

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 June 8, 2020 , beginning at 6:00 PM in the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas , for the purpose of considering the following agenda items. All agenda items are subject to action. Social distancing protocols will be in effect in the Council Chambers. Remote participation is available, also. Attend via a screen using this link: <https://us02web.zoom.us/j/83557946204?pwd=WWlsbnlMQmx6cEiwZXc2ZXR1d1RBUT09>. Join by phone at 877-853-5257 or 888-475-4499. The meeting ID is 835 5794 6204.

1. **CALL TO ORDER**
2. **INVOCATION** – The invocation will be given by Minister Hepburn, Pleasant Hill 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) Recognition of Neil Courtney Employee of the Quarter [Mayor Louis R. Rigby]
4. **CITIZEN COMMENT** *(Generally limited to five minutes per person; in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.)*
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 special meetings held on May 9 and May 16 and the regular meeting held on May 11, 2020. [Mayor Louis R. Rigby]
 - (b) Authorize the City Manager to execute a professional services agreement with Lockwood, Andrews, & Newnam, Inc. for engineering design services in connection with the Northside Neighborhood Drainage Improvement Project, in the amount of \$58,541.00. [Ray Mayo, Public Works Director]
 - (c) Award Bid #20009 Rehabilitation of Sanitary Sewer Project to Vortex Companies for approximate quantities and authorize an expenditure for purchase orders in an amount not to exceed the fiscal year budget. [Ray Mayo, Public Works Director]
 - (d) Reject the proposals received for Request for Proposal #20504 Fleet Maintenance Software, to allow re-posting. [Ray Mayo, Public Works Director]
 - (e) Award Bid #20012 Annual Asphalt Overlay Project to Angel Brothers Enterprises Ltd. for approximate quantities and authorize a total expenditure for purchase orders in an amount not to not exceed \$630,000.00, as budgeted. [Ray Mayo, Public Works Director]
 - (f) Adopt Resolution 2020-10 accepting all of Volume 1 and the City's portion of Volume 2 of the Harris County Multi-Hazard Mitigation Action Plan. [Kristin Gauthier, Emergency Management Coordinator]

- (g) Adopt Resolution 2020-11 authorizing the resale of tax delinquent property described as Lot 23, Block 87, Bayfront Addition, Town of La Porte. [Shelley Wolny, Treasurer]
- (h) Adopt Resolution 2020-12 authorizing the resale of tax delinquent property described as Lots 21 and 22, Block 96, of the Town of La Porte. [Shelley Wolny, Treasurer]
- (i) Adopt Resolution 2020-13 authorizing the resale of tax delinquent property described as Lot 29, Block 90, of the Town of La Porte. [Shelley Wolny, Treasurer]
- (j) Adopt Resolution 2020-14 authorizing the resale of tax delinquent property described as Lot 1, 2, 3 & 4, Block 83, of the Town of La Porte. [Shelley Wolny, Treasurer]
- (k) Adopt Resolution 2020-15 authorizing execution and delivery of a replacement Tax Resale Deed to Zion Baptist Church for the tax resale property described as Lots 27 and 28, Block 90, Town of La Porte. [Shelley Wolny, Treasurer]

6. STATUTORY AGENDA

- (a) Adopt Resolution 2020-06 authorizing the resale of tax delinquent property described as Tract 1: Lots 1-4, Block 1132, La Porte; Tract 2: Lots 25-28, Block 1132, La Porte; Tract 3: Lots 29-30, Block 1132, La Porte; and Tract 4: Lots 31-32, Block 1132, La Porte. [Shelley Wolny, Treasurer]
- (b) Presentation, discussion, and possible action regarding a petition by land owners for disannexation of a 4.8635-acre tract of land and a 3.8135-acre tract of land, both situated in the Enoch Brinson League, Abstract 5, Harris County, Texas. [Corby Alexander, City Manager]
- (c) Authorize staff to repurpose funds budgeted as the City's 25% cost-share towards the Texas Hazard Mitigation Grant Program (THMGP) and authorize staff to move forward with the Brookglen Drainage Improvements Project, Bayside Terrace Improvements Project, and F101-06-00 Pipeline Corridor Improvements Project, as recommended by the La Porte Drainage and Flooding Committee. [Ray Mayo, Public Works Director]
- (d) Presentation, discussion, and possible action to provide City staff with direction for scheduling and holding of summer events. [Corby Alexander, City Manager]

7. REPORTS

- (a) Update on Needs Assessment for the Public Works Service Center. [Ray Mayo, Public Works Director]
- (b) Report on the General Fund long range financial plan as updated with sales tax forecast information provided by the Houston-Galveston Area Council (H-GAC). [Michael Dolby, Director of Finance]
- (c) Risk Management and Safety Program Update (as requested by Councilperson Engelken). [Matt Hartleib, HR Manager]
- (d) Building Maintenance Update (as requested by Mayor Pro-tem Bentley and Councilpersons Engelken and Gillett). [Corby Alexander, City Manager; Roz Epting, Director of Parks & Recreation; and Jason Weeks, Assistant City Manager]
- (e) Staffing Needs and Update. [Corby Alexander, City Manager; Matt Hartleib, HR Manager]
- (f) Receive report on the Drainage and Flooding Committee meeting. [Councilperson Martin]
- (g) Receive report on the Fiscal Affairs Committee meeting. [Councilperson Engelken]

8. ADMINISTRATIVE REPORTS

- Planning and Zoning Commission meeting, June 18
- City Council meeting, June 22

- City Council meeting, July 13
- City Council meeting, July 27

9. **COUNCIL COMMENT** *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. **ADJOURN**

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 June 8, 2020, 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

Lee Woodward, City Secretary

Employee of the 1st Quarter for 2020
Neil Courtney – Senior Financial Services Technician

In February of 2014, Neil Courtney joined the City of La Porte team as a Customer Service Assistant in our Parks department. In May of 2017 he transferred over to the Finance team as a Financial Services Technician and was promoted to his current role of Senior Financial Services Technician in March of 2018. In each of those roles, Neil has consistently displayed the attributes of a fantastic teammate, excellent service provider, and positive ambassador for his department.

In nominating Neil for this recognition, the leadership team of the Finance department, noted his attention to detail and consistent accuracy in critical processes like running City wide payroll and IRS reporting. Payroll includes not just insuring accurate pay with the wide variety of pay codes needed, but also leave accrual, and usage. These actions require significant coordination and collaboration with every other department in the City and Neil handles this with great professionalism. He is respected and appreciated by employees across the organization. Neil is often called on to answer technical questions regarding the payroll system and he is always happy to assist both his Finance teammates and other employees.

Neil's skillset includes some computer graphic knowledge which was recently put to use during the City's development of transparency information available on our website. Neil's work contributed to the City receiving five transparency stars offered by the state comptroller. He has also been working with HR and IT to encourage all employees to take advantage of the employee online feature. Among other benefits, this module allows employees to view and print pay stubs and W-2s saving the City time and money.

Neil's positive attitude is infectious. He almost always has a smile on his face although he gets serious when it's time to get payroll finalized. He is a great example of the level of customer service all employees should aspire to provide.

Neil is joined here tonight by his mom and dad, who I am sure are rightfully proud of him. Please join me and them in congratulating Neil as our Employee of the Quarter.

LOUIS RIGBY
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Councilmember District 6

**MINUTES OF THE SPECIAL MEETING OF THE
CITY COUNCIL OF THE CITY OF LA PORTE
MAY 9, 2020**

The City Council of the City of La Porte met in a special meeting on Saturday, May 9, 2020, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, at 8:30 a.m., with the following in attendance:

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

Councilpersons attending remotely: Nancy Ojeda

Councilmembers absent: Brandon Lunsford

Council-appointed officers present: Corby Alexander, City Manager; Lee Woodward, City Secretary

CALL TO ORDER – Mayor Rigby called the meeting to order at 8:30 a.m.

2. CITIZEN COMMENT (*Generally limited to five minutes per person; in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.*)

Chuck Rosa spoke in opposition to several of the items on the agenda and asked the Council to assist local businesses affected by COVID-19.

Mayor Rigby reminded the Council of the rules of procedure and noted a motion, second, and vote would be necessary to establish the interest of the Council to consider an item.

3. STATUTORY AGENDA The purpose of this meeting is to discuss and formulate City Council and staff plans, operations, policies, and/or future projects, including the following:

(a) Financial Overview. [Michael Dolby, Finance Director]

City Manager Corby Alexander gave a brief update on COVID-19, saying the City would be okay, provided there was only a single round of the restrictions experienced. Mr. Dolby shared the annual financial overview.

(b) Utility Rate Comparison and Update (Requested by Councilmember Engelken). [Michael Dolby, Director of Finance]

Councilperson Engelken moved to have the item discussed for information only; the motion was adopted, 8-0.

- (c) **Employee Compensation, Retention & Training Update (Requested by Mayor Pro-tem Bentley & Councilmember Earp). [Matt Hartleib, Human Resources Manager]**

Mayor Pro Tem Bentley moved to have the item considered; the motion was adopted, 8-0. Mr. Hartleib provided the report.

- (d) **Medical Plan Update. [Matt Hartleib, Human Resources Manager]**

Councilperson Garza moved to have the update presented; the motion was adopted, 8-0. Mr. Hartleib presented the update.

- (e) **Property Tax Waiver for Volunteer Firefighters (Requested by Councilmember Garza). [Michael Dolby, Director of Finance]**

Councilperson Garza moved to postpone the item indefinitely; the motion was adopted, 8-0.

- (f) **Utility Bill Waiver for First Responders (i.e. Fire, EMS, Police & Dispatch) (Requested by Councilmember Garza). [Michael Dolby, Director of Finance]**

Councilperson Garza moved to consider a utility bill waiver for first responders. The motion did not receive a second and was not considered.

- (g) **New City Hall (Requested by Mayor Rigby). [Ray Mayo, Director of Public Works]**

Mayor Rigby moved to consider plans for a new City Hall; the motion was adopted 7-1, Councilperson Garza voting against. Mr. Mayo gave a presentation on condition and next steps in order to proceed.

- (h) **EMS Billing Fees and Collection Options. [Lisa Camp, EMS Chief]**

Mayor Pro Tem Bentley moved that the item be considered; the motion was unanimously adopted, 8-0. Chief Camp provided a report recommending third-party billing. The Council adjourned for lunch at 11:42 a.m. and reconvened at 12:17 p.m.

(Without objection, item I was taken out of order.)

- (i) **Wrought-iron Fence to Replace Chain-link Fence area at Bay Forest Golf Course (Requested by Mayor Rigby). [Billy Stoker, General Manager]**

The Mayor moved that the item be considered; the motion was adopted, 8-0. Mr. Stoker provided an overview.

- (j) **Parking Logistics at Pecan Park (Requested by Councilmember Engelken). [Ray Mayo, Director of Public Works]**

Councilperson Engelken moved to discuss the item; the motion was unanimously adopted, 8-0. Mr. Mayo provided several options.

Councilperson Garza moved to fix the time to which to adjourn to Saturday, May 16, at 8:30 a.m.; the motion was unanimously adopted, 8-0. The meeting was adjourned at 2:07 p.m.

(k) **Fairmont Park West Park and Pool Update (Requested by Mayor Pro-tem Bentley). [Roz Epting, Director of Parks & Recreation]**

(l) **Recreation and Fitness Center Update (Requested by Councilmember Earp). [Roz Epting, Director of Parks & Recreation]**

(Without objection, item l was taken out of order, following lunch.) Councilperson Earp moved to consider the report on the Recreation and Fitness Center; the motion was adopted, 8-0. Paul Bonnette of PGAL provided the presentation.

(m) **Drainage Concerns: Ditch F101 clean-out and fix to get over pipeline corridor, East end of H Street at Sens Road flooding solution, Detention ponds on north side of airport, and Drainage for Battleground Estates (Requested by Councilmember Earp). [Lorenzo Wingate, Assistant Director of Public Works]**

(n) **Mobile Animal Adoption Program (Requested by Councilmember Ojeda). [Matt Daeumer, Assistant Police Chief]**

(o) **Decorative Street Lights on Main Street (4th Street to Broadway) (Requested by Councilmember Garza). [Ray Mayo, Director of Public Works and Roz Epting, Director of Parks & Recreation]**

(p) **Decorative Traffic/Street Signs on Main Street (2 Phases - 4th Street to Broadway and SH146 to 4th Street) (Requested by Councilmember Garza). [Ray Mayo, Director of Public Works]**

(q) **Benches on Main Street - 4th Street to Broadway (Requested by Councilmember Garza). [Roz Epting, Director of Parks & Recreation]**

(r) **Plant 1,000 Trees (Requested by Councilmember Garza). [Roz Epting, Director of Parks & Recreation]**

(s) **Live-stream City Council Meetings (Requested by Councilmember Garza). [Grady Parker, IT Manager]**

(t) **Animal Shelter Vet (Requested by Councilmember Garza). [Matt Daeumer, Assistant Police Chief]**

(u) **Traffic (Speed) Enforcement Cameras (Requested by Councilmember Garza). [Doug Ditrich, Assistant Police Chief]**

(v) **SPORT Uniforms (Requested by Councilmember Garza). [Roz Epting, Director of Parks & Recreation]**

(w) **La Porte ISD Intergovernmental Agreement for Use of School Gym(s) (Requested by Councilmember Garza). [Roz Epting, Director of Parks & Recreation]**

(x) **Dispatch Console Radio Replacement. [Matt Daeumer, Assistant Police Chief]**

(y) **Planning and Inspections Software. [Grady Parker, IT Manager]**

(z) San Jacinto Pool Renovations. [Roz Epting, Director of Parks & Recreation]

(aa) Wave Pool - Pool House. [Roz Epting, Director of Parks & Recreation]

4. **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.

ADJOURNMENT – Without objection, Mayor Rigby adjourned the meeting at 2.07 p.m.

Lee Woodward, City Secretary

LOUIS RIGBY
Mayor
BRANDON LUNSFORD
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Councilmember At Large B
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CHUCK ENGELKEN
Councilmember District 2



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

**MINUTES OF THE SPECIAL MEETING OF THE
CITY COUNCIL OF THE CITY OF LA PORTE
MAY 16, 2020**

This meeting was adjourned from the May 9, 2020, meeting, at which items 3(a)-(j) and 3(l) were handled. Item 3(bb) was an addition to the agenda for May 16.

The City Council of the City of La Porte met in a special meeting on Saturday, May 16, 2020, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, at 8:30 a.m., with the following in attendance:

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

Councilpersons attending remotely: Nancy Ojeda

Councilmembers absent: Brandon Lunsford

Council-appointed officers present: Corby Alexander, City Manager; Lee Woodward, City Secretary

CALL TO ORDER – Mayor Rigby called the meeting to order at 8:32 a.m.

2. CITIZEN COMMENT (Generally limited to five minutes per person; in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.)

Chuck Rosa offered a prayer.

Mayor Rigby reminded the Council of the rules of procedure and noted a motion, second, and vote would be necessary to establish the interest of the Council to consider an item.

3. STATUTORY AGENDA The purpose of this meeting is to discuss and formulate City Council and staff plans, operations, policies, and/or future projects, including the following:

- (a) **Financial Overview. [Michael Dolby, Finance Director]**
- (b) **Utility Rate Comparison and Update (Requested by Councilmember Engelken). [Michael Dolby, Director of Finance]**
- (c) **Employee Compensation, Retention & Training Update (Requested by Mayor Pro-tem Bentley & Councilmember Earp). [Matt Hartleib, Human Resources Manager]**
- (d) **Medical Plan Update. [Matt Hartleib, Human Resources Manager]**
- (e) **Property Tax Waiver for Volunteer Firefighters (Requested by Councilmember Garza). [Michael Dolby, Director of Finance]**
- (f) **Utility Bill Waiver for First Responders (i.e. Fire, EMS, Police & Dispatch) (Requested by Councilmember Garza). [Michael Dolby, Director of Finance]**

- (g) New City Hall (Requested by Mayor Rigby). [Ray Mayo, Director of Public Works]**
- (h) EMS Billing Fees and Collection Options. [Lisa Camp, EMS Chief]**
- (i) Wrought-iron Fence to Replace Chain-link Fence area at Bay Forest Golf Course (Requested by Mayor Rigby). [Billy Stoker, General Manager]**
- (j) Parking Logistics at Pecan Park (Requested by Councilmember Engelken). [Ray Mayo, Director of Public Works]**
- (k) Fairmont Park West Park and Pool Update (Requested by Mayor Pro-tem Bentley). [Roz Epting, Director of Parks & Recreation]**

(This was the first item handled at this meeting.) Councilperson Bentley moved to discuss the item; the motion was adopted, 8-0. Mrs. Epting offered a presentation on the Fairmont Park West property.

- (l) Recreation and Fitness Center Update (Requested by Councilmember Earp). [Roz Epting, Director of Parks & Recreation]**

(This item was handled on May 9.)

- (m) Drainage Concerns: Ditch F101 clean-out and fix to get over pipeline corridor, East end of H Street at Sens Road flooding solution, Detention ponds on north side of airport, and Drainage for Battleground Estates (Requested by Councilmember Earp). [Lorenzo Wingate, Assistant Director of Public Works]**

Councilperson Earp noted the Drainage and Flooding Committee was working on this project and asked the item be removed without consideration, which it was without objection.

- (n) Mobile Animal Adoption Program (Requested by Councilmember Ojeda). [Matt Daeumer, Assistant Police Chief]**

Councilperson Ojeda moved to have the item considered; the motion was adopted, 8-0. Without objection, the Council provided general consensus in support of Option 2 with a 22-kennel capacity.

- (o) Decorative Street Lights on Main Street (4th Street to Broadway) (Requested by Councilmember Garza). [Ray Mayo, Director of Public Works and Roz Epting, Director of Parks & Recreation]**

Without objection, Councilperson Garza asked the item be removed from consideration.

- (p) Decorative Traffic/Street Signs on Main Street (2 Phases - 4th Street to Broadway and SH146 to 4th Street) (Requested by Councilmember Garza). [Ray Mayo, Director of Public Works]**

Councilperson Garza moved to consider the item; the motion did not receive a second and was not considered.

- (q) Benches on Main Street - 4th Street to Broadway (Requested by Councilmember Garza). [Roz Epting, Director of Parks & Recreation]**

Councilperson Garza moved the item be considered for discussion; the motion was adopted, 8-0. Without objection, the item was approved for the budget, but the budgeted amount would not require further Council action.

- (r) **Plant 1,000 Trees (Requested by Councilmember Garza). [Roz Epting, Director of Parks & Recreation]**

Councilperson Garza moved the item be considered for discussion; the motion did not receive a second and was not considered.

- (s) **Live-stream City Council Meetings (Requested by Councilmember Garza). [Grady Parker, IT Manager]**

Councilperson Garza moved the item be considered for discussion; the motion was adopted, 5-3, Mayor Rigby and Councilpersons Engelken and Bentley voting against. Without objection, the Council offered general consensus in support of Option 2 with broadcast on the City's website. The Council took a 10-minute recess at 10:01 a.m. and returned at 10:14 a.m.

- (t) **Animal Shelter Vet (Requested by Councilmember Garza). [Matt Daeumer, Assistant Police Chief]**

Without objection, Councilperson Garza asked the item be removed from consideration.

- (u) **Traffic (Speed) Enforcement Cameras (Requested by Councilmember Garza). [Doug Ditrach, Assistant Police Chief]**

Without objection, Councilperson Garza asked the item be removed from consideration.

- (v) **SPORT Uniforms (Requested by Councilmember Garza). [Roz Epting, Director of Parks & Recreation]**

Councilperson Garza asked the item be considered; the motion was not adopted; Councilpersons Garza and Gillett voting in support.

- (w) **La Porte ISD Intergovernmental Agreement for Use of School Gym(s) (Requested by Councilmember Garza). [Roz Epting, Director of Parks & Recreation]**

Councilperson Garza moved to consider the item; the motion did not receive a second and was not considered.

- (x) **Dispatch Console Radio Replacement. [Matt Daeumer, Assistant Police Chief]**

Councilperson Engelken moved the item be considered; the motion was permitted without objection.

- (y) **Planning and Inspections Software. [Grady Parker, IT Manager]**

Councilperson Engelken moved the item be considered; the motion was adopted, 8-0.

- (z) **San Jacinto Pool Renovations. [Roz Epting, Director of Parks & Recreation]**

Councilperson Bentley moved to consider the item; the motion was permitted without objection.

(aa) Wave Pool - Pool House. [Roz Epting, Director of Parks & Recreation]

Councilperson Garza moved to consider the item; the item was adopted, 8-0. There was no objection to delaying the item to next year's budget retreat.

(bb) Develop Sidewalk Master Plan (Requested by Councilmember Garza). [Lorenzo Wingate, Assistant Director of Public Works]

Councilmember Garza moved discussion of the item; the motion did not receive a second and was not considered.

4. 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 thanked staff for preparation of the items and the Council for delaying some projects, noting the need for key drainage and maintenance issues; noted the need to consider facilities that will be needed in the next twenty years, not just now; reminded all that future construction may have new post-pandemic considerations; suggested a citizen-City committee to review facilities; mentioned the Houston 100 Club had honored Chief Camp of EMS.

ADJOURNMENT – Without objection, Mayor Rigby adjourned the meeting at 11:42 p.m.

Lee Woodward, City Secretary

LOUIS RIGBY
Mayor
BRANDON LUNSFORD
Councilmember At Large A
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Councilmember At Large B
DANNY EARP
Councilmember District 1
CHUCK ENGELKEN
Councilmember District 2



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

**MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF LA PORTE
MAY 11, 2020**

The City Council of the City of La Porte met in a special meeting on Monday, May 11, 2020, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, at 6:00 p.m., with the following in attendance:

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

Councilpersons attending remotely: Nancy Ojeda

Councilmembers absent: None

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

CALL TO ORDER – Mayor Rigby called the meeting to order at 6:00 p.m.

2. INVOCATION AND PLEDGES - The invocation was given by Pastor Brumley of La Porte River of God Church and pledges were led by Councilperson Thomas Garza.

3. PRESENTATIONS, PROCLAMATIONS, AND RECOGNITIONS

- (a) Proclamation in recognition of Municipal Clerks Week. [Mayor Rigby]
- (b) Proclamation in recognition of National Public Works Week. [Mayor Rigby]
- (c) Proclamation in recognition of Emergency Medical Services Week. [Mayor Rigby]

4. CITIZEN COMMENT (*Generally limited to five minutes per person; in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.*)

Chuck Rosa said he had been sharing City email addresses so members of the public could communicate with City officials.

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 April 27, 2020, City Council meeting. [Mayor Rigby]
- (b) Adopt Ordinance 2020-3789 approving an amendment to the City's Fiscal Year 2019-20 Budget in the amount of \$99,345.00, to fund the replacement of a trash truck lost in accident. [Shelley Wolny, Treasurer]

- (c) **Award Bid #20012 to Angel Brothers Enterprises Ltd. and authorize the City Manager to execute a contract establishing unit prices for asphalt street reconstruction and overlay in the amount of \$605,628.00 with a contingency amount of 24,372.00, for a total authorization of \$630,000.00. [Ray Mayo, Director of Public Works]**

Item c was pulled by the City Manager. Councilperson Engelken moved to approve the consent agenda; the motion was adopted, 9-0.

6. STATUTORY AGENDA

- (a) **Presentation, discussion, and possible action to consider the appointments and seating of regular and alternate members of the La Porte Zoning Board of Adjustment. [Mayor Rigby]**

Councilperson Garza moved to move Phillip Hoot to Position 1, Pat McCabe to Alternate 1, and John Blakemore to Alternate 2; the motion was adopted, 9-0.

7. REPORTS

- (a) **Receive FY 2019-20 second quarter Capital Improvement Plan program update. [Jason Weeks, Assistant City Manager]**

Public Works Director Ray Mayo confirmed the Copeland Project was at 60% of design and that it tied in with the Lomax Lift Station Project, also at 60% of design, saying he expected the remainder might take four months, with groundbreaking in the next year. Mr. Mayo noted the Texas Water Development Board (TWDB) had only just released the rest of the funding and that the environmental assessment had taken about six months to be completed.

Mr. Mayo said the Main Street Sidewalks work was proceeding both with the contractor and in-house crews. He confirmed the drainage interconnect at the lakes was complete and was complimented on the Sylvan and Jefferson paving projects. Mr. Weeks said the City Hall conference room project had been on hold until after Saturday's retreat and that it was now being considered for the Planning area. Mrs. Epting confirmed the playground was done at MLK Park and the work at Northwest Pool was almost complete. Mr. Mayo confirmed the Five Points restroom and pavilion design was in progress. Mr. Mayo said currently he believed that the plan for a new Public Works Building would be on the same property and would allow the department to continue working in the existing building while construction was underway. Mrs. Epting confirmed the City has planted and is maintaining the planters on Main Street. Mr. Mayo said the drainage project on 6th Street had been funded and was being broken into two phases and that the next phase of 7th Street was about 70% through design.

- (b) **Receive report on the Drainage and Flooding Committee meeting. [Councilperson Martin]**

Councilperson Martin shared that the Committee received reports and updates and will be bringing a recommendation to move forward on design for several projects.

8. ADMINISTRATIVE REPORTS

- **Planning and Zoning Commission meeting, May 21**
- **Zoning Board of Adjustment meeting, May 28**
- **Fiscal Affairs Committee meeting, June 8**
- **City Council meeting, June 8**
- **City Council meeting, June 22**

City Manager Corby Alexander said there were no reports.

9. COUNCIL COMMENT 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.

Councilpersons expressed hope that citizens would soon be able to physically rejoin meetings; encouraged Councilpersons to consider holding tonight's executive session in open session; asked that Council consider livestreaming Council meetings; addressed the ability of Councilpersons to give direction to the City Manager; congratulated and effusively thanked the departments recognized with proclamations; thanked staff for the CIP update; asked about City parks reopening; thanked the Chamber of Commerce for recognizing the National Day of Prayer; thanked the City Manager and Code Enforcement for working with Dollar General on a needed mowing project; and asked for a placeholder to cooperate with a local residential area on addressing potholes.

10. EXECUTIVE SESSION

(a) City Council will meet in closed session pursuant to Texas Government Code Section 551.074-personnel matters - for deliberation related to the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee - regarding City Manager Corby Alexander.

Councilperson Garza moved that the executive session discussion be held in open session; the motion was not adopted, 7-2, Councilpersons Garza and Gillett voting in favor. The Council adjourned to executive session at 7:04 p.m. Councilperson Gillett did not attend.

11. RECONVENE into regular session and consider action, if any, on item(s) discussed in executive session.

The Council reconvened into open session at 7:50 p.m. Councilperson Earp moved that Councilpersons not be permitted to use the City Zoom account for personal reasons, or for any reason unless approved by a vote of the City Council; the motion was adopted, 7-1, Councilperson Garza voting against and Councilperson Gillett abstaining.

12. ADJOURN – Without objection, Mayor Rigby adjourned the meeting at 8:01 p.m.

Lee Woodward, City Secretary



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Ray Mayo, Director</u>
Department: <u>Public Works</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>051</u>
Account Number:	<u>051-7071-531-1100</u>
Amount Budgeted:	<u>\$150,000 (budgeted) \$69,061 (remaining)</u>
Amount Requested:	<u>\$58,541</u>
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Exhibits: Project Area Map & Consultant Proposal

SUMMARY

The General Land Office-Community Development & Revitalization (GLO-CDR) has allocated \$325,775.30 to the City of La Porte through Harris County’s initial “Method of Distribution” (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 entirety of the grant award will be utilized towards construction costs. Prior to receiving notification of grant award, this project was funded within the FY17 budget. The FY17 budgeted amount will be utilized to cover engineering related costs.

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. At the July 8, 2019 Council Meeting, Council authorized

the City Manager to execute a contract with Lockwood Andrews & Newnam, Inc. to provide preliminary engineering services for the Northside Neighborhood Drainage Improvement Project. The preliminary engineering report was finalized on March 20, 2020, providing design recommendations for the Northside Neighborhood Drainage Improvement Project.

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. Lockwood, Andrews, & Newnam, Inc prepared a preliminary engineering report which evaluated design options and determined the most efficient flood reduction approach. Given the anticipated scope of proposed improvements and the potential for additional grant funding to supplement construction efforts, this project will be completed in phases, with this phase providing for the construction of the ultimate outfall structure downstream, necessary to mitigate flooding.

Staff has negotiated the attached scope of work for engineering service with Lockwood, Andrews, & Newnam, Inc. The proposal includes basic services for engineering design, bidding, and construction phase services in the amount of \$48,078, plus additional services of surveying and geotechnical investigation for \$10,463, for a total project cost of \$58,541.

RECOMMENDED MOTION

I move to authorize the City Manager to execute a professional services agreement with Lockwood, Andrews, & Newnam, Inc. for the Northside Neighborhood Drainage Improvement Project, in the amount of \$58,541.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date



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

May 5, 2020

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

Attention: Lorenzo Wingate, PE, CFM

Re: Northside Neighborhood Drainage Improvement Project – Phase 1 Design

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 Phase 1 Design. The effort described in Exhibit A will include the proposed scope of services to complete the design for Phase 1, which includes constructing approximately 200 feet of storm sewer from the intersection of W. Polk Street and 11th Street to an existing drainage ditch west of 11th Street. In general, the tasks include developing construction plans and specifications, topographic survey, and geotechnical investigation.

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.

We propose to complete the total contract for an amount of \$58,541.00. Exhibit B provides a detailed man hour estimate of the fees associated with the basic services tasks. This project will utilize grants awarded to the City as part of the 2015 Floods CDBG-DR Allocation. It is anticipated that the Phase 1 Design can be completed within six months of notice-to-proceed. A preliminary schedule showing the major tasks of the project is included with Exhibit A.

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, PE, CFM, ENV SP
Vice President, 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 – Phase 1 Design

The goal of the Northside Neighborhood Drainage Improvement Project – Phase 1 Design is to support the City in their efforts to improve drainage within the region. Phase 1 consists of approximately 200 feet of storm sewer improvements from the intersection of W. Polk St. and 11th St. to the upstream end of an existing drainage ditch west of 11th St. This project will utilize grants awarded to the City as part of the 2015 Floods CDBG-DR Allocation.

SCOPE OF ENGINEERING 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. Drainage Design for Phase 1

1. Existing Conditions Drainage Area Map
An existing conditions drainage area map for the project limits at a scale of 1 inch equals 40 feet will be developed.
2. Proposed Conditions Drainage Area Map
A proposed conditions drainage area map for the project limits at a scale of 1 inch equals 40 feet will be developed.
3. Storm Sewer Lateral Sheets
Storm sewer lateral sheets will be prepared for the purpose of illustrating the profile view of storm sewer components that cannot easily be displayed on the roadway plan and profile sheets.
4. Storm Sewer Standard and Custom Details
The consultant will include relevant standard details. The consultant will develop non-standard or custom details. Additional custom details may include the design of custom equalizing structures for various types of line tie-ins, and outfall structures.

B. Roadway and Drainage Plan Production for Phase 1

1. Cover Sheet
The cover sheet will be prepared in accordance to City of La Porte's Public Improvement Criteria Manual drawing requirements. Cover sheet will include area key map and vicinity map to identify project location.
2. Index of Drawings, Legends, and Abbreviations
The index, legends, and abbreviations sheet will be prepared in accordance to City

of La Porte's Public Improvement Criteria Manual drawing requirements. Index sheet will include a list of all sheets within the plan set.

3. Keyed Notes
The keyed notes sheet will be prepared in accordance to City of La Porte Public Improvement Criteria Manual drawing requirements. The keyed notes sheet will include a list of all numbered and keyed notes to be used within the plan set.
4. General Notes
General construction notes will be prepared for the project including the City of La Porte's Public Improvement Criteria Manual standard notes for roadway, traffic, storm sewer, water line, and sanitary sewer construction.
5. Survey Control Map
Survey subcontractor shall provide survey control map sheets in accordance with the City of La Porte's Public Improvement Criteria Manual drawing requirements.
6. Existing and Proposed Typical Sections
Existing and proposed horizontal dimensions, pavement structure makeup and thickness, typical locations of existing buried utilities, right-of-way and easements, sidewalks, shoulders, and drainage ditches will be shown.
7. Overall Site Plan Map
An overall site plan map will be developed to show the major project features, boundaries and limits, as well as any other important information and data beneficial for construction.
8. Plan and Profile Sheets – Drainage and Roadway – Improvement Corridor
The plan and profile sheets, which will follow the City of La Porte's Public Improvement Criteria Manual drawing requirements, will include existing topography and utilities, proposed alignment and proposed pavement footprint in plan view. The profile will include natural ground at the limits of the existing right-of-way and at the centerline of the existing roadway. The plan and profile sheets will indicate the approximate location, size per available data, age of service lines, and capacity of all public utilities and will indicate approximate location and size per available data for private utilities. The storm sewer profile will be shown on combined roadway and storm sewer profile sheets.
9. Standard and Non-Standard Details
City of La Porte Standard Details will be included where applicable and edited if necessary, to suit the intended use for this project. Additional nonstandard details will be prepared for bidding and construction of the project.
10. Storm Water Pollution Prevention Plan
SWPPP drawings and specifications will be prepared in compliance with the Environmental Protection Agency (EPA) as part of the construction documents.
11. Traffic Control and Detour Plans
Traffic Control Plans will be prepared in accordance with the Texas Manual on Uniform Traffic Control Devices, 2011 Edition.
12. Subsurface Data / Boring Logs
Subsurface data and boring logs will be presented in accordance with City of La Porte's Public Improvement Criteria Manual drawing requirements.

C. Project Management, Coordination & Deliverables

1. Project Management and Project Controls
Project management activities are ongoing through the period of the contract and will include items such as participation in the crafting of the Project Management Plan, preparing contract correspondence, transmitting deliverables, preparing invoices, documenting the quality control process, and other project oversight activities.
2. Agency Coordination, Approvals & Signatures
 - a. Throughout the project, coordination meetings will be organized as necessary with the City of La Porte and others as necessary.
 - b. It is anticipated that up to four meetings will be required with representatives from the City of La Porte. The product of this effort will be recommendations for drainage and roadway improvements.
 - c. All required signatures will be obtained from governmental agencies and public utilities, which may influence the project design.
3. Public Utility Conflict Investigation
During the design process, a detailed investigation will be conducted to determine if there are any public utility conflicts and if there is a need to relocate or adjust existing public utilities.
4. Private Utility Coordination
 - a. Utility signatures will be obtained from AT&T, CenterPoint Energy Gas and Electric, and potentially other companies such as Comcast.
 - b. Utility Conflict Resolution
 - a. Utility companies will be notified of all potential conflicts with proposed work. Meetings will be arranged with utility companies and the City of La Porte in effort to resolve conflicts and relocate private utilities in a timely manner.
 - b. City of La Porte Preliminary and Final Utility Conflict Notification Letters will be prepared and forwarded to the City of La Porte Utility Coordinator for distribution.
5. Specifications
 - a. Specifications will be prepared in accordance with the City of La Porte Technical Specifications. Each Technical Specification will be reviewed and supplemented as necessary to suit Project-specific requirements and to meet the design intent of the Project. LAN will prepare additional nonstandard specifications necessary for bidding and construction of the project.
 - b. Front-end documents for the project specifications will be prepared by the City of La Porte with the assistance from LAN.
6. Estimate of Construction Cost and Quantities
Construction quantities and cost estimates will be prepared for each review submittal of the Detailed Design (60%, 90%, 100% submittals).
7. Quality Assurance / Quality Control
A thorough Quality Assurance/Quality Control (QA/QC) Plan will be implemented to ensure overall project constructability, cost estimate accuracy, and design conformance with industry standards and client-specific requirements and preferences. The LAN QA/QC Plan mandates an extensive review process that will occur at multiple design milestones throughout the duration of the project and

includes the specific procedures to be followed by third-party technical reviewers, itemized review checklists, and guidelines for incorporating reviewer comments. The multi-staged review process will result in the early identification of design concerns and allow the designer ample opportunity to seek resolution and/or clarification from the client.

8. Deliverable Preparation

Provide submittals for interim progress reviews to the City at the 60%, 90% and final (100% completion) stages.

- a. 60% submittal shall include two (2) sets of 11"x17" legible black-line construction drawings, a list of governing specifications and special provisions, and a construction cost estimate.
- b. 90% submittal shall include two (2) sets of 11"x17" legible black-line construction drawings, governing specifications and special provisions book, and a construction cost estimate.
- c. The final (100% completion) submittal to the City will be reviewed prior to preparing the contract documents for the bid advertisement process. The final submittal shall include two (2) sets of 11"x17" and two (2) sets of 22"x34" legible black-line construction drawings, governing specifications and special provisions book, and a final construction cost estimate. All previous comments must be addressed before the bid advertisement process can commence.
- d. Electronic files and drawings will be submitted to the City at the final submittal (2 CDs or DVDs) and/or upon request from the City during the interim submittals.

D. Limited Bidding Services

LAN will assist City of La Porte in conducting the pre-bid conference, preparing contract amendments, review of bid tabulation provided by the City, and awarding the contract.

E. Limited Construction Phase Services

LAN will assist City of La Porte in construction phase services including:

1. Attend the pre-construction meeting with selected contractor prior to construction start date.
2. Make periodic visits to the site to observe work progress and quality of executed work and to determine in general if work is proceeding in accordance to Contract Documents. In performing this service, design team will not be responsible for the techniques and sequences of construction or the safety precautions incidental thereto and will not be responsible or liable in any degree for the contractor's failure to perform the construction work in accordance with the Contract Documents, except to the extent that the design team fails to exercise the usual degree of care and judgment of an ordinarily prudent engineer in the same or similar circumstances and conditions.
3. During visits to the construction site, and on the basis of our onsite observations as an experienced and qualified design professional, the design team will keep the City informed of the extent of the progress of the work and advise the City of material and substantial defects and deficiencies in the contractor's work discovered by the design team or otherwise brought to our attention during construction. However, it is agreed that the contractor is solely responsible for the means and methods to be used and the safety of its employees and all other persons on the job site. Assuming a two-month construction duration, LAN will allocate approximately 20 hours per month for the duration of the project.
4. If necessary, the design team will assist the City with the review of schedules, submittals, laboratory test results, RFI's, and other data which the Contractor

submits. This review is for the benefit of the City and requires only general conformance with the design concept of the Project and general compliance with the information given in the Contract Documents. It does not relieve Contractor of any responsibilities, such as dimensions to be confirmed and correlated at the job site, appropriate safety measures to protect workers and the public, or the necessity of constructing a complete and workable facility in accordance with the construction Contract Documents.

5. The design team shall assist the City's Construction Management (CM) team as necessary with change order development.
6. Conduct, in company with the City, a final inspection of the project to determine general conformance of work performed by Contractor with the construction Contract Documents.
7. Assist the City CM team in issuing a punch list of deficient items to be corrected by Contractor.
8. Attend monthly job site status update meetings with the City and the Contractor.
9. Incorporate field changes and information from the Contractor's as-built "red-line" drawings into the Record Drawings.
10. Coordinate with adjacent stakeholders as necessary.

F. Reimbursable Expenses

Reimbursable expenses such as reproduction and mileage will be billed to the City of La Porte at cost plus 10% markup.

II. ADDITIONAL ENGINEERING SERVICES

The Additional Services are summarized below. The tasks are designated as lump sum (LS), unless noted otherwise.

A. Surveying Services

The proposed survey services required for the design effort will be performed by Kuo & Associates and includes the topographic survey of the site, basemap plan and profile, survey control map, and picking up markings from the subsurface utility engineering consultant. This work will be completed for the lump sum amount of \$5,183.00, including markup.

B. Geotechnical Investigation

The proposed geotechnical investigation required for the design effort will be provided by Ninyo & Moore and includes drilling 2 borings to a depth of 15 feet each, performing laboratory testing, and preparing a report. This work will be completed for the lump sum amount of \$5,280, including markup.

III. SERVICES EXCLUDED FROM PROPOSED SERVICES

City of La Porte 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:

- Construction Management Services
- Construction Inspection Services
- CCTV Inspection
- TDLR Inspection
- FEMA modeling and submittals
- Services related to easement delineation or acquisition
- Water quality analysis or design
- Delineation of Waters and Wetlands of the U.S.
- U.S. Army Corps of Engineers Permitting
- Subsurface Utility Engineering (SUE)

IV. SCHEDULE

The attached preliminary schedule shows the durations of the major tasks of the project through construction.

ID	Task Name	Duration	Start	Finish	2020											
					Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1	La Porte Northside Drainage Improvements - Phase 1	41.5 wks	Mon 5/4/20	Wed 2/17/21												
2	Survey Services	4 wks	Mon 5/4/20	Fri 5/29/20												
3	Geotechnical Investigation	5 wks	Mon 5/4/20	Fri 6/5/20												
4	60% Design Submittal	5.5 wks	Mon 6/1/20	Wed 7/8/20												
8	Agency Review	3 wks	Wed 7/8/20	Wed 7/29/20												
9	90% Design Submittal	4.5 wks	Wed 7/29/20	Fri 8/28/20												
13	Agency Review	2 wks	Mon 8/31/20	Fri 9/11/20												
14	100% Design Submittal	4.5 wks	Mon 9/14/20	Wed 10/14/20												
18	Final Review and Approval	2 wks	Wed 10/14/20	Wed 10/28/20												
19	Bidding Phase	6 wks	Wed 10/28/20	Wed 12/9/20												
20	Construction Phase	10 wks	Wed 12/9/20	Wed 2/17/21												

Project: Northside Drainage Improvements - Phase 1 Date: Mon 5/4/20	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			

EXHIBIT B
Fee Schedule
City of La Porte - Northside Neighborhood Drainage Improvement Project - Phase 1 Design

Task	Task Description	PRINCIPAL	PROJ MGR	SR PROF ENG	PROJECT ENGINEER	GRADUATE ENGINEER	DESIGNER	PROJ ADMIN	TOTAL HOURS	TOTAL LABOR COSTS	TOTAL EXPENSES & SUB-CONSULTANTS
I. BASIC ENGINEERING SERVICES											
A	Drainage Design for Phase 1										
1	Existing Conditions Drainage Area Map		1		2		6		9	\$1,065	
2	Proposed Conditions Drainage Area Map				1		2		3	\$325	
3	Storm Sewer Lateral Sheets		1		2		8		11	\$1,265	
4	Storm Sewer Standard and Custom Details		1		2		8		11	\$1,265	
	Task A Total	0	3	0	7	0	24	0	34	\$3,920	
B	Roadway and Drainage Plan Production for Phase 1										
1	Cover Sheet		0.5		1		2		3.5	\$433	
2	Index of Drawings, Legends, and Abbreviations		1		1		4		6	\$740	
3	Keyed Notes		1		2		4		7	\$865	
4	General Notes		1		2		4		7	\$865	
5	Survey Control Map		1		1		2		4	\$540	
6	Existing and Proposed Typical Sections		1		6		12		19	\$2,165	
7	Overall Site Plan Map		1		4		6		11	\$1,315	
8	Plan and Profile Sheets - Drainage and Roadway - Improvement Corridor		4		10		40		54	\$6,110	
9	Standard and Non-Standard Details		1		4		4		9	\$1,115	
10	Storm Water Pollution Prevention Plan		1		4		4		9	\$1,115	
11	Traffic Control and Detour Plans		1		8		16		25	\$2,815	
12	Subsurface Data / Boring Logs		1		1		1		3	\$440	
	Task B Total	0	14.5	0	44	0	99	0	157.5	\$18,518	
C	Project Management, Coordination & Deliverables										
1	Project Management and Project Controls	2	12						14	\$3,120	
2	Agency Coordination, Approvals & Signatures		4		8				12	\$1,860	
3	Public Utility Conflict Investigation		1		8				9	\$1,215	
4	Private Utility Coordination		1		8				9	\$1,215	
5	Specifications		2		20				22	\$2,930	
6	Estimate of Construction Cost and Quantities		2		16				18	\$2,430	
7	Quality Assurance / Quality Control	2	4						6	\$1,400	
8	Deliverable Preparation		2		8			2	12	\$1,590	
	Task C Total	4	28	0	68	0	0	2	102	\$15,760	
D	Limited Bidding Services										
	Assist La Porte with Bidding		8						8	\$1,720	
	Task D Total	0	8	0	0	0	0	0	8	\$1,720	

Task	Task Description	PRINCIPAL	PROJ MGR	SR PROF ENG	PROJECT ENGINEER	GRADUATE ENGINEER	DESIGNER	PROJ ADMIN	TOTAL HOURS	TOTAL LABOR COSTS	TOTAL EXPENSES & SUB-CONSULTANTS
E	Limited Construction Phase Services										
1	Pre-Construction Meeting		2						2	\$430	
2	Site Visits		4						4	\$860	
3	Reporting of Site Visits and On-site Observations		4					2	6	\$1,020	
4	Assist with Review of Schedules, Submittals, Lab Tests, & RFIs		4						4	\$860	
5	Assist with Change Orders		4						4	\$860	
6	Final Inspection		2						2	\$430	
7	Assist with Punch List		2						2	\$430	
8	Attend Monthly Site Meetings (2)		4						4	\$860	
9	Produce Record Drawings		2				8		10	\$1,230	
10	Coordinate with Adjacent Stakeholders		2						2	\$430	
	Task E Total	0	30	0	0	0	8	2	40	\$7,410	
F	Reimbursable Expenses										
	Expenses										\$750
	Task F Total	0	0	0	0	0	0	0	0	\$0	
	TOTAL HOURS	4	83.5	0	119	0	131	4	341.5		
	Contract Labor Rate	\$270	\$215	\$150	\$125	\$110	\$100	\$80			
	TOTAL COSTS	\$1,080	\$17,953	\$0	\$14,875	\$0	\$13,100	\$320		\$47,328	\$750

TOTAL BASIC SERVICES	\$48,078
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II. ADDITIONAL SERVICES											
A	Surveying Services - Kuo & Associates										
	Surveying Services										\$5,183
	Task A Total									\$0	\$5,183
B	Geotechnical Investigation - Ninyo & Moore										
	Geotechnical Investigation										\$5,280
	Task B Total									\$0	\$5,280

TOTAL ADDITIONAL SERVICES	\$10,463
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TOTAL BASIC & ADDITIONAL SERVICES	\$58,541
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10300 Westoffice Drive, Ste. 800
Houston, TX 77042
Phone: (713) 975-8769
Fax: (713) 975-0920
Engineering Firm Reg. No. F-4578
Surveying Firm Reg. No. 10075600
www.kuoassociates.com

April 16, 2020

David M. Barton, P.E., CFM
Senior Project Manager
Lockwood, Andrews & Newnam, Inc.
2925 Briarpark Drive, Suite 400
Houston, TX 77042

Re: Northside Drainage Improvement, La Porte
Topographic Surveying and Basemap Plan-profile for **Phase 1**

Dear Mr. Barton:

Kuo & Associates, Inc. is pleased to submit this proposal to perform the following: topographic surveying, and other related items as listed below for the above referenced project.

Item	Description
Item 1	Topographic Surveying
Item 2	Basemap Plan & Profile
Item 3	Survey Control Maps
Item 4	Establishing Design Center Line

The scope of work and fee will be as follows:

SCOPE OF WORK

Survey will be done along W. Polk Street from west Right of Way (ROW) line of N. 11th Street to the west up to beginning of an existing ditch as shown in the attached exhibit:

Survey shall conform to all requirements of City of La Porte City and Category 2 and 6 survey TSPS Manual of Practice as applicable. In general, the scope for work will be including the following items and tasks:

Item 1: Topographic Survey:

- Horizontal and vertical controls will be established and tied to the Texas State Plane Coordinate System, South Central Zone NAD 83 and datum NAVD 88. Survey will be tied to the City of La Porte monument (if available) or nearby NGS monument. Survey will also be tied to the nearby TSARP monument.
- Cross sections will be surveyed at every 50 feet interval along the project route.
- Survey one cross section at the east end of the ditch/channel
- All planimetric features will be surveyed along the corridor for an 80' width or ROW+10'.
- All visible existing utilities (i.e. manholes, culverts, power poles, etc.) will be located and pipe size and flow line measure downs in the manholes, inlets (as available and that can be opened) will be obtained.
- Texas one-call system will be notified, and pipeline companies will be contacted to probe and mark their pipeline (if any) locations to be tied to the survey.
- All level A & B SUE findings (explored by SUE surveyor) will be surveyed
- Attempt will be made to recover and verify sufficient monumentation along the existing roadway to establish estimated right-of-way lines for topographic surveying scope. Task of establishing estimated ROW may involve some limited abstracting and deed research, however, detail boundary category survey is excluded in determination.

- Signed and sealed field books containing notes as well as ASCII files of point numbers, coordinates, and descriptions will be provided.
- Boreholes will be located in the field and will be shown in the AutoCAD plan drawing

Item 1: Basemap Plan & Profile

- Coordinate with private utility companies and City of La Porte for record drawings
- Perform utility research and delineation of underground utility lines from available record drawing and surveyed information
- Prepare profile for ground lines corresponding to the center line of the street, center line of the ditch/curb lines, right-of-way lines for the streets as shown in the attached table.
- Prepare profile view of existing utilities for the same streets from available record and field information
- All deliverables will be as long strip in the AutoCAD format with side text on the top and bottom boundary of the drawing.

Item 3: Survey Control Map

- A survey control map will be prepared showing swing ties to traverse and baseline points as well as TBM's. The survey control map will be signed and sealed by a Registered Professional Land Surveyor in charge of the project.

Item 4: Surveying SUE Findings

- Recover controls and reestablish as necessary
- Survey Level A & B SUE findings as marked by SUE Surveyor
- Incorporate surveyed information in the topo and utility drawing

To our understanding the following **are excluded** from the scope of this proposal

- Boundary level survey for determining of right of way of the street
- Any Level A and B SUE category survey
- Construction phase survey (including staking design centerline)
- Accessing/opening electric and communication manholes (if any)
- Surveying any confined space of large manhole structure (if any)

FEE AND SCHEDULE:

The fee for the above-described work is estimated to be **\$4,712.00** as shown itemized in the table below:

Item	Description	Fee
Item 1	Topo Surveying	\$2,364.00
Item 2	Basemap Plan & Profile	\$878.00
Item 3	Survey Control Maps	\$824.00
Item 4	Surveying SUE Findings	\$646.00
Total		\$4,712.00

* See detail breakdown in the attached pages

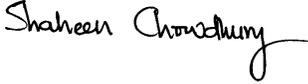
We estimate to complete the above work in 2 to 3 weeks upon your authorization to proceed.

April 16, 2020
Proposal for Survey

Page No. 3

We appreciate this opportunity to submit this proposal. If you need further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Shaheen Chowdhury". The signature is written in a cursive style with a long, sweeping underline.

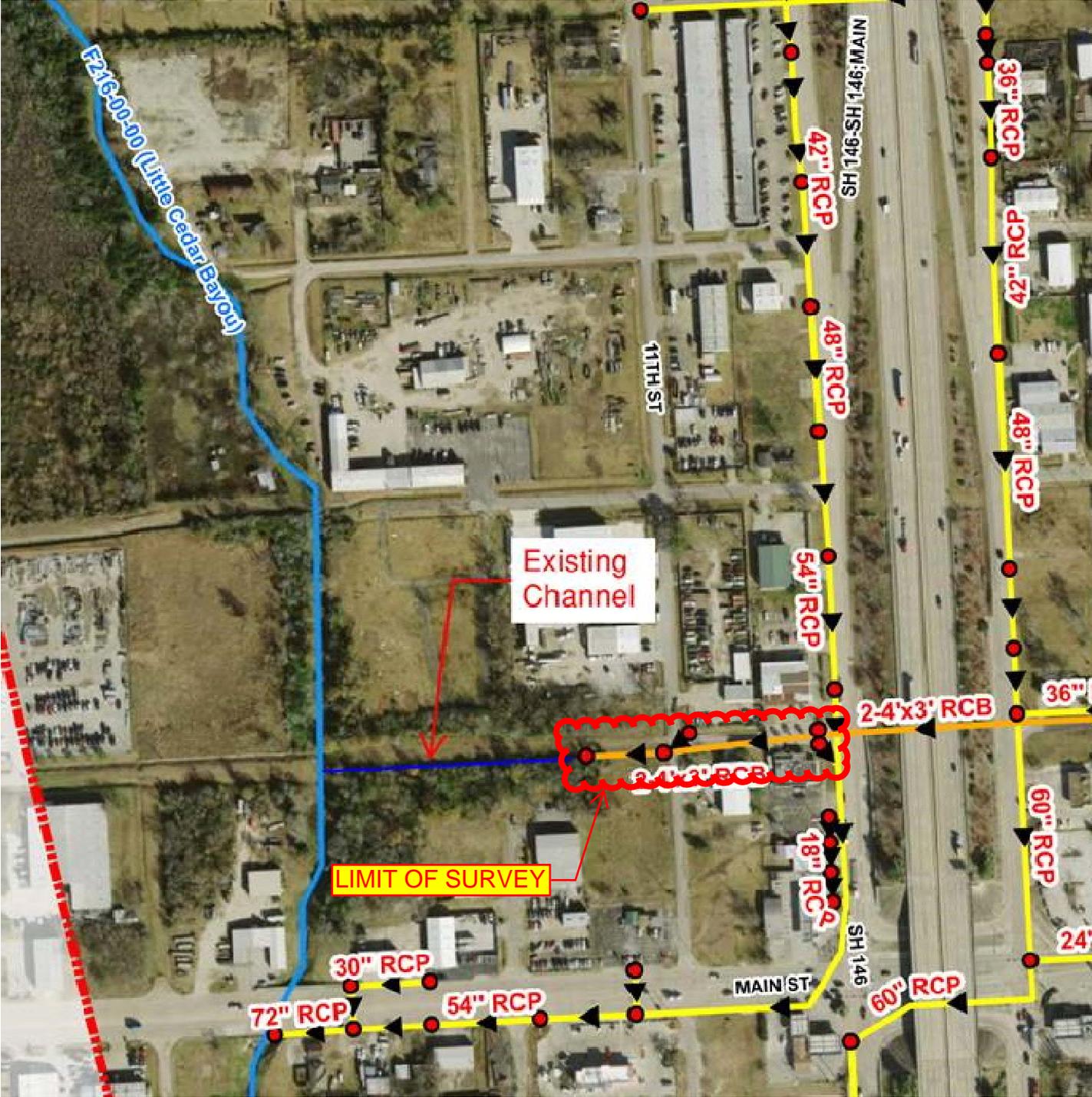
Shaheen Chowdhury, P.E., R.P.L.S.

Item 1: Level of Efforts for Topographic Survey									
Survey Tasks	sub tasks	Principal \$180.00	RPLS \$140.00	SIT \$90.00	CADD \$81.00	Crew \$150.00	Hrs	Cost	Total
Survey Controls	Setting controls					0.5	0.5	\$75.00	\$390.00
	Horizontal control work			0.5		0.5	1	\$120.00	
	Vertical control work			0.5		1	1.5	\$195.00	
Topo Survey	One Call & Private utility coordination			0.5			0.5	\$45.00	\$1,974.00
	Limited Abstracting for ROW							\$200.00	
	Estimated ROW		1	2		0.5	3.5	\$395.00	
	Surveying roadway & topo features				4	5	9	\$1,074.00	
	Borehole survey			0.5		0.5	1	\$120.00	
	Manhole inverts						0	\$0.00	
	QC/QA		1				1	\$140.00	
Project Management	Proj Management							\$0.00	\$0.00
Total									\$2,364.00

Item 2: Level of Efforts for Basemap Plan & Profile									
Tasks	sub tasks	Principal \$180.00	RPLS \$140.00	SIT \$90.00	CADD \$81.00	Crew \$150.00	Hrs	Cost	Total
Plan & Profile	Utility research			1			1	\$90.00	\$878.00
	Topo & Utility Plan				4		4	\$324.00	
	Ground & utility profile				4		4	\$324.00	
	QC/QA		1				1	\$140.00	

item 3: Level of Efforts for Survey Control Maps									
Survey Tasks	sub tasks	Principal \$180.00	RPLS \$140.00	SIT \$90.00	CADD \$81.00	Crew \$150.00	Hrs	Cost	Total
Survey Control Map	Preparing Survey control map		1	4	4		9	\$824.00	\$824.00

Item 4: Level of Efforts for Surveying SUE findings										
Survey Tasks	sub tasks	Principal \$180.00	RPLS \$140.00	SIT \$90.00	CADD \$81.00	Crew \$150.00	Hrs	Cost	Total	
Surveying SUE findings	Recover/establish survey controls			0.5			1	1.5	\$195.00	\$646.00
	Survey SUE findings			0.5		1	2	3.5	\$451.00	



April 15, 2020
Proposal No. 16-00894 P1

Mr. David Barton, PE, CFM
Lockwood, Andrews & Newnam, Inc.
2925 Briarpark Drive, Suite 400
Houston, Texas 77042

Subject: Proposal to Perform Geotechnical Evaluation
Northside Drainage Improvements – Phase 1
West Polk Street and North 11th Street
La Porte, Texas

Dear Mr. Barton:

We are pleased to present this proposal to perform a geotechnical evaluation for the subject project. This proposal was prepared based on the information that we received from your office and it outlines our scope of services, anticipated schedule, and lump sum fee for this phase of work.

SITE AND PROJECT DESCRIPTION

We understand the City of La Porte plans to construct dual 4-foot by 3-foot reinforced concrete box (RCB) culverts along West Polk Street from North 8th Street west tunneling under State Highway 146 to about 150 feet west of 11th Street. The work is to be completed in two phases. Phase 1 of the project will consist of installing the RCBs from 11th Street west to an existing channel. Phase 2 will consist of the remaining RCBs from 8th Street and will connect at 11th Street. The maximum depth of the storm sewer will be about 8 feet. An approximately 2½- to 3-acre detention basin on the order of about 6 feet deep is also planned for Phase 2.

As requested, this proposal is for Phase 1 only. A proposal for Phase 2 will be submitted under separate cover.

SCOPE OF SERVICES

- Perform a reconnaissance of the project site and mark out proposed boring locations. We will also contact Texas811 prior to exploration.
- Drill, log, and sample two exploratory borings to depths of about 15 feet each below the ground surface (bgs) in the area of the planned RCBs.

- Collect geotechnical soil samples continuously through any fill or to a depth of 10 feet (whichever is greater). Samples will be taken using conventional split-spoon and/or thin-wall tube sampling techniques for laboratory testing and analysis.
- Perform laboratory testing that will generally consist of moisture content, No. 200 Wash, Atterberg limits, and strength testing.
- Prepare a geotechnical letter report presenting the results of our evaluation. The report will include a cover letter sealed by a Professional Engineer licensed in the State of Texas. The report will include the following:
 - Description of work scope, laboratory, and field procedures;
 - Maps and boring plans;
 - Subsurface soil and groundwater conditions;
 - Open-cut utility installation guidelines;
 - Pipe bedding and trench backfill recommendations; and
 - Pavement recommendations as needed.

ASSUMPTIONS

- The site is accessible to truck-mounted drilling equipment and site access will be granted.
- Fieldwork can be accomplished during normal business hours (Monday through Friday, 8:00 AM to 5:00 PM).
- The boreholes can be backfilled with soil cuttings from the drilling operations.
- Some ground disturbance should be expected as a result of our fieldwork.
- Ninyo & Moore will contact Texas811 prior to performing our subsurface evaluation. We will not be responsible for damage to utilities encountered during subsurface exploration that have not been marked out or shown on the plans.
- Ninyo & Moore will not need to obtain any permits or environmental clearance as a part of this project.
- Our field exploration does not include any sampling, testing, or chemical analysis of soil, groundwater, surface water, or other materials for the purpose of evaluating possible environmental hazards or risks. These services can be provided, if requested, as an additional scope of work.

SCHEDULE

We are prepared to initiate this project immediately upon receiving your authorization to proceed. Assuming that there are no delays due to inclement weather or site access restrictions, we

anticipate that our fieldwork will be performed within about two weeks after receipt of the notice to proceed. We anticipate issuing a report within about three weeks after fieldwork is completed.

FEE

We propose to provide our services for a lump sum fee of \$4,800 (Four Thousand Eight Hundred Dollars). Any additional services, not included in the aforementioned scope, will be charged on a time-and-materials basis in accordance with our current fee schedule.

To authorize our services, please provide a Work Authorization in accordance with our Master Agreement. We look forward to working with you.

Respectfully submitted,
NINYO & MOORE



Scott Snow, PE
Senior Staff Engineer



Jay Sunderwala, PE
Managing Principal Engineer

SKS/JTS/ljs

Distribution: (1) Addressee (via email)



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Ray Mayo, Director</u>
Department: <u>Public Works</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>018 – Sewer Rehab</u>
Account Number:	<u>018-9881-669-5120</u>
Amount Budgeted:	<u>\$210,000 (budgeted)</u> <u>\$210,000 (available)</u>
Amount Requested:	<u>\$110,000</u>
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Exhibits: Bid #20009 Bid Notification and Access Report, Tabulation

SUMMARY

The previous contract for annual sanitary sewer rehabilitation was awarded to Horseshoe Construction at the April 25, 2016 Council Meeting. The contract included a one year term, with three (3) one-year incremental renewals. Having reached the extent of the contract terms, the annual sanitary sewer rehabilitation contract was advertised on March 12, 2020 and March 19, 2020.

Sealed bids for Bid #20009 were received and opened on April 14, 2020 for the annual contract Rehabilitation of Sanitary Sewer using Slip lining, Pipe Bursting. The base project consists of slip lining and rehabilitation of sanitary sewers in throughout the City of La Porte. Seventy-nine (79) bidders were notified of the bid opportunity, with forty-four (44) downloading the bid documents, and two (2) responding.

The overall low bid for scheduled work was submitted by Vortex Companies for a base bid amount of two hundred forty thousand seven hundred seventy-five dollars (\$240,775.00). An alternate bid for pipe bursting was included to allow for the pipe bursting construction method to be utilized, when practical for, 6" and 8" pipe. Unit prices were also provided to establish upfront costs for emergency work on all base bid items. The bid also includes eighty-five (85) optional bid items to establish upfront costs for both scheduled and emergency work, for ancillary items related sanitary sewer rehabilitation.

This project was bid with the intent to award on a unit pricing basis based on the city's approximate quantities listed in the invitation to bidders, as allowed by Texas Local Government Code Sec. 252.047. This statute provides that actual purchases can deviate from the total amount bid for estimated quantities. After the contract is let, staff

will issue work order assignments combined to not exceed the \$110,000 project budget amount for this fiscal year. The initial contract will be for a period of one (1) year, with three (3) one-year incremental renewals, contingent upon availability of funds and contractor performance.

This project account is utilized to accommodate a number of sanitary sewer rehabilitation related expenses. Other projects have been identified outside of the scope of this contract that require funding. Hence, the amount requested reflects an amount less than the amount budgeted to allow for other sanitary sewer rehabilitation efforts to be funded.

Staff recommends that the project be awarded to Vortex Companies on a unit price basis, based on Vortex Companies' bid of \$240,775.00 for approximate quantities listed in the City's Invitation to Bid. However, staff recommends that in conjunction with award of bid to Vortex Companies, total expenditures based on purchase orders under the contract not exceed the available fiscal year budget.

Project Benefits, Liabilities, and Operating Cost:

Benefits:

- This contract is a component of the City of La Porte's Sanitary Sewer Rehabilitation Program. It will be used to supplement the in-house activities of City crews. This contract will also aid in compliance with the Sanitary Sewer Overflow Initiative agreement between the City of La Porte and the Texas Commission on Environmental Quality (TCEQ).

Liabilities of Maintaining the Status Quo:

- Scope of work anticipated to be performed by contractor would be transferred onto in-house staff, reducing the volume of rehabilitation completed annually, and creates the potential for non-compliance with the Sanitary Sewer Overflow Initiative agreement between the City of La Porte and the Texas Commission on Environmental Quality (TCEQ).

