factors that may be evaluated include open space land acreage, recreation facilities, recreation programs and services, revenues, expenses, usage, and staffing levels. We will work with PARD officials and staff during Start-Up to determine the most pertinent items on which to base your benchmarking analysis.

D. Analyze Data and Information - Alignment to the Focus of the Future

Following the assimilation of available data, comparables, history, and results of the information-gathering phase, we will analyze the information and align it with the Department's organizational values, vision, and mission. Patterns, trends, and other statistically significant concepts will be rendered and identified, and individual and systemic problems and strengths will be noted as related to recreation programs and maintenance.

We will provide analysis and development of recommendations for the future, determining how the "best practices" apply to the La Porte PARD, and how they can be on the leading edge of best practices in the provision of services, programs, and facilities.

E. Prepare Report and Implementation Strategies

We will prepare a final report for the City detailing the assessment. Recommendations will include a systematic and strategic action plan to resolve identified challenges and support established strengths, detailing short-term tactics and long-term philosophies.

We will identify and prioritize short-term and long-term recommendations in the Final Report, which will:

- Refine, communicate and educate organizational values, vision, and mission as related to recreation programs and maintenance.
- Provide "gap" analysis.
- Identify efficiencies, opportunities and cost saving measures.
- Recommend policy changes or additions and performance measures.
- Establish resource allocations to meet future commitments and goals.

The deliverables will include well-written text and graphics suitable for distribution, decision-making assistance, and future staff implementation. In addition, GreenPlay will assist with presentations to all necessary boards, officials, and staff throughout the project approval process.

Plan Documents:

- Draft Assessment – A color version of the assessment that includes results of the agency and stakeholder input, current conditions, and all other tasks described. It will also include information that will help explain the plan’s content, clarify issues, and exhibit data. One (1) hard copy and one digital copy will be provided.
- Final Assessment – A color version of the Final Organizational Audit document consisting of one (1) printed and bound color copy and one (1) electronic word and PDF versions.
- Assessment Presentations:
 - One (1) presentation of the draft report with the Department.

Deliverables for the project include Data and Background materials such as:

- Electronic mail lists or other databases kept for the purposes of contacting the stakeholders associated with the planning process.
- Electronic formats of the Draft and final Document (in Microsoft Word® and in .PDF suitable for distribution).

Proposed Project Timeline

We understand that the La Porte PARD would like this project to be completed within 90 days. We have the proposed staff available, and will allocate appropriate resources to meet the deadlines. We request that the Department's project team be responsive with turnaround on review and approval of documents, and we will work jointly to lay out a mutually agreed upon detailed timeline upon award of the project in order to meet this timeframe. Our team recognizes the need to be both flexible and efficient as part of a community planning process. We will conduct and attend the necessary number of meetings to complete this project in a way that works specifically for your agency. We have never missed a project end date due to internal GreenPlay workloads.

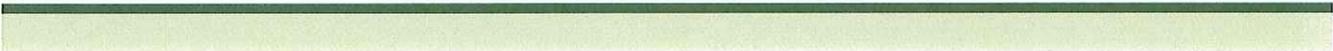
La Porte, Texas Operational Audit of the Parks and Recreation Department Proposed Project Timeline			
Tasks and Key Meetings	Months		
	J	J	A
A. Strategic Kick-Off and Determination of Critical Success Factors	X		
B. Information Gathering		X	
C. Management and Organizational Analysis		X	
D. Data Analysis and Preparation of Draft Plan		X	
E. Development of Final Plan			X

X: Key Meetings and Presentations

While GreenPlay staff will be available throughout the project by phone and email for ongoing communications and for progress meetings, the primary team visits are organized as follows:

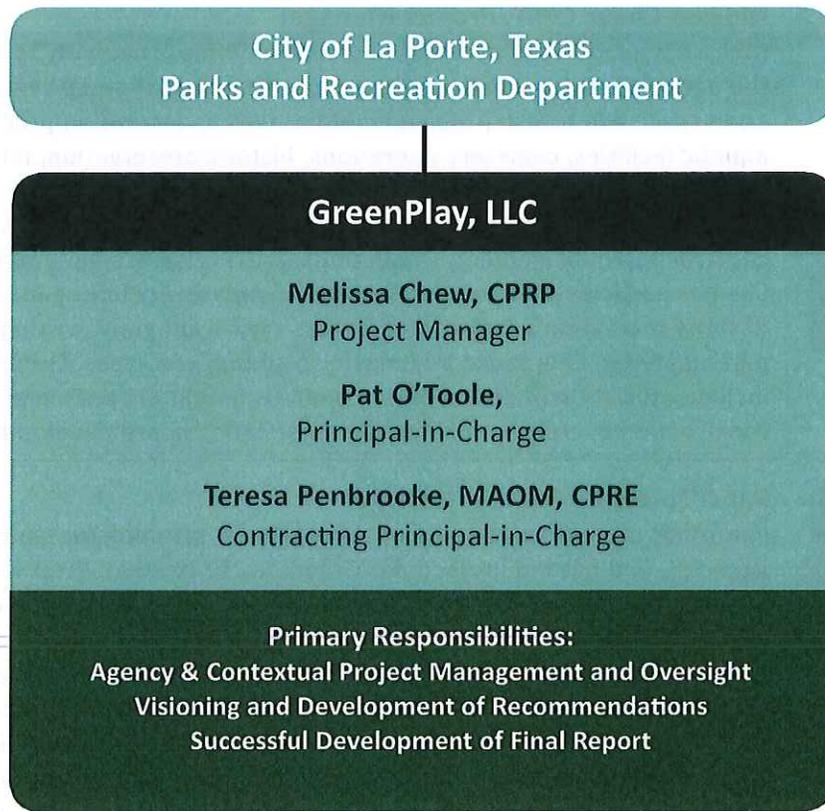
- **Strategic Kick-Off (SKO):** A conference call followed by emails and information exchange with your Project Manager to plan the following on-site visits, discuss attendance, create Critical Success Factors, obtain background materials, familiarize themselves with the existing planning documents, etc.
- **Information Gathering:** GreenPlay is on-site to meet with staff, decision makers, and key stakeholders to identify key issues for solution development.
- **Draft Recommendations and Implementation:** GreenPlay is on-site to present draft recommendations and implementation strategies.
- **Final Assessment Submittal**

Note: To accommodate the compressed timeline, this schedule includes two onsite visits – 1 for Information Gathering, and 1 to present draft recommendations.



