

LOUIS R. RIGBY
Mayor
BRANDON LUNSFORD
Councilmember At Large A
STEVE GILLETT
Councilmember At Large B
DANNY EARP
Councilmember District 1



CHUCK ENGELKEN
Councilmember District 2
BILL BENTLEY
Mayor Pro-Tem
Councilmember District 3
THOMAS GARZA
Councilmember District 4
JAY MARTIN
Councilmember District 5
NANCY OJEDA
Councilmember District 6

CITY COUNCIL MEETING AGENDA

Notice is hereby given of a Regular Meeting of the La Porte City Council to be held July 8, 2019, 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 Pastor Ben Rosenberger, Bayshore Baptist Church.
PLEDGES – Will be led by Councilmember Steve Gillett.
U.S. Flag
Texas Flag: Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one, and indivisible.
3. **PRESENTATIONS, PROCLAMATIONS, AND RECOGNITIONS**
 - (a) Proclamation in recognition of Park and Recreation Month. [Mayor Louis R. Rigby]
4. **PUBLIC COMMENTS** (Limited to five minutes per person.)
5. **CONSENT AGENDA** *(Approval of Consent Agenda items authorizes each to be implemented in accordance with staff recommendations provided. An item may be removed from the consent agenda and added to the Statutory Agenda for full discussion upon request by a member of the Council present at this meeting.)*
 - (a) Approve the minutes of the meeting held on June 24, 2019. [Mayor Louis R. Rigby]
 - (b) Approve renewal of contract with SHI (Software House International) for use of the Microsoft Office 365 platform. [Grady Parker, IT Manager]
 - (c) Approve an interlocal agreement between Harris County and the City of La Porte regarding the extension of a freeway non-consent towing program to the City of La Porte, for the towing of disabled vehicles from roadways. [Chief of Police Ron Parker]
 - (d) Authorize the City Manager to execute a professional services agreement with Lockwood Andrews & Newnam, Inc. to provide preliminary engineering services for the Northside Neighborhood Drainage Improvement Project, in the amount of \$59,530.00. [Lorenzo Wingate, P.E., City Engineer]
6. **STATUTORY AGENDA**
 - (a) Presentation, discussion and possible action directing staff to revise the listing of Capital Improvement Projects for funding in Fiscal Year 2019-2020. [Michael Dolby, Finance Director]
 - (b) Presentation, discussion, and possible action to approve a nomination(s) to fill an open position(s) on the Fiscal Affairs Committee. [Mayor Louis R. Rigby]
7. **REPORTS**
 - (a) Receive report on the Drainage and Flooding Committee meeting. [Councilmember Jay Martin]
8. **ADMINISTRATIVE REPORTS**
 - Planning and Zoning Commission Meeting, Thursday, July 18, 2019
 - City Council Meeting, Monday, July 22, 2019
 - Zoning Board of Adjustment Meeting, Thursday, July 25, 2019

9. COUNCIL COMMENTS *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Mayor, Councilmembers, and City staff, for which no formal action will be discussed or taken.*

10. ADJOURNMENT

If, during the course of the meeting and discussion of any items covered by this notice, City Council determines that a Closed or Executive Session of the Council is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Section 551.071 - consultation with counsel on legal matters; Section 551.072 - deliberation regarding purchase, exchange, lease or value of real property; Section 551.073 - deliberation regarding a prospective gift; Section 551.074 - personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; Section 551.076 - implementation of security personnel or devices; Section 551.087 - deliberation regarding economic development negotiation; Section 551.089 - deliberation regarding security devices or security audits, and/or other matters as authorized under the Texas Government Code. If a Closed or Executive Session is held in accordance with the Texas Government Code as set out above, the City Council will reconvene in Open Session in order to take action, if necessary, on the items addressed during Executive Session.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's office (281-470-5019), two working days prior to the meeting for appropriate arrangements.

CERTIFICATE

I, Lee Woodward, City Secretary, do hereby certify that a copy of the July 8, 2019, City Council agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.LaPorteTX.gov, in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING _____

TIME OF POSTING _____

TAKEN DOWN _____

Lee Woodward, City Secretary



**Council Agenda Item
July 8, 2019**

1. CALL TO ORDER

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PLEDGES – Will be led by Councilmember Steve Gillett.

U.S. Flag

Texas Flag: Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one, and indivisible.

3. PRESENTATIONS, PROCLAMATIONS, AND RECOGNITIONS

(a) Proclamation in recognition of Park and Recreation Month. [Mayor Louis R. Rigby]

4. PUBLIC COMMENTS (Limited to five minutes per person.)



Proclamation

Office of the Mayor

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 facilities and programming 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

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 National Parks and Recreation Month.

NOW, THEREFORE, I, Louis R. Rigby, Mayor, do hereby proclaim the month of July 2019, as

Park and Recreation Month

In Witness Whereof: I have hereto set my hand and caused the Seal of the City to be affixed hereto, this the 8th day of July, 2019.

City of La Porte

Louis R. Rigby, Mayor



**Council Agenda Item
July 8, 2019**

5. **CONSENT AGENDA** *(Approval of Consent Agenda items authorizes each to be implemented in accordance with staff recommendations provided. An item may be removed from the consent agenda and added to the Statutory Agenda for full discussion upon request by a member of the Council present at this meeting.)*
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 - (d) Authorize the City Manager to execute a professional services agreement with Lockwood Andrews & Newnam, Inc. to provide preliminary engineering services for the Northside Neighborhood Drainage Improvement Project, in the amount of \$59,530.00. [Lorenzo Wingate, P.E., City Engineer]

LOUIS RIGBY
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Councilperson At Large A
STEVE GILLETT
Councilperson At Large B
DANNY EARP
Councilperson District 1
CHUCK ENGELKEN
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BILL BENTLEY
Councilperson District 3
Mayor Pro-Tem
THOMAS GARZA
Councilperson District 4
JAY MARTIN
Councilperson District 5
NANCY OJEDA
Councilperson District 6

**MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF LA PORTE
JUNE 24, 2019**

The City Council of the City of La Porte met in a regular meeting on Monday, June 24, 2019, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, at 6:00 p.m., with the following in attendance:

Councilpersons present: Louis Rigby, Brandon Lunsford, Steve Gillett, Danny Earp, Chuck Engelken, Bill Bentley, Thomas Garza, Jay Martin

Councilpersons absent: Nancy Ojeda

Council-appointed officers present: Corby Alexander, City Manager; Jason Weeks, Assistant City Manager; Lee Woodward, City Secretary; Clark Askins, Assistant City Attorney

1. **CALL TO ORDER** – Mayor Rigby called the meeting to order at 6:00 p.m.
2. **INVOCATION** – The invocation was given by Evette Naron, Family and Small Groups Minister, Fairmont Park Church.