RECOMMENDED MOTION

I move to award Bid #20009 to Vortex Companies in the amount of \$240,775.00 for approximate quantities and authorize a total expenditure for purchase orders in an amount not to exceed \$110,000.00.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

Notifications and Access Report #20009 - Sanitary Sewer Rehabilitation using Sliplining a

Vendor Name	Reason
3J Ryan, Inc.	Bid Notification
AAA Asphalt Paving Inc	Bid Notification
Advanced Facility Maintenance	Bid Notification
All Pro General Construction, Ir	Bid Notification
American Pavement Solutions	Bid Notification
Angel Brothers Enterprises, Ltd	Bid Notification
BidClerk	Bid Notification
Boyer, Inc.	Bid Notification
Braun Intertec	Bid Notification
Calco Contracting, Ltd.	Bid Notification
CDC News	Bid Notification
Chief Solutions, Inc.	Bid Notification
ConstructConnect	Bid Notification
Construction Journal	Bid Notification
Construction Software Technolo	Bid Notification
Cruz Tec, Inc.	Bid Notification
D Davila	Bid Notification
Dale Dobbins	Bid Notification
derk harmsen const. co inc	Bid Notification
Dodge Data & Analytics	Bid Notification
F&L Coatings and Concrete, LL	Bid Notification
FERGUSON WATERWORKS	Bid Notification
Forde Construction Company, I	Bid Notification
Fortiline Waterworks	Bid Notification
Gowan, Inc.	Bid Notification
Graham County Land Company	Bid Notification
Granite Inliner	Bid Notification
Greenlee Plumbing Services, Ir	Bid Notification
GRZ Mechanical LLC	Bid Notification
GW Phillips Construction, INC.	Bid Notification
HDR Engineering, Inc.	Bid Notification
Hearn Company	Bid Notification
Horseshoe Construction, Inc	Bid Notification
HR Green, Inc.	Bid Notification
Inland Pipe Rehab	Bid Notification
IPR South Central LLC	Bid Notification
ISC Global Services, Inc.	Bid Notification
ISI Contracting, Inc.	Bid Notification
J&G Concrete Products	Bid Notification
JERDON ENTERPRISE, L.P.	Bid Notification
K2 Services, LLC	Bid Notification
Kessler Painting	Bid Notification
Kilgore Industries	Bid Notification
KING SOLUTION SERVICES L	Bid Notification
L&L Supplies	Bid Notification
LAYNE INLINER	Bid Notification
MAR-CON SERVICES, LLC	Bid Notification
National PowerRodding Corp.	Bid Notification
National Trench Safety	Bid Notification
National Works, Inc.	Bid Notification
North America Procurement Co	Bid Notification

Onvia	Bid Notification
Paskey Incorporated	Bid Notification
Perkens WS Corporation	Bid Notification
Plasson USA	Bid Notification
PLW Waterworks, LLC	Bid Notification
PM Construction & Rehab, LLC	Bid Notification
PM Construction & Rehab, LLC	Bid Notification
Polston Applied Technologies C	Bid Notification
R J Construction Company, Inc	Bid Notification
R.H. Shackelford, Inc.	Bid Notification
RAC Industries, LLC	Bid Notification
Royal Media Network	Bid Notification
SAK Construction, LLC	Bid Notification
SJ&J CONSTRUCTION, LLC	Bid Notification
SmartProcure	Bid Notification
Southern Road & Bridge	Bid Notification
Storm-Tex Services, LLC	Bid Notification
T&T	Bid Notification
Taylor & Taylor Construction	Bid Notification
Teamwork Construction Service	Bid Notification
Texas Underground, Inc.	Bid Notification
The Blue Book Building & Cons	Bid Notification
THE DRC GROUP	Bid Notification
TLC Trucking & Contracting, In	Bid Notification
Trenchless Resources Global	Bid Notification
TROJAN WORLDWIDE INC,	Bid Notification
Vortex Companies	Bid Notification
Webber, LLC	Bid Notification
Webtech	Bid Notification

nd Pipebursting

Sealed Bid #20009 Optional Bid Items, Continued

Item No.	Description		UOM	Scheduled Unit Price	Scheduled Extension	Emergency Unit Price`	Emergency Extension`	Scheduled Unit Price	Scheduled Extension	Emergency Unit Price`	Emergency Extension`
13	Sliplining 8" diameter, over 15' deep		LF	55	\$55.00	65	\$65.00	40	\$40.00	50	\$50.00
14	Sliplining 10" diameter, 0' to 10' deep		LF	40	\$40.00	50	\$50.00	36	\$36.00	46	\$46.00
15	Sliplining 10" diameter, 10' to 15' deep		LF	45	\$45.00	55	\$55.00	40	\$40.00	50	\$50.00
16	Sliplining 10" diameter, over 15' deep		LF	65	\$65.00	80	\$80.00	50	\$50.00	60	\$60.00
17	Sliplining 12" diameter, 0' to 10' deep		LF	48	\$48.00	60	\$60.00	42	\$42.00	52	\$52.00
18	Sliplining 12" diameter, 10' to 15' deep		LF	55	\$55.00	65	\$65.00	48	\$48.00	58	\$58.00
19	Siplining 12" diameter, over 15' deep		LF	80	\$80.00	100	\$100.00	60	\$60.00	75	\$75.00
20	Sliplining 15" diameter, 0' to 10' deep		LF	58	\$58.00	70	\$70.00	55	\$55.00	65	\$65.00
21	Sliplining 15" diameter, 10' to 15' deep		LF	67	\$67.00	80	\$80.00	65	\$65.00	75	\$75.00
22	Sliplining 15" diameter, over 15' deep		LF	90	\$90.00	110	\$110.00	80	\$80.00	100	\$100.00
23	Obstruction removal 10' to 15' deep		ea	1750	\$1,750.00	2000	\$2,000.00	450	\$450.00	800	\$800.00
24	Obstruction removal over 15' deep		ea	4250	\$4,250.00	5000	\$5,000.00	1000	\$1,000.00	2500	\$2,500.00
25	Manhole ring and cover replacement		ea	1250	\$1,250.00	1500	\$1,500.00	800	\$800.00	1200	\$1,200.00
26	Install new manhole		VF	900	\$900.00	1000	\$1,000.00	500	\$500.00	700	\$700.00
27	Point repair of 6" to 10" sewers, up to 8' deep, 8' long		ea	6500	\$6,500.00	7500	\$7,500.00	1000	\$1,000.00	1400	\$1,400.00
28	Extra length for point repair of 6" to 10" sewers, up to 8' deep		LF	300	\$300.00	375	\$375.00	65	\$65.00	150	\$150.00
29	Point repair of 6" to 10" sewers, 8' to 15' deep, 12' long		ea	8500	\$8,500.00	9500	\$9,500.00	1400	\$1,400.00	2000	\$2,000.00
30	Extra length for point repair of 6" to 10" sewers, 8' to 15' deep		LF	500	\$500.00	600	\$600.00	100	\$100.00	175	\$175.00
31	Point repair of 6" to 10" sewers, over 15' deep, 12' long		ea	11000	\$11,000.00	13000	\$13,000.00	2500	\$2,500.00	4000	\$4,000.00
32	Extra length for point repair of 6" to 10", over 15' deep		LF	750	\$750.00	900	\$900.00	200	\$200.00	400	\$400.00
33	8' deep, 8' long		ea	12000	\$12,000.00	14000	\$14,000.00	3600	\$3,600.00	4200	\$4,200.00

Sealed Bid #20009 Optional Bid Items, Continued											
Item No.	Description		UOM	Scheduled Unit Price	Scheduled Extension	Emergency Unit Price	Emergency Extension	Scheduled Unit Price	Scheduled Extension	Emergency Unit Price	Emergency Extension
34	18" sewers, up to 8' deep		LF	750	\$750.00	900	\$900.00	250	\$250.00	450	\$450.00
35	Point repair of 12" to 18" sewers 8' to 15' deep, 12' long		ea	15000	\$15,000.00	17000	\$17,000.00	4000	\$4,000.00	5000	\$5,000.00
36	18" sewers, 8' to 15' deep		LF	900	\$900.00	1100	\$1,100.00	300	\$300.00	500	\$500.00
37	15' deep, 12' long		ea	20000	\$20,000.00	1200	\$1,200.00	6000	\$6,000.00	8000	\$8,000.00
38	18" sewers, over 15' deep		LF	1000	\$1,000.00	1200	\$1,200.00	500	\$500.00	1000	\$1,000.00
39	Remove and replace 8" sewer 0' to 10' deep		LF	85	\$85.00	100	\$100.00	45	\$45.00	55	\$55.00
40	Remove and replace 8" sewer 10' to 15' deep		LF	115	\$115.00	140	\$140.00	55	\$55.00	65	\$65.00
41	Remove and replace 8" sewer over 15' deep		LF	275	\$275.00	340	\$340.00	70	\$70.00	85	\$85.00
42	Remove and replace 10" sewer 0' to 10' deep		LF	105	\$105.00	130	\$130.00	50	\$50.00	60	\$60.00
43	Remove and replace 10" sewer 10' to 15' deep		LF	135	\$135.00	165	\$165.00	60	\$60.00	70	\$70.00
44	Remove and replace 10" sewer over 15' deep		LF	290	\$290.00	360	\$360.00	75	\$75.00	90	\$90.00
45	Remove and replace 12" sewer 0' to 10' deep		LF	115	\$115.00	140	\$140.00	65	\$65.00	75	\$75.00
46	Remove and replace 12" sewer 10' to 15' deep		LF	145	\$145.00	180	\$180.00	75	\$75.00	90	\$90.00
47	Remove and replace 12" sewer over 15' deep		LF	300	\$300.00	375	\$375.00	90	\$90.00	110	\$110.00

Sealed Bid #20009 Optional Bid Items, Continued

Item No.	Description		UOM	Scheduled Unit Price	Scheduled Extension	Emergency Unit Price`	Emergency Extension	Scheduled Unit Price	Scheduled Extension	Emergency Unit Price`	Emergency Extension
48	Remove and replace 15" sewer 0' to 10' deep		LF	155	\$155.00	190	\$190.00	100	\$100.00	120	\$120.00
49	Remove and replace 15" sewer 10' to 15' deep		LF	195	\$195.00	240	\$240.00	125	\$125.00	145	\$145.00
50	Remove and replace 15" sewer over 15' deep		LF	365	\$365.00	450	\$450.00	155	\$155.00	185	\$185.00
51	Remove and replace 18" sewer 0' to 10' deep		LF	175	\$175.00	215	\$215.00	145	\$145.00	200	\$200.00
52	Remove and replace 18" sewer 10' to 15' deep		LF	215	\$215.00	265	\$265.00	175	\$175.00	225	\$225.00
53	Remove and replace 18" sewer over 15' deep		LF	400	\$400.00	500	\$500.00	220	\$220.00	265	\$265.00
54	Remove and replace 24" sewer 0' to 10' deep		LF	190	\$190.00	235	\$235.00	210	\$210.00	295	\$295.00
55	Remove and replace 24" sewer 10' to 15' deep		LF	225	\$225.00	275	\$275.00	245	\$245.00	265	\$265.00
56	Remove and replace 24" sewer over 15' deep		LF	425	\$425.00	525	\$525.00	290	\$290.00	310	\$310.00
57	Remove and replace 30: sewer 0' to 10' deep		LF	250	\$250.00	300	\$300.00	300	\$300.00	325	\$325.00
58	Remove and replace 30" sewer 10' to 15' deep		LF	370	\$370.00	450	\$450.00	350	\$350.00	370	\$370.00
59	Remove and replace 30" sewer over 15' deep		LF	465	\$465.00	575	\$575.00	400	\$400.00	425	\$425.00
60	Remove and replace 36" sewer 0' to 10' deep		LF	290	\$290.00	350	\$350.00	400	\$400.00	425	\$425.00
61	Remove and replace 36" sewer 10' to 15' deep		LF	400	\$400.00	500	\$500.00	450	\$450.00	480	\$480.00
62	Remove and replace 36" sewer over 15' deep		LF	485	\$485.00	600	\$600.00	550	\$550.00	600	\$600.00

Sealed Bid #20009 Optional Bid Items, Continued

Item No.	Description		UOM	Scheduled Unit Price	Scheduled Extension	Emergency Unit Price`	Emergency Extension	Scheduled Unit Price	Scheduled Extension	Emergency Unit Price`	Emergency Extension
63	Well pointing for rehabilitation, up to 10' deep		LF	45	\$45.00	55	\$55.00	500	\$500.00	1000	\$1,000.00
64	Well pointing for rehabilitation, 10' to 15' deep		LF	60	\$60.00	75	\$75.00	700	\$700.00	1400	\$1,400.00
65	Well pointing for rehabilitation over 15' deep		LF	75	\$75.00	90	\$90.00	1000	\$1,000.00	2000	\$2,000.00
66	Remove all types of street pavement and base courses, varying thicknesses		SY	35	\$35.00	40	\$40.00	35	\$35.00	65	\$65.00
67	Sawed joint, concrete/asphalt pavements		LF	12	\$12.00	15	\$15.00	5	\$5.00	10	\$10.00
68	Removal and replacement of 4 1/2 concrete sidewalk, including reinforcement		SF	11	\$11.00	12	\$12.00	10	\$10.00	15	\$15.00
69	Removal and replacement of 4 1/2 concrete driveway, including reinforcement		SY	100	\$100.00	110	\$110.00	90	\$90.00	135	\$135.00
70	Removal and replacement of 6 concrete pavement, including reinforcement		SY	120	\$120.00	130	\$130.00	125	\$125.00	165	\$165.00
71	Removal and replacement of concrete curb		LF	35	\$35.00	40	\$40.00	25	\$25.00	45	\$45.00
72	1/2"		SY	90	\$90.00	100	\$100.00	70	\$70.00	90	\$90.00
73	Trench safety system 10' to 15' deep		LF	30	\$30.00	35	\$35.00	5	\$5.00	10	\$10.00
74	Trench safety system over 15' deep		LF	60	\$60.00	75	\$75.00	20	\$20.00	40	\$40.00
75	Extra cement stabilized sand		CY	45	\$45.00	55	\$55.00	60	\$60.00	80	\$80.00
76	Extra depth for new manhole		VF	900	\$900.00	1100	\$1,100.00	300	\$300.00	450	\$450.00
77	Bypass for each 3" pump		HR	35	\$35.00	40	\$40.00	100	\$100.00	120	\$120.00
78	Bypass for each 4" pump		HR	45	\$45.00	55	\$55.00	100	\$100.00	120	\$120.00
79	Bypass for each 6" pump		HR	60	\$60.00	75	\$75.00	200	\$200.00	250	\$250.00
80	Bypass for each 8" pump		HR	85	\$85.00	100	\$100.00	250	\$250.00	300	\$300.00
81	Setup for a 3" bypass pump		ea	750	\$750.00	900	\$900.00	500	\$500.00	750	\$750.00

82	Setup for a 4" bypass pump		ea	1000	\$1,000.00	1200	\$1,200.00	500	\$500.00	750	\$750.00
Sealed Bid #20009 Optional Bid Items, Continued											
Item No.	Description		UOM	Scheduled Unit Price	Scheduled Extension	Emergency Unit Price	Emergency Extension	Scheduled Unit Price	Scheduled Extension	Emergency Unit Price	Emergency Extension
83	Setup for a 6" bypass pump		ea	2500	\$2,500.00	3000	\$3,000.00	1200	\$1,200.00	1500	\$1,500.00
84	Setup for an 8" bypass pump		ea	3500	\$3,500.00	4000	\$4,000.00	3000	\$3,000.00	5000	\$5,000.00
85	Pipe burst 6" and 8" diameter to 8" diameter 10-15 feet deep		LF	75	\$75.00	90	\$90.00	45	\$45.00	60	\$60.00
86	Pipe burst 6" and 8" diameter to 8" diameter over 15' deep		LF	120	\$120.00	140	\$140.00	70	\$70.00	85	\$85.00
87	Pipe burst 10" diameter to 10" diameter 0' to 10' feet		LF	60	\$60.00	75	\$75.00	45	\$45.00	60	\$60.00
88	Pipe burst 10" diameter to 10" diameter 10' to 15' deep		LF	95	\$95.00	110	\$110.00	55	\$55.00	65	\$65.00
89	Pipe burst 10" diameter to 10" diameter over 15' deep		LF	130	\$130.00	150	\$150.00	75	\$75.00	90	\$90.00
90	Pipe burst 10" diameter to 10" diameter 0' to 10' deep		LF	80	\$80.00	100	\$100.00	49	\$49.00	65	\$65.00
91	Pipe burst 12" diameter to 12" diameter 10' to 15' feet deep		LF	135	\$135.00	160	\$160.00	58	\$58.00	69	\$69.00
92	Pipe burst 12" diameter to 12" diameter over 15' feet deep		LF	175	\$175.00	210	\$210.00	80	\$80.00	95	\$95.00

End of Bid Sheet

|



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Ray Mayo , Director</u>
Department: <u>Public Works</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>7074- Equipment Service</u>
Account Number:	<u>024-7074-534-8023</u>
Amount Budgeted:	<u>\$65,000</u>
Amount Requested:	<u>N/A</u>
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Exhibits: Copy of Access Report - RFP 20504

SUMMARY

Request for Proposal (RFP) #20504 Fleet Maintenance Software, was opened on April 16, 2020. The RFP was advertised on March 5th and March 12th in the Bay Area Observer and posted on Public Purchase and the City's website. Forty (40) vendors downloaded the RFP documents. Three (3) proposals were received - AT&T Corporation, Chevin Fleet and Faster Asset Solutions. All proposals received were more than twice the budgeted amount. The RFP will be evaluated on (four) 4 criteria other than costs. None of the proposals received met all technical functional requirements listed. Functional Requirements is the highest weighted factor of the (five) 5 evaluation criteria.

Additionally, the RFP due date was in the heightened state of the COVID-19 pandemic. Several interested and qualified vendors were unable to submit a proposal due to limited staffing or other contributing factors.

Staff is recommending City Council reject all proposals to allow re-posting of the RFP. Staff is certain if the RFP is posted again there will be more suitable responses. The RFP criteria is under review to determine if the scope of work may need to be reduced in order to stay within the budgeted amount.

RECOMMENDED MOTION

I move to reject the proposals received for Request for Proposal #20504 Fleet Maintenance Software, to allow re-posting.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date



City of La Porte

Established 1892

Purchasing Department

Cherell Daeumer, Purchasing Manager

Invitation to
Request for Proposal #20504 – Fleet Maintenance Software

required for use by

The City of La Porte, Equipment Services Division

issued by

City of La Porte Procurement Division Office
604 W. Fairmont Parkway, La Porte, Texas 77571
Phone: 281-470-5126 Fax: 281-470-5127

Information: Forms furnished by the City of La Porte may be obtained without deposit from PublicPurchase.com; the Purchasing Division Office located at 604 W. Fairmont Pkwy, La Porte, TX 77571; or, by emailing purchasing@laportetx.gov.

Proposal Opening Date: Thursday, April 2, 2020

Proposal Opening Time: 2:00 p.m., Central Standard Time

Proposal Receiving Location: City Hall Information Desk, 604 W. Fairmont Parkway, La Porte, Texas 77571. Sealed Bids must be received no later than date and time stated above.

Sealed Proposals must be received at the location above no later than date and time stated above. The proposals will be opened immediately after the closing hour on said date and only the names of those submitting proposals for consideration will be read.

No late proposals will be considered

Proposals must be submitted on the City's forms and should clearly state the Request for Proposal number and name.

The City of La Porte reserves the right to accept or reject in part or in whole any submission, and to waive technicalities of the submission, in the best interest of obtaining the best value for the City.

Published: March 5, 2020
March 12, 2020



Responsive Proposal Checklist

The following documents must be included for your proposal to be considered responsive:

Bid Execution Page (appropriate for respondents' form of business organization (e.g., sole proprietorship, corporation, partnership or joint venture) **(REQUIRED)**)

Functional Requirement Matrix **(REQUIRED)**

Pricing Proposal Form **(REQUIRED)**

Insurance Requirements **(REQUIRED UPON AWARD)**

Conflict of Interest Questionnaire **(REQUIRED)**

House Bill 89 Verification Form **(REQUIRED, as applicable)**

Form 1295 **(REQUIRED UPON AWARD)**

Required submittals **(REQUIRED)**



ARTICLE 1-OVERVIEW

INTENT

The City of La Porte invites and will accept sealed proposals from qualified firms to provide a fully integrated Vehicle Maintenance and Inventory Management System as set forth in these specifications. The system will assist in maintaining and managing vehicle assets efficiently and effectively. Staff and management shall be supported by complete, real-time, easily accessible data to enhance their ability to make informed decisions in efforts to maximize availability, usage and cost effectiveness of vehicle resources.

The successful Proposer will be responsible for system installation, conversion of existing data, and training personnel. The City will not accept the system until the system is installed, operational, existing data converted, and training and testing is completed.

The failure or omission of any Proposer to receive and examine any form, instrument, addendum or other document or to acquaint himself with conditions existing, shall in no way relieve him of any obligations with respect to this Proposal or the Contract. The City of La Porte shall make all such documents available to the Proposers. Currently the City of La Porte fleet is 500 assets.

ARTICLE 2-SCOPE OF WORK

Section 1: Instructions

The requirements contained herein are minimum project requirements. Variations and exceptions should be and will be considered. If respondent will provide sufficient information and documentation of more efficient and optimal design specifications.

It is the intents of this RFP to take advantage of the latest advance in the field of computer software design specifically for municipal, county, and state fleet exceeding 175 units. The reliability of the system and its flexibility is of prime importance.

If exceptions are taken which deviate from specifications, the Proposer must include a clearly marked statement indicating the exception. If an alternate is proposed, its merits should be documented and described.



Section 2: Conversion Responsibilities

The successful Proposer will be required to perform all data conversion tasks of the current Vehicle Maintenance System into the proposed system. The system currently in use is Asset Works Fleet Focus. The City will provide file extracts as specified by the Proposer.

Section 3: Functional Requirement Matrix

Appendix A-Functional Requirement Matrix relates to the features and functionality of the Proposer's software. Use the following to indicate the ability of the product to meet the requirements.

A-Current release of the software supports this specification, feature is currently installed and in successful operation at one or more for the vendor's customer sites.

B-Specification is supported, but not exactly stated; explanation provided in the comment section

C-Specification is not currently in operation at a customer site, but will be included as a customized option as a result of this RFP.

D-Specification is not currently supported. The necessary modifications required will be provided at no cost to the City. Comments must be included to indicate the time frame required for the modification

E-Specification is not currently supported. The necessary modifications required to meet the specification will be provided at an additional cost to the City. Comments must be included to indicate cost and time frame required for modification. Modification cost must also be included in the Pricing Proposal Form.

X-This specification is not supported and no modifications will be provided.

Section 4-Training & Implementation Work Plan

Proposals must include a Work Plan for all training, application software installation and data conversion processes. The preferred plan is on-site training for Equipment Services personnel. Multiple end-user training may be necessary to accommodate schedules. The Proposer must indicate the preferred method for providing training related to subsequent software updates.

The City and successful Proposer will develop a mutually agreeable training and implementation schedule. The negotiated schedule will become part of the Proposer expectations.

The Proposer shall outline intended testing procedures and/or a parallel processing schedule for this applications before acceptance by the City.

Section 5-Other Hardware and Software Related Items

System Security-Access to or updating of the information stored on the system should be restricted through use of a password system at the terminal, operator and application levels. This will provide management the capability of controlling personnel access to specified program libraries, minus and data files.



Passwords should be unique to each individual; the capability of their periodic change by authorized personnel should be provided. The system should also provide for password audit trail that will monitor inquiries into individual files.

Data Integrity-Security of the computer data is vital to the City. Appropriate edit checks are required to ensure accurate information. Security must provide for a complete audit trail of all transactions entered in the system, along with the capability to recover from system malfunctions. Unauthorized attempted access into the system must be reported immediately.

Section-6-Maintenance and Servicing

The City cannot maintain and upgrade the system without the involvement of the Proposer. It is extremely important that the chosen Proposer have an excellent track record in maintenance and support of its system.

The Proposer shall submit terms and conditions for annual and multi-year maintenance servicing agreements, which meet the following minimum maintenance/service levels.

- Proposer will provide software support through a toll- free 800-telephone hotline 8:00 AM to 5:00 PM
- Proposer will provide response time within two (2) hours of support request
- To assist in diagnosing software problems or date errors, a remote diagnostic capability should be included in the annual maintenance contract.
- The Proposer shall submit with the proposal information the methods by which the City will be kept informed of software patches, new releases, and general technical information.

Section 7-Reports

Various standard vehicle management reports are required to support efforts to manage assets, the repair function, labor, fuel consumption and must be able to provide depreciation calculations by month and year as efficiently as possible. There must be a means of producing additional reports if desired by Equipment Services Management. The solution must allow designated personnel to produce reports through standard, easy-to-use, and ad hoc report writer. The solution must allow custom reports to be saved.



ARTICLE 3-REQUIRED INFORMATION (to be included in the proposal)

Respondents are required to submit their proposals as follows:

Sealed proposals will be submitted including one (1) electronic format on a USB, and one (1) original. Due date is April 2, 2020, by 2:00 PM, CST. Late proposals will not be accepted.

1. Cover Letter

This section should contain the name and address of the proposing firm and the names and contact information of the individuals authorized to answer technical, price, and/or contract questions.

Describe, in this letter, the technical experiences level and certifications earned by the staff that will be performing the service proposed. Also include information related to the trade name of the proposed software, headquarters location, annual revenue, number of employees, type of ownership, number of years in business, and total number of municipal or county agencies currently utilizing the proposed system.

2. Firm Background, and Experience of Staff

This section should include company's experience in the vehicle and inventory management information systems industry. Describe general characteristics that differentiate your company from others in the industry, including any special advantages your company or your system will provide. For example, describe how your system and services support decision-making, streamline tasks, reduce errors, and/or make fleet personnel more productive.

Describe the proposed project organization and the position that the project personnel will occupy within the organization. It should identify project personnel by name and provide a detail resume outlining his/her appropriate experience on other similar projects. The Proposer must supply resumes for all staff to be assigned to the project.

3. System Functional Description

This section shall be used by the Proposer to describe the functionality of the proposed system outlining in detail the system features, options, and or alternatives.

4. Implementation Schedule and Training

This section should include preliminary schedules and milestones and shall be presented in the form of a chart or equivalent display. Proposers shall include all appropriate activities and milestones including those, which are the responsibility of the Proposer or the City. Provide a proposed training plan.



5. Operational Site References

This section shall be used by the Proposer to list a minimum of five (5) reference sites. At least three (3) of the references sites should be municipalities that are comparable in size to the City of La Porte at which the proposed system is operational. Information for each reference should include; using agency, contact name, contact number and email address, date of system installation. Other appropriate references may be listed which can be utilized by the City to evaluate Proposer's capabilities. A complete client list is preferred.

Also provide information related to the Proposer's client user group. Please indicate the process of obtaining end user feedback, the number of active clients represented and detail related to user group meetings.

6. Concluding Remarks

This section shall contain any Proposer elaboration regarding the software philosophy, advantages, or other items of information that Proposer feels important to a clear understanding of the proposed product/equipment/system and/or the Proposer's capabilities.

ARTICLE 5- EVALUATION AND AWARD

Evaluation and Award:

Any contract award as a result of this RFP will be made to the responsible offeror whose proposal is determined to be the most advantageous and best value to the City of La Porte considering the relative importance of the criteria as listed below:

(40 Points) Functional Requirements-ability of the provider to meet all functional requirements as outlined in the technical specifications of the RFP.

(20 Points) Demonstrated experience in installation and maintenance of system being offered

(20 Points) Cost

(10 Points) Implementation Strategy

(10 Points) References

The City of La Porte does not guarantee that any contract will be awarded as a result of this RFP. During the evaluation process, the City may, at its discretion, request any one or all respondents to make demonstrations of proposed product. Such demonstrations will provide respondents with an opportunity to answer any questions the evaluators may have on a proposal. Not all respondents may be asked to make demonstrations The City will not be liable for any costs incurred by the proposer in connection with the demonstration.

The City reserves the right, without prejudice to reject any or all proposals, and in its sole discretion, to accept the proposal it considers most favorable to the City's interest. The City further reserves the right to reject all proposals and seek new proposals when such procedures are reasonable and in the best interest of the City



ARTICLE 6-INFORMATION AND COMPLIANCE

Posting of Invitation to Proposal Opening:

1. The City of La Porte (“the City”) provides solicitation packages containing various documents that require completion by the offeror. This information must be completed prior to the date and time set for the bid opening and shall be included with the returned solicitation documents in order to be considered a responsive Offer.
2. Bids are to be prepared and submitted in accordance with the provisions herein. Failure to do so may result in rejection of the bid. Bids must be prepared and submitted only on the forms provided within the solicitation package. Where a signature is required, an authorized representative of the bidder must do so. Evidence as to such authority may be required.
3. If required by the solicitation documents, bid security shall be submitted with the offer. Any response submitted without the required bond, payment bond, or cashiers/certified check, shall be considered non-responsive and shall not be considered for award. Performance and/or payment bonds, when required shall be submitted to the City, prior to commencement of any work pursuant to the contracting requirements and process.
4. Solicitation packages are typically provided at no cost. If a fee is to be charged it will be so stated in the Invitation to Bidders.
5. The City will not be liable for any costs associated with the preparation, transmittal or presentation of any solicitation submission or materials submitted in response to any solicitation.
6. The primary way to obtain solicitation documents is by downloading them from the City’s third party provider, PublicPurchase.com.

6.1 Bidders are solely responsible for obtaining all Bid Documents, including forms, clarifications, drawings, and Addenda. Bidders are solely responsible for checking Public Purchase while the bid is active for clarifications, supplemental instructions, forms and/or addenda regardless of how the bid documents are obtained. The City will ONLY publish this information on Public Purchase and will not be responsible for a bidder’s failure to obtain or include additional information provided on Public Purchase.



6.2 If a prospective bidder is unable to download the solicitation documents by registering at PublicPurchase.com or by other electronic means, these documents are available by contacting the Purchasing Division Office located at 604 W. Fairmont Parkway, La Porte, Texas 77571. Telephone 281-470-5126; FAX 281-470-5127.

6.3 Plans and drawings may only be available on CD or USB. In this case, the device may be picked up from the issuing office or by contacting the Purchasing Division with an account number for pre-paid courier pick up.

7. All bid forms must be completed in ink, or typewritten. Bidders may not change any of the documents provided within the bid. Any change made may result in rejection of the bid, and will not be binding upon the City.

If a bidder either electronically scans, re-types or in some other way reproduces the City's published solicitation package, then in the event of a conflict between the terms and provisions of the City's published bid specifications, or any portion thereof, and the terms and provisions of the offer, the City's bid specifications as published shall control. Furthermore, if an alteration of any kind to the City's published bid specifications is only discovered after the contract is executed and is or is not being performed, the contract is subject to immediate cancellation.

**BIDDERS ARE SOLELY RESPONSIBLE FOR OBTAINING ALL BID DOCUMENTS,
INCLUDING CLARIFICATIONS AND ADDENDA**

8. References made to a specific manufacturer or trade name in this solicitation is intended to be descriptive and not restrictive and to establish a desired quality level of merchandise or to meet a pre-established standard because of existing like items that have been previously deemed satisfactory by the City.

Alternate product(s) bid from those specified in this solicitation must include a detailed explanation and documentation to support how the alternate items proposed by the bidder can perform as well as or better than those specified. If no alternate is proposed, and accepted by the City, the Bidder will be required to provide the specific item(s) described in the specifications. No substitution of items will be allowed except as otherwise noted within the specifications.



Acceptable documentation to support proposed alternate items may include, but is not limited to:

- Product identification, including manufacturer's name and address
- Manufacturer's literature identifying the product including a detailed description, reference standards, performance and test data
- Samples, as applicable
- Contact information of similar applications where proposed product(s) has been used, date of product usage.
- Itemized comparison of proposed alternate item with product or service specified, listing significant variations.

Respondent further warrants and represents that in making a formal request for substitution by alternate items that:

- Proposed alternate item(s) is equivalent or superior in all respects to the product specified, and
- The same warranties and guarantees will be provided for the alternate item as for the product specified;
- Respondent is solely responsible to provide all pertinent product data with the offer.

9. Where offers for equipment or other goods that are subject to manufacturer warranties that require sale or installation by authorized dealers or distributors are made, Respondent must be the manufacturer or an authorized dealer/distributor of the proposed manufacturer and must be capable of providing genuine parts, assemblies and/or accessories as supplied by the manufacturer. Furthermore, Bidder must be capable of furnishing original product warranty and manufacturers related services such as product information, product recall notices, etc. Certification of licensing demonstrating respondent is an authorized dealer/distributor is to be provided by respondent when this requirement is applicable.

10. The City of La Porte encourages the use of products made of recycled materials to the extent that doing so does not reduce or impair the quality of the item(s) and it is economically feasible. The City will be the sole judge in determining product selection and suitability.

11. City shall not provide any interpretation of the meaning of plans, specification, or other pre-proposal documents to any prospective respondent orally. Such communication must be in writing.

12. Questions or requests for additional information are to be submitted at PublicPurchase.com or to the Purchasing Division at purchasing@laportetx.gov. NO requests or questions are to be asked directly of program staff outside of pre-bid conferences. If a Staff or Council member is contacted by a potential respondent, the person contacted must politely decline to discuss the procurement and forward the inquiry to the Purchasing Division. Likewise, a respondent that contacts someone other than authorized Purchasing Staff in regard to a solicitation may be disqualified.



While the Purchasing Division staff may not be able to answer all of the technical questions asked by potential bidders, they will ensure that the information is provided to all potential bidders in such a way as to promote fair and equal competition.

13. All respondents must familiarize themselves with the locations for contract performance as required by the solicitation documents so as to take into account any and all relevant conditions when preparing the offer. Successful respondent will not be paid additional compensation due to failure to account for conditions that may be observed by a site visit. Worksites shall be made accessible to the public during normal business hours. However, appointments for site visits are preferred.

14. All respondents shall carefully examine all solicitation documents before completing and submitting a proposal in addition to inspecting the work site and being familiar with any condition at the site that may affect the Work.

15. A successful respondent that is awarded a contract is solely responsible for any and all cost arising from (i) failure to comply with the requirements of the proposal documents including without limitation, the requirement to inspect the proposal documents and the work site, and (ii) failure to include any costs or expense attributable to site conditions that could have reasonably been discovered through a site inspection or examination of the bid documents.

16. Respondents must indicate any variance, no matter how slight, in the specification comments, on the proposal page, or pages attached thereto with the exact nature of the variance outlined in sufficient detail. If the variance information is not stated, or referenced as required, it will be assumed that the product or service complies with the City's terms, conditions and specifications.

The city does not necessarily accept any variance or exception contained in a proposal by receiving the proposal. Any variance or exception proposed is subject to review and approval by the City. Any material variance that, in the sole opinion of the City, makes the proposal conditional in nature may result in the entire proposal being rejected in whole or in part.

17. Pricing is to include any freight, handling, or other fees associated with the goods or services. No additional costs will be allowed if not specified in this proposal. Only sales taxes are to be excluded.

18. Quantities shown in the solicitation documents represent estimated usage for the project and as such are for solicitation purposes only. The City reserves the right to increase or decrease quantities or services ordered. Nothing herein will be construed as intent on any part of the City to procure any goods or services beyond those determined by the City to be necessary to meet its needs. The city will only be obligated to pay for such quantity and services actually received and accepted as satisfactory and upon receipt of an itemized, correct invoice.



ARTICLE 7- INFORMATION AND COMPLIANCE

Receiving Proposals

1. All proposals shall be submitted to the City at:

Information Desk

Attention: Purchasing Division

604 W. Fairmont Parkway

La Porte, Texas 77571

2. No oral, telegraphic, telephonic, or facsimile submittals will be considered or accepted.

3. One copy marked as "ORIGINAL" and one electronic copy shall be submitted.

4. The time clock/stamp used by the City Purchasing Division shall be the official time of receipt for responses submitted in hard copy paper form. All late submittals (received after the deadline posted) shall be considered void and unacceptable. Absolutely NO late submittals will be considered.

5. In case of inclement weather or any other unforeseen event causing the City to close for business on the date of a solicitation submission deadline, the solicitation closing will automatically be postponed until the next business day that the City is open.

If inclement weather conditions or any other unforeseen event causes delays in carrier service operations, the City may issue an addendum to extend the deadline. It will be the responsibility of the vendor to notify the City of their interest in the project if these conditions are impacting their ability to turn in a submission within the stated deadline. The City reserves the right to make the final judgment call to extend any deadline.

6. Each Bidder is solely and completely responsible for delivery of its Bid to the designated delivery location before the date and time established for the Bid opening.

Any proposal that is not delivered on time, including proposals mistakenly delivered to other City offices, will not be accepted. The City is under no obligation to ensure that misdirected proposals are delivered to the designated deliver location prior to proposal opening. This article also applies to proposals sent via U.S. Postal Service or messenger service.



Proposal Opening to Contract Execution

1. Proposals will be opened immediately following the deadline for submission has passed. The public posting of the tabulation, and the apparent low bidder are neither final nor binding. All bids and bid documents are subject to review by Staff in determining responsiveness and responsibility. Bid tabulations are public information and are posted on PublicPurchase.com and the City's website typically within 3 business days of opening.
2. Unless a Proposal is expressly rejected by the City, all bids will remain in effect for sixty (60) days subsequent to bid opening. Respondent may not withdraw or cancel or modify bid for a period of sixty (60) days after the advertised closing time for receipt of Proposals. The City reserves the right to reject any Proposal where a modification of its proposal materially affecting the bid prior to the sixty (60) day period occurs. The City may request that a bidder extend the effective period of their bid. Such a request will be made in writing, and will require the bidder's written consent to the extension.
3. Ordinance No. 98-2217 declares that the City will not make any expenditure of any kind for goods or services by the City from an person, firm or corporation owing any delinquent indebtedness to the City. Bidder agrees that by submitting this executed bid at the time of submitting such documents, he is, at his option, submitting the bid in accordance with the Ordinance and, that if he is in debt to the City, payments he is owed under this contract will first be applied to pay off the debt. This complete ordinance may be found on the City's website.
4. The City will not accept conditional proposals or unbalanced proposals that, in the sole discretion and authority of the City, is determined to be so.
5. The Purchasing Division reserves the right to make corrections to proposals for any clerical error apparent on the face of the proposal. This includes but is not limited to obviously incorrect units or misplaced decimal points, or arithmetic errors. In the event that comparison of the Respondent's "Unit Price" and "Total Price" submitted for any line item reveals a calculation error, the "unit Price" shall prevail.
6. The Purchasing Division shall make the determination of responsibility of each respondent. A respondent may be requested to submit such additional information pertaining to responsibility as the Purchasing Official deems necessary. Failure to comply with such a request will result in a finding of non-responsibility and rejection of the proposal.



7. A respondent, if requested, must present within a reasonable time, as determined by the City, evidence satisfactory to the Purchasing Division of the ability to perform the Contract and possession of the necessary facilities, equipment, financial resources and adequate insurance to comply with the terms of these specifications and resulting Contract documents.
8. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, such bidder fails to satisfy the City that Respondent is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
9. The City reserves the right to reject any or all solicitation submissions without cause prior to award, to waive formalities, or to proceed otherwise when in the best interest of the City.
10. If the event of a tie, preference will be given to the Respondent that offers the best value to the City in accordance with the specifications and State Law.
11. If Respondent is required to make a certification pursuant to Section 2270.002 of the Texas Government Code, Bidder certifies that Bidder does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. If Respondent does not make that certification, Respondent must indicate that in its Proposal and state why the certification is not required.
12. **Questions concerning RFP**
Questions or requests for additional information are to be submitted in writing at PublicPurchase.com or to the Purchasing Division at purchasing@laportetx.gov.
13. **Method of award**
Evaluation will be based on the criteria stated in this Request for Proposal. The highest ranked proposal may be negotiated and one or more respondents may be allowed to present a best and final offer. If proposal amounts exceed the available funds to finance a contract, the City may reject all proposals or may award the contract on a negotiated proposal with deductible alternates as to produce a net amount which is within the available funds.



GENERAL STANDARD TERMS AND CONDITIONS

The City of La Porte General Terms and Conditions for Bidding and Contracts are posted on the City's website. [La Porte, TX - Official Website](http://www.laportetx.gov) and are incorporated into this document by reference. An electronic PDF copy may be requested by calling 281-470-5126 or mailing purchasing@laportetx.gov.

The undersigned certifies by initialing:

Initials

- 1. To comply with all instructions, provision of required documents, specifications _____
- 2. That they have not conspired with any other potential supplier or person or official in any manner to attempt to control competitive pricing _____

The undersigned certified by initialing:

- 3. That they are duly qualified, capable and bondable business entity not in receivership or contemplating same, and has not filed for bankruptcy _____
- 4. Affirms that they will not discriminate against any employee or applicant as prohibited by law. Failure to comply may result in termination of contract _____
- 5. Bidder has read and understands the General Standard Terms and Conditions for Bidding and Contracts _____

Authorized Signature: _____ (same as initials)

Printed Name: _____

Date: _____

Remainder of page left intentionally blank



City of La Porte

Established 1892

Purchasing Department

Cherell Daeumer, Purchasing Manager

ARTICLE- 8 INCORPORATION OF EXHIBITS

The following attached Exhibits are made a part of this agreement:

- Exhibit A - Functional Requirement Matrix
- Exhibit B- Pricing Proposal
- Exhibit C - Insurance Requirements
- Exhibit D – Conflict of Interest Questionnaire
- Exhibit E – Acknowledgement Form
- Exhibit F - House Bill 89 Verification Form



City of La Porte

Established 1892

Purchasing Department

Cherell Daeumer, Purchasing Manager

ARTICLE 9-EXECUTION AND ACCEPTANCE PAGES

Bid execution and acceptance pages follow. Please complete only the Execution page appropriate for your business type.

Remainder of this page intentionally blank.



9.1 Bid Execution By a Corporation

The undersigned, hereby acknowledges having received Solicitation Number _____ 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 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: _____
(Print or Type)

SIGNATURE OF PRESIDENT*: _____
(Or Authorized Officer) (Signature)

TITLE OF SIGNATORY: _____
(Print or Type)

BUSINESS ADDRESS: _____
(Print or Type)

*Note: In the event that this bid (proposal) is signed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization, such as a resolution by the Board of Directors, which permits the person to sign the offer for the Corporation.

ATTEST: _____
(Corporate Secretary Signature) (Affix Corporate Seal)

State of _____ County of _____

This instrument was acknowledged before me on this ____ day of _____, 20__ by _____ as President

(or other authorized officer) and _____ as Secretary of _____ (Corporation Name).
(Seal)

Notary Public Signature Commission Expires: _____

County of _____



9.2 Bid Execution By a Joint Venture

The undersigned, hereby acknowledges having received Solicitation Number _____ 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 Joint Venture 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.

JOINT VENTURE NAME: _____

(Print or Type)

JOINT VENTURE ADDRESS: _____

(Print or Type)

SIGNATURE AND ADDRESSES OF ALL MEMBERS OF THE JOINT VENTURE (If all members of the Joint Venture do not sign, indicate authority of signatories by attaching copy of Joint Venture agreement or other authorizing document):

SIGNATURE OF Authorized Party: _____

(Signature)

TITLE OF SIGNATORY: _____

(Print or Type)

BUSINESS ADDRESS: _____

(Print or Type)

ATTEST: _____

(Joint Venture Secretary Signature)

(Affix Joint Venture Seal)

OR

Joint Venturer Signature: (Signature) _____

Address (Print or Type) _____

Joint Venturer Signature: (Signature) _____

Address: (Print or type) _____

Joint Venturer Signature: (Signature) _____

Address: (Print or Type) _____

State of _____ County of _____

This instrument was acknowledged before me on this _____ day of _____, 20__ by _____ as President (or other authorized officer) and _____ as Secretary of _____ (Joint Venture Name). (Seal)

Notary Public Signature

Commission Expires: _____



9.3 Bid Execution By a Partnership

The undersigned, hereby acknowledges having received Solicitation Number _____ 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 Joint Venture 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.

BUSINESS NAME:

(Print or Type)

BUSINESS ADDRESS:

(Print or Type)

SIGNATURE AND ADDRESSES OF ALL MEMBERS OF THE PARTNERSHIP (If all General Partners do not sign, indicate authority of signatories by attaching copy of the partnership agreement or other authorizing document):

Address: (Print or Type) _____

Partner Signature: (Signature) _____

Address: (Print or type) _____

Partner Signature: (Signature) _____

Address: (Print or Type) _____

State of _____ County of _____

This instrument was acknowledged before me on this ____ day of _____, 20__ by _____ as President (or other authorized officer) and _____ as Secretary of _____ (Partnership Name).

Notary Public Signature

Commission Expires: _____

(Seal)



9.4 Bid Execution By a Sole Proprietor

The undersigned, hereby acknowledges having received Solicitation Number _____ 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

(Print or Type)

(Print or Type)

(Print or Type)

State of _____ County of _____

This instrument was acknowledged before me on this _____ day of _____, 20__ by _____ as President (or other authorized officer) and _____ as Secretary of _____ (Partnership Name).

Notary Public Signature

Commission Expires: _____

(Seal)



City of La Porte

Established 1892

Purchasing Department

Cherell Daeumer, Purchasing Manager

ARTICLE 10- EXHIBITS

Exhibit pages to follow

Remainder of page intentionally blank

EXHIBIT A-FUNCTIONAL REQUIREMENT MATRIX

Features/Components		Vendor Response Code	Comments
1.0 General System Requirements:			
1.1	The Software must run on an IBM compatible personal computer running WINDOWS 10, or XP and be offered as Software as a Service (SaS)		
1.2	The proposed software can operate on Server 2016 or newer		
1.3	Software must be able to work with a SQL database		
1.4	The system must be real-time application, thus updating all files as the transaction occurs, not in a batch mode. However electronic fuel transfers will operate in a batch mode. The system must be fully integrated, thus no data will be entered separately into two different software modules.		
1.5	Role based permissions		
1.6	Automated workflow		
1.7	Employee interface via wired/wireless technology		
2.0 System Features			
2.1	On-Line Help. The software must have context sensitive help that can be easily accessed using a function key. This must include comprehensive documentation that includes, reports, data entry, and display screens.		
2.2	Print-it Feature. The software must have the capability of viewing all reports on the screen, then choosing or not choosing to print the report. The user must be able to view the entire report by either condensing the size of the print on the screen or by using designated keystrokes to move up/down, right/left.		
2.3	Management Security. If the optional user security is turned off, there must be management security passwords protecting mechanic wage information, purge functions and system parameter options from general access.		
2.4	User Security. The software must have an optional security system by user ID and password. Each user ID has access to functions in the system they are given rights to.		
2.5	Technical Support. The vendor must provide an 800-number that the user can call on an unlimited basis for questions about the software and about fleet operations. The vendor must use diligence in providing answers to customer concerns. The support staff must be available for at least 12 hours per day.		
2.6	The support staff must have experience in fleet management, preferably to have worked with the software as an end-user. The staff must have knowledge in WINDOWS, and SQL operating systems and have knowledge of fleet operations.		
2.7	User Group Meeting. The vendor must organize a yearly User's Group Meeting. The meeting should cover fleet management issues and problems, lead sessions on how to use the software to improve fleet management, provide training and technical sessions as well as round table discussions with other users with similar operations. The vendor will encourage networking among its users, provide a bulletin board for trading of ideas and hardware, and issue a quarterly newsletter to all users.		
2.8	Enhancement Program. The vendor will issue, at least one time per year, enhancements to the software. Many of these enhancements must be a direct result of user input at the yearly User's Group Meeting.		
3.0 System Parameters			
3.1	The software must have a number of system parameters designed to allow the user to define certain features and to determine if a number of these features will be used. The following parameters should be included:		
3.1.1	Facility. The user can define up to 999 different facilities/companies with separate parts inventories, mechanics, and cost reports.		
3.1.2	Customer Billing. Option allows customers to have their own labor, tires, and parts markups, and tax rates		
3.1.3	Work Order Reason Codes. Option allows the user to track the reason a work order is opened, user definable up to 99 codes		

EXHIBIT A-FUNCTIONAL REQUIREMENT MATRIX

3.1.4	Shop Codes on WO's. Option allowing the user to assign shop numbers on a work order		
3.1.5	Part Pick List. Option compiles a list of parts needed for preventative maintenance and other repairs that will print with the work order		

EXHIBIT A-FUNCTIONAL REQUIREMENT MATRIX

4.0 Vehicle Inventory		
4.1	At a minimum an eight (8)Character Alphanumeric Vehicle Number	
4.2	At a minimum a four (4) Character Alphanumeric Department Field	
4.3	Year, Make, Model Fields	
4.4	Vehicle Size Classifications: L= Light, M= Medium, H= Heavy, T= Trailer, O= Other	
4.5	Location- at least a twenty (20) digit Aphanumeric Field	
4.6	Registration Number	
4.7	Serial Number	
4.8	Operator	
4.9	Main Odometer Unit Selection of: Miles, Hours, Units, Kilometers, or Gallons	
4.10	Each vehicle can be assigned up to four (4) alternate meters.	
4.11	Purchase Date	
4.12	In-Service Date	
4.13	Engine Make and Model	
4.14	Transmission Make and Model	
4.15	Rear end Cap	
4.16	Tons	
4.17	Front Axle	
4.18	Wheel Size	
4.19	Tire Size	
4.20	Tire, ply, etc	
4.21	Psi	
4.22	State of Inspection	
4.23	Unit GVW	
4.24	Wheel Base	
4.25	Alternator Make, Alternator Amps	
4.26	Brake	
4.27	Steering	
4.28	Spec Body Make, Spec Body Model, Spec Equipment	
4.29	Purchase Price, Current Value, Trade in Value	
4.30	Licensing, Insurance, and Depreciation fixed cost field	
4.31	License Expiration-Period	
4.32	At least 20 User Definable fields	
4.33	Oil Part Number and Quart Capacity	
4.34	Transmission Fluid Part Number and Quart Capacity	
4.35	Tire Count/Max	
4.36	Service Notes: Minimum of sixty (60) characters to print on PM Due Report	
4.37	Tank Capacity, Vehicle Average MPG	
4.38	Highway Tax	
4.39	Assigned Driver-15 digit alphanumeric field	
4.40	PM scheduling for over one hundred (100) types of PM's specific to each vehicle	
4.41	PM scheduling by time and or miles, hours, kilometers, units, gallons and alternate meters	
4.42	PM part kit identification number for each PM	
4.43	The ability to include one (1) PM or more within another (nesting)	
4.44	State Inspection Schedule	
4.45	The ability to assign unlimited pieces of equipment to a vehicle. For example CB Radios, Wheel Chair Lifts, ect.	
4.46	Unlimited notes attached to each vehicle	
4.47	The ability to track fuel taxes on a vehicle	
4.48	The ability to display the vehicle/equipment master record by vehicle number, VIN number, registration number or license plate number.	

EXHIBIT A-FUNCTIONAL REQUIREMENT MATRIX

4.49	A vehicle's facility, department, number, class, or location can be changed at any time. All history must be transferred with the vehicle		
4.50	A vehicle's customer number may be changed at any time. All repair history must remain with the customer assigned at the time the repair is done.		
4.51	Any vehicle master record can be copied to another so only information that is different will need to be entered		
4.52	A vehicle warranty system must be available to track bumper-to-bumper warranties.		
4.53	The vehicle warranty system must also track component warranties by VMRS code, for original equipment warranties, dealer extended warranties, or repairs done by outside vendors. Enter hours/miles and/or months of warranties.		
4.54	The vehicle warranty system must integrate with the system's work order process by immediately flagging warranty repairs.		
4.55	The system must have an odometer change routine that is used when an odometer breaks or rolls over. This routine allows the system to track the life miles of a vehicle even if the odometer reading is different.		
4.56	The odometer change routine automatically adjusts and updates the preventative maintenance schedule for a vehicle		
4.57	The odometer change routine automatically adjusts and updates the preventative maintenance schedule for a vehicle		
4.58	Preventative maintenance due reports can sort on vehicle number, vehicle location, and vehicle department fields		
4.59	Preventative maintenance reports can be selected to print or view PM's due within a specified date range		
4.60	Preventative maintenance reports can be selected to print all PM levels due or a single PM level		
4.61	Preventative maintenance due reports can be selected on: past due, now due, due with the next "X" days, and/or next X miles, hours, or gallons.		
4.62	The system can print and e-mail preventative maintenance notification cards.		
4.63	PM completion is automatically posted through the Work Order Module and/or by a special posting routine.		
5.0 Vehicle Cost Reports			
5.1	Repair history reports are available that can be sorted by department or vehicle and by a range of repair codes and dates. It will print major repair categories and list detail repair data that includes the description, parts and labor costs, for each vehicle.		
5.2	The repair history report will summarize parts and labor cost totals and percentages of expenditure for each major repair category. It will also print the cost per mile of each major repair code for the current period, year-to-date, or life-to-date of the vehicle.		
5.3	Cost per mile/hour reports are available by dept., vehicle, or make/yr. Prints period, year-to-date, life-to-date figures. Prints cost per mile/hour for tires, maintenance, miles per quart of oil. Prints license, insurance, depreciation expenses and fixed cost per mile, miles/hours per gallon.		
5.4	The cost per mile/hour reports produce totals for the range of vehicles specified and sub-totals for each department		
5.5	Total Cost Reports. Sorts by department, and/or vehicle. Prints period, year-to-date, life-to-date figures. Prints miles driven, gallons of fuel consumed, oil usage, tire cost, labor hours and cost, outside repairs, total repair costs, total maintenance cost, breakdowns, and utilization. Can group costs by repair reason or type.		
5.6	Fleet Cost Reporting. Calculates burdened hourly shop labor rate using data collected such as direct labor hours plus user-defined data of other costs.		
6.0 Fuel Interface Module			
6.1	Fuel Entry. Input miles/hours, gallons, date, state, days utilized, cost of fuel if outside vendor, quarts of oil. Automatically relieves fuel inventory, updates odometer readings and PM schedules.		
6.2	Pumps and Tanks. System includes a complete fuel inventory module to record stick readings, pump readings, identify variances in inventory, accept fuel deliveries, and execute pump to tank transfers.		

EXHIBIT A-FUNCTIONAL REQUIREMENT MATRIX

6.3	Revenue/Misc Cost Entry. Ability to enter total revenues and miscellaneous costs per vehicle one time per period.		
6.40	Fuel Tax Reporting. State tax rates are entered. System accumulates and reports on state taxes by vehicle and state.		
6.50	Electronic Fuel Interface. Software shall accept data from an Electronic Fueling system and use this data to update associated files. Any fueling system is acceptable as long as data is in a transaction based Flat ASCII format		
7.0 Parts Inventory Module			
7.1	Fully integrated with work orders		
7.2	At least a fifteen (15) character alpha-numeric part number		
7.3	Minimum of ten (10) vendors for each part with corresponding cross-reference numbers, manufacturer, and last price paid		
7.4	At least a six (6) character alpha-numeric bin location		
7.5	Average price costing method with the ability to use LIFO or FIFO		
7.6	Ability to mark up average price by user-defined percentage for an individual part.		
7.7	Ability to lock in part price charged to a vehicle regardless of the average price		
7.8	Ability to mark up non-inventory parts by a user-defined percentage.		
7.9	Ability to flag a part as either a stocking or non-stocking part.		
7.10	Ability to assign up to eight, four-character fits codes for each part. This allows the user to print a list of parts that fit on a vehicle type.		
7.11	Up to 5 stocking locations per facility.		
7.12	Tracks accumulated parts usage per period and year to date.		
7.13	The option of user-defined reorder points and quantities or system-adjusted reorder points and quantities on a part-by-part basis.		
7.14	The system allows for 8 price/stocking levels to define maximum quantities of inventory parts. These figures are used in the calculation of system-adjusted reorder points.		
7.15	System displays the current on-order quantity		
7.16	Back order quantity.		
7.17	Last invoice number and date		
7.18	Part Types: part, oil, tire, fuel, antifreeze, ntfx		
7.19	Tracks part warranties by miles/hours and/or months.		
7.20	Tracks component failure statistics by miles/hours and/or months.		
7.21	Part renumber utility.		
7.22	Part kits: up to 20 parts with associated quantities.		
7.23	Ability to take inventory using barcoding and a handheld data collection device. Data collected can be downloaded into parts inventory, compared to quantities-on-hand and adjusted simultaneously.		
7.24	Ability to adjust parts inventory or back out a transaction.		
7.25	Ability to print regular or barcode tags for parts or bins.		
7.26	Ability to read vendor barcodes.		
8.0 Purchase Orders			
8.1	Automatic parts requisitioning when inventory falls below reorder point. User has option of min/max method or reorder quantity method of reordering.		
8.2	Parts on requisition can be edited to change vendor, price and quantity		
8.3	Purchase orders can be automatically created from edited or non-edited requisitions for all vendors or a specific vendor.		
8.4	Blanket PO's are available, with up to 999 extensions, budget, budget used, running balance, current extension, first extension, PO start and expiration dates, prior blanket PO for vendor.		
8.5	Ability to create purchase orders for non-stock parts and non-file parts.		
8.6	Ability to add a part record on the fly in purchase orders		
8.7	Ability to receive purchase order quantities on a line-by-line basis or in total.		
8.8	Ability to post to back order partially received purchase orders		

EXHIBIT A-FUNCTIONAL REQUIREMENT MATRIX

8.9	Part record is automatically updated if price received is different from order price.		
8.10	On Order/Back Order List is available.		
8.11	Purchase order summary report is available by purchase order number or by vendor. Report lists purchase order number, create date, received date, shiptime, order from facility, order for facility, vendor number and abbreviation, purchase order cost, and status.		

EXHIBIT A-FUNCTIONAL REQUIREMENT MATRIX

9.0 Parts Inventory Lists		
9.1	By Part Number	
9.2	By Fit Code	
9.3	By Cross Reference Part Number	
9.4	By Vendor	
9.5	Non- Stock Parts	
9.6	By Bin Location	
9.7	By Part Name	
9.8	Part-Kid List	
9.9	Distribution List: For inventory purposes; Prints by bin location, all parts or just stocking parts, print with quantity-on-hand or with blank quantities, with or without barcodes.	
10.0 Parts Management Reports		
10.1	Low use report prints parts on file with 1-13 consecutive periods of zero use.	
10.2	General use report by vendor or part number. Report lists quantities used per part per period.	
10.3	Inventory Balance Report	
10.4	Parts adjustment report	
10.5	Purchase order transaction report by part number or date. This report prints the part number, purchase date, part description, vendor, quantity purchased, purchase order number, part cost, and extended total.	
10.6	Parts usage by work order. This report lists for a single parts or all parts, the repair order, vehicle, part number, repair code, transaction date, quantity, price and total charged to a work order.	
10.7	Part failure analysis. Prints where in the life cycle each trackable/warranty part fails by miles and/or months, for the period, year, and life-to-date.	
10.8	Warranty reporting by part or vehicle number.	
11.0 Vendor Information		
11.1	Vendor number (minimum six (6) numeric digits)	
11.2	Vendor abbreviation (minimum six (6) alpha	
11.3	Name, Address, City, State, Zip	
11.4	Vendor Phone Number, Contact.	
11.5	Vendor Terms	
11.6	Pay Due Dates	
11.7	Discount Due Dates/Discount Percentage	
11.8	Ships Via, Total Ship Days	
11.9	Tax Id#, F.O. B. Point	
11.10	Legal Status	
11.12	Disadvantage Business	
11.13	Last Purchase Date	
11.14	Year-to Date purchases	
11.15	Total Purchase Orders	
11.16	Annual Purchase Order number and extension.	
11.17	PO Budget, PO Budget Used, PO Running Balance	
11.18	Oldest Open Extension.	
11.19	Annual PO Expiration Date	
11.20	Prior Blanket PO Number	
11.21	Average Ship Days (accumulated by system)	
12. Work Orders		
12.1	The software must use VMRS format to specify labor codes. The software has the capability of defining difficulty factors that allow the user to designate a up to 5 different time estimates for a single labor code depending on how difficult a task is on a specific vehicle or vehicle class.	
12.2	Capability of processing work orders in both real time or batch mode.	
12.3	Use of VMRS Repair Codes, 3 digit, 6 digit, or 9 digit level.	
12.4	Easy access to vehicle master file from work order processing.	
12.5	Job related repair history displays when building or processing a work order.	

EXHIBIT A-FUNCTIONAL REQUIREMENT MATRIX

12.6	Access to all repair history on file when building or processing a work order.		
12.7	PM's due will display when building a work order.		
12.8	VMRS, vehicle, customer, vendor, mechanics, parts look-up help screens throughout.		
12.9	Tracks outside repairs including vendor, purchase order number, outside parts, and outside labor.		
12.1	Ability to create template work orders to use over and over again with a unlimited checklist		
12.11	Optional repair order priority codes – minimum 9 user defined.		
12.12	Optional work order reason codes – minimum 99 user defined		
12.13	Optional work accomplished codes – minimum 20 user defined.		
12.14	Optional work order line cause codes – minimum 15 user defined.		
12.15	Work description codes – minimum 10 user defined.		
12.16	Indirect Labor codes – minimum 10 user defined.		
12.17	Shop codes.		
12.18	Ability to edit codes once entered.		
12.19	Ability to change work order post date.		
12.20	Up to 99 repair lines per work order		
12.21	Up to 5 lines (300 characters) notes per each work order line.		
12.22	Up to 3 lines (180 characters) master notes when closing work order.		
12.23	Ability to add part record on-the-fly.		
12.24	Fully integrated parts module, automatic depletion of inventory when part is posted.		
12.25	Parts and labor warranty credits can be entered.		
12.26	User has the option of accepting the current odometer reading of a vehicle when creating a work order or requiring entry of an odometer reading.		
12.27	User has option of system sequentially numbering work orders or assigning their own.		
12.28	User has the option to allow the override of the mechanic's labor rate, part cost or tire cost during work order post routine.		
12.29	Work order post routine updates vehicle history, cost reports, mechanic productivity, and repair order transaction files		
12.30	Open work order line report is available by work order priority code or create date. This report prints each open work order line, when it was last updated, the posted parts amount, labor amount and labor hours.		
12.31	A work order scheduling report is available by shop code, open work orders (yes or no). This report sorts by priority code, and prints the work order number, vehicle, customer, create date, number of jobs scheduled, number or jobs complete, and scheduled hours.		
12.32	The system can print, sort, and total work order by number, date, or customer, and select open, closed, or both.		
13.0 Tires Module			
13.1	Software shall supply a tire record file for each tire owned or leased by the user, indicating		
13.2	Tire number.		
13.3	Vehicle mounted on		
13.4	Tire position		
13.5	Number of caps		
13.6	Manufacturer		
13.7	Copper Number		
13.8	Tire Size		
13.9	Tire type		
13.10	Current value		
13.11	Casing value		
13.12	Total cost.		
13.13	Mounted odemeter		
13.14	Date mounted on current vehicle		
13.15	Casing miles		
13.16	Tire life miles		

EXHIBIT A-FUNCTIONAL REQUIREMENT MATRIX

13.17	Tread depth		
13.18	Months in use		
13.19	Tread type		
13.20	Ply rating		
13.21	Current vehicle odometer		
13.22	Tire location		
13.23	Tire condition		
13.24	Lease tire?		
14.0 Tire Reporting			
14.1	Software provides a report to project the number of tires due to fail over a specified number of periods based on the tire's mileage and wear characteristics.		
14.2	Software provides manufacturer and cappers cost and performance reports		
14.3	Software provides tire life transaction reports by all transactions or a particular type of transaction such as send capper.		
14.4	Software provides inventory lists by tire or vehicle.		
15.0 Tool Module			
15.1	The software must maintain and track an inventory of tools within system. Features must include		
15.2	Track tool records with original purchase information and much more.		
15.3	Track usage and status with "check-out" and "check-in" to mechanics.		
15.4	Hot-keys to allow check-out/check-in from anywhere within the software		
15.5	Tool list report showing available or checked out tools.		
15.6	Tool inventory report showing "checked out time" and total tool cost.		
15.7	Report to show which tools a range of mechanics currently have checked out.		

Fleet Management System Optional Modules

Features/Components		Vendor Response Code	Comments
A1. Driver Reporting Module			
A1.1	The software must include a Driver Input feature for reporting vehicle deficiencies (VDR).		
A1.2	The software must come pre-loaded with component, condition and location codes which can be customized by the user.		
A1.3	Within an individual component description, the system must allow for numerous subsets for the condition and location, which are used to help describe and locate the problems reported by drivers		
A1.4	This feature must include drop down lists for each of the following components or area where a problem might be reported:		
A1.4.1	Type of Inspection: ie (Pre Trip, Post Trip)		
A1.4.2	Component Codes		
A1.4.3	Condition		
A1.4.4	Location		
A1.4.5	Status: i.e. (Operable, Inoperable)		
A1.4.6	Notes		
A1.11	Each inspection must represent a single VDR submitted by a driver and allow for several reported items		
A1.12	The software must include a feature to create auto-generating work orders from the VDRs		
A1.13	The review feature must include the following options:		
A1.13.1	Display a list of VDR defect inspections		
A1.13.2	Edit / view a defect		
A1.13.3	Create/assign work orders to defects		
A1.13.4	Display the work order assigned to the defects		
A1.13.5	Close a defect		
A1.14	The software must display a color on the screen during the review to represent Status. The Status color signifies the severity of the problem:		
A1.15	A RED status represents an Inoperable status, which is usually related to safety and drivability of the vehicle.		
A1.16	A YELLOW status represents an Operable status, in which case the vehicle is still considered safe to operate but the driver is bringing attention to a defect.		
A1.17	The software must have the ability to set the following Default Work Order Codes. These defaults will be used when the work order is generated within the Driver Reports module:		
A1.17.1	Priority Codes: Priority codes determine the importance of a work order the lower the priority number, the higher the priority.		
A1.17.2	Reason Code: Reason codes are used to indicate the source of the repair request such as driver reports, PMs, breakdowns, etc.		
A1.17.3	Repair Type Code: Repair type codes indicate what type of work is to be performed by mechanics (e.g. check, repair, replace).		
A1.18	The software must include the ability to "learn" and remember VMRS codes for particular vehicle problems, so the second time the same problem is reported, whether it's for the same or different vehicle, the system recalls the previously assigned VMRS code and automatically uses it when generating the work order.		
A1.19	The software must include the ability to search open work orders for the vehicle to see if there is an open line for assigned repair code. If a work order is found for this vehicle that addresses the reported item the duplicate VDR is linked to the existing work order without creating a new work order.		
A1.20	The software must include the ability to view work order details for pending or completed items.		
A1.21	Once the work order is completed, the software must automatically update the VDR status code to closed.		
A1.22	When closing the VDR defect line the software must prompt for a "Reason for Closing" and allow the user to select the reason from a pulldown:		
A1.22.1	Defect need not be repaired for safe operation		
A1.22.2	Invalid or incomplete component/condition information reported		
A1.22.3	Driver responsibility		

Fleet Management System Optional Modules

A1.22.4	Defect repaired		
A1.22.5	Quick repair		
A2. Paperless Shop Module			
A2.1	Paperless Shop uses computer workstations in a real-time mode on the shop floor.		
A2.2	Mechanics clock on and off assigned jobs and indirect jobs such as fueling vehicles, or cleaning shop floor, at the mechanic workstation		
A2.3	An unlimited number of jobs can be assigned to each mechanic		
A2.4	The system calculates the actual time spent on a job, tracking the mechanic's entire work day.		
A2.5	The mechanic can clock off a job prior to its completion, start another job, then clock back on a previous job. The system will accumulate the total time spent.		
A2.6	Mechanics and/or parts personnel can be given the rights to post parts used on a job, including tires.		
A2.7	Mechanics and/or parts personnel can use a barcode reader to post parts on a work order in paperless shop.		
A2.8	Management personnel can add, delete, and reprioritize jobs assigned to a mechanic throughout the workday.		
A2.9	The system is tracking the actual time spent on the job versus the estimated time. The program is keeping all records up-to-date and accurate in a real-time mode.		
A3. Motor Pool Module			
A3.1	The software must include a Motor Pool feature to assist in tracking the usage of vehicles in several different areas.		
A3.2	Status of all Motor Pool Vehicles – available, reserved, checked-out, due back		
A3.3	Vehicle and Customer rental history		
A3.4	Billing reports by customer/department		
A3.5	The Motor Pool must contain various parameters that control how the system will handle certain situations. These features can be turned on or off to meet specific needs:		
A3.6	Facility Specific Rates		
A3.7	Partial Rates		
A3.8	Grace Period Rates		
A3.9	Validation of drivers license during checkout procedure		
A3.10	The software must allow for flexible rates that will allow charges for a variety of situations. These rates must be tied to a Rate Code and a Customer rate level. This allows for charging different rates for different customers and their specific requirement for each individual rental		
A3.11	The flexibility of rates must allow for:		
A3.11.1	Easy 4 digit, alphanumeric field		
A3.11.2	One digit pricing group		
A3.11.3	Long distance or local travel		
A3.11.4	Multiple day rental		
A3.11.5	Discounted rates		
A3.11.6	Rate Categories – hourly, ½ day, daily, weekly, monthly, yearly rates		
A3.11.7	Alternate Rates		
A3.11.8	Per Mile Rates		
A3.11.9	Rates by vehicle type-van, car, truck		
A3.11.10	User-Definable Rates		
A3.11.11	Additional Charges:		
A3.11.12	Minimum Charge		
A3.11.13	Miscellaneous charges – pre-trip maintenance, tire chains, car seats, vehicle washes, etc		
A3.12	The Motor Pool feature must use the customer (driver) file from the Fleet Management Software to determine which default rate code will be used when creating a rental reservation. The software must allow for a default rate code in the customer file.		
A3.13	The software must allow for vehicles to be classified so that similar types can be charged similar rental rates, and you can use the type code to reduce the number of available vehicles to view. The software should allow a sort by vehicle types into a variety of codes		

Fleet Management System Optional Modules

A3.13.1	Vans (minivan, eight (8) passenger, sixteen (16) passenger		
A3.13.2	Trucks		
A3.13.3	Cars (compact, mid-size, sedans)		
A3.13.4	Bus		
A3.13.5	Equipment (back hoe, tractors)		
A3.14	Motor pool information comes directly from the vehicle file in maintenance program. Vehicle numbers are the same in Motor Pool as they are in the maintenance program. A vehicle must exist in the maintenance program before it can be added as a Motor Pool vehicle		
A3.15	Vehicles are easily added – easy lookup lists for assistance in choosing vehicles		
A3.16	Type Codes and Rate Codes are applied when added to the Motor Pool		
A3.17	Reservations are created to make sure a vehicle of a particular type is available during the requested timeframe. The reservation contains information about the customer/department requesting the vehicle. The rate to be charged for the use of the vehicle is determined at this time. Any additional charges to be billed to the customer can be created at this time. The actual vehicle assigned to the reservation will be determined from the list of available vehicles in the requested type. The reservation will also include:		
A3.17.1	Reservation Number		
A3.17.2	Pickup/Return Times and Locations, Cancel by date		
A3.17.3	Vehicle Number and Type		
A3.17.4	Customer Number, Requested by, Phone number, Account Number		
A3.17.5	Rental Rate and Travel Area		
A3.18	The software must have the ability to create template reservations for the repetitive rentals. When the templates are used, all the necessary fields must be filled in automatically on the new reservations.		
A3.19	The “check out” procedure must allow the user to verify the information that was entered during the reservation process and make any necessary changes		
A3.20	The software must prompt to verify:		
A3.20.1	Picked up by vs. Reserved by		
A3.20.2	Drivers License number and expiration		
A3.20.3	Odometer		
A3.21	During the “check in” process the software must allow the user one final step to verify rates, additional and miscellaneous charges, and odometer readings.		
A3.22	The software must allow for Recurring Reservations when vehicles are rented for long periods of time.		
A3.23	The system must allow for creation of recurring reservation groups used to categorize or group rentals that are alike (e.g. weekly, monthly, yearly) using the following options:		
A3.23.1	User defined recurring reservation groups		
A3.23.2	Simultaneously checks in and then checks out recurring reservations		
A3.23.3	Eliminate the need for repetitive data entry		
A3.23.4	Creates necessary data for department/customer billing		
A3.24	The software must include the following built in reports for the Motor Pool activity:		
A3.24.1	Billing Report		
A3.24.2	Detailed by Transaction by Customer		
A3.24.3	Checked In/Out dates		
A3.24.4	Vehicle number		
A3.24.5	Odometers In/Out		
A3.24.6	Invoice Totals and Grand Totals		
A3.24.7	Individual Invoices		
A3.24.8	Detailed Transaction by Vehicle		
A3.24.9	Available		
A3.24.10	Reserved		
A3.24.11	Customer Number who has it reserved		
A3.24.12	Checked out date, due to check in date		
A4. Image Viewer			
A4.1	The software must have the ability to attach and view from within the software any text or image file.		
A4.2	The image viewer can be used to attach files to the following areas of the software:		

Fleet Management System Optional Modules

A4.2.1	Parts: MSDS sheets, schematics, warranties		
A4.2.2	Vehicles: Photo, accident damage picture, accident report, original specs		
A4.2.3	Vendors: Warranties, return policies, location, product lines, pricing structure		
A4.2.4	Facilities: Photo, map/directions, shop and building layout		
A4.2.5	Customers: Contracts, payment history, capitalization approvals		
A4.2.6	Departments: Building layouts and schematics, correspondence, contracts		
A4.2.7	Purchase Orders: Signed receipts, invoices, credit slips		
A4.2.8	Work Orders: Damage photos and reports, modification approvals, old part pictures		
A4.2.9	Estimate Work Orders: Photos, signed agreement, additional notes		
A4.2.10	Tools: Photo, schematics, warranty		
A4.2.11	Tires: Warranty, photo		
A4.2.12	Employees: Application, certificates, drivers license, insurance		
A4.2.13	Mounted Equipment: Photo installed, schematics, warranty		
A4.2.14	Fuel Pumps & Tanks: UST information, pressure tests, certifications, schematics		
A4.2.15	Motor Pool Reservations: Accident damages, photos, signed contracts, drivers license, insurance		
A5. Messaging Module			
A5.1	The software must allow the user to send and receive messages to and from other employees within the software. The Messaging module must not require a MAPI mail system—it should be local only to the Fleet Maintenance application so the user does not need to setup each of the employees with internet e-mail capabilities		
A5.2	Messages sent to an employee will notify the user upon logging into the Fleet Maintenance software system, and/or returning to the main menu.		
A5.3	Once read the message can be replied to and/or deleted.		
A5.4	This option also must allow the user to send a message to an individual or a group of users		
A6. Custom Report Writer			
A6.1	Arithmetic		
A6.1.2	Basic arithmetic commands (add, subtract, multiply and divide) allow manipulating numbers and full date arithmetic.		
A6.1.3	Support of the compute command that eases the inclusion of complex formulas		
A6.1.4	The total command automatically performs minimums, maximums, averages, and sums of columns of data.		
A6.2	Logic		
A6.2.1	Software has advanced logic commands (goto, if/else, ignore, etc.) allow dealing with complex logic issues.		
A6.2.2	Wild card support in selection criteria or if commands.		
A6.2.3	Start, stop, and ignore commands allow targeting files reads to specific portions of large files.		
A6.3	Sorting		
A6.3.1	Data can be sorted in any order based on any field or any combination of up to nine diferent fields.		
A6.3.2	Software supports and uses alternate index keys so many report orders can be used without sorting.		
A6.3.3	Based on index keys, file reads can be started and stopped at specific locations so that data from large files can be extracted very quickly.		
A6.4	Formating		
A6.4.1	User can control every position on every line, so that reports can be tailored to the exact format requirement.		
A6.4.2	Reporting on subtotals and/or totals without detail is possible		
A6.4.3	Subtotal and/or total information can be directed to one output device or method while detail is sent to another		
A6.4.4	Nested subtotals are supported to nine levels all automatically.		
A6.4.5	Multiple records per line or multiple lines per record are supported		
A6.4.6	Page lengths, headings, footers are supported.		
A6.4.7	Field editing can be defaulted or custom designed with edit masks (templates).		
A6.4.8	System constants (date, time, page and records counters, etc.) are available for inclusion in reports.		
A6.5	Output		
A6.5.1	Output can be directed to printers or screens in the same report.		
A6.5.2	Output can be directed to character separated files for exporting to other packages		

Fleet Management System Optional Modules

A6.5.3	Data can be sent to an interim file for later, subsequent reporting.		
A6.5.4	Output modes can be changed on the fly so development work can be done at a terminal and final output can be directed to any printer.		
A6.5.5	All screen output is captured so final reports can be scrolled backwards, forwards and side to side without limits.		
A6.5.6	Saved reports can be run in the background on multi-user computers or run sequentially unattended in a single-user environment		



EXHIBIT B- PRICING PROPOSAL

ITEM	DESCRIPTION	COST
1. Software Cost	Includes license fees and conversion fees	_____
2. Project Management	All project management services for full implementation	_____
3. Installation of Software	Includes all travel and living	_____
4. Training	Includes all travel and living	_____
TOTAL		_____

Additional Costs/Services

1. Optional Modules	Driver Reporting Module	_____
	Paperless Shop Module	_____
	Motor Pool Module	_____
	Image Viewer	_____
	Messaging Module	_____
	Custom Report Writer	_____
2. Additional Costs	Itemize any additional costs	_____

Any costs that are not itemized on this bid sheet but necessary for a full implementation of the software to production will be considered standard and included in the total costs.