III. Proposed Project Team

PROJECT TEAM ORGANIZATION



We carefully detail our on-site gatherings during SKO, and work to ensure that our presence is fully considered. Your Project Manager, Melissa Chew, is based out of Arizona, and other team members are based out of Colorado and Kansas. All are within a few hours of the Houston airport. For the most part, you will see your GreenPlay team as often as you would if they were based in the Houston region.

GreenPlay TEAM



Melissa Chew, CPRP, Project Manager

Melissa is a certified Parks and Recreation Professional with 35 years of experience at the national, state, county, municipal, special district and private levels in parks, trails, open space and forestry management as well as recreation programs and amenities, aquatic facilities, cemetery operations, historic preservation, interpretive nature/museum/cultural programs and special events. Additionally she has experience in communications, staffing, budgeting, volunteer management, project funding, project/construction management, evaluations, crisis response and marketing/branding. She has participated in successful bond campaigns resulting in capital construction of three recreation centers. Melissa has significant grant writing success and participated in long range and master planning processes. Other areas of expertise include utilization of cost recovery analysis; public art planning; project management/construction oversight; communications/staff & board development.



Pat O'Toole, Principal-in-Charge

Pat brings more than 30 years of management planning for parks and recreation agencies, and has led projects for GreenPlay since 2003. Prior to joining GreenPlay, Pat was President of OATS LLC, a private park and recreation consulting firm, and worked for many years as a Principal for another parks and recreation planning firm. Pat also has previous management experience as both a director and an assistant director for several progressive agencies in four different states. Pat has completed projects for the West Elmore County Recreation District, the Bend Metropolitan Recreation District in Bend, Oregon, and many other agencies with similar characteristics to those of West Bloomfield. Pat brings to GreenPlay extensive expertise in planning, operations, budgeting, pro formas, cost recovery and activity-based costing, funding sources, customer service, partnerships, efficiencies, public process, and all other facets of park and recreation agency management. He is skilled at leading forward-focused projects and teams, specifically related to creating vision and implementation. Having worked on over 200 projects in 44 states, along with his management experience in Parks and Recreation, Pat is able to quickly determine needs and demands that are specific to your community.



Teresa Penbrooke, CPRE, CEO and GreenPlay Founder, Contracting Principal-in-Charge

Teresa brings over 25 years of career experience and provision of planning expertise for many large and small communities, including creation of the Recreation and Wellness Plan for the United States Antarctic Program. She founded GreenPlay in 1999, and has been integral in the research, recommendations, and implementation of the innovations that GreenPlay has contributed to the field. In addition to leading projects and the firm, Teresa teaches and researches best practices around the country. In 2008, she co-founded the non-profit organization, GP RED (Research, Education, and Development for health, land, and recreation agencies). Teresa is also an Official Visitor for the Commission on Accreditation for Parks and Recreation Agencies (CAPRA), and the Director of the Healthy Communities Research Group for GP RED. For your project, Teresa will work with your team to assist with project oversight, quality attainment, and review of deliverables.



Melissa Chew, CPRP

Project Consultant

Work Experience:

Melissa is a Certified Parks and Recreation Professional with 35 years of experience at the national, state, county, municipal, special district and private levels in parks, trails, open space and forestry management as well as recreation programs and amenities, aquatic facilities, cemetery operations, historic preservation, interpretive nature/museum/cultural programs and special events. Additionally she has experience in communications, staffing, budgeting, volunteer management, project funding, project/construction management, evaluations, crisis response and marketing/branding. She participated in successful bond campaigns resulting in capital construction of three recreation centers. Melissa also completed several successful grant campaigns, bringing in over \$1M for local projects and over \$5M on the Poudre River Initiative, a multi-agency collaborative project. She has participated in long range and master planning processes.

- Project Consultant, GreenPlay, LLC, Colorado/Arizona (2015 – present)
- Director, Department of Parks and Recreation, Town of Windsor, Windsor, Colorado (2006-2015)
- Department Manager, South Suburban Parks and Recreation, Littleton, Colorado (1997-2005)
- Recreation Supervisor, South Suburban Parks and Recreation, Littleton, Colorado (1994-1997)
- Park Supervisor, South Suburban Parks and Recreation, Littleton, Colorado (1990-1994)
- Interpretive Naturalist, Jefferson County Open Space, Jefferson County, Colorado (1985-1990)
- Park Ranger / Naturalist, City of Wheat Ridge, Wheat Ridge, Colorado (1981-1985)

Representative Project Experience

Similar GreenPlay Projects

- Jefferson County CO – Cost Recovery Analysis
- Littleton, CO – Parks, Recreation, and Trails Master Plan
- Eaton, CO – Recreation Center Feasibility Study
- Blue Springs, MO – Parks and Recreation Master Plan
- Lakewood, CO – Bear Creek Lake Park Operational Assessment
- Louisville, CO – Recreation Center Feasibility Study
- Berthoud CO – Master Plan
- Encinitas, CA – Parks, Recreation, and Open Space Master Plan
- Golden, CO – Parks and Recreation Master Plan

