

LOUIS RIGBY
Mayor
BRANDON LUNSFORD
Councilmember at Large A
STEVE GILLET
Councilmember at Large B
DANNY EARP
Councilmember District 1



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

CITY COUNCIL MEETING SPECIAL AGENDA

Notice is hereby given of a Special Meeting of the La Porte City Council to be held May 9, 2020 , beginning at 8:30 AM , in the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas

, for the purpose of considering the following agenda items. All agenda items are subject to action.

To attend remotely, join the Zoom meeting online at <https://us02web.zoom.us/j/81602606312>. To dial in, call 877-853-5257 or 888-475-4499 and use the meeting ID 816 0260 6312.

1. **CALL TO ORDER**
2. **CITIZEN COMMENT** *(Generally limited to five minutes per person; in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.)*
3. **STATUTORY AGENDA** The purpose of this meeting is to discuss and formulate City Council and staff plans, operations, policies, and/or future projects, including the following:
 - (a) Financial Overview. [Michael Dolby, Director of Finance]
 - (b) Utility Rate Comparison and Update (Requested by Councilmember Engelken). [Michael Dolby, Director of Finance]
 - (c) Employee Compensation, Retention & Training Update (Requested by Mayor Pro-tem Bentley & Councilmember Earp). [Matt Hartleib, Human Resources Manager]
 - (d) Medical Plan Update. [Matt Hartleib, Human Resources Manager]
 - (e) Property Tax Waiver for Volunteer Firefighters (Requested by Councilmember Garza). [Michael Dolby, Director of Finance]
 - (f) Utility Bill Waiver for First Responders (i.e. Fire, EMS, Police & Dispatch) (Requested by Councilmember Garza). [Michael Dolby, Director of Finance]
 - (g) New City Hall (Requested by Mayor Rigby). [Ray Mayo, Director of Public Works]
 - (h) EMS Billing Fees and Collection Options. [Lisa Camp, EMS Chief]
 - (i) Wrought-iron Fence to Replace Chain-link Fence area at Bay Forest Golf Course (Requested by Mayor Rigby). [Billy Stoker, General Manager]
 - (j) Parking Logistics at Pecan Park (Requested by Councilmember Engelken). [Ray Mayo, Director of Public Works]
 - (k) Fairmont Park West Park and Pool Update (Requested by Mayor Pro-tem Bentley). [Roz Epting, Director of Parks & Recreation]
 - (l) Recreation and Fitness Center Update (Requested by Councilmember Earp). [Roz Epting, Director of Parks & Recreation]
 - (m) Drainage Concerns: Ditch F101 clean-out and fix to get over pipeline corridor, East end of H Street at Sens Road flooding solution, Detention ponds on north side of airport, and Drainage for Battleground Estates (Requested by Councilmember Earp). [Lorenzo Wingate, Assistant Director of Public Works]
 - (n) Mobile Animal Adoption Program (Requested by Councilmember Ojeda). [Matt Daeumer, Assistant Police Chief]
 - (o) Decorative Street Lights on Main Street (4th Street to Broadway) (Requested by Councilmember Garza). [Ray Mayo, Director of Public Works and Roz Epting, Director of Parks & Recreation]

- (p) Decorative Traffic/Street Signs on Main Street (2 Phases - 4th Street to Broadway and SH146 to 4th Street) (Requested by Councilmember Garza). [Ray Mayo, Director of Public Works]
- (q) Benches on Main Street - 4th Street to Broadway (Requested by Councilmember Garza). [Roz Epting, Director of Parks & Recreation]
- (r) Plant 1,000 Trees (Requested by Councilmember Garza). [Roz Epting, Director of Parks & Recreation]
- (s) Live-stream City Council Meetings (Requested by Councilmember Garza). [Grady Parker, IT Manager]
- (t) Animal Shelter Vet (Requested by Councilmember Garza). [Matt Daeumer, Assistant Police Chief]
- (u) Traffic (Speed) Enforcement Cameras (Requested by Councilmember Garza). [Doug Ditrich, Assistant Police Chief]
- (v) SPORT Uniforms (Requested by Councilmember Garza). [Roz Epting, Director of Parks & Recreation]
- (w) La Porte ISD Intergovernmental Agreement for Use of School Gym(s) (Requested by Councilmember Garza). [Roz Epting, Director of Parks & Recreation]
- (x) Dispatch Console Radio Replacement. [Matt Daeumer, Assistant Police Chief]
- (y) Planning and Inspections Software. [Grady Parker, IT Manager]
- (z) San Jacinto Pool Renovations. [Roz Epting, Director of Parks & Recreation]
- (aa) Wave Pool - Pool House. [Roz Epting, Director of Parks & Recreation]

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

5. ADJOURN

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

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

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members will be physically present at the location noted above on this agenda.

CERTIFICATE

I, Lee Woodward, City Secretary, do hereby certify that a copy of the May 9, 2020, City Council agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.LaPorteTX.gov, in compliance with Chapter 551, Texas Government Code.

DATE OF
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Lee Woodward



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Michael Dolby, Director</u>
Department: <u>Finance</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Presentation

SUMMARY

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.

RECOMMENDED MOTION

None

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

City of La Porte

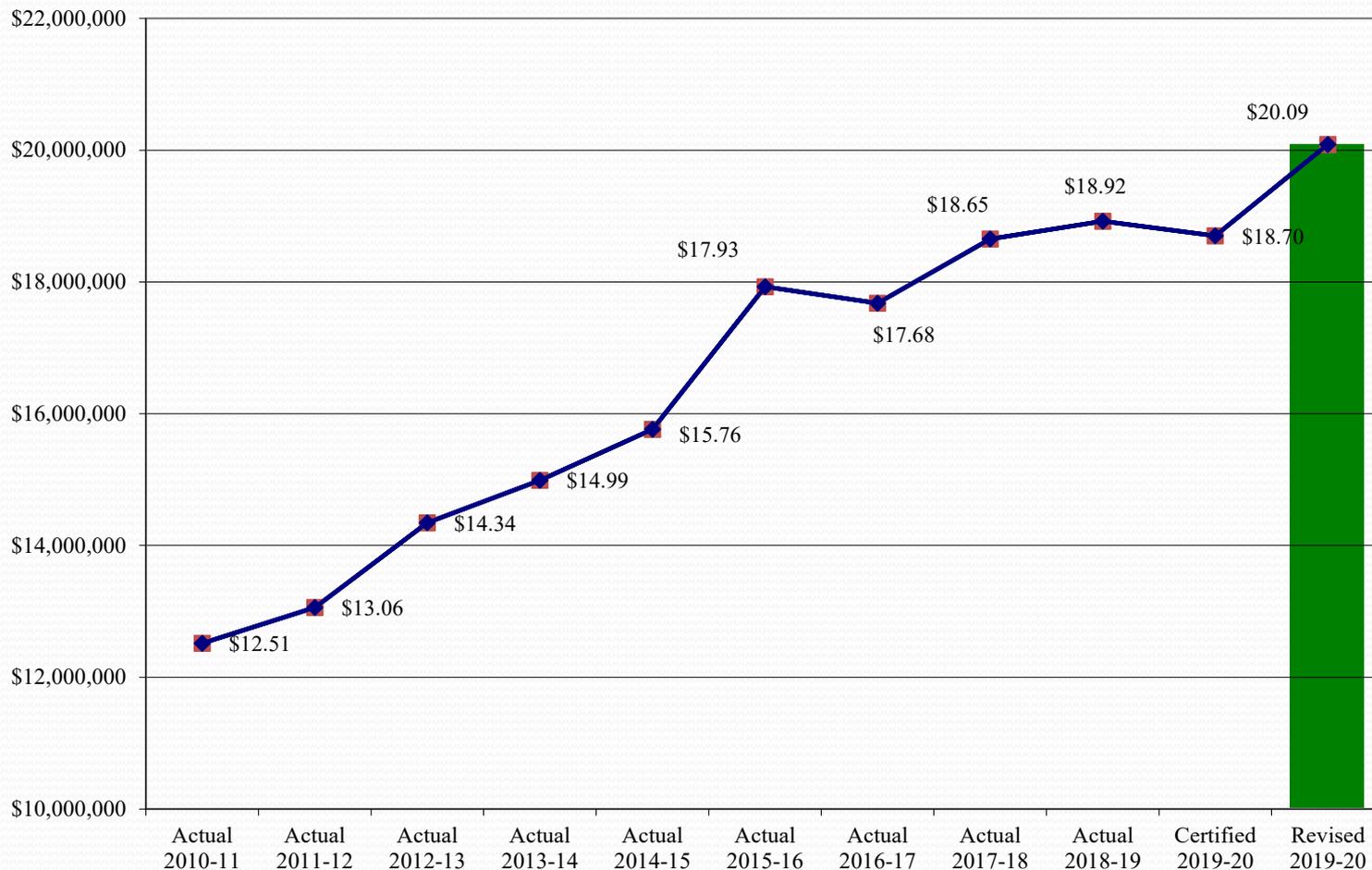
City Council Retreat

Financial Overview



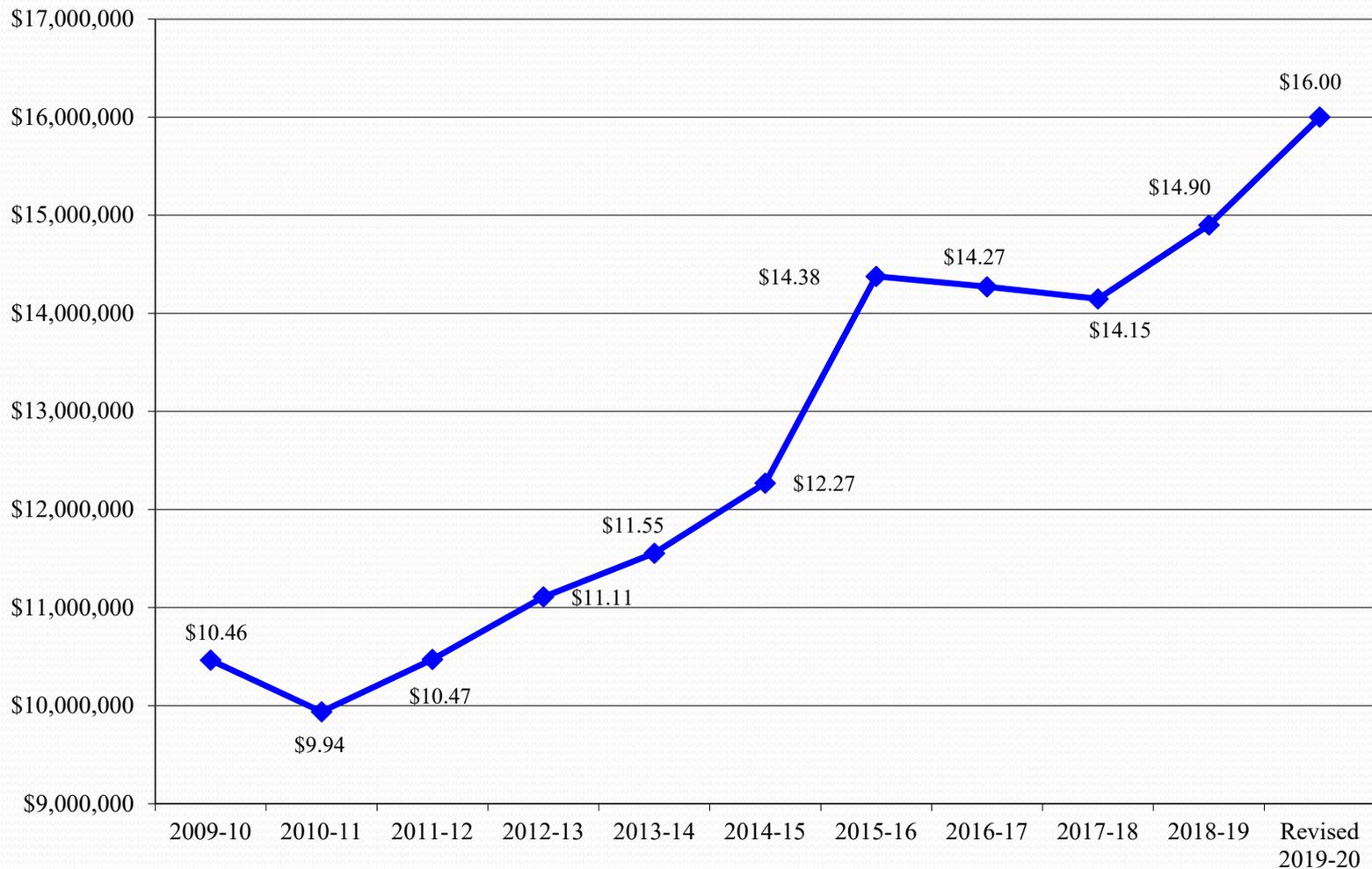


Property Tax Growth General Fund Current Tax Collections (O&M) 10 Year History





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, 2020 with Comparative Data for the Prior Year 41.67% 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	\$ 19,005,100	\$ 22,230,914	\$ 3,225,814	116.97%	\$ 17,676,500	\$ 19,268,894	109.01%
Franchise taxes	3,104,233	833,915	(2,270,318)	26.86%	2,919,131	776,492	26.60%
Sales taxes	5,500,000	1,744,311	(3,755,689)	31.71%	5,000,000	1,645,208	32.90%
Industrial payments	14,000,000	16,207,483	2,207,483	115.77%	13,750,000	14,641,825	106.49%
Other taxes	90,000	23,358	(66,642)	25.95%	90,000	21,023	23.36%
Licenses and permits	526,489	373,879	(152,610)	71.01%	646,150	557,668	86.31%
Fines and forfeits	1,773,070	839,084	(933,986)	47.32%	1,559,550	892,235	57.21%
Charges for services	5,901,871	2,339,370	(3,562,501)	39.64%	5,891,834	1,952,851	33.15%
Interest	650,000	427,806	(222,194)	65.82%	400,000	391,453	97.86%
Miscellaneous	100,000	112,988	12,988	112.99%	100,000	59,235	59.23%
Total revenues	50,650,763	45,133,109	(5,517,654)	89.11%	48,033,165	40,206,883	83.71%



General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Fifth Month Ended February 29, 2020 with Comparative Data for the Prior Year
41.67% 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	7,728,510	3,038,758	4,689,752	39.32%	7,821,283	2,771,250	35.43%
Finance	5,603,001	1,175,587	4,427,414	20.98%	3,986,855	1,079,013	27.06%
Planning & Engineering	1,726,214	664,720	1,061,494	38.51%	1,632,975	556,900	34.10%
Public Safety:							
Fire and Emergency Services	6,372,369	2,449,614	3,922,755	38.44%	5,189,930	1,998,561	38.51%
Police	13,832,609	5,639,078	8,193,531	40.77%	13,842,498	4,924,771	35.58%
Public Works:							
Public Works Administration	799,937	264,328	535,609	33.04%	714,837	271,668	38.00%
Streets	2,973,228	1,107,388	1,865,840	37.25%	2,828,267	981,014	34.69%
Health and Sanitation:							
Solidwaste	3,036,339	1,323,356	1,712,983	43.58%	2,869,246	1,133,719	39.51%
Culture and Recreation							
Parks and Recreation	4,652,424	1,695,502	2,956,923	36.44%	4,482,561	1,512,949	33.75%
Total expenditures	46,724,632	17,358,331	29,366,302	37.15%	43,368,452	15,229,843	35.12%
Excess (deficiency) of revenues over expenditures	3,926,131	27,774,778	23,848,647		4,664,713	24,977,040	

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



General Fund

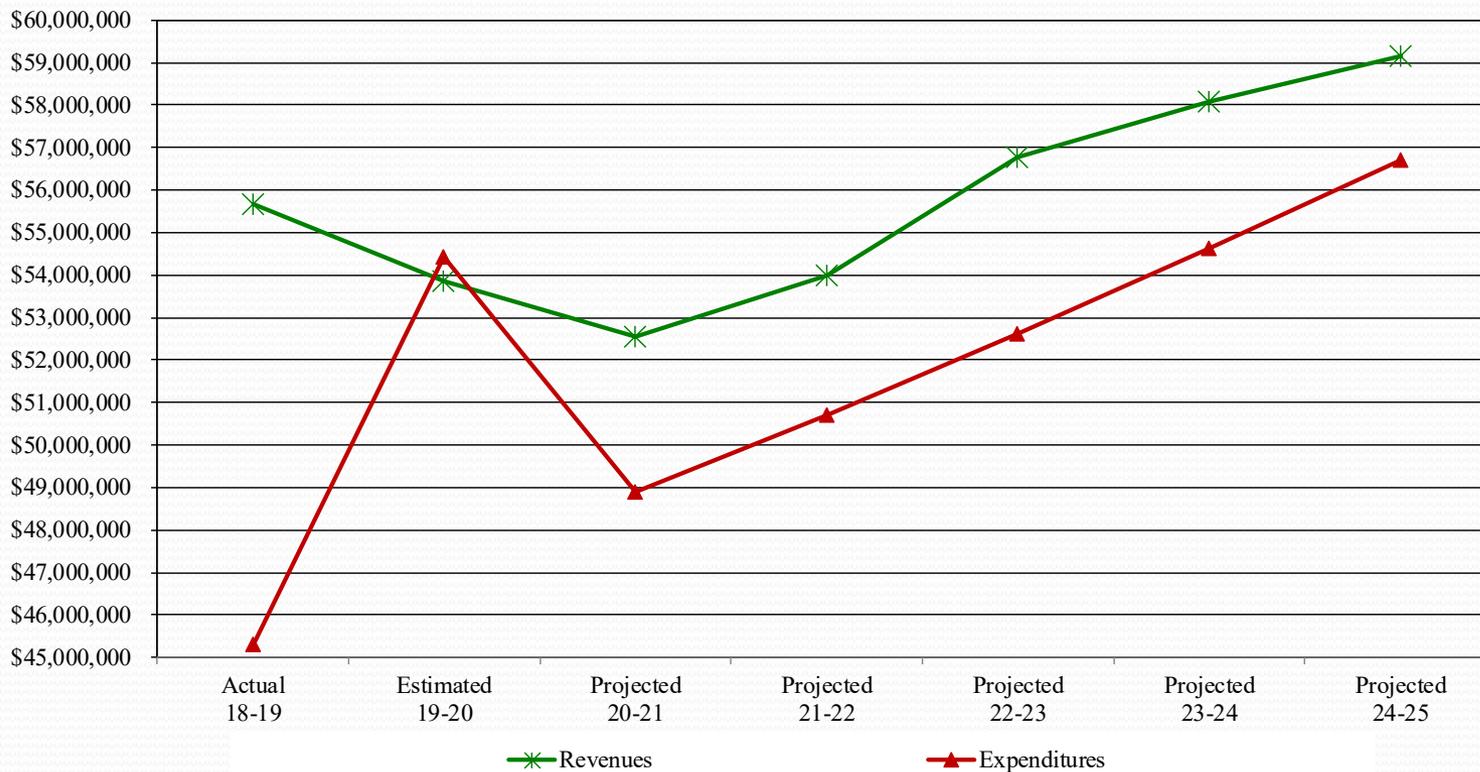
Statement of Revenues, Expenditures and Changes in Fund Balances For the Fifth Month Ended February 29, 2020 with Comparative Data for the Prior Year 41.67% of Year Lapsed

	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	126,614	53,820	(72,794)	42.51%	126,614	53,389	42.17%
Transfers out	(8,119,445)	(3,383,102)	4,736,343	41.67%	(4,325,532)	(1,802,305)	41.67%
Total other financing sources (uses)	(7,992,831)	(3,329,281)	4,663,549	41.65%	(4,198,918)	(1,748,916)	41.65%
Net change in fund balances	(4,066,700)	24,445,497	28,512,197		465,795	18,128,836	
Fund balances—beginning	57,610,257	57,610,257	-		47,307,073	47,307,073	
Fund balances—ending	\$ 53,543,557	\$ 82,055,754	\$ 28,512,197		\$ 47,772,868	\$ 65,435,909	



General Fund Long Range Plan

FY	Actual 18-19	Estimated 19-20	Projected 20-21	Projected 21-22	Projected 22-23	Projected 23-24	Projected 24-25
Revenues	\$ 55,651,859	\$ 53,850,941	\$ 52,559,085	\$ 53,998,950	\$ 56,785,900	\$ 58,089,191	\$ 59,136,812
Expenditures	45,326,372	54,429,634	48,904,808	50,706,141	52,616,399	54,618,072	56,713,710
▲ fund balance	\$ 10,325,487	\$ (578,693)	\$ 3,654,277	\$ 3,292,809	\$ 4,169,501	\$ 3,471,119	\$ 2,423,102





Utility Fund

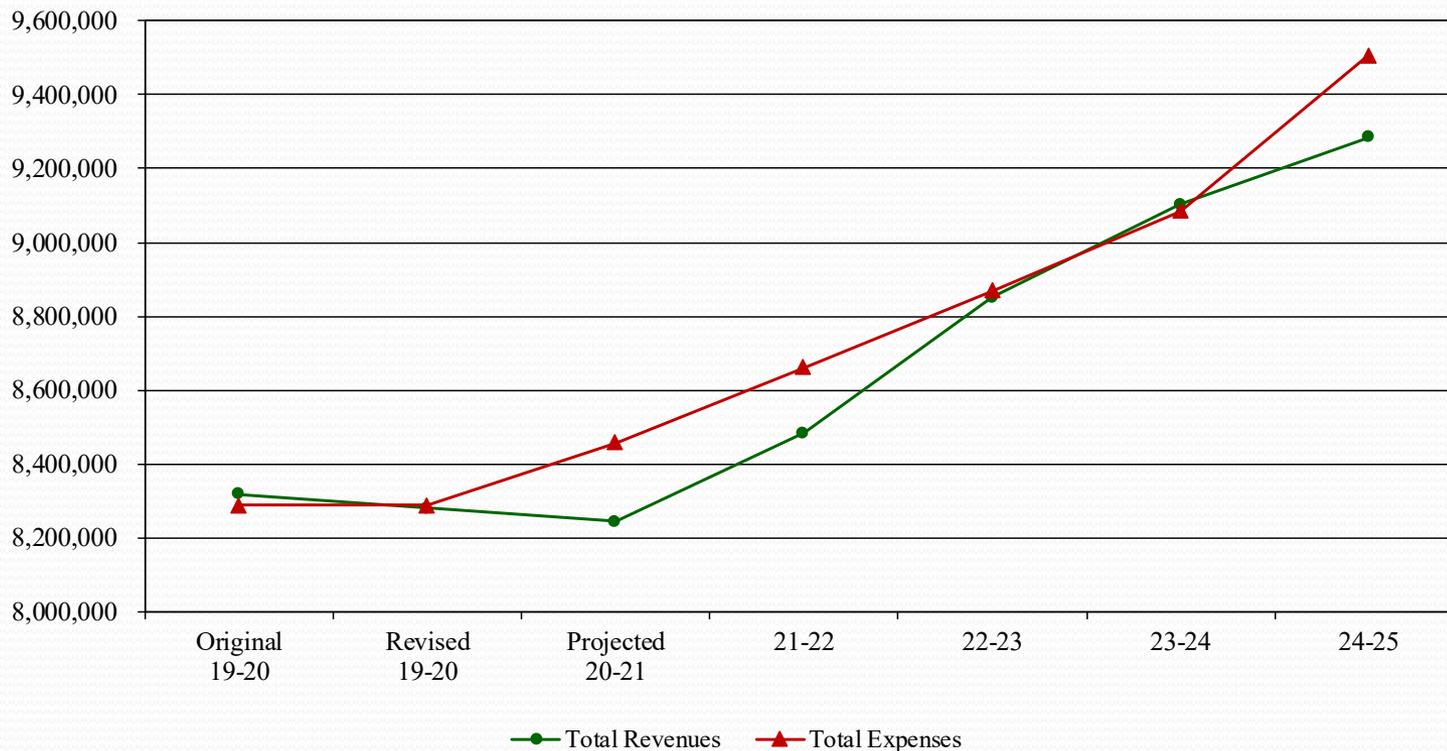
Statement of Revenues, Expenditures and Changes in Fund Balances For the Fifth Month Ended February 29, 2020 with Comparative Data for the Prior Year 41.67% of Year Lapsed

	Current Year				Prior Year		
	Budget	Actual Year to Date	Variance	Percent of Budget	Budget	Actual Year to Date	Percent of Budget
Operating Revenues:							
User fees	\$ 8,233,050	\$ 3,467,971	\$ (4,765,079)	42.12%	\$ 8,197,250	\$ 3,845,549	46.91%
Operating expenses:							
Personal services	3,580,845	1,453,328	2,127,517	40.59%	3,406,063	1,319,238	38.73%
Supplies	214,679	85,896	128,783	40.01%	209,939	75,632	36.03%
Other services and charges	6,911,958	1,227,705	5,684,253	17.76%	5,016,406	1,455,266	29.01%
Total operating expenses	10,707,482	2,766,929	7,940,553	25.84%	8,632,408	2,850,136	33.02%
Operating income	(2,474,432)	701,042	3,175,474		(435,158)	995,413	
Nonoperating revenues (expenses):							
Interest income	113,500	86,175	(27,325)	75.93%	92,250	85,272	92.44%
Income before contributions and transfers	(2,360,932) [▼]	787,216	3,148,149		(342,908)	1,080,685	
Transfers in	900,000	125,000	(775,000)	13.89%	300,000	125,000	41.67%
Transfers out	(1,226,043)	(260,851)	965,192	21.28%	(658,028)	(274,178)	41.67%
Change in net assets	(2,686,975)	651,364	3,338,340		(700,936)	931,506	
Net position - beginning of the year	30,998,205	30,998,205	-		30,681,679	30,681,679	
Net position - end of the year	\$ 28,311,230	\$ 31,649,569	\$ 3,338,340		\$ 29,980,743	\$ 31,613,185	



Utility Fund Long Range Plan

FY	Original 19-20	Revised 19-20	Projected 20-21	21-22	22-23	23-24	24-25
Total Revenues	8,318,050	8,279,433	8,243,050	8,482,763	8,851,427	9,103,308	9,285,234
Total Expenses	8,287,115	8,287,115	8,456,846	8,661,928	8,869,098	9,085,511	9,506,297
▲ fund balance	30,935	(7,682)	(213,796)	(179,165)	(17,670)	17,797	(221,063)

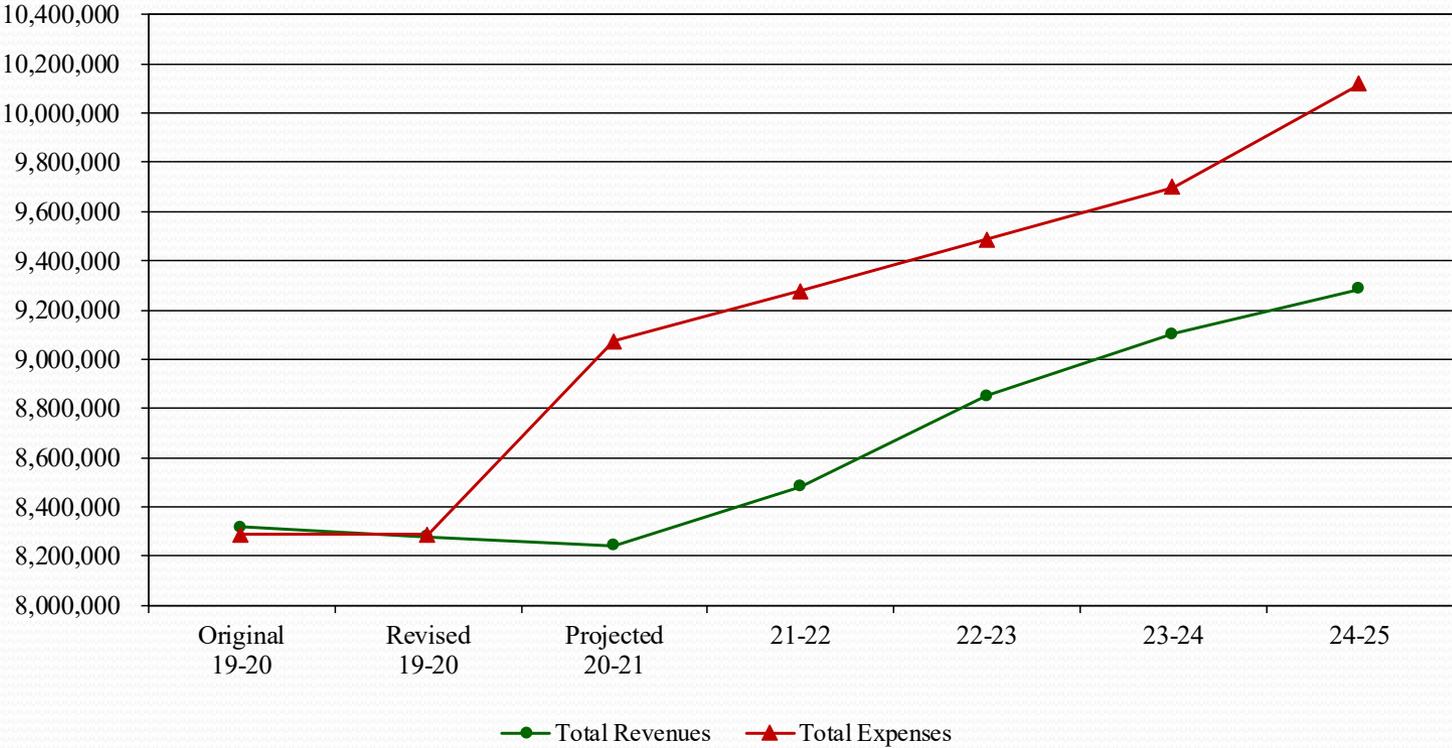




Utility Fund Long Range Plan

(Including TWDB Debt)

FY	Original 19-20	Revised 19-20	Projected 20-21	21-22	22-23	23-24	24-25
Total Revenues	8,318,050	8,279,433	8,243,050	8,482,763	8,851,427	9,103,308	9,285,234
Total Expenses	8,287,115	8,287,115	9,073,337	9,276,444	9,485,823	9,698,651	10,120,096
▲ fund balance	30,935	(7,682)	(830,287)	(793,681)	(634,395)	(595,343)	(834,862)





REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Engelken</u>
Department: <u>Finance</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Utility Rate Comparison

SUMMARY

Councilmember Chuck Engelken would like to know how our utility rates compare to other cities in the area. As shown on the attached Utility Rate Comparison survey, the City of La Porte continues to have the lowest utility rates in this area.

Additionally, Councilman Engelken requested a projection of what La Porte's utility rates would need to be in order for the Utility Fund to be self-sufficient. Staff added all of the debt related to the Utility Fund, including the TWDB Loan for Lomax, back into the long range plan for the Utility Fund. Over the next five years, the Utility Fund would have an average annual projected shortfall of \$737,714. To bring in enough revenue to cover the projected shortfall, the City would need to increase rates or apply a capital funding fee.

The last time rates were increased was in 2007. The CPI has increased 26%, since 2007. Rather than increase the full 26%, staff calculated a 7.5% increase on residential base rates for water and sewer, and consumption rates, which would affect all consumption classes. Applying the new rates to consumption from the prior year for residential and commercial accounts would equate to an estimated \$781,631 in increased revenue. However, staff recommends a consultant be hired for a more in-depth analysis if Council chose to go in this direction. Staff reached out to Dan Jackson, which is a utility rate consultant with Willdan Financial Services. He is currently working with League City, Galveston and Port Arthur to assist them on a utility rate study. Based on our population, number of accounts and rate structure, a utility rate study would cost between \$30,000-\$40,000. The City has not contracted for a utility rate study in the past 20 years. The last rate increase in 2007, staff conducted an internal analysis to set the current rate structure. However, a rate study would allow us to make sure we distribute cost by class correctly.

Another option that has been considered in the past would be applying a capital funding fee to all accounts. The City has roughly 13,216 accounts. Spreading the shortfall of \$737,714 over all account would add \$4.65 per month to each account.

In the past, Council has chosen to maintain low utility rates by relying on the General Fund revenues to make up the shortfall. There are several advantages in doing this as it keeps the debt rate from fluctuating and allows the City to maintain the same property rate used to determine the Industrial Development Agreement payment-in-lieu of taxes. If the Utility Fund begins to pay for the full share of debt, the debt service rate will go down.

RECOMMENDED MOTION

Provide staff direction on Utility Rate structure.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

Water/Sewer Rate Comparison

City of La Porte *								5,000	10,000
Minimum Bill*									
		2,000 gallons	2,001 to 8,000 gallons	8,001 to 15,000 gallons	over 25,000		Gallons	Gallons	
Water		\$7.95	\$2.98 per 1,000	\$3.28 per 1,000	\$3.77 per 1,000		16.89	38.35	
Wastewater		\$9.75	\$3.00 per 1,000	\$3.00 per 1,000	\$3.00 per 1,000		17.40	30.15	
							34.29	68.50	
City of Friendswood									
		3,000 gallons	3,001 to 10,000 gallons	10,001 to 25,000 gallons	Over 25,000				
Water		\$20.23	\$2.90 per 1000	\$3.63 per 1,000	\$5.44 per 1,000		26.03	40.53	
Wastewater		\$23.00	\$2.40 per 1,000				27.80	39.80	
							53.83	80.33	
City of Shoreacres									
		2,000 gallons	2,001 to 5,000 gallons	5,001 to 12,000 gallons	12,001 gallons and up				
Water		\$24.00	\$7.10 per 1,000	\$7.50 per 1,000	\$8.25 per 1,000		45.30	82.80	
Wastewater		First 5,000 gallons	-	5,001 and over	-				
		\$19.00	-	\$1.00 per 1,000	-		\$19.00	24.00	
							64.30	106.80	
City of League City									
		1,000 gallons	1,001 to 3,000 gallons	4,000 to 10,000 gallons	11,000 to 25,000 gallons	26,000 gallons and more			
Water		\$7.13	\$1.50 per 1,000	\$5.50 per 1,000	\$7.00 per 1,000	\$8.50 per 1,000		21.13	48.63
Wastewater		\$13.88	\$1.80 per 1,000	\$4.62 per 1,000	\$4.62 per 1,000	\$4.62 per 1,000		26.72	49.82
							47.85	98.45	
City of Deer Park									
		2,000 gallons	2,001 and above						
Water		\$27.42	\$5.30 per 1,000					43.32	69.82
Wastewater		\$27.42	\$5.71 per 1,000					44.55	73.10
							87.87	142.92	
City of Baytown									
		Base Facility Charge	Customer Charge	0 to 2,999 gallons	3,000 to 6,999 gallons	7,000 to 12,000 gallons	13,000 to 17,999 gallons	Over 18,000 gallons	
Water		\$11.15	\$11.15	\$2.57 per 1,000	\$5.60 per 1,000	\$6.71 per 1,000	\$8.74 per 1,000	\$11.36 per 1,000	
Wastewater		\$12.04	\$12.04	\$2.81 per 1,000	\$6.08 per 1,000	\$6.08 per 1,000	\$0.00	\$0.00	
							85.88	147.61	
City of Pearland									
		0 to 2,000 gallons	2,001-6,000 gallons	6,001 to 15,000	15,001 to 25,000 gallons	25,001 + over gallons			
Water		\$15.78	\$4.06 per 1,000	\$5.09 per 1,000	\$6.11 per 1,000	\$8.14 per 1,000		27.96	52.38
Wastewater		\$22.74	\$5.00 per 1,000	\$5.00 per 1,000	\$5.00 per 1,000	\$5.00 per 1,000		37.74	62.74
							65.70	115.12	

* City of La Porte water rates are the lowest of all survey cities.



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>B. Bentley & D. Earp</u>
Department: <u>Human Resources</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: PowerPoint Presentation and Bare Wages Report

SUMMARY

Mayor Pro-Tem Bill Bentley and Councilmember Danny Earp would like for the Human Resources Manager to provide an update to employee compensation plan as it relates to compensation, retention and training of staff.

The City of La Porte maintains ongoing efforts to attract and maintain a highly skilled and engaged team by way of retention, training and compensation. Staff continues to track and benchmark turnover rates and conducts exit interviews when possible to better understand how to retain City employees. Additionally, staff is provided soft skill training and operational training opportunities. Compensation was put into action based upon the philosophies and practices developed by the Compensation Council work group in September 2019. The primary three philosophies agreed-upon were:

- The City's compensation range midpoints for each position should be near the market median for comparable positions.
- Employees who exceed expectations and demonstrate a high level of performance should be recognized and incentivized through salary adjustments that bring them to a higher position in their position's range.
- Employees are able to improve their standard of living through sustained employment with the City of La Porte.

The results of the implementation of these philosophies provided an adjustment to 91 employees to complete the work that had begun on October 1, 2017 by placing the employee's appropriately in their position's range. Additional adjustments of 29 positions based on a refreshed market data impacted 56 employees. The standard of living adjustment given in October 2019 of increasing employees hourly wages by \$1 equated to a percentage increase ranging from 1.42% to 7.50% for City employees.

City management and Human Resources continues to administer employee performance evaluation and merit plan. Staff continues to respond to salary surveys that will provide us with market insight. Additionally, city management and Human Resources has met with executive leadership to discuss current and future staffing needs to better understand workforce concerns and needs.

A measure of pay rates that Councilman Earp has asked to see is also provided in the included Average Bare Wage Report. This report presents the average hourly rate of employees broken down by department. The data is further segmented between positions that are paid an hourly rate in non-exempt roles and positions that are salaried and exempt from overtime.

Staff also continually tracks turnover rates and conducts exit interviews whenever possible in an attempt to identify trends for voluntary departures from the City. City turnover rates remain lower than public sector averages and in line with comparator cities. For the 2019, the Bureau of Labor Statistics reported a rate of 19.5% for the state/local government sector compared to La Porte's rate of 15.7%.

One way we attract, retain, and develop high performing staff members is through our training efforts. Departments all have budget line items for training that typically is directed towards technical competencies. HR assesses needs, develops curriculum, and delivers training on "soft skills" such as customer service, effective communication, and leadership.

RECOMMENDED MOTION

Provide staff direction on employee compensation, retention and training.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

AVERAGE BARE WAGES REPORT

Fire - Carl Holley

Salaried	2 employees	51.013
Hourly	15 employees	36.044

EMS - Lisa Camp

Salaried	2 employees	50.213
Hourly	21 employees	34.158

Police - Steve Deardorff

Salaried	3 employees	58.194
Hourly	102 employees	32.926

Administration - Corby Alexander

Salaried	6 employees	57.205
Hourly	12 employees	26.641

Municipal Court - Denise Mitrano

Salaried	2 employees	58.612
Hourly	7 employees	19.523

City Secretary - Lee Woodward

Salaried	2 employees	44.677
Hourly	1 employee	21.862

Finance - Michael Dolby

Salaried	8 employees	43.608
Hourly	15 employees	18.603

Public Works - Ray Mayo

Salaried	7 employees	43.132
Hourly	90 employees	22.187

Parks and Rec - Roz Epting

Salaried	9 employees	38.593
Hourly	47 employees	19.911

Planning & Engineering - Teresa Evans

Salaried	5 employees	39.719
Hourly	11 employees	22.982

Employee Compensation, Retention, and Training





Overview

The City maintains ongoing efforts to attract and maintain a highly skilled and engaged team:

- Compensation – putting into action the philosophies and practices developed by the Compensation work group in September 2019
- Retention – tracking and benchmarking turnover rates and conducting exit interviews when possible
- Training – providing soft skill training opportunities



Compensation

- The three philosophies approved are:
 - Our range midpoints for each position should be near the market median for comparable positions
 - Employees who exceed expectations and demonstrate a high level of performance should be recognized and incentivized through salary adjustments that bring them to a higher position in their position's range
 - City of La Porte employees are able to improve their standard of living through sustained employment with the City.



Compensation

- Resulting actions included:
 - Adjustments to 91 employees to complete the work begun on 10/01/17 placing them appropriately in their position's range
 - Adjustment of 29 positions based on refreshed market data impacting 56 employees
 - A standard of living adjustment of \$1 per hour which equated to a percentage increase ranging from 1.42% to 7.5%



Compensation

- Ongoing and Upcoming Actions
 - Continuing to administer our performance evaluation and merit plan
 - Responding to salary surveys that will provide us some market insight as we work to maintain competitive rates. A report of our average bare wage rates is included in your packet and illustrates the appropriate adjustment of our pay practices over time.
 - Conducted staffing discussions with all departments
 - Conduct a full market study and data analysis in mid October of 2020 presenting recommendations in the 2021 budget process



Retention – Turnover Rate

- Bureau of Labor Statistics for state/local government (not including education)
 - 2017 – 20.6%
 - 2018 – 19.7%
 - 2019 – 19.5%
- City of La Porte
 - 2017 – 17.3%
 - 2018 – 16.9%
 - 2019 – 15.7%



Retention

- We conduct exit interviews as often as possible
- Target voluntary resignations where employees are leaving to a comparable job
- Look for trends or clusters of reasons why people leave
- Most common reasons include
 - Better pay – typically involves a career change or promotion
 - Changing career
 - Closer to home



Training

- Each department has a line-item for training and professional development. This typically focuses on technical professional development.
- HR has budgeted resources for Citywide training initiatives that cover “soft skills”
- Previous offerings include a Supervisor 101 series and Communicating with Customers (customer service focus)



Training

- Current Focus is Leadership Development
 - Goal of the program will be to prepare the next wave of senior leaders
 - Curriculum will be a combination of online delivered third party material and “application sessions” that are developed and delivered in house
 - The application sessions will drill-down on the concepts and determine specifically how they should be applied here
 - Curriculum development and candidate selection are both underway



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Matt Hartleib, Manager</u>
Department: <u>Human Resources</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>Employee Health Services</u>
Account Number:	<u>014-6144-515</u>
Amount Budgeted:	<u>N/A</u>
Amount Requested:	<u>N/A</u>
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Exhibits: 2019 Plan Year End Report

SUMMARY

The Human Resource Manager will share a plan year-end report for the City of La Porte medical plan's performance in 2019. This plan was presented to the Chapter 172 Committee on March 5, 2020. Total costs for the plan in 2019 were 103% of plan funding per budget. Pharmacy claims decreased 12.9% and medical claims increased 97.8%. The medical claim increase was driven by an extreme experience with large claimants (over 50% of the Stop Loss specific deductible of \$165K). For 2019, there were sixteen (16) large claimants which represented 52% of the claims utilization. Also, benchmarking with other municipal entities is presented with the City's plan carrying a higher per capita cost and a larger cost share portion carried by the plan.

RECOMMENDED MOTION

Provide staff direction of medical plan design goals and objectives.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

HUB

Advocacy. Tailored Insurance Solutions. Peace of Mind



City of
LA PORTE
Texas

March 5, 2019

City of La Porte 2019 Plan Year End Review

Brent Weegar, MBA – Senior Vice President

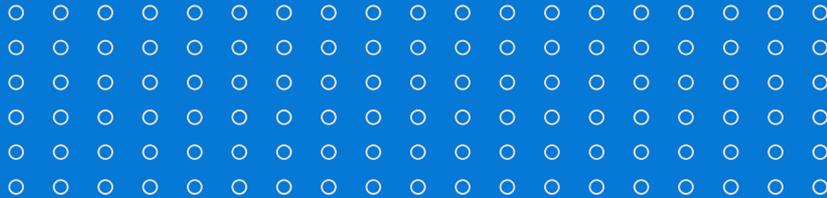
Julian Fontana – Employee Benefits Specialist

Mike Weaver – Account Manager

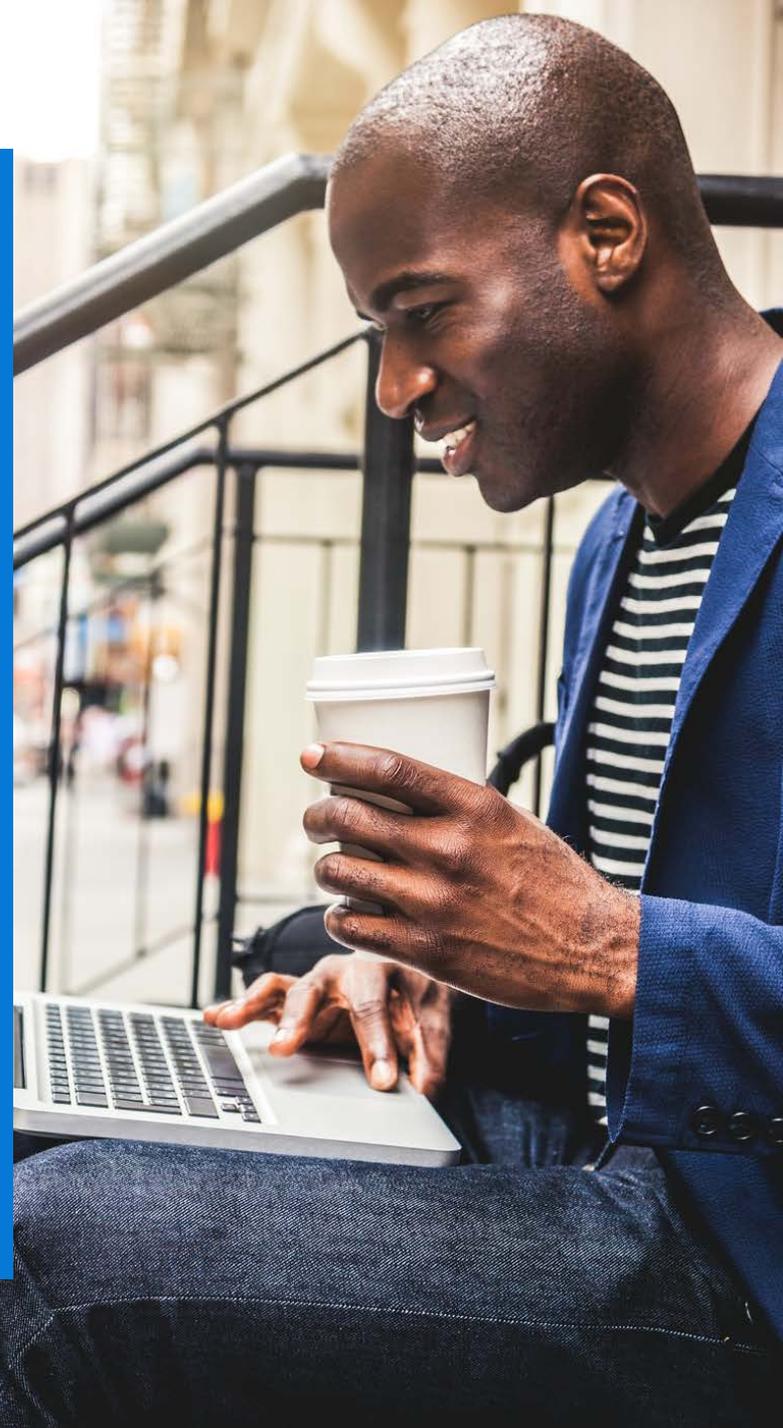
Agenda

- 1 | Executive Summary
- 2 | Plan Financial Performance Review
- 3 | Medical & Rx Plan Utilization
- 4 | Medical Plan Benefits & Benchmarking
- 5 | 2020 Renewal Timeline

1



Executive Summary



Executive Summary



The City of La Porte has retained HUB International to provide analysis and recommendations for its health and welfare benefits plans for the 2020 plan year. The purpose of this meeting is to provide an update to financial results and discuss strategic planning including coverage up for renewal effective 1/1/2021.

Financials

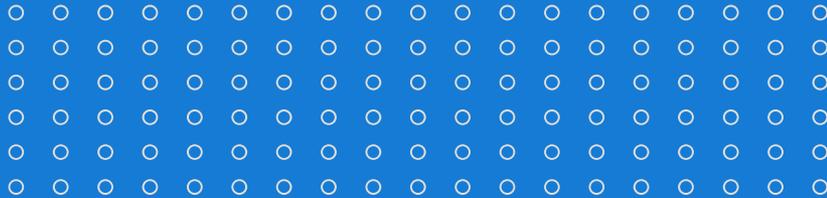
At plan year end 2019 the City of La Porte's medical and prescription plan costs were 103% of plan funding per budget. (\$191,949) Medical claims increased by 97.8% while pharmacy claims decreased -12.9% during the same period. Overall, total plan costs per employee per month increased by 6.9% from 1,242 PEPM to \$1,375. For 2019, there were 16 large claimants (over 50% of Specific Deductible) representing 52% of total claim utilization versus 7 large claimants with 25% of total claims utilization in 2018. Stop Loss reimbursements totaled \$2,314,073 for the 2019 plan year. In regard to the Stop Loss for 2020 there are a number of large claimants in the 2020 plan that have a higher specific stop loss deductible than the \$165,000 and pose a larger exposure for claims in the plan (\$540,000).

Looking Ahead

An RFP will be released later this Summer for Life AD&D and Long Term Disability plans. We will coordinate with City staff and Chapter 172 committee accordingly.

HUB has included a timeline in this presentation which will outline specific renewal/RFP dates.

2



Plan Financial Performance Review



Historical Budget



	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2020 Budgeted	2020 Annualized	2021 Projected
Medical and Rx Claims	\$6,188,304	\$5,982,264	\$6,799,307	\$6,379,329	\$7,312,706	\$7,143,838	\$7,751,740
HRA Claims	\$157,000	\$164,844	\$157,000	\$172,584	\$157,000	\$157,000	\$157,000
Medical / Rx Administration	\$170,460	\$175,099	\$178,827	\$178,565	\$184,192	\$152,745	\$157,327
Stop Loss Fees	\$400,201	\$411,394	\$471,801	\$471,108	\$542,571	\$567,981	\$709,976
Health Care Reform Fees	\$1,781	\$1,781	\$1,781	\$1,786	\$0	\$2,395	\$2,441
Wellness Program	\$11,700	\$11,700	\$11,700	\$11,700	\$11,700	\$11,700	\$11,700
Total Health Plan Cost	\$6,929,446	\$6,747,082	\$7,620,416	\$7,215,073	\$8,208,169	\$8,035,659	\$8,790,184
\$ Change from Prior Year	(\$589)	(\$158,993)	\$690,970	\$467,991	\$587,753	\$820,586	\$582,015
% Change from Prior Year	0.0%	-2.3%	10.0%	6.9%	7.7%	11.4%	7.1%
Enrollment Assumption	401	401	401	397	401	412	412

The 2021 Projection assumes a 3% increase to admin fees and a 25% increase to Stop Loss Premiums

2021 Projected claims use the last 24 months of data ending March 31, 2020 with a trend rate of 7.0% for Medical and 7.1% for Rx claims. An additional 5% factor is applied to projected medical claims to account for the delay in non-emergent medical services.



