

RICHARD WARREN, PRESIDENT  
SHELLEY FULLER, BOARD MEMBER  
VENESSA GUERRERO, BOARD MEMBER  
CHUCK ENGELKEN, BOARD MEMBER



DANNY EARP, BOARD MEMBER  
JOHNNY MORALES, BOARD MEMBER  
NANCY OJEDA, VICE-PRESIDENT

## CITY OF LA PORTE DEVELOPMENT CORPORATION MEETING AGENDA

Notice is hereby given of a meeting of the City of La Porte Development Corporation to be held on September 23, 2019, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, beginning at 5:00 pm to consider the following items of business:

1. **CALL TO ORDER**
2. **STATUTORY AGENDA**
  - (a) Approve minutes of the meeting held on August 26, 2019. [Richard Warren, President]
  - (b) Presentation, discussion, and possible action to approve reimbursement for a completed Enhancement Grant project at 812 South 8th Street. [Ryan Cramer, Economic Development Coordinator]
  - (c) Presentation, discussion, and possible action to approve reimbursement for a completed Enhancement Grant project at 508 W. Main Street. [Ryan Cramer, Economic Development Coordinator]
  - (d) Presentation and discussion of possible changes to the Enhancement Grant Program. [Ryan Cramer, Economic Development Coordinator]
  - (e) Presentation and discussion on the Board's interest in a convention/conference center. [Ryan Cramer, Economic Development Coordinator]
3. **SET DATE FOR NEXT MEETING**
4. ***Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Committee members and City staff, for which no formal action will be discussed or taken.***
5. **ADJOURNMENT**

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

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

**CERTIFICATE**

I, Lee Woodward, City Secretary, do hereby certify that a copy of the September 23, 2019, La Porte Development Corporation Board agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, [www.LaPorteTX.gov](http://www.LaPorteTX.gov), in compliance with Chapter 551, Texas Government Code.

DATE OF

POSTING

TIME OF

POSTING

TAKEN DOWN

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lee Woodward, City Secretary

RICHARD WARREN, PRESIDENT  
NANCY OJEDA, VICE-PRESIDENT  
CHUCK ENGELKEN, BOARD MEMBER  
VENESSA GUERRERO, BOARD MEMBER



DANNY EARP, BOARD MEMBER  
JOHNNY MORALES, BOARD MEMBER  
SHELLEY FULLER, BOARD MEMBER

## MINUTES OF THE LA PORTE DEVELOPMENT CORPORATION BOARD MEETING OF AUGUST 26, 2019

The City of La Porte Development Corporation Board met on Monday, August 26, 2019, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, at 5:00 p.m., with the following in attendance:

**Board members present:** Richard Warren, Chuck Engelken, Danny Earp, Johnny Morales, Shelley Fuller, Nancy Ojeda

**Board members absent:** Venessa Guerrero

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

1. **CALL TO ORDER** – President Warren called the meeting to order at 5:00 p.m.

2. **STATUTORY AGENDA**

(a) **Approve minutes of the meeting held on July 22, 2019. [Richard Warren, President]**

Board member Engelken moved to approve the minutes: the motion was adopted unanimously.

(b) **Presentation, discussion, and possible action to approve an enhancement grant to FunCare Children's Center for its facility at 10325 West Fairmont Parkway. [Ryan Cramer, Economic Development Coordinator]**

Board member Engelken moved to deny an enhancement grant to FunCare Children's Center for its facility at 10325 West Fairmont Parkway; the motion was adopted unanimously.

(c) **Presentation, discussion, and possible action to elect a President and Vice-president for FY 2019-2020, per Section 3.02 of the Corporation's Bylaws. [Ryan Cramer, Economic Development Coordinator]**

Board member Engelken nominated Richard Warren as President and Nancy Ojeda as Vice-President for FY 2019-2020; the motion was adopted unanimously.

(d) **Presentation, discussion, and possible action to approve the Office of Economic Development's proposed La Porte Development Corporation budget for FY 2019-2020. [Ryan Cramer, Economic Development Coordinator]**

Board member Engelken moved to approve the Office of Economic Development's proposed La Porte Development Corporation budget for FY 2019-2020 as presented; the motion was adopted unanimously.

3. **SET DATE FOR NEXT MEETING**

The next meeting was scheduled for September 23, 2019.

4. **COMMENTS**

There were no comments.

5. **ADJOURN** – Without objection, the meeting was adjourned at 5:19 p.m.