Government

- Town of Windsor, CO
 - Strategic Planning
 - Legacy Plan: Dept. of Parks, Recreation & Culture
 - Feasibility Study for a Community Recreation Center
 - Trails Master Plan
 - Communications Plan
- Town of Windsor, South Suburban Parks and Recreation – Master Planning
- South Suburban Parks and Recreation – Open Space Management Plan
- South Suburban Parks and Recreation – South Platte Park Management Plan
- Jefferson County Open Space – Volunteer Program Development
- Jefferson County Open Space, City of Wheat Ridge – Interpretive Program

EDUCATION

- B.S. Natural Resources Management, Colorado State University, 1981
- Certificate, Parks and Recreation Professional, National Recreation & Park Association
- Certificate, Public Administration, Metro State College
- Certificate, Volunteer Management, University of Colorado
- Certificate, Western Revenue Management School, NRPA
- Certificate, Citizen Participation, Institute for Participatory Management & Planning
- Certificate, Federal Emergency Management, ICS 100,200,700

AWARDS

- Young Professional Award, CPRA
- Our Town, Our People-Windsor Tribune
- Fellow Award, Colorado Park & Recreation Association
- Cambridge Who's Who Honors

PROFESSIONAL / COMMUNITY ENGAGEMENT

- Board of Directors, Poudre Heritage Alliance
- Secretary and Section Chairman, CPRA
- Technical Advisory Committee, Douglas County Recreation & Tourism
- Open Space Task Force, City of Littleton
- Long Range Planning Committee, Clearview Library District
- Focus Group, Shea Homes, Highlands Ranch



Pat O'Toole

Principal

Work Experience:

Pat brings more than 30 years of management planning for parks and recreation agencies, and has led projects for GreenPlay since 2003. Prior to joining GreenPlay, Pat was President of OATS LLC, a private park and recreation consulting firm, and worked for many years as a Principal for Leon Younger and PROS. Pat also has previous management experience as both a director and an assistant director for several progressive agencies in four different states. He brings to GreenPlay extensive expertise in planning, operations, budgeting, pro formas, cost recovery and activity-based costing, funding sources, customer service, partnerships, efficiencies, public process, and all other facets of park and recreation agency management. He is skilled at leading forward-focused projects and teams, specifically related to creating vision and implementation.

Education

- Bachelor of Science in Recreation Administration, Kansas State University, 1978
- NRPA Pacific Revenue Sources Management School, 1986-1989
- NRPA Revenue Sources Management School, Board of Regents, 1993-1995

Professional Affiliations

- Member of National Recreation and Park Association, 1979-Present
- Certified Leisure Professional, 1979-1994
- Named to Outstanding Young Men of America, 1985
- National Register's Who's Who in Executives and Professionals, 2006, 2007
- Member of Indiana Park and Recreation Association, 1992-2002
- Member of Ohio Park and Recreation Association, 1989-1992
- Board of Trustees, Ohio Park and Recreation Association, 1991, 1992
- Member of Missouri Park and Recreation Association, 1985, 1986, 2000-2002
- Member of Kansas Recreation and Park Association, 1977-1984, 2001, 2002

Management Consulting in Parks, Recreation, and Sports since 1995

- Principal, GreenPlay LLC, 2003 - Present
- President, OATS, LLC, 2002 - 2008
- Principal, Leon Younger & PROS, 1995 - 2002

Public Parks and Recreation Administration from 1979-1995

- Indy Parks and Recreation, Indianapolis, IN Assistant Director 1992-1995
- Lake Metroparks, Cleveland, OH Assistant Director 1988-1992
- Jackson County Parks & Recreation, Kansas City, MO Asst. Director 1984-1988
- Kingman Recreation Commission, Kingman, KS Director 1979-1984

Representative Project Experience

Pat has worked on over 200 projects in 44 states since 1995. The following is a sample listing of projects.

Project Manager

- Pearland, TX – Parks and Recreation Master Plan
- Farmington, NM – Parks and Recreation Master Plan
- Spearfish, SD – Sports Complex Feasibility Study
- Wimberley, TX – Blue Hole Regional Park Master Plan
- Bella Vista Village, AR – Comprehensive Amenities Needs Assessment and Action Plan
- Woodburn, OR – Parks and Recreation Master Plan
- Sioux Falls, SD – Parks and Recreation Master Plan
- Laguna Hills, CA – Recreational Facilities Needs Assessment
- Oregon City, OR – Parks and Recreation Master Plan
- Asheville, NC – Recreation Program Assessment and Operational Audit

Lead Consultant

- Meridian, ID – Parks and Recreation Master Plan
- West Palm Beach, FL – Parks and Recreation Master Plan
- Charleston County SC – Parks and Recreation Master Plan
- Stafford County, VA - Parks, Recreation and Community Facilities Park Utilization Assessment



Teresa Penbrooke, MAOM, CPRE

CEO and Founding Managing Member



Experience

Teresa brings substantial career experience and planning expertise to projects for large and small communities on a national level. She founded GreenPlay in 1999, and has been integral in the research, quality, recommendations, and implementation of the innovations that GreenPlay contributes to the field. In addition to leading projects and the firm, Teresa teaches and researches best practices around the country. She is an Official Visitor Chair for the Commission on Accreditation for Parks and Recreation Agencies (CAPRA). Teresa also co-founded GP RED in 2008. She now divides her time between special projects, academic endeavors, and administration of the firm.

