

LOUIS RIGBY
Mayor
JOHN ZEMANEK
Councilmember at Large A
DOTTIE KAMINSKI
Councilmember at Large B
DANNY EARP
Councilmember District 1
CHUCK ENGELKEN
Councilmember District 2



DARYL LEONARD
Councilmember District 3
KRISTIN MARTIN
Councilmember District 4
JAY MARTIN
Mayor Pro-Tem
Councilmember District 5
MIKE CLAUSEN
Councilmember District 6

CITY COUNCIL MEETING SPECIAL AGENDA

Notice is hereby given of a Special Meeting of the La Porte City Council to be held April 16, 2016, beginning at 8:30 AM, in the City Hall Council Chambers, 604 W. Fairmont Parkway, La Porte, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action.

1. CALL TO ORDER

2. DISCUSSION AND POSSIBLE ACTION - 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 - M. Dolby
- (b) Capital Improvement Plan Update - S. Valiante
- (c) Park Maintenance Division within the Parks and Recreation Department - (Councilmember Engelken) - R. Epting
- (d) City Wheelchair Ramp/Sidewalk Update - (Councilmember Engelken) - S. Valiante
- (e) Glen Meadows Park Shade Cover - (Councilmember Earp) - R. Epting
- (f) Conversion of The Original City Hall Building to a Visitors Center - (Councilmember Zemanek)- T. Leach
- (g) City of La Porte Electronic Records Management - (Councilmember Zemanek) - P. Fogarty
- (h) City-Wide Camera System - R. Valdez
- (i) City-Wide Pavement Maintenance and Management Program Update - S. Valiante
- (j) Proposed Concrete Street Program Transition - S. Valiante
- (k) Proposed adjustment to fees related to Zoning/Development Applications and Golf Course Greens/Cart Fees - T. Tietjens/T. Leach
- (l) Operations of the La Porte Boys Baseball Association - R. Epting
- (m) Comprehensive Compensation Market Study for non-Civil Service positions - M. Hartleib
- (n) Discuss future of the former Texas Parks and Wildlife Building/Property - T. Leach
- (o) Review of Tahoes for General Police Patrol Use - K. Adcox

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

4. ADJOURN

The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

In compliance with the Americans with Disabilities Act, the City of La Porte will provide for reasonable accommodations for persons attending public meetings. To better serve attendees, requests should be received 24 hours prior to the meeting. Please contact Patrice Fogarty, City Secretary, at 281.470.5019.

CERTIFICATION

I certify that a copy of the April 16, 2016, agenda of items to be considered by the City Council was posted on the City

Hall bulletin board and website on April 8, 2016.

Patrice Fogarty

Patrice Fogarty, City Secretary

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: April 16, 2016 Appropriation
Requested By: Michael Dolby Source of Funds: N/A
Department: Finance Account Number:
Report: Resolution: Ordinance: Amount Budgeted:
Other: Amount Requested:
Budgeted Item: YES NO

Attachments :

1. Presentation of Financials

SUMMARY & RECOMMENDATIONS

As a planning tool at the Pre-Budget Retreat staff provides a brief overview of the current financial conditions of the City and a preliminary projection of where current trends may lead. Highlighted in the presentation are the General Fund and the Utility Fund.

The projections are subject to change as more data becomes available in late spring/early summer.

Action Required of Council:

No action required by Council.

Approved for City Council Agenda

Corby D. Alexander, City Manager

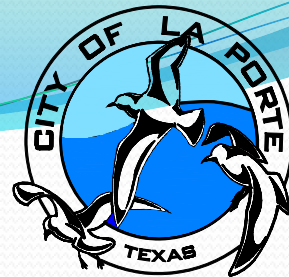
Date

City of La Porte

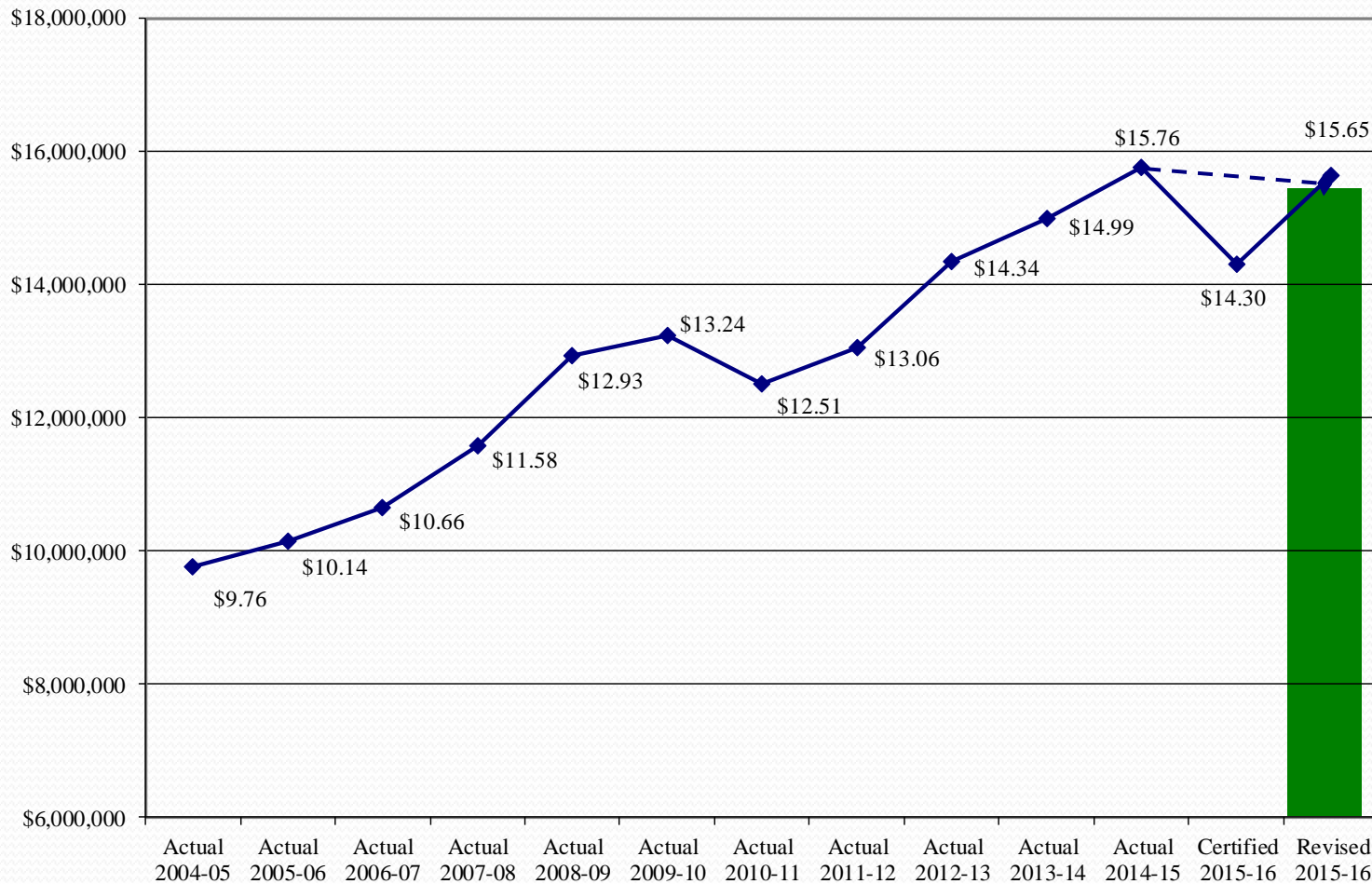
City Council Retreat

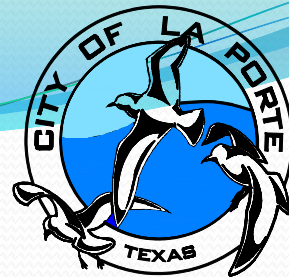
Financial Overview



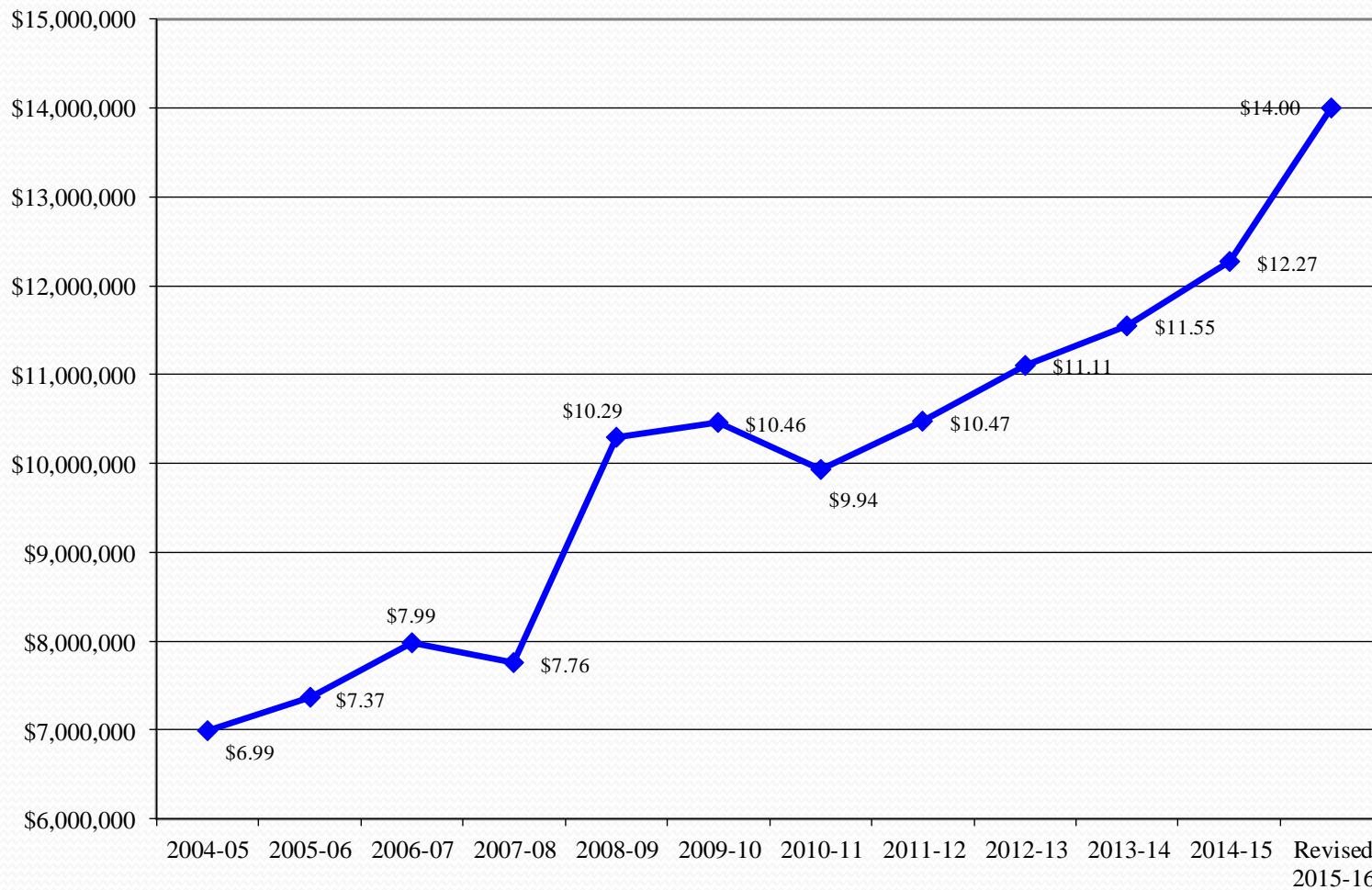


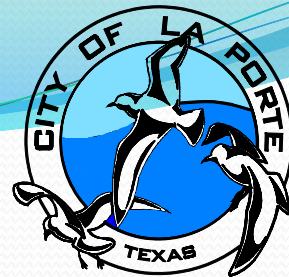
Property Tax Growth General Fund Current Tax Collections (O&M) 10 Year History



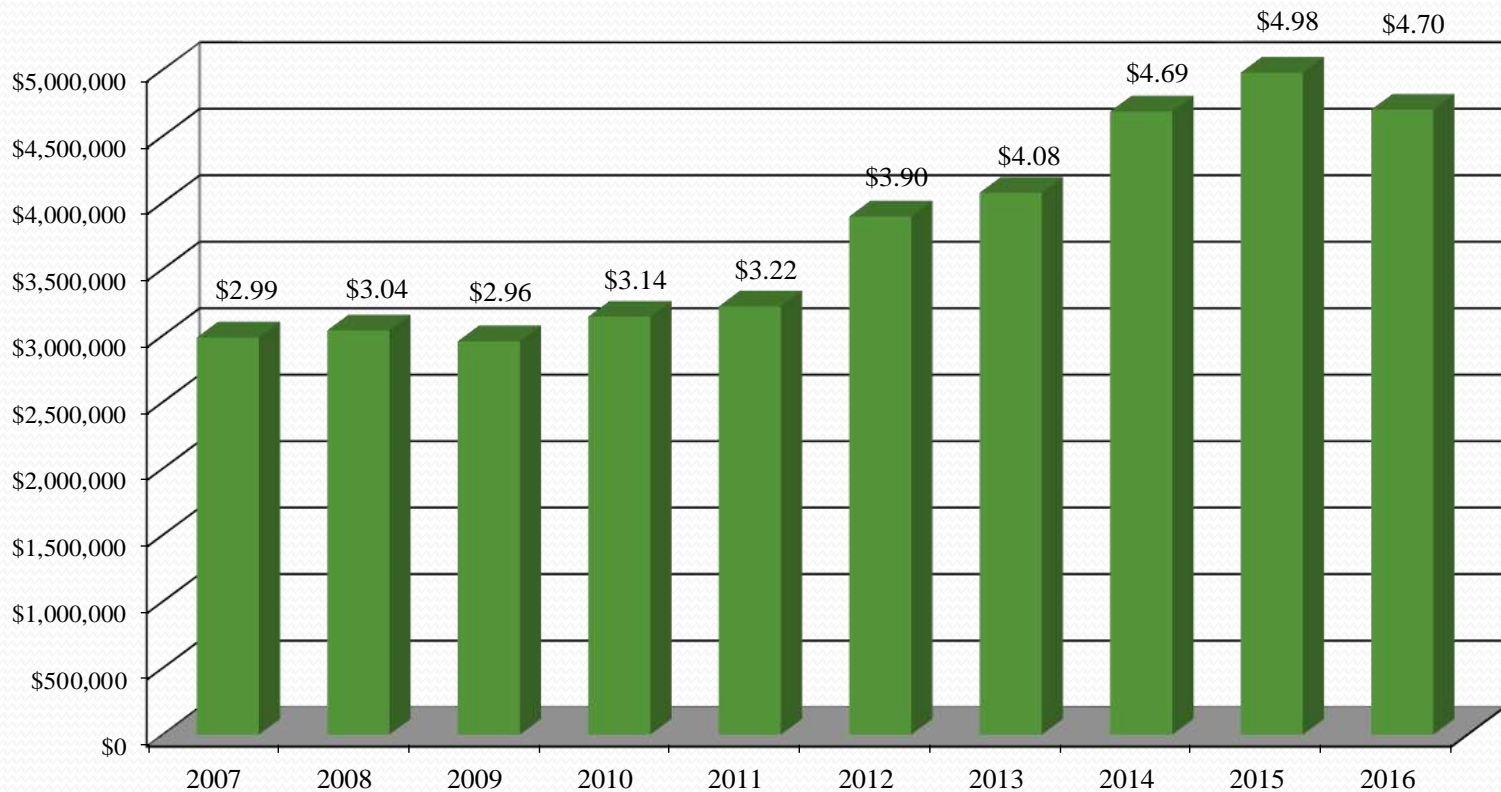


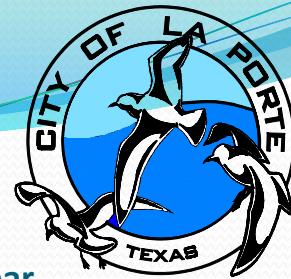
In-Lieu of Taxes Trends – General Fund





Sales Tax Trends – General Fund Historical Growth - 10 Years

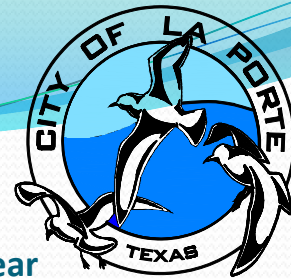




General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances For the Fifth Month Ended February 29, 2016 with Comparative Data for the Prior Year 42% of Year Lapsed

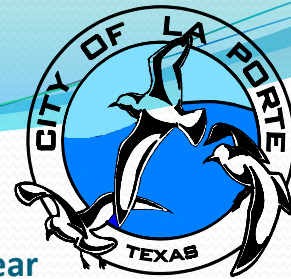
	Current Year				Prior Year		
	Budget	Actual Year to Date	Variance	Percent of Budget	Budget	Actual Year to Date	Percent of Budget
REVENUES							
Property taxes	\$15,828,500	\$16,313,411	\$ 484,911	103.06%	\$14,728,500	\$16,044,122	108.93%
Franchise taxes	2,195,624	628,640	(1,566,984)	28.63%	2,158,666	500,735	23.20%
Sales taxes	4,868,750	1,202,651	(3,666,099)	24.70%	4,417,259	1,299,210	29.41%
Industrial payments	12,436,672	14,304,964	1,868,292	115.02%	12,054,598	12,101,469	100.39%
Other taxes	90,000	19,918	(70,082)	22.13%	60,000	29,294	48.82%
Licenses and permits	446,525	228,906	(217,619)	51.26%	388,050	286,041	73.71%
Fines and forfeits	1,603,823	660,659	(943,164)	41.19%	1,461,800	713,848	48.83%
Charges for services	5,622,129	2,183,422	(3,438,707)	38.84%	5,553,095	2,225,942	40.08%
Interest	80,000	55,058	(24,942)	68.82%	71,000	36,867	51.93%
Miscellaneous	38,000	111,812	73,812	294.24%	40,000	714,157	1785.39%
Total revenues	43,210,023	35,709,441	(7,500,582)	82.64%	40,932,968	33,951,685	82.94%



General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Fifth Month Ended February 29, 2016 with Comparative Data for the Prior Year
42% of Year Lapsed

	Current Year				Prior Year		
	Budget	Actual Year to Date	Variance	Percent of Budget	Budget	Actual Year to Date	Percent of Budget
EXPENDITURES							
General Government:							
Administration ¹	7,027,619	2,709,763	4,317,856	38.56%	6,965,526	2,574,601	36.96%
Finance	3,801,793	1,458,901	2,342,892	38.37%	4,480,725	1,332,643	29.74%
Planning & Engineering	2,156,856	621,715	1,535,141	28.83%	2,014,477	650,902	32.31%
Public Safety:							
Fire and Emergency Services	4,881,704	1,940,998	2,940,706	39.76%	4,630,470	1,796,720	38.80%
Police	12,594,725	4,788,041	7,806,684	38.02%	11,936,517	4,604,804	38.58%
Public Works:							
Public Works Administration	367,979	120,947	247,032	32.87%	362,429	134,921	37.23%
Streets	2,608,454	1,012,322	1,596,132	38.81%	2,549,095	1,020,124	40.02%
Health and Sanitation:							
Solidwaste	2,616,456	1,076,048	1,540,408	41.13%	2,516,817	960,569	38.17%
Culture and Recreation							
Parks and Recreation	4,357,121	1,542,650	2,814,471	35.41%	3,899,388	1,444,967	37.06%
Total expenditures	40,412,707	15,271,387	25,141,320	37.79%	39,355,444	14,520,251	36.90%
Excess (deficiency) of revenues over expenditures	2,797,316	20,438,054	17,640,738		1,577,524	19,431,434	

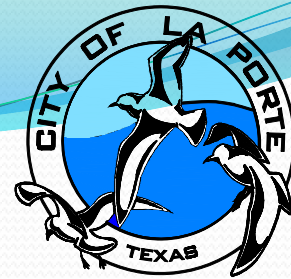
¹ Includes Admin, HR, MC, IT, City Secr, Legal, Emergency Management, City Council and Golf.



General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Fifth Month Ended February 29, 2016 with Comparative Data for the Prior Year
42% of Year Lapsed

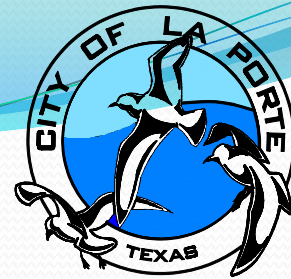
	Current Year				Prior Year		
	Budget	Actual Year to Date	Variance	Percent of Budget	Budget	Actual Year to Date	Percent of Budget
OTHER FINANCING SOURCES (USES)							
Transfers in	124,374	51,823	(72,552)	41.67%	124,507	51,878	41.67%
Transfers out	(3,133,582)	(1,305,659)	1,827,923	41.67%	(3,256,876)	(1,357,032)	41.67%
Total other financing sources (uses)	(3,009,208)	(1,253,836)	1,755,371	41.67%	(3,132,369)	(1,305,154)	41.67%
Net change in fund balances	(211,892)	19,184,218	19,396,109		(1,554,845)	18,126,280	
Fund balances—beginning	29,975,340	29,975,340	-		27,584,965	27,584,965	
Fund balances—ending	\$29,763,448	\$49,159,558	\$19,396,109		\$26,030,120	\$45,711,245	

¹ Includes Admin, HR, MC, Purch, IT, City Secr, Legal, Emergency Management and City Council.



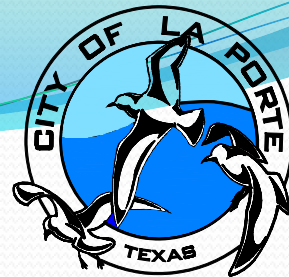
General Fund Long Range Financial Plan Assumptions - Revenues

Property tax at 97.5% collection rate	2.50%
Industrial Payments (In Lieu)	1.00%
Sales tax	2.50%
Franchise Fees <i>(Electrical payments based on contract)</i>	Range of 1.00% to 2.00%
Licenses and Permits	2.00%
Fines & Forfeits	1.00%
Charges for Service	2.00%
Interest Earnings <i>(FY 2015-16 projections based on current economic conditions and the low overnight rate; out years projecting 2% growth)</i>	2.00%



General Fund Long Range Financial Plan Assumptions - Expenditures

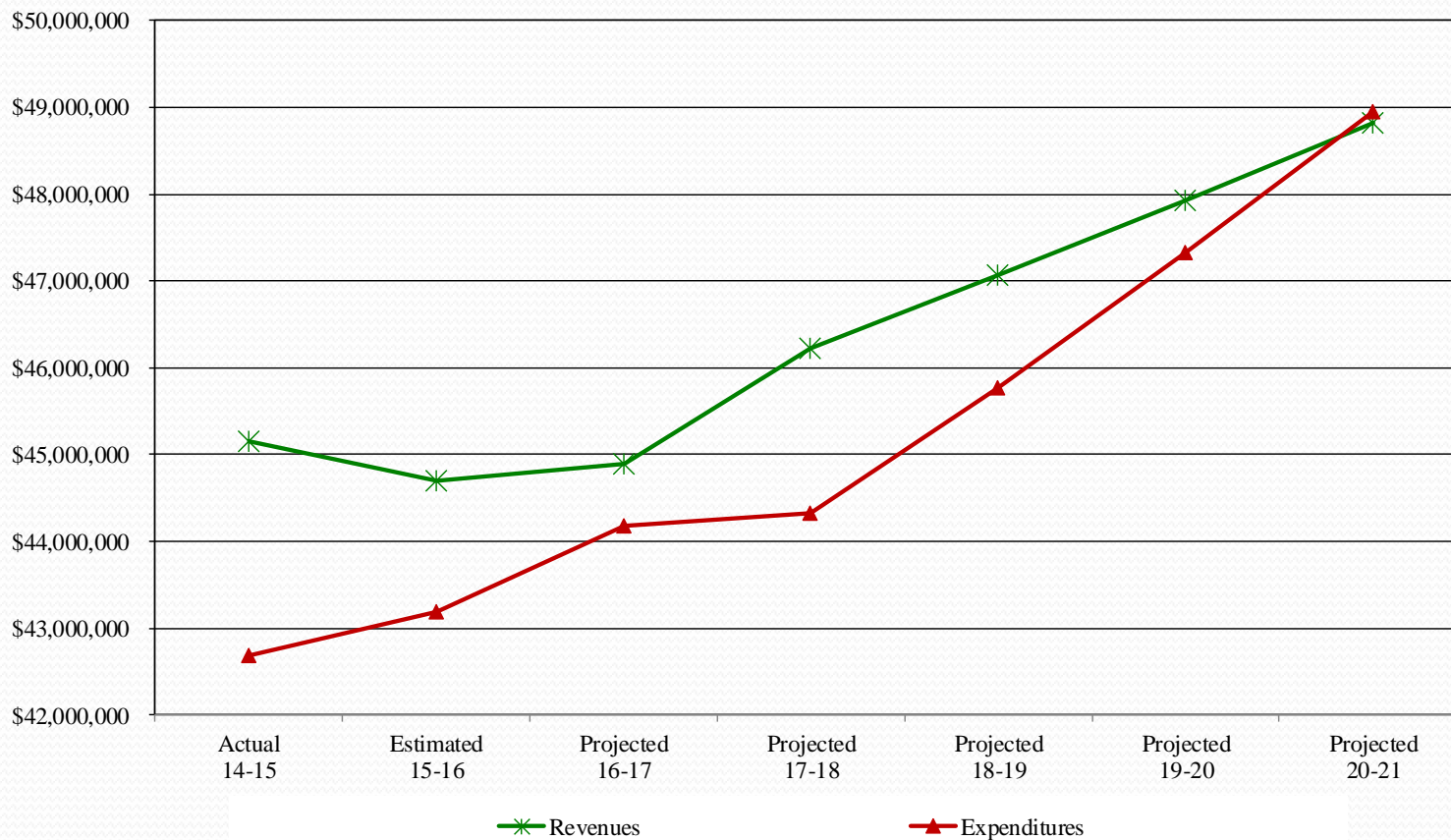
Personal Services – <i>average growth</i>	3.50%
Supplies	3.00%
Maintenance	3.00%
Capital Outlay - <i>no growth built in as requests vary from year to year</i>	
Budget Requests –Merit	3.00%

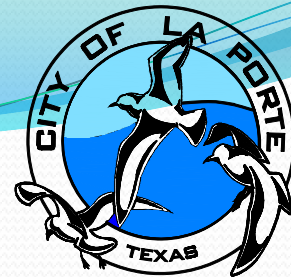


General Fund

Projected Revenues and Expenditures

FY	Actual 14-15	Estimated 15-16	Projected 16-17	Projected 17-18	Projected 18-19	Projected 19-20	Projected 20-21
Revenues	\$ 45,157,167	\$ 44,696,826	\$ 44,893,644	\$ 46,226,707	\$ 47,068,996	\$ 47,932,599	\$ 48,814,407
Expenditures	42,688,505	43,193,303	44,175,590	44,324,947	45,768,822	47,323,781	48,951,155
▲ fund balance	\$ 2,468,662	\$ 1,503,523	\$ 718,054	\$ 1,901,760	\$ 1,300,173	\$ 608,818	\$ (136,749)

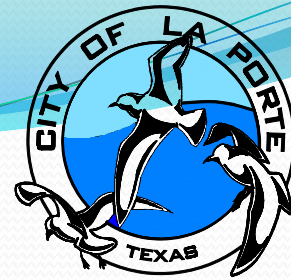




Utility Fund

Statement of Revenues, Expenditures and Changes in Fund Balances For the Fifth Month Ended February 29, 2016 with Comparative Data for the Prior Year 42% of Year Lapsed