---

Lee Woodward, City Secretary



**REQUEST FOR LA PORTE DEVELOPMENT CORPORATION BOARD  
AGENDA ITEM**

Agenda Date Requested: <u>September 23, 2019</u>
Requested By: <u>Ryan Cramer, E.D. Coordinator</u>
Department: <u>Administration</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input checked="" type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>Enhancement Grant</u>
Account Number:	<u>0159892-9931100</u>
Amount Budgeted:	<u>\$217,054.89</u>
Amount Requested:	<u>\$21,505</u>
Budgeted Item:	<input type="radio"/> Yes <input type="radio"/> No

**Exhibits:** Invoice and photos

---

**SUMMARY**

On April 22, 2019, the La Porte Development Corporation Board approved a grant to Coastal Exterminating at 812 S. 8<sup>th</sup> Street for \$21,505 in reimbursement on \$43,010 of eligible projects including repainting the building, repainting signs, parking lot repairs, new landscaping, and irrigation for that landscaping. The contractor, Bryan Moore, has submitted pictures of the completed work and his invoice for the eligible projects totaling \$46,150. This reimbursement approval is for the initially approved \$21,505.

---

**RECOMMENDED MOTION**

I move that the Board approve reimbursement of \$21,505.00 to Coastal Exterminating.

*If the Board chooses to deny the reimbursement, no action is required.*

---

**Approved for the La Porte Development Corporation Board meeting agenda**

\_\_\_\_\_  
Corby D. Alexander, City Manager

\_\_\_\_\_  
Date

# ASPENDORA CONTRACTORS, LLC

511 S. Utah  
La Porte, TX 77571

Cell (281)932-3128  
Email:  
bryan@aspendoracontractors

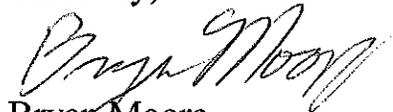
August 5, 2019

Coastal Exterminating  
812 S.8<sup>TH</sup> Street  
La Porte, TX 77571

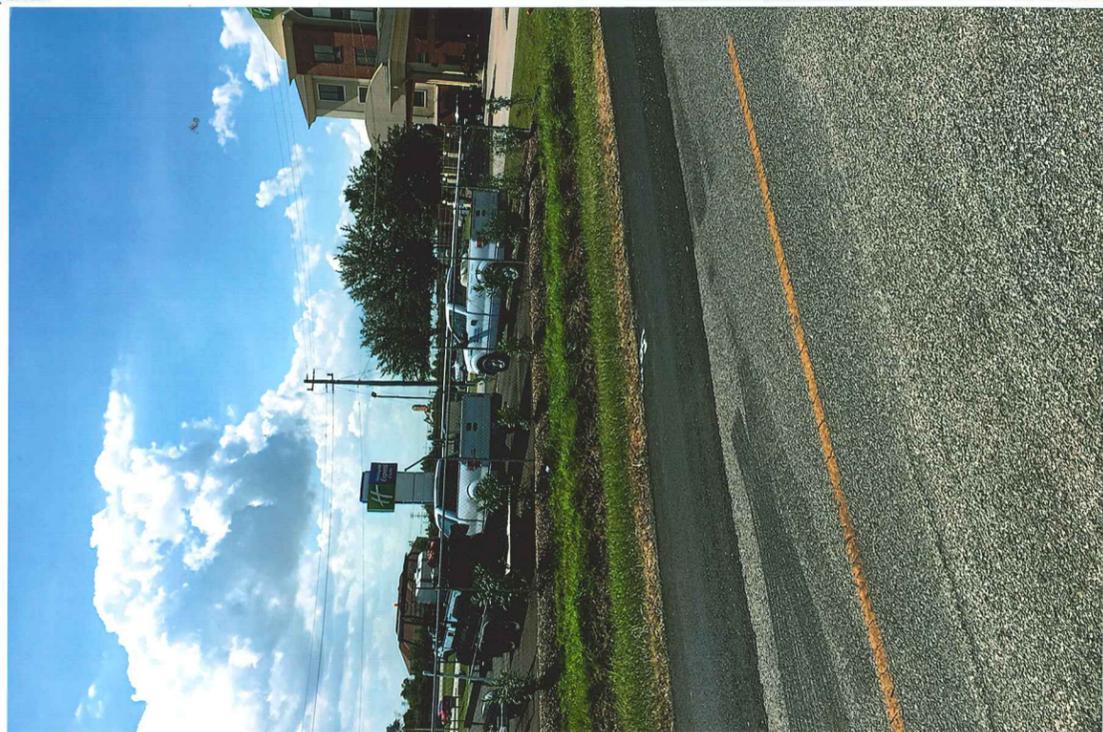
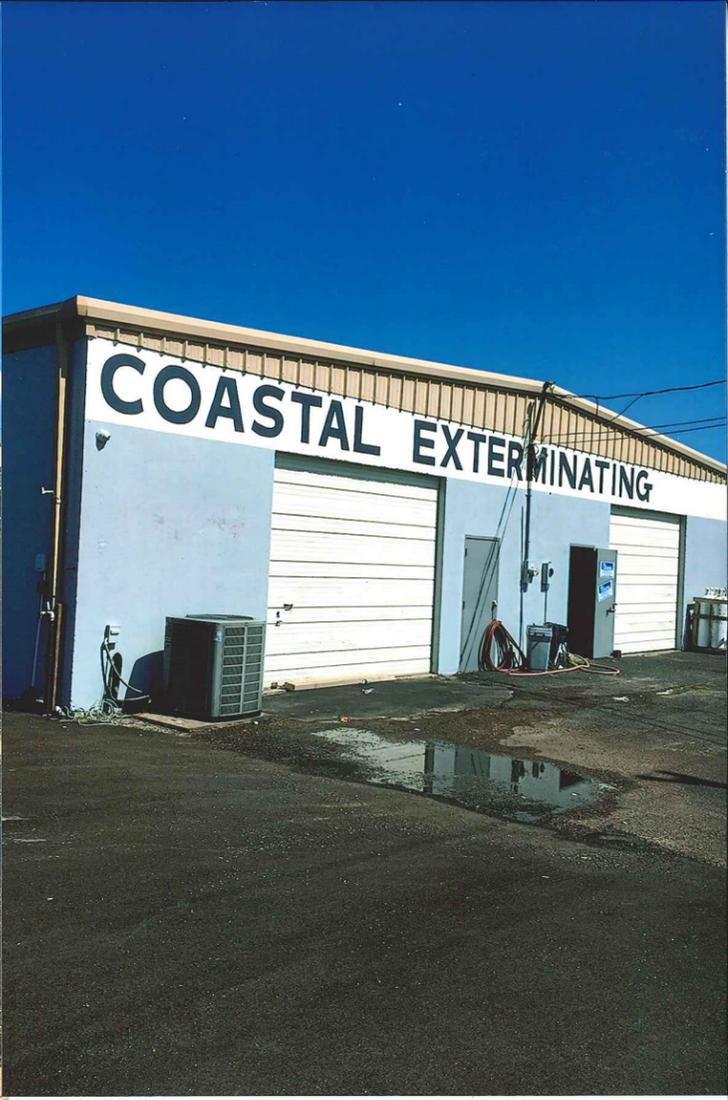
## INVOICE # 08/05/2019

1.Painting the exterior of the building including caulking of expansion joints, and painting signage	\$6,450.00
2.Parking lot repairs and Paving	\$28,000.00
3. Landscape and Irrigation including Furnishing labor and material for the following: Landscaping, 45 Oleanders 3.5' Bed at Landscaping Irrigation Bore water line for irrigation under the driveway on the North end of the parking lot Back Flow preventer with cage	<u>\$11,700.00</u>
<b>TOTAL</b>	<b>\$46,150.00</b>

Sincerely,

  
Bryan Moore

*Paid in full*  
*Bryan Moore*  
*8/5/19*



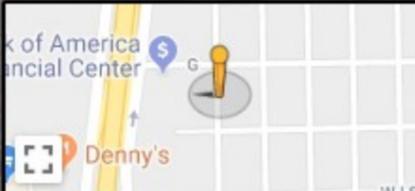
803 S 8th St

La Porte, Texas

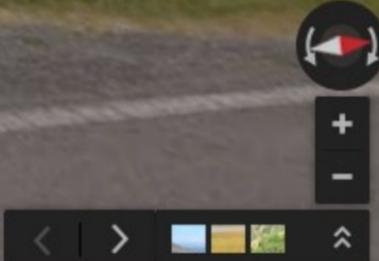
Google

Street View - Jul 2018

Coastal  
EXTERMINATING CO.  
Inc.