- GreenPlay LLC (Founder and CEO): Nationwide, 1999 - Present
- GP RED (Secretary of the Board, Faculty, & Researcher): 2008 - Present
- North Jeffco Park and Recreation District, Arvada, CO: 1996-1999
- City of Broomfield Parks, Recreation, and Senior Services, CO: 1993-1996
- City of Boulder Parks, Recreation and Mountain Parks Department, CO: 1989-1993

Representative Project Experience

Teresa has led the firm in completion of over 400 projects for communities of all sizes around the U.S. since 1999. The following are some of the key projects on which she has performed as the Project Manager:

- Director of the Healthy Communities Research Group
- United States Antarctica Program - Recreation and Wellness Plan
- Maryland National Capital Park Planning Commission - Prince George's County 2010 and Beyond Plans 1-3; Montgomery County, Strategic and 2030 Business Plan
- Arlington County, VA - Public Spaces Master Plan
- Brookline, MA (Boston area) - Parks, Recreation and Open Space Master Plan
- City and County of Denver, CO – Multiple projects, including the city-wide Game Plan, the master plan for the Stapleton Airport Redevelopment, and the detailed study of 29 indoor recreation centers
- National Recreation and Park Association, Ashburn, VA - National Inventory and USA Football Grant Project
- Washington DC, National Capital Planning Commission – Capital Space Master Plan for parks and recreation
- Along with many other plans for large and small communities

Education For:

- North Carolina State University
- American Society of Landscape Architects
- Athletic Business
- Colorado Open Space Alliance & Colorado Outdoor Recreation Resource Project
- Metropolitan State College of Denver - Colorado
- National Association of Youth Sports; Rocky Mountain Revenue and Management School
- National Executive Development School
- World Leisure Organization
- Innovations Group – Transforming Local Government
- National Recreation and Parks Association; Reitz Pacific Revenue and Marketing School
- Various State Parks and Recreation Associations including: Arizona, Colorado, Florida, Illinois, Kansas, Michigan, New England, New York, Oregon, Pennsylvania, Ohio, New Jersey, California, Indiana, Texas, Virginia, Nevada, and Washington

Education

- PhD Student, North Carolina State University, College of Natural Resources
- Master of Science, Organizational Management, University of Phoenix, Denver, 1998
- Bachelor of Science, Magna Cum Laude, Kinesiology, University of Colorado, 1993
- NRPA Revenue/Leadership Schools

Professional Affiliations and Recognition

- Board of Regents, NRPA Reitz Pacific Revenue and Marketing School, 2006-2008
- Commission for Accreditation of Parks and Recreation Administration (CAPRA) Official Visitor, 2008 - present
- Top 100 Women-Owned Businesses, *Colorado Biz*, 2003, 2005, 2006, 2007, 2008, 2012, 2013
- Received "Outstanding New Professional" and "President's Award" from CPRA, 1997
- Professional Member of NRPA, CPRA, and eight other State Associations

Key Topics: Master and Strategic Planning; Trans-Disciplinary Alignment; Public Health; Cost Recovery, Traditional and Alternative Funding; Creating Community through Level of Service Analysis; Tools for Communication; Leadership; Technology and Trends



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IV. Representative Project Experience

VANCOUVER-CLARK COUNTY PARK AND RECREATION DEPARTMENT, WASHINGTON ORGANIZATIONAL ASSESSMENT

Contact:

Laura Hudson
415 W. 6th St., Vancouver, WA 98660
360.487.8000 | laura.hudson@cityofvancouver.us
Completed: 2013

Project: The goal of the study was to evaluate and determine whether or not the combined city-county management structure was still appropriate, given the changes and new fiscal realities of the City and the County. This plan helped the Department develop a realistic and manageable structure, so it could be run as efficiently as possible without compromising the parks and recreation legacy in Vancouver and Clark County. The study focused on short and long term implementation strategies that would improve internal operations, enhance service delivery, and create operational efficiencies. This study aligns available and future resources with core services and commitments to include desired level of service, future direction, facilities, and operations, etc. The process produced a systematic implementation plan to help the Department determine the best organizational and operating strategy, and the best service delivery model.



CITY OF VIRGINIA BEACH, VIRGINIA PARKS AND RECREATION ORGANIZATIONAL ASSESSMENT

Contact:

Michael J. Kalvort, Director of Parks & Recreation
Municipal Center, Bldg 21, 2408 Courthouse Drive,
Virginia Beach, VA 23456
757.385.1122 | mkalvort@vb.gov.com
Completed: 2015

Project: To assist the Virginia Beach Parks and Recreation Department assess, refine, and optimize its structure and business practices, GreenPlay conducted an Organizational Development Study. This plan updated the Strategic Plan completed in 2008. The purpose of this project was to evaluate the Department's organizational structure and service provision strategy to ensure that it is running at an optimal level and that the system is sustainable. The project consisted of staff and stakeholder meetings and detailed assessments of organizational structure and staffing practices. Staff members were introduced to the Public Sector Services Assessment to provide an overview of core services and potential gaps.