City of La Porte

Established 1892

Purchasing Department

Cherell Daeumer, Purchasing Manager

TOTAL MAINTENANCE AND SUPPORT COSTS

These costs are for Year 1 upon installation through Year 6

Year 1 _____

Year 2 _____

Year 3 _____

Year 4 _____

Year 5 _____

Year 6 _____



EXHIBIT C- INSURANCE REQUIREMENTS

General Liability:

Commercial General Liability

General Aggregate	\$2,000,000.00
Personal Injury	\$1,000,000.00
Each Occurrence	\$1,000,000.00

Automobile Liability:

Combined Single Limit	\$1,000,000.00
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Excess Liability:

Umbrella Each Occurrence	\$1,000,000.00
Each Aggregate	\$1,000,000.00

Worker's Compensation:

Definitions:

Certificate of coverage ("certificate"). A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (TWC-81, TWCC-82, TWCC-83 or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project includes the time from the beginning of the work on the project until the Contractor's work on the project has been completed and accepted by the Owner.

Persons providing services on the project includes all persons or entities performing all or part of the services the Contractor has undertaken to perform on the project, regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include without limitation providing, hauling or delivering equipment or materials, or providing labor, transportation or other services related to the project.

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

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.

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.

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.

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



EXHIBIT E - ACKNOWLEDGEMENT

The undersigned agrees this submission becomes the property of the City of La Porte after the official opening.

The undersigned affirms he has familiarized himself with the specification, drawings, exhibits and other documents; the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of materials and equipment; and all other matters that will be required for the work before submitting a response.

The undersigned agrees, if this submission is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specification. The period for acceptance of this submission will be 90 calendar days unless a different period is noted.

The undersigned affirms that they are duly authorized to execute this contract, that this submission has not been prepared in collusion with any other respondent, nor any employee of the City of La Porte, and that the contents of this submission have not been communicated to any other respondent or to any employee of the City of La Porte prior to the acceptance of this submission.

Respondent hereby assigns to the City any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications, all exhibits and attachments contained in this solicitation package.

The undersigned agrees that the solicitation package posted on the website are the official specifications and shall not alter the electronic copy, without clearly identifying changes.

The undersigned understands they will be responsible for monitoring Public Purchasing Website at: www.publicpurchase.com to ensure they have downloaded and signed all addendum(s) required for submission with their response.

I certify that I have made no willful misrepresentations in this submission, nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in this submission will be investigated, with my full permission, and that any misrepresentations or omissions may cause my submission to be rejected.

Acknowledge receipt of following addenda to the solicitation:

Addendum No 1 Dated _____	Received _____
Addendum No 2 Dated _____	Received _____
Addendum No 3 Dated _____	Received _____

AUTHORIZED REPRESENTATIVE:

Signature _____

Date _____

Name _____

Title _____

Tel No. _____

Email _____

House Bill 89 VERIFICATION

I, _____ (Person name), the undersigned
representative of _____ (Company or Business name)

(hereafter referred to as company) being an adult over the age of eighteen (18) years of age, do hereby verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270::

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with City of La Porte, Texas.**

This statement is exempt for sole proprietorship vendors, vendors who have less than 10 full time employees and contracts that are under \$100,000 of public funds.

Pursuant to Section 2270.001, Texas Government Code:

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

DATE

SIGNATURE OF COMPANY REPRESENTATIVE



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Ray Mayo, Director</u>
Department: <u>Public Works</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>033 - Street Maintenance</u>
Account Number:	<u>033-7071-531-5110</u>
Amount Budgeted:	<u>\$630,000</u>
Amount Requested:	<u>\$630,000.00</u>
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Exhibits: Bid #20012 Tabulation, Bid Notification and Access Report, Map of Project Areas, Angel Brothers Bid

SUMMARY

The City's FY 2019-20 Street Overlay projects was advertised with sealed bid #20012 and was opened & read publicly via ZOOM meeting at 2:00 p.m. on Thursday, April 16, 2020. Four hundred fifty-nine (459) vendors were notified of the bid opportunity with thirty-one (31) accessing the bid and twenty-five (25) bidders downloading the bid documents. Bid requests were advertised in the Bay Area Observer, posted on the City of La Porte website site and Public Purchase, with three (3) contractors returning bids.

Angel Brothers Enterprises Ltd. submitted the lowest unit price bid in the amount of \$841,216.00 for the Base Bid. This project was bid with the intent to award on a unit pricing basis, based on the City's approximate quantities listed in the invitation to bidders, as allowed by Texas Local Government Code Sec. 252.047. This statute provides that actual purchases can deviate from the total amount bid for estimated quantities. After the contract is 'let' staff will issue work order assignments combined to not exceed the \$630,000.00 project budget amount for this fiscal year. The price of asphalt indicates a 22% increase over last year's price.

Staff recommends that the project be awarded to Angel Brothers Enterprises Ltd. on a unit price basis, based on Angel Brother's bid of \$841,216.00 for approximate quantities listed in the city's invitation to bid. However, staff recommends that in conjunction with award of bid to Angel Brothers Enterprises Ltd., total expenditures based on purchase orders under the contract not exceed the budgeted amount of \$630,000.00.

Streets indicated on the map were selected for overlay using past and current assessment information.

Project Benefits, Liabilities, and Operating Cost:

Benefits:

- The proposed project provides maintenance and rehabilitation of existing public facilities anticipated by the residents with the street tax renewal.

Liabilities of Maintaining the Status Quo:

- The scope and cost of the proposed work would likely increase if the proposed resurfacing work is deferred for an extended period of time.

RECOMMENDED MOTION

I move to award Bid #20012 to Angel Brothers Enterprises Ltd. in the amount of \$841,216.00 for approximate quantities and authorize the City Manager to execute a contract establishing unit prices for asphalt street reconstruction with a total expenditure for purchase orders in an amount not to exceed \$630,000.00.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

Bid Tabulation to Sealed Bid #20012 - FY 20 Asphalt Reconstruction and Overlay Project

				Angel Brothers		Hayden Paving, Inc.		Forde Constructions	
Item No.	Item Description	QTY	Unit of Measur	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization: includes payment and performance bonds, insurance and cost to move equipment to project as required by these plans and specifications; NOT TO EXCEED 4% of total project cost	1	LS	30,000.00	\$30,000.00	25000	\$25,000.00	34000	\$34,000.00
2	Traffic Control, as specified	1	LS	16,000.00	\$16,000.00	10000	\$10,000.00	51300	\$51,300.00
3	6" Pavement and subgrade removal	7089	SY	8	\$56,712.00	7	\$49,623.00	6	\$42,534.00
4	2" Milling and removal	15778	SY	3	\$47,334.00	2	\$31,556.00	2	\$31,556.00
5	2" Type D Asphalt	3500	TON	105	\$367,500.00	110	\$385,000.00	102	\$357,000.00
6	4" Type A Asphalt	1950	TON	101	\$196,950.00	100	\$195,000.00	100	\$195,000.00
7	Black base, as needed for repair	500	TON	120	\$60,000.00	150	\$75,000.00	128	\$64,000.00
8	Lime, 8%	150	TON	187	\$28,050.00	200	\$30,000.00	172	\$25,800.00
9	8" Lime stabilized subgrade	7734	SY	5	\$38,670.00	15	\$116,010.00	8	\$61,872.00
	TOTAL Base Bid, Items 1 - 9 only			<u>\$841,216.00</u>		<u>\$917,189.00</u>		<u>\$863,062.00</u>	
ADD	High Density Mineral Bond, as specified	22867	SY	NO BID	NO BID	20	\$457,340.00	NO BID	NO BID
	Total Bid Items 1-9, plus ADDITIVE			<u>\$841,216.00</u>		<u>\$1,374,529.00</u>		<u>\$863,062.00</u>	

Project award shall be based on Unit Pricing, in an amount not to exceed the Fiscal Year budget. Bid tab does not indicate any type of award as other considerations may apply.

Sealed Bid #20012 Notifications and Access Report

NOTIFICATIONS

<u>Vendor Name</u>	<u>Reason</u>
2GS, LLC	Bid Notification
2L Construction L.L.C.	Bid Notification
A J Commercial Services	Bid Notification
A&S Underground	Bid Notification
A. Ortiz Construction & Paving,	Bid Notification
A.M.S.R. Inc.	Bid Notification
AAA Asphalt Paving Inc.	Bid Notification
Aaron Concrete Contractors, LI	Bid Notification
Abel's Paving & Construction	Bid Notification
Acadia Services, LLC	Bid Notification
Adept Facilities & Design, Inc.	Bid Notification
Advance Sealcoat & Stripes	Bid Notification
Advanced Facility Maintenance	Bid Notification
Advanced Paving	Bid Notification
AE Consulting	Bid Notification
Affordable Concrete LLC	Bid Notification
AGC Austin	Bid Notification
Aggieland Construction	Bid Notification
AGH2O Holdings, LLC	Bid Notification
AHRG, Corporation	Bid Notification
Alegria Construction LLC	Bid Notification
All Materials Construction LLC	Bid Notification
All State Striping	Bid Notification
Allen Butler Construction, Inc.	Bid Notification
ALLTEX CORING & SAWING	Bid Notification
ALS 88 DESIGN BUILD LLC	Bid Notification
AMC TXCI TX CONSTRUCTIO	Bid Notification
American Custom Homes & Re	Bid Notification
American Pavement Solutions	Bid Notification
AMSCO Property Services, LLC	Bid Notification
Anchor Contracting, LLC	Bid Notification
Anderson Asphalt & Concrete f	Bid Notification
Anderson Columbia Co.,, Inc.	Bid Notification
Andromeda Contracting	Bid Notification
Angel Brothers Enterprises, Ltc	Bid Notification
APAC-Texas, Inc	Bid Notification
Apex Construction Inc.	Bid Notification
ARCADIS US, Inc.	Bid Notification
Archer Western Construction L	Bid Notification
Ark Contracting Services, LLC	Bid Notification
Arreguin Group Inc	Bid Notification
Ashco Contracting	Bid Notification
Asphalt Patch Enterprises, Inc	Bid Notification
Associated Construction Partne	Bid Notification
AUI Contractors	Bid Notification
Austin Bridge & Road, LP	Bid Notification
Austin Engineering Company, I	Bid Notification
Austin Traffic Signal Constructi	Bid Notification
BakerCorp	Bid Notification
Barricades Unlimited	Bid Notification
Bartek Construction	Bid Notification
Basic IDIQ, Inc.	Bid Notification
BATTERY WAREHOUSE	Bid Notification
Baukus Electric	Bid Notification
Bay Ltd	Bid Notification
Bega Paving, Inc	Bid Notification

ACCESS

<u>Vendor Name</u>	<u>Accessed Documents</u>
AAA Asphalt Paving	#20012 FY2020 Asphalt Reconstruction and
Angel Brothers Enterprises, Ltd.	#20012 FY2020 Asphalt Reconstruction and
BidClerk	#20012 FY2020 Asphalt Reconstruction and
Brannan Paving Co., Ltd	#20012 FY2020 Asphalt Reconstruction and
Braun Intertec Corporation	#20012 FY2020 Asphalt Reconstruction and
City of La Porte	#20012 FY2020 Asphalt Reconstruction and
CMD	
CMS	
ConstructConnect	#20012 FY2020 Asphalt Reconstruction and
Construction Journal	#20012 FY2020 Asphalt Reconstruction and
Construction Software Technologies	#20012 FY2020 Asphalt Reconstruction and
Dale Dobbins	#20012 FY2020 Asphalt Reconstruction and
Dodge Data & Analytics	#20012 FY2020 Asphalt Reconstruction and
Durba Construction	#20012 FY2020 Asphalt Reconstruction and
Forde Construction Company	#20012 FY2020 Asphalt Reconstruction and
Hayden Paving Inc.	#20012 FY2020 Asphalt Reconstruction and
Hearn Company	#20012 FY2020 Asphalt Reconstruction and
Holbrook Asphalt	#20012 FY2020 Asphalt Reconstruction and
IMS	
L & L Asphalt Corp	
L&L Supplies	#20012 FY2020 Asphalt Reconstruction and
North America Procurement Council	#20012 FY2020 Asphalt Reconstruction and
Onvia	#20012 FY2020 Asphalt Reconstruction and
Perkens WS Corporation	#20012 FY2020 Asphalt Reconstruction and
SAMES, INC.	#20012 FY2020 Asphalt Reconstruction and
School Wholesale Supplies LLC	#20012 FY2020 Asphalt Reconstruction and
SmartProcure	#20012 FY2020 Asphalt Reconstruction and
SO	
The Blue Book Building & Constructio	#20012 FY2020 Asphalt Reconstruction and
Tukmol General Contractor	
Wayne Enterprises	
Webtech	#20012 FY2020 Asphalt Reconstruction and

End Of Access Report Info

NOTIFICATIONS, cont'd

Vendor Name	Reason
Belaire Construction	Bid Notification
Bell Contractors Inc	Bid Notification
Bentex Sweeping Inc.	Bid Notification
Bergeron Emergency Services,	Bid Notification
BidClerk	Bid Notification
Black Canyon Construction	Bid Notification
Blackrock Construction	Bid Notification
BMC Consolidated	Bid Notification
Boring & Tunneling Company c	Bid Notification
Boyd Construction Services, LL	Bid Notification
Brannan Paving Co., Ltd	Bid Notification
Braun Intertec Corporation	Bid Notification
Brazos Point Construction	Bid Notification
BRETT CONSTRUCTION CO.,	Bid Notification
Brooks Concrete Inc	Bid Notification
Brownstone Companies LLC	Bid Notification
Brushmasters	Bid Notification
C & M Concrete Contracting	Bid Notification
C&C Industrial Services, Inc.	Bid Notification
C&S Construction	Bid Notification
CADCon Corp.	Bid Notification
CAM-CRETE CONTRACTING,	Bid Notification
CAO Concrete L.L.C.	Bid Notification
Capps-Capco Construction, Inc	Bid Notification
Cardno ATC	Bid Notification
Cash Construction	Bid Notification
Castle Enterprises, LLC	Bid Notification
Catalyst Advisors, LLC	Bid Notification
Category 5 Restorations & Con	Bid Notification
Cayo LLC	Bid Notification
CCC Blacktopping LLC	Bid Notification
CD BUILDERS, INC	Bid Notification
CDC News	Bid Notification
CDM Holdings, LLC.	Bid Notification
Central Road and Utilitiy Ltd	Bid Notification
Central State Resources	Bid Notification
Ceres Environmental Services,	Bid Notification
CH2M HILL	Bid Notification
Champion Infrastructure LLC	Bid Notification
CI Pavement	Bid Notification
Clark Construction of Texas, In	Bid Notification
Clearfield Construction, LLC.	Bid Notification
Clore Construction LLC	Bid Notification
CMC Construction Services	Bid Notification
coast to coast	Bid Notification
Cody Stanley Construction LLC	Bid Notification
Colair, Inc.	Bid Notification
Concrete Raising Corporation	Bid Notification
Constar Construction	Bid Notification
ConstructConnect	Bid Notification
construction companies group	Bid Notification
Construction Companies Group	Bid Notification
Construction Journal	Bid Notification
Construction Masters of Houste	Bid Notification
Construction Software Technol	Bid Notification
CONTECH Construction Produ	Bid Notification
Cornerstone Engineering	Bid Notification
Craig Olden, Inc.	Bid Notification

NOTIFICATIONS, cont'd

Vendor Name	Reason
Crockett Construction	Bid Notification
Cruz Enterprises	Bid Notification
Cubit Contracting, LLC	Bid Notification
Cummings Paving and Recycling	Bid Notification
Curran Contracting Company	Bid Notification
CW&W CONTRACTORS, INC.	Bid Notification
D & A TECHNOLOGY & DEVELOPMENT	Bid Notification
D & W Contractors Inc.	Bid Notification
D Davila	Bid Notification
D Guerra Construction LLC	Bid Notification
D J Site Construction Inc.	Bid Notification
Dale Dobbins	Bid Notification
Dalrymple Gravel & Contracting	Bid Notification
Dannenbaum Engineering	Bid Notification
DCCS, LLC	Bid Notification
DCI Contracting, Inc.	Bid Notification
Delta Prime Specialty Services	Bid Notification
derk harmsen const. co inc	Bid Notification
DezTex Industrial Service LLC	Bid Notification
DFW Services LLC	Bid Notification
DIJ Construction, Inc	Bid Notification
Dixon Paving, Inc.	Bid Notification
DNT Construction LLC	Bid Notification
Dodge Data & Analytics	Bid Notification
Doggett Heavy Machinery Services	Bid Notification
Don's Trucking & Associates	Bid Notification
Dorame General Repair and Landscaping	Bid Notification
Dorazio Enterprises, Inc.	Bid Notification
Dort & O'Connor Contractors	Bid Notification
Duininck, Inc.	Bid Notification
DUO CONSTRUCTION, LLC	Bid Notification
DURAN CONCRETE & CONSTRUCTION	Bid Notification
Durba Construction	Bid Notification
Durwood Greene Construction	Bid Notification
E Contractors usa,LLC	Bid Notification
E W Wells Group	Bid Notification
E Z Bel Construction,LLC	Bid Notification
Eagle Eye Consulting and Construction	Bid Notification
Earth Builders, LP	Bid Notification
ECM International, Inc.	Bid Notification
Ed Bell Construction Company	Bid Notification
Enterprise Commercial Paving	Bid Notification
EPCS Environmental LLC	Bid Notification
ERS, Inc.	Bid Notification
Estrada Concrete Co. LLC	Bid Notification
Exposed Floor Design Group LLC	Bid Notification
E-Z Bel Construction, LLC.	Bid Notification
Fantastic Concrete, L.P.	Bid Notification
FD CONCRETE LLC	Bid Notification
Fire Line Services, Inc.	Bid Notification
Florida Traffic Control Devices, Inc.	Bid Notification
Flow-Line Construction, Inc.	Bid Notification
FNH CONSTRUCTION LLC	Bid Notification
Forde Construction Company	Bid Notification
Foremost Paving, Inc.	Bid Notification
Fort Worth Civil Constructors, LLC	Bid Notification
Fritcher Construction Services	Bid Notification
Fugro Consultants, Inc.	Bid Notification

NOTIFICATIONS, cont'd

Vendor Name	Reason
G & L Young Construction, Ltd	Bid Notification
G&T PAVING, LLC	Bid Notification
Gallo Paving	Bid Notification
Garland Concrete LLP	Bid Notification
Garner Paving and Constructio	Bid Notification
Garrett Construction Company	Bid Notification
Gary W Purser Construction, L	Bid Notification
Gayle Juraschek	Bid Notification
Gibson & Associates, Inc.	Bid Notification
Gilbert May Inc.	Bid Notification
Gilco Contracting, Inc.	Bid Notification
GME Consulting Services	Bid Notification
Graham County Land Compan	Bid Notification
Greco Construction, Inc.	Bid Notification
GRod Construction, LLC	Bid Notification
GT Construction Inc.	Bid Notification
Guard Construction LLC	Bid Notification
Guido Brothers Construction C	Bid Notification
Gunter Industries	Bid Notification
GW Phillips Construction, INC.	Bid Notification
h & b contractors	Bid Notification
H. W. Lochner, Inc.	Bid Notification
Haas-Anderson Construction, L	Bid Notification
Harper Brothers	Bid Notification
HARRIS CONSTRUCTION CO	Bid Notification
Hart Constructors of Texas, LL	Bid Notification
Hayden Paving, Inc.	Bid Notification
HBT, Inc	Bid Notification
HD Supply White Cap	Bid Notification
HDR Engineering, Inc.	Bid Notification
Hearn Company	Bid Notification
Heartland Asphalt Materials, In	Bid Notification
Herrcon, LLC	Bid Notification
High Sky Construction & Maint	Bid Notification
Highway Technologies, Inc.	Bid Notification
Hilbrick Incorporated	Bid Notification
Hill Country Bridge, Inc.	Bid Notification
HJD Capital Electric, Inc.	Bid Notification
Holbrook Asphalt	Bid Notification
Holy Contractors LLC	Bid Notification
Horns Crew Trucking	Bid Notification
HQS Construction, LLC	Bid Notification
ICON Diversified, LLC	Bid Notification
Innovative Roadway, LLC	Bid Notification
Intermountain Slurry Seal, Inc.	Bid Notification
Interstate Highway Constructio	Bid Notification
Iowa Bridge & Culvert, LC	Bid Notification
ISI Contracting, Inc.	Bid Notification
J M Davidson	Bid Notification
J Squared Construction Service	Bid Notification
J&G Concrete Products	Bid Notification
J. Carroll Weaver, Inc.	Bid Notification
J. W. Kelso Company, Inc.	Bid Notification
J.D. Abrams, L.P.	Bid Notification
Jackson Construction, Ltd.	Bid Notification
Jacobs	Bid Notification
James Construction Group, LL	Bid Notification
Jasco Services LLC	Bid Notification

NOTIFICATIONS, cont'd

Vendor Name	Reason
Jasiri Construction, L.L.C.	Bid Notification
Jay Mills Contracting, Inc.	Bid Notification
JCD Construction, LLC	Bid Notification
JE Construction Services, LLC	Bid Notification
Jenn Energy Services, LLC	Bid Notification
Jerdon Enterprise, L.P.	Bid Notification
Jericho Foundation Repairs, In	Bid Notification
Jeske Construction	Bid Notification
JESSE L. HERRERA CONSTR	Bid Notification
JFS SERVICES LLC	Bid Notification
JHL CONSTRUCTION	Bid Notification
JHM construction	Bid Notification
Jim Bowman Construction Cor	Bid Notification
JIm Kodam Inc.	Bid Notification
JJG DEVELOPMENT LLC	Bid Notification
JK General Contractors & Cons	Bid Notification
JLB Contracting,LLC	Bid Notification
Joe Funk Construction, Inc.	Bid Notification
John & Marcus Contractors LL	Bid Notification
John Reed and Company LLC	Bid Notification
Johnson Bros. Corporation, a S	Bid Notification
Jordan Foster Construction	Bid Notification
joshua dade contractors	Bid Notification
Juan Noriega	Bid Notification
KALTEK ENGINEERING INC	Bid Notification
KC Commercial, LLC	Bid Notification
KEGLEY, Inc.	Bid Notification
Ken-Do Contracting LP	Bid Notification
Kessler Painting	Bid Notification
Kickapoo Empire LLC	Bid Notification
Kilgore Industrial	Bid Notification
KlutzConstruction, LLC	Bid Notification
KNS LLC	Bid Notification
Kwest Group	Bid Notification
L & L Asphalt Corp	Bid Notification
L&L Supplies	Bid Notification
L.H. Lacy Company, Ltd.	Bid Notification
Landmark Services	Bid Notification
LaSalle Afforadble Builders	Bid Notification
Lee Construction and Maintena	Bid Notification
Leland Bradlee Construction	Bid Notification
LEMCO Construction Services	Bid Notification
Let's Talk Network Inc	Bid Notification
Levy Company	Bid Notification
Lone Star Equipment	Bid Notification
Lone Star Grading & Materials	Bid Notification
Lone Star Trucking & Excavatic	Bid Notification
Longhill Group Inc	Bid Notification
Lowman Land Improvements	Bid Notification
L-Sync LLC	Bid Notification
Lyness Construction	Bid Notification
M & M Weatherization Co. dba	Bid Notification
M&C Fonseca Construction Co	Bid Notification
M. C. Ethridge Co.	Bid Notification
M-5 Texas Enterprises, LLC	Bid Notification
MAC, Inc.	Bid Notification
MACB	Bid Notification
Magnum Electrical Contractors	Bid Notification

Mann Robinson & Son, Inc. Bid Notification
MARC III General Contractors, Bid Notification

NOTIFICATIONS, cont'd

Vendor Name	Reason
MAR-CON SERVICES, LLC	Bid Notification
Margaret Russo	Bid Notification
Marg-Tiff Inc	Bid Notification
Mas-Tek Engineering & Associ	Bid Notification
Matrix Demolition	Bid Notification
McCarthy Building Companies,	Bid Notification
McClendon Construction Co., I	Bid Notification
McGraw-Hill Construction Dodg	Bid Notification
McKenzie Jackson Constructio	Bid Notification
Mclean Construction	Bid Notification
McMahon Contracting LP	Bid Notification
Meiners Construction Inc.	Bid Notification
Metro City Construction	Bid Notification
MGC Contractors Inc	Bid Notification
Midasco LLC	Bid Notification
Missouri Petroleum Products C	Bid Notification
Mitchell Enterprises, Ltd.	Bid Notification
Moab Construction Company, I	Bid Notification
Mobil Construction Corporation	Bid Notification
Momentum Concrete	Bid Notification
Morales Construction Services	Bid Notification
MORGAN REMINGTON INC	Bid Notification
Myers Concrete Construction L	Bid Notification
NBG Constructors, Inc.	Bid Notification
Nelson Lewis, Inc.	Bid Notification
New York Real Estate, Inc.	Bid Notification
NNAC Construction Inc.	Bid Notification
North America Procurement Cc	Bid Notification
North American Paving, Inc.	Bid Notification
NORTH TX CONSTRUCTION I	Bid Notification
O.G. Construction Co.,LLC	Bid Notification
OHL USA	Bid Notification
Oldcastle Pavement Solutions	Bid Notification
On Guard Veteran Services	Bid Notification
Onvia	Bid Notification
Padre Island Property Manager	Bid Notification
Paradigm Traffic Systems, Inc.	Bid Notification
Patin Construction	Bid Notification
Pavecon Public Works	Bid Notification
Pavecon Public Works, LP	Bid Notification
Pavement Maintenance Unlimit	Bid Notification
Perkens WS Corporation	Bid Notification
Pesado Construction	Bid Notification
Pfeiffer & Son, Ltd.	Bid Notification
Presidio Contracting LLC	Bid Notification
Primoris Services Corporation	Bid Notification
Professional Coating Technolo	Bid Notification
Professional Restoration	Bid Notification
Professional Traffic Control	Bid Notification
Proficient Constructors, LLC	Bid Notification
Progressive Structures, Inc.	Bid Notification
QC Laboratoires, Inc.	Bid Notification
Quality Excavation, Ltd.	Bid Notification
Quanta Building Group, LLC	Bid Notification
R J Construction Company, Inc	Bid Notification
R.D. Howard, LLC	Bid Notification

MARC III General Contractors, Bid Notification

NOTIFICATIONS, cont'd

Vendor Name	Reason
R.K. Hall, LLC.	Bid Notification
Raba Kistner Infrastructure	Bid Notification
Raba Kistner, Inc.	Bid Notification
RAC Industries, LLC	Bid Notification
Ragle Inc.	Bid Notification
RAGLE INC.	Bid Notification
Rambo Contracting, INC	Bid Notification
RANGER Excavating, LP	Bid Notification
RBR Infrastructure & Road, LL	Bid Notification
Rebcon, INC	Bid Notification
Recio Utilites	Bid Notification
Red Baron Building Municipal F	Bid Notification
Red Baron Supply Co	Bid Notification
Redi-Mix Concrete	Bid Notification
Redro Construction LLC	Bid Notification
Redwood Industries	Bid Notification
RELIABLE COMMERCIAL COI	Bid Notification
Reliance Construction	Bid Notification
Rexco Inc.	Bid Notification
Reyes Group	Bid Notification
REYES GROUP	Bid Notification
Reynolds & Kay, Ltd.	Bid Notification
Reynolds Asphalt & Constructi	Bid Notification
Reytec Construction Resource	Bid Notification
Reytech Services LLC	Bid Notification
Rimkus Consutling Group, Inc.	Bid Notification
Rise Up refuse LLC	Bid Notification
Roth Excavating Inc.	Bid Notification
Royal Media Network Inc.	Bid Notification
RP Global	Bid Notification
R-Tex Services	Bid Notification
Rucoba & Maya Construction, I	Bid Notification
S.J. Louis Construction of Texa	Bid Notification
Salinas Construction Technolo	Bid Notification
SAMES, INC.	Bid Notification
SANTOS CONSTRUCTION IN	Bid Notification
School Wholesale Supplies LL	Bid Notification
Scott Tucker Construction Cor	Bid Notification
SCR Civil Construction, LLC	Bid Notification
SDM Construction and Develop	Bid Notification
SER Construction Partners, LL	Bid Notification
Shallow Ford Construction Co.,	Bid Notification
Sherwood Design Engineers	Bid Notification
Shorty, Inc.	Bid Notification
Silver Creek Construction, Inc.	Bid Notification
SJ&J CONSTRUCTION, LLC	Bid Notification
SKE Construction, LLC	Bid Notification
SmartProcure	Bid Notification
Smith Contracting	Bid Notification
South Houston Asphalt & Conc	Bid Notification
South Ranger Construction Inc	Bid Notification
South Texas Steel Service Con	Bid Notification
Southern Road & Bridge	Bid Notification
SpawGlass Civil Construction,	Bid Notification
SpawGlass Contractors, Inc.	Bid Notification
SPI Asphalt LLC	Bid Notification
Stabile & Winn, Inc.	Bid Notification

NOTIFICATIONS, cont'd

Vendor Name	Reason
Steve Jordan	Bid Notification
Stoic Civil Construction, Inc.	Bid Notification
Storm Reconstruction services,	Bid Notification
Strategic Partnerships, Inc.	Bid Notification
Structural Assurance	Bid Notification
Sundt Construction, Inc.	Bid Notification
Superior Grouting	Bid Notification
SYB CONSTRUCTION COMP/	Bid Notification
T&T	Bid Notification
Tandem Services, LLC	Bid Notification
Taylor & Taylor Construction	Bid Notification
Teamwork Construction Servic	Bid Notification
Tejas Premier Building Contrac	Bid Notification
Texas Cordia Construction, LL	Bid Notification
texas diamond construction llc	Bid Notification
Texas Standard Construction, l	Bid Notification
Texas Sterling Construction	Bid Notification
TexOp Construction LP	Bid Notification
TFR Enterprises, Inc	Bid Notification
The Bid Calendar	Bid Notification
The Blue Book Building & Cons	Bid Notification
The Fain Group, Inc.	Bid Notification
The Fierro Group	Bid Notification
The Sandoval Group LLC	Bid Notification
Thirty-O-Six	Bid Notification
Thyssen-Laughlin, Inc.	Bid Notification
Tierra Lease Service	Bid Notification
TIKON GROUP INC.	Bid Notification
TLC Engineering	Bid Notification
TLC Trucking & Contracting, In	Bid Notification
TNS	Bid Notification
TOPCOR Companies, LLC	Bid Notification
Trevway, Inc.	Bid Notification
Tri-Con Services	Bid Notification
Triple OG Enterprises LLC	Bid Notification
Tropical Contracting, LLC	Bid Notification
TTG Utilities, LP	Bid Notification
Twincest, Inc.	Bid Notification
TX Hydro Industrial Services, L	Bid Notification
UFL Inc.	Bid Notification
United Electrical Contractors In	Bid Notification
urban infraconstruction llc	Bid Notification
V.K. Knowlton Construction & U	Bid Notification
Vick Operating Co, LLC	Bid Notification
Viking Construction, Inc	Bid Notification
W.G. Yates & Sons Constructio	Bid Notification
Walenta's Construction	Bid Notification
Walter P Moore and Associate	Bid Notification
Water Experts of Texas Irrigati	Bid Notification
Webber LLC	Bid Notification
Webtech	Bid Notification
Westar Construction Inc.	Bid Notification
Woody Contractors, Inc.	Bid Notification
WP MURPHY INC	Bid Notification
WPM Construction Services, In	Bid Notification
xit paving and construction, inc	Bid Notification
Yes America Now, Inc	Bid Notification
Yoko Excavating, LLC	Bid Notification



AREA 1

AREA

Planned Project Areas

Deer Park

La Porte Municipal Airport

La Porte

Morgans Point

TX-146-BR Bay Forest Golf Course

Chembloke Golf Club

Shoreacres

Bayport Channel

AREA 1

PLANNED FOR
MILL AND OVERLAY



BID FORM
#20012 FY2020 Asphalt Reconstruction and Overlay Project

DATE: April 16, 2020

Bid of Angel Brothers Enterprises, Ltd. (*insert complete legal name*), (*mark through any of the following that do not apply*) ~~an individual proprietorship, a corporation organized and existing under laws of the State of Texas,~~ a partnership consisting of a Texas Limited Partnership for Construction of FY2020 Asphalt Reconstruction and Overlay Project, for the City of La Porte, Harris County, Texas.

Gentlemen:

The undersigned bidder has carefully examined the Instructions to Bidders, this Proposal, the General Conditions of Agreement, the Technical Specifications and the drawings for the work herein above described and referred to in the Invitation to Bid and has carefully examined the site of the work and will provide all necessary labor, superintendence, machinery, equipment, tools, materials, services and other means of construction to complete all the work upon which he bids, as called for in the Contract, the Specifications and shown on the drawings, and in the manner prescribed therein and according to the requirements of the City of La Porte.

TOTAL BID \$ 841,216.⁰⁰

Written Eight Hundred Forty One Thousand Two Hundred Sixteen
and ⁰⁰/₁₀₀

* Contractor is not submitting a price for High Density Mineral Bond

Sweett

REVISED BID FORM NO 2 to Sealed Bid #20012 - FY2020 Asphalt Overlay Project

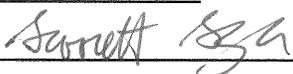
Item No.	Item Description	QTY	Unit of Measure	Unit Price	Total Price
1	Mobilization: includes payment and performance bonds, insurance and cost to move equipment to project as required by these plans and specifications; NOT TO EXCEED 4% of total project cost	1	LS	<u>30,000.00</u>	<u>\$ 30,000.00</u>
2	Traffic Control, as specified	1	LS	<u>16,000.00</u>	<u>16,000.00</u>
3	6" Pavement and subgrade removal	7089	SY	<u>8.00</u>	<u>56,712.00</u>
4	2" Milling and removal	15778	SY	<u>3.00</u>	<u>47,334.00</u>
5	2" Type D Asphalt	3500	TON	<u>105.00</u>	<u>367,500.00</u>
6	4" Type A Asphalt	1950	TON	<u>101.00</u>	<u>196,950.00</u>
7	Black base, as needed for repair	500	TON	<u>120.00</u>	<u>60,000.00</u>
8	Lime, 8%	150	TON	<u>187.00</u>	<u>28,050.00</u>
9	8" Lime stabilized subgrade	7734	SY	<u>5.00</u>	<u>38,670.00</u>
	TOTAL Base Bid, Items 1 - 9 only			<u>\$ 841,216.00</u>	
ADD	High Density Mineral Bond, as specified	22867	SY	<u>N/A</u>	<u>N/A</u>
	Total Bid Items 1-9, plus ADDITIVE			<u>\$ N/A</u>	
Project award shall be based on Unit Pricing, in an amount not to exceed the Fiscal Year budget.					

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 April 16, 2020

Signed
Angel Brothers Enterprises, Ltd.

(Company)
By Garrett Goza 

(Printed name)
Estimator/Project Manager

(Printed title)
3003 Kilgore Parkway, P. O. Box 570, Baytown, Texas 77522
(Complete address)

281-421-5721
(Telephone Number)


Witness

SEAL (if Bidder is a Corporation, if none insert "NONE")

NONE

Acknowledge receipt of Addenda Below:

Addendum No.	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Date Received	<u>3/24/2020</u>	<u>4/6/2020</u>	<u>4/7/2020</u>	<u>4/9/2020</u>	<u>4/13/2020</u>



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Kristin Gauthier, Coordinator</u>
Department: <u>Emergency Management</u>
<input type="radio"/> Report <input checked="" type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Draft Resolution No. 2020-10, HMP Executive Summary, City of La Porte Annex, and Approvable Pending Adoption (APA) Letter

SUMMARY

In September of 2018, a coalition of Harris County cities and special districts embarked on a planning process to prepare for and lessen the impacts of specified natural hazards by updating the Harris County Multi-Hazard Mitigation Action Plan. Responding to federal mandates in the Disaster Mitigation Act of 2000 (Public Law 106-390), this partnership was formed to pool resources and create a uniform hazard mitigation strategy that can be consistently applied to the defined planning area, and used to ensure eligibility for specified grant funding success.

This effort represents the second comprehensive update to the prior hazard mitigation plan, approved by the Federal Emergency Management Agency (FEMA) in June of 2015. The 38 member coalition of partners involved in this program includes Harris County, the Cities of Baytown, Bellaire, Bunker Hill Village, Deer Park, El Lago, Friendswood, Galena Park, Hedwig Village, Hilshire Village, Humble, Hunters Creek Village, Jersey Village, Katy, La Porte, Missouri City, Morgan's Point, Nassau Bay, Pasadena, Piney Point Village, Seabrook, Shoreacres, Spring Valley Village, Stafford, Taylor Lake Village, Tomball, Webster, West University Place and 10 special purpose districts. The planning area for the hazard mitigation plan was defined as the Harris County Operational Area. The result of the organizational effort will be a FEMA and Texas Department of Emergency Management (TDEM) approved multi-jurisdictional, multi-hazard mitigation plan.

Mitigation is defined in this context as any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event. Mitigation planning is the systematic process of learning about the hazards that can affect the community, setting

clear goals, identifying appropriate actions, and following through with an effective mitigation strategy. Mitigation encourages long-term reduction of hazard vulnerability, and can reduce the enormous cost of disasters to property owners and all levels of government. Mitigation can also protect critical community facilities, reduce exposure to liability, and minimize post-disaster community disruption.

The hazard identification and profiling in the hazard mitigation plan addresses the following hazards of concern within the planning area:

1. Dam or Levee failure
2. Drought
3. Earthquake
4. Flood
5. Hurricane and Coastal Storm
6. Mass Movements
7. Severe weather
8. Tsunami
9. Wildfire
10. Climate Change

With the exception of dam failure, this plan does not provide a full risk assessment of human-caused hazards. However; brief, qualitative discussions of the following hazards of interest are included: Energy Pipeline Failure and Toxic Release/Hazardous Materials.

A Core Planning Team consisting of local officials from the Harris County Office of Homeland Security and Emergency Management (HCOHSEM) and a contract consultant took the lead in developing the hazard mitigation plan. All participating local jurisdictions were responsible for assisting in the development of the hazard and vulnerability assessments and the mitigation action strategies for their respective jurisdictions and organizations. The Plan presents the accumulated information in a unified framework to ensure a comprehensive and coordinated plan that covers the entire Harris County Operational Area planning area. Each jurisdiction was responsible for the review and approval of their individual sections of the Plan. Additionally, the plan was aligned with the goals, objectives, and priorities of the State's multi-hazard mitigation plan.

A 32 member Steering Committee (SC) composed of representative stakeholders was formed early in the planning process to guide the development of the Plan. In addition, residents were asked to contribute by sharing local knowledge of their individual area's vulnerability to natural hazards, based on past occurrences. Public involvement has been solicited via a comprehensive public outreach campaign that included two rounds of public meetings, web-based information, a questionnaire, and multiple social media updates.

Why adopt this Plan?

The Plan allows the City to formally identify current and future mitigation projects that may be implemented in La Porte. Once the hazard mitigation plan is adopted by all of the jurisdictional partners and approved by FEMA, the partnership will collectively and individually become eligible to apply for hazard mitigation project funding under the suite of hazard mitigation grants provided under FEMA's Hazard Mitigation Assistance (HMA) program.

Where do we go from here?

Upon adoption of Volume I and the City's Annex of Volume II of the Harris County Multi-Hazard Mitigation Action Plan Update (HMP), and subsequent approval of said plan by TDEM and FEMA Region VI, the City will be eligible to apply for specified grants. The grant funds are made available to states and local governments, and can be used to implement the long-term hazard mitigation measures specified within the City's annex of the HMP before and after a major disaster declaration. The HMP is considered a living document such that, as awareness of additional hazards develops and new strategies and projects are conceived to offset or prevent losses due to natural disasters, the HMP will be evaluated annually and revised on a continual 5-year time frame.

RECOMMENDED MOTION

I move to adopt Resolution No. 2020-10 accepting all of Volume 1 and the City's portion of Volume 2 of the Harris County Multi-Hazard Mitigation Action Plan.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

RESOLUTION NO. 2020-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PORTE, TEXAS, RESOLVING ADOPTION OF THE HARRIS COUNTY MULTI-HAZARD MITIGATION ACTION PLAN UPDATE; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

WHEREAS, all of Harris County has exposure to natural hazards that increase the risk to life, property, environment and the County's economy; and

WHEREAS; pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

WHEREAS, a coalition of Harris County, Cities, Villages, and Special Districts with like planning objectives has been formed to pool resources and create consistent mitigation strategies within the Harris County Operational Planning Area; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating, and revising this strategy;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA PORTE, TEXAS, THAT:

- Section 1.** Adopts in its entirety Volume I and the introduction, Chapter 15 - the City of La Porte's jurisdictional annex, and the appendices of Volume II of the Harris County Multi-Hazard Mitigation Action Plan (HMP).
- Section 2.** Will use the adopted and approved portions of the HMP to guide pre- and post-disaster mitigation of the hazards identified.
- Section 3.** Will coordinate the strategies identified in the HMP with other planning programs and mechanisms under its jurisdictional authority.
- Section 4.** Will continue its support of the Steering Committee and continue to participate in the Planning Partnership as described by the HMP.
- Section 5.** Will help to promote and support the mitigation successes of all HMP Planning Partners.

PASSED AND APPROVED on this 8th day of June, 2020.

CITY OF LA PORTE, TEXAS

Louis R. Rigby, Mayor

ATTEST:

APPROVED AS TO FORM:

Lee Woodward, City Secretary

Clark T. Askins, Assistant City Attorney

EXECUTIVE SUMMARY

Hazard mitigation planning for Harris County identifies ways to reduce risk from foreseeable natural hazards that may impact the county. Harris County prepared an initial hazard mitigation plan in 2015, with cities and special purpose jurisdictions in the county participating as partners in the plan. Since the completion of that plan, the County has continued to experience major growth in residential, commercial and infrastructure development.

Over the last five years, 70,390 development permits were issued in Harris County, and the number of residential properties increased by 13 percent. Over the last decade, population outside the Sam Houston Tollway grew faster than the area inside the tollway, adding to development across the county. Current and future development in hazard prone areas may increase risks, impacts and vulnerabilities of people and property in the county.

To address these changes, and to meet federal requirements for keeping hazard mitigation plans current, Harris County has completed the 2020 *Harris County Multi-Hazard Mitigation Action Plan*—the first update to the initial 2015 plan. In preparing it, Harris County again partnered with local cities and special-purpose jurisdictions—38 planning partners in all. Such multi-jurisdictional planning allows these partners to pool resources and eliminate redundant activities within an area that has uniform risk exposure and vulnerabilities.

This hazard mitigation plan reduces risk for those who live in, work in, and visit Harris County. The resources and background information in the plan are applicable across the county, and the plan’s goals and recommendations lay groundwork for local mitigation activities and partnerships.

COMMUNITY INVOLVEMENT IN THE HAZARD MITIGATION PLAN UPDATE

This planning effort was led by a core planning team of staff from the Harris County Office of Homeland Security and Emergency Management (HCOHSEM) and consultant Tetra Tech, Inc. The broader Harris County community participated in the development of the update through the following activities:

- **Defining Stakeholders**—The team identified stakeholders to engage during the update. “Stakeholder” was defined as any person or entity that owns or operates facilities that would benefit from the mitigation actions of this plan or has a capability to support hazard mitigation actions.
- **Establishing the Planning Partnership**—The team identified eligible local governments to engage through this plan update process. Over 50 eligible local governments were identified by this screening process for additional outreach. Ultimately, 38 participated as full planning partners (see Table ES-1).
- **Forming the Steering Committee**—Harris County established a 32-member Steering Committee that represents the entire planning partnership to oversee the planning process.
- **Reviewing Previous Hazard Mitigation Plan and Existing Programs**—The planning team and Steering Committee reviewed the 2015 hazard mitigation plan, as well as all laws, ordinances and programs in effect within the county that can affect hazard mitigation actions.
- **Public Outreach**—The update effort included a website describing update activities, a survey distributed throughout the county to gather public input, the use of social media and informational bulletins to report on update activities, and public meetings to explain the update process and gather feedback. More than 1,600 people completed surveys, and thousands attended the various public outreach events.

Table ES-1. Hazard Mitigation Planning Partners Covered Under This Plan

Harris County	City of Humble	City of Seabrook	Houston Independent School District
City of Baytown	City of Hunters Creek Village	City of Shoreacres	Huffman Independent School District
City of Bellaire	City of Jersey Village	City of Spring Valley Village	Pasadena Independent School District
City of Bunker Hill Village	City of Katy	City of Stafford	Houston Community College
City of Deer Park	City of La Porte	City of Taylor Lake Village	Lone Star College
City of El Lago	City of Missouri City	City of Tomball	University of Houston
City of Friendswood	City of Morgan's Point	City of Webster	Harris County Emergency Services District 12
City of Galena Park	City of Nassau Bay	City of West University Place	Texas Medical Center
City of Hedwig Village	City of Pasadena	Harris County Flood Control District	Harris County Hospital District (dba Harris Health System)
City of Hilshire Village	City of Piney Point Village		

PLANNING AREA, HAZARDS OF CONCERN, AND RISK ASSESSMENT

The planning area for this hazard mitigation plan update was defined to consist of the unincorporated county, incorporated cities, and special-purpose districts within the greater Harris County metropolitan area, as well as portions of neighboring counties where any individual planning partners have jurisdiction. The Steering Committee considered the full range of natural hazards that could affect the planning area and then identified those that present the greatest concern.

Risk assessment is the process of estimating the potential loss of life, personal injury, economic injury, and property damage resulting from identified hazards. The risk assessments in this plan describe the risks associated with each identified hazard of concern. The following steps were used to assess the risk of each hazard:

- **Identify and profile each hazard**
- **Determine “exposure” to each hazard**—Exposure was assessed by overlaying hazard maps with an inventory of structures, facilities, and systems to decide which of them would be exposed to each hazard.
- **Assess the “vulnerability” of exposed facilities**—Vulnerability of exposed structures and infrastructure was evaluated by interpreting the probability of occurrence of each event and assessing potential damage to structures, facilities, and systems that are exposed to each hazard.

Table ES-2 summarizes the findings of the risk assessment.

RISK RANKING

This update includes a risk ranking protocol for each planning partner, in which “risk” was calculated by multiplying probability by impact on people, property and the economy. The risk estimates were generated using methodologies promoted by the Federal Emergency Management Agency. The Steering Committee reviewed, discussed and approved the methodology and results. The countywide ranking results are listed in Table ES-3. All planning partners ranked risk for their own jurisdictions following the same methodology.

MISSION STATEMENT, GOALS AND OBJECTIVES

Table ES-4 lists the mission statement, goals and objectives for this hazard mitigation plan update, as established by the Steering Committee.

Table ES-2. Key Findings from Risk Assessment of Hazard of Concern

Hazard of Concern	Key Risk Assessment Findings	
	Exposure	Vulnerability
Coastal erosion	Risk not assessed because no historical damage values could be identified for losses due to erosion within the planning area.	
Dam or levee failure (failure of the Conroe Dam)	<ul style="list-style-type: none"> 0.5% of total planning area population Structures valued at 0.5% of planning area total 1.2% of all planning area critical facilities 	<ul style="list-style-type: none"> Damage equal to 0.07% of total planning area property value
Drought	<ul style="list-style-type: none"> Entire planning area exposed 	<ul style="list-style-type: none"> No quantitative loss estimates
Earthquake (500-year probabilistic event)	<ul style="list-style-type: none"> Entire planning area exposed 	<ul style="list-style-type: none"> 2 households displaced Damage equal to 0.5% of total planning area property value
Flooding (1% annual chance event)	<ul style="list-style-type: none"> 8.9% of total planning area population Structures valued at 8.9% of planning area total 23.0% of all planning area critical facilities 	<ul style="list-style-type: none"> 170,000 persons displaced Damage equal to 0.8% of total planning area property value 1.4 million tons of debris to be removed Critical facilities structure damage equal to 9.9% of total value for exposed facilities Critical facilities content damage equal to 33.4% of total value for exposed facilities
Hurricane, coastal storm (20-year probabilistic event)	<ul style="list-style-type: none"> Entire planning area exposed 	<ul style="list-style-type: none"> 1,083 households displaced Damage equal to 0.2% of total planning area property value 240,000 tons of debris to be removed Minor damage to 4% of critical facilities Moderate damage to 5.5% of critical facilities Severe damage to 0.4% of critical facilities
Mass movements	Exposure and vulnerability are low to none, based on the lack of historical occurrence of these types of hazards and the planning area's proactive approach to mitigating subsidence issues starting in 1999.	
Severe weather	<ul style="list-style-type: none"> Entire planning area exposed 	<ul style="list-style-type: none"> No quantitative loss estimates
Tsunami	Exposure and vulnerability are low to none, based on the lack of historical occurrence of tsunamis	
Wildfire (Moderate, high or very high wildfire ignition density zone)	<ul style="list-style-type: none"> 0.7% of total planning area population Structures valued at 1.0% of planning area total 0.4% of all planning area critical facilities 	<ul style="list-style-type: none"> No quantitative loss estimates

Table ES-3. Hazard Risk Ranking

Hazard Ranking	Hazard Event	Total Score	Category ^a
1	Hurricane and Coastal Storms	51	High
	Severe Weather	51	High
2	Flood	36	High
3	Wildfire	24	Medium
4	Earthquake	16	Medium
	Coastal Erosion	6	Low
5	Drought	6	Low
	Dam Failure	6	Low
	Mass Movements	6	Low
	Tsunami	6	Low

a. Scores of 30 or greater are rated as "high," scores of 15 to 29 are "medium," and scores of less than 15 are "low"

Table ES-4. Mission Statement, Goals and Objectives

Mission Statement	Goals	Objectives
<p>Develop and maintain a comprehensive pre- and post-disaster hazard mitigation program. The Mission Statement is guided by the effective use of technology and data, improved communications and warning, the purchase of necessary equipment, sound planning, the adoption of codes, enhanced transportation networks, expanded education and outreach efforts, strengthened public facilities and infrastructure, the utilization/enhancement of natural resources, the consideration of future hazard conditions and the implementation of projects designed to reduce the vulnerability of individuals, families, households, businesses, infrastructure and critical facilities to the negative effects of natural and human-caused hazards.</p>	<ol style="list-style-type: none"> 1. Expand warning systems and local warning capabilities among departments and between jurisdictions. 2. Improve and coordinate data collection efforts to fully maximize the intent of the efforts and to improve the mitigation capabilities of the county and all jurisdictions. 3. Enhance education strategies to improve the dissemination of information to the public regarding hazards, including the steps that can be taken to reduce their impact. 4. Improve the capabilities of local government officials to reduce or eliminate hazards that cause loss of life, inflict injuries, cause property damage and to improve the protection of natural resources. 5. Work to improve and coordinate existing local plans, codes and regulations to reduce the impacts of natural hazards. 6. Implement property protection measures to reduce the effects of natural hazards throughout the county, including measures that reduce or eliminate repetitive loss occurrences. 7. Investigate and implement a range of structural projects that will reduce the effects of natural hazards on public and private property throughout the county. 8. Investigate and implement a range of nature-based solutions and utilize and enhance natural resources and their ability to reduce the impacts from natural hazards 	<ol style="list-style-type: none"> 1. Improve and expand systems that provide warning and emergency communications to the whole community 2. Implement wildfire mitigation and watershed protection strategies through local, state, tribal, federal and private partnerships. 3. Improve understanding of the locations, potential impacts, and linkages among threats, hazards, vulnerability, and measures needed to protect life safety and health. 4. Reduce the impacts of hazards on individuals with disabilities and others with access and functional needs. 5. Coordinate state and local efforts to reduce greenhouse gas emissions and implement climate adaptation strategies through hazard mitigation plans and actions. 6. Control access and provide buffers to maximize resource protection where possible. 7. Encourage all state, regional and local hazard mitigation projects and planning programs to protect the environment and promote implementation of sustainable mitigation and climate resilience actions. 8. Support hazard mitigation measures that promote and enhance natural processes and minimize adverse impacts on the ecosystem. 9. Encourage all cities, counties, special districts, Councils of Governments and tribal organizations to develop, adopt, and implement local hazard mitigation principles that may be integrated with local comprehensive plan safety elements, local coastal plans, facilities master plans, and other local plan initiatives. 10. Advance community resilience through preparation, adoption, and implementation of state, regional and local multi-hazard mitigation plans and projects. 11. Encourage projects that simultaneously reduce risk while increasing resilience and sustainability. 12. Manage new and existing development in high hazard areas, especially those known to be repetitively damaged. 13. Support the protection of vital and essential records, and strengthening or replacement of buildings, infrastructure, and lifelines to minimize post-disaster disruption and facilitate short-term and long-term recovery. 14. Through the enforcement of relevant federal, State and local regulations, sustain life and property protection measures for all communities and structures located in the greater Harris County region. 15. Promote disaster resistant development.

MITIGATION ACTION PLANS

Catalogs of hazard mitigation best practices were developed that present a broad range of action alternatives to be considered for use by the planning partners. One catalog was developed for each hazard of concern. The alternatives include actions that will mitigate current risk from hazards and actions that will help reduce risk from changes in the impacts of these hazards resulting from climate change.

Hazard mitigation actions recommended in this plan were selected from an analysis of the alternatives presented in the catalogs. Each planning partner selected appropriate mitigation actions to establish an individual mitigation action plan for its jurisdiction. Actions were selected based on an analysis of the planning partner’s ability to implement the action and general feasibility. The combined action plans of the 38 planning partners include a total of 750 actions for mitigating hazard risks in the Harris County planning area. The planning partners have prioritized the actions in their action plans and can begin to implement the highest-priority actions over the next five years.

PLAN IMPLEMENTATION AND MAINTENANCE

The effectiveness of the hazard mitigation plan depends on its effective implementation and incorporation of the outlined action items as needed into each partner’s existing plans, policies, and programs. Harris County will have lead responsibility for overseeing the plan implementation and maintenance strategy. Plan implementation will be a shared responsibility among all planning partnership members and agencies identified as lead agencies in the jurisdiction-specific action plans.

A formal implementation and maintenance process will ensure that the hazard mitigation plan remains an active and relevant document and that the planning partners maintain their eligibility for applicable funding sources. The plan maintenance process includes a schedule for monitoring and evaluating the plan annually and producing an updated plan every five years. The plan maintenance matrix shown in Table ES-5 provides a synopsis of responsibilities for the overall plan maintenance strategy.

Table ES-5. Plan Maintenance Matrix

Task	Approach	Timeline	Lead Responsibility	Support Responsibility
Monitoring-Progress Reporting	Preparation of status updates and action implementation tracking as part of submission for annual progress report.	January to January of each calendar year or upon full update to comprehensive plan or major disaster	Jurisdictional points of contact	Jurisdictional implementation lead
Evaluation	Annual progress reports will be evaluated by an oversight steering committee annually	Finalized progress report completed by March 1 of each year	HCOHSEM	Jurisdictional points of contacts
Update	Reconvene the planning partners, at a minimum, every 5 years to guide a full review and revision of the plan.	Every 5 years or upon full update to comprehensive plan or major disaster	HCOHSEM and oversight steering committee	Jurisdictional points of contacts
Grant Monitoring and Coordination	Monitor grant funding opportunities via agency notifications, state associations and post-disaster response	Ongoing	HCOHSEM	Jurisdictional points of contacts
Plan Integration	Create a linkage between the hazard mitigation plan and individual jurisdictions’ comprehensive plans or similar plans	Ongoing as opportunities for integration become available, or according to timelines identified in individual actions plans	Jurisdictional points of contact	Jurisdictional implementation lead

Task	Approach	Timeline	Lead Responsibility	Support Responsibility
Continuing Public Involvement	Keep the website maintained and receive comments through it over the course of the plan. Planning partners will maintain links to the website. County-wide progress report will be posted to the website.	Ongoing. Progress reports to be posted annually.	HCOHSEM will maintain the overall website and post the progress report annually. Each planning partner will provide a link to the website and may post individual progress reports.	HCOHSEM and jurisdictional implementation lead

15. CITY OF LA PORTE

15.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Primary Point of Contact

Kristin Gauthier, Emergency Management Coordinator
3001 N. 23rd St.
La Porte, TX 77571
Telephone: 281-470-0009
e-mail Address: gauthierk@laportetx.gov

Alternate Point of Contact

Johnny Morales, Assistant EMC
3001 N. 23rd St.
La Porte, TX 77571
Telephone: 281-470-0011
e-mail Address: moralesj@laportetx.gov

15.2 JURISDICTION PROFILE

15.2.1 Location

The City of La Porte is located in southeast Harris County, about 30 minutes southeast of Houston. It is accessible by State Highways 225 and 146. La Porte is located at the entrance to the Houston Ship Channel, and is home to two major Port Houston terminals: Barbours Cut and Bayport. La Porte's location along the Houston Ship Channel makes it home to numerous petrochemical facilities.

The current boundaries generally extend from the city boundaries of Deer Park and Pasadena to the west, Galveston Bay to the east, State Highway 225 to the north, and the Port of Houston Bayport Terminal to the south. The city encompasses an area of approximately 18.6 square miles.

15.2.2 History

The City of La Porte was incorporated in 1892. In the early 1900s, La Porte was a popular tourist destination due to its location on Galveston Bay. Originally named Sylvan Grove Park, Sylvan Beach became a nationally recognized tourist destination, and remains one of La Porte's biggest attractions. Several hurricanes impacted La Porte in the early part of the 20th century, causing tourism in the area to diminish. Following World War II, shipyards and industrial plants began to be developed in the region, resulting in the large petrochemical presence that still exists to this day.

15.2.3 Climate

La Porte's climate is classified as humid subtropical. Prevailing winds from the south and southeast bring heat from the deserts of Mexico and moisture from the Gulf of Mexico.

Summer temperatures typically have highs near 90 °F (32 °C), though higher temperatures are not uncommon. The city's proximity to the bay, and winds that it generates, moderate the area's temperatures and ease the effects of the humidity, creating a more pleasant climate than inland communities like Houston.

Winters in the area are temperate with typical January high of 61 °F (16 °C) and lows are near 42 °F (6 °C). Snowfall is rare.

Annual rainfall averages exceed 50 inches, with an annual average of 91 precipitation days. The average elevation of La Porte is approximately 20 feet above sea level.

15.2.4 Governing Body Format

The City of La Porte is a Home Rule City, operating under the Council-Manager form of government, with a City Council composed of a Mayor and eight Council members. The Mayor and 2 councilpersons-at-large are elected by a majority vote of the qualified voters of the city at large. The city is divided into 6 districts, Districts 1, 2, 3, 4, 5, and 6; and 1 councilperson is elected from each district by majority vote of the resident voters of such district. The City Council appoints a City Manager to act as the chief administrative and executive officer of the City.

The La Porte City Council assumes responsibility for the adoption of this plan; the La Porte Office of Emergency Management will oversee its implementation. Development of this annex was carried out by the members of the local mitigation planning team, whose members are listed in Table 15-1.

Table 15-1. Local Mitigation Planning Team Members

Name	Title
Kristin Gauthier	Emergency Management Coordinator
Jason Weeks	Assistant City Manager
Teresa Evans	Director of Planning
Lorenzo Wingate	City Engineer
Alfonso Acosta	Deputy Building Official
Richard Glass	Plans Examiner
Ian Clowes	City Planner
Abrin Brooks	GIS Manager

15.3 CURRENT TRENDS

15.3.1 Population

According to the U.S. Census, the population of the City of La Porte as of July 2017 was 35,371. Since April 2010, the population has grown by 4.6 percent.

15.3.2 Development

Anticipated development levels for La Porte are moderate, consisting primarily of single family and multi-family development with complementary commercial construction. Additional industrial and warehousing construction are also expected.

Table 15-2 summarizes development trends in the performance period since the preparation of the previous hazard mitigation plan, as well as expected future development trends.

Table 15-2. Recent and Expected Future Development Trends

Criterion	Response					
<p>Has your jurisdiction annexed any land since the preparation of the previous hazard mitigation plan?</p> <ul style="list-style-type: none"> If yes, give the estimated area annexed and estimated number of parcels or structures. 	No					
<p>Is your jurisdiction expected to annex any areas during the performance period of this plan?</p> <ul style="list-style-type: none"> If yes, describe land areas and dominant uses. If yes, who currently has permitting authority over these areas? 	N/A					
<p>Are any areas targeted for development or major redevelopment in the next five years?</p> <ul style="list-style-type: none"> If yes, briefly describe, including whether any of the areas are in known hazard risk areas 	<p>Yes</p> <p>1) New construction of 640 single-family homes and 350 multi-family units being built in the Morgan’s Landing Subdivision located along Bay Area Blvd., between Spencer Hwy. and Fairmont Pkwy. A portion of this development is located within the floodplain.</p> <p>2) New construction of 82 single-family homes and 350 multi-family units being built in the Artesia Village/Hawthorne La Porte development located along the east side of SH 146, between Wharton Weems and Fairmont Pkwy. This development is located within the floodplain.</p> <p>3) Preliminary proposal for Creekhaven Estates, a development consisting of 45 single – family residential homes located along McCabe Rd., between SH 146 and S. Broadway. This proposed development is located within the floodplain.</p>					
<p>How many permits for new construction were issued in your jurisdiction since the preparation of the previous hazard mitigation plan?</p>		2014	2015	2016	2017	2018
	Single Family					
	All Permits	68	87	88	54	76
	Special Flood Hazard Area Permits	16	9	13	12	15
	Multi-Family					
	All Permits	0	4	1	0	0
	Special Flood Hazard Area Permits	1	0	0	0	0
	Other (commercial, mixed use, etc.)					
	All Permits	13	24	25	29	22
	Special Flood Hazard Area Permits	3	2	3	5	8
Total						
All Permits	81	115	114	83	98	
Special Flood Hazard Area Permits	20	11	16	17	23	
<p>Provide the number of new-construction permits for each hazard area or provide a qualitative description of where development has occurred.</p>	<ul style="list-style-type: none"> Special Flood Hazard Areas: 87 (Total for 2014 – 2018) Landslide: N/A High Liquefaction Areas: N/A Tsunami Inundation Area: N/A Wildfire Risk Areas: N/A 					
<p>Describe the level of buildout in the jurisdiction, based on your jurisdiction’s buildable lands inventory. If no such inventory exists, provide a qualitative description.</p>	<p>Based on aerial imagery combined with current zoning and knowledge of upcoming projects, it is estimated that approximately 75-80% of buildable land is currently developed. A large portion of our northern city limits is designated as single family large lot. The majority of these lots are developed but the overall density is much less than that of traditional single family subdivisions.</p>					

15.4 CAPABILITY ASSESSMENT

The City of La Porte performed an assessment of its existing capabilities for implementing hazard mitigation strategies. The introduction at the beginning of this volume of the hazard mitigation plan describes the components included in the capability assessment and their significance for hazard mitigation planning. This section summarizes the following findings of the assessment:

- An assessment of legal and regulatory capabilities is presented in Table 15-3.
- Development and permitting capabilities are presented in Table 15-4.
- An assessment of fiscal capabilities is presented in Table 15-5.
- An assessment of administrative and technical capabilities is presented in Table 15-6.
- An assessment of education and outreach capabilities is presented in Table 15-7.
- Information on National Flood Insurance Program (NFIP) compliance is presented in Table 15-8.
- Classifications under various community mitigation programs are presented in Table 15-9.
- The community’s adaptive capacity for the impacts of climate change is presented in Table 15-10.

Findings of the capability assessment were reviewed to identify opportunities to expand, initiate or integrate capabilities to further hazard mitigation goals and objectives. Where such opportunities were identified and determined to be feasible, they are included in the action plan. The “Analysis of Mitigation Actions” table included in the action plan for this annex identifies these as community capacity building mitigation actions.

Table 15-3. Legal and Regulatory Capability

	Local Authority	Other Jurisdiction Authority	State Mandated	Integration Opportunity?
Codes, Ordinances, & Requirements				
Building Code <i>Comment: Code of Ordinances, Subpart B, Chapter 82 – Buildings and Building Regulations; Adoption: 2012 International Residential Code and International Business Code</i>	Yes	Yes	Yes	Yes
Zoning Code <i>Comment: Code of Ordinances, Subpart B, Chapter 106 – Zoning</i>	Yes	No	No	Yes
Subdivisions <i>Comment: Code of Ordinances, Subpart B, Chapter 86 – General Plans, Sec. 86-15 – General standards for subdivision & developments</i>	Yes	No	No	No
Stormwater Management <i>Comment: Code of Ordinances, Subpart A, Chapter 34 – Environment, Article VI – Stormwater Discharges</i>	Yes	Yes	Yes	Yes
Post-Disaster Recovery <i>Comment: Annex J – Recovery and post-disaster permitting and code enforcement regulations.</i>	Yes	Yes	No	Yes
Real Estate Disclosure <i>Comment:</i>	No	No	Yes	No
Growth Management <i>Comment:</i>	No	No	No	Yes
Site Plan Review <i>Comment: Code of Ordinances, Chapter 86, Sec. 86-7</i>	Yes	Yes	No	Yes
Environmental Protection <i>Comment: Code of Ordinances, Subpart A, Chapter 34 – Environment</i>	Yes	Yes	Yes	Yes
Flood Damage Prevention <i>Comment: Code of Ordinances, Subpart B, Chapter 94 – Floods</i>	Yes	Yes	Yes	Yes
Emergency Management <i>Comment: Code of Ordinances, Subpart A, Chapter 26 – Emergency Management; Local Ordinance No. 1498-A</i>	Yes	No	Yes	Yes
Climate Change <i>Comment:</i>	No	Yes	No	Yes

	Local Authority	Other Jurisdiction Authority	State Mandated	Integration Opportunity?
Planning Documents				
General Plan <i>Comment: La Porte Comprehensive Plan; Adopted on December 10, 2012; 5-year updated adopted on June 11, 2018</i>	Yes	No	No	Yes
Capital Improvement Plan <i>How often is the plan updated?</i> <i>Comment:</i>	No	No	No	Yes
Disaster Debris Management Plan <i>Comment: Last updated on June 26, 2014, and Approved by FEMA on August 6, 2014</i>	Yes	No	No	No
Floodplain or Watershed Plan <i>Comment:</i>	No	No	No	Yes
Stormwater Plan <i>Comment: Last adopted in 2014</i>	Yes	No	Yes	Yes
Urban Water Management Plan <i>Comment:</i>	No	No	No	No
Habitat Conservation Plan <i>Comment:</i>	No	Yes	Yes	No
Economic Development Plan <i>Comment: Chapter 5 of the Comprehensive Plan</i>	Yes	No	No	No
Shoreline Management Plan <i>Comment:</i>	No	Yes	No	No
Community Wildfire Protection Plan <i>Comment: The City of La Porte does not have its own CWPP implemented. Harris County has completed a county-wide CWPP; which includes all incorporated jurisdictions within Harris County.</i>	No	Yes	No	Yes
Forest Management Plan <i>Comment:</i>	No	Yes	No	No
Climate Action Plan <i>Comment:</i>	No	Yes	No	Yes
Comprehensive Emergency Management Plan <i>Comment: Emergency Operations Plan; all annexes last reviewed and approved by the State in June – August 2016</i>	Yes	No	Yes	Yes
Threat & Hazard Identification & Risk Assessment (THIRA) <i>Comment: A regional THIRA is conducted on an annual basis for UASI and HGAC. The City participates in the development of the THIRA.</i>	No	Yes	Yes	Yes
Post-Disaster Recovery Plan <i>Comment: Annex J – Recovery to the City's Emergency Operations Plan; approved by the State on July 18, 2016</i>	Yes	Yes	No	Yes
Continuity of Operations Plan <i>Comment: Basic Plan and all department plans updated in April – June 2019</i>	Yes	No	No	Yes
Public Health Plan <i>Comment: Annex H – Health and Medical is a component of the City's Emergency Operations Plan and addresses public health, environmental health, and medical response capabilities. The City does not maintain a standalone Public Health Plan.</i>	Yes	Yes	Yes	Yes
Pandemic Plan <i>Comment: Pandemic Influenza Plan last revised on August 7, 2012</i>	Yes	No	No	Yes

Table 15-4. Development and Permitting Capability

Criterion	Response
Does your jurisdiction issue development permits? • If no, who does? If yes, which department?	Yes Planning
Does your jurisdiction have the ability to track permits by hazard area?	Yes
Does your jurisdiction have a buildable lands inventory?	No

Table 15-5. Fiscal Capability

Financial Resource	Accessible or Eligible to Use?
Community Development Block Grants	Yes
Capital Improvements Project Funding	Yes
Authority to Levy Taxes for Specific Purposes	Yes
User Fees for Water, Sewer, Gas or Electric Service	Yes – Water and Sewer
Incur Debt through General Obligation Bonds	Yes
Incur Debt through Special Tax Bonds	Yes
Incur Debt through Private Activity Bonds	Yes
Withhold Public Expenditures in Hazard-Prone Areas	Yes
State-Sponsored Grant Programs	Yes
Development Impact Fees for Homebuyers or Developers	Yes

Table 15-6. Administrative and Technical Capability

Staff/Personnel Resource	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Yes	Planning/Public Works
Engineers or professionals trained in building or infrastructure construction practices	Yes	Public Works
Planners or engineers with an understanding of natural hazards	Yes	Planning/Public Works
Staff with training in benefit/cost analysis	Yes	City Manager's Office/Finance
Surveyors	Yes	Can contract for service
Personnel skilled or trained in GIS applications	Yes	Planning GIS Division
Scientist familiar with natural hazards in local area	Yes	Can contract for service
Emergency manager	Yes	Emergency Management
Grant writers	Yes	Can contract for service

Table 15-7. Education and Outreach Capability

Criterion	Response
Do you have a public information officer or communications office?	Yes
Do you have personnel skilled or trained in website development?	Yes
Do you have hazard mitigation information available on your website? • If yes, briefly describe.	Yes Floodplain information managed by Public Works/Mapping managed by GIS/Preparedness info managed by Emergency Management
Do you use social media for hazard mitigation education and outreach? • If yes, briefly describe.	Yes La Porte Emergency Management page used to promote preparedness information and events
Do you have any citizen boards or commissions that address issues related to hazard mitigation? • If yes, briefly describe.	Yes Planning & Zoning Commission, Drainage & Flooding Committee
Do you have any other programs already in place that could be used to communicate hazard-related information? • If yes, briefly describe.	Yes Phone notification system, sirens, social media, Ready LP app, community events
Do you have any established warning systems for hazard events? • If yes, briefly describe.	Yes Phone notification system, sirens, alerts, Ready LP App

Table 15-8. National Flood Insurance Program Compliance

Criterion	Response
What local department is responsible for floodplain management?	Public Works
Who is your floodplain administrator? (department/position)	Public Works/City Engineer
Are any certified floodplain managers on staff in your jurisdiction?	Yes
What is the date that your flood damage prevention ordinance was last amended?	April 26, 2010
Does your floodplain management program meet or exceed minimum requirements? • If exceeds, in what ways?	Exceeds Various
When was the most recent Community Assistance Visit or Community Assistance Contact?	May 31, 2018
Does your jurisdiction have any outstanding NFIP compliance violations that need to be addressed? • If so, state what they are.	No
Are any RiskMAP projects currently underway in your jurisdiction? • If so, state what they are.	No
Do your flood hazard maps adequately address the flood risk within your jurisdiction? • If no, state why.	No Do not address impacts of flash flooding
Does your floodplain management staff need any assistance or training to support its floodplain management program? • If so, what type of assistance/training is needed?	Yes Floodplain Development Inspections Training
Does your jurisdiction participate in the Community Rating System (CRS)? • If yes, is your jurisdiction interested in improving its CRS Classification? • If no, is your jurisdiction interested in joining the CRS program?	Yes Yes
How many flood insurance policies are in force in your jurisdiction? ^a • What is the insurance in force? • What is the premium in force?	4,961 \$1,371,066,800 \$2,946,020
How many total loss claims have been filed in your jurisdiction? ^a • How many claims are still open or were closed without payment? • What were the total payments for losses?	3,086 583 \$94,819,110.60

a. According to FEMA statistics as of September 30, 2018

Table 15-9. Community Classifications

	Participating?	Classification	Date Classified
Community Rating System	Yes	7	10/1/2017
Building Code Effectiveness Grading Schedule	Yes	Residential – 5 Commercial – 5	May 26, 2014
Public Protection	Yes	2	2018
Storm Ready	Yes		12/27/2017
Firewise	No	N/A	N/A

Table 15-10. Adaptive Capacity for Climate Change

Criterion	Jurisdiction Rating^a
Technical Capacity	
Jurisdiction-level understanding of potential climate change impacts <i>Comment:</i>	Low
Jurisdiction-level monitoring of climate change impacts <i>Comment:</i>	Low
Technical resources to assess proposed strategies for feasibility and externalities <i>Comment:</i>	Low
Jurisdiction-level capacity for development of greenhouse gas emissions inventory <i>Comment:</i>	Low
Capital planning and land use decisions informed by potential climate impacts <i>Comment:</i>	Low
Participation in regional groups addressing climate risks <i>Comment:</i>	Low
Implementation Capacity	
Clear authority/mandate to consider climate change impacts during public decision-making processes <i>Comment:</i>	Low
Identified strategies for greenhouse gas mitigation efforts <i>Comment:</i>	Low
Identified strategies for adaptation to impacts <i>Comment:</i>	Low
Champions for climate action in local government departments <i>Comment:</i>	Low
Political support for implementing climate change adaptation strategies <i>Comment:</i>	Low
Financial resources devoted to climate change adaptation <i>Comment:</i>	Low
Local authority over sectors likely to be negative impacted <i>Comment:</i>	Low
Public Capacity	
Local residents knowledge of and understanding of climate risk <i>Comment:</i>	Low
Local residents support of adaptation efforts <i>Comment:</i>	Low
Local residents' capacity to adapt to climate impacts <i>Comment:</i>	Low
Local economy current capacity to adapt to climate impacts <i>Comment:</i>	Low
Local ecosystems capacity to adapt to climate impacts <i>Comment:</i>	Low

a. High = Capacity exists and is in use; Medium = Capacity may exist, but is not used or could use some improvement;
Low = Capacity does not exist or could use substantial improvement; Unsure= Not enough information is known to assign a rating.