Google





**REQUEST FOR LA PORTE DEVELOPMENT CORPORATION BOARD  
AGENDA ITEM**

Agenda Date Requested: <u>September 23, 2019</u>
Requested By: <u>Ryan Cramer, E.D. Coordinator</u>
Department: <u>Administration</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>Enhancement Grant</u>
Account Number:	<u>0159892-9931100</u>
Amount Budgeted:	<u>\$217,054.89</u>
Amount Requested:	<u>\$6,998.73</u>
Budgeted Item:	<input type="radio"/> Yes <input type="radio"/> No

**Exhibits:** Invoices and photos

---

**SUMMARY**

On July 22, 2019, the La Porte Economic Development Corporation Board approved applicant Frank Nance with State Farm at 508 West Main Street for \$6,998.73 in reimbursement on \$13,997.45 of eligible projects, including a new sign, awning and façade work. The applicant has submitted pictures of the completed work and invoices at a total cost of \$20,174.45 (the discrepancy is due to the fact the applicant used a different contractor for the façade than that named in their initial application - the applicant used Coastal Group Roofing at a cost of \$14,855 instead of Herring at \$8,678). This reimbursement approval is only for the initially approved \$6,998.73.

---

**RECOMMENDED MOTION**

I move that the Board approve reimbursement of \$6,998.73 to Frank Nance State Farm.

*If the Board chooses to deny the grant, no action is required.*

---

**Approved for the La Porte Development Corporation Board meeting agenda**

\_\_\_\_\_  
Corby D. Alexander, City Manager

\_\_\_\_\_  
Date





**State Farm**



 **State Farm**



Like a good neighbor,  
State Farm is there.



**Proposal**  
7/18/19  
Frank Nance  
508 W. Main St.  
LaPorte, TX 77571

**SCOPE OF WORK:**

Install Stone Veneer to Bottom of Windows  
Install Plank Over Front of Building  
Reframe Exterior Windows  
Prime and Paint Hardy  
Run Electrical to Front of Building for Lighting  
Install 3 Gooseneck Lights

**Materials and Labor:** **\$14,855.00**

To furnish materials and labor in accordance with specifications of the Scope of Work for address 508 W. Main St., LaPorte, TX 77571 for the sum of: **\$14,855.00.** Payment shall be made as follows: 50% down and 100% balance upon completion.

Deposit Date	<u>08.09.2019</u>
In process date	<u>8/10/19</u>
Completion date	<u>08/30/2019</u>
Paid in full date	<u>9/3/2019</u>

CUSTOMER COPY

# American Awning and Carport Company

315 W. MAIN, LA PORTE, TEXAS 77571 PHONE (281) 867-9954

PATIOS • AWNINGS • PEST FREE PATIOS • CARPORTS • STORE FRONTS

Purchaser Frank Nance Address 508 W. Main St.  
 City LaPorte Zip 77571 Phone \_\_\_\_\_

NO	WIDTH	LENGTH	DESCRIPTION	UNIT PRICE	TOTAL
1	24'	4'	steel Awning w/overhead braces Steel gray sheeting & Trim 4-braces on wall installed		

NOTICE: PURCHASER HEREBY ASSUMES ALL RISKS RESULTING FROM SEEPAGE OF WATER UNDERNEATH ANY WALL INSTALLED BY AMERICAN AWNING COMPANY WHERE WALL SECTIONS ARE CONSTRUCTED AT ANY LOCATION ON THE SLAB OTHER THAN THE EDGE. AMERICAN AWNING CO. DOES NOT RECOMMEND THIS PRACTICE.

Material and Labor Total Cost	3840	10
Deposit with Order <u>Marty Campisi</u>	1920	10
Unpaid Balance Due upon Completion	0	

Purchaser (being all of Undersigned, jointly and severally) hereby purchases the aboved described property for the above price, terms and conditions from American Awning Company, hereinafter called "American."  
 Remarks: Frank Nance \$1920.00 Amex

During the construction of this job, American agrees to maintain public liability and property damage insurance covering property other than the property being purchased hereunder. This contract shall be valid until accepted and signed by an authorized representative of American who is not the sales representative. Thereafter, purchaser agrees the merchandise specified by this order to be especially manufactured for purchaser according to the above terms specifications. PURCHASER ACKNOWLEDGES THAT THIS CONTRACT IS COMPLETE AS WRITTEN; THAT THE SPECIFICATIONS OF THE MATERIALS AS SHOWN ABOVE ARE SATISFACTORY TO HIM AS PRESENTED; THAT THERE ARE NO DIFFERENT OR ADDITIONAL SPECIFICATIONS OR CONDITIONS CONSTITUTING ANY PART OF THIS AGREEMENT; THAT THERE ARE NO ORAL REPRESENTATIONS, CHANGES OR CONDITIONS RELIED UPON BY HIM, AND THAT THIS WRITTEN INSTRUMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN PURCHASER AND AMERICAN. If this contract is canceled by purchaser before manufacturer of materials has begun, purchaser agrees to pay American 25% of the total contract price in compensation for services rendered to date.