Historical Plan Performance PEPM Costs

PPO 500 Plan

Begin	End	EE	EESp	EECh	Fam	Total	Medical	Rx	Stop Loss	Total Paid	Period PEPM
Jan-19	Dec-19	499	413	250	782	1,944	\$3,242,350	\$898,876	(\$686,017)	\$3,455,208	\$1,777.37
Jan-18	Dec-18	565	433	294	848	2,140	\$2,202,152	\$1,024,748	(\$80,804)	\$3,146,097	\$1,470.14
Jan-17	Dec-17	531	505	333	918	2,287	\$3,218,754	\$1,127,846	(\$242,921)	\$4,103,679	\$1,794.35
Jan-16	Dec-16	599	550	316	947	2,412	\$2,195,621	\$1,356,419	\$0	\$3,552,040	\$1,472.65
Jan-15	Dec-15	586	472	286	948	2,292	\$1,754,767	\$938,293	\$0	\$2,693,060	\$1,174.98

AHF 1,000

Begin	End	EE	EESp	EECh	Fam	Total	Medical	Rx	Stop Loss	Total Paid	Period PEPM
Jan-19	Dec-19	743	202	189	263	1,397	\$2,002,697	\$367,720	(\$835,432)	\$1,534,985	\$1,098.77
Jan-18	Dec-18	896	238	229	286	1,649	\$1,042,353	\$433,703	(\$254,715)	\$1,221,342	\$740.66
Jan-17	Dec-17	862	286	256	445	1,849	\$1,285,237	\$443,540	\$0	\$1,728,777	\$934.98
Jan-16	Dec-16	747	278	249	426	1,700	\$1,524,567	\$507,529	(\$170,120)	\$1,861,976	\$1,095.28
Jan-15	Dec-15	846	282	284	479	1,891	\$1,247,444	\$524,193	\$0	\$1,771,637	\$936.88

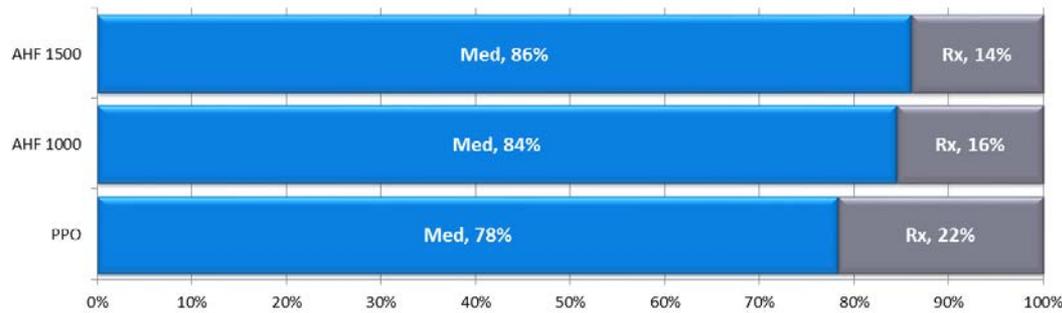
AHF 1,500

Begin	End	EE	EESp	EECh	Fam	Total	Medical	Rx	Stop Loss	Total Paid	Period PEPM
Jan-19	Dec-19	657	206	166	393	1,422	\$1,876,951	\$304,810	(\$792,624)	\$1,389,136	\$976.89
Jan-18	Dec-18	393	144	152	337	1,026	\$1,239,719	\$375,107	\$0	\$1,614,826	\$1,573.90
Jan-17	Dec-17	331	36	106	190	663	\$267,350	\$101,386	(\$13,487)	\$355,249	\$535.82
Jan-16	Dec-16	214	45	114	175	548	\$307,388	\$103,123	\$0	\$410,511	\$749.11
Jan-15	Dec-15	209	92	108	151	560	\$448,212	\$98,921	\$0	\$547,133	\$977.02

Claims vs Funding – 2019 PYE

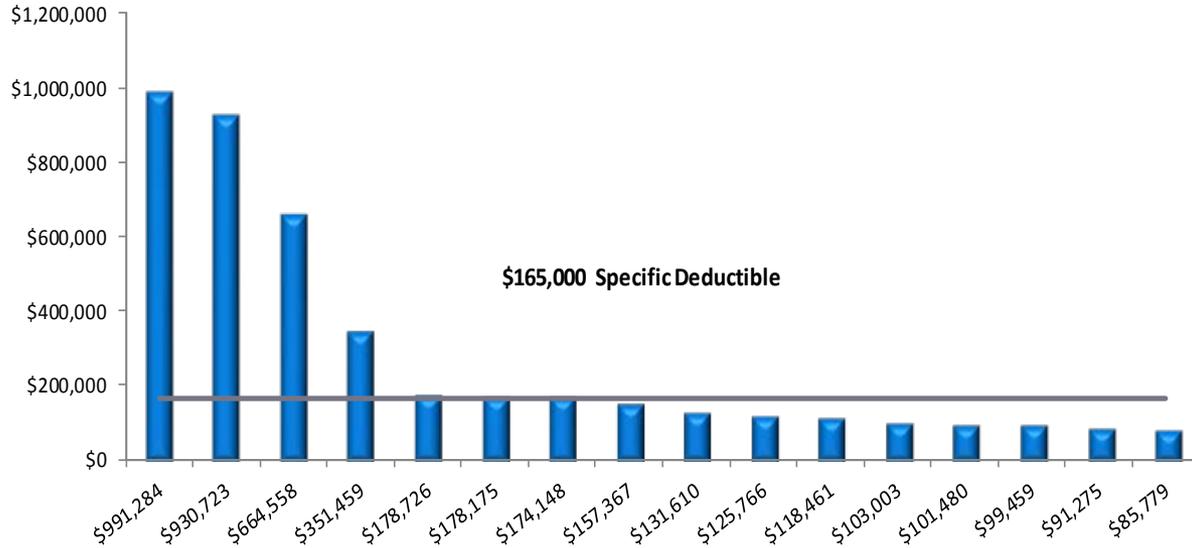


	A	B	C	D = A+B+C	E	F	G	H	I = E+F+G-H	J	K	M = J+K+L	N	O = I+M+N	P = I+M	Q	R = Q-P	
	ENROLLMENT ¹				CLAIMS DATA						FIXED COST			EMPLOYER NET COST		BUDGET DATA		
Month	PPO	AHF 1000	AHF 1500	Total	PPO	AHF 1000	AHF 1500	Stop Loss	AHF Fund	Total	Admin	Stop Loss	Total	EE Contribs ²	Net Cost	Total Cost	Budget ³	Surplus
2019-01	170	122	110	402	\$295,086	\$91,401	\$70,594	\$0	\$26,847	\$483,928	\$15,071	\$39,762	\$54,833	(\$59,632)	\$479,129	\$538,761	\$609,476	\$70,715
2019-02	168	121	108	397	\$229,612	\$223,929	\$87,606	\$0	\$34,745	\$575,892	\$14,884	\$39,267	\$54,151	(\$58,958)	\$571,084	\$630,043	\$611,078	(\$18,964)
2019-03	164	121	111	396	\$358,500	\$222,786	\$108,592	(\$9,006)	\$30,039	\$710,912	\$14,846	\$39,168	\$54,014	(\$58,322)	\$706,604	\$764,926	\$602,495	(\$162,432)
2019-04	165	118	113	396	\$360,828	\$165,654	\$94,002	(\$37,816)	\$22,541	\$605,209	\$14,846	\$39,168	\$54,014	(\$58,167)	\$601,057	\$659,224	\$593,746	(\$65,477)
2019-05	164	117	117	398	\$295,358	\$146,528	\$127,113	(\$51,337)	\$10,951	\$528,613	\$14,921	\$39,366	\$54,287	(\$57,933)	\$524,968	\$582,901	\$583,773	\$872
2019-06	163	117	117	397	\$400,964	\$207,844	\$124,257	(\$141,395)	\$10,075	\$601,745	\$14,884	\$39,267	\$54,151	(\$57,685)	\$598,211	\$655,895	\$580,924	(\$74,971)
2019-07	162	117	119	398	\$408,926	\$214,906	\$183,269	(\$162,207)	\$7,004	\$651,898	\$14,921	\$39,366	\$54,287	(\$57,479)	\$648,706	\$706,185	\$576,994	(\$129,191)
2019-08	159	115	122	396	\$252,095	\$202,957	\$184,009	(\$227,315)	\$3,879	\$415,626	\$14,846	\$39,168	\$54,014	(\$56,671)	\$412,969	\$469,640	\$569,186	\$99,546
2019-09	158	113	127	398	\$362,846	\$433,753	\$173,185	(\$327,863)	\$7,323	\$649,244	\$14,921	\$39,366	\$54,287	(\$56,541)	\$646,990	\$703,531	\$572,671	(\$130,861)
2019-10	157	112	128	397	\$288,308	\$140,800	\$61,716	(\$137,984)	\$6,325	\$359,164	\$14,884	\$39,267	\$54,151	(\$56,546)	\$356,769	\$413,315	\$571,490	\$158,175
2019-11	157	112	128	397	\$294,886	\$198,240	\$71,084	(\$101,087)	\$6,032	\$469,156	\$14,884	\$39,267	\$54,151	(\$56,707)	\$466,599	\$523,307	\$572,208	\$48,901
2019-12	157	112	122	391	\$593,816	\$121,619	\$896,333	(\$1,118,064)	\$6,822	\$500,526	\$14,659	\$38,674	\$53,332	(\$56,342)	\$497,517	\$553,859	\$566,058	\$12,199
Total	1,944	1,397	1,422	4,763	\$4,141,225	\$2,370,417	\$2,181,761	(\$2,314,073)	\$172,584	\$6,551,914	\$178,565	\$471,108	\$649,673	(\$690,986)	\$6,510,601	\$7,201,587	\$7,010,098	(\$191,489)
Avg/PEPM	162	116	119	397	\$2,130.26	\$1,696.79	\$1,534.29	(\$485.84)	\$61.22	\$1,375.59	\$37.49	\$98.91	\$136.40	(\$145.07)	\$1,366.91	\$1,511.99	\$1,471.78	(\$40.20)



Year to Date Summary	Total	PEPM
Total Net Paid Claims	\$6,551,914	\$1,375.59
Total Fixed Costs	\$649,673	\$136.40
Subtotal - Total Costs	\$7,201,587	\$1,511.99
Total Cost as % of Budget	103%	
Employee Contributions	(\$690,986)	(\$145.07)
Total - Net Employer Costs	\$6,510,601	\$1,366.91

Large Claims Report 2019 PYE



Claimant	Total Paid	Over / Under ISL	Plan
1	\$991,284	\$826,284	AHF 1,000
2	\$930,723	\$765,723	AHF 1,500
3	\$664,558	\$499,558	PPO 500
4	\$351,459	\$186,459	PPO 500
5	\$178,726	\$13,726	AHF 1,500
6	\$178,175	\$13,175	AHF 1,500
7	\$174,148	\$9,148	AHF 1,000
8	\$157,367	(\$7,633)	PPO 500
9	\$131,610	(\$33,390)	PPO 500
10	\$125,766	(\$39,234)	AHF 1,000
11	\$118,461	(\$46,539)	PPO 500
12	\$103,003	(\$61,997)	AHF 1,500
13	\$101,480	(\$63,520)	PPO 500
14	\$99,459	(\$65,541)	AHF 1,500
15	\$91,275	(\$73,725)	PPO 500
16	\$85,779	(\$79,221)	PPO 500
Total	\$4,483,272		

52% of all paid medical & rx claims



Per Employee Per Month Costs by Plan & Plan Year

PPO \$500

Begin	End	Enrollment				Fam	Total	Medical	Rx	Claims Data		
		EE	EESp	EECh	Stop Loss					Total Paid	Period PEPM	
Experience Periods - January 2017 through December 2019												
Jan-19	Dec-19	499	413	250	782	1,944	\$3,242,350	\$898,876	(\$686,017)	\$3,455,208	\$1,777.37	
Jan-18	Dec-18	565	433	294	848	2,140	\$2,202,152	\$1,024,748	(\$80,804)	\$3,146,097	\$1,470.14	
Plan Year - January through December												
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Year-to-Date - January through December												
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Jan-17	Dec-17	531	505	333	918	2,287	\$3,218,754	\$1,127,846	(\$242,921)	\$4,103,679	\$1,794.35	

AHF \$1000

Begin	End	Enrollment				Fam	Total	Medical	Rx	Claims Data		
		EE	EESp	EECh	Stop Loss					Total Paid	Period PEPM	
Experience Periods - January 2017 through December 2019												
Jan-19	Dec-19	743	202	189	263	1,397	\$2,002,697	\$367,720	(\$835,432)	\$1,534,985	\$1,098.77	
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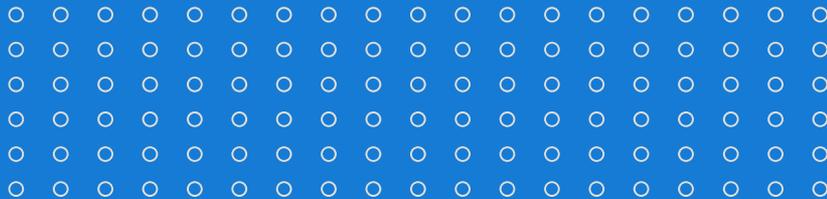


Per Employee Per Month Costs by Plan & Plan Year

AHF \$1500

Begin	End	Enrollment					Total	Medical	Rx	Claims Data		
		EE	EESp	EECh	Fam	Stop Loss				Total Paid	Period PEPM	
Experience Periods - January 2017 through December 2019												
Jan-19	Dec-19	657	206	166	393	1422	\$1,876,951	\$304,810	(\$792,624)	\$1,389,136	\$976.89	
Jan-18	Dec-18	393	144	152	337	1026	\$1,239,719	\$375,107	\$0	\$1,614,826	\$1,573.90	
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Jan-18	Dec-18	393	144	152	337	1026	\$1,239,719	\$375,107	\$0	\$1,614,826	\$1,573.90	
Jan-17	Dec-17	331	36	106	190	663	\$267,350	\$101,386	(\$13,487)	\$355,249	\$535.82	

3



Medical & Rx Plan Utilization



Key Statistics 2019 PYE



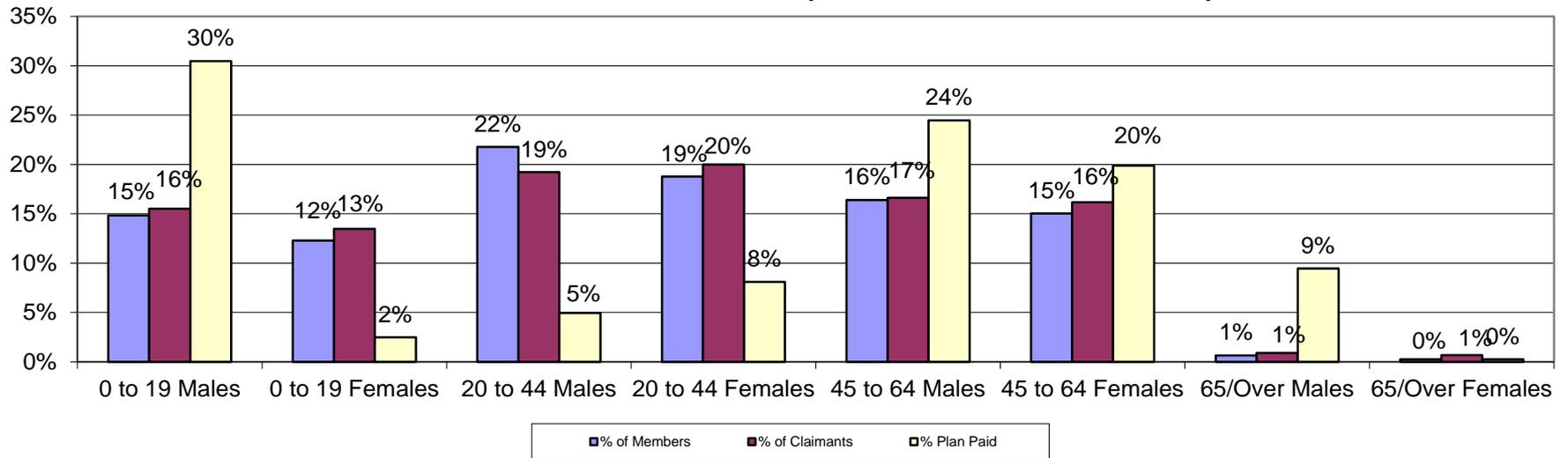
Key Statistics	Customer Prior	Customer Current	% Change from Prior	Aetna BOB¹
Total Medical and Pharmacy Paid Amount	\$5,809,499	\$9,470,859	63.0%	N/A
Total Pharmacy Paid Amount	\$1,825,709	\$1,591,099	-12.9%	N/A
Pharmacy Paid Amount per Member ²	\$1,906	\$1,689	-11.4%	\$1,242
Total Medical Paid Amount	\$3,983,790	\$7,879,760	97.8%	N/A
Medical Paid Amount per Employee	\$9,987	\$19,840	98.7%	N/A
Medical Paid Amount per Member	\$4,158	\$8,366	101.2%	\$3,926
Total Medical Capitation Payments	N/A	N/A	N/A	N/A
Medical Capitation Paid per Member	N/A	N/A	N/A	N/A
Total Medical Paid (Claims and Capitation)	N/A	N/A	N/A	N/A
Medical Paid per Member (Claims and Capitation)	N/A	N/A	N/A	N/A
Inpatient Paid Amount per Member	\$1,473	\$4,589	211.6%	\$1,317
Ambulatory Paid Amount per Member	\$2,686	\$3,777	40.6%	\$2,609
Admissions/1,000 Members	70	88	26.0%	52
Days of Care/1,000 Members	467	875	87.5%	244
Average Length of Stay	6.7	9.9	48.8%	4.7
Total Surgeries/1,000 Members	616	719	16.7%	529
Inpatient Surgeries/1,000 Members	45	55	23.0%	36
Ambulatory Surgeries/1,000 Members	571	664	16.2%	493
Office Visits/1,000 Members	4,235	4,649	9.8%	3,263
ER Visits/1,000 Members	240	297	23.8%	195



Membership Demographics & Claim Distribution



Customer Current
Percent of Membership, Claimants and Plan Paid Comparison



44% of paid claims were incurred in the 45 to 64 year old age range for Males and Females. 2 premature babies comprised 30% of the claims paid.



Catastrophic Claims Impact +\$50,000



	All Claimants			Claimants Above Threshold ¹			
	<u>Prior</u>	<u>Current</u>	<u>Change</u>	<u>Prior</u>	<u>Current</u>	<u>Change</u>	<u>Aetna BOB</u>
Number of Claimants	883	890	0.8%	12	21	75.0%	N/A
Claimants Per 1,000 Members	N/A	N/A	N/A	12.5	22.3	N/A	12.9
Medical Paid Amount for these Claimants	\$3,983,790	\$7,879,760	97.8%	\$1,475,081	\$5,317,056	260.5%	N/A
Average Paid Per Catastrophic Claimant	N/A	N/A	N/A	\$122,923.39	\$253,193.17	106.0%	N/A
% of Total Paid Amount	100.0%	100.0%	N/A	37.0%	67.5%	30.5%	44.9%
				Net of Catastrophic Claimants			
Medical Paid Amount per Employee	\$9,987	\$19,840	98.7%	\$6,289	\$6,452	2.6%	
Medical Paid Amount per Member	\$4,158	\$8,366	101.2%	\$2,619	\$2,721	3.9%	
Inpatient Paid Amount per Member	\$1,473	\$4,589	211.6%	\$404	\$398	-1.6%	
Ambulatory Paid Amount per Member	\$2,686	\$3,777	40.6%	\$2,214	\$2,323	4.9%	

Top Diagnostic Categories by Amount

<u>Top 25 Diseases</u>	Number of Unique Claimants with Disease	Prevalence	BOB Prevalence³	Total Paid Amount for Claimants with Disease⁴	Total Paid Amount Per Claimant with Disease⁴	Total Paid Amount Per Member for Population
Hypertension	178	21.8%	16.7%	\$2,754,489	\$15,475	\$3,379.74
Gastritis/Dyspepsia	97	11.9%	7.6%	\$2,325,878	\$23,978	\$2,853.84
Hyperlipidemia	166	20.4%	14.2%	\$2,128,368	\$12,821	\$2,611.49
Low Back Pain	68	8.3%	6.1%	\$1,810,633	\$26,627	\$2,221.64
Ischemic Heart Disease	23	2.8%	1.1%	\$1,683,186	\$73,182	\$2,065.26
Obesity	92	11.3%	8.3%	\$1,093,087	\$11,881	\$1,341.21
Depression	72	8.8%	7.1%	\$981,232	\$13,628	\$1,203.97
Allergy	70	8.6%	6.6%	\$979,319	\$13,990	\$1,201.62
Diabetes Mellitus	78	9.6%	6.6%	\$961,176	\$12,323	\$1,179.36
Benign Prostatic Hypertrophy	20	2.5%	1.2%	\$932,913	\$46,646	\$1,144.68
Anxiety	66	8.1%	5.8%	\$809,130	\$12,260	\$992.80
Leukemia/Myeloma	2	0.2%	0.1%	\$785,761	\$392,881	\$964.12
Osteoarthritis	16	2.0%	2.3%	\$723,499	\$45,219	\$887.73
Cataract	16	2.0%	1.3%	\$634,870	\$39,679	\$778.98
Heart Failure	18	2.2%	0.8%	\$632,662	\$35,148	\$776.27
Chronic Thyroid Disorders	67	8.2%	6.9%	\$600,683	\$8,965	\$737.03
Menopause	23	2.8%	1.7%	\$593,106	\$25,787	\$727.74
Migraine and Other Headaches	36	4.4%	4.0%	\$552,908	\$15,359	\$678.42
Chronic Renal Failure	10	1.2%	0.7%	\$550,805	\$55,080	\$675.83
Metabolic Syndrome	33	4.0%	3.1%	\$504,611	\$15,291	\$619.15
Atrial Fibrillation	4	0.5%	0.6%	\$413,414	\$103,353	\$507.26
Cerebrovascular Disease	13	1.6%	0.5%	\$377,260	\$29,020	\$462.90
Diverticular Disease	9	1.1%	0.5%	\$362,667	\$40,296	\$444.99
Other Cancer	4	0.5%	0.5%	\$359,700	\$89,925	\$441.35
Bladder Cancer	2	0.2%	0.0%	\$283,769	\$141,885	\$348.18

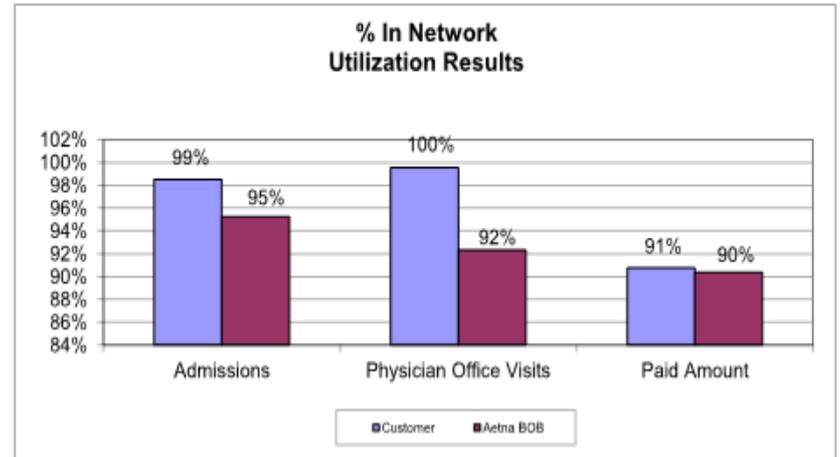
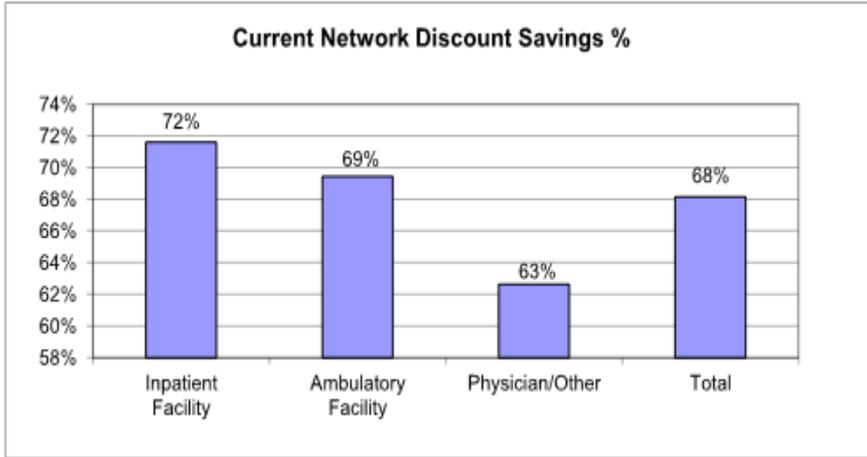
PPO Network Discounts & Utilization



In Network Experience	Prior Period	Current Period	Change	Current Network Discount Savings %¹	Aetna BOB
Billed Network Charges (before discount)	\$12,419,675	\$22,721,339	82.9%		
Network Discount Savings:					
Inpatient Facility	\$3,038,434	\$7,497,899	146.8%	68.3%	
Ambulatory Facility	\$3,114,225	\$4,837,868	55.3%	73.7%	
Physician/Other	\$2,300,312	\$3,223,203	40.1%	62.3%	
Total	\$8,452,971	\$15,558,970	84.1%	➔ 68.5%	
Network Discount Savings per Employee	\$21,190	\$39,175	84.9%		
Network Discount Savings per Member	\$8,824	\$16,518	87.2%		
Average Discount Savings per Admission	\$46,037	\$90,336	96.2%		
Network Utilization Metrics					
% Admissions In Network	98.5%	100.0%	1.5%		95.1%
% Physician Office Visits In Network	99.5%	99.5%	0.0%		92.9%
% Claims Paid In Network	90.7%	94.5%	3.7%		92.1%



PPO Network Discounts & Utilization



Pharmacy: Key Statistics 2019 PYE



Key Statistics	Customer Prior	Customer Current	% Change from Prior	Aetna BOB ¹
Total Pharmacy Paid Amount	\$1,825,709	\$1,591,099	➔ -12.9%	N/A
Pharmacy Paid Amount per Eligible Member	\$1,906	\$1,689	-11.4%	\$1,242
Pharmacy Paid Amount per Utilizing Member	\$2,246	\$1,967	-12.4%	\$1,433
Average Paid Amount per Claim	\$142.83	\$119.80	-16.1%	\$140.76
Number of Pharmacy Claims	12,782	13,281	3.9%	N/A
Number of Pharmacy Claims Per Eligible Member	13.3	14.1	5.7%	8.8
Number of Pharmacy Claims Per Utilizing Member	15.7	16.4	4.4%	N/A
Calculated Ingredient Cost	\$1,953,390	\$1,689,527	-13.5%	N/A
Total Copay Amount	\$141,198	\$111,271	-21.2%	N/A
Average Copay Amount per Claim	\$11.05	\$8.38	-24.2%	N/A
Generic Utilization	85.4%	86.4%	0.9%	87.1%
Generic Substitution	98.6%	98.4%	-0.2%	98.6%
Brand Utilization	14.6%	13.6%	-0.9%	12.9%
Formulary Utilization	99.8%	96.6%	-3.2%	99.3%

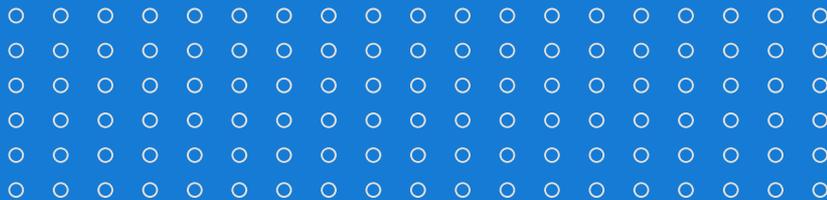




Top Drugs & Specialty by Plan Cost PYE 2019

Drug Code	Drug Label Name	Number of Utilizing Members	Number of Claims	Calculated Ingredient Cost	Paid Amount
00074055402	HUMIRA PEN INJ 40/0.4ML	1	13	\$70,130	\$68,830
00002143480	TRULICITY INJ 1.5/0.5	9	76	\$68,947	\$66,983
00378696112	GLATIRAMER INJ 40MG/ML	1	6	\$65,684	\$65,674
00074024302	HUMIRA INJ 40/0.4ML	1	4	\$43,152	\$42,952
47335017795	ILUMYA SOL 100MG/ML	1	3	\$41,478	\$41,318
00169406013	VICTOZA INJ 18MG/3ML	7	26	\$39,109	\$38,378
59572063106	OTEZLA TAB 30MG	1	8	\$27,891	\$27,492
55513019001	NEULASTA INJ 6MG/0.6M	1	4	\$26,021	\$25,922
68180033801	METFORMIN TAB 500MG ER	1	2	\$24,457	\$24,417
13913000519	GRALISE TAB 600MG	3	17	\$22,982	\$22,699
00169413602	OZEMPIC INJ 2/1.5ML	4	13	\$22,890	\$22,385
40085071645	DOXEPIN HCL CRE 5%	12	28	\$22,049	\$21,977
00310621030	FARXIGA TAB 10MG	6	37	\$22,219	\$21,206
64764017530	DEXILANT CAP 60MG DR	12	60	\$20,622	\$19,362
00169633910	NOVOLOG INJ FLEXPEN	6	30	\$19,833	\$18,993
00115175308	ACITRETIN CAP 25MG	1	12	\$18,216	\$18,076
00310620530	FARXIGA TAB 5MG	5	31	\$17,369	\$16,409
00597015230	JARDIANCE TAB 10MG	6	34	\$16,992	\$16,246
00169266015	TRESIBA FLEX INJ 100UNIT	4	31	\$16,498	\$15,569
00169320111	FIASP INJ 100/ML	1	4	\$15,556	\$15,377
00173075700	LAMICTAL XR TAB 200MG	1	10	\$15,612	\$15,022
00597015330	JARDIANCE TAB 25MG	5	30	\$15,609	\$14,859
24470091912	FLURANDRENOL CRE 0.05%	1	6	\$14,799	\$14,835
55111036430	OMEPRABICAR CAP 40-1100	3	7	\$14,856	\$14,833
75987001003	DUEXIS TAB 800-26.6	5	6	\$15,102	\$14,808
47781015301	NAPROXEN SOD TAB 375MG CF	5	9	\$14,020	\$13,999
00003089421	ELIQUIS TAB 5MG	4	33	\$14,518	\$13,681
55513002801	ARANESP INJ 200MCG	1	8	\$12,873	\$12,574
69336012410	FENOPROFEN CAP 200MG	4	7	\$12,259	\$12,206
00002771559	BASAGLAR INJ 100UNIT	5	28	\$12,699	\$11,974
00597015390	JARDIANCE TAB 25MG	3	15	\$12,174	\$11,884
00006307604	PREVYMIS TAB 480MG	1	2	\$11,627	\$11,629
50474059640	KEPPRA TAB 750MG	1	10	\$11,672	\$11,022
00254204502	POSACONAZOLE TAB 100MG D	1	2	\$10,990	\$10,992
00074433902	HUMIRA PEN INJ 40MG/0.8	1	2	\$10,804	\$10,604

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Medical Plan Benefits & Benchmarking



2020 Medical Plan Benefits



BENEFITS – Aetna		PPO 500*	HF 1000	HF 1500
Deductible	Network	\$500 Individual / \$1,500 Family	\$1,000 Individual / \$3,000 Family	\$1,500 Individual / \$4,500 Family
	Non-Network	N/A	N/A	N/A
Health Fund Allowance		N/A	\$500 Individual/ \$1,000 Family	\$500 Individual/ \$1,000 Family
Out-of-Pocket Maximum		Includes Deductible	Includes Deductible	Includes Deductible
	Network	\$3,500 Individual / \$10,500 Family	\$3,000 Individual / \$9,000 Family	\$4,200 Individual / \$12,600 Family
	Non-Network	N/A	N/A	N/A
Co-insurance	Network	80%	80%	80%
	Non-Network	N/A	N/A	N/A
Lifetime Maximum		Unlimited	Unlimited	Unlimited
		You Pay	You Pay	You Pay
Office Visit	Network	\$25 PCP / \$40 Spec	Deductible/ 20%	Deductible/ 20%
	Non-Network	N/A	N/A	N/A
Wellness Visit	Network	\$0 Copay	\$0 Copay	\$0 Copay
	Non-Network	N/A	N/A	N/A
In-Patient & Out-Patient Hosp.	Network	Deductible/ 20%	Deductible/ 20%	Deductible/ 20%
	Non-Network	N/A	N/A	N/A
Urgent Care	Network	\$40 Copay	Deductible/ 20%	Deductible/ 20%
	Non-Network	N/A	N/A	N/A
Emergency Room	Network	\$150 Copay/ Deductible/ 20%	\$150 Copay/ Deductible/ 20%	\$150 Copay/ Deductible/ 20%
	Non-Network	\$150 Copay/ Deductible/ 20%	\$150 Copay/ Deductible/ 20%	\$150 Copay/ Deductible/ 20%
Prescriptions	Generic/Brand/ Non-Formulary	\$10/\$30/\$60 20% Spec <\$100	\$10/\$30/\$60 20% Spec <\$100	\$10/\$30/\$60 20% Spec <\$100
	Mail Order (90 day) – Mandatory Maintenance	\$20/\$60/\$120	\$20/\$60/\$120	\$20/\$60/\$120
Network Website	www.aetna.com	Choice POS II	Choice POS II	Choice POS II

Benchmarking Medical Plan Benefits



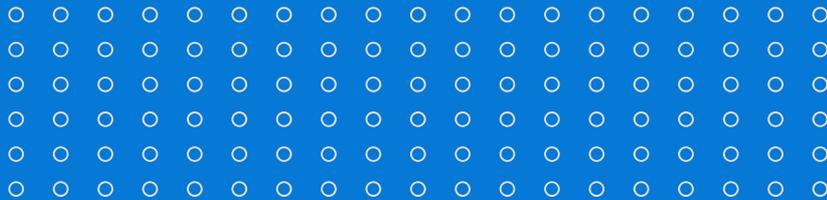
	Public Benchmark		City of La Porte		
Number of Benchmark Cities	60				
Number of Enrolled Employees			1474		
Plans Offered	Non HDHP	HDHP	3		
Current Carrier			Aetna		
Plan Year	2019-2020		2019-2020		
Plan Type			PPO 500	HF 1000	HF 1500
Subscriber Enrollment			1276	187	11
% of Subscriber Enrollment			87%	13%	1%
HSA or HRA Contribution	n/a	\$1,000 EE \$1,500 Fam	n/a	\$500 EE \$1,000 Fam	\$500 EE \$1,000 Fam
Individual Deductible	\$1,739	\$3,163	\$500	\$1,000	\$1,500
Family Deductible	\$3,842	\$7,330	\$1,500	\$3,000	\$4,500
Individual Out of Pocket	\$4,363	\$4,827	\$3,500	\$3,500	\$4,200
Family Out of Pocket	\$9,208	\$9,665	\$10,500	\$10,500	\$12,600
Coinsurance	20%	20%	20%	20%	20%
Office Visits/Specialist	\$25 PCP Copay / \$50 Specialist Copay	Ded./20%	\$25 PCP Copay / \$40 Specialist Copay	Ded./20%	Ded./20%
Urgent Care	\$65 Copay	Ded./20%	\$40 Copay	Ded./20%	Ded./20%
Emergency Room	\$250 Copay + Coinsurance	Ded./20%	\$150 Copay	\$150 Copay	\$150 Copay
Inpatient Surgery	Ded./20%	Ded./20%	Ded./20%	Ded./20%	Ded./20%
Pharmacy - Retail Only	Tier 1 - \$10 Tier 2 - \$35 Tier 3 - \$70 Tier 4 - \$150	Ded./20%	Tier 1 - \$10 Tier 2 - \$30 Tier 3 - \$60 Tier 4 - 20% to \$100 max	Tier 1 - \$10 Tier 2 - \$30 Tier 3 - \$60 Tier 4 - 20% to \$100 max	Tier 1 - \$10 Tier 2 - \$30 Tier 3 - \$60 Tier 4 - 20% to \$100 max

Benchmarking Medical Plan Cost / Contributions

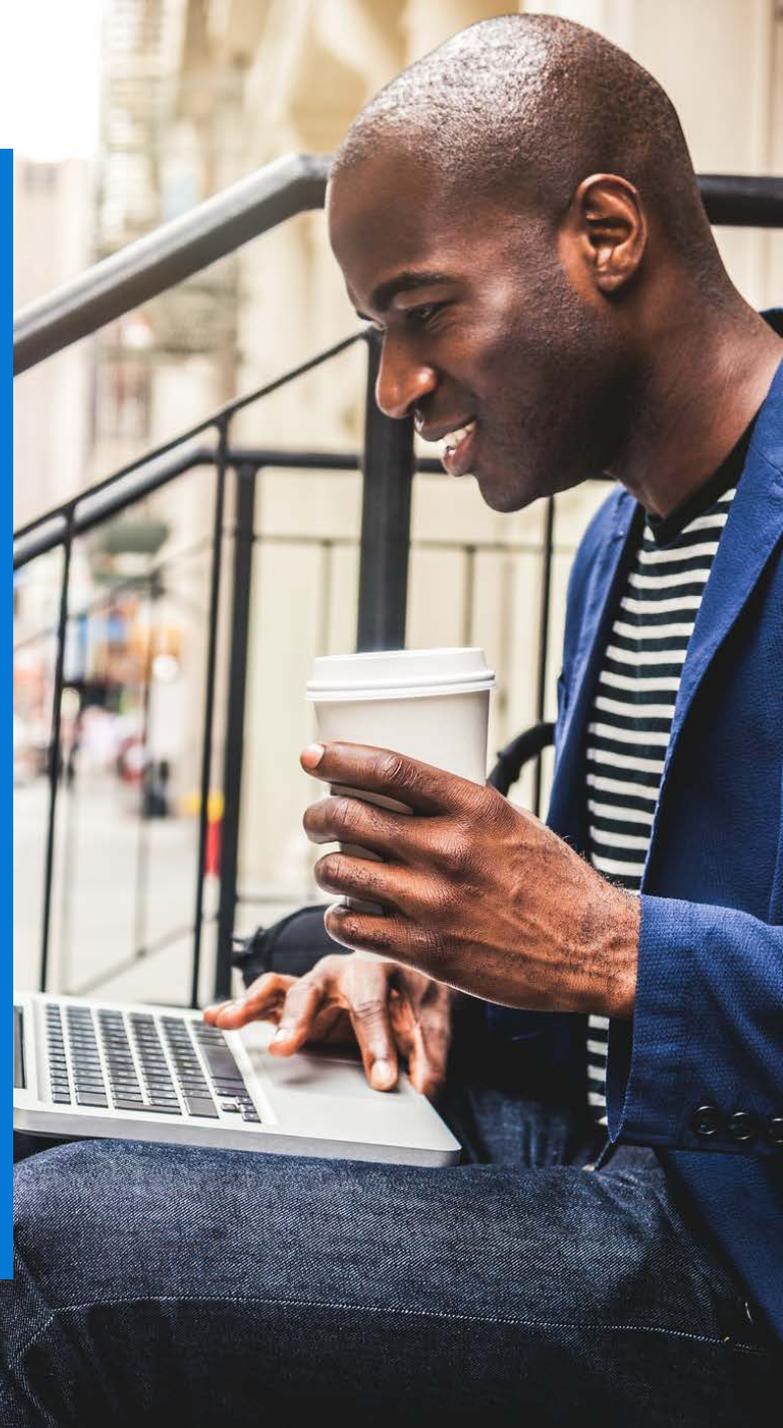


Employee Contributions	Public Benchmark		City of La Porte		
Plan	Non HDHP	HDHP	PPO 500	PPO HF 1000	PPO HF 1500
Employee	\$58	\$32	\$23	\$10	\$6
EE + Spouse	\$455	\$324	\$127	\$85	\$48
EE + Child	\$289	\$225	\$117	\$77	\$44
EE + Family	\$610	\$481	\$145	\$102	\$55
Per Capita Cost	Average of All Cities		City of La Porte		
Total Per Capita Cost	\$12,282		\$17,859		
Employer Per Capita Cost	\$10,167		\$16,167		
Employee Per Capita Cost	\$2,114		\$1,692		
Per Capita Cost	Average of All Cities		City of La Porte		
% Employer Funded	82.8%		90.5%		
% Employee Funded	17.2%		9.5%		

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2020 Timeline



2020 Timeline

➤ **March**

- 2020 Plan Review Meeting

➤ **May**

- Budget Projection to City

➤ **August**

- Mid Year Plan Review

➤ **September**

- Stop Loss RFP
- Life and Disability RFP

➤ **October**

- Stop Loss BAFO
- Life and Disability BAFO

➤ **November**

- Conduct carrier implementation as needed
- Open Enrollment

➤ **January**

- Plans effective



Thank you!



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Garza</u>
Department: <u>Finance</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: LPVFD Property Tax Estimate and Attorney General Opinion

SUMMARY

Councilmember Thomas Garza has requested that staff provide an update how to accomplish waiving City property taxes for City of La Porte Fire Department volunteers.

Staff received a list of 54 current Fire Department volunteers from Human Resources. The attached pdf lists the taxes each fire volunteer paid for 2019. The total amount of revenue reduction to the City would be \$138,046.19. Also, the City would be required to pay FICA on those amounts, since they would be reported on the volunteers W-2 as earned income. That cost to the City would be \$10,560.53 bringing the total impact to \$148,606.72.

Staff worked with our Tax Assessor Collector to determine the eligibility of providing a waiver for employee's property taxes. The Tax Assessor cited property tax code sections 31.035, 31.036 and 31.037 as the only exceptions to not allowing a taxing entity to waive property taxes. These exceptions do not apply to the city. Furthermore, the IRS requires the city to include the amount waived in taxes on the employee's annual W-2 as earned income. However, the Tax Assessor recommended staff to further discuss with our city attorney.

Staff contacted Clark Askins, the City's Assistant City Attorney for a legal opinion on this item. In his opinion the City is not authorized to enact a program to exempt volunteer firefighters from payment of ad valorem taxes owed to the City of La Porte. Below is his legal opinion:

“As a general matter, regulations passed by municipalities that relate to ad valorem taxation and exemptions to same must be specifically authorized by state law. Locally adopted measures that are inconsistent with state guidelines are effectively preempted.

According to Texas Tax Code Sec. 1.02, the Texas Property Tax Code “supersedes any provision of a municipal charter or ordinance relating to property taxation”. As such, unless the Property Tax Code contains a provision specifically granting to cities the ability to grant a homestead ad valorem tax exemption for volunteer firefighters, my position would be that the city is prohibited from doing so. As discussed below, I have not identified any express or implied authority for a city to pass such a measure in the Property Tax Code.

Texas Tax Code Chapter 11 contains a list of the exemptions available to qualifying individuals (such as 100% exemption from taxation of the total appraised value of a residential homestead for fully disabled veterans or surviving spouses of armed forces members or first responders killed in action or in the line of duty), as well as partial exemptions available to all owners of residential homesteads, such as the mandatory \$25,000 exemption from the appraised value of homesteads for school district taxes. However, Texas Tax Code Chapter 11 does not include an exemption for payment of ad valorem taxes for volunteer firefighters, and more importantly, it does not expressly authorize local taxing units such as a municipality to adopt an exemption for volunteer firefighters.

Beyond Texas Tax Code Chapter 11 there is no specific law or regulation that I could locate that gives cities the discretion to adopt an exemption, or in the alternative, to waive taxes, for targeted groups such as volunteer firefighters. The only statutory authority for cities to waive ad valorem taxes is located in Texas Tax Code Sec. 31.035, which empowers cities to waive taxes for individuals at least 65 years of age, but even in that case the program requires that the qualifying citizen agree to perform services for the city in lieu of paying taxes.

Note that under Texas Tax Code Sec. 11.13(n), local taxing units are authorized to grant individuals an exemption from taxation of a percentage of the appraised value of the person’s residential homestead. If a local taxing unit in its discretion adopts an exemption allowance, the maximum allowable percentage exemption permitted is 20%, but with a minimum exemption value of \$5,000. As you are aware the City of La Porte has adopted the homestead exemption for city residents at the maximum 20% level.

However, the discretion given to local taxing units to grant a maximum 20% homestead exemption under Sec. 11.13(n) does not allow cities to adopt regulations that in any manner alter the method of calculating the homestead exemption or that increase or decrease the allowable percentage value prescribed in the statute. If, for example, the city desired to incorporate an additional homestead exemption for volunteer firefighters on top of the existing general homestead exemption (i.e. 5%), even if the current limit was under the 20% maximum, I believe this would be struck down by a court on the basis that it operated outside the statutory mandate to grant a uniform tax exemption to all homestead owners.

Attached is an opinion issued by the Office of the Attorney General on September 24, 2018, concerning the City of Cedar Park's plan to grant a homestead tax exemption "equal to 1% of the appraised value of the residential homestead property, but not less than \$10,000". The Attorney General concluded that the city's tax regulation conflicted with Sec. 11.13(n) in that the effect of the law was to impose a minimum floor value in excess of \$5,000.

Finally, there is the concern that the proposed tax exemption might be found to violate the Texas Constitution. The referenced Attorney General opinion cited to case authority holding that "in the absence of legislation clearly expressing an intention to authorize a municipality to exempt property from taxation...", the municipality's (contrary) tax regulations would violate provisions of the Texas Constitution mandating that all taxes be equal and uniform, and taxed according to its value, where not otherwise exempted as required or permitted by the Constitution."

RECOMMENDED MOTION

Provide staff direction on how to move forward with providing City of La Porte volunteer firefighters waivers to their home property tax bills related to City property taxes.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

2019 Taxes	FICA	Total
\$ 3,488.90	\$ 266.90	\$ 3,755.80
\$ 2,587.00	\$ 197.91	\$ 2,784.91
\$ 6,334.56	\$ 484.59	\$ 6,819.15
\$ 2,212.73	\$ 169.27	\$ 2,382.00
"		
\$ 1,720.37	\$ 131.61	\$ 1,851.98
\$ 2,354.43	\$ 180.11	\$ 2,534.54
\$ 3,432.55	\$ 262.59	\$ 3,695.14
not COLP		
\$ 3,970.17	\$ 303.72	\$ 4,273.89
\$ 2,356.15	\$ 180.25	\$ 2,536.40
\$ 2,106.23	\$ 161.13	\$ 2,267.36
\$ 3,073.71	\$ 235.14	\$ 3,308.85
\$ 1,797.36	\$ 137.50	\$ 1,934.86
\$ 1,319.88	\$ 100.97	\$ 1,420.85
\$ 2,424.66	\$ 185.49	\$ 2,610.15
\$ 2,135.80	\$ 163.39	\$ 2,299.19
\$ 2,713.50	\$ 207.58	\$ 2,921.08
\$ 2,044.12	\$ 156.38	\$ 2,200.50
\$ 3,295.55	\$ 252.11	\$ 3,547.66
\$ 3,705.97	\$ 283.51	\$ 3,989.48
\$ 2,691.80	\$ 205.92	\$ 2,897.72
\$ 7,206.01	\$ 551.26	\$ 7,757.27
\$ 2,755.73	\$ 210.81	\$ 2,966.54
\$ 2,943.60	\$ 225.19	\$ 3,168.79
\$ 2,209.55	\$ 169.03	\$ 2,378.58
\$ 3,151.93	\$ 241.12	\$ 3,393.05
\$ 2,463.75	\$ 188.48	\$ 2,652.23
"		
\$ 2,976.92	\$ 227.73	\$ 3,204.65
\$ 4,373.26	\$ 334.55	\$ 4,707.81
\$ 2,623.97	\$ 200.73	\$ 2,824.70
\$ 5,112.60	\$ 391.11	\$ 5,503.71
\$ 2,447.66	\$ 187.25	\$ 2,634.91
	\$ -	\$ -
\$ 3,537.85	\$ 270.65	\$ 3,808.50
\$ 2,015.06	\$ 154.15	\$ 2,169.21
\$ 123.82	\$ 9.47	\$ 133.29
	\$ -	\$ -
\$ 1,991.59	\$ 152.36	\$ 2,143.95
\$ 1,758.29	\$ 134.51	\$ 1,892.80
\$ 2,338.05	\$ 178.86	\$ 2,516.91
\$ 2,219.20	\$ 169.77	\$ 2,388.97
\$ 2,810.13	\$ 214.97	\$ 3,025.10
\$ 1,880.49	\$ 143.86	\$ 2,024.35
\$ 3,617.14	\$ 276.71	\$ 3,893.85
\$ 3,139.80	\$ 240.19	\$ 3,379.99
\$ 4,412.38	\$ 337.55	\$ 4,749.93
\$ 1,949.00	\$ 149.10	\$ 2,098.10
\$ 1,252.50	\$ 95.82	\$ 1,348.32
\$ 3,736.46	\$ 285.84	\$ 4,022.30
\$ 2,049.44	\$ 156.78	\$ 2,206.22
\$ 1,673.70	\$ 128.04	\$ 1,801.74
\$ 3,510.87	\$ 268.58	\$ 3,779.45
\$ 138,046.19	\$ 10,560.53	\$ 148,606.72



KEN PAXTON
ATTORNEY GENERAL OF TEXAS

September 24, 2018

The Honorable Charles Schwertner
Chair, Committee on Health & Human Services
Texas State Senate
Post Office Box 12068
Austin, Texas 78711-2068

Opinion No. KP-0215

Re: Whether a municipality is authorized to adopt a residential homestead property tax exemption that establishes a floor for the exemption in an amount greater than \$5,000, and, if not, whether an appraisal district may disregard or modify the exemption (RQ-0242-KP)

Dear Senator Schwertner:

You request an opinion regarding “whether a home-rule municipality in Texas can legally adopt a residential homestead property tax exemption that provides for a minimum exemption amount greater than \$5,000.”¹ Article VIII, subsection 1-b(e) of the Texas Constitution authorizes municipalities to exempt from taxation a percentage of the value of a residence homestead, and it establishes a legislatively-defined floor for the exemption in an amount of \$5,000:

The governing body of a political subdivision . . . may exempt from ad valorem taxation a percentage of the market value of the residence homestead The percentage may not exceed twenty percent. However, the amount of an exemption authorized pursuant to this subsection may not be less than Five Thousand Dollars (\$5,000) unless the legislature by general law prescribes other monetary restrictions on the amount of the exemption.

TEX. CONST. art. VIII, § 1-b(e). Consistent with this provision, the Legislature provided for a \$5,000 exemption in instances when the percentage adopted by a political subdivision and applied to a specific property would otherwise result in an exemption amount of less than \$5,000:

If the percentage set by the taxing unit produces an exemption in a tax year of less than \$5,000 when applied to a particular residence homestead, the individual is entitled to an exemption of \$5,000 of

¹Letter from Honorable Charles Schwertner, Chair, Senate Comm. on Health & Human Servs. to Honorable Ken Paxton, Tex. Att’y Gen. at 1 (Aug. 16, 2018), <https://texasattorneygeneral.gov/opinion/requests-for-opinion-rqs> (“Request Letter”).

the appraised value. The percentage adopted by the taxing unit may not exceed 20 percent.

TEX. TAX CODE § 11.13(n).

You explain that the City of Cedar Park (“the City”), located in both Travis and Williamson Counties, adopted an ordinance providing for a residential homestead property tax exemption “equal to 1% of the appraised value of the residential homestead property, but not less than \$10,000.” Request Letter at 1. You further explain that the Travis County Central Appraisal District “refused to implement the City’s homestead exemption as adopted and instead forwarded a certified tax roll reflecting a \$5,000 minimum amount, claiming state law does not authorize the City to adopt a \$10,000 minimum.” *Id.* at 2.² You therefore ask about the authority of a home-rule municipality to adopt a floor for the exemption greater than the \$5,000 provided for in the statute. *Id.* at 1.

“Home-rule municipalities derive their powers from the Texas Constitution and possess the full power of self government and look to the Legislature not for grants of power, but only for limitations on their power.” *Town of Lakewood Vill. v. Bizios*, 493 S.W.3d 527, 531 (Tex. 2016) (quotation marks omitted). No municipal ordinance “shall contain any provision inconsistent with the Constitution of the State, or of the general laws enacted by the Legislature of this State.” TEX. CONST. art. XI, § 5(a). And the Property Tax Code provides that it “supersedes any provision of a municipal charter or ordinance relating to property taxation.” TEX. TAX CODE § 1.02; *see id.* § 1.01 (“This title may be cited as the Property Tax Code.”). When construing statutes, we determine their meaning from the context of the statute’s surrounding provisions. *See In re Office of the Att’y Gen. of Tex.*, 456 S.W.3d 153, 155 (Tex. 2015) (“When construing statutes, or anything else, one cannot divorce text from context. The meaning of words read in isolation is frequently contrary to the meaning of words read contextually in light of what surrounds them.”). Read together, article VIII, subsection 1-b(e) of the Constitution and section 11.13 of the Tax Code establish a framework whereby a political subdivision may adopt a percentage of the market value of a residence homestead to exempt from ad valorem taxation, up to twenty percent of the market value. TEX. CONST. art. VIII, § 1-b(e) (“The governing body of a political subdivision . . . may exempt from ad valorem taxation *a percentage of the market value of the residence homestead . . .*” (emphasis added)); TEX. TAX CODE § 11.13(n) (“[a]n individual is entitled to an exemption from taxation by a taxing unit of *a percentage of the appraised value of his residence homestead . . .*” (emphasis added)). Those provisions also provide that if a political subdivision’s percentage, as applied to a specific property, results in an exemption of less than \$5,000, the owner “is entitled to an exemption of \$5,000 of the appraised value.” TEX. TAX CODE § 11.13(n). Article VIII, subsection 1-b(e) grants municipalities the option to adopt a percentage, and it establishes a dollar value a property owner is entitled to regardless of the value of the property, authorizing only the Legislature to change that dollar amount. TEX. CONST. art. VIII, § 1-b(e) (“\$5,000 *unless the legislature by general law prescribes other monetary restrictions on the amount of the exemption*” (emphasis added)). Nothing in the Constitution or the Tax Code authorizes a political subdivision

²You also note that the Williamson County Central Appraisal District certified its tax roll reflecting a \$10,000 minimum amount, meaning the City’s homestead exemption ordinance will result in two different minimum amounts in two different counties for the upcoming fiscal year. *Id.* at 1–2.

to establish a floor dollar amount different from the amount established by the Constitution and the Legislature.³ Cf. TEX. TAX CODE § 11.13(d)–(e) (providing a \$3,000 exemption to an individual who is disabled or is 65 or older “unless a larger amount is specified by . . . the governing body authorizing the exemption”). Because the Constitution and subsection 11.13(n) establish an exemption amount of \$5,000, they supersede a municipal ordinance adopting a different amount.

In addition to statutory requirements, a municipality’s adoption of a floor exemption amount above \$5,000 raises constitutional concerns. Article VIII, subsection 1(a) of the Constitution requires that all taxes be equal and uniform. TEX. CONST. art. VIII, § 1(a). Article VIII, subsection 1(b) provides: “All real property and tangible personal property in this State, unless exempt as required or permitted by this Constitution, . . . shall be taxed in proportion to its value.” *Id.* art. VIII, § 1(b). The Texas Supreme Court long ago held that this provision “controlled municipal as well as state taxation.” *City of Austin v. Austin Gaslight & Coal Co.*, 7 S.W. 200, 203 (Tex. 1887). It further concluded that in the absence of legislation clearly expressing an intention to authorize a municipality to exempt property from taxation, a municipality’s efforts to do so violated the Constitution. *Id.* Municipalities possess clear authority to adopt a percentage of the value of a residence homestead to exempt from taxation, up to twenty percent. TEX. CONST. art. VIII, § 1-b(e). However, article VIII, § 1-b(e) and section 11.13(n) do not provide political subdivisions with authority to set a floor exemption amount higher than \$5,000.⁴ Any set dollar amount exemption established by a municipality in excess of \$5,000 is effectively an additional tax exemption not in proportion to the property’s value and not authorized by either the Constitution or the Legislature.

Moreover, article VIII, subsection 1-b(e) prohibits a political subdivision’s tax exemption from exceeding twenty percent. *Id.* art. VIII, § 1-b(e). Adopting a \$10,000 floor exemption creates the potential for an exemption exceeding twenty percent as applied to certain properties. For example, a \$45,000 homestead property with a \$10,000 exemption will receive an exemption on twenty-two percent of the value of the property. While a \$5,000 minimum exemption likewise creates the potential for exceeding twenty percent, because the Constitution expressly authorizes that floor amount, it does not pose the same constitutional concerns. Therefore, a court would likely conclude that an alternative exemption amount adopted by a political subdivision violates article VIII, sections 1(a) and (b) and subsection 1-b(e) of the Constitution. *See City of Austin*, 7

³You suggest that nothing in article VIII, section 1-b(e) or Tax Code section 11.13(n) “expressly prohibits a higher minimum exemption amount” than the \$5,000 included in the statute. *Id.* at 3. However, those provisions establish a specific amount and do not provide any authority for a political subdivision to deviate from that amount. That amount is a minimum below which a specific property owner’s exemption may not fall, not a minimum above which a political subdivision can raise the exemption. When those provisions apply, the property owner is “entitled to an exemption of \$5,000 of the appraised value,” not \$5,000 or a higher amount as determined by the political subdivision. TEX. TAX CODE § 11.13(n).

⁴The City’s adopted residential homestead property tax exemption provides for an exemption equal to one percent of the appraised value of the property but not less than \$10,000. If applied, this exemption effectively results in a \$10,000 tax exemption for all residential homestead property valued at \$1 million or less.

The City’s current tax rate is \$0.45750 per \$100 of valuation. *See* <http://www.cedarparktexas.gov/how-do-i-learn-more-about/how-property-taxes-are-calculated>. Under the City’s adopted \$10,000 minimum exemption, \$490,000 of a \$500,000 appraised property would be taxed, resulting in a \$2,241.75 tax bill. Under a \$5,000 minimum exemption, the same property (but \$495,000 taxable) would incur \$2,264.63 in City property taxes.

S.W. at 203; *Graham v. City of Fort Worth*, 75 S.W.2d 930, 933 (Tex. App.—Eastland 1934, writ ref'd) (holding that cities may not adopt exemptions other than or different from those prescribed in the Constitution).