PLEDGES – The pledges of allegiance to the U.S. and Texas flags were led by Councilpersons Thomas Garza.

3. PRESENTATIONS, PROCLAMATIONS, AND RECOGNITIONS

- (a) **Presentation of Oath of Office and Certificate of Election to newly elected Councilperson Jay Martin.**
[Mayor Rigby]

4. **PUBLIC COMMENTS** (Limited to five minutes per person.) Reverend Philip Dunn said he was beseeching the Council to seek a mechanism to police one another and staff on the use of social media. Chuck Rosa spoke on the proposed changes to the building permit fees. Donna O'Connor lauded the City departments who made the *Summer Party* successful but decried a Councilperson at the event who criticized City staff working on the event. She also mentioned her concern about warehouses in the community and the rights of property owners in relation to an item at the June 10 Council meeting.

5. **CONSENT AGENDA** (*Approval of Consent Agenda items authorizes each to be implemented in accordance with staff recommendations provided. An item may be removed from the Consent Agenda and added to the Statutory Agenda for full discussion upon request by a member of the Council present at this meeting*)

- (a) **Approve the minutes of the meeting held on June 10, 2019.** [Lee Woodward, City Secretary]

Councilperson Engelken moved to approve the consent agenda item; the motion was adopted, 8-0.

6. AUTHORIZATIONS

- (a) **Presentation, discussion, and possible action to approve expenditure by the La Porte Development Corporation in an amount not to exceed \$700,000.00 in connection with Project G, an incentive project granted to INEOS Styrolution America, LLC, for development of a styrene monomer manufacturing facility at 1230 Independence Parkway.** [Ryan Cramer, Economic Development Coordinator]

Councilperson Garza signed a Conflict of Interest affidavit and did not participate in the discussion or vote. Councilperson Engelken moved to approve the expenditure by the La Porte Development Corporation in an amount not to exceed \$700,000.00, in connection with Project G, an incentive project granted to INEOS

Styrolution America, LLC, for development of a styrene monomer manufacturing facility at 1230 Independence Parkway; the motion was adopted, 7-0.

7. STATUTORY AGENDA

- (a) **Presentation, discussion, and possible action regarding first reading of Ordinance 2019-3746, for the purpose of granting franchise to CenterPoint Energy Resources Corp., to locate and operate facilities for transmission of natural gas in public rights-of-way, for term of 10 years. [Corby Alexander, City Manager]**

First reading, no action to adopt taken. Councilperson Engelken signed a Conflict of Interest affidavit and did not participate in the discussion or vote. Councilperson Garza moved to reduce the proposed percentage in the ordinance to 3% and to add a clause that new construction require more oversight. The motion was lost for lack of a second. Councilperson Garza moved to reduce the proposed percentage in the ordinance to 3%. The motion was adopted, 4-3, Mayor Rigby and Councilpersons Bentley and Martin voting against.

- (b) **Presentation, discussion, and possible action regarding Ordinance 2019-3747, amending Chapter 82, “Buildings and Building Regulations” – Appendix A “Fees” of the Code of Ordinances of the City of La Porte, for the purpose of changing fees, for city residential building permits and residential mechanical permit. [Corby Alexander, City Manager]**

Mayor Rigby asked Councilpersons Earp, Bentley, and Garza to meet with appointees of the City Manager to propose revisions to bring back to the Council for the permit fee update.

8. REPORTS

- (a) **Receive a report on the La Porte Development Corporation Board meeting. [Councilperson Nancy Ojeda]**

Councilperson Danny Earp reported on the La Porte Development Corporation Board meeting held at 5:00 p.m., noting the INEOS Project G was approved.

9. ADMINISTRATIVE REPORTS

- Zoning Board of Adjustment Meeting, Thursday, June 27, 2019
- City Council Meeting, Monday, July 8, 2019
- Planning and Zoning Commission Meeting, Thursday, July 18, 2019
- City Council Meeting, Thursday, July 22, 2019
- Zoning Board of Adjustment Meeting, Thursday, July 25, 2019

Assistant City Manager Jason Weeks said there was no report.

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 or existing policies.

Councilpersons congratulated Councilperson Martin for his re-election, apologized for prior comments, discussed a disagreement among Councilpersons, congratulated the Parks Department for the *Summer Party*, wished all a Happy Fourth, urged the public not to act poorly on social media, expressed appreciation of the work of the street contractor on Somerton and pressed for more encouragement to the vendor from City staff, thanked those who helped the family of Councilperson Martin recently, commended Chuck Rosa on his campaign, shared the City’s partnering with Fairmont Park on the ribbon cutting at their basketball court, and urged the public to participate in the Civic Club’s annual Juneteenth events.

ADJOURN – Without objection, Mayor Rigby adjourned the meeting at 7:06 p.m.

Lee Woodward, City Secretary

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>7/08/2019</u>
Requested By: <u>Grady Parker</u>
Department: <u>IT</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>001</u>
Account Number:	<u>001-6066-519.40-55</u>
Amount Budgeted:	<u>\$58,000</u>
Amount Requested:	<u>\$57,135.23</u>
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Exhibits: MS 0365 Renewal

SUMMARY

In 2016, the city of La Porte initiated a 3-year contract (DIR-TSO-4092) with SHI (Software House International) to provide citywide email functions using the Microsoft office 365 platform; our 3-year term ends 8/1/2019.