After the manufacture of the materials has begun, the entire contract shall be due and payable by Purchaser. Any payment not made when due will be subject to a late charge of 5¢ per one dollar. IN WITNESS WHEREOF, the parties have hereunto signed their names this

4th Day of SEPT, 2019  
Kevin Smith  
 Sales Representative

Signed X  
 Purchaser

Signed \_\_\_\_\_  
 Purchaser

This order is not valid until accepted by an official of American Awning Company who is not the sales representative. If rejection is not communicated to Purchaser within 72 hours, American shall be conclusively presumed to have accepted this contract.

All warranties on the products sold hereby are limited to those set out on the reverse side of this contract.

Acceptance:  
 American Awning Company:  
 Accepted by: \_\_\_\_\_

The Seller American Awning Company hereby expressly disclaims all other warranties, either express or implied, including any implied, warranty of merchantability or fitness for a particular purpose, and American Awning Company neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

The following notice of right of cancellation applies only to home solicitation transactions and not to over the counter sales:

I have carefully read and agree to all terms set out above and on the reverse side of this contract.

"YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION.

Signed X  
 Purchaser

Signed \_\_\_\_\_  
 Purchaser



Eligible Installation:	\$1,823.00
Ineligible Installation:	\$0.00
Estimated Freight:	\$60.00
Sales Tax:	\$0.00
Project total:	\$4,227.00
State Farm Responsibility:	\$2,747.55
Agent Responsibility:	\$1,479.45

CHANGE ORDER C3 06/18/19				
Qty	Item #	Description	Price	Amount
1	E004044P	LTR,SF 16"LOGO NI ACR CL16RED Changed: whs. Changed: whs. Front Elevation install new 16" Red non-illuminated Acrylic letter set flush pin mounted into building	\$964.00	\$964.00
1	MP02537P	12"HX72"W WINDOW VINYL. STATE FARM LOGO WS5H-1 Vinyl's applied to OUTSIDE of the glass	\$90.00	\$90.00
1	MP02575P	12"HX72"W WINDOW VINYL.LIKE A GOOD NEIGHBOR... ST ACKED WS5O-1 Vinyl's applied to OUTSIDE of the glass	\$90.00	\$90.00
1	6205	PERMIT FEE BILLED AT COST	\$41.25	\$41.25
1	6201	PERMIT STAFF TIME	\$317.00	\$317.00
1	6204	PROJECT MANAGEMENT SERVICES	\$700.00	\$700.00

**NOTES:**

The above pricing is based on standard sign construction to withstand winds of 35 psf (approx. 90 mph @ 40'OAH). Signs being shipped to certain areas, including coastal areas, will require structural modification to withstand higher wind loads based on local code requirements and need to be quoted separately.

More than (2) design rendering changes will be charged at \$95.00 per piece and will be eligible for the subsidy.

Subtotal:	\$2,202.25
Eligible Installation:	\$1,823.00
Ineligible Installation:	\$0.00
Estimated Freight:	\$57.00
Sales Tax:	\$0.00
Project total:	\$4,082.25
State Farm Responsibility:	\$2,653.46



## REQUEST FOR LA PORTE DEVELOPMENT CORPORATION BOARD AGENDA ITEM

Agenda Date Requested: <u>September 23, 2019</u>
Requested By: <u>Ryan Cramer, E.D. Coordinator</u>
Department: <u>Administration</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

**Exhibits:** Current program application

---

### SUMMARY

In the past year, staff and the Board have seen a considerable rise in Enhancement Grant applications, which is not inherently bad, but many applications have strayed from the spirit of the program. To stem this, staff would like to know if the Board would be interested in adding language that prevents just signage or parking lot improvements to be eligible for the program. Staff believes it might be worth removing parking lot improvements from the program altogether.