You also ask “whether an appraisal district or chief appraiser is legally authorized to disregard or modify a local residential homestead property tax exemption adopted by a local taxing unit.” Request Letter at 1. The Tax Code establishes a tax appraisal district in each county and makes the district responsible for appraising all property in the district for ad valorem tax purposes. See TEX. TAX CODE § 6.01(a)–(b). The appraisal district board of directors appoints a chief appraiser, who serves as chief administrator of the appraisal office. *Id.* § 6.05(c). Serving as a chief appraiser requires becoming certified as a registered professional appraiser under section 1151.160 of the Occupations Code. *Id.* § 6.05(c). The Legislature charged the Texas Commission of Licensing and Regulation with adopting standards of professional practice and minimum requirements for certification of these registrants. TEX. OCC. CODE §§ 1151.103, .160(a); see also *id.* § 1151.002(7-a) (defining “Commission” for purposes of chapter 1151). Pursuant to these rules, registered professional appraisers may not “engage in an official act that is . . . in violation of law.” 16 TEX. ADMIN. CODE § 94.100(4) (Tex. Dep’t of Licensing & Regulation, Code of Ethics).

With regard to the chief appraiser’s specific duties, each year the chief appraiser must “prepare and certify to the assessor for each taxing unit . . . the appraisal roll . . . that lists the property taxable by the unit.” TEX. TAX CODE § 26.01(a). The chief appraiser of the appraisal district in which the property is located has a statutory duty to determine, in the first instance, whether property is tax exempt. *Id.* § 11.45(a) (“The chief appraiser shall determine . . . each applicant’s right to an exemption.”); see also 34 TEX. ADMIN. CODE § 9.3034(b)(5) (Comptroller of Pub. Accounts, Notice of Exemption Application Requirement) (requiring a chief appraiser to provide notice when “the chief appraiser is required to cancel a granted exemption if he discovers any reason that the exemption should not have been granted”). Thus, the chief appraiser must determine which exemptions each property receives as authorized under the law in order to prepare the certified rolls of taxable property. The appraiser does not have authority to disregard or modify a lawfully adopted residential homestead property tax exemption ordinance. But to the extent a taxing unit adopts an unlawful exemption, the appraiser maintains a legal and ethical duty to determine that the exemption is inapplicable to the extent it violates the law.

S U M M A R Y

Subsection 11.13(n) of the Tax Code provides that if a municipality adopts a tax exemption percentage that produces an exemption of less than \$5,000 when applied to a particular residence homestead, the individual is entitled to an exemption of \$5,000 of the appraised value. Because article VIII, section 1-b(e) of the Texas Constitution and the Legislature establish a legislatively-defined floor for the exemption in an amount of \$5,000, a court would likely conclude that a home-rule municipality lacks authority to increase the floor above \$5,000. Municipalities desiring to increase the homestead exemption must do so by raising the tax exemption percentage, up to twenty percent, as authorized in the Constitution.

The Legislature charged the chief appraiser with determining an individual's right to a property tax exemption, and the Commission of Licensing and Regulation prohibits appraisers from engaging in an official act that violates the law. If a taxing unit adopts an unlawful exemption, the appraiser maintains both a legal and ethical duty to determine that the exemption is inapplicable to the extent it violates the law.

Very truly yours,



KEN PAXTON
Attorney General of Texas

JEFFREY C. MATEER
First Assistant Attorney General

BRANTLEY STARR
Deputy First Assistant Attorney General

VIRGINIA K. HOELSCHER
Chair, Opinion Committee



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Garza</u>
Department: <u>Finance</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Utility Waivers for First Responders

SUMMARY

Councilmember Thomas Garza has requested that staff provide an update on the process of how to waive utility bills for the City's first responder employees (Fire, EMS, Police and Dispatch paid City employees).

Staff reviewed a year of utility bills (January 2019 to December 30, 2019) for first responders living in La Porte, which includes 41 employees. The attached pdf is a list of those employees and their annual water bill total. The total revenue reduction to the City's Utility Fund would be \$29,091.99. Staff contacted the IRS and was instructed that waiving utility bills for employees is a taxable event; consequently, the amount of their water bill waived would need to be included on their annual W-2's as income earned. Since this is an earned income transaction, FICA and TMRS would need to be withheld from the employees waived amount and the City would be responsible for paying all of the FICA as well as funding the TMRS portions. The addition of FICA and TMRS bring the total impact to the City of La Porte to approximately \$36,054.

RECOMMENDED MOTION

Provide staff direction on how to move forward with providing City of La Porte first responder (Fire, EMS, Police & Dispatch) employees waivers to their home utility bills.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

UTILITY BILL TOTAL				
(JAN 2019-DEC 2019)	FICA	TMRS	TOTAL	
\$ 533.81	\$ 40.84	\$ 86.90	\$	\$ 127.74
\$ 310.91	\$ 23.78	\$ 50.62	\$	\$ 74.40
\$ 917.95	\$ 70.22	\$ 149.44	\$	\$ 219.67
\$ 1,191.12	\$ 91.12	\$ 193.91	\$	\$ 285.04
\$ 621.59	\$ 47.55	\$ 101.19	\$	\$ 148.75
\$ 609.40	\$ 46.62	\$ 99.21	\$	\$ 145.83
N/A				
\$ 1,283.37	\$ 98.18	\$ 208.93	\$	\$ 307.11
\$ 795.18	\$ 60.83	\$ 129.46	\$	\$ 190.29
\$ 710.01	\$ 54.32	\$ 115.59	\$	\$ 169.91
\$ 752.07	\$ 57.53	\$ 122.44	\$	\$ 179.97
\$ 1,410.45	\$ 107.90	\$ 229.62	\$	\$ 337.52
\$ 564.57	\$ 43.19	\$ 91.91	\$	\$ 135.10
\$ 833.89	\$ 63.79	\$ 135.76	\$	\$ 199.55
\$ 596.66	\$ 45.64	\$ 97.14	\$	\$ 142.78
\$ 801.90	\$ 61.35	\$ 130.55	\$	\$ 191.89
\$ 891.14	\$ 68.17	\$ 145.08	\$	\$ 213.25
\$ 505.24	\$ 38.65	\$ 82.25	\$	\$ 120.90
\$ 220.47	\$ 16.87	\$ 35.89	\$	\$ 52.76
\$ 514.11	\$ 39.33	\$ 83.70	\$	\$ 123.03
\$ 311.04	\$ 23.79	\$ 50.64	\$	\$ 74.43
\$ 221.46	\$ 16.94	\$ 36.05	\$	\$ 53.00
\$ 107.55	\$ 8.23	\$ 17.51	\$	\$ 25.74
\$ 163.54	\$ 12.51	\$ 26.62	\$	\$ 39.14
\$ 737.14	\$ 56.39	\$ 120.01	\$	\$ 176.40
\$ 276.76	\$ 21.17	\$ 45.06	\$	\$ 66.23
\$ 661.34	\$ 50.59	\$ 107.67	\$	\$ 158.26
\$ 684.02	\$ 52.33	\$ 111.36	\$	\$ 163.69
\$ 556.42	\$ 42.57	\$ 90.59	\$	\$ 133.15
\$ 609.40	\$ 46.62	\$ 99.21	\$	\$ 145.83
\$ 657.48	\$ 50.30	\$ 107.04	\$	\$ 157.33
\$ 690.20	\$ 52.80	\$ 112.36	\$	\$ 165.16
\$ 4,915.88	\$ 376.06	\$ 800.31	\$	\$ 1,176.37
\$ 315.02	\$ 24.10	\$ 51.29	\$	\$ 75.38
\$ 573.98	\$ 43.91	\$ 93.44	\$	\$ 137.35
\$ 1,181.48	\$ 90.38	\$ 192.34	\$	\$ 282.73
\$ 829.01	\$ 63.42	\$ 134.96	\$	\$ 198.38
\$ 117.57	\$ 8.99	\$ 19.14	\$	\$ 28.13
\$ 470.28	\$ 35.98	\$ 76.56	\$	\$ 112.54
\$ 363.14	\$ 27.78	\$ 59.12	\$	\$ 86.90
\$ 585.44	\$ 44.79	\$ 95.31	\$	\$ 140.10
\$ 29,091.99	\$ 2,225.54	\$ 4,736.18	\$	\$ 6,961.71



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Mayor Louis Rigby</u>
Department: <u>Public Works & Administration</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: PowerPoint Presentation

SUMMARY

Mayor Louis Rigby has requested discussion about the construction of a new City Hall to be built next the current City Hall at 604 W. Fairmont Parkway.

The La Porte City Hall was first constructed on this site in 1978. It was renovated and expanded in 2002 as part of bond election in 2000. Today, our City Hall Facility is facing some growing pains;

- **Aging Equipment**
 - Chiller will require replacement within 3-5 years - estimated at \$100,000
 - Rooftop HVAC package needs replacement – estimated at \$100,000
 - Roof Repairs needed – estimated at \$200,000
 - Some plumbing and HVAC components were installed in 1978
 - Aged components will not meet today's efficiency standards
- **Inefficiencies**
 - Inadequate size of Council Chambers and meeting rooms
 - City Secretary proximity to Council Chambers and Council Meeting room
 - Unable to group departments due to layout; some staff are scattered
- **Needs**
 - Public Meeting Room/Election needs
 - Audio Visual upgrades in all meeting rooms and for Council Chambers (live-streaming capabilities)
 - However, if a new city hall project moves forward IT believes the AV Project could be suspended. Currently, the AV system in the Council Chambers works, but a newer system would be more functional

- Network Room /Technology upgrades
- PA system for announcements (shelter-in-place/tornado warning)
- Security Cameras inside and out
- Storage room for garbage bags
- Enclosed bullet-proof areas for utility billing, front desk and permit desk staff

Currently, La Porte City Hall is roughly 28,000 square feet. Current construction costs for the projects mentioned above are indicating an average of \$350 per square foot.

Advantages of building on the neighboring property are;

- The City already owns the property
- The move could be accomplished very easily
- The existing building can be re-purposed

If interest exists to build a new City Hall facility, Request for Qualifications can be prepared in order to evaluate potential firms to perform a needs assessment and determine space requirements for a new City Hall facility.

RECOMMENDED MOTION

Provide staff direction regarding the construction of a new City Hall Facility.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

La Porte Future – New City Hall





Yesterday

- The current La Porte City Hall was built at 604 W. Fairmont Parkway in 1978. At that time, the City population was less than 13,000.
- In 1998, City Hall was due for a renovation and expansion. The expansion was completed in 2003.



Today

- Another 20 Years has passed and La Porte is again experiencing growing pains.





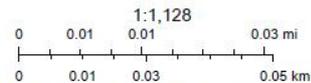
Tomorrow

LOCATION FOR NEW CITY HALL



3/13/2020 1:43:29 PM

 Base Map Layer - City Limits



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



*2012 Update to Comprehensive Plan

“improve the image and visual appearance
of our community”



Deer Park City Hall



“enhance the quality of life by updating public facilities”



Hutto City Hall

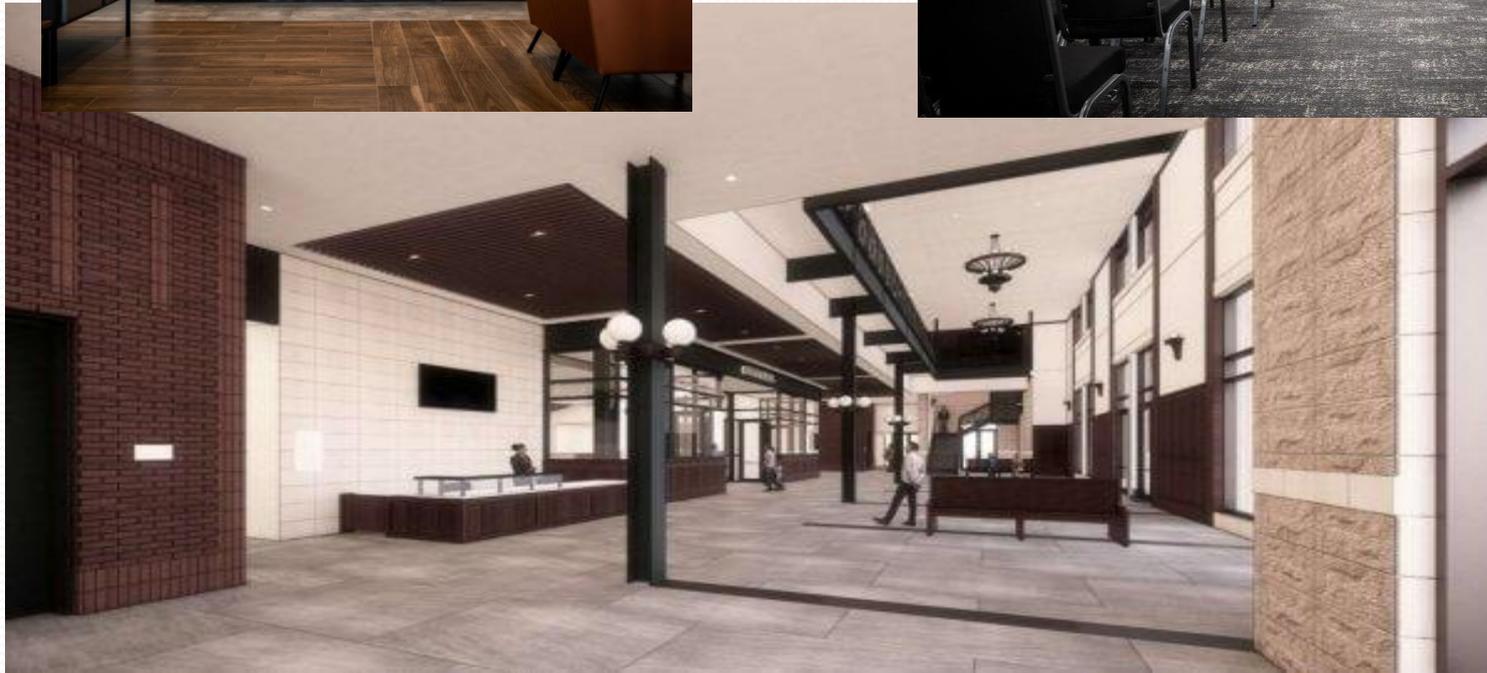
“Visual appeal reinforces the quality of life for those who reside in La Porte, as well as those making investment decisions.”



Buda City Hall & Library



“Aesthetic enhancements such as the design of buildings also contribute to enhanced community character.”



Next Steps

- Decide on a funding mechanism.
- Prepare RFQ for Architectural Firms to perform a Needs Assessment
- Determine Departmental space requirements for next 30 years
- Generate distinct needs for a new City Hall complex; e.g. public meeting rooms, election needs, technology advancements, departmental efficiencies, etc.





REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Lisa Camp, Chief</u>
Department: <u>EMS</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: EMS Billing Services PowerPoint 2020

SUMMARY

Currently, the City of La Porte processes all EMS billing in-house, which for 2019 included processing 2,259 billable calls out of 4,161 calls. Billable calls are identified as EMS calls where the patient was transported to the Emergency Department or treated and not transported to a hospital but advanced life support skills were used to assess a patient. EMS has one person, a full-time billing specialist that oversees this process, while also maintaining the administrative responsibilities of EMS front desk. The increasing volume of EMS billable calls each year generates more work than one billing specialist can efficiently handle. Additionally, the City has maintained the same billing rates for the past 15 years, while other communities have increased rates to keep up with billable rate trends. With the increase in population over the past 15 years along with new residential developments coming online, EMS needs to re-evaluate the billing process and rates.

Current EMS Billing Practices

Electronic patient reports from billable calls for service, once complete by a paramedic and approved will be coded and processed into a batch file through ImageTrend Billing Bridge software. The patient information is verified and then is processed accordingly for billing through an electronic clearinghouse. Patient insurance information on file can be submitted within 5 days of the patient transport. Patient insurance information that is not on file will receive a request for insurance information via a phone call and a paper claim mailed to the patient. The average response time for this process can be within 2 weeks and up to 6 or more weeks. Once insurance information is received the patient claim can be batched and transmitted electronically to the clearinghouse.

Claims that are rejected by the electronic clearinghouse are followed up on with time spent looking for information through various websites from third party billing sites, Medicare and Medicaid. Thomson Reuters is an information clearinghouse that the

City subscribed to annually to seek out addresses on patient's we transport. Claims that are rejected by the insurance company needing additional information are processed once a week, along with any returned mail. Payments are deposited via an electronic automatic clearinghouse (ACH) or paper checks within 45 days of receipt of a clean claim to the City of La Porte.

Pros & Cons of Current EMS Billing Practices

Currently, the City of La Porte - EMS Billing Specialist is processing over 2,259 (2019 stats) billable calls per year out of 4,161 total calls. Other EMS services that bill with this same call volume have 3-4 full-time employees working the claims for payment. EMS paramedic staff assists the EMS Billing Specialist with the coding of the billable calls which is less than 5% of the time expended on the billing workflow process. Our current work flow is slow and less efficient than a specialized EMS medical billing company that will utilize multiple personnel to work each aspect of an insurance claim. The EMS Billing Specialist will touch one aspect of the billing work flow process only one day a week (per her weekly, monthly and yearly work flow list). The EMS Billing specialist provides great customer service to our residents. The call volume increases annually and the EMS Billing Specialist can capture claims that process initially without any flags raised. If the claim has an error, it is worked as soon as the Billing Specialist has availability to work the claim. Current costs associated with increasing call volume have increased. With the salary for the full-time Billing Specialist (\$71,877.00 a year with benefits) plus costs associated with process of in-house billing (\$48,921.75), the City spent \$161,153.50 in 2019 to capture \$622,346.77.

EMS Billing Specialist Position: This position would be restructured within the EMS department to facilitate customer service with residents and administrative tasks; scheduling community events (CPR classes, car seat program, public relations visits to station, schools or businesses, etc.), assist residents with questions on billing, collect payments presented in person at the EMS office, front office receptionist, compose routine correspondence, screen calls and visitors, handle travel arrangements, manage conference and meetings, routine management of administrative purchasing duties, producing annual contract fee packets for businesses in the Battleground and Bay Port industry area and assisting with collecting the fees. The current EMS Billing Specialist performs a majority of the above tasks within the day to day EMS billing work assignments. The EMS Billing Specialist is desiring to retire in two years. By moving to a 3rd party billing company this will open a succession plan for EMS billing with no loss of time or revenue. Currently the EMS Billing Specialist is a Grade 014 which is a grade between a Secretary III and Secretary IV.

Comparison EMS Rates to Surrounding Communities

The City of La Porte has maintained the same EMS billing rates for 15 years, with the adopted EMS billing rates approved by City Council in 2005. A comparison of EMS billing rates from sixteen (16) surrounding cities is attached. Eleven (11) of the sixteen (16) cities have billing rates that are higher than the rates adopted in 2005 by the City of La Porte.

- The current rates for EMS Billing:
 - Advanced Life Support (ALS) Emergency - \$788
 - Advanced Life Support (ALS) 2 - \$788
 - Basic Life Support (BLS) Emergency - \$788
 - Mileage - \$10/mile
 - Treatment/No transport - \$396.00

- Proposed rate increases for EMS Billing:
 - Advanced Life Support (ALS) Emergency - \$1,000
 - Advanced Life Support (ALS) 2 - \$1,200
 - Basic Life Support (BLS) Emergency - \$ 850
 - Mileage - \$24/mile
 - Treatment/No transport - \$396 (no change proposed)

3rd Party Billing Option:

An EMS medical billing company would be selected from a bid process. One example of an EMS medical billing company is Emergicon. Emergicon is a Texas-based billing and collections company that works only with Texas EMS providers. Currently, Emergicon is in their thirteenth (13) year of business. Their company goal is to remove the burden associated with the challenges of EMS Billing. Emergicon will handle all aspects of EMS account management – coding, billing, payment posting, account receivable follow-up, compliance, responding to attorney requests for billing and medical records, Medicare and Medicaid revalidations, on-site training (as needed for patient reports and compliance), annual fee analysis and payer mix, monthly analytics by the fifth (5th) of the month to customer, additional services offered in claims recovery and Fire Billing. Emergicon will process the patient transport claim within 24-48 hours after the transport has occurred, the missing information is collected directly from the area hospital through the health data exchange (HDE) with the ESO patient care reporting software. Emergicon has proposed a collection percentage of 7% of claims paid. Also, Emergicon will reach out to patients for information. Collections from patients can be sent into Emergicon via a patient website link, electronic payments from third party payer into an automatic clearinghouse (ACH) into a lockbox that will transfer into the City of La Porte's bank account. Checks or cash payments that are received can be directly deposited into the City Of La Porte's bank account with information being scanned or faxed to Emergicon to reconcile the patient account.

The contract with any EMS medical billing company can be written to follow our current soft collection method to our residents. The soft collection method is what we currently use. Letters are generated to the patient for collecting their annual deductible, portion of insurance claim they are responsible for and any treat and no transport cost with no hard collection approach (i.e., sending residents to a collection agency).

Emergicon reviewed our payer mix in our area and felt that City's EMS Billing is missing out on approximately \$355,000 additional dollars based on the 2019 billable transports.

- 2019 Billable transports – 2,259
 - 2019 Billable transports actual monies collected - \$605,722.93 (based the 2019 calendar year)
 - If rate increase was used in 2019 estimated collections estimated at - \$960,970.96
 - A seven (7%) percent collection fee for 2019 would have been - \$67,267 to Emergicon. (Our current expenses \$161,153.50 for 2019). A projected savings of \$93,886.50.
 - A projected increase of \$355,248.03 could be collected
 - After the collection fee assessed a projected an increased revenue of \$287,981
 - Collections can be maximized with a 3rd party EMS billing company – more staff handling each aspect of the billing
 - Quicker claim filing
 - Improved financial reports for the City Of La Porte Finance Department
-

RECOMMENDED MOTION

EMS would like to recommend to City Council to increase the EMS patient transport rates/fees and to increase efficiency in the billing flow and collections with pursue, through the bidding process, to contract with a 3rd party billing services.

Provide staff direction on how to move forward with EMS fees and billing practices.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

Emergency Medical Service

EMS Billing Services

Lisa Camp, EMS Chief





EMS Billing Services Proposal

- Outsource EMS Billing Services
- Rate Increase For EMS Services



In-House Billing

- Understaffed for Current Billable Transports (2,259)
 - Industry comparable – full-time staff of 4 handling call volume
 - Initial clean claims
 - Increasing costs (supplies, data storage, software costs)
 - Appeals, resubmissions
 - Medicare/Medicaid changes
 - Self pay – capturing insurance data



EMS Billing Rate Increase

- Recommending a EMS billing rate increase
- Last EMS rate increase was in 2005



Current La Porte Patient Billing Rates

Effective October 1, 2005

Resident	Code	Base	Mileage	Disposables	Oxygen
Advanced Life Support 2 (ALS) Emergency	A0433	\$788	\$ 10/mile	\$ -	\$ -
Advanced Life Support 1 (ALS) Emergency	A0427	\$788	\$ 10/mile	\$ -	\$ -
Basic Life Support (BLS) Emergency	A0429	\$788	\$10/mile	\$ -	\$ -
Treatment / No Transport		\$396			



Proposed New Patient Billing Rates

Based on Market Survey of Surrounding EMS Services

Resident	Code	Base	Mileage	Disposables	Oxygen
Advanced Life Support (ALS) 2 Emergency	A0433	\$ 1,200.00	\$ 24.00	\$ 400.00	\$ 110.00
Advanced Life Support (ALS) 1 Emergency	A0427	\$ 1,000.00	\$ 24.00	\$ 400.00	\$ 110.00
Basic Life Support (BLS) Emergency	A0429	\$ 850.00	\$ 24.00	\$ 250.00	\$ 110.00
Treatment No transport		\$ 396.00		\$ -	



EMS Billing Service Recommendation

- 3rd party Billing Company (Example – Emergicon):
 - Selected from bidding process
 - A Texas-based billing & collections company
 - Works only with Texas EMS providers
 - Currently in 13th year of business
 - Regular audits, compliance review audits for customers
 - Quarterly external audits performed
 - Annual Audit (SSAE No. 16 Type II Audit, from qualified and independent AICPA firm)
 - Current on all Medicare/Medicaid changes
 - 7% collection fee
 - Goal is to remove the burden associated with EMS Billing



Emergicon Provides

- Handling all aspects of EMS account management
 - Coding & Billing
 - Payment Posting & Accounts receivable follow-up
 - Compliance Audit
 - Responding to Attorney's request for medical records
 - Medicare renewals and Medicaid revalidation
 - On-site training
 - Annual analysis of fee schedule and payer mix
 - Monthly analytics to support customer
 - Additional Services offered - Claims Recovery and Fire Billing
 - City decides the collection approach – currently soft method



Emergicon Billing workflow

- Process claims & collect any missing information within 24 hrs, then call the facility (hospital)
- Claim reviewed, coded & billed electronically
- Follow-up and Claim Analysis
 - **Medicare:** Clean Medicare claims will pay by electronic remit in fourteen days. On the fifteenth day, any unpaid Medicare claim is reviewed and compared to other claims sent in the same batch. Medicare is called, the status of the claim is obtained, and the claim is appealed or refiled as necessary. A Medicare co-pay statement is issued to patients for their 20% patient responsibility.
 - **Commercial Insurance:** Commercial insurance claims typically take thirty-five to forty-five days to pay. Proper claim submission is confirmed as part of the electronic billing process. If forty days have passed with no payment, an Emergicon staff member calls the commercial payer and status of the claim is checked. If the claim is still processing, an Emergicon staff member will talk to a live person at the insurance company. Emergicon staff have the experience in communicating with commercial insurance carriers to decrease delays in payment from them. Texas board of Insurance regulations cite specific claims processing rules which, if not met, are punishable by fines and restitution by insurance carriers. Emergicon's staff skills, experience, and attention to detail enables reduction in claims waiting to pay and ensure prompt pay laws are followed, thus increasing cash flow exponentially.



Emergicon Billing workflow

- **Follow up and Claim Analysis**
 - **Commercial Insurance:** Claims typically take 35-40 days to pay. Proper claim submission is confirmed as part of the electronic billing process. If 40 days have passed with no payment, a staff member calls the commercial payer and status of the claim is checked. If the claim is still processing, a staff member will talk to a live person at the insurance company. Staff have the experience in communicating with commercial insurance carriers to decrease delays in payment from them. Texas board of Insurance regulations cite specific claims processing rules which, if not met, are punishable by fines and restitution by insurance carriers. Their staff skills, experience, and attention to detail enables reduction in claims waiting to pay and ensure prompt pay laws are followed, thus increasing cash flow exponentially.
 - **Medicaid:** Emergicon's process of filing Medicaid claims online and immediately giving a paid/denied status prevents these claims from sitting on an A/R, which increases risk for filing and appeal deadlines. If a claim is filed online and a denied status is received, the claim can be immediately appealed online or the following Friday when the remit is available.
 - **Private Pay:** Private pay patients are sent a Private Pay statement within 5 days of the date of transport, requesting insurance information and notifying them of the balance due.
 - Payments, Claim payments, explanation of benefits, remittance advices reviewed daily from lock box, payments posted, and Financial reports by the 5th of the month.



2019 Collections Analysis

- Total calls - 4,161
- Billable Transports - 2,259
- Fiscal Year Collections for 2019 - \$622,346.77
- Costs associated with In-House Billing
 - Yearly fees and supplies \$48,921.75
 - Salary w/benefits \$71,877.00
 - Total Costs \$161,153.50



Emergicon Projection

- 2019 billable transports proposed fee schedule increase
 - \$960,970.96 (old fee schedule \$605,722.93 (calendar year))
- Increase of an additional \$355,248.03
 - 7% collection fee based on \$960,970.96 = \$67, 267
 - LP current yearly expenses \$161,153.50 (includes salary and benefits for billing specialist)
 - Increase minus collection fee projected increase in revenue \$287,981
 - (based on rate increase and capturing more payments)



City of La Porte EMS Monthly Payments

(Finance Report)

City of La Porte						
EMS Monthly Payments						
Payments recorded from payment reports from EMS software. Revenue 0010000-4080120						
	2015	2016	2017	2018 *	2019	2020
October	59,250.04	42,463.15	69,990.44	57,282.35	48,992.51	33,629.71
November	56,983.86	59,651.38	84,462.36	47,553.09	55,905.42	56,886.87
December	57,100.05	62,607.26	32,002.87	47,553.09	40,456.76	36,483.48
January	60,595.24	46,584.31	69,039.52	47,553.09	78,155.52	56,829.84
February	29,650.56	49,953.47	47,067.07	47,553.09	67,637.21	
March	41,416.91	52,049.10	65,594.84	47,553.09	51,346.57	
April	70,102.47	64,950.11	63,900.95	47,553.09	52,243.98	
May	64,369.63	57,527.41	72,381.81	47,553.09	27,361.26	
June	46,164.52	72,532.60	72,381.81	47,553.09	59,551.38	
July	71,961.76	56,315.23	38,918.18	47,553.09	67,537.72	
August	72,908.17	80,540.23	49,447.14	49,556.38	34,428.68	
September	70,039.92	27,722.84	49,447.14	43,504.70	43,903.75	
Adjustments/Refunds	(246.07)	(809.48)	14,749.61	(39,008.53)	(5,173.99)	
Totals	700,297.06	672,087.61	729,383.74	539,312.71	622,346.77	183,829.90
* Actual reports were unavailable for December through July so an estimate was used. The revenue was adjusted at year end to reconcile to the actual payments received.						



Patient Billing Rates - Survey

- League City EMS
- Clear Lake EMS
- Pearland Fire/EMS
- Angleton EMS
- Dickinson EMS
- Baytown EMS
- Galveston County Health District
- Deer Park Fire/EMS
- Sugarland Fire/EMS
- Beaumont Health District EMS
- Texas City Fire/EMS
- Houston Fire Department
- Santa Fe EMS
- Nassau Bay EMS
- Friendswood EMS
- Seabrook EMS

Local EMS Rates



Billing Agency	Time been with	Base Rates					% NET Collected	% GROSS Collected	Amt. of Time bills go out	Collection Agency	Collection Rate %	Notes
		BLS	ALS	ALS 2	Tx No Trans	Mileage						
MEDICARE BILLABLE RATES 2018												
		\$ 353.83	\$ 420.17	\$ 608.15	Not Covered	\$ 10.67						20% Rate Reduction from 2017
COLC EMS - League City Population 104,903 - Chief James Fisher												
Wittmann	4 yrs	\$ 800.00	\$ 900.00	\$ 1,100.00	\$ 150.00	\$ 21.00	60%	41%	1 month	Lifeline	1%	
CLEMC - Seabrook/Kemah/Clear Lake Shores/Forest Bend/Ellington Field Combined Population 16,266 - Chief Roy Hunter												
Koronis	3 yrs	\$ 982.18	\$ 1,066.80	\$ 1,123.20	\$ 182.00	\$ 18.82	51%	31%	3 days	Collections Unlimited	16%	charge master for medical supplies/procedures
La Porte EMS - La Porte Population 35,086 - Lisa Camp												
In House	20+ yrs	\$ 788.00	\$ 788.00	\$ 788.00	\$ 396.00	\$ 10.00	40%	32%	5 days	None		
Pearland Fire - Pearland Population 119,700 - emailed mark comprise to verify the below information from 09/2018												
EMS/MC	9 months	\$ 787.00	\$ 1,055.00	\$ 1,100.00	\$ 175.00	\$ 15.00	45%	27%	7 days	Yes - unk name	minimal	
Angleton EMS - Population 18,544 - EMS Director Lucille Maes												
Intermedix	14 yrs	\$ 1,100.00	\$ 1,900.00	\$ 2,900.00	\$ 225.00	\$ 25.00	51%	23%	5 days	MVBA	20%	Lift Assist \$200.00
Dickinson EMS - Dickinson Population 20,074 - EMS Administrator Derek Hunt												
Emergicon	8 yrs	\$ 865.70	\$ 940.50	\$ 990.00	\$ 192.50	\$ 16.50	54%	32%	2 days	Emergicon	UTO	BLS Disposables \$207.00 ALS Disposables \$381.00 and Oxygen \$130.90
Baytown EMS - Baytown Population 76,804 - Asst. Chief Dana Dalbey												
Inhouse		\$ 500.00	\$ 600.00	\$ 700.00	\$ 150.00	\$ 10.00	59%	45%	7 days	3rd Party - Unk Name	18%	includes supplies/procedures in base rate
GCHD EMS - Galveston Population 50,497 - Amy Weber												
EMS-MC	6 yrs	\$ 1,000.00	\$ 1,200.00	\$ 1,500.00	\$ 175.00	\$ 16.00	37%	25%	3 days	Bull City	2%	Public Assist \$50.00
Deer Park Fire - Deer Park Population 33,782 - R. Hemminger												
Emergicon	4 yrs	\$ 900.00	\$ 1,000.00	\$ 1,200.00	\$ 150.00	\$ 21.00	unk	unk	7 days	Emergicon	Unk	ALS Disposables \$445 BLS Disposables \$275 & itemize bills for procedures/supplies
Sugarland EMS - Sugarland Population 88,485 - EMS Billing Coordinator Cindy King and Summer Romo												
EMS/MC	4 yrs	\$ 955.25	\$ 1,008.25	\$ 1,061.50	\$ 159.25	\$ 15.00	53%	36%		MVBA	17%	Supplies = 125% of cost
Beaumont HD EMS - Beaumont Population 119,114 - emailed ems.billing@beaumonttexas.gov to verify below information from 09/2018												
Inhouse	30 yrs	\$ 725.00	\$ 775.00	\$ 775.00	\$ 165.00	\$ 15.00	56%	36%	3-5 days	Yes - unk name	17%	
Texas City Fire - Texas City Population 45,099 - EMS Admin Wendell Wiley												
Fire Recovery	3 yrs	\$ 795.80	\$ 864.80	\$ 910.80	\$ 75.00	\$ 17.25	Unk	33%	1 days	Linebarger	<1%	
Houston Fire - Houston Population 2,340,814 - James spoke with EMS Capt. at Headquarters @ 832-394-6800												
Digitex		\$ 1,072.18	\$ 1,104.65	\$ 1,104.65	\$ -	\$ 14.36	30%	Unk	Unk	None		Treatment no transport fee is being voted on by their council soon. They itemize bill in addition to base.
Santa Fe EMS - Santa Fe Population 12,200 - K. MacKenzie/C. Anderson - waiting on billing collection rates												
Emergicon		\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 175.00	\$ 15.00						ALS Disposables \$450 BLS Disposables \$250 & O2 \$125
Nassau Bay EMS - Nassau Bay Population 4,002 - Shawn Doyle												
Intermedix	15 yrs	\$ 787.00	\$ 855.00	\$ 900.00	\$ 150.00	\$ 15.00	42%	38%	unk	Linebarger	30%	
Friendswood EMS - Friendswood Population 35,805 Roy Hunter												
Emergicon	8 mos.	\$ 1,000.00	\$ 1,100.00	\$ 1,300.00	\$ 250.00	\$ 15.00	47%	Unk	5 days	None		



Overview In house vs Outsource

In House	Outsource
Customer Service	Customer Service
Payments –electronic deposits, cash and checks Costs – associated with billing can reduce	Collect via website link, electronic payments, cash, check Percentage taken from monthly collections
Work Flow – 3 statements, attorney letter, no hard collection practices	Same soft method as we currently have
Claim Filing – up to 5 + days, if billing specialist is out-longer wait	clean claim within 24-48 hours
Billing Software – ImageTrend: Billing, Patient reports	ESO: patient reports – software less yearly costs Health Data Exchange with Hospitals – quicker information about patient’s insurance
Audits – in house	regular audits with reports back to EMS, outside audits
Financial reports – sent monthly, ImageTrend not the best platform for financial reporting	Generate monthly reports by the 5 th of the month, easy financial reports to understand
Medicare/caid Changes – slower information path to us	Current, memberships on councils, education, call and find out why payments slow
Hospital exchange of info – call and try to get info	Use Health Data Exchange to capture info from hospitals
Self pay – call patient and get information	Call patient and get information
Billing Specialist – 1 full time for all aspects, 2 EMS staff assist part time with coding, billing specialist retirement upcoming	4 or more staffers assigned to account, each works on specialized aspect of the process
Compliance – patient reports in house quality assurance will continue	In house still review patients reports, outside compliance officer will send reports on how we can improve documentation



Recommendation

- Use of a 3rd Party Billing Service for Efficiency in Billing Flow
 - Increase in insurance payments
 - Stronger Compliance and Oversight (Medicare/Medicaid)
 - Customer service will remain the same
 - Ease of payment collections – 3rd party payers
 - Quicker claim filing, streamlined processes
 - Financial reporting documents produced by the service



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Mayor Louis Rigby</u>
Department: <u>Golf Course</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Quotes, Golf Course Perimeter Diagrams and Photo Chain-link Privacy Options

of

SUMMARY

Mayor Louis Rigby has requested discussion about the addition of a wrought-iron fence to be constructed at the Bay Forest Golf Course to the perimeter areas where a chain-link fence is constructed.

Currently, Bay Forest Golf Course has 10,281 feet of chain-link fence on the perimeter of the golf course. With the addition the housing developments on Holes #4 & #5, wrought-iron fencing was constructed to separate the neighborhood and golf course. In addition, wrought-iron fencing was constructed on the golf course property that is separated by Wharton Weems Blvd. With the new projects being constructed between Hole #12 and SH 146, there will be additional wrought-iron fencing.

Additionally, the fence line that separates the golf course and mobile home park on the south side of the golf course has been suggested to be constructed with a chain-link fence with privacy slates. The total footage for this fencing in 2,046 feet.

Staff reached out to a contractor for a quote, Detail Construction & Remodeling. D.C.& R. has done fence work for the golf course in the past and they constructed the fencing along Wharton Weems Blvd. Based upon the quotes included as attachments, the cost estimates are as followed.

Detail Construction and Remodeling provided three estimates for replacing existing chain link fence with 8235 feet and six feet high wrought-iron fencing and 2050 feet, six feet high chain link fencing with privacy slats. DC&R provided two different estimates for the chain link fencing. One is the standard chain link fencing and the other is a black vinyl fencing. Below are cost estimates for the entire project:

- Estimate for 8235 feet of Wrought-iron fencing at a rate of \$22.50 per feet equals \$185,287.50. This will complete the surrounding property of the golf course, except for the 2050 of chain link fence with privacy slats that runs along the trailer park on the south end of the property.
- There are two estimates for Chain link fencing. These two estimates are labeled DC&R Chain Link Fence and DC&R Black Vinyl Chain Link Fencing.
 - The regular chain link fencing includes 2050 feet of fencing with privacy slats at \$24 per foot equals \$49,200.
 - The second estimate is with the Black Vinyl Fencing at \$25 per foot equals \$52,250.
 - Examples of the chain-link fencing with slats is provided as attachments.
- In summary, in order to install perimeter fencing at the golf course would cost \$234,487.50 (with privacy slats on 2050 ft. of chain-link) or \$239,537.50 (with black vinyl fencing).

Based on the pricing of the entire project, staff has broken the cost down between location options:

- Hole #2 – This would require 906 feet of wrought-iron fencing. The fencing would separate the small mobile home park and church east of Hole #2. The cost estimate for this option is \$20,385.
 - Hole #5 to Hole #6 Tee – This would require 1,370 feet of wrought-iron fencing. The fencing would be a continuation from the neighborhood west of Hole #5 and continue behind Hole #6 Tee to the mobile home park. The cost estimate for this option is \$30,825.
 - Hole #6 to Hole #2 – This is recommended for 2,046 feet of chain-link fencing with privacy slates. The fencing would separate the golf course from the mobile home park. The slats would be utilized to provide privacy between the golf course and the mobile home park. As mentioned above, there are two (2) options for privacy chain-link fencing at this location:
 - The regular chain link fencing includes 2,050 feet of fencing with privacy slats at \$24 per foot equals \$49,200.
 - The second estimate is with the Black Vinyl Fencing at \$25 per foot equals \$52,250.
 - Hole #11 to Hole #12 Tee – This would require 1,810 feet of wrought-iron fencing. The fencing would separate the golf course and the ball fields. The cost estimate for this option is \$40,725.
 - Hole #12 to Wharton Weems – This would require 2,509 feet of wrought-iron fencing. This fencing would be behind Hole #12 Green and would run toward Wharton Weems. The cost estimate for this option is \$56,452.50.
 - Front Gate to Hole #11 Tee – This would require 1,630 feet of wrought-iron fencing. This fencing would start at the front gate of the golf course and extend to Hole #11 Tee. The cost estimate for this option is \$36,675.
-

RECOMMENDED MOTION

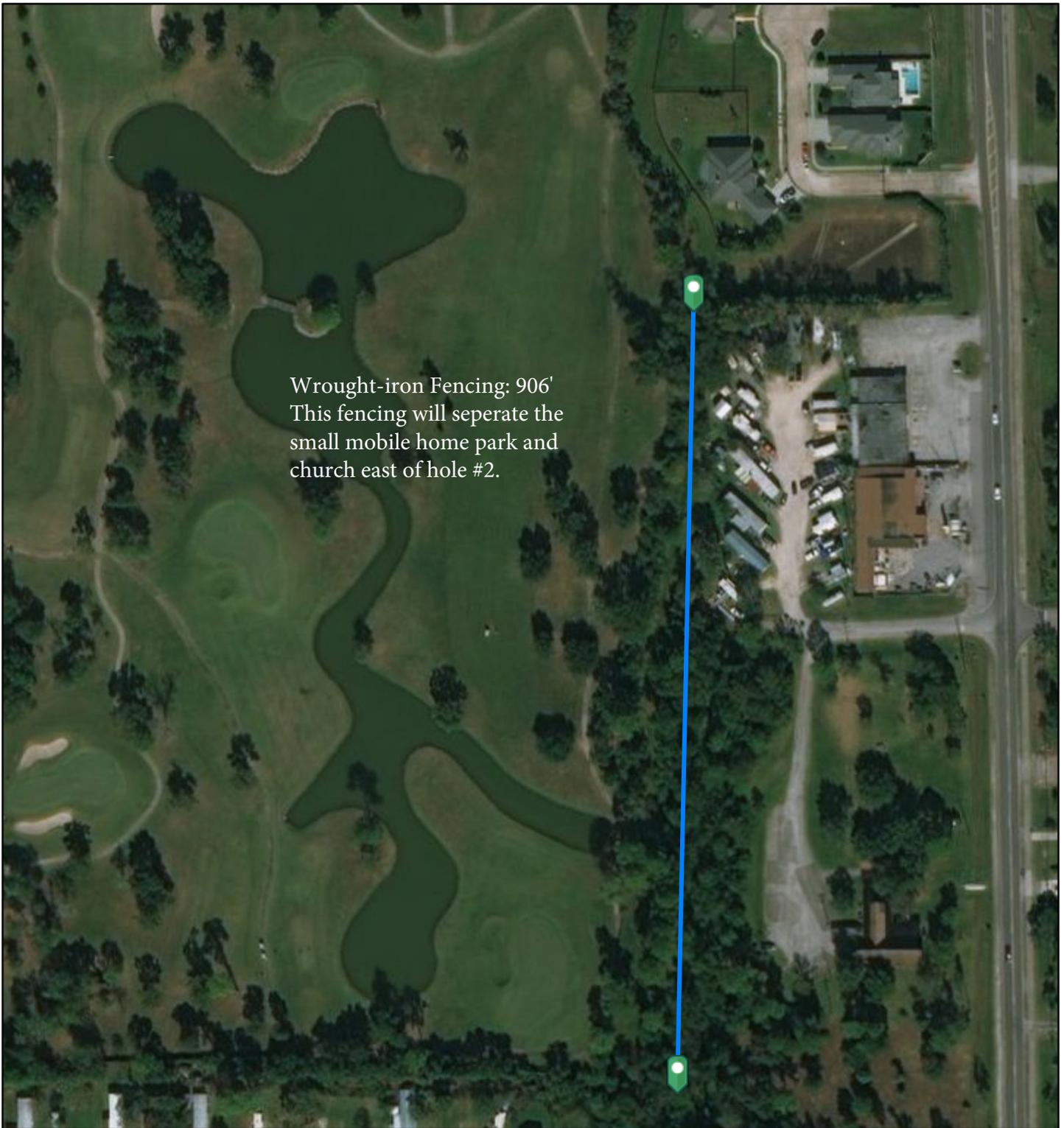
Provide staff direction regarding the addition of wrought-iron and chain-link with privacy slat fencing to be constructed at the Bay Forest Golf Course to the perimeter areas where a chain-link and/or barbed-wired fence is constructed.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

HOLE #2



Wrought-iron Fencing: 906'
This fencing will separate the
small mobile home park and
church east of hole #2.

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

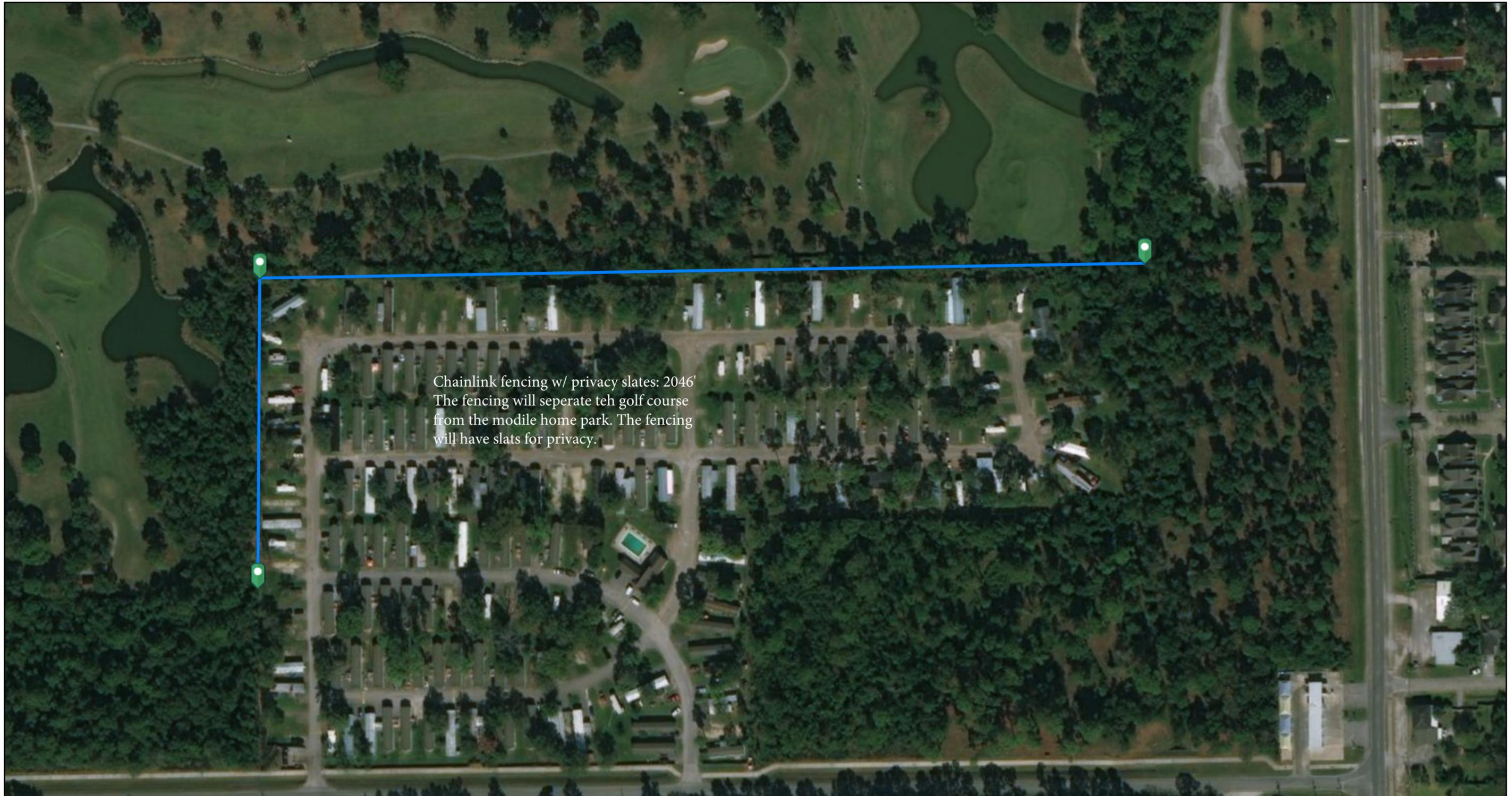
HOLE #5 TO HOLE #6 TEE



Wrought-iron Fencing: 1370'
This fencing will be a continuation from the neighborhood West of hole #5 and will continue behind #6 tee to the mobile home park.

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

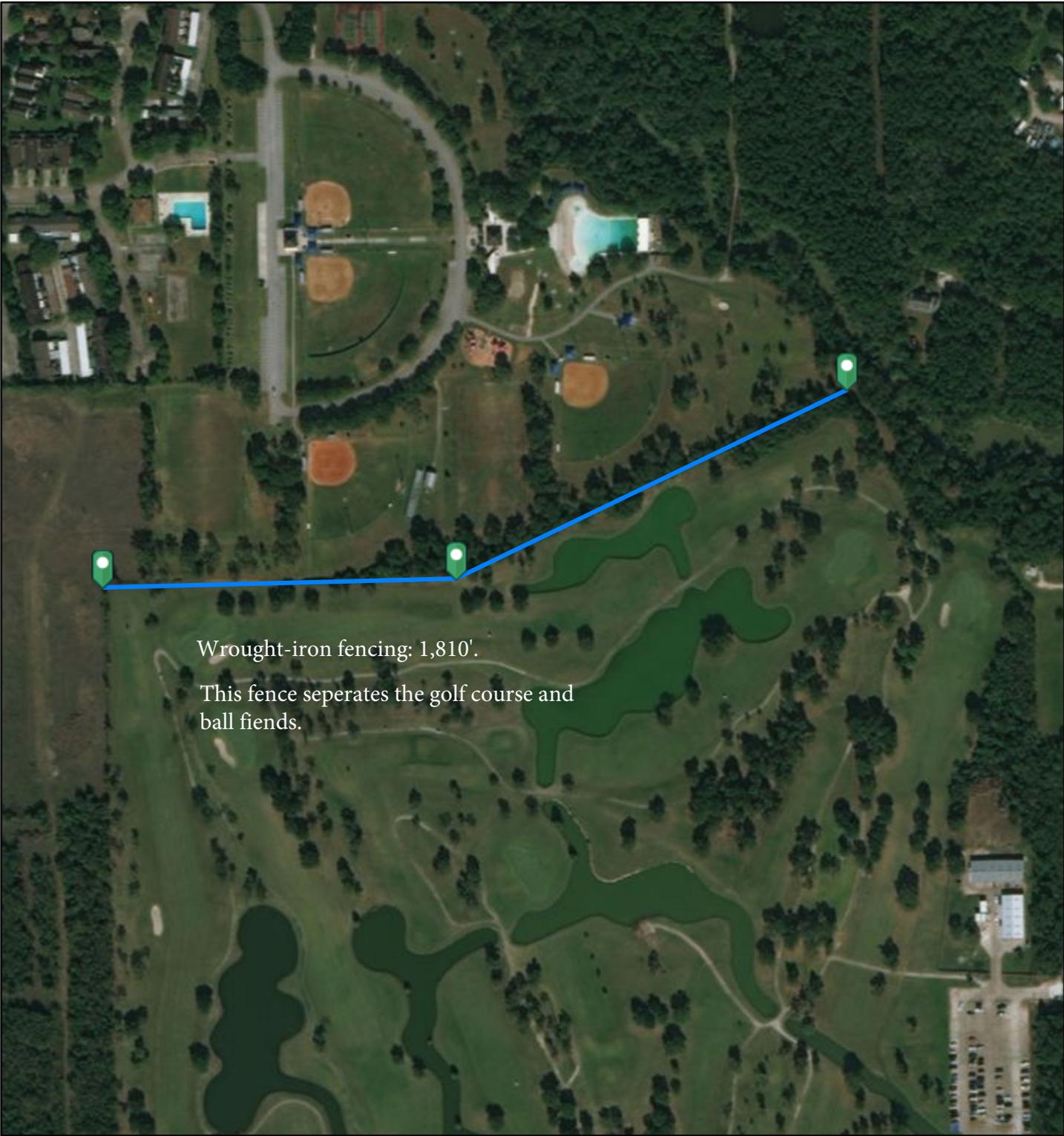
HOLE #6 TO HOLE #2



Chainlink fencing w/ privacy slats: 2046'
The fencing will separate the golf course
from the mobile home park. The fencing
will have slats for privacy.

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/
Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User
Community

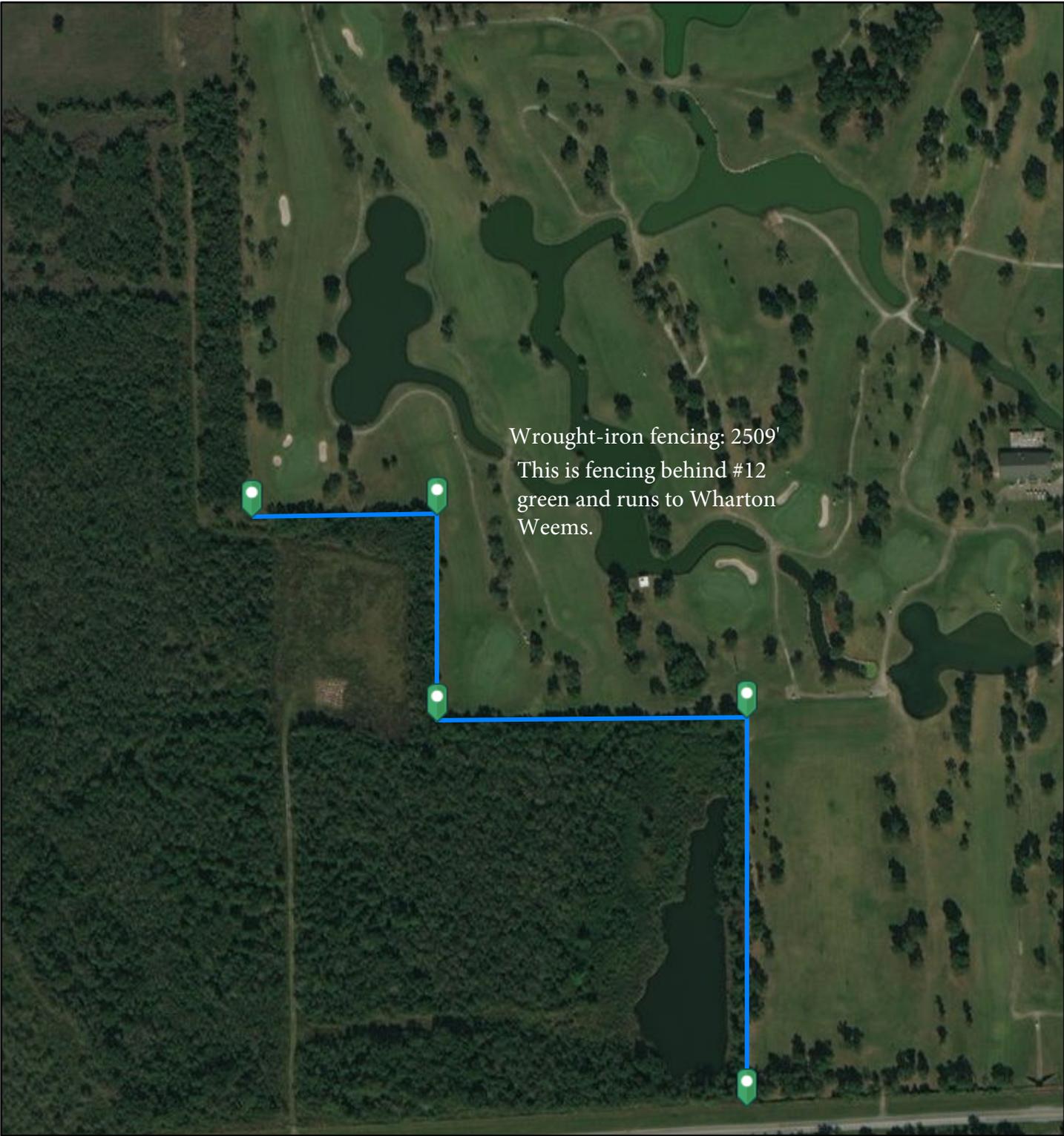
HOLE #11 TO HOLE #12 TEE



Wrought-iron fencing: 1,810'.
This fence separates the golf course and ball fiends.