The IT department recommends renewing the current terms for another 3 years, thus allowing the city to continue using the Microsoft office 365 platform for all email needs.

RECOMMENDED MOTION

Move to approve a three-year contract with SHI for Microsoft Office 365 email functionality.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date



Pricing Proposal
 Quotation #: 17174550
 Created On: 5/22/2019
 Valid Until: 5/31/2019

CITY OF LA PORTE

Inside Account Manager

Grady Parker
 604 WEST FAIRMONT PARKWAY
 ATTN: A/P
 LA PORTE, TX 77571
 United States
 Phone: 2814715033
 Fax:
 Email: ParkerG@laportetx.gov

Rich Lettiere
 1301 S. Mo-Pac Expressway Suite 375
 Austin TX, 78746
Send PO's to Texas@SHI.com
 Phone: 800-870-6079
 Fax: 512-732-0232
 Email: Richard_Lettiere@SHI.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 O365AdvThrtPrtctPln1GCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: 3GU-00001 Contract Name: Microsoft Software VAR Contract #: DIR-TSO-4092 Coverage Term: 7/1/2019 – 6/30/2020 Note: Year 1 of 3	375	\$18.72	\$7,020.00
2 O365GCCE1 ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: U4S-00002 Contract Name: Microsoft Software VAR Contract #: DIR-TSO-4092 Coverage Term: 7/1/2019 – 6/30/2020 Note: Year 1 of 3	375	\$78.60	\$29,475.00
3 WINENTperDVC ALNG SA MVL Microsoft - Part#: KV3-00368 Contract Name: Microsoft Software VAR Contract #: DIR-TSO-4092 Coverage Term: 7/1/2019 – 6/30/2020 Note: Year 1 of 3	375	\$40.93	\$15,348.75
4 SQLSvrStdCore ALNG SA MVL 2Lic CoreLic Microsoft - Part#: 7NQ-00292 Contract Name: Microsoft Software VAR Contract #: DIR-TSO-4092 Coverage Term: 7/1/2019 – 6/30/2020 Note: Year 1 of 3	4	\$576.29	\$2,305.16
5 WinSvrDCCore ALNG SA MVL 2Lic CoreLic Microsoft - Part#: 9EA-00278 Contract Name: Microsoft Software VAR Contract #: DIR-TSO-4092 Coverage Term: 7/1/2019 – 6/30/2020 Note: Year 1 of 3	24	\$124.43	\$2,986.32
		Subtotal	\$57,135.23

Shipping	\$0.00
Total	\$57,135.23

Additional Comments

Service Level Agreements:

1. Quotes: Quote requests will be acknowledged within 4 business hours of each request. Under normal circumstances, quotes will be provided within 24-48 hours of the initial request. If quotes will take longer than this timeframe, status updates will be provided at reasonable intervals.

2. Orders: All valid orders will be processed within 24 hours.

3. Contract Documents: All submissions will be reviewed and responded to within 24 business hours. Actual processing time will vary based on quality and complexity of the submission.

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>7-8-2019</u>
Requested By: <u>Chief Ron Parker</u>
Department: <u>Police</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	_____
Account Number:	_____
Amount Budgeted:	_____
Amount Requested:	_____
Budgeted Item:	<input type="radio"/> Yes <input type="radio"/> No

Exhibits: Information regarding Tow & Go
Interlocal agreement with Harris County

SUMMARY

Pursuant to the Texas Transportation Code Ann. §545.3051, all vehicle tows where the vehicle owner does not or will not give permission for the vehicle to be moved from the roadway (hereafter "freeway non-consent tows") require a law enforcement agency to authorize the tows.

The Houston-Galveston Area Council (H-GAC) and Harris County, acting for the Harris County Sheriff's Office (HCSO), entered into an interlocal agreement dated August 13, 2014, to (1) contribute funding to the operations of the HCSO Motorist Assist Program and (2) provide staffing to conduct freeway surveillance at Houston TransStar.

The City of La Porte and Harris County wish to enter into this interlocal agreement so that HCSO personnel may authorize freeway non-consent tows from certain freeways within the La Porte city limits in Harris County, to include the main lanes, shoulders, exit ramps, entrance ramps, direct connectors, and the County-managed lanes of the major freeways. Freeway frontage roads are not included in this agreement.

The City will not incur any costs for this program and all invoices will be handled directly through the HCSO and reimbursed by H-GAC.

The program will be administered by HCSO, at Transtar, through their Tow and Go Program. It is designed make freeways safer and assist stranded motorists.

RECOMMENDED MOTION

Move to authorize the City Manager to enter into an interlocal agreement with Harris County for freeway non-consent tows.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

Corby D. Alexander, City Manager

Date

About

What is Tow and Go™ ?

The Gulf Coast Regional Tow and Go Program was developed to keep motorists safe and traffic moving through no-cost, quick clearance of vehicle breakdowns on camera-monitored sections of the freeway. Each tow is authorized by law enforcement and is provided by Tow and Go responders who are required to meet strict performance standards.

Why it is Important

clearance of these vehicles by tow operators contracted to serve specific segments of the freeway can make a big difference in keeping freeways moving.

Of the approximately 3,600 vehicles towed in May 2018 within the Tow and Go service area, more than half qualified for no-cost tows. Even better, the clearance time for those tows were five minutes less than the average clearance time before the program was initiated.

Because so many people travel regularly to Houston from outside the city limits, the Gulf Coast Regional Tow and Go Program is expected to expand to not only Harris County but neighboring counties as well, replacing existing clearance programs like SafeClear.

Motorist Guidelines

The Motorist Guidelines below provide important details of when vehicles are eligible for no-cost towing and the services provided. These guidelines are also given to motorists by Tow and Go operators at the scene of an incident. Remember, if your vehicle is involved in a crash and is still operational, Texas state law requires you move it completely off the freeway to a safe location.

 [Download Guidelines](#)

Safety First

Safety is at the center of the Tow and Go Program. Each tow operator contracted to perform the quick clearance service has not only met strict selection standards, they also have completed roadway safety and traffic incident management training. Law enforcement officers authorize every response to calls received by the Tow and Go dispatch desk. Freeway monitoring cameras allow them to view incidents in real time from their location in the Houston TranStar traffic center. Law enforcement officers are also responsible for monitoring the program's tow operators, who are required to drive trucks and wear identification branded with the official Tow and Go logo.