15.5 INTEGRATION WITH OTHER PLANNING INITIATIVES

For hazard mitigation planning, “integration” means that hazard mitigation information is used in other relevant planning mechanisms, such as general planning and capital facilities planning, and that relevant information from those sources is used in hazard mitigation. This section identifies where such integration is already in place, and where there are opportunities for further integration in the future. Resources listed in this annex were used to provide information on integration. The progress reporting process described in Volume 1 will document the progress of hazard mitigation actions related to integration and identify new opportunities for integration.

15.5.1 Existing Integration

This was not a metric in the 2015 Plan. Therefore, integration with other plans and programs was not measured.

15.5.2 Opportunities for Future Integration

The capability assessment presented in this annex identified the following plans and programs that do not currently integrate hazard mitigation information but provide opportunities to do so in the future:

- **Comprehensive Plan** – The City’s Comprehensive Plan is the most forward thinking plan the City has in place to identify opportunities for the future. It guides future policy decisions relating to the physical and economic development of the city. Better incorporating mitigation activities into this plan is one of the greatest opportunities for future integration.
- **Building and Zoning Codes** – There is an opportunity for the City to review building and zoning codes, and identify mitigation measures as a priority for existing and future codes.
- **Capital Improvement Plan** – There are opportunities to better structure the City’s Capital Improvement Plan to allow the City to identify and plan for future mitigation projects.
- **Comprehensive Emergency Management Plan** – Annex P to the City’s Emergency Management Plan provides a broad overview of hazard mitigation and structure for conducting mitigation planning activities. During the next review, the City will assess the same 10 hazards that are identified in the Hazard Mitigation Plan.
- **Citywide Drainage Plan** – The Plan looks at the current integrity of the City’s drainage system and provides recommendations for improvement that will be considered in the future. During the next review, the City will review both plans to ensure consistency and inclusion of each identified action item from the Hazard Mitigation Plan.

15.6 JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

Table 15-11 lists past occurrences of natural hazards for which specific damage was recorded in the City of La Porte. Other hazard events that broadly affected the entire planning area, including the City of La Porte are listed in the risk assessments in Volume 1 of this hazard mitigation plan.

15.7 HAZARD RISK RANKING

Table 15-12 presents a local ranking for the City of La Porte of all hazards of concern for which this hazard mitigation plan provides complete risk assessments. This ranking summarizes how hazards vary for this jurisdiction. As described in detail in Volume 1, the ranking process involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property and the economy. Mitigation actions target hazards with high and medium rankings.

Table 15-11. Past Natural Hazard Events

Type of Event	FEMA Disaster #	Date	Damage Assessment
Winter Storm	0	1/16/2018	Not Available
Flash Flood	0	1/20/2017	Not Available
Tornado	0	3/29/2017	Not Available
Tropical Storm	4332 DR	8/26/2017	\$25,000,000.00
Tornado	4245 DR	10/31/2015	\$4,000,000.00
Flash Flood	0	4/17/2015	Not Available
Thunderstorm/Wind	0	5/27/2014	Not Available
Flash Flood	0	10/22/2009	Not Available
Thunderstorm/Wind	0	4/24/2009	Not Available
Winter Storm	0	12/10/2008	Not Available
Hurricane	1791 DR	9/12/2008	\$50,000,000.00
Tropical Storm	1730 DR	8/16/2007	\$5,000,000.00
Flash Flood	0	10/16/2006	Not Available
Hurricane	1606 DR	9/23/2005	\$5,000,000.00
Thunderstorm/Wind	0	7/6/2005	Not Available
Tornado	0	10/9/2003	Not Available
Tornado	0	3/30/2002	Not Available
Tornado	0	10/11/2001	Not Available
Tropical Storm	1379 DR	6/11/2001	\$21,000,000.00
Tornado	0	9/11/1998	Not Available
Tornado	0	4/20/1995	Not Available

Table 15-12. Hazard Risk Ranking

Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Category
1	Severe Weather	48	High
1	Hurricane	48	High
2	Flooding	18	High
3	Wildfire	16	Low
4	Earthquake	14	Low
5	Dam Failure	6	Low
5	Drought	6	Low
5	Mass Movement	6	Low
5	Coastal Erosion	6	Low
6	Tsunami	0 (No Exposure)	None

Notes

The process used to assign risk ratings and rankings for each hazard is described in Volume 1 of this hazard mitigation plan. Based on local knowledge and substantiated data and documentation of previous flooding in La Porte, we believe this category should be ranked as “High”. Based on local knowledge and substantiated data and documentation of previous wildfires in La Porte, we believe this category should be ranked as “Low”.

15.8 JURISDICTION-SPECIFIC VULNERABILITIES

Volume 1 of this hazard mitigation plan provides complete risk assessments for each identified hazard of concern. This section provides information on a few key vulnerabilities for the jurisdiction. Available jurisdiction-specific risk maps of the hazards are provided at the end of this annex.

15.8.1 Repetitive Loss Properties

Repetitive loss records are as follows:

- Number of FEMA-identified Repetitive-Loss Properties: 307
- Number of FEMA-identified Severe-Repetitive-Loss Properties: 70
- Number of Repetitive-Loss Properties or Severe-Repetitive-Loss Properties that have been mitigated: 57

15.8.2 Other Noted Vulnerabilities

The following jurisdiction-specific issue has been identified based on a review of the results of the risk assessment, public involvement strategy, and other available resources:

- The jurisdiction has a high risk of severe weather, flooding, and hurricanes. This includes the threat of strong winds, hail, tornadoes, and storm surge. Based on the jurisdiction’s natural event history, these hazards account for the greatest amount of historical damage in La Porte. Due to the geography of La Porte, the population is most at risk of these three hazard categories.

Mitigation actions addressing this issue were prioritized for consideration in the action plan in this annex.

15.9 STATUS OF PREVIOUS PLAN ACTIONS

Table 15-13 summarizes the actions that were recommended in the previous version of the hazard mitigation plan and their implementation status at the time this update was prepared.

Table 15-13. Status of Previous Plan Actions

Action Item	Completed	Removed; No longer Feasible	Carried Over to Plan Update	
			Check if Yes	Action # in Update
Installation of a large trunked drainage system within the 3rd Street right-of-way Comment: Project Complete	Yes			
Construct Gladwyne Detention Pond Comment:	No		X	LPT5
Implement a Winter Storm Public Education Program to focus on home heating methods and reduction of fire/structure damage or loss and appropriate insulation techniques. Comment:	No	X		
Implement/establish grant program to provide heating systems to LMI populations Comment:	No	X		
Improve Air Filtration Systems for CI/public/healthcare/school facilities by increasing capacity or quality to remove more particulates in order to minimize health risks associated with low air quality and to minimize equipment damage due to smoke Comment:	No	X		

Action Item	Completed	Removed; No longer Feasible	Carried Over to Plan Update	
			Check if Yes	Action # in Update
Improve or develop a fire buffer zone around critical infrastructure Comment:	No	X		
Improve existing site to be utilized as a cooling zone (i.e. – tennis court, shading with mist cooling systems) Comment:	No	X		
Install generators/emergency power systems to provide cooling at critical/healthcare facilities Comment:	No	X		
Mapping/identification of inundation risk area for high-risk dams/levees Comment:	No	X		
Install additional Flood Alert Gauges Comment: In Progress	No		X	LPT13
Acquisition/Buyout program Comment: In Progress	No		X	LPT14
Channel Improvement & Inline Detention Pond (F216-00-00) Comment: In Progress	No		X	LPT15
One Regional Detention Pond for Pinegrove Valley & residents along L St. and P St. (F101-06-00) Comment: In Progress	No		X	LPT16
Backup power for public buildings and utilities currently without generators Comment:	No	X		
Install wind load proof window coverings on city buildings Comment: Project Complete	Yes			
Implement Debris Management Program Comment:	No		X	LPT18
Construct safe rooms in vulnerable public areas (ex: parks & various public buildings) Comment:	No		X	LPT19
Install a Weather/Lightning alert system to minimize damage and risk to local athletic facilities and other public events. Comment: A lightning warning system has been added to our weather subscription	Yes			
Install a covered parking area (protective structure) at Public Works and/or the Police Department for City vehicles and equipment in order to decrease the potential for damage as a result of hail. Comment:	No		X	LPT20
Conduct a Risk Management Program to examine the potential hazards, as well as the various sources of these hazards within the city. Comment: In Progress – a fixed industrial facility study was completed for La Porte and can serve as a component of this project	No	X		
Enhance and expand the City’s current outdoor warning sirens to provide coverage to areas not in audible range at this time. Comment: In Progress – all sirens have been upgraded to add solar panels. No additional sirens have been added.	No		X	LPT22
Develop a Pipeline Response and Safety Program Comment:	No	X		
Development/modification of ordinances for mitigation of drought related hazards by restricting or limiting water use during drought conditions and water shortages.	No		X	LPT24

Action Item	Completed	Removed; No longer Feasible	Carried Over to Plan Update	
			Check if Yes	Action # in Update
Comment: Develop/implement water smart program to educate the public on how to conserve water, especially during drought conditions.	No		X	LPT25
Comment: Install a Mass Notification system that can warn the public of impending flooding due to dam failure.	No	X		
Comment: There are County notification systems, so this project is no longer needed.				

15.10 HAZARD MITIGATION ACTION PLAN AND EVALUATION OF RECOMMENDED ACTIONS

Table 15-14 lists the actions that make up the hazard mitigation action plan for this jurisdiction. Table 15-15 identifies the priority for each action. Table 15-16 summarizes the mitigation actions by hazard of concern and mitigation type.

Table 15-14. Hazard Mitigation Action Plan Matrix

Applies to New or Existing Assets	Objectives Met	Lead Agency	Support Agency	Estimated Cost	Sources of Funding	Timeline ^a
Action LPT1 — Where appropriate, support retrofitting, purchase or relocation of structures located in hazard areas, prioritizing those that have experienced repetitive losses and/or are located in high- or medium-risk hazard areas.						
<i>Hazards Mitigated:</i> Flooding, Hurricane						
Existing	3, 4, 10	Public Works	Planning	High	HMGP, PDM, FMA	Short-term
Action LPT2 — Integrate the hazard mitigation plan into other plans, ordinances and programs that dictate land use decisions in the community, including the Comprehensive Plan, Building and Zoning Codes, Capital Improvement Plan, Citywide Drainage Plan, etc.						
<i>Hazards Mitigated:</i> Dam Failure, Drought, Earthquake, Flooding, Mass Movement, Severe Weather, Hurricane, Wildfire, Coastal Erosion						
New and Existing	3, 6, 9, 10, 11, 12, 15	OEM	Planning/Public Works	Low	Staff Time, General Funds	Ongoing
Action LPT3 — Actively participate in the plan maintenance protocols outlined in Volume 1 of this hazard mitigation plan.						
<i>Hazards Mitigated:</i> All hazards						
New and Existing	3, 9, 10, 11	OEM	Planning	Low	Staff Time, General Funds	Short-term
Action LPT4 — Continue to maintain good standing and compliance under the NFIP through implementation of floodplain management programs that, at a minimum, meet the NFIP requirements:						
<ul style="list-style-type: none"> • Enforce the flood damage prevention ordinance. • Participate in floodplain identification and mapping updates. • Provide public assistance/information on floodplain requirements and impacts. 						
<i>Hazards Mitigated:</i> Flooding, Severe Weather						
New and Existing	1, 3, 5, 7, 8, 10	Public Works	Planning	Low	Staff Time, General Funds	Ongoing
Action LPT5 — Construct Gladwyne Detention Pond						
<i>Hazards Mitigated:</i> Flooding						
New and Existing	4, 8, 10, 11, 12	Public Works	Planning	High	General Funds, HMGP, PDM, FMA	Short-term

Applies to New or Existing Assets	Objectives Met	Lead Agency	Support Agency	Estimated Cost	Sources of Funding	Timeline ^a
Action LPT6 — Purchase generators for critical facilities and infrastructure that lack adequate back-up power.						
<i>Hazards Mitigated:</i> Severe Weather, Hurricane						
New and Existing	4, 10, 13	Public Works	Parks and Recreation	Medium	General Funds, HMGP, PDM, FMA	Short-term
Action LPT7 — Brookglen Flooding Mitigation Analysis						
<i>Hazards Mitigated:</i> Flooding						
New and Existing	4, 8, 10, 11, 12	Public Works	Planning	Medium	Staff Time, General Funds, Water Development Grant	Short-term
Action LPT8 — Bayside Terrace Drainage Improvements						
<i>Hazards Mitigated:</i> Flooding, Hurricane						
New and Existing	4, 8, 10, 11, 12	Public Works	Planning	High	General Funds, HMGP, PDM, FMA	Short-term
Action LPT9 — Lomax/F101-06-00 – Drainage Channel Improvements						
<i>Hazards Mitigated:</i> Flooding						
New and Existing	4, 8, 10, 11, 12	Public Works	Planning	Medium	General Funds, HMGP, PDM, FMA	Short-term
Action LPT10 — Little Cedar Bayou/F216 Phase III Improvements						
<i>Hazards Mitigated:</i> Flooding						
New and Existing	4, 8, 10, 11, 12	Public Works	Planning	High	General Funds, HMGP, PDM, FMA	Short-term
Action LPT11 - 6 th Street (Madison to Main) Paving and Drainage						
<i>Hazards Mitigated:</i> Flooding						
New and Existing	4, 8, 10, 11, 12	Public Works	Planning	High	General Funds, HMGP, PDM, FMA, CDBG	Short-term
Action LPT12 – 8 th St and D St Storm Water and Conveyance Improvements						
<i>Hazards Mitigated:</i> Flooding						
New and Existing	4, 8, 10, 11, 12	Public Works	Planning	High	General Funds, HMGP, PDM, FMA	Short-term
Action LPT13 – Install additional Flood Alert Gauges						
<i>Hazards Mitigated:</i> Flooding						
New and Existing	1, 4, 8, 10, 11, 12	OEM	Public Works	Low	General Funds, HMGP, PDM, FMA	Short-term
Action LPT14 – Acquisition/Buyout Program						
<i>Hazards Mitigated:</i> Flooding, Hurricane						
Existing	4, 10, 11, 12	Planning	Public Works	High	HMGP, PDM, FMA	Ongoing
Action LPT15 – Channel Improvement & Inline Detention Pond (F216-00-00)						
<i>Hazards Mitigated:</i> Flooding						
New and Existing	4, 8, 10, 11, 12	Public Works	Planning	High	General Funds, HMGP, PDM, FMA	Short-term
Action LPT16 – One Regional Detention Pond for Pinegrove Valley & residents along L St. and P St. (F101-06-00)						
<i>Hazards Mitigated:</i> Flooding						
New and Existing	4, 8, 10, 11, 12	Public Works	Planning	High	General Funds, HMGP, PDM, FMA	Short-term

Applies to New or Existing Assets	Objectives Met	Lead Agency	Support Agency	Estimated Cost	Sources of Funding	Timeline ^a
Action LPT17 – Construct new Public Works facility						
<i>Hazards Mitigated:</i> Severe Weather, Hurricane						
Existing	10, 11, 13, 15	Public Works	Parks and Recreation	High	General Funds, HMGP, PDM, FMA	Short-term
Action LPT18 – Implement Debris Management Program						
<i>Hazards Mitigated:</i> Earthquake, Flooding, Severe Weather, Hurricane, Tsunami, Wildfire						
Existing	7, 9, 10, 13	Public Works	OEM	Low	Staff Time, General Funds	Ongoing
Action LPT19 – Construct safe rooms in vulnerable public areas (Ex: parks and various public buildings)						
<i>Hazards Mitigated:</i> Severe Weather						
New and Existing	3, 10, 11, 13	Parks and Recreation	OEM	High	General Funds, HMGP, PDM	Short-term
Action LPT20 – Install a covered parking area (protective structure) at Public Works and/or the Police Department for City vehicles and equipment in order to decrease the potential for damage as a result of hail.						
<i>Hazards Mitigated:</i> Severe Weather, Hurricane						
Existing	11, 12, 13	Police Department	OEM	Low	General Funds, HMGP, PDM, FMA	Short-term
Action LPT21 – Bob's Gully Drainage Improvements						
<i>Hazards Mitigated:</i> Flooding						
New and Existing	4, 8, 10, 11, 12	Public Works	Planning	High	General Funds, HMGP, PDM, FMA	Short-term
Action LPT22 – Enhance and expand the City's current outdoor warning sirens to provide coverage to areas not in audible range at this time.						
<i>Hazards Mitigated:</i> Severe Weather						
New	1, 10	OEM	Police Department	Low	General Funds	Ongoing
Action LPT23 – Battleground Estates Phase II Drainage Improvements						
<i>Hazards Mitigated:</i> Flooding						
New and Existing	4, 8, 10, 11, 12	Public Works	Planning	Medium	General Funds, HMGP, PDM, FMA	Short-term
Action LPT24 – Development/modification of ordinances for mitigation of drought related hazards by restricting or limiting water use during drought conditions and water shortages.						
<i>Hazards Mitigated:</i> Drought						
New and Existing	8, 9, 10, 11, 14	Public Works	Finance	Low	Staff Time	Short-term
Action LPT25 – Develop/implement water smart program to educate the public on how to conserve water, especially during drought conditions.						
<i>Hazards Mitigated:</i> Drought						
New and Existing	8, 9, 10, 11, 14	Public Works	Finance	Low	Staff Time, General Funds	Ongoing
Action LPT26 — Actively participate in and support the implementation of the six area-wide actions identified in Volume 1 of this plan.						
<i>Hazards Mitigated:</i> Dam Failure, Drought, Earthquake, Flooding, Mass Movement, Severe Weather, Hurricane, Wildfire, Coastal Erosion						
New and Existing	1, 3, 4, 5, 9, 10, 11, 15	City Administration	HCOHSEM	Low	General Funds	Ongoing

a. Short-term = Completion within 5 years; Long-term = Completion within 10 years; Ongoing= Continuing new or existing program with no completion date

See the introduction to this volume for list of acronyms used here.

Table 15-15. Mitigation Action Priority

Action #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Implementation Priority ^a	Grant Pursuit Priority ^a
LPT1	3	High	High	Yes	Yes	No	Medium	High
LPT2	7	Medium	Low	Yes	No	Yes	High	Low
LPT3	4	Low	Low	Yes	No	Yes	High	Low
LPT4	6	Medium	Low	Yes	No	Yes	High	Low
LPT5	5	Medium	High	No	Yes	No	High	High
LPT6	3	High	Medium	Yes	Yes	No	Medium	Medium
LPT7	5	High	Medium	Yes	Yes	No	High	High
LPT8	5	Medium	High	No	Yes	No	High	Medium
LPT9	5	Medium	Medium	Yes	Yes	No	High	Medium
LPT10	5	High	High	Yes	Yes	No	High	High
LPT11	5	High	High	Yes	Yes	Yes	High	High
LPT12	5	High	High,	Yes	Yes	No	High	High
LPT13	6	High	Low	Yes	Yes	No	Low	Low
LPT14	4	High	High	Yes	Yes	No	Low	Low
LPT15	5	High	High	Yes	Yes	Yes	High	High
LPT16	5	High	High	Yes	Yes	No	Medium	Medium
LPT17	4	High	High	Yes	Yes	No	Low	Low
LPT18	4	Low	Low	Yes	No	Yes	Low	Low
LPT19	4	Low	High	No	Yes	No	Low	Low
LPT20	3	Medium	Low	Yes	Yes	No	Medium	Medium
LPT21	5	Medium	High	No	Yes	No	High	Medium
LPT22	2	Low	Low	Yes	No	No	Low	Low
LPT23	5	Medium	Medium	Yes	Yes	No	Medium	Medium
LPT24	5	Low	Low	Yes	No	Yes	Low	Low
LPT25	5	Low	Low	Yes	No	Yes	Low	Low
LPT26	8	Medium	Low	Yes	Yes	Yes	High	High

a. See the introduction to this volume for explanation of priorities.

Table 15-16. Analysis of Mitigation Actions

Hazard Type	Action Addressing Hazard, by Mitigation Type ^a							
	Prevention	Property Protection	Public Education & Awareness	Natural Resource Protection	Emergency Services	Structural Projects	Climate Resilient	Community Capacity Building
High-Risk Hazards								
Severe Weather	LPT-2, 4, 18, 26	LPT-6, 17, 19, 20	LPT-4, 18, 26		LPT-6, 20, 22, 26	LPT-17, 19, 20		LPT-2, 3, 4, 22, 18, 26
Hurricane	LPT-1, 2, 14, 18, 26	LPT-1, 6, 14, 17, 20	LPT-18, 26		LPT-6, 20, 26	LPT-8, 17, 20		LPT-2, 3, 18, 26
Flooding	LPT-1, 2, 4, 7, 14, 18, 26	LPT-1, 14	LPT-4, 13, 18, 26		LPT-13, 26	LPT-5, 8, 9, 10, 11, 15, 16, 21, 23		LPT-2, 3, 4, 7, 18, 26
Low-Risk Hazards								
Dam Failure	LPT-2, 26		LPT-26		LPT-26			LPT-2, 3, 26
Drought	LPT-2, 24, 25, 26		LPT-25, 26		LPT-26			LPT-2, 3, 24, 25, 26
Earthquake	LPT-2, 18, 26		LPT-18, 26		LPT-26			LPT-2, 3, 18, 26
Mass Movement	LPT-2, 26		LPT-26		LPT-26			LPT-2, 3, 26
Tsunami	LPT-2, 18, 26		LPT-18, 26		LPT-26			LPT-2, 3, 18, 26
Wildfire	LPT-2, 18, 26		LPT-18, 26		LPT-26			LPT-2, 3, 18, 26

a. See the introduction to this volume for explanation of mitigation types.

15.11 REVIEW AND INCORPORATION OF INFORMATION FOR THIS ANNEX

The following technical reports, plans, and regulatory mechanisms were reviewed to provide information for this annex.

- **La Porte Municipal Code** — The municipal code/code of ordinances was reviewed for the full capability assessment and for identifying opportunities for action plan integration.
- **La Porte Flood Damage Prevention Ordinance** — The flood damage prevention ordinance was reviewed for compliance with the National Flood Insurance Program.
- **La Porte Comprehensive Plan** — The comprehensive plan was used to answer various questions related to future growth in the city, building and zoning practices, and existing plans related to mitigation activities.

The following outside resources and references were reviewed:

- **Hazard Mitigation Plan Annex Development Toolkit** — The toolkit was used to support the identification of past hazard events and noted vulnerabilities, the risk ranking, and the development of the mitigation action plan.

La Porte

Critical Facilities

- Education Facilities
- Emergency Services
- Government Facilities
- Hazardous Material Sites
- Health and Medical Facilities
- Historical and Cultural Sites
- Transportation Systems
- Utility Systems
- ▭ Incorporated Cities
- ▭ Harris County



La Porte

FEMA Flood Hazard

-  1% Annual Chance Flood (100-yr)
-  Incorporated Cities
-  Harris County

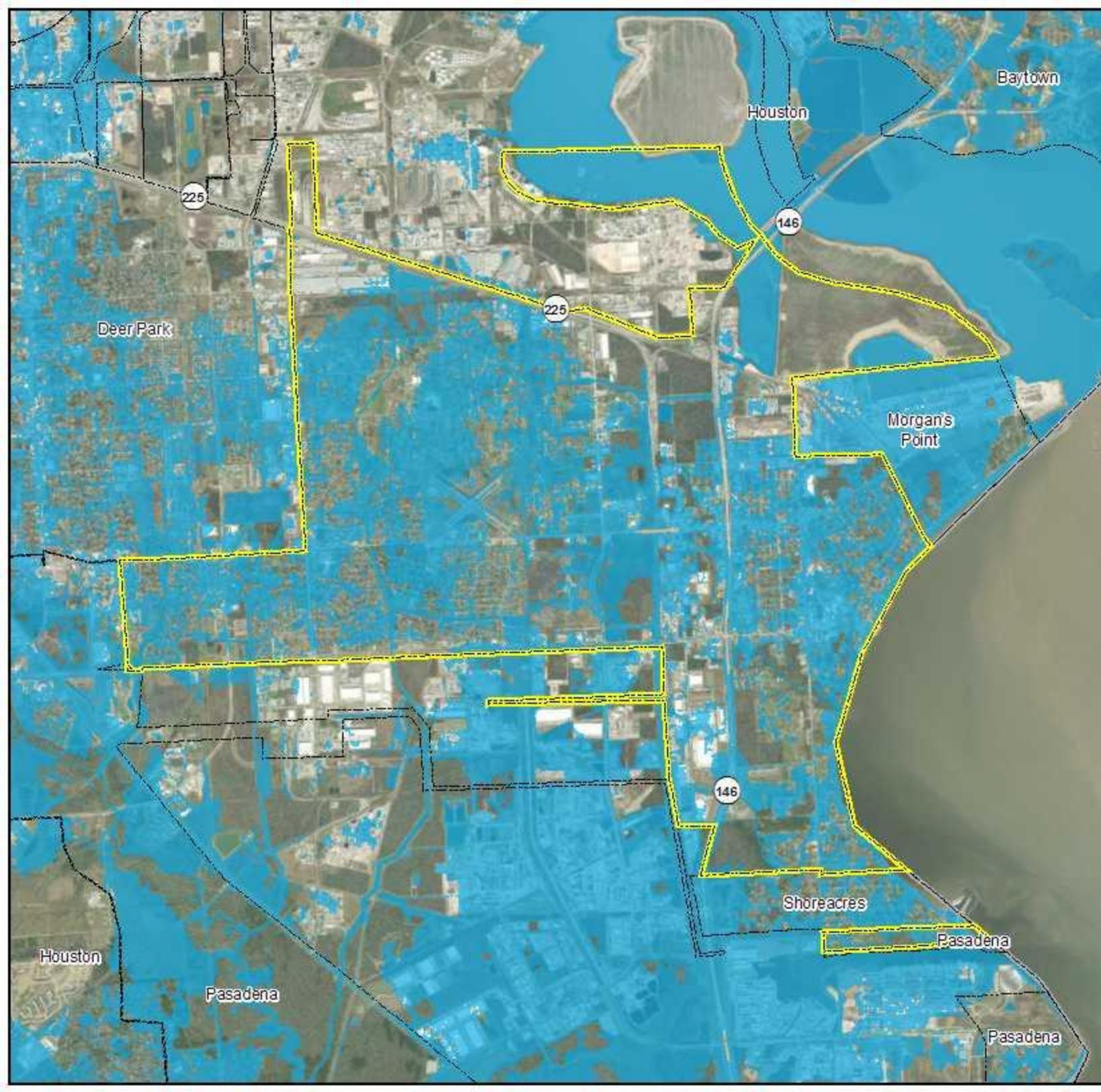


La Porte

Flood Hazard Hurricane Harvey

-  Flooding Extent
-  Incorporated Cities
-  Harris County

Note: Flooding extent shown for Hazard Mitigation Plan planning area only.



La Porte

Hurricane Alicia (1983)

Peak Wind Gust (mph)

87 - 94

95 - 98

99 - 101

102 - 104

105 - 110

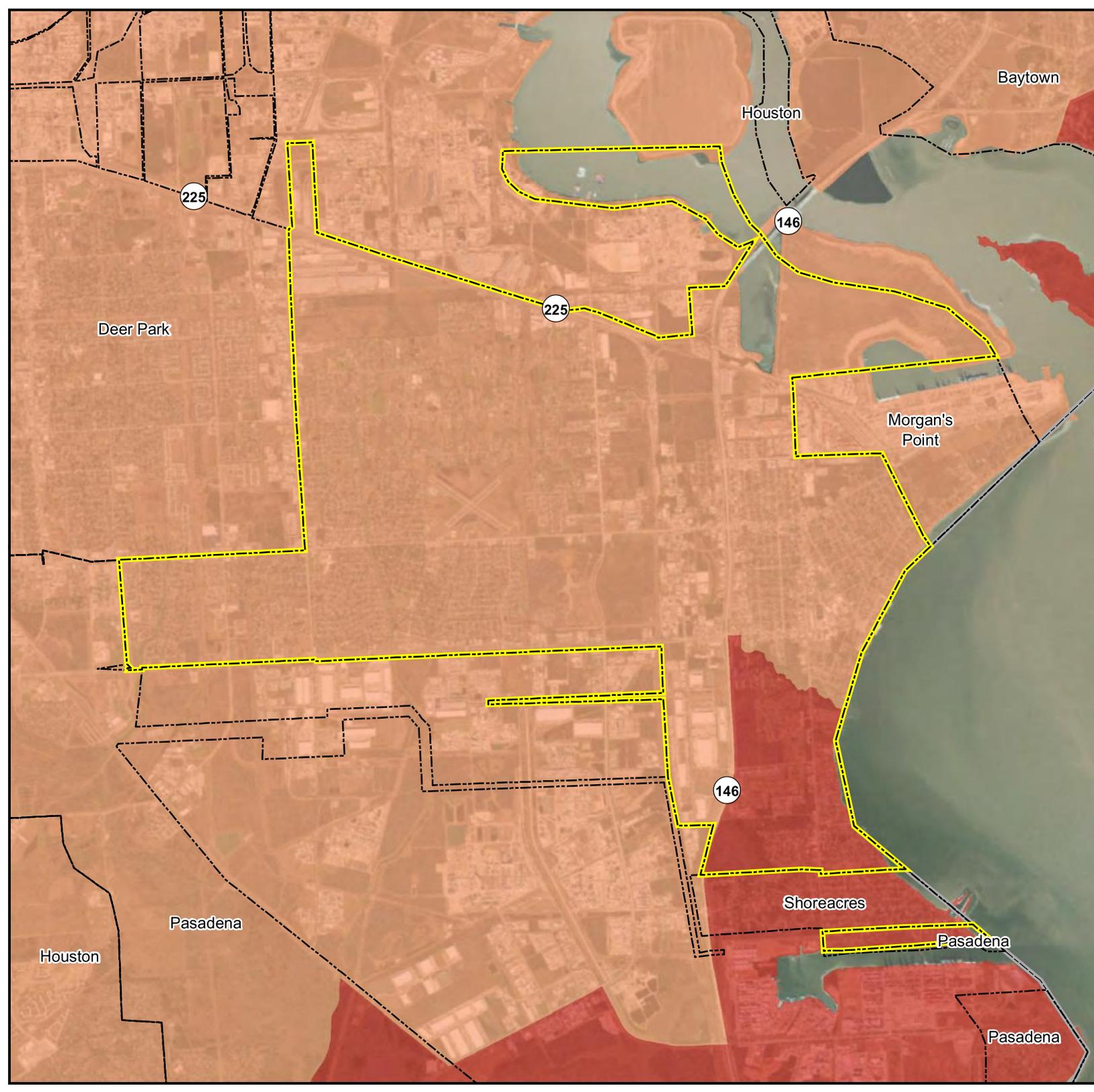
Storm Track

Incorporated Cities

Harris County



0 0.35 0.7 1.4 Miles



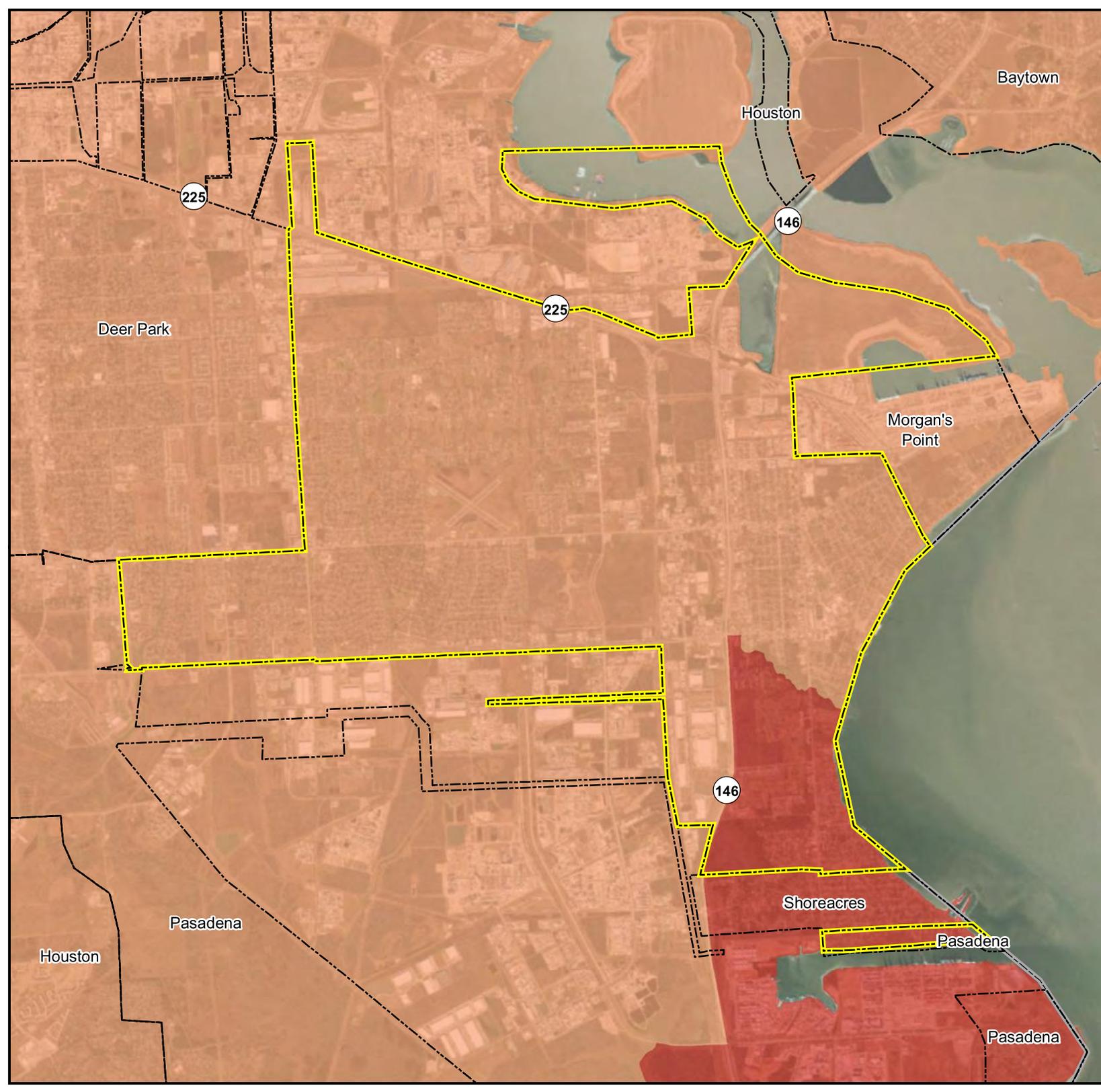
La Porte

20-year Probabilistic Hurricane

Peak Wind Gust (mph)

- 63 - 71
- 72 - 76
- 77 - 80
- 81 - 84
- 85 - 92

- Incorporated Cities
- Harris County



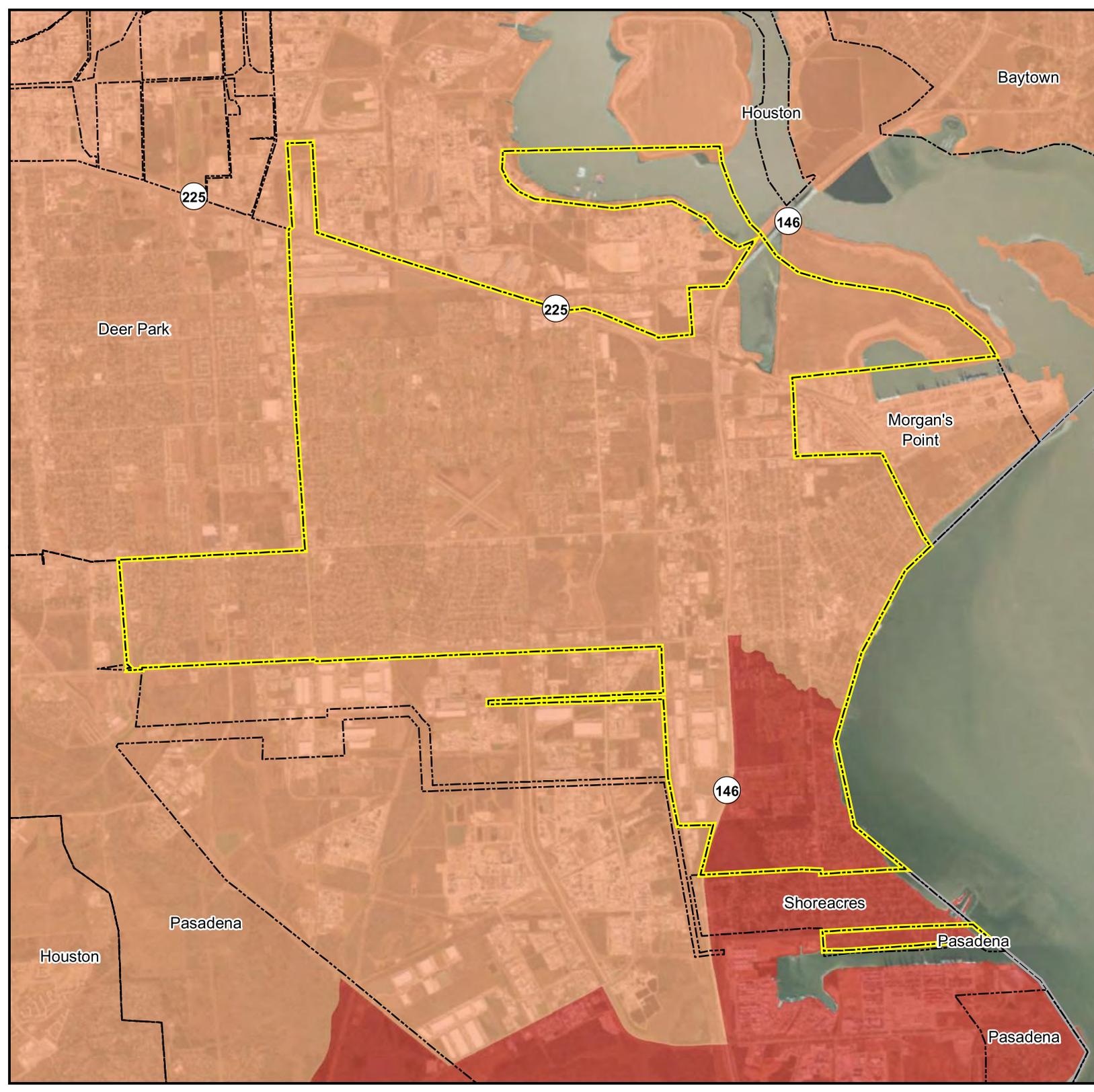
La Porte

100-year Probabilistic Hurricane

Peak Wind Gust (mph)

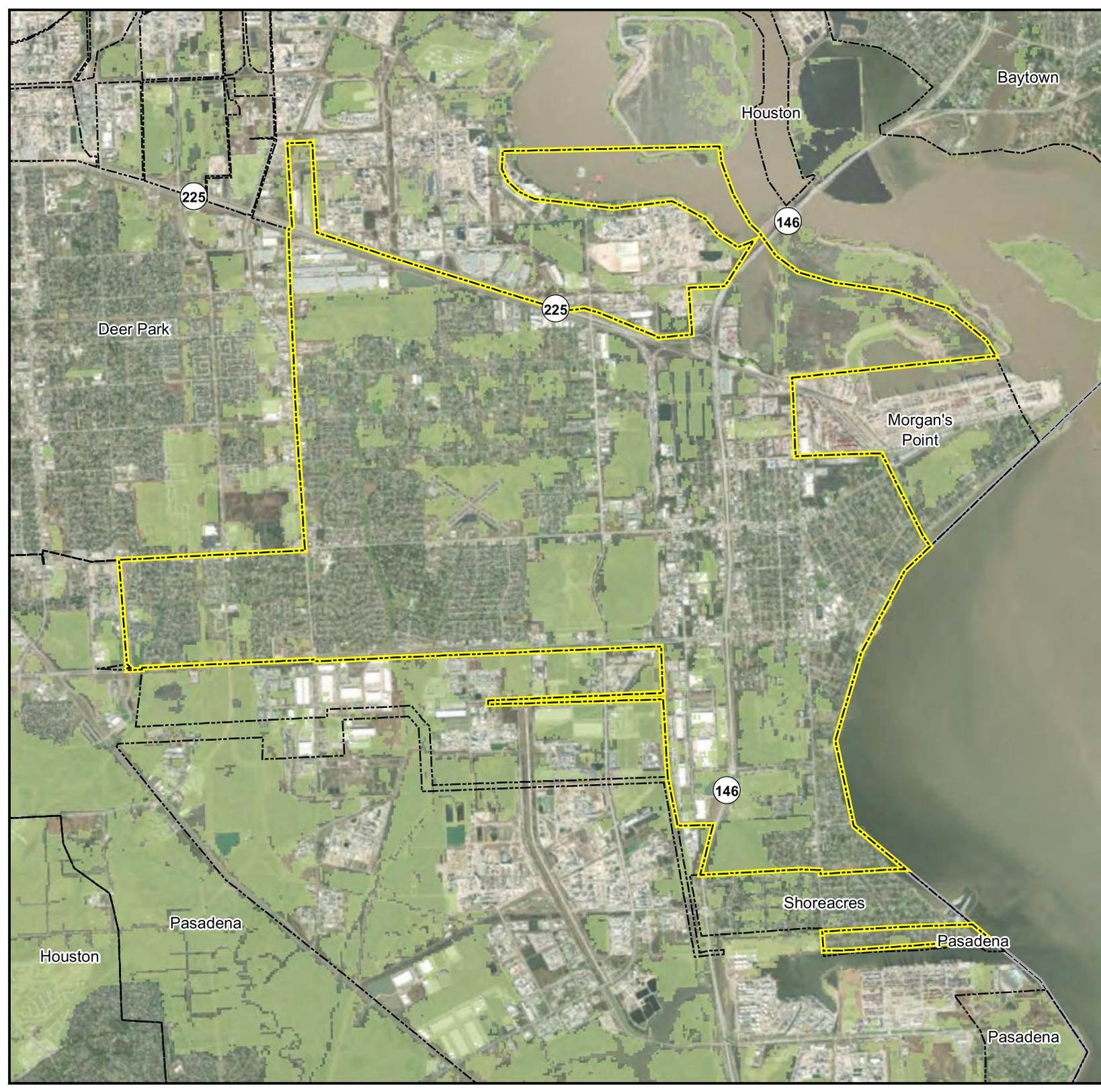
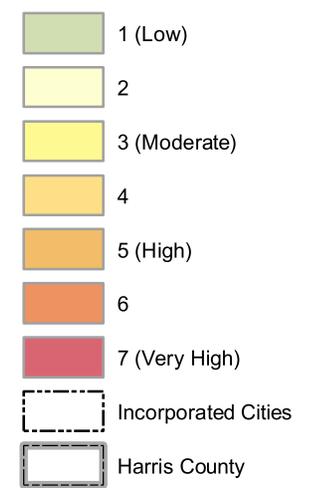
- 89 - 101
- 102 - 106
- 107 - 111
- 112 - 117
- 118 - 128

- Incorporated Cities
- Harris County



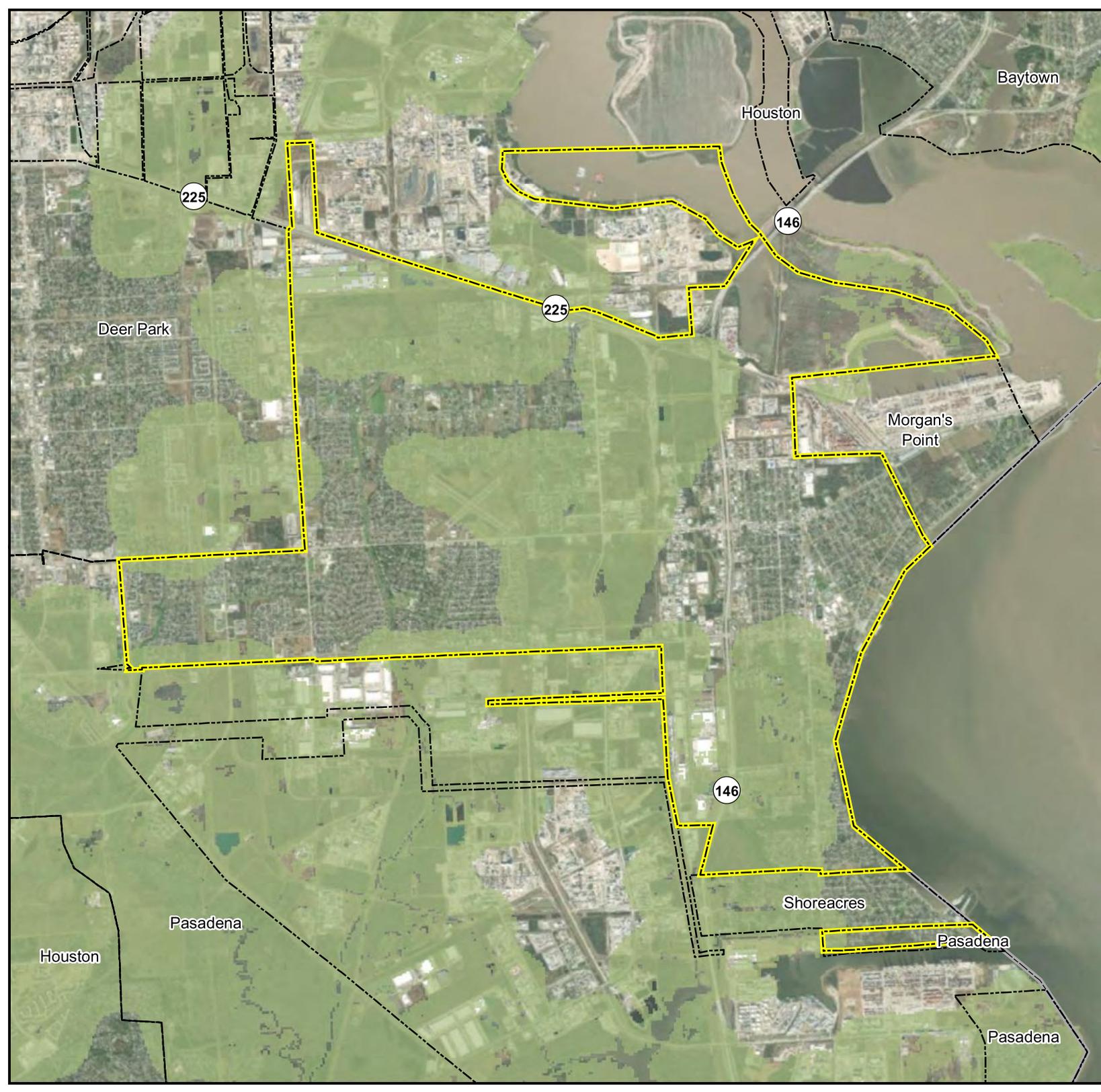
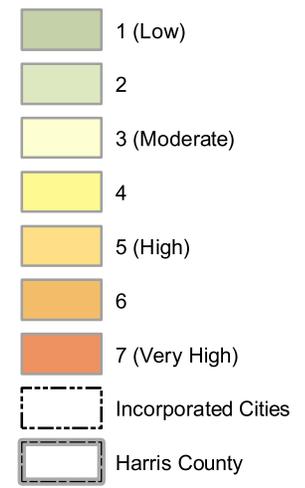
La Porte

Wildfire Ignition Density



La Porte

Wildfire Threat





TDEM
THE TEXAS A&M UNIVERSITY SYSTEM

April 21, 2020

The Honorable Lina Hidalgo
Harris County Judge
1001 Preston, Ste. 911
Houston, TX 77002

RE: Approvable Pending Adoption of Harris County, Texas Multi-Jurisdiction Hazard Mitigation Plan (HMP)

Funding Source: HMGP; 4269

Dear Judge Hidalgo:

Congratulations! FEMA has concluded the review of the Harris County Multi-Jurisdiction HMP, and the plan is found to be approvable pending adoption. In order for this plan to receive final FEMA approval, the jurisdiction(s) must adopt this plan and submit the complete adoption package to the state within 90 days. The plan update timeline will begin on the date of the FEMA approval letter. Please e-mail the complete adoption package to TDEM-Mitigation@tdem.texas.gov and Natalie.Johnson@tdem.texas.gov as follows:

- The final plan formatted as a single document
 - Plan must be dated to match the date of the first adoption
 - Remove track changes, strikethroughs and highlights
- All signed resolutions as a separate single document

The previous review tool may contain recommendations to be applied to your next update. DO NOT make any further changes to your plan until it has been approved.

If you have any questions concerning this procedure, please do not hesitate to contact me at 512-424-7820 or via email at david.jackson@tdem.texas.gov. We commend you for your commitment to mitigation.

Respectfully,

David P Jackson

David Jackson, CEM
Unit Chief, Mitigation
State Hazard Mitigation Officer
Recovery and Mitigation
Texas Division of Emergency Management

Cc: Rob Flanner, Rob.Flaner@tetrattech.com

DJ/nj



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Shelley Wolny, Treasurer</u>
Department: <u>Finance</u>
<input type="radio"/> Report <input checked="" 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: Resolution, Deed, Attorney Letter, Analysis, Bid &

Map

SUMMARY

If a property is sold or struck off to a taxing unit that is party to the judgment, the taxing unit may sell the property at any time by public or private sale. The City of La Porte has had the property located on S. Lobit Street, La Porte on the public resale list since 1999 and has received a minimum bid from Andrew Alfred Mendoza in the amount of \$2,000.00, which includes judgment value plus costs and post-judgment taxes. Currently, the property is vacant. At this time staff is asking the City Council to pass a resolution to approve the sale of the property listed below for the amount that has been offered.

1998-58183 – S. Lobit Street, La Porte, Texas 77571 – Offer \$2,000.00 (cost + taxes)

RECOMMENDED MOTION

I move to approve of a bid by Andrew Alfred Mendoza to acquire a tax resale property described as: Lot 23, Block 87, Bayfront Addition, Town of La Porte, Harris County, Texas according to the map or plat thereof filed in the Real Property Records of Harris County, Texas. Account No. 006-177-000-0023.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW

4828 Loop Central Drive

Suite 600

Houston, TX 77081

Main: 713.844.3400

April 27, 2020

Email: Chips@lgbs.com

Direct: 713.576.7264

Shelley Wolny, City Treasurer
City of La Porte Finance Department
604 W. Fairmont Parkway
La Porte, Texas 77571

HAND DELIVERED

RE: Tax Resale Bid in Lawsuit No. 98-58183; City of La Porte, Et Al vs. Kiibler, Jr., Et Al;
Account # 0061770000023

Dear Ms. Wolny:

A private tax resale bid in the amount of \$2,000.00 has been received from Andrew Alfred Mendoza for a property that is owned in trust by the City of La Porte, La Porte ISD, Harris County and San Jacinto Community College District pursuant to a constable's tax sale. I have attached to this letter the tax resale bid, a tax resale bid analysis, a tax resale resolution, a proposed tax resale deed, and a Harris County Appraisal District map of the subject property. The amount of the tax resale bid is sufficient to allow the City of La Porte to consider acceptance of this bid and convey the subject property without the approval of La Porte ISD, Harris County and San Jacinto Community College District.

Therefore, I would respectfully request that this tax resale bid be placed on an upcoming agenda of the City Council of the City of La Porte. I am available to attend the Council Meeting in order to address any questions that arise. A suggested wording of the agenda item is as follows:

Consider approval of a bid by Andrew Alfred Mendoza to acquire a tax resale property described as: Lot 23, Block 87, Bay Front Addition, Town of La Porte, according to the map or plat thereof recorded in the Map Records of Harris County, Texas, and also described in Volume 3105, Page 406, Deed Records of Harris County, Texas. Account No. 0061770000023.

Please do not hesitate to contact me if you have any questions, need additional information or would like to meet with me with respect to this or any other matter.

Best Regards,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Charles Austin "Chip" Sutton
Capital Partner

Enclosures

cc: Corby Alexander, City Manager
City of La Porte City Manager's Office
604 W. Fairmont Parkway
La Porte, Texas 77571

City of La Porte Tax Resale Bid Form

The property is being sold for taxes, and all sales are made subject to a right to redeem within the time and manner provided by law. Purchasers do have a legal right to possession of the property during the redemption period. Purchasers will receive a Tax Resale Deed, which is without warranty. The firm will not give out information on the title to the property other than the existence of post judgment taxes. It is the bidder's responsibility to do their own title examination and satisfy themselves as to the condition of the title before submitting a bid. It is also the bidder's responsibility to satisfy themselves concerning the location and condition of the property on the ground before submitting a bid. All properties are sold "As Is."

If a higher bid is received any time before the City of La Porte has approved a previous bid, the Firm will contact all of the bidders so each bidder will have the opportunity to submit a higher bid.

All bids must be submitted on this form. The completed form may be submitted to Liechberger Grogan Blair & Sampson, F.L.P. Attention Chip Sutton at 4828 Loop Central Three, Suite 600, Houston, TX 77081. All bids will be subject to approval by the City Council of the City of La Porte. The bidder is required to pay the full amount of their bid within ten (10) days of their notification of the acceptance of their bid.

The Firm and the City of La Porte will not supply or pay for any closing costs, including, but not limited to:

Owner Financing	Abstract of Title	Appraisal
Title Policy	Survey	Termite Certificate

Subject to the terms and conditions stated herein, I submit the following bid on the property described below:

Amount of Bid: \$ 2,000.00

Tax Lawsuit: 98-58183; CITY OF LA PORTE, ET AL VS. JOHN KIBLER, JR., ET AL

Tax Account No. 0061770000023

Legal Description: LOT 23, BLOCK 87, BAY FRONT ADDITION, TOWN OF LA PORTE, HARRIS COUNTY, TEXAS

Bidder's Name(s): ANDREW ALFRED MEMOZA

Address: 102 S LOBIT ST.

Telephone Numbers: 713-315-1367

Signed: Andrew Memoza

Dated: 3/10/20

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
ATTORNEYS AT LAW
4828 Loop Central Drive
Suite 600
Houston, TX 77081

Main: 713.844.3400

ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

Suit No. 98-58183; City of La Porte, Et Al vs. John Kiibler, Jr., Et Al

Legal Description: Lot 23, Block 87, Bay Front Addition, Town of La Porte, Harris County, Texas; Account #0061770000023

Situs Address: S. Lobit Street, La Porte, Texas, 77571

Bidder: Andrew Alfred Mendoza, 102 S. Lobit Street, La Porte, Texas 77571

Date of Sale: February 1, 2000

Amount of Bid: \$2,000.00

Judgment Amount: \$2,156.54

Cost of Suit & Sale: \$2,108.00

Adjudged Value: \$1,600.00

**% of Total Due: 46% (Of
Judgment Amount, Costs and
Post-Judgment Taxes)**

% of Adjudged Value: 125%

JUDGMENT TAX YEARS:

Entity	Amount Due	Amount You
Name	Each Entity	Will Receive
City of La Porte(1978-1998)	\$764.94	\$ 0.00(*)
La Porte ISD(1978-1998)	\$896.98	\$ 0.00(*)
Harris County(1979-1998)	\$427.16	\$0.00 (*)
San Jacinto CCD(1979-1998)	\$67.46	\$ 0.00(*)
Totals	\$2,156.54	\$ 0.00(*)

***Pursuant to Section 34.06 of the Texas Property Tax Code, the Costs of Suit and Sale must be paid prior to the tax years included in the judgment and also the attorney fees due to your tax collection law firm. The Costs of Suit and Sale do not include any amounts due to the Linebarger Law Firm.**

POST-JUDGMENT TAX YEARS:

Entity	Amount Due Each Entity	Amount You
Name	(Increases by 1% Monthly)	Will Receive
City of La Porte(1999)	\$3.63	\$3.63
La Porte ISD(1999)	\$8.36	\$8.36
Harris County(1999-2000)	\$45.35	\$45.35
San Jacinto CCD(1999-2000)	\$7.77	\$7.77
Totals	\$65.11	\$65.11

RESOLUTION 2020-11

THE STATE OF TEXAS
COUNTY OF HARRIS

§
§
§

KNOW ALL MEN BY THESE PRESENTS:

RESOLUTION AND ORDER

WHEREAS, the City of La Porte, La Porte Independent School District, Harris County, Harris County Education Department, Port of Houston of Harris County Authority, Harris County Flood Control District, Harris County Hospital District and San Jacinto Community College District (“Taxing Authorities”) foreclosed on a property (“the property”) through a delinquent tax lawsuit and judgment identified as follows:

Lot 23, Block 87, Bay Front Addition, Town of La Porte, according to the map or plat thereof recorded in the Map Records of Harris County, Texas, and also described in Volume 3105, Page 406, Deed Records of Harris County, Texas. Account No. 006177000023

WHEREAS, the Taxing Authorities remain unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the Taxing Authorities, including conducting a public auction of the property by the Harris County Constable whereby the property was struck off to the Taxing Authorities and;

WHEREAS, being no bids for the property at the tax sale on February 1, 2000, the City of La Porte, Trustee for itself and the other Taxing Authorities, now holds the property in trust to secure the payment of taxes, penalties, interest and costs owed to all Taxing Authorities participating in the foreclosure judgment;

WHEREAS, the property held in trust by the City of La Porte, Trustee for itself and the other Taxing Authorities, is exempt from taxation and it is in the best interest of the Taxing Authorities to have the property returned to the active tax roll as a taxable property;

WHEREAS, the City of La Porte has received an offer of \$2,000.00 to purchase the property from the Andrew Alfred Mendoza.

NOW, THEREFORE, IT IS ORDERED by the City of La Porte:

1. That all of the above paragraphs are true, correct and in the best interest of the City of La Porte and all the other Taxing Authorities, and as such they are hereby incorporated in full and made part of this Resolution;
2. That the City of La Porte accepts the tax resale offer by Andrew Alfred Mendoza and authorizes the Mayor of the City of La Porte to sign and execute the deed on behalf of the City of La Porte as Trustee for itself and the other Taxing Authorities, to transfer title to the person submitting the offer to purchase the property.

APPROVED, PASSED AND ORDERED this the _____ day of _____, 2020.

LOUIS R. RIGBY, MAYOR
CITY OF LA PORTE

ATTEST: _____
LEE WOODWARD, CITY SECRETARY
CITY OF LA PORTE

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your social security number or your driver's license number. (Language pursuant to Section 11.008 of the Texas Property Code)

STATE OF TEXAS

X

X

TAX RESALE DEED

COUNTY OF HARRIS

X

KNOW ALL MEN BY THESE PRESENTS that the CITY OF LA PORTE, TRUSTEE, for itself and LA PORTE INDEPENDENT SCHOOL DISTRICT, HARRIS COUNTY, HARRIS COUNTY EDUCATION DEPARTMENT, PORT OF HOUSTON OF HARRIS COUNTY AUTHORITY, HARRIS COUNTY FLOOD CONTROL DISTRICT, HARRIS COUNTY HOSPITAL DISTRICT AND SAN JACINTO COMMUNITY COLLEGE DISTRICT, acting through its duly elected officials (hereinafter "GRANTOR") as authorized by Section 34.05 of the Texas Property Tax Code, for and in consideration of the sum TEN DOLLARS (\$10.00) AND OTHER GOOD AND VALUABLE CONSIDERATION, in hand paid by ANDREW ALFRED MENDOZA (hereinafter "GRANTEE") the receipt of which is hereby acknowledged and confessed, has conveyed and does hereby convey unto said GRANTEE all of the right, title and interest of GRANTOR and all other taxing units interested in the tax foreclosure judgment against the property herein described, acquired by tax foreclosure sale heretofore held under Suit No. 98-58183, City of La Porte and La Porte Independent School District, Et Al vs. John Kibler, Jr., Et Al, in the 190th District Court of Harris County, said property described as follows:

Lot 23, Block 87, Bay Front Addition, Town of La Porte, according to the map or plat thereof recorded in the Map Records of Harris County, Texas, and also described in Volume 3105, Page 406, Deed Records of Harris County, Texas. Account No. 0061770000023

This conveyance is made and accepted subject to the following matters to the extent that the same are in effect at this time: any and all rights of redemption, restrictions, covenants, conditions, easements, encumbrances and outstanding mineral interests, if any, relating to the hereinabove described property, but only to the extent that they are still in effect and shown of record in the hereinabove mentioned county and state, and to all zoning laws, regulations and ordinances of municipal and/or other governmental authorities, if any, but only to the extent that they are still in effect and relate to the hereinabove described property.

TO HAVE AND TO HOLD the said premises, together with all and singular the rights, privileges, and appurtenances thereto in any manner belonging unto the said GRANTEE, his heirs and assigns forever, so that neither the Grantor, nor any other taxing unit interested in said tax foreclosure judgment, nor any person claiming under it and them, shall at any time hereafter have, claim or demand any right or title to the aforesaid premises or appurtenances, or any part thereof.

GRANTEE accepts the property in "AS IS, WHERE IS" condition and subject to any environmental conditions that might have or still exist on said property, and subject to any title defects and deficiencies, and also subject to the right of redemption, if any, provided under the Texas Property

Tax Code. GRANTEE acknowledges and agrees that this conveyance is expressly made without warranty.

Taxes for the 1999 and 2000 tax years and also the present tax year are to be paid by GRANTEE herein.

IN TESTIMONY WHEREOF, THE CITY OF LA PORTE, TRUSTEE, for itself and LA PORTE INDEPENDENT SCHOOL DISTRICT, HARRIS COUNTY, HARRIS COUNTY EDUCATION DEPARTMENT, PORT OF HOUSTON OF HARRIS COUNTY AUTHORITY, HARRIS COUNTY FLOOD CONTROL DISTRICT, HARRIS COUNTY HOSPITAL DISTRICT AND SAN JACINTO COMMUNITY COLLEGE DISTRICT has caused these presents to be executed this _____ day of _____, 2020.

CITY OF LA PORTE, TRUSTEE

By: _____
LOUIS R. RIGBY, MAYOR
CITY OF LA PORTE

STATE OF TEXAS X

COUNTY OF HARRIS X

This instrument was acknowledged before me on this _____ day of _____, 2020, by Louis R. Rigby, Mayor of the City of La Porte.

Printed Name: _____
Notary Public, State of Texas
My Commission Expires: _____

After recording return to:

Andrew Alfred Mendoza
102 S. Lobit St.
La Porte, TX 77571

Harris County Appraisal District



0 50 100 200 Feet

PUBLICATION DATE:
3/12/2020

Geospatial or map data maintained by the Harris County Appraisal District is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and only represents the approximate location of property boundaries.

MAP LOCATION



FACET 6254D7

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6254D8

6254D6



6254D3

6254D11

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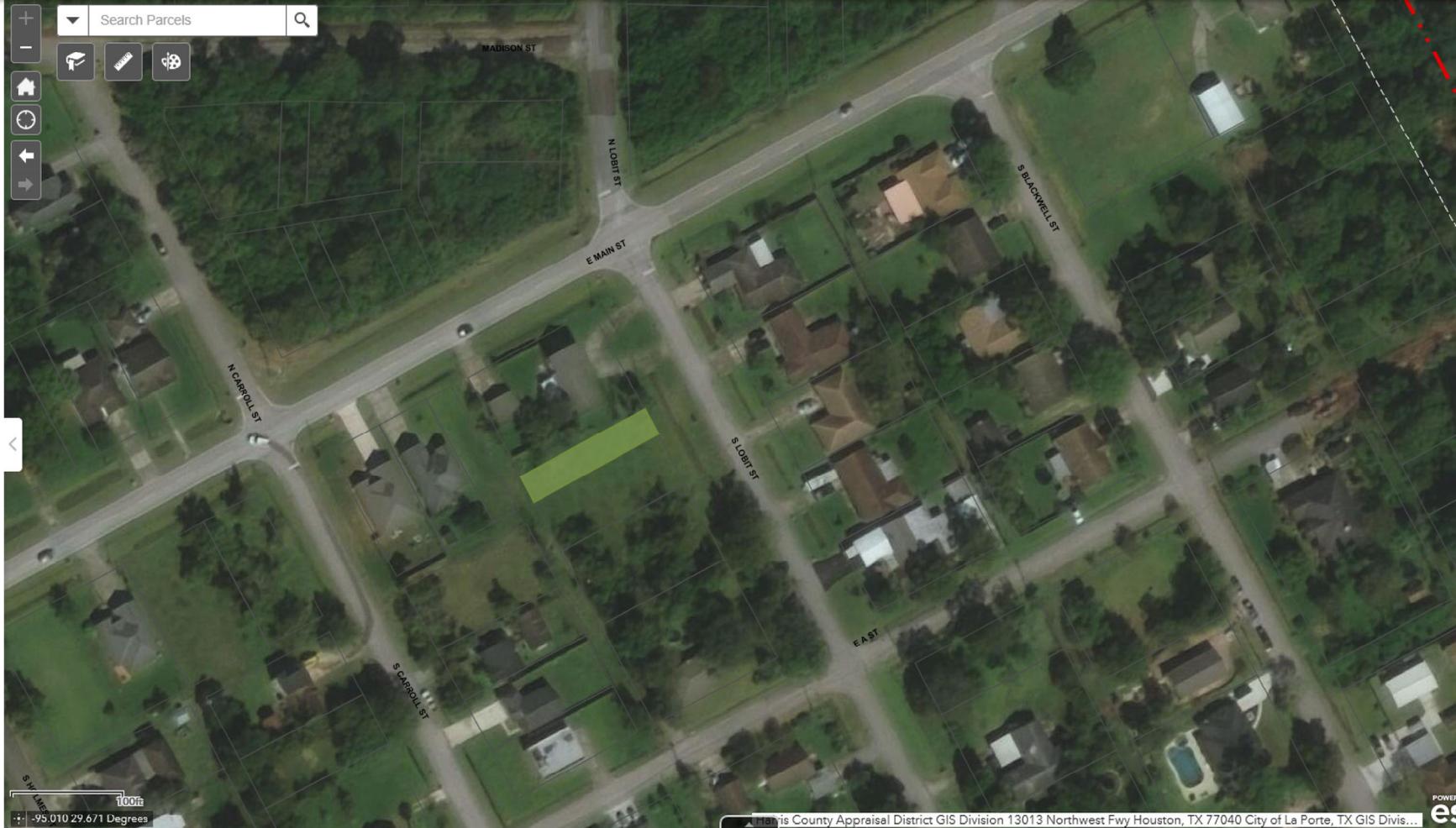
Tasks **Results**

City Limits Parcels - Search by HCAD number_

Displayed features: 1/1

CITY OF LA PORTE ET AL

ACCOUNT	006177000023
ADDRESS	0 S LOBIT ST LA PORTE, TX 77571
OWNER	CITY OF LA PORTE ET AL
TAX YEAR	2020
KEY MAP	540Y
TOTAL APPRAISED VALUE	
LEGAL DESCRIPTION 1	LT 23 BLK 87
LEGAL DESCRIPTION 2	BAY FRONT TO LA PORTE
LEGAL DESCRIPTION 3	
LEGAL DESCRIPTION 4	
MAIL TO	CITY OF LA PORTE ET AL
MAIL ADDRESS	CAUSE #98-58183 604 W FAIRMONT PKWY LA PORTE, TX 77571- 6215



-95.010 29.671 Degrees



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Shelley Wolny, Treasurer</u>
Department: <u>Finance</u>
<input type="radio"/> Report <input checked="" 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: Resolution, Deed, Attorney Letter, Analysis, Bid &

Map

SUMMARY

If a property is sold or struck off to a taxing unit that is party to the judgment, the taxing unit may sell the property at any time by public or private sale. The City of La Porte has had the property located on N. 11th Street, La Porte on the public resale list since 2012 and has received a minimum bid from Oakland Land & Development, LLC in the amount of \$15,900.00, which includes judgment value plus costs and post-judgment taxes. Currently, the property is vacant. At this time staff is asking the City Council to pass a resolution to approve the sale of the property listed below for the amount that has been offered.