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

HOLE #12 TO WHARTON WEEMS



Wrought-iron fencing: 2509'
This is fencing behind #12
green and runs to Wharton
Weems.

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

FRONT GATE TO HOLE #11 TEE



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

CHAIN-LINK FENCE EXAMPLES WITH SLATS

Chainlink Green



Chainlink Green Up Close



Black Vinyl



Black Vinyl Up close



Detail Construction & Remodeling, LLC

926 Plantation St.

League City, TX 77573 US

office@detco.net

Estimate


DETAIL CONSTRUCTION & REMODELING

- Room Additions
- Kitchens & Baths
- Tile • Granite
- Marble Floors
- Cabinets
- Crown Molding
- Fences & Gates
- Patios • Fire Pits
- Summer Kitchens
- All Types Of Concrete

FREE ESTIMATES **281-808-9858**
 Dennie Teer
 Owner
 Cell: 281-802-5366
 detailconstruction@detailconstruction.org detailconstructionhouston.com

ADDRESS

Billy Stoker
 Bay Forest Golf Club
 201 Bay Forest Drive
 281-471-4653
 LaPorte, TX 77571

SHIP TO

Bay Forest Golf Club
 201 Bay Forest Drive
 281-471-4653
 LaPorte, TX 77571

ESTIMATE #	DATE
60413254880DT	04/03/2020

ACTIVITY	QTY	RATE	AMOUNT
WROUGHT IRON Detail Construction will remove and replace 8235L' of 6'high wrought iron fencing. To be powder coated.	8,235	22.50	185,287.50
DC WROUGHT IRON FENCE CONTRACT Homeowners are responsible for notifying Detail Construction LLC., of all HOA specifications and/or permits that may be required. Detail Construction will notify Texas 811 to mark lines. Pickets will be replaced the same way they were taken down unless homeowner specifies otherwise. All material is warranted by the manufacturer. DC warranties all labor for a period of 1 year. The above work is to be performed in accordance with the drawings and/or specifications submitted to the homeowners. All negotiations, contracts and prices are to be discussed only with DENNIE TEER unless otherwise stated. Fifty percent (50%) to be at time of material delivery or start date with the balance to be paid upon job completion. DC is not responsible for damage or interruption to any auxiliary supply lines, i.e. sprinkler systems, exterior lighting, cable TV lines, fountains, pools, outdoor kitchens, etc. DC is not responsible for the removal of excess dirt, limbs, grass or tree cuttings unless agreed upon in contract. DC is not responsible for marking the electric service that is on the homeowner's side of the power box/transformer.	1	0.00	0.00
In no event will DC be responsible for any damage to the structure caused by events unrelated to the construction of the structure such as, but not limited to fire, hail, winds, high water, poor soil condition or criminal mischief. Wood is a natural product in which surface cracks, wane, and checking may appear. After initial inspection by homeowner, DC shall not be liable for or warranted against adjustments due to inclement weather or any other natural occurrences beyond our control. Any and all color selection, custom decisions, or other selections made by the customer are final and have no reflection or liability upon DC.			
During the time period of the scheduled job we ask that there is an understanding that some uncleanliness and disarray will occur. This will be cleaned and organized at the completion of the job. We will remove all old fence material and trash incurred on the jobsite.			
The above proposal becomes a contract when written, verbal or email agreement is			

ACTIVITY	QTY	RATE	AMOUNT
<p>given and is not subject to cancellation. If this contract is placed with an attorney for suit or collection through probate, bankruptcy or otherwise, purchaser agrees to pay all related expenses and attorney fees. Past due accounts shall bear interest at the current statutory rate. All materials remain the property of DC until fully paid and are subject to repossession for non payment. By signing this contract you have read, understood and accept all terms listed above.</p>			
<p>CREDIT CARD CHARGE **Charge for Credit Processing will be an additional 3% of the total amount billed. Total amount due with Credit Card payment is \$190846.12</p>	1	0.00	0.00

Please review the attached estimate. Feel free to contact us if you have any questions. If the estimate is acceptable please either sign the estimate or e-mail us stating that you would like to proceed with the work.

TOTAL

\$185,287.50

We appreciate the opportunity to work for you and your family.

Best regards,

Detail Construction
281-808-9858

Accepted By

Accepted Date

Detail Construction & Remodeling, LLC

926 Plantation St.

League City, TX 77573 US

office@detco.net

Estimate

DETAIL CONSTRUCTION & REMODELING

- Room Additions
- Kitchens & Baths
- Tile • Granite
- Marble Floors
- Cabinets
- Crown Molding
- Fences & Gates
- Patios • Fire Pits
- Summer Kitchens
- All Types Of Concrete

FREE ESTIMATES **281-808-9858**
 Dennie Teer **281-802-5366**
 Owner
 detailconstruction@detailconstruction.org detailconstructionhouston.com

ADDRESS
Alex Osmond Bay Forest Golf Club 201 Bay Forest Drive Tx 281-471-4653 LaPorte, TX 77571

SHIP TO
Alex Osmond Bay Forest Golf Club 201 Bay Forest Drive Tx 281-471-4653 LaPorte, TX 77571

ESTIMATE #	DATE
60413254878DT	04/03/2020

ACTIVITY	QTY	RATE	AMOUNT
<p>BLACK VINYL 6 FT Detail Construction will remove and replace 2050L' of black vinyl chain link fence with privacy slats.</p>	2,050	25.00	51,250.00
<p>DC CHAIN LINK FENCE CONTRACT Homeowners are responsible for notifying Detail Construction LLC., of all HOA specifications and/or permits that may be required. Detail Construction will notify Texas 811 to mark lines. Pickets will be replaced the same way they were taken down unless homeowner specifies otherwise. All material is warranted by the manufacturer. DC warranties all labor for a period of 1 year. The above work is to be performed in accordance with the drawings and/or specifications submitted to the homeowners. All negotiations, contracts and prices are to be discussed only with DENNIE TEER unless otherwise stated. Fifty percent (50%) to be at time of material delivery or start date with the balance to be paid upon job completion. DC is not responsible for damage or interruption to any auxiliary supply lines, i.e. sprinkler systems, exterior lighting, cable TV lines, fountains, pools, outdoor kitchens, etc. DC is not responsible for the removal of excess dirt, limbs, grass or tree cuttings unless agreed upon in contract. DC is not responsible for marking the electric service that is on the homeowner's side of the power box/transformer.</p> <p>In no event will DC be responsible for any damage to the structure caused by events unrelated to the construction of the structure such as, but not limited to fire, hail, winds, high water, poor soil condition or criminal mischief. Wood is a natural product in which surface cracks, wane, and checking may appear. After initial inspection by homeowner, DC shall not be liable for or warranted against adjustments due to inclement weather or any other natural occurrences beyond our control. Any and all color selection, custom decisions, or other selections made by the customer are final and have no reflection or liability upon DC.</p> <p>During the time period of the scheduled job we ask that there is an understanding that some uncleanliness and disarray will occur. This will be cleaned and organized at the completion of the job. We will remove all old fence material and trash incurred on the jobsite.</p>	1	0.00	0.00

ACTIVITY	QTY	RATE	AMOUNT
<p>The above proposal becomes a contract when written, verbal or email agreement is given and is not subject to cancellation. If this contract is placed with an attorney for suit or collection through probate, bankruptcy or otherwise, purchaser agrees to pay all related expenses and attorney fees. Past due accounts shall bear interest at the current statutory rate. All materials remain the property of DC until fully paid and are subject to repossession for non payment. By signing this contract you have read, understood and accept all terms listed above.</p>			
<p>CREDIT CARD CHARGE **Charge for Credit Processing will be an additional 3% of the total amount billed. Total amount due with Credit Card payment is \$52787.50</p>	1	0.00	0.00

Please review the attached estimate. Feel free to contact us if you have any questions. If the estimate is acceptable please either sign the estimate or e-mail us stating that you would like to proceed with the work.

TOTAL

\$51,250.00

We appreciate the opportunity to work for you and your family.

Best regards,

Detail Construction
281-808-9858

Accepted By

Accepted Date

Detail Construction & Remodeling, LLC

926 Plantation St.

League City, TX 77573 US

office@detco.net

Estimate

FREE ESTIMATES 281-808-9858
 BBB Dennie Teer 281-802-5366
 A+ Rated Owner
 detailconstruction@detailconstruction.org detailconstructionhouston.com

ADDRESS

Billy Stoker
 Bay Forest Golf Club
 201 Bay Forest Drive
 Tx
 281-471-4653
 LaPorte, TX 77571

SHIP TO

Bay Forest Golf Club
 201 Bay Forest Drive
 Tx
 281-471-4653
 LaPorte, TX 77571

ESTIMATE #	DATE
60413254879DT	04/03/2020

ACTIVITY	QTY	RATE	AMOUNT
CHAIN LINK FENCING Detail Construction will remove and replace 2050L' of 6' chain link fence with privacy slats	2,050	24.00	49,200.00
DC CHAIN LINK FENCE CONTRACT Homeowners are responsible for notifying Detail Construction LLC., of all HOA specifications and/or permits that may be required. Detail Construction will notify Texas 811 to mark lines. Pickets will be replaced the same way they were taken down unless homeowner specifies otherwise. All material is warranted by the manufacturer. DC warranties all labor for a period of 1 year. The above work is to be performed in accordance with the drawings and/or specifications submitted to the homeowners. All negotiations, contracts and prices are to be discussed only with DENNIE TEER unless otherwise stated. Fifty percent (50%) to be at time of material delivery or start date with the balance to be paid upon job completion. DC is not responsible for damage or interruption to any auxiliary supply lines, i.e. sprinkler systems, exterior lighting, cable TV lines, fountains, pools, outdoor kitchens, etc. DC is not responsible for the removal of excess dirt, limbs, grass or tree cuttings unless agreed upon in contract. DC is not responsible for marking the electric service that is on the homeowner's side of the power box/transformer. In no event will DC be responsible for any damage to the structure caused by events unrelated to the construction of the structure such as, but not limited to fire, hail, winds, high water, poor soil condition or criminal mischief. Wood is a natural product in which surface cracks, wane, and checking may appear. After initial inspection by homeowner, DC shall not be liable for or warranted against adjustments due to inclement weather or any other natural occurrences beyond our control. Any and all color selection, custom decisions, or other selections made by the customer are final and have no reflection or liability upon DC. During the time period of the scheduled job we ask that there is an understanding that some uncleanliness and disarray will occur. This will be cleaned and organized at the completion of the job. We will remove all old fence material and trash incurred on the jobsite.	1	0.00	0.00

ACTIVITY	QTY	RATE	AMOUNT
<p>The above proposal becomes a contract when written, verbal or email agreement is given and is not subject to cancellation. If this contract is placed with an attorney for suit or collection through probate, bankruptcy or otherwise, purchaser agrees to pay all related expenses and attorney fees. Past due accounts shall bear interest at the current statutory rate. All materials remain the property of DC until fully paid and are subject to repossession for non payment. By signing this contract you have read, understood and accept all terms listed above.</p>			
<p>CREDIT CARD CHARGE **Charge for Credit Processing will be an additional 3% of the total amount billed. Total amount due with Credit Card payment is \$50676.00</p>	1	0.00	0.00

Please review the attached estimate. Feel free to contact us if you have any questions. If the estimate is acceptable please either sign the estimate or e-mail us stating that you would like to proceed with the work.

TOTAL

\$49,200.00

We appreciate the opportunity to work for you and your family.

Best regards,

Detail Construction
281-808-9858

Accepted By

Accepted Date



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Engelken</u>
Department: <u>Parks & Rec / Public Works</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Pecan Park Option 1, Option 2, Option 3, Cost Estimates.

SUMMARY

Councilmember Chuck Engelken has indicated that there have been several accidents in the Pecan Park parking lot. He'd like staff to discuss options and cost projections to re-stripe the parking lot to prevent any future incidents. He suggested maybe angle parking versus straight-end parking. He believes that angle-parking may promote more one-way traffic.

Pecan Park is heavily used year-round for baseball and softball practice, games and tournaments. Currently, the parking lot provides 469 parking spaces. The traffic pattern for the parking lot was intended to be one-way from the inception of the parking plan. Over time, traffic patterns have evolved into two-way in certain areas. Staff has reviewed the problem and is proposing three (3) options.

- **Option 1** - Re-instate and promote one-way traffic pattern. This plan includes additional signage to promote one-way traffic pattern and restricted turn options. More painted arrows in the travel lanes will provide proper guidance for traffic flow. This action can be implemented immediately utilizing in-house staff with an estimated costs of \$900.
- **Option 2** – Re-striping the southern half of the parking lot to provide angled parking. Entrance to south portion of parking lot will be designated one-way only. North entrance/exit can be utilized as two-way, but the lane will need to be widened. Additional signage and painted arrows throughout in the traffic lanes will provide proper guidance for traffic flow. This action will require use of a contract 3rd party vendor for sandblasting and re-striping. Signage, lane widening and one-way arrows can be accomplished with in-house staff. Estimated costs for Option 2 will be \$23,000. This alternative is proposed by La Porte Boys

Baseball Association. Positive impacts will be ease of parking for larger vehicles; however, negative impacts will be the loss of 19 parking spaces.

- **Option 3** - Re-striping the entire parking lot to provide angled parking. Entrance to south portion of parking lot will be designated one-way only. North exit will be designated as exit only with left and right turn lanes. Additional signage and painted arrows throughout in the traffic lanes will provide proper guidance for traffic flow. This action will require use of a contract 3rd party vendor for sandblasting and re-striping. Signage and one-way arrows can be accomplished with in-house staff. Estimated Costs for Option 3 will be \$36,000. Positive impacts will be ease of parking for larger vehicles; however, negative impacts will be the loss of 48 parking spaces.

Options both 2 and 3 can be configured to allow angled back-in parking as opposed to angled head-in parking. Back-in parking can offer increased visibility when leaving the parking spot.

RECOMMENDED MOTION

Provide staff direction on how to handle parking issues at Pecan Park.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

Pecan Park

OPTION 1

No Angled Parking

Google Earth

© 2020 Google

400 ft





Entrance

Exit Only

Do Not Enter Signs

Angle Parking Ends

3600 Canada

Angle Parking Begins

Entrance Only

Pecan Park
Bike Path

Canada

Pecan Park

OPTION 3

Exit Only

Angle Parking - All
Parking Spaces

Entrance Only

Google Earth

© 2020 Google

400 ft





REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Mayor Pro-Tem Bentley</u>
Department: <u>Parks & Recreation</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Consultant Recommendation Letter

SUMMARY

Mayor Pro-Tem Bill Bentley would like for staff to provide an update of Fairmont Park West pool and park located at 9801 Rustic Gate. He would like to know what amenities can residents anticipate at Fairmont Park West pool and park area?

As part of the Parks & Recreation Master Plan, the consultant was asked for a recommendation at Fairmont Park West Park. The consultant for this project is Aaron Tuley from Halff Associates, Inc. The attached exhibit is a copy of the Consultant's recommendation letter with four (4) recommended options.

OPTION #1:

Renovate the Fairmont Park West Pool to Class B standards and have the City operate it, as well as renovate the park to be a Drug-free Zone.

Repair Pool		
Hancock Pricing	\$45,370	2018 quote of \$47,120-\$1,750 leak detection previously done
Aquatic Engineer	\$4,500	\$1,500-\$4,500; price varies
Pool Staffing (recurring)	\$36,960	3 pool managers, 3 head guards, 6 lifeguards, 1 pool tech (based on 12 weeks)
Playground Replacement	\$55,000	Staff will install
Total Estimate with Staffing	\$141,830	Not including any issues noted from the Aquatic Engineer, increase in quote pricing from 2018, backstop repair, or contingency. Also not including chemicals, electric, etc.

OPTION #2:

Remove the swimming pool and replace it with a splash park, as well as renovate the park to be a Drug-free Zone.

Splash Park Cost with Amenities		
Removal of pool, pump room, & lifeguard building	\$35,000	
Dirt work and connecting sidewalks	\$15,000	
Grass/Landscaping	\$4,000	
Utility Connections	\$4,500	
Splash Park Cost	\$420,000	2014 price of \$350,000 + 20%
2 Benches & Cement Pads	\$4,800	2014 price of \$4,000 + 20%
1 Shade Structures & 4 Picnic Tables	\$51,600	2014 price of \$43,000 + 20%
1 Pool Technician	\$3,360	20 hours a week x 12 weeks
Playground Replacement	\$55,000	
Backstop Repair	\$1,300	
Total Estimate	\$594,560	Not including contingency, chemicals, electric, etc.

OPTION #3:

Remove the swimming pool and renovate the park to be a Drug-free Zone.

Removal of pool, pump room, & lifeguard building	\$35,000	
Playground Replacement	\$55,000	
Total Estimate	\$90,000	Not including backstop repair, contingency, chemicals, electric, etc.

OPTION #4:

Sell the Fairmont Park West Park property and associated improvement to the Fairmont Park West Community Improvement Association and consider allocating capital resources to higher priority municipal park enhancements that would serve a greater number of La Porte's citizens. If the Association chooses not to purchase the land, demolish the pool, pump room, and building for \$35,000 and leave the park as open space.

Based on the discussion and funding availability, City Council will be asked to provide direction regarding this property and what amenities they would like to budget for, if any.

RECOMMENDED MOTION

Provide staff direction on future amenities for Fairmont Park West pool and park area located at 9801 Rustic Gate.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date



April 22, 2020

Roslyn Epting, Director
La Porte Parks and Recreation Department
1322 S Broadway
La Porte, Texas 77571

Re: Fairmont Park West Pool / Park Renovation
Options Regarding How to Proceed

Dear Ms. Epting –

The following information is provided pursuant to the request of City Council. The information contained herein contains the technical opinions of Halff Associates and is not intended to be used or interpreted as legal or political advice, but is instead provided, as requested, to assist La Porte City Staff and City Council in making an informed decision regarding the preliminary opinions of probable construction costs associated with providing recreational amenities to the citizens of La Porte; specifically, the City's determination regarding whether to renovate the Fairmont West Pool and Park; and Halff's preliminary opinions related the project's costs when compared to the benefits to the citizens of La Porte. Issues that will be addressed in this correspondence include: preliminary analysis of the cost of renovating the City's Fairmont West Pool so the City can ascertain the potential benefits to the City and its citizens' benefit so as to justify the expenditure; and whether there may be alternative projects or other ways of expending capital resources on recreational facilities that would serve a greater constituency. These are the questions the City Council should consider when making the decision regarding how to proceed.

BACKGROUND

The following information is based upon information provided to Halff through the City. Halff cannot attest to these statements but instead provides this background information for the City's use based upon the understanding that Halff has not confirmed each of the following statements:

To date, the Fairmont Park West Pool and Park has been maintained and operated by the Fairmont Park West Community Improvement Association (Association). The Association had previously entered into a 40-year lease with the City for the property (signed October 1987). It is Halff's understanding that the Association or another entity constructed the pool. There were no improvements made to the property prior to the Association's lease of the property from the City. It is further understood by Halff that the lease required that any improvements made to the property by the Association would transfer to the City at the end of the lease. The lease expired in 2018. On May 13, 2019, the Association and the City executed a short-term agreement to allow the Association to continue operation of the pool through the 2019 season, during which time the City provided the Association approximately \$9,700 to perform necessary and specified repairs and maintenance.

Proximity to other Parks / Pools and Capacity

The Fairmont Park West Pool and Park is approximately 0.65 miles away from Fairmont Park, which contains a swimming pool and splash pad. Use of the Fairmont Park Pool is free of charge and has a capacity of 75 participants, as determined by Title 25 of the Texas Administrative Code Chapter 265 (also known as Texas State Pool Rules). During the 2018 season the Fairmont Pool reached capacity five times. During the 2019 season, the Pool reached capacity three times.

Pool Classification

The Fairmont Park West Pool has been operated as a Class C pool, which means that it is considered, "Semi Public." Class C pools are intended for use by apartments, condominiums, property-owners associations, multi-family owned pools, etc. This also includes pools at hotels and motels.

The Fairmont Park West Pool is constructed on City-owned land and has an estimated capacity of approximately 180 participants (subject to verification). All municipal pools located within the City of La Porte and operated by the City are Class B pools, which means they are operated as public swimming pools, and comply with the provisions outlined within the Texas Standards for Public Swimming Pools and Spas, under 25TAC §265.182(99); with respect to general construction and design; filters, pumps and motors; water supply, circulation, waste water disposal; disinfectant equipment and chemical feeders; dressing and sanitary facilities; operation and management, etc.



HALFF ASSOCIATES, INC.

14800 ST. MARY'S LANE, STE. 160
HOUSTON, TX 77079-2943

TEL: 713-588-2450
FAX: 281-310-5259

WWW.HALFF.COM

Pool Operations

A lifeguard and second responder are required to be provided at all Class B pools. A lifeguard and second responder are required at Class C pools that have diving board or a slide that is not locked or chained to prevent use [25 TAC §265.199(g)(9)]. The Fairmont Park West Pool does not have a diving board or slide. As a result, the pool does not have a full-time lifeguard.

From a staffing standpoint, the City's Parks and Recreation Department (PARD) operates the City's pools at maximum staffing; meaning the PARD has enough staff to operate all of the City's pools simultaneously, at high capacity, seven days per week, from 12:00 pm – 7:00 pm; throughout the 12-week swimming season, which is essentially from Memorial Day through Labor Day.

OPTIONS

The following is a summary of the associated costs for four options the La Porte Mayor and City Council should consider when deciding how to proceed with the renovation of the Fairmont Park West Pool and Park:

Option 1: Renovate the Pool to Class B standards and City operates / maintains as a Class B public pool. Renovate the Park to be a Drug-free Zone.

1. Pool Repair / Renovation Costs

- ◆ \$45,370 – including Contractor 2018 quote (Hancock Pools) of \$47,120; refer to Table 1, *Hancock Pools Estimate*, below, for itemized pricing. \$1,750 for leak detection, has previously been completed, and therefore deducted from the overall cost.
- ◆ Aquatic Engineer - \$4,500 – price could range from \$1,500 – \$4,500

Subtotal: **\$ 50,000** (Budgetary Estimate of Minimum Cost). The pool renovation costs could significantly increase based on review of the facility by an Aquatic Engineer).

2. Pool Operations and Maintenance Costs (Recurring Costs)

To operate the Fairmont Park West pool as a Class B public swimming pool, the following full-time staff will be required (for a 12-week season):

- ◆ Three (3) pool managers
- ◆ Three (3) head guards
- ◆ Six (6) lifeguards
- ◆ One (1) pool technician

Subtotal: **\$ 40,000** in wages

Operations and Maintenance costs do not include the cost of chemicals required for water treatment; and does not include routine maintenance of the park property and assets.

3. Park Renovation Costs

The Texas Controlled Substances Act designates certain places as “drug-free zones.” Committing certain drug crimes within those zones can increase the minimum and maximum sentence that would otherwise apply to the crime. The extent of the increase depends upon the particular drug-free zone in which the crime is committed as well as the nature of the crime. To be considered a drug free zone, a playground must be outdoors, must be intended for recreational use by children, must be open to the public, and must contain at least three pieces of playground equipment (such as a slide, swing set, and teeterboard; or some combination therein).

To make Fairmont Park West Park / Pool a drug free zone will require three pieces of freestanding playground equipment:

- ◆ Swing Set
- ◆ Slide
- ◆ Bouncing animal

Subtotal: **\$ 55,000**

TOTAL: \$145,000

Option 2: Remove swimming pool and replace with Splash Park. Renovate the Park to be a Drug-free Zone.

This option would include (cost estimates provided by the City):

1. Demolition of pool, pump room, and lifeguard building
Subtotal: **\$ 35,000**

2. Construct Splash Park (2014 price of \$350,000 + 20 percent contingency)
Subtotal: **\$420,000**

3. Splash Park Operations and Maintenance Costs
To operate the Fairmont Park West Splash Park would require:
 - ◆ One (1) pool technician (20 hours per week, for a 12-week season)Subtotal: **\$ 3,360** in wages

4. Park Renovation Costs (Refer to Option 1, Number 3)
Subtotal: **\$ 55,000**
Additional required landscape sitework enhancements include:
 - ◆ Earthwork and connecting sidewalks (\$15,000)
 - ◆ Grass/Landscaping (\$4,000)
 - ◆ Utility Connections (\$4,500)
 - ◆ Two (2) benches and concrete pads (\$4,800 – incl. 20 percent contingency)
 - ◆ Two (2) shade structures and four (4) picnic tables (\$51,600 – incl. 20 percent contingency)
 - ◆ Backstop fabric replacement (\$1,300 – includes repair of one bent pole and widening the playground fencing to ADA width)Subtotal: **\$ 81,200**
TOTAL: \$594,560

Option 3: Remove swimming pool. Renovate the Park to be a Drug-free Zone.

This option would include (cost estimates provided by the City):

1. Demolition of pool, pump room, and lifeguard building
Subtotal: **\$ 35,000**

2. Park Renovation Costs (Refer to Option 1, Number 3)
Subtotal: **\$ 55,000**
TOTAL: \$ 90,000

Option 4: Sell the Fairmont Park West Park Property and Associated Improvements to the Fairmont Park West Community Improvement Association

As stated in the Background section of this report, due to the proximity of the Fairmont Park West Pool from the Fairmont Park Pool (0.65 miles); because the Fairmont Park Pool has rarely reached capacity over the last few years; because of the operational and administrative costs associated with renovating the pool to a Class B public swimming pool; and ultimately because these improvements will benefit a limited number of City residents (despite the fact that it would be operated as a Class B public swimming pool and open to all residents); the City should consider allocating its capital resources to higher priority, municipal park enhancements that would serve a greater number of La Porte's citizens. One of the most important recommendations (Strategy 1.1.3, page 4.6) within the 2020 *Parks, Recreation, and Open Space Master Plan* is to purchase property somewhere around the Spencer Highway – Sens Road intersection and construct a new community park. Central La Porte is completely devoid of developed and managed parkland / open space. With the advent of new residential development in this area, additional park / recreational

infrastructure is warranted in order to maintain the high quality of life residents living within the City have come to appreciate and expect.

Based on an appraisal of the Fairmont Park West property sell the land to the Fairmont Park West Community Improvement Association, with the agreed-upon stipulation that the Association operate and maintain the pool as a Class C pool. The Association must also make the necessary improvements to the Fairmont Park West Park to ensure that it is classified as a Drug Free Zone, according to the provisions of the Texas Controlled Substances Act.

If the Association declines to purchase the property, then expend the capital resources necessary (approximately \$35,000, as outlined in Options 2 and 3) to demolish the pool, pump room, and building, regrade and stabilize the land and leave the park as so much open space, subject to routine maintenance by the Association, as required by the City.

The estimate in Table 1, *Hancock Pools Estimate*, was provided to Halff by the City.

Table 1, Hancock Pools Estimate	
Item	Cost
Replace existing pool pump room suction and discharge piping	\$16,400
New pump	\$6,400
Deck mounted & water line mounted depth marker replacement	\$6,800
Blow out pool suction and return lines	\$1,500
Fill line pliable wrapping cover on end	\$20
Leak Detection (DONE)	\$1,750
ADA Chair Lift	\$5,800
4 Step Ladder	\$850
Chlorinator and acid pump	\$7,600
TOTAL (new total \$45,370 without leak detection)	\$47,120

If the Mayor and City Council have any questions about this analysis, please do not hesitate to contact me. Thank you.

HALFF ASSOCIATES, INC.



Aaron Tuley, AICP
 Team Leader, Planning and Landscape Architecture
 Halff Associates, Inc.



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Earp</u>
Department: <u>Parks & Recreation</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Site Plan and Floor Plan Options
One Story Renderings
Two Story Renderings

SUMMARY

Councilmember Danny Earp would like for staff to provide an update to the Recreation & Fitness Center CIP project as well as discuss funding needs for this project.

PGAL is the consultant that worked on the Recreation and Fitness Center (RFC) Needs Assessment. The four areas researched for the assessment were:

1. Expansion and renovation of the existing RFC at 1322 S. Broadway.
2. Construction of a new center located on the city-owned property located at 1010 & 1106 Bayshore Drive.
3. Construct a new center on any other available property that is located within the City limits.
4. Renovation of the existing center for exclusive use of Seniors and Special Programs in conjunction with items 2 and 3 above, if selected.

The consultant will be at the meeting to present their findings.

RECOMMENDED MOTION

Provide staff direction on Recreation & Fitness Center CIP project and any funding needs.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

EXISTING WALKING TRAIL

**PROPOSED PARKS AND REC. BLDG,
WITH THREE VEHICLE MAINT. BAY,
WELDING SHOP AND OFFICES**

**PROPOSED RECREATION AND FITNESS
CENTER TO BE BUILT OVER DEMOLISHED
SPORT FACILITY**

SOUTH 1ST ST

EXISTING POWERLINE

**REPURPOSED RECREATION
AND FITNESS CENTER TO
BECOME DEDICATED
SENIOR CENTER AND
SPORT FACILITY**

PROPOSED
RECREATION
AND FITNESS
CENTER
40,000 SQ FT
2 STORIES

GYMNASIUM ENTRY

EXISTING DRAINAGE DITCH

SOUTH BROADWAY ST



MAY 09 2020

DATE STAMP: 03/19/2020



CITY OF LA PORTE
604 W FAIRMONT
PARKWAY
LA PORTE, TX 77571
281-471-5020

LA PORTE RECREATION AND FITNESS CENTER NEEDS ASSESSMENT

LA PORTE RECREATION AND FITNESS CENTER | 1322 SOUTH BROADWAY ST
SCALE: 1" = 1/32"

PGAL, LLC
3131 BRIARPARK DR
SUITE 200
HOUSTON, TX 77042
[T] 713 622 1444
[F] 713 968 9333
www.pgal.com





MAY 09 2020

DATE STAMP: 03/19/2020



CITY OF LA PORTE
 604 W FAIRMONT
 PARKWAY
 LA PORTE, TX 77571
 281-471-5020

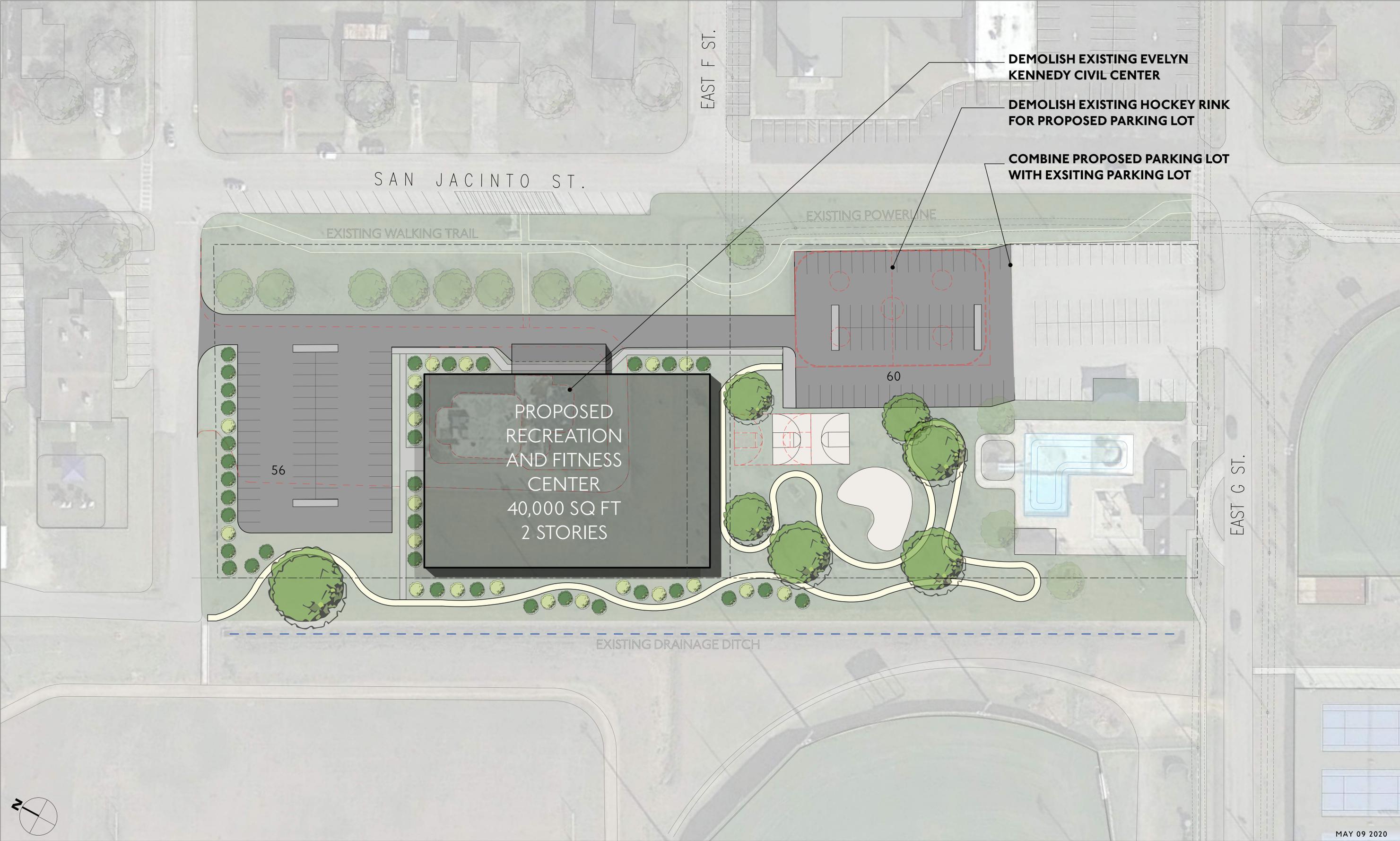
LA PORTE RECREATION AND FITNESS CENTER NEEDS ASSESSMENT

WATERFRONT PROPERTY | 1010 & 1106 BAYSHORE DRIVE
 SCALE: 1" = 1/32"

PGAL, LLC
 3131 BRIARPARK DR
 SUITE 200
 HOUSTON, TX 77042
 [T] 713 622 1444
 [F] 713 968 9333

www.pgal.com



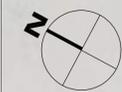


DEMOLISH EXISTING EVELYN KENNEDY CIVIC CENTER

DEMOLISH EXISTING HOCKEY RINK FOR PROPOSED PARKING LOT

COMBINE PROPOSED PARKING LOT WITH EXSITING PARKING LOT

PROPOSED RECREATION AND FITNESS CENTER
 40,000 SQ FT
 2 STORIES



MAY 09 2020

CITY OF LA PORTE
 604 W FAIRMONT PARKWAY
 LA PORTE, TX 77571
 281-471-5020

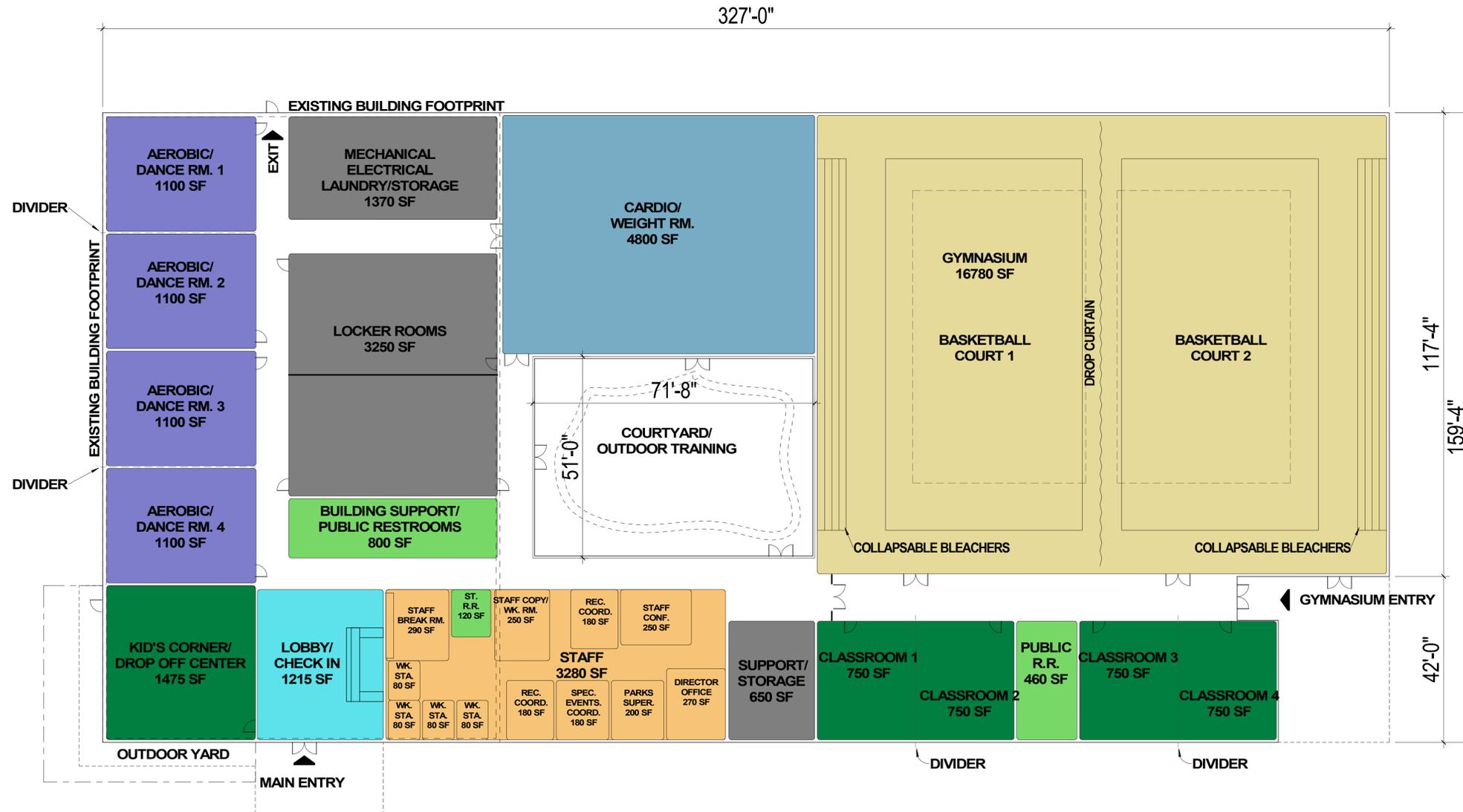
LA PORTE RECREATION AND FITNESS CENTER NEEDS ASSESSMENT

EVELYN KENNEDY CIVIC CENTER | 618 SAN JACINTO ST
 SCALE: 1" = 1/32"

PGAL, LLC
 3131 BRIARPARK DR
 SUITE 200
 HOUSTON, TX 77042
 [T] 713 622 1444
 [F] 713 968 9333
 www.pgal.com