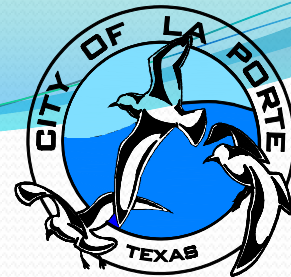
	<u>Current Year</u>				<u>Prior Year</u>		
	<u>Budget</u>	<u>Actual Year to Date</u>	<u>Variance</u>	<u>Percent of Budget</u>	<u>Budget</u>	<u>Actual Year to Date</u>	<u>Percent of Budget</u>
Operating Revenues:							
User fees	\$ 7,672,700	\$ 3,347,526	\$(4,325,174)	43.63%	\$ 8,177,500	\$ 3,198,731	39.12%
Operating expenses:							
Personal services	3,320,363	1,189,404	2,130,959	35.82%	3,230,254	1,243,047	38.48%
Supplies	265,785	91,151	174,634	34.29%	284,457	101,247	35.59%
Other services and charges	4,444,643	1,270,656	3,173,987	28.59%	4,933,783	1,659,639	33.64%
Total operating expenses	8,030,791	2,551,210	5,479,581	31.77%	8,448,494	3,003,933	35.56%
Operating income	(358,091)	796,316	1,154,407		(270,994)	194,798	
Nonoperating revenues (expenses):							
Interest income	3,250	5,729	2,479	176.28%	3,000	2,119	70.63%
Debt Service Principal and Interest	(267,409)	(355,416)	(88,007)	132.91%	(277,226)	(272,318)	98.23%
Income before contributions and transfers	(622,250)	446,628	1,068,879		(545,220)	(75,401)	
Transfers in	1,300,000	541,667	(758,333)	41.67%	2,577,226	1,073,844	41.67%
Transfers out	(852,998)	(284,333)	568,665	33.33%	(1,140,580)	(475,242)	41.67%
Change in net assets	(175,248)	703,961	879,210		891,426	523,201	
Net position - beginning of the year	29,713,640	29,713,640	-		30,347,188	30,347,188	
Net position - end of the year	\$ 29,538,392	\$ 30,417,601	\$ 879,210		\$ 31,238,614	\$ 30,870,389	



Utility Fund Long Range Financial Plan Assumptions – Revenues & Expenses

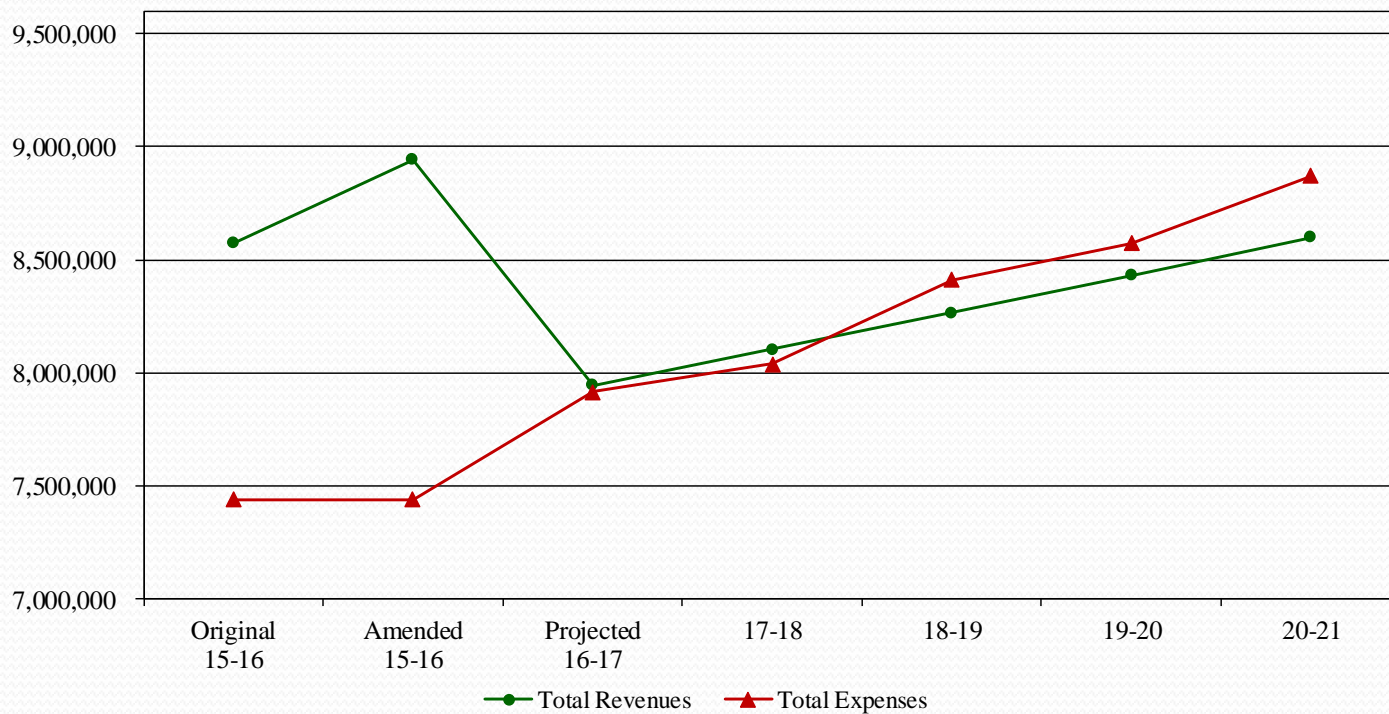
Water Sales	2.00%
Waste Water Sales <i>(85% of Water Sales)</i>	2.00%
Interest Earnings <i>(FY 2015-16 projections based on current economic conditions and the low overnight rate; out years projecting 2% growth)</i>	2.00%

Expenses are based on the same assumptions as the General Fund.



Utility Fund Long Range Projection

FY	Original 15-16	Amended 15-16	Projected 16-17	17-18	18-19	19-20	20-21
Total Revenues	8,574,200	8,944,200	7,944,200	8,102,954	8,264,883	8,430,051	8,598,522
Total Expenses	7,439,169	7,439,169	7,915,221	8,039,751	8,411,497	8,573,765	8,870,520
▲ fund balance	1,135,031	1,505,031	28,979	63,203	(146,614)	(143,714)	(271,998)



Questions?



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: April 16, 2016

Appropriation

Requested By: Sharon Valiante

Source of Funds:

Department: Public Works

Account Number:

Report: Resolution: Ordinance:

Amount Budgeted:

Other:

Amount Requested:

Budgeted Item: YES NO

Attachments :

1. Copy FY 16 Updated CIP Budget
2. Project Description Prelim Cost Lomax
3. Amendment to TxDot Agreement - Airport
4. TxDOT Updated Aviation Project Development
5. Preliminary 5 Year CIP BUDGETS (FY 17-21)

SUMMARY & RECOMMENDATIONS

The FY 16 plan is being implemented and updated. The proposed draft of the next 5-year CIP preliminary plan is included for reference and will require adjustment over time by City Council as changing priorities and conditions dictate. The 5-YR CIP includes streets and drainage within the road right-of-way areas, along with City utility and airport projects.

The FY 2016 plan assumptions are as follows: \$5.1 M in projects approved

- Sources of funding include \$1,000,000/year street tax, \$250,000/year from the drainage fee, \$150,000 from the General Fund previously (and still) going toward sidewalk repairs, and \$2,000,000 from bond proceeds.
- \$2,000,000/year for utility improvements. Including \$2,000,000 from bond proceeds.

Updates/Notable Changes to the FY 2016 plan:

- In March 2015, staff submitted a project package for the Lomax Lift Station Consolidation Project to the Texas Water Development Board (TWDB) for consideration of funding. City staff are currently completing an application for a loan application for \$10.6 M. This loan amount may be reduced by more than \$1-million depending on TWDB's review of the City's green project request.
- The Water Meter Replacement Project is working well with a \$90,000 budget.
- TxDOT and the City have now entered into an agreement to perform a Business Plan study. It is just now kicking off with a SWOT analysis scheduled for late April 2016. The City's share is now at \$11,327 (10%). Total project cost is \$113,270.

Future/Other Considerations:

- City and Harris County staff have discussed the need for future improvements to Fairmont

Parkway within La Porte. Harris County submitted an application in January, 2015 to HGAC for federal funding for improved signal coordination along the Fairmont Parkway corridor. The project would also include joint county/city participation in intersection capacity improvements. Staff anticipates a total City share of up to \$1.5 million including the potential for isolated utility relocations. The project was scoped for design in late March 2016 to begin the design phase for the intersection signal upgrades/rebuilds/new construct. The original timeline that indicated design in early 2016 with construction in late 2016 has changed. Amendments to the project were submitted to the Transportation Improvement Program (TIP) recently and were just approved in March 2016. The time line projections now would show design in 2nd-3rd quarter of 2016, with the letting phase most likely in late 4th quarter of 2016 or early 2017. An additional phase is planned for the widening of Fairmont Parkway. At this time Harris County does not have a projected timeline for the widening.

- The City will submit a 5-year plan in FY 17 (N 6th Street) for annual funding in the next 5-year allocation (FY 18 – FY 23) for HUD Community Block Grant Development funding and generate at least \$1,100,000 in funding over FY 18 and FY 19 though the actual funding levels will not be known until FY 17.
 - Identification of FY 18 - FY 21 street improvements are deferred pending the updated comprehensive street inspection rating report scheduled for FY 18.
 - Staff received a grant from Harris County Transit for a sidewalk project on Park Street. The project grant is valued at \$357,000. The City's match is \$71,400 (20%). Staff approached Harris County Pct 2 for participation in the project thru the Precincts Safe Route to School program and have received confirmation of at least \$125,000 and could be as much as \$200,000 to apply to the project for any additional costs that may be incurred/necessary after design and a construction estimate is prepared.
 - The TWDB Lomax Lift Station loan/grant (\$10.6M), Harris County/City Fairmont Parkway project (\$1.5M), and some Airport improvements (\$280,000), may be lining up for nearly \$13M in total construction cost in FY 17. Staff will need to see how the grant/loan applications play out and make adjustments to the project schedules as needed for logistics and project management.
 - Staff submitted a project scope request to TxDOT Aviation for consideration of a \$2.4 million airport pavement rehabilitation project. The runways were last resurfaced in 1993. With the airport Fund balance leveling off at \$350,000, the maximum project value the city could participate in over the next five years is \$3M. The total updated list of improvements as outlined by the draft summary from TxDOT is \$4.265M. Other concerns relating to airport operations and maintenance have prompted a hold on movement of the improvements.
-

Action Required of Council:

Consider the items presented and discussed, and provide direction to staff.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

CIP (Streets, Utilities, Drainage)

	A	I	J	K	L	M	AF
188		2015-16					
189		Street	Utility	Drain	Grant	Total	Comments
190		CIP	CIP	Fee	or Bond		
191		(\$1000)	(\$1000)	(\$1000)	(\$1000)	(\$1000)	
192	FY 2016						
193							
194							
195	Construct W D. (S. 6th to S. 3rd); S. 4th (W. B to W. D)	650	100	200	650	950	{** Drainage Bond = \$200K}. Streets Bond \$650K
196	Construct Handicap Ramp (Where Sidewalk Exists, Full Height Curb, No Ramps Currently, \$50,000), Sidewalk Repairs	150				150	Planning and Engineering
197	Construct Asphalt Street Surfacing: Kansas, N. 4th (Main to W. B), West A, West B, N. Utah, N. Brownell, East K/Montana/East L, Oregon, Bay Colony (west of Sunrise), McCarty, Browning, N. Lobit, H Street (West of H), C St. (San Jacinto to S. Idaho), West Polk/S 18/S 17 (west of S 16th). Others TBD Budget Permitting.	1000				1000	
198	Asphalt Streets Reclaimed by City Crews:-	150				150	See Street Repair Materials
199	Concrete Street Repair - Remove/Replace (Small Sections)	200				200	
200	Concrete Street Repair - Slab Jacking (Small Sections)	50				50	
201	Street Repair Materials (City Crew Construction)	75	225			75	225 Combined with Asphalt Streets Reclaimed by City Crews
202	Design Coupland Drive Improvements/R/O/W acquisition	100		100		200	Including R/O/W and Acquisition = \$50K
203	Design Pinebluff Subdivision Improvements	80	70	50		200	
204	Thermoplastic Markings/Reflectors Luella, Thermoplastic Markings Other Locations City wide.	80				80	
205							
206	Utility Only Projects						
207							
208	Sewer Rehabilitation (SSO Plan)		350			350	
209							
210							
211	Design Replace Hillridge Booster Pumps, Add Pumping Capacity, New Building		100			100	
212	Interior/Exterior Painting _ Fairmont Elevated Water Tank, Exterior Painting Main Street		685			685	\$140K Rolled from FY 15. Total \$825K.
213	Water line replacement In-house		45			45	
214	Equipment Replacement Water		20			20	Moved to the Division Budget
215	Equipment Replacement Wastewater		40			40	Moved to the Division Budget
216	Valve Replacement Program In-house		25			25	
217	Headworks Improvements at the WWTP		300			300	
218	Lift Pump Replacement		60			60	
219	Lift Station Improvements		35			35	
220	Water Meter Replacement		180			180	\$90K Residential; \$90K Commercial
221	Drainage Only Projects						
222							
223	Construct Mission Estates Storm Sewer Rehabilitation			300		300	50 Changed to \$50K for Budget
224	Drainage Materials for City Crews			50		50	
225	TV Inspection Storm Sewer System			20		20	
226							
227	Streets/Drainage Contingency	10		85		95	FY 16 Includes \$10K Contingency
228							
229	146 SB Access Water Main Extension Design & Construction		165			165	
230	Union-Pacific-RR Relocates-		100			100	The RR Dropped Project. Not in Budget
231							Target = 3,000 Streets + 100 Sidewalks + \$250 Drainage Fee
232							FY 16 Streets + Drainage Target = \$3,350
233		1,895	2115	470	650	5,130	3,350
234	FY 2016 Annual Expenditure Total	\$2,545	\$2,000	\$805	\$0	\$5,350	
235							
236	Other	General	Airport	Loan	Grant	Total	
237	Loan Costs - Texas Water Development Board (Lomax Lift Stations) 170					170	Moved to FY 2017
238	Lomax Lift Station Consolidation Design			765	195	960	Moved to FY 2017
239	Airport Business Study		10-11		90-102	100-113	Amendment to study by TxDOT
240	Airport FY-17 Resurfacing Project-Design		30		170	200	Deferred-Pending-Business-Study
241						6,780	6420 5243
242							
243							
244	(SSO Plan = City/TCEQ Agreed Project Schedule to Eliminate Sanitary Sewer Overflows)						
245							

Texas Water Development Board
CWSRF SFY 2016 Project Information Form

Name of Entity: City of La Porte, Texas

Section 3. Project Category (Continued)

Private Entities (includes Non-Profits): Measures to mitigate stormwater or subsurface drainage water - Projects may include but be limited to, privately-owned projects in MS4 areas including green infrastructure (green roofs, rain gardens, roadside plantings, porous pavement, rainwater harvesting. Reuse or recycling – Projects may include but not be limited to installation of treatment equipment, distribution systems, recharge transmission lines, injection wells, equipment to reuse effluent.

Section 4. PROJECT DESCRIPTION

In the space below, briefly describe the proposed project including which phase(s) (i.e., planning, acquisition, design, and/or construction) funding is sought and any innovative or alternative technology to be used. If the project is a regional project, include all the names of the communities involved or WWTP service areas altered. If the project is a nonpoint source pollution control or estuary management project, identify the water body or estuary, respectively that will benefit from the project. If the proposed project is the result of a disaster, describe any public health or water quality problems consequent to the disaster that will be addressed by the proposed project. Add additional sheets as necessary.

The Lomax Area Wastewater Lift Station Consolidation Project request includes funding for planning, acquisition, design and construction.

The project scope includes extending gravity sewer to replace nine existing sanitary lift stations with a single lift station/force main. **Net reduction of eight (8) lift stations.** Taking the eight lift stations off line is accomplished with the construction of 4-miles of gravity sewer. The project also includes reconstructing a tenth lift station, Lift Station #23, that cannot be served by gravity due to a large oil and gas pipeline corridor. (See Appendix A for the Preliminary Engineering Report.) Finally, the project will include flow metering to plan for inflow/Infiltration considerations with this project and for future in-house and contracted maintenance efforts.

Much of this work is mandated by a Sanitary Sewer Overflow (SSO) consent decree between the city and TCEQ. The proposed project satisfies the TCEQ consent decree Provision #'s 14, 16b, 16c, 16d, 17 and 18. (TCEQ/City Agreement provided in Appendix B.)

There were 30 recorded SSO's associated with the lift stations included in the project area in the eight year period of 2007 through 2014. (Map and List of SSO's during the eight-year period is included in Appendix C.) The improvements proposed with this request are more ambitious and provide greater benefit than the solutions described in the City/TCEQ consent decree.

The project area is also contained within the Armand Bayou watershed of regional importance. (Armand Bayou Watershed Plan included in Appendix D.)

“Green” attributes include: **i) improved efficiency** (the sewage is pumped by lift stations in series up to five times currently; the sewage will be pumped once upon project completion), **ii) reduced inflow/infiltration** (joint separation is typical in the existing vitrified clay pipe sanitary sewer to be replaced along the proposed trunk sewer route; the project will also include replacement or lining the existing vitrified clay sanitary sewer laterals along the new sewer trunk main), **iii) reduced daily fuel costs** (a city employee w/city vehicle is required to daily monitor/maintain each of the city's 36 lift stations), **iv) reduced infrastructure** (the existing lift stations with generator back up would require replacement 3-times over projected 100-year service life of the new gravity sewer).

**Texas Water Development Board
CWSRF SFY 2016 Project Information Form**

Name of Entity: City of La Porte

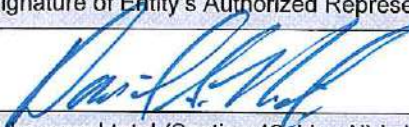
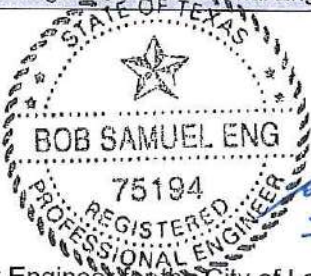

Section 13. ESTIMATED COSTS

Cost Category		(a) Planning	(b) Acquisition ¹	(c) Design	(d) Construction	(e) Total (a)+(b)+(c)+(d)
Check the phase(s) for which CWSRF funding is desired.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.	POTW Project: Treatment Project					
B.	POTW Project: Collection Project	\$208,075	\$90,000	\$800,000	\$7,401,540	\$8,499,615
C.	NPS Project					
D.	Estuary Management Project					
E.	Engineering					
F.	General, Legal, Financial	\$15,000	\$10,000			\$25,000
G.	Contingency			\$250,000	\$1,850,385	\$2,100,385
H.	Other (Describe cost)					
I.	Subtotal (Add Lines A-H)	\$233,075	\$100,000	\$1,050,000	\$9,251,925	10,625,000
J.	Financing from Local Funds	\$25,000	Preliminary	Engineering	Report	\$25,000
K.	Financing from Other Sources					
	Total, SRF-Funded Amount (Subtract Lines J and K from Line I)	\$208,075	\$100,000	\$1,050,000	\$9,251,925	\$10,600,000

Note: A financial assistance origination fee of 1.85% will be applied to any committed financial assistance amount.

M. Green Portion [Identify the estimated cost of the green portion (from Question 9.B) as a percentage of Line L.]

Section 14. AUTHORIZATION AND SIGNATURE

Printed Name and Title of Entity's Authorized Representative	Telephone Number
David S. Mick, Public Works Director (City of La Porte)	281.471.9650
Signature of Entity's Authorized Representative	Date (mm/dd/yyyy)
	02/25/2015
If the grand total (Section 12, Line N) is less than or equal to \$100,000, include: <ul style="list-style-type: none"> Statement establishing the basis for the project cost. Signature of system operator. 	If the grand total (Section 12, Line N) is greater than \$100,000, include: <ul style="list-style-type: none"> Seal of registered Professional Engineer. Signature of registered Professional Engineer.
	  Bob Eng, City Engineer for the City of La Porte, Texas

Project Information Form Submittal - Clean Water Revolving Fund Program

City of La Porte, Texas

Lomax Area Wastewater Lift Station Consolidation

February 25, 2015

Item	Quantity	Unit	Unit Price	Total
Phase 1 Construction Costs (Cobb Fendley Report)				\$ 2,619,000
Add 11,000 Lin. Ft. 16" Force Main	11000	LF	\$ 135.00	\$ 1,485,000
Add Lift Station 23 incl. Force Main Replacement	1	Lump	\$ 500,000.00	\$ 500,000
Add Sanitary Service Lateral Rehabilitation	70	Each	\$ 4,000.00	\$ 280,000
Subtotal Phase 1 Construction Costs				\$ 4,884,000
Phase 2 Construction Costs (Cobb Fendley Report)				\$ 2,317,540
Add Sanitary Service Lateral Rehabilitation	50	Each	\$ 4,000.00	\$ 200,000
Subtotal Phase 2 Construction Costs				\$ 2,517,540
SUBTOTAL PHASE 1 + PHASE 2 CONSTRUCTION				\$7,401,540
Add 25% Contingency				\$1,850,385
TOTAL CONSTRUCTION COST PLUS 25%				\$9,251,925

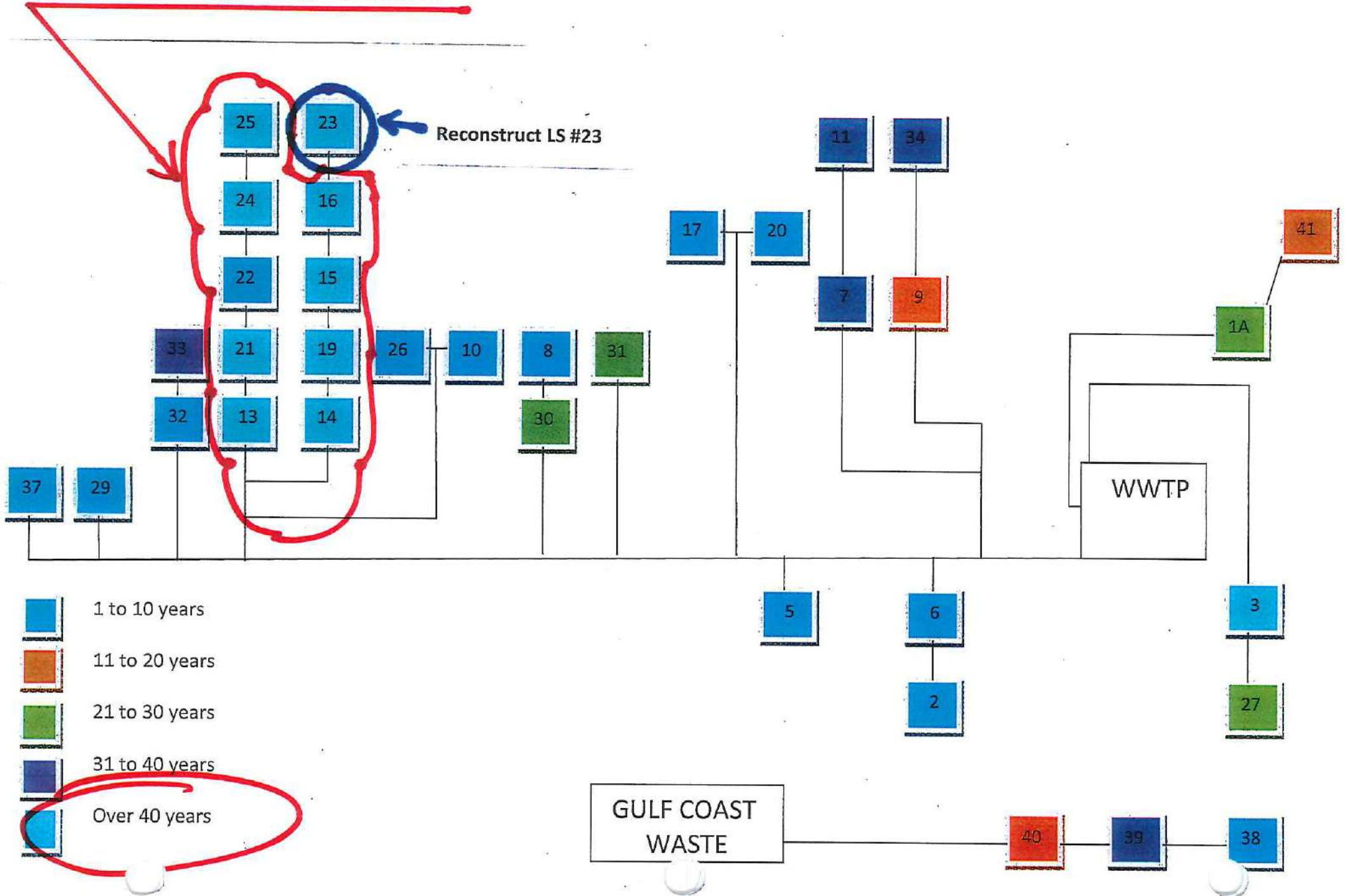
Green Project Component:

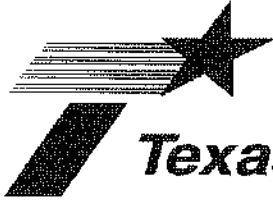
Total Project Cost Including Planning, Design, Contingency	\$10,600,000	100.0%
Exclude Lift Station 23 + Prorated 25% Contingency	\$625,000	5.9%
Exclude Lift Station 23 Share of Design, Design Contingency (625,000/9,251,925) * 1,050,000	\$70,931	0.7%
Total Green Project Construction Component	\$9,904,069	93.4%

City of La Porte

LIFT STATION AGE

Lift Station System Originally Built for Unincorporated Lomax. Proposed Project to Eliminate Nine (9) Existing Stations. Consolidating to a Single Lift Station.





Texas Department of Transportation

AVIATION DIVISION

125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • 512/416-4500 • FAX 512/416-4510

March 8, 2016

Ms. Traci Leach
City of La Porte
2963 N. 23rd St.
La Porte, Texas 77571

Re: TxDOT Number 16BPLPRTE

Dear Ms. Leach:

We are pleased to return to you the completed Amendment Number 01 to the Airport Project Participation Agreement between the City of La Porte and the Texas Department of Transportation.

If you have any questions concerning the document, or if we can be of assistance to you, feel free to contact me at 512-416-4512.

Sincerely,

Allison Martin
Grant Manager

Enclosure

TEXAS DEPARTMENT OF TRANSPORTATION
AIRPORT PROJECT PARTICIPATION AGREEMENT

(State Assisted Airport Development)

Amendment No. 01 to the Agreement

TxDOT CSJ No.: 16BPLPRTE
TxDOT Project No.: AP LAPORTE 2
Commission Approval: August 27, 2015

Part I - Identification of the Project

TO: City of La Porte, Texas

FROM: The State of Texas, acting through the Texas Department of Transportation

City of La Porte, hereinafter referred to as the "Sponsor", and the Texas Department of Transportation, hereinafter referred to as the "State," have entered into an Airport Project Participation Agreement TxDOT CSJ Number 16BPLPRTE, executed by the Sponsor on December 14, 2015, and by the State on January 4, 2016, for the development of the LaPorte Municipal Airport.

The project is described as planning services to: prepare an Airport Business Plan at the LaPorte Municipal Airport.

Part II - Offer of Financial Assistance, estimates total project costs to be \$90,000.

Financial assistance is currently limited to \$81,000 state funds and \$9,000 in local sponsor funds.

It is in the mutual interest of the Sponsor and the State to amend the Airport Project Participation Agreement at this time to increase the agreement by \$23,270 based on the negotiated fee.

In consideration of the parties' mutual promises, the following amendment to the Airport Project Participation Agreement shall become effective upon execution of this Amendment by the Sponsor and the State.

The Airport Project Participation Agreement is amended to following:

1. Part II, paragraph 2 of the Agreement, change Amount A, planning project costs, and any

further references in the Agreement to Amount A, to \$113,270.

2. Part II, paragraph 2 of the Agreement, change Amount B, estimated eligible project costs, and any further references in the Agreement to Amount B, to \$113,270.

3. Part II, paragraph 4 of the Agreement, change Amount D, Sponsor's share of eligible project costs, and any further references in the Agreement to Amount D, to \$11,327.