2010-01055 – N. 11th Street, La Porte, Texas 77571 – Offer \$15,900.00 (cost + taxes)

RECOMMENDED MOTION

I move to approve of a bid by Oakland Land & Development, LLC to acquire a tax resale property described as: Lots 21 and 22, Block 96, of the Town of La Porte, Harris County, Texas according to the map or plat thereof filed in the Real Property Records of Harris County, Texas. Account No. 023-212-096-0021.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW

4828 Loop Central Drive

Suite 600

Houston, TX 77081

Main: 713.844.3400

April 27, 2020

Email: Chips@lgbs.com

Direct: 713.576.7264

Shelley Wolny, City Treasurer
City of La Porte Finance Department
604 W. Fairmont Parkway
La Porte, Texas 77571

HAND DELIVERED

RE: Tax Resale Bid in Lawsuit No. 2010-01055; La Porte I.S.D., Et Al vs. Lester James Martin, Et Al; Account # 0232120960021

Dear Ms. Wolny:

A private tax resale bid in the amount of \$15,900.00 has been received from Oakland Land & Development, LLC for a property that is owned in trust by the City of La Porte, La Porte ISD, Harris County and San Jacinto Community College District pursuant to a constable's tax sale. I have attached to this letter the tax resale bid, a tax resale bid analysis, a tax resale resolution, a proposed tax resale deed, and a Harris County Appraisal District map of the subject property. The amount of the tax resale bid is sufficient to allow the City of La Porte to consider acceptance of this bid and convey the subject property without the approval of La Porte ISD, Harris County and San Jacinto Community College District.

Therefore, I would respectfully request that this tax resale bid be placed on an upcoming agenda of the City Council of the City of La Porte. I am available to attend the Council Meeting in order to address any questions that arise. A suggested wording of the agenda item is as follows:

Consider approval of a bid by Oakland Land & Development, LLC to acquire a tax resale property described as: Lots 21 and 22, Block 96 of the Town of La Porte, Harris County, Texas, according to the map or plat thereof recorded in Volume 58, Page 462 of the Deed Records of Harris County, Texas. Account No. 0232120960021.

Please do not hesitate to contact me if you have any questions, need additional information

or would like to meet with me with respect to this or any other matter.

Best Regards,

A handwritten signature in black ink, consisting of several loops and a trailing flourish, positioned above the printed name.

Charles Austin "Chip" Sutton
Capital Partner

Enclosures

cc: Corby Alexander, City Manager
City of La Porte City Manager's Office
604 W. Fairmont Parkway
La Porte, Texas 77571

City of La Porte Tax Resale Bid Form

The property is being sold for taxes, and all sales are made subject to a right to redeem within the time and manner provided by law. Purchasers do have a legal right to possession of the property during the redemption period. Purchasers will receive a Tax Resale Deed, which is without warranty. The firm will not give out information on the title to the property other than the existence of post judgment taxes. It is the bidder's responsibility to do their own title examination and satisfy themselves as to the condition of the title before submitting a bid. It is also the bidder's responsibility to satisfy themselves concerning the location and condition of the property on the ground before submitting a bid. All properties are sold "As Is."

If a higher bid is received any time before the City of La Porte has approved a previous bid, the Firm will contact all of the bidders so each bidder will have the opportunity to submit a higher bid.

All bids must be submitted on this form. The completed form may be submitted to Linebarger Goggan Blair & Sampson, LLP, Attention Chip Sutton at 4828 Loop Central Three, Suite 600, Houston, TX 77081. All bids will be subject to approval by the City Council of the City of La Porte. The bidder is required to pay the full amount of their bid within ten (10) days of their notification of the acceptance of their bid.

The Amount of Bid includes the minimum bid at the original tax foreclosure sale and the amount due for post-judgment taxes. The Bidder acknowledges that the amount due for post-judgment taxes increases each month until paid in full.

The Firm and the City of La Porte will not supply or pay for any closing costs, including, but not limited to:

Owner Financing
Title Policy

Abstract of Title
Survey

Appraisal
Termite Certificate

Subject to the terms and conditions stated herein, I submit the following bid on the property described below:

Amount of Bid: \$ 15,900.00

Tax Lawsuit: 2010-01055; LA PORTE ISD, ET AL vs. LESTER JAMES MARTIN, ET AL

Tax Account No. 0232120960021

Legal Description: LOTS 21 AND 22, BLOCK 96 OF THE TOWN OF LA PORTE, HARRIS COUNTY, TEXAS

Bidder's Name(s): OAKLAND LAND & DEVELOPMENT, LLC

Address: P.O. BOX 952
NATCHEZ, MS 39121

Telephone Numbers: 601-442-6648

Signed: 

Dated: March 27, 2020

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW

4828 Loop Central Drive

Suite 600

Houston, TX 77081

Main: 713.844.3400

ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

Suit No. 2010-01055; La Porte Independent School District, Et Al vs. Lester James Martin, Et Al

Legal Description: Lots 21 and 22, Block 96, of the Town of La Porte, Harris County, Texas. Account No. 0232120960021

Situs Address: N. 11th Street, La Porte, Texas 77571

Bidder: Oakland Land & Development, LLC, P.O. Box 952, Natchez, MS 39121

Date of Sale: October 2, 2012

Amount of Bid: \$15,900.00

Judgment Amount: \$18,926.31

Cost of Sale: \$2,692.00

Adjudged Value: \$15,062.00

**% of Total Due: 71% (Of
Judgment Amount, Costs and
Post-Judgment Taxes)**

% of Adjudged Value: 106%

JUDGMENT TAX YEARS:

Entity Name	Amount Due Each Entity	Amount You Will Receive
City of La Porte(1986-2011)	\$4,770.81(25%)	\$3,097.51(*)
La Porte ISD(1986-2011)	\$9,744.79(52%)	\$6,442.83(*)
Harris County(1989-2011)	\$3,671.77(19%)	\$2,354.11(*)
San Jacinto CCD(1989-2011)	\$738.94(4%)	\$495.60(*)
Totals	18,926.31	\$12,390.05(*)

***Pursuant to Section 34.06 of the Texas Property Tax Code, the Costs of Suit and Sale must be paid prior to the tax years included in the judgment and also the attorney fees due to your tax collection law firm. The Costs of Suit and Sale do not include any amounts due to the Linebarger Law Firm.**

POST-JUDGMENT TAX YEARS:

Entity	Amount Due Each Entity	Amount You
Name	(Increases Monthly by 1%)	Will Receive
City of La Porte(2012)	\$202.91	\$202.91
La Porte ISD(2012)	\$380.08	\$380.08
Harris County(2012)	\$180.92	\$180.92
San Jacinto CCD(2012)	\$54.04	\$54.04
Totals	\$817.95	\$817.95

RESOLUTION 2020-12

THE STATE OF TEXAS
COUNTY OF HARRIS

§
§
§

KNOW ALL MEN BY THESE PRESENTS:

RESOLUTION AND ORDER

WHEREAS, the City of La Porte, La Porte Independent School District, Harris County, Harris County Education Department, Port of Houston of Harris County Authority, Harris County Flood Control District, Harris County Hospital District and San Jacinto Community College District (“Taxing Authorities”) foreclosed on a property (“the property”) through a delinquent tax lawsuit and judgment identified as follows:

Lots 21 and 22, Block 96 of the Town of La Porte, Harris County, Texas, according to the map or plat thereof recorded in Volume 58, Page 462 of the Deed Records of Harris County, Texas. Account No. 0232120960021.

WHEREAS, the Taxing Authorities remain unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the Taxing Authorities, including conducting a public auction of the property by the Harris County Constable whereby the property was struck off to the Taxing Authorities and;

WHEREAS, being no bids for the property at the tax sale on October 2, 2012, the City of La Porte, Trustee for itself and the other Taxing Authorities, now holds the property in trust to secure the payment of taxes, penalties, interest and costs owed to all Taxing Authorities participating in the foreclosure judgment;

WHEREAS, the property held in trust by the City of La Porte, Trustee for itself and the other Taxing Authorities, is exempt from taxation and it is in the best interest of the Taxing Authorities to have the property returned to the active tax roll as a taxable property;

WHEREAS, the City of La Porte has received an offer of \$15,900.00 to purchase the property from the Oakland Land & Development, LLC.

NOW, THEREFORE, IT IS ORDERED by the City of La Porte:

1. That all of the above paragraphs are true, correct and in the best interest of the City of La Porte and all the other Taxing Authorities, and as such they are hereby incorporated in full and made part of this Resolution;
2. That the City of La Porte accepts the tax resale offer by Oakland Land & Development, LLC and authorizes the Mayor of the City of La Porte to sign and execute the deed on behalf of the City of La Porte as Trustee for itself and the other Taxing Authorities, to transfer title to the entity submitting the offer to purchase the property.

APPROVED, PASSED AND ORDERED this the _____ day of _____, 2020.

LOUIS R. RIGBY, MAYOR
CITY OF LA PORTE

ATTEST: _____
LEE WOODWARD, CITY SECRETARY
CITY OF LA PORTE

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your social security number or your driver's license number. (Language pursuant to Section 11.008 of the Texas Property Code)

STATE OF TEXAS

X

X

TAX RESALE DEED

COUNTY OF HARRIS

X

KNOW ALL MEN BY THESE PRESENTS that the CITY OF LA PORTE, TRUSTEE, for itself and LA PORTE INDEPENDENT SCHOOL DISTRICT, HARRIS COUNTY, HARRIS COUNTY EDUCATION DEPARTMENT, PORT OF HOUSTON OF HARRIS COUNTY AUTHORITY, HARRIS COUNTY FLOOD CONTROL DISTRICT, HARRIS COUNTY HOSPITAL DISTRICT AND SAN JACINTO COMMUNITY COLLEGE DISTRICT, acting through its duly elected officials (hereinafter "GRANTOR") as authorized by Section 34.05 of the Texas Property Tax Code, for and in consideration of the sum TEN DOLLARS (\$10.00) AND OTHER GOOD AND VALUABLE CONSIDERATION, in hand paid by OAKLAND LAND & DEVELOPMENT, LLC (hereinafter "GRANTEE") the receipt of which is hereby acknowledged and confessed, has conveyed and does hereby convey unto said GRANTEE all of the right, title and interest of GRANTOR and all other taxing units interested in the tax foreclosure judgment against the property herein described, acquired by tax foreclosure sale heretofore held under Suit No. 2010-01055, La Porte Independent School District, Et Al vs. Lester James Martin, Et Al, in the 127th District Court of Harris County, said property described as follows:

Lots 21 and 22, Block 96 of the Town of La Porte, Harris County, Texas, according to the map or plat thereof recorded in Volume 58, Page 462 of the Deed Records of Harris County, Texas. Account No. 0232120960021

This conveyance is made and accepted subject to the following matters to the extent that the same are in effect at this time: any and all rights of redemption, restrictions, covenants, conditions, easements, encumbrances and outstanding mineral interests, if any, relating to the hereinabove described property, but only to the extent that they are still in effect and shown of record in the hereinabove mentioned county and state, and to all zoning laws, regulations and ordinances of municipal and/or other governmental authorities, if any, but only to the extent that they are still in effect and relate to the hereinabove described property.

TO HAVE AND TO HOLD the said premises, together with all and singular the rights, privileges, and appurtenances thereto in any manner belonging unto the said GRANTEE, its heirs and assigns forever, so that neither the Grantor, nor any other taxing unit interested in said tax foreclosure judgment, nor any person claiming under it and them, shall at any time hereafter have, claim or demand any right or title to the aforesaid premises or appurtenances, or any part thereof.

GRANTEE accepts the property in "AS IS, WHERE IS" condition and subject to any environmental conditions that might have or still exist on said property, and subject to any title defects and deficiencies, and also subject to the right of redemption, if any, provided under the Texas Property

Tax Code. GRANTEE acknowledges and agrees that this conveyance is expressly made without warranty.

Taxes for the 2012 tax year and also the present tax year are to be paid by GRANTEE herein.

IN TESTIMONY WHEREOF, THE CITY OF LA PORTE, TRUSTEE, for itself and LA PORTE INDEPENDENT SCHOOL DISTRICT, HARRIS COUNTY, HARRIS COUNTY EDUCATION DEPARTMENT, PORT OF HOUSTON OF HARRIS COUNTY AUTHORITY, HARRIS COUNTY FLOOD CONTROL DISTRICT, HARRIS COUNTY HOSPITAL DISTRICT AND SAN JACINTO COMMUNITY COLLEGE DISTRICT has caused these presents to be executed this _____ day of _____, 2020.

CITY OF LA PORTE, TRUSTEE

By: _____
LOUIS R. RIGBY, MAYOR
CITY OF LA PORTE

STATE OF TEXAS X

COUNTY OF HARRIS X

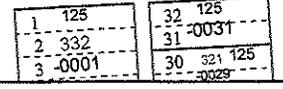
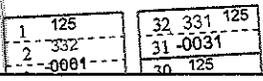
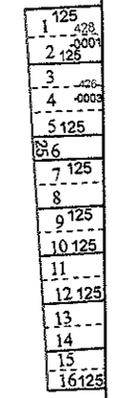
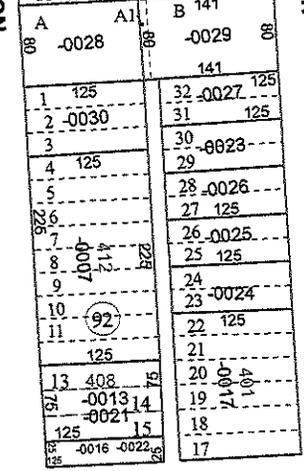
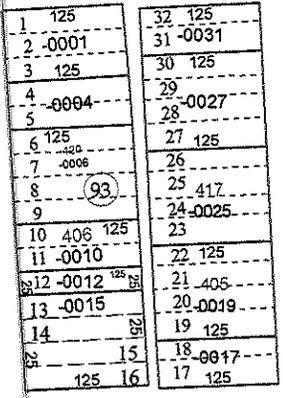
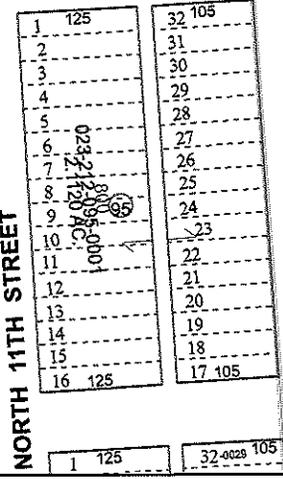
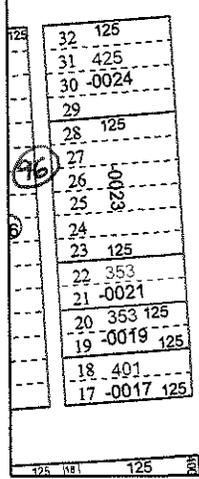
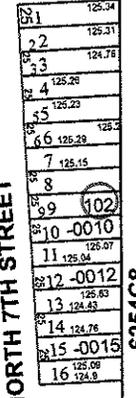
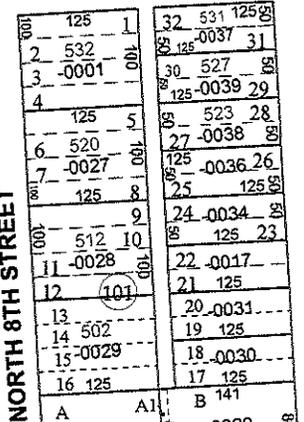
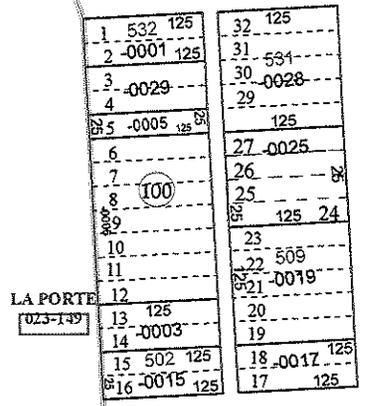
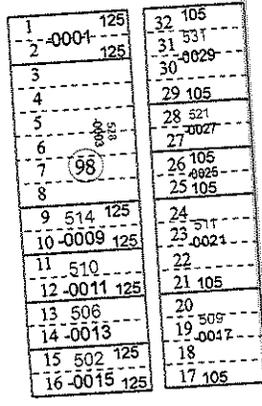
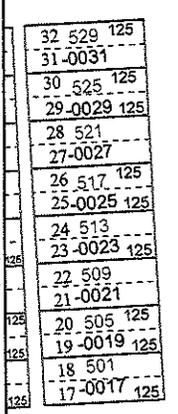
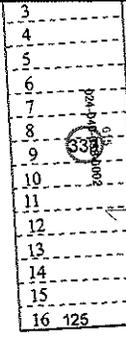
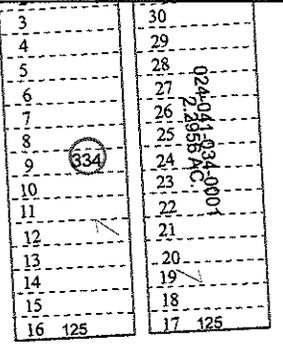
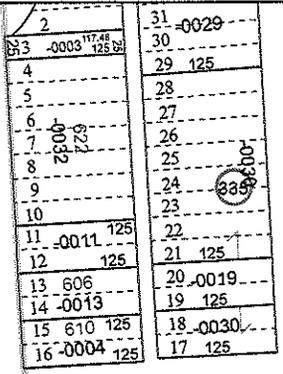
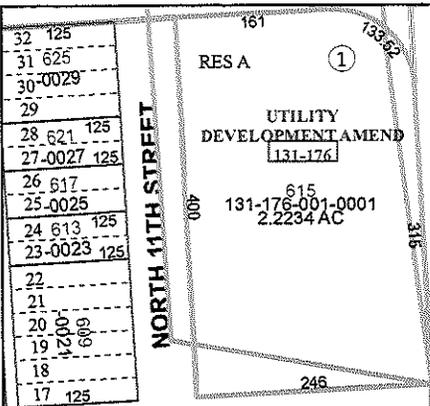
This instrument was acknowledged before me on this _____ day of _____, 2020, by Louis R. Rigby, Mayor of the City of La Porte.

Printed Name: _____
Notary Public, State of Texas
My Commission Expires: _____

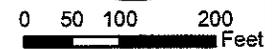
After recording return to:

Oakland Land & Development, LLC
P.O. Box 952
Natchez, MS 39121

6254C3



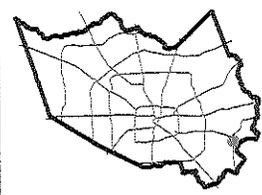
Harris County Appraisal District



PUBLICATION DATE: 3/12/2020

Geospatial or map data maintained by the Harris County Appraisal District is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and only represents the approximate location of property boundaries.

MAP LOCATION



FACET 6254C7



6254C11

Tasks	Results
City Limits Parcels - Search by HCAD number	
Displayed features: 1/1	
CITY OF LA PORTE	
ACCOUNT	0232120960021
ADDRESS	0 N 11TH ST LA PORTE, TX 77571
OWNER	CITY OF LA PORTE
TAX YEAR	2020
KEY MAP	540X
TOTAL APPRAISED VALUE	
LEGAL DESCRIPTION 1	LTS 21 & 22 BLK 96
LEGAL DESCRIPTION 2	LA PORTE
LEGAL DESCRIPTION 3	
LEGAL DESCRIPTION 4	
MAIL TO	CITY OF LA PORTE
MAIL ADDRESS	604 W FAIRMONT PKWY LA PORTE, TX 77571-6215
UPDATED	APRIL 2020





REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Shelley Wolny, Treasurer</u>
Department: <u>Finance</u>
<input type="radio"/> Report <input checked="" 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: Resolution, Deed, Attorney Letter, Analysis, Bid &

Map

SUMMARY

If a property is sold or struck off to a taxing unit that is party to the judgment, the taxing unit may sell the property at any time by public or private sale. The City of La Porte has had the property located on 0 Dr. Martin Luther King, Jr. Dr., La Porte on the public resale list since 2004 and has received a minimum bid from BP Coastal Builders & Developers, LLC in the amount of \$2,800.00, which includes judgment value plus costs and post-judgment taxes. Currently, the property is vacant. At this time staff is asking the City Council to pass a resolution to approve the sale of the property listed below for the amount that has been offered.

2004-21361 – 0 Dr. Martin Luther King, Jr. Dr., La Porte, Texas 77571 – Offer \$2,800.00
(cost + taxes)

RECOMMENDED MOTION

I move to approve of a bid by BP Coastal Builders & Developers, LLC to acquire a tax resale property described as: Lot 29, Block 90, Lying and Situated in the City of La Porte, Harris County, Texas according to the map or plat thereof filed in the Real Property Records of Harris County, Texas. Account No. 023-209-000-0029.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW

4828 Loop Central Drive

Suite 600

Houston, TX 77081

Main: 713.844.3400

May 6, 2020

Email: Chips@lgbs.com

Direct: 713.576.7264

Shelley Wolny, City Treasurer
City of La Porte Finance Department
604 W. Fairmont Parkway
La Porte, Texas 77571

HAND DELIVERED

RE: Tax Resale Bid in Lawsuit No. 2004-21361; City of La Porte, Et Al vs. Allee Lodge #90
W.W.O.W.; Account # 023-209-000-0029

Dear Ms. Wolny:

A private tax resale bid in the amount of \$2,800.00 has been received from BP Coastal Builders & Developers, LLC for a property that is owned in trust by the City of La Porte, La Porte ISD, Harris County and San Jacinto Community College District pursuant to a constable's tax sale. I have attached to this letter the tax resale bid, a tax resale bid analysis, a tax resale resolution, a proposed tax resale deed, and a Harris County Appraisal District map of the subject property. The amount of the tax resale bid is sufficient to allow the City of La Porte to consider acceptance of this bid and convey the subject property without the approval of La Porte ISD, Harris County and San Jacinto Community College District.

Therefore, I would respectfully request that this tax resale bid be placed on an upcoming agenda of the City Council of the City of La Porte. I am available to attend the Council Meeting in order to address any questions that arise. A suggested wording of the agenda item is as follows:

Consider approval of a bid by BP Coastal Builders & Developers, LLC to acquire a tax resale property described as: All of Lot 29, Block 90, Lying and Situated in the City of La Porte, Harris County, Texas. Account No. 023-209-000-0029.

Please do not hesitate to contact me if you have any questions, need additional information or would like to meet with me with respect to this or any other matter.

Best Regards,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end, positioned above the printed name.

Charles Austin "Chip" Sutton
Capital Partner

Enclosures

cc: Corby Alexander, City Manager
City of La Porte City Manager's Office
604 W. Fairmont Parkway
La Porte, Texas 77571

City of La Porte Tax Resale Bid Form

The property is being sold for taxes, and all sales are made subject to a right to redeem within the time and manner provided by law. Purchasers do have a legal right to possession of the property during the redemption period. Purchasers will receive a Tax Resale Deed, which is without warranty. The firm will not give out information on the title to the property other than the existence of post judgment taxes. It is the bidder's responsibility to do their own title examination and satisfy themselves as to the condition of the title before submitting a bid. It is also the bidder's responsibility to satisfy themselves concerning the location and condition of the property on the ground before submitting a bid. All properties are sold "As Is."

If a higher bid is received any time before the City of La Porte has approved a previous bid, the Firm will contact all of the bidders so each bidder will have the opportunity to submit a higher bid.

All bids must be submitted on this form. The completed form may be submitted to Linebarger Goggan Blair & Sampson, L.P. Attention Chip Sutton at 4828 Loop Central Three, Suite 600, Houston, TX 77081. All bids will be subject to approval by the City Council of the City of La Porte. The bidder is required to pay the full amount of their bid within ten (10) days of their notification of the acceptance of their bid.

The Amount of Bid includes the minimum bid at the original tax foreclosure sale and the amount due for post-judgment taxes. The Bidder acknowledges that the amount due for post-judgment taxes increases each month until paid in full.

The Firm and the City of La Porte will not supply or pay for any closing costs, including, but not limited to:

- Owner Financing
- Title Policy
- Abstract of Title Survey
- Appraisal
- Termite Certificate

Subject to the terms and conditions stated herein, I submit the following bid on the property described below:

Amount of Bid: \$ 2,800.⁰⁰

Tax Lawsuit: **2004-21361; CITY OF LA PORTE, ET AL vs. ALLEE LODGE #90 W.W.O.W.**

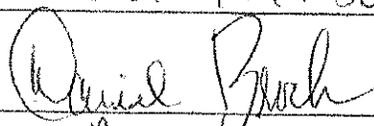
Tax Account No. **023-209-000-0029**

Legal Description: **ALL OF LOT 29, BLOCK 90, LYING AND SITUATED IN THE CITY OF LA PORTE, HARRIS COUNTY, TEXAS**

Bidder's Name(s): BP Coastal Builders & Developers, LLC

Address: 133 N. FRIENDWOOD DRIVE #273
FRIENDSWOOD, TEXAS 77546

Telephone Numbers: 281.414.5092

Signed:  - DANIEL BROCK

Dated: MAY 4, 2020

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW

4828 Loop Central Drive

Suite 600

Houston, TX 77081

Main: 713.844.3400

ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

Suit No. 2004-21361; City of La Porte, Et Al vs. Allee Lodge #90 W.W.O.W.

Legal Description: All of Lot 29, Block 90, Lying and Situated in the City of La Porte, Harris County, Texas; Account # 023-209-000-0029

Situs Address: 0 Dr. Martin Luther King, Jr. Dr., La Porte, Texas 77571

Bidder: BP Coastal Builders & Developers, LLC, 133 N. Friendswood Dr. #273, Friendswood, Texas 77546

Date of Sale: January 4, 2005

Amount of Bid: \$2,800.00

Judgment Amount: \$4,622.00

Cost of Sale: \$1,339.00

Adjudged Value: \$2,500.00

% of Total Due: 45% (Of
Judgment Amount, Costs and
Post-Judgment Taxes)

% of Adjudged Value: 112%

JUDGMENT TAX YEARS:

Entity	Amount Due	Amount You
Name	Each Entity	Will Receive
City of La Porte(1982-2003)	\$1,364.25(29.5%)	\$346.39*
La Porte ISD(1982-2003)	\$2,202.51(47.7%)	\$560.10*
Harris County(1984-2003)	\$889.37(19.2%)	\$225.45*
San Jacinto CCD(1984-2003)	\$165.87(3.6%)	\$42.27*
Totals	\$4,622.00	\$1,174.21*

***Pursuant to Section 34.06 of the Texas Tax Code, the Costs of Suit and Sale must be paid prior to the tax years included in the judgment. The Costs of Suit and Sale do not include any amounts due to the Linebarger Law Firm.**

POST-JUDGMENT TAX YEARS:

Entity	Amount Due Each Entity	Amount You
Name		Will Receive
City of La Porte(2004)	\$63.05	\$63.05
La Porte ISD(2004)	\$153.95	\$153.95
Harris County(2004)	\$57.43	\$57.43
San Jacinto CCD(2004)	\$12.36	\$12.36
Totals	\$286.79	\$286.79

RESOLUTION 2020-13

THE STATE OF TEXAS
COUNTY OF HARRIS

§
§
§

KNOW ALL MEN BY THESE PRESENTS:

RESOLUTION AND ORDER

WHEREAS, the City of La Porte, La Porte Independent School District, Harris County, Harris County Education Department, Port of Houston of Harris County Authority, Harris County Flood Control District, Harris County Hospital District and San Jacinto Community College District (“Taxing Authorities”) foreclosed on a property (“the property”) through a delinquent tax lawsuit and judgment identified as follows:

All of Lot 29, Block 90, Lying and Situated in the City of La Porte, Harris County, Texas. Account No. 023-209-000-0029

WHEREAS, the Taxing Authorities remain unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the Taxing Authorities, including conducting a public auction of the property by the Harris County Constable whereby the property was struck off to the Taxing Authorities and;

WHEREAS, being no bids for the property at the tax sale on January 4, 2005, the City of La Porte, Trustee for itself and the other Taxing Authorities, now holds the property in trust to secure the payment of taxes, penalties, interest and costs owed to all Taxing Authorities participating in the foreclosure judgment;

WHEREAS, the property held in trust by the City of La Porte, Trustee for itself and the other Taxing Authorities, is exempt from taxation and it is in the best interest of the Taxing Authorities to have the property returned to the active tax roll as a taxable property;

WHEREAS, the City of La Porte has received an offer of \$2,800.00 to purchase the property from the BP Coastal Builders & Developers, LLC.

NOW, THEREFORE, IT IS ORDERED by the City of La Porte:

1. That all of the above paragraphs are true, correct and in the best interest of the City of La Porte and all the other Taxing Authorities, and as such they are hereby incorporated in full and made part of this Resolution;
2. That the City of La Porte accepts the tax resale offer by BP Coastal Builders & Developers, LLC and authorizes the Mayor of the City of La Porte to sign and execute the deed on behalf of the City of La Porte as Trustee for itself and the other Taxing Authorities, to transfer title to the entity submitting the offer to purchase the property.

APPROVED, PASSED AND ORDERED this the _____ day of _____, 2020.

LOUIS R. RIGBY, MAYOR
CITY OF LA PORTE

ATTEST: _____
LEE WOODWARD, CITY SECRETARY
CITY OF LA PORTE

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your social security number or your driver's license number. (Language pursuant to Section 11.008 of the Texas Property Code)

STATE OF TEXAS

X

X

TAX RESALE DEED

COUNTY OF HARRIS

X

KNOW ALL MEN BY THESE PRESENTS that the CITY OF LA PORTE, TRUSTEE, for itself and LA PORTE INDEPENDENT SCHOOL DISTRICT, HARRIS COUNTY, HARRIS COUNTY EDUCATION DEPARTMENT, PORT OF HOUSTON OF HARRIS COUNTY AUTHORITY, HARRIS COUNTY FLOOD CONTROL DISTRICT, HARRIS COUNTY HOSPITAL DISTRICT AND SAN JACINTO COMMUNITY COLLEGE DISTRICT, acting through its duly elected officials (hereinafter "GRANTOR") as authorized by Section 34.05 of the Texas Property Tax Code, for and in consideration of the sum TEN DOLLARS (\$10.00) AND OTHER GOOD AND VALUABLE CONSIDERATION, in hand paid by BP COASTAL BUILDERS & DEVELOPERS, LLC (hereinafter "GRANTEE") the receipt of which is hereby acknowledged and confessed, has conveyed and does hereby convey unto said GRANTEE all of the right, title and interest of GRANTOR and all other taxing units interested in the tax foreclosure judgment against the property herein described, acquired by tax foreclosure sale heretofore held under Suit No. 2004-21361, City of La Porte, Et Al vs. Allee Lodge #90 W.W.O.W., in the 234th District Court of Harris County, said property described as follows:

**All of Lot 29, Block 90, Lying and Situated in the City of La Porte, Harris County, Texas.
Account No. 023-209-000-0029**

This conveyance is made and accepted subject to the following matters to the extent that the same are in effect at this time: any and all rights of redemption, restrictions, covenants, conditions, easements, encumbrances and outstanding mineral interests, if any, relating to the hereinabove described property, but only to the extent that they are still in effect and shown of record in the hereinabove mentioned county and state, and to all zoning laws, regulations and ordinances of municipal and/or other governmental authorities, if any, but only to the extent that they are still in effect and relate to the hereinabove described property.

TO HAVE AND TO HOLD the said premises, together with all and singular the rights, privileges, and appurtenances thereto in any manner belonging unto the said GRANTEE, his heirs and assigns forever, so that neither the Grantor, nor any other taxing unit interested in said tax foreclosure judgment, nor any person claiming under it and them, shall at any time hereafter have, claim or demand any right or title to the aforesaid premises or appurtenances, or any part thereof.

GRANTEE accepts the property in "AS IS, WHERE IS" condition and subject to any environmental conditions that might have or still exist on said property, and subject to any title defects and deficiencies, and also subject to the right of redemption, if any, provided under the Texas Property Tax Code. GRANTEE acknowledges and agrees that this conveyance is expressly made without warranty.

Taxes for the 2004 tax year and also the present tax year are to be paid by GRANTEE herein.

IN TESTIMONY WHEREOF, THE CITY OF LA PORTE, TRUSTEE, for itself and LA PORTE INDEPENDENT SCHOOL DISTRICT, HARRIS COUNTY, HARRIS COUNTY EDUCATION DEPARTMENT, PORT OF HOUSTON OF HARRIS COUNTY AUTHORITY, HARRIS COUNTY FLOOD CONTROL DISTRICT, HARRIS COUNTY HOSPITAL DISTRICT AND SAN JACINTO COMMUNITY COLLEGE DISTRICT has caused these presents to be executed this _____ day of _____, 2020.

CITY OF LA PORTE, TRUSTEE

By: _____
LOUIS R. RIGBY, MAYOR
CITY OF LA PORTE

STATE OF TEXAS X

COUNTY OF HARRIS X

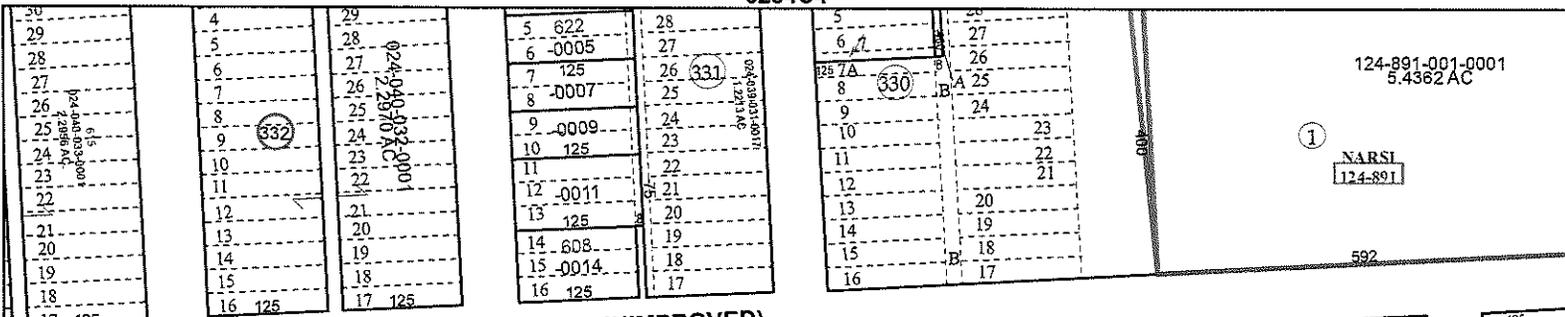
This instrument was acknowledged before me on this _____ day of _____, 2020, by Louis R. Rigby, Mayor of the City of La Porte.

Printed Name: _____
Notary Public, State of Texas
My Commission Expires: _____

After recording return to:

BP Coastal Builders & Developers, LLC
133 N. Friendswood Drive, # 273
Friendswood, TX 77546

6254C4



124-891-001-0001
5.4362 AC

NARSI
124-891

Harris County Appraisal District



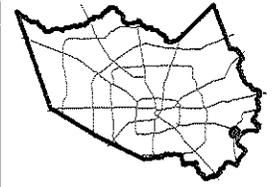
0 50 100 200 Feet

PUBLICATION DATE:
3/12/2020

Geospatial or map data maintained by the Harris County Appraisal District is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and only represents the approximate location of property boundaries.



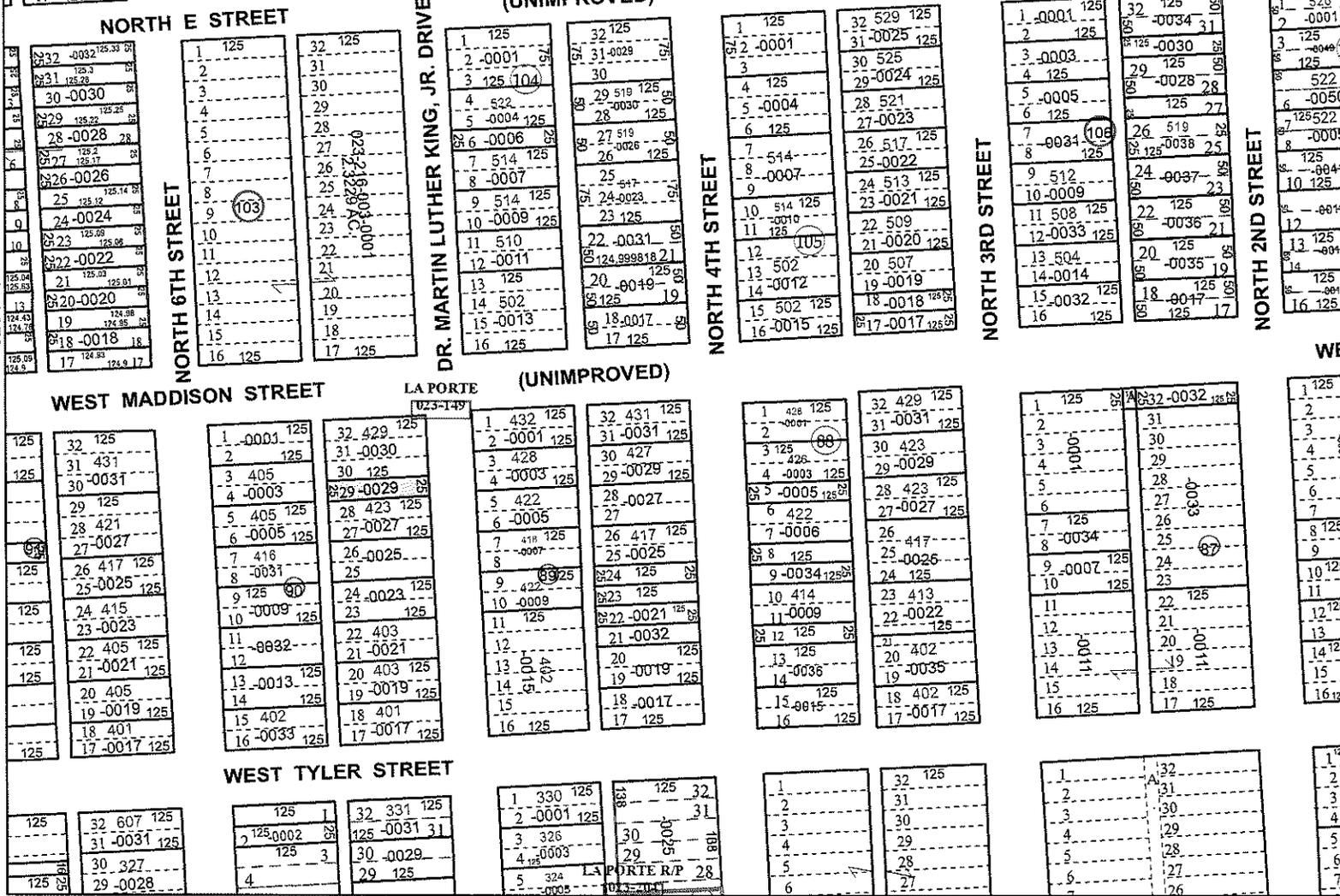
MAP LOCATION



FACET 6254C8



6254C12



6254C7

6254D5

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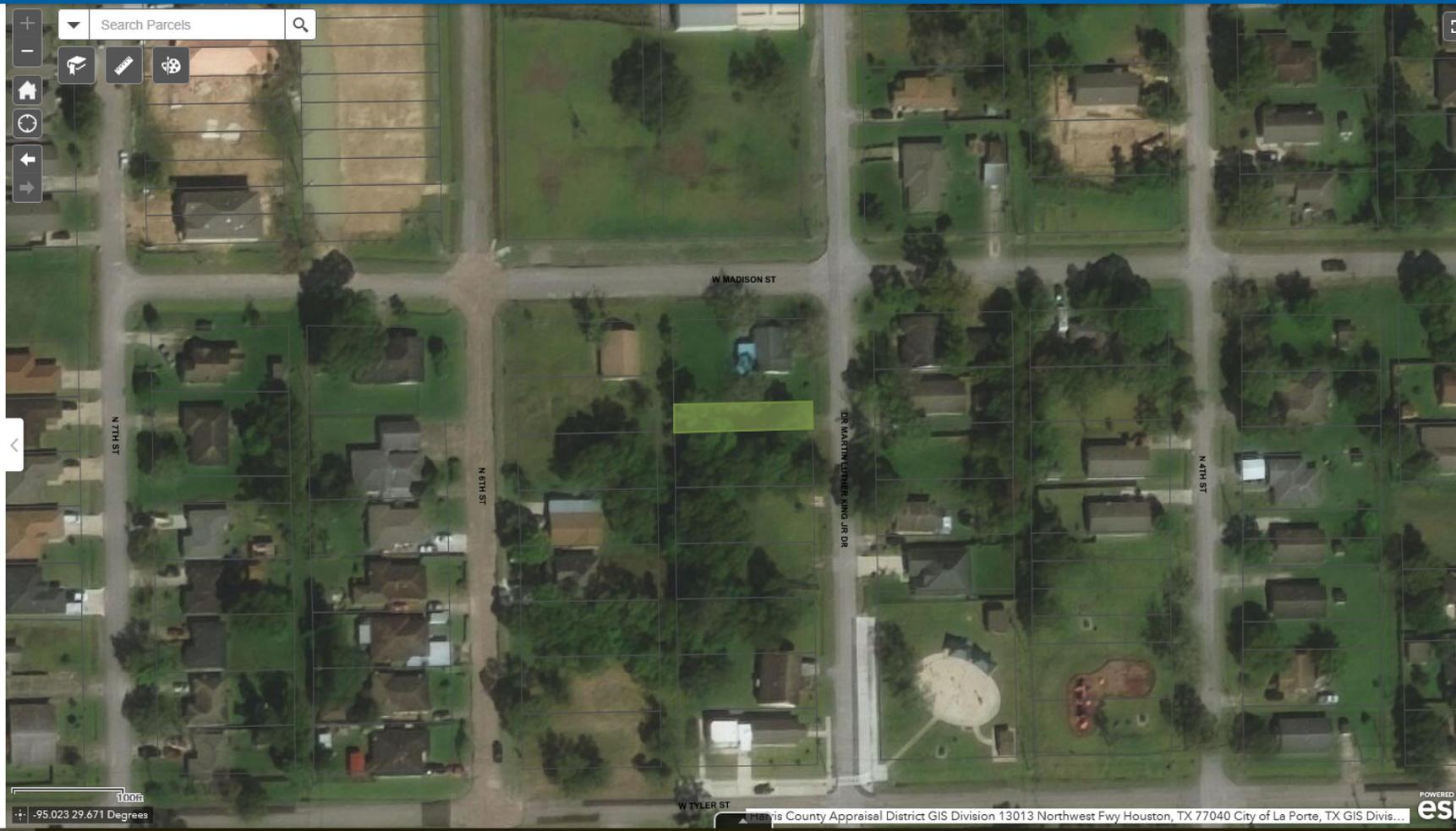
Tasks Results

City Limits Parcels - Search by HCAD number_1

Displayed features: 1/1

CITY OF LA PORTE ET AL

ACCOUNT	0232090000029
ADDRESS	0 DR MARTIN LUTHER KING JR DR LA PORTE, TX 77571
OWNER	CITY OF LA PORTE ET AL
TAX YEAR	2020
KEY MAP	540X
TOTAL APPRAISED VALUE	
LEGAL DESCRIPTION 1	LT 29 BLK 90
LEGAL DESCRIPTION 2	LA PORTE
LEGAL DESCRIPTION 3	
LEGAL DESCRIPTION 4	
MAIL TO	CITY OF LA PORTE ET AL
MAIL ADDRESS	604 W FAIRMONT PKWY LA PORTE, TX 77571-6215



100ft
-95.023 29.671 Degrees



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Shelley Wolny, Treasurer</u>
Department: <u>Finance</u>
<input type="radio"/> Report <input checked="" 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: Resolution, Deed, Attorney Letter, Analysis, Bid &

Map

SUMMARY

If a property is sold or struck off to a taxing unit that is party to the judgment, the taxing unit may sell the property at any time by public or private sale. The City of La Porte has had the property located on 0 N. 2nd Street, La Porte on the public resale list since 2014 and has received a minimum bid from BP Coastal Builders & Developers, LLC in the amount of \$14,400.00, which includes judgment value plus costs and post-judgment taxes. Currently, the property is vacant. At this time staff is asking the City Council to pass a resolution to approve the sale of the property listed below for the amount that has been offered.

2013-53236 – 0 N. 2nd Street, La Porte, Texas 77571 – Offer \$14,400.00 (cost + taxes)

RECOMMENDED MOTION

I move to approve of a bid by BP Coastal Builders & Developers, LLC to acquire a tax resale property described as: Lot 1, 2, 3, & 4, Block 83, of the Town of La Porte, Harris County, Texas according to the map or plat thereof filed in the Real Property Records of Harris County, Texas. Account No. 023-205-083-0001.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW
4828 Loop Central Drive
Suite 600
Houston, TX 77081

Main: 713.844.3400

May 21, 2020

Email: Chips@lgbs.com

Direct: 713.576.7264

Shelley Wolny, City Treasurer
City of La Porte Finance Department
604 W. Fairmont Parkway
La Porte, Texas 77571

HAND DELIVERED

RE: Tax Resale Bid in Lawsuit No. 2013-53236; La Porte ISD, Et Al vs. Lee Etta Miles, Et Al; Account # 023-205-083-0001

Dear Ms. Wolny:

A private tax resale bid in the amount of \$14,400.00 has been received from BP Coastal Builders & Developers, LLC for a property that is owned in trust by the City of La Porte, La Porte ISD, Harris County and San Jacinto Community College District pursuant to a constable's tax sale. I have attached to this letter the tax resale bid, a tax resale bid analysis, a tax resale resolution, a proposed tax resale deed, and a Harris County Appraisal District map of the subject property. The amount of the tax resale bid is sufficient to allow the City of La Porte to consider acceptance of this bid and convey the subject property without the approval of La Porte ISD, Harris County and San Jacinto Community College District.

Therefore, I would respectfully request that this tax resale bid be placed on an upcoming agenda of the City Council of the City of La Porte. I am available to attend the Council Meeting in order to address any questions that arise. A suggested wording of the agenda item is as follows:

Consider approval of a bid by BP Coastal Builders & Developers, LLC to acquire a tax resale property described as: Lot 1, 2, 3, & 4, Block 83, of the Town of La Porte, Harris County, Texas. Account No. 023-205-083-0001.

Please do not hesitate to contact me if you have any questions, need additional information or would like to meet with me with respect to this or any other matter.

Best Regards,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

Charles Austin "Chip" Sutton
Capital Partner

Enclosures

cc: Corby Alexander, City Manager
City of La Porte City Manager's Office
604 W. Fairmont Parkway
La Porte, Texas 77571

City of La Porte Tax Resale Bid Form

The property is being sold for taxes, and all sales are made subject to a right to redeem within the time and manner provided by law. Purchasers do have a legal right to possession of the property during the redemption period. Purchasers will receive a Tax Resale Deed, which is without warranty. The firm will not give out information on the title to the property other than the existence of post judgment taxes. It is the bidder's responsibility to do their own title examination and satisfy themselves as to the condition of the title before submitting a bid. It is also the bidder's responsibility to satisfy themselves concerning the location and condition of the property on the ground before submitting a bid. All properties are sold "As Is."

If a higher bid is received any time before the City of La Porte has approved a previous bid, the Firm will contact all of the bidders so each bidder will have the opportunity to submit a higher bid.

All bids must be submitted on this form. The completed form may be submitted to Linebarger Goggan Blair & Sampson, L.L.P. Attention Chip Sutton at 4828 Loop Central Three, Suite 600, Houston, TX 77081. All bids will be subject to approval by the City Council of the City of La Porte. The bidder is required to pay the full amount of their bid within ten (10) days of their notification of the acceptance of their bid.

The Amount of Bid includes the minimum bid at the original tax foreclosure sale and the amount due for post-judgment taxes. The Bidder acknowledges that the amount due for post-judgment taxes increases each month until paid in full.

The Firm and the City of La Porte will not supply or pay for any closing costs, including, but not limited to:

Owner Financing
Title Policy

Abstract of Title
Survey

Appraisal
Termite Certificate

Subject to the terms and conditions stated herein, I submit the following bid on the property described below:

Amount of Bid: \$ 14,400.⁰⁰

Tax Lawsuit: 2013-53236; LA PORTE ISD, ET AL VS. LEE ETTA MILES, ET AL

Tax Account No. 0232050830001

Legal Description: LOTS 1, 2, 3 & 4, BLOCK 83, OF THE TOWN OF LA PORTE, HARRIS COUNTY, TEXAS

Bidder's Name(s): BP Coastal Builders & Developers, LLC.

Address: 133 N. FRIENDS WOOD DRIVE # 273
FRIENDSWOOD, TEXAS 77546

Telephone Numbers: 281.471.4444

Signed: Daniel Brock - DANIEL BROCK

Dated: MAY 14, 2020

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW

4828 Loop Central Drive

Suite 600

Houston, TX 77081

Main: 713.844.3400

ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

Suit No. 2013-53236; La Porte ISD, Et Al vs. Lee Etta Miles, Et Al

Legal Description: Lot 1, 2, 3, & 4, Block 83, of the Town of La Porte, Harris County, Texas. Account No. 023-205-083-0001

Situs Address: 0 N. 2nd Street, La Porte, Texas 77571

Bidder: BP Coastal Builders & Developers, LLC, 133 N. Friendswood Drive #273, Friendswood, Texas 77546

Date of Sale: April 5, 2016

Amount of Bid: \$14,400

Tax Sale Amount: \$12,874.40

**Cost of Sale: \$3,117.39
(Included in the Judgment
Amount)**

Adjudged Value: \$20,000.00

**% of Total Due: 113% (Of
Judgment Taxes, City Liens,
Costs and Post-Judgment
Taxes)**

% of Adjudged Value: 72%

JUDGMENT TAX YEARS:

Entity	Amount Due	Amount You
Name	Each Entity	Will Receive
City of La Porte(2009-2014)	\$1,491.11	\$1,491.11
City of La Porte Liens	\$2,167.66	\$2,167.66
La Porte ISD(2009-2014)	\$2,833.22	\$2,833.22
Harris County(2009-2014)	\$1,273.34	\$1,273.34
San Jacinto CCD(2009-2014)	\$363.60	\$363.60
Totals	\$8,128.93	\$8,128.93

POST-JUDGMENT TAX YEARS:

Entity	Amount Due Each Entity	Amount You
Name		Will Receive
City of La Porte(2015-2016)	\$346.17	\$346.17
La Porte ISD(2015-2016)	\$704.14	\$704.14
Harris County(2015-2016)	\$309.77	\$309.77
San Jacinto CCD(2015-2016)	\$86.31	\$86.31
Totals	\$1,446.39	\$1,446.39

EXCESS PROCEEDS:

Entity	Amount You
Name	Will Receive
City of La Porte(25%)	\$426.82
La Porte ISD(48%)	\$819.50
Harris County(21%)	\$358.53
San Jacinto CCD(6%)	\$102.44
Totals	\$1,707.29

RESOLUTION 2020-14

THE STATE OF TEXAS
COUNTY OF HARRIS

§
§
§

KNOW ALL MEN BY THESE PRESENTS:

RESOLUTION AND ORDER

WHEREAS, the City of La Porte, La Porte Independent School District, Harris County, Harris County Education Department, Port of Houston of Harris County Authority, Harris County Flood Control District, Harris County Hospital District and San Jacinto Community College District (“Taxing Authorities”) foreclosed on a property (“the property”) through a delinquent tax lawsuit and judgment identified as follows:

Lot 1, 2, 3, & 4, Block 83, of the Town of La Porte, Harris County, Texas, according to the Map or Plat thereof recorded thereof, recorded in Volume 57, Page 320, Deed Records of Harris County, Texas. Account No. 023-205-083-0001

WHEREAS, the Taxing Authorities remain unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the Taxing Authorities, including conducting a public auction of the property by the Harris County Constable whereby the property was struck off to the Taxing Authorities and;

WHEREAS, being no bids for the property at the tax sale on April 5, 2016, the City of La Porte, Trustee for itself and the other Taxing Authorities, now holds the property in trust to secure the payment of taxes, penalties, interest and costs owed to all Taxing Authorities participating in the foreclosure judgment;

WHEREAS, the property held in trust by the City of La Porte, Trustee for itself and the other Taxing Authorities, is exempt from taxation and it is in the best interest of the Taxing Authorities to have the property returned to the active tax roll as a taxable property;

WHEREAS, the City of La Porte has received an offer of \$14,400.00 to purchase the property from the BP Coastal Builders & Developers, LLC.

NOW, THEREFORE, IT IS ORDERED by the City of La Porte:

1. That all of the above paragraphs are true, correct and in the best interest of the City of La Porte and all the other Taxing Authorities, and as such they are hereby incorporated in full and made part of this Resolution;
2. That the City of La Porte accepts the tax resale offer by BP Coastal Builders & Developers, LLC and authorizes the Mayor of the City of La Porte to sign and execute the deed on behalf of the City of La Porte as Trustee for itself and the other Taxing Authorities, to transfer title to the entity submitting the offer to purchase the property.

APPROVED, PASSED AND ORDERED this the _____ day of _____, 2020.

LOUIS R. RIGBY, MAYOR
CITY OF LA PORTE

ATTEST: _____
LEE WOODWARD, CITY SECRETARY
CITY OF LA PORTE

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your social security number or your driver's license number. (Language pursuant to Section 11.008 of the Texas Property Code)

STATE OF TEXAS	X	
	X	TAX RESALE DEED
COUNTY OF HARRIS	X	

KNOW ALL MEN BY THESE PRESENTS that the CITY OF LA PORTE, TRUSTEE, for itself and LA PORTE INDEPENDENT SCHOOL DISTRICT, HARRIS COUNTY, HARRIS COUNTY EDUCATION DEPARTMENT, PORT OF HOUSTON OF HARRIS COUNTY AUTHORITY, HARRIS COUNTY FLOOD CONTROL DISTRICT, HARRIS COUNTY HOSPITAL DISTRICT AND SAN JACINTO COMMUNITY COLLEGE DISTRICT, acting through its duly elected officials (hereinafter "GRANTOR") as authorized by Section 34.05 of the Texas Property Tax Code, for and in consideration of the sum TEN DOLLARS (\$10.00) AND OTHER GOOD AND VALUABLE CONSIDERATION, in hand paid by BP COASTAL BUILDERS & DEVELOPERS, LLC (hereinafter "GRANTEE") the receipt of which is hereby acknowledged and confessed, has conveyed and does hereby convey unto said GRANTEE all of the right, title and interest of GRANTOR and all other taxing units interested in the tax foreclosure judgment against the property herein described, acquired by tax foreclosure sale heretofore held under Suit No. 2013-53236, La Porte ISD, Et Al vs. Lee Etta Miles, Et Al, in the 11th District Court of Harris County, said property described as follows:

LOTS 1, 2, 3, & 4, BLOCK 83, OF THE TOWN OF LA PORTE, HARRIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 57, PAGE 320, DEED RECORDS OF HARRIS COUNTY, TEXAS. ACCOUNT NO. 023-205-083-0001

This conveyance is made and accepted subject to the following matters to the extent that the same are in effect at this time: any and all rights of redemption, restrictions, covenants, conditions, easements, encumbrances and outstanding mineral interests, if any, relating to the hereinabove described property, but only to the extent that they are still in effect and shown of record in the hereinabove mentioned county and state, and to all zoning laws, regulations and ordinances of municipal and/or other governmental authorities, if any, but only to the extent that they are still in effect and relate to the hereinabove described property.

TO HAVE AND TO HOLD the said premises, together with all and singular the rights, privileges, and appurtenances thereto in any manner belonging unto the said GRANTEE, his heirs and assigns forever, so that neither the Grantor, nor any other taxing unit interested in said tax foreclosure judgment, nor any person claiming under it and them, shall at any time hereafter have, claim or demand any right or title to the aforesaid premises or appurtenances, or any part thereof.

GRANTEE accepts the property in "AS IS, WHERE IS" condition and subject to any environmental conditions that might have or still exist on said property, and subject to any title defects and deficiencies, and also subject to the right of redemption, if any, provided under the Texas Property

Tax Code. GRANTEE acknowledges and agrees that this conveyance is expressly made without warranty.

Taxes for the 2015 and 2016 tax years and also the present tax year are to be paid by GRANTEE herein.

IN TESTIMONY WHEREOF, THE CITY OF LA PORTE, TRUSTEE, for itself and LA PORTE INDEPENDENT SCHOOL DISTRICT, HARRIS COUNTY, HARRIS COUNTY EDUCATION DEPARTMENT, PORT OF HOUSTON OF HARRIS COUNTY AUTHORITY, HARRIS COUNTY FLOOD CONTROL DISTRICT, HARRIS COUNTY HOSPITAL DISTRICT AND SAN JACINTO COMMUNITY COLLEGE DISTRICT has caused these presents to be executed this _____ day of _____, 2020.

CITY OF LA PORTE, TRUSTEE

By: _____
LOUIS R. RIGBY, MAYOR
CITY OF LA PORTE

STATE OF TEXAS X

COUNTY OF HARRIS X

This instrument was acknowledged before me on this _____ day of _____, 2020, by Louis R. Rigby, Mayor of the City of La Porte.

Printed Name: _____
Notary Public, State of Texas
My Commission Expires: _____

After recording return to:

BP Coastal Builders & Developers, LLC
133 N. Friendswood Drive, #273
Friendswood, TX 77546

Harris County Appraisal District



0 50 100 200 Feet

PUBLICATION DATE: 3/12/2020

Geospatial or map data maintained by the Harris County Appraisal District is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and only represents the approximate location of property boundaries.

MAP LOCATION



FACET 6254C8

2	3	4	1	2
6	7	8	5	6
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124-891-001-0001
5.4362 AC

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024-040-033-0001
2.956 AC

024-899-031-0017
2.33 AC

6254C4

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8 -0007
9 -0009
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13 125
14 608
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(UNIMPROVED)

32 125 75
31 -0029
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29 519 125
28 -0030
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DR MARTIN LUTHER KING, JR DRIVE

LA PORTE

WEST MADDISON STREET

WEST TYLER STREET

6254C4

1 -0001 125
2 125
3 -0003
4 125
5 -0005
6 125
7 -0004
8 125
9 512
10 -0009
11 508 125
12 -0033 125
13 504
14 -0014
15 -0032 125
16 125

32 529 125
31 -0025 125
30 525
29 -0024 125
28 521
27 -0023
26 517 125
25 -0022
24 513 125
23 -0021 125
22 509
21 -0020 125
20 507
19 -0019
18 -0018
17 -0017 125

NORTH 4TH STREET

1 428 125
2 -0001
3 125
4 -0003 125
5 -0005 125
6 422
7 -0006
8 125
9 -0034 125
10 414
11 -0009
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13 125
14 -0036
15 -0015 125
16 125

32 429 125
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29 -0029 125
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27 -0027 125
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22 -0022 125
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20 -0025
19 -0035
18 402 125
17 -0017 125

NORTH 3RD STREET

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NORTH 2ND STREET

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NORTH 6TH STREET

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4 -0003 125
5 422
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7 418 125
8 -0007
9 422 125
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13 326
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32 431 125
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WEST MADDISON STREET

WEST TYLER STREET

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NORTH 2ND STREET

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18 402 125
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16 125

Tasks Results

City Limits Parcels - Search by HCAD number

Displayed features: 1/1

CITY OF LA PORTE

ACCOUNT	0232050830001
ADDRESS	0 N 2ND ST LA PORTE, TX 77571
OWNER	CITY OF LA PORTE
TAX YEAR	2020
KEY MAP	540X
TOTAL APPRAISED VALUE	
LEGAL DESCRIPTION 1	LTS 1 2 3 & 4 BLK 83
LEGAL DESCRIPTION 2	LA PORTE
LEGAL DESCRIPTION 3	
LEGAL DESCRIPTION 4	
MAIL TO	CITY OF LA PORTE
MAIL ADDRESS	604 W FAIRMONT PKWY LA PORTE, TX 77571- 6215
UPDATED	APRIL 2020





REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Shelley Wolny, Treasurer</u>
Department: <u>Finance</u>
<input type="radio"/> Report <input checked="" 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: Resolution, Replacement Deed, Attorney Letter and Original Deed.

SUMMARY

In 2005, a private resale bid from Zion Baptist Church for the property located at 423 N. Fifth Street, La Porte, was considered and approved by the La Porte City Council, authorizing Mayor Alton Porter to execute a deed to Zion Baptist Church, on August 9, 2005. However, Zion Baptist Church failed to file the executed deed with the Harris County Clerk's Office. The church is now trying to sell the property and therefore, a replacement deed is necessary.

RECOMMENDED MOTION

I move to approve the execution and delivery of a Replacement Tax Resale Deed to Zion Baptist Church to replace a deed executed by the City in 2005 for the tax resale property described as: Lots 27 and 28, Block 90, Town of La Porte, according to the map or plat thereof recorded in the Map Records of Harris County, Texas and also described in Volume 2133, Page 485, Deed Records of Harris County, Texas, and commonly described as 423 N. Fifth Street, La Porte, Texas, 77571, HCAD Account No. 023-209-000-0027.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW
4828 Loop Central Drive
Suite 600
Houston, TX 77081

Main: 713.844.3400

May 21, 2020

Email: Chips@lgbs.com

Direct: 713.576.7264

Shelley Wolny, City Treasurer
City of La Porte Finance Department
604 W. Fairmont Parkway
La Porte, Texas 77571

HAND DELIVERED

RE: 2005 Private Tax Resale Deed in Lawsuit No. 1998-29647; City of La Porte, Et Al vs. Elizabeth K. Corbin, Et Al; Account # 023-209-000-0027

Dear Ms. Wolny:

A private tax resale bid from Zion Baptist Church for the property described below was apparently considered and approved by the La Porte City Council in 2005, and Mayor Alton Porter executed a deed to Zion Baptist Church on August 9, 2005. However, Zion Baptist Church failed to file the executed deed with the Harris County Clerk's Office. I have attached a copy of the 2005 Tax Resale Deed to this letter for convenient review. The Zion Baptist Church is now trying to sell the two (2) subject lots, and I have been working with the purchaser and title company to assist them in this difficult situation. I have drafted a replacement tax resale deed which is also attached to this cover letter.

As you are aware, the City Secretary in researching this matter could not find any 2005 agenda item or documents other than the attached Tax Resale Deed to support this request by the property owner. Therefore, City Staff and I believe that it would be wise to have the City Council consider and vote on the proposed Replacement Tax Resale Deed.

Therefore, I would respectfully request that the attached Replacement Tax Resale Deed be placed on an upcoming agenda of the City Council of the City of La Porte. I am available to attend the Council Meeting in order to address any questions that arise. A suggested wording of the agenda item is as follows:

Consider approval of the Replacement Tax Resale Deed to Zion Baptist Church to replace a deed executed by the City in 2005 for the tax resale property described as: Lots 27 and 28, Block 90, Town of La Porte, according to the map or plat thereof recorded in the Map Records of Harris County, Texas and also described in Volume 2133, Page 485, Deed Records of Harris County, Texas, and commonly described as 423 N. Fifth Street, La Porte, Texas 77571. HCAD Account No. 023-209-000-0027

Please do not hesitate to contact me if you have any questions, need additional information or would like to meet with me with respect to this or any other matter.

Best Regards,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Charles Austin "Chip" Sutton
Capital Partner

Enclosures

cc: Corby Alexander, City Manager
City of La Porte City Manager's Office
604 W. Fairmont Parkway
La Porte, Texas 77571

RESOLUTION 2020-15

THE STATE OF TEXAS
COUNTY OF HARRIS

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KNOW ALL MEN BY THESE PRESENTS:

RESOLUTION AND ORDER

WHEREAS, the City of La Porte, La Porte Independent School District, Harris County, Harris County, and San Jacinto Community College District (“Taxing Authorities”) foreclosed on a property (“the property”) through a delinquent tax lawsuit and judgment identified as follows:

Lots 27 and 28, Block 90, Town of La Porte, according to the map or plat thereof recorded in the Map Records of Harris County, Texas and also described in Volume 2133, Page 485, Deed Records of Harris County, Texas, Texas and commonly described as 423 N. Fifth Street, La Porte, Texas 77571. HCAD Account No. 023-209-000-0027

WHEREAS, the Taxing Authorities remained unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the Taxing Authorities, and a tax sale of the property was scheduled to be conducted by the Harris County Constable;

WHEREAS, At the Harris County Constable’s tax sale on May 4, 1999, there were no bids for the property, and the property was struck-off to the City of La Porte, as Trustee for itself and the other Taxing Authorities, in order to secure the payment of taxes, penalties, interest and costs owed to all Taxing Authorities participating in the foreclosure judgment;

WHEREAS, the City of La Porte, as Trustee for itself and the other Taxing Authorities, received a tax resale bid for the property in 2005, and the private tax resale bid was approved by the City of La Porte City Council in 2005. A tax resale deed was executed by Mayor Alton Porter conveying the property to Zion Baptist Church on August 9, 2005;

WHEREAS, Zion Baptist Church failed to file the original tax resale deed with the Harris County Clerk’s Office and no longer has possession of the original tax resale deed.

WHEREAS, Zion Baptist Church has respectfully requested that the City of La Porte execute a replacement tax resale deed to replace the tax resale deed that was not filed and was ultimately lost.

NOW, THEREFORE, IT IS ORDERED by the City of La Porte:

1. That all of the above paragraphs are true, correct and in the best interest of the City of La Porte and all the other Taxing Authorities, and as such they are hereby incorporated in full and made part of this Resolution;

2. That the City of La Porte City Council authorizes the Mayor of the City of La Porte to sign and execute a replacement tax resale deed on behalf of the City of La Porte as Trustee for itself and the other Taxing Authorities, to transfer title to the Zion Baptist Church effective August 9, 2005.

APPROVED, PASSED AND ORDERED this the _____ day of _____, 2020.

LOUIS R. RIGBY, MAYOR
CITY OF LA PORTE

ATTEST: _____
LEE WOODWARD, CITY SECRETARY
CITY OF LA PORTE

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your social security number or your driver's license number. (Language pursuant to Section 11.008 of the Texas Property Code)

STATE OF TEXAS

X

X REPLACEMENT TAX RESALE DEED

COUNTY OF HARRIS

X

THIS DEED IS A REPLACEMENT TAX RESALE DEED FOR A TAX RESALE DEED EXECUTED BY CITY OF LA PORTE MAYOR ALTON PORTER ON AUGUST 9, 2005. THE 2005 TAX RESALE DEED WAS NOT FILED FOR RECORD WITH THE HARRIS COUNTY CLERK'S OFFICE BY THE GRANTEE. THE EFFECTIVE DATE OF THIS REPLACEMENT DEED IS AUGUST 9, 2005.

KNOW ALL MEN BY THESE PRESENTS that the CITY OF LA PORTE, TRUSTEE, for itself and LA PORTE INDEPENDENT SCHOOL DISTRICT, HARRIS COUNTY, AND SAN JACINTO COMMUNITY COLLEGE DISTRICT, acting through its duly elected officials (hereinafter "GRANTOR") as authorized by Section 34.05 of the Texas Property Tax Code, for and in consideration of the sum TEN DOLLARS (\$10.00) AND OTHER GOOD AND VALUABLE CONSIDERATION, in hand paid by ZION BAPTIST CHURCH (hereinafter "GRANTEE") the receipt of which is hereby acknowledged and confessed, has conveyed and does hereby convey unto said GRANTEE all of the right, title and interest of GRANTOR and all other taxing units interested in the tax foreclosure judgment against the property herein described, acquired by tax foreclosure sale heretofore held under Suit No. 1998-29647, City of La Porte, Et Al vs. Elizabeth K. Corbin, Et Al in the 164th District Court of Harris County, said property described as follows:

LOTS 27 AND 28, BLOCK 90, TOWN OF LA PORTE, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN THE MAP RECORDS OF HARRIS COUNTY, TEXAS AND ALSO DESCRIBED IN VOLUME 2133, PAGE 485, DEED RECORDS OF HARRIS COUNTY, TEXAS, AND COMMONLY DESCRIBED AS 423 N. FIFTH STREET, LA PORTE, TEXAS 77571. ACCOUNT NO. 023-209-000-0027

This conveyance is made and accepted subject to the following matters to the extent that the same are in effect at this time: any and all rights of redemption, restrictions, covenants, conditions, easements, encumbrances and outstanding mineral interests, if any, relating to the hereinabove described property, but only to the extent that they are still in effect and shown of record in the hereinabove mentioned county and state, and to all zoning laws, regulations and ordinances of municipal and/or other governmental authorities, if any, but only to the extent that they are still in effect and relate to the hereinabove described property.