DATESTAMP: 03/19/2020



LA PORTE RECREATION AND FITNESS CENTER OPTION 1
LEVEL 01
APPROX. 47,000 SF

FLOOR PLAN 1/16" = 1'-0" 1

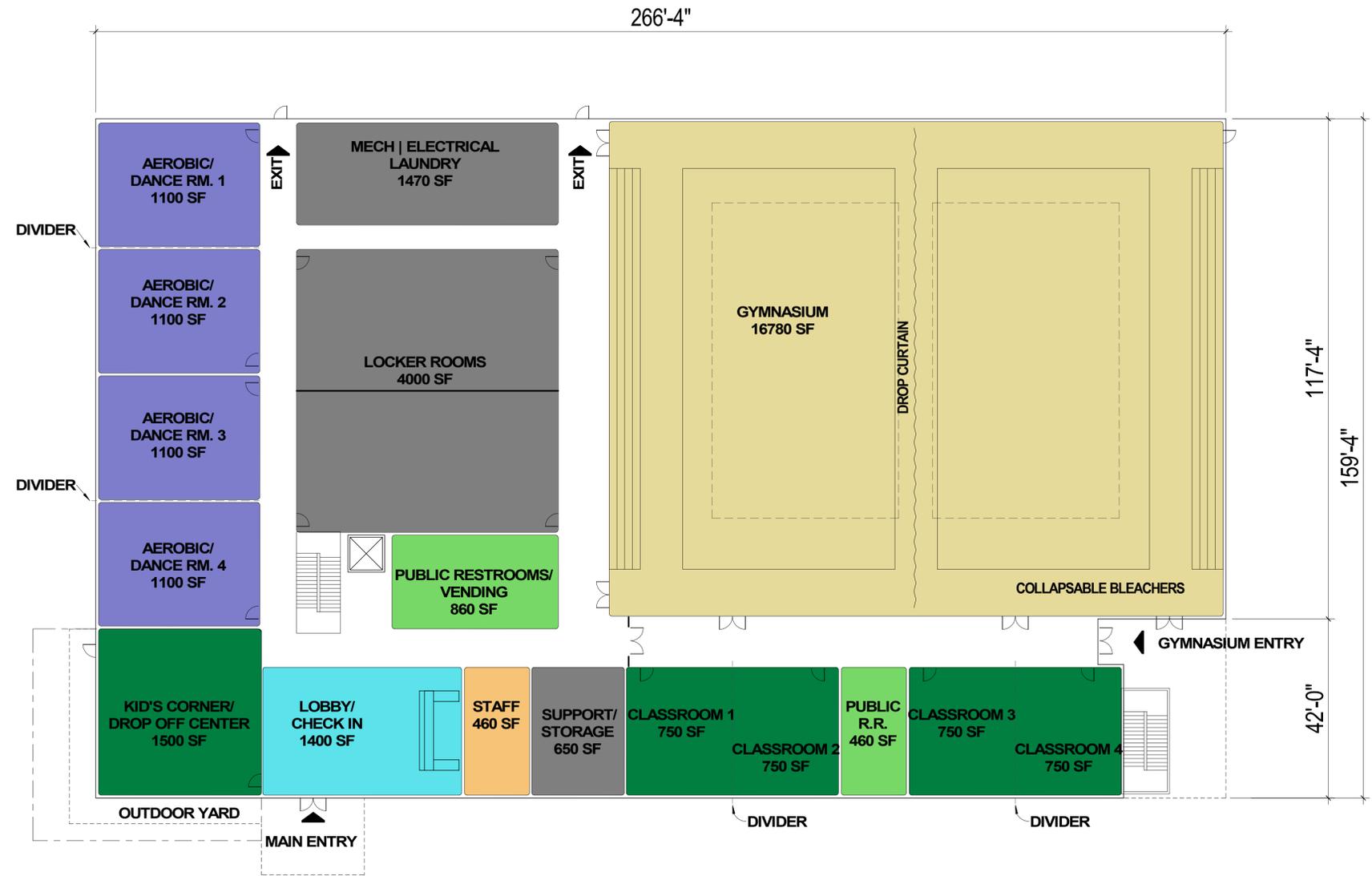


CITY OF LA PORTE
 RECREATION AND FITNESS CENTER
 1 STORY EXPANSION SCHEME

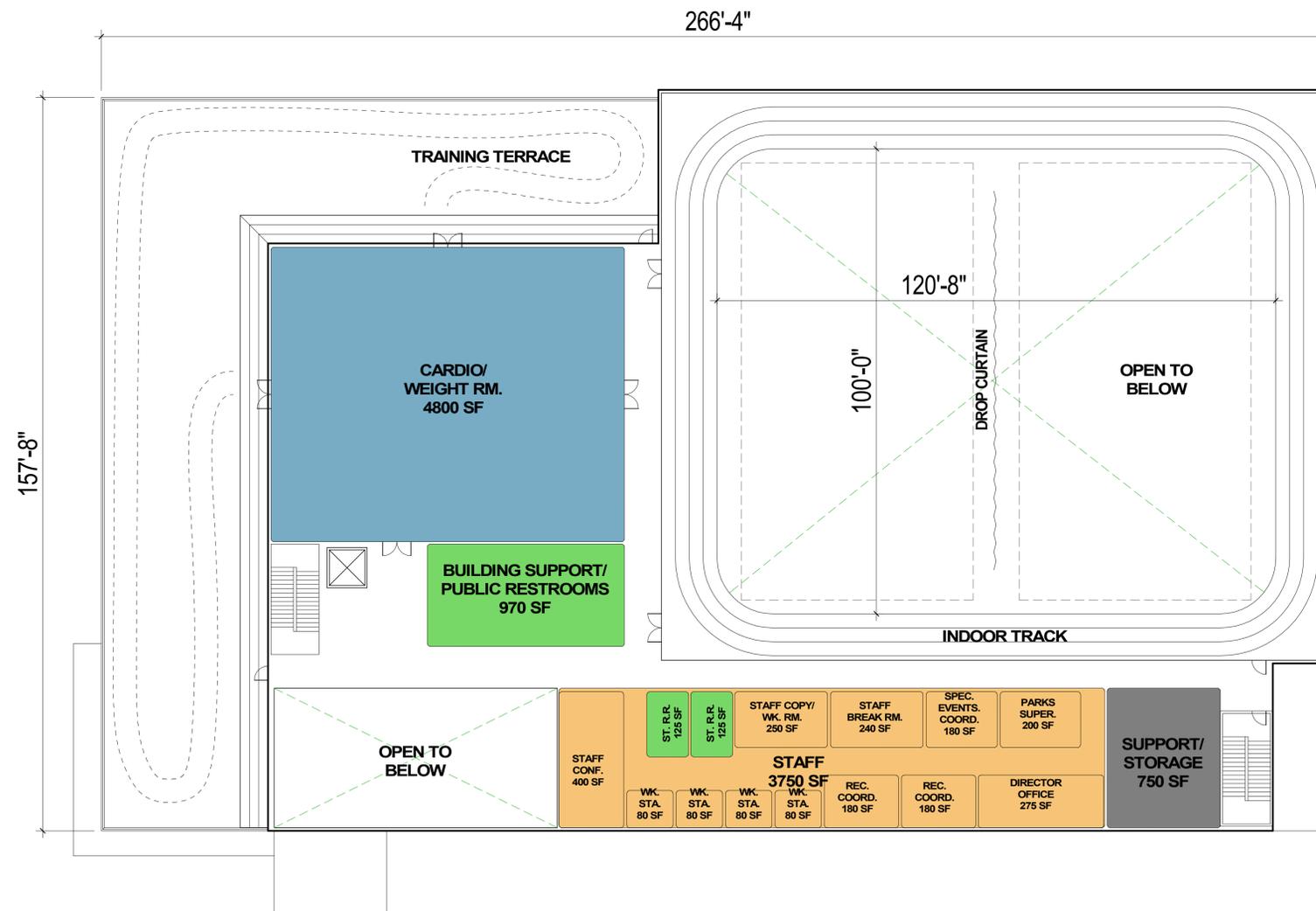


3131 BRANPARK DR.
 SUITE 200
 HOUSTON, TX 77042
 (713) 622-1444
 (713) 998-8333
 TDD: (713) 998-2742
 www.pgsl.com





**LA PORTE RECREATION AND FITNESS CENTER OPTION 2
LEVEL 01
APPROX. 40,000 SF**



OPTION 2
LEVEL 02
APPROX. 21,000 SF

2ND FLOOR PLAN 1/16" = 1'-0" 1

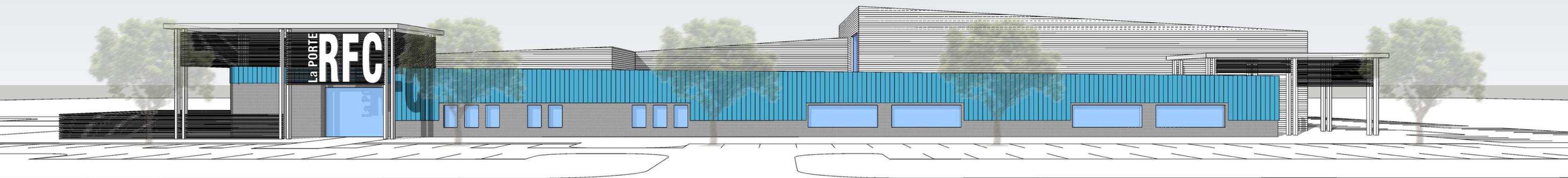


CITY OF LA PORTE
RECREATION AND FITNESS CENTER
2 STORY EXPANSION SCHEME



3131 BRAEBURN DR.
SUITE 200
HOUSTON, TX 77042
[T] 713 622 1444
[F] 713 998 9333
TDD: 713 622 1444
www.pgsl.com





LA PORTE RECREATION AND
FITNESS CENTER
1 STORY MASSING STUDY





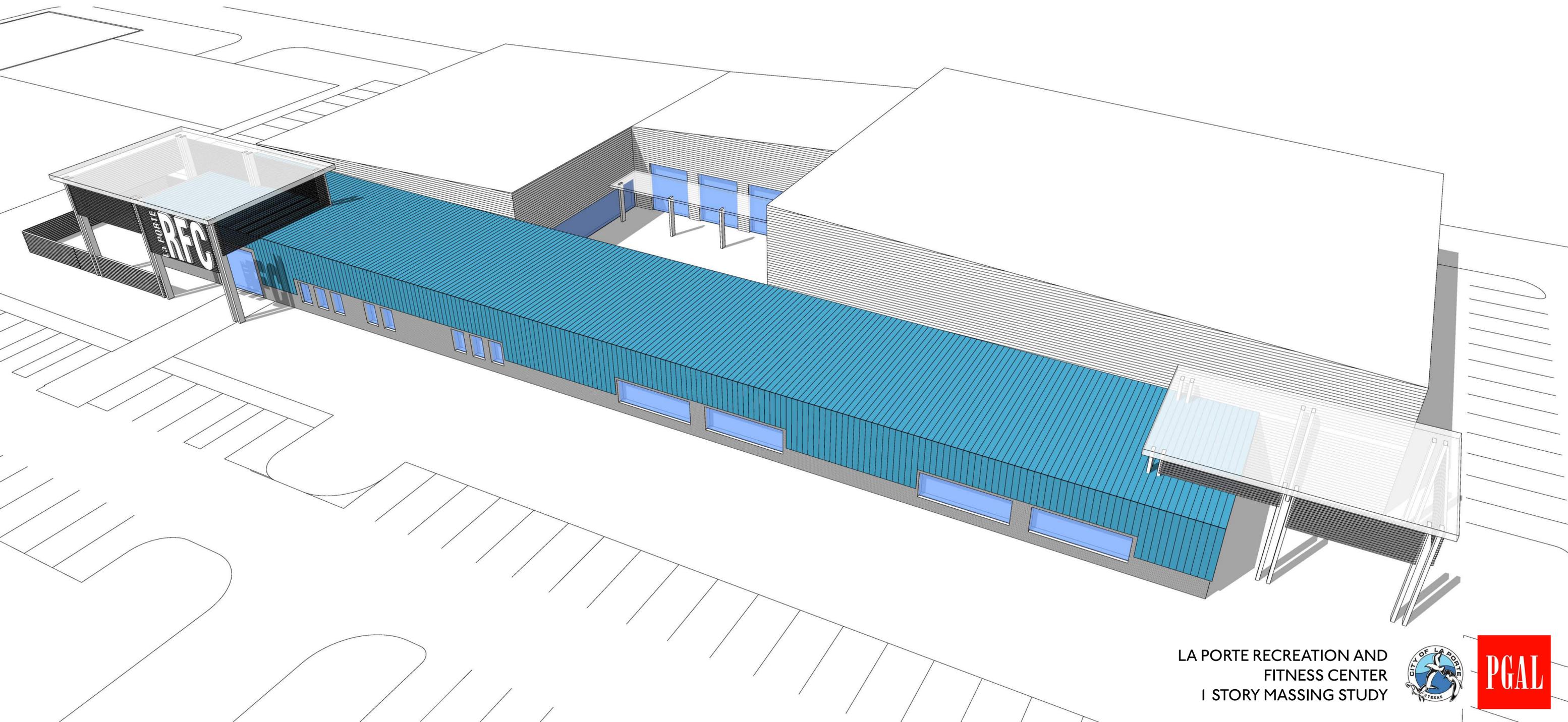
LA PORTE RECREATION AND
FITNESS CENTER
1 STORY MASSING STUDY





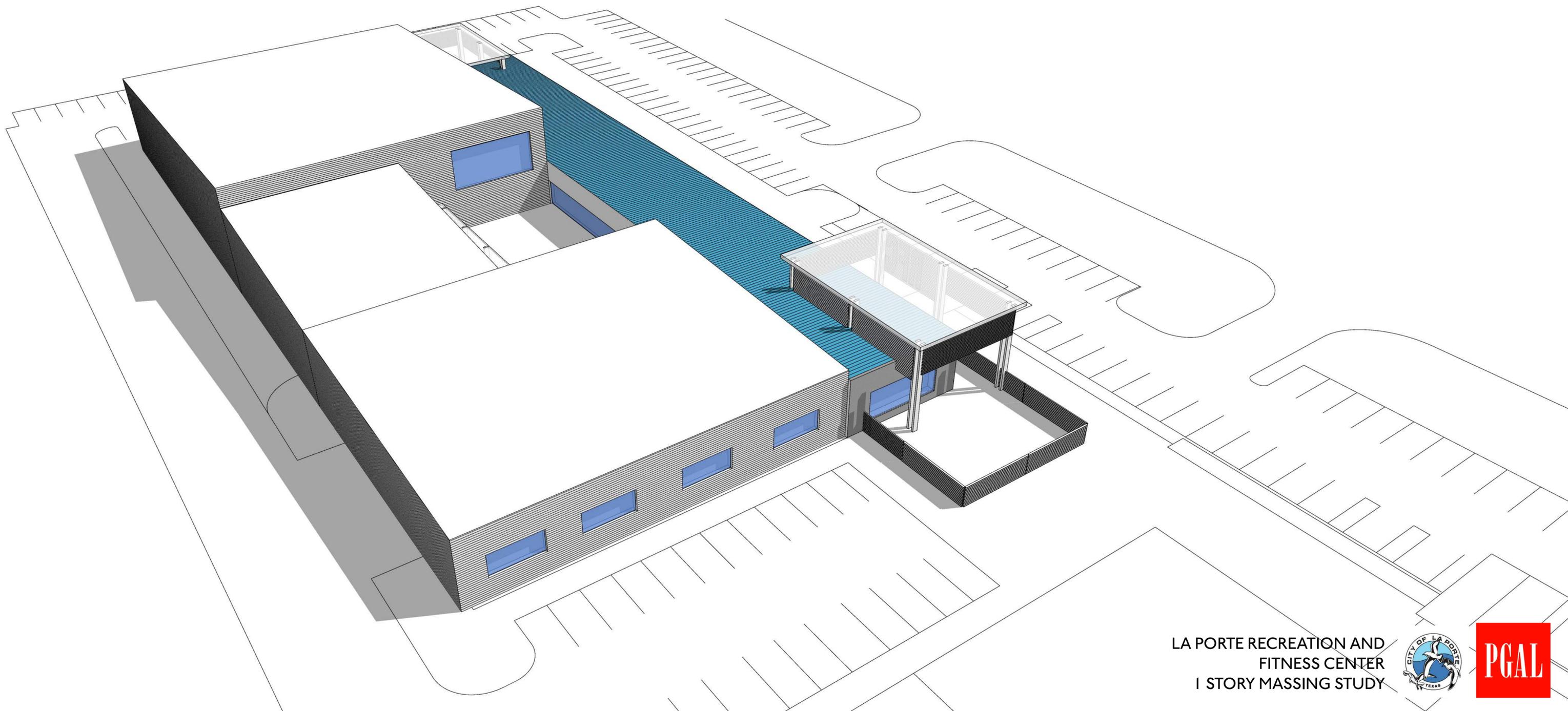
LA PORTE RECREATION AND
FITNESS CENTER
1 STORY MASSING STUDY





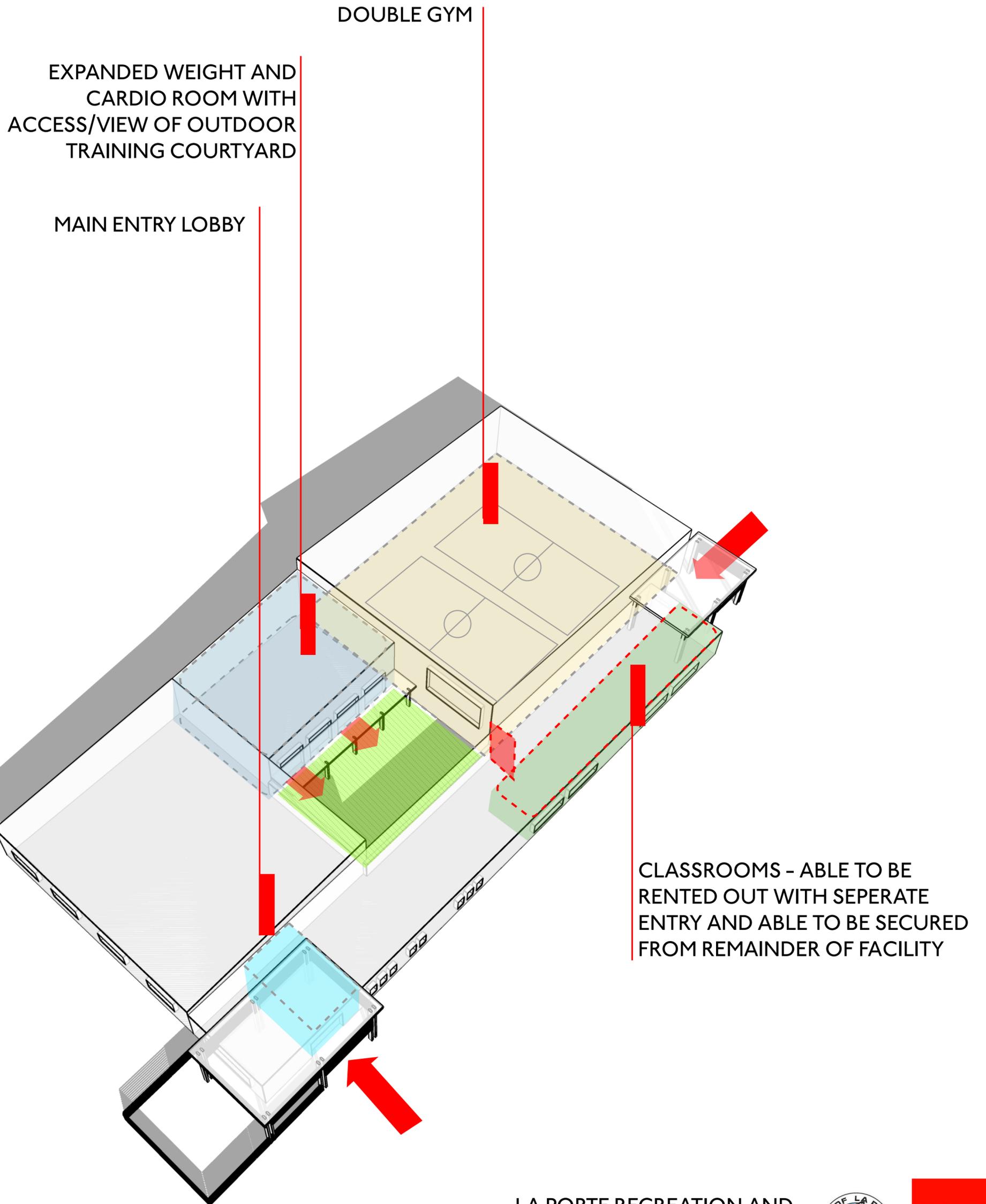
LA PORTE RECREATION AND
FITNESS CENTER
1 STORY MASSING STUDY





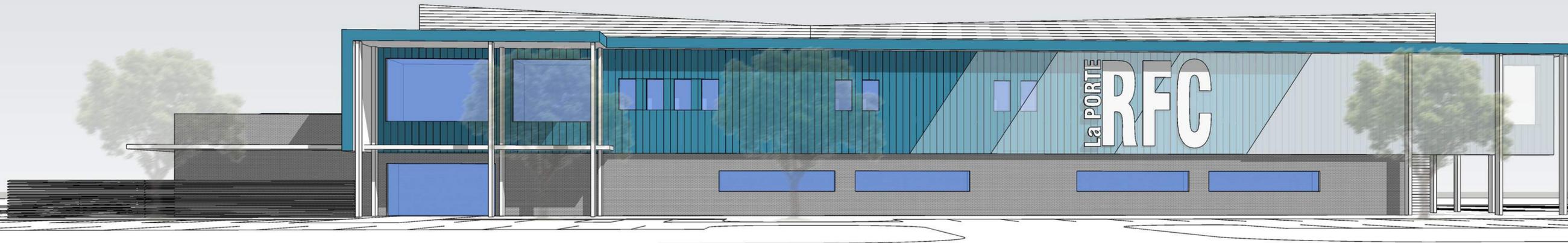
LA PORTE RECREATION AND
FITNESS CENTER
1 STORY MASSING STUDY





LA PORTE RECREATION AND
 FITNESS CENTER
 1 STORY MASSING STUDY





LA PORTE RECREATION AND
FITNESS CENTER
2 STORY MASSING STUDY





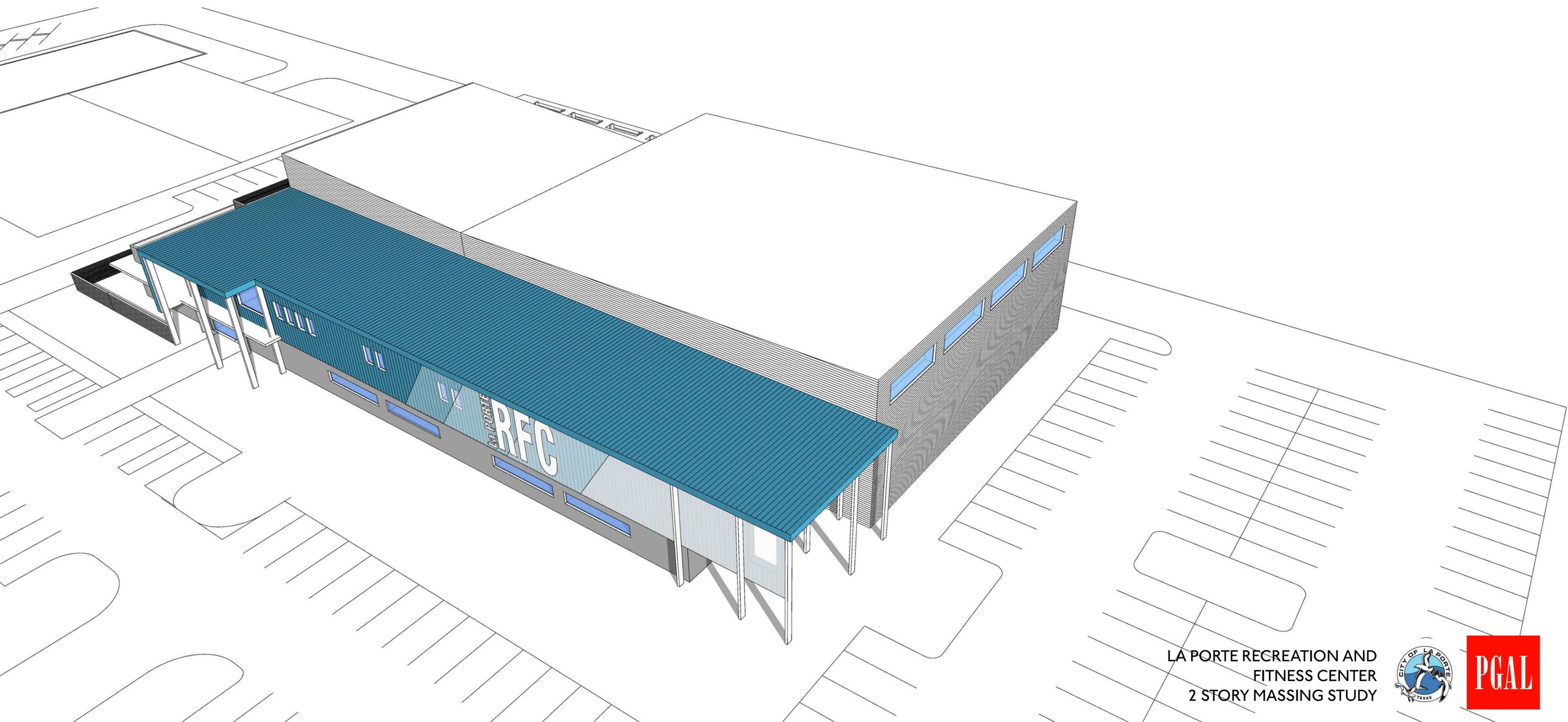
LA PORTE RECREATION AND
FITNESS CENTER
2 STORY MASSING STUDY





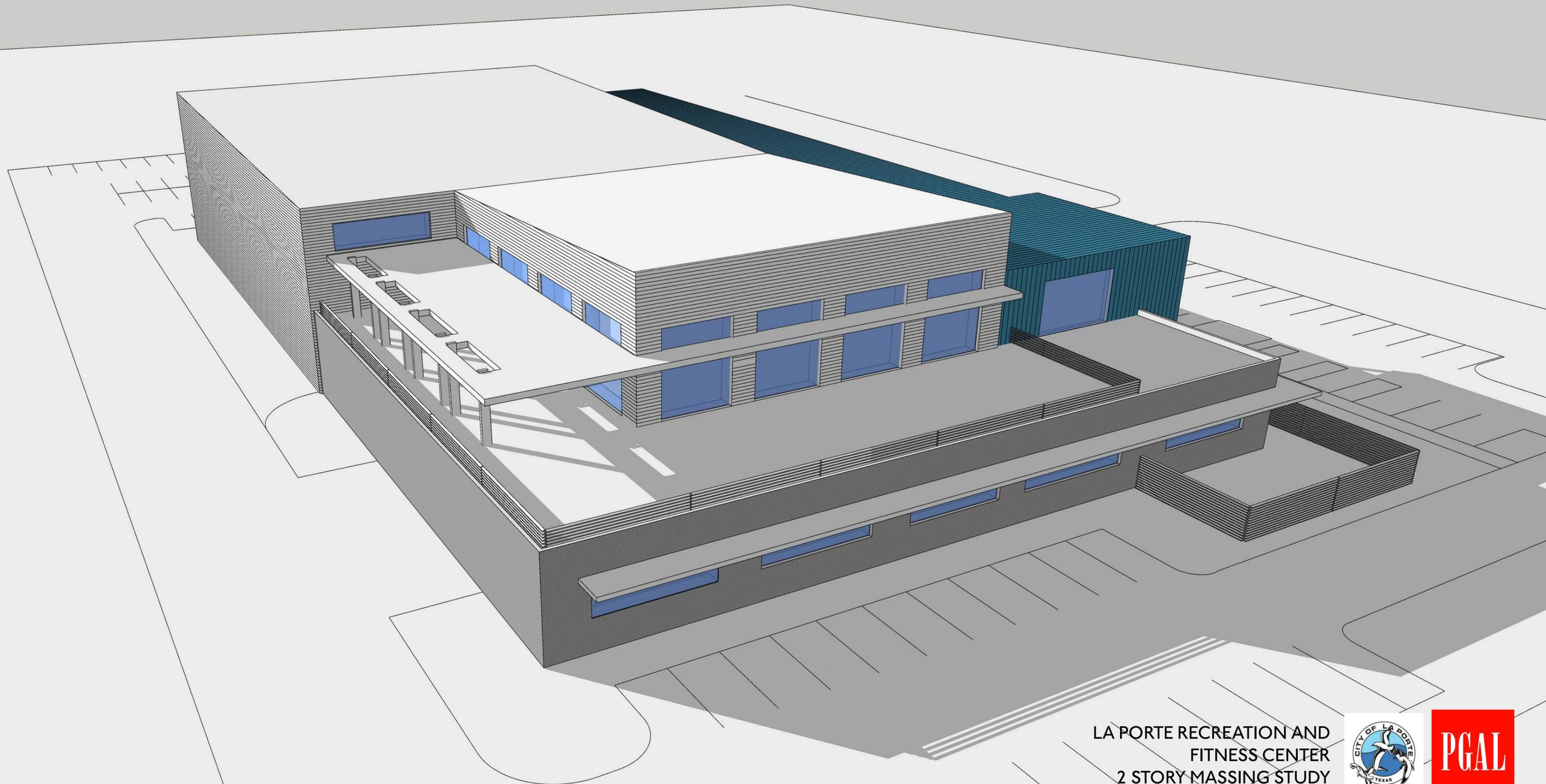
LA PORTE RECREATION AND
FITNESS CENTER
2 STORY MASSING STUDY





LA PORTE RECREATION AND
FITNESS CENTER
2 STORY MASSING STUDY





LA PORTE RECREATION AND
FITNESS CENTER
2 STORY MASSING STUDY

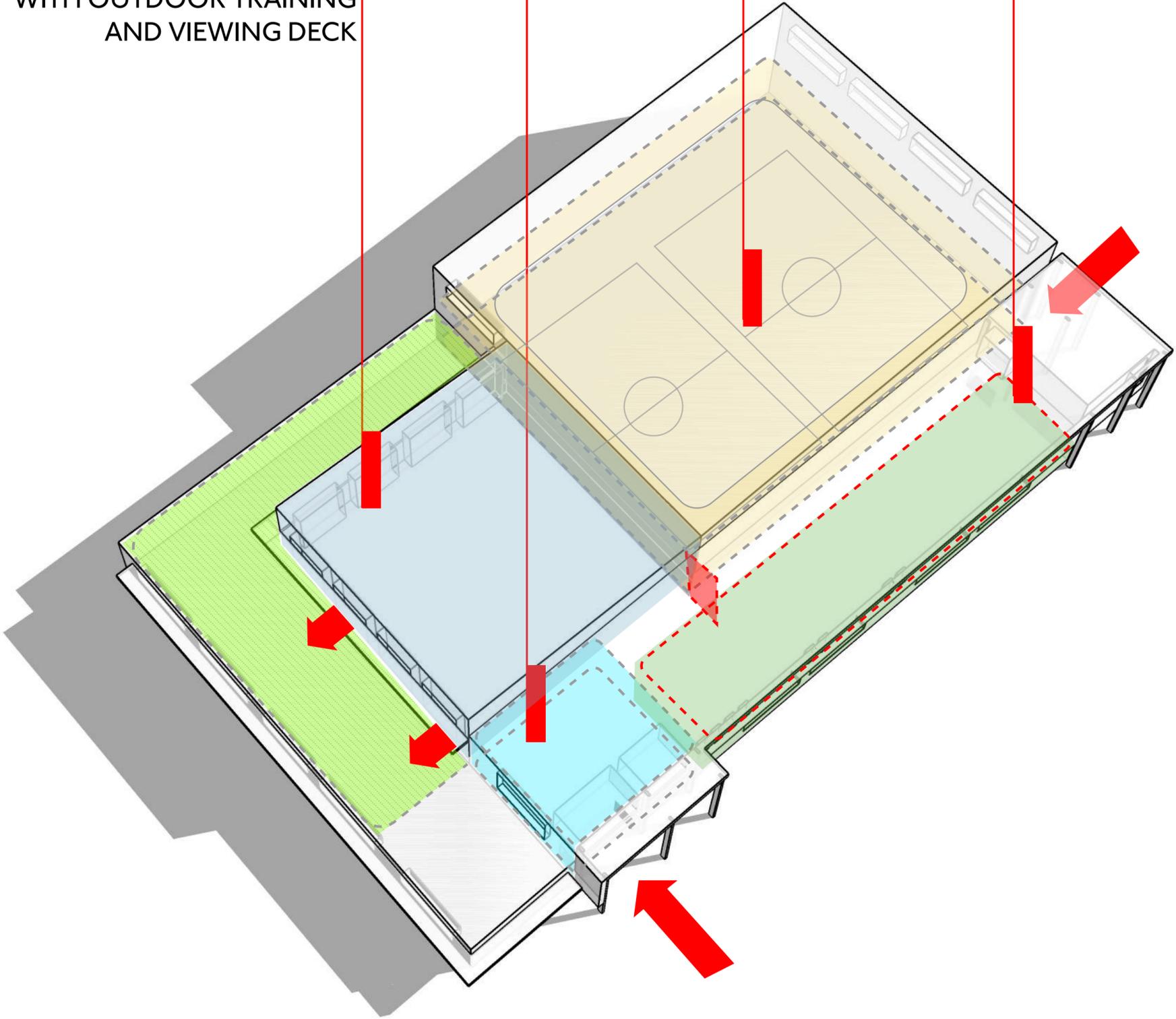


CLASSROOMS - ABLE TO BE RENTED
OUT WITH SEPERATE ENTRY AND ABLE
TO BE SECURED FROM REMAINDER OF
FACILITY

DOUBLE GYMS W/ OVERHEAD
WALKING TRACK ALONG
PERIMETER

DOUBLE HEIGHT ENTRY LOBBY

2ND STORY EXPANDED
WEIGHT AND CARDIO ROOM
WITH OUTDOOR TRAINING
AND VIEWING DECK



LA PORTE RECREATION AND
FITNESS CENTER
2 STORY MASSING STUDY





REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Earp</u>
Department: <u>Public Works</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Airport Drainage Improvements; Existing Inundation Post-improvements Inundation Map; FAA Advisory Circular (Hazardous Wildlife Attractants); Airport Offsite Drainage Report

Map:

SUMMARY

Councilmember Danny Earp would like for staff to discuss four (4) drainage concerns:

- **Cleaning-out ditch F101 and how to get it over the pipeline corridor**

Harris County Flood Control District (HCFCD) has desilted the F101 channel from the existing concrete transition structure to the downstream side of the bridge at Valleyview Drive. Obstructions within HCFCD easements upstream of Valleyview prohibited equipment access during the scheduled desilting operations in 1st quarter 2020, so the contractor moved on to another project. HCFCD's expectation is that the downstream desilting efforts will improve drainage conveyance in the interim, while the larger drainage improvements project for F101 is designed and constructed.

Staff attended a project kick-off meeting with HCFCD and the HCFCD selected design consultant on March 19, 2020. Additional details to be provided after meeting is attended.

- **East end of "H" Street at Sens Road flooding**

The "H" Street Drainage area is split into two areas, east and west, with the western end of "H" Street flowing west to B106 and the eastern end flowing east to F216, by-way of roadside ditches and box culverts. Infrastructure within "H" Street, Sens Road, and F216 are Harris County maintained.

Two major drainage improvement projects have been completed to provide additional inline detention and channel capacity within the F216 drainage channel. Through staff coordination with HCFCD, Phase III drainage improvements from Madison to Sens Road have been identified for funding through the recently passed Harris County Bond election. Currently, City staff is coordinating with HCFCD to collectively address the “H” Street drainage issues as part of the F216 Phase III preliminary engineering phase. Staff is discussing the possibility of an inter-local agreement with HCFCD to assist with funding the preliminary engineering phase of this project.

- **Detention ponds on north side of Airport**

An offsite drainage analysis was prepared in January 2018 as part of the Airport Taxiway Rehabilitation Project to evaluate drainage interactions between the La Porte Municipal Airport and the surrounding neighborhoods. The report evaluated drainage impacts resulting from the airport draining into bordering neighborhoods to the north and west of the airport property. The problem areas along the north and west borders of the airport were identified, which coincide with the two major drainage systems of the airport.

Existing Conditions

The drainage system along North “H” Street to the north of the airport property outfalls into a roadside ditch system along Sens Road. There are two airport channels that run along the northern border of the airport property that converge before turning to flow south. A total of approximately 86 cfs of sheet flow is introduced to the neighborhood during the 100-year storm event, and approximately 7 cfs is introduced during the 5-year storm. This likely results in roadway conveyance during this storm event. Total sheet flow introduced will result in an increase flooding in the neighborhood.

Post Construction Conditions

Expansion of the ditch system draining the northeastern quadrant of the airport is proposed to alleviate flooding to the northern neighborhood. The flowline of the main drainage ditch running along the border of the airport is proposed to drop by 2.5 ft. This lowers the water level to below the neighboring bank and provides linear detention.

Considerations

The possibility of rerouting storm water flows from “H” Street, to/across the airport property has been discussed at previous drainage committee meetings. While the feasibility of this option has not been explored, it is not customary engineering practice to reroute storm water runoff from one watershed to another. Currently, staff is negotiating an engineering services contract containing a scope of work to evaluate potential drainage solutions for “H” Street.

Drainage for Battleground Estates

A proposed conditions hydraulic model was developed during the preliminary design for the North “P” Street Culvert Improvement Project, which recommended replacing the upstream portion of the existing composite structure at North “P” Street, with structures matching the downstream portion of the composite structure. That project allows for full utilization of the structure’s capacity, as well as protect the channel during rainfall events that produce higher amounts of runoff. Per the recommendations of the Phase 1 report, a more detailed Phase 2 engineering analysis of segments upstream of North “P” Street, as well as an evaluation of the roadside ditches within Battleground Estates should be performed to identify necessary improvements to address structural flooding within the area.

Of the list of eight drainage projects presented to the Drainage Committee for prioritization on August 13, 2018, the Battleground Estates Project was the lowest prioritized project. Staff submitted a HMGP grant application for supplemental funding on December 20, 2018. Project is on hold; awaiting supplemental grant funding. Staff requested project status update from TDEM on January 27, 2020 and is awaiting TDEM's update.

RECOMMENDED MOTION

Provide staff direction on these drainage concerns.

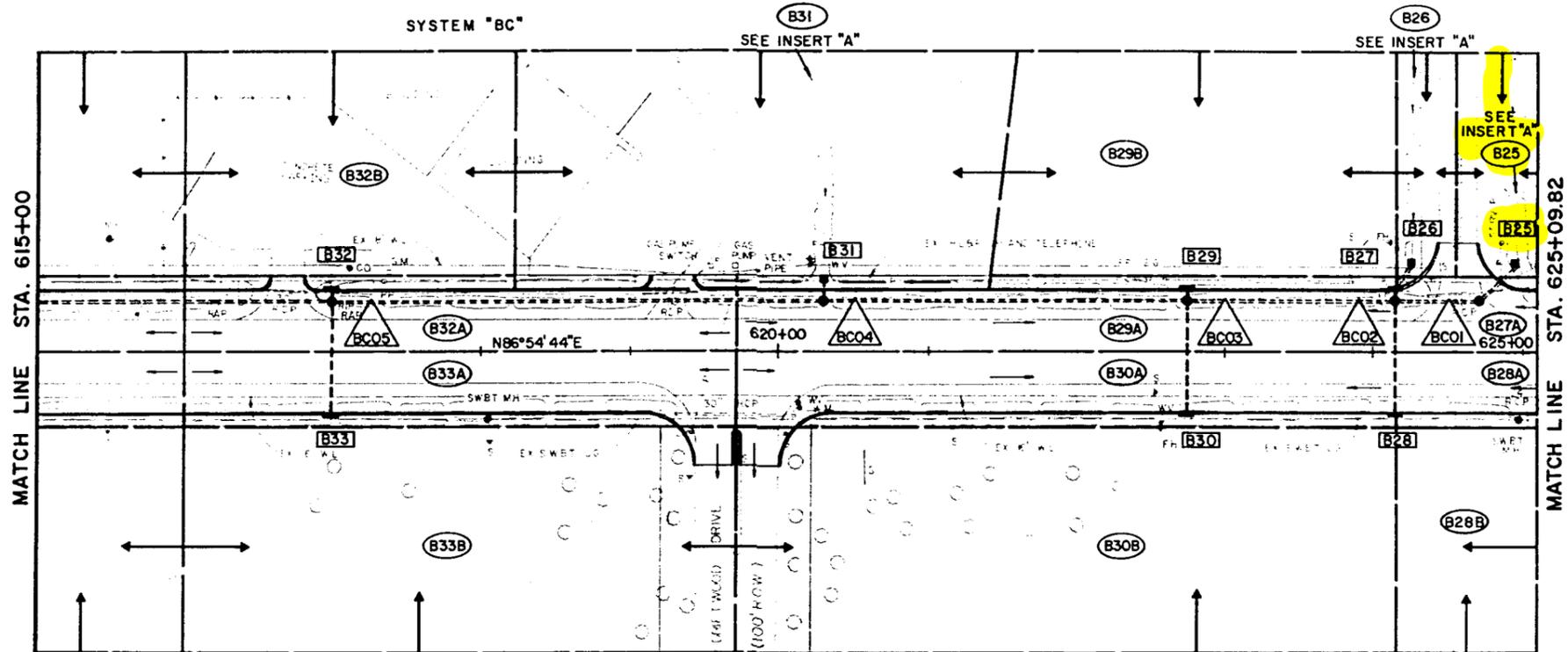
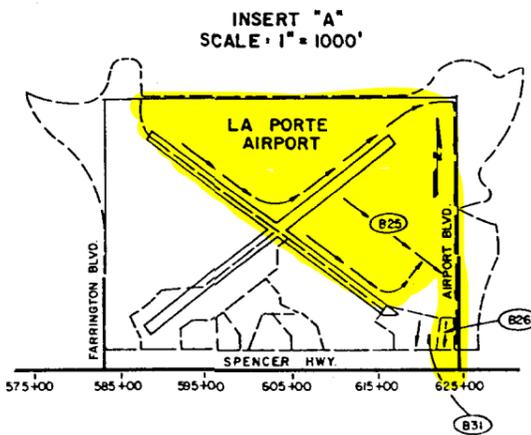
Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

Drainage Areas	"C" Factor			Total CA	Rain Frequency (Years)	Time of Concentration (Min.)	Intensity (In./Hr.)	Flow (CFS)	Total Flow (CFS)
	No.	Acres							
B25	180.00			180.00	2	41	3.03	191.00	33.9 *
B26	2.07			2.07	2	10	6.76	4.90	4.90
B27A	0.27	0.27		0.24	2	10	6.76	1.62	3.72
B27B	0.48		0.48	0.31	2	10	6.76	2.10	
B29A	0.48	0.48		0.43	2	10	6.76	2.91	6.90
B29B	0.91		0.91	0.59	2	10	6.76	3.99	
B31	7.15			7.15	2	10	6.76	16.90	16.90
B32A	0.40	0.40		0.36	2	10	6.76	2.43	
B32B	0.77		0.77	0.50	2	10	6.76	3.38	5.81

* TOTAL FLOW LIMITED BY DITCH CAPACITY OF 33.9 C.F.S.



Drainage Areas	"C" Factor			Total CA	Rain Frequency (Years)	Time of Concentration (Min.)	Intensity (In./Hr.)	Flow (CFS)	Total Flow (CFS)
	No.	Acres							
B28A	0.27	0.27		0.24	2	10	6.76	1.62	5.20
B28B	0.82		0.82	0.53	2	10	6.76	3.58	
B30A	0.51	0.51		0.46	2	10	6.76	3.11	9.80
B30B	1.53		1.53	0.99	2	10	6.76	6.69	
B33A	0.43	0.43		0.39	2	10	6.76	2.64	8.31
B33B	1.29		1.29	0.84	2	10	6.76	5.67	

121



SCALE: 1" = 50'

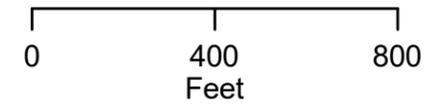
STATE DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION
SPENCER HIGHWAY

DRAINAGE SYSTEM MAPS
STA. 615+00 TO STA. 625+0982

SHEET 15 OF 25

FED. RD. DIST. NO.	FEDERAL AID PROJECT NO.	SHEET NO.
6	CDP 21(20)M, ETC.	121
STATE	STATE DIST. NO.	COUNTY
TEXAS	12	HARRIS
CONT.	SECT.	JOB HIGHWAY NO.
8020	12	011 MH

ETC.



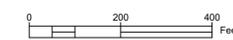
Structure Type

-  Circular Pipe
-  Box Culvert
-  Ditch
-  Improved Culvert
-  Lowered Ditch
-  Linear Detention
-  Widened Ditch

**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

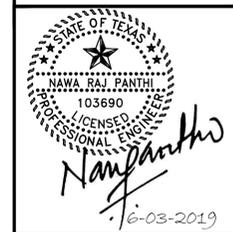
**Exhibit 9
Proposed Drainage
Improvements**





LEGEND

- EXISTING STORM WATER INFRASTRUCTURE
- EXISTING DITCH
- EXISTING FLOW OF DITCH
- EXISTING DITCH



HT&J LLC
 10351 STELLA LINK RD
 HOUSTON, TEXAS 77025
 (O) (832) 767-0090
 TBPE FIRM No. F-14087

CML PE's
 Professional Engineers
 TEXAS FIRM F-18997

LA PORTE MUNICIPAL AIRPORT

AIRFIELD PAVEMENT REHABILITATION AND DRAINAGE IMPROVEMENTS 2019

PROJ MGR Panthi

DRAWN BY Murphree

CHECKED BY Panthi

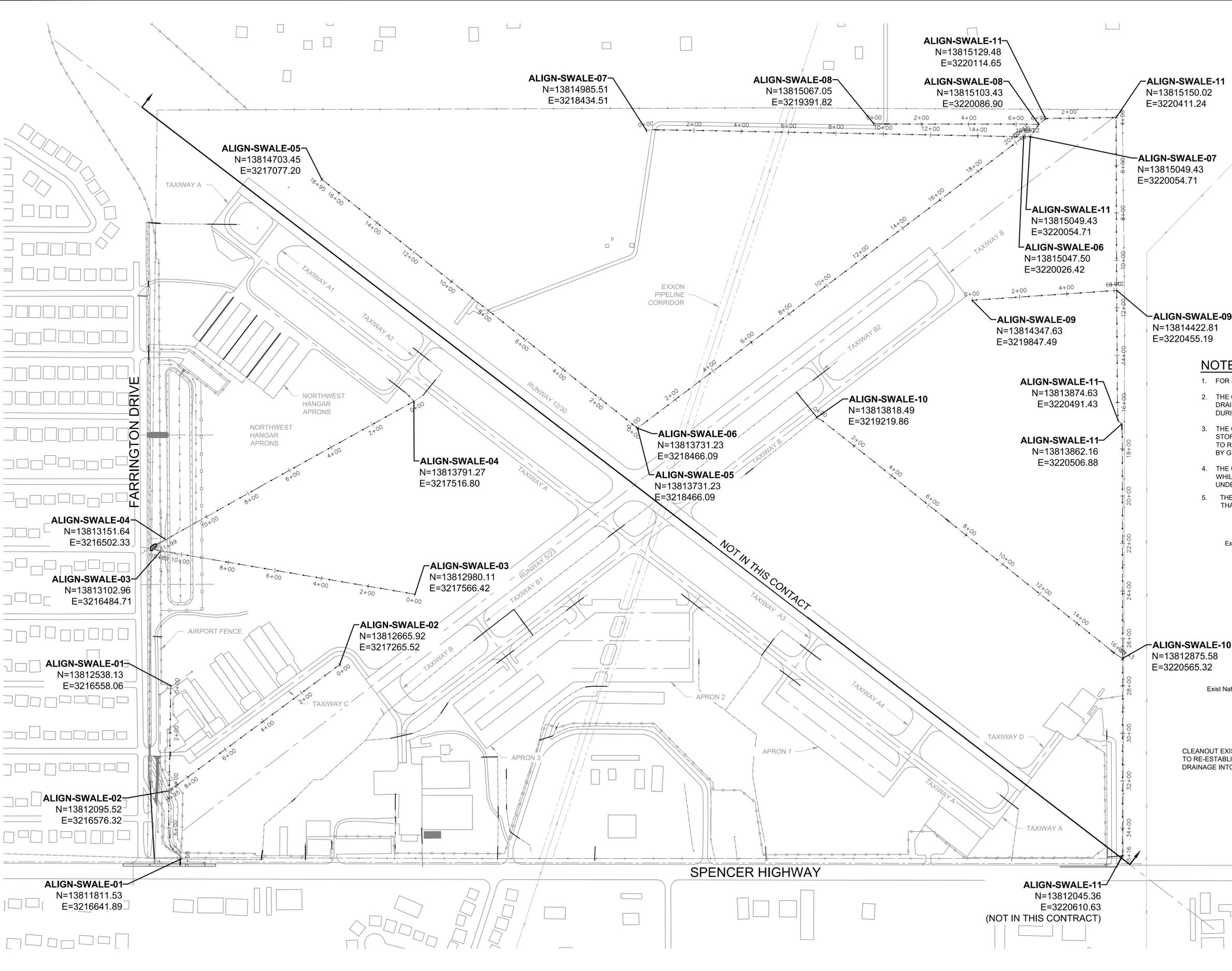
PROJ NO 1912LP RTE

CIVIL PE's PROJ NO 1712LP RTE

TITLE DRAINAGE IMPROVEMENTS

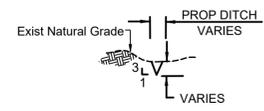
OVERALL EXISTING DRAINAGE DITCHES

SHEET C-301

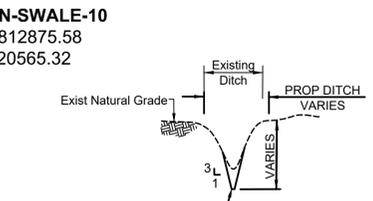


NOTES

1. FOR SURVEY CONTROLS (SEE SHEET G-003)
2. THE CONTRACTOR MUST MAINTAIN POSITIVE DRAINAGE AND AVOID ANY STANDING WATER DURING CONSTRUCTIONS.
3. THE CONTRACTOR MUST MAINTAIN PORTABLE STORMWATER PUMP AVAILABLE ON-SITE ALL TIME TO REMOVE ANY STANDING WATER NOT DRAINED BY GRAVITY.
4. THE CONTRACTOR MUST EXERCISE CAUTION WHILE EXCAVATING AND NOT DAMAGE ANY UNDERGROUND UTILITIES.
5. THE SIDE SLOPES SHOULD NOT BE STEEPER THAN 3:1 SLOPES.



TYPICAL PROPOSED SWALE



TYPICAL REGRADING DITCH

REGRADING SOME DITCHES AND SWALES IS NOT A PART OF THIS CONTRACT. IT WILL BE A SEPARATE CONTRACT.

SPENCER HIGHWAY

NOT IN THIS CONTACT

ALIGN-SWALE-11
 N=13812045.36
 E=3220610.63
 (NOT IN THIS CONTRACT)

ALIGN-SWALE-01
 N=13811811.53
 E=3216641.89

ALIGN-SWALE-02
 N=13812095.52
 E=3216576.32

ALIGN-SWALE-01
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 E=3216558.06

ALIGN-SWALE-03
 N=13813102.96
 E=3216484.71

ALIGN-SWALE-04
 N=13813151.64
 E=3216502.33

ALIGN-SWALE-02
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ALIGN-SWALE-04
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ALIGN-SWALE-06
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ALIGN-SWALE-11
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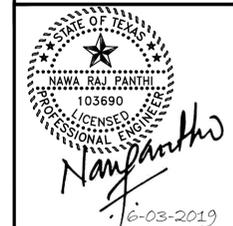
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ALIGN-SWALE-07
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 E=3218434.51

ALIGN-SWALE-05
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 E=3217077.20



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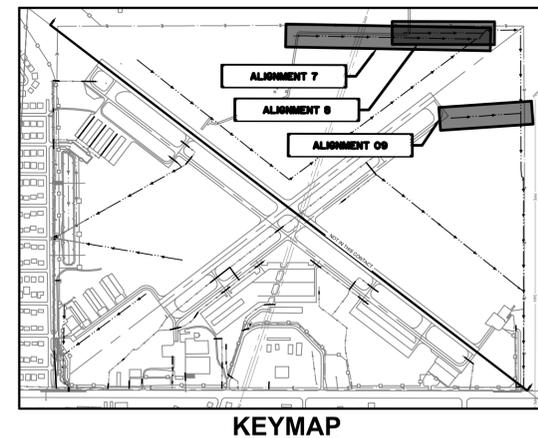
LA PORTE MUNICIPAL AIRPORT

AIRFIELD PAVEMENT REHABILITATION AND DRAINAGE IMPROVEMENTS 2019

PROJ MGR Panthi
 DRAWN BY Murphree
 CHECKED BY Panthi
 PROJ NO 1912LP RTE
 CIVIL PE's PROJ NO 1712LP RTE
 TITLE **DRAINAGE IMPROVEMENTS**

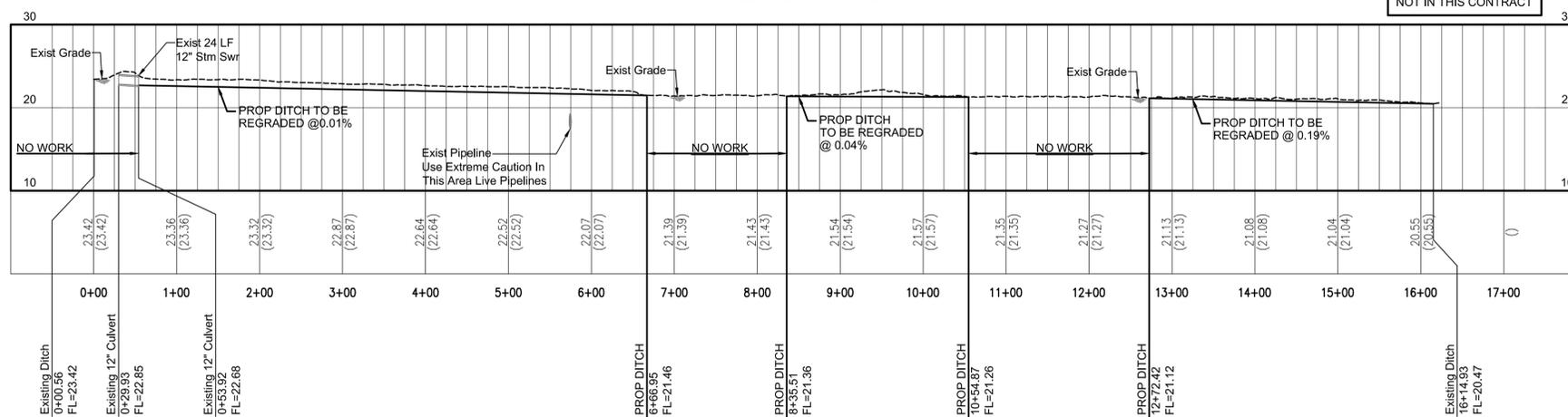
INFIELD DRAINAGE DITCH (SHEET 3)

SHEET **C-304**

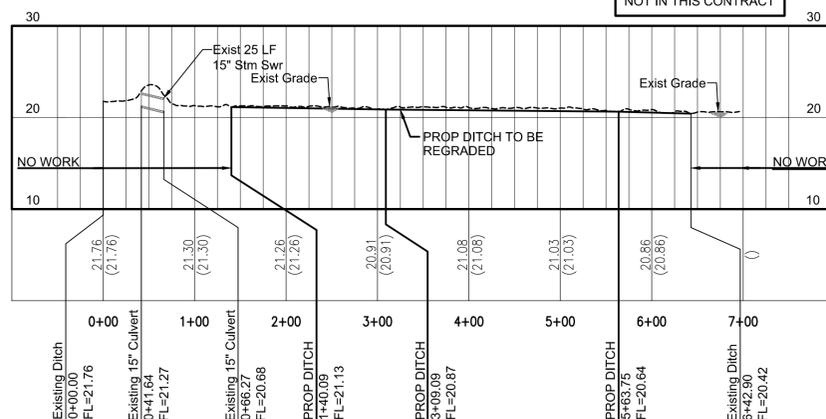


KEYMAP

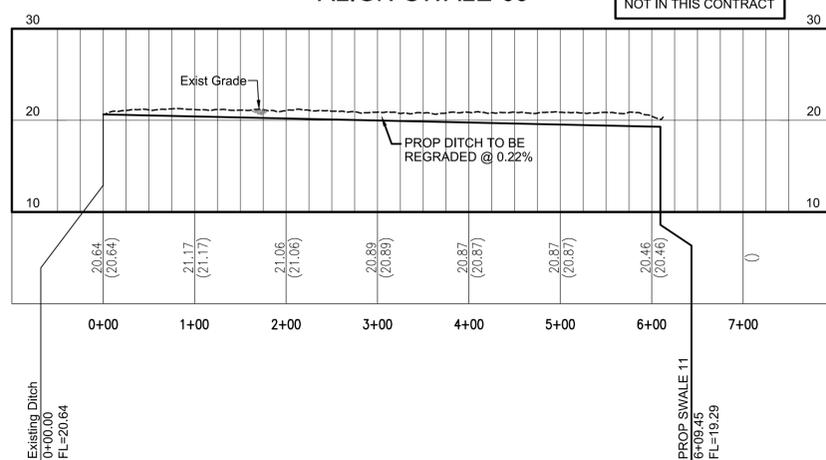
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ALIGN-SWALE-08

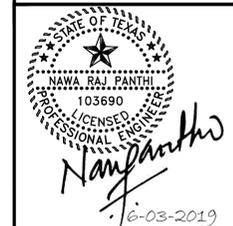


ALIGN-SWALE-09



REGRADING DITCHES AND SWALES SHOWN ON THIS SHEET ARE NOT A PART OF THIS CONTRACT. IT WILL BE A SEPARATE CONTRACT.





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LA PORTE MUNICIPAL AIRPORT

AIRFIELD PAVEMENT REHABILITATION AND DRAINAGE IMPROVEMENTS 2019

PROJ MGR Panthi

DRAWN BY Murphree

CHECKED BY Panthi

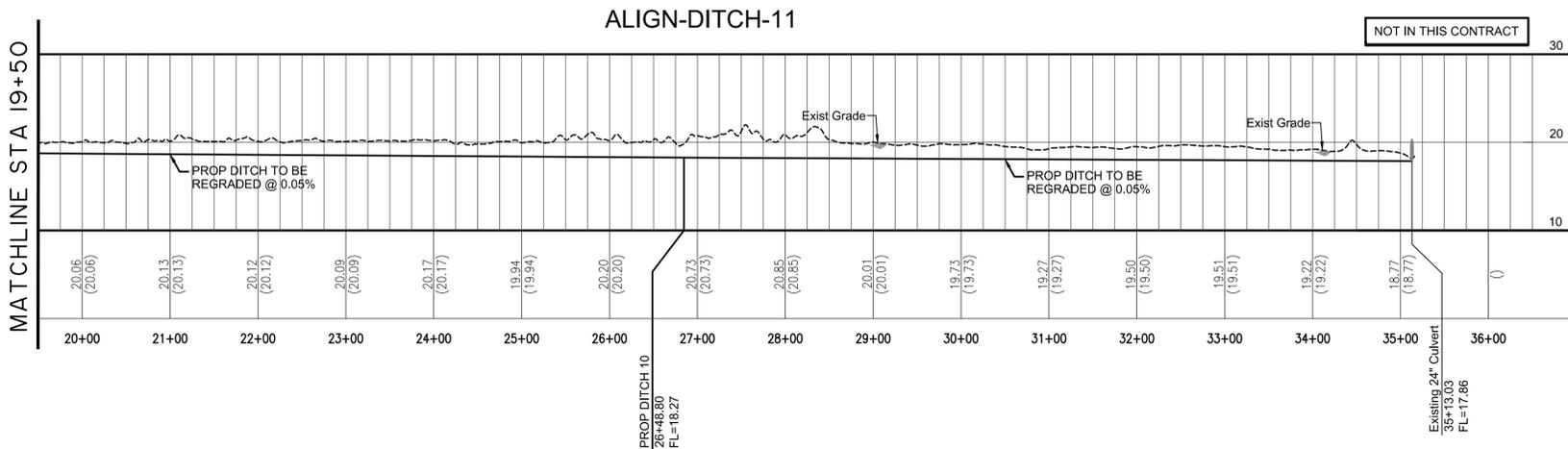
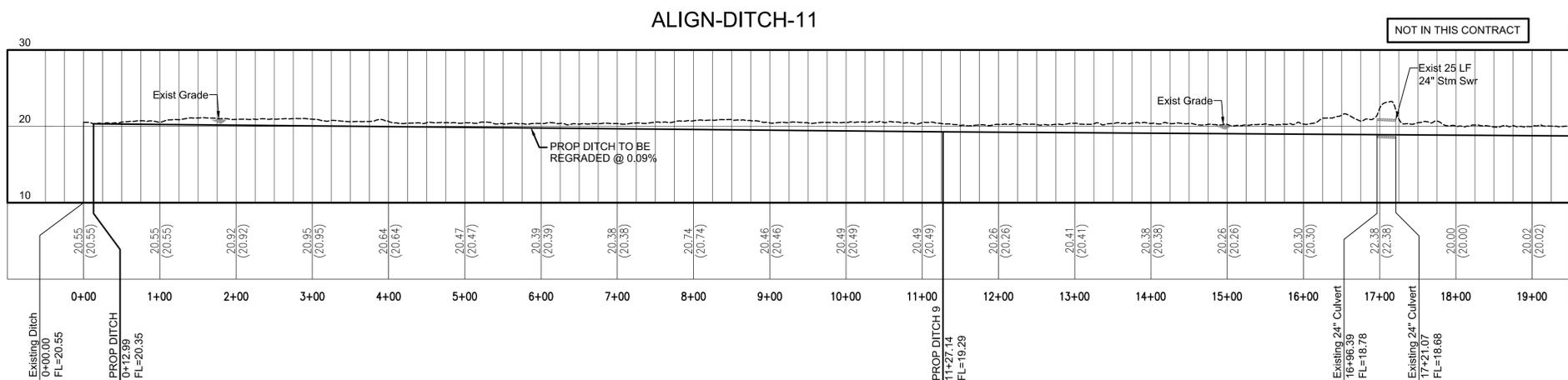
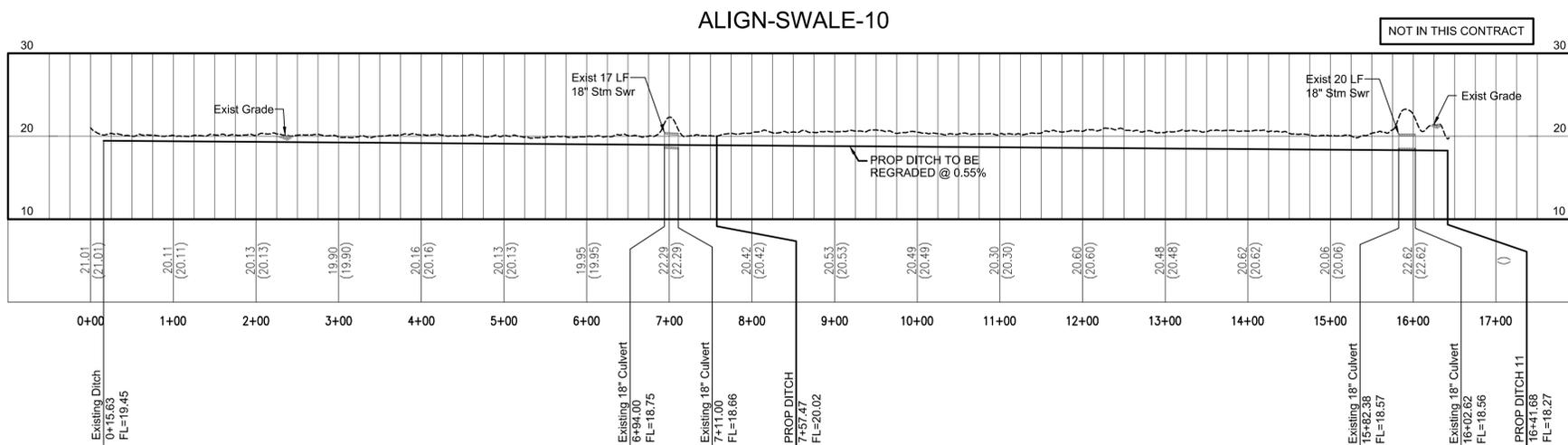
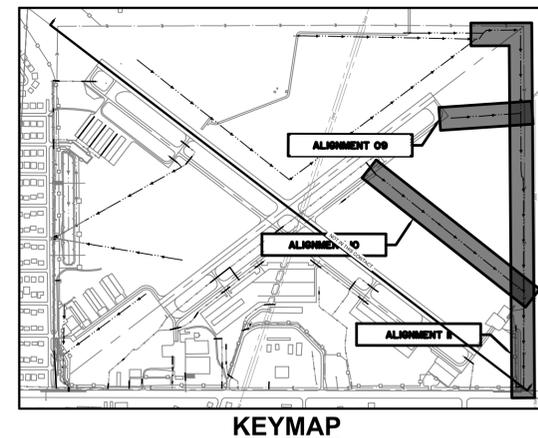
PROJ NO 1912LP RTE

CIVIL PE's PROJ NO 1712LP RTE

TITLE DRAINAGE IMPROVEMENTS

INFIELD DRAINAGE DITCH (SHEET 4)

SHEET C-305

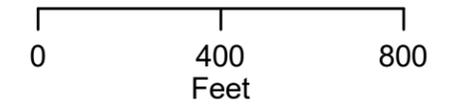


REGRADING DITCHES AND SWALES SHOWN ON THIS SHEET ARE NOT A PART OF THIS CONTRACT. IT WILL BE A SEPARATE CONTRACT.