Operations & Funding

The Houston-Galveston Area Council manages the Gulf Coast Regional Tow and Go Program through funding provided by the Federal Highway Administration and the Texas Department of Transportation. Initial participants in the program include the City of Houston, Harris County, and



Media Center

Members of the media are invited to visit the Tow and Go Media Center for the latest press release and helpful digital assets.

[VISIT MEDIA CENTER](#)

**INTERLOCAL AGREEMENT BETWEEN HARRIS COUNTY
AND CITY OF LA PORTE, TEXAS**

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This Interlocal Agreement (the "Agreement") is made and entered by and between Harris County, Texas, a body corporate and politic under the laws of the State of Texas, acting by and through its Sheriff's Office ("HCSO") and the City of La Porte, Texas, a home-rule city of the State of Texas (the "City"), pursuant to the Interlocal Cooperation Act, TEX. GOV'T CODE ANN. §§ 791.001 – 791.030. The County and the City are referred to herein collectively as "Parties" and individually as a "Party."

Recitals

Whereas, in 2005, the City of Houston, introduced a quick clearance program (the "Program") to quickly clear disabled vehicles from certain freeways in the City of Houston, pursuant to TEXAS TRANSPORTATION CODE ANN. § 545.3051. The Program requires a law enforcement agency to authorize all vehicle tows where the vehicle owner does not or will not give permission for the vehicle to be moved from the roadway (hereafter "freeway non-consent tows").

Whereas, Houston-Galveston Area Council ("H-GAC") and Harris County acting for HCSO entered into an Interlocal Agreement, dated August 13, 2014, to (1) contribute funding to the operations of HCSO Motorist Assistance Program and (2) provide staffing to conduct freeway surveillance at Houston TranStar.

Whereas, the Parties wish to allow HCSO personnel to authorize - freeway non-consent tows from certain freeways within the La Porte city limits in Harris County.

NOW THEREFORE, in consideration of the covenants and conditions stated herein, and in consideration of the mutual benefits that will accrue to each Party, the Parties have agreed and do hereby agree as follows:

Terms

I.

The Parties agree that HCSO personnel located at Houston TranStar will authorize freeway non-consent tows within the La Porte city limits. HCSO personnel will authorize freeway non-consent tows for the on-system freeway facilities (the "System") which include the main lanes, shoulders, exit ramps, entrance ramps, direct connectors, and the County managed lanes of the major freeways within the La Porte city limits. The System does not include the freeway frontage roads.

II.

The County will continue to pay for its personnel with funds available through an agreement with

H-GAC. Once a month the tow truck companies will invoice the HCSO for the tows performed the previous month. The HCSO will confirm the tows against HCSO records and compensate the companies at a rate of Sixty and No/Dollars (\$60.00) per tow. HCSO will then invoice H-GAC for the monthly cost. The City will not be charged nor will it be expected to pay any cost, neither upfront nor ongoing.

III.

The HCSO will authorize freeway non-consent tows utilizing procedures and systems mutually agreed on by both Parties. At the beginning of each month the HCSO will provide a written report to the attention of the city police department in a form acceptable to both Parties, of all freeway non-consent tows authorized by HCSO in the previous month.

IV.

The term of this Agreement shall commence upon approval of both Parties or the Date countersigned by the City Manager, whichever is later, and will remain in effect as long as HCSO personnel are stationed at Houston TranStar to conduct freeway surveillance. The Agreement will survive all modifications, expansions, mergers or re-brandings of the City of Houston Program.

Either Party may cancel this Agreement at any time, with or without cause, upon thirty (30) days written notice to the other Party to this Agreement.

V.

EXECUTION. Multiple Counterparts: The Agreement may be executed in several counterparts. Each counterpart is deemed an original. All counterparts together constitute one and the same instrument. Each Party warrants that the undersigned is a duly authorized representative with the power to execute the Agreement.

HARRIS COUNTY

By: _____
LINA HIDALGO
COUNTY JUDGE

Date: _____

APPROVED BY:

ED GONZALEZ
HARRIS COUNTY SHERIFF

APPROVED AS TO FORM:
VINCE RYAN
COUNTY ATTORNEY

By: _____
Amy Samples
Assistant County Attorney
C.A. File 19GEN0498

CITY OF LA PORTE, TEXAS

CITY OF LA PORTE, TEXAS

By: _____
CORBY ALEXANDER
CITY MANAGER

Date: _____



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>July 8, 2019</u>
Requested By: <u>Lorenzo Wingate</u>
Department: <u>Public Works</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>051-7071-531-1100</u>
Account Number:	<u>051-7071-531-1100</u> <u>\$150,000 (budgeted)</u>
Amount Budgeted:	<u>\$112,301 (remaining)</u>
Amount Requested:	<u>\$59,530.00</u>
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Exhibits: Engineer's proposal

SUMMARY

The GLO-CDR has allocated \$325,775.30 to the City of La Porte through Harris County's initial MOD and MOD Amendments No. 1 and 2 from the 2015 Floods CDBG-DR funds for infrastructure that failed to function during the declaration period and improvements that principally benefit those of low and moderate income areas. To access the funding allocated to the City of La Porte, the GLO required submission of a Non-Housing Project Application detailing the City's proposed non-housing projects to repair or mitigate damage that occurred during the Presidentially-declared Federal Emergency Management Agency (FEMA) 4223-DR-TX (2015 Memorial Day) and FEMA 4245-DR-TX (2015 Halloween) disasters. The Northside Neighborhood Drainage Improvement Project (also referred to as the 6th Street Drainage Improvements from Madison to Main), within the Little Cedar Bayou (F216) Watershed, was awarded funding effective March 9, 2019, with a termination date of August 5, 2021.

