

City of La Porte Community Fencing Policy & Procedures

Oversight:

City Council will establish a committee comprised of three (3) councilmembers and City staff (City Manager or designee, Public Works Director or designee, and Parks and Recreation Director or designee).

Community Fencing Projects:

To be eligible for funding, a community fence project must 1) be directly visible from a public right-of-way or thoroughfare, and 2) benefit the entire neighborhood that is the location of the fence improvement project. Each project will be evaluated by an oversight committee. Any funding awarded to the applicant for the community fence project will be based on an evaluation point system, with greater points being awarded for projects that demonstrate need and cost share capabilities. The City has allocated limited funding for the community fence projects; therefore, those applicants with that demonstrate a greater need due conditions of their current fencing will receive higher favoritism. Additionally, applicants that have failed to adequately maintain their community fencing will receive less points.

Applicant Responsibility:

- Applicant shall provide City with initial scope and idea for community fence project.
- Applicants will be required to receive three (3) quotes for the proposed work.
- Applicants may apply for funding in subsequent years regardless of prior applications. However, the applicant must be noted as adequately maintaining all previous City funded fence projects.
- Applicants should be prepared to assume on-going maintenance responsibilities for the community fence improvements.
- If the applicant is within a HOA or group, the applicant must provide proof of signatory authority for the association or group. Typically, this is satisfied with a copy of the articles of incorporation filed with the State for official HOAs. Additionally, the City will need a letter from the HOA president confirming Board approval of the application of the community fencing project.
- If the applicant is not within a HOA or group, the applicant must provide written documents from all the homeowners affected by the community fencing project that they consent to the project and understand their respective responsibilities.

City Responsibilities:

- The City will assist the applicants developing scope for projects.
- City will prepare projects for presentation to the committee and City Council.

General Requirements:

- Projects may not proceed forward until a Memorandum of Agreement is approved by the City Council and fully executed by both parties. Should the applicant not be within a HOA or group association, the Memorandum of

Agreement will include all affected property owners of the community fence project.

- The Memorandum of Agreement will require the Applicant to maintain the community fence for the life of the fence.
- The City will reimburse applicant based on the award amount upon proof, provided to the City Manager's Office, that all bills related to the project have been paid.

Evaluation Point System:

- Oversight committee will evaluate the applications based on the following evaluation point system and provide results to be presented to the full City Council for action.
- Each project will be evaluated based on a 100-point scale.
- Each project will be evaluated on the following criteria:
 - Need Based (25 points max)
 - What is the current state of the community fencing?
 - Are there any safety concerns that would be addressed by the project?
 - Other need based concerns as identified by the oversight committee.
 - Ability to Maintain the project (25 points max)
 - What are the available resources of the applicant?
 - If project is a replacement, has the current fencing been maintained properly?
 - Does the applicant have an active board to manage ongoing maintenance?
 - Cost Benefit Analysis (25 points max)
 - Total cost of the project divided by number of homes represented by the applicant.
 - Committee will need to determine point allocation based comparing applications.
 - Prior Year Funding (15 points max)
 - Maximum points to be given to applicants that have not received an award with last 5 years.
 - Suggestion: 2 point deduction for each prior year of funding.
 - Other (10 points max)
 - This category will be awarded points based on factors not previous identified but deemed important by the oversight committee.
 - Examples: fencing design, material to used, location in the community, etc.

Application Process:

- Determine Eligibility: Discuss the project plans with the City Manager, Assistant City Manager or Public Works Director.

- Complete the application and sign the agreement form. If the applicant is not a homeowners association or group, then each of the property owners requesting the community fence project would be required to sign the application.
- A drawing (by an architect, design professional, or applicants) that adequately depicts the scope of the work to be completed.
- A survey of area to be repaired along with location of utilities.
- Photos of current fencing as well as photos that depicts the primary reason for the fencing.
- Description of current fence materials and what materials would be funded for this project.
- Maintenance summary and records of current fencing.
- Insurance claims and damage assessments (to include summary of how fence was damaged and timelines).
- Three (3) itemized work estimates on the fence project from contractors, or if the applicant will be installing, the cost of materials and any other out-of-pocket expenses.