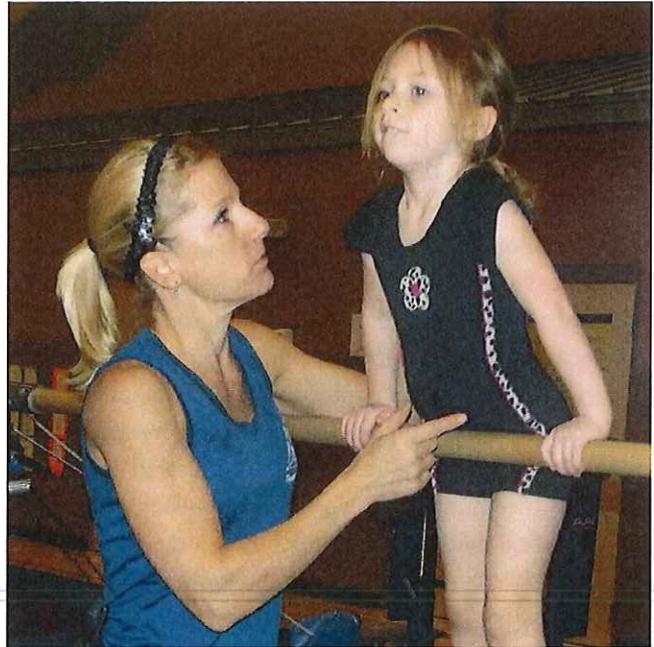


CARBON VALLEY RECREATION DISTRICT, COLORADO ORGANIZATIONAL/MANAGEMENT ASSESSMENT

Contact:

Tony Onorato, Board President
701 5th St., Frederick, CO 80530
303.833.3660 | tony@recdistrict.com
Completed: 2013

Project: GreenPlay team members conducted an organizational assessment of the Carbon Valley Recreation District in Colorado. The District provides parks and recreation programs, facilities, services, and amenities to an area of roughly 45 square miles, including the communities of Frederick, Firestone, Dacono, and the surrounding rural population. The Board of Directors requested an Organizational/Management Assessment to determine the best manner in which to operate the District that would ensure its ability to sustainably provide quality services for the community. Our project team evaluated the District's organizational structure; values, vision, and mission; guiding documents, daily operations; and policy documents. Employees at all levels of the organization were interviewed, along with various stakeholders to determine the agency's strengths and weaknesses. Recommendations were developed as to how the District could move forward in a positive and productive direction.



OAKLAND COUNTY, MICHIGAN SERVICE PORTFOLIO AND WATERPARK ASSESSMENT

Contact:

Melissa Prowse, Business Development Rep.
2800 Watkins Lake Rd., Waterford, MI 48328
248.858.4630 | prowsem@oakgov.com
Completed: 2015

Service Portfolio Project: The primary goal of Oakland County Parks and Recreation Commission (OCPRC) Service Portfolio project was to establish resource allocation and cost recovery priorities, identify core services, and establish organizational sustainability through a logical and thoughtful philosophy that supports the core values, vision, and mission of OCPRC and its community. Being a forward thinking agency, it was critical that OCPRC conduct this study to ensure the sustainability and the future of the Parks and Recreation Commission. This study reviewed and assessed all OCPRC's services including programs and facilities, confirmed OCPRC's overall mission, refined the agency vision, created categories of services based upon the level of community versus individual benefit, defined direct and indirect costs, and evaluated current pricing methods.

WaterPark Assessment Project: For this phase of the project, GreenPlay and Water Technology Inc. evaluated the two stand-alone waterparks and a beach/slide operation located at a regional park focusing on camping, all operated by Oakland County. An assessment of the physical and operational aspects of the facilities was conducted, and recommendations were made to enhance them. The overall experience of the public was also evaluated, and strategies were developed to improve the ability for the facilities to remain or become sustainable. The physical amenities are intended for people of various ages, and recommendations were made with a focus on the current conditions as well as resident-supported improvements. *Team members included Water Technology Inc.*

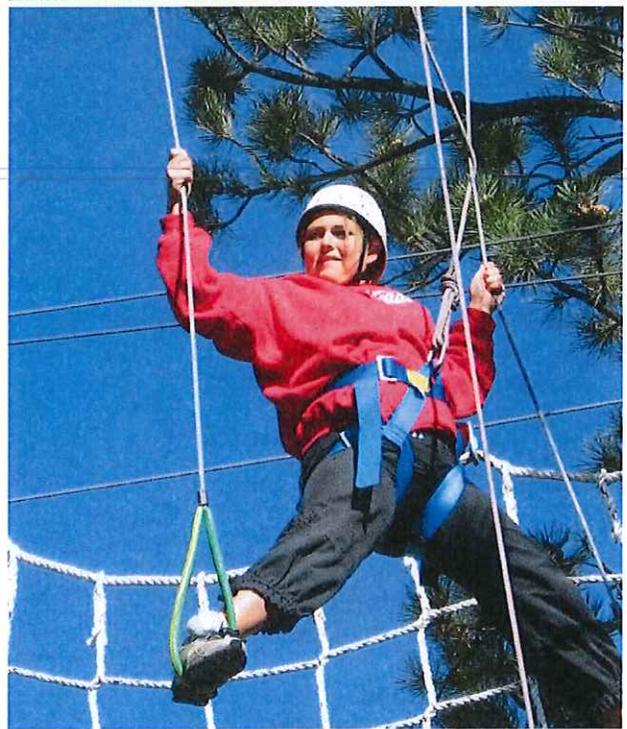
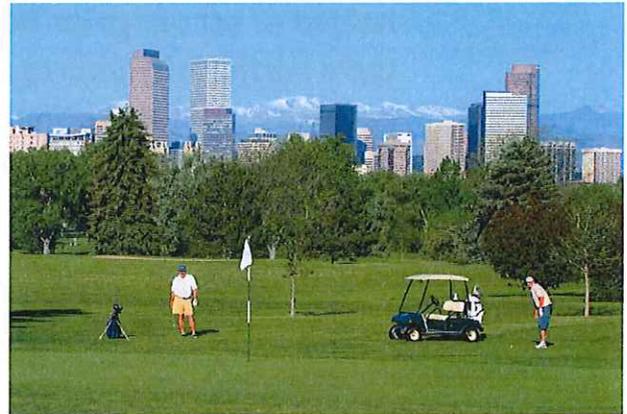