The goal of the Northside Neighborhood Drainage Improvement Project is to improve the functionality of the storm sewer system and increase the level of service in the region. Based on a previous study, further drainage analysis was necessary to develop the most efficient flood reduction efforts. Given the anticipated scope of proposed improvements and the potential for additional grant funding to supplement the anticipated construction cost, this project will be completed in phases, with this phase providing for the identification of improvements necessary to mitigate flooding and design and construction of the necessary ultimate outfall structure.

RFQ #19601 for Engineering Services for Grant Projects was advertised on October 25, 2018, with a closing date of November 20, 2018. Seventeen (17) firms submitted responses. The top four firms - 5Engineering, LLC; AECOM Technical Services, Inc.; Half Associates, Inc.; and Lockwood Andrews & Newnam, Inc. - were short-listed by the evaluation committee and are considered to be the most qualified respondents for drainage related grant projects. Lockwood, Andrews, & Newnam, Inc. submitted a proposal for preliminary engineering services for the Northside Neighborhood Drainage Improvement Project in the amount of \$59,530.00.

RECOMMENDED MOTION

Authorize the City Manager to execute a professional services agreement with Lockwood Andrews & Newnam, Inc. to provide preliminary engineering services for the Northside Neighborhood Drainage Improvement Project in the amount of \$59,530.00.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date



**Lockwood, Andrews
& Newnam, Inc.**
A LEO A DALY COMPANY

May 24, 2019

City of La Porte
2693 N 23rd Street
La Porte, TX 77571

Attention: Lorenzo Wingate, PE, CFM

Re: Northside Neighborhood Drainage Improvement Project - Preliminary Engineering Report

Dear Mr. Wingate,

Per your request, Lockwood, Andrews & Newnam, Inc. has prepared a general scope and fee schedule for the Northside Neighborhood Drainage Improvement Project Preliminary Engineering Report. The effort described in Exhibit A will include the proposed scope of services to complete the overall analysis for the area. In general, the tasks include an analysis, improvement evaluation, and construction cost estimates.

The goal of the Northside Neighborhood Drainage Improvement Project is to improve the functionality of the stormwater system and increase the storm water level of service in the region. Based on previous studies, this project will revise and implement proposed improvements to the area and reduce the overall flood risk. This effort is focused on developing a regional improvement plan.

We propose to complete the total contract for an amount of \$59,530.00. Exhibit B provides a detailed man hour estimate of the fees associated with the basic services tasks. This project will be utilizing grants award to the City as part of the 2015 Floods CDBG-DR Allocation. It is anticipated that the preliminary engineering report can be completed within five months of notice-to-proceed.

We are prepared to begin this task immediately and look forward to supporting the City of La Porte on this important project. Please feel free to contact me at 713-821-0366 or by email at mjmanges@lan-inc.com if you have any additional questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Matt Manges', is written over a light blue circular stamp.

Matt Manges, P.E., CFM
Practice Leader, Stormwater

Attachments:
Exhibit A – Scope of Services
Exhibit B – Fee Schedule

EXHIBIT A

Scope of Services

City of La Porte

Northside Neighborhood Drainage Improvement Project - Preliminary Engineering Report

The goal of the Northside Neighborhood Drainage Improvement Project Preliminary Engineering Report Post Harvey Analysis is to support the City in their efforts to improve drainage within the region. To accomplish this goal, requires an understanding of the limitations of the existing drainage systems that serve the area and feasible improvement options. This project will be utilizing grants award to the City as part of the 2015 Floods CDBG-DR Allocation.

SCOPE OF SERVICES FOR BASIC ENGINEER SERVICES:

The scope of work shall consist of Basic Engineering Services and Additional Engineering Services. Basic Engineering Services are those with a defined effort to complete the services. Additional Engineering Services include direct expenses and sub consultants.

I. BASIC ENGINEERING SERVICES

A. General Project Management

1. Working Meetings with City Staff
Working meetings with City staff shall be held to discuss study related issues, review the progress of the work effort, or to address issues which may arise. The Engineer shall prepare and deliver meeting minutes to the City within five (5) working days after each meeting. The total anticipated number of meetings is two.
2. Field Visit
Field visit with staff to review existing stormwater system and potential outfall and improvement alternatives.
3. Quality Assurance/ Quality Control
Quality Assurance/Quality Control (QA/QC) Plan: data will be reviewed by the Engineer for consistency with City requirements and methodology.

B. Analysis – Existing Hydrologic and Hydraulic Analysis – Review & Understanding

An existing XP-SWMM model developed as part of a previous evaluation will be utilized as the basis for evaluating existing conditions and understanding of the current deficiencies. The model will be reviewed for general completeness, approach, stability and results. The model will be used as-is, unless significant discrepancies are identified, which will be scoped at a later time.

1. Hydraulic Analysis – Existing Conditions Run Model
Dynamic hydraulic models will be analyzed for 5-, 10-, and 100-year storm frequencies. Model errors and warnings will be reviewed and addressed as necessary. Model stability will be evaluated and instabilities reduced in order to provide a highly quality numeric representation of field conditions.

C. Analysis – Proposed Hydrologic and Hydraulic Analysis

1. Hydraulic Analysis – Improvement Concept Development

Based on the results of the Existing Conditions model, improvement concepts will be developed to improve the functionality of the study area to meet City Criteria. Dynamic hydraulic models will be analyzed for 5-, 10-, and 100-year storm frequencies. Improvements may include storm sewer improvements, open channel ditch improvements, detention/retention ponds, or a combination of improvements. Improvement concepts will be developed to accommodate a phased improvement implementation.

D. Reporting

1. Technical Report and Exhibits

The technical report will include a discussion of the work performed, general methodology, assumptions applied during the course of study, a discussion of the study goal, the reported drainage problems, a discussion of deviations from general methodology, conceptual project alignment, a high level opinion of probable construction cost estimate, and a discussion of findings and recommendations. A draft report will be compiled to include text, exhibits, and appendices for the City's review. The final models, shapefiles, databases, and worksheets used will be included on a DVD or file share site. One (1) round of comments from the City will be used to revise and update draft memorandum and attached exhibits.

Model output and exhibits will be created after all modeling iterations have been completed and the technical report has reached the draft phase.