4. Part II, paragraph 4 of the Agreement, change Amount C, State's share of eligible project costs, and any further references in the Agreement to Amount C, to \$101,943.

All other terms and conditions of the agreement are unchanged and remain in full force and effect.

The above amendment to the Airport Project Participation Agreement between City of La Porte and the Texas Department of Transportation is mutually agreed to and accepted.

Executed this 29 day of February, 2016.

City of La Porte, Texas
Sponsor



Witness Signature

Assistant City Manager

Witness Title



Sponsor Signature

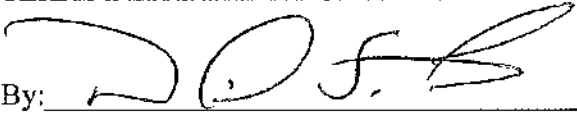
City Manager

Sponsor Title

Execution by the State

Executed by and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs and grants heretofore approved and authorized by the Texas Transportation Commission.

STATE OF TEXAS
TEXAS DEPARTMENT OF TRANSPORTATION

By:  _____

David S. Fulton, Director
Aviation Division
Texas Department of Transportation

Date: 3/7/16 _____

Attached is a revised sketch and cost summary for the upcoming pavement CIP project we discussed back in February of this year. It takes into account information we received from the Pavement Condition Index report in April. A copy of the report was transmitted to you as I recall.

There are three major changes that warrant further discussion as we move towards final project development. Each has effect on overall construction cost and impacts the engineering/design costs as well.

1. We removed the reconstruction of Apron #2 and are now recommending pavement rehabilitation similar to the other two aprons (Apron #1 & Apron #3) – Items 9, 10, and 11 on the attached Cost Summary.
2. The PCI report indicates both parallel taxiways are in poor/failed condition and are in need of reconstruction. We are recommending the reconstruction of the taxiway edges and the rehabilitation of the center portions - Items 5 & 6 on the attached Cost Summary.
3. We were able to map out the drainage ditches that cross and drain the airport; however, our information is from 1967 (See 1967 Drainage Layout attachment). Since then, a good amount of pavement has been constructed but we're not convinced the drainage system was improved concurrent with facility development. We are recommending a full engineering/design study of airport drainage (Item 14) and a follow up drainage improvement project (Item 15) that would physically improve and modernize the airport's drainage system. These costs of the items are placeholders and similar to recent projects at other airports.

Please let me know when you have time to talk about the attachments – I can send the previous version of the sketch and summary if needed. I am hopeful we'll be able to iron out a final scope and time line for each project moving into Engineering/Design and Construction to take advantage of our limited available funding.

Thank you,
Daniel

Daniel Benson, AICP | *Airport Planner* | TxDOT Aviation Division | 125 E. 11th Street | Austin, Texas 78701 | 512.416.4536



TxDOT Aviation Division
SUMMARY OF ESTIMATED COSTS

Airport
By
Estimate

La Porte
EO
LOI

Revision No.
SEP 2015

Item Description

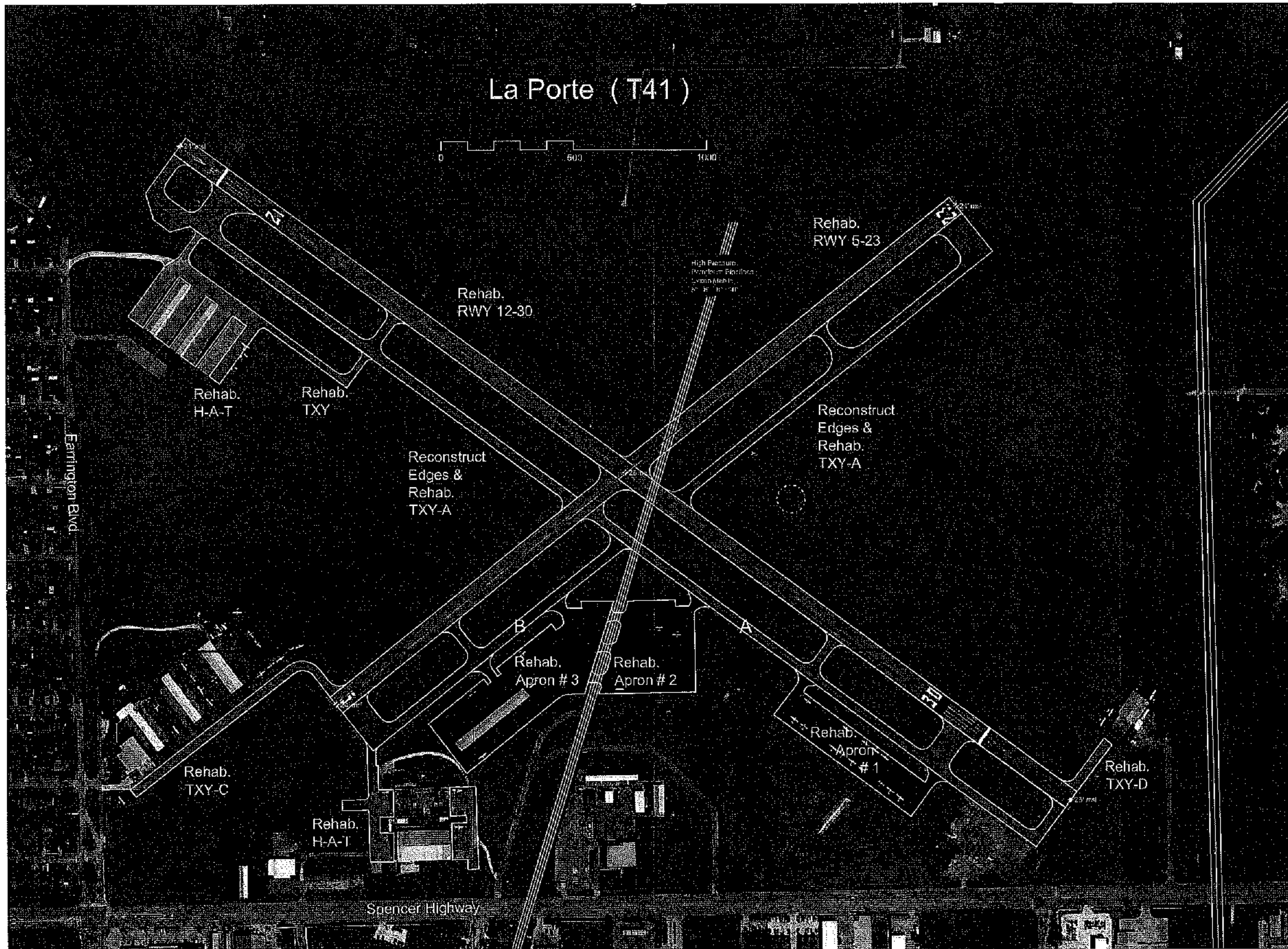
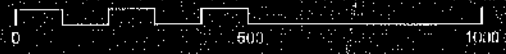
Construction

DRAFT: FOR REVIEW ONLY

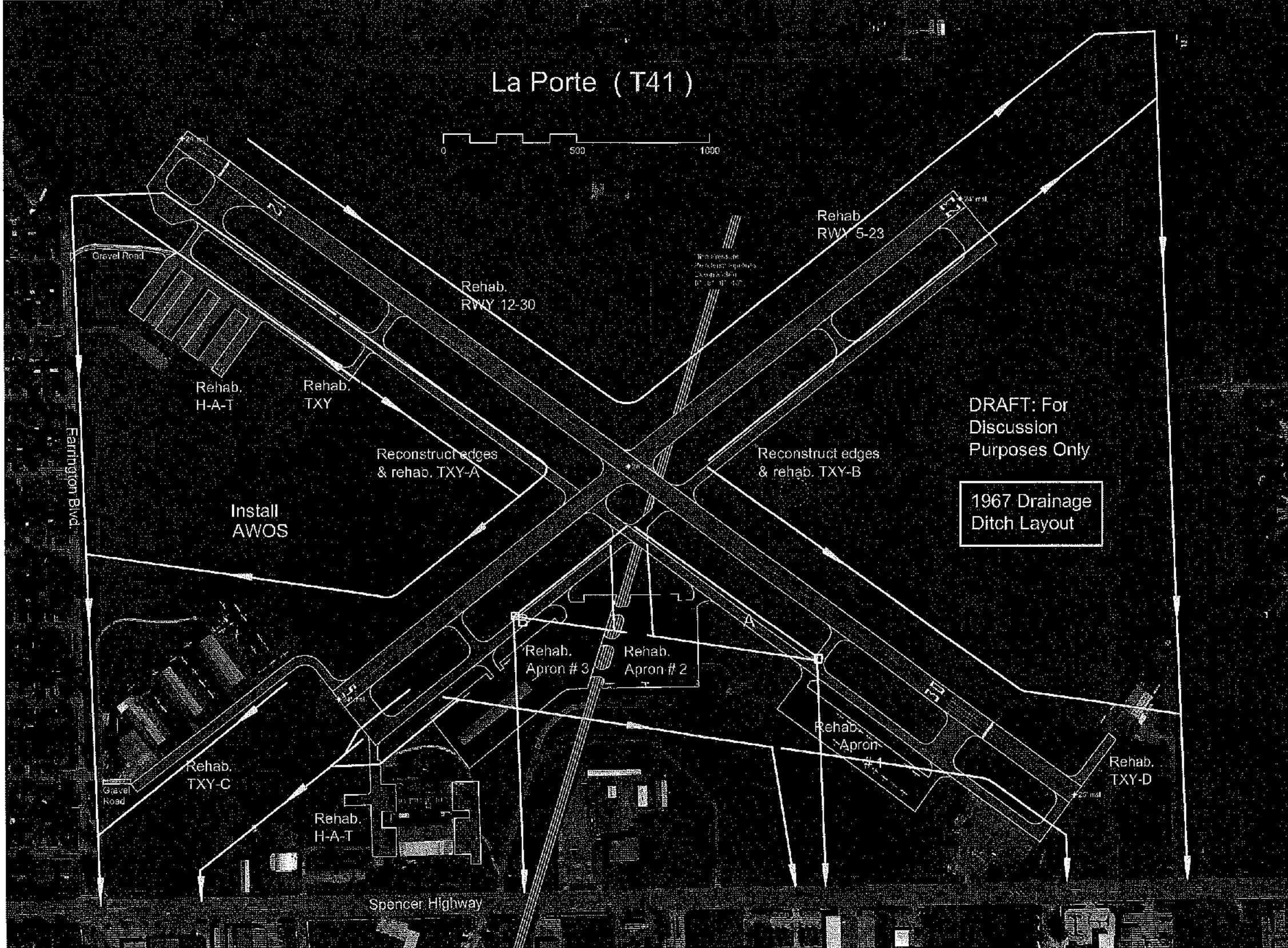
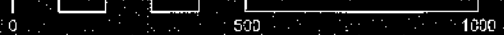
1	REHAB RWY 12-30	4,165 x 75'	\$ 270,000
2	MARK RWY 12-30	NPI	\$ 70,000
3	REHAB RWY 5-23	2,998' x 75'	\$ 190,000
4	MARK RWY 5-23	VIS	\$ 10,000
5	RECONSTRUCT EDGES & REHAB & MARK TXY "A"	25,000 SY	\$ 1,050,000
6	RECONSTRUCT EDGES & REHAB & MARK TXY "B"	17,000 SY	\$ 765,000
7	REHAB & MARK TXY "C"	3,900 SY	\$ 40,000
8	REHAB & MARK TXY "D"	1,000 SY	\$ 5,000
9	REHAB & MARK APRON # 1	10,200 SY	\$ 90,000
10	REHAB & MARK APRON # 2	13,600 SY	\$ 115,000
11	REHAB & MARK APRON # 3	20,100 SY	\$ 165,000
12	REHAB & MARK H-A-T @ RWY 12	11,500 SY	\$ 90,000
13	REHAB HANGAR APRON S.E. OF RWY 5	6,500 SY	\$ 50,000
14	DRAINAGE STUDY	LS	\$ 200,000
15	DRAINAGE IMPROVEMENTS	LS	\$ 300,000

1	TOTAL ESTIMATED PROJECT ENGINEERING AND DESIGN COST	ENGINEERING	\$ 620,000
2	TOTAL ESTIMATED PROJECT CONSTRUCTION COST	CONSTRUCTION	\$ 3,210,000
3	TOTAL MOBILIZATION, CONTINGENCY TESTING, RPR, & ADMIN. COST	CONTINGENCY	\$ 435,000
	TOTAL ESTIMATED PROJECT COST	TOTAL	\$ 4,265,000

La Porte (T41)



La Porte (T41)



DRAFT: For Discussion Purposes Only

1967 Drainage Ditch Layout

Fairington Blvd.

Spencer Highway

Gravel Road

Gravel Road

Rehab. H-A-T

Rehab. TXY

Rehab. RWY 12-30

Rehab. RWY 5-23

Reconstruct edges & rehab. TXY-A

Reconstruct edges & rehab. TXY-B

Install AWOS

Rehab. Apron # 3

Rehab. Apron # 2

Rehab. Apron # 4

Rehab. TXY-C

Rehab. H-A-T

Rehab. TXY-D

CIP (Streets, Utilities, Drainage)

	A	I	J	K	L	M	AF	
1								
2								
3								
4								
5								
6		2016-17						
		Street CIP (\$1000)	Utility CIP (\$1000)	Drain Fee (\$1000)	Grant or Bond (\$1000)	Total (\$1000)	Comments	
7								
8								
9								
10	FY 2017							
11								
12	Construct Coupland Drive Improvements		10	350	750	1110	Possible drainage easemnt acquisition	
13	Construct Pinebluff Subdivision Improvements		750	500	750	2000	Reconstruct Water and Rehab Sanitary.	
14	N. 6th at Madison and West Main St Drainage Analysis & Design			50	100	150	Anticipate FY 18 CDBG Grant (tim)	
15	Design Sommerton Improvements		50	25	75	150		
16								
17	Asphalt Streets Reclaimed/Surfaced: TBD. Utilize FY 17 Streets Inspection.	700				700		
18	Concrete Street Repair - Remove/Replace (Small Sections)	200				200		
19	Concrete Street Repair - Slab Jacking (Small Sections)	40				40		
20	Street Repair Materials (City Crew Construction)	50				50		
21	Sidewalk Replacement & Handicap Ramps,	150				150		
22	Inspect all City Streets (Contract)	28				28		
23								
24								
25	Utility Only Projects							
26	Sewer Rehabilitation (SSO Plan)		350			350		
27	Bayshore Park Subdivision Water and Service Relocation (incl. design)		250			250		
28	Water line replacement In-house		45			45		
29	Valve Replacement In house		25			25		
30	Lift Station Improvements		35			35		
31	Design S. Broadway Sanitary Sewer Replacement		60			60		
32	Ras/Was (sludge) Pump Replacement		50			50		
33	Commercial Water Meter Replacement		50			50		
34	Clarifier Drive - WWTP		100			100		
35	Digester Aeration Piping		135			135		
36	Utility Contingency		40			40		
37								
38								
39	Drainage Only Projects							
40	Drainage Materials for City Crews			50		50		
41	TV Inspection Storm Sewer System			20		20		
42	Browning & Golden			330			Repetitive loss area	
43	Streets/Drainage Contingency	80		25		105		
44								
45								
46								
47	FY 2017 Annual Expenditure Total	\$1,248	\$1,950	\$1,350	\$1,675	\$5,893		
48								
49								
		General	Airport	Loan	Grant Other	Total		
50	Other							
51								
52	Lomax Lift Station Consolidation			10,635	810	11,445		
53	Airport Runway, Taxiway, Tie-Down Apron Rehabilitation		280		2,120	2,120	Pending Business Study, More Engineerin	
54	Fairmont Parkway Intersection/Signal Improvements	1,500			5,500	5,500		
55						20,800		
56								
57								
58								
59								
60								
61								
62								
63	(SSO Plan = City/TCEQ Agreed Project Schedule to Eliminate Sanitary Sewer Overflows)							

CIP (Streets, Utilities, Drainage)

	A	I	J	K	L	M	AF	
64								
65								
66		2017-18						
67		Street	Utility	Drain	Grant	Total	Comments	
68		CIP	CIP	Fee	or Bond			
69		(\$1000)	(\$1000)	(\$1000)	(\$1000)	(\$1000)		
70	FY 2018							
71								
72								
73	May 2018 Ballot Issue - Street Tax Renewal (4-years)							
74								
75								
76	Construct Somerton Drive Improvements (Spencer to south line of Brookglen Park). 12" Watermain connection from Bandridge WP to Spencer Hwy and Venture Road Watermain Connection		500	300	900	1700		
77	N. 6th at Madison and West Main St Drainage Analysis & Design (Northside)		40	50	150	240	Anticipate FY 18 CDBG Grant (tim)	
78						0		
79	Asphalt Streets Reclaimed/Surfaced: TBD. Utilize FY 17 Street Inspection.	700				700		
80	Concrete Street Repair - Remove/Replace (Small Sections)	200				200		
81	Concrete Street Repair - Slab Jacking (Small Sections)	40				40		
82	Street Repair Materials (City Crew Construction)	50				50		
83	Sidewalk Replacement & Handicap Ramps,	150				150		
84	Design Collingswood (Farrington to Hillridge) and Hillridge (Fairmont Park Frontage)		15	15	70	100	FY17 Street Inspection to Determine	
85						0		
86	Utility Only Projects					0		
87	Sewer Rehabilitation (SSO Plan)		350			350		
88	Hillridge Pump Station Construction-Phase 1		535			535		
89	Valve Replacement {In House}		25			25		
90	Water line replacement In-house		45			45		
91	RAS/WAS (sludge) Pump Replacement		60			60		
92	South Broadway Sanitary Sewer Replacement		240			240		
93	Big Island Slough Force Main					0	1.1 million pending TWDB Lift Station	
94	Lift Station Improvements		35			35		
95	Commercial Water Meter Replacement		30			30		
96	Utility Contingency		85			85		
97								
98	Drainage Only Projects							
99	Drainage Materials for City Crews			50		50		
100	TV Inspection Storm Sewer System			20		20		
101						0		
102	Streets/Drainage Contingency	80		25		105		
103								
104								
105								
106								
107								
108	FY 2018 Annual Expenditure Total	\$1,220	\$1,960	\$460	\$1,120	\$4,760		
109								
110								
111	* Lomax Lift Station Consolidation \$3,150 - \$475 loan forgiveness=\$2,675							
112								
113								
114								

CIP (Streets, Utilities, Drainage)

	A	I	J	K	L	M	AF	
115								
116								
117								
118								
119								
120								
		2018-19						
121		Street	Utility	Drain	Grant	Total	Comments	
122		CIP	CIP	Fee	or Bond			
123		(\$1000)	(\$1000)	(\$1000)	(\$1000)	(\$1000)		
124	FY 2019							
125								
126	Construct N 6th drainage and pavement replacement Main to Tyler. Main St drainage improvements. (Northside)		200	200	550	950	\$550K CDBG Grant for Streets/Drainage	
127	Construct Collingswood (Farrington to Hillridge) and Hillridge (Fairmont Park Frontage) Per FY 17 Inspection		225	150	700	1075		
128	Asphalt Streets Reclaimed/Surfaced: TBD. Utilize FY 17 Street Inspection.	700				700		
129	Concrete Street Repair - Remove/Replace (Small Sections)	200				200		
130	Concrete Street Repair - Slab Jacking (Small Sections)	40				40		
131	Street Repair Materials (City Crew Construction)	50				50		
132	Sidewalk Replacement & Handicap Ramps,	150				150		
133	Design S. Broadway Main to G; A/B/C Streets from Broadway to San Jacinto. Pending FY 17 Citywide Inspection.	100		25		125		
134								
135								
136	Utility Only Projects							
137	Sewer Rehabilitation (SSO Plan)		350			350		
138	Water line replacement In-house		45			45		
139	Valve Replacement		25			25		
140	Contract Water Main Replacement (TBD)		400			400		
141	Lift Station Improvements		35			35		
142	Paint Interior of Ground Water Tank @ 4th Street		60			60		
143	Commercial Water Meter Replacement		30			30		
144	Hillridge booster Station Improvements		240			240		
145	Utility Contingency		50			50		
146								
147	Drainage Only Projects							
148	Drainage Materials for City Crews			50		50		
149	TV Inspection Storm Sewer System			20		20		
150	Streets/Drainage Contingency	80		25		105		
151	Fairmont Parkway Intersection/Signal Improvements	1200	150	150		1500		
152								
153								
154								
155								
156								
157	FY 2019 Annual Expenditure Total	\$2,520	\$1,810	\$620	\$1,250	\$6,200		
158								
159								
160								
161								
162								
163								
164								
165								
166								
167								
168								
169								
170								
171								
172								
173								
174								
175								

CIP (Streets, Utilities, Drainage)

	A	I	J	K	L	M	AF	
176								
177								
178								
179								
180								
181								
		2019-20						
182		Street	Utility	Drain	Grant	Total	Comments	
183		CIP	CIP	Fee	or Bond			
184		(\$1000)	(\$1000)	(\$1000)	(\$1000)	(\$1000)		
185	FY 2020							
186								
187								
188								
189	Contract N. 6th Phase 2 (West Tyler to Barbours Cut) (Northside) Asphalt Streets Reclaimed/Surfaced: TBD. Utilize FY 17 Street		200	200	550	950	\$550K CDBG Grant for Streets/Drainage	
190	Inspection.	700				700		
191	Concrete Street Repair - Remove/Replace (Small Sections)	250				250		
192	Concrete Street Repair - Slab Jacking (Small Sections)	40				40		
193	Street Repair Materials (City Crew Construction)	50				50		
194	Sidewalk Replacement & Handicap Ramps,	150				150		
195								
196						0		
197						0		
198	Utility Only Projects					0		
199								
200	Sewer Rehabilitation (SSO Plan)		350			350		
201	Water line replacement In-house		45			45		
202			40			40		
203	Contract Water Main Replacement (TBD)		400			400		
204	Valve Replacement		25			25		
205	Paint Lomax Water Tower Interior/Exterior		475			475		
206	Lift Station Improvements		35			35		
207	Hillridge Water Plant Improvements Phase III		400			400		
208	Commercial Water Meter Replacement		30			30		
209	Utility Contingency					0		
210						0		
211						0		
212						0		
213	Drainage Only Projects					0		
214								
215	Drainage Materials for City Crews			50		50		
216	TV Inspection Storm Sewer System			30		30		
217						0		
218	Streets/Drainage Contingency	80		25		105		
219								
220								
221								
222								
223								
224								
225	FY 2020 Annual Expenditure Total	\$1,270	\$2,000	\$305	\$550	\$4,125		
226								
227								
228								
229								
230								
231								
232								
233								
234								

CIP (Streets, Utilities, Drainage)

	A	I	J	K	L	M	AF	
235								
236								
237								
238								
239		2020-21						
240		Street	Utility	Drain	Grant	Total	Comments	
241		CIP	CIP	Fee	or Bond			
242		(\$1000)	(\$1000)	(\$1000)	(\$1000)	(\$1000)		
243	FY 2021							
244								
245								
246								
247	Asphalt Streets Reclaimed/Surfaced: TBD. Utilize FY 17 Street Inspection.	700				700		
248	Concrete Street Repair - Remove/Replace (Small Sections)	200				200		
249	Concrete Street Repair - Slab Jacking (Small Sections)	40				40		
250	Street Repair Materials (City Crew Construction)	50				50		
251	Sidewalk Replacement & Handicap Ramps,	150				150		
252								
253						0		
254						0		
255	Utility Only Projects					0		
256								
257	Sewer Rehabilitation (SSO Plan)		350			350		
258	Water line replacement In-house		45			45		
259	Contract Water Main Replacement (TBD)		400			400		
260	Valve Replacement		25			25		
261	Lift Station Improvements		35			35		
262	Commercial Water Meter Replacement		30			30		
263	Utility Contingency					0		
264						0		
265						0		
266						0		
267	Drainage Only Projects					0		
268								
269	Drainage Materials for City Crews			50		50		
270	TV Inspection Storm Sewer System			30		30		
271						0		
272	Streets/Drainage Contingency	80		25		105		
273								
274								
275								
276								
277								
278								
279	FY 2020 Annual Expenditure Total	\$1,220	\$885	\$105	\$0	\$2,210		
280								

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: April 16, 2016 Appropriation
Requested By: Rosalyn Epting Source of Funds: General Fund
Department: Parks & Recreation Account Number:
Report: Resolution: Ordinance: Amount Budgeted:
Other: Amount Requested:
Budgeted Item: YES NO

Attachments :

- 1. Presentation-Park Maintenance Division Overview**
- 2. Grounds Maintenance Duties**
- 3. Completed Mowing Schedule June 2015**
- 4. Completed Pecan Park Work Log from one Staff Member 2015**
- 5. Completed Custodial Checklist from Week of 2/15/2016**
- 6. Recreation Center Cleaning Report**

SUMMARY & RECOMMENDATIONS

This item has been placed on the agenda at the request of Councilman Engelken.

This request is to discuss Parks Maintenance and provide an explanation of how it is managed and the cost. Attached are various exhibits that provide information as to the Parks Maintenance activities such as mowing schedules, grounds maintenance, field maintenance, and building maintenance. The exhibits also contain task checklists staff use for various tasks. As you will see in the exhibits, the Parks Maintenance Division does more than just mow grass, pull weeds and fix broken items at parks and buildings. Some of the many other tasks they perform would be considered small refresher projects like power washing buildings, parks and sidewalks; as well as painting, repairing drywall, etc. The division consists of 23 full time staff with an additional 2 seasonal staff in the summer.

In looking at the budget, the entire division is combined. Below is a breakdown of the budget for this division:

Personnel Services	\$1,311,333
Supplies	\$124,418
Services & Charges	\$817,918
Capital Outlay	\$158,120
TOTAL PARKS MAINTENANCE DIVISION	\$2,411,789

Action Required of Council:

Discuss the Parks Maintenance Division within the Parks & Recreation Department.