MATCHLINE STA 19+50

MATCHLINE STA 19+50



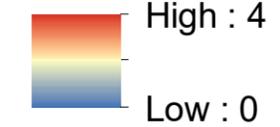
Ditches

- In Channel
- Overbank

Structures

- == No Surcharge
- == Surcharge

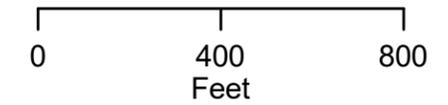
Ponding Depth



**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 6
Existing Drainage System
5-year Inundation**





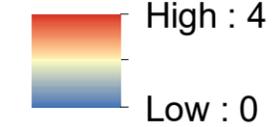
Ditches

- In Channel
- Overbank

Structures

- = No Surcharge
- = Surcharge

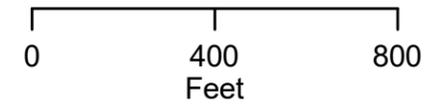
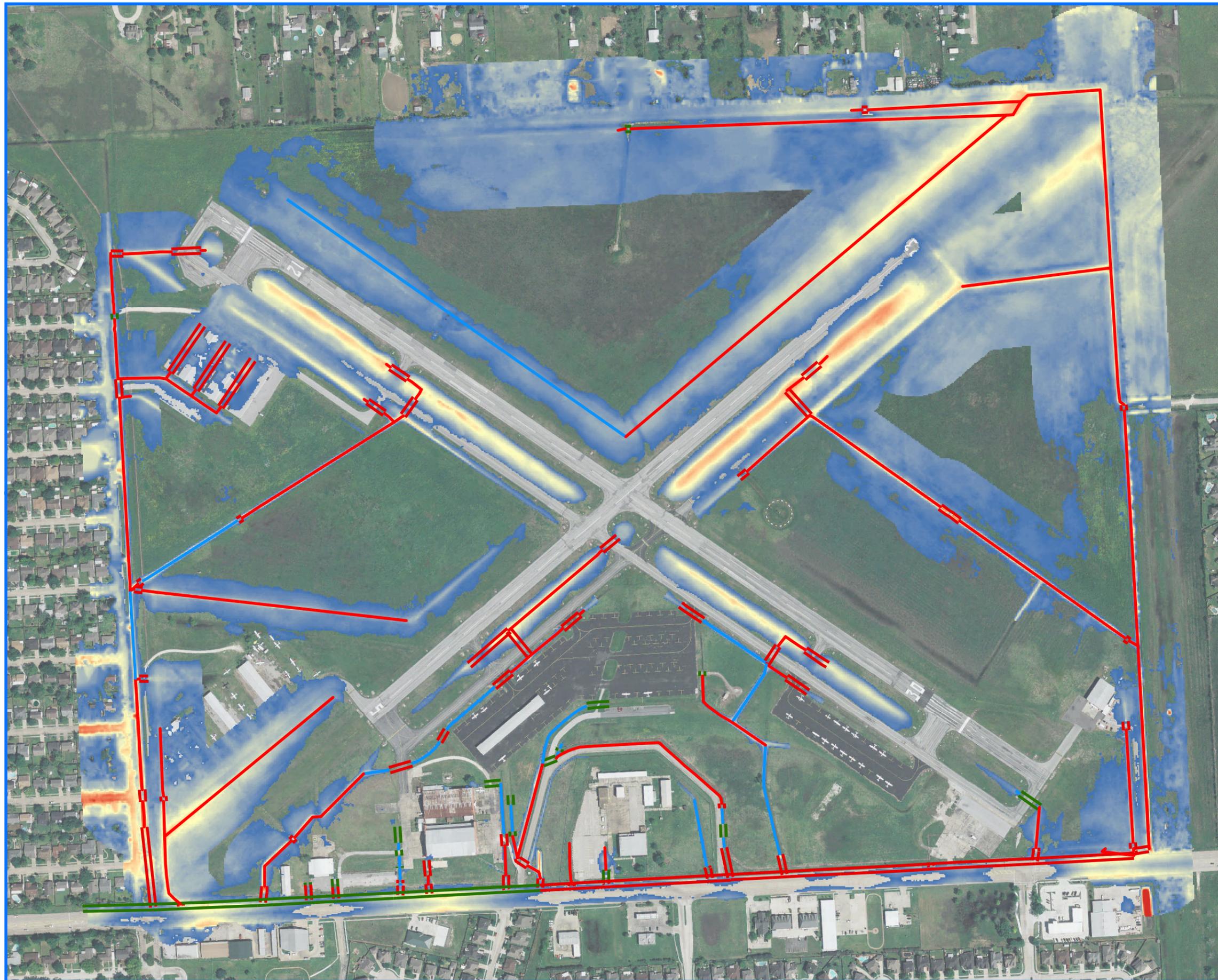
Ponding Depth



**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 7
Existing Drainage System
10-year Inundation**





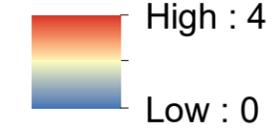
Ditches

- In Channel
- Overbank

Structures

- = Surcharge
- = No Surcharge

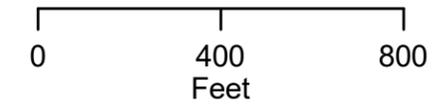
Ponding Depth



**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 8
Existing Drainage System
100-year Inundation**





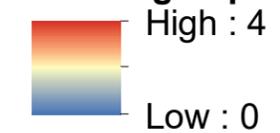
Ditches

- In Channel
- Overbank

Structures

- = Surcharge
- = No Surcharge

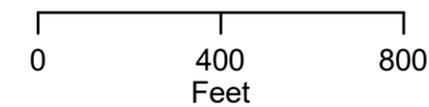
Ponding Depth



**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 11
Proposed Drainage System
5-year Inundation**





Ditches

— In Channel

— Overbank

Structures

== Surcharge

== No Surcharge

Ponding Depth

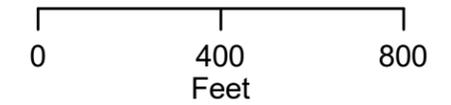
High : 4

Low : 0

**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 12
Proposed Drainage System
10-year Inundation**





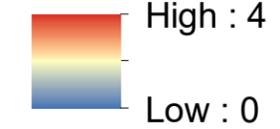
Ditches

- In Channel
- Overbank

Structures

- == Surcharge
- == No Surcharge

Ponding Depth



**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 13
Proposed Drainage System
100-year Inundation**





U.S. Department
of Transportation
**Federal Aviation
Administration**

Advisory Circular

Subject: Hazardous Wildlife Attractants on or
near Airports

Date: 02/21/2020

AC No: 150/5200-33C

Initiated By: AAS-300

Change:

1 **Purpose.**

This Advisory Circular (AC) provides guidance on certain land uses that have the potential to attract hazardous wildlife on or near public-use airports. It also discusses airport development projects (including airport construction, expansion, and renovation) affecting aircraft movement near hazardous wildlife attractants. Appendix 1 provides definitions of terms used in this AC.

2 **Cancellation.**

This AC cancels AC 150/5200-33B, *Hazardous Wildlife Attractants on or near Airports*, dated August 28, 2007.

3 **Application.**

The Federal Aviation Administration recommends the guidance in this AC for land uses that have the potential to attract hazardous wildlife on or near public-use airports. This AC does not constitute a regulation, is not mandatory, and is not legally binding in its own right. It will not be relied upon as a separate basis by the FAA for affirmative enforcement action or other administrative penalty. Conformity with this AC is voluntary, and nonconformity will not affect rights and obligations under existing statutes and regulations, except as follows:

1. Airports that hold Airport Operating Certificates issued under Title 14, Code of Federal Regulations (CFR), Part 139, Certification of Airports, Subpart D, may use the standards, practices and recommendations contained in this AC as one, but not the only, acceptable means of compliance with the wildlife hazard management requirements of Part 139.
2. The FAA recommends the guidance in this AC for airports that receive funding under Federal grant assistance programs, including the Airport Improvement Program. See Grant Assurance #34.

3. The FAA recommends the guidance in this AC for projects funded by the Passenger Facility Charge program. See PFC Assurance #9.
4. The FAA recommends the guidance in this AC for land-use planners and developers of projects, facilities, and activities on or near airports.

4 **Principal Changes.**

Changes are marked with vertical bars in the margin. Change in this AC include:

1. Clarification by the FAA that non-certificated airports are recommended to conduct a Wildlife Hazard Assessment (Assessment) or a Wildlife Hazard Site Visit (Site Visit);
2. Table 1, Ranking of Hazardous Species, has been moved to Advisory Circular 150/5200-32, *Reporting Wildlife Aircraft Strikes* (5/31/2013);
3. Consolidation and reorganization of discussion on land uses of concern; and updated procedures for evaluation and mitigation. Discussion addresses off-airport hazardous wildlife attractants, followed by discussion of on-airport attractants. It also clarifies language regarding the applicability of the AC.

5 **Background.**

1. Information about the risks posed to aircraft by certain wildlife species has increased a great deal in recent years. Improved reporting, studies, documentation, and statistics clearly show that aircraft collisions with birds and other wildlife are a serious economic and public safety problem. While many species of wildlife can pose a risk¹ to aircraft safety, they are not equally hazardous². These hazard rankings can help focus hazardous wildlife management efforts on those species or groups that represent the greatest risk to safe air and ground operations in the airport environment. Used in conjunction with a site-specific Assessment that will determine the relative abundance and use patterns of wildlife species, these rankings combined with a systematic risk analysis can help airport operators better understand the general threat level (and consequences) of certain wildlife species. Also, the rankings can assist with the creation of a “high risk” list of hazardous species that warrant immediate attention.
2. **Most public-use airports have large tracts of open, undeveloped land that provide added margins of safety and noise mitigation. These areas can also present potential hazards to aviation if they encourage wildlife to enter an airport’s approach or departure airspace or aircraft operations area. Constructed or natural areas— such as**

¹ Risk is the relationship between the severity and probability of a threat. It is the product of hazard level and abundance in the critical airspace, and is thus defined as the probability of a damaging strike with a given species.

² Hazardous wildlife are species of wildlife (birds, mammals, reptiles), including feral and domesticated animals, not under control that may pose a direct hazard to aviation (i.e., strike risk to aircraft) or an indirect hazard such as an attractant to other wildlife that pose a strike hazard or are causing structural damage to airport facilities (e.g., burrowing, nesting, perching).

poorly drained locations, detention/retention ponds, roosting habitats on buildings, landscaping, odor-causing rotting organic matter (putrescible waste) disposal operations, wastewater treatment plants, agricultural or aquaculture activities, surface mining, wetlands, or some conservation-based land uses — can provide wildlife with ideal locations for feeding, loafing, reproduction, and escape. Even small facilities, such as fast food restaurants, taxicab staging areas, rental car facilities, aircraft viewing areas, and public parks, can produce substantial attractions for hazardous wildlife.

3. During the past century, wildlife-aircraft strikes have resulted in the loss of hundreds of lives worldwide, as well as billions of dollars in aircraft damage. **Hazardous wildlife attractants on and near airports can jeopardize future airport expansion, making proper community land-use planning essential.** This AC provides airport operators and those parties with whom they cooperate with the guidance they need to assess and address potentially hazardous wildlife attractants when locating new facilities and implementing certain land-use practices on or near public-use airports.

6 **Memorandum of Agreement Between Federal Resource Agencies.**

The FAA, the U.S. Air Force, the U.S. Army Corps of Engineers, the U.S. Environmental Protection Agency, the U.S. Fish and Wildlife Service, and the U.S. Department of Agriculture - Wildlife Services signed a Memorandum of Agreement (MOA) to acknowledge their respective missions in protecting aviation from wildlife hazards. Through the MOA, the agencies established procedures necessary to coordinate their missions to address more effectively existing and future environmental conditions contributing to collisions between wildlife and aircraft (wildlife strikes) throughout the United States. These efforts are intended to minimize wildlife risks to aviation and human safety while protecting the Nation's valuable environmental resources.

7 **Feedback on this AC.**

If you have suggestions for improving this AC, you may use the Advisory Circular Feedback form at the end of this AC.



John R. Dermody
Director of Airport Safety and Standards

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CHAPTER 1. GENERAL SEPARATION CRITERIA FOR HAZARDOUS WILDLIFE ATTRACTANTS ON OR NEAR AIRPORTS

1.1 Introduction.

- 1.1.1 Airport operators should maintain an appropriate environment for the safe and efficient operation of aircraft, which entails mitigating wildlife strike hazards by fencing, modifying the landscape in order to deter wildlife or by hazing or removing wildlife hazardous to aircraft from congregating on airports. When considering proposed land uses, operators and sponsors of airports certificated under Part 139, local planners, and developers must take into account whether the proposed land uses, including new development projects, will increase wildlife hazards. Land-use practices that attract or sustain hazardous wildlife populations on or near airports, specifically those listed in Chapter 2, can significantly increase the potential for wildlife strikes.
- 1.1.2 The FAA urges regulatory agencies and planning and zoning agencies to evaluate proposed new land uses within the separation criteria and prevent the creation of land uses that attract or sustain hazardous wildlife within the separation distances.
- 1.1.3 The FAA recommends the use of minimum separation criteria outlined below for land-use practices that attract hazardous wildlife to the vicinity of airports. Please note that FAA criteria include land uses that cause movement of hazardous wildlife onto, into, or across the airport's approach or departure airspace or aircraft operations area. (See the discussion of the synergistic effects of surrounding land uses in Paragraph 2.8 of this AC.). For the purpose of evaluating distance criteria, the delineation of the aircraft operations area may also consider future airport development plans depicted on the Airport Layout Plan (e.g., planned runway extension).
- 1.1.4 The separation distances are based on (1) flight patterns and performance criteria of piston-powered aircraft and turbine-powered aircraft, (2) the altitude at which most strikes happen (78 percent occur under 1,000 feet and 90 percent occur under 3,000 feet above ground level), and (3) National Transportation Safety Board recommendations.

1.2 Airports Serving Piston-Powered Aircraft.

Airports that do not sell Jet-A fuel normally serve piston-powered aircraft. Notwithstanding more stringent requirements for specific land uses, the FAA recommends a separation distance of 5,000 feet from these airports for any of the hazardous wildlife attractants discussed in Chapter 2 or for new airport development projects meant to accommodate aircraft movement. This distance is to be maintained between the closest point of the airport's aircraft operations area and the hazardous wildlife attractant. Figure 1 depicts an example of the 5,000-foot separation distance measured from the nearest aircraft operations area.

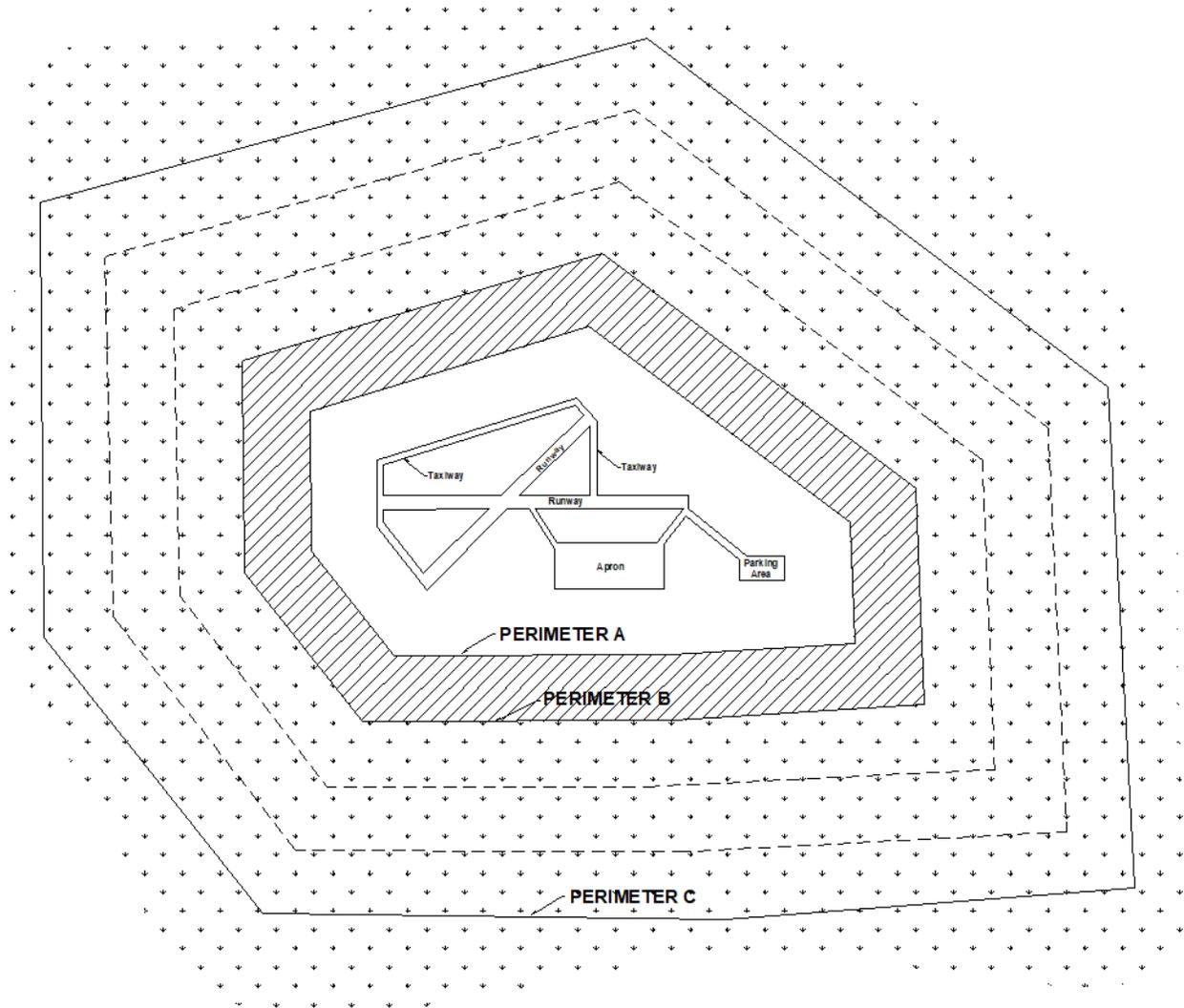
1.3 Airports Serving Turbine-Powered Aircraft.

For airports serving turbine-powered aircraft, the FAA recommends a separation distance of 10,000 feet from these airports for any of the hazardous wildlife attractants discussed in Chapter 2 or for new airport development projects meant to accommodate aircraft movement. This distance is to be maintained between the closest point of the airport's aircraft operations area and the hazardous wildlife attractant. Figure 1 depicts an example of the 10,000-foot separation distance from the nearest aircraft movement areas.

1.4 Protection of Approach, Departure, and Circling Airspace.

For all airports, the FAA recommends a distance of 5 miles between the closest point of the airport's aircraft operations area and the hazardous wildlife attractant. Special attention should be given to hazardous wildlife attractants that could cause hazardous wildlife movement into or across the approach or departure airspace. Figure 1 depicts an example of the 5-mile separation distance measured from the nearest aircraft operations area.

Figure 1. Example of recommended separation distances described in Chapter 1 within which hazardous wildlife attractants should be avoided, eliminated, or mitigated.



PERIMETER A: For airports serving piston-powered aircraft, it is recommended hazardous wildlife attractants be 5,000 feet from the nearest aircraft operations area.

PERIMETER B: For airports serving turbine-powered aircraft, it is recommended hazardous wildlife attractants be 10,000 feet from the nearest aircraft operations area.

PERIMETER C: Recommended for all airports, 5-mile range to protect approach, departure and circling airspace.

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CHAPTER 2. LAND-USE PRACTICES ON OR NEAR AIRPORTS THAT POTENTIALLY ATTRACT HAZARDOUS WILDLIFE

2.1 General.

- 2.1.1 Many types of vegetation, habitats and land use practices can provide an attractant to animals that pose a risk to aviation safety. Hazardous wildlife use the natural or artificial habitats on or near an airport for food, water or cover. The wildlife species and the size of the populations attracted to the airport environment vary considerably, depending on several factors, including land-use practices on or near the airport. In addition to the specific considerations outlined below, airport operators should refer to *Wildlife Hazard Management at Airports* manual, prepared by FAA and U.S. Department of Agriculture (USDA) staff. (This manual is available in English, Spanish, and French). This manual, as well as other helpful resources can be viewed and downloaded free of charge from the Wildlife Strike Resources section of the FAA's wildlife hazard mitigation web site:
http://www.FAA.gov/airports/airport_safety/wildlife).
- 2.1.1.1 The USDA / Animal and Plant Health Inspection Service (APHIS) / Wildlife Services developed a new publication series on wildlife damage management and is available online. The Wildlife Damage Management Technical Series highlights wildlife species or groups of wildlife species that cause damage to agriculture, property and natural resources, and/or impact aviation and human health and safety. The publications can be found at:
https://www.aphis.usda.gov/aphis/ourfocus/wildlifedamage/sa_reports/ct_wildlife+damage+management+technical+series.
- 2.1.1.2 Additional resources have been provided by the USDA / APHIS / Wildlife Services National Wildlife Research Center (NWRC) at:
https://www.aphis.usda.gov/aphis/ourfocus/wildlifedamage/programs/nwrc/sa_publications/ct_research_gateway. The NWRC Research Gateway contains research articles, reports, factsheets, technical notes, data and other materials on wildlife hazard mitigation, risk reduction, animal ecology, habitats, and advanced technologies and methodologies.
- 2.1.2 This section discusses land-use practices having the potential to attract hazardous wildlife and threaten aviation safety. The FAA has determined that the land uses listed below are generally not compatible with safe airport operations when they are located within the separation distances provided in Paragraphs 1.2 through 1.4.
- 2.1.3 As a reminder, these types of land uses or facilities often require permits from the appropriate permitting agency. The FAA may work with the permitting agency to include conditions for monitoring and mitigation measures, if necessary. Ultimately, the permittee is responsible for compliance to these conditions and the permitting agency is responsible for tracking compliance.

2.2 Waste Disposal Operations.

Municipal solid waste landfills (municipal landfills) are known to attract large numbers of hazardous wildlife, particularly birds. Because of this, these operations, when located within the separations identified in the siting criteria in Paragraphs 1.2 through 1.4, are considered incompatible with safe airport operations.

2.2.1 Siting for New Municipal Solid Waste Landfills Subject to AIR 21.

2.2.1.1 Section 503 of the Wendell H. Ford Aviation Investment and Reform Act for the 21st Century (P. L. 106-181) (AIR 21), 49 U.S.C. § 44718(d), prohibits the construction or establishment of a new municipal landfill within 6 miles of certain public-use airports. Before these prohibitions apply, both the airport and the landfill must meet the very specific conditions described below. These restrictions do not apply to airports or landfills located within the state of Alaska.

2.2.1.2 The airport must (1) have received a Federal grant(s) under 49 U.S.C. § 47101, et. seq.; (2) be under control of a public agency; (3) serve some scheduled air carrier operations conducted in aircraft with less than 60 seats; and (4) have total annual enplanements consisting of at least 51 percent of scheduled air carrier enplanements conducted in aircraft with less than 60 passenger seats.

2.2.1.3 The proposed municipal landfill must (1) be within 6 miles of the airport, as measured from airport property line to the landfill property line, and (2) have started construction or establishment on or after April 5, 2001. Section 44718(d) only limits the construction or establishment of some new landfills. It does not limit the expansion, either vertical or horizontal, of existing landfills.

2.2.1.4 Regarding existing municipal landfills and lateral expansions of landfills, 40 CFR § 258.10 requires owners or operators of a landfill units located within the separation distances provided in Paragraphs 1.2 through 1.4 to demonstrate that the unit is designed and operated so that it does not pose a bird hazard to aircraft. To accomplish this, follow the instructions provided in Paragraphs 3.2 and 3.3, document the wildlife monitoring and mitigation procedures that are cooperatively developed, and place this documentation in the operating permit of the facility.

2.2.2 Siting for New Municipal Landfills Not Subject to AIR 21.

If an airport and a municipal landfill do not meet the criteria of § 44718(d), then FAA recommends against locating the landfill within the separation distances identified in Paragraphs 1.2 through 1.4. In determining this distance separation, measurements should be made from the closest point of the airport property boundary to the closest point of the landfill property boundary.

2.2.3 Considerations for Existing Waste Disposal Facilities Within the Limits of Separation Criteria.

The FAA recommends against airport development projects that would increase the number of aircraft operations or accommodate larger or faster aircraft near landfill operations located within the separations identified in Paragraphs 1.2 through 1.4. In addition, in accordance with 40 CFR § 258.10, owners or operators of existing landfill units that are located within the separations listed in Paragraphs 1.2 through 1.4 must demonstrate that the unit is designed and operated so it does not pose a bird hazard to aircraft. (See Paragraph 4.3.2 of this AC for a discussion of this demonstration requirement.)

2.2.4 Enclosed Trash Transfer Stations.

Enclosed waste-handling facilities that receive garbage behind closed doors; process it via compaction, incineration, or similar manner; and remove all residue by enclosed vehicles generally are compatible with safe airport operations, provided they are constructed and operated properly and are not located on airport property or within the Runway Protection Zone. These facilities should not handle or store putrescible waste outside or in a partially enclosed structure accessible to hazardous wildlife. Trash transfer facilities that are open on one or more sides; or store uncovered quantities of municipal solid waste outside, even if only for a short time; or use semi-trailers that leak or have trash clinging to the outside; or do not control odors by ventilation and filtration systems (odor masking is not acceptable) do not meet the FAA's definition of fully enclosed trash transfer stations. The FAA considers fully enclosed waste-handling facilities constructed or operated incorrectly incompatible with safe airport operations if they are located closer than the separation distances specified in Paragraphs 1.2 through 1.4.

2.2.5 Composting Operations on or near Airport Property.

Composting operations that accept only yard waste (e.g., leaves, lawn clippings, or branches) generally do not attract hazardous wildlife. Sewage sludge, woodchips, and similar material are not municipal solid wastes and may be used as compost bulking agents. The compost, however, must never include food or other municipal solid waste. Composting operations should not be located on airport property unless effective, risk-reducing mitigations are in place. Off-airport property composting operations should be located no closer than the greater of the following distances: 1,200 feet from any aircraft operations area or the distance called for by airport design requirements (see AC 150/5300-13, *Airport Design*). This spacing should prevent material, personnel, or equipment from penetrating any Object Free Area, Obstacle Free Zone, Threshold Siting Surface, or Clearway. Airport operators should monitor composting operations located in proximity to the airport to ensure that steam or thermal rise does not adversely affect air traffic.

2.2.6 Underwater Waste Discharges.

The FAA recommends against the underwater discharge of any food waste (e.g., fish processing offal) within the separations identified in Paragraphs 1.2 through 1.4 because it could attract scavenging hazardous wildlife.

2.2.7 Recycling Centers.

Recycling centers that accept previously sorted non-food items, such as glass, newspaper, cardboard, aluminum, electronic, and household wastes such as paint, batteries, and oil, are, in most cases, not attractive to hazardous wildlife and are acceptable.

2.2.8 Construction and Demolition Debris Facilities.

2.2.8.1 Construction and demolition landfills generally do not attract hazardous wildlife and are acceptable if maintained in an orderly manner, admit no putrescible waste, and are not co-located with other waste disposal operations. However, construction and demolition landfills have similar visual and operational characteristics to putrescible waste disposal sites. When co-located with putrescible waste disposal operations, construction and demolition landfills are more likely to attract hazardous wildlife because of the similarities between these disposal facilities.

2.2.8.2 Therefore, a construction and demolition landfill co-located with another waste disposal operation should be located outside of the separations identified in Paragraphs 1.2 through 1.4.

2.2.8.3 Airport operators should be aware that on-site storage of construction and maintenance debris, as well as out-of-service aircraft or aircraft components, may provide an attractant for hazardous species (e.g., nesting or perching locations). The FAA recommends these on-site areas be monitored and/or mitigated, if necessary.

2.2.9 Fly Ash Disposal.

2.2.9.1 The incinerated residue from resource recovery power/heat-generating facilities that are fired by municipal solid waste, coal, or wood is generally not a wildlife attractant because it no longer contains putrescible matter. Landfills accepting only fly ash are generally not considered to be wildlife attractants and are acceptable as long as they admit no putrescible waste of any kind, and are not co-located with other disposal operations that attract hazardous wildlife.

2.2.9.2 Since varying degrees of waste consumption are associated with general incineration (not resource recovery power/heat-generating facilities), the FAA considers the ash from general incinerators a regular waste disposal by-product and, therefore, a hazardous wildlife attractant if disposed of within the separation criteria outlined in Paragraphs 1.2 through 1.4.

2.3 Water Management Facilities.

Drinking water intake and treatment facilities, storm water and wastewater treatment facilities, associated retention and settling ponds, ponds built for recreational use, ponds

and fountains for ornamental purposes, and ponds that result from mining activities often attract large numbers of potentially hazardous wildlife. Development of new open water facilities within the separation criteria identified in Paragraphs 1.2 through 1.4 should be avoided to prevent wildlife attractants. If necessary, land-use developers and airport operators may need to develop management plans, in compliance with local and state regulations, to support the operation of storm water management facilities on or near all public-use airports to ensure a safe airport environment. The FAA recommends these plans be developed in consultation with a Qualified Airport Wildlife Biologist³, to minimize hazardous wildlife attractants.

2.3.1 Existing Stormwater Management Facilities.

- 2.3.1.1 On-airport stormwater management facilities allow the quick removal of surface water, including discharges related to aircraft deicing, from impervious surfaces, such as pavement and terminal/hangar building roofs. Existing on-airport detention ponds collect stormwater, protect water quality, and control runoff. Because they slowly release water after storms, they may create standing bodies of water that can attract hazardous wildlife. Where the airport has developed a Wildlife Hazard Management Plan, Part 139 regulations require the immediate correction of any wildlife hazards arising from existing stormwater facilities located on or near airports using appropriate wildlife hazard mitigation techniques. Airport operators should develop measures to minimize hazardous wildlife attraction in consultation with a Qualified Airport Wildlife Biologist.
- 2.3.1.2 Where possible, airport operators should modify stormwater detention ponds to allow a maximum 48-hour detention period for the design storm. The combination of open water and vegetation is particularly attractive to waterfowl and other hazardous wildlife. Water management facilities holding water longer than 48 hours should be maintained in a manner that keeps them free of both emergent and submergent vegetation. The FAA recommends that airport operators avoid or remove retention ponds and detention ponds featuring dead storage to eliminate standing water. Detention basins should remain totally dry between rainfalls. Where constant flow of water is anticipated through the basin, or where any portion of the basin bottom may remain wet, the detention facility should include a concrete or paved pad and/or ditch/swale in the bottom to prevent vegetation that may provide nesting habitat. Drainage basins with a concrete or paved pad should be maintained to prevent or remove any sediment build-up to prevent vegetation growth.
- 2.3.1.3 When it is not possible to drain a large detention pond completely, airport operators may use physical barriers, such as bird balls, wire grids, pillows,

³ See Advisory Circular 150/5200-36, *Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports*.

or netting, to deter birds and other hazardous wildlife. When physical barriers are proposed, airport operators must evaluate their use, effectiveness and maintenance requirements. Airport operators must also ensure physical barriers will not adversely affect water rescue. Before installing any physical barriers over detention ponds on Part 139 airports, airport operators must get approval from the appropriate FAA Regional Airports Division Office.

- 2.3.1.4 The FAA recommends that airport operators encourage off-airport stormwater treatment facility operators to incorporate appropriate wildlife hazard mitigation techniques into stormwater treatment facility operating practices when their facility is located within the separation criteria specified in Paragraphs 1.2 through 1.4.

2.3.2 New Stormwater Management Facilities.

The FAA recommends that storm water management systems located within the separations identified in Paragraphs 1.2 through 1.4 be designed and operated so as not to create above-ground standing water. Stormwater detention ponds should be designed, engineered, constructed, and maintained for a maximum 48-hour detention period after the design storm and to remain completely dry between storms. To facilitate the control of hazardous wildlife, the FAA recommends the use of steep-sided, rip-rap or concrete lined, narrow, linear-shaped water detention basins. When it is not possible to place these ponds away from an airport's aircraft operations area (but still on airport property), airport operators may use physical barriers, such as bird balls, wire grids, floating covers, vegetation barriers (bottom liners), or netting, to prevent access of hazardous wildlife to open water and minimize aircraft-wildlife interactions. Caution is advised when nets or wire grids are used for deterring birds from attractants. Mesh size should be < 5 cm (2") to avoid entangling and killing birds and should not be made of a monofilament material. Grids installed above and across water to deter hazardous birds (e.g., waterfowl, cormorants, etc.) are different than using a small mesh covering but also provides an effective deterrent. Grid material, size, pattern and height above water may differ on a case-by-case basis. When physical barriers are used, airport operators must evaluate their use and ensure they will not adversely affect water rescue. Before installing any physical barriers over detention ponds on Part 139 airports, a review by a Qualified Airport Wildlife Biologist should be conducted, prior to approval from the appropriate FAA Regional Airports Division Office. All vegetation in or around detention basins that provide food or cover for hazardous wildlife should be eliminated. If soil conditions and other requirements allow, the FAA encourages the use of underground storm water infiltration systems because they are less attractive to wildlife.

2.3.3 Existing Wastewater Treatment Facilities.

- 2.3.3.1 The FAA recommends that airport operators immediately correct any wildlife hazards arising from existing wastewater treatment facilities located on or near the airport.

2.3.3.2 Where required, a wildlife management plan will outline appropriate wildlife hazard mitigation techniques. Accordingly, airport operators should encourage wastewater treatment facility operators to incorporate measures, developed in consultation with a Qualified Airport Wildlife Biologist, to minimize hazardous wildlife attractants. Airport operators should also encourage those wastewater treatment facility operators to incorporate these mitigation techniques into their standard operating practices. In addition, airport operators should consider the existence of wastewater treatment facilities when evaluating proposed sites for new airport development projects and avoid such sites when practicable.

2.3.4 New Wastewater Treatment Facilities.

The FAA recommends against the construction of new wastewater treatment facilities or associated settling ponds within the separations identified in Paragraphs 1.2 through 1.4. Appendix 1 defines wastewater treatment facility as “any devices and/or systems used to store, treat, recycle, or reclaim municipal sewage or liquid industrial wastes.” The definition includes any pretreatment involving the reduction or elimination of pollutants prior to introducing such pollutants into a treatment facility. When a wastewater treatment facility is proposed within the separation criteria, the airport operator, project proponent, and local jurisdiction should discuss the proposed project location with regard to its location near the airport and the separation distances identified in Paragraphs 1.2 through 1.4. If possible, a more suitable location for the proposed facility should be identified. If no other suitable location exists, FAA recommends that the proposed facility plans be reviewed by a Qualified Airport Wildlife Biologist to identify measures to avoid or reduce the facility’s potential to attract hazardous wildlife. If appropriate measures cannot be incorporated to reduce potential wildlife hazards, airport operators should document their opposition in a letter to the local jurisdiction.

2.3.5 Artificial Marshes.

In warmer climates, wastewater treatment facilities sometimes employ artificial marshes and use submergent and emergent aquatic vegetation as natural filters. These artificial marshes may be used by some species of flocking birds, such as blackbirds and waterfowl, for breeding or roosting activities. The FAA recommends against establishing artificial marshes within the separations identified in Paragraphs 1.2 through 1.4.

2.3.6 Wastewater Discharge and Sludge Disposal.

The FAA recommends careful consideration regarding the discharge of wastewater or biosolids (i.e., secondarily treated sewage sludge) on airport property. Such discharges might improve soil moisture and quality on unpaved areas and lead to improved turf growth. Depending on the airfield plant communities and habitats present, this can be an attractive food source for many species of animals or, conversely, could result in limited attractiveness to hazardous wildlife. Also, improved turf requires more frequent mowing and could attract geese. Airports should improve their turf with the goal of a monoculture of turf that is least attractive to wildlife. Wastewater or biosolids

applications might assist in achieving this goal. Caution should be exercised when discharges saturate airfield areas adjacent to paved surfaces. The resultant soft, muddy conditions could restrict or prevent emergency vehicles from reaching accident sites in a timely manner.

2.4 Wetlands.

Wetlands provide a variety of functions and can be regulated by local, state, and Federal laws. Wetlands can be attractive to many types of wildlife, including many which rank high on the list of hazardous wildlife species (Table 1 - AC 150/5200-32). Some types of wetlands are not as attractive to wildlife as others and they should be reviewed on a case-by-case basis to determine the likelihood of proposed wetlands increasing the numbers of hazardous wildlife at the airport. Factors such as size, shape, location, canopy cover and vegetative composition among other things should be considered when determining compatibility.

Note: If questions exist as to whether an area qualifies as a wetland, contact the District Office of the U.S. Army Corps of Engineers, the Natural Resources Conservation Service, or a wetland consultant qualified to delineate wetlands.

2.4.1 Existing Wetlands on or near Airport Property.

If wetlands are located on or near airport property, airport operators should be alert to any wildlife use or habitat changes in these areas that could affect safe aircraft operations. At public-use airports, the FAA recommends immediately correcting, in cooperation with local, state, and Federal regulatory agencies, any wildlife hazards arising from existing wetlands located on or near airports within 5 miles of the aircraft operations area. Where required, a wildlife management plan will outline appropriate wildlife hazard mitigation techniques. Accordingly, airport operators should develop measures to minimize hazardous wildlife attraction in consultation with a FAA Qualified Airport Wildlife Biologist.

2.4.2 New Airport Development.

Whenever possible, the FAA recommends locating new airports using the separations from wetlands identified in Paragraphs 1.2 through 1.4. Where alternative sites are not practicable, or when airport operators are expanding an existing airport into or near wetlands, a Qualified Airport Wildlife Biologist, in coordination with the U.S. Fish and Wildlife Service, the U.S. Army Corps of Engineers, and the state wildlife management agency should evaluate the wildlife hazards and prepare a wildlife management plan that indicates methods of minimizing the hazards.

2.4.3 Mitigation for Wetland Impacts from Airport Projects.

Wetland mitigation may be necessary when unavoidable wetland disturbances result from new airport development projects or projects required to correct wildlife hazards from wetlands. Wetland mitigation must be designed so it does not create a wildlife hazard. The FAA recommends that wetland mitigation projects that may attract hazardous wildlife be sited outside of the separations identified in Paragraphs 1.2 through 1.4.

2.4.3.1 **Onsite Mitigation of Wetland Functions.**

Wetland mitigation/conservation easements must not inhibit the airport operator's ability to effectively control hazardous wildlife on or near the mitigation site or effectively maintain other aspects of safe airport operations. Enhancing such mitigation areas to attract hazardous wildlife must be avoided. The FAA will review any onsite mitigation proposals to determine compatibility with safe airport operations and grant assurance compliance. Early coordination with the FAA is encouraged for any proposal to use airport land for wetland mitigation. A Qualified Airport Wildlife Biologist should evaluate any wetland mitigation projects that are needed to protect unique wetland functions and that must be located in the separation criteria in Paragraphs 1.2 through 1.4 before the mitigation is implemented. A wildlife management plan should be developed to reduce the wildlife hazards.

2.4.3.2 **Offsite Mitigation of Wetland Functions.**

- 2.4.3.2.1 The FAA recommends that wetland mitigation projects that may attract hazardous wildlife be sited outside of the separations identified in Paragraphs 1.2 through 1.4 unless they provide unique functions that must remain onsite (see 2.4.3.1). Agencies that regulate impacts to or around wetlands recognize that it may be necessary to split wetland functions in mitigation schemes. Therefore, regulatory agencies may, under certain circumstances, allow portions of mitigation to take place in different locations.
- 2.4.3.2.2 The FAA encourages landowners or communities supporting the restoration or enhancement of wetlands to do so only after critically analyzing how those activities would affect aviation safety. To do so, landowners or communities should contact the affected airport sponsor, FAA, and/or a Qualified Airport Wildlife Biologist.
- 2.4.3.2.3 Those parties should work cooperatively to develop restoration or enhancement plans that would not worsen existing wildlife hazards or create such hazards. See Paragraphs 4.1.1 – 4.1.3 for land-use modifications evaluation criteria.
- 2.4.3.2.4 If parties develop a mutually acceptable restoration or enhancement plan, the landowner or community proposing the restoration or enhancement must monitor the restored or enhanced site. This monitoring must verify that efforts have not worsened or created hazardous wildlife attraction or activity. If such attraction or activity occurs, the landowner or community should work with the airport sponsor, or a Qualified Airport Wildlife Biologist to reduce the hazard to aviation.

2.4.3.3 **Mitigation Banking.**

Wetland mitigation banking is the creation or restoration of wetlands in order to provide mitigation credits that can be used to offset permitted wetland losses. Mitigation banking benefits wetland resources by providing advance replacement for permitted wetland losses; consolidating small projects into larger, better-designed and managed units; and encouraging integration of wetland mitigation projects with watershed planning. This last benefit is most helpful for airport projects, as wetland impacts mitigated outside of the separations identified in Paragraphs 1.2 through 1.4 can still be located within the same watershed. Wetland mitigation banks meeting the separation criteria offer an ecologically sound approach to mitigation in these situations. Airport operators should work with local watershed management agencies or organizations to develop mitigation banking for wetland impacts on airport property.

2.5 **Dredge Spoil Containment Areas.**

The FAA recommends against locating dredge spoil containment areas (also known as Confined Disposal Facilities) within the separations identified in Paragraphs 1.2 through 1.4 if the containment area or the spoils contain material that would attract hazardous wildlife. Proposals for new dredge spoil containment areas located within the separation distances should be reviewed on a case-by-case basis to determine the likelihood of resulting in an increase in hazardous wildlife. The FAA recommends that airport sponsors work with a Qualified Airport Wildlife Biologist and/or the FAA to review proposals for dredge spoil containment areas located within separation criteria.

2.6 **Agricultural Activities.**

Many agricultural crops can attract hazardous wildlife and should not be planted within the separations identified in Paragraphs 1.2 through 1.4. Corn, wheat, and other small grains in particular should be avoided. If the airport has no financial alternative to agricultural crops to produce the income necessary to maintain the viability of the airport, then the airport should consider growing crops that hold little food value for hazardous wildlife, such as grass hay. Attractiveness to hazardous wildlife species during all phases of production, from planting through harvest and fallow periods, should be considered when contemplating the use of airport property for agricultural production. Where agriculture is present, crop residue (e.g., waste grain) should not be left in the field following harvest. Also, airports should consult AC 150/5300-13, *Airport Design*, to ensure that agricultural crops do not create airfield obstructions or other safety hazards. Before planning or initiating any agricultural practices on airport property, operators should get approval from the appropriate FAA regional Airports Division Office and demonstrate that the additional cost of wildlife control and potential accidents is offset by revenue generated by agricultural leases. Annual review of the Airport Certification Manual by the Certification Inspector does not constitute approval and is insufficient to meet this requirement.

2.6.1 Livestock Production.

Confined livestock operations (i.e., feedlots, dairy operations, hog or chicken production facilities, or egg laying operations) often attract flocking birds, such as blackbirds, starlings, or pigeons that pose a hazard to aviation. Therefore, the FAA recommends against such facilities within the separations identified in Paragraphs 1.2 through 1.4. The airport operator should be aware of any wildlife hazards that appear to be attracted to off-site livestock operations and consider working with a Qualified Airport Wildlife Biologist to identify reasonable and feasible measures that may be proposed to landowners to reduce the attractiveness of the site to the potentially hazardous wildlife species.

2.6.1.1 In exceptional circumstances, and following FAA review and approval, livestock may be grazed on airport property as long as they are off the airfield and separated behind fencing where they cannot pose a hazard to aircraft. The livestock should be fed and watered as far away from the airfield and approach/departure space as possible because the feed and water may attract birds. The wildlife management plan should include monitoring and wildlife mitigation for any areas where the livestock and their feed/water is located in case a wildlife hazard is detected. Airports without wildlife management plans should equally consider monitoring and mitigation protocols to identify and address any wildlife hazards associated with livestock and their feeding operations.

2.6.2 Alternative Uses of Agricultural Land.

2.6.2.1 Habitat modification both on and surrounding an airfield is one of the best and most economical long term mitigation strategies to decrease risk that wildlife pose to flight safety. Alternative land uses (e.g., solar and biofuel) at airports could help mitigate many of the challenges for the airport operator, developers, and conservationists. However, careful planning must first determine that proposed alternative energy production at airports does not create wildlife attractants or other hazards.

2.6.2.2 Some airports are surrounded by vast areas of farmed land within the distances specified in Paragraphs 1.2 through 1.4. Seasonal uses of agricultural land for activities such as hunting can create a hazardous wildlife situation. In some areas, farmers will rent their land for hunting purposes. Rice farmers, among others, flood their land to attract waterfowl or for conservation efforts. This is often done during waterfowl hunting season to obtain additional revenue by renting out duck blinds.

2.6.2.3 The waterfowl hunters then use decoys and call in hundreds, if not thousands, of birds, creating a threat to aircraft safety. It is recommended that a Qualified Airport Wildlife Biologist review, in coordination with local farmers and producers, these types of seasonal land uses and incorporate mitigating measures into the wildlife management plan, when possible.

2.7 **Aquaculture.**

Aquaculture is the breeding, rearing, and harvesting of fish, shellfish, and plants in all types of water environments including ponds, rivers, lakes, and the ocean. Aquaculture is used to produce food fish, sport fish, bait fish, ornamental fish, and to support restoration activities. Aquacultured species are grown in a range of facilities including tanks, cages, ponds, and raceways. When an aquaculture facility is proposed within the separation criteria, the airport operator, project proponent, and local jurisdiction should discuss the proposed project location with regard to its attraction to hazardous species, location near the airport and the separation distances identified in Paragraphs 1.2 through 1.4. If a facility is identified as a possible significant attraction, a more suitable location for the proposed facility should be identified. If no other suitable location exists, it is recommended that the proposed facility plans be reviewed by a Qualified Airport Wildlife Biologist to identify measures to avoid or reduce the facility's potential to attract hazardous wildlife.

2.7.1 Freshwater Aquaculture.

2.7.1.1 Freshwater aquaculture activities (e.g., catfish, tilapia, trout or bass production) are typically conducted outside of fully enclosed buildings in constructed ponds or tanks and are inherently attractive to a wide variety of birds and therefore pose a significant risk to airport safety when within the separation distances specified in Paragraphs 1.2 through 1.4. Freshwater aquaculture should only be considered if extensive mitigation measures have been incorporated to eliminate attraction to hazardous birds. Examples of such mitigation include:

1. Netting or other material to exclude hazardous birds (e.g., eagles, osprey, gulls, cormorants);
2. Acoustic hazing including pyrotechnics, propane cannons, directional sonic/hailing devices and other similar technologies;
3. Feeding procedure cleanliness, exclusion techniques prohibiting birds from perching or accessing food; efficiency of feeding operation procedures that reduce fish food attraction to hazardous birds;
4. Operation procedure efficiency transferring live fish to and from enclosures or removal of dead fish; maintenance and upkeep of facility;
5. Monitoring, mitigation and communication protocols with nearby airports as a proactive safety feature in response to specific hazardous species in the event they are identified at the facility in unacceptable numbers.

2.7.2 Marine Aquaculture.

Marine aquaculture (Mariculture) refers to the culturing of species that live in the ocean. When appropriately managed and mitigated as necessary, mariculture facilities do not pose a significant risk to airport safety.

2.7.2.1 **Finfish Mariculture.**

2.7.2.1.1 U.S. finfish mariculture primarily produces salmon and steelhead trout as well as lesser amounts of cod, moi, yellowtail, barramundi, seabass, and seabream. Maricultures use rigid and non-rigid enclosures (e.g., cages) at the surface or submerged in the water column. These enclosures may be fully enclosed, or be open at the top or covered with netted material to negate losses from depredation by birds or other predators. Different facilities employ different designs and operational protocols.

2.7.2.1.2 While mariculture operations typically do not pose a significant attractant to hazardous birds, design and operational features can be incorporated as permit conditions to mitigate attraction and effectively reduce this risk. Examples of such mitigation include:

1. Fully enclosed cages using netting or other material to exclude hazardous birds (e.g., gulls, cormorants, pelicans) and to insure retention of fish;
2. Submerged enclosures to reduce attraction to hazardous birds;
3. Feed barge cleanliness, exclusion techniques prohibiting birds from perching or accessing food; efficiency of feeding operation procedures that reduce fish food attraction to hazardous birds;
4. Operation procedure efficiency transferring live fish to and from enclosures or removal of dead fish; maintenance and upkeep of facility;
5. Monitoring, mitigation and communication protocols with nearby airports as a proactive safety feature in response to specific hazardous species in the event they are identified at the facility in unacceptable numbers.

2.7.2.2 **Shellfish Mariculture.**

U.S. shellfish mariculture primarily produces oysters, clams, mussels, lobster and shrimp. Shellfish may be grown directly on the bottom, in submerged cages or bags, or on suspended lines. These types of mariculture operations do not typically present a significant attractant to hazardous birds. For those operations that are found to pose a significant risk, design and operation features that diminish possible attraction to hazardous bird species (e.g., reducing areas for perching or feeding) can effectively reduce this risk.

2.7.2.3 **Plant Mariculture.**

2.7.2.3.1 Microalgae, also referred to as phytoplankton, microphytes, or planktonic algae constitute the majority of cultivated algae. Macroalgae, commonly known as seaweed, also have many commercial and industrial uses.

- 2.7.2.3.2 While few commercial seaweed farms exist, the sector is growing. These types of mariculture operations do not typically present an attractant to hazardous birds.

2.8 **Golf Courses, Landscaping, Structures and Other Land-Use Considerations.**

2.8.1 Golf Courses.

The large grassy areas and open water found on most golf courses are attractive to hazardous wildlife, particularly Canada geese and some species of gulls. These species can pose a threat to aviation safety. If golf courses are located on or near airport property, airport operators should be alert to any wildlife use or habitat changes in these areas that could affect safe aircraft operations. Accordingly, airport operators should develop, at a minimum, onsite measures to minimize hazardous wildlife attraction in consultation with a Qualified Airport Wildlife Biologist. Existing golf courses located within these separations that have been documented to attract hazardous wildlife are encouraged to develop a program to reduce the attractiveness of the sites to species that are hazardous to aviation safety. The FAA recommends against construction of new golf courses within the separations identified in Paragraphs 1.2 through 1.4 if determined that the new facility would create a significant wildlife hazard attractant by a Qualified Airport Wildlife Biologist. Airport operators should ensure these golf courses are monitored on a continuing basis for the presence of hazardous wildlife. If hazardous wildlife is detected, corrective actions should be immediately implemented.

2.8.2 Landscaping and Landscape Maintenance.

2.8.2.1 Depending on its geographic location, landscaping can attract hazardous wildlife. The FAA recommends that airport operators approach landscaping with caution and confine it to airport areas not associated with aircraft movements. Vegetation that produces seeds, fruits, or berries, or that provides dense roosting or nesting cover should not be used. Airports should develop a landscape plan to include approved and prohibited plants. The landscape plan should consider the watering needs of mature plants. A Qualified Airport Wildlife Biologist should review all landscaping plans. Airport operators should also monitor all landscaped areas on a continuing basis for the presence of hazardous wildlife. If hazardous wildlife is detected, corrective actions should be immediately implemented.

2.8.2.2 Turf grass areas on airports have the potential to be highly attractive to a variety of hazardous wildlife species. Research conducted by the USDA Wildlife Services' National Wildlife Research Center has shown that no one airfield vegetation management regimen will deter all species of hazardous wildlife in all situations. The composition and height of airfield grasslands should be properly managed to reduce their attractiveness to hazardous wildlife. In many situations, an intermediate height, monoculture turf grass might be most favorable. In cooperation with a

Qualified Airport Wildlife Biologist, airport operators should develop airport turf grass management plans on a prescription basis, including cultivar selection during reseeding efforts, that is specific to the airport's geographic location, climatic conditions, and the type of hazardous wildlife likely to frequent the airport.

2.8.2.3 Airport operators should ensure that plant varieties attractive to hazardous wildlife are not used on the airport. Disturbed areas or areas in need of re-vegetating should not be planted with seed mixtures containing millet or any other large-seed producing grass. For airport property already planted with seed mixtures containing millet, rye grass, or other large-seed producing grasses, the FAA recommends disking, plowing, or another suitable agricultural practice to prevent plant maturation and seed head production. Plantings should follow the specific recommendations for grass management and seed and plant selection made by the State University Cooperative Extension Service, the local office of Wildlife Services, or a Qualified Airport Wildlife Biologist. Airport operators should also consider developing and implementing a preferred/prohibited plant species list, reviewed by a Qualified Airport Wildlife Biologist, which has been designed for the geographic location to reduce the attractiveness to hazardous wildlife for landscaping airport property.

2.8.3 Structures.

2.8.3.1 Certain structures attract birds for loafing and nesting. Flat rooftops can be attractive to many species of gulls for nesting, hangars provide roosting / nesting opportunities for rock doves, towers, light posts and navigation aids can provide loafing / hunting perches for raptors and aircraft can provide loafing / nesting sites for European starlings, blackbirds and other species. These structures should be monitored and mitigated, if located on-site. Off-site structural attractions may require additional coordination to effectively mitigate their use by hazardous species.

2.8.3.2 Cellular communications towers are becoming increasingly more attractive to large birds (e.g., osprey, eagles, herons, vultures) for nesting and rearing their young. This problem is a growing concern because once the young fledge from nests built on manmade structures they are more likely to return to these kinds of sites to reproduce in future years.

2.8.4 Other Hazardous Wildlife Attractants.

Other land uses (e.g., conservation easements, parks, wildlife management areas) or activities not addressed in this AC may have the potential to attract hazardous wildlife. Regardless of the source of the attraction, when hazardous wildlife is noted on a public-use airport, each certificate holder must take prompt remedial action(s) to protect aviation safety and all non-certificated airports should take prompt remedial action(s) to protect aviation safety.

2.9 **Habitat for State and Federally Listed Species on Airports.**

An airport's air operations area is an artificial environment that has been created and maintained for aircraft operations. Because an aircraft operations area can be markedly different from the surrounding native landscapes, it may attract wildlife species that do not normally occur, or that occur only in low numbers in the area. Some of the grassland species attracted to an airport's aircraft operations area are at the edge of their natural ranges, but are attracted to habitat features found in the airport environment. Also, some wildlife species may occur on the airport in higher numbers than occur naturally in the region because the airport offers habitat features the species prefer. Some of these wildlife species are Federal or state-listed threatened and endangered species or have been designated by state resource agencies as species of special concern.

2.9.1 State-Listed Species Habitat Concerns.

2.9.1.1 Many state wildlife agencies have requested that airport operators facilitate and encourage habitat on airports for state-listed threatened and endangered species or species of special concern. Airport operators should exercise caution in adopting new management techniques because they may increase wildlife hazards and be inconsistent with safe airport operations. Managing the on-airport environment to facilitate or encourage the presence of hazardous wildlife species can create conditions that are incompatible with, or pose a threat to, aviation safety.

2.9.1.2 Not all state-listed threatened and endangered species or species of concern pose a direct threat to aviation safety. However, these species may pose an indirect threat and be hazardous because they attract other wildlife species or support prey species attractive to other species that are directly hazardous. Also, the habitat management practices that benefit these state-listed threatened and endangered species and species of special concern may attract other hazardous wildlife species. On-airport habitat and wildlife management practices designed to benefit wildlife that directly or indirectly create safety hazard where none existed before are incompatible with safe airport operations.

2.9.2 Federally Listed Species Habitat Concerns.

2.9.2.1 The FAA supports efforts to protect threatened and endangered species, as a matter of principle and consistent with the Endangered Species Act of 1973. The FAA must balance these requirements with our requirements and mission to maintain a safe and efficient airport system. Requests to enhance or create habitat for threatened and endangered species often conflict with the safety of the traveling public and may place the protected species at risk of mortality by aircraft collisions. The FAA does not support the creation, conservation or enhancement of habitat or refuges to attract endangered species on airports. If endangered species are present on an airport, specific obligations may apply under the Endangered

Species Act, 16 U.S.C. § 1531 et seq. and the airport operator should contact the Airports District Office Environmental Protection Specialist.

- 2.9.2.2 The designation of critical habitat for listed species under the Endangered Species Act on airport lands may be an incompatible land use in conflict with the intended and dedicated purpose of airport lands and may limit or preclude the ability of the airport to develop new infrastructure and growth capacity to meet future air carrier service demand. In addition, depending on the listed species (primarily but not limited to avian species), the designation of critical habitat within the separation distances provided in paragraphs 1.2 - 1.4 can represent a hazardous wildlife attractant in conflict with 14 CFR Part 139.337.

2.10 Synergistic Effects of Surrounding Land Uses.

There may be circumstances where two or more different land uses would not, by themselves, be considered hazardous wildlife attractants or are located outside of the separations identified in Paragraphs 1.2 through 1.4 but collectively may create a wildlife corridor directly through the airport and/or surrounding airspace. An example involves a lake located outside of the separation criteria on the east side of an airport and a large hayfield on the west side of an airport. These two land uses, taken together, could create a flyway for Canada geese directly across the airspace of the airport. Airport operators must consider the entire surrounding landscape and community when developing the wildlife management plan.