E. Direct Costs and Reimbursable Expenses:

1. Reimbursable expenses will be billed to the Client by invoice. Reimbursements shall be the actual invoice costs. A reimbursable expense budget has been established as a not-to-exceed amount without prior approval. Reimbursable expenses shall include printing and reproduction, deliveries, and mileage.

II. SERVICES EXCLUDED FROM PROPOSED SERVICES

City of La Porte City and LAN agree that the following services are beyond the Scope of Services described in the tasks above. However, LAN can provide these services, if needed, upon the City's written request. Any additional amounts paid to LAN as a result of any material change to the Scope of the Project shall be agreed upon in writing by both parties before the services are performed. These additional services include the following:

- Safe route analysis for first responders
- Low water crossing flooding frequency determination
- Detailed analysis of flooding extents for ponding width within streets
- Detailed Engineering Design and/or Construction Documents
- Preliminary and/or draft construction documents
- Detailed FEMA Zone A or Zone AE models and/or maps
- Public meetings
- Construction management and inspection services
- Services related to easement delineation or acquisition
- Services related to SWPPP plans and details, erosion control plan, and traffic control plan.
- Water quality analysis or design
- Geotechnical engineering related services
- Survey collection (to be provided by City of La Porte)

**EXHIBIT B
Fee Schedule**

City of La Porte - Northside Neighborhood Drainage Improvement Project - Preliminary Engineering Report

Task	Task Description	PRINCIPAL	PROJ MGR	SR PROF ENG	PROJECT ENGINEER	GRADUATE ENGINEER	DESIGNER	PROJ ADMIN	TOTAL HOURS	TOTAL LABOR COSTS
I. BASIC ENGINEERING SERVICES										
A	General Project Management									
1	Working Meetings with City Staff (2 meetings)		6		6			4	16	\$2,360
2	Field Visit		6		6				12	\$2,040
3	Quality assurance/quality control	2	4						6	\$1,400
	<i>Task A Total</i>	2	16	0	12	0	0	4	34	\$5,800
B	Analysis - Existing Hydrologic & Hydraulic Analysis -Review & Understanding									
1	Hydraulic Analysis – Existing Conditions Run Model	1	2	4	8	20			35	\$4,500
	<i>Task B Total</i>	1	2	4	8	20	0	0	35	\$4,500
C	Proposed - Existing Hydrologic & Hydraulic Analysis									
1	Hydraulic analysis - Improvement Concept Development	2	9	24	32	124	124		315	\$36,115
	<i>Task C Total</i>	2	9	24	32	124	124	0	315	\$36,115
D	Reporting									
1	Technical Report & Exhibits	2	5	12	16	32	32	6	105	\$12,615
	<i>Task D Total</i>	2	5	12	16	32	32	6	105	\$12,615
E	Direct Costs and Reimbursable Expenses									
1	Printing/reproduction, deliveries and mileage									\$500
	<i>Task E Total</i>	0	0	0	0	0	0	0	0	\$500
	TOTAL HOURS	7	32	40	68	176	156	10	489	
	Contract Labor Rate	\$270	\$215	\$150	\$125	\$110	\$100	\$80		
	TOTAL COSTS	\$1,890	\$6,880	\$6,000	\$8,500	\$19,360	\$15,600	\$800		\$59,530



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>July 8, 2019</u>
Requested By: <u>M. Dolby</u>
Department: <u>City Council</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>N/A</u>
Account Number:	_____
Amount Budgeted:	_____
Amount Requested:	_____
Budgeted Item:	<input type="radio"/> Yes <input type="radio"/> No

Exhibits: 2019-20 Proposed CIP

SUMMARY

Staff is working diligently to put together a Proposed FY 2019-20 Budget for City Council consideration. In doing so, staff has compiled all of the proposed capital improvement projects for the upcoming budget. Many of these projects were presented and discussed at this year's budget retreat.

If all projects are officially approved with the budget in August, the total General CIP funding will total \$12,787,890. This would require a general fund balance draw down of \$7.6 million to fund all of those identified projects. This would be a significant draw down of the fund balance.

This item is placed on the agenda to allow for discussion of those currently identified projects. An option would be to prioritize these projects and allocate funding for them over the next three years avoid such a significant draw down.

RECOMMENDED MOTION

Move to fund all previously identified projects in FY 2019-20.
Move to direct staff to revise the listing of projects for funding in FY 2019-20.

City of La Porte
Fiscal Year 2020
Capital Improvement Projects





Requested General Fund CIP

Project Name	Project Budget
Fire Field Propane Project	\$ 1,200,000
EMS Headquarter Expansion	555,000
Upgrade Outdoor Warning Sirens & Control Unit	266,221
Upgrade Flashing Roadway Signs	108,000
Golf Course Improvements (Year 1 - EDC Funding)	600,000
Golf Course Land Improvements	169,000
Golf Course Club House Repairs	52,800
City Hall Conference Room Expansion	48,919
Council Chambers AV Upgrade (Year 1)	30,000
Park Lighting Project (Year 1) - Northwest Park	523,950



Requested General Fund CIP

Project Name	Project Budget
Outdoor Fitness Equipment - Fairmont Park	50,000
Library Improvements	120,000
Playground Equipment Replacement (14th Street Park)	55,000
Handicap Accessible Playground (EDC Funding)	250,000
Wave Pool Renovations (Prefunding)	250,000
Dog Park Shade Structure and Seating	20,000
South 7th St Paving & Drainage	2,865,000
Sylvan & Jefferson Paving & Drainage Construction	150,000
Spencer Hwy Fence & Sidewalk (Southside)	560,000
Infill Sidewalk	223,000