Approved for City Council Agenda

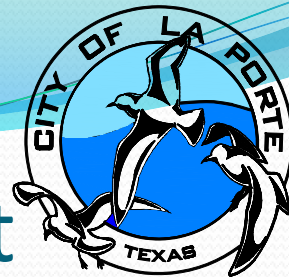
Corby D. Alexander, City Manager

Date

Parks Maintenance Division Budget Retreat Discussion

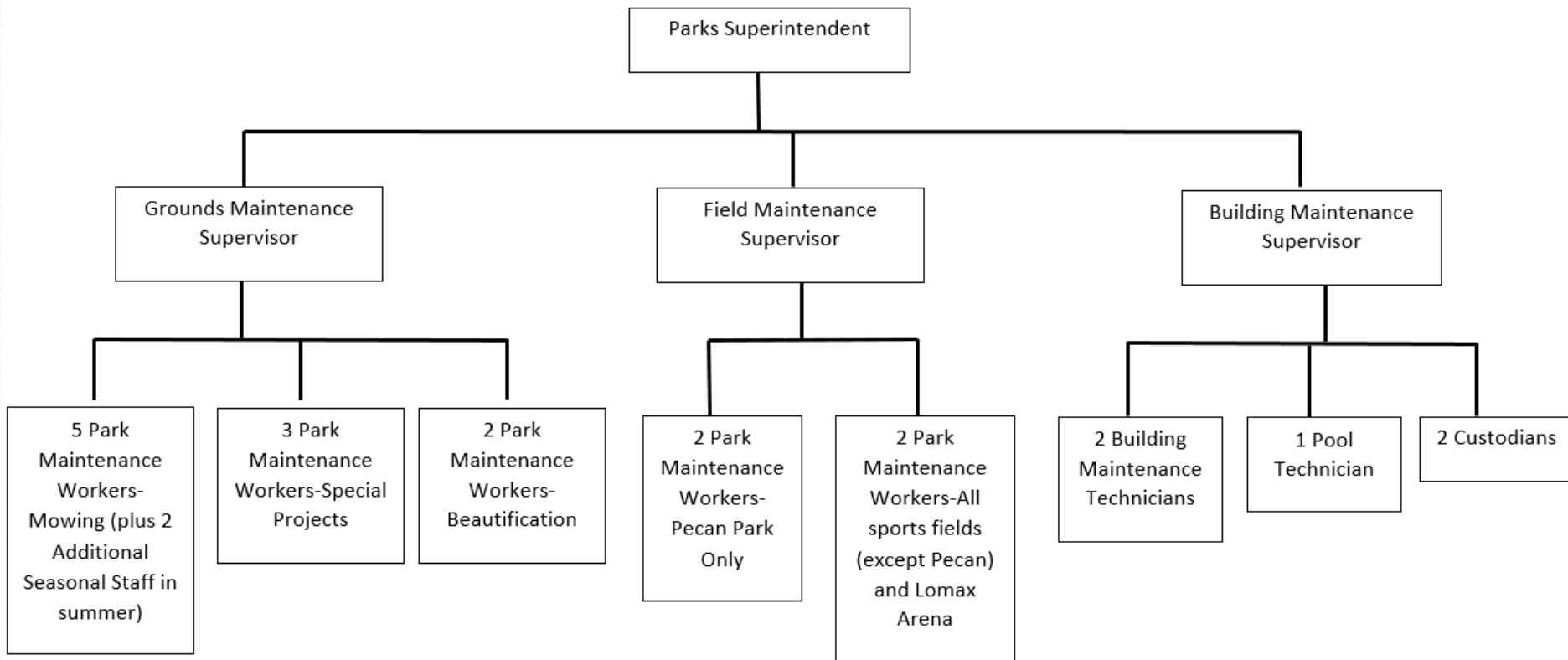
April 16, 2016





Parks Maintenance Organizational Chart

PARKS MAINTENANCE DIVISION 23 FULL TIME STAFF

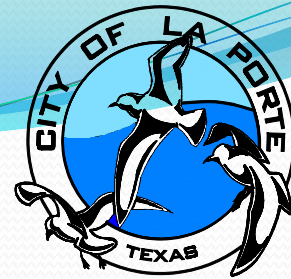




Grounds Maintenance

- Mowers (5 staff)

- Mow 21 locations on a 7 day rotation that include: parks, pools, and facilities
 - See exhibit for schedule and locations
- Mow 9 additional properties as needed
 - See exhibit for listing of properties
- Additional duties as needed. Examples:
 - table & chair set up
 - pressure washing
 - moving boxes
 - rearranging office furniture
 - trail maintenance
 - haul ice to city functions
 - special event set up/cleanup
 - See exhibit for detailed list with additional duties



Grounds Maintenance Cont.

- Special Projects (3 staff)

- More skilled staff used for projects or more technical items in the Department
- Playground installation, inspection & repair
- Irrigation repairs
- Welding
- Fence/gate repairs
- Hanging banners on roadway
- Christmas Decorations
- Assist with mowing when possible
- See exhibit for detailed list of duties

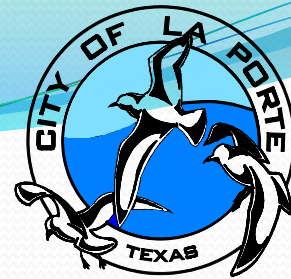
- Beautification (2 staff)

- Maintain the outside of: 9 buildings, 5 entrance signs, 7 parks, and 7 median beds.
- Primary responsibility is weeding, edging, trimming, and mulching.



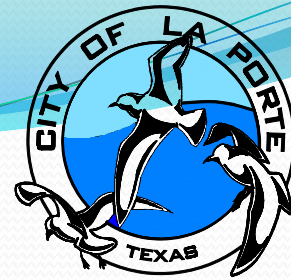
Field Maintenance

- Field Maintenance-Pecan Park Only (2 staff)
 - Perform mowing, trimming, fertilizing, seeding, etc. of all fields and assist LPBBA with needed infield work
 - Clean bathrooms, bench inspections, trash clean up, minor repairs, etc.
 - See exhibit for a completed work log from one of the staff
- Field Maintenance-All fields except Pecan Park (2 staff)
 - Maintain all fields at 6 locations. Duties include mowing, edging, dirt work, lining, seeding, fertilizing, etc.
 - 6 baseball fields (5 lighted, 1 unlighted)
 - 4 lighted softball fields (no dirt work or lining)
 - 9 soccer fields (8 lighted, 1 unlighted)
 - 1 lighted utility field
 - Lomax Rodeo Arena (water and till 1 time or more a week)



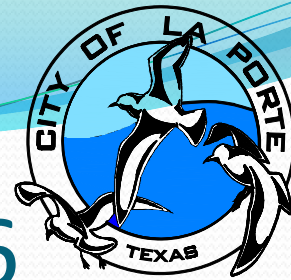
Building Maintenance

- Building Maintenance Technician (2 staff)
 - Complete work requests City wide
 - Routine boiler inspections
 - Assess City building (including piers, parking lot lights, etc.) and make necessary repairs
 - Assist with electrical control, motor and large equipment repairs
 - Completes 90 day HVAC maintenance (filters, belts)
 - Special projects as needed (i.e. Golf Course maintenance facility renovation, RFC flooding)



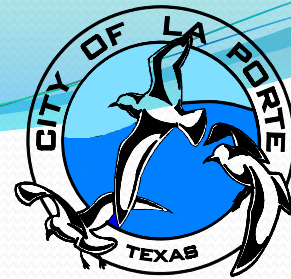
Building Maintenance Continued

- Pool Technician (1 staff)
 - Maintains water chemistry for all 5 pools and 3 splash parks
 - Vacuum and clean pools
 - Repairs pumps, piping, and pool components
- Custodian (2 staff)
 - Cleans and prepares rental facilities for events
 - Litter pick up in/around parks, facilities and trails
 - Maintain all trash cans throughout the city
 - Clean park restrooms
 - Maintain flooring in rental facilities
 - See exhibit for example custodial checklist



Parks Maintenance Budget FY2016

Personnel Services (wages and benefits)	\$1,311,333
Supplies (gas, chemicals, paint, tools, etc.)	\$124,418
Services & Charges (inspections, HVAC maintenance, pumps, building & park repairs, vehicles, janitorial services, electricity, etc.)	\$817,918
Capital Outlay (CW flooring, Christmas decorations, fencing @ LCB, walkways and partitions @ Wave Pool, picnic tables)	\$158,120
TOTAL PARKS MAINTENANCE DIVISION BUDGET	\$2,411,789



Questions and Comments

**ADDITIONAL GROUNDS MAINTENANCE DUTIES
OUTSIDE OF EVERYDAY MOWING AND WEED EATING SCHEDULE**

Tasks Outside of Mowing and Edging	Completed by Mowers	Completed by Special Projects
Flag Pole Repairs		X
Lowering Flags/Replacements		X
Hanging Banners on Fairmont, Main, Fire Station II, 5 Points, and San Jacinto		X
Playground Construction		X
Playground Inspections & Repairs		X
Irrigation Repairs @ Parks & Facilities		X
Table and Chair Setups	X	
Setup Stage for Special Events/Rentals (Rotary, Chamber, Juneteenth, BBQ cookoff)		X
Festivals & Special Event Setup/Work/Cleanup	X	X
Christmas Decorations (outside and deliver from storage for other departments)	X	X
Pressure Washing	X	
Help PW with Garbage Bag Handout (1 man for 1 month)	X	
Summer Weekend Trash (1 man off Mon & Tues, he does trash only Sat & Sun)	X	
Equipment Repairs (weed eaters, blowers, mowers)		X
Fence & Gate Repairs		X
Ballfield electrical/lighting repair support		X
Moving & Rearranging Office Furniture	X	
Haul and Store Records for Courts	X	

Tasks Outside of Mowing and Edging	Completed by Mowers	Completed by Special Projects
Arbor Day Tree Handout	X	
Fertilize Lawns and Trees		X
Haul Dirt and Mulch for Projects	X	
Haul Ice to City Functions	X	
Move Equipment for P & R Department	X	
Trail Maintenance (trees, mud, replace gravel)	X	
Plant Sod	X	X
Weed Eat County & State Property (when needed and they do not respond, RR overpass @ Fairmont & Spencer; 146 underpass at Fairmont & Main)	X	
Repair Soccer Goals (weld and paint)		X
Show Buildings & Facilities to Potential Renters when no Staff		X
HOA Joint Venture Projects		X
Treat for Ants, Bees, and Wasps		X
Pier and Nature Trail Boardwalk Repairs		X
Setup and Wash Pool Furniture (store at end of season)	X	
Graffiti Removal and Cover Up		X
Bucket Truck Work for Other Departments when Needed (PD cameras, EMS/Fire lighting)		X
Assist Building Maintenance Projects when Needed (golf course, RFC, EMS)		X
Tree Trimming & Removal	X	X

**ADDITIONAL GROUNDS MAINTENANCE DUTIES
OUTSIDE OF EVERYDAY MOWING AND WEED EATING SCHEDULE**

COMPLETED MOWING SCHEDULE FOR JUNE 2015

Parks Mowing Schedule

7 Day Rotation

June

2015

PARKS	WK 1	WK 2	WK 3	Wk 4	WK 5
M - Brookglen		Tu	M	M	M
M - Fairmont Pool	TOO	M	M	M	Tu
M - Spenwick	WET	Tu	M	M	M
M - Creekmont	TO	Tu	M	Tu	M
M - Glenmeadows	MOW	W		Tu	Tu
M - 14th Street		Tu	TROPICAL	Tu	WET
T - Northwest Pool		M	STORM	Th	Tu
T - Wave Pool	F	Th	BILL	W	WET
T - Lomax - Big Island Slough	WET	M		Tu/W	Tu
W - Ohio	Th	W	HEAVY	Th	W 7/1
W - Tom Brown	F	Th	RAIN	Th	WET
W - Pfeiffer	Th	W		Th	WET
W - Bay Oaks	W	W		Th	WET
W - Pine Bluff	W	W		Th	W 7/1
W - Nature Trail Entrance	W	Th		Th	W 7/1
W - Pete Gilliam	W	Th		Th	WET
Th - Fitness Center/ Sport	Tu	Th	F	F	W 7/1
Th - 5 Points	Th	Th	F	F	Th 7/2
F - Northside	F	F	HEAVY	M	HOLIDAY
F - Central/ Evelyn Kennedy	W	Th/F	RAIN	F	HOLIDAY
F - San Jacinto Pool	W	M/F		F	HOLIDAY

Additional Properties - As needed

Bay Colony				F	
Northwest Hill					
Main Street	M			W	
146, Main & Fairmont overpasses					
Parks and Wildlife Field	Th	Th	F	F	Th 7/2
Spencer RR Bridge					
Fairmont RR bridge					
Dunham Crossing			M		
Traci Corner			Th		

Notes:

WK 1 Wet Conditions from May floods

Wk 2 Lomax on Mon for Boy Scout rental

Wk 3 Tropical Storm Bill Heavy Rain

Wk 4 Juneteenth at J. Riley Mon., Main on Wed

Wk 5 Mon. Move furniture at RFC Senior's, Tue, Wed. rain Fri. Holiday

PECAN PARK COMPLETION LOG
 MONTH: Oct. YEAR: 2015

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FIELD #1															
Mow Outfield	YES				YES			YES				YES			
Mow Infield	YES				YES			YES				YES			
Trim															
Inspect Bleachers (W)															
Inspect Fence (W)															
Inspect Lights (M)															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FIELD #2															
Mow Outfield	YES				YES			YES				YES			
Mow Infield	YES				YES			YES				YES			
Trim															
Inspect Bleachers (W)															
Inspect Fence (W)															
Inspect Lights (M)															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FIELD #3															
Mow Outfield	YES				YES			YES				YES			
Mow Infield	YES				YES			YES				YES			
Trim															
Inspect Bleachers (W)															
Inspect Fence (W)															
Inspect Lights (M)															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FIELD #4															
Mow Outfield															
Mow Infield															
Trim															
Inspect Bleachers (W)															
Inspect Fence (W)															
Inspect Lights (M)															

(W) = Weekly
 (M) = Monthly

10-1-2015

- TRASH
- Finisher Putting out Pile of Sand. on water Links and over around Water Fountain.
- Mow Fields 1, 2, 3.
- WEEDING 1, 2, 3

10-2-2015

- TRASH
- Took Blower to Clean Patio and Pavilion Restroom
- Mow 5 & 7
- WEEDING 5 & 7
- WEEDING around front of maint shop & Plow Bus.
- Took Blower Glasses out Shop.
- Washed & Greased Tractor.

10-5-2015

- TRASH (Heavy because of Town.)
- Sweep & Clean Pavilion RR.
- ED wanted me to ck. for 2 incidents of Bus's, Found this weekend, Found one Nest NOT THE OTHER. Ckd several more times.
- Mow 1, 2, 3.
- Worked with Mark on trying to figure out Bldg. Alarm problem.

10-6-2015

- TRASH UNLOADING TRASH TRAILER, IT WAS FULL.
- Mow 5, 7.
- PRESSING WASHED BACK RESTROOM (OUTSIDE)

PECAN PARK COMPLETION LOG

MONTH: Oct. YEAR: 2015

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FIELD #5															
Mow Outfield		YES				YES		YES							
Mow Infield		YES				YES		YES				YES			
Trim															
Inspect Bleachers (W)															
Inspect Fence (W)															
Inspect Lights (M)															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FIELD #6															
Mow Outfield															
Mow Infield															
Trim															
Inspect Bleachers (W)															
Inspect Fence (W)															
Inspect Lights (M)															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FIELD #7															
Mow Outfield		YES				YES		YES							
Mow Infield		YES				YES		YES				YES			
Trim															
Inspect Bleachers (W)															
Inspect Fence (W)															
Inspect Lights (M)															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FIELD #8															
Mow Outfield															
Mow Infield															
Trim															
Inspect Bleachers (W)															
Inspect Fence (W)															
Inspect Lights (M)															

(W) = Weekly
(M) = Monthly

- Dug around irrigation heads that were clogged up.

10-7-2015

- TRASH
- Got TRUCK and TRAILER TO GO GET GAS
- CLEANED & OILCHANGED TRACTOR.
- WATERED PLANTS AT MAINT SHOP AND WASHED DOWN Bldg Siding.

10-8-2015

- TRASH
- TOOK LEAF BLOWER & CLEANED OUT PAVILLON R.R. & PATIO.
- MOWED ALL FIELDS 1, 2, 3, 5, 7.
- CLEANED POUNDS OF TRASH

10-9-2015

- TRASH
- MADE SURE NEW FOUNTAIN WAS CLEAN.
- CKD PAVILLON R.R. and PARK TO GET READY FOR TOWN.
- WOOD GATTO S FIELDS 1, 2, 3, 5, 7.
- CLEANED UP MAINT SHOP & Bldg.
- WORKED ON IRRIGATION HEADS IN FIELD, 5, 7, 2, 3.

10-12-2015

- TRASH (Lil Heavy)
- CLEANED BOTH PAVILLON R.R. VERY MESSY
- MOWED ALL S FIELDS 1, 2, 3, IN FIELDS 5 & 7.
- CLEANED PATIO WITH GRASS BLOWER.
- CLEANED GRASS OUT OF PLAYGROUND.
- SET TIMUS ON IRRIGATION.
- CKD. FOR BARS ON FENCE LINES

PECAN PARK COMPLETION LOG
 MONTH: Oct. YEAR: 2015

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FIELD #9															
Mow Outfield															
Mow Infield															
Trim															
Inspect Bleachers (W)															
Inspect Fence (W)															
Inspect Lights (M)															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FIELD #10															
Mow Outfield															
Mow Infield															
Trim															
Inspect Bleachers (W)															
Inspect Fence (W)															
Inspect Lights (M)															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
OTHER DUTIES															
Trash	YES	YES			YES	YES	YES	YES	YES			YES	YES	V	YES
Concessions Men's BR	YES	YES			YES	YES	YES	YES	YES			YES	YES	V	YES
Concessions Women's BR	YES	YES			YES	YES	YES	YES	YES			YES	YES	A	YES
Back Women's BR	YES	YES			YES	YES	YES	YES	YES			YES	YES	A	YES
Skim & Clean Ponds (W)		YES			YES		YES								
Powerwash Under Pavilion (M)					YES		YES								
Powerwash Men's BR (M)															
Powerwash Women's BR (M)															
Powerwash Back Men's BR (M)															
Powerwash Back Woman's BR (M)															
Move Dirt for Association															
Playground Inspection (M)												YES			
Clean Tables at Pavillon (W)															

Irrigation Inspection per field-checked as per watering schedule

Outfields will be kept to a height of 2"
 Infield will be kept to a height of 2"

- Weekly:**
 Benches Inspection
 Fences Inspection
 Clean Tables
 Skim & Clean Ponds

- Monthly:**
 Light Inspection
 Irrigation Inspection
 Powerwashing

(W) = Weekly
 (M) = Monthly

10-13-2015

- TRASH
- HAD Insurance meeting this morning.
- Working on WATER LINE
- Working on Freignation.
- Sprayers WOODKILLER on Fields 1, 2, 3, 5, 7. + Electrical Panel by main shop, also playground.

10-14-2015

VACTION DAY

10-15-2015

- TRASH
- Helped Finish WATER LINE Repair.
- Cleanup Pavilion & Restrooms
- Mowed all 5 Fields 1, 2, 3, 5, 7.

10-16-2015

- TRASH
- * SHAUN Borrowed MOWER
- Covered up WATER ^{LINE} with sand & BACKFILL. Need to Repair with this Finish covering up. Some rain to pack it down. and settle.
- WOODCAT Fields

10-19-2015

- TRASH - TRASH TRAILOR was Full
- SHAUN brought back MOWER, so I mowed 1, 2, 3, 5, 7 ^{EUF.}
- ~~WOODCAT~~ Powerline & WORKING SIDEWALK.
- Started WORKING Fields.

PECAN PARK COMPLETION LOG
 MONTH: Oct. YEAR: 2015

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FIELD #1																
Mow Outfield				YES			YES							YES		
Mow Infield				YES			YES							YES		
Trim																
Inspect Bleachers (W)																
Inspect Fence (W)																
Inspect Lights (M)											YES					
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FIELD #2																
Mow Outfield				YES			YES							YES		
Mow Infield				YES			YES							YES		
Trim																
Inspect Bleachers (W)																
Inspect Fence (W)																
Inspect Lights (M)											YES					
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FIELD #3																
Mow Outfield				YES			YES							YES		
Mow Infield				YES			YES							YES		
Trim																
Inspect Bleachers (W)																
Inspect Fence (W)																
Inspect Lights (M)											YES					
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FIELD #4																
Mow Outfield																
Mow Infield																
Trim																
Inspect Bleachers (W)																
Inspect Fence (W)																
Inspect Lights (M)											YES					

(W) = Weekly
 (M) = Monthly

10-20-2015

- TRASH
- Mow 5, 7, Outfields
- Rainwater AU 1/2 DAY

10-21-2015

- TRASH
- Weed whacking Fields
- Cleaned Playground of Weeds
- Worked on Irrigation around Infields, Baseball Guy has
Packets dirt out to Fair and they don't come up
cleanly.
- Skimmed Ponds of TRASH and started cleaning Pond
Behind Shop of Weeds and debris on top of water.

10-22-2015

- TRASH
- Mow Fields 1, 2, 3.
- Weed whack Field 1, 2, 3
- Worked on Ponds again.

10-23-2015

- TRASH
- Mow Fields 5, 7
- Weed whack 5, 7
- Worked on Fences
- Cleaned Pavilion Tables and Restrooms

10-24-2015

- TRASH Cleaned Pavilion Restrooms
- Rainwater Hazy on Weeweed.
- CK'd all Field Lights
- Put out mulch around Park

PECAN PARK COMPLETION LOG
 MONTH: Oct. YEAR: 2015

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FIELD #5																
Mow Outfield					YES			YES							YES	
Mow Infield				YES				YES						YES		
Trim																
Inspect Bleachers (W)																
Inspect Fence (W)																
Inspect Lights (M)											YES					
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FIELD #6																
Mow Outfield																
Mow Infield																
Trim																
Inspect Bleachers (W)																
Inspect Fence (W)																
Inspect Lights (M)											YES					
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FIELD #7																
Mow Outfield					YES			YES							YES	
Mow Infield				YES				YES						YES		
Trim																
Inspect Bleachers (W)																
Inspect Fence (W)																
Inspect Lights (M)											YES					
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FIELD #8																
Mow Outfield																
Mow Infield																
Trim																
Inspect Bleachers (W)																
Inspect Fence (W)																
Inspect Lights (M)											YES					

(W) = Weekly
 (M) = Monthly

10-27-2015

- TRASH
- Clean Pavilion Tables. (Washed down)
- Put out mulch around trees

10-28-2015

- TRASH
- Power washed ALL OF Pavilion, Tables & Restrooms
- Finishing putting out mulch and put Rust
- Bound Build A →

10-29-2015

- TRASH.
- Mowed Build 5, 1, 2, 3, 5, 7.
- Weeded some of the Ditch lines

10-30-2015

- TRASH Clean Pavilion R.R.
- Mowed 5 & 7 outfields
- Weeded ALL OF 5, 7, 1
- Rained after lunch, off and on
- TOOK mowers to gas up.

PECAN PARK COMPLETION LOG
 MONTH: Oct YEAR: 2015

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FIELD #9																
Mow Outfield																
Mow Infield																
Trim																
Inspect Bleachers (W)																
Inspect Fence (W)																
Inspect Lights (M)											YES					
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FIELD #10																
Mow Outfield																
Mow Infield																
Trim																
Inspect Bleachers (W)																
Inspect Fence (W)																
Inspect Lights (M)											YES					
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
OTHER DUTIES																
Trash	YES			YES	YES	YES	YES	YES			YES	YES	YES	YES	YES	
Concessions Men's BR	YES			YES	YES	YES	YES	YES			YES	YES	YES	YES	YES	
Concessions Women's BR	YES			YES	YES	YES	YES	YES			YES	YES	YES	YES	YES	
Back Women's BR	YES			YES	YES	YES	YES	YES			YES	YES	YES	YES	YES	
Skim & Clean Ponds (W)	YES			YES		YES	YES	YES					YES		YES	
Powerwash Under Pavilion (M)													YES			
Powerwash Men's BR (M)													YES			
Powerwash Women's BR (M)													YES			
Powerwash Back Men's BR (M)																
Powerwash Back Woman's BR (M)																
Move Dirt for Association																
Playground Inspection (M)													YES			
Clean Tables at Pavilion (W)								YES				YES				

Irrigation Inspection per field - checked as per watering schedule

Outfields will be kept to a height of 2"
 Infield will be kept to a height of 2"

Weekly:
 Benches Inspection
 Fences Inspection
 Clean Tables
 Skim & Clean Ponds

Monthly:
 Light Inspection
 Irrigation Inspection
 Powerwashing

(W) = Weekly
 (M) = Monthly

CITY OF LA PORTE PARKS & RECREATION DEPARTMENT

Custodial and Park Trash Collection

WEEK OF: 2-15-16 - 2-19-16

LOCATION	MON	TUE	WED	THU	FRI	NOTES
Brookglen Center	7:40	9:09	9:11	8:50	8:31	
Brookglen Sprayground	7:46	9:09	9:11	8:50	8:31	
Creakmont Park		9:28				
Farrington Fields	10:47			8:01		Dropped supplies & changed bags from Cans (Tuesday)
Fairmont Pool/Splashpad	11:19					
Woodfalls Park		10:49				
Glen Meadows		10:33				
Lomax Rodeo Arena	9:42		2:43		9:05	Dropped supplies off (wed)
Northwest Park/Pool		10:16				
Pecan Park	10:13		2:29			Work for supplies dropped off supplies 2:29 (wed)
Spinwick Park		9:19				
Evelyn Kennedy	1:41	2:00			1:41	11:23 (Friday) (Lunchtime)
N. Malone Senior Center	2:55	3:25	3:15	3:10		
City Hall			7:26			
Bay Oaks			9:56			
Depot					2:25	
Little Cedar Bayou		2:20	3:03	8		Dropped supplies off (wed)
Little Cedar Bayou Dog Park		1:45				
Library			12:28			
Nature Trail		2:30				
Central	12:27					
Ohio			9:27			
Pfeiffer			9:45			
Pine Bluff			10:02			
Cemetery		2:15				
5 Points		6:5				10:11 (Tuesday) drop supplies off
Parks Shop			11:01			
Trail Head @ 8th		9:10				(Charles Walker 10:09 (wed))
Jennie Riley Center/Charles Walker						Charles Walker 10:09 (wed)
MLK Park / Splashpad						
Original City Hall				2:25		
Fourteenth		11:09				
Pete Gilliam			9:30			
Tom Brown			9:33			
Linier						
Klein Retreat				10:55		
Bus Stops x 3				10:15		Bus stop #1 Main St 10:13 (wed) Bus stop #2 Jennie Riley 12:46 (wed)
Main Street			10:17			
San Jacinto Trail	12:33					
Fairmont Trail				9:39		
Oregon Trail	12:34					
Sens Rd/ Bay Area Trail				9:05		
Fairmont - 146 Medians				9:45		
COMMENTS:	Galatwyne 7:48 (mon) Lomax Announcement House 9:19 (Friday)					

CLEANING REPORT

City Of La Porte Parks and Recreation Department

Recreation Center Cleaning Report

Date: _____ Center: _____ Staff Initial: _____		
--	--	--

Restrooms		Kitchen	
	Completed		Completed
Clean Toilets & Urinals		Wipe Counters	
Restock Toilet Paper		Check and Clean Refrigerator	
Wipe Mirrors		Check and Clean Oven	
Restock Paper Towels		Clean Microwave	
Sweep and Mop Floor		Clean Sink	
Empty Trash Bins		Sweep and Mop Floor	
Refill Soap Dispensers		Empty Trash Bins	
Wipe Counters			
General Cleaning		Equipment	
	Completed		Completed
Sweep and Mop Floors		Check and Wipe Monitors	
Clean Windows		Clean Pool Tables	
Wax Floor		Clean Ping Pong Table	
Clean Door Glass		Clean Foosball Table	
Clean Window Seals		Organize Video Games	
Clean Water Fountain		Clean Flat Panel TVs	
Clean Air Vents			
Empty Trash Bins			

Cleaning Supplies Needed

Repairs Needed

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: April 16, 2016 Appropriation
Requested By: Sharon Valiante Source of Funds: Street Tax
Department: Public Works Account Number:
Report: Resolution: Ordinance: Amount Budgeted: \$150,000 FY 2016
Other: Amount Requested:
Budgeted Item: YES NO

Attachments :

1. Project 927 City Wheelchair Ramp/Sidewalk Update
2. Map of Sidewalk Repairs
3. 2015-2016 Sidewalk Project List
4. Sidewalk Replacement Criteria

SUMMARY & RECOMMENDATIONS

This item has been placed on the agenda at the request of Councilman Engelken.

The purpose of this item is to provide a brief update regarding the City's Sidewalk Replacement Program. In 1994, City Council authorized and allocated funding to address problematic sidewalks. There are a number of tools in the tool box to address sidewalk issues, the most common and most costly is to completely remove and replace the sidewalk. Other methods include to use a formulated pressure grout mixture of various materials to adjust the elevation of an existing sidewalk and a slicing method to remove minor elevation issues that are concentrated or localized within a run of sidewalk.

In March of 2014, a City wide inspection of all sidewalks was conducted to provide City Council an overall accounting of problematic sidewalks that still existed. The survey identified 3,950 linear feet of sidewalk as replacement candidates and 4,190 linear feet of sidewalk were identified as candidates for the pressure grouting repair. In the following years, staff have compiled a running listing of requests (mostly complaint based) that are investigated and placed on a list to be addressed as funding is available. The FY 15 project list identified 3,198 LF of eligible sidewalk for repair. The FY 16 list has yet to be investigated for footages to be determined, but based on an average of about 32 LF per location, the estimated footage is about 7,500 LF. And because of ground movement, aging infrastructure, and vegetative growth, staff fully expect to see more locations come in for site investigations. Therefore, since the survey was performed, about 13,000 LF of sidewalk has been identified as needing some form of repair.