The other major change to the enhancement grant process will be the addition of the arts program. Many cities around the country have a public arts programs, but few cities of La Porte's size do. This starts a series of questions to determine the direction the Board wants to go with the program:

- What is the City's role?
- Does the City want to be buyers or collaborators?
  - Many programs take the role of buyers by establishing funds to pay for these projects, often paid for by a 1% addition to all CIP projects the City does (Wylie, Texas; Claremont, CA; Greeley, CO; Bainbridge Island, WA) or just out of appropriate funds (Sugar Land, Texas). The buyer role is very similar to the purchasing process for anything the City does. The City would create a project and scope, then put out an open call to artists. This is costly, but it gives the City total control and creates a permanent exhibit.
  - Fewer programs take the role of collaborator, which is where the City would provide grants to do the work. Houston and many major cities do this as an extension of a "buyer" program (also seen in Elgin, IL). Another option is to lease the work and use public space as a gallery for the artist to sell the work, some cities even taking a commission from sold pieces. Leasing is growing in popularity and can be found in locations such as Florence and Redmond, OR; Knoxville, TN; or Eden Prairie, MN.

Staff's initial idea for the program was a hybrid of these two ideas, providing some upfront money for materials, etc., then providing a public space for the artist to advertise their for sale art. The thinking behind this concept was using the grant to create a stable stream of new art, a risk with the leasing

model, but by allowing the pieces to be sold, controlling the cost. The largest risk that comes with a grant or leasing option is finding artists who want to participate, but it does control costs. Staff's initial concept is intended to be a starting point.

In this initial stage, staff would recommend the application process stays the same as the current enhancement grant in that applications are approved by the Board. The Board is also free to place any dollar limitation on an art project (cities large and small that provide grants usually have a cap somewhere between \$2,500 and \$4,000).

---

**RECOMMENDED MOTION**

Provide direction to staff as to whether the program should be a buyer- or a collaborator-type package, and, if collaborator, whether the City wants to lease art, provide grants, or create a hybrid.

---

**Approved for the La Porte Development Corporation Board meeting agenda**

---

**Corby D. Alexander, City Manager**

---

**Date**



## **LA PORTE ENHANCEMENT GRANT PROGRAM**

The La Porte Enhancement Grant Program, which is sponsored by the La Porte Development Corporation, offers matching grants to businesses which are located in the City of La Porte.

Eligible improvements of the La Porte Enhancement Grant Program include façade enhancement/rehabilitation, beautification projects, new awnings, canopies, porches, signage, and parking lot improvements. Commercial property owners or businesses may apply for grant reimbursements from a minimum of \$2,500 to a maximum of \$50,000. Each application will be evaluated on a case-by-case basis, and **ALL projects for a matching grant greater than \$25,000 must also be approved by the La Porte City Council.**

Interested business owners are welcome to complete the enclosed application form. Please deliver applications to:

Ryan Cramer  
Office of Economic Development  
City of La Porte  
604 W. Fairmont Parkway  
La Porte, TX 77571

Please email us at [CramerR@laportetx.gov](mailto:CramerR@laportetx.gov) or call 281/470-5016, if you have any questions about the La Porte Enhancement Grant Program.

**LA PORTE BY THE BAY**

604 W. Fairmont Parkway La Porte, Texas 77571 281/470-5016

## ELIGIBLE PROJECTS

Business owners may be eligible for a reimbursement grant of funds which are used to enhance and/or beautify their businesses. The following types of projects are eligible for reimbursement:

- **Façade Rehabilitation/Enhancement**  
Eligible projects include work on existing structures, such as removing non-historic/added facades, re-pointing brick or replacing mortar joints, replacing or restoring cornices, removing paint from brick, replacing windows, restoring transom windows, repairing facades, etc.
- **New Awnings, Canopies, Porches, and Signage**  
Eligible projects include replacing, adding, or repairing awnings, canopies, porches, and signs. Signs may include signboards, projecting signs, pedestrian signage, window signs, hanging signs, and awning/canopy signs.
- **Beautification Projects**  
Eligible projects include public art, landscaping, and other beautification projects as approved by the La Porte Development Corporation Board (LPDC).
- **Parking Lot Improvements**  
Eligible projects include new parking lot construction, parking lot paving, parking lot re-surfacing, parking space striping/painting, new parking blocks, old parking block removal, and other projects as approved by the LPDC.

## PROGRAM GUIDELINES

1. Grant funds are available only for exterior work on commercial property and building facades that are visible from public streets.
2. In general, grants offered to businesses are intended to support projects to renovate or convert existing structures to their original historic condition.
3. Grants will be processed and considered for award on a first-come, first-served basis until funds are depleted or until the program ends, whichever comes first.
4. Grants will not be awarded for work that has already been started or completed, or for work that is covered by insurance. If desired work is above and beyond what insurance will pay, and is, therefore, considered an upgrade and enhancement in the opinion of the LPDC, it may be eligible for grant funds.