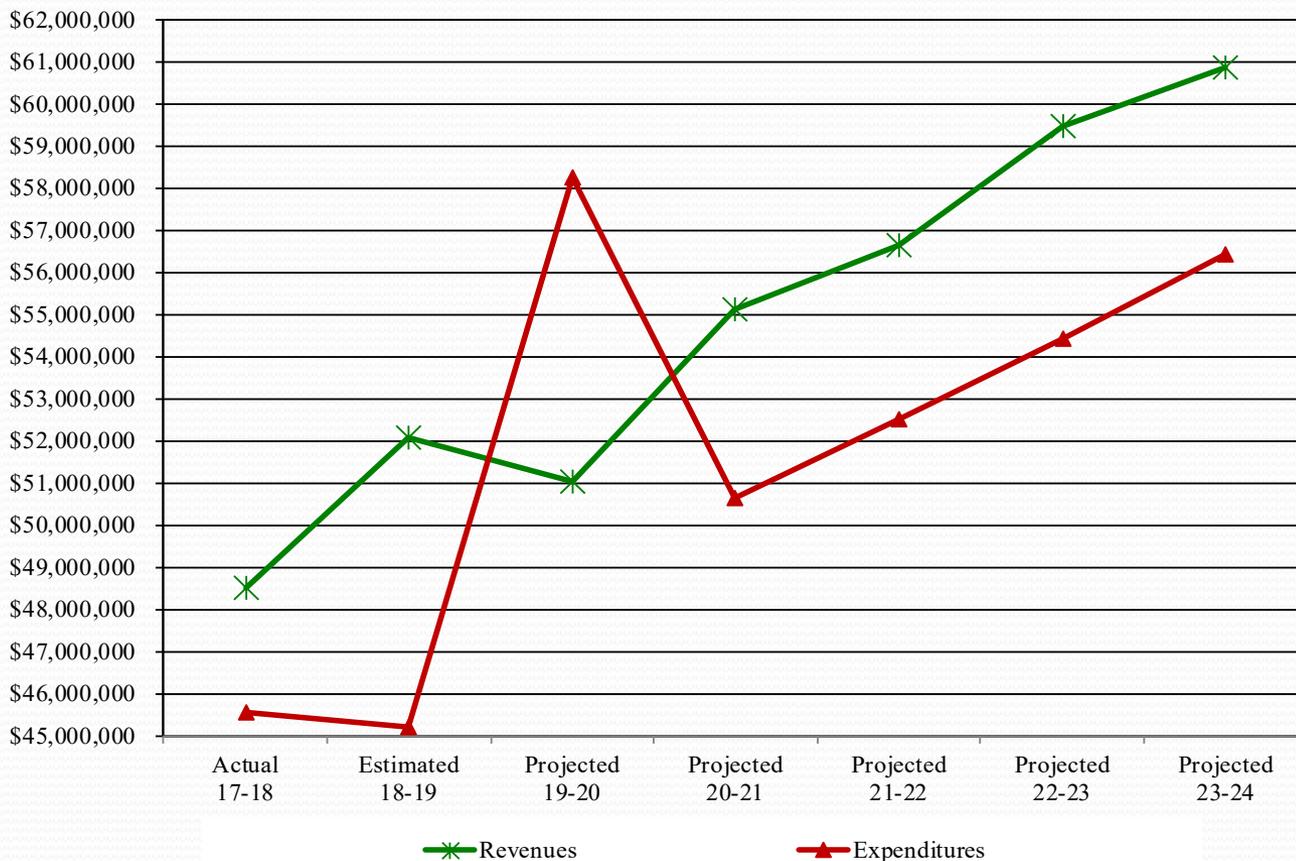
Requested General Fund CIP

Project Name	Project Budget
Public Works Facility (Design)	500,000
Brookglen Drainage (City's Match)	1,000,000
Bayside Terrace Drainage Improvements	275,000
F-101 Lomax Drainage Improvements	800,000
25th Street Water Plant Generator (25% City Match for Grant)	107,000
Lift Station 40 Generator (25% City Match for Grant)	59,000
Five Points Restroom and Pavilion	350,000
M Street - TIRZ Project (Will be refunded by the TIRZ)	1,500,000
Contingency	100,000
Total	\$12,787,890



General Fund Balance Projections

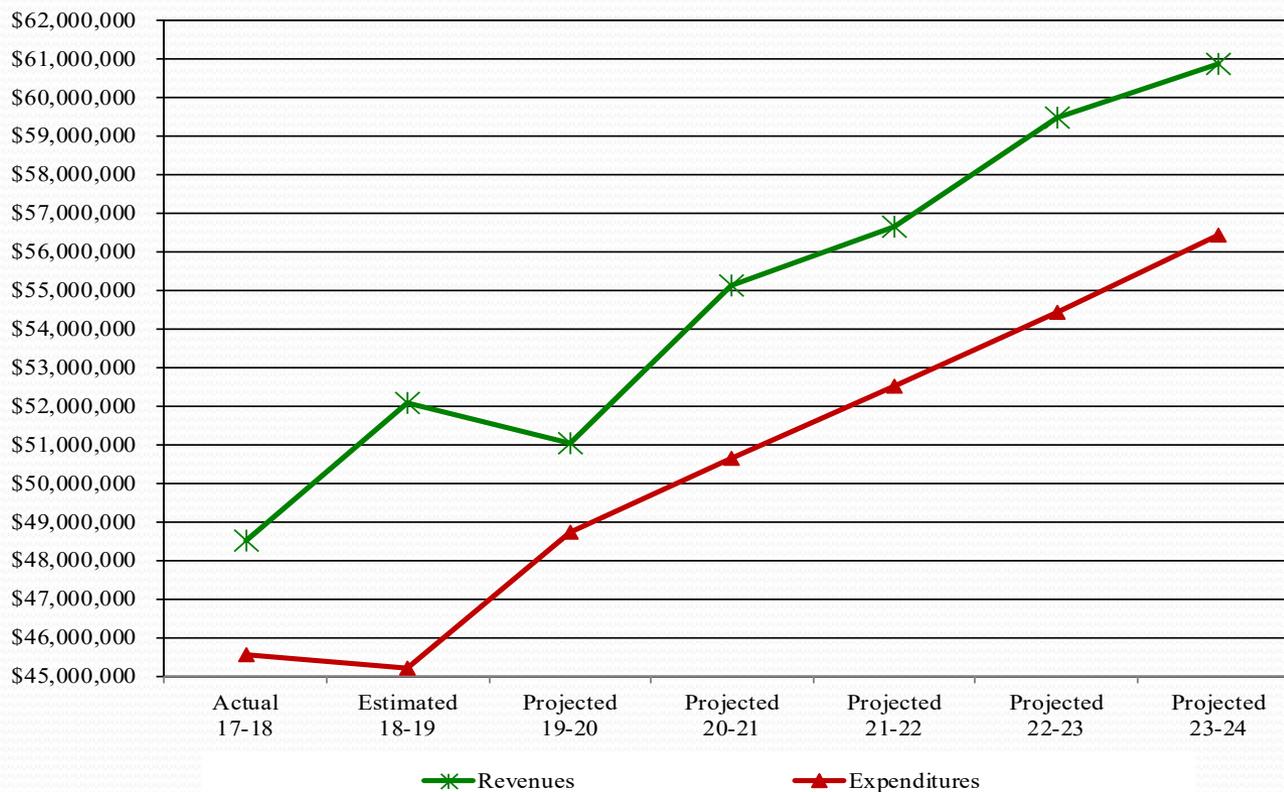
FY	Actual 17-18	Estimated 18-19	Projected 19-20	Projected 20-21	Projected 21-22	Projected 22-23	Projected 23-24
Revenues	\$ 48,511,817	\$ 52,076,468	\$51,010,627	\$ 55,129,895	\$ 56,631,173	\$59,476,289	\$ 60,840,675
Expenditures	45,527,123	45,192,758	58,231,397	50,649,684	52,489,605	54,418,780	56,439,692
▲ fund balance	\$ 2,984,694	\$ 6,883,710	\$ (7,220,770)	\$ 4,480,210	\$ 4,141,567	\$ 5,057,509	\$ 4,400,983