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CHAPTER 3. PROCEDURES FOR WILDLIFE HAZARD MANAGEMENT BY OPERATORS OF PUBLIC-USE AIRPORTS AND CONDITIONS FOR NON-CERTIFICATED AIRPORTS TO CONDUCT WILDLIFE HAZARD ASSESSMENTS AND WILDLIFE HAZARD SITE VISITS

3.1 Introduction.

In recognition of the increased risk of serious aircraft damage or the loss of human life that can result from a wildlife strike, the FAA recommends all airports conduct a Wildlife Hazard Site Visit or Wildlife Hazard Assessment unless otherwise mandated after an initial triggering events defined in Part 139 Section 139.337. After the airport has completed the site visit or assessment and implemented a wildlife management plan, investigations should be conducted following subsequent triggering events to determine if the original assessment and plan adequately address the situation or if conditions have changed that would warrant an update to the plan. In this section, airports that are certificated under 14 C.F.R. § 139.337 are referred to as “certificated airports” and all others are referred to as “non-certificated airports.” When a statement refers to both certificated and non-certificated airports, “airport” or “all airports” is used.

3.2 Coordination with Qualified Airport Wildlife Biologists.

Hazardous wildlife management is a complex discipline and conditions vary widely across the United States. Therefore, only airport wildlife biologists meeting the qualification requirements in Advisory Circular 150/5200-36, *Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports*, can conduct Site Visits and Assessments. Airports must maintain documentation that the Qualified Airport Wildlife Biologist meets the qualification requirements in Advisory Circular 150/5200-36.

3.3 Wildlife Hazard Management at Airports: A Manual For Airport Personnel.

- 3.3.1 The Wildlife Hazard Management at Airports manual, prepared by FAA and USDA Wildlife Services staff, contains a compilation of information to assist airport personnel in the development, implementation, and evaluation of wildlife management plans at airports. The manual includes specific information on the nature of wildlife strikes, legal authority, regulations, wildlife management techniques, Assessments, Plans, and sources of help and information. The manual is available in three languages: English, Spanish, and French. It can be viewed and downloaded free of charge from the FAA’s wildlife hazard mitigation web site: https://www.faa.gov/airports/airport_safety/wildlife. This manual only provides a starting point for addressing wildlife hazard issues at airports. FAA recommends that airports consult with a Qualified Airport Wildlife Biologists to assist with development of a wildlife management plan and the implementation of management actions by airport personnel.

- 3.3.2 There are many other resources complementary to this manual for use in developing and implementing wildlife management plans. Several are listed in the manual's bibliography or on the FAA Wildlife Mitigation website:
https://www.faa.gov/airports/airport_safety/wildlife

3.4 Wildlife Hazard Site Visits and Wildlife Hazard Assessments.

- 3.4.1 Operators of certificated airports are encouraged to conduct an initial assessment regardless of whether the airport has experienced one of the triggering events. Doing so would allow the airport to take proactive action and mitigate the wildlife risk before experiencing an incident. All other airports are encouraged to conduct an assessment or site visit (as defined in FAA Advisory Circular 150/5200-38) conducted by a Qualified Airport Wildlife Biologist (as defined in FAA Advisory Circular 150/5200-36). Part 139 certificated airports are currently required to ensure that an assessment is conducted consistent with 14 C.F.R. § 139.337.
- 3.4.2 The intent of a site visit is to provide an abbreviated analysis of an airport's wildlife hazards and to provide timely information that allows the airport to expedite the mitigation of these hazards. The FAA also recommends that airports conduct an assessment or site visit as soon as practicable in order to identify any immediate wildlife hazards and/or mitigation measures.
- 3.4.3 Non-certificated airports should submit the results of the site visit or assessment to the FAA for review. The FAA will review the submitted site visit or assessment and make a recommendation regarding the development of a wildlife management plan. A wildlife management plan can be developed based on a site visit and will be required if the non-certificated airport is going to request federal grants for the purpose of mitigating wildlife hazards.

3.5 Wildlife Hazard Management Plan.

- 3.5.1 The FAA will consider the results of the assessment, along with the aeronautical activity at the airport and the views of the airport operator and airport users, in determining whether a wildlife management plan is needed for certificated airports, or recommended for non-certificated airports.
- 3.5.2 If the FAA determines that a wildlife management plan is needed for a certificated airport, the airport operator must formulate a plan, using the assessment as its basis and submit to the FAA for approval. If the FAA recommends that a non-certificated airport develop a plan, either an assessment or a site visit can be used as the basis for the wildlife management plan. Airports should consult AC 150/5200-38, *Protocol for the Conduct and Review of Wildlife Hazard Site Visits, Wildlife Hazard Assessments, and Wildlife Hazard Management Plans*, for further information on preparation and implementation requirements for their wildlife management plan.

- 3.5.3 The goal of an airport's wildlife management plan is to minimize the risk to aviation safety, airport structures or equipment, or human health posed by populations of hazardous wildlife on and around the airport. For wildlife management plans to effectively reduce wildlife hazards on and near airports, accurate and consistent wildlife strike reporting is essential. Airports should consult AC 150/5200-32, *Reporting Wildlife Aircraft Strikes*, for further information on responsibilities and recommendations concerning wildlife strikes.
- 3.5.4 The wildlife management plan must identify hazardous wildlife attractants on or near the airport and the appropriate wildlife management techniques to minimize the wildlife hazard. It must also prioritize the management measures.

3.6 Local Coordination.

The FAA recommends establishing a Wildlife Hazards Working Group to facilitate the communication, cooperation, and coordination of the airport and its surrounding community necessary to ensure the effectiveness of the wildlife management plan. The cooperation of the airport community is essential to prevent incompatible development in the airport vicinity. Whether on or off the airport, input from all involved parties must be considered when a potentially hazardous wildlife attractant is being proposed. Based on available resources, airport operators should undertake public education activities with the local planning agencies because some activities in the vicinity of an airport, while harmless under normal conditions, can attract wildlife and present a danger to aircraft (see Paragraphs 4.5 to 4.8). For example, if public trails are planned near wetlands or in parks adjoining airport property, the public should know that feeding birds and other wildlife in the area may pose a risk to aircraft.

3.7 Operational Notifications of Wildlife Hazards.

- 3.7.1 Operational notifications include active correspondence addressing wildlife issues on or near an airport, notifications and alerts. If an existing land-use practice creates a wildlife hazard and the land-use practice or wildlife hazard cannot be immediately eliminated, airport operators must issue a Notice to Airmen (NOTAM) and encourage the land owner or manager to take steps to control the wildlife hazard and minimize further attraction. Permanent attractions that cannot be eliminated or mitigated may be noted in the Airport/Facility Directory. NOTAMS and Airport/Facility Directory notifications are not appropriate for short-term or immediate advisories that can be relayed via Pilot Reports, direct air traffic control voice communications, or temporary Automated Terminal Advisory System alerts. Care should be given to avoid the continual broadcast of general warnings for extended periods of time. General warnings such as "birds in the vicinity of the aerodrome" offer little timely information to aid pilots and eventually may be ignored if not updated.
- 3.7.2 The Automated Terminal Advisory System (ATIS) is a continuous broadcast of recorded aeronautical information for aerodromes and their immediate surroundings. ATIS broadcasts contain essential information, such as current weather information,

active runways, available approaches, wildlife hazards and any other information required by the pilots. They indicate significant (moderate or severe) wildlife activity, as reported by an approved agency that presents temporary hazards on the ATIS broadcast. Pilots take notice of available ATIS broadcasts before contacting the local control unit, which reduces the controllers' workload and relieves frequency congestion. The recording is updated in fixed intervals or when there is a significant change in the information. Although ATIS broadcasts involving wildlife should be timely and specific, pilots do not need to know species-specific information. General descriptive information detailing size and number of animals, locations and timing of occurrence provides useful, actionable information for pilots.

- 3.7.3 A pilot report (PIREP) is reported by a pilot to indicate encounters of hazardous weather (e.g., icing or turbulence) and hazardous wildlife. Pilot reports are short-lived warnings providing immediate information on pilot observations that are transmitted in real-time to air traffic control. Large animals near active surfaces, soaring vultures and raptors within approach/ departure corridors and waterfowl such as geese feeding in grassy areas next to runways are all examples of pilot reports generated by pilots.

3.8 Federal and State Depredation Permits.

The FAA recommends that airports maintain federal and state depredation permits to allow mitigation and/ or removal of hazardous species. All protected species require special permits for lethal mitigation or capture and relocation procedures. Similarly, endangered or threatened species mitigation also requires special permits. The FAA recommends that airports work closely with a Qualified Airport Wildlife Biologist during the U.S. Fish and Wildlife Service consultation and permitting process. The following Orders can help airports reduce risks from hazardous species by allowing private citizens to control hazardous species off airport properties without the need for a Federal depredation permit.

3.8.1 Standing Depredation Orders.

- 3.8.1.1 Federal law allows people to protect themselves and their property from damage caused by migratory birds. Provided no effort is made to kill or capture the birds, a depredation permit is not required to merely scare or herd depredating migratory birds other than endangered or threatened species or bald or golden eagles (50 CFR 21.41).
- 3.8.1.2 In addition, certain species of migratory birds may be mitigated without a federal permit under specific circumstances, many of which relate to agricultural situations. The following Standing Depredation Orders have applicability near airports:
- 50 CFR § 21.49- Control Order for Resident Canada Geese at Airports and Military Airfields.
 - 50 CFR § 21.50- Depredation Order for Resident Canada Geese Nests and Eggs.

- 50 CFR § 21.43 - Depredation Order for Blackbirds, Cowbirds, Crows, Grackles, and Magpies.
- 50 CFR § 21.54 - Control Order for Muscovy Ducks in the United States.
- 50 CFR § 21.55 - Control Order for Invasive Migratory Birds in Hawaii.

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CHAPTER 4. RECOMMENDED PROCEDURES FOR THE FAA, AIRPORT OPERATORS AND OTHER GOVERNMENT ENTITIES REGARDING OFF-AIRPORT ATTRACTANTS

4.1 FAA Notification and Review of Proposed Land-Use Practice Changes in the Vicinity of Public-Use Airports.

4.1.1 For projects that are located within 5 miles of the airport's aircraft operations area, the FAA may review development plans, proposed land-use changes, operational changes, major federal actions or wetland mitigation plans to determine if such changes increase risk to airport safety by attracting hazardous wildlife on and around airports. The FAA is not a permitting agency for land use modifications that occur off airport properties, therefore, such reviews are typically initiated by state or federal permitting agencies seeking FAA input on new or revised permits. Each of the land uses listed in Chapter 2 of this AC has the potential to pose a risk to airport operations when they are located within the separation distances provided in Paragraphs 1.2 through 1.4.

4.1.2 Off-site land use modifications near airports may include an assessment of risk for facilities and land-use changes and, if necessary, mitigation strategies that may reduce risk to an acceptable level. However, the FAA recognizes that individual facilities or land-use modifications may present a range of attractants to different species, resulting in varying levels of risk. Therefore, the FAA considers each proposal on a case-by-case basis.

4.1.3 The FAA analyzes each land-use modification or new facility proposal prior to its establishment or any significant planned changes to design or operations that may increase the risk level. As part of a review, the FAA considers several factors that include, but are not limited to:

1. Type of attractant;
2. Size of attractant;
3. Location/distance of attractant from airport;
4. Design (e.g., construction, material, mitigation techniques employed into design);
5. Operation (e.g., cleanliness, constancy/ volume of use, seasonality, time of day);
6. Monitoring protocols (e.g., frequency, documentation, evaluation, species identification and number thresholds that trigger actions of communication or mitigation, baseline wildlife data);
7. Mitigation protocols (e.g., responsibilities, methods, intensity, pre-determined objectives, documentation, evaluation); and
8. Communication protocols to airport and/ or air traffic control tower;

4.1.4 The review of these factors may result in FAA recommended additions or modifications to a conditional use permit that allows the permitting agency to track compliance with the permittee obligations. Such conditions placed within a permit

may involve a comprehensive outline and recognition of individuals responsible for monitoring, communication, and mitigation measures if certain action thresholds are met. Action thresholds are defined in this instance as those pre-determined parameters (e.g., number, location, behavior, time of day) of specific hazardous species that would trigger a mitigation response. Additionally, baseline data should be used to determine the effect, if any, on wildlife populations at the proposed off-site location and/or at the airport.

- 4.1.5 Baseline data may need to be collected, depending on the existence of useful data and timeline for site modification. If, after taking into account the factors above, FAA determines that a facility poses a significant risk to airport safety, FAA will object to its establishment or renewal.
- 4.1.6 For projects that are located within 5 miles of the airport's aircraft operations area, the FAA Airport District Office may review development plans, proposed land-use changes, operational changes, major federal actions or wetland mitigation plans to determine if such changes present potential wildlife hazards to aircraft operations. The FAA considers sensitive airport areas as those that lie under or next to approach or departure airspace. This brief examination should indicate if further investigation is warranted.
- 4.1.7 Where a Qualified Airport Wildlife Biologist has conducted a further study to evaluate a site's compatibility with airport operations, the FAA may use the study results to make a determination.

4.2 Waste Management Facilities.

4.2.1 Notification of New/Expanded Project Proposal.

- 4.2.1.1 49 U.S.C. § 44718(d), prohibits the construction or establishment of new municipal landfills within 6 miles of certain public-use airports, when both the airport and the landfill meet specific conditions. See Paragraph 2.2 of this guidance for a more detailed discussion of these restrictions.
- 4.2.1.2 The Environmental Protection Agency (EPA) requires any landfill operator proposing a new or expanded waste disposal operation within 5 miles of a runway end to notify the appropriate FAA Regional Airports Division Office and the airport operator of the proposal. See 40 CFR § 258, *Criteria for Municipal Solid Waste Landfills*, Section 258.10, *Airport Safety*. The EPA also requires owners or operators of new landfill units, or lateral expansions of existing MSWLF landfill units, that are located within 10,000 feet of any airport runway end used by turbine-powered aircraft, or within 5,000 feet of any airport runway end used only by piston-type aircraft, to demonstrate successfully that such units are not hazards to aircraft. (See 4.3.2 below.)

- 4.2.1.3 When new or expanded municipal landfills are being proposed near airports, landfill operators must notify the airport operator and the FAA of the proposal as early as possible pursuant to 40 CFR § 258.
- 4.2.1.4 The FAA discourages the development of waste disposal and other facilities, discussed in Chapter 2, located within the separation criteria specified in Paragraphs 1.2 through 1.4. To show that a waste-handling facility sited within the separations identified in Paragraphs 1.2 through 1.4 does not attract hazardous wildlife and does not threaten aviation, the developer must establish the facility will not handle putrescible material other than that as outlined in 2.2.4. The FAA recommends against any facility other than those outlined in 2.2.4 (enclosed transfer stations). The FAA will use this information to determine if the facility will be a hazard to aviation.

4.3 Other Land-Use Practice Changes.

- 4.3.1 The FAA encourages operators of public-use airports who become aware of proposed land use practice changes that may attract hazardous wildlife within 5 miles of their airports to notify their assigned Airport Certification Safety Inspector or Airports District Office Program Manager. The FAA also encourages proponents of such land use changes to notify the FAA as early in the planning process as possible. Advanced notice affords the FAA an opportunity (1) to evaluate the effect of a particular land-use change on aviation safety and (2) to support efforts by the airport sponsor to restrict the use of land next to or near the airport to uses that are compatible with the airport.
- 4.3.2 The airport operator, project proponent, or land-use operator may use FAA Form 7460-1, Notice of Proposed Construction or Alteration, or other suitable documents similar to FAA Form 7460-1 to notify the appropriate FAA Regional Airports Division Office. Project proponents can contact the appropriate FAA Regional Airports Division Office for assistance with the notification process prior to submitting Form 7460-1.
- 4.3.3 It is helpful if the notification includes a 15-minute quadrangle map of the area identifying the location of the proposed activity. The land-use operator or project proponent should also forward specific details of the proposed land-use change or operational change or expansion. In the case of solid waste landfills, the information should include the type of waste to be handled, how the waste will be processed, and final disposal methods.
- 4.3.4 **Airports that have Received Federal Assistance.**
Airports that have received Federal assistance are required under their grant assurances to take appropriate actions to restrict the use of land next to or near the airport to uses that are compatible with normal airport operations. See Grant Assurance 21. The FAA recommends that airport operators oppose off-airport land-use changes or practices, to

the extent practicable, within the separations identified in Paragraphs 1.2 through 1.4, which may attract hazardous wildlife. Failure to do so may lead to noncompliance with applicable grant assurances. The FAA will not approve the placement of airport development projects pertaining to aircraft movement in the vicinity of hazardous wildlife attractants without appropriate mitigating measures. Increasing the intensity of wildlife control efforts is not a substitute for preventing, eliminating or reducing a proposed wildlife hazard. Airport operators should identify hazardous wildlife attractants and any associated wildlife hazards during any planning process for airport development projects.

4.4 Coordination to Prevent Creation of New Off-Airport Hazardous Wildlife Attractants.

Airport operators should work with local and regional planning and zoning boards to be aware of proposed land-use changes, or modification of existing land uses, that could create hazardous wildlife attractants within the separations identified in Paragraphs 1.2 through 1.4. Pay particular attention to proposed land uses involving creation or expansion of wastewater treatment facilities, development of wetland mitigation sites, or development or expansion of dredge spoil containment areas. At the very least, it is recommended that airport operators are on the notification list of the local planning board or equivalent review entity for all communities located within 5 miles of the airport, so they will receive notification of any proposed project and have the opportunity to review it for attractiveness to hazardous wildlife. This may be accomplished through one or more of the following:

4.4.1 Site-specific Criteria.

The airport should establish site-specific criteria for assessment of land uses attractive to hazardous wildlife and locations that would be of concern based on wildlife strikes and on wildlife abundance and activity at the airport and in the local area. These criteria may be more selective, but should not be less restrictive than this guidance.

4.4.2 Outreach.

Airports should actively seek to provide educational information and/ or provide input regarding local development, natural resource modification or wildlife-related concerns that affect wildlife hazards and safe air travel.

4.4.2.1 External Outreach.

Airport operators and a Qualified Airport Wildlife Biologist should consider outreach to local planning and zoning organizations on land uses of concern or to local organizations responsible for natural resource management (including wildlife, wetlands, and parks.) Airports should also consider developing and distributing position letters and educational materials on airport-specific concerns regarding wildlife hazards, wildlife activity and attraction. Finally, airports should provide formal comments on local procedures, laws, ordinances, plans, and regulatory actions such as permits related to land uses of concern.

4.4.2.2 **Internal Outreach.**

Airports should consider developing and distributing position letters and educational materials on airport-specific concerns regarding species identification and mitigation procedures, wildlife hazards, wildlife activity and attraction to employees and personnel with access to the aircraft operations area.

4.5 **Coordination on Existing Off-Airport Hazardous Wildlife Attractants.**

Airports are encouraged to work with landowners and managers to cooperatively develop procedures to monitor and manage hazardous wildlife attraction. If applicable, these procedures may include:

1. Conducting a wildlife hazard site visit by a wildlife biologist meeting the qualification requirements of Advisory Circular 150/5200-36, *Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports*
2. Conducting regular, standardized, wildlife monitoring surveys;⁴
3. Establishing threshold numbers of wildlife which would trigger certain actions and/or communications;
4. Establishment of procedures to deter or remove hazardous wildlife.

4.6 **Prompt Remedial Action.**

For attractants found on and off airport property, and with landowner or manager cooperation, Part 139 certificated airports must take immediate action in accordance with their Airport Certification Manual and the requirements of Part 139.337, to alleviate wildlife hazards whenever they are detected. It is also recommended that non-certificated airports take immediate action to alleviate wildlife hazards whenever they are detected. In addition, airports should take prompt action to identify the source of attraction and cooperatively develop procedures to mitigate and monitor the attractant. **For Part 139 Certificated airports, immediate actions are required in accordance with 139.337(a).**

4.7 **FAA Assistance.**

If there is a question on the implementation of any of the guidance in this section, contact the FAA Regional Airports Division for assistance.

⁴ Recommended survey protocols can be found in AC 150/5200-38, *Protocol for the Conduct and Review of Wildlife Hazard Site Visits, Wildlife Hazard Assessments, and Wildlife Hazard Management Plans*, and DeVault, T.L., B.F. Blackwell, and J.L. Belant, eds. 2013. *Wildlife in Airport Environments: Preventing Animal–Aircraft Collisions through Science-Based Management*. Johns Hopkins University Press, Baltimore, MD, USA. 181 pp.

4.7.1 Airport Documentation Procedures.

Airports should document on-site and off-site wildlife attractants as part of their “Wildlife Hazard Management Plan Annual Review,” “Wildlife Hazard Management Plan Review Following a Triggering Event,” and the airport’s Continual Monitoring Annual Report (as outlined in FAA Advisory Circular 150/5200-38). As a best management practice, airports may choose to keep a log to track contacts from landowners or managers, permitting agencies, or other entities concerning land uses near the airport.

APPENDIX A. DEFINITIONS OF TERMS USED IN THIS ADVISORY CIRCULAR**A.1 General.**

This appendix provides definitions of terms used throughout this AC.

1. **Air operations area.** Any area of an airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft. An air operations area includes such paved areas or unpaved areas that are used or intended to be used for the unobstructed movement of aircraft in addition to its associated runway, taxiways, or apron.
2. **Airport operator.** The operator (private or public) or sponsor of a public-use airport.
3. **Approach or departure airspace.** The airspace, within 5 statute miles of an airport, through which aircraft move during landing or takeoff.
4. **Bird balls.** High-density plastic floating balls that can be used to cover ponds and prevent birds from using the sites.
5. **Certificate holder.** The holder of an Airport Operating Certificate issued under 14 C.F.R. Part 139.
6. **Construct a new municipal landfill.** To begin to excavate, grade land, or raise structures to prepare a municipal solid waste landfill as permitted by the appropriate regulatory or permitting agency.
7. **Detention ponds.** Storm water management ponds that hold storm water for short periods of time, a few hours to a few days.
8. **Establish a new municipal landfill.** When the first load of putrescible waste is received on-site for placement in a prepared municipal solid waste landfill.
9. **Fly ash.** The fine, sand-like residue resulting from the complete incineration of an organic fuel source. Fly ash typically results from the combustion of coal or waste used to operate a power generating plant.
10. **General aviation aircraft.** Any civil aviation aircraft operating under 14 CFR Part 91.
11. **Hazardous wildlife.** Species of wildlife (birds, mammals, reptiles), including feral and domesticated animals, not under control that may pose a direct hazard to aviation (i.e., strike risk to aircraft) or an indirect hazard such as an attractant to other wildlife that pose a strike hazard or are causing structural damage to airport facilities (e.g., burrowing, nesting, perching).
12. **Municipal Landfill.** A publicly or privately owned discrete area of land or an excavation that receives household waste and that is not a land application unit, surface impoundment, injection well, or waste pile, as those terms are defined under 40 CFR § 257.2. A municipal landfill may receive other types wastes, such as commercial solid waste, non-hazardous sludge, small-quantity generator waste, and

industrial solid waste, as defined under 40 CFR § 258.2. A municipal landfill can consist of either a stand-alone unit or several cells that receive household waste.

13. **New municipal landfill.** A municipal solid waste landfill that was established or constructed after April 5, 2001.
14. **Piston-powered aircraft.** Fixed-wing aircraft powered by piston engines.
15. **Piston-use airport.** Any airport that does not sell Jet-A fuel for fixed-wing turbine-powered aircraft, and primarily serves fixed-wing, piston-powered aircraft. Incidental use of the airport by turbine-powered, fixed-wing aircraft would not affect this designation. However, such aircraft should not be based at the airport.
16. **Public agency.** A state or political subdivision of a state, a tax-supported organization, or an Indian tribe or pueblo (49 U.S.C. § 47102(19)).
17. **Public airport.** An airport used or intended to be used for public purposes that is under the control of a public agency; and of which the area used or intended to be used for landing, taking off, or surface maneuvering of aircraft is publicly owned (49 U.S.C. § 47102(20)).
18. **Public-use airport.** An airport used or intended to be used for public purposes where the area used or intended to be used for landing, taking off, or surface maneuvering of aircraft may be under the control of a public agency or privately owned and used for public purposes (49 U.S.C. § 47102(21)).
19. **Putrescible waste.** Solid waste that contains organic matter capable of being decomposed by micro-organisms and of such a character and proportion as to be capable of attracting or providing food for birds (40 CFR §257.3-8).
20. **Putrescible-waste disposal operation.** Landfills, garbage dumps, underwater waste discharges, or similar facilities where activities include processing, burying, storing, or otherwise disposing of putrescible material, trash, and refuse.
21. **Retention ponds.** Storm water management ponds that hold water for more than 48 hours.
22. **Risk.** Risk is the relationship between the severity and probability of a threat. It is the product of hazard level and abundance in the critical airspace, and is thus defined as the probability of a damaging strike with a given species.
23. **Runway protection zone.** An area off the runway end to enhance the protection of people and property on the ground (see AC 150/5300-13). The dimensions of this zone vary with the airport design, aircraft, type of operation, and visibility minimum.
24. **Scheduled air carrier operation.** Any common carriage passenger-carrying operation for compensation or hire conducted by an air carrier or commercial operator for which the air carrier, commercial operator, or their representative offers in advance the departure location, departure time, and arrival location. It does not include any operation that is conducted as a supplemental operation under 14 CFR Part 119 or as a public charter operation under 14 CFR Part 380 (14 CFR § 119.3).

25. **Sewage sludge.** Any solid, semi-solid, or liquid residue generated during the treatment of domestic sewage in a treatment works. Sewage sludge includes, but is not limited to, domestic septage; scum or solids removed in primary, secondary, or advanced wastewater treatment process; and a material derived from sewage sludge. Sewage does not include ash generated during the firing of sewage sludge in a sewage sludge incinerator or grit and screenings generated during preliminary treatment of domestic sewage in a treatment works. (40 CFR § 257.2)
26. **Sludge.** Any solid, semi-solid, or liquid waste generated from a municipal, commercial or industrial wastewater treatment plant, water supply treatment plant, or air pollution control facility or any other such waste having similar characteristics and effect. (40 CFR § 257.2).
27. **Solid waste.** Any garbage, refuse, sludge, from a waste treatment plant, water supply treatment plant or air pollution control facility and other discarded material, including, solid liquid, semisolid, or contained gaseous material resulting from industrial, commercial, mining, and agricultural operations, and from community activities, but does not include solid or dissolved materials in domestic sewage, or solid or dissolved material in irrigation return flows or industrial discharges which are point sources subject to permits under section 402 of the Clean Water Act, or source, special nuclear, or by product material as defined by the Atomic Energy Act of 1954.(40 CFR § 257.2).
28. **Turbine-powered aircraft.** Aircraft powered by turbine engines including turbojets and turboprops but excluding turbo-shaft rotary-wing aircraft.
29. **Turbine-use airport.** Any airport that sells fuel for fixed-wing turbine-powered aircraft.
30. **Wastewater treatment facility.** Any devices and/or systems used to store, treat, recycle, or reclaim municipal sewage or liquid industrial wastes, including publicly owned treatment works, as defined by Section 212 of the Clean Water Act. This definition includes any pretreatment involving the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to or in lieu of discharging or otherwise introducing such pollutants into a publicly owned treatment system. (See 40 CFR § 403.3 (q), (r), & (s)).
31. **Wildlife.** Any wild animal, including without limitation any wild mammal, bird, reptile, fish, amphibian, mollusk, crustacean, arthropod, coelenterate, or other invertebrate, including any part, product, egg, or offspring thereof. 50 CFR § 10.12. As used in this AC, wildlife includes feral animals and domestic animals out of the control of their owners (14 CFR Part 139, Certification of Airports).
32. **Wildlife attractants.** Any human-made structure, land-use practice, or human-made or natural geographic feature that can attract or sustain hazardous wildlife within the landing or departure airspace or the airport's aircraft operations area. These attractants can include architectural features, landscaping, waste disposal sites, wastewater treatment facilities, agricultural or aquaculture activities, surface mining, or wetlands.

33. **Wildlife hazard.** A potential for a damaging aircraft collision with wildlife on or near an airport.
34. **Wildlife strike.** A wildlife strike is deemed to have occurred when:
- a. A strike between wildlife and aircraft has been witnessed;
 - b. Evidence or damage from a strike has been identified on an aircraft;
 - c. Bird or other wildlife remains, whether in whole or in part, are found:
 - i. Within 250 feet of a runway centerline or within 1,000 feet of a runway end unless another reason for the animal's death is identified or suspected, unless another reason for the animal's death is identified or;
 - ii. On a taxiway or anywhere else on or off airport that there is reason to believe was the result of a strike with an aircraft.
 - d. The presence of birds or other wildlife on or off the airport had a significant negative effect on a flight (i.e., aborted takeoff, aborted landing, high-speed emergency stop, aircraft left pavement area to avoid collision with animal).

APPENDIX B. ADDITIONAL RESOURCES

B.1 Regulations

- 14 CFR § 139.337, *Wildlife Hazard Management*
- 40 CFR § 258, *Criteria for Municipal Solid Waste Landfills*

B.2 Advisory Circulars

- AC 150/5200-32, *Reporting Wildlife Aircraft Strikes*
- AC 150/5200-33, *Hazard Wildlife Attractants on or Near Airports*
- AC 150/5200-34, *Construction or Establishment of New Landfills Near Public Airports*
- AC 150/5200-36, *Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculum for Airport Personnel Involved in Controlling Wildlife Hazards on Airports*
- AC 150/5200-38, *Protocol for the Conduct and Review of Wildlife Hazard Site Visits, Wildlife Hazard Assessments, and Wildlife Hazard Management Plans*
- AC 150/5220-25, *Airport Avian Radar Systems*
- AC 150/5210-24, *Airport Foreign Object Debris (FOD) Management*

B.3 Certification Alerts

- Certalert No. 97-09, *Wildlife Hazard Management Plan Outline* (11/17/1997)
- Certalert No. 98-05, *Grasses Attractive To Hazardous Wildlife* (9/21/1998)
- Certalert No. 06-07, *Requests by State Wildlife Agencies to Facilitate and Encourage Habitat for State Listed Threatened and Endangered Species and Species of Special Concern on Airports* (11/21/2006)
- Certalert No. 13-01, *Federal and State Depredation Permit Assistance* (1/30/2013)
- Certalert No.14-01, *Seasonal Mitigation of Hazardous Species at Airports: Attention to Snowy Owls* (2/26/2014)
- Certalert No. 16-03, *Recommended Wildlife Exclusion Fencing* (8/2016)

B.4 Airport Cooperative Research Program Reports

These, and other wildlife / aviation reports, are available from the Transportation Research Board of the National Academies (TRB) at <http://www.trb.org/Publications/Publications.aspx>.

- ACRP Research Report 198: Wetland Mitigation, Volume 2, A Guidebook for Airports (2019)
- ACRP Synthesis 92: Airport Waste Management and Recycling Practices (2018)
- ACRP Research Report 174: Guidebook and Primer (2018)
- ACRP Report 122: Innovative Airport Responses to Threatened / Endangered Species (2015)
- ACRP Report 125: Balancing Airport Stormwater and Bird Hazard Management (2015)
- ACRP Report 145: Applying an SMS Approach to Wildlife Hazard Management (2015)
- ACRP Synthesis 39 Report: Airport Wildlife Population Management (2013)
- ACRP Synthesis 52 Report: Habitat Management to Deter Wildlife at Airports (2014)
- ACRP Synthesis 23 Report: Bird Harassment, Repellent, and Deterrent Techniques for Use on and Near Airports (2011)
- ACRP Report 32: Guidebook for Addressing Aircraft/Wildlife Hazards at General Aviation Airports (2010)

B.5 Manuals

- Wildlife Hazard Management at Airports - A Manual for Airport Personnel (2005)

B.6 Orders

- 50 CFR § 21.49, Control Order for Resident Canada Geese at Airports and Military Airfields
- 50 CFR § 21.50, Depredation Order for Resident Canada Geese Nests and Eggs
- 50 CFR § 21.43, Depredation Order for Blackbirds, Cowbirds, Crows, Grackles, and Magpies
- 50 CFR § 21.54, Control Order for Muscovy Ducks in the United States
- 50 CFR § 21.55, Control Order for Invasive Migratory Birds in Hawaii

Advisory Circular Feedback

If you find an error in this AC, have recommendations for improving it, or have suggestions for new items/subjects to be added, you may let us know by (1) mailing this form to Manager, Airport Safety and Operations Division, Federal Aviation Administration ATTN: AAS-300, 800 Independence Avenue SW, Washington DC 20591 or (2) faxing it to the attention of AAS-300 at (202) 267-5257.

Subject: AC 150/5200-33C

Date: _____

Please check all appropriate line items:

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:

In a future change to this AC, please cover the following subject:
(Briefly describe what you want added.)

Other comments:

I would like to discuss the above. Please contact me at (phone number, email address).

Submitted by: _____

Date: _____

**City of La Porte
La Porte Municipal Airport**

Offsite Drainage Analysis Report

*Prepared for:
City of La Porte*



Prepared by:



10351 Stella Link Road, Houston TX 77025
Ph: 832-767-0090 Fax: 832-767-0141
Engineering Registration No. F-14087

January 2018

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1. Introduction

Project Overview

This report evaluates drainage interactions between the La Porte Municipal Airport and the neighborhoods to the west (Glen Meadows) and to the north of the airport property. HT&J has also conducted a detailed hydrology and hydraulic analysis of the La Porte Municipal Airport, including its drainage infrastructure and outfall conditions. The airport drains to a culvert along Spencer Highway which outfalls to Big Island Slough, a FEMA studied stream.

The La Porte Municipal Airport is an approximately 300-acre site in the City of La Porte, located to the north of Spencer Highway, west of Sens Road, south of State Highway 225, and east of Underwood Road. The airport site is mostly surrounded by residential development and is on the watershed divide of Armand Bayou watershed, San Jacinto and Galveston Bay watershed, and Clear Creek watershed. Figure 1 presents the location map of the airport property and the offsite areas being evaluated.



Figure 1 - Project Location

Purpose

This report was commissioned by the City of La Porte to investigate the occurrence of sheet flow runoff from the airport to neighborhoods to the west and north of the airport during significant storm events. The City of La Porte asked Civil PEs and HT&J to conduct this separate study alongside a TxDOT Aviation Division study of drainage within the airport. The purpose of this report is to evaluate any drainage impacts resulting from the airport draining into bordering neighborhoods to the north and west of the airport property. The problem areas along the north and west borders of the airport were identified, which coincide with the two major drainage systems of the airport. Overflow rates to these areas were estimated and potential improvements were evaluated to mitigate the severity of flooding to the neighboring offsite areas.

Assumptions and Constraints

For the evaluation of the airport drainage system, the Federal Emergency Management Agency (FEMA) effective models were used for evaluation of tailwater in the Big Island Slough channel. The HEC-RAS model for the channel (B106-00-00) and the HEC-HMS model for the Armand Bayou watershed were obtained from Harris County Flood Control District (HCFCD) and appropriate information was used.

For evaluating the drainage system of the offsite neighborhood to the north, tailwater conditions were assumed to be at the top of the natural channel. This was used as an estimate of the 25-year tailwater conditions that are recommended in the City's design standards. The numerous small culverts through the residential driveways were not modeled due to the instability this would create in the model.

When modeling natural channels, cross sections were taken at the mid-point of each channel and the channel was assumed to be uniform using that cross section. The width of cross sections varied from 50 ft to 400 ft.

Texas Department of Transportation (TXDOT) intensity duration parameters were used to calculate the rainfall intensity to use in rational method for runoff calculation from each of the sub-basins. The XPSWMM model is calibrated at the sub-basin level against the rational method to generate the similar peak flow. TxDOT parameters were used to be consistent with on-site and off-site evaluation.

Manning's Roughness Coefficient (n) values were assumed, and are displayed below in Table 1.

Table 1 – Manning's n Values

Material Type	Manning's n
Reinforced Concrete Pipe (RCP) Culvert	0.014
Concrete Pilot Channel	0.025
Natural Channel	0.035
Natural Channel Overbanks	0.040

Previous Studies

The most recent drainage analysis for the City of La Porte is the City Wide Drainage Study, prepared by Klotz Associates, Inc. in January of 2009. In this study, the La Porte Municipal Airport and bordering areas were not evaluated in detail.

The Spencer Highway drainage design plan (Record Drawings dated 1994) is used for the storm sewer along the Highway.

2. Existing Conditions

Location

The La Porte Municipal Airport is located in the City of La Porte, Texas, to the south of TX-225/Pasadena Highway and to the west of TX-146. It is located at the northeast corner of Spencer Highway and Farrington Drive.

The neighborhoods in question are located to the west and north of the airport site. The neighborhood to the west is located just west of Farrington Drive, north of Spencer Highway and east of the Big Island Slough channel, and for this report is known as Glen Meadows. The neighborhood to the north is located between the northern border of the airport and N Avenue H. Figure 1 shows these neighborhoods.

Floodplains

The corner of the Glen Meadows subdivision near Spencer Highway adjacent to the Big Island Slough is within the 100-year FEMA floodplain, with a larger portion of the southern and western areas within the 500-year floodplain. The neighborhood to the north of the airport site is outside the 100-year floodplain.

Exhibit 1 presents the effective FEMA floodplains at the airport site. The 100-year Base Flood Elevation (BFE) ranges from elevation 19.70 near Spencer Highway to elevation 21.0 near the north end of the Glen Meadows subdivision.

Topography and Drainage

Topography of the site and bordering areas was developed using a combination of a detailed survey provided by Gessner Engineering and LiDAR data downloaded from Houston-Galveston Area Council (HGAC). A Digital Terrain Model (DTM) was developed from the detailed survey and drainage areas were determined for each ditch and drainage structure using GIS tools. Overall, the airport property generally slopes north to south, with isolated high and low points. The ground elevations on site range from approximately 24 feet to 20 feet.

The neighborhood to the north of the airport slopes southwest to northeast along Northern Avenue H from approximately 25 feet to 20 feet. The neighborhood to the west of the airport generally slopes northeast to southwest toward Spencer Highway from approximately 23 feet to 19 feet.

Land Use

The majority of the 300 acre airport site is open area covered in native grasses. The impervious area on the site is made up of runways, taxiways, parking lots, storage lots, and some commercial area. Approximately 20 percent of the site is impervious.

The Glen Meadows neighborhood to the west is a single family residential development with an average lot size of approximately 0.2 acres. The neighborhood to the north along N Avenue H is made up of larger residential lots of approximately 2 acres. The lots along N Avenue H are made up of mostly open space covered in grass.

Existing Drainage Structures

The drainage infrastructure on the airport is made up of Reinforced Concrete Pipe (RCP) culverts and ditches in that outfalls into an underground storm sewer in Spencer Highway. The existing onsite RCP culverts range in diameter from 15-inch to 36-inch.

A roadside ditch along Farrington Drive receives runoff from approximately 70 acres. This roadside ditch, on average, is about 2.5 feet deep and top width varies to maximum 30 feet. Two culvert structures (See Exhibit 2) restrict flow to the system.

The drainage infrastructure in the neighborhood to the north of the airport site consists of grass-lined drainage ditches and RCP culverts to transfer runoff beneath driveways. The ditch along the north property boundary receives runoff from approximately 76 acres. Three ditch systems converge to a 1.6 ft deep, 35 ft wide ditch which drains south along the east edge of the airport property toward Spencer Highway (See Exhibit 3).

The drainage infrastructure in the neighborhood to the west of the airport site consists of an underground storm sewer system containing RCP ranging in size from 18-inch to 60-inch and streets that are curbed and guttered. The storm sewer flows west and has three separate outfalls to the Big Island Slough channel. Storm sewer information for the Glen Meadows subdivision was obtained from the City of La Porte online GIS system. The Glen Meadows Park along the Big Island Slough channel at the north end of the subdivision functions as a detention basin for part of the drainage system with a footprint of approximately 7.3 acres.

Exhibit 1 presents the Harris County watershed boundaries.

Exhibit 2 presents a detailed look at the existing drainage infrastructure for the Farrington Drive ditch.

Exhibit 3 presents the existing drainage infrastructure for the ditch along the northern boundary of the airport.

Existing Outfalls

The drainage system along North Avenue H to the north of the airport property outfalls into a roadside ditch system along Sens Road.

The drainage system in the neighborhood to the west of the airport property has three separate outfalls into the Big Island Slough. Figure 2 shows the location of these outfalls.

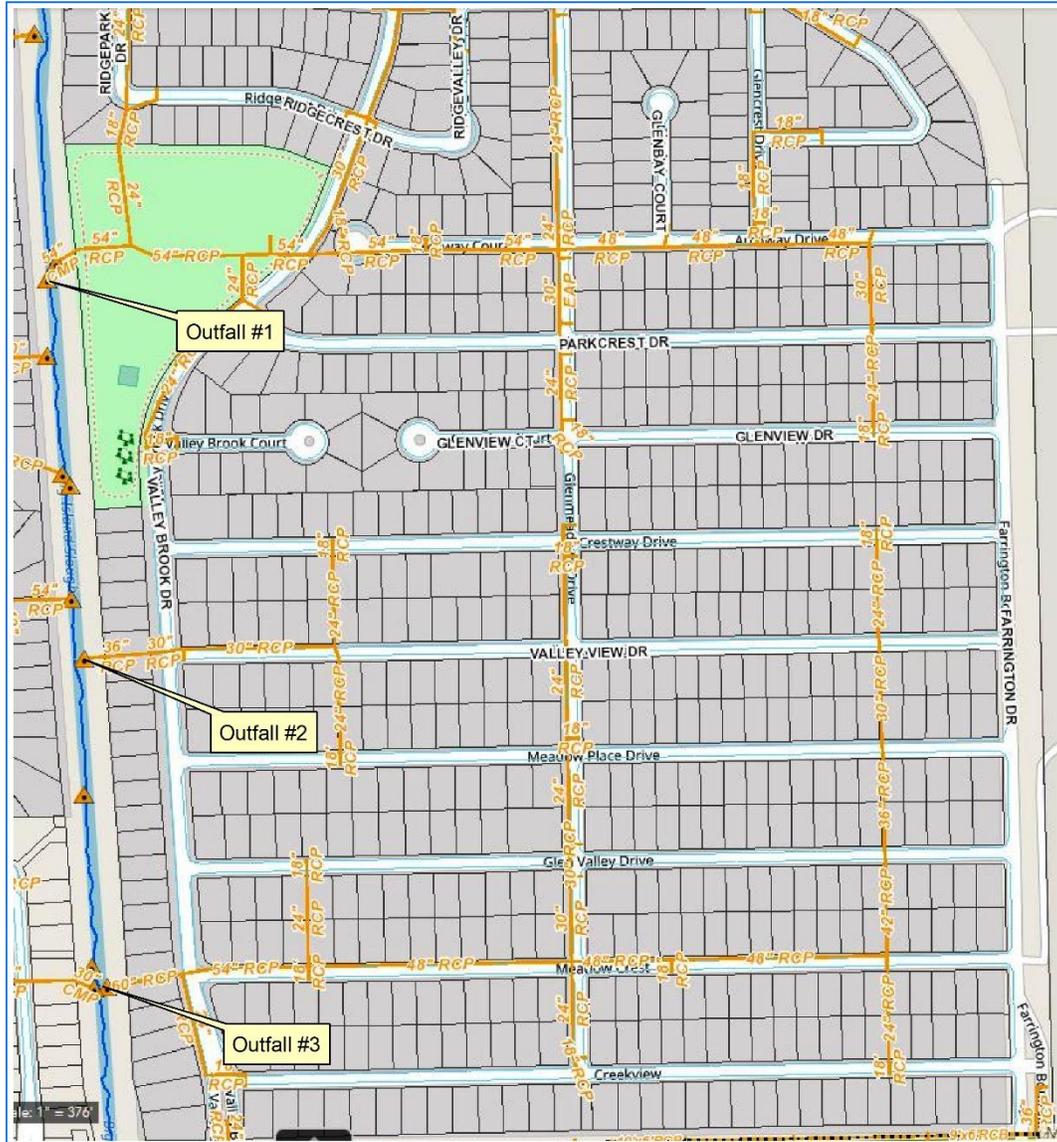


Figure 2 - Glen Meadows Outfall Locations

Both the Farrington Drive roadside ditch and northern airport ditch systems drain to Spencer Highway which outfalls to Big Island Slough channel.

3. Drainage Design Criteria

Texas Department of Transportation (TxDOT) Design Criteria

Table 2 presents the TxDOT intensity-duration-frequency coefficients for use in the rational method runoff calculations. TxDOT parameters were used to be consistent with the airport on-site study.

Table 2 – Rainfall Intensity Coefficients

Rain Event Frequency	b	d	e
2-year	68	7.9	0.800
5-year	70	7.7	0.749
10-year	81	7.7	0.753
25-year	81	7.7	0.724
50-year	91	7.7	0.728
100-year	91	7.9	0.706

The Kerby-Kirpich Method was used in adherence with the TxDOT Hydraulic Design Manual Chapter 4 Section 11 to calculate the Time of Concentration for each basin. The peak flow values were used to determine the storage coefficient for each individual drainage area on site.

City of La Porte Design Criteria

The City of La Porte Public Improvement Criteria Manual (PICM) Chapter 5, Storm Water Design Criteria, was reviewed. The design event for storm sewer systems is the 5-year storm event, with requirements to keep the hydraulic grade line below the gutter elevation.

4. Existing Conditions Drainage Analysis

Hydrologic Analysis

Hydrologic calculations were performed in accordance with the TxDOT Hydraulic Design Manual, in order to be consistent with on-site and off-site analysis. The Rational Method was used to calculate peak flows using the TxDOT rainfall intensity coefficients in Table 2. Contributing drainage area boundaries were established based on the LiDAR data from HGAC and topographic survey and drainage culverts detail data provided by the Gessner Engineering survey. Rainfall totals were obtained from the Harris County Flood Control District H&H Manual for the purpose of developing hydrograph and model simulation, and can be found in Table 3.

Table 3 – Harris County Hydrologic Region 3 Rainfall (inches)

Duration	Storm Frequency							
	2-yr	5- yr	10- yr	25- yr	50- yr	100- yr	250- yr	500- yr
5 Minutes	0.7	0.8	0.9	1.0	1.1	1.2	1.3	1.4
15 Minutes	1.1	1.4	1.5	1.7	1.9	2.1	2.3	2.5
30 Minutes	1.5	1.9	2.1	2.4	2.7	3.0	3.4	3.7
60 Minutes	2.0	2.5	2.9	3.4	3.8	4.3	5.0	5.5
2 Hours	2.4	3.1	3.7	4.4	5.0	5.7	6.8	7.7
3 Hours	2.7	3.5	4.2	5.1	5.9	6.8	8.2	9.4
6 Hours	3.2	4.4	5.3	6.6	7.7	9.1	11.2	13.1
12 Hours	3.8	5.3	6.4	8.0	9.5	11.1	13.6	15.9
24 Hours	4.5	6.4	7.8	9.8	11.6	13.5	16.6	19.3
2 Days	5.3	7.5	9.0	11.2	13.1	15.1	18.1	20.7
4 Days	6.2	8.7	10.5	12.9	14.8	16.9	19.8	22.3

The Rational Method Runoff Coefficient for each drainage area was calculated with land cover imperviousness data downloaded from the National Land Cover Database and verified with the latest aerial photographs. The average percent imperviousness was converted to a runoff coefficient (C) value decimal with 100 percent impervious equal to a 0.9 C-value and zero percent impervious equal to 0.2 C-value.

In order to fully integrate the system and define the overall drainage impacts, XPSWMM models were set up for the airport site and northern bordering neighborhood with links and nodes representing the drainage areas and drainage structures.

The Green-Ampt Method was used to calculate infiltration losses, and Harris County Region 3 loss parameters from HCFC design manual were used. Table 4 presents the parameters.

Table 4 – Harris County Hydrologic Region 3 Loss Parameters

Parameter	Value
Initial Loss (in)	0.100
Moisture Deficit	0.385
Suction (in)	12.45
Conductivity (in/hr)	0.024

For each individual drainage area, the Clark Method was used to develop a hydrograph. Time of Concentration (TC) was calculated using the Kerby-Kirpich Method, per the TxDOT Hydraulic Design Manual Chapter 4 Section 11.

$$T_c = T_{ov} + T_{ch}$$

Where:

$$T_{ov} = \text{overland flow time (min)} = K(L \times N)^{0.467} S^{-0.235}$$

$$K = 0.828$$

L = overland flow length (feet)

N = dimensionless retardance coefficient = 0.15

S = dimensionless slope of terrain

T_{ch} = channel flow time (min) = $KL^{0.770}S^{-0.385}$

K = 0.0078

L = channel flow length (feet)

S = dimensionless main channel slope

The Reservoir Storage Coefficient (R) is necessary to develop the runoff hydrograph from the sub-basins in a Clark Hydrograph method. The R value is adjusted to calibrate the XPSWMM model against the Rational Method, and the peak flow at the hydrograph is matched to the peak flow estimated from rational method.

Hydraulic Analysis – La Porte Airport Property

An XPSWMM model used to evaluate existing conditions of La Porte Municipal Airport was modified to analyze the two offsite areas separately.



Figure 3- XPSWMM Model Layout

For the 5-year and 10-year storm events, the tailwater was modeled with the water surface at the top of the outfall pipe (10 x 6 feet box outfall) into the Big Island Slough. For storm events larger

than the 10-year event, the tailwater conditions were modeled using a stage time series. The time series was constructed from the HEC-HMS hydrograph and the HEC-RAS flow vs. stage relationships in the Big Island Slough channel (B106 00-00). Flow vs. stage data for different storm events was obtained from FEMA effective HEC-HMS and HEC-RAS models.

The neighborhoods to the west of the airport property (both north and south of Spencer Highway) have their own storm sewer systems that outfall to the Big Island Slough separate from the Spencer Highway system.

Ditches that overbanked or culverts that were surcharged were identified and on-site ponding was delineated. Exhibits 4, 5, and 6 show the inundation conditions in the existing system for the 5-year, 10-year, and 100-year storm events.

There are two areas of interest that border the La Porte Municipal Airport property, one to the north along N Avenue H, and the other to the west of the airport, west of Farrington Drive. Both areas were evaluated to determine the following:

- sheet flow direction
- maximum channel conveyance capacity of the bordering airport ditches
- overflow rates for the 2-, 5-, 10-, 25-, 50- and 100-year storm events
- water surface elevations for the 2-, 5-, 10-, 25-, 50- and 100-year storm events

Exhibit 4 presents the ponding during the 5-year storm event for the existing conditions.

Exhibit 5 presents the ponding during the 10-year storm event for the existing conditions.

Exhibit 6 presents the ponding during the 100-year storm event for the existing conditions.

[Farrington Drive \(West of Airport\) Hydraulic Analysis](#)

The airport channel that runs along Farrington Drive slopes from an elevation of 21.5 ft to an elevation of 16.8 ft. The centerline of Farrington Drive serves as the high bank to the west. Figure 4 and Figure 5 below display the profile and typical cross section of the channel.

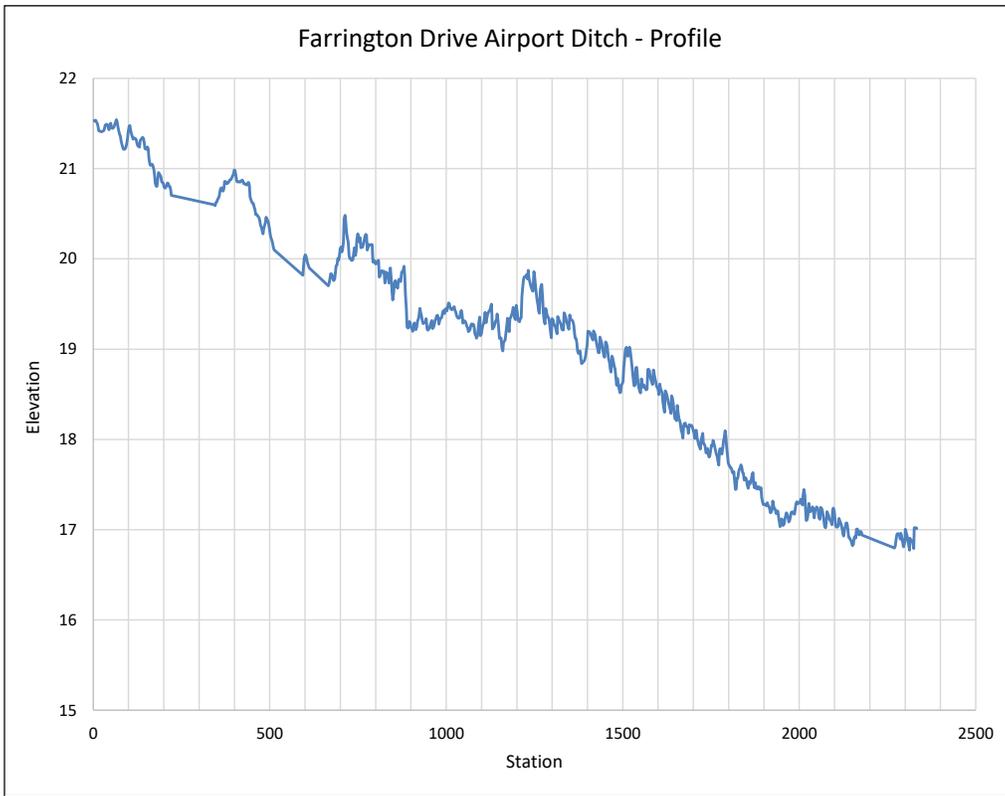


Figure 4 – Farrington Drive Roadside Ditch Profile

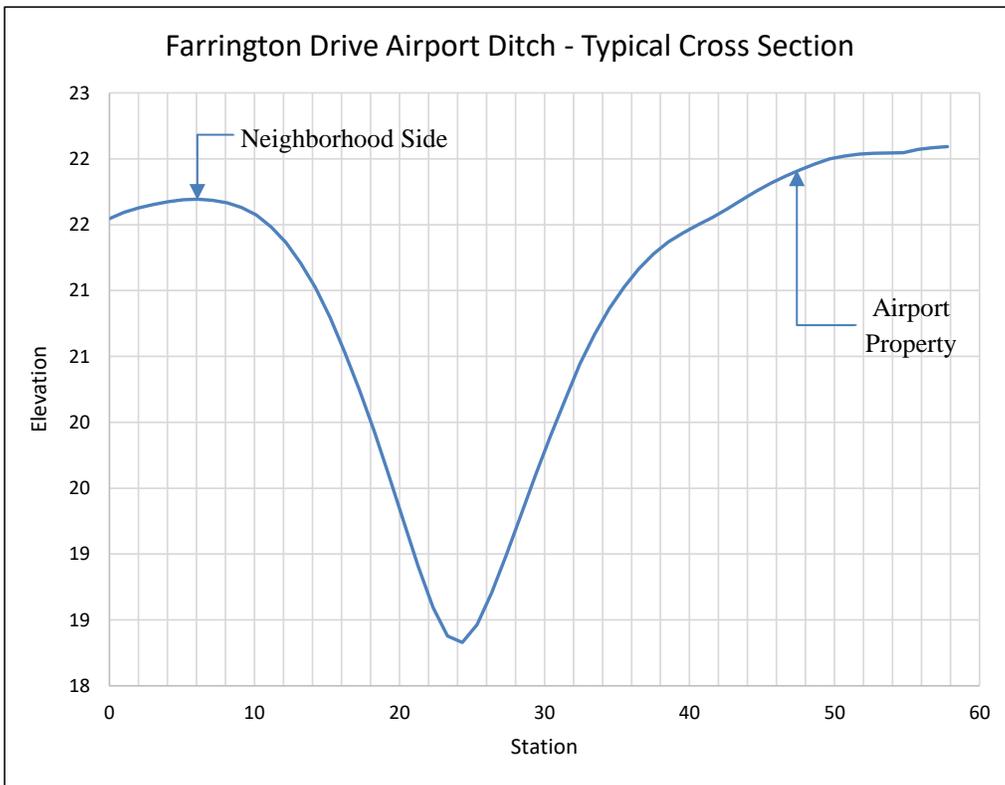


Figure 5 – Farrington Drive Roadside Ditch Typical Cross Section

The maximum conveyance was determined for the channel using two separate methods. The first was calculating flow at bankfull elevation using Manning’s Equation with a roughness coefficient of 0.035. This method resulted in an approximate maximum conveyance of 155 CFS. However, this does not take into account the downstream control of the 30-inch RCP that conveys the flow from the channel into the Spencer Highway storm sewer system. Using the XPSWMM model of the existing airport drainage system, it was determined that the outfall to Spencer Highway controls the flow down to only approximately 34 CFS when the channel is flowing full.