TO HAVE AND TO HOLD the said premises, together with all and singular the rights, privileges, and appurtenances thereto in any manner belonging unto the said GRANTEE, his heirs and assigns forever, so that neither the Grantor, nor any other taxing unit interested in said tax foreclosure judgment, nor any person claiming under it and them, shall at any time hereafter have, claim or demand any right or title to the aforesaid premises or appurtenances, or any part thereof.

GRANTEE accepts the property in "AS IS, WHERE IS" condition and subject to any environmental conditions that might have or still exist on said property, and subject to any title defects and deficiencies, and also subject to the right of redemption, if any, provided under the Texas Property Tax Code. GRANTEE acknowledges and agrees that this conveyance is expressly made without warranty.

IN TESTIMONY WHEREOF, THE CITY OF LA PORTE, TRUSTEE, for itself and LA PORTE INDEPENDENT SCHOOL DISTRICT, HARRIS COUNTY AND SAN JACINTO COMMUNITY COLLEGE DISTRICT has caused these presents to be executed this _____ day of _____, 2020.

CITY OF LA PORTE, TRUSTEE

By: _____
LOUIS R. RIGBY, MAYOR
CITY OF LA PORTE

STATE OF TEXAS X

COUNTY OF HARRIS X

This instrument was acknowledged before me on this _____ day of _____, 2020, by Louis R. Rigby, Mayor of the City of La Porte.

Printed Name: _____
Notary Public, State of Texas
My Commission Expires: _____

After recording return to:

Zion Baptist Church
P.O. Box 1962
La Porte, TX 77572-1962

Notice of confidentiality rights: If you are a natural person, you may remove or strike any of the following information from this instrument before it is filed for record in the public records: your social security number or your driver's license number

(Language pursuant section 11.008 of the Texas Property Code)

RECEIVED

THE STATE OF TEXAS

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TAX RESALE DEED

COUNTY OF HARRIS

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MAY 03 2008

HCAD

IA / DOC. CONTROL

KNOW ALL MEN BY THESE PRESENTS that the CITY OF LA PORTE, TRUSTEE, for the use and benefit of itself, the LA PORTE INDEPENDENT SCHOOL DISTRICT, the SAN JACINTO COMMUNITY COLLEGE DISTRICT and THE STATE OF TEXAS, COUNTY OF HARRIS, acting by and through its duly elected officials ("GRANTOR") as authorized by Section 34.05, Texas Property Tax Code, for and in consideration of the sum of TEN DOLLARS AND 00/100 (\$10.00) AND OTHER GOOD AND VALUABLE CONSIDERATION, in hand paid by ZION BAPTIST CHURCH ("GRANTEE") the receipt of which is hereby acknowledged and confessed, has conveyed and quitclaimed and by these presents do convey and quitclaim unto said Grantees all right, title and interest of the CITY OF LA PORTE, THE LA PORTE INDEPENDENT SCHOOL DISTRICT, THE SAN JACINTO COMMUNITY COLLEGE DISTRICT, AND THE STATE OF TEXAS, COUNTY OF HARRIS in the property herein conveyed, acquired by tax foreclosure sale heretofore held, in Cause No. 1998-29647, styled City of La Porte, La Porte Independent School District, the San Jacinto Community College District, and Harris County vs. Elizabeth K. Corbin, said property being described as:

LOTS 27 AND 28, BLOCK 90, TOWN OF LA PORTE, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN THE MAP RECORDS OF HARRIS COUNTY, TEXAS AND ALSO DESCRIBED IN VOLUME 2133, PAGE 485, DEED RECORDS OF HARRIS COUNTY, TEXAS, AND COMMONLY DESCRIBED AS 423 N. FIFTH STREET, LA PORTE, TEXAS 77571. (HCAD# 023-209-000-0027).

This conveyance is made and accepted subject to the following matters to the extent that the same are in effect at this time: any and all rights of redemption, restrictions, covenants, conditions, easements, encumbrances and outstanding mineral interests, if any, relating to the hereinabove described property, but only to the extent they are still in effect, shown of record in the hereinabove mentioned County and State, and to all zoning laws, regulations and ordinances of municipal and/or other governmental authorities, if any but only to the extent that they are still in effect, relating to the hereinabove described property.

TO HAVE AND TO HOLD said premises, together with all and singular the rights, privileges and appurtenances thereto in any manner belonging unto the said ZION BAPTIST CHURCH its successors and assigns forever, so that neither the CITY OF LA PORTE, THE LA PORTE INDEPENDENT SCHOOL DISTRICT, THE SAN JACINTO JUNIOR COMMUNITY COLLEGE DISTRICT, AND THE STATE OF TEXAS, COUNTY OF HARRIS any person claiming under it shall at any time hereafter have, claim or demand any right or title to the aforesaid premises or appurtenances, or any part thereof.

RECEIVED

APR 28 2008

HARRIS CO APPRAISAL DIST.
PROPERTY SUPPORT DIVISION

THE STATE OF TEXAS
COUNTY OF HARRIS

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BEFORE ME, the undersigned authority, on this day personally appeared ALTON PORTER, Mayor of the City of La Porte, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed same for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 9th day of August, 2005.



Yvonne Garrison
NOTARY PUBLIC, in and for the
STATE OF TEXAS
My Commission Expires: Oct 24, 2005

THE STATE OF TEXAS
COUNTY OF HARRIS

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BEFORE ME, the undersigned authority, on this day personally appeared _____, the _____ of Zion Baptist Church, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed same for the purposes and consideration therein expressed, in the capacity therein stated, and with the conditions and the limitations therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 14th day of September, 2005.



Margaret M. Williams
NOTARY PUBLIC, in and for the
STATE OF TEXAS
My Commission Expires: June 26, 2007

After Recording
Return To: Zion Baptist Church
P. O. Box 1962
La Porte, TX 77572-1962

RECEIVED

RECEIVED

MAY 14 2008

APR 28 2008



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>April 13, 2020</u>
Requested By: <u>Shelley Wolny</u>
Department: <u>Finance</u>
<input type="radio"/> Report <input checked="" 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: Resolution, Deed, Attorney Letter, Analysis, Bid &

Map

SUMMARY

If a property is sold or struck off to a taxing unit that is party to the judgment, the taxing unit may sell the property at any time by public or private sale. The City of La Porte has had the property located on South Highway 146 on the public resale list since 1998 and has received a minimum bid from Micah Christian in the amount of \$175,000.00, which includes judgment value plus costs and post-judgment taxes. Currently, the property is vacant. At this time staff is asking the City Council to pass a resolution to approve the sale of the property listed below for the amount that has been offered.

1990-62921 – South Highway 146, La Porte, Texas 77571 – Offer \$175,000.00 (cost + taxes)

RECOMMENDED MOTION

I move to approve of a bid by Micah Christian to acquire a tax resale property described as: Tract 1: Lots 1-4, Block 1132, La Porte, Tract 2: Lots 25-28, Block 1132, La Porte, Tract 3: Lots 29-30, Block 1132 and Tract 4: Lots 31-32, Block 1132 La Porte according to the map or plat thereof filed in the Real Property Records of Harris County, Texas. Account No. 024-199-032-0001, 024-199-032-0025, 024-199-032-0029 & 024-199-032-0031.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW

4828 Loop Central Drive

Suite 600

Houston, TX 77081

Main: 713.844.3400

February 20, 2020

Email: Chips@lgbs.com

Direct: 713.576.7264

Shelley Wolny, City Treasurer
City of La Porte Finance Department
604 W. Fairmont Parkway
La Porte, Texas 77571

HAND DELIVERED

RE: Tax Resale Bid in Lawsuit No. 90-62921; La Porte ISD, Et Al vs. Joel E. Cook, Et Al;
Account #s 0241990320001, 0241990320025, 0241990320029 & 0241990320031

Dear Ms. Wolny:

A private tax resale bid in the amount of \$175,000.00 has been received from Micah Christian for properties that are owned in trust by the City of La Porte, La Porte ISD and Harris County pursuant to a constable's tax sale. I have attached to this letter the tax resale bid, a tax resale bid analysis, a tax resale resolution, a proposed tax resale deed, and a Harris County Appraisal District map of the subject property. The amount of the tax resale bid is sufficient to allow the City of La Porte to consider acceptance of this bid and convey the subject property without the approval of La Porte ISD, and Harris County.

Therefore, I would respectfully request that this tax resale bid be placed on an upcoming agenda of the City Council of the City of La Porte. I am available to attend the Council Meeting in order to address any questions that arise. A suggested wording of the agenda item is as follows:

Consider approval of a bid by Micah Christian to acquire a tax resale properties described as:

Tract 1: Lots 1 through 24, inclusively, Block 1132, La Porte, lying and situated in Harris County, Texas, according to the map or plat thereof recorded in the Real Property Records of Harris County, Texas. Account No. 0241990320001.

Tract 2: Lots 25 through 28, inclusively, Block 1132, La Porte, lying and situated in Harris County, Texas, according to the map or plat thereof recorded in the Real Property Records of Harris County, Texas. Account No. 0241990320025.

Tract 3: Lots 29 through 30 inclusively, Block 1132, La Porte, lying and situated in Harris County, Texas, according to the map or plat thereof recorded in the Real Property Records of Harris County, Texas. Account No. 0241990320029.

Tract 4: Lots 31 through 32, inclusively, Block 1132, La Porte, lying and situated in Harris County, Texas, according to the map or plat thereof recorded in the Real Property Records of Harris County, Texas. Account No. 0241990320031.

Please do not hesitate to contact me if you have any questions, need additional information or would like to meet with me with respect to this or any other matter.

Best Regards,

A handwritten signature in black ink, appearing to read 'Charles Sutton', written over a large, stylized, scribbled-out signature.

Charles Austin "Chip" Sutton
Capital Partner

Enclosures

cc: Corby Alexander, City Manager
City of La Porte City Manager's Office
604 W. Fairmont Parkway
La Porte, Texas 77571

City of La Porte Tax Resale Bid Form

The property is being sold for taxes, and all sales are made subject to a right to redeem within the time and manner provided by law. Purchasers do have a legal right to possession of the property during the redemption period. Purchasers will receive a Tax Resale Deed, which is without warranty. The firm will not give out information on the title to the property other than the existence of post judgment taxes. It is the bidder's responsibility to do their own title examination and satisfy themselves as to the condition of the title before submitting a bid. It is also the bidder's responsibility to satisfy themselves concerning the location and condition of the property on the ground before submitting a bid. All properties are sold "As Is."

If a higher bid is received any time before the City of La Porte has approved a previous bid, the Firm will contact all of the bidders so each bidder will have the opportunity to submit a higher bid.

All bids must be submitted on this form. The completed form may be submitted to Linebarger Goggan Blair & Sampson, LLP, Attention Chip Sutton at 4828 Loop Central Three, Suite 600, Houston, TX 77081. All bids will be subject to approval by the City Council of the City of La Porte. The bidder is required to pay the full amount of their bid within ten (10) days of their notification of the acceptance of their bid.

The Amount of Bid includes the minimum bid at the original tax deed sale and the amount due for post judgment taxes. The Bidder acknowledges that the amount due for post-judgment taxes increases each month until paid in full.

The Firm and the City of La Porte will not supply or pay for any closing costs, including, but not limited to:

Owner Financing
Title Policy

Abstract of Title
Survey

Appraisal
Termite Certificate

Subject to the terms and conditions stated herein, I submit the following bid on the property described below:

Amount of Bid: \$ 175,000.00

Tax Lawsuit: 90-62921, LA PORTE I.S.D., ET AL VS. JOEL E. COOK, ET AL

Tax Account No. 0241990320001, 0241990320025, 0241990320029, 0241990320031

Legal Description: LOTS 1 THROUGH 32, BLOCK 1132, LA PORTE, HARRIS COUNTY, TEXAS

Bidder's Name(s): MICAH CHRISTIAN

Address: 3301 WESTVIEW ST
SHOREACRES, TX 77591

Telephone Numbers: 713 530 3579

Signed: 

Dated: DECEMBER 3, 2019

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW

4828 Loop Central Drive

Suite 600

Houston, TX 77081

Main: 713.844.3400

ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

Suit No. 1990-62921; La Porte ISD, Et Al vs. Joel E. Cook, Et Al

**Legal Description: Lots 1-32, Block 1132, Town of La Porte, Harris County, Texas;
Account #s 0241990320001, 0241990320025, 0241990320029 & 024199032000131**

Situs Address: South Highway 146, La Porte, Texas 77571

Bidder: Micah Christian, 3301 Westview Street, Shoreacres, Texas 77571

Date of Sale: December 2, 1997

Amount of Bid: \$175,000.00

Judgment Amount: \$89,720.42

Costs: \$305.00

Adjudged Value: \$150,050.00

**Appraised Value: \$600,000.00
(2019)**

**% of Total Due: 148% (Of
Judgment Amount, Costs and
Post-Judgment Taxes)**

% of Adjudged Value: 117%

JUDGMENT TAX YEARS:

Entity	Amount Due	Amount You
City of La Porte(1970-1991)	\$25,271.51 (28%)	\$25,271.51
La Porte ISD(1970-1991)	\$45,420.43 (51%)	\$45,420.43
Harris County(1970-1991)	\$19,028.48 (21%)	\$19,028.48
Totals	\$89,720.42	\$89,720.42

POST-JUDGMENT TAX YEARS:

Entity	Amount Due Each Entity	Amount You
Name		Will Receive
City of La Porte(N/A)	Taxes Removed Per The	Texas Tax Code §33.05(c)(1)
La Porte ISD(N/A)	Taxes Removed Per The	Texas Tax Code §33.05(c)(1)
Harris County(1992-1997)	\$24,612.58	\$24,612.58
San Jacinto CCD(1992-1997)	\$3,945.21	\$3,945.21
Totals	\$28,557.79	\$28,557.79

EXCESS PROCEEDS:

Entity	Amount You
Name	Will Receive
City of La Porte(28%)	\$15,796.70
La Porte ISD(51%)	\$28,772.56
Harris County(21%)	\$11,847.53
Totals	\$56,416.79

RESOLUTION 2020-06

THE STATE OF TEXAS
COUNTY OF HARRIS

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KNOW ALL MEN BY THESE PRESENTS:

RESOLUTION AND ORDER

WHEREAS, the City of La Porte, La Porte Independent School District, Harris County, Harris County Education Department, Port of Houston of Harris County Authority, Harris County Flood Control District, and Harris County Hospital District (“Taxing Authorities”) foreclosed on properties (“the properties”) through a delinquent tax lawsuit and judgment identified as follows:

Tract 1: Lots 1 through 24, inclusively, Block 1132, La Porte, lying and situated in Harris County, Texas, according to the map or plat thereof recorded in the Real Property Records of Harris County, Texas. Account No. 0241990320001.

Tract 2: Lots 25 through 28, inclusively, Block 1132, La Porte, lying and situated in Harris County, Texas, according to the map or plat thereof recorded in the Real Property Records of Harris County, Texas. Account No. 0241990320025.

Tract 3: Lots 29 through 30 inclusively, Block 1132, La Porte, lying and situated in Harris County, Texas, according to the map or plat thereof recorded in the Real Property Records of Harris County, Texas. Account No. 0241990320029.

Tract 4: Lots 31 through 32, inclusively, Block 1132, La Porte, lying and situated in Harris County, Texas, according to the map or plat thereof recorded in the Real Property Records of Harris County, Texas. Account No. 0241990320031.

WHEREAS, the Taxing Authorities remain unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the Taxing Authorities, including conducting a public auction of the properties by the Harris County Constable whereby the properties were struck off to the Taxing Authorities and;

WHEREAS, being no bids for the properties at the tax sale on December 2, 1997, the City of La Porte, Trustee for itself and the other Taxing Authorities, now holds the properties in trust to secure the payment of taxes, penalties, interest and costs owed to all Taxing Authorities participating in the foreclosure judgment;

WHEREAS, the properties held in trust by the City of La Porte, Trustee for itself and the other Taxing Authorities, are exempt from taxation and it is in the best interest of the

Taxing Authorities to have the properties returned to the active tax roll as taxable properties;

WHEREAS, the City of La Porte has received an offer of \$175,000.00 to purchase the properties from the Micah Christian.

NOW, THEREFORE, IT IS ORDERED by the City of La Porte:

1. That all of the above paragraphs are true, correct and in the best interest of the City of La Porte and all the other Taxing Authorities, and as such they are hereby incorporated in full and made part of this Resolution;
2. That the City of La Porte accepts the tax resale offer by Micah Christian and authorizes the Mayor of the City of La Porte to sign and execute the deed on behalf of the City of La Porte as Trustee for itself and the other Taxing Authorities, to transfer title to the person submitting the offer to purchase the properties.

APPROVED, PASSED AND ORDERED this the _____ day of _____, 2020.

LOUIS R. RIGBY, MAYOR
CITY OF LA PORTE

ATTEST: _____
LEE WOODWARD, CITY SECRETARY
CITY OF LA PORTE

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your social security number or your driver's license number. (Language pursuant to Section 11.008 of the Texas Property Code)

STATE OF TEXAS

X

X

TAX RESALE DEED

COUNTY OF HARRIS

X

KNOW ALL MEN BY THESE PRESENTS that the CITY OF LA PORTE, TRUSTEE, for itself and LA PORTE INDEPENDENT SCHOOL DISTRICT, HARRIS COUNTY, HARRIS COUNTY EDUCATION DEPARTMENT, PORT OF HOUSTON OF HARRIS COUNTY AUTHORITY, HARRIS COUNTY FLOOD CONTROL DISTRICT, AND HARRIS COUNTY HOSPITAL DISTRICT, acting through its duly elected officials (hereinafter "GRANTOR") as authorized by Section 34.05 of the Texas Property Tax Code, for and in consideration of the sum TEN DOLLARS (\$10.00) AND OTHER GOOD AND VALUABLE CONSIDERATION, in hand paid by MICAH CHRISTIAN (hereinafter "GRANTEE") the receipt of which is hereby acknowledged and confessed, has conveyed and does hereby convey unto said GRANTEE all of the right, title and interest of GRANTOR and all other taxing units interested in the tax foreclosure judgment against the properties herein described, acquired by tax foreclosure sale heretofore held under Suit No. 90-62921, La Porte Independent School District, Et Al vs. Joel R. Cook, Et Al, in the 189th District Court of Harris County, said properties described as follows:

Tract 1: Lots 1 through 24, inclusively, Block 1132, La Porte, lying and situated in Harris County, Texas, according to the map or plat thereof recorded in the Real Property Records of Harris County, Texas. Account No. 0241990320001.

Tract 2: Lots 25 through 28, inclusively, Block 1132, La Porte, lying and situated in Harris County, Texas, according to the map or plat thereof recorded in the Real Property Records of Harris County, Texas. Account No. 0241990320025.

Tract 3: Lots 29 through 30 inclusively, Block 1132, La Porte, lying and situated in Harris County, Texas, according to the map or plat thereof recorded in the Real Property Records of Harris County, Texas. Account No. 0241990320029.

Tract 4: Lots 31 through 32, inclusively, Block 1132, La Porte, lying and situated in Harris County, Texas, according to the map or plat thereof recorded in the Real Property Records of Harris County, Texas. Account No. 0241990320031.

This conveyance is made and accepted subject to the following matters to the extent that the same are in effect at this time: any and all rights of redemption, restrictions, covenants, conditions, easements, encumbrances and outstanding mineral interests, if any, relating to the hereinabove described property, but only to the extent that they are still in effect and shown of record in the hereinabove mentioned county and state, and to all zoning laws, regulations and ordinances of municipal and/or other governmental authorities, if any, but only to the extent that they are still in effect and relate to the hereinabove described properties.

TO HAVE AND TO HOLD the said premises, together with all and singular the rights, privileges, and appurtenances thereto in any manner belonging unto the said GRANTEE, his heirs and assigns forever, so that neither the Grantor, nor any other taxing unit interested in said tax foreclosure judgment, nor any person claiming under it and them, shall at any time hereafter have, claim or demand any right or title to the aforesaid premises or appurtenances, or any part thereof.

GRANTEE accepts the properties in "AS IS, WHERE IS" condition and subject to any environmental conditions that might have or still exist on said properties, and subject to any title defects and deficiencies, and also subject to the right of redemption, if any, provided under the Texas Property Tax Code. GRANTEE acknowledges and agrees that this conveyance is expressly made without warranty.

Taxes for the 1992 through 1997 tax years and also the present tax year are to be paid by GRANTEE herein.

IN TESTIMONY WHEREOF, THE CITY OF LA PORTE, TRUSTEE, for itself and LA PORTE INDEPENDENT SCHOOL DISTRICT, HARRIS COUNTY, HARRIS COUNTY EDUCATION DEPARTMENT, PORT OF HOUSTON OF HARRIS COUNTY AUTHORITY, HARRIS COUNTY FLOOD CONTROL DISTRICT, AND HARRIS COUNTY HOSPITAL DISTRICT has caused these presents to be executed this _____ day of _____, 2020.

CITY OF LA PORTE, TRUSTEE

By: _____

LOUIS R. RIGBY, MAYOR
CITY OF LA PORTE

STATE OF TEXAS X

COUNTY OF HARRIS X

This instrument was acknowledged before me on this _____ day of _____, 2020, by Louis R. Rigby, Mayor of the City of La Porte.

Printed Name: _____
Notary Public, State of Texas
My Commission Expires: _____

After recording return to:

Micah Christian
3301 Westview St.
Shoreacres, Texas 77571

6253C2

1300
118-986-000-0001
6.7527 AC

1018
-0005

4
-0004
102255
-0017
102255
-0017

004-182-097-0001
1.8756 AC

1309
024-182-098-0001
1.7242 AC

RES B
129-192-002-0001
2.4426 AC

12TH STREET

1200
024-200-034-0001
2.2956 AC

RES B

M & R DEVELOPMENT AMEND

6253A11

S.H. 1465

Farmout Parkway

024-199-032-0001
1.7217 AC

024-184-000-0001
2.3880 AC

024-184-001-0001
1.1478 AC

9TH STREET

SOUTH 8TH STREET

6253C7



Harris County Appraisal District

0 50 100 200 Feet
PUBLICATION DATE: 9/29/2019

Geospatial or map data maintained by the Harris County Appraisal District is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and only represents the approximate location of property boundaries.
MAP LOCATION



FACET 6253C

9	10	11	12	9
1	2	3	4	1
5	6	7	8	5

6253C4

City of La Porte, TX GIS

with Web AppBuilder for ArcGIS

Tasks	Results
City Limits Parcels - Search by HCAD number	
Displayed features: 1/1	
CITY OF LA PORTE	
ACCOUNT	0241990320001
ADDRESS	0 S HIGHWAY 146 LA PORTE, TX 77571
OWNER	CITY OF LA PORTE
TAX YEAR	2020
KEY MAP	580F
TOTAL APPRAISED VALUE	
LEGAL DESCRIPTION 1	LTS 1 THRU 24 BLK 1132
LEGAL DESCRIPTION 2	LA PORTE
LEGAL DESCRIPTION 3	
LEGAL DESCRIPTION 4	
MAIL TO	CITY OF LA PORTE
MAIL ADDRESS	604 W FAIRMONT PKWY LA PORTE, TX 77571- 6215
UPDATED	APRIL 2020





REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Corby Alexander, City Manager</u>
Department: <u>CMO</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input checked="" type="radio"/> Ordinance

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

Exhibits: Letter from Gas Innovations, and two surveys

SUMMARY

Gas Innovations has petitioned the City of La Porte to de-annex a portion of their land within the city limits, which is located northeast of the State Highway 225 and SH 146. The applicant has indicated they intend to develop the property at some point in the future, but those plans have not been confirmed. Portions of this property have previously been de-annexed in 1987 and 2005. The parcels the applicant is looking to de-annex are Harris County Appraisal District #0642220000014 and #0642220000071. Currently these two properties are valued at \$1,307,426 and \$745,371, respectively. Meaning, de-annexation would cost the City \$5,246.95 per year in lost revenue. This is due to the difference in revenue from the property being taxed at the City rate compared to the IDA rate. Additionally, as a part of their 2005 de-annexation, Gas Innovations signed an Industrial District Water Service Agreement.

RECOMMENDED MOTION

I move to de-annex a tract of land containing 4.8635 acres (211,856 square feet), situated in the Enoch Brinson League, Abstract 5, Harris County, Texas, being a portion of a called 13.967 acre tract of land conveyed unto Crenshaw Real Properties II Ltd. by deed recorded under County Clerk's File No. 20070706637 of the Official Public Records of Harris County, Texas and a tract of land containing 3.811 acres, being the same as a called 3.8135 acre tract as recorded in Harris County Clerk's File No. 20100329409, being located in the Enoch Brinson Survey, Abstract Number 5 Harris County, Texas.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

GAS INNOVATIONS

18005 E. Highway 225 La Porte, TX 77571

Mr. Corby Alexander
City of La Porte
604 W. Fairmont Pkwy
La Porte, TX 77571

May 12, 2020

Dear Mr. Alexander,

The following is to request the de-annexing of certain properties currently annexed to the City of La Porte.

Jason Willingham and Ashley T. Madray purchased the properties as individuals in the partnership, A & J Leasing, LLP. Federal Tax ID No., 20-0836465 The properties are identified as:

1. Tract of land containing 4.8635 acres (211,856 square feet), situated in the Enoch Brinson League, Abstract 5, Harris County, Texas, being a portion of a called 13.967 acre tract of land conveyed unto Crenshaw Real Properties II Ltd. by deed recorded under County Clerk's File No. 20070706637 of the Official Public Records of Harris County, Texas.
2. Tract of land containing 3.811 acres, being the same as a called 3.8135 acre tract as recorded in Harris County Clerk's File No. 20100329409, being located in the Enoch Brinson Survey, Abstract Number 5 Harris County, Texas.

Gas Innovations/WWS currently operates a business on the said properties (Federal Tax No. 01-743118).

Please share this letter with other City of La Porte personnel as needed, and please direct them to me for any additional information that may be required.

Thank you for your assistance

Respectfully,

Chris Brandt

Chris Brandt
VP Operations
Gas Innovations

**DESCRIPTION OF A TRACT OF LAND CONTAINING
4.8635 ACRES (211,856 SQUARE FEET) SITUATED
IN THE ENOCH BRINSON LEAGUE, ABSTRACT 5
HARRIS COUNTY, TEXAS**

Being a tract of land containing 4.8635 acres (211,856 square feet), situated in the Enoch Brinson League, Abstract 5, Harris County, Texas, being a portion of a called 13.967 acre tract of land conveyed unto Crenshaw Real Properties II Ltd. by deed recorded under County Clerk's File No. 20070706637 of the Official Public Records of Harris County, Texas. Said 4.8635-acre tract being more particularly described by metes and bounds as follows:

BEGINNING at a found 5/8-inch iron rod in the easterly right-of-way line of Strang Road (A.K.A. 13th Street) (70 feet wide) for the northwesterly corner of a called 3.81 acre tract of land conveyed unto A & J Leasing LLP by deed recorded under 20100329409 of the Official Public Records of Harris County, Texas, the southwesterly corner of said 13.967 tract and the southwest corner of said tract herein described;

THENCE North 02°57'10" West, along said right-of-way line of Strang Road, a distance of 401.64 feet to the northwest corner of said tract herein described (from which a 2-inch metal post bears South 76°40' East, a distance of 0.8 feet);

THENCE North 87°29'55" East, a distance of 491.49 feet to an angle point in the north line of said tract (from which a 3-inch metal post bears North 70°20' West, a distance of 0.6 feet);

THENCE North 44°39'21" East, a distance of 15.89 feet to a set 1/2-inch iron rod with cap marked "SURVEY 1" for an angle point;

THENCE North 88°18'05" East, a distance of 60.35 feet to a found 5/8-inch iron rod for the most northeasterly corner of said tract herein described;

THENCE South 25°31'29" West, a distance of 278.08 feet to an interior corner of said tract herein described (from which a found 5/8-inch iron rod bears North 50°57' West, a distance of 0.7 feet);

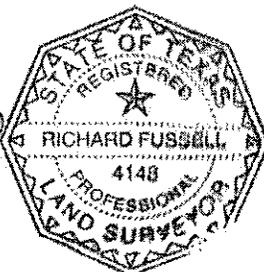
THENCE South 64°21'17" East, a distance of 334.67 feet to a set 1/2-inch iron rod with cap marked "SURVEY 1" in the northwesterly right-of-way line of State Highway 146 (width varies) for the easterly northeast corner of said tract herein described;

THENCE South 25°34'32" West, along said right-of-way line of State Highway 146, a distance of 1.55 feet to a set 1/2-inch iron rod with cap marked "SURVEY 1" for the southeast corner of said tract herein described;

THENCE South 86°57'16" West, along the northerly line of said 3.81 acre tract, a distance of 724.06 feet to the POINT OF BEGINNING and containing 4.8635 acres (211,856 square feet), more or less.

Note: This metes and bounds description is referenced to a survey drawing prepared by Survey 1, Inc. (Firm Registration No. 100758-00) dated March 20, 2017, job number 3-52351-17.

Survey 1, Inc.
P.O. Box 2543
Alvin, TX 77512
281-393-1382

March 20, 2017



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Lorenzo Wingate, Asst. Director</u>
Department: <u>Public Works</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>015; 019;</u>
Account Number:	<u>01598816901100</u> <u>01998816901100</u>
Amount Budgeted:	<u>015 - \$2,075,000</u> <u>019 - \$275,000</u>
Amount Requested:	<u>N/A</u>
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Exhibits: DR-4332 HMGP Project Notification Letters

SUMMARY

During the August 13, 2018, Drainage Committee meeting, the following seven (7) drainage improvement projects were prioritized:

- 1) Brookglen Drainage Improvements;
- 2) Bayside Terrace Improvements;
- 3) F101-06-00 (Pipeline Corridor) Improvements;
- 4) Little Cedar Bayou (F216) Phase III;
- 5) 6th Street (Northside Neighborhood) Drainage Improvements;
- 6) Southside Neighborhood (7th & 8th Street Area) Drainage Improvements; and
- 7) Bob's Gully (F210-00-00) Analysis.

In December 2018, City staff submitted grant applications to the Texas Division of Emergency Management (TDEM) through their Texas Hazard Mitigation Grant Program (HMGP) in attempt to earn supplemental project funding for projects 1-4 listed above and the Battleground Estates Phase II Drainage Improvements, with a cost-sharing split of 75/25. The City's potential 25% cost-sharing responsibility of the 75/25 split was funded in the FY20 budget. The projects and their respective budgeted 25% matches are: Brookglen Drainage Improvements (DR0006), \$1,000,000 (Fund 15); Bayside Terrace Improvements (DR0007), \$275,000 (Fund 15) and \$275,000 (Fund 19); F101-06-00 (Pipeline Corridor) Improvements (DR0008), \$800,000 (Fund 15).

In a letter dated April 13, 2020, staff was notified that the City's grant applications not selected for funding. Having considered this, at the June 8, 2020, Drainage Committee meeting, the Committee recommends repurposing the funds budgeted as the City's 25% cost-share (towards the HMGP Grant) and allow staff move forward with the respective projects, as intended, despite not receiving grant funds.

RECOMMENDED MOTION

I move to approve the Council Drainage Committee's recommendation and authorize staff to repurpose the funds budgeted as the City's 25% cost-share (towards the HMGP Grant) and allow staff move forward with the respective projects, as intended, despite not receiving grant funds associated with the Texas Division of Emergency Management's Hazard Mitigation Grant Program.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date



TDEM
THE TEXAS A&M UNIVERSITY SYSTEM

[Date]

Mr. Corby Alexander
City Manager
City of La Porte
604 W Fairmont Pkwy
La Porte, Texas 77571-6215
alexanderc@laportetx.gov

Re: DR-4332-273 City of La Porte – Hazard Mitigation Grant Program (HMGP) Project
City of La Porte - Little Cedar Bayou Phasse III Improvements

Dear Mr. Alexander:

Your HMGP project application has been designated as an alternate project under DR-4332 HMGP for Hurricane Harvey. This designation means that your project was not selected for funding. However, the project remains active with TDEM and will remain in consideration if additional funds become available through DR-4332.

Approximately \$1 billion (\$820.5 million federal share) in HMGP funds were made available for the state of Texas through Hurricane Harvey. TDEM received 565 applications valued at approximately \$4.5 billion for these funds. While there were many strong applications, the demand was far greater than available funds.

I encourage you to seek funding for this project from other sources or future HMGP solicitations. As you may know, the Texas General Land Office (GLO) received funding from the U.S. Department of Housing and Urban Development (HUD) for Community Development Block Grant Mitigation funds (CDBG-MIT). Additional information regarding this program is available on the GLO website:

<https://recovery.texas.gov/action-plans/mitigation-funding/index.html>.

If you have any questions, please contact our staff at TDEM-Mitigation@tdem.texas.gov.

Respectfully,

A handwritten signature in blue ink that reads "Suzannah Jones".

Suzannah Jones, CEM®
Deputy Chief, Recovery and Mitigation
Texas Division of Emergency Management

cc: Mr. Lorenzo Wingate, City Engineer
wingatel@laportetx.gov



TDEM
THE TEXAS A&M UNIVERSITY SYSTEM

[Date]

Mr. Corby Alexander
City Manager
City of La Porte
604 W Fairmont Pkwy
La Porte, Texas 77571-6215
alexanderc@laportetx.gov

Re: DR-4332-347 City of La Porte – Hazard Mitigation Grant Program (HMGP) Project
City La Porte - Bayside Terrace Subdivision Drainage

Dear Mr. Alexander:

Your HMGP project application has been designated as an alternate project under DR-4332 HMGP for Hurricane Harvey. This designation means that your project was not selected for funding. However, the project remains active with TDEM and will remain in consideration if additional funds become available through DR-4332.

Approximately \$1 billion (\$820.5 million federal share) in HMGP funds were made available for the state of Texas through Hurricane Harvey. TDEM received 565 applications valued at approximately \$4.5 billion for these funds. While there were many strong applications, the demand was far greater than available funds.

I encourage you to seek funding for this project from other sources or future HMGP solicitations. As you may know, the Texas General Land Office (GLO) received funding from the U.S. Department of Housing and Urban Development (HUD) for Community Development Block Grant Mitigation funds (CDBG-MIT). Additional information regarding this program is available on the GLO website:

<https://recovery.texas.gov/action-plans/mitigation-funding/index.html>.

If you have any questions, please contact our staff at TDEM-Mitigation@tdem.texas.gov.

Respectfully,

A handwritten signature in blue ink that reads "Suzannah Jones".

Suzannah Jones, CEM®
Deputy Chief, Recovery and Mitigation
Texas Division of Emergency Management

cc: Mr. Lorenzo Wingate, City Engineer
wingatel@laportetx.gov



TDEM
THE TEXAS A&M UNIVERSITY SYSTEM

[Date]

Mr. Corby Alexander
City Manager
City of La Porte
604 W Fairmont Pkwy
La Porte, Texas 77571-6215
alexanderc@laportetx.gov

Re: DR-4332-271 City of La Porte – Hazard Mitigation Grant Program (HMGP) Project
City of La Porte - Brookglen Subdivision Drainage Improvements

Dear Mr. Alexander:

Your HMGP project application has been designated as an alternate project under DR-4332 HMGP for Hurricane Harvey. This designation means that your project was not selected for funding. However, the project remains active with TDEM and will remain in consideration if additional funds become available through DR-4332.

Approximately \$1 billion (\$820.5 million federal share) in HMGP funds were made available for the state of Texas through Hurricane Harvey. TDEM received 565 applications valued at approximately \$4.5 billion for these funds. While there were many strong applications, the demand was far greater than available funds.

I encourage you to seek funding for this project from other sources or future HMGP solicitations. As you may know, the Texas General Land Office (GLO) received funding from the U.S. Department of Housing and Urban Development (HUD) for Community Development Block Grant Mitigation funds (CDBG-MIT). Additional information regarding this program is available on the GLO website:

<https://recovery.texas.gov/action-plans/mitigation-funding/index.html>.

If you have any questions, please contact our staff at TDEM-Mitigation@tdem.texas.gov.

Respectfully,

A handwritten signature in blue ink that reads "Suzannah Jones".

Suzannah Jones, CEM®
Deputy Chief, Recovery and Mitigation
Texas Division of Emergency Management

cc: Mr. Lorenzo Wingate, City Engineer
wingatel@laportetx.gov



TDEM
THE TEXAS A&M UNIVERSITY SYSTEM

[Date]

Mr. Corby Alexander
City Manager
City of La Porte
604 W Fairmont Pkwy
La Porte, Texas 77571-6215
alexanderc@laportetx.gov

Re: DR-4332-272 City of La Porte – Hazard Mitigation Grant Program (HMGP) Project
City of La Porte - Battleground Estates Phase II Drainage Improvements

Dear Mr. Alexander:

Your HMGP project application has been designated as an alternate project under DR-4332 HMGP for Hurricane Harvey. This designation means that your project was not selected for funding. However, the project remains active with TDEM and will remain in consideration if additional funds become available through DR-4332.

Approximately \$1 billion (\$820.5 million federal share) in HMGP funds were made available for the state of Texas through Hurricane Harvey. TDEM received 565 applications valued at approximately \$4.5 billion for these funds. While there were many strong applications, the demand was far greater than available funds.

I encourage you to seek funding for this project from other sources or future HMGP solicitations. As you may know, the Texas General Land Office (GLO) received funding from the U.S. Department of Housing and Urban Development (HUD) for Community Development Block Grant Mitigation funds (CDBG-MIT). Additional information regarding this program is available on the GLO website:

<https://recovery.texas.gov/action-plans/mitigation-funding/index.html>.

If you have any questions, please contact our staff at TDEM-Mitigation@tdem.texas.gov.

Respectfully,

A handwritten signature in blue ink that reads "Suzannah Jones".

Suzannah Jones, CEM®
Deputy Chief, Recovery and Mitigation
Texas Division of Emergency Management

cc: Mr. Lorenzo Wingate, City Engineer
wingatel@laportetx.gov



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Corby Alexander, City Mgr.</u>
Department: <u>CMO</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits:

SUMMARY

As the Governor for Texas is beginning to ease gathering restrictions, considerations have to be made for in the planning of the various summer events the City either directly hosts or participates with, many with no real way to enforce social distancing guidelines. Those events are, but not limited to:

- Main Street Trade Days (1st Saturday of each month)
- Rotary July 4th Parade
- City Fireworks at Sylvan Beach (July 4th)
- Summer Party on Main (July 18th)
- Kids Rodeo (August 8th)
- Triathlon (August 16th)

To cancel City events would save the City a minimum of \$50,000. This does not include the roughly \$8,500 in sponsorships for the Triathlon, Juneteenth and Harvest Day, nor the cost of overtime for staff at the events.

Staff Recommendations:

Main Street Trade Days: Staff recommends re-starting this event in July. It may be necessary to limit the number of vendors or to spread them out more to better encourage social distancing.

Rotary July 4th Parade: Staff believes that this event can be allowed to continue with signage along the route encouraging social distancing.

July 4th Fireworks Display: Staff is prepared to move forward with this event. While we can be proactive in encouraging social distancing, there is little that can be done to enforce it with an event of this magnitude.

Summer Party on Main: Staff recommends canceling this event. Currently, there is a great deal of uncertainty regarding restrictions likely to still be in place for this event. The event typically includes a few thousand people in a relatively small area. Booking for performances would need to happen very quickly. The concerns would be: 1) we could not truly expect to implement social distancing, and 2) uncertainty as to whether the public would participate in the event.

Kids' Rodeo: Staff recommends that we move forward as planned with this event. The current Governor's Orders state that rodeos can be held at 25% capacity. The staff will work with the capacity stated in the orders at the time of the event.

Triathlon: Staff recommends moving forward as planned with this event, pending the Governor's Orders allowing such an event by August.

Though organizations not affiliated with the City of La Porte may allow events to occur, how does the La Porte City Council wish staff to proceed related to these types of events?

RECOMMENDED MOTION

Give staff instruction as it relates to City involved summer events.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Ray Mayo, Director</u>
Department: <u>Public Works</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>015- General Fund</u>
Account Number:	<u>015-7070-530-1100</u>
Amount Budgeted:	<u>\$79,915</u>
Amount Requested:	<u>N/A</u>
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Exhibits: Facility Condition Assessment, Draft Site Plan, Draft Plan, Space Programming

Floor

SUMMARY

In February of 2019, the City of La Porte selected Huitt-Zollars Inc. to perform an assessment of the current Public Works building and a review of the existing utilization of space. There were some structural problems and some aesthetic maintenance issues identified in the assessment. All defects and maintenance items were prioritized and most of these have been corrected.

A questionnaire was provided to fifteen (15) key staff members to encourage responses for current and future needs for the Public Works Service Center. Each department head met with the consultant to determine space requirements for each division's offices, storage, major equipment, electrical needs, HVAC needs, safety, security, covered parking, staff parking and visitor parking. Four (4) rounds of meetings to collect staff comments were conducted. Staff visited the City of Houston Fleet Maintenance Center to promote discussion on equipment space requirements and placement. A review of the fleet and needs for current and future covered storage was conducted. Future parking and traffic plans were considered with alternative layouts. During the final stage of preparing the floor plan an addition was added to provide needed space for the Facilities Maintenance division.

Approved in this fiscal year's budget is a Preliminary Engineering Report (PER) for the Public Works Service Center. Before entering into the PER phase, staff welcomes questions and feedback regarding the project.

Huitt-Zollars staff will provide a short presentation and summary of the progress-to-date.

RECOMMENDED MOTION

No action is needed. Staff welcomes questions and feedback regarding the Public Works Service Center.

Approved for the City Council meeting agenda

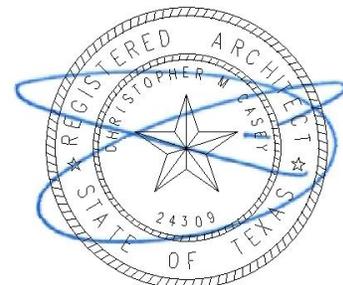
Corby D. Alexander, City Manager

Date

City of La Porte Public Works Service Center Facility Condition Assessment

HUITT-ZOLIARS

1001 Fannin St.
Suite 4040
Houston, TX 77002
713.622.1180
TBPE Firm Registration Number F-761



100% FINAL REPORT

City of La Porte – Public Works Service Center Facility Condition Assessment
April 18, 2019

ACRONYM INDEX

- **ADA:** Americans with Disability Act (regulations)
- **ESA:** Environmental Site Assessment
- **CLP:** City of La Porte
- **PWSC:** Public Works Service Center.
- **LEED:** Leadership in Energy and Environmental Design
- **TAS:** Texas Accessibility Standards
- **TCEQ:** Texas Commission on Environmental Quality
- **TDLR:** Texas Department of Licensing and Registration
- **TPDES:** Texas Pollutant Discharge Elimination System
- **OSHA:** Occupational Safety and Health Administration

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Executive Summary

The city of La Porte I.J. Kibodeaux Memorial, Public Works Service Center is a dual-purpose facility consisting of a two-story administrative area and a single-story maintenance bays, housing traffic, streets, and other city functions. The maintenance section has mezzanines in various bays. The approximate 13 acres service center site, consists of the following; a 21,250 square foot two story building, four additional covered parking structures for fleet vehicles, one tire and welding shops and cement silo are part of the site amenities.

The facility is located at 2963 North 23rd Street in La Porte, Texas 77571. It was built in 1981, and has had only minor renovations since: the roof was replaced in 2008 and the metal siding was replaced in 2009. There have also been some partitions added on the second floor of administrative section; to reduce the size of a conference room and create offices. The basic function of the facility has not changed.



City of La Porte – Aerial Site view

This building assessment reviewed the existing building systems to determine their current condition. The following paragraphs address each of the building systems. These systems reviewed were:



Structural
Exterior Enclosure
Interiors - Architectural
Mechanical/Plumbing
Electrical
Specialties
Code/Life/Health

The existing facility was visually inspected on February 13, 2019 by Huitt-Zollars architectural and engineering teams. The construction of the Public Work Service Center is a Metal building construction with corrugated metal siding and roof, the shop areas are insulated, and the office areas include materials like brick and aluminum windows system. The roof structure consists of steel beams supporting a corrugated metal with skylights.

At first glance based on observations during the site survey of the service center building, the building appear to be in good condition with minor exceptions and deficiencies. These deficiencies are followed by recommendations for corrective actions and their associated repair or replacement cost.

Current Condition of the Building

The service center is nearly 40 years old with a foundation and structure that are observed in fairly good condition. There are some structural problems associated with structures located in coastal climates, but the worst appears to be a corroded flange on a column in the shop bay. There is no indication of recent water intrusion observed or reported. Other structural deficiencies that were observed, include cracking in the slab and rust/deterioration of steel members, which should be addressed.

Due to the use and observed condition of the interiors we recommend that interior wall finishes, ceilings, and flooring be replaced in the office and storage areas, and to include new partitions in the shop areas.

Additional to the cosmetic deficiencies, it is important to consider that due the age of the facility there are major code compliance deficiencies that were observed and need to be addressed if the building is to be repurposed or expanded. These deficiencies would be, but not limited to, means of egress, ADA compliance, energy conservation, building systems and equipment that have completed their life cycle and they need to be replaced, repaired or sized adequately to bring the building to current compliance and performance for the buildings use and its occupancy.

Recommendation



Based on our analysis, the cost to repair/replace the deficiencies starting at page 8 total \$1,063,261. Based on an estimated construction cost to replace this 21,250 square foot building it would cost \$4.2 million to be rebuild today. The Facility Condition Index (FCI) for the facility is over 31, which means more than 25% of the value of the building is in need of repair/replacement.

Over the past twenty years, it has been Huitt-Zollars' experience that Clients consider buildings with a Facility Cost Index (FCI) under 10% as being in good to fair condition. Under that definition this building would be a candidate for complete demolition and replacement. However, other factors need to be considered and the final decision to rehabilitate the building should not be based on the FCI alone.

Definitions

Facility Condition Index (FCI)

The Facility Condition Index (FCI) is a ratio (expressed as a percentage) with the total project cost of current deficiencies as the numerator and the current replacement value of the facility as the denominator. The FCI is used to compare the relative condition of facilities and usually the higher the FCI, the poorer the relative condition of the facility. For example, if a facility with a replacement value of \$1,000,000 and has \$100,000 of deficiencies, the FCI is $\$100,000/\$1,000,000$ or 0.10 (10%). Industry accepted guidelines for FCI values are as follows: good (0%-5%), fair (5%-10%), and poor (over 10%).

Current Replacement Value (CRV)

The CRV represents the hypothetical expense of rebuilding the existing facilities in a manner representing the original construction using current construction costs, materials, and methods. (It is not the facility's appraised value nor does it represent the cost to replicate the original building with today's amenities not normal to the time of original construction unless specifically modified by the assessor.) It is determined by multiplying the gross square foot area of the facility by an estimated cost per square foot (\$/SF). The estimated cost per square foot is a sum of the building system component estimated costs. The estimates do not include furnishings or site development.

Total Project Costs

Total project costs include both direct construction costs and so-called "soft costs," i.e.,



costs that are necessary to accomplish corrective work but are not directly attributable to the deficiency. Construction costs include direct labor and materials plus overhead and profit for the general contractor. Soft costs include fees for architects, engineers, other consultants (e.g. hazardous materials), program management (whether in-house or by contract), and contingencies.

Repair Cost

This is the amount or total cost to repair an expired system or facility. This figure does not include modernization or building alteration costs to address functional adequacy. Repair Cost includes only those costs to renew the systems or buildings as defined by their original construction documents.

Soft Costs

Soft costs are additional costs, which are necessary to accomplish the corrective work, but are not directly attributable to the deficient system. Soft costs vary by user but can include construction contingency; design; specialized investigations such as geotechnical, environmental, or hazardous material; program management fees and various administrative fees.

The soft costs used for the Public Work Service Center are as follows:

Design Fees	9%
Owner's Contingency	15%
FF&E (Furniture, Fixture & Equipment)	12%
**Const. Management	<u>1%</u>
Total Soft Costs	37%

* A 4% escalation contingency percentage should be considered as yearly increase until project starts construction.

** Construction Management is based in 1 person for $\frac{3}{4}$ of time.

It is prudent to include Design Fees as a soft cost due to the scope of the repairs. Most of the repairs require a licensed design professional (i.e. lateral system retrofit).

Deficiency Category:



- A. Life Safety Issue:** when a system requires replacement to be upgraded to a current standard for continued safe occupancy
- B. Unserviceable:** when a system is not in working order or fulfilling its function adequately.
- C. Does Not Conform to Current Building Code:** when a system should be upgraded to comply with current codes.
- D. Does Not Conform to Current ADA Requirements:** when a system should be upgraded to comply with current ADA requirements.
- E. Exceeds Projected Life Expectancy:** when a system requires replacement due to age.

Assessment Overview

The following pages include narratives of the deficiencies listed in this report, broken down by discipline for the Public Works Service Center building.

The building's architecture, structural, mechanical, electrical, plumbing, and fire protection systems generally appear to be in operable condition, with the following exceptions and deficiencies. Costs were based on 2018 RS Means Cost Data when available, and does NOT include "soft costs" in the "Opinion of Probable Construction Costs" estimates.



STRUCTURAL

This system includes Foundations/Slab/Structure.

Deficiency S1. There are cracks at the edge of the elevated concrete slab at the mezzanine. In the maintenance bay portion these are not a structural concern, but could be a hazard if the concrete spalls and falls to the ground floor.



S1 – Second floor slab mezzanine cracking

Recommendation: We recommend monitoring the situation in case spalling does occur or chipping off the damaged concrete now and patching the area.

The estimated cost is: \$500



Deficiency S2. The masonry block is cracked below the steel lintel at the Equipment Services door. Typically we would expect the first cell of the masonry block adjacent to a door to be reinforced and grouted. The wood blocking above the door also appears to be loose.

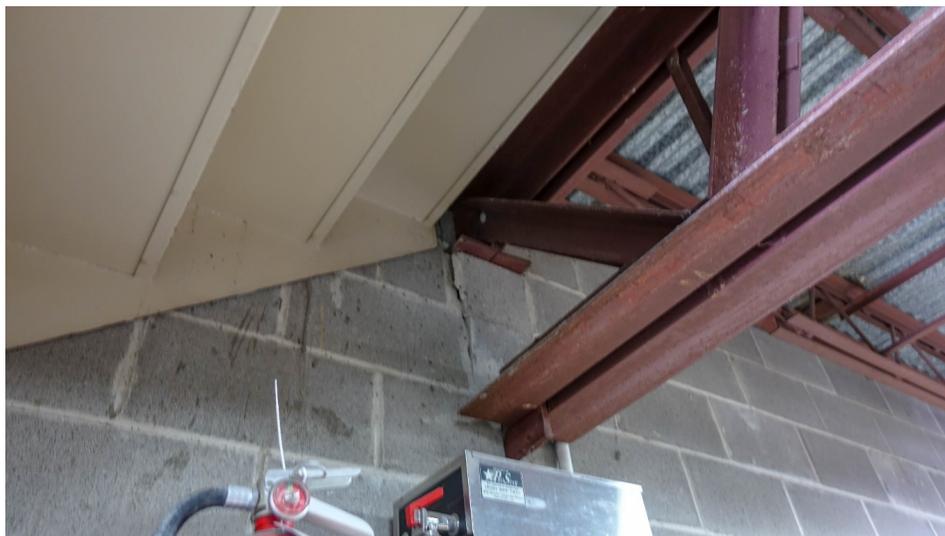


S2 – Crack in CMU below lintel

Recommendation: We recommend saw cutting a vertical opening in the cells adjacent to the door, placing a #5 vertical bar from the floor to the cell just below the lintel and grouting those cells.

The estimated cost is: \$500

Deficiency S3. The masonry blocks below the joist girder supporting the second floor and stairs has pulled outward from the face of the wall.



S3 – CMU block under joist girder



Recommendation: We recommend shoring the joist girder, remove and repair damaged block, and providing a slide bearing connection with slotted attachments to allow slight lateral movement.

The estimated cost is: \$2,500

Deficiency S4. Cracks in the slab around the storage area. There are several cracks in the concrete slab. These are most likely shrinkage cracks and are an aesthetic issue and not a structural concern. Over time the cracks could widen or the edges could chip and spall.



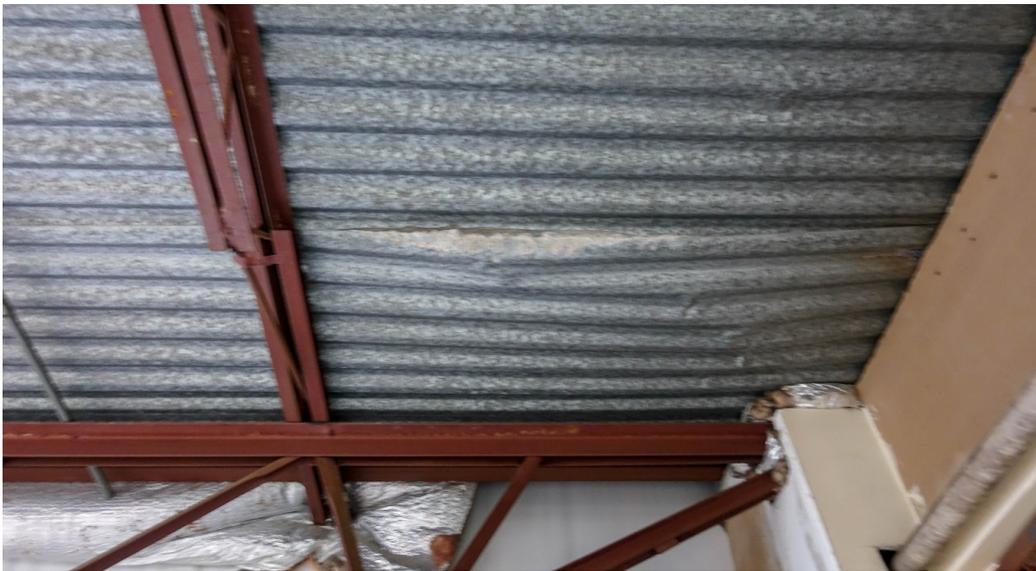
S4 – Cracks in slab

Recommendation: As this is not an immediate structural concern, we recommend either repairing the crack with an epoxy injection method or monitoring the cracks and performing the repair if they expand to the point that they become a safety issue.

The estimated cost is: \$500 – \$2,000 (depending on number of cracks repaired)



Deficiency S5. There are some areas of the second floor metal deck that show buckling or even splitting. The deck supporting the concrete slab appears to be a form deck and not a composite deck. Form deck should be sized to support the weight of the wet concrete and construction loads. Once the concrete has cured it is the concrete portion of the slab that provides the strength and stiffness. Typically damage like this has occurred during construction because the deck was not sized correctly for the wet concrete and construction load. If this is the case, once the concrete has cured the concrete slab is strong enough for future loads. If the damage occurred after construction then the floor must have been overloaded causing excessive deflections and damaging the deck.



S5- Damage floor deck

Recommendation: If the damage occurred during construction we recommend taking no action. If the damage occurred after, we recommend reducing the loads applied to the floor and performing an analysis of the existing structure to determine the floor capacity.

The estimated cost is: \$0 if no action is required.

\$800 (need existing structural drawings for the analysis).



Deficiency S6. At the storage area there is a vertical member where the flange has corroded at the floor level to the point that there is very little cross section of the flange remaining. It is unclear from the photo if this is a load bearing column or a wind post for lateral loads. If it is a load bearing column, then the damage is a significant structural issue as a large portion of the cross sectional area is not transferring load to the foundation. If the member is a wind post then the visible damage is not as critical as the flange takes the majority of the lateral load at that location, however the flange may also have similar damage that cannot be seen in the photo.



S6 – Corroded flange

Recommendation: Our first recommendation is to clear out the obstruction to get a full view of the damaged structural member. If the member is a load bearing column supporting an upper floor and/or roof then the structure needs to be shored and the damaged member needs to be repaired prior to removing the shoring. This would likely include removal of the damaged portion of the member, cleaning and welding on plates and possibly angles to strengthen the damaged area. If it is not a load bearing column, we still recommend the same repair but the shoring would not be necessary.

The estimated cost is: \$10,000



Deficiency S7. Several exterior overhead door jambs at the storage area and shop bays show signs of rust and corrosion at the base.



S7 – Corrosion of door jambs

Recommendation: We recommend at minimum, cleaning the damaged areas to remove rust and patching with rust inhibiting paint. For a more in depth repair, an additional plate could be welded to cover the damaged areas.

The estimated cost is: \$3600



ARCHITECTURAL

This system includes Exterior Walls, Exterior Doors/Windows, and Roof. The Public Works Service Center building appears to be a steel building with corrugated metal wall panels. The roof is a gabled corrugated metal system with skylights. All the exterior glazing including the entry storefront is a single pane glass in an aluminum framing system.

The condition of the exterior building seems to be good condition, with the exception of a few skin indentations and holes caused by the daily operation of vehicles and equipment, additionally to minor patches due maintenance renovation potentially performed by in-house repairs.

EXTERIOR

Deficiency A1. The exterior metal wall panels have several dents and indentations caused by daily vehicle and equipment operations, especially closer to the shops overhead doors. Additionally there is a series of “patches” with different materials, probably as a consequence of renovations in HVAC equipment and additions or removal of equipment.



A1. Wall damaged



A2. Exterior wall “patch”

Recommendation: Replace the corrugated metal in damaged areas and provide additional protection.

The estimated cost is \$28,150.

Deficiency A2. Building shell insulation does not seem appropriate to comply with current building and energy codes.

Recommendations: Add continuous insulation, spray insulation foam on exterior walls in the office area, between exterior skin and wall interior furring, and roofing system, and remove old damaged insulation to comply with minimum R values required by the current codes.

The estimated cost is \$25,300.



Deficiency A3. Overhead doors at the shop areas are not insulated, unserviceable, deteriorated, and have exceeded their life cycle. With the exception of one which seems to have been recently replaced.



A3. Existing rolling door



A4. Exterior side of rolling door

Recommendations: Remove all 15 overhead doors in the main building, railing systems, hardware and accessories and replace with doors that comply with current building and energy codes. Additional bollards to be recommended on each door to protect the building skin further damage.

The estimated cost is \$102,759 (includes bollards)

Deficiency A4. All window systems appear to be in good condition, with the exception of a number of shattered panes. In addition, windows are not compliant with the current energy code.



A5. Main entrance shatter glass



Recommendation: Verify all windows are properly sealed, replace broken glass panes, repair/replace damaged windows frames if necessary, and consider replacing all glazing for more efficient energy usage in office occupied spaces.

The estimated cost is \$1,553.

Deficiency A5. Rusted and bent structural members in shop areas, wash bay and covered parking buildings.



A6. Rusted steel members



A7. Rust on interior beams

Recommendations: Additionally to any structural recommendations in this assessment, consider treating all steel members to remove rust and apply a coating that will protect the steel from further deterioration and environmental corrosives. This condition is consistent with structure of this age in a costal environment.

The estimated cost is \$21,285 for rust removal, primer, and paint. Repairs are included elsewhere.



INTERIORS

This system includes Walls/Doors, Ceilings, Floors, and Wall Finishes. Due to the year of construction, it is assumed the interior portion of the building does not comply with current energy codes enforced by the local governing jurisdictions, with the potential exception of those areas of the second floor office area which were recently renovated. The following deficiencies were noted.

Interior Deficiencies – Office Areas

Deficiency A6. Vestibule is not adequate to keep the heat or air conditioning from leaving the building.

Recommendations: Consider replace the aluminum system and glazing for more energy efficient systems and double pane insulated glass.



A8. Main entrance vestibule

The estimated cost is \$5,624.



Deficiency A7. Although carpet looks to be in good condition, it is beyond its expected life.



A9. Carpet at office area



A10. Carpet at stairs

Recommendations: Remove and replace all carpet and padding with new carpeting products using low VOC adhesives. Abate any potential mold and mildew that could be present prior to installing new carpet. Consider products designed for heavy traffic. Consider using carpet tiles, which will facilitate less maintenance and will provide longer service life.

The estimated cost is \$35,620.

Deficiency A8. Vinyl flooring tiles and rubber backing have completed their life cycle, although wear does not seem to be consistent in all interior areas. In some areas, the rubber backing seems to be incorrectly installed and shows signs of adhesive failure.



A11. Vinyl floor at men restrooms



A12. Floor at women restrooms.



Recommendations: Remove and replace all vinyl flooring and rubber backing using low VOC adhesives. Abate any potential mold and mildew that could be present prior to installing new flooring. Consider products designed for heavy traffic and use consistent colors throughout the office areas, which will facilitate less maintenance and provide longer service life.

The estimated cost is \$22,280.

Deficiency A9. Suspended ceiling grid has exceeded its life cycle and is inadequate: it shows sign of sagging in different areas; ceiling tiles show signs of water damage, peeling and in some areas evidence of mildew is present due to possible water leaks or HVAC system condensation.



A13. Ceiling tile mildew



A14. Ceiling tile water damage

Recommendations: Repair water leaks and protect ducts to avoid dripping onto the ceiling tiles: replace ceiling grid and tiles.

The estimated cost is \$46,750.



Deficiency A10. Interior walls are generally in good condition, but finishes are not consistent. Also, obsolete controls are located throughout and should be removed.



A15. Wood wall cover

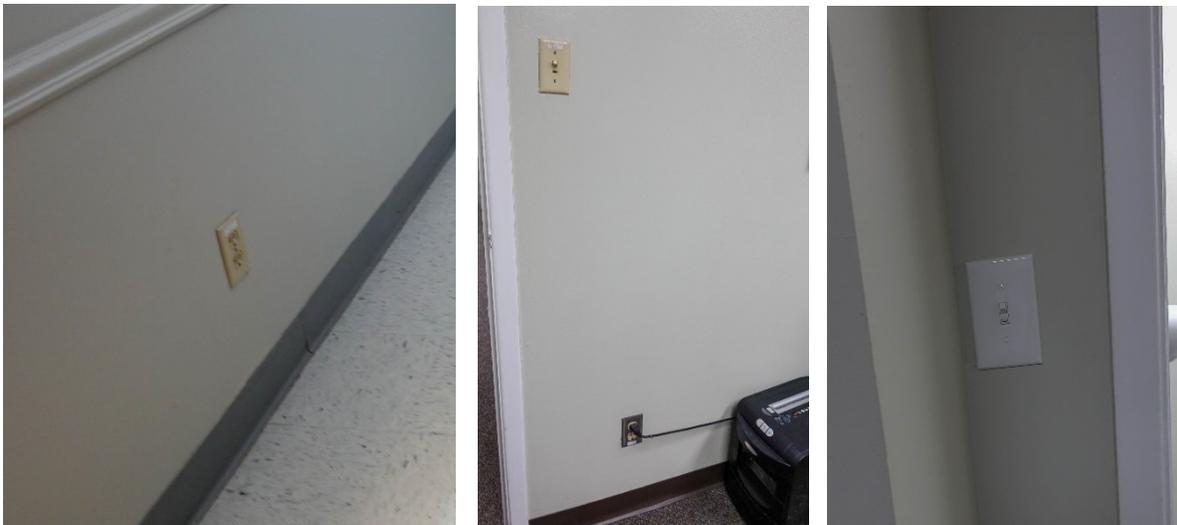


A16. Wall mounted thermostat

Recommendations: Remove all interior wall coverings and replace with paint to match the rest of the areas in the office areas. Conduct an inspection of all wall mounted controls and other equipment no longer in use, remove obsolete controls and patch walls.

The estimated cost is \$4,325.

Deficiency A11. Interior outlets and switch covers are inconsistent colors, brand, and in some cases, missing.



A17. Array of switch and power outlet covers



Recommendations: Replace all switch and power outlet covers for consistent color and type, remove switches and outlets not in use and patch wall.

The estimated cost is \$1,350.

Deficiency A12. Doors and frame paint deteriorated.



A18. Rusted door frames

Recommendations: Clean and paint all frames and doors in services areas.

The estimated cost is \$1,345.

Interior Deficiencies – Shop Areas

Deficiency A13. Some spaces are not in code compliance and clearances are inadequate.



A19. Wall partitions



A20. Wall partition at shop



A21. Exposed pipe



A22. Abandoned restroom

Recommendations: Demolish and rebuild areas to provide adequate spaces for employees to perform their work and avoid hazardous conditions.

The estimated cost is \$155,000 service bay areas only *

** See to Deficiency L1 on page 35 for office spaces.*

Deficiency A14. – Existing restrooms in the different shops are not code compliant and do not meet ADA minimum clearances. Restrooms don't seem permanent and fixtures have exceeded their life cycle.



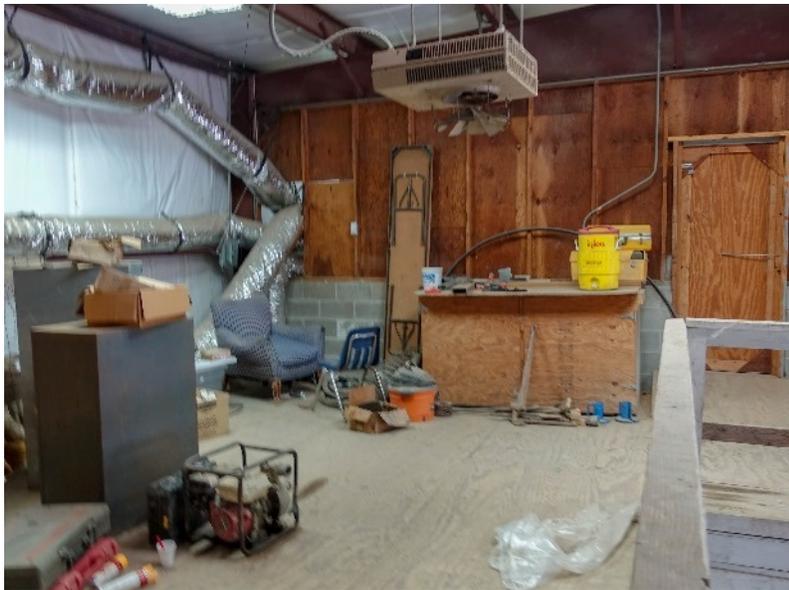
A23. Restroom facilities at shop area



Recommendations: Demolish and rebuild either centralized restrooms for the use of all department personnel in the shop area with adequate dimensions and fixtures, or rebuilt existing spaces to meet code.

The estimated cost is \$5,450.

Deficiency A15. Inadequate clearances, life safety hazards, building code noncompliance, accessibility problems, and possible OSHA violations occur at office spaces, shops and break areas within every shop. (See additional information in Appendix B.)



A24. Storage area on mezzanine



A25. Aisle to traffic shop area

Recommendations: Demolish areas and rebuild code compliant areas per department functions and needs.

The estimated cost is \$48,500.



Deficiency A16. Interior doors and frames damaged, missing hardware, and inadequate dimensions.



A26. Door at office areas within shop building

Recommendations: Replace all damaged doors and non ADA-compliant door hardware that supports the functions of each area.

The estimated cost is \$20,238.



Deficiency A17. Suspended ceiling grid has exceeded its life cycle and is inadequate: it shows sign of sagging in different areas; ceiling tiles show signs of water damage, peeling and in some areas mold is present due to possible water leaks or HVAC system condensation.



A27. Ceiling tile damage at superintendent office



A28. Ceiling tile damage at mechanic area.

Recommendations: Check pipes and ducts for potential leaks, repair leaks, and abate any signs of mold and mildew. Remove existing ceiling and install new ceiling grid and tiles.

The estimated cost is \$36,050.

Deficiency A18. Vinyl flooring tiles and rubber backing have completed their life cycle, although wear does not seem to be consistent in all interior areas. In some areas, the rubber backing seems to be incorrectly installed and shows signs of adhesive failure.



A29. Rubber backing at shops



A30. Storage shop area.

Recommendations: Remove and replace all vinyl flooring with a flooring material resistant to heavy traffic, oil and low maintenance, such as epoxy resin flooring with low VOC properties.

The estimated cost is \$37,560 for all shop areas.



Deficiency A19. In areas where interior finishes are present, they are not consistent throughout the entire area. In other areas, finishes are no longer present. Exposing wall penetrations and equipment.



A31. Damaged wall covering and ceiling at shops



A32. Exposed pipes and plywood partitions

Recommendations: Remove all interior wall coverings and replace with paint to match the rest of the areas in the office areas. Conduct an inspection of all wall mounted controls and other equipment no longer in use; remove obsolete controls and patch wall.

The estimated cost is \$2,450.



MECHANICAL/PLUMBING

This system includes HVAC, and Plumbing. In any renovation, the existing Energy Code will require changes to these systems, in addition to changes required by usage/function.

HVAC

The office area is served by three DX split systems, two serving the second floor (each at 5 Tons capacity) with electric heat (15 KW capacity). One of the units was installed in 2017; the other in 2018. The first floor is served by a 7.5 Ton Heat Pump, also installed in 2017. Condensers for all three units are new, having been installed in 2017 or 2018. There is also an older 7.5 ton heat pump located on the mezzanine above the garbage bag storage room. The condenser is located immediately outside the bay. There was no information available on the unit's age, but it is probably beyond its useful life. Vents and intakes throughout the facility are dirty and need cleaning.

The vehicle bays need heating provisions by gas unit heaters. They are located throughout the bays. They appeared to be original, dating from 1981. Cooling, where applicable, is provided by numerous window units.

Although the exhaust bays have ventilation, supplied by 8 fans located on the south exterior sidewall, both above and below the mezzanine area, they are not equipped with vehicle exhaust systems, for general comfort and for vehicle exhaust

Exhaust fans are also provided in the restroom areas.

In general, HVAC throughout the maintenance bays is old and inefficient, and needs replacing. The lack of a vehicle exhaust system prevents closing the bays when running vehicles are present, so a vehicle exhaust system should also be added.



Deficiency M1. HVAC vent show signs of rust dust and grime some of the grilles.