CITY AND COUNTY OF DENVER PARKS AND RECREATION RESOURCES, ALLOCATIONS, AND PRIORITIES PLAN (RAPP)

Contact:

Dody Erickson, Director of Special Projects
201 W. Colfax Ave. | 6th Floor, Dept. 613
Denver, CO 80202
720.913.0663 | Dody.Erickson@denvergov.org
Completed: 2012

Project: This study identified core services, pointed out duplication in services, recommended provision strategies, determined resource allocation, and recommended pricing strategies. It would help the Department enhance partnerships and meet the future needs of Denver residents, and those of people who work in and visit the community. An inventory and analysis of all parks and recreation service offerings was conducted in relation to the values and vision, and the needs of the community, as well as their position in the market. This would help the Department reaffirm its mission. A review of current authorizing provisions and ordinances was completed to determine opportunity lost or available to improve cost recovery standing. The Study focused on short and long-term implementation strategies to enhance service delivery, efficiently and effectively utilizing the community's investment for critical parks and recreation needs, and identified collaborative efforts. A detailed implementation plan was included, complete with short and long-term goals and implementation strategies.



ADDITIONAL GREENPLAY REFERENCCEES

“ **GreenPlay’s leadership in our master planning process helped us set our priorities based on community input. We were particularly impressed with their GRASP® technology, expertise and facilitation process. I would highly recommend GreenPlay to other agencies who are considering a master plan for their community.** ”

Mr. Mick Renneisen, Director, Bloomington Parks and Recreation
420 E. Front Ave., PO Box 848, Bloomington, IN, 47402
(812) 349-3711; renneism@bloomington.in.gov

Dody Erickson, Recreation Director
City and County of Denver
201 W. Colfax Ave.
6th Floor, Dept. 613
Denver, CO 80202
(720) 913-0663
Dody.Erickson@ci.Denver.CO.US

Kathy Hodgson, City Manager
City of Lakewood
480 South Allison Parkway, Civic Center South
Lakewood, CO 80226-3126
(303) 987-7819
kathod@lakewood.org

Edie Hylton, Community Services Director
City of La Quinta
78-495 Calle Tampico
La Quinta, CA 92253
(760) 777-7032
ehylton@la-quinta.org

John Henderson, Research and Evaluation Manager
Department of Parks and Recreation in Prince
George’s County
1901 CPL Frank Scott Drive
College Park, MD 20737
(301) 864-6957
john.henderson@pgparks.com

Don Horton, Executive Director
Bend Parks and Recreation District
200 N.W. Pacific Park Lane
Bend, OR 97701
(541) 389-7275x101
don@bendparksandrec.org

Brad Reid, Director of Parks and Recreation
City of Coppell
255 Parkway Blvd., PO Box 9478
Coppell, TX 75019
(462) 304-5100
Braid@ci.Coppell.tx.us

Our Winning Formula

Personalized Service
+ Achievement of Goals

Great Relationships

V. Required Submittal Forms



City of La Porte

Established 1892

Purchasing Department

Cherell Daeumer, Purchasing Manager

8.1 Bid Execution By a Corporation *

The undersigned, hereby acknowledges having received Solicitation Number 16508 containing a full set of Contract Documents, including but not limited to, 1) Requirements for Bidding and Instructions to Bidders, 2) Standard Terms and Conditions - General Conditions, 3) Special Conditions, 4) Contract Plans or Drawings (if applicable), 5) Detailed Specifications, 6) Proposal Pages, 7) Certifications and 8) Addenda Nos. (none unless indicated here) N/A, and affirms that the corporation shall be bound by all the terms and conditions contained in the Contract Documents regardless of whether a complete set thereof it attached to this proposal or bid, except only to the extent that the corporation has taken express written exception thereto in the sections of this solicitation designated for that purpose. Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit this execution page on behalf of the Disclosing party; (2) warrants that all certifications and statements contained in the execution pages are true, accurate and complete as of the date the execution page was submitted; and (3) further warrants that, as of the date of submission of this solicitation there have been no changes in circumstances since the date that the Execution page was submitted that would render any certification in the execution page false, inaccurate or incomplete. Furthermore, the undersigned being duly sworn, deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other Bidder (proposer) or prospective Bidder (proposer) or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under which any act or omission in restraint of freedom of competition among Bidders (proposers) and has not disclosed to any person, firm or corporation the terms of this bid (proposal) or the price named herein.

Proposals must be submitted with original signatures in the space provided. Proposals not properly signed will be rejected.

NAME OF CORPORATION: GreenPlay LLC *Limited Liability Company
SIGNATURE OF PRESIDENT*: Christine Dropinski
TITLE OF SIGNATORY: Sr. Principal and Managing Member
BUSINESS ADDRESS: 1021 E. South Boulder Rd., Suite N Louisville, CO 80027

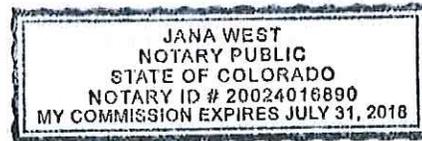
State of COLORADO County of BOULDER

This instrument was acknowledged before me on this 19th day of MAY, 2016 by Christine Dropinski as President of GreenPlay LLC (Partnership Name).

Jana West
Notary Public Signature

Commission Expires: 7/31/2018

(Seal)



CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

N/A

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

N/A

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

N/A

4



Signature of person doing business with the governmental entity



Date

Adopted 06/29/2007

Alternative Artwork Options Submitted

Bulldog Option 1



Bulldog Option 2



Bulldog Option 3



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: June 27, 2016 Appropriation
Requested By: Corby Alexander Source of Funds: N/A
Department: Administration Account Number: _____
Report: Resolution: Ordinance: Amount Budgeted: _____
Other: Amount Requested: _____
Attachments : Budgeted Item: YES NO

SUMMARY & RECOMMENDATIONS

Earlier this year, the City has commissioned an audit of the La Porte Boys Baseball Association. As a result of this effort, staff has been working with the Association to effect changes that will improve internal controls surrounding cash and financial management.