Since the survey, staff have completed 6,162 LF of sidewalk repair by contractor. Due to vacancies within the Planning Department's Engineering Division, FY 16 has had a slow start. To facilitate the program, the Public Works Department has taken on the responsibility for administering the program as part of its infrastructure management, and is gearing up to put the project out for bid. Purchasing is in the final stages of preparing the contract for bid. Locations are being identified from the 2015-2016 listing for the available funding that remains (\$100,136). Based on historical bids, approximately 5,000 LF of sidewalk can be repaired. Public Works in-house crews are also performing repairs on some of the localized/isolated areas within the City.

In FY 17, there should be a sidewalk survey performed again to give Council an up-to-date look at the

extent of the issues related to the City's sidewalk program. For the FY17 program staff is proposing to budget at least \$150,000, which would net approximately 7,500 LF of sidewalk repair. And, if Council desires to see an increase in the amount of sidewalk concerns addressed, staff would recommend an increase in the amount. To accomplish this, staff would propose to bid the repair contract out as a general repair, with a minimum amount of footage to be addressed, with the option to add more, and to include an option to renew the contract for successive years up to 3-5 total. Purchasing is aware of the desire and offers no objections to the procurement process.

Action Required of Council:

Discussion regarding program, possible funding increase is recommended @ \$300,000 or more. The additional funding would also address the intersection locations where there are no ramps that currently exist.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

Project 927 – City Wheelchair Ramp/Sidewalk

Account Number:	033-9892-927			Budget
Funding:	<u>Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Remaining</u>
Fiscal Year 15-16	\$ 150,000	\$ 49,864	\$ -	
Total	<u>\$ 150,000</u>	<u>\$ 49,864</u>	<u>\$ -</u>	<u>\$ 100,136</u>

Note: This project does not roll forward each year. A new amount is budgeted each year.

PROJECT DESCRIPTION

This project is to continue an initiative that began FY13 to install new handicap accessible ramps throughout the City where the existing sidewalk does not currently have a ramp at intersection with roadways.

Future Operating Impact: No additional operational impacts identified.

FIRST QUARTER FY 15-16

The program was complaint based for this period. A small contract letting occurred for those complaints on the list with 14-15 funds. The program is now being retooled to become part of the overall infrastructure maintenance program of Public Works. A larger project letting is anticipated this summer/fall with remaining 14-15 funds as well as current 15-16 funds.

Sidewalk Program 2015-2016

	District	Date Recieved	Complaint?	Severe?	Completed?
1005 Garden Walk		5		1/1/2014	
1007 Garden Walk		5		1/1/2014	
10102 Carlow		3		1/1/2015 Y	
10107-10111 Rustic Rock		3		1/1/2014	
1018 Hackberry		5		1/1/2014	
1018 Hackberry Ave.		5		1/1/2015 Y	
10211 Catlett Ln.		6		1/1/2015 Y	
10235 Catlett Ln.		6		1/1/2015 Y	
10238 Catlett Ln		6		1/1/2014	
10238 Catlett Ln.		6		1/1/2015 Y	
10306 Carlow Ln		6		1/1/2014	
10306 Catlett Ln		6		1/1/2014	
10318 Carlow Ln		6		1/1/2014	
10322 Carlow Ln		6		1/1/2014	
10323-10327 Catlett Ln		6		1/1/2014	
10330 Catlett Ln		6		1/1/2014	
1034 Oakleaf		5		1/1/2014	
10343 Shellrock		6		1/1/2014	
10407 Carlow		6		1/1/2014	
10413 Spencer Landing South		4		1/1/2014	
10419 Shellrock		3		1/1/2015 Y	
10505 Spencer Landing North		4		1/1/2014	
10526 Spencer Landing North		4		1/1/2014	
10533 Spencer Landing North		4		1/1/2014	
10538 Spencer Landing N		4		1/1/2015 Y	
10808 Birch Dr.		6		1/1/2014	
10808-10810 Birch		6		1/1/2014	
10810 Collingwood		6		1/1/2014	
10816-10818 Birch		6		1/1/2014	
10820 Idlewood		6		1/1/2014	
10822 Collingwood		6		1/1/2014	
10827 Birch		6		1/1/2014	
10840 Linwood		6		1/1/2015 Y	
10846 Spruce Dr.		6		1/1/2015 Y	
10901 Spruce North		6		1/1/2014	
10902-10900 Spruce North	D 6			1/1/2014	
10903 Pecan Dr.		6		1/1/2014	
10903 Spruce North		6		1/1/2014	
10905 Spruce North		6		1/1/2014	
10910 Spruce North		6		1/1/2014	
10922 Spruce North		6		1/1/2014	
10925 Spruce North		6		1/1/2014	
10927 Rosewood Crt		6		1/1/2014	
10928-10926 Graywood Dr		6		1/1/2014	
10928-10926 Rosewood Crt		6		1/1/2014	

10929 Fairwood Dr	5	1/1/2014
10931 Fairwood Dr	5	1/1/2014
10933 Fairwood Dr.	5	1/1/2014
10934 Rosewood Crt	6	1/1/2014
10934 Rosewood Ct.	6	1/1/2014
10935 Fairwood Dr	5	1/1/2014
10935-10937 Rosewood Crt	6	1/1/2014
10937 Dogwood Dr	6	1/1/2014
10937-10933 Spruce North	6	1/1/2014
10942 Spruce North	6	1/1/2014
109911 Spruce Dr. N	5	1/1/2015 Y
11001 Fairwood Dr	5	1/1/2014
11001 Pinewood Crt	5	1/1/2014
11002 Oakwood Dr	5	1/1/2014
11003 Collingswood Dr.	5	1/1/2014
11004 Oakwood Dr	5	1/1/2014
11015 Fairwood Dr	5	1/1/2014
1102 Glencrest	1	1/1/2014
1103 Oakleaf	5	1/1/2014
114 Erin	4	1/1/2014
11706 Crockett Dr	1	1/1/2014
11711 Alamo Dr	1	1/1/2014
11723 Alamo Dr.	1	1/1/2014
11723-11727 Bexar	1	1/1/2014
11728-11722 Bexar	1	1/1/2014
11730-11728 Bexar	1	1/1/2014
118 Tanya	4	1/1/2014
1501 Hwy 146	5	1/1/2014
1509 Hwy 146	5	1/1/2014
209 Spencer Landing	4	1/1/2015 Y
222 Spencer Landing West	4	1/1/2014
305 Spencer Landing West	4	1/1/2014
3102 Woodland	5	1/1/2014
3110 Silver Springs	5	1/1/2014
3118 Silver Springs	5	1/1/2015 Y
3119 Silver Springs	5	1/1/2014
3202 Valley Brook	6	12/31/2015 Y
3211 Fernrock	2	1/1/2014
327 Spencer Landing East	4	1/1/2014
3407 Gladwyne	2	1/1/2014
3411 Brookwood	2	1/1/2014
3411 Brookwood Dr	2	1/1/2014
3411 Brookwood Dr	2	1/1/2014
3415 Brookwood Dr	2	1/1/2014
3415-3419 Brookwood	2	1/1/2014
3419 Brookwood Dr	2	1/1/2014
3427 Brookwood Dr	2	1/1/2014

3431 Brookwood Dr	2	1/1/2014
3437 Brookwood Dr	2	1/1/2014
346 Joshway	4	1/1/2014
3518 Brookwood Dr.	2	1/1/2015 Y
3522 Brookwood Dr.	2	1/1/2015 Y
353 Joshway	4	1/1/2014
3534 Brookwood Dr	2	1/1/2014
3602 Brookwood Dr	2	1/1/2014
3618 Desert Run	2	1/1/2014
3626 Desert Run	2	1/1/2014
3631-3635 Gladwyne Dr	2	1/1/2014
37011 Gladwyne Dr	2	1/1/2014
3703-3707 Gladwyne Dr	2	1/1/2014
3718 Brookwood Dr	2	1/1/2014
3718-3714 Brookwood Dr	2	1/1/2014
3722 Brookwood Dr	2	1/1/2014
3730 Brookwood Dr	2	1/1/2014
3802 Brookwood Dr	2	1/1/2014
3810 Teakwood Dr.	6	1/1/2014
3811 Somerton	2	1/1/2014
3814 Brookwind Dr	2	1/1/2014
3814 Pecan Cir	6	1/1/2014
3815 Teakwood	6	1/1/2014
3815 Teakwood Dr	6	1/1/2014
3826 Brookwood Dr	2	1/1/2014
3827 Youpon St	6	1/1/2014
3830 Brookwood Dr	2	1/1/2014
3835 Redbud Dr	6	1/1/2014
3835 Teakwood Dr.	6	1/1/2014
3838 Brookwood Dr	2	1/1/2014
3839 Fairbrook Ln	2	1/1/2014
3839-3843 Somerton	2	1/1/2014
3843-3526 Somerton	2	1/1/2014
3849 Teakwood Dr.	6	1/1/2014
3902 Brookwood Dr	2	1/1/2014
4818 Glenpark	1	1/1/2014
4907-4909 Creekview	6	1/1/2014
4921 Parkcrest Dr	1	1/1/2014
4926 Archway	1	1/1/2014
4926 Glenview Dr	1	1/1/2014
4933-5003 Glenview Dr	1	1/1/2014
5001 Creekview	6	1/1/2014
5001-5005 Meadow Place Dr	1 & 6	1/1/2014
5002 Glenview	1	1/1/2014
5002 Glenview Dr	1	1/1/2014
5006 Glenview	1	1/1/2014
5006-5010 Glenview Dr	1	1/1/2014

5009 Glenview	1	1/1/2014
5009 Glenview Dr	1	1/1/2014
5018 Glenview	1	1/1/2014
5033 Glenview	1	1/1/2014
5034 Glenview	1	1/1/2014
5034-5030 Glenview Dr	1	1/1/2014
5117 Glenview	1	1/1/2014
5118 Glenview	1	1/1/2014
5118 Glenview	1	1/1/2014
5122 Glenview	1	1/1/2014
5122-5221 Crestway Dr	1	1/1/2014
5202 Valley Brook Ct.	1	1/1/2014
5206 Ridgecrest	1	1/1/2015 Y
5209 Valley View Dr.	1	12/31/2015 Y
5501-5505 Heathersprings (?)	3	1/1/2014
5521-5525 Rock Springs	3	1/1/2014
5526 Sugar Creek Dr	3	1/1/2014
5811-8507 Bandridge (?)		1/1/2014
8407 Fairbrook Ln	2	1/1/2014
8411 Fairbrook Ln	2	1/1/2014
8414 Fairbrook Ln	2	1/1/2014
8416 Fairbrook Ln	2	1/1/2014
8416 Lazy Brook Ln	2	1/1/2014
8423 Lazy Brook Ln	2	1/1/2014
8503 Lazy Brook Ln	2	1/1/2014
8503 Lazy Brook Ln	2	1/1/2014
8514 Beech Haven	2	1/1/2014
8518 Fairbrook Ln	2	1/1/2014
8518 Somerton	2	1/1/2014
8519 Bandridge	2	1/1/2014
8522 Fairbrook Ln	2	1/1/2014
8522-8518 Somerton	2	1/1/2014
8703 Fairbrook	2	1/1/2014
8707 Brookwind & Fairbrook	2	1/1/2014
8707 Colliningsdale	2	1/1/2014
8707 Somerton	2	1/1/2014
8711 Bandridge	2	1/1/2014
8711 Colliningsdale	2	1/1/2014
8764 Beech Haven (?)		1/1/2014
8802 Hedgestone Ct.	2	1/1/2015 Y
8807 Kensington Ct	2	1/1/2014
8811 Kensington Ct.	2	1/1/2015 Y
8815 Venture	2	1/1/2014
8827 Huntersfield	2	1/1/2014
903 Oakleaf	5	1/1/2014
907 W. Main St.	4	1/1/2015 Y
917-913 Willow Creek	3	1/1/2014

919 Oakleaf		5	1/1/2014
922 Oakleaf		5	1/1/2014
9426 Rustic Gate		2	1/1/2014
9501 Dry Desert		2	1/1/2014
9505 Old Desert		2	1/1/2014
9508 Dry Springs		2	1/1/2014
9530 Rustic Gate		2	1/1/2014
9602 Rustic Gate		2	1/1/2014
9629 Dry Springs		2	1/1/2014
9802 Brookside Dr.		1	1/1/2014
9906 Brookview Dr		5	1/1/2014
9907 Brookview Dr		1	1/1/2014
Cottonwood		6	1/7/2016
East "E"	4 &5		1/1/2014
East "E" Alley	4 & 5		1/1/2014
Fernrock		2	1/7/2016
Huntersfield & Venture		2	1/1/2014
Kensington & Brookwood		2	1/1/2014
Kensington & Huntersfield Ln		2	1/1/2014
Lazybrook & Fairbrook		2	1/1/2014
North "D" St.		4	1/1/2014
Venture & Orchard		2	1/1/2014
W. Fairmont & Bay Area			1/1/2015
5013 Creek View Dr.		6	2/26/2016

CITY OF LA PORTE
INTER OFFICE MEMORANDUM

October 31, 1994

TO: Robert T. Herrera, City Manager
FROM: Steve Gillett, Director of Public Works
SUBJECT: Sidewalk Replacement Program

There are several ways to approach the replacement of sidewalks. Listed below are three (3) alternative methods to establish priorities, as well as recommended criteria for determining the need for replacement.

1. Priority Based on Sidewalk Classification. This method would classify sidewalks by the type of street. The top priority would be thoroughfares and school pedestrian routes. The second priority would be residential-type streets.

2. Priority Based on Neighborhoods. This method would concentrate on a specific neighborhood/subdivision, replacing targeted sidewalks until all were complete before moving to the next area. The current sidewalk inventory indicates that this method would target Fairmont Park first, due to the large number of substandard sidewalks in this area. This method is used by the City of Deer Park.

3. Priority Based on the Worst of Each Area. This method would target the worst areas all over town. This method would result in small areas in every neighborhood/subdivision being replaced over a number of years. Those areas in better shape would be completed long before the worst areas.

The recommended approach would be method one, two or a combination of the two. Method two is working with some success in Deer Park. Method one, if used, would target the heavy pedestrian areas.

Replacement Criteria. The criteria for replacement is difficult to establish, and no matter what method is used, will tend to be subjective. With that in mind, the following criteria is recommended for determining sidewalk replacement.

1. Differential settlement causes a slab elevation difference at the joint to exceed one (1) inch.
2. Severely broken, cracked slabs that are in more than three (3) pieces between joints.
3. Deflected slabs that have been displaced by manholes, valve boxes or other utilities.

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: April 16, 2016 Appropriation
Requested By: Rosalyn Epting Source of Funds: General Fund
Department: Parks & Recreation Account Number:
Report: Resolution: Ordinance: Amount Budgeted:
Other: Amount Requested:
Budgeted Item: YES NO

Attachments :

1. Aerial View of Glen Meadows Park
2. Image of a Canvas Shade Structure

SUMMARY & RECOMMENDATIONS

This item has been placed on the agenda at the request by Councilman Earp.

This request is for a 30' x 30' gathering/picnic area with a shade structure at Glen Meadows Park. The gathering area would have a cement pad and a fabric shade structure. The City would add 4 picnic tables (1 of which is wheelchair accessible), two garbage cans, and one grill to the location. The cost breakdown would be as follows:

Cement Pad	\$ 6,000
Shade Structure	\$12,500
4 picnic tables	\$ 2,800
2 garbage cans	\$ 500
1 deluxe grill	\$ 350
TOTAL	\$22,150

Options for placement are seen on the attached aerial shot of Glen Meadows Park.

Action Required of Council:

Provide input on the budget request for a gathering/picnic area at Glen Meadows Park for \$22,150, including directing staff as to which location is preferred.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

Glen Meadows Shade Options

Option 1



Option 2



801 Valley Brook Dr

© 2016 Google

Google earth

1944

29°40'11.68" N 95°04'41.47" W elev 37 ft eye alt 408 ft

IMAGE OF A CANVAS SHADE STRUCTURE

This shade structure is currently located at the Brookglen Splash Park. It is 20' x 40'. The proposed shade structure at Glen Meadows Park would be 30' x 30'.



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: April 16, 2016 Appropriation
Requested By: Traci E. Leach Source of Funds: Fund 037
Department: Administration Account Number:
Report: Resolution: Ordinance: Amount Budgeted:
Other: Amount Requested: \$93,000
Attachments : Budgeted Item: YES NO

SUMMARY & RECOMMENDATIONS

This item has been placed on the agenda at the request of Councilman Zemanek.

The original City Hall building is located at 111 S. 2nd Street. Currently, the building is sparsely utilized: by the City for meetings with the Main Street business owners and as staging/staff area for some special events; by the American Legion (although membership has dwindled to the point where meetings are no longer being held); and the Chamber for the Christmas on Main reception.

Staff was asked to identify what would be necessary to convert this building to a Visitors Center. This agenda item will address proposed utilization, proposed staffing and operation, proposed layout, and proposed cost estimates.

Utilization and Purpose: The purpose of the Visitors Center would be to provide a resource for travelers in La Porte to get information about attractions, activities, and hotels. Additionally, this center would be used as a location to display pieces of La Porte's history that are currently not on display at the Depot Museum due to space constraints and would be a location that could be utilized for small group presentations, such as with the Main Street business owners.

Staffing and Operation: It is proposed that the Marketing/PR Specialist office from this location. The primary hours of operation would include regular hours of operation consistent with current City hours, 8 am to 5 pm Monday through Friday. Since some visitors are traveling during the weekend, there will be an expectation that the center be open for limited hours on weekends and evenings as well. There are two proposals to accommodate the evening/weekend hours coverage for the Visitors Center. Both include hiring a part-time attendant to fill those hours:

- Mirror the Hours of Antique Shops: Most of the antique shops have evening hours from Wednesday through Sunday. Staff is proposing that a part-time position be considered to mirror the evening operating hours of the antique shops. Under this option, the part-time position is programmed for approximately three hours per day Wednesday through Friday and 5 hours per day on Saturday and Sunday, for a total of 19 hours per week. There would be no evening hours on Monday and Tuesday. Additionally, staff would monitor and log visitors by hour and if utilization warranted modification in hours, those changes could be made.

- Operate Hours Consistent with TXDOT Regulations to Get Visitor Center signage on Existing Blue Highway Sign: Under this proposal, TXDOT has a Visitors Center sign that the City would be eligible to receive if the Visitor Center had hours of operation 7 days per week, 8 hours per day. Under this scenario, staff proposes operating the Visitors Center from 10 am to 6 pm on Saturday and Sunday for a total of 16 hours per week.

Proposed Layout and Scope of Improvements:

- Interior Infrastructure: Interior building improvements that would need to be made include: sanding and refinishing the wood floor, installing additional lighting, replacing some door fixtures to improve security, renovation/reconfiguration of the storage closet area as the closed office space (including reconfiguration of HVAC in that area), and renovate restroom entry area.
- Interior Furniture and Fixture: The interior of the Visitors Center would include display cases and areas for La Porte historical items, an office space for the Marketing/PR Specialist, an open office area for the PT staff person (likely just a desk and chair), refreshment area, and area for TV/projector display. For the furniture and display cases, staff wanted to keep the original feel of the original City Hall instead of purchasing contemporary office/display furniture and accessories. Staff has completed a preliminary review of furniture and display cases in La Porte antique shops and anticipates being able to purchase most, if not all, interior furniture, fixtures, and display cabinets from La Porte businesses.
- Exterior improvements: Exterior improvements proposed include: installation of accessible ramp at the front steps, exterior lighting and signage, re-painting, roof replacement or re-coating of existing, and landscaping.

Cost Estimate: Staff worked with one local contractor to get an idea as to the estimated magnitude of cost. The proposed cost for the renovations as outlined above is approximately \$78,000. However, should the Council like to move forward, staff is proposing to include \$50,000 in the proposed FY17 budget, with the following caveats as it relates to this cost estimate:

- This is a single, informal cost estimate provided by one contractor. Should the Council like to move forward with the Visitors Center, a more formal procurement process would be conducted to ensure that the City obtains the best pricing possible for the scope of work.
 - While staff proposes the Hotel Fund as the primary funding source for this project, there is an H-GAC Grant Program called the Downtown Public Spaces Improvements Program that provides grant funding for eligible projects that improve public spaces within downtown areas. Preliminary discussions with the Program Director have indicated that the Visitors Center project meets program eligibility requirements for consideration of the matching grant. The maximum grant amount that can be awarded is \$25,000. Staff would apply for this grant to assist in offsetting the cost of renovation. Projects are considered as applications are received.
 - In addition to the capital costs to renovate the facility, the estimated staff costs for the part-time attendant is approximately \$15,000 to \$18,000 depending on number of hours worked. This estimate is based on hiring one part-time attendant to fill the required number of hours.
-

Action Required of Council:

Provide direction regarding proposed conversion of Original City Hall to a Visitors Center.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: April 16, 2016 Appropriation
Requested By: Patrice Fogarty Source of Funds:
Department: City Secretary's Office Account Number:
Report: Resolution: Ordinance: Amount Budgeted:
Other: Amount Requested:
Budgeted Item: YES NO

Attachments :

SUMMARY & RECOMMENDATIONS

This item has been placed on the agenda at the request of Councilman Zemanek.

As a topic for the Budget Retreat, staff requests input from Council to determine if this budget year is the time to enhance departmental participation in the City's electronic records management program.

In 1990, Ordinance 1675 was passed appointing the City Secretary as the City Records Management Officer responsible for directing and coordinating all records management operations for City offices and departments. In its infancy stage, the City's program of electronic records management mainly addressed permanent documents. The City bought Laserfiche software, which is a DoD certified search and retrieval software. Mostly just permanent documents were scanned in, and that accomplished two things. It made the records easily accessible and searchable and also safe from the destructive elements of time, temperature, insects and natural disasters.

Expanding the program to encompass the scanning needs of other City departments' records, even non-permanent records, would greatly enhance the ability to easily locate records which are currently in boxes in the records center and also make them accessible to staff at their fingertips without the need to go offsite to try to locate them. In addition to enhanced location of documents for end users, it ensures the State of Texas required retention of documents. Additionally, the Texas State Library and Archives Commission permits the scanned copy to be the original copy for records management and retention purposes.

One central strategy of cost-effective records management is the separation of active from semi-active or inactive records and the removal of the latter from the active office space in each department of the local government to a centralized records storage area. Scanning active records into Laserfiche accomplishes this strategy. After scanning active records and checking for quality control, the paper copies can be destroyed. After reaching the desired level of active records scanned into the system, inactive but valuable records need to be reviewed for retention and scanning.

In order to ensure success on expanding the City-wide records management program, a position dedicated to scanning is recommended. This position would be under the City Secretary's Office. A document scanner would not need to be purchased if this position could utilize the document scanner in the Finance office. Annual cost for a position, including benefits, would be approximately \$41,422.00

(\$25,000 salary + 24% (\$6k) for FICA, Medicare & Retirement + \$10,422 for insurance).

Action Required of Council:

Provide direction regarding expanding the electronic records management program.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: April 16, 2016

Appropriation

Requested By: Rene Valdez

Source of Funds:

Department: Information Technology

Account Number:

Report: Resolution: Ordinance:

Amount Budgeted:

Other:

Amount Requested:

Budgeted Item: YES NO

Attachments :

1. Datavox Quote

SUMMARY & RECOMMENDATIONS

The City currently operates approximately 25 traffic cameras, located at key intersections throughout the City. When operational, the system has proven to be useful for law enforcement purposes to identify vehicles driven by those suspected of committing crime within La Porte. Unfortunately, the cameras were not designed for law enforcement applications. Additionally, City facilities, some of which have video and some which do not, are largely unmonitored. Recent thefts this past year highlighted the need for video cameras at City facilities that are frequented by the public or have strategic importance, such as City Hall. Adding additional video systems at locations would enhance security to better protect the citizens and employees should there be an emergency incident or in instances where overall security is a concern like special events (Christmas on Main, Mardi Gras, etc).

There are currently many different video systems in the City and these cannot be managed by one system or one department. This poses both a security concern for the City, as there is no single software system that law enforcement can use to sift through video footage, and a budgetary concern, as it is more expensive to maintain multiple systems than a single, consolidated one.

For Council Retreat discussion this year, staff would like to discuss consolidating all City buildings under one video system, incorporating the existing video systems and integrating the existing card access system into a single software backbone. The proposed system has several advantages:

- It will allow the IT department to meet the video needs for all departments and allow the City to leverage current assets into a new, upgraded system.
- It will enhance the Police Department's ability to cull through video surveillance footage to identify exactly what is needed, whether that is a time stamp, specific color vehicle, or setting parameters to trigger video footage (such as a city parks after hours).
- It will tie all security systems together into a single database, which will eliminate the need to review card access reports and then switch to a different system to review the video footage for that time stamp. It would all be included as a single, searchable system.
- The cameras can be customized to fit the needs for each location. One of the primary challenges the City faces today is lack of clarity in existing video footage (ie- faces and license

plates). While new cameras won't correct 100% of the issues with camera clarity, there are upgrades and configurations that can absolutely improve the video quality.

Should the Council like to move forward, staff proposes a phased approach to assist with affordability and provide the most needed tools quickly.

Phase One would consist installation of the software backbones (Genetec and Agent VI), integration into Dispatch, and camera installation at the following locations:

- Exterior of City Hall
- Exterior of Recreation Center
- Exterior of the Golf Course Clubhouse/Maintenance Barn

- Exterior of all Community Buildings (Evelyn Kennedy, Jennie Riley, Brookglen)

- City Parks with restroom facilities or concession-type buildings (Little Cedar Bayou Park, Pecan Park, Fairmont Park, MLK Park, Seabreeze Park, Northwest Park, Lomax Park)

- Integration of current building card access system

The City proposes utilizing the Cooperative Purchasing Network (TCPN) contract for security services to procure this new system through Datavox. Purchasing items through TCPN contracts enables the TCPN to leverage the purchasing power of all agencies when negotiating contracts with the vendor community. Utilizing TCPN contracts can provide for reduced information technology costs, decreased administrative costs, and common IT procurement processes. The cost for Phase One is estimated to be \$467,000, which includes the Datavox base price, a \$25,000 for costs that will be incurred by the City's IT Department (cabling, electrical drops, etc), and a 10% contingency amount.

On-going annual maintenance for Phase 1 would be approximately \$10,800 per year. The first year of maintenance is included in the base Datavox price.

Action Required of Council:

Discussion regarding consolidating all City buildings under one video system.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

Physical Security Solution

City of La Porte

Scope of Work

Prepared by: Steve Weber

Presented on: 3/29/2016

Version 1.0



Physical Security SOW

1.0 Description of Services

DataVox will provide the full installation of a new Genetec Security Center software platform. The unified platform seamlessly integrates access control, intrusion and video surveillance. The DataVox solution will take over existing analog cameras and ip cameras. This software will be used to centrally manage this.

1.1 Genetec Security Center Software

Genetec Security Center software is a unified platform that seamlessly integrates access control, video surveillance, and intrusion detection. This section describes the Genetec physical security solution.



1.1.1 Genetec Service Management Agreement

This SOW provides a one year Genetec Service Management Agreement (SMA). The SMA starts 30 days after this document is signed and the license is issued. DataVox will assist the user with the SMA renewal process at the end of each year.

- Genetec Technical Assistance Center (GTAC) Support Monday through Friday, between 8:00AM and 8:00PM (Eastern Time)
- Unlimited support cases
- System management
- Case management
- Knowledge base
- Computer-based training courses
- User Forum's Monthly Minute Newsletter
- Service releases and hot fixes
- Major and minor release upgrades
- Technical appointments

Physical Security SOW

1.2 Mobile Application

With the Security Center Mobile application users can log in from a smartphone or tablet and manage various areas of their access control video surveillance systems embedded within the Security Center platform.

- Lock and unlock doors
- Override schedules
- View live and recorded video
- Save bookmarks and snapshots



All Pricing at this time is budgetary

Genetec SMA Estimate

Main Location \$ 2,000.00 per year

Remote Sites \$ 800.00 per year per site

1.3 City Hall-\$ 59k

This section lists the access control items that DataVox will provide and install for the Customer.