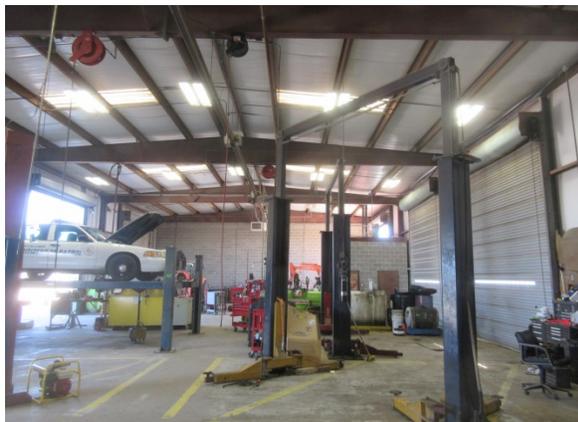


M1. Vents at office area.

Recommendations: Verify all HVAC ducts and water pipes for leaks and condensation, correct any and replace all vents grilles.

The estimated cost is \$460.

Deficiency M2. A vehicle exhaust system is required to allow working on running vehicles with the overhead doors closed.



M2. Mechanical shop



M3. Vehicle repair shop

Recommendations: Install a vehicle exhaust system in the vehicle repair area (5 bays).

The estimated cost is \$21,915



GAS

The building has gas service, throughout the pressure-reducer and gas meter northwest of the building. It enters near the Mechanic Shop door. The gas line serves gas unit heaters located in the Vehicle Bays.

WATER

The domestic water service entrance is from the south side of the building. The main service line entered the building near the restrooms and has a shut-off valve. This water line serves the plumbing fixtures in the restrooms, exterior wall faucets, the floor drains' trap primers, the electric water heater, and several sinks in the Janitor's Closet and throughout the bays. Building occupants stated that galvanized pipe was used in the construction of the facility, and now those pipes break constantly.

Deficiency M3. Galvanized piping needs to be replaced with PVC throughout the facility.

Recommendations: Replace water piping throughout the facility.

The estimated cost is \$28,150

Plumbing Fixtures

The plumbing fixtures appeared to be from the original construction. The fixtures included a shower, urinals, water closets, lavatories, a wash basin, a sink, and drinking fountains. Automatic flush valves need to be added, and current fixtures replaced with water-saving fixtures.



Deficiency M4. Fixtures are old, stained, and some show signs of rust and do not comply with accessibility codes.



M4. Sink at women restroom



M5. Sink at men restroom

Recommendations: Replace all fixtures with new energy-efficient, low flow fixtures and ADA compliant.

Estimated cost for the fixtures and automatic controls (Flush and water flow) is \$12,800.

SEWER

The sanitary sewer system provides for drainage from the plumbing fixtures and the floor drains on the mezzanine level. There appeared to be one main drain lines that exited the building to the south, where a clean-out was located.

The storm water drains from the roof down through gutters and downspouts and onto the pavement or ground along the north, east, south, and west exterior walls. Splash blocks should be placed at all downspouts.

Deficiency M5. Downspouts empty directly onto pavement or ground, causing washouts along foundation.



M6. Downspouts at the back of the building

Recommendations: Add splash blocks at all downspouts.

The estimated cost of splash blocks is \$200.

FIRE PROTECTION

The building has no fire sprinkler system. There were hand-held extinguishers on the wall next to the offices.

Deficiency M6. The building is dual usage, classified B (office area) and F-1 (shop area). Group F-1 applies to factory and industrial facilities, which include shop areas. The entire facility is 21,250 SF, and has several mezzanine areas not included in this total. The office area is less than 8,000 SF, leaving the shop at over 13,000 SF. The code requires F-1 facilities (per IBC code type building F stands for Factory and Industrial buildings) over 12,000 SF to be sprinklered, so sprinklers should be added.

Recommendations: Add sprinklers.

The estimated cost of a sprinkler system is \$150,000



ELECTRICAL

This system includes Communications/Data/Security, Electrical Service, Lighting/Breakers/ Circuits, and Generator.

Communications/Data/Security systems are present in the building, to include security cameras, motion detectors, and other security devices, as well as servers and data/communications systems and devices. These are outdated, and are in need of replacement when or if major renovation occurs.

Electrical service to the building is provided by (3) pole-mounted, 12,470v delta to 480/277v transformers on the south side of the building. Sizes of transformers were not apparent, but based on the 800a building service, they are assumed to be 250 kva transformers. The service entrance equipment consists of an 800 amp, 600 volt, 3 Phase, 4 Wire Manual Transfer Switch (MTS) located on the building's south wall. The MTS feeds the Main Switchboard (MSB). The MSB is rated at 800a, 480/277 volts, and has two breakers, a 600a breaker and a 400a breaker. The MSB serves Panel HA and a bus bar, which appears to feed Panel HB and a 30kva transformer serving Panel PLV. Panel PLV and the 30kva transformer are located on the mezzanine above the garbage bag storage area. Panel HB, Panel B, and the 45kva transformer serving Panel B are located in the southeast area of the garage. Surge protection equipment was not observed: however, addition of such protection is not recommended at this time. The MSB, Panel HA, Panel A (left and right sections), the 150kva transformer serving Panel A, and a 30kva transformer serving the Concrete Site are located on the south and west walls of the second floor storage area. The Panels are rated as follows:

Panel HA – 480/277v, 400a MCB, 3 Phase 4 wire

Panel HB – 480/277v, 100a MCB, 3 Phase 4 wire

Panel A (Left) – 208/120v, 400a MLO, 3 Phase 4 wire (panel is an extension of Panel A (Right))

Panel A (Right) – 208/120v, 400a MCB, 3 Phase 4 wire

Panel B – 208/120v, 150a MCB, 3 Phase 4 wire

Panel PLV – 208/120v, 100a MCB, 1 Phase 3 wire

MCB is Main Circuit Breaker; that is, the panel has a main breaker. MLO is Main Lugs Only, which means the panel does not have a main breaker.

Emergency power is currently provided to the Building by a diesel-fired, 250kW, 480/277v, 3 Phase emergency generator located near the southwest end of the facility. The generator is



connected through the previously mentioned MTS to the MSB. Installation date of the generator could not be determined, but it appears to be in good condition and fairly new.

Lighting in the building is provided by mostly T8 fluorescent lamps. Exit lighting signs are provided by LED fixtures. Lighting occupancy sensors were observed in restrooms, breakrooms, and other common usage rooms in the building, but not in offices. Exterior lighting is provided at each door by LED fixtures.

Deficiency E1. Exit signs are hanging, incorrectly installed, and some appeared not functional, misaligned smoke detectors and presence of outdated and possibly obsolete equipment that appear no longer in use.



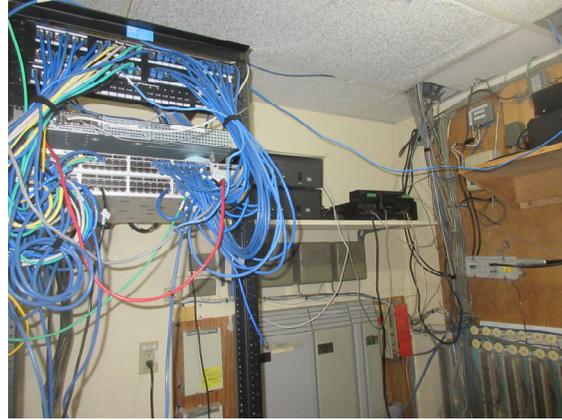
E1. Exit signs at office area.

Recommendation: Remove nonfunctional ceiling accessories that are not required or in use for current system: remove and relocate exit sign that are not correctly installed in coordination with ceiling repairs

The estimated cost is \$1,245



Deficiency E2. Communications/Data/Security systems are outdated, and are in need of replacement.



Recommendation: Replace Communications/Data/Security systems as part of any major renovation.

The estimated cost is \$106,250

No other specific problems were noted with the electrical system. However, the system is for the most part almost forty years old. Panels show rust and deterioration, and some circuits were unusable. In addition, there is a need for 240v service to some equipment, which is currently not available. No recommendation is made to replace the wiring at this time, however, unless major renovation occurs. Since wiring is contained in conduits, deterioration should not present a problem.

SPECIALTIES

This system includes Furniture/Appliances, and is not considered in this study.

CODE/LIFE/HEALTH

This system includes ADA/Conveying, Fire Alarm/Detection, and Fire Sprinklers.

Although some attempt has been made to provide handicap access, the existing layout of the building does not appear to comply with the Americans with Disabilities Act (ADA). There are no elevators, and restrooms do not meet ADA clearances and standards.



Deficiency L1. Interior hallways and restroom are not compliant with accessibility laws and building codes. There is no accessibility for wheelchairs to the second floor or adequate route to evacuate the building in case of emergency.



C1. Women restroom accessible stall



C2. Men restroom's accessible stall



C3. Aisle and stairs at office areas.

Recommendations: If interior renovations and reconfigurations are planned, adequate clearances should be considered. Retrofit and reconfigure restrooms to comply with minimum clearances and fixture mounting heights required by ADA. It will be also necessary considering an adding an elevator to allow access to the second floor, widening corridors, add ramps and thresholds at doors that will allow circulation within the building.

The estimated cost is \$120,655



Deficiency L2. Building does not comply with ADA requirements.



C4. Accessible ramps

Recommendation: Provide a site plan study to best understand accessible routes, add adequate ramps and building site additions to comply with ADA requirements.

The estimated cost is \$24,454

Deficiency L3. No fire detection system was observed in the building,

Recommendation: Install fire detection system in the office area.

The estimated cost of a fire detection system is \$21,500



APPENDIX A – SITE OBSERVATIONS

Huitt-Zollars team was tasked to prepare a Facility Condition Assessment of the Public Works Service Center building, as part of the site visit our team observed other areas of the property to understand the operations and functions of other support areas on the site and identified some deficiencies that could be considered additionally to the PWSC building improvements.

It is important to mention that deficiencies listed below are not part of the scope of work of this assessment and the probable cost presented on page 5 of this document.

Site Deficiencies

- 1) All exterior pavement and concrete at parking areas and service yard show signs cracks, spalling, or holes and deterioration, due to the heavy-duty vehicle movement.



B1. Parking Area



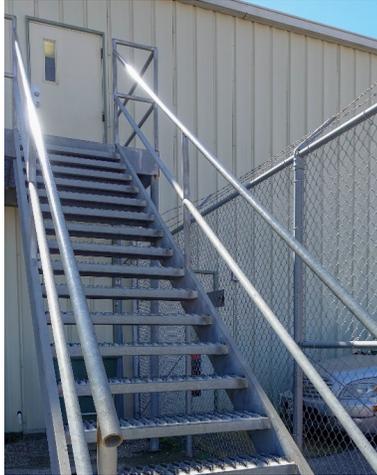
B2. Service area parking

Recommendations: Repair pavement and concrete areas with similar products

The estimated cost is \$195,093



- 2) Building accessories such as metal stairs, handrails, downspouts, and mechanical louvers show signs of corrosion and rusting, due to the coastal environment.



B3. Steel stairs to storage mezzanine



B4. Damage column at car wash

Recommendations: Consider treating all metal accessories with products that will remove rust and use coatings that will protect the metal from further deterioration. Consider replacing all heavily damaged and unserviceable accessories.

The estimated cost is \$15,250

- 3) Building 1 - 4 (covered fleet parking) shows holes and bent structural members due to vehicle operations.



B6. Holes on parking building 1



B7. Bended steel column.

Recommendations: Consider replacing corrugated metal in roof areas that have holes and repair columns, as well as following structural recommendations included in the structural section in this assessment.

The estimated cost is \$40,200



- 4) Overhead doors at the welding and tire bay areas are not insulated, unserviceable, deteriorated, and have exceeded their life cycle.



B8. Existing rolling doors at welding and tire bay's building

Recommendations: Remove the two overhead doors in the welding/tire bay's building, railing systems, hardware and accessories and replace with doors that comply with current building and energy codes. Additional bollards to be recommended on each door to protect the building skin further damage.

The estimated cost is \$13,701 (include bollards)



APPENDIX B – OSHA RELATED STANDARDS

The Occupational Safety and Health Administration (OSHA) is a government agency that establishes guidelines and standards related to the safety and health of employees in the workplace. However, it is important to note the difference between OSHA guidelines (which are not covered in this report) and standards. OSHA standards are mandatory, enforceable rules that must be followed.

It is not the objective of this document to identify OSHA violations that are present in the Public Works Service Center, but to provide a general overview of current deficiencies that could potentially become identified during a typical OSHA inspection. Standard 1910 - General Requirements serves as an example of applicable standard to the office and shop bays areas, some additional standards may be applicable depending on the specific function of the space.

1910.22(a)

Surface conditions. The employer must ensure:

1910.22(a)(1)

All places of employment, passageways, storerooms, service rooms, and walking-working surfaces are kept in a clean, orderly, and sanitary condition.

1910.22(a)(2)

The floor of each workroom is maintained in a clean and, to the extent feasible, in a dry condition. When wet processes are used, drainage must be maintained and, to the extent feasible, dry standing places, such as false floors, platforms, and mats must be provided.

1910.22(a)(3)

Walking-working surfaces are maintained free of hazards such as sharp or protruding objects, loose boards, corrosion, leaks, spills, snow, and ice.

1910.22(b)

Loads. The employer must ensure that each walking-working surface can support the maximum intended load for that surface.

1910.22(c)

Access and egress. The employer must provide, and ensure each employee uses, a safe means of access and egress to and from walking-working surfaces.

1910.22(d)

Inspection, maintenance, and repair. The employer must ensure:

1910.22(d)(1)



Walking-working surfaces are inspected, regularly and as necessary, and maintained in a safe condition;

1910.22(d)(2)

Hazardous conditions on walking-working surfaces are corrected or repaired before an employee uses the walking-working surface again. If the correction or repair cannot be made immediately, the hazard must be guarded to prevent employees from using the walking-working surface until the hazard is corrected or repaired; and

1910.22(d)(3)

When any correction or repair involves the structural integrity of the walking-working surface, a qualified person performs or supervises the correction or repair.

HUITT-ZOLLARS

ADVANCEDDESIGNSM

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8.9 ACRES



-  DEMOLISHED/RELOCATED
-  SITE BOUNDARY
-  GATE/ FENCE
-  CITY VEHICULAR PATH
-  ADMINISTRATION
-  SIGN SHOP/STREETS
-  WASTE
-  UTILITIES
-  MAINTENANCE/WAREHOUSE
-  BUILDING MAINTENANCE

Scale: 1/40" = 1'0"
0' 40' 80' 160'



PW SITE PLAN

HUITT-ZOLLARS
5/15/2020

CITY OF LA PORTE PUBLIC WORKS DEPARTMENT

Space Program

15-May-20

SF

Space Standard				Proposed		Remarks	Level (1,2)	Location (Bldg.)	Building						
L	x	W	Area	Qty.	Area				A	B	C	D	E	F	G

43

44	Public Works Administration
45	Staff
46	Director
47	Assistant Director
48	Superintendent
49	Office Coordinator
50	Secretary
51	City Engineer
52	CIP Project Manager
53	Engineer Assistant
54	Public Improvement Inspector
55	
56	
57	Total Staff

	Current	Projected	
	1	1	
	1	1	
	0	0	
	1	1	
	2	3	
	1	1	
	1	1	
	1	2	
	1	1	
	9	11	

58

59	Room / Space
60	Director [E]
61	Assistant Director [E]
62	Superintendent [E]
63	Office Coordinator [E]
64	Secretary [O]
65	City Engineer [E]
66	CIP Project Manager [E]
67	Engineer Assistant [E]
68	Public Improvement Inspector [E]
69	
70	
71	Resource Room [E]
72	Copy and Mail Room [E]
73	File/Storage Room [E]
74	Secure Storage Room [E]
75	Large Conference Room [E]
76	Small Conference Room [E]
77	Huddle Room [E]
78	Unisex Restrooms off Lobby [E]
79	Break Room [E]

20	x	15.0	300	1	300	OF3		A		-	-	-	-	-	-	-
20	x	15.0	300	1	300	OF3		A		-	-	-	-	-	-	-
15	x	12.0	180	-	-	OF6		A		-	-	-	-	-	-	-
15	x	10.0	150	1	150	OF7		A		-	-	-	-	-	-	-
10	x	10.0	100	3	300	WS1-Adjacent to Office Coordinator		A		-	-	-	-	-	-	-
20	x	15.0	300	1	300	OF3		A		-	-	-	-	-	-	-
15	x	12.0	180	1	180	OF6 near City Engineer		A		-	-	-	-	-	-	-
10	x	10.0	100	2	200	OF14 near City Engineer		A		-	-	-	-	-	-	-
10	x	10.0	100	1	100	OF14		A		-	-	-	-	-	-	-
										-	-	-	-	-	-	-
10	x	15	150	1	150	Plotter-near Eng. Asst.										
17	x	15	255	1	255			A		-	-	-	-	-	-	-
20	x	25	500	1	500			A		-	-	-	-	-	-	-
10	x	15	150	1	150	Survey Equipment		A		-	-	-	-	-	-	-
20	x	30	600	1	600	CF1 - Flat Panel		A		-	-	-	-	-	-	-
12	x	15	180	1	180	Accessible off Lobby		A		-	-	-	-	-	-	-
10	x	10.0	100	2	200	for meeting with Public, near Lobby		A		-	-	-	-	-	-	-
9	x	7	63	2	126	For Public Visitors										
14	x	16	224	1	224	for 8 people										

81

82	Subtotal
83	Circulation
84	Total

					4,215					-	-	-	-	-	-	-
			32%		1,349					-	-	-	-	-	-	-
					5,564					-	-	-	-	-	-	-

85

CITY OF LA PORTE PUBLIC WORKS DEPARTMENT
Space Program
 15-May-20

SF

Space Standard				Proposed		Remarks	Level (1,2)	Location (Bldg.)	Building						
L	x	W	Area	Qty.	Area				A	B	C	D	E	F	G

86

Utilities	
Staff	
89	Superintendent
90	Assistant Superintendent
91	Water Production Supervisor
92	Water Production Operator II
93	Utilities Groundskeeper
94	Water Supervisor
95	Senior Utility Maintenance Operator (Distrib.)
96	Utility Operator II
97	Utility Operator I
98	Sewer Supervisor
99	Senior Utility Maintenance Operator (Collect)
100	Utility Operator II
101	Utility Operator I
102	Fire Hydrant Maintenance
103	
104	The following staff are located at the WWTP
105	Treatment Plant Supervisor
106	Industrial Waste Inspector
107	Senior Treatment Plant Operator
108	Senior Lift Station Operator
109	Treatment Plant Operator II
110	Mechanic
111	Lift Station Operator
112	
113	
114	Total Staff

	Current	Projected	
	1	1	
	1	1	
	1	1	
	2	2	
	1	1	
	1	1	
	3	3	
	1	1	
	4	6	
	1	1	
	3	3	
	1	1	
	5	5	
	0	1	
	1	1	At WWTP
	1	1	At WWTP
	1	1	At WWTP
	1	1	At WWTP
	4	4	At WWTP
	1	1	At WWTP
	1	1	At WWTP
	25	28	

115

Room / Space	
118	Superintendent [E]
119	Assistant Superintendent [E]
120	Water Production Supervisor [E]
122	Utilities Groundskeeper [O]
123	Water Supervisor [E]
124	Senior Utility Maintenance Operator (Distrib.) [O]
125	Utility Operator II [O]
126	Utility Operator I [O]
127	Sewer Supervisor [E]
128	Senior Utility Maintenance Operator (Collect) [O]
129	Utility Operator II [O]

15	x	12.0	180	1	180	OF6		A		-	-	-	-	-	-
15	x	12.0	180	1	180	OF6		A		-	-	-	-	-	-
10	x	12.0	120	1	120	OF13		A		-	-	-	-	-	-
-	x	-	-	1	-	in field, No Space		A		-	-	-	-	-	-
10	x	12.0	120	1	120	OF13		A		-	-	-	-	-	-
4	x	4	16	3	48			A		-	-	-	-	-	-
-	x	-	-	1	-	in field, No Space		A		-	-	-	-	-	-
-	x	-	-	6	-	in field, No Space		A		-	-	-	-	-	-
10	x	12.0	120	1	120	OF13		A		-	-	-	-	-	-
4	x	4	16	3	48			A		-	-	-	-	-	-
-	x	-	-	1	-	in field, No Space		A		-	-	-	-	-	-

CITY OF LA PORTE PUBLIC WORKS DEPARTMENT
Space Program
 15-May-20

SF

Space Standard				Proposed		Remarks	Level (1,2)	Location (Bldg.)	Building						
L	x	W	Area	Qty.	Area				A	B	C	D	E	F	G

149
150

Streets	
Staff	
153	Superintendent
154	Traffic Supervisor
155	Senior Equipment Operator
156	Equipment Operator II
157	Equipment Operator I
158	Mosquito Control Technician
159	Drainage Supervisor
160	Senior Equipment Operator
161	Equipment Operator II
162	Equipment Operator I
163	Streets Supervisor
164	Senior Equipment Operator
165	Equipment Operator II
166	Equipment Operator I
167	Total Staff

	Current	Projected
	1	1
	1	1
	2	2
	2	2
	3	4
	1	1
	1	1
	2	3
	1	1
	5	6
	1	1
	2	2
	3	3
	2	2
	27	30

168

Room / Space	
170	Superintendent [E]
171	Traffic Supervisor [E]
172	Senior Equipment Operator [O]
173	Equipment Operator II [O]
174	Equipment Operator I [O]
175	Mosquito Control Technician [O]
176	Drainage Supervisor [E]
178	Equipment Operator II [O]
179	Equipment Operator I [O]
180	Streets Supervisor [E]
181	Senior Equipment Operator [O]
182	Equipment Operator II [O]
183	
184	
185	Sign Shop [O]
186	Small Equipment Storage [E]
187	Chemical Storage [E]
188	
189	
190	

15	x	12	180	1	180	OF6		A			-	-	-	-	-	-
10	x	12	120	1	120	OF13		A			-	-	-	-	-	-
4	x	4	16	3	48			A			-	-	-	-	-	-
-	x	-	-	2	-	in field, No Space		A			-	-	-	-	-	-
-	x	-	-	4	-	in field, No Space		A			-	-	-	-	-	-
10	x	15	150	1	150			A			-	-	-	-	-	-
10	x	12	120	1	120	OF13		A			-	-	-	-	-	-
-	x	-	-	1	-	in field, No Space		A			-	-	-	-	-	-
-	x	-	-	6	-	in field, No Space		A			-	-	-	-	-	-
10	x	12	120	1	120	OF13		A			-	-	-	-	-	-
4	x	4	16	2	32			A			-	-	-	-	-	-
-	x	-	-	3	-	in field, No Space		A			-	-	-	-	-	-
-	x	-	-	-	-						-	-	-	-	-	-
	x										-	-	-	-	-	-
25	x	30	750	1	750	Conditioned Space		A			-	-	-	-	-	-
12	x	15	180	1	180	Non Conditioned - ChopSaws/ChainSaws/Weed Eaters					-	-	-	-	-	-
15	x	15	225	1	225	Non Conditioned - Herbicide + Mosquito					-	-	-	-	-	-
-	x	-	-	-	-						-	-	-	-	-	-
-	x	-	-	-	-						-	-	-	-	-	-
-	x	-	-	-	-						-	-	-	-	-	-

[E] = Enclosed, [O] = Open, [C] = Covered, [A] = Alcove, [X] = Exterior/Outdoor

CITY OF LA PORTE PUBLIC WORKS DEPARTMENT
Space Program

15-May-20

Space Standard				Proposed		Remarks	Level (1,2)	Location (Bldg.)	SF						
L	x	W	Area	Qty.	Area				A	B	C	D	E	F	G
					1,925				-	-	-	-	-	-	
			32%		616				-	-	-	-	-	-	
					2,541				-	-	-	-	-	-	

191
192
193
194
195
196

Subtotal
Circulation
Total

CITY OF LA PORTE PUBLIC WORKS DEPARTMENT
Space Program
 15-May-20

SF

Space Standard				Proposed		Remarks	Level (1,2)	Location (Bldg.)	Building						
L	x	W	Area	Qty.	Area				A	B	C	D	E	F	G

197	Equip. Services includes ES/SW Superintendent	
198	Staff	
199	Equipment Services/Solid Waste Superintendent	
200	Equipment Admin.	
201	Equipment Services Supervisor	
202	Senior Mechanic	
203	Mechanic	
204	Mechanic Assistant	
205	Parts Manager	
206	Warehouse Specialist	
207	Parts Asst.	
208	Total Staff	

	Current	Projected
	1	1
	0	1
	1	1
	4	4
	2	3
	2	2
	1	1
	1	1
	0	1
	12	15

209	Room / Space	
211	Equipment Services/Solid Waste Superintendent	[E]
212	Equipment Services Supervisor	[E]
213	Senior Mechanic	[O]
214	Mechanic	[E]
215	Mechanic Assistant	[E]
216	Parts Asst.	[O]
217	Equipment Admin.	[O]
218	Parts Manager	[E]
219	Warehouse Specialist	[O]
220	Flex Room / Storage	[E]

15	x	12	180	1	180	OF6		A		-	-	-	-	-	-
10	x	12	120	1	120	OF13 near ES/SW Superintendent		A		-	-	-	-	-	-
4	x	4	16	4	64			A		-	-	-	-	-	-
	x		-	3	-	8 mobile terminals in maintenance bays		A		-	-	-	-	-	-
	x		-	2	-	in maintenance bay		A		-	-	-	-	-	-
6	x	6	36	1	36	WS5									
6	x	6	36	1	36	WS5									
10	x	12	120	1	120	OF7 near ES/SW Superintendent		A		-	-	-	-	-	-
10	x	12	120	1	120	OF7		A		-	-	-	-	-	-
10	x	10	100	1	100					-	-	-	-	-	-

221		
222	Subtotal	
223	Circulation	
224	Total	

					776					-	-	-	-	-	-
			32%		248					-	-	-	-	-	-
					1,024					-	-	-	-	-	-

CITY OF LA PORTE PUBLIC WORKS DEPARTMENT
Space Program
 15-May-20

SF

Space Standard				Proposed		Remarks	Level (1,2)	Location (Bldg.)	Building						
L	x	W	Area	Qty.	Area				A	B	C	D	E	F	G

225	
226	Solid Waste
227	Staff
228	Solid Waste Supervisor
229	Equipment Operator II
230	Solid Waste Worker
231	Solid Waste Worker (TEMP)
232	Senior Equipment Operator
233	Equipment Operator I
234	Recycling Coordinator
235	Total Staff

	Current	Projected
	1	1
	4	5
	7	8
	1 TEMP	1
	3	3
	6	7
		1
	<u>22</u>	<u>26</u>

236	
237	Room / Space
238	Solid Waste Supervisor [E]
239	Equipment Operator II [O]
242	Senior Equipment Operator [O]
243	Equipment Operator I [O]
244	Storage for Garbage Bags
245	Recycling Coordinator [O]
246	
247	Subtotal
248	Circulation
249	Total

10	x	12	120	1	120		A		-	-	-	-	-	-
4	x	4	16	5	80	Touch Point	A		-	-	-	-	-	-
4	x	4	16	3	48	Touch Point	A		-	-	-	-	-	-
4	x	4	16	7	112	Touch Point	A		-	-	-	-	-	-
25	x	50	1,250	1	1,250									
10	x	10	100	1	100				-	-	-	-	-	-
					1,710				-	-	-	-	-	-
			32%		547				-	-	-	-	-	-
					2,257				-	-	-	-	-	-

CITY OF LA PORTE PUBLIC WORKS DEPARTMENT
Space Program
 15-May-20

SF

Space Standard				Proposed		Remarks	Level (1,2)	Location (Bldg.)	Building						
L	x	W	Area	Qty.	Area				A	B	C	D	E	F	G

BUILDING MAINTENANCE	
Room / Space	
Staff	[X]
Office	[X]
Office	[X]
Secretary	[X]
Future office	[X]
Tech Area	[X]
Shop Area	[X]
Climate Controlled Storage	[X]
Custodian Storage	[X]
Chemical Storage	[X]

10	x	20	200	1	200			A					
10	x	15	150	1	150			a					
10	x	15	150	1	150			a					
10	x	10	100	1	100			a					
10	x	12	120	1	120			a					
12	x	15	180	1	180								
36	x	50	1,800	1	1,800								
15	x	20	300	1	300								
15	x	20	300	1	300								
10	x	20	200	1	200								
-	x	-	-										

Subtotal	
Circulation	
Total Building Maintenance	

				10	3,500								
			32%		1,120								
					4,620								

[E] = Enclosed, [O] = Open, [C] = Covered, [A] = Alcove, [X] = Exterior/Outdoor

CITY OF LA PORTE PUBLIC WORKS DEPARTMENT
Space Program
 15-May-20

SF

Space Standard				Proposed		Remarks	Level (1,2)	Location (Bldg.)	Building						
L	x	W	Area	Qty.	Area				A	B	C	D	E	F	G
251	PUBLIC WORKS - SHARED SPACE														
252	Room / Space														
253															
253															
254															
255															
256															
257															
258															
259															
260															
261															
262															
263															
264															
265															
266															
267															
268															
269															
270															
271															
272															
273															
274															

251	PUBLIC WORKS - SHARED SPACE	
252	Room / Space	
253	Public Lobby / Reception Area	[E]
254	Breakroom (in each pod)	[E]
255		
256	Men's Restroom / Locker / 2 Showers	[E]
257	Women's Restroom / 8 Lockers / 2 Showers	[E]
258	Custodial Room	[E]
259	Maintenance Bays	[O]
260	Outside Covered Canopy	[O]
261	Fabrication/Welding Shop	[E]
262	Tire Storage	[E]
263	Tire Processing	[O]
264	Toolroom	[E]
265	Parts Storage - Equip. Services	[E]
266	Compressor/Lubrication Room	[E]
267	Mechanical	[E]
268	Electrical	[E]
269	Telephone / IT Room	[E]
270	Training Room	
271		
272	Subtotal	
273	Circulation	
274	Total	

CITY OF LA PORTE PUBLIC WORKS DEPARTMENT
Space Program
 15-May-20

SF

Space Standard				Proposed		Remarks	Level (1,2)	Location (Bldg.)	Building							
L	x	W	Area	Qty.	Area				A	B	C	D	E	F	G	
20	x	50	1,000	1	1,000	With catwalks, high pressure/hot water, 1.5" fire hose		A		-	-	-	-	-	-	-
10	x	15	150		-	Adjacent to Truck Wash				-	-	-	-	-	-	-
-	x	-	-	-	-					-	-	-	-	-	-	-
Subtotal						1,000				-	-	-	-	-	-	-
Circulation					5%	50	See Site Circulation in Summary				-	-	-	-	-	-
Total Wash						1,050				-	-	-	-	-	-	-

275		
276	WASH	
277	Room / Space	
278	Manual Vehicle Truck Wash	[E]
279	Wash Equipment Room	[E]
280		
281		
282	Subtotal	
283	Circulation	0%
284	Total Wash	

0

285		
286		
287	FUEL	
288	Staff	
289	NOT APPLICABLE	
290	Total Staff	
291		
292	Room / Space	
293	Fuel Island	[C]
294	Fueling Positions	[C]
295	Above Ground Fuel Tanks	[C]
296	CNG Compressor Station	[C]
297		
298		
299	Subtotal	
300	Circulation	0%
301	Total Fuel	
302		

-	x	-	-	-	-				-	-	-	-	-	-	-	-
15	x	50	750	2	1,500	One on each side of above ground fuel tanks		a		-	-	-	-	-	-	-
10	x	50	500	2	1,000	With fuel position on each side		a		-	-	-	-	-	-	-
10	x	20	200		-	Near fueling positions				-	-	-	-	-	-	-
-	x	-	-	-	-					-	-	-	-	-	-	-
Subtotal						2,500				-	-	-	-	-	-	-
Circulation					0%	-	See Site Circulation in Summary				-	-	-	-	-	-
Total Fuel						2,500				-	-	-	-	-	-	-

CITY OF LA PORTE PUBLIC WORKS DEPARTMENT
Space Program
 15-May-20

SF

Space Standard				Proposed		Remarks	Level (1,2)	Location (Bldg.)	Building						
L	x	W	Area	Qty.	Area				A	B	C	D	E	F	G

303																	
324	CITY VEHICLE PARKING (Covered)																
325	Room / Space																
326	Covered Sheds(Current)																
327																	
328																	
329																	
330																	
331	Covered Sheds (Proposed)																
332																	
333																	
336																	
337																	
338																	

150	x	50	7,500	1	7,500	See City Vehicle Parking (Active Fleet)			-	-	-	-	-	-	-	-	-
180	x	50	9,000	1	9,000	See City Vehicle Parking (Active Fleet)			-	-	-	-	-	-	-	-	-
150	x	50	7,500	1	7,500	See City Vehicle Parking (Active Fleet)			-	-	-	-	-	-	-	-	-
150	x	50	7,500	1	7,500	See City Vehicle Parking (Active Fleet)			-	-	-	-	-	-	-	-	-
180	x	50	9,000		9,000				-	-	-	-	-	-	-	-	-
	x		-		-				-	-	-	-	-	-	-	-	-
									-	-	-	-	-	-	-	-	-
									-	-	-	-	-	-	-	-	-
-	x	-	-	-	-				-	-	-	-	-	-	-	-	-

340																	
341	Subtotal																
342	Circulation																
343	Total City Vehicle Parking (Covered)																

				4	40,500	Including expansion			-	-	-	-	-	-	-	-	-
			200%		81,000	See Site Circulation in Summary			-	-	-	-	-	-	-	-	-
					121,500				-	-	-	-	-	-	-	-	-

345																	
346	CITY VEHICLE PARKING (Outdoor)																
347	Room / Space																
348	Active Fleet (Current) [X]																
349	Extra Large [X]																
350	Large [X]																
351	Medium [X]																
352	Small [X]																
358	Down Line [X]																
359	Ready Line [X]																
360	Auction / Spare [X]																

12	x	40	480	5	2,400	3 - Streets; 2- SW		a		-	-	-	-	-	-	-	-
12	x	30	360	62	22,320	24 - Streets; 17- SW; 2- ES; 4 - WD; 15 - WWC		a		-	-	-	-	-	-	-	-
10	x	20	200	92	18,400	4 - Admin; 43 - Streets; 4- SW; 16- ES; 6 WP; 12 - WD; 7 - WWC		a		-	-	-	-	-	-	-	-
10	x	15	150		-	See Vehicle & Equipment List				-	-	-	-	-	-	-	-
10	x	20	200	13	2,600	To be repaired. Near Repair Bays		a		-	-	-	-	-	-	-	-
10	x	20	200	13	2,600	Ready to be picked up		a		-	-	-	-	-	-	-	-
10	x	20	200	13	2,600					-	-	-	-	-	-	-	-
-	x	-	-	-	-					-	-	-	-	-	-	-	-

362																	
363	Subtotal																
364	Circulation																
365	Total City Vehicle Parking (Outdoor)																

				198	50,920	Including expansion			-	-	-	-	-	-	-	-	-
			75%		38,190				-	-	-	-	-	-	-	-	-
					89,110				-	-	-	-	-	-	-	-	-

CITY OF LA PORTE PUBLIC WORKS DEPARTMENT
Space Program
 15-May-20

SF

Space Standard				Proposed		Remarks	Level (1,2)	Location (Bldg.)	Building																
L	x	W	Area	Qty.	Area				A	B	C	D	E	F	G										
COVERED STORAGE																									
Room / Space																									
20	x	30	600		-	Verify during design			-	-	-	-	-	-	-	-	-	-	-	-	-				
						Provide 80' circulation in front of each bunker																			
20	x	20	400		-				-	-	-	-	-	-	-	-	-	-	-	-	-				
20	x	20	400		-				-	-	-	-	-	-	-	-	-	-	-	-	-				
20	x	20	400		-				-	-	-	-	-	-	-	-	-	-	-	-	-				
20	x	20	400		-				-	-	-	-	-	-	-	-	-	-	-	-	-				
	x				-				-	-	-	-	-	-	-	-	-	-	-	-	-				
20	x	30	600		-				-	-	-	-	-	-	-	-	-	-	-	-	-				
-	x	-	-	-	-				-	-	-	-	-	-	-	-	-	-	-	-	-				
Subtotal																									
Circulation																									
Total Covered Storage																									
					0%	See Site Circulation in Summary			-	-	-	-	-	-	-	-	-	-	-	-	-				
YARD STORAGE																									
Room / Space																									
50	x	140	7,000	1	7,000			A		-	-	-	-	-	-	-	-	-	-	-	-				
50	x	140	7,000		-					-	-	-	-	-	-	-	-	-	-	-	-				
20	x	50	1,000		-					-	-	-	-	-	-	-	-	-	-	-	-				
-	x	-	-	-	-					-	-	-	-	-	-	-	-	-	-	-	-				
8	x	10	80	4	320	8 CY dumpsters behind screen wall		A		-	-	-	-	-	-	-	-	-	-	-	-				
-	x	-	-	-	-					-	-	-	-	-	-	-	-	-	-	-	-				
Subtotal																									
Circulation																									
Total Yard Storage																									
					7,320					-	-	-	-	-	-	-	-	-	-	-	-				
Circulation																									
Total Yard Storage																									
					0%	See Site Circulation in Summary			-	-	-	-	-	-	-	-	-	-	-	-	-				
					7,320					-	-	-	-	-	-	-	-	-	-	-	-				

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CITY OF LA PORTE PUBLIC WORKS DEPARTMENT
Space Program
 15-May-20

SF

Space Standard				Proposed		Remarks	Level (1,2)	Location (Bldg.)	Building							
L	x	W	Area	Qty.	Area				A	B	C	D	E	F	G	
EMPLOYEE PARKING																
Room / Space																
10	x	20	200	11	2,200			A		-	-	-	-	-	-	-
10	x	20	200	28	5,600			a		-	-	-	-	-	-	-
10	x	20	200	30	6,000			a		-	-	-	-	-	-	-
10	x	20	200	15	3,000			a		-	-	-	-	-	-	-
10	x	20	200	26	5,200			a		-	-	-	-	-	-	-
10	x	20	200	-	-					-	-	-	-	-	-	-
10	x	20	200	-	-					-	-	-	-	-	-	-
10	x	20	200	-	-					-	-	-	-	-	-	-
10	x	20	200	-	-					-	-	-	-	-	-	-
-	x	-	-	11	extra					-	-	-	-	-	-	-
Subtotal				121	22,000					-	-	-	-	-	-	-
Circulation				75%	16,500					-	-	-	-	-	-	-
Total Employee Parking					38,500					-	-	-	-	-	-	-
VISITOR PARKING																
Room / Space																
10	x	20	200	12	2,400			A		-	-	-	-	-	-	-
10	x	20	200	3	600			A		-	-	-	-	-	-	-
-	x	-	-	-	-					-	-	-	-	-	-	-
Subtotal				15	3,000					-	-	-	-	-	-	-
Circulation				75%	2,250					-	-	-	-	-	-	-
Total Visitor Parking					5,250					-	-	-	-	-	-	-

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REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: June 8, 2020
Requested By: Michael G. Dolby, Director
Department: Finance
 Report Resolution Ordinance

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

Exhibits: Updated General Fund Long Range Plan and HGAC Report

SUMMARY

The general fund long range financial plan has been updated with sales tax forecast information provided by HGAC.

RECOMMENDED MOTION

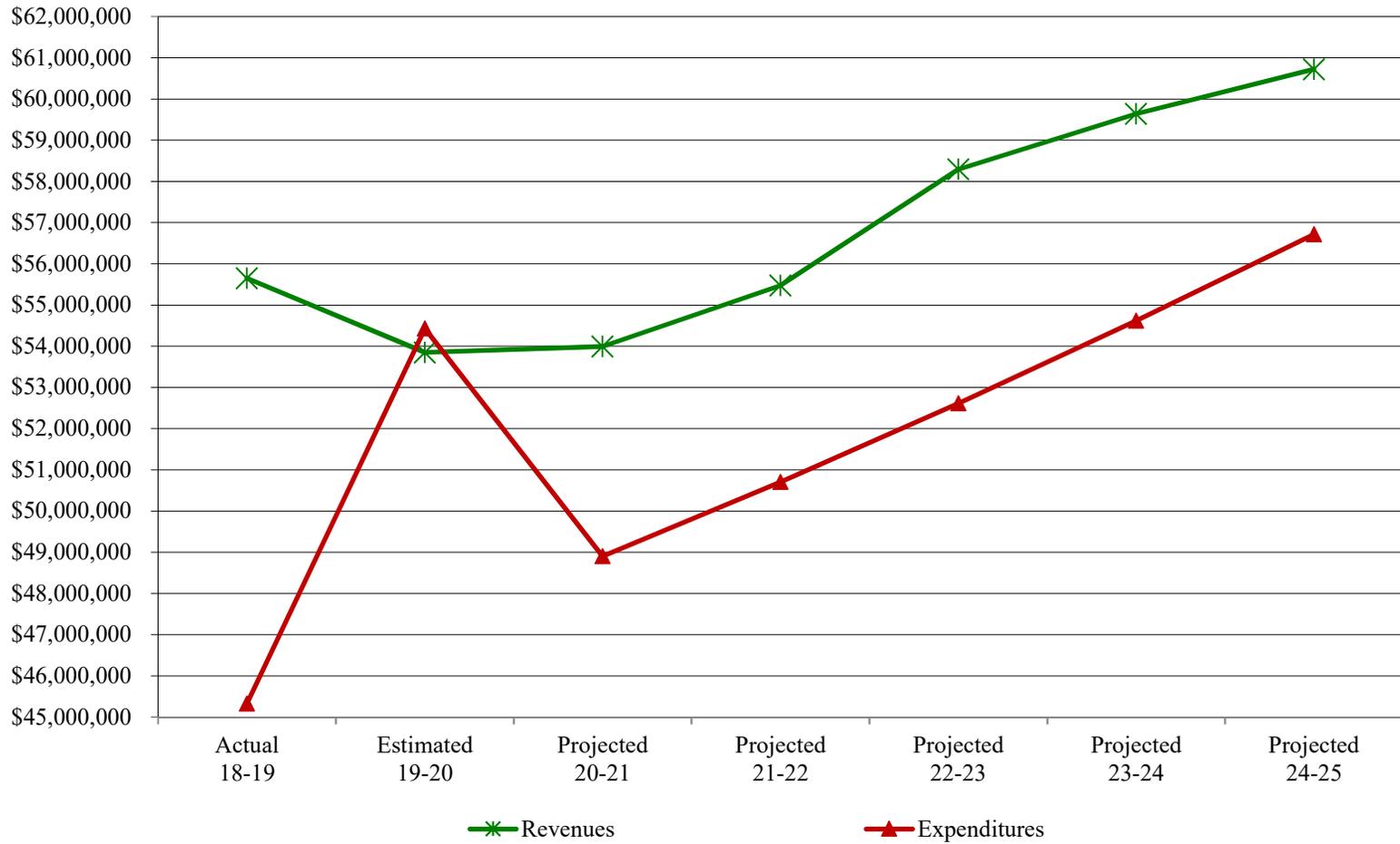
I move to receive the updated plan.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

FY	Actual 18-19	Estimated 19-20	Projected 20-21	Projected 21-22	Projected 22-23	Projected 23-24	Projected 24-25
Revenues	\$ 55,651,859	\$ 53,849,923	\$ 53,996,827	\$ 55,472,635	\$ 58,296,427	\$ 59,637,481	\$ 60,723,810
Expenditures	45,326,372	54,429,634	48,904,808	50,706,141	52,616,399	54,618,072	56,713,710
▲ fund balance	\$ 10,325,487	\$ (579,711)	\$ 5,092,019	\$ 4,766,494	\$ 5,680,028	\$ 5,019,409	\$ 4,010,100





HOUSTON-GALVESTON AREA COUNCIL

May 18, 2020

**Mr. Corby Alexander
City Manager, City of La Porte
604 W Fairmont Parkway
La Porte, TX 77571
Phone: 281-471-5020**

Dear Mr. Alexander:

I would like to thank you for your interest in the Houston-Galveston Area Council's sales tax revenue forecast.

A copy of the report measuring the Impact of COVID-19 on La Porte's Sales Tax Revenue is attached for your review. This report is a customized forecast that projects short-term impacts to sales tax revenue and provides forecasts on recovery rates based on a variety of scenarios.

Please review the attached report. The Houston-Galveston Area Council is providing COVID-19 sales tax revenue forecasts as a service to our members. We hope you find it useful as you navigate the budgeting and economic recovery process. Please review this report and let me know if local conditions have changed and adjustments are needed.

If you have any questions, comments or concerns, please contact me at psambidi@h-gac.com or via phone at 713-993-2451.

Sincerely,

**Pramod Sambidi PhD
Manager, Socioeconomic Modeling**



Houston-Galveston
Area Council

COVID-19 Impact on Regional Sales Tax Revenue — La Porte

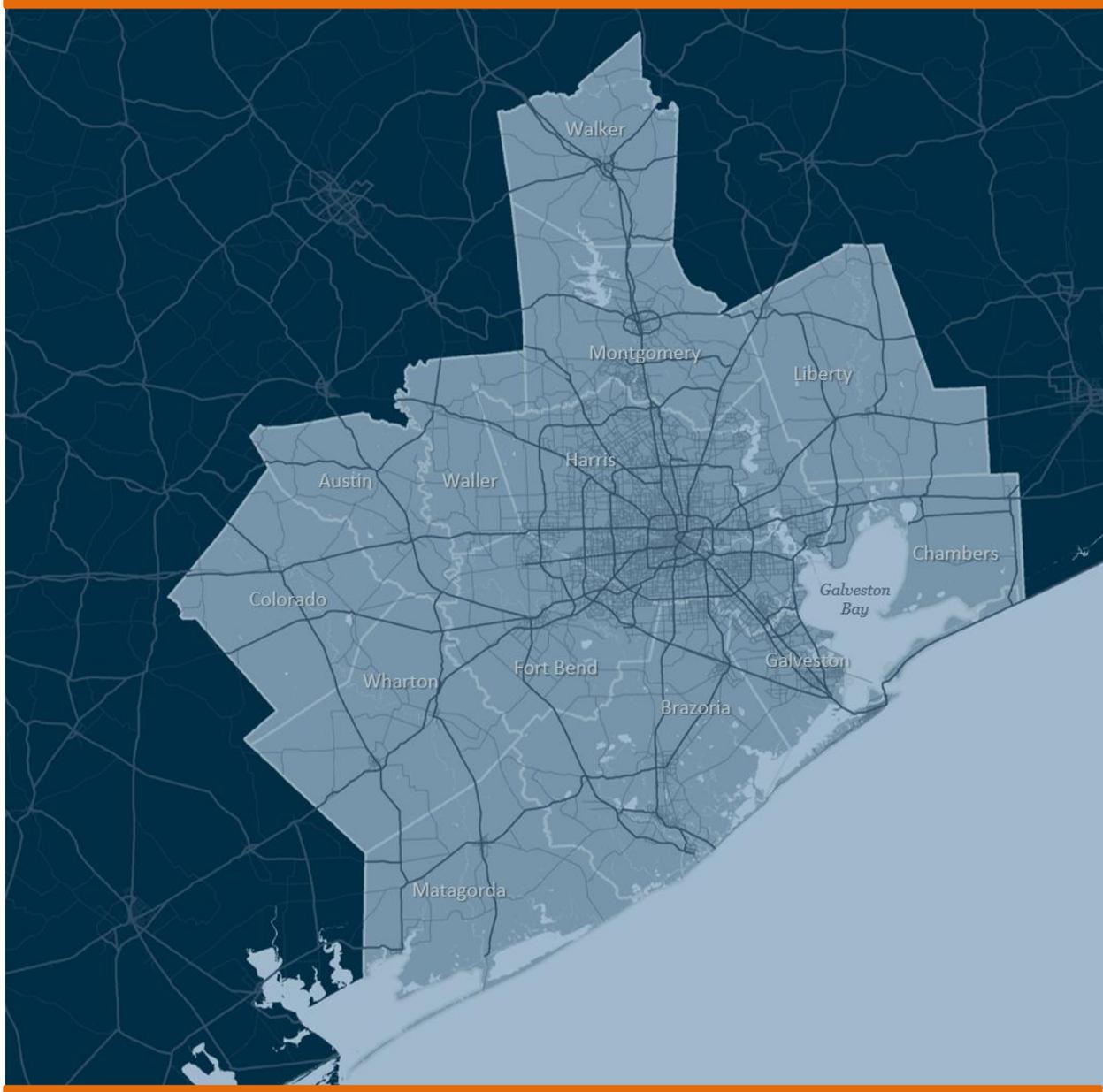


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Assumption 1 – Pre-COVID-19 Sales Tax Forecast.....	2
Assumption 2 – Length of Disruption	3
Assumption 3 – Decline in Sales by Sector	4
Assumption 4 – Depth of Recession and Recovery Shape	7
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INTRODUCTION

The impacts of COVID-19 to our regional and local economies are widespread and unprecedented. Disruptions to local businesses caused by reduced activity and social distancing by consumers out of concern for health and safety, along with stay at home guidelines, issued by the local, state, and federal agencies are expected to significantly impact the retail, leisure, and hospitality sales, and other personal services. This in turn could cause significant impact on the sales tax revenues of local taxing jurisdictions.

The Houston-Galveston Area Council is developing tools and datasets that can assist our member governments in navigating the economic impacts of the COVID-19 pandemic. One service we are providing to our members is a rapid forecast of sales tax impacts and economic recovery scenarios.

This report is a customized forecast that projects short-term impacts to sales tax revenue and provides forecasts on recovery rates based on a variety of scenarios. The result is not a single number. The forecast provides ranges that can be considered based on the duration of the economic disruption to our region and the anticipated rate of recovery that could be affected by non-COVID-19 related factors. We present the results in a series of graphs and tables for short-term and long-term scenarios. Impacts are provided in percentages and dollar amounts.

The H-GAC sales tax revenue forecast tool is based on a model developed by one of our peers, the San Diego Association of Governments. Our version is modified to consider local conditions. We worked directly with the City of La Porte staff to ensure important parameters are based on local knowledge. Our datasets include community-specific information from the Texas Comptroller's office. We will refine the tool as new datasets become available and based on feedback from our local communities.

SECTION 1. KEY ASSUMPTIONS OF THE FORECAST MODEL

The following are the key assumptions of the forecast model:

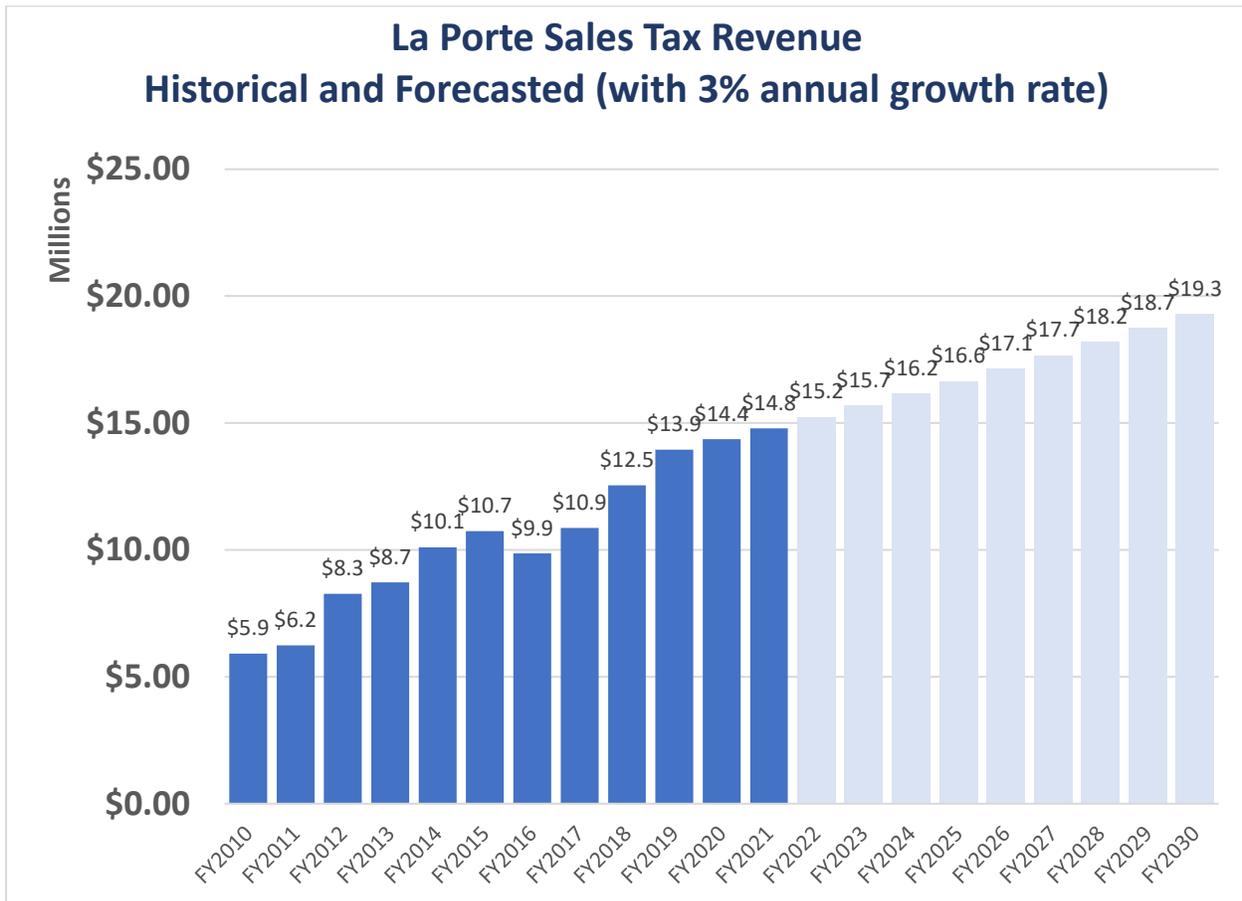
1. Pre-COVID-19 sales tax forecast
2. Length of disruption
3. Decline in sales by sector
4. Depth of recession and recovery shape

Assumption 1 — Pre-COVID-19 Sales Tax Forecast

The historic fiscal year sales tax revenue data for the local taxing jurisdiction is collected from the Texas Comptroller's Office and/or taxing jurisdictions' Comprehensive Annual

Financial Report (CAFR). The average annual growth rate of 3% is then applied to FY 2019 sales tax revenue to predict the revenue for future years.

The average annual growth rate for La Porte is assumed to be 3%



Source: Texas Comptroller's Office and H-GAC

Assumption 2 – Length of Disruption

The current stay at home guidelines from local, state, and federal agencies resulted in two months of disruption. However, this model assumes the disruption would extend beyond two months based on factors such as hesitancy by consumers to immediately return to normal social and spending habits and a continued rise in new COVID-19 cases. The model assumes two to six months of disruption with March 15, 2020, as the start date of disruption and with corresponding disruption end dates between May 15 and Sept. 15, 2020.

2 months 3 months 4 months 5 months 6 months

Assumption 3 - Decline in Sales by Sector

The model assumes two sets of sales impacts. It assumes the impact of COVID-19 would be significant on sales during the first three months of disruption and would loosen in the following months. The COVID-19 disruption is expected to last for at least six months.

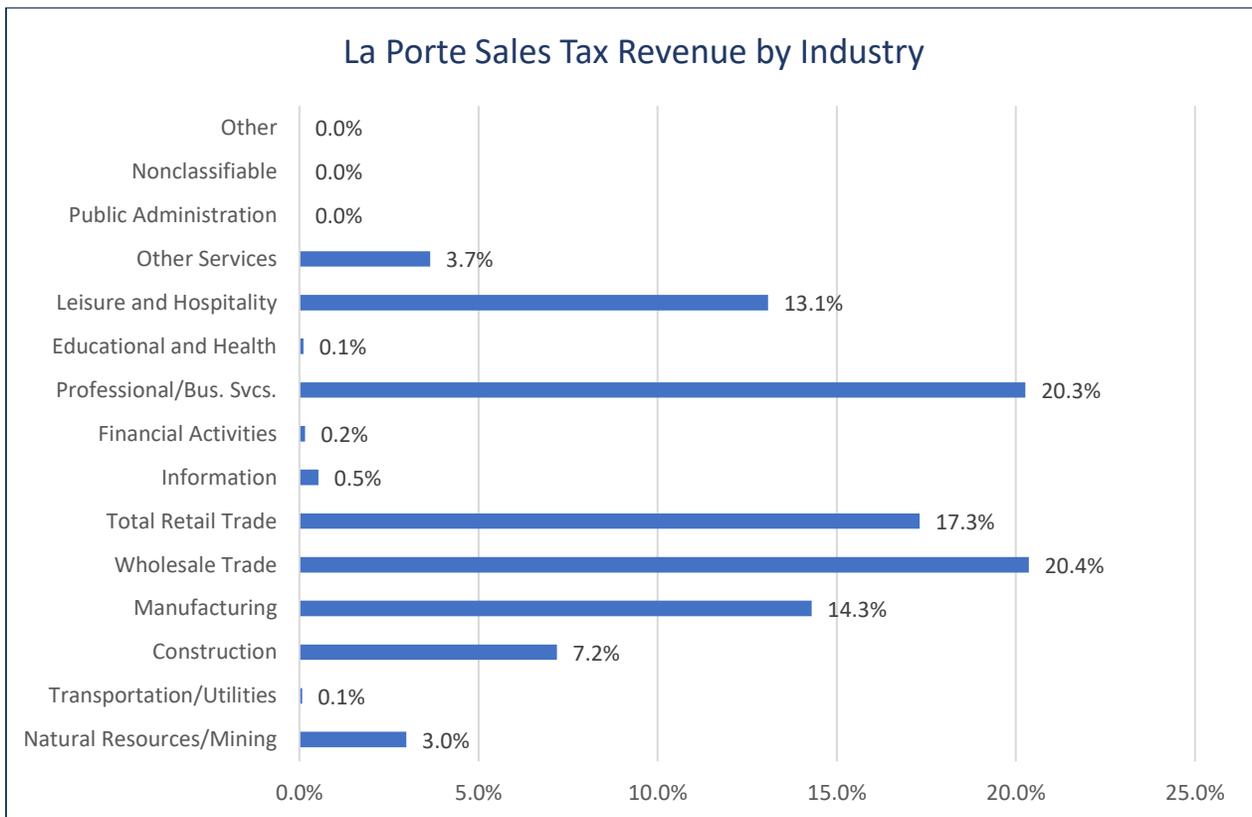
Estimates of COVID-19 Impact on Sales by Sector

Industry	COVID-19 Impact on sales for the first three months	COVID-19 Impact on sales during 4th,5th, and 6th month of disruption
Natural Resources/Mining	-50%	-20%
Transportation/Utilities	-50%	-20%
Construction	-50%	-20%
Manufacturing	-50%	-20%
Wholesale Trade	-50%	-20%
Retail: Motor Vehicles	-50%	-20%
Retail: Home Furnishings	-50%	-20%
Retail: Electronics/Appliance	-50%	-20%
Retail: Building Materials	-30%	0%
Retail: Food and Beverage	0%	0%
Retail: Health and Personal	20%	0%
Retail: Gasoline Stations	-65%	-25%
Retail: Clothing Stores	-75%	-30%
Retail: Sport/Hobby/Books	-80%	-30%
Retail: General Merchandise	-50%	-25%
Retail: Miscellaneous Stores	-50%	-20%
Retail: Non-store, Other	20%	20%
Information	-50%	-20%
Financial Activities	-50%	-20%
Professional/Bus. Svcs.	-50%	-20%
Educational and Health	-50%	-20%
Leisure and Hospitality	-75%	-30%
Other Services	-75%	-30%
Public Administration	0%	0%
Non-classifiable	0%	0%
Other	0%	0%

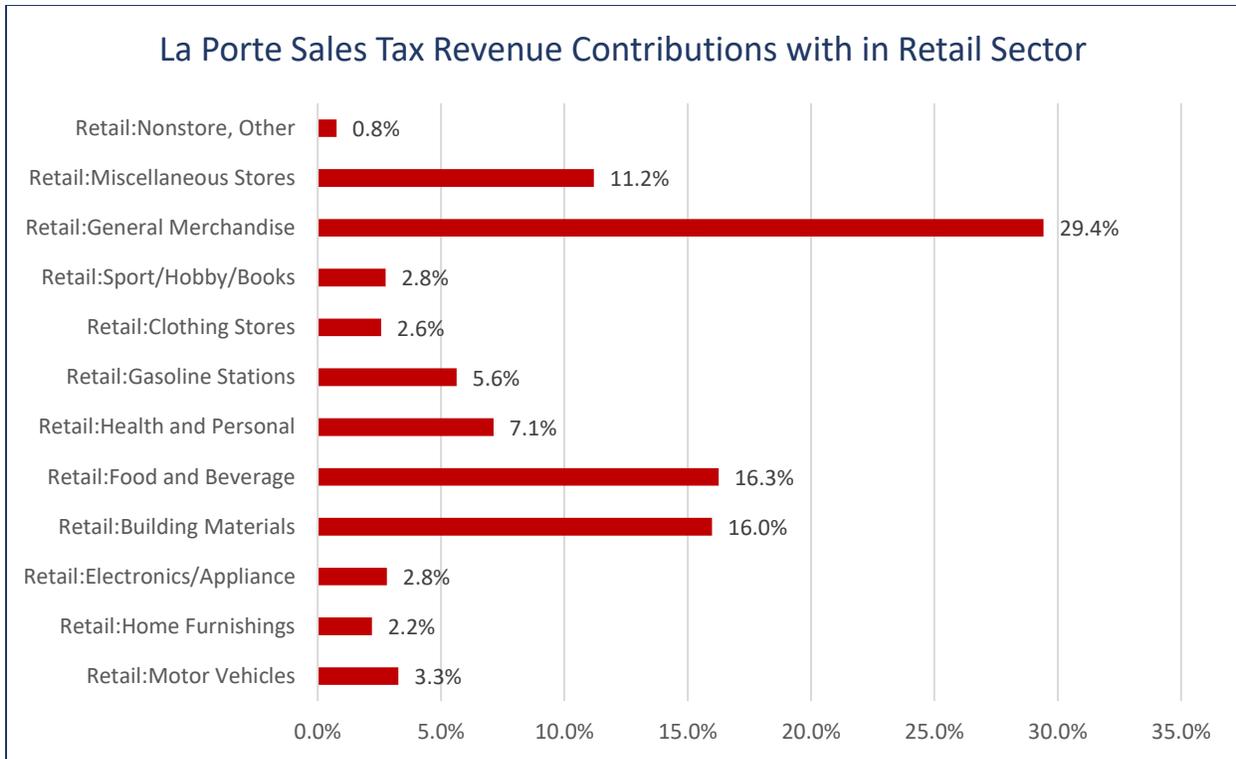
For example, the model assumes that sales from accommodation and food services, which fall under the leisure and hospitality sector, will be down by 75% in the first three months of disruption and down by 30% in the fourth, fifth, and sixth months of disruption.

Conversely, sales related to health and personal services, such as drug stores, are expected to see an increase in sales in the first three months, as people would be purchasing masks, medical supplies and other personal protective equipment. Drug store sales are expected to be back to normal three months after disruption. Sales from food and beverage sector, which include grocery stores, is expected to be like pre-COVID-19, as people would be purchasing food, beverages, and other essential supplies for their daily consumption. Non-store retailers, which include online shopping, are expected see an increase in sales in the time of disruption, as people would be avoiding trips to stores and purchasing supplies online.

The above specified sales disruptions are then factored into the local taxing jurisdiction’s expected sales to measure the impact of sector-level sales tax revenue. The expected sales are calculated by applying the historic sector-level sales tax revenue shares to the pre-COVID-19 forecasted revenue. The following tables indicates the share of industry sectors toward total sales tax revenue collected by the local taxing jurisdiction:

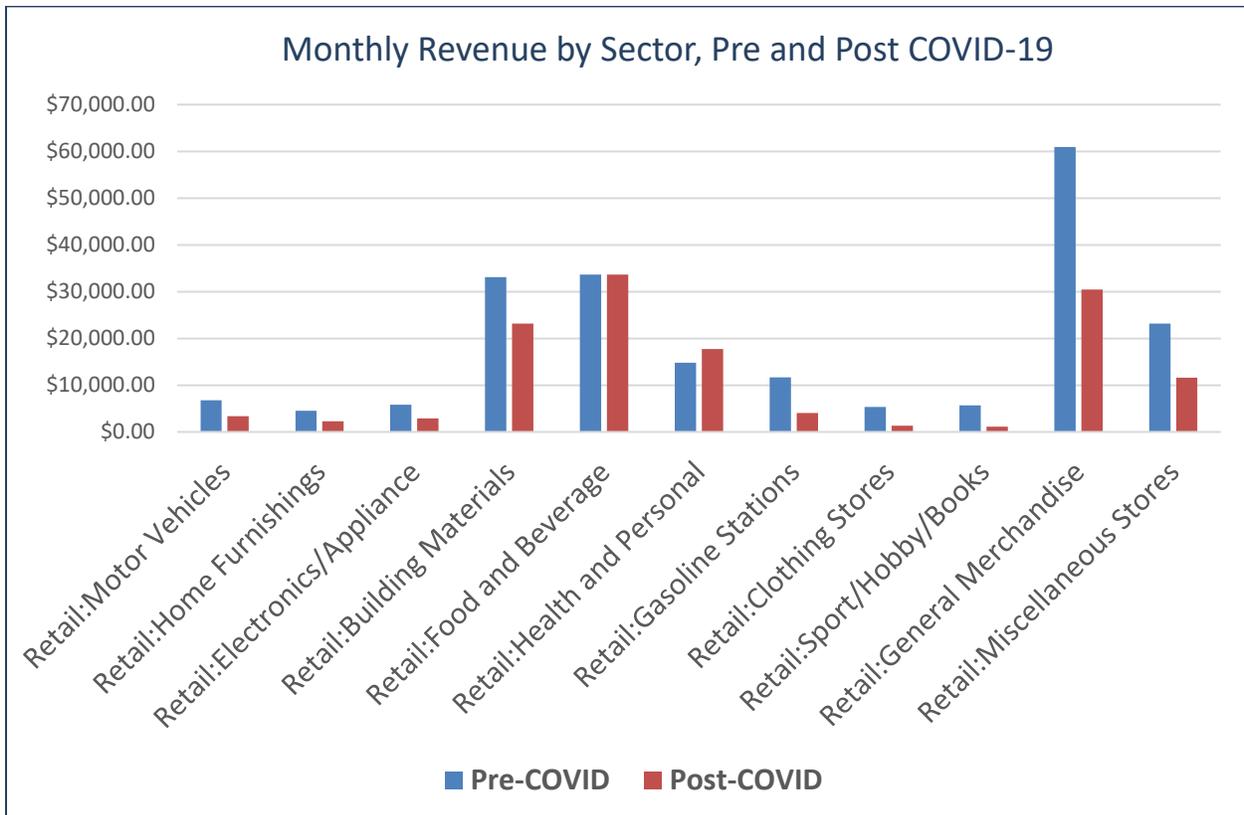


Source: Texas Comptroller’s Office



Source: Texas Comptroller's Office and DatabaseUSA

The following chart illustrates the impact of COVID19 disruption on retail sales tax revenue:



Assumption 4 – Depth of Recession and Recovery Shape

For forecasting purposes, the model employs three recession scenarios: mild, moderate, and severe:

- The **mild** scenario assumes no economic recession, only a reduction in spending during the disruption.
- The **moderate** scenario assumes a recession that models the 1990-1991 recession and recovery.
- The **severe** scenario assumes reductions in economic activity that mimic the 2008 Great Recession.

Each economic recession has a unique recovery path. Economists use letters to represent the shape of the recovery. During the COVID-19 pandemic, experts have mentioned several shapes for the recovery including “V,” “W,” “U,” and “L.” This model includes the following recovery shapes related to this pandemic:

“V-Shape”: V-shapes are the normal shape for a recession. The economy suffers a sharp but brief period of economic decline with a clearly defined trough, followed by a strong recovery returning to previous economic levels preceding the recession. The V-shape forecast assumes recovery occurs by October 2021.

“V-Long”: The model forecasts a variation on the “V-shape recession that has the same characteristics, but the recovery is slower, with the economy recovering by October 2022.

“U-Shape”: A U-shaped recession is longer than a V-shaped recession and has a less clearly defined trough. Gross Domestic Product (GDP) may shrink for several quarters and only slowly return to trend growth. If structural changes occur while social distancing impacts businesses, or significant and prolonged job losses persist, a U-shaped recovery is more likely. The economy may stay depressed for some time before finding a “new normal” and beginning its recovery. The model forecasts recovery in this scenario to take a matter of years, not months, with recovery by October 2025.

“U-Long”: The U-long scenario assumes a recovery modeling the 2008 Great Recession. This model translates to a 10-year recovery with the economy recovering in 2030.

SECTION 2. SALES TAX REVENUE FORECAST SCENARIOS

Based on the length of disruption, depth of recession, and recovery shape, the model produces 40 different outcomes.

The following chart illustrates loss in sales tax revenue and its path to recovery based on some of the scenarios. The COVID-19-only scenario assumes no recession and includes only loss in sales tax revenue caused by disruption. Under this scenario, the loss is recovered relatively faster (by FY 2021) than other scenarios. The ModerateV2 scenario (moderate recession with V-shaped recovery and two months of disruption) is the next one to recover by FY-2022. The worst-case scenario would be a severe recession - U-long-shaped recovery and six months of disruption. This scenario is expected to return to baseline in FY 2030.