Heath Patterson, President of La Porte Boys Baseball Association, requested to be placed on the agenda and is present to address the Council.

Action Required of Council:

None

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: June 27, 2016 Appropriation
Requested By: Councilmembers Earp, Kaminski and Zemanek Source of Funds: N/A
Department: City Council Account Number:
Report: Resolution: Ordinance: Amount Budgeted:
Other: Amount Requested:
Budgeted Item: YES NO

Attachments :

1. Official Truck Route Map
2. Proposed Amendment to Official Truck Route
3. Ordinance-Clean Version
4. Ordinance-Marked Version

SUMMARY & RECOMMENDATIONS

This item has been added for discussion and possible action by Councilmembers Earp, Kaminski and Zemanek.

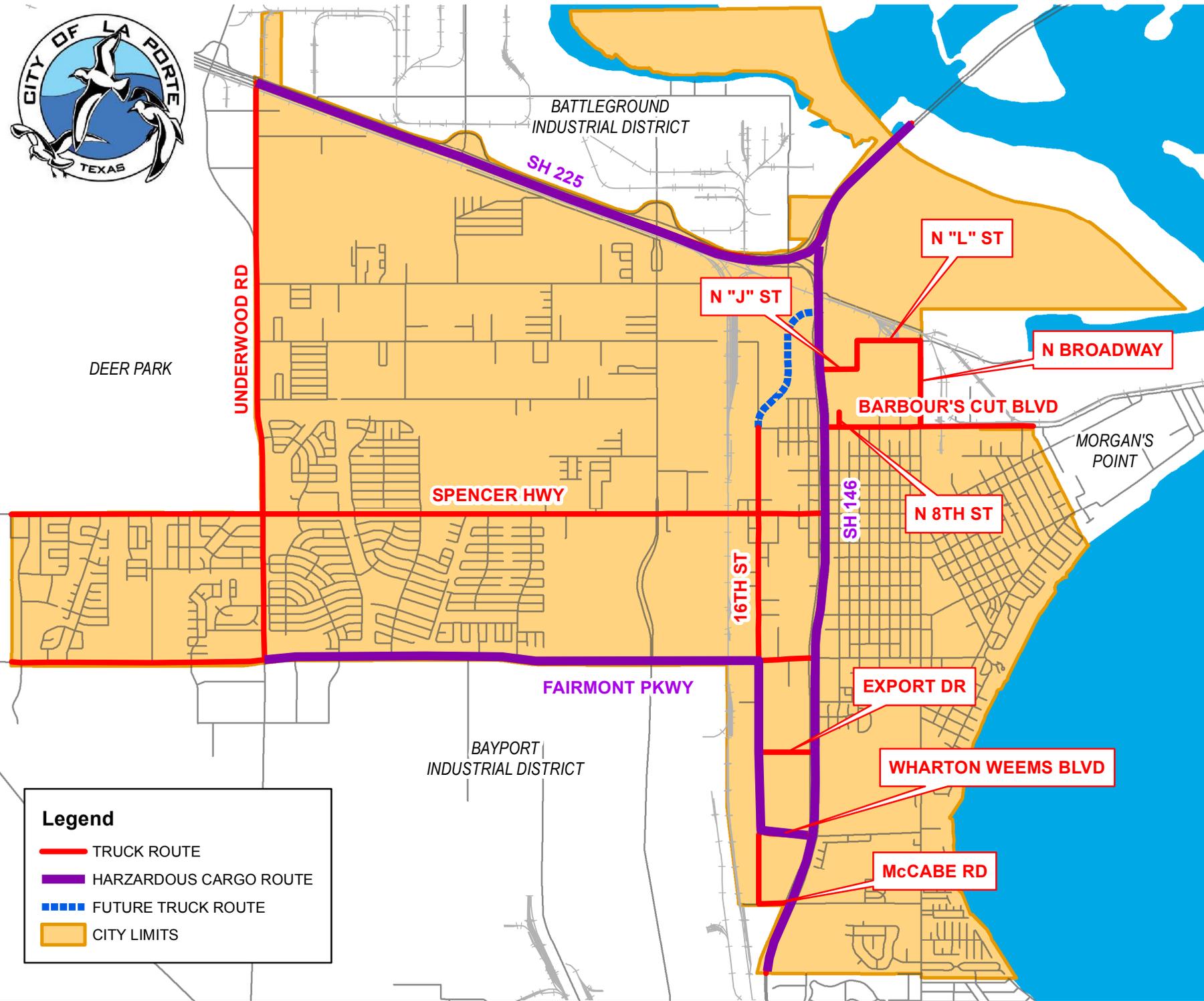
Action Required of Council:

Discussion and possible action regarding an Ordinance amending Chapter 70 "Traffic and Vehicles" of the Code of Ordinance of the City of La Porte to provide for removal of City of La Porte truck route on W. Main Street from 16th Street to Underwood Rd. - Councilmembers Earp, Kaminski and Zemanek