5. Grants will not be awarded to any Applicant that owes any delinquent indebtedness\* to the City of La Porte or the La Porte Development Corporation (LPDC).

*\* "Delinquent Indebtedness" shall mean any indebtedness due and owing to the City of La Porte or the La Porte Development Corporation, including but not limited to, ad valorem taxes on real and personal property, which property is in fact owned by and is legally subject to taxation, whether or not the same may have been properly rendered to the tax assessor-collector by any person. Such term shall also include, but not be limited to, charges for penalties, interest and costs on any such ad valorem taxes; charges for water, sewer, garbage and other services rendered or goods furnished by the City of La Porte or the La Porte Development Corporation to any person; and any other manner of indebtedness to the City of La Porte or the La Porte Development Corporation, now existing or which may hereafter be created by any person. No such indebtedness shall be considered "delinquent" until the time for its current payment under the various ordinances of the City of La Porte, or state statutes, or contractual agreement, shall have expired, without payment having been made.*

6. Each grant will be awarded on a reimbursement basis once completed work has been verified by the LPDC to be compliant with the plans proposed in the approved application. Any deviation from the approved project may result in the total or partial withdrawal of the grant.
7. Each enhancement grant application will be subject to review and approval from the Board of the LPDC. The review criteria include the following:
  - The project demonstrates a significant improvement over the existing situation,
  - The project will add to the beautification of the City of La Porte ,
  - The project will enhance the City of La Porte's appeal to new businesses and visitors,
  - The project will complement the surrounding buildings, and
  - The project will add value to the City of La Porte.
8. Grant applications and awards may be made in any of the reimbursable activities described above and may be combined for any single property or project.
9. An applicant is defined as an owner, tenant, or combination thereof, who occupies space in an eligible property. A single owner of multiple properties may apply for grant funds for each property owned, but the matching grant must be for more than \$2,500 and less than \$50,000 per property in a three (3) year period.
10. Preference will be given to all local bids for work that qualify under the current form of the City of La Porte's Local Bidder Preference Policy at the time the project is approved by the Board.
11. Multiple bids are **not** required for each eligible project that is less than a total \$2,000, of

which 50% or \$1,000 would be a reimbursable expense, as per the City of La Porte's Purchasing Policy.

## APPLICATION PROCESS

1. Determine eligibility: Discuss project plans with the Economic Development Coordinator.
2. Complete the application and sign the agreement form. Each grant application must include the following:
  - a. A scaled drawing by the project architect or design professional of all the work to be completed.
  - b. Samples -- i.e. paint samples, fabric swatches, sign material, etc. -- that will enable the LPDC to envision the finished project.
  - c. Three (3) itemized work estimates on all project work from contractors or project architects. At least one quote must be obtained from applicable La Porte business. Should La Porte business not respond, applicant must provide documentation (email or letter) evidencing that a request for quote was requested. Applicants may refer to the Contractor List for La Porte contractors. However, the City does not make any representation as to the quality of work, nor guarantees any special pricing, nor does the City represent that this list is a comprehensive listing of La Porte businesses that complete this type of work. Should an applicant contact a La Porte business/contractor not on this list, such business shall be deemed to meet the requirement of this section as long as the business address is listed as La Porte. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.
  - d. Photographs of the building's exterior. The Applicant shall be required to provide before and after photographs of the building before the reimbursement grant can be awarded. For the initial application, "before" photographs will suffice, but "after" photographs of the completed project must be submitted before the grant may be considered for reimbursement.
3. Return the completed application form, with all applicable items, to:

Ryan Cramer  
Office of Economic Development  
City of La Porte  
604 W. Fairmont Parkway  
La Porte, TX 77571  
[CramerR@laportetx.gov](mailto:CramerR@laportetx.gov)