(1) Genetec Enterprise Video Software
(5) IP Camera connection Licenses
(5) Mobile Security Applications
(1) Genetec SMA System License
(1) Genetec Federation License
(1) BCD Server with 11TB usable of storage. RAID 5
(1) BCD Management Genetec Server
(5) Axis P1405 Outdoor Bullet Cameras
(2) 16 Channel Analog to IP Encoders
(5) Agent VI
(1) Cabinet

1.4 Little Cedar Bayou Drive- \$ 49k

This section lists the access control items that DataVox will provide and install for the Customer.

(1) Genetec Standard Video Software

Physical Security SOW

(9) IP Camera connection Licenses
(1) Genetec Federation License
(1) BCD Server with 6TB of storage. NON -RAID
(1) 24 Port POE network Switch
(8) Axis P1405 Outdoor Bullet Cameras
(1) AxisQ1765-LE Outdoor Cameras
(2) Wireless PT. to PT.
(9) Agent VI
Cabinet

1.5 Rec. Center- 49K

This section lists the access control items that DataVox will provide and install for the Customer.

(1) Genetec Standard Video Software
(10) IP Camera connection Licenses
(1) Genetec SMA System License
(1) Genetec Federation License
(1) BCD Server with 11TB of storage. RAID 5
(10) Axis P1405 Outdoor Bullet Cameras
(10) Agent VI
Cabinet

1.6 Golf Course- 29K

This section lists the access control items that DataVox will provide and install for the Customer.

(1) Genetec Standard Video Software
(6) IP Camera connection Licenses
(1) Mobile Security Applications
(1) Genetec SMA System License
(1) Genetec Federation License
(4) AxisQ1765-LE Outdoor Cameras
(2) Axis P1405 Outdoor Bullet Cameras
(1) BCD Server with 11TB of storage. RAID 5
(6) Agent VI

Physical Security SOW

Cabinet

1.7 MLK Park- 26k

This section lists the access control items that DataVox will provide and install for the Customer.

(1) Genetec Standard Video Software
(8) IP Camera connection Licenses
(1) Mobile Security Applications
(1) Genetec SMA System License
(1) Genetec Federation License
(1) BCD Server with 6TB of storage. NON -RAID
(6) Axis P1405 Outdoor Bullet Cameras
(2) AxisQ1765-LE Outdoor Cameras
(2) Agent VI
Cabinet

1.8 Lomax Park—17k

This section lists the access control items that DataVox will provide and install for the Customer.

(1) Genetec Standard Video Software
(5) IP Camera connection Licenses
(1) Mobile Security Applications
(1) Genetec SMA System License
(1) Genetec Federation License
(1) BCD Server with 6TB of storage. NON -RAID
(5) Axis P1405 Outdoor Bullet Cameras
Cabinet

1.9 Northwest Park- 20K

This section lists the access control items that DataVox will provide and install for the Customer.

(1) Genetec Standard Video Software
(3) IP Camera connection Licenses

Physical Security SOW

(1) Mobile Security Applications
(1) Genetec SMA System License
(2) Axis P1405 Outdoor Bullet Cameras
(1) AxisQ1765-LE Outdoor Cameras
(3) Agent VI
Cabinet

1.10 Brookglen- 24K

This section lists the access control items that DataVox will provide and install for the Customer.

(1) Genetec Standard Video Software
(4) IP Camera connection Licenses
(1) Mobile Security Applications
(1) Genetec SMA System License
(1) Genetec Federation License
(1) BCD Server with 6TB of storage. NON -RAID
(4) Axis P1405 Outdoor Bullet Cameras
(4) Agent VI
Cabinet

1.11 Pecan Park- 54K

This section lists the access control items that DataVox will provide and install for the Customer.

(1) Genetec Standard Video Software
(6) IP Camera connection Licenses
(1) Mobile Security Applications
(1) Genetec SMA System License
(1) Genetec Federation License
(4) Axis P1405 Outdoor Bullet Cameras
(2) AxisQ1765-LE Outdoor Cameras
(1) Wireless PT. to PT.
(1) BCD Server with 11TB of storage. RAID 5
(6) Agent VI
Cabinet

Physical Security SOW

1.12 Fairmont Park- 47K

This section lists the access control items that DataVox will provide and install for the Customer.

(1) Genetec Standard Video Software
(5) IP Camera connection Licenses
(1) Mobile Security Applications
(1) Genetec SMA System License
(1) Genetec Federation License
(4) Axis P1405 Outdoor Bullet Cameras
(1) AxisQ1765-LE Outdoor Cameras
(1) Wireless PT. to PT.
(1) BCD Server with 11TB of storage. RAID 5
(5) Agent VI
Cabinet

1.13 San Jacinto Park- 34K

This section lists the access control items that DataVox will provide and install for the Customer.

(1) Genetec Standard Video Software
(3) IP Camera connection Licenses
(1) Mobile Security Applications
(1) Genetec SMA System License
(1) Genetec Federation License
(1) BCD Server with 6TB of storage. NON -RAID
(2) Axis P1405 Outdoor Bullet Cameras
(1) AxisQ1765-LE Outdoor Cameras
(3) Agent VI
Cabinet

2.0 Out of Scope Services

This section lists the services that are out of scope per this SOW.

- ⊗ Demo of existing equipment
- ⊗ All conduit work, coring, boring back boxes, pull strings, and sleeves
- ⊗ All cabling replacement. Any cabling found inoperable will result in change orders.
- ⊗ Responsibility for manufacturer defects for equipment not provided by DataVox.

Physical Security SOW

IMPORTANT:

- Miscellaneous items may be required for completion during project execution which DataVox or the Customer did not foresee (for example, copper or fiber patch cables, power cords, and optics.) If miscellaneous items are required beyond what is included in the Bill of Materials, these items will be provided by the Customer or the items can be purchased from DataVox following the standard change management process.
- DataVox is not responsible for manufacturer defects for equipment not provided by DataVox.

3.0 Assumptions

- Cabling at all sites is in good condition and can be reused without repair/replacement
- Any changes in the design or scope of work may result in a change in the initial quote for the cost of the project

4.0 Baseline Responsibilities

This section provides a general list of DataVox and Customer responsibilities that are common to many services described in **Section 0 Description of Services**.

4.1 DataVox Responsibilities

This section lists DataVox responsibilities per this SOW.

- Provide all necessary parts and labor required for complete programming of the Physical Security Solution
- A DataVox engineer will meet with the Customer team to review the necessary programming requirements prior to installation
- Provide one-time administrator training for the Genetec Security Center application
- Provide the Customer with a one year comprehensive parts and labor warranty, excluding Customer-provided equipment and existing cabling

4.2 Customer Responsibilities

This section lists the Customer responsibilities per this SOW.

- Is responsible for the security of project material and equipment that has been delivered and installed on the Customer's premise
- Will open the necessary ports on their firewall for Mobility applications
- Provide DataVox with the appropriate requirements and prints
- Pay a 25% restocking fee on all returnable items

Physical Security SOW

Note: Special ordered items are not refundable

- All conduit work, coring, boring back boxes, pull strings, and sleeves
- Provide installation personnel with access keys or escorts in order for DataVox to perform the service in a timely and cost effective manner
- Appoint a representative to act as a single point of contact for the DataVox onsite foreman or personnel. The Customer designee will have the authority to execute written change orders upon mutual agreement of both parties
- Provide space for onsite storage of tools, equipment, and materials for the duration of the project at no cost
- All camera will be within 300 feet of a network IDF/switch when running category 6 cable segments
- Provide IP range for cameras and card readers prior to installation, including subnet and default gateway
- Provide CAD drawings of building prior to installation
IMPORTANT: If CAD drawings are not provided, an additional design fee will be billed.
- Provide scissor and/or boom lift for the duration of the security project. Lift must be easily accessible for the duration of the project. If the Customer is unable to provide a scissor or boom lift, DataVox will provide the appropriate lift and bill back the cost of the lift to the Customer at cost.

Customer's initials indicate understanding and acceptance of Customer's responsibilities.

Initials required

5.0 Project Price

This is a fixed price contract based on the criteria and assumptions in this scope of work. The cost for this contract is outlined below (*cost excludes shipping and sales tax*).

Service	Cost
Physical Security Solution	
Total Project Cost	

IMPORTANT: The price assumes that all work will be completed during normal business hours, Monday through Friday between 7:00am and 3:30pm. Work requested by the Customer outside normal business hours will incur additional fees.

Physical Security SOW

6.0 Terms and Conditions

The Terms and Conditions of the DataVox DIR Agreement with the State of Texas (DIR-SDD-2217, Vendor Number 176-025-1479-000) shall govern the execution of this scope of work.



Acceptance of Proposal	
IN WITNESS WHEREOF, the duly authorized representatives of the parties hereto have caused this service agreement to be duly executed.	
City of La Porte 604 Fairmont Parkway La Porte, TX	
Point of Contact Name:	
Point of Contact Signature:	
Date:	

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>April 16, 2016</u>	<u>Appropriation</u>
Requested By: <u>Sharon Valiante</u>	Source of Funds: <u>Street Tax</u>
Department: <u>Public Works</u>	Account Number: <u>033</u>
Report: <input checked="" type="radio"/> Resolution: <input type="radio"/> Ordinance: <input type="radio"/>	\$50,000-Raising
Other: <input type="radio"/>	\$305,000-Various
	Concrete Street
Attachments :	Amount Budgeted: Repairs
	\$1,000,000 Asphalt
1. Asphalt Project List 2015-2016	- \$200,000 Small
2. Project Updates from Quarterly CIP	Conc Rprs
	Amount Requested:
	Budgeted Item: <input checked="" type="radio"/> YES <input type="radio"/> NO

SUMMARY & RECOMMENDATIONS

The purpose of this item is to provide a brief update of the City's Pavement Maintenance and Management Program. In March 2013, Public Works Staff contracted with HDR to perform a Street Condition Assessment for the streets maintained by the City. The purpose of the street condition assessment was to provide the City with pertinent information in order to develop a citywide paving improvement program that would include new construction, rehabilitation, and/or maintenance to optimize available resources. To understand the program, it is important to know some particulars about the City's pavement infrastructure. The Public Works Department is responsible for managing approximately 127 miles of roadway. This could easily equate to 250+ lane miles of roadway using a two lane cross-section as a basis for calculating. For ease of classification the City's pavement infrastructure is made up of concrete and asphalt, at a ratio of 62% concrete and 38% asphalt.

The goal of a street assessment is to determine which streets will require repair and maintenance and when. A schedule of repair and maintenance are determined by the following:

Pavement Condition Rating	Proposed Improvements
9	None
8	None
7	Minor crack sealing
6	Major crack sealing
5	Asphalt – 10-20% partial base repair & overlay
	Concrete – 10-20% minor concrete point repair
4	Asphalt – 20-30% major base repair & overlay

	Concrete – 20-30% major concrete point repair
3	Asphalt – 30-40% major base repair & overlay
	Concrete – 30-40% major concrete point repair
2	Asphalt – Full depth reclamation/stabilize & overlay
	Concrete – Remove and replace
1	Asphalt – Full depth reclamation/stabilize & overlay
	Concrete – Remove and replace

As time goes by and the soil expands and contracts, the aging roadway sections will begin to show signs of deterioration, settlement and movement. Staff would expect to receive requests from residents for services to repair/replace those aging roadways as well.

The initial survey indicated that about \$30M worth of pavement repair is needed to address those roadways with a rating of 5 or below and about \$2M to address those with a 6 or above. From the date of the survey in FY 14, until now, the Department has performed the following maintenance and repairs:

Asphalt Overlays/Repairs: \$1,015,000 (FY 16 is scheduled)

Concrete Street repairs: \$ 581,000 (FY 16 = \$342,000)

Totaling: \$1,596,000

For FY 16, the Concrete Street Repair program is complete. Currently the Public Works Department is working with Purchasing preparing the contract for bid for the Asphalt Overlay and Small Asphalt Repair projects. Locations identified for the Asphalt Overlay contract include: Kansas, South 4th, West A, West B, North Utah, East K, East L, Montana and the Alleyway, Oregon, West H, East C, West Polk, North 18th, North 17th, S. Carroll, and Texas. The projected cost associated with this project is approximately \$530,000 (approximately 18,150 LF or 3.4 miles)

Note: minor repair and maintenance including patching is ongoing; Staff will be recommending an updated pavement condition assessment in early FY 18.

Action Required of Council:

Receive update

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

2016 Asphalt Overlay

Street	Beginning	Ending	Linear Ft.	Width	Square Yds.	Asphalt Tons	80 Per Tons	Cost
Kansas	B Street	Park	2800	20	6222.22	653.33	\$80.00	\$52,266.67
Kansas	Park	Bayshore	500	20	1111.11	116.67	\$80.00	\$9,333.33
South 4th	Main	West B	900	35	3500.00	367.50	\$80.00	\$29,400.00
West A	Hwy 146	3 rd.	2000	20	4444.44	466.67	\$80.00	\$37,333.33
West A	Broadway	3 rd.	930	35	3616.67	379.75	\$80.00	\$30,380.00
West B	Broadway	Hwy 146	2900	20	6444.44	676.67	\$80.00	\$54,133.33
North Utah (Reconstruct)	East Main	Dead End	670	14	1042.22	109.43	\$80.00	\$8,754.67
East K	Montana	Oregon	310	22	757.78	79.57	\$80.00	\$6,365.33
East K	Oregon	Texas	325	32	1155.56	121.33	\$80.00	\$9,706.67
East L	Montana	Oregon	310	22	757.78	79.57	\$80.00	\$6,365.33
Montana	East K	East L	450	20	1000.00	105.00	\$80.00	\$8,400.00
Montana Alleyway	East K	East L	450	16	800.00	84.00	\$80.00	\$6,720.00
Oregon	Fairmont	East K	450	33	1650.00	173.25	\$80.00	\$13,860.00
Oregon	East K	Forest	1300	20	2888.89	303.33	\$80.00	\$24,266.67
West H St.	South 8 th	Dead End	380	22	928.89	97.53	\$80.00	\$7,802.67
East C St.	San Jacinto	Dead End	1940	20	4311.11	452.67	\$80.00	\$36,213.33
West Polk	North 16th.	North 18th	700	20	1555.56	163.33	\$80.00	\$13,066.67
North 18th.	Spencer Hwy	West Polk	340	20	755.56	79.33	\$80.00	\$6,346.67
North 17th.	Spencer Hwy	West Polk	350	24	933.33	98.00	\$80.00	\$7,840.00
S Carrol	Park	East E. St.	330	24	880.00	92.40	\$80.00	\$7,392.00
Texas	Fairmont	East K	400	38	1688.89	177.33	\$80.00	\$14,186.67
					0.00	0.00	\$80.00	\$0.00
					0.00	0.00	\$80.00	\$0.00
					46444.44	4876.67	\$80.00	\$390,133.33
8- Inch Lime Stabilized Subgrade			Estimated Quantity SY			1191.11	\$4.50	\$5,360.00
Lime 8%			Estimated Tons			24	\$180.00	\$4,320.00
2" Milling & Removal			Estimated Quantity SY		46444.44		\$2.00	\$92,888.88
Type A Base Coarse if needed			Estimated Tons			500	\$75.00	\$37,500.00
Haul 5,000 SY of Asphalt Milling to P.W.								\$530,202.21

Project STR531 – Street Maintenance Projects

Account Number:	033-7071-531			Budget
Funding:	<u>Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Remaining</u>
Fiscal Year 11-12	\$ 1,073,675	863,532	\$ -	
Fiscal Year 12-13	1,200,000	852,040	-	
Fiscal Year 13-14	-	181,610	-	
Fiscal Year 14-15	285,000	50,870	-	
Fiscal Year 15-16	305,000	6,280	342,165	
Total	<u>\$ 2,863,675</u>	<u>\$ 1,954,332</u>	<u>342,165</u>	<u>\$ 567,178</u>

PROJECT DESCRIPTION

Various projects such as asphalt overlay, concrete street and inlet repairs, handicap accessible ramp installation, concrete street replacement and annual concrete restoration program.

FIRST QUARTER FY 15-16

Contractor completing warranty work.

Project 683 – Concrete Slab Jacking

Account Number:	033-9892-683			
Funding:	<u>Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Budget Remaining</u>
Fiscal Year 15-16	\$ 50,000	\$ 15,977	\$ 15,062	
Total	<u>\$ 50,000</u>	<u>\$ 15,977</u>	<u>\$ 15,062</u>	<u>\$ 18,961</u>

Note: This project does not roll forward each year. A new amount is budgeted each year.

PROJECT DESCRIPTION

This annual program includes slab jacking at locations where settling has occurred on roadway slab sections at locations throughout the City.

Future Operating Impact: This is an annual replacement/maintenance program, so there is no impact on future operational costs.

FIRST QUARTER FY 15-16

Purchase order for work issued. Contractor is scheduled to complete work the next quarter.

Project 684 – Concrete Repair (Small Sections)

Account Number:	033-9892-684			
Funding:	<u>Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Budget Remaining</u>
Fiscal Year 13-14	\$ 100,000	\$ -	\$ -	
Fiscal Year 14-15	150,000	2,529	-	
Fiscal Year 15-16	200,000	389		
Total	<u>\$ 450,000</u>	<u>\$ 2,918</u>	<u>\$ -</u>	<u>\$ 447,082</u>

PROJECT DESCRIPTION

This project includes funding for concrete repair on small sections of streets.

Future Operating Impact: None.

FIRST QUARTER FY 15-16

New annual contract to be bid in coming months.

Project 886 – Asphalt Street Surfacing

Account Number:	033-9892-866			Budget	
Funding:		<u>Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Budget</u>
Fiscal Year 15-16		\$ 1,000,000	\$ -	\$ -	Remaining
Total		<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>

Note: This project does not roll forward each year. A new amount is budgeted each year.

PROJECT DESCRIPTION

Asphalt street resurfacing at the following locations.

- Kansas
- North 4th (Main to West B)
- West A
- West B
- North Utah
- North Brownell
- East K / Montana / East L
- Oregon
- Bay Colony (West of Sunrise)
- McCarty
- Browning
- North Lobit
- H Street (West of H0)
- C Street (San Jacinto to S. Idaho)
- West Polk / South 18 / South 17 (West of South 16th)
- Others TBD budget permitting

Future Operating Impact: Minimal

FIRST QUARTER FY 15-16

No activity this quarter.

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>April 16, 2016</u>
Requested By: <u>Sharon Valiante</u>
Department: <u>Public Works</u>
Report: <input checked="" type="checkbox"/> Resolution: <input type="checkbox"/> Ordinance: <input type="checkbox"/>

<u>Budget</u>
Source of Funds: <u>Fleet Replacement</u>
Account Number: _____
Amount Budgeted: <u>0</u>
Amount Requested: <u>\$225,000</u>
Budgeted Item: YES NO

Exhibits: 2-Dorsett Bros Proposal for Ready Mix Concrete

Exhibits: 3- T&T Bid Sheet

Exhibits: 4-Freightliner of Austin BuyBoard Quote

Exhibits: 5-Cementech Silo Quote

SUMMARY & RECOMMENDATION

Historically, the City has solicited proposals from Ready Mix Companies to provide concrete by the cubic yard (CY) for the concrete work that Public Works performs in-house for various infrastructure repairs/construction for streets, drainage, and sidewalk. In the past, two bid opportunities, the City had a no bid and then a single bidder, T&T Concrete, at \$145/CY. Prior to that, Dorsett Brothers Concrete, dba, Alamo, has supplied the City with ready mix in the past @ \$112/CY or \$150/CY if under 6 yard delivery. Dorsett's current quote is \$137/CY or \$150/CY if less than 6 CY.

Typically a 3-5 day wait at a minimum was expected for delivery. There was rarely ever a morning delivery available and many times the afternoon deliveries would be late, causing crews to work overtime. And many times, concrete placements were rescheduled, postponed and even cancelled because concrete availability was pushed out days/weeks at a time.

With this in mind, staff looked at ways of becoming more efficient and getting more work done. Knowing that the City of Baytown opted to start an in-house operation approximately 3 years ago and is adding another truck to the operation this year, staff looked to Baytown for some information. In addition, staff contacted a Buy-Board vendor for information on the cost to purchase a Concrete Truck, Mixing Unit (quoted at about \$197,000) and a Cement Silo (quoted at about \$28,000)

The purchase of the concrete equipment will allow the City's in-house crews to mix their own concrete in whatever yardage increment is needed. The materials will be purchased and stored on-site with an estimated cost of \$71 to make a cubic yard of concrete (includes labor, equipment, and fuel costs). The material purchases can be bought through an interlocal agreement with Baytown, as Baytown had already competitively bid the necessary materials for batching concrete (Sand \$24.50 a ton, Aggregate ¾ limestone \$32.50 a ton, Cement \$120.00 a ton). This would require each City to prepare a standard agreement for purchases, which would require Council approval by both cities.

Based on current conditions and an estimated 8 year service life (very conservative), using the current CY bid price of \$145/CY it would require mixing approximately 3,041 CY in an 8 year period to break even on a \$225,000 investment ($\$145 - \$71 = \$74 \times 3,041 = \$225,000$) Using this as a foundation, the breakdown is estimated at 380 CY per year or about 7.3 CY per week, (or most likely 11.3 CY per week with maintenance and overhead cost.) Staff believe that on an average this is a reasonable assumption and would most likely mix this amount at a minimum.

In addition to street, drainage and sidewalk repair an in-house concrete mixer operation would allow “on the spot” blocking pours and driveway replacement for utilities after emergency repairs without delays and would have a minimal impact to the current projected overtime rate.

Staff is proposing to gear up and perform the operations with as follows:

Concrete Crew – Supervisor + 8 FTE’s

Job Description	No. of Employees
Ditching, set culverts, clean culverts and dirt hauling (year round)	4
Concrete repair, streets, driveway, curb and sidewalk (year round)	4

As with any new program, at initial implementation one would expect a learning curve and/or time delays for full implementation. For the concrete unit and silo, there will be lead time necessary to order and receive the concrete unit and silo, time to install the silo and time to train personnel on the operation and maintenance of concrete unit. In addition, however, many benefits can be realized as well; ability to address more project ready tasks, to address emergency concrete repairs in a more timely manner, job-site efficiency, less inconvenience to citizens/customers, less traffic delay, and more autonomy for staff.

This proposed change in the Public Works concrete operation also includes a change in the way asphalt street maintenance is handled, as well. Ideally, staff believes it is in the City’s best interest to eliminate the chip seal program and use a thin hot mix asphalt overlay for the streets that are currently in the chip seal program. Historically, staff have contracted for hot mix asphalt overlays and have begun to concentrate Street Division personnel on preparation of streets for the hot mix asphalt overlay, preparing to move away from chip seal. Currently, the cost to perform a road mile of chip seal is \$58,330. The current cost to provide a thin overlay per road mile is about \$91,600. Diverting the chip seal costs to the thin overlay program will allow the City to add an additional 3,350 LF or about 6 city blocks of thin overlay per year to the asphalt street maintenance program.

Chip seal equipment is up for replacement and/or auction this coming year, so this is a good time to make this move. At this time the City does not see a need to keep the asphalt distributor or chip rock spreader, thus eliminating the lease fees (\$23,000) and selling at auction (estimated value \$92,750). Staff does recommend keeping the reclaimer/mixer until it has a major mechanical failure but eliminate the replacement fees of approximately \$25,000 a year for this unit as well. (FYI: Rental units are available for reclaim and stabilization projects as well as contracting the work.)

Implementation of the change in operations would not require a reduction in staffing levels. Additionally, little to no time delay is expected during this transition, except for the bid process. Staff is gearing up to transition the change in operations as follows:

Asphalt Crew – Supervisor + 7 FTE’s
(Includes filling an unfunded vacant position)

Job Description	No. of Employees
Crack seal (4months out of the year)	3
Asphalt Patching (all year round)	4
Storm Sewer Projects 15” to 48” pipe and ditching (6 months out of the year)	4-5

A change in the asphalt operations should provide benefits. Some of the related benefits from the change include: Reduced/eliminated maintenance/operational costs at about \$300/year net (new concrete equipment replacing the recommended asphalt equipment that we would not replace), reduced life cycle costs and longer service life for the roads in the asphalt program; handles heavy traffic better, provides a smooth surface, seals the surface, eliminates loose stones, minimizes dust and traffic delays, doesn’t require curing time, provides for low noise generation, is easy to maintain, and is recyclable.

In summary, the change in the operating philosophy for both programs will help the Department become more efficient and focus on a more concentrated effort for providing ditch maintenance, culvert cleaning, and pavement preventative maintenance measures.

Action Required by Council:

Staff is seeking Council consideration to include funding for two initiatives in the FY 17 budget:

1. To transition to an in-house concrete street program, which includes the purchase of Cement Mixer Unit: \$197,000 and a Cement Silo: \$28,000.
2. To transition to thin hot mix asphalt overlay program and eliminate the chip seal program, which includes the auction of Asphalt Distributer (estimated sale value of \$52,600) and Chip Rock Spreader (estimated sale value of \$ 40,150) and filling the unfunded position of Operator I (estimated \$46,100 including benefits)



City of La Porte

Established 1892

Purchasing Department

Cherell Daeumer, Purchasing Manager

Exhibit A Pricing Proposal

Item Number	Description of Item Bid Price in Written Words	Unit	Approx Quantity	Unit Price	Total Price
1	3000 PSI Ready Mix Concrete	Cu. Yd.	700	\$ <u>110.00</u>	\$ <u>77,000.00</u>

Additional Fees & Charges

Fuel Surcharge per Load (if any) \$ 20.00 per Load
 Environmental Fee (if any) \$ 7.00 per Load
 Minimum load, before a load fee is imposed 6 Yards
 Fee per Yard \$ 150.00 per Load

The undersigned certifies to comply with all instructions to bidders and attached specifications and other documents included in this bid packet. Failure to comply may lead to termination of contract.

The undersigned certifies the bid price contained in the foregoing proposal has been carefully checked and is submitted in duplicate as correct and final this 5th day of June, 2014.

NAME OF FIRM SUBMITTING PROPOSAL: Alamo Concrete Products dba Dorsett

SIGNATURE: B. Ray

TITLE: Sales Manager

CONTACT INFORMATION: Bryan Ray

TELEPHONE: (281) 529-6407

E-MAIL: bray@alamoconcrete.com

DORSETT

P.O. BOX 5766
PASADENA, TX 77508-5766
(281) 487-0264
(281) 991-8628 SALES FAX

PRODUCT QUOTATION

Customer: City of LaPorte
Contact: Jonna Robbins
Job: ALL JOBS
Total Yards: Open Amt

Bid ID # 11737 Rev. 3
Phone: 281-470-5126
Address: Various Locations
Plant: Various Plants

Date: June 4, 2014

We are pleased to provide quotations for our products, subject to our standard terms and conditions as shown below:

Product ID	Product Name	Quantity	Bid U.O.M. Price
603	3000 PSI 1.5" RR 5.5 Sk 20% Ash	Per CY	\$ 110.00
945	Environmental & Fuel Fee	Per LD	\$ 27.00
616	Delivery Fee (Loads <= 6 cy)	Per LD	\$ 150.00

Comments: Quote firm for 30 days from above date. Once accepted, job pricing is good through Jun 30, 2015, unless other arrangements are made. Prices subject to 5% increase per cy Jul. 1, 2015, and an additional every six months thereafter. All quotations are attachments to any purchase orders and/or contracts. If job sold, please provide information on our Project Initiation Form and return to (281) 991-8628 FAX or sbell@alamoconcrete.com. Dorsett makes no claim of affiliation or accreditation, unless expressly stated, herein.

NOTE: NO TEMPERATURE GUARANTEE.

Standard Plant Time: 6:00 a.m. to 6:00 p.m. Monday thru Friday. Saturday hours are regulated by drivers' D.O.T. hours. After standard plant hours, \$500.00 plant opening fee plus \$350.00 per hour with 4-hour minimum.

Terms of Payment: Add applicable sales tax to above price quote. Payment is due the 10th of the month following shipment, net 30 days. Delinquent accounts are subject to service charges of 1% per month on the unpaid balance.

Delay: Seller will not be responsible for failure to make any shipment due to causes beyond the seller's control, including, but not limited to, labor disputes, strikes, lockouts, accidents, weather conditions, inability to secure materials for the manufacture or processing of the products listed herein or by priorities imposed by any authorized governmental agency or authority.