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date



Legend

- TRUCK ROUTE
- HARZARDOUS CARGO ROUTE
- FUTURE TRUCK ROUTE
- CITY LIMITS

CITY OF LA PORTE

OFFICIAL TRUCK ROUTE MAP

APPROVED
MAY 11, 2015



NOT TO SCALE

BATTLEGROUND INDUSTRIAL DISTRICT

DEER PARK

UNDERWOOD RD

SH 225

N "J" ST

N "L" ST

N BROADWAY

W MAIN ST

MORGAN'S POINT

SPENCER HWY

N 8TH ST

BARBOUR'S CUT BLVD

FAIRMONT PKWY

16TH ST

SH 146

BAYPORT INDUSTRIAL DISTRICT

EXPORT DR

WHARTON WEEMS BLVD

McCABE RD

SHOREACRES

Legend

- HARZARDOUS CARGO ROUTE
- PROP_AMENDMENT_062716
- FUTURE TRUCK ROUTE
- CITY LIMITS

PROPOSED AMENDMENT TO

OFFICIAL TRUCK ROUTE MAP

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 70 “TRAFFIC AND VEHICLES” OF THE CODE OF ORDINANCES TO REMOVE PORTIONS OF WEST MAIN STREET FROM THE CITY OF LA PORTE TRUCK ROUTE; PROVIDING A REPEALING CLAUSE; CONTAINING A SEVERABILITY CLAUSE; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; PROVIDING THAT ANY PERSON VIOLATING THE TERMS OF THIS ORDINANCE SHALL BE DEEMED GUILTY OF A MISDEMEANOR AND UPON CONVICTION SHALL BE FINED IN A SUM NOT TO EXCEED FIVE HUNDRED DOLLARS; PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF; AND PROVIDING AN EFFECTIVE DATE HEREOF.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LA PORTE, TEXAS:

Section 1: That Chapter 70, “Traffic and Vehicles,” Article VI “Truck Routes and Gross Weight Limits,” Division 2. “Truck Routes”, of the La Porte, Texas Code of Ordinances is hereby amended to read as follows:

Sec. 70-231. - Designation.

For the purposes of this division, those streets and thoroughfares within the corporate limits of the city which are enumerated as follows are hereby designated as truck routes:

Route	Extent
State Highway 225 (including frontage roads)	Entire extent within corporate limits
New State Highway 146 (including frontage roads)	Entire extent within corporate limits
Barbours Cut Boulevard	New State Highway 146 east to corporate limits
16th Street	Barbour’s Cut Boulevard south to Fairmont Parkway
Fairmont Parkway	New State Highway 146 to west corporate limits
West Main Street	New State Highway 146 to 16 th Street, and from Underwood Road to west corporate limits
Underwood Road	Entire extent within corporate limits

Powell Road (S. 16 th Street)	Fairmont Parkway south to 1700 block of Powell Road
Export Drive	From South 16 th Street to State Highway 146
South 16 th Street	From south of Export Drive to Wharton Weems Blvd. and McCabe Road connecting with State Highway 146.
North Broadway	From north of Barbours Cut Blvd. to North "L" Street.
North "L" Street	From west of North Broadway to North 6 th Street
North "J" Street	From North 6 th Street to west connecting with State Highway 146.
North 8th Street	Barbours Cut Boulevard to a point 300 feet north of the north right-of-way line of Barbours Cut Boulevard

Section 2: Any person, as defined in Section 1.07 (27), Texas Penal Code, who shall violate any provision of the ordinance, shall be deemed guilty of a misdemeanor and upon conviction shall be punished by a fine not to exceed FIVE HUNDRED DOLLARS (\$500.00).

Section 3. Each and every provision, paragraph, sentence and clause of this Ordinance has been separately considered and passed by the City Council of the City of La Porte, Texas, and each said provision would have been separately passed without any other provision, and if any provision hereof shall be ineffective, invalid or unconstitutional, for any cause, it shall not impair or affect the remaining portion, or any part thereof, but the valid portion shall be in force just as if it had been passed alone.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict only.

Section 5. The City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council is posted at a place convenient to the public at the City Hall of the city for the time required by law preceding this meeting, as required by Chapter 551, Tx. Gov't Code; and that this meeting has been open to the public as required by law at all times during which this ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

Section 6. This Ordinance shall be effective fourteen (14) days after its passage and approval. The City Secretary shall give notice of the passage of this ordinance by causing the caption hereof to be published in the official newspaper of the City of La Porte at least once within ten (10) days after the passage of this ordinance.

PASSED AND APPROVED this the _____ day of _____, 2016.

CITY OF LA PORTE, TEXAS

By: _____
Louis R. Rigby, Mayor

ATTEST:

City Secretary

APPROVED:

Assistant City Attorney

ORDINANCE NO. _____

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Section 6. This Ordinance shall be effective fourteen (14) days after its passage and approval. The City Secretary shall give notice of the passage of this ordinance by causing the caption hereof to be published in the official newspaper of the City of La Porte at least once within ten (10) days after the passage of this ordinance.

PASSED AND APPROVED this the _____ day of _____, 2016.

CITY OF LA PORTE, TEXAS

By: _____
Louis R. Rigby, Mayor

ATTEST:

City Secretary

APPROVED:

Assistant City Attorney



**Council Agenda Item
June 27, 2016**

10. (a) Receive report of the La Porte Development Corporation Board – Councilmember Engelken



**Council Agenda Item
June 27, 2016**

11. ADMINISTRATIVE REPORTS

- 4th of July Observed,(City Offices Closed) July 4, 2016
- City Council Meeting, Monday, July 11, 2016
- City Council Meeting, Monday, July 25, 2016

12. COUNCIL COMMENTS regarding matters appearing on the agenda; recognition of community members, city employees, and upcoming events; inquiry of staff regarding specific factual information or existing policies – Councilmembers Clausen, J.Martin, K. Martin, Kaminski, Zemanek, Leonard, Engelken, Earp and Mayor Rigby

13. ADJOURN