4. The application will undergo an approval process, which includes but is not limited to the following:
  - a. Each project must meet current building standards and codes, as well as building permit requirements.
  - b. The LPDC will only consider applications that have been properly and fully completed, and which contain all information requested in the application and/or by the committee.
  - c. All itemized work estimates submitted by the Applicant must be dated no earlier than ninety (90) days prior to the Application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, and telephone number and shall itemize the bid in a manner that allows the LPDC to determine the bid components and authenticity of the bid.
  - d. Applications receiving approval by the LPDC shall commence construction described in the application within ninety (90) days from the date that the enhancement grant is approved. Each Applicant must complete the construction described in the Application within one (1) year from the date that the grant is approved. If the Applicant cannot meet this timeline, then the Applicant may submit a written request for an extension of the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The LPDC shall not be obligated to grant an extension, but it may do so for good cause determined solely by the members of the Committee. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the LPDC. Denial of an extension request may not be appealed.
  - e. As a condition of this grant Application, the Applicant consents, and shall allow, the LPDC to request city inspections to determine that the grant, if awarded, will not be used for construction on any building that is not in compliance with the City Municipal Codes and Ordinances that are applicable to the construction contemplated in the application.
  - f. The LPDC shall have sole discretion in awarding grants. They shall award grants considering the amount requested, grant funds available, the guidelines of the grant program, condition of the building in which the grant funds will be used, economic impact, other grant requests, the type and nature of the construction, and the proposed construction results considering the grant program.
  - g. No Applicant has a proprietary right to receive grant funds. The LPDC shall



## La Porte Enhancement Grant Application

*Please print clearly. Please submit a completed application to:*

Office of Economic Development  
City of La Porte  
604 W. Fairmont Parkway  
La Porte, TX 77571

### APPLICANT INFORMATION:

APPLICATION DATE: \_\_\_\_\_

---

Applicant Name

---

Business Name

---

Physical Business Address

---

Business Owner (if different from applicant)

---

Mailing Address

---

Contact Phone

Email Address

### TYPE OF WORK (*check all that apply*):

- |   |   |
|---|---|
| <input type="checkbox"/> Façade         | <input type="checkbox"/> Awnings/Signage          |
| <input type="checkbox"/> Beautification | <input type="checkbox"/> Parking Lot Improvements |

### DETAILS OF PLANNED IMPROVEMENTS (*attach additional pages if necessary*):

---

---

---

---

---

---

---

---

Please list the name of each Contractor and/or Project Architect and the Total Amount of each bid. Please, also, attach the original proposals and work estimates:

CONTRACTOR/PROJECT ARCHITECT	TOTAL
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

**BUDGET DETAIL**

PROJECT EXPENDITURES	FUNDS	FUNDS APPLIED	TOTAL
Façade Rehab	\$	\$	\$
Awnings/Signage	\$	\$	\$
Beautification	\$	\$	\$
Parking Lot Improvements	\$	\$	\$
Other (list):	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$

Total estimated cost of proposed project: \$ \_\_\_\_\_

Amount requested (up to 50% of total cost, \$2,500 to \$50,000): \$ \_\_\_\_\_

*Please attach color samples, model numbers (for windows, doors, etc.), photos, scaled drawings, and other illustrations of work to be completed. Please include as much detail as possible.*

---

*Your signature on this application certifies that you understand and agree with the following statements: I have met with the LPDC and I fully understand the Enhancement Grant procedures and details established. I intend to use these grant funds for the eligible renovation projects, as spelled out in the application. I have not received, nor will I receive insurance monies for this revitalization project, OR I have disclosed all pertinent insurance information. I understand that if I am awarded an Enhancement Grant, any deviation from the approved project may result in the partial or total withdrawal of the grant funds.*

---

APPLICANT SIGNATURE

---

DATE



**REQUEST FOR LA PORTE DEVELOPMENT CORPORATION BOARD  
AGENDA ITEM**

Agenda Date Requested: <u>September 23, 2019</u>
Requested By: <u>Ryan Cramer, E.D. Coordinator</u>
Department: <u>Administration</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

**Exhibits:** None

---

**SUMMARY**

In the past year or so, the Economic Development Coordinator has been approached on a couple of occasions to gauge the City's interest in participating in the construction of a convention center or conference/meeting space, usually in partnership with a hotel. Staff is seeking direction from the Board to see if these opportunities should be seriously pursued.

Any potential project would be paid for with both 4B and Hotel Occupancy Tax funds. There are currently five convention centers built or being built in the City's general area, in Pasadena, Clear Lake, Texas City, Friendswood, and Baytown. Staff believes there does seem to be a need for meeting space in the immediate La Porte area with only the Sylvan Beach Pavilion filling the need for larger groups. However, the State Comptroller released a fiscal note last year warning cities to consider whether or not a convention center is a cost worth bearing considering how substantial it is.

---

**RECOMMENDED MOTION**

Provide staff direction regarding City response to future convention center and conference space project requests.

---

**Approved for the La Porte Development Corporation Board meeting agenda**

\_\_\_\_\_  
Corby D. Alexander, City Manager

\_\_\_\_\_  
Date