Warranty: The person signing for the buyer warrants his/her authority to act on behalf of the buyer.

FIBERMESH	\$ 7.50/cy	ICE	\$.30 /lb	Ice Truck Delivery Fee	\$250.00/LD
RED DYE*	\$ 2.25 /lb	½ Sack Cementitious +/-	\$ 2.50 /cy	Corrosion Inhibitor	\$ 10.00/gal
*RED WASH-OUT FEE	\$25.00/LD	AGG. -1" or SMALLER	\$ 2.00 /cy	Special Fiber	\$20.00+/cy

GROUT FOR PUMP PRIMER: MINIMUM \$250.00

DELIVERY CHARGE <= 6 cy \$150.00 Per Load APPLICABLE

ENVIRONMENTAL & FUEL FEE: \$27.00 Per Truckload

BUYER: _____

SELLER: Bill Phenix (281) 529-6403
bphenix@alamoconcrete.com



City of La Porte

Established 1892

Purchasing Department

Cherell Daeumer, Purchasing Manager

8.1 Bid Execution By a Corporation

The undersigned, hereby acknowledges having received Solicitation Number Bd # 14024 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 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.

NAME OF CORPORATION: Alamo Concrete Products dba Dorsett
(Print or Type)

SIGNATURE OF PRESIDENT*: [Signature]
(Or Authorized Officer) (Signature)

TITLE OF SIGNATORY: Sales Manager
(Print or Type)

BUSINESS ADDRESS: 3210 Lilac St. Pasadena, TX 77505
(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 _____



City of La Porte

Established 1892

Purchasing Department

Cherell Daeumer, Purchasing Manager

Exhibit A Pricing to Sealed Bid #16010

<u>Item Number</u>	<u>Item Description</u>	<u>UOM</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	Concrete as per Specifications	Cu. Yd.	600	145.00	87,000.00
2	Fuel Surcharge Per load	Ea	1		0
3	Environmental Fee	Ea	1		0
4	Minimum load before A fee is imposed	Cu. Yd.			2
5	Any Additional fees (describe)			SHORT LOAD	100.00

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

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

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

It is understood and agreed that the above described item, material, equipment and/or work shall carry the standard warranty of the manufacturer and be delivered on site in accordance with the attached specifications in 365 days after receipt of order.

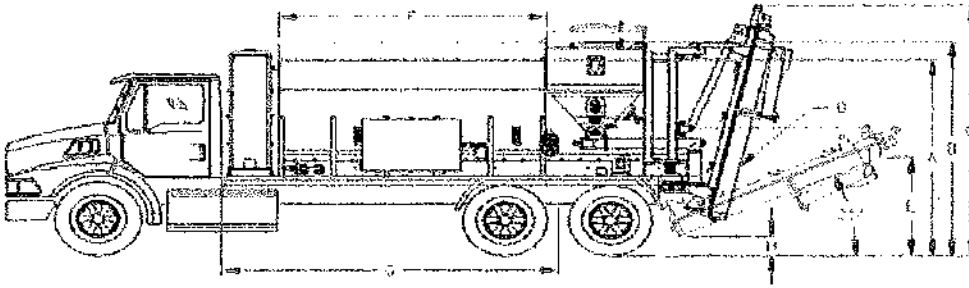
Company Name: TAYLOR AND TAYLOR CONSTRUCTION Authorized Signer: TY SEEKER
(Printed Name)

Telephone No: 713.477.6660 Authorized Signer: [Signature]
(Signature)

E-mail: TY.SEEKER@TANTCONSTRUCTION.COM



Cemen Tech Volumetric Mixer Mobile Concrete Dispenser (MCD)



A.	9 ft. 7 in. / 2921 mm	— 8 yard / 6.12 m
	10 ft. 5 in. / 3175 mm	— 10 yard / 7.65 m
B.	10 ft. 5 in. / 3175 mm	
	11 ft. 3 in. / 3375 mm	
C.	12 ft. 1 in. / 3688 mm	
D.	9 ft. / 2743 mm	
E.	5 ft. / 1524 mm	
F.	11 ft. / 3352 mm	
G.	14 ft. / 4267 mm	
H.	1 ft. / 305 mm	

MCD10-100 Unit Details:

GENERAL DESCRIPTION

- **Volumetric Mobile Concrete Mixer.** VMMB approved mixer meeting AASHTO M-241 and ASTM C685 Standards when operated in accordance with ACI 304.6R. Truck or Trailer mounted. 10 cu. yd. capacity. Production rate 30 cu. yds./hour (5 sack mix).
- **Chassis requirements:** Minimum 168" cab to trunion, 3.0M RBM frame rating, 18,000 lbs. capacity front axle and 44,000 lbs. capacity rear axle.

AGGREGATE BIN

- 340 cubic ft. capacity divided aggregate bin (45% fine/55% coarse) with full length aggregate trough provides square strike-off of sand and stone ensuring an accurate mix for the entire load. ASTM A1011 steel assures long life when handling heavy and abrasive aggregates.
- 18" wide aggregate belt and chain with polyethylene bin guides and stainless steel lacer provides hours of trouble free production and it sets the industry standard for accuracy. Vanner edge belt eliminates spillage
- Calibrated heavy duty rack and pinion gate controls allow for quick and easy settings resulting in precise metering of aggregates.

WATER SYSTEM

- Front mounted UV resistant 510 gallon poly propylene water tank provides water supply for concrete production and washout.
- Tank is fully baffled to provide stability during transportation reducing operator fatigue.
- Hydraulic powered water pump, globe style flow control valve, and water flow meter gives operator precision control of water to produce the right mix on every pour.

CEMENT SYSTEM

- 115 cubic foot cement bin with weather tight hatch, bag breaking grate, and polycarbonate view windows provides the capacity to provide richer mix designs for your customer and not run out of cement before aggregate.
- Exclusive CTI dual auger cement feed system delivers the exact amounts of cement on every pour.
- Pneumatic Vibrators ensure a consistent flow of cement on every pour.

HYDRAULIC SYSTEM

- High volume, medium pressure hydraulic system with 55 gallon tank allows for continuous, safe and smooth normal operation without overheating. Hydraulic pressure gauges allow operator to continuously monitor all system and provide ease of maintenance.
- Multi-section gear type hydraulic pumps are proven to provide Long Life under the toughest conditions.
- Miker Hydraulic hoist with lock valve provides operator and employees a safe work area.

MIX AUGER

- Engineered 9 ft. long, 9" diameter pump master auger with box beam mixer frame produces up to 30 cubic yards of high quality concrete per hour. Manual swivel 170° rotation.
- Mix auger is equipped with replaceable NI HARD wear blades for long life and low maintenance. Mix auger reverses for quick and easy clean out.
- High Torque mixer auger motor assures the mix auger never stalls causing labor intensive cleanout. The discharge end mounting protects the shaft seals and allows easy access for proper cleaning at the conclusion of each pour. Exclusive "MAX LIFE" lower bearing provides long life under the most rugged conditions.

AIR SYSTEM

- Electronically controlled pneumatic vibrators ensure an accurate flow of materials.
- Adjustable electronic timer cube allows you to set the time of vibration proportionately to your aggregates.

MANUFACTURING and SUPPORT

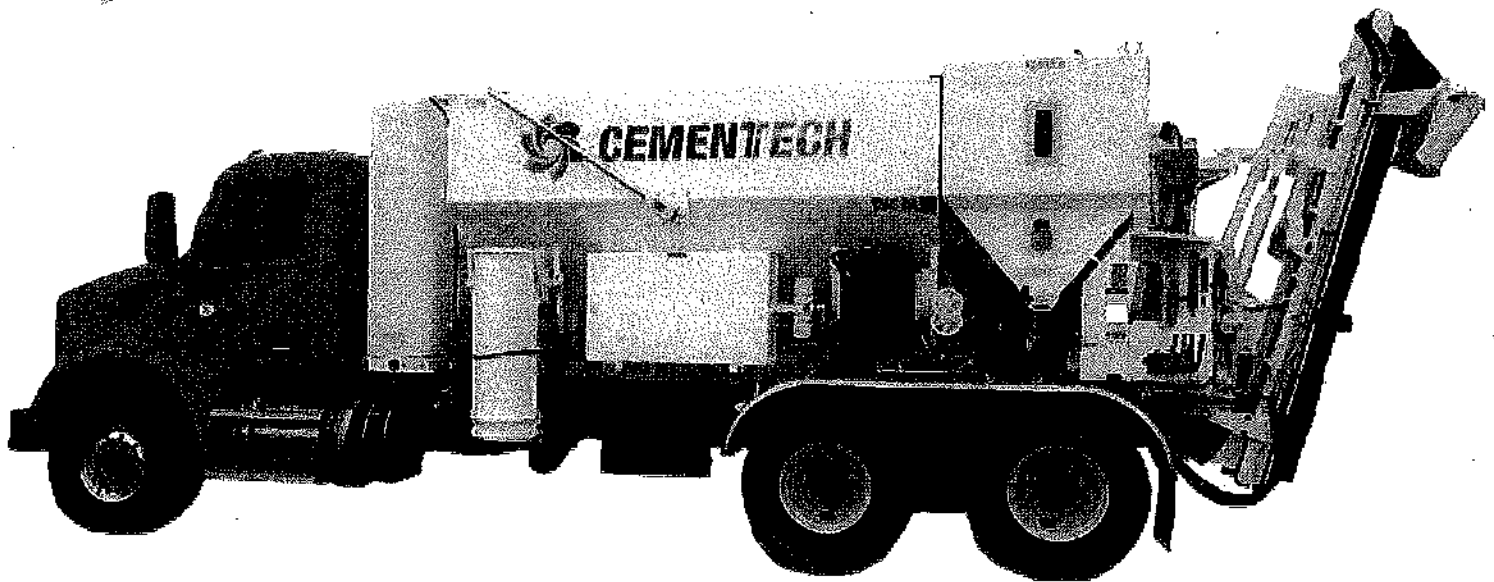
- 100 percent employee owned, full service company with fully staffed service and parts department ready to serve you.
- Full line manufacturer that uses "continuous improvement" manufacturing principles, incorporating documentation, and checks and balances throughout the manufacturing process of your equipment. Each unit is inspected and signed off as it goes through manufacturing, and it is checked for quality using our 135 point inspection process upon completion.
- Industrial two part high solids acrylic urethane paint with electro static paint process provides a lasting professional finish.
- Fully staffed engineering department provides years of experience combined with current industry knowledge to provide you with the best designed mixer the industry has to offer.

Disclaimer - Every state has specific regulations on axle weight limits, bridge laws, etc... Compliance with these laws is the responsibility of the customer. The cubic yard capacity listed by Cemen Tech is the actual capacity and not necessarily the legal capacity of the unit.



CEMENTTECH

MOBILE



WORLD'S MOST RELIABLE CONCRETE MIXER

Cemen Tech's flagship MCD10-150 brings flexibility and stability to the market with over four decades of usage in the field. It meets all DOT standards and can be configured to use multiple admixtures, fiber, dry or liquid color, and latex. The MCD10-150 is the most popular unit throughout North America and is the selected unit of choice by United States Armed Forces and is currently operating successfully in over 50 countries.

You will not find a more accurate mixer on the market today that meets the AASHTO M-241 and ASTM C685 standards when operated in accordance with ACI 304.6R.

CUSTOMER REQUIREMENTS

DETAILS	MCD10-150
Carrying Capacity (yd ³ /m ³)	3-14 / 2.3-10.7
Production Rate (yd ³ /hr/m ³ /hr)	30-90 / 23-45.9
Aggregate Bln (ft ³ /m ³)	102-476 / 2.88-13.48
Cement Bln (ft ³ /m ³)	30-190 / 0.85-5.38
Mix Auger (in/mm)	9-16" / 229-406 diameter
Air System	4 Pneumatic vibrators for accurate flow
Aggregate Belt (in/mm)	24" / 610 for multiple agg size capabilities
Available Water Tank (gal/L)	510-600 / 1930-2271

www.cementech.com

MOBILE CONCRETE DISPENSER

10-150

KEY FEATURES

- Ni-Hard wear blades
- Full range of options based on application
- Most accurate volumetric on the market
- Capacity ranging from 3 yd to 12 yd with production ranging from 15 yd/hr to 90 yds/hr
- Max Life lower bearing for extended life

STANDARD PACKAGE

- Exclusive dual auger cement feed system for superior portioning
- 6" vertical drop provides highest accuracy for aggregate flow
- Truck, trailer, hook lift, or stationary configurations available in multiple sizes



45 years experience building the world's best volumetric mixers

- * 270 Barrel (1080 cu foot capacity)
- * 8' 6" Width X 18' 0" Sidewall
- * 3' 6" Ground Clearance to Discharge
- * 32' Overall Height
- * 7,000 lbs Empty Weight
- * Outside Ladder and Full Circumference Safety Railing
- * 150 square foot baghouse with air vibrator
- * 4" fill pipe with aluminum adapters
- * Eight externally mounted air pads with manifold
- * Access Manhole
- * View windows to see cement levels
- * Unit is sand blasted then standard primer and paint applied
- * Pressure Relief Pop off valve
- * Standard Power

- * Optional: Urethane primer and paint available



Leaders in Volumetric Proportioning and
Continuous Mixing Systems
1700 N 14th Street
Indianola, IA 50125 | 800.247.2464
www.cementtech.com

Purchase Order

Quote Id: 1,954
Quote Date: 03/21/2016
Sales Person: Brad Ross

Sold To:
City of LaPorte
2963 N. 23rd Street

LaPorte, TX 77571

PO Quote Contact:
Name: Mike Collins
Phone: 281-471-9650
Email: collinsm@laportetx.gov

Ship To:

CT-270S

Option Name	Description	Qty	Price
① 16 HP GAS ENGINE DRIVE WITH CLUTCH		1	2,400.00
6 FT. VINYL DISCHARGE SOCK WITH CLAMP	6 FT. VINYL DISCHARGE SOCK WITH CLAMP	1	57.00
7" DIA 17' LONG INTERNAL DISCHARGE AUGER WITH 5 HP DRIVE	7" INTERNAL DISCHARGE AUGER WITH 5 HP 3 PHASE ELECTRIC MOTOR. THIS OPTION INSTALLS AN INTERNAL AUGER DISCHARGE ON A STRAIGHT LEG BASE SILO.	1	4,441.00
AIR PANEL AND PLUMBED AIR SYSTEM	AIR PANEL AND PLUMBED AIR SYSTEM	1	950.00
② CHANGE TO SINGLE PHASE ELECTRIC MOTOR - ALL SILOS EXCEPT MT-300LP	CHANGE TO SINGLE PHASE ELECTRIC MOTOR FOR ALL SILOS (EXCEPT MT-300LP) EQUIPPED WITH AN ELECTRIC POWERED DISCHARGE AUGER 10 HP AND SMALLER.	1	672.00
TIE DOWN KIT 'L' BOLTS	TIE DOWN KIT 'L' BOLTS. QTY 4. 1 1/4" x 15". INCLUDES NUTS AND WASHERS. MUST BE CAST INTO FOUNDATION AT CONCRETE PLACEMENT. CONSULT LOCAL ENGINEER FOR FOUNDATION REQUIREMENTS. 1463-900	1	229.00

Approved By: _____
Approve Date: _____

Base Product Price:	\$18,970.00
Optional Equipment:	\$8,749.00
Sub Total:	\$27,719.00
Mixer FET:	\$0.00
Freight:	\$0.00
	\$27,719.00
Units Ordered:	1
TOTAL PURCHASE PRICE :	\$27,719.00

FOB: FOB - Indianola, IA

Additional PO Instruction:

Customer responsible for motor starter and main disconnect purchase and installation for electric motor.

STANDARD power is 230/460 volt - 3 phase - electric motor
 ① Add if electing to drop standard power and upgrade to gas engine
 ② Add if electing to drop standard power and upgrade to single phase electric.



Leaders in Volumetric Proportioning and
 Continuous Mixing Systems
 1700 N 14th Street
 Indianola, IA 50125 | 800.247.2464
 www.cementtech.com

Purchase Order

Quote Id: 1,954
 Quote Date: 03/21/2016
 Sales Person: Brad Ross

ADDITIONAL TERMS AND CONDITIONS OF SALE

1. **Parties.** Cemen Tech, Inc., is identified herein as "seller". The party purchasing the items described is identified as "purchaser".
2. **Prices.** Prices quoted by the seller are guaranteed for ninety (90) days from the Quote Date on the front of the purchase order. Prices are subject to change on purchase orders received in our office thereafter. Payment of the purchase price is to be performed at seller's place of business. 1700 North 14th Street, Indianola, Iowa.
3. **Acceptance.** The purchase order is subject to approval and acceptance by the seller at its office in Indianola, Iowa.
4. **Taxes.** Purchaser is responsible for the payment of all sales and use taxes.
5. **Warranties.** The seller warrants that it will repair or replace, without charge, any part that is defective in workmanship or material and is returned to seller at Indianola, Iowa, freight prepaid, within three hundred sixty-five (365) days of delivery to the purchaser. SELLER MAKES NO WARRANTIES EXPRESS OR IMPLIED, INCLUDING WARRANTIES AS TO MERCHANTABILITY OR AS TO THE FITNESS FOR ANY PARTICULAR USE OR PURPOSE, EXCEPT THE ABOVE EXPRESS WARRANTY, AND THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF. SELLER SHALL NOT BE LIABLE FOR ANY LOSS OR DAMAGE, DIRECTLY OR INDIRECTLY, ARISING FROM THE USE OF SUCH EQUIPMENT OR FOR CONSEQUENTIAL DAMAGES. Purchaser's exclusive remedy shall be repair or replacement of defective parts and in no event whatsoever shall seller be otherwise liable.
6. **Payment and Interest.** Payment is due in full on delivery unless otherwise provided in the written agreement between the parties. Interest on any unpaid balance shall accrue at lesser of 1.5% per month (18% annually), or the maximum legal rate, until the balance is paid in full.
7. **Attorney(s) fees and expenses.** Purchaser shall pay seller's reasonable attorney's fees and expenses incurred in enforcing or defending this agreement and claims related thereto.
8. **Business use.** Purchaser warrants that the subject equipment is being purchased for use primarily in business, and not for personal, family or household purposes.
9. **Representations.** This purchase order constitutes the complete agreement between the parties and cannot be amended or modified except by a written statement signed by the parties. Sales representatives do not have authority to amend, modify, or waive the printed terms and conditions stated herein.
10. **Captions.** Captions appearing herein are for convenience purposes only and do not alter or affect the interpretation or construction of any paragraph herein.
11. **Savings clause.** If any provision herein is deemed to be unconscionable or unenforceable for any reasons, the remaining provisions of the agreement shall remain in force, or the agreement shall be cancelled at the sole discretion of the seller.
12. **Place of contracting.** This purchase order is deemed by the parties to have been accepted and entered into in the State of Iowa and will be interpreted under the laws of the State of Iowa.
13. **Venue.** The parties hereby agree that Warren County, Iowa, is an appropriate and convenient forum for any action brought to enforce the terms and conditions of this agreement.

Accepted By: Cemen Tech, Inc.

Purchaser: _____

Authorized By: _____
 (Authorized Signature)

Authorized By: _____
 (Authorized Signature)

Title: _____

Title: _____

Date: _____

Date: _____

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: April 16, 2016

Requested By: Tim Tietjens and Traci Leach

Department: Planning and Development and Golf

Report: X **Resolution:** **Ordinance:**

Exhibits:

Zoning and Development Fee Comparison Table
Golf Course Survey

Appropriation:

Source of Funds: N/A

Account Number: N/A

Amount Budgeted: N/A

Amount Requested: N/A

Budgeted Item: N/A

SUMMARY & RECOMMENDATION

There are two sets of fee schedules that have not been adjusted in many years- City fees related to zoning and development applications and golf course greens and cart fees.

Zoning and Development Fees:

The Planning Division of the Planning and Development Department is presenting a discussion on adjusting the City's fees related to zoning and development applications for City Council consideration. The City's fees for the various development applications are currently found in two different locations:

1. Appendix A of the City's Code of Ordinances, which includes zoning related fees for applications within Chapter 106 (Zone Changes, Special Conditional Use Permits, Zoning Variances, Special Exceptions, and Appeals) and Chapter 62 (Streets, Sidewalks, and Other Public Places).
2. Ordinance 1444 Development Ordinance, which includes development applications outlined in the city's Development Ordinance (Platting, Site Development Plans, General Plans, and Development Regulation Variances). The last time these fees were modified was in October 2003.

The intent of the fees are to off-set some of the administrative costs associated with the various applications. The fees in no way cover all personnel and administration costs for processing the various applications.

Staff contacted many of the various municipalities in the area as a means of comparing their fees with those of the City of La Porte (see table included as exhibit). The table also includes recommended modifications to the fees for consideration. The intent of the modifications are to bring the City's fees more in line with those of the surrounding communities and the changing administrative costs associated with those applications.

The following table is intended to provide a comparison of the various applications processed during the 2015 calendar year comparing the revenue generated from the current fee schedule versus that proposed with these modifications.

Planning Application	# Processed in 2015	Revenue – Based on Current Fee Schedule	Revenue – Based on Proposed Fee Schedule
<i>Preliminary Plat (Non-Residential)</i>	0	\$0	\$0
<i>Preliminary Plat (Residential)</i>	1	\$200	\$200
<i>Final Plat (Non-Residential)</i>	0	\$0	\$0
<i>Final Plat (Residential)</i>	1	\$200	\$200
<i>Administrative Plat (Non-Residential)</i>	14	\$2,100	\$4,900
<i>Administrative Plat (Residential)</i>	1	\$150	\$250
<i>Replat (Non-Residential)</i>	0	\$0	\$0
<i>Replat (Residential)</i>	0	\$0	\$0
<i>Amending Plat (Non-Residential)</i>	1	\$100	\$250
<i>Amending Plat (Residential)</i>	0	\$0	\$0
<i>General Plan</i>	1	\$100	\$250
<i>Special Conditional Use Permit</i>	7	\$2,100	\$2,800
<i>Zone Change</i>	4	\$1,200	\$1,600
<i>Site Plan – Minor</i>	42	\$4,215	\$8,415
<i>Site Plan – Major</i>	3	\$595	\$1,045
<i>Special Exception</i>	1	\$150	\$250
<i>Variance (Development Regulations)</i>	0	\$0	\$0
<i>Variance (Zoning)</i>	15 (10 commercial)	\$2,250	\$3,250
<i>Appeal of Administrative (Enforcement Officer) Decision</i>	0	\$0	\$0
<i>Vacation (R-O-W Abandonment)</i>	8 (w/ application fee)	\$6,000	\$2,400
TOTAL:		\$18,235	\$25,810

Golf Course Fees:

The cart and greens fees for the Golf Course have not been adjusted since 2008 and 2009, respectively. The Golf Course Manager conducted a survey of surrounding courses to compare current green and cart fees to determine if an adjustment was warranted. A total of nine courses (five of these were municipal courses) were contacted. Bay Forest Golf is the second lowest priced course in the area and there is room to adjust rates without negatively impacting rounds played. Staff is recommending increasing the **non-resident** rack rates for green and cart fees, which would result in an increase of approximately \$43,820, assuming an equivalent number of rounds played. No changes are proposed for resident rates.

Rate Class	Frequency	Current Rate	Proposed Rate	Revenue Differential based on Proposed Fee Schedule
Friday Non-Resident Senior	640	\$27.50	\$34.00	\$ 4,160.00
Friday Non-Resident Weekday (open until 11 am)	1,020	\$33.00	\$40.00	\$ 7,140.00
Friday Non-Resident Weekend (11 am to close)	780	\$43.00	\$45.00	\$ 1,560.00
Non-Resident Weekend	5,430	\$43.00	\$45.00	\$10,860.00
Tournament Weekday	1,400	\$32.00	\$37.00	\$ 7,000.00
Tournament Weekend	1,400	\$43.00	\$49.00	\$ 8,400.00
Non-Resident Memberships	47	\$1,300.00	\$1,400.00	\$ 4,700.00
Total Revenue Differential				\$43,820.00

Action Required by Council:

Provide direction on proposed adjustment to the city's fees related to zoning and development applications and the golf course greens/cart fees.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

Planning Applications	La Porte	La Porte (proposed)	Seabrook	Deer Park	Pasadena	Baytown	Missouri City	Pearland	Sugar Land
<i>Preliminary Plat (Non-Residential)</i>	\$200 for up to 10 acres; each additional acre \$10	\$350 for up to 10 acres; each additional acre \$10	\$1,000	\$250	\$100 + (\$5/lot <30 or \$2/lot >30)	\$350 + \$15/acre	\$400 + \$30/acre	\$1,000 + \$30/acre	\$1,113 + \$3/lot + \$15.50/acre
<i>Preliminary Plat (Residential)</i>	\$200 for 0-50 lots; each additional lot \$5	No change.	\$1,000	\$250	\$100 + (\$5/lot <30 or \$2/lot >30)	\$350 + \$5/lot	\$400 + \$6/lot	\$1,000 + \$8/lot	\$1,113 + \$3/lot + \$15.50/acre
<i>Final Pleat (Non-Residential)</i>	\$200 for up to 10 acres; each additional acre \$10	\$350 for up to 10 acres; each additional acre \$10	\$500	\$350 + \$15/acre	\$100 + (\$5/lot <30 or \$2/lot >30)	\$350 + \$15/acre	\$500 + \$80/acre	\$1,000 + \$30/acre	\$1,113 + \$3/lot + \$15.50/acre
<i>Final Plat (Residential)</i>	\$200 for 0-50 lots; each additional lot \$5	No change.	\$500	\$350 + \$5/lot	\$100 + (\$5/lot <30 or \$2/lot >30)	\$350 + \$5/lot	\$500 + \$12.50/lot	\$1,000 + \$8/lot	\$1,113 + \$3/lot + \$15.50/acre
<i>Replat (Non-Residential)</i>	\$150 + \$5/lot	\$250	\$1,300	\$350 + \$15/acre	\$100 + (\$5/lot <30 or \$2/lot >30)	\$350 + \$15/acre	\$500 + \$12.50/lot or \$80/acre	\$600 + \$30/acre	\$1,035 + \$3/lot + \$15.50/acre
<i>Replat (Residential)</i>	\$150 + \$5/lot	\$150	\$1,300	\$350 + \$5/lot	\$100 + (\$5/lot <30 or \$2/lot >30)	\$350 + \$5/lot	\$500 + \$12.50/lot or \$80/acre	\$600 + \$6/lot	\$1,035 + \$3/lot + \$15.50/acre
<i>Administrative Plat (Non-Residential)</i>	\$150	\$350	\$1,000	\$350 + \$15/acre	\$100 + (\$5/lot <30 or \$2/lot >30)	\$250 + \$15/acre	\$500 + \$12.50/lot or \$80/acre	\$600 + \$30/acre or \$150 for existing single family home or business	\$492
<i>Administrative Plat (Residential)</i>	\$150	\$250	\$1,000	\$350 + \$5/lot	\$100 + (\$5/lot <30 or \$2/lot >30)	\$350+\$5/lot	\$500 + \$12.50/lot or \$80/acre	\$600 + \$6/lot	\$492
<i>Amending Plat (Non-Residential)</i>	\$100	\$250	\$300	\$350 + \$15/acre	\$100 + (\$5/lot <30 or \$2/lot >30)	\$250	\$300	\$600 + \$30/acre	\$492
<i>Amending Plat (Residential)</i>	\$100	\$150	\$300	\$350 + \$5/lot	\$100 + (\$5/lot <30 or \$2/lot >30)	\$250	\$300	\$600 + \$6/lot	\$492
<i>General Plan</i>	\$100	\$250	\$200	N/A	N/A	\$250	Res. \$400 + \$2/res lot Com. \$400 + \$10/ac	\$600	\$2,564
<i>Special Conditional Use Permit</i>	\$300	\$400	\$300	N/A	N/A	\$500	\$1,200	\$500	\$1,657
<i>Zone Change</i>	\$300	\$400	\$300	\$400	N/A	\$300	\$450 + \$25/acre	\$1,000<25 ac* \$1,025(25-49 ac)* \$1,050(50-74 ac)* \$1,075(75-99 ac)* \$1,100(>100 ac)* *[\$25 per zoning district requested]	\$1,113
<i>Site Plan (Minor)</i>	\$100 up to 1 acre; each additional acre \$5	\$200 up to 1 acre; each additional acre \$5	With building permit review	With building permit review	With building permit review	With building permit review	\$600	With building permit review	\$611
<i>Site Plan (Major)</i>	\$150 up to 10 acres; each additional acre \$5	\$300 up to 10 acres; each additional acre \$5	With building permit review	With building permit review	With building permit review	With building permit review	\$600	With building permit review	\$611
<i>Special Exception</i>	\$150	\$150 for residential; \$250 for commercial	\$300	N/A	N/A	\$100	\$300	\$500	\$31
<i>Variances (Development Regulations)</i>	\$150	\$150 for residential; \$250 for commercial	\$300	\$150	\$0	\$150	\$300	\$400	\$714
<i>Variances (Zoning)</i>	\$150	\$150 for residential; \$250 for commercial	\$300	\$150	N/A	\$150	\$300	\$400	\$714
<i>Appeal of Administrative Decision</i>	\$150	\$150 for residential; \$250 for commercial	N/A	N/A	N/A	\$150	\$300	N/A	\$455
<i>Vacation (ROW abandonment)</i>	\$750	\$300	N/A	\$75	\$300	\$300	N/A	\$300	\$600

2016 Current Rack Rate and Tournament Fees Survey

Weekend Rack Rate **Tourn. Weekday** **Tourn. Weekend**
with 1/2 Cart **Shotgun** **Shotgun**

Facility	Weekend Rack Rate with 1/2 Cart	Tourn. Weekday Shotgun	Tourn. Weekend Shotgun
Bayou Golf Course	\$38	\$38	No
Bay Forest	\$43	\$32	\$43
Memorial	\$49	Tues. Only \$15	No
The Battleground	\$49	\$39	\$49
Southwyck	\$53		
Eagle Point	\$60	\$45	\$60
Timber Creek	\$62	\$46	\$62
The Wilderness	\$65	\$45	\$55
Moody Gardens	\$79	\$60	\$70

Note: Green indicates municipal course

Note: Tournament fees are not listed in the Code of Ordinance Fee Schedule. Amending these fees does not require inclusion in fee ordinance

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: April 16, 2016

Requested By: Rosalyn Epting

Department: Parks & Recreation

Report: Resolution: Ordinance:

Exhibits: Preliminary Audit

Appropriation

Source of Funds: General Fund

Acct Number: _____

Amount Budgeted: _____

Amount Requested: _____

Budgeted Item: YES NO

SUMMARY & RECOMMENDATION

This request is to discuss the La Porte Boys Baseball Association (LPBBA) operations and the possibility of the City running all operations next fiscal year. In June 2015, the City received a preliminary draft of the audit that was completed on the LPBBA finances. The audit raised multiple questions and concerns regarding documentation and internal controls. The City has not yet received a report from the Association regarding the extent to which these recommendations have been implemented.