General Fund Balance Projections (Excludes Funding for Capital Improvements)

FY	Actual 17-18	Estimated 18-19	Projected 19-20	Projected 20-21	Projected 21-22	Projected 22-23	Projected 23-24
Revenues	\$ 48,511,817	\$ 52,076,468	\$ 51,010,627	\$ 55,129,895	\$ 56,631,173	\$ 59,476,289	\$ 60,840,675
Expenditures	45,527,123	45,192,758	48,731,397	50,649,684	52,489,605	54,418,780	56,439,692
▲ fund balance	\$ 2,984,694	\$ 6,883,710	\$ 2,279,230	\$ 4,480,210	\$ 4,141,567	\$ 5,057,509	\$ 4,400,983





Multi-Year CIP

Year	Project Total*	Projected Excess General Fund Balance	Remaining Project Balance
2020	\$12,787,890	\$2,279,230	\$10,508,660
2021	10,508,660	4,480,210	6,028,450
2022	6,028,450	4,141,567	1,886,883
2023	1,886,883	5,057,509	0
2024		4,400,983	

*Does not include new project requests identified each year.



Utility Fund CIP

Project Name	Project Budget
South 7th Paving and Drainage	\$ 90,000
Sylvan Beach and Jefferson Paving and Drainage	30,000
Replace Ground Tank - Hillridge Water Plant	300,000
Aerial Crossings	50,000
Lomax Water Tower Coating	600,000
Pumps and Equipment Replacement	50,000
In-house Water Line Replacement	45,000
Valve Replacement	25,000
Lift Station Improvements	35,000
Commercial Water Meter Replacement	25,000
WWTP - Heater Replacement in Dewatering Building	15,000
Meter Replacement Program	350,000
Contingency	100,000
Total	\$ 1,715,000



LPAWA CIP

Project Name	Project Budget
Valve Replacement	\$ 180,000
Total	\$ 180,000



Sewer Rehabilitation Fund CIP

Project Name	Project Budget
Sanitary Sewer Rehabilitation	\$ 300,000
Total	\$ 300,000



Drainage Fund CIP

Project Name	Project Budget
TV Inspection of Storm Sewer System	\$ 30,000
Drainage Materials (in-house)	60,000
Bayside Terrace Drainage Improvements	275,000
Contingency	100,000
Total	\$480,000



Street Maintenance Fund CIP

Project Name	Project Budget
Handicap Ramp and Sidewalk Replacement	\$ 200,000
Asphalt Street Surfacing	630,000
Concrete Repair (Small Sections)	200,000
Concrete Repair (Slab Jacking)	40,000
Street Repair Material (in-house)	50,000
South 7th Street Paving and Drainage	2,345,000
Sylvan and Jefferson Paving and Drainage	150,000
Little Cedar Bayou Drive Concrete Paving	110,000
Streets/Drainage Contingency	50,000
Total	\$3,775,000



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>July 8, 2019</u>
Requested By: <u>Mayor Rigby</u>
Department: <u>City Council</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>N/A</u>
Account Number:	_____
Amount Budgeted:	_____
Amount Requested:	_____
Budgeted Item:	<input type="radio"/> Yes <input type="radio"/> No

Exhibits: N/A

SUMMARY

Following a resignation, there is an open position on the Fiscal Affairs Committee. Councilperson Thomas Garza is currently serving as the Alternate. It is the Council's custom to allow the Alternate to move to the open position and then to select a new Alternate.

These positions serve at the Council's pleasure or until the member is no longer a Councilperson. For each position in turn, the Mayor will accept nominations and then take a vote or accept a nominee by unanimous consent.

RECOMMENDED MOTION

Move the nomination of Councilperson _____ to an open position on the Fiscal Affairs Committee. [*A nomination does not require a second.*]

Move the nomination of Councilperson _____ to the Alternate position on the Fiscal Affairs Committee. [*A nomination does not require a second.*]



**Council Agenda Item
July 8, 2019**

- 7 (a) Receive report of the La Porte Drainage and Flooding Committee Meeting – Councilmember Jay Martin**

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Council Agenda Item July 8, 2019

8. ADMINISTRATIVE REPORTS

- Planning and Zoning Commission Meeting, Thursday, July 18, 2019
- City Council Meeting, Monday, July 22, 2019
- Zoning Board of Adjustment Meeting, Thursday, July 25, 2019

9. COUNCIL COMMENTS *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Mayor, Councilmembers, and City staff, for which no formal action will be discussed or taken.*

10. ADJOURNMENT