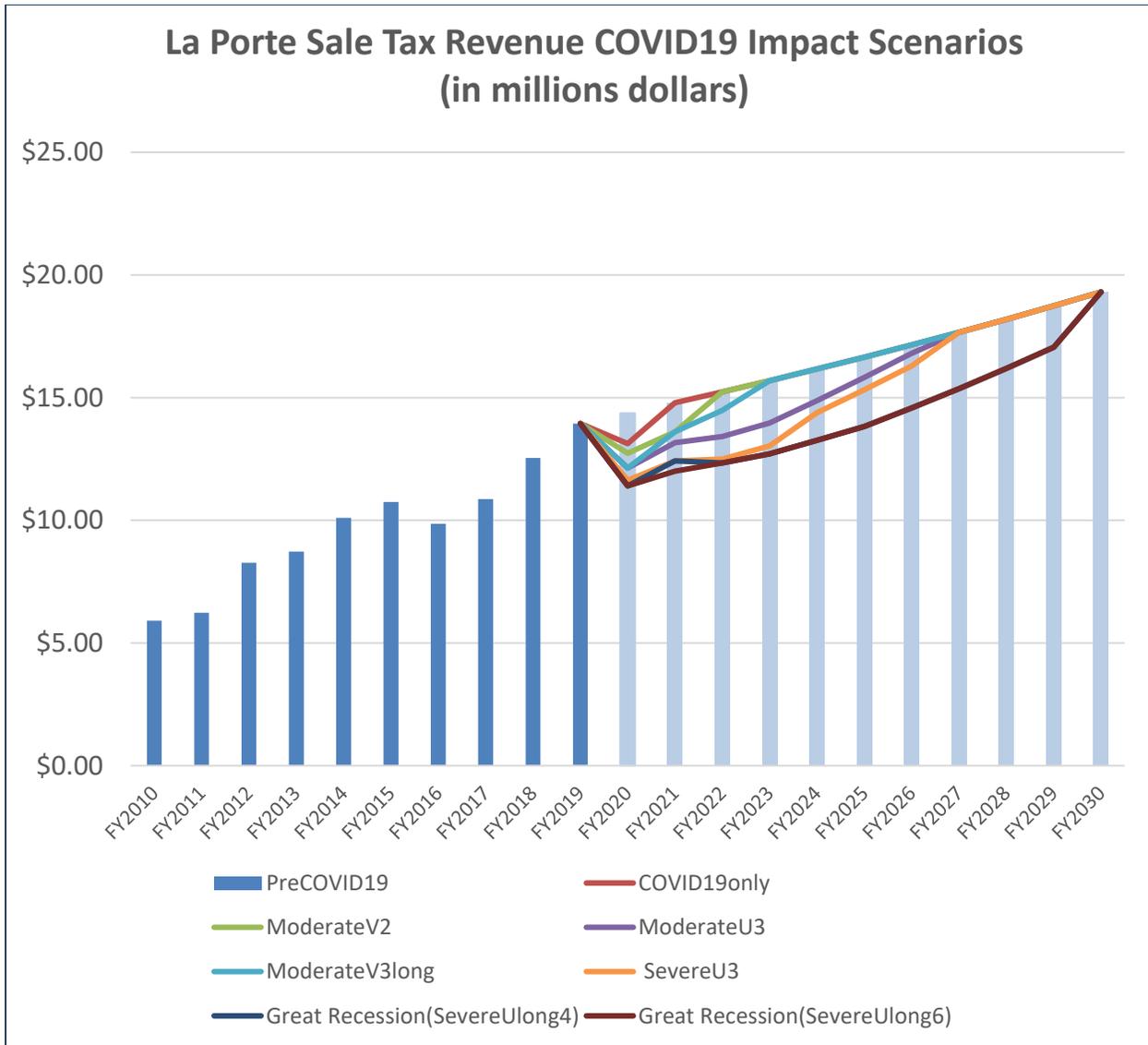


Table 1 shows 40 revenue forecast scenarios based on the previously discussed assumptions. The forecast includes the length, depth (severity), and recovery from the disruption. Based on the empirical data the scenarios highlighted in green are regarded

as more likely to occur. The impact can be worse if the disruption persists for five or six months. For example, the model predicts that a moderate recession with U-shaped recovery and three months of disruption will result in a potential loss of **\$9.9 million** over the next 10 years. This scenario is expected to return to the pre-COVID-19 baseline forecast by October 2025.

Scenario (Recession) Type and Recovery	Back to Baseline	Scenario	Length of Disruption				
			2 mo.	3 mo.	4 mo.	5 mo.	6 mo.
COVID only (V)	Oct-21	A	-\$1.2	-\$1.9	-\$2.1	-\$2.4	-\$2.6
Mild (V)	Oct-21	B	-\$2.0	-\$2.6	-\$2.8	-\$3.1	-\$3.3
Moderate (V)	Oct-21	C	-\$2.8	-\$3.4	-\$3.7	-\$3.9	-\$4.1
Moderate (V-Long)	Oct-22	D	-\$3.6	-\$4.2	-\$4.4	-\$4.6	-\$4.9
Moderate (U)	Oct-25	E	-\$9.3	-\$9.9	-\$10.1	-\$10.3	-\$10.6
Severe (V)	Oct-21	F	-\$4.5	-\$5.1	-\$5.3	-\$5.5	-\$5.8
Severe (V-Long)	Oct-22	G	-\$6.2	-\$6.8	-\$7.0	-\$7.2	-\$7.4
Severe (U)	Oct-25	H	-\$13.9	-\$14.5	-\$14.7	-\$14.9	-\$15.1
Severe (Great Recession [U-Long])	Oct-30	I	-\$24.7	-\$25.3	-\$25.5	-\$25.7	-\$25.9

Note: The scenarios highlighted in green are regarded as more likely to occur.

Table 2 shows potential loss of sales tax revenue due to COVID-19 from FY 2020 through FY 2030 as a percent of FY 2020-30 total revenue forecast. For example, the model predicts that a moderate recession with U-shaped recovery and three months of disruption will result in a potential loss of **5.4%** of total revenue forecasted between FY 2020 and FY 2030.

Scenario (Recession) Type and Recovery	Back to Baseline	Scenario	Length of Disruption				
			2 mo.	3 mo.	4 mo.	5 mo.	6 mo.
COVID only (V)	Oct-21	A	-0.7%	-1.0%	-1.1%	-1.3%	-1.4%
Mild (V)	Oct-21	B	-1.1%	-1.4%	-1.5%	-1.7%	-1.8%
Moderate (V)	Oct-21	C	-1.5%	-1.9%	-2.0%	-2.1%	-2.2%
Moderate (V-Long)	Oct-22	D	-1.9%	-2.3%	-2.4%	-2.5%	-2.7%
Moderate (U)	Oct-25	E	-5.0%	-5.4%	-5.5%	-5.6%	-5.7%
Severe (V)	Oct-21	F	-2.5%	-2.8%	-2.9%	-3.0%	-3.1%
Severe (V-Long)	Oct-22	G	-3.4%	-3.7%	-3.8%	-3.9%	-4.0%
Severe (U)	Oct-25	H	-7.6%	-7.9%	-8.0%	-8.1%	-8.2%
Severe (Great Recession [U-Long])	Oct-30	I	-13.4%	-13.7%	-13.9%	-14.0%	-14.1%

Note: The scenarios highlighted in green are regarded as more likely to occur.

Table 3 shows the minimum, moderate, and maximum impact of COVID-19 on the sales tax revenue between FY 2020 and FY 2021. For example, a minimum impact scenario would be a moderate recession with a V-shaped recovery and three months of disruption. Based on this scenario, the sales tax revenue would be **\$2.23 million (or 16%)** lower than expected in FY 2020 and **\$1.18 million (or 8%)** lower in FY 2021. Overall, the model predicts that potential loss of sales tax revenue due to COVID-19 would be somewhere between **16% to 21%** in FY 2020 and between **8% to 19%** in FY 2021.

Impact Level	Scenario-Level	Sales Tax Revenue		Change in Sales Tax Revenue		Percent Change in Sales Tax Revenue	
		FY2020	FY2021	FY2020	FY2021	FY2020	FY2021
No Impact	Precovid 19 Revenue Forecast	\$14,362,348	\$14,793,218				
Minimum Impact Revenue Forecast	Moderate V with Three month disruption	\$12,132,000	\$13,609,761	-\$2,230,348	-\$1,183,457	-16%	-8%
Medium Impact Revenue Forecast	Moderate U with Four month disruption	\$11,892,230	\$13,165,964	-\$2,470,118	-\$1,627,254	-17%	-11%
Maximum Impact Revenue Forecast	Severe V with Four month (for FY2020) and Six month (for FY2021) disruption	\$11,401,828	\$11,998,573	-\$2,960,519	-\$2,794,645	-21%	-19%

Data Disclaimer

The revenue forecasts included in this report were developed using a combination of public and third-party data sources and user-defined assumptions. As a result, the Houston-Galveston Area Council cannot guarantee the accuracy or completeness of the scenarios included nor can it account any scenarios omitted. H-GAC makes no warranty, expressed or implied, for a particular purpose, commercial or otherwise. This report is for informational purposes and may not be suitable for legal or financial purposes. H-GAC makes no further claims as to the accuracy or reliability of the data, and neither assumes, nor will accept liability for their use. Use of the information is the sole responsibility of the user.



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>April 4, 2020</u>
Requested By: <u>Councilmember Engelken</u>
Department: <u>Human Resources</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Safety Program presentation

SUMMARY

Councilmember Chuck Engelken has requested an update to the City's risk management practices. He is particularly concerned with the following:

- What is the City's safety record for preventable and non-preventable incidents?
- What is the City's record for employee injuries?
- What is the City's record of lost time incidence for the last five (5) years?
- What safety programs have been in place for employees to improve their overall safety?

The City's rate of preventable incidents has improved in the last year falling from 51% to 42%. Also, the total incident number is on pace to be lower this year from 174 to a projected 81. There are multiple contributing factors to why incidents occur and we are still exploring causes for this improvement. Temporary reduced staffing due to COVID-19 seems to have some impact, but not all.

Employee injuries are noticeably down this year from 63 in FY 2018-19 to 19 year-to-date for FY 2019-20. Unfortunately, the lower number of injuries have included some costly injuries this year and our cost per injury has increased from \$1,254 to \$9,842. That increase is largely driven by one specific claim that exceeded \$100,000. This was a simple slip and fall due to wet flooring that led to a complex injury. If that claim is removed from the cost per claim calculation, the number for FY 2019-20 reduces to \$955.

Our lost time numbers continue to improve as shown by the higher rate of claims that have no lost time at all. That number is close to 85% for both last year and this year-to-

date. The three (3) years prior averages 68%. This is a result of better communication and coordination getting employees safely back to work quicker.

The City's Safety Committee has expanded to include a broader representation of the City's varied departments including all public safety departments, Public Works, Parks, and several office based departments. Their efforts have resulted in better data review, plans for recognition and prevention programs, increased training, and a new safety slogan: **"EVERY day is safety day."** This group will continue to work towards providing a safe environment for all employees and customers knowing this important work will look differently moving forward as we all adjust to COVID-19 related challenges.

RECOMMENDED MOTION

Provide staff direction on risk management processes and procedures.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

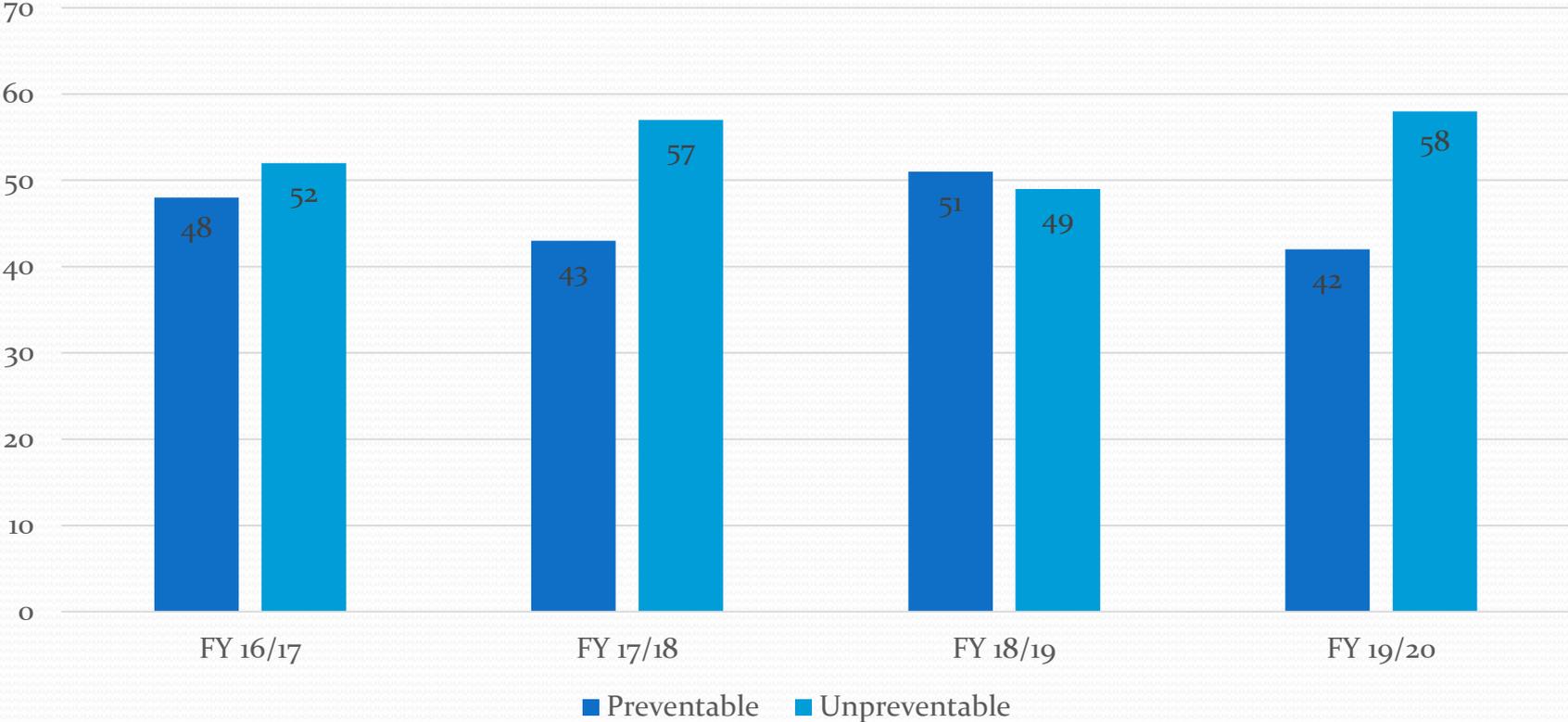
City Safety Programs Update





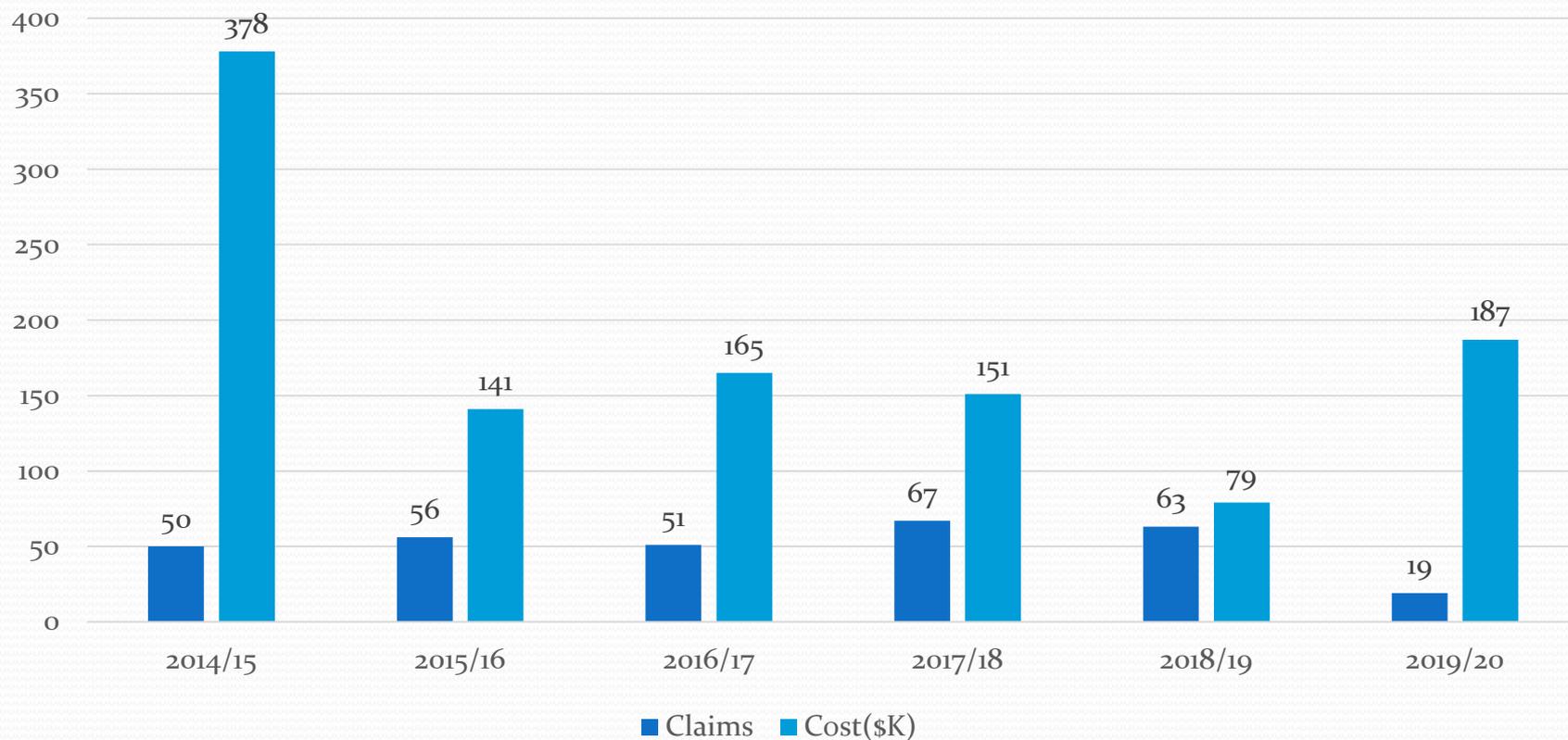
Total Incidents

% Preventable / Unpreventable





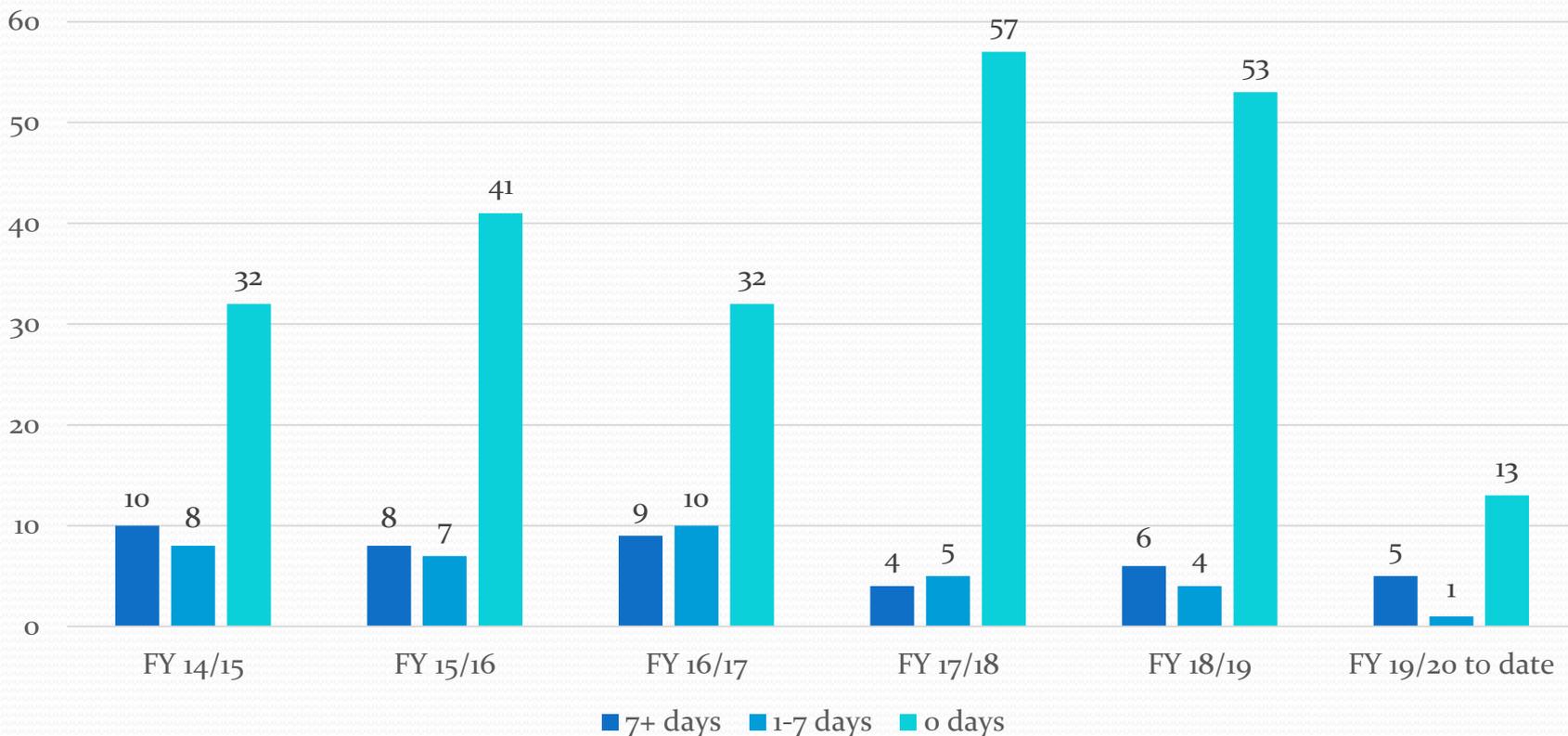
Workers Comp Claims





Workers Comp Lost-Time

Number of incidents by days lost





Safety Committee & Programs

New broader committee formed and meets on the 3rd Thursday of each month:

- Angela Flores – Risk & Safety Specialist (lead)
- Alfonso Acosta – Planning
- Robert Banks – Public Works
- Scott Bradley – Parks
- Sharon Harris – CSO
- David Gifford – Fire
- Melvin Jenkins – Finance
- Sydney Kennedy – Emergency Management
- Shawn Kominek – EMS
- Johnny Morales – Emergency Management
- Donnie Poplaski – Public Works
- Lee Stewart – Police
- Eddie Webber - Parks



Safety Committee & Programs

- Slogan: ***EVERY day is safety day***
- Plans underway for June – Safety month
- On the spot recognition items
- Quarterly raffle for employees who are incident free
- Annual departmental recognition program



Safety Committee & Programs

- Training efforts have been ramped up. In addition to tailgate meeting support, classroom sessions on Work Zone Safety and Flagger Training have been conducted.
- Prevention activities planned include hydration tours for field crews in the summer.
- COVID-19 has slowed progress on some of these efforts and will certainly change some priorities for all of in creating and maintaining a safe workplace moving forward.



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>June 8, 2020</u>
Requested By: <u>Bentley, Engelken & Gillett</u>
Department: <u>CMO/Parks & Recreation</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>001-General Fund</u>
Account Number:	<u>001-8080</u>
Amount Budgeted:	<u>\$185,194</u>
Amount Requested:	<u>\$315,843</u>
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Exhibits: [Facilities Maintenance Organization Plan](#), [Facility Evaluation Form](#), [Facility Evaluation List](#), [Facility Evaluation Results and Building Maintenance Work Order History](#)

SUMMARY

Mayor Pro-Tem Bill Bentley, Councilmembers Chuck Engelken and Steve Gillett have requested an update to what actions and/or steps taken, as well as what facility maintenance projects have been done to various facilities since last year's budget retreat to deal with the maintenance for all City-owned facilities. They'd like to see facility maintenance function have its own division, organizational chart and budget for the October 1, 2020 beginning fiscal year.

Staff has prepared a Facilities Maintenance Division Organization Plan, which is attached. The Plan provides historical information, creation of new division, new processes and procedures implemented to resolve maintenance concerns and a cost estimate for the creation of the new division. During the FY 2019-20 budget process, City Council approved \$185,194 for the hiring of (2) two additional staff along with their vehicles. Due to COVID-19 the implementation of the new Division was paused; however, the Plan identifies that there is additional needs in order to provide adequate staff to handle workloads of the newly created division, which will require an additional \$130,649.

Parks & Recreation Department staff developed a facility evaluation form (Facility Evaluation form provided as an attachment) that is distributed to executive staff on a quarterly basis. Executive staff departments are provided a list of areas (Facility Evaluation List is provided as an attachment) they need to designate a staff person to oversee the quarterly facility evaluation. Each staff member describes their first impression as they approach and enter the facility. They are asked to rate the appearance of the interior and exterior of the facility based on a 5-point scale. If any area receives less than a 'fair' rating, staff is required to explain why. Additionally, the reviewer is asked to provide additional items they noticed during their inspection that

needs to be addressed as well as providing feedback as to what they believe could be done to improve the facility. Finally, the reviewer is asked to provide an overall rating of the appearance of the facility. Once the review of the facility has been documented on the form, they are submitted to the Parks Maintenance Superintendent for compilation and review by Parks & Recreation Department leadership. A list is created from the reviews that are broken down between the types of issues identified. Staff is then assigned work orders on the items or if needed, a contractor is arranged to handle items. To-date, there have been (3) three quarterly reviews (with the most current one due on June 10, 2020). The first & second quarter reviews have been finalized with results provided (Facility Evaluation Results).

Beginning in March of 2019, the Director of Parks & Recreation began sharing data related to work orders closed by Facility/Building Maintenance based on type of service, location and staff completed. This has been included once a month in the City Manager's weekly memo and department update. Staff has provided a cumulative report to review the activities within the facility/building maintenance staff since the inception of this reporting data (see attached Building Maintenance Work Order History spreadsheet). From March 2019 to February 2020 (one-year) a total of 2598 work order requests were received. Staff were able to close 2540 or 97.8% of those work orders during the same time period. The majority of the type of work orders received were pool (25.9%), routine maintenance (16.3%), electrical (15.8%), and carpentry (11.9%), which accounted for 70% of the closed work orders. Additionally, the Recreation & Fitness Center (24.4%), Pools (18.1%), and Parks (11.9%) accounted for 54.4% of the location of these closed work orders.

RECOMMENDED MOTION

Provide staff any further direction concerning City facility maintenance efforts.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

Facilities Maintenance Division

Creation of New Division:

In an effort to develop a facility maintenance program that not only provides preventative maintenance functions, but aids in the aesthetic appeal as well as the functionality and extension of useful life of our facility assets, there is a need to create a separate division to adequately address these goals. This new division is best organized within the City's organization structure under Public Works Department; restructured to have this team report to the Public Work Director (or their designee). This recommendation is to improve use of the maintenance team resources across departments.

The creation of the Facilities Maintenance division coordinates and manages effective maintenance and custodial services for the City's public buildings and park facilities (excludes parks ground maintenance). The team will perform preventative maintenance that extends the life of and enhances the appearance of our public buildings, as well as necessary renovations as buildings age. Also, the division will manage remodel/renovation projects as well as consult with engineering on new public facility construction projects, stewarding the City's funds in order to build the facilities that elected officials and our citizens have become to enjoy and demand.

The mission of the Facilities Maintenance division would be to provide our employees, elected officials, citizens and visitors with an honest, courteous and responsive level of service where every Facilities Maintenance team members are dedicated to servicing the City's public facilities with exceptional workmanship, integrity and a conscientious effort to maximize the City's financial resources.

Current Staffing:

Currently, the Building/Facility Maintenance function is located within the Parks & Recreation Department under Parks Maintenance division. They employ six (6) full-time positions:

- Building Maintenance Supervisor – This supervisor has worked for the City for eight (8) years. Though he doesn't have any building certifications, he is skilled in general contracting, contract documentation, and managing projects. His primary responsibilities doesn't require him to have certifications. However, he is a certified pool operator.
- Building Maintenance Worker II – The Building Maintenance Worker II has worked for the City for sixteen (16) years. He does not have any certifications. He assist with complex pool repairs and is an exceptional "trouble shooter." He is a "jack-of-all-trades" and skilled in electrical maintenance, light fixtures, plumbing, paint, boilers, logging data and carpentry.
- Building Maintenance Worker I – The Building Maintenance Worker I has worked for the City for thirteen (13) years. He does not have any certifications. His specialty is providing preventative maintenance duties such as changing out air filters, water filters and replacing light bulbs.
- Pool Maintenance Technician – The Pool Maintenance Technician has worked for the City for the past three (3) years. He is a certified pool operator and maintains all of the City's swimming pools, splash parks and wave pool. He enjoys extra responsibilities and the opportunities to learn new things outside of pool tasks. During swimming season his day is filled cleaning and checking pool chemical levels. In the

off-season, he is still required to check pools daily; however, his remaining time is used to assist with other facility maintenance duties or work on special projects.

- Custodian – The Custodian has been working for the City for four (4) years and served as a part-time seasonal worker for 6-months prior to being hired full-time. Currently, she has oversight of a Parks Maintenance Worker (PMW). Both of them are tasked with emptying parks trash, cleaning parks restrooms and fixing damaged items in those restrooms. Due to shortage of vehicles, currently the Custodian and the PMW must share vehicles. The Custodian will drive the PMW to a location and drop him off. As the custodian, her main responsibilities are centered around cleaning; however, she will do some building maintenance tasks when asked. Due to workload there is limited time for her to do other tasks.
- Parks Maintenance Worker I – Over eight (8) years ago Parks Maintenance Worker I employee was transferred from the Parks Maintenance (grounds maintenance) crew to work as a Custodian in the building maintenance functions. He assists the Custodian by cleaning parks and community centers restrooms and emptying parks trash. As previously mentioned, he shares a vehicle and is generally dropped off at locations to perform his tasks, while the custodian works at another location.
- Janitorial Contract – The City contracts with McLemore Janitorial Services. The City facilities included in this contract are Recreation & Fitness Center, Seniors Center, Special Programs Center, City Hall, Golf Course Restrooms, Municipal Court, Police Department, Public Works, Fire Station #1/Fire Administration, Library, EMS, Animal Control Center and Records Storage Building. Also, the contract includes cleaning supplies and supplies to stock the restrooms. The janitorial contract is managed by the Purchasing Department and none of the building maintenance staff have any oversight of the contract. However, the Parks Superintendent is the liaison with McLemore Janitorial Services for the Recreation & Fitness Center, Senior Services, Special Programs Center and Library. There may be a need to increase duties to this contract to assist workload of employed custodial staff.

Custodial Services:

Below is the listing for forty-eight (48) areas in La Porte that custodial and/or trash collection services is provided by the Facilities Maintenance division:

Brookglen Center	Brookglen Sprayground	Creekmont Park	Farrington Fields
Fairmont Pool/Splashpad	Woodfalls Park	Glen Meadows	Fitness Center
Northwest Park/Pool	Pecan Park	Spinwick Park	Evelyn Kennedy
N. Malone Senior Center	City Hall	Bay Oaks	Depot
Little Cedar Bayou Dog Park	Little Cedar Bayou	Library	Nature Trail
Central Park	Ohio Park	Pfeiffer	Pine Bluff
La Porte Cemetery	5 Points Plaza	Parks Shop	Trail Head @ 8 th
Jennie Riley Center	MLK Park/Splashpad	Original City Hall	14 th Street Park
Pete Gilliam	Tom Brown	Linier	Klein Retreat
Bus Stops x 5	Main Street	San Jacinto Trail	Fairmont Trail
Oregan Trail	Sens Rd/Bay Area Trail	Fairmont-146 Medians	Gladwyne Trail
Special Programs Center	Lomax Rodeo Arena	Historic Schoolhouse	Fairmont Park West

Sea Breeze Park has a part-time City employee that is dedicated to this restricted (La Porte resident only) park that maintains the trash/custodial duties.

Events:

The team members of the Facilities Maintenance division work all events that require electrical or lighting. The current Building Maintenance Supervisor designed the electrical and lighting distribution for events. He works most events during the setup phase and after the events begin to make sure that everything is running smoothly before leaving. Additionally, the Custodian and Pool Maintenance Technician work all of the events and mostly do setups and trash during the events. While the Building Maintenance Worker I & II will work events only when needed. The following are the events that the team members assist on:

Marketing Events	Parks & Recreation Events
Christmas on Main	Half-Marathon
Mardi Gras on Main	Triathlon
Summer Party on Main	Juneteenth
	Kids Rodeo

As previously mentioned, these duties would need to be considered prior to the events to determine if the new division staff will be expected or required to provide support for these events.

Buildings:

The team members of the Facilities Maintenance division are responsible for maintaining thirty-eight (38) City-owned buildings:

Five Points Town Plaza	Animal Control Center	Brookglen Recreation Center
Brookglen Splash Park Restroom	Jennie Riley Center	City Hall
Community Library	Depot Buildings	EMS Headquarters
Evelyn Kennedy Civic Center	Fairmont Baseball Concession	Fairmont Pool Building
Farrington Storage	Fire Station #1, #2, # 3 & #4	Fire Training Facility
Bay Forest Golf Course	Historic Schoolhouse	LCB Softball Concession
Lomax Rodeo Arena area	MLK Splash Park Restroom	Municipal Court
Northwest Pool Building	Northwest Soccer Concession	Original City Hall
Pecan Park Facilities	Police Department	Public Works
Records Storage Building	Recreation & Fitness Center	San Jacinto Pool Building
Sea Breeze Restroom	Special Programs Center	Sylvan Beach Pier
Wastewater Treatment Plant	Wave Pool Concession	

Pools & Splash Parks:

Currently, the Pool Maintenance Technician is responsible for maintaining six (6) five City-owned Pools. On January 1, 2020, the City took over the maintenance of the Fairmont Park West Pool & Park that had originally been leased to the FPW Homeowner’s Association (staff will continue to maintain this added location until a decision is made from City Council on how to proceed with Fairmont Park West pool & park) & three (3) Splash Parks:

Fairmont Pool	Recreation & Fitness Center Pool	Northwest Pool
Wave Pool	Fairmont Park West Pool	San Jacinto Pool
MLK Jr. Splash Park	Brookglen Splash Park	Fairmont Splash Park

Vehicles:

Currently, the six (6) team members of the Facilities Maintenance division have the following vehicles in order to accomplish their duties:

- Building Maintenance Supervisor – Pickup Truck
- Building Maintenance Worker II – Cargo Truck with shelves & drawers
- Building Maintenance Worker I – Cargo Van with wall shelves
- Pool Maintenance Technician – Pickup Truck with custom tool bed & lift gate
- Custodian/Parks Maintenance Worker I – Pickup Truck (share)

Equipment:

Currently the facilities/maintenance team uses the Parks & Recreation Department bucket truck for all overhead lighting. They have several tools that stay at the shop until needed such as compressors, welder, pressure washer, electrical tracer, saws, table saw and chop saw. Also, these items are utilized by Parks & Recreation Department personnel too. Therefore, there is a need to purchase some of these items specifically for the newly created division or shared with Public Works Department. The Pool Maintenance Technician operates a truck with a lift gate. Since the Pool Maintenance Technician is the only staff tasked with cleaning pools, the lift gate is needed in order to move things by one person. This truck would remain with the Pool Maintenance Technician during the transfer to a new division.

Currently, the Facilities Maintenance staff maintains all lighting within the parks, parking lots and sidewalks. Again, they utilize the Parks & Recreation Department bucket truck to reach some of these light fixtures. Parks & Recreation Department ground maintenance crews utilize their bucket truck for trimming trees, work on city-wide flag poles and putting up the annual Christmas decorations. The recommendation is that the newly created Facilities Maintenance division team coordinate with Parks & Recreation Department and Public Works Department teams to utilize their bucket truck when needed.

Location:

Currently, the Facilities Maintenance team is housed out of the rear of the Special Programs Center building, which is also utilized by the Parks Maintenance staff too. Since the new division will be a division of the Public Works Department the ideal location of offices and storage/warehouse space is at the Public Works facility. Currently, there is no space available to move the Facilities Maintenance division within the Public Works Facility. The City has contracted with Huitt-Zollars to conduct a needs assessment for public works. Based on the most practical and best place to locate the newly created Facilities Maintenance division within the Public Works Department, there was a need include them in public works facility assessment. Staff amended the original agreement with Huitt-Zollars and requested them add additional square footage/programmatic spaces of approximately 3200 square feet for building maintenance space. For temporary arrangements, CMO has worked with the La Porte Fire Department to utilize some space within the old EMS/Fire building at the Fire Training Field. A temporary chain-link fence will be installed within the EMS/Fire bay area, where Facility Maintenance division can utilize half the bay space. Additionally, the Building Maintenance Supervisor will be utilizing the Fire Ladies Auxiliary office that is within this building. Also, there is a small breakroom and restrooms

available within this building. However, there is no internet cabling available, so staff would need to utilize Wi-Fi at this location. This location is not adequate for a permanent location and would only be used while the new Public Works Facility is being designed and constructed.

FY 2019-20 Budget Approval Item:

During the FY 2019-20 Budget presentation, the Director of Parks & Recreation presented the concept of adding two (2) additional staff members to the building maintenance functions. The proposal included the addition of a Facility Maintenance Superintendent that would oversee multiple department special projects, parks facility projects, pool & HVAC repair support, event lead for lighting and electrical, and oversee the custodian duties. The other position was a Building Maintenance Technician that would assist with the divided work orders and help with pool and splash parks. Each position would need a pick-up truck to carry-out their duties. The amount added to the budget to cover these two (2) positions with benefits, vehicles and equipment was \$185,194.

The Assistant City Manager met with all six (6) team members of the Facilities Maintenance division to gather the fore-mentioned information. Based on his analysis of all the data, his recommendation to the City Manager to move forward with the creation of the Facilities Maintenance division that will be organized as a division within the Public Works Department. The services they provide are in support of other departments similar in nature to Fleet Services. Additionally, the skill-set of the team members are more in-line with our employees within Public Works. There would be some opportunities for shared equipment with Public Works. The Director of Public Works would be the executive staff member over this division. The new division would be restructured to be overseen by a Superintendent or Manager, which the recommendation would be to transfer the current Building Maintenance Supervisor into that role. The following would be the recommended team to accomplish the goals and objectives of this newly created division:

- *Superintendent/Manager* – This would be an upgraded position from Building Maintenance Supervisor, that would provide strategic planning as it relates to City facilities by making recommendations and overseeing the division budget. The position would participate in short and long-term facility planning. He would facilitate and oversee facility related service contracts. Additionally, he would facilitate the development and support of facility asset management and work order system to optimize facilities operations and prepare short and long-term maintenance strategies, including cost benefit analysis. He would manage various building related projects performed in-house or by contractors. He would be a “key member” of the construction team for all City capital building projects. This would allow for him to provide insight from functionality perspective based on preventative maintenance concerns and logistics of the specific departments. Also, he would plan, schedule, supervise, and evaluate the work of subordinates engaged in maintenance and repair, preventative maintenance, installation and modification of building systems and structures including pumps, electrical equipment, electronics, plumbing motor controls and HVAC systems, and assist subordinates in activities as needed.
- *Facility Maintenance Worker III* (This is a NEW position) – As mentioned, currently the City does not employ a maintenance employee with any certifications. This position would be certified in trade such as electrical, plumbing or HVAC that would aid the support of other subordinates. They would plan, organize, and perform facility maintenance tasks. They would assign daily work order requests, complete work orders assigned to them, and coordinate repairs with contractors. They would assist with facilities

and special events when necessary. They would be required to complete clerical work. Also, this position would require the purchase of a pick-up truck to perform their duties.

- *Facility Maintenance Worker II* – This position would not change from the current structure. However, this position would be working closely with the new Facility Maintenance Worker III position.
- *Facility Maintenance Worker I* – This position would not change from the current structure. However, the employee would primarily responsible for all preventative maintenance duties of all facilities and assets.
- *Pool Maintenance Technician* – This position would not change from the current structure. With the addition of Fairmont Park West pool along with current workload during the peak season, there is a need to add contracted funds to assist the employee during the peak season for pool cleaning duties.
- *Custodians* – This position would not be required to have any staff oversight. They would be responsible for the upkeep of the trash at the parks, cleaning of parks restrooms and other non-contracted facilities. As mentioned, currently the team includes a Parks Maintenance Worker I, which their tasks do not encompass any parks ground maintenance duties. The person in the position has been doing custodial duties for over eight (8) years. Therefore, the recommendation is a reclassification of this position to a Custodian and continue to provide support to the other custodian. Since this position shares a vehicle with the current Custodian there is a need for the purchase of a pick-up truck to perform their duties.
- *Facility Aesthetics Worker I* (2 NEW positions) – Based upon feedback this past year from City Council, a new emphasis of the Facility Maintenance division will be implemented to revolve around the concept of special aesthetics projects. Facility Aesthetics Worker team members will be held responsible for working on current facility aesthetics and developing a replacement schedule for major projects such as painting, flooring, HVAC, lighting and renovations. The recommendation is to hire (2) two NEW employees to serve as Facility Aesthetic Worker I positions. Their duties will focus on performing skilled work in the maintenance and repair of City parks and facilities. Also, they will plan and assist in aesthetic building maintenance tasks, to include, but not limited to painting, carpentry, landscape, and cleaning. They will order material needed to assist them in accomplishing their tasks. This position will work closely with the Facility Evaluation Committee to gather quarterly forms to prioritize projects. Also, these two (2) new position would each require the purchase of a pick-up truck to perform their duties.

Cost Estimates:

During the FY 2019-20 Budget process, City Council approved a total of \$185,194 to cover cost to add 2 full-time equivalents (FTE's) and their benefits, vehicles and equipment. Of this amount, \$87,238 (includes benefits) was budgeted for a Superintendent and \$51,962 (includes benefits) for a Facility Maintenance Technician, with the remaining \$45,994 for vehicles and equipment. Based on the restructuring organization plan proposed, this amount needed to be \$315,843, which means an additional \$130,649 is needed to cover the cost for personnel, benefits, vehicles, equipment and temporary costs associated with relocating the division close to Public Works Facility. Below are the details of the new proposed added costs:

- **Personnel** (includes salary midpoint, TMRS 16.28%, FICA 7.65% & Insurance \$12,000):
 - Upgrade for Superintendent/Manager – \$8,958
 - Facility Maintenance Worker III – \$80,721
 - Facility Aesthetic Worker I – \$63,948
 - Facility Aesthetic Worker I – \$63,948
 - Total Added Personnel Cost – \$217,575
- **Vehicles:**
 - Facility Maintenance Worker III – \$23,317
 - Facility Aesthetic Worker I – \$23,317
 - Facility Aesthetic Worker I – \$23,317
 - Custodian – \$23,317
 - Total Added Vehicle Cost – \$ 93,268
- **Temporary Location:**
 - Fence with gate - \$2,000
 - 2 Doors Installed - \$2,000
 - Shelving - \$1,000
 - Total Added Temporary Cost - \$5,000
- **Total Cost vs Budget:**
 - Originally Budgeted - \$185,194
 - New Proposed Budget - \$315,843
 - Difference - \$130,649
 - The difference of \$130,649 is associated to the additional FTE of \$63,948 plus the added cost of two (2) vehicles and associated cost of adding the new vehicles of \$63,884.

Facility Evaluation Committee:

Based on feedback received from City Council at the March 2019 pre-budget workshop, Parks & Recreation Department staff developed a facility evaluation form that is distributed to executive staff on a quarterly basis. Executive staff departments are provided a list of areas they need to designate a staff person to oversee the quarterly facility evaluation. Each staff member describes their first impression as they approach and enter the facility. Committee members are asked to rate the appearance of the interior and exterior of the facility based on a 5-point scale. If any area receives less than a ‘fair’ rating, staff is required to explain why. Additionally, the reviewer is asked to provide additional items they noticed during their inspection that needs to be addressed as well as providing feedback as to what they believe could be done to improve the facility. Finally, the reviewer is asked to provide an overall rating of the appearance of the facility. Once the review of the facility has been documented on the form, they are submitted to the Parks Superintendent for compilation and review by Parks & Recreation Department leadership. A list is created from the reviews that are broken down between the types of issues identified. Staff is then assigned work orders on the items or if needed, a contractor is arranged to handle items. To-date, there have been (3) three quarterly reviews (with the most current one due on June 10, 2020). The 1st & 2nd quarter review has been finalized with results provided; however, the 3rd quarter has not been completed due to COVID-19.

Facility Maintenance Work Order Data:

Beginning in March of 2019, the Director of Parks & Recreation began sharing data related to work orders closed by Facility/Building Maintenance based on type of service, location and staff completed. This has been included

once a month in the City Manager's weekly memo and department update. Staff has provided a cumulative report to review the activities within the facility/building maintenance staff since the inception of this reporting data (see attached). From March 2019 to February 2020 (one-year) a total of 2598 work order requests were received. Staff were able to close 2540 or 97.8% of those work orders during the same time period. The majority of the type of work orders received were pool (25.9%), routine maintenance (16.3%), electrical (15.8%), and carpentry (11.9%), which accounted for 70% of the closed work orders. Additionally, the Recreation & Fitness Center (24.4%), Pools (18.1%), and Parks (11.9%) accounted for 54.4% of the location of these closed work orders.

Facility Evaluation Form

Date: _____ Time: _____

Facility Name: _____

Facility Address: _____

Individual Completing Evaluation: _____

Describe your first impression as you approach and enter the facility:

Exterior

Please rate the appearance of the exterior features of the facility.

	Very Poor		Fair		Very Good	
Grass (cut, edged)	1	2	3	4	5	
Flower Beds (clean, weeded)	1	2	3	4	5	
Trees (trimmed)	1	2	3	4	5	
Sidewalks	1	2	3	4	5	
Exterior (paint, windows)	1	2	3	4	5	

*** If you answered Fair (3) or below please explain why:

Interior

Please rate the appearance of the interior features of the facility.

	Very Poor		Fair		Very Good	
Cleanliness (floors, bathrooms, etc.)	1	2	3	4	5	
Flooring (crack, base boards)	1	2	3	4	5	
Walls (paint, scratches)	1	2	3	4	5	
Ceilings (tiles, AC grills)	1	2	3	4	5	
Lighting (sufficient, bulbs out)	1	2	3	4	5	

*** If you answered Fair (3) or below please explain why:

Additional Items

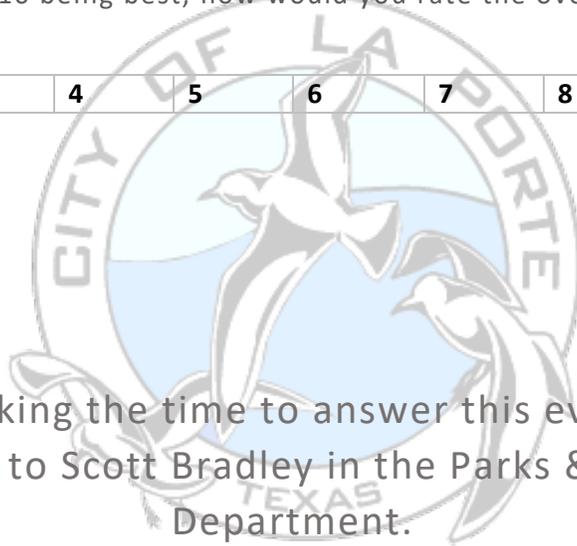
Were there any additional items you noticed during your inspection that need to be addressed?

What do you think we could do to improve this facility?

On a scale of 1-10 with 10 being best, how would you rate the overall appearance of this facility?

1	2	3	4	5	6	7	8	9	10
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Thank you for taking the time to answer this evaluation. Please return form to Scott Bradley in the Parks & Recreation Department.



Facility Evaluation List

Department

Assignments Due

June 10, 2020

City Hall – Fire

Original City Hall – Fire (Contact Scott Bradley to schedule a time)

Fire Stations 1, 2, 3 & 4 – Economic Development

EMS – Purchasing

Animal Shelter - CSO

Police Department - Planning

Municipal Court - Planning

Recreation & Fitness Center – PD(Contact Scott Bradley to schedule a time)

Special Programs Center – PD (Contact Scott Bradley to schedule a time)

Seabreeze Park – Golf

Brookglen Community Center – Golf(Contact Scott Bradley to schedule a time)

Evelyn Kennedy – Emergency Mgt.(Contact Scott Bradley to schedule a time)

Jennie Riley – Charles Walker – Emergency Mgt.

Library – Finance

Depot Buildings @ Heritage Park– EMS

Records Retention - EMS

Golf Course – Public Works

FACILITY MAINTENANCE WORK ORDER HISTORY

	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Yearly Total	% of Total	Mar-20	Apr-20
TOTAL WORK ORDER REQUESTS	157	191	176	162	275	275	249	265	207	191	217	233	2598		230	42
TOTAL CLOSED WORK ORDERS	141	183	161	161	269	269	258	270	193	189	216	230	2540	97.8%	229	28
TYPES OF CLOSED REQUESTS																
Electrical	37	36	38	26	42	42	29	24	30	30	33	34	401	15.8%	34	3
Routine	25	51	31	33	35	35	32	30	44	30	28	41	415	16.3%	41	9
Carpentry	22	21	40	25	35	35	27	27	21	10	21	17	301	11.9%	17	1
HVAC	18	13	12	34	12	12	17	29	11	7	8	19	192	7.6%	19	1
Plumbing	16	23	6	18	9	9	14	11	18	11	18	14	167	6.6%	14	4
Other	12	15	11	7	1	1	7	13	4	8	2	10	91	3.6%	14	0
Pool	5	4	1	3	98	98	89	104	37	65	83	70	657	25.9%	70	7
Facilities Projects	2	0	0	0	0	0	0	0	0	0	0	0	2	0.1%	0	0
Moves	0	0	1	5	8	8	2	1	2	5	3	5	40	1.6%	1	0
Grounds & Fields	1	11	14	10	19	19	30	14	17	17	14	13	179	7.0%	12	3
Custodial	2	1	1	0	5	5	6	9	2	3	5	7	46	1.8%	7	0
Assist Other Departments	1	7	6	0	4	4	1	2	6	0	1	0	32	1.3%	0	0
Fire Panel	0	0	0	0	0	0	0	6	1	0	0	0	7	0.3%	0	
Paint	0	1	0	0	1	1	4	0	0	0	0	0	7	0.3%	0	0
LOCATION OF CLOSED REQUESTS																
RFC	52	41	42	42	49	49	66	57	57	35	57	74	621	24.4%	74	7
Library	10	16	8	10	11	11	10	14	9	0	3	8	110	4.3%	8	0
J Riley/C Walker/Brookglen	0	0	0	16	4	4	12	10	12	0	0	12	70	2.8%	12	2
EK Community Center	0	0	0	3	0	0	2	3	4	0	0	0	12	0.5%	0	1
Fire Administration	0	0	0	0	0	0	0	1	1	0	0	0	2	0.1%	0	0
Fire Stations	2	11	6	6	11	11	4	0	0	0	8	2	61	2.4%	2	0
Police Department	0	10	3	4	0	0	0	0	0	0	1	1	19	0.7%	1	0
Five Points	0	0	0	5	0	0	3	3	0	0	0	2	13	0.5%	2	0
Information Technology	3	0	0	0	1	1	0	0	0	0	0	0	5	0.2%	0	0
EOC	0	0	0	1	0	0	0	0	0	0	0	0	1	0.0%	0	0
Sylvan Beach Pier	0	0	0	0	0	0	2	0	0	0	0	0	2	0.1%	0	0
Fire Station #1	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	1
Golf Course/Maintenance	0	0	0	3	6	6	0	3	4	6	6	1	35	1.4%	1	0
Special Programs	0	0	0	5	6	6	0	4	6	18	1	16	62	2.4%	0	0
Pools	0	0	10	0	61	61	42	53	30	66	77	59	459	18.1%	59	6
Lomax	9	0	0	3	0	0	14	7	7	9	12	14	75	3.0%	14	0
City Hall	16	15	25	15	13	13	7	19	16	8	7	3	157	6.2%	3	1
Parks	36	57	43	17	23	23	26	18	17	11	11	19	301	11.9%	19	5
Public Works Building	2	0	0	0	0	0	0	0	0	4	8	0	14	0.6%	0	1
EMS Headquarters	6	9	10	9	7	7	12	12	5	3	3	3	86	3.4%	3	3
Public Works	5	11	6	3	3	3	1	5	7	2	3	1	50	2.0%	1	0
Municipal Court	0	0	0	3	7	7	2	0	0	2	4	2	27	1.1%	2	0
Special Programs	0	0	0	3	6	6	3	4	4	6	1	0	33	1.3%	16	0
Fire Station #4	0	0	0	0	0	0	0	0	0	2	0	0	2	0.1%	0	0
Depot	0	0	0	6	4	4	2	5	4	2	1	1	29	1.1%	1	1
Community Centers	0	13	8	0	0	0	0	0	0	5	0	0	26	1.0%	0	0
Parks Shop	0	0	0	0	0	0	0	0	0	2	3	3	8	0.3%	2	0
Historic Schoolhouse	0	0	0	3	5	5	5	5	3	2	2	2	32	1.3%	2	0
Animal Shelter	0	0	0	1	0	0	2	5	3	2	2	2	17	0.7%	2	0
CMO	0	0	0	3	3	3	6	3	3	1	3	5	30	1.2%	5	0
Entrance Signs	0	0	0	0	3	3	0	0	2	1	3	0	12	0.5%	0	0
Splash Parks	0	0	0	0	46	46	37	43	3	2	0	0	177	7.0%	0	0

FACILITY MAINTENANCE WORK ORDER HISTORY

	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Yearly Total	% of Total	Mar-20	Apr-20
CLOSED WORK ORDERS PER STAFF																
Facility Maint Tech I	54	53	46	67	45	n/a	n/a	67	75	56	27	26	516	20.3%	n/a	6
Facility Maint Tech II	61	86	73	66	66	n/a	n/a	55	26	25	55	78	591	23.3%	n/a	13
Facility Maint Tech Supervisor	16	19	7	11	16	n/a	n/a	21	14	11	20	19	154	6.1%	n/a	0
Pool Maint Tech	0	0	0	0	106	n/a	n/a	107	45	69	92	82	501	19.7%	n/a	6
Park Maint Supervisors	10	25	35	17	33	n/a	n/a	20	33	28	22	20	243	9.6%	n/a	3
Park Superintendent	0	0	0	0	3	n/a	n/a	0	0	0	0	0	3	0.1%	n/a	0



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>April 4, 2020</u>
Requested By: <u>Matt Hartleib/Corby Alexander</u>
Department: <u>HR/Administration</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Adoption Specialist Request, Deputy Fire Marshal Request, and Municipal Court Request

SUMMARY

As part of the recommendation from the Compensation Committee last Fall, staffing discussions were held by the HR Manager with all department heads covering a variety of topics including:

- Any proposed staffing level or structuring proposals for the FY20-21 budget
- Any future staffing adjustments forecast for future cycles (three years out, five years out)
- Any other staffing or compensation related concerns that need to be addressed.

The discussions were productive and generated a list of well-developed proposals. These discussions were held prior to the COVID19 pandemic; however, and there now exists a significant level of uncertainty around all budgetary considerations including additions or adjustments to staffing. Proposals that staff would bring forward to City Council in a more certain environment are not similarly recommended in our current reality. It is beneficial however to continue the process as presented by the committee so that staff and City Council are aware of current and future needs.

The staffing discussions generated the following list of potential additions to headcount and position upgrades:

- Adjustments to several positions in the "Administration Support" job family (Emergency Management, Public Works, City Secretary, and Police),
- Upgrades to Records positions (CSO and Police),
- One (1) new Parts Runner position in Public Works,
- Two (2) new Shift Lead positions in Fire, and
- One (1) new Patrol Specialist position in Police

Future potential needs (beyond the FY 2020-21) identified included:

- An additional EMS truck and crew depending on changing demographics
- An additional IT position focused on security

Given the level of uncertainty resulting from the COVID19 pandemic and based on fiscal projections (both HGAC and internal analysis) staff is only recommending the following proposals which focus on public safety and health. Staffing proposals for consideration in the FY 2020-21 budget are:

- Three (3) additional Commercial DOT enforcement positions in Police,
- One (1) additional Adoption Specialist position in Police (Animal Control),
- One (1) additional Deputy Fire Marshall position in Fire, and
- Upgrading one (1) existing part-time position in Municipal Court to a full-time position contingent on the additional Commercial DOT enforcement positions

Additionally, HR will be performing market research and internal analysis of the Administrative Support job family of positions and will present recommendations for any adjustments. Currently, this job family includes the following job titles which reside in multiple departments across the organization: Secretary, Secretary IV, Administrative Assistant, and Office Coordinator.

RECOMMENDED MOTION

Provide staff direction on how to move forward with staffing needs.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date



City of La Porte

Established 1892

Police Department

Recognized as a Best Practices Agency by
the Texas Police Chiefs Association



To: Chief Deardorff
From: Clarence Anderson
CC: Assistant Chief Daeumer
Lt. Stewart
Date: March 11, 2020
Subject: Proposal for additional Adoption Specialist Position

The City of La Porte Adoption Center and Animal Shelter currently has a staff of one Animal Control Supervisor (ACS), three Animal Control Officers (ACO) and one Adoption Specialist. There has not been an increase in the shelter's staffing in over 20 years. In 2014, shelter operations moved from the facility on S. 4th St. to the new center on Spencer Hwy. The new facility is three times the size of the old building with a far greater animal capacity. Since 2014, we have taken in approximately 2000 animals per year. During this time we have had an increase of our adoptions from 159 to 650 animals or about 309%. We have also reduced our euthanasia rate 34% from 576 to 379 animals. This has been extremely taxing on our staff, who spend most of their time providing service to our citizens and caring for the animals which doesn't leave much time to proactively patrol the City for stray animals or any other violations

In 2019 we converted one Animal Control Officer into an Adoption Specialist position, with the understanding that we would bring this request back for 2020-21 budget. We hired our current Adoption Specialist on January 13, 2020. With the job description we developed, it has given a clear delineation of duties between the ACOs and the Adoption Specialist. These better defined duties has improved the care of the animals due to the focused attention by the ACOs and we have seen a 32% increase in our adoption rate this year over the same period last year.

The current duties of the shelter staff are as follows:

Animal Control Supervisor

- Oversee shelter operations
- Manage budget
- Training
- Animal Control Advisory Committee
- All duties below as time allows

Animal Control Officers

- Rotate shelter duties which include cleaning, feeding, and medicating the animals.
- Answer calls for service throughout the city
- Work on adoptions
- Remote adoption events

Adoption Specialist

- Provide customer service at the front desk
- Work with rescue groups in order to place animals with new owners
- Manage social media
- Remote adoption events

We are proposing that we add an additional Adoption Specialist to increase adoption efforts for the animals, our social media footprint, provide customer service at the shelter and staff the mobile animal adoption trailer. This will increase our efforts towards adoptions while further reducing euthanasia rates. This proposal would bring the shelter staff to a total of one ACS, three ACOs and two Adoption Specialists.

The conversion of the ACO to the Adoption Specialist reduced the impact on the personnel budget in 2019-20 by \$6,306.2. The addition of a second adoption specialist for the 2020-21 budget, after the \$6,306.2 is absorbed, will have a total budget impact of \$42,797.55 in personnel costs to the 2020-21 budget. This is the total cost of the employee which includes wages, FICA, Health Insurance, Life Insurance and Workers Compensation.

Thank you,

Clarence Anderson
Animal Control Supervisor
City of La Porte, Texas



City of La Porte

Established 1892

Fire Marshal's Office

Clif Meekins, Fire Marshal



To: Carl Holley, Fire Chief

From: Clif Meekins, Fire Marshal

Date: March 03, 2020

Subject: Proposed "Deputy Fire Marshal" Position

I am requesting to add a Deputy Fire Marshal position to the La Porte Fire Marshal's Office to execute plan reviews, site plan reviews, new construction inspections, and Fire Code updates for the Fire Code Review Board as well as complete daily inspections and fire prevention programs. This position will be classified as a Deputy Fire Marshal. The applicant, at a minimum, will have to be currently certified as a Fire Investigator and a Fire Inspector with Plans Examiner to be considered for the position.

Over the past 10 years, the City has seen a growth of 58% (474 in 2010 to 751 in 2020) in commercial water accounts which equates to the increase in required Annual Building Inspections by this office. And as the City continues to grow by adding commercial buildings and multi-family residential units, the Fire Marshal's Office has not increased its personnel in the last 10 years in order to keep pace with this growth. The Fire Marshal's Office is tasked with performing, but not limited to, more than 950 Annual Building Inspections, 200 New Construction/Remodel Inspections, 60 Site Plan reviews, 150 Building Plan reviews, 40 Fire Investigations, 45 Fire Prevention activities and the Detect to Protect program every year.

Due to the current size of the department, the Fire Marshal's Office is forced to roll some Annual Building Inspections over to the following year as we struggle to perform 50-55% (we performed only 470 Annuals in 2019) of the 950+ required annual building inspection each year. And although we strive for a 10 business day turnaround for plan review comments, our turnaround time is closer to 20-25 days due to the volume of plans received for review.

We have offered additional work days to the current Deputies at an increase in overtime pay to the City with negligible results and in addition we have reviewed the use of on shift EO Firefighters as well as utilizing part-time help. The major drawback to the use of our staff EO Firefighters, which not all have the qualification to perform inspections, and part time help is the lack of consistency with inspections and follow-up as well as trying to schedule around individual needs. Another major issue is having to use current staff to constantly train new personal which in turn backs the Deputies up on their workload.

The Deputy Fire Marshal will be Pay Grade 023. This position will require the use of a vehicle daily in order to perform inspections which will add an additional vehicle to our fleet, this will be a take-home vehicle and an on-call position. The requested hiring date is the 1st week in October 2020.



City of La Porte

Denise C. Mitrano, Presiding Judge

Municipal Court

Court of Record



March 9, 2020

Mayor, Council, Mr. Alexander, Mr. Weeks and Mr. Hartleib,

Re: Municipal Court Staffing

The court currently functions with a total of 6.5 Court Specialists. This excludes myself, the Court Administrator, Assistant Court Administrator and part-time position dedicated to Morgan's Point. This is the same staffing level (excluding a full time judge and Morgan's Point part time position) that we have had for the last ten years. During that time the court has become a Court of Record, state law municipal court processes have become more complex, and the amount of DOT activity has increased, all resulting in more activity for the court staff. To put this in context, please note the increase in new cases filed and gross revenue collected from FY 10/11 to FY 18/19. I am providing this comparison because this increase in cases filed and revenue collected reflects a significant increase in volume for court staff to process.

Year	New Cases Filed	Gross Revenue
FY 10/11	14,619	\$2,372,127
FY 18/19	16,695	\$3,377,410
Increase	+2,076	+\$1,005,283

My purpose in sending this information to you now is to make a request that IF council approves additional DOT positions for FY 2020/2021, please consider this the court's request to make our current part time position a full time position. Additional DOT officers will not only increase citation volume, but will likely result in additional arraignment dockets, attorney dockets and trials settings. All of which present a significant impact on court staff.

For your review I have attached the most recent reports that reflect new cases filed, gross revenue collected and net revenue collected.

Thank you for your consideration.

Denise C. Mitrano

Enclosures

LA PORTE MUNICIPAL COURT NEW CASES FILED

YEARS	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
JANUARY	1207	529	470	815	479	1142	1118	951	1237	1049	1468	961	796	975	1367	1392	1560	962	
FEBRUARY	769	388	599	924	612	1425	1216	1955	836	968	1353	992	981	1337	1146	1302	1397		
MARCH	665	537	718	812	791	1103	1515	1139	1298	1200	1546	1052	1387	1067	1204	1286	1469		
APRIL	592	655	686	680	630	1463	1430	1270	1202	1296	1288	1606	1363	1070	706	1498	1467		
MAY	670	540	714	875	1032	1638	1669	1224	1450	1359	1068	1533	1077	1000	1047	1247	1753		
JUNE	646	503	671	830	1271	1386	1788	1227	1506	1344	891	1220	1370	1071	852	1482	1142		
JULY	608	549	518	496	1032	1453	2060	989	1219	1192	1214	1293	1550	1186	778	1563	1429		
AUGUST	640	572	686	581	1093	1183	1210	1524	1118	1149	1053	1042	1354	1388	1037	2126	1527		
SEPTEMBER	775	569	469	472	1300	869	1166	2247	1412	1129	1217	1174	1207	1045	1179	1125	1174		
OCTOBER	795	566	567	628	1154	799	1859	1353	1028	1125	990	1322	956	969	897	1520	1459		
NOVEMBER	392	476	656	412	940	1232	1242	1140	828	1457	861	956	965	1368	985	1167	1086		
DECEMBER	564	304	504	372	1596	895	976	848	683	1376	912	1000	1310	755	702	1090	978		
TOTAL	8,323	6,188	7,258	7,897	11,930	14,588	17,249	15,867	13,817	14,641	13,861	14,151	14,316	13,231	11,900	16,798	16,441		

FY 02/03	9,605	FY 06/07	9,652	FY 10/11	14,619	FY 14/15	14,363	FY18/19	16,695
FY 03/04	6,593	FY 07/08	15,352*	FY 11/12	13,225	FY 15/16	13,370		
FY 04/05	6,877	FY 08/09	16,098	FY 12/13	15,056	FY 16/17	12,408		
FY 05/06	8,212	FY 09/10	16,603	FY 13/14	13,636	FY 17/18	15,605		

*STEP program started in October, 2007.

**CITY OF LA PORTE MUNICIPAL COURT
GROSS REVENUE (INCLUDING COURT COSTS)**

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
JANUARY	\$66,540.00	\$94,030.00	\$68,713.77	\$182,469.28	\$169,337.42	\$200,625.10	\$180,748.00	\$166,785.84	\$226,404.41	\$176,573.84	\$205,099.56	\$227,075.44	\$235,631.57	\$171,608.07	\$257,009.83	\$275,582.10
FEBRUARY	\$70,334.00	\$101,857.00	\$121,468.07	\$239,461.48	\$214,523.59	\$235,849.52	\$225,930.34	\$220,983.10	\$247,761.17	\$247,125.46	\$275,843.06	\$290,018.46	\$283,325.22	\$239,819.40	\$321,004.61	
MARCH	\$86,636.00	\$120,036.00	\$126,487.89	\$186,222.09	\$242,352.60	\$236,465.67	\$245,239.19	\$195,761.00	\$278,550.97	\$224,037.83	\$283,045.25	\$268,005.77	\$256,734.26	\$264,605.19	\$302,666.05	
APRIL	\$92,323.00	\$91,723.04	\$103,642.00	\$198,494.17	\$189,619.58	\$222,730.70	\$177,695.30	\$197,020.63	\$255,741.43	\$184,982.19	\$227,323.71	\$183,402.08	\$184,485.24	\$247,645.01	\$334,100.89	
MAY	\$81,309.00	\$102,937.93	\$96,292.60	\$222,419.66	\$206,995.40	\$190,477.51	\$179,563.93	\$195,027.44	\$215,567.10	\$229,972.95	\$226,452.26	\$243,133.19	\$184,471.23	\$230,521.97	\$345,986.63	
JUNE	\$80,884.00	\$108,865.00	\$160,062.90	\$219,508.25	\$214,854.33	\$198,847.27	\$186,228.73	\$198,183.68	\$177,887.08	\$213,482.36	\$192,088.70	\$195,392.91	\$180,275.73	\$219,818.12	\$245,561.52	
JULY	\$81,314.00	\$95,714.20	\$156,175.00	\$217,701.66	\$200,897.83	\$167,147.50	\$195,612.56	\$196,808.00	\$188,507.61	\$205,109.42	\$197,128.79	\$205,559.79	\$148,663.36	\$239,130.50	\$258,253.95	
AUGUST	\$92,651.00	\$89,258.23	\$155,829.75	\$201,801.34	\$260,273.57	\$192,654.22	\$182,940.86	\$195,006.29	\$181,845.15	\$199,872.02	\$262,708.66	\$195,972.65	\$156,885.49	\$299,992.53	\$281,600.76	
SEPTEMBER	\$75,235.00	\$76,777.54	\$140,908.00	\$164,423.42	\$215,948.55	\$204,367.07	\$192,957.24	\$188,867.49	\$184,434.61	\$223,382.23	\$223,725.37	\$254,068.43	\$196,162.13	\$341,607.59	\$252,173.70	
OCTOBER	\$93,991.00	\$95,268.74	\$181,767.75	\$203,004.94	\$203,489.40	\$224,254.47	\$212,727.51	\$211,847.79	\$183,778.29	\$187,960.31	\$233,256.27	\$184,713.90	\$222,345.18	\$292,256.18	\$259,691.16	
NOVEMBER	\$98,167.00	\$73,880.10	\$180,253.23	\$156,291.26	\$197,421.11	\$204,009.33	\$180,040.25	\$187,937.00	\$173,396.32	\$191,482.39	\$186,187.26	\$196,083.88	\$179,442.46	\$266,579.96	\$226,917.68	
DECEMBER	\$79,695.00	\$64,679.75	\$128,596.65	\$165,042.88	\$173,959.90	\$176,947.81	\$137,439.53	\$161,582.94	\$157,555.31	\$188,189.60	\$198,607.47	\$209,406.02	\$147,027.47	\$220,216.00	\$210,853.61	
TOTALS \$	#####	\$1,115,027.53	\$1,620,197.61	\$2,356,840.43	\$2,489,673.28	\$2,454,376.17	\$2,297,123.54	\$2,315,811.40	\$2,471,429.45	\$2,472,150.60	\$2,711,466.36	\$2,652,832.52	\$2,375,449.34	\$3,033,800.52	\$3,295,830.49	\$275,582.10
FISCAL YEAR TOTAL 2004 / 2005:		\$892,851.00					\$1,363,408.57									
FISCAL YEAR TOTAL 2006/2007:			\$1,153,051.94													
FISCAL YEAR TOTAL 2007/2008:				\$2,439,141.95												
FISCAL YEAR TOTAL 2008/2009:					\$2,372,127.76											
FISCAL YEAR TOTAL 2010/2011:						\$2,518,067.26										
FISCAL YEAR TOTAL 2011/2012:							\$2,419,248.22									
FISCAL YEAR TOTAL 2012/2013:								\$1,363,408.57								
FISCAL YEAR TOTAL 2014/2015:									\$2,661,047.66							
FISCAL YEAR TOTAL 2015/2016:										\$2,680,679.72						
FISCAL YEAR TOTAL 2016/2017:											\$2,416,838.03					
FISCAL YEAR TOTAL 2017/2018:												\$2,803,563.49				
FISCAL YEAR TOTAL 2018/2019:													\$3,377,410.18			

May 1, 2011 - Court early collection fees are included in gross revenue.

Municipal Court Staffing Increase Request
(Contingent upon the hiring of more DOT officers)

Cost Analysis

Current part-time position:

29 hours/week X 52 X \$16.50	\$24,882.	
FICA (7.65%)	1,903.	
TMRS (16.28)	4,051.	
Total cost:		\$30,836

Requested full-time position:

40 X 52 X \$16.50	\$34,320.	
FICA (7.65%)	2,625.	
TMRS (16.28%)	5,587.	
Health Insurance	12,000.	
Total cost:		\$54,532.

Additional cost: \$23,696.