Based on the findings of the audit, the City may either continue to have LPBBA run the league with required cash controls or alternatively have the Parks & Recreation Department run all operations of the baseball league. If the league was operated in-house, staff would need the following expenses and revenues added to the budget. Please note that all numbers are estimated based on prior tax forms from LPBBA. There are many assumptions made due to the lack of backup that was given to the auditors from LPBBA.

Revenues	
Registration, Fund Raisers, & Tournaments (removed concessions estimate)	\$215,000
Concession (\$800 x 10 months)	\$8,000
Expenses	
1 Full Time Athletic Coordinator (\$19.287/hr + benefits)	\$60,168
1 Full Time Park Maintenance Worker (\$11.139/hr + benefits)	\$39,164
3 Part Time Assistant Athletic Coordinators (\$14/hr x 29 hrs/wk x 3 staff +benefits)	\$65,079
Contractual Umpires	\$25,000
Other Expenses Not Detailed for red dirt, uniforms, team equipment, chalk, etc. (removed concessions estimate) This in only a guess based on IRS filings from LPBBA and may not be reflective of actual cost, but should be viewed as the worst case scenario.	\$225,000
TOTAL ESTIMATED LOSS	-\$191,411

There are multiple factors that need to be looked at when evaluating these numbers:

- LPBBA did not have the coordinator expenses above because the positions were filled by volunteer parents.
- All tournaments were done outside of LPBBA and the tournament would give the Association income for the use of the fields, however there is not a valid paper trail of revenues. Note that tournaments were a main source of income. The City would have the possibility of contracting with someone to provide tournaments or the City could rent the fields out for tournament play.
- There is no record of how much was paid for contractual umpires, this number is an estimate based on available documentation.

- Boys Baseball paid individuals to work on the infields, but there is no record of how much these individuals were paid or how many hours they worked, therefore staff has no comparison to estimate cost accurately.
 - It is not the City's intent to operate concession as the association did. The City would have a third party run it through a contract, if possible.
 - The expenses listed above are in addition to what the City already spends at Pecan Park for two Park Maintenance Workers, equipment and supplies.
 - This estimate does not include any equipment purchases. Staff would ask that any equipment LPBBA owned be turned over to the City for operations.
 - Although the City's bottom line shows a significant loss, this is a best guess case without sufficient documentation to guide us.
-

Action Required by Council:

Give staff direction on how to proceed with regards to boys baseball.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

INDEPENDENT ACCOUNTANT'S REPORT

To the City Manager and
Members of the City Council
City of La Porte, Texas

We have performed the procedures enumerated below, which were agreed to by the City of La Porte (the "City"), solely to assist you with an evaluation of the La Porte Boy's Baseball Association (the "Association"), related to its accounting and internal controls. The City's management is responsible for the City's accounting records and the Association is responsible for the Association's accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Background

The City of La Porte and the La Porte Boy's Baseball Association entered into an agreement dated August 2014 by which the City agreed to provide limited use of the fields and certain facilities located at Pecan Park and Fairmont Park. Per the agreement, the Association shall have the exclusive right and responsibility for scheduling, organizing and conducting youth baseball league games, practice games, league/team practices, tournament games, and league playoff games at the specified facilities. The City reserves the right to close the fields for field maintenance purposes, for inclement weather, or other reasonable cause. The Association will schedule no more than four tournaments annually that utilize the practice fields at Fairmont Park.

Additionally, according to the Agreement, the Association shall maintain a favorable financial position during the term of the Agreement. The Association will provide an official annual report on the Association's fiscal condition to the City comprised of a combined expense statement/balance sheet as approved by the City's Controller and mutually agreed to by the City and the Association along with supporting documentation. The City reserves the right to review the internal financial control structure of the Association and to perform other audit steps as necessary to protect its interests. The annual report on the Association's fiscal condition will be due to the City sixty (60) days after the end of each fiscal year. Failure to provide requested financial information within the prescribed time limit will prompt a formal notification from the City to the Association that the agreement is in danger of default and a request for satisfaction of the requirement within an additional fifteen (15) days from the date of official notification. If the requirement for financial statement submission is not met by that time, or arrangements to submit not made to the City's satisfaction within that time, the agreement will be considered in default.

The Agreement shall be in force for a period of five (5) years, beginning with the date of its execution.

Procedures

In our engagement letter dated December 3, 2014, we agreed to perform the following procedures:

- Identify the Association's primary and secondary lines of business
- Assess the Association's accounting system
- Review the Association's internal controls over cash receipts and disbursements
- Determine the number of tournaments held and the fees charged to tournament participants during 2013 and 2014
- Perform analytical procedures and tests of transactions on entry fees and expenses
- Perform analytical procedures and test of transactions on concession revenue and expenses

Lines of Business

While the Association's primarily line of business is player registration, it also receives income from tournaments that are held at the fields, candy fund raisers, other fundraisers, concession sales, and sponsorships.

Accounting System

The Association uses QuickBooks accounting software to account for its financial activity. For purposes of our procedures, the Association provided general ledger detail on a fiscal year ending November 30. It was noted that the Association files its IRS Form 990 on a fiscal year ending October 31st.

Internal Control of Cash Receipts and Disbursements

Player Registration

Player registration fees are collected at the time of registration, along with candy fundraiser money or buy-out money. The Association offers scholarships to players on a discretionary basis as needed. The association accepts registration payments by check or credit card. Checks are electronically deposited to the Association's operations bank account. The income associated with player registration, including fall and spring registration, candy sales, candy buy-out, and late fees, is accounted for separately in QuickBooks. Additionally, income for sponsorships, cap and shirt sales, and other fund raisers, such as silent auction, is also accounted for separately in QuickBooks. For purposes of our analysis over player registration, we were not given access to the player registration forms. In addition, the accounting records were only updated through July 2014, and therefore our report over the completeness and accuracy of player registration is inconclusive.

Tournaments

In 2013, the Association utilized the Tournaments bank account for all income and expenses related to tournaments they hosted. In 2014, the income received by the Association for tournaments was solely for allowing use of the fields by select teams, and therefore the Association was no longer responsible for certain expenses related to the tournaments. In 2014, all tournament income received for use of the fields was deposited to the operations account. The Association maintains copies of the checks received for use of the fields. In January 2014, a transfer of \$52,716.70 was made from the tournament account to the operations account, leaving a balance of \$100 in the tournament account and the decision was made by

the Association to use the tournament account like a savings account going forward. In August 2014, a \$70,000 transfer was made from the operations bank account to the tournament bank account. An additional transfer of \$2,135.25 was made in November 2014 and the ending balance in the tournament bank account as of December 31, 2014 was \$72,235.25. The purpose of using the tournament bank account as a savings account is so the Association can save for the purchase of equipment.

Concessions

The concession stands are operated by two members of the Association, who are paid from the concession bank account. Cash registers are not utilized to record the concession sales, and as such, there are no records of the actual sales. Cash is the only method of payment accepted for concession sales. The concession workers are responsible for depositing the cash at the bank. Based on information obtained from the concession bank statements, deposits are made every one to two weeks, based on the frequency of events held at the fields. The following is a summarized comparison of concession income as recorded in the Association's account records compared to cash deposits per the bank statements for the specified time periods:

	Dec. 1, 2012 - Nov. 30, 2013	Dec. 1, 2013 - July 31, 2014*
Income per accounting records	\$ 67,856.65	\$ 76,298.62
Cash deposits per bank statements	63,858.25	76,298.62
Variance	<u>\$ 3,998.40</u>	<u>\$ -</u>

*Accounting records not available for August - November 2014

The following illustrates income and expenses related to concession activity for the specified time periods:

	Dec. 1, 2012 - Nov. 30, 2013	Dec. 1, 2013 - July 31, 2014*
Concession Income	\$ 67,856.65	\$ 76,298.62
Concession Expense:		
Bank Fee	3.60	40.80
Equipment Purchase	540.62	882.42
Cost of items sold	34,085.13	39,927.51
Labor	11,630.50	19,500.00
Mileage	421.10	30.28
Paper Products/Materials	2,082.28	501.01
Other Expenses	-	227.09
	<u>48,763.23</u>	<u>61,109.11</u>
Concession Net Income	<u>19,093.42</u>	<u>15,189.51</u>

*Accounting records not available for August - November 2014

Disbursements are for the operations and concessions accounts are primarily made by check, electronic check or ACH. We were not provided copies of supporting documentation such as invoices or receipts for concessions expenses.

Observations

1. While analyzing the activity in the accounting records, we noted an account for “reconciliation discrepancies”. For the year ending November 31, 2013, this account was used to reconcile the operations bank account, increasing the bank balance by a total of \$26,458.78. For the eight months ending July 31, 2014, this account was used to reconcile the operations account by decreasing the bank balance by \$3,000.
2. We noted a bank transfer dated 1/27/2014, in the amount of \$14,104.39 from the concessions bank account to the operations bank account that was not recorded in the Association’s accounting records. While it appears transactions were being cleared in the accounting system, we were unable to determine if bank reconciliations were being performed and reviewed for each of the Association’s bank accounts on a monthly basis.
3. There is no system by which cash receipts for concessions transactions are captured. Concession income is recorded based on cash deposits, and is not reconciled to any other source document. While deposits are made one to two times per week based on events, the entries into the accounting system are made based on the total deposited for the month.
4. Checks for concession labor are recorded in the accounting system as transactions to “Capital One Bank”. It appears that checks for concession labor are cashed, and the workers are being paid in cash. We were unable to determine if the Association issues an IRS form 1099 to concession workers whose compensation exceeds the required reporting threshold.
5. In our analysis of tournament income, we noted what appeared to be a duplicate deposit in the amount of \$11,450 in the account records. The transaction in question was recorded both as a “sales receipt” and a “deposit” in the accounting records in May 2014, however, we noted only one deposit for this amount in the operations bank statement.
6. Check numbers and ACH reference numbers per the accounting software in numerous instances do not agree to the check numbers and ACH reference numbers per the operations bank statement.
7. Disbursements to Bay Area Umpire Association are made in cash. In the accounting system, disbursements recorded to Bay Area Umpire Association are for checks made payable to cash. The Treasurer sends an email to the bank requesting certain denominations of cash based on the number of games scheduled, and takes a check to the bank to cash for disbursement to the umpires. According to the accounting records, Bay Area Umpire Association was paid cash in the amount of \$38,693 for the year ended 11/30/2013 and \$34,589 for the period of 12/01/2013 through 6/28/2014.

Recommendations:

Accounting transactions should be entered into the QuickBooks accounting software in a timely manner, and bank reconciliations should be performed on a monthly basis, by someone other than the person who performs the cash receipts and cash disbursements function. In order to assure the accuracy and usefulness of financial information being reported monthly to the Association’s Board, the accounting information entered in the accounting system must be current and bank statements must be reconciled timely.

Internal controls over concessions cash receipts should be implemented, such as:

- 1) Cash drawers should not be shared by multiple people working the concession stands;
- 2) Daily cash worksheets should be completed when cash is counted;
- 3) Daily cash worksheets should be reviewed by someone other than the cashier, and signed or initialed as evidence of the review;
- 4) The concession stands should utilize a system by which sales can be recorded, and properly reconciled to cash receipts; and
- 5) The sales receipts should be reconciled by someone other than those who are receipting cash.

In order to keep adequate records of amounts paid to concessions or any other workers, the Association should pay the workers directly by check or direct deposit, and the amounts should be reported in accordance with the Internal Revenue Code. Additionally, workers should not be paid directly from cash proceeds.

When tournament income is received by the Association either by hosting tournaments or for use of the fields by other organizations, a subsidiary ledger should be maintained in order to track the income received for this purpose. The number of tournaments and a fee schedule should be documented in order to support the amount of tournament income recorded in the accounting system.

All vendors should be paid by check or ACH. While it is not illegal to pay vendors in cash, it is not considered a best practice.

Per the Association's agreement with the City, annual financial statements should be provided to the City within sixty (60) days after fiscal year end.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Members of City Council and the City Manager, and is not intended to be and should not be used by anyone other than those specified parties.

Houston, Texas
May 4, 2015

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>April 16, 2016</u>	<u>Appropriation</u>
Requested By: <u>Matt Hartleib</u>	Source of Funds:
Department: <u>Human Resources</u>	Account Number:
Report: <input checked="" type="radio"/> Resolution: <input type="radio"/> Ordinance: <input type="radio"/>	Amount Budgeted: <u>\$40,000.00</u>
Other: <input type="radio"/>	Amount Requested:
Attachments :	Budgeted Item: <input type="radio"/> YES <input type="radio"/> NO

SUMMARY & RECOMMENDATIONS

It has been several years since the City of La Porte has performed a comprehensive compensation market study for non-Civil Service positions. As a result, most departments feel that at least some positions are not currently placed in a competitive pay range. This concern has been somewhat addressed by piecemeal market surveys of specific positions. While this approach can identify problematic position pricing, it can also lead to inconsistencies in the overall pay structure for the organization.

A comprehensive review of all job descriptions and market analysis performed by a third party will provide a clear and complete picture of how the City's pay structure compares to the market. City staff would then use that information to make informed recommendations on any adjustments needed to ensure the City is attracting and retaining the best people for all positions.

This estimate is based on a similar survey that was completed for City of Baytown several years ago. While not completely apples to apples, it does provide a magnitude of cost for Council consideration. The larger employee count of Baytown may be offset from a pricing perspective by the fact that inflation has likely impacted the cost of these surveys for smaller sized cities.

Should the Council like to move forward with a salary survey, a formal procurement process would be initiated after the start of the next fiscal year. At this time, staff is seeking Council input and direction regarding moving forward with a comprehensive review of all job descriptions and compensation market analysis.

Action Required of Council:

Direction regarding proposed third party job description and compensation market analysis.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: April 16, 2016

Appropriation

Requested By: Traci Leach

Source of Funds:

Department: Administration

Account Number:

Report: Resolution: Ordinance:

Amount Budgeted:

Other:

Amount Requested:

Budgeted Item: YES NO

Attachments :

SUMMARY & RECOMMENDATIONS

The former Texas Parks and Wildlife Building is located at 105 San Jacinto Street. It currently consists of the 5,000 square foot building and adjoining parking lot.

The City purchased the building, parking lot and adjoining vacant lot in 2008 for \$453,430. The City upgraded the restrooms in 2011 for \$18,852. In 2013, the City engaged Main Properties to sell the property and adjoining vacant land and set a minimum sales price of approximately \$375,000. Since that time, there have been many interested parties and a few offers, but none that were close to the asking price. The property has some challenges associated with renovations that have hindered many potential sales of the property. One of the more recent inquiries on the building resulted in an estimate by the contractor of approximately \$250,000 - \$280,000 to renovate the building and make it suitable for office use.

At this time, the building roof is in dire need of repair; it is leaking and causing additional interior damage to the building. Staff obtained estimates to repair the roof and the low estimate was approximately \$35,000. No repair work has been completed to the building, as staff wanted to clarify Council's position regarding the building's future. The building has been taken off the active "for sale" market.

Staff is seeking additional direction from the Council regarding the future of the facility. There are a few primary considerations that should be discussed:

- *Renovate or Raze:* The first issue is to determine whether the Council is interested in salvaging the building or razing the facility and converting the property to green field development. An asbestos survey was completed in 2014 and did confirm that asbestos abatement would be required. Razing the building would include full asbestos remediation, tear down, concrete removal, grading, and sod/seed at a cost of approximately \$37,000.
- *City-Use or Private Use:* The building is currently being utilized as storage for Parks equipment used for special events. At one time, Christmas decorations were stored at this facility, but were relocated to allow showings of the building. If continued City-use is desired, the building could continue to be used as storage or could be converted to office space for use by the City's IT Division. These employees are currently spread out throughout the City at three different locations. Consolidation would allow the City to eliminate the rented space at the School District.

- *Level of Renovations/Improvements:* If the direction is to salvage the building to sell it (not for City use), the third issue is to determine to what level, if any, the Council is interested in making repairs and improvements to the facility. The spectrum of possibilities ranges from doing nothing at all to minimize the investment into the building to making just those repairs necessary to prevent damage to the facility to bring the facility to a “white box,” which would allow a variety of users to move in with minimal tenant improvements. Past discussions have proposed a cooperative effort with the La Porte Development Corporation to fund improvements. Such improvements would be eligible expenditures for the Development Corporation. As part of the due diligence for this course of action, staff would recommend obtaining an updated appraisal. The most recent appraisal is several years old and would need to be updated prior to setting any sort of price point. The direction regarding the interior improvements to the building will directly impact the results of the appraisal.

Action Required of Council:

Provide direction regarding the future of the former Texas Parks and Wildlife building/property.

Approved for City Council Agenda

Corby D. Alexander, City Manager

Date

REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: April 16, 2016

Appropriation

Requested By: Kenith Adcox

Source of Funds:

Department: Police

Account Number:

Report: Resolution: Ordinance:

Amount Budgeted:

Other:

Amount Requested:

Budgeted Item: YES NO

Attachments :

1. Presentation - Tahoes vs. Chargers

SUMMARY & RECOMMENDATIONS

During the 2014 Budget Retreat, staff was asked to explore the feasibility of transitioning the police department's general patrol fleet (currently 32 vehicles) from Chargers to Tahoes. At the conclusion of the presentation, staff was directed to purchase Tahoe's for general patrol use beginning with three patrol vehicles that were scheduled for replacement in Fiscal Year 2015. The performance and general cost-effectiveness of these Tahoes was to be assessed over a 1 year period and the finding presented to Council for further consideration following the year-long assessment. This first series of Tahoes have now been deployed in patrol for just over 1 year, with the following findings:

- The price of a new Tahoe has increased since the time the City made its initial Tahoe purchases. This is likely due to an ever increasing demand for police pursuit Tahoe's by police agencies nationwide. New Tahoe now cost approximately \$8,900 more, per unit, than a new Charger.
- Based on actual figures from La Porte Fleet Services, the gas mileage of Tahoes and Chargers are comparable, with the Tahoes getting approximately 1 more mile to the gallon than Chargers. This equates to a savings of \$192 each year per Tahoe, or approximately \$1,000 over the 5 year estimated patrol life of the vehicle.
- The Maintenance costs for Tahoes and Chargers are comparable, with the maintenance costs of both vehicles, during their first year of service, being very minimal.
- According to Kelly Blue Book, the estimated resale for a Tahoe at the end of life is expected to be substantially more than a Charger, just over \$3,100.
- The above considerations bring the "adjusted" life-time cost difference between a Tahoe and a Charger to approximately \$4,800 more for the Tahoe.
- All patrol officers operating the Tahoe have expressed a strong preference for the vehicle, due to its enhanced safety elements and increased utility.

As such, staff is recommending that the City continue to purchase Tahoes instead of police sedans, recognizing that the increase cost, particularly over the life of the vehicle, is outweighed by the improved utility of the larger vehicle.

Action Required of Council:

Receive input/approval from Council on the continued purchase of Tahoes for general police patrol use.

Approved for City Council Agenda

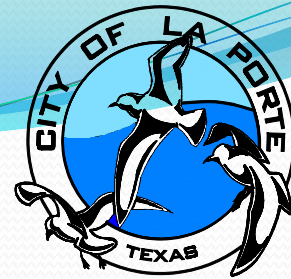
Corby D. Alexander, City Manager

Date

Charger vs. Tahoe

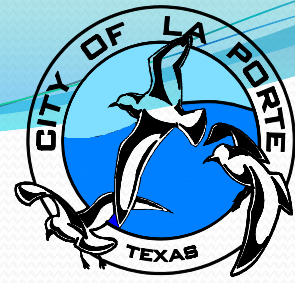
A 12 month study





Overview

- Initial Cost of Vehicles
- Operating Costs
- Maintenance Costs
- Vehicle Resale
- Comfort and Utility Benefits



Current purchase price and operating expenses



\$25,918.00

5.7 liter, V8 5 speed Auto

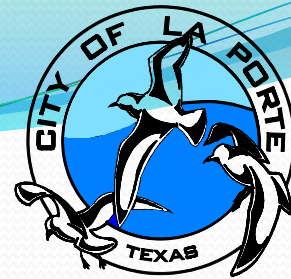


\$34,815.00

5.3 liter V8 6 speed Auto

Difference: \$8897

(Note: Includes a recent \$4,000 Tahoe price increase, likely due to increased law enforcement agency demand for police Tahoe's nationally.)



Fuel Economy

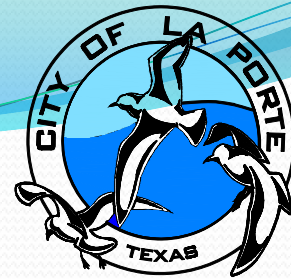
Charger

9.0 MPG

Tahoe

9.7 MPG

Gas Mileage based on actual numbers provided by fleet maintenance for 3 Tahoe's and 7 Chargers that are currently in the department's general patrol fleet.

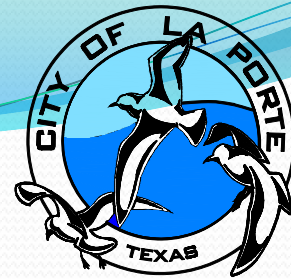


Charger

Tahoe

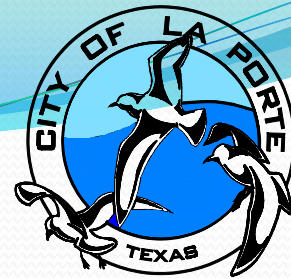
2644 gallons	Fuel to drive 23,800 miles Average miles put on a patrol car annually	2454 gallons
\$2671.00	Cost to patrol 23,800 miles based on \$1.01 a gallon	\$2479.00

A difference of \$192 per year/per unit



Maintenance Cost

From information provided by fleet services we learned that the maintenance cost between the two vehicles are very similar. We compared the 3 Tahoe's in their first 12 months of service to 7 Chargers in their first 12 months of service. When we exclude anomalies such as body repair following wrecks or glass replacement, both vehicles had very low maintenance cost. Between \$15.00 and \$18.00 a month.

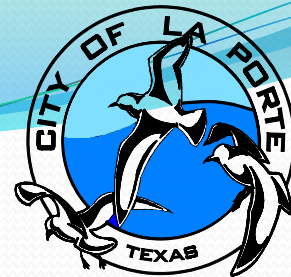


Resale Value

Kelley Blue Book Value

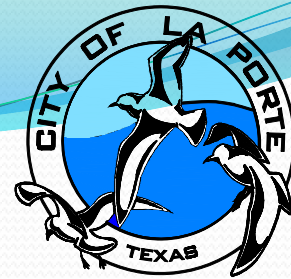
2010 vehicles with 100,000 miles in fair condition

Tahoe	\$13,699.00
Charger	\$10,541.00
Difference	\$ 3,158.00



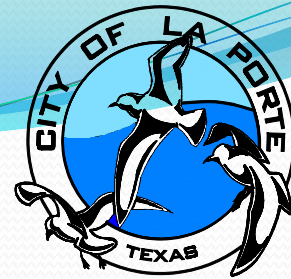
Comfort and Utility

	Charger	Tahoe
• Head room Front	38.6"	41.1"
• Hip room Front	56.2"	64.4"
• Leg room front	41.8"	41.3"
• Shoulder room front	59.5	65.3"
• Cargo space	16.5 cubic feet diminished significantly with full size spare	60.3 cubic feet* Measured to back of 2 nd seat



Other Benefits

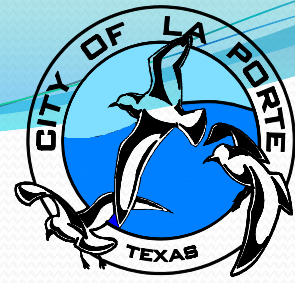
- The height of the Tahoe gives it far better vehicle visibility for public.
- Increase field of vision for officer.
- Additional height also increases its high water capabilities as well as off road capabilities. The Tahoe has a ground clearance of approx 9" while the Chargers have a ground clearance of approx 5". This will prove to be a significant advantage during weather related emergencies, such as hurricane events.



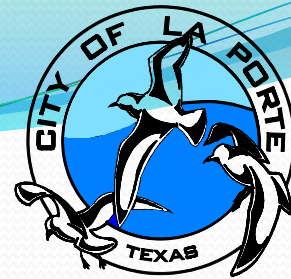
Equipment Access

- All electronic equipment that would normally be mounted in the trunk of a police car would now be mounted in the cargo area of the SUV.
- Electronics be in a climate controlled space, improving their operation and likely increasing their useful life.

Summary



- New Tahoe cost approximately \$8,900 more, per unit, than a new Charger.
- The gas mileage of Tahoes and Chargers are comparable, with the Tahoes getting approximately 1 more mile to the gallon than Chargers. This equates to a savings of \$192 each year per Tahoe, or approximately \$1,000 over the 5 year estimated patrol life of the vehicle.
- The Maintenance costs for Tahoes and Chargers are comparable, with the maintenance costs of both vehicles, during their first year of service, being very minimal.
- According to Kelly Blue Book, the estimated resale for a Tahoe at the end of life is expected to be substantially more than a Charger, just over \$3,100.
- This brings the “adjusted” life-time cost difference between a Tahoe and a Charger to approximately \$4,800 more for the Tahoe.
- The Tahoe is, however, the preferred patrol platform due to its increased safety and utility.



Questions and Comments