Four study points were chosen to evaluate any overflow that occurs between the airport site and the neighborhood west of Farrington Drive. Figure 6 presents the location of the study points, located at Archway Drive, Crestway Drive, Meadow Place Drive, and Meadow Crest Street.



Figure 6 – Farrington Drive Study Points

The water surface elevation at different storm events was compared to the elevation at Farrington Road, and from that differential the overflow rate was calculated. The existing XPSWMM model was expanded to calculate the overflow rate at each study point. Links were added to simulate runoff leaving the channel and flowing over Farrington Drive. The Links were given a width matching the distance to the upstream study point, so that all overflow along Farrington Drive was accounted for in four stream segments. The following tables present the comparison of road

elevation, water surface elevation, and overflow rate for existing conditions at each of the four study points.

Table 5 – Farrington Drive Water Surface Elevations – Existing Conditions

Study Point	Road Elevation	WSE					
		100-yr	50-yr	25-yr	10-yr	5-yr	2-yr
1	21.81	22.22	22.19	22.14	22.04	21.91	21.60
2	20.61	21.17	21.14	21.10	21.04	20.97	20.60
3	20.79	20.86	20.77	20.71	20.59	20.49	20.04
4	19.75	20.39	20.18	20.14	20.02	19.95	19.43
Study Point	Road Elevation	Difference (WSE - Road El.) [ft]					
		100-yr	50-yr	25-yr	10-yr	5-yr	2-yr
1	21.81	0.41	0.38	0.33	0.23	0.10	-0.21
2	20.61	0.56	0.53	0.49	0.43	0.36	-0.02
3	20.79	0.07	-0.02	-0.08	-0.20	-0.30	-0.75
4	19.75	0.64	0.43	0.39	0.27	0.20	-0.32

Table 6 – Farrington Drive Overflow Rates – Existing Conditions

Study Point	Overflow Rate (cfs)					
	100-yr	50-yr	25-yr	10-yr	5-yr	2-yr
1	14.41	10.39	6.13	1.93	0.17	0.00
2	36.28	30.36	24.47	17.32	10.76	0.00
3	0.07	0.00	0.00	0.00	0.00	0.00
4	35.37	8.29	5.20	2.16	0.82	0.00
Total:	86.12	49.04	35.80	21.41	11.75	0.00

Table 5 indicates the overtopping of roadside ditch along Farrington Drive at 5-year storm event, and the maximum depth is about 0.64 ft. near Creek View Drive. The City of La Porte design standards require the neighborhood storm sewer system to maintain an HGL below the street gutter elevation during the 5-year storm event. However, this is beyond the scope of this report and HT&J did not evaluate the neighborhood storm sewer system.

A total of approximately 86 cfs of sheet flow is introduced to the neighborhood during the 100-year storm event, and approximately 12 cfs is introduced during the 5-year storm. This likely results in roadway conveyance during this storm event. Total sheet flow introduced will result in an increase flooding in the neighborhood, but the extent is not uniform throughout. The resulting additional flooding depth varies from 0.07 ft. to 0.64 ft. in the existing conditions. We expect the neighborhood storm sewer system reaches its capacity when this additional sheet flow is introduced. Thus increasing the overall sheet flow depth within the neighborhood.

The overall runoff from each subbasin was estimated using the rational method using a C value of 0.45 and rainfall intensity values from Harris County Flood Control District. Table 7 presents the drainage area data and peak runoff for each outfall in the Glen Meadows subdivision.

Table 7 – Glen Meadows Rational Method Calculations

Outfall	Outfall Size (in)	Drainage Area (acres)	C	Time of Concentration (min)	Q, 2-YR (CFS)	Q, 5-YR (CFS)	Q, 10-YR (CFS)	Q, 25-YR (CFS)	Q, 100-YR (CFS)
1	54	76	0.45	36.44	95.03	123.66	143.06	167.24	203.43
2	36	14		30.92	19.20	24.79	28.59	33.33	40.38
3	60	70		36.13	87.96	114.41	132.34	154.68	188.12
Total	-	160	-	-	202.19	262.85	303.99	355.25	431.93

Though detailed analysis was not conducted for the neighborhood drainage system, we believe the neighborhood storm sewer system was designed for 2-year storm event.

North Avenue H (North of Airport) Hydraulic Analysis

There are two airport channels that run along the northern border of the airport property, that converge before turning to flow south. The typical cross section for the converged channel is shown below in Figure 7.

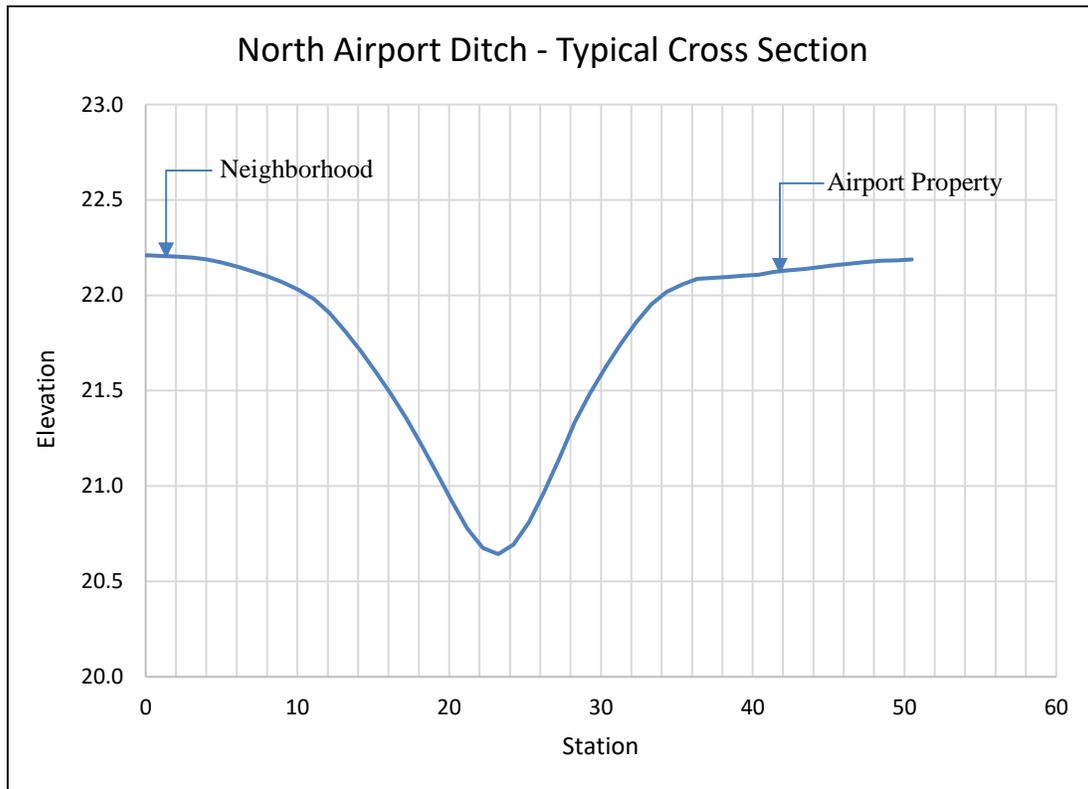


Figure 7 – Northern Channel Typical Cross Section

The maximum conveyance was determined for the converged channel by calculating flow at bankfull elevation using Manning’s Equation with a roughness coefficient of 0.035. This method resulted in an approximate maximum conveyance of 64 CFS.

Four study points were chosen to evaluate any overflow that occurs between the airport site and the neighborhood along North Avenue H. Figure 8 presents the location of the study points, located along the northern property boundary of the airport.

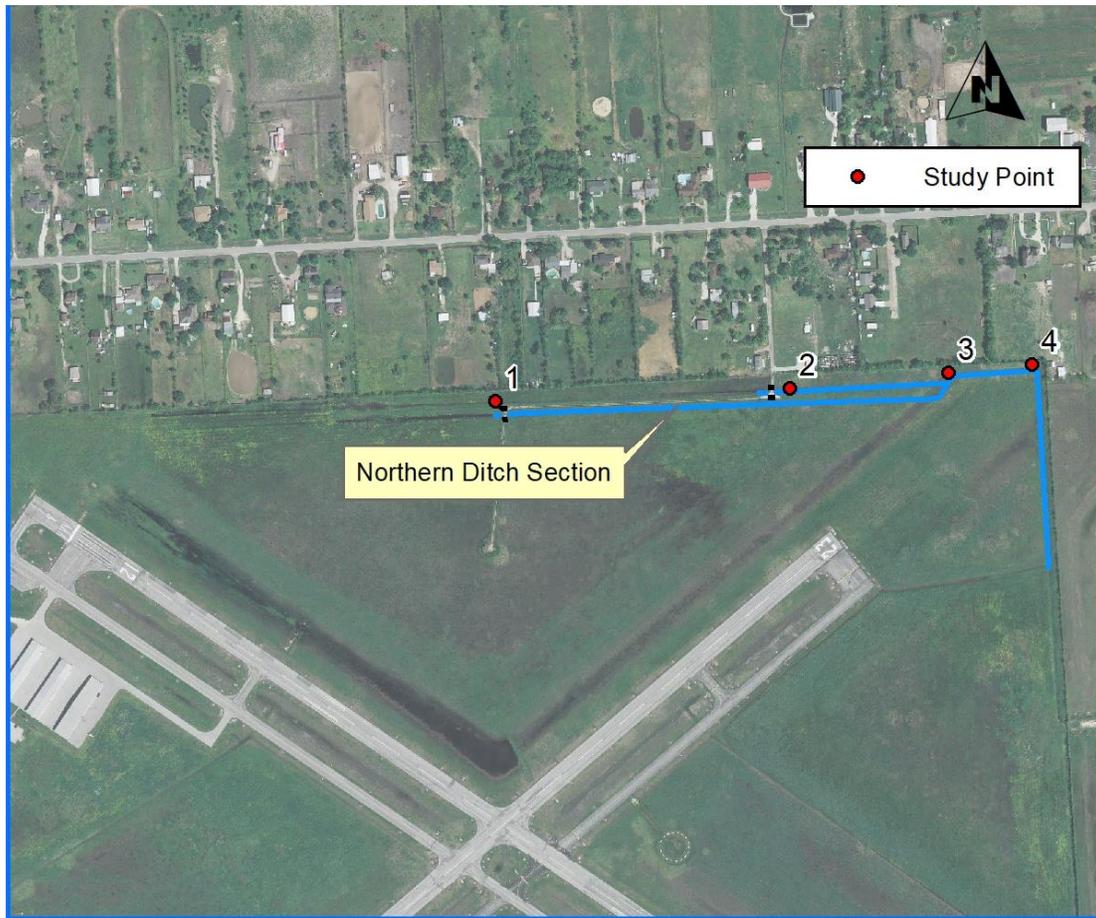


Figure 8 – North Avenue H Study Points

The water surface elevation at different storm events was compared to the elevation at the airport property northern boundary, and from that differential the overflow rate was calculated. The existing XPSWMM model was expanded to calculate the overflow rate at each study point. Links were added to simulate runoff leaving the channel and flowing over the northern boundary. The Links were given a width matching the distance to the upstream study point, so that all overflow along the northern airport channels was accounted for in four stream segments. The following tables present the comparison of road elevation, water surface elevation, and overflow rate for existing conditions at each of the four study points.

Table 8 – North Avenue H Water Surface Elevations – Existing Conditions

Study Point	Road Elevation	WSE					
		100-yr	50-yr	25-yr	10-yr	5-yr	2-yr
1	23.29	23.65	23.63	23.61	23.58	23.55	23.50
2	23.50	23.00	22.92	22.84	22.71	22.58	22.41
3	23.50	22.98	22.90	22.82	22.69	22.56	22.39
4	22.22	22.87	22.77	22.69	22.56	22.43	22.23
Study Point	Road Elevation	Difference (WSE - Road El.) [ft]					
		100-yr	50-yr	25-yr	10-yr	5-yr	2-yr
1	23.29	0.36	0.34	0.32	0.29	0.26	0.21
2	23.50	-0.50	-0.58	-0.66	-0.79	-0.92	-1.09
3	23.50	-0.52	-0.60	-0.68	-0.81	-0.94	-1.11
4	22.22	0.65	0.55	0.47	0.34	0.21	0.01

Table 9 - North Avenue H Overflow Rates – Existing Conditions

Study Point	Overflow Rate (cfs)					
	100-yr	50-yr	25-yr	10-yr	5-yr	2-yr
1	11.63	9.84	7.87	5.81	4.36	1.08
2	0.00	0.00	0.00	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00	0.00	0.00
4	73.90	46.59	28.25	10.01	2.23	3.01
Total:	85.53	56.44	36.12	15.83	6.59	4.09

The water levels overtop into the neighborhood along North Avenue H at Study Points 1 and 4. The City of La Porte design standards require the neighborhood storm sewer system to maintain an HGL below the street gutter elevation during the 5-year storm event. However, this is beyond the scope of this report and HT&J did not evaluate the neighborhood storm sewer system.

A total of approximately 86 cfs of sheet flow is introduced to the neighborhood during the 100-year storm event, and approximately 7 cfs is introduced during the 5-year storm. This likely results in roadway conveyance during this storm event. Total sheet flow introduced will result in an increase flooding in the neighborhood, but the extent is not uniform throughout. The resulting additional flooding depth varies from 0.01 ft. to 0.65 ft. in the existing conditions.

Proposed Conditions Drainage Analysis

Proposed Drainage Improvements Farrington Drive

The drainage improvements discussed below are currently recommended to the TxDOT Aviation Division for drainage on the airport property. These improvements will consequently improve drainage for the bordering neighborhoods.

A 1,150 LF section of ditch is proposed to expand to function as a linear detention (See Exhibit 9). The expansion will provide approximately 3.6 ac-ft. of storage. The downstream culvert structures are proposed to be replaced with 2-42” pipes to increase conveyance. A typical cross section of the ditch is presented in Figure 9.



Figure 9 – Widened Ditch Geometry along Farrington Road

Proposed Drainage Improvements North Side

Expansion of the ditch system draining the northeastern quadrant of the airport is proposed to alleviate flooding to the northern neighborhood. The flowline of the main drainage ditch running along the border of the airport is proposed to drop by 2.5 ft. This lowers the hydraulic grade line below the neighboring bank and provides linear detention.

The linear detention is proposed at two locations:

- 1) Northern Ditch Section (See Exhibit 3) - For approximately 1000 LF, the existing swale will be expanded to 24 ft. bottom width channel, and the average depth is about 2.0 ft. The existing drainage structure 24 will be replaced by a 24" pipe. This pipe functions as a restrictor for this linear detention basin. This detention provides approximately 2.66 ac-ft. of storage.
- 2) East Ditch Section - The right bank of the ditch (towards the airport side) will be sloped at 1% from the channel bottom to the existing ground elevation. The Ditch segments 7, 16, and 21 are proposed to function as linear detention. The proposed channel section is about 300 ft. wide at the top (See Figure 10). The modifications to Ditch Segments 7 and 21 provide approximately 4.80 ac-ft. of additional storage.

Improvements to the northern section involve about 7.5 ac-ft of soil excavation for both the linear detention and conveyance improvement.



Figure 10 – Linear Detention Geometry

Other modifications to the ditch system include:

- 1) Several ditch sections will be lowered with minimal changes to bottom width or side slopes.

- 2) A section will be widened by approximately 10ft to provide additional conveyance. (See Figure 11).
- 3) An existing 12" culvert will be upsized to 24" at the downstream end of the northern linear detention.

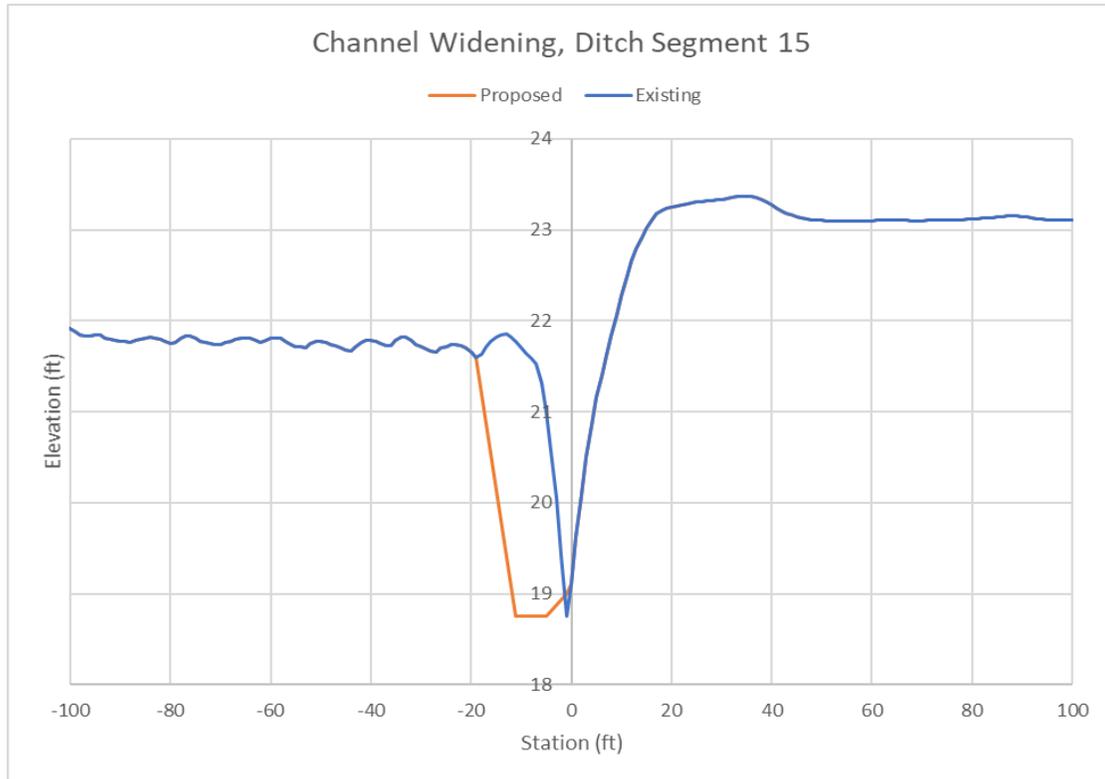


Figure 11 – Widened Ditch Geometry

The proposed ditch and culvert improvements are shown in Exhibit 9.

Hydrologic Analysis

No changes were made to hydrologic parameters from the existing model as there are no significant anticipated land use changes.

Hydraulic Analysis– La Porte Airport Property

The existing XPSWMM model was updated to reflect proposed changes to structures and ditches.

With the proposed improvements the La Porte Municipal Airport satisfies the FAA requirements while improving drainage conditions to the neighboring communities.

During the 10-year storm event, the proposed improvements contain flow within the ditches. Though some overtopping occurs at the west side of the airport (along Farrington Road), flooding conditions are significantly improved. During the 5-year event flow is mostly contained within the roadside ditch along the western drainage ditch with a minimal impact at the south most end.

Exhibit 10 presents the ponding during the 5-year storm event for the proposed conditions.
 Exhibit 11 presents the ponding during the 10-year storm event for the proposed conditions.
 Exhibit 12 presents the ponding during the 100-year storm event for the proposed conditions.

Farrington Drive (West of Airport) Hydraulic Analysis

After the proposed improvements to the La Porte Municipal Airport system were made to the XPSWMM model, the interaction between the airport property and the Glen Meadows neighborhood, west of Farrington Drive, was examined again. The location of the study points remained the same, however the channel was altered as described in the section “Proposed Improvements” earlier in this report. The following tables present the water surface elevations, overflow rates, and the comparison of overflow rates between the existing and proposed conditions.

Table 10 – Farrington Drive Water Surface Elevations – Proposed Conditions

Study Point	Road Elevation	WSE					
		100-yr	50-yr	25-yr	10-yr	5-yr	2-yr
1	21.81	22.02	22.02	21.89	21.68	21.51	21.23
2	20.61	20.98	20.81	20.69	20.49	20.30	20.01
3	20.79	20.80	20.57	20.46	20.24	20.02	19.70
4	19.75	20.42	18.89	18.75	18.33	18.28	17.95
Study Point	Road Elevation	Difference (WSE - Road El.) [ft]					
		100-yr	50-yr	25-yr	10-yr	5-yr	2-yr
1	21.81	0.21	0.21	0.08	-0.13	-0.30	-0.58
2	20.61	0.37	0.20	0.08	-0.12	-0.31	-0.60
3	20.79	0.01	-0.22	-0.33	-0.55	-0.77	-1.09
4	19.75	0.67	-0.86	-1.00	-1.42	-1.47	-1.80

Table 11 – Farrington Drive Overflow Rates – Proposed Conditions

Study Point	Overflow Rate (cfs)					
	100-yr	50-yr	25-yr	10-yr	5-yr	2-yr
1	1.45	1.29	0.12	0.00	0.00	0.00
2	11.56	2.12	0.26	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00	0.00	0.00
4	44.22	0.00	0.00	0.00	0.00	0.00
Total:	57.22	3.41	0.37	0.00	0.00	0.00

Table 12 – Farrington Drive Overflow Rates – Difference (PR–EX)

Study Point	Overflow Rate (cfs)					
	100-yr	50-yr	25-yr	10-yr	5-yr	2-yr
1	-12.96	-9.10	-6.02	-1.93	-0.17	0.00
2	-24.71	-28.25	-24.21	-17.32	-10.76	0.00
3	-0.07	0.00	0.00	0.00	0.00	0.00
4	8.85	-8.29	-5.20	-2.16	-0.82	0.00
Net:	-28.90	-45.63	-35.43	-21.41	-11.75	0.00

With the proposed drainage improvements to the airport property, the overflow rate across Farrington Drive was decreased by approximately 29 cfs for the 100-year storm event and decreased completely (approximately 12 cfs) for the 5-year storm event. Table 12 presents the net change in the overflow rate for all storm events studied. The runoff from 10-year storm event is contained within the roadside ditch. The maximum sheet flow depth is reduced throughout and is limited to 0.21 ft. for 50-year storm event. Though the flow is reduced for 100-year storm event, the maximum flooding depth is unaffected for the 100-year storm event due to the resulting impact of the tailwater conditions.

North Avenue H (North of Airport) Hydraulic Analysis

After the proposed improvements to the La Porte Municipal Airport system were made to the XPSWMM model, the interaction between the airport property and the neighborhoods along North Avenue H were examined again. The location of the study points remained the same, however the northern channels was altered as described in the section “Proposed Improvements” earlier in this report. The same methods were used to obtain values for water surface elevation and overflow rate. The following tables present the water surface elevations, overflow rates, and the comparison of overflow rates between the existing and proposed conditions.

Table 13 – North Avenue H Water Surface Elevations – Proposed Conditions

Study Point	Road Elevation	WSE					
		100-yr	50-yr	25-yr	10-yr	5-yr	2-yr
1	23.29	23.07	22.95	22.69	22.69	22.37	22.13
2	23.50	22.81	22.43	22.08	22.08	21.59	21.26
3	23.50	22.80	22.40	22.05	22.05	21.52	21.15
4	22.22	22.73	22.30	22.00	22.00	21.47	21.10
Study Point	Road Elevation	Difference (WSE - Road El.) [ft]					
		100-yr	50-yr	25-yr	10-yr	5-yr	2-yr
1	23.29	-0.22	-0.34	-0.60	-0.60	-0.93	-1.16
2	23.50	-0.69	-1.07	-1.42	-1.42	-1.91	-2.24
3	23.50	-0.70	-1.10	-1.45	-1.45	-1.98	-2.36
4	22.22	0.51	0.08	-0.22	-0.22	-0.75	-1.12

Table 14 – North Avenue H Overflow Rates – Proposed Conditions

Study Point	Overflow Rate (cfs)					
	100-yr	50-yr	25-yr	10-yr	5-yr	2-yr
1	0.00	0.00	0.00	0.00	0.00	0.00
2	0.00	0.00	0.00	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00	0.00	0.00
4	36.67	0.15	0.00	0.00	0.00	0.00
Total:	36.67	0.15	0.00	0.00	0.00	0.00

Table 15 – North Avenue H Overflow Rates – Difference (PR–EX)

Study Point	Overflow Rate (cfs)					
	100-yr	50-yr	25-yr	10-yr	5-yr	2-yr
1	-11.63	-9.84	-7.87	-5.81	-4.36	-1.08
2	0.00	0.00	0.00	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00	0.00	0.00
4	-37.23	-46.45	-28.25	-10.01	-2.23	-3.01
Net:	-48.86	-56.29	-36.12	-15.83	-6.59	-4.09

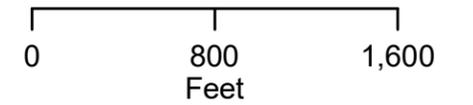
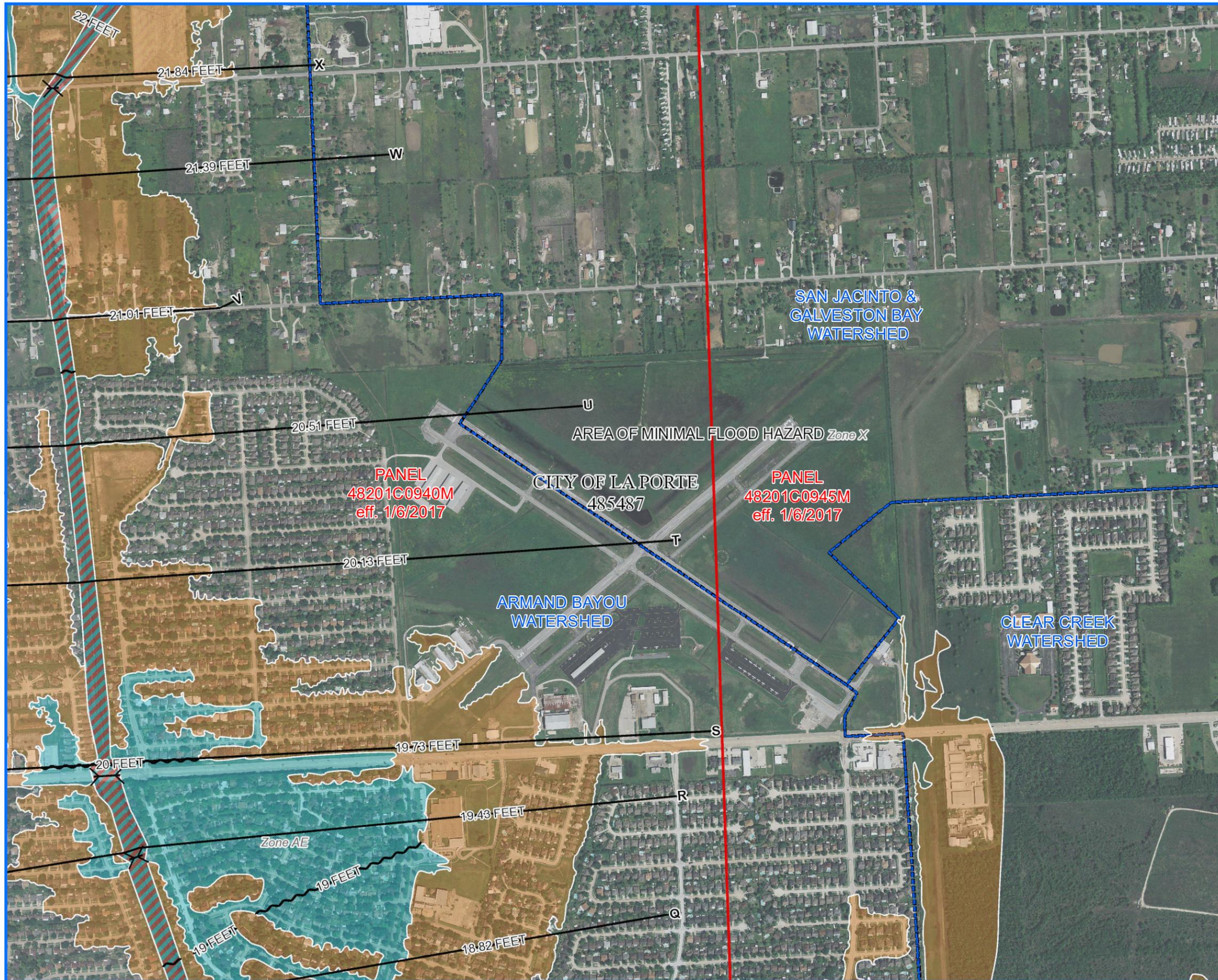
With the proposed drainage improvements to the airport property, the overflow rate into the North Avenue H system was decreased by approximately 49 cfs for the 100-year storm event and decreased completely (approximately 7 cfs) for the 5-year storm event. Table 15 presents the net change in the overflow rate for all storm events studied. The largest decrease in overflow rate occurred at Study Point 4, where the two northern ditches converge into one drainage ditch. The runoff is contained within the channel for 25-year storm event and the flooding depth is limited to 0.08 ft. during the 50-year storm event, and 0.51 ft. during the 100-year storm event.

5. Conclusions and Recommendations

Given the current conditions, runoff overflows from the La Porte Municipal Airport property into the bordering western and northern neighborhoods generally at the 5-year storm event. With the proposed improvements currently recommended to the TxDOT Aviation Division for the airport drainage system, there will be a significant reduction in storm water overflow to the neighborhoods. The improvements to the drainage ditches along the west and north sides of the airport property will help contain the airport runoff and convey it to the outfall system. The runoff will generally contain in a channel for storm event up to 25-year return period.

It is the opinion of HT&J that the proposed improvements to the La Porte Municipal Airport drainage system will be beneficial to the City of La Porte. The improvements will minimize the impacts of excess floodwaters from the airport property and keep the neighborhood drainage systems from becoming overwhelmed during large storm events. The peak runoff in a 100-year storm event will be reduced by approximately 29 cfs along Farrington Drive and by approximately 49 cfs along North Avenue H.

EXHIBITS



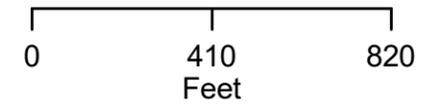
 Harris County Watershed Boundaries

-  1% Annual Chance Flood Hazard
-  Regulatory Floodway
-  Special Floodway
-  Area of Undetermined Flood Hazard
-  0.2% Annual Chance Flood Hazard
-  Future Conditions 1% Annual Chance Flood Hazard
-  Area with Reduced Risk Due to Levee

**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 1
Effective Floodplain**



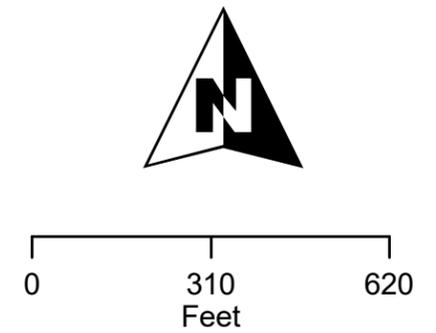


- Study Points
- Drainage Area
- Ditch
- Culvert

City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements

Exhibit 2
Farrington Drive
Drainage Overview



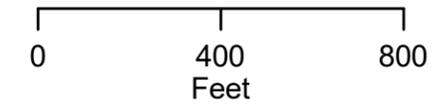


- Study Point
- ➔ Ditch
- ══ Culvert
- Drainage Area

City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements

Exhibit 3
Northern Ditch
Drainage Overview





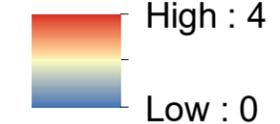
Ditches

- In Channel
- Overbank

Structures

- No Surcharge
- Surcharge

Ponding Depth



**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 4
Existing Drainage System
5-year Inundation**

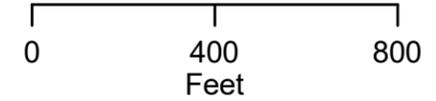




Glen Meadows Neighborhood

Farrington Rd

Spencer Highway



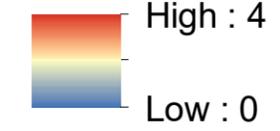
Ditches

- In Channel
- Overbank

Structures

- No Surcharge
- = Surcharge

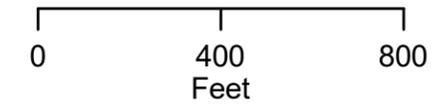
Ponding Depth



City of La Porte
 La Porte Municipal Airport
 Storm Water Drainage Improvements

Exhibit 5
 Existing Drainage System
 10-year Inundation





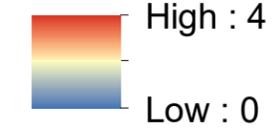
Ditches

- In Channel
- Overbank

Structures

- = Surcharge
- = No Surcharge

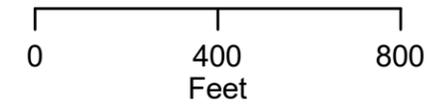
Ponding Depth



**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 6
Existing Drainage System
100-year Inundation**

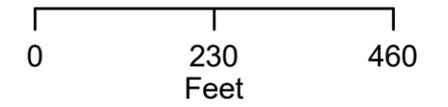




**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 7
Sheet Flow Patterns
West Neighborhood**



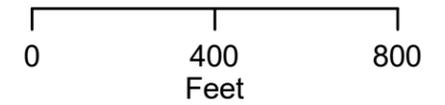
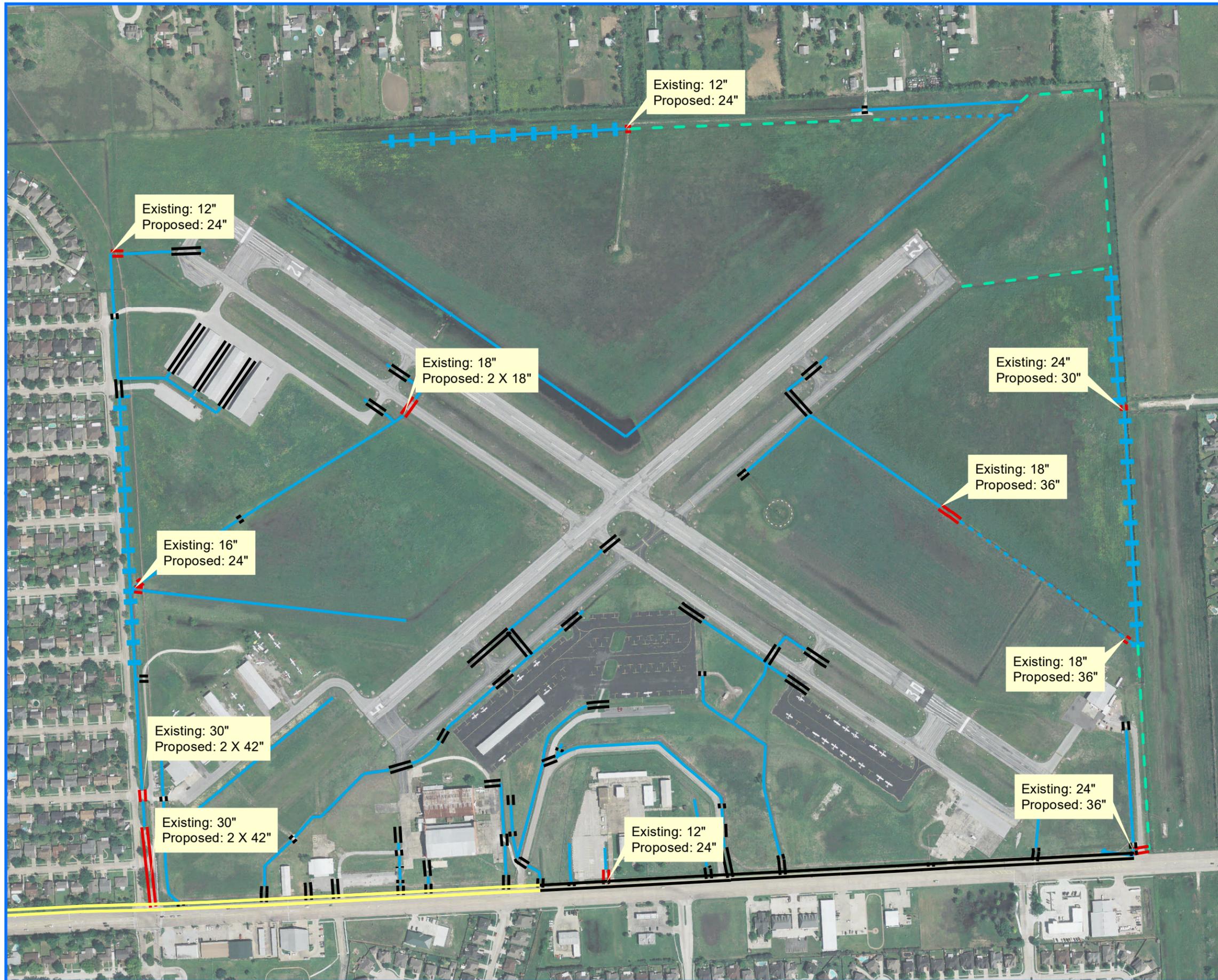


Contributing Area
80 acres
0.5 acres

**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 8
Sheet Flow Patterns
North Neighborhood**





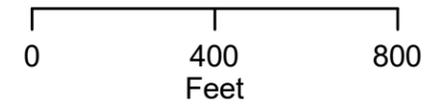
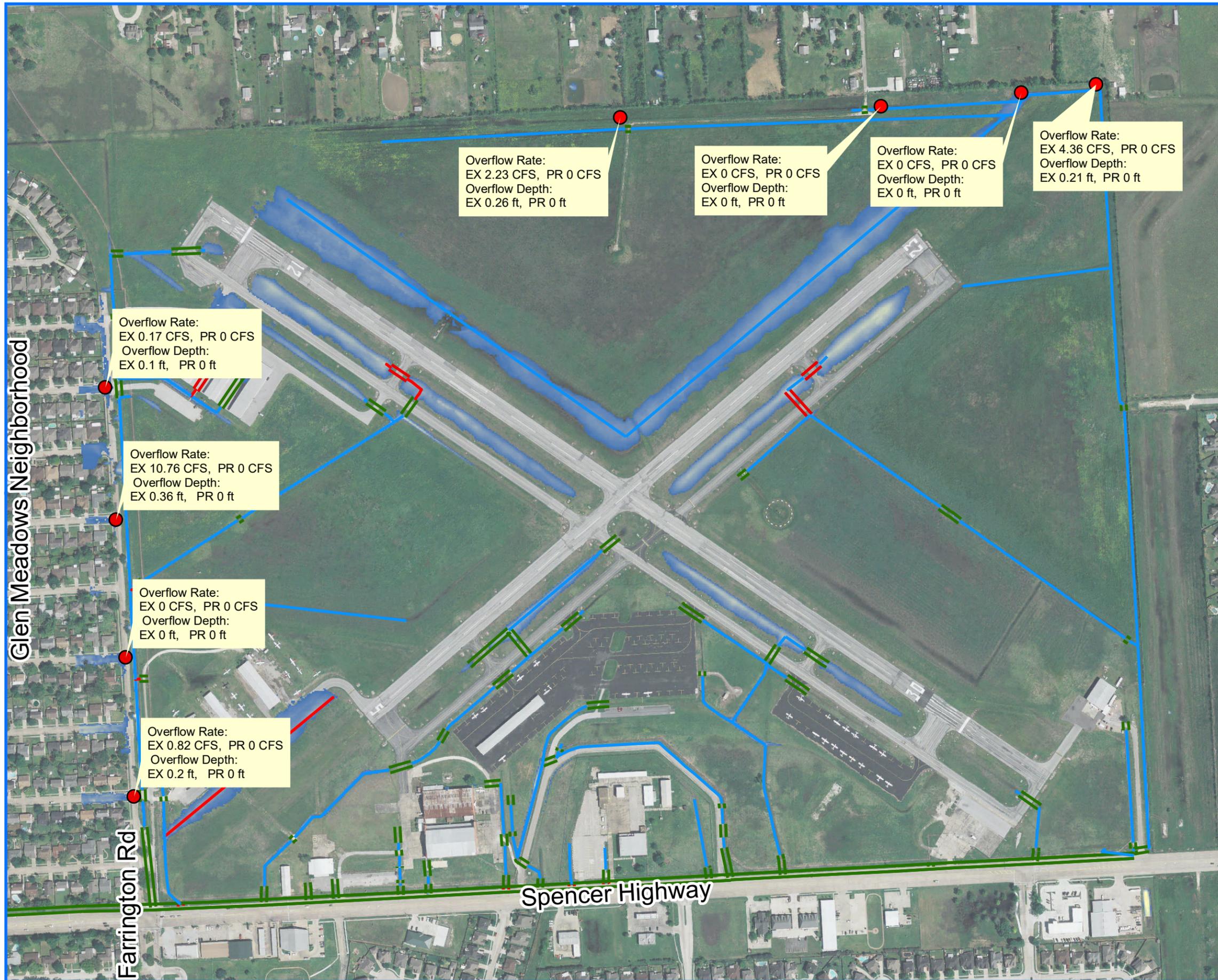
Structure Type

- Circular Pipe
- Box Culvert
- Ditch
- Improved Culvert
- Lowered Ditch
- Linear Detention
- Widened Ditch

**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 9
Proposed Drainage
Improvements**





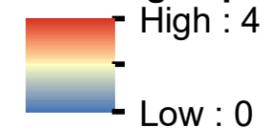
Ditches

- In Channel
- Overbank

Structures

- = Surcharge
- = No Surcharge

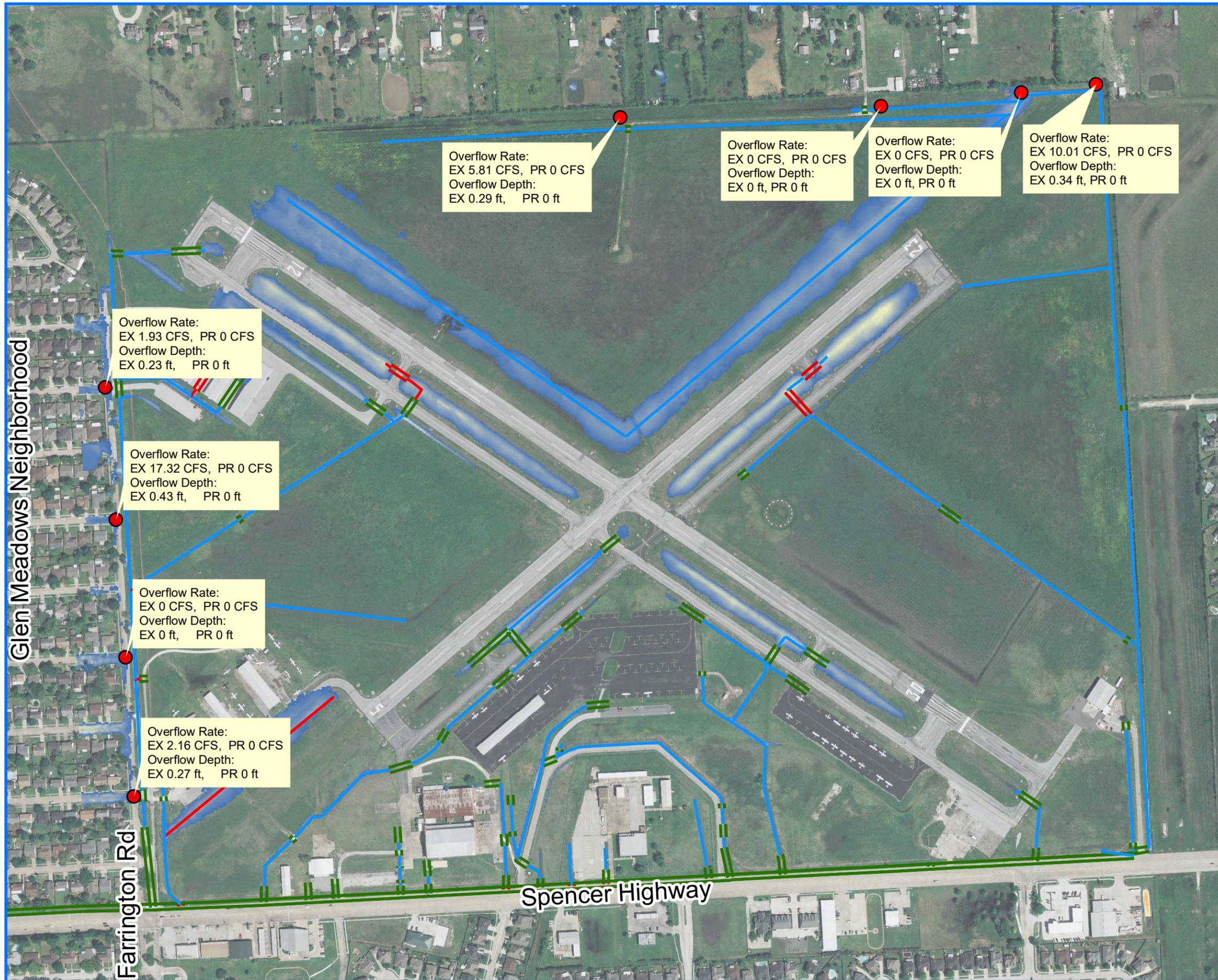
Ponding Depth



**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 10
Proposed Drainage System
5-year Inundation**





Glen Meadows Neighborhood

Farrington Rd

Spencer Highway

Overflow Rate:
EX 5.81 CFS, PR 0 CFS
Overflow Depth:
EX 0.29 ft, PR 0 ft

Overflow Rate:
EX 0 CFS, PR 0 CFS
Overflow Depth:
EX 0 ft, PR 0 ft

Overflow Rate:
EX 0 CFS, PR 0 CFS
Overflow Depth:
EX 0 ft, PR 0 ft

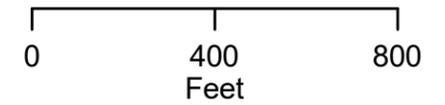
Overflow Rate:
EX 10.01 CFS, PR 0 CFS
Overflow Depth:
EX 0.34 ft, PR 0 ft

Overflow Rate:
EX 1.93 CFS, PR 0 CFS
Overflow Depth:
EX 0.23 ft, PR 0 ft

Overflow Rate:
EX 17.32 CFS, PR 0 CFS
Overflow Depth:
EX 0.43 ft, PR 0 ft

Overflow Rate:
EX 0 CFS, PR 0 CFS
Overflow Depth:
EX 0 ft, PR 0 ft

Overflow Rate:
EX 2.16 CFS, PR 0 CFS
Overflow Depth:
EX 0.27 ft, PR 0 ft



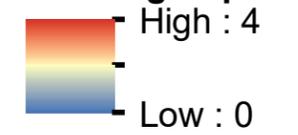
Ditches

- In Channel
- Overbank

Structures

- = Surcharge
- = No Surcharge

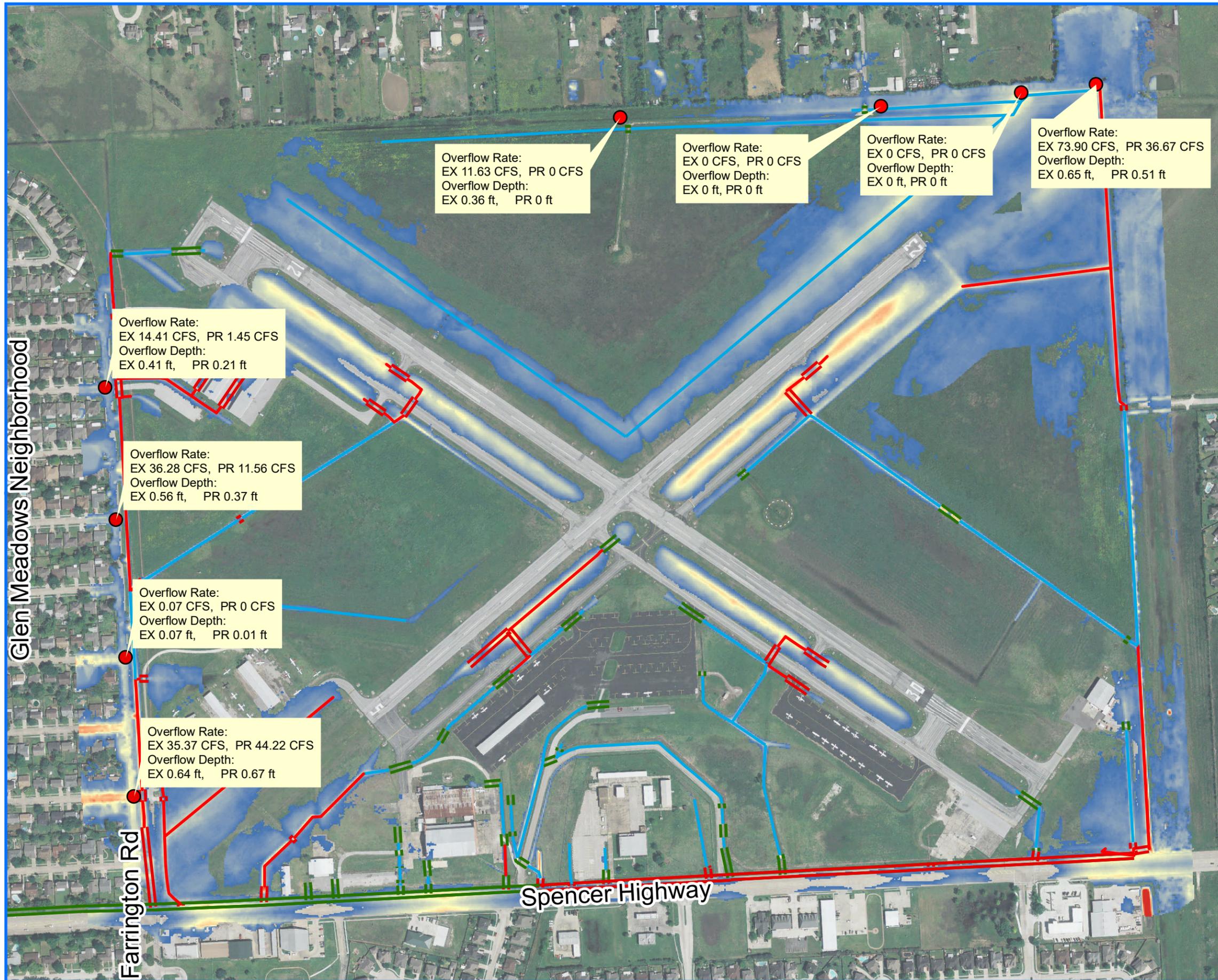
Ponding Depth



**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 11
Proposed Drainage System
10-year Inundation**





Glen Meadows Neighborhood

Farrington Rd

Spencer Highway

Overflow Rate:
EX 11.63 CFS, PR 0 CFS
Overflow Depth:
EX 0.36 ft, PR 0 ft

Overflow Rate:
EX 0 CFS, PR 0 CFS
Overflow Depth:
EX 0 ft, PR 0 ft

Overflow Rate:
EX 0 CFS, PR 0 CFS
Overflow Depth:
EX 0 ft, PR 0 ft

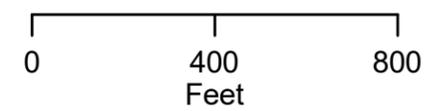
Overflow Rate:
EX 73.90 CFS, PR 36.67 CFS
Overflow Depth:
EX 0.65 ft, PR 0.51 ft

Overflow Rate:
EX 14.41 CFS, PR 1.45 CFS
Overflow Depth:
EX 0.41 ft, PR 0.21 ft

Overflow Rate:
EX 36.28 CFS, PR 11.56 CFS
Overflow Depth:
EX 0.56 ft, PR 0.37 ft

Overflow Rate:
EX 0.07 CFS, PR 0 CFS
Overflow Depth:
EX 0.07 ft, PR 0.01 ft

Overflow Rate:
EX 35.37 CFS, PR 44.22 CFS
Overflow Depth:
EX 0.64 ft, PR 0.67 ft



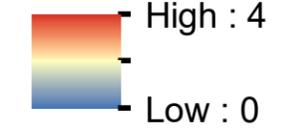
Ditches

- In Channel
- Overbank

Structures

- == Surcharge
- == No Surcharge

Ponding Depth



**City of La Porte
La Porte Municipal Airport
Storm Water Drainage Improvements**

**Exhibit 12
Proposed Drainage System
100-year Inundation**





REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Ojeda</u>
Department: <u>Police/Animal Control</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits:

SUMMARY

Councilmember Nancy Ojeda would like for the La Porte Animal Shelter to begin a mobile animal adoption program with the necessary equipment and vehicle to operate the new program.

One of the main goals of the La Porte Animal Shelter and Adoption Center is to increase our adoption rate and reduce our euthanasia rate. One of the tactics we use towards those goals is to participate in offsite adoption events. Currently, we transport animals to the event in wire crates in the back of a pickup truck and then set up a display under a popup canopy with a table and the wire crates. This limits us to the number of animals that we can transport and display for adoption. Also, this process leaves our staff and our animals exposed to varying weather conditions, i.e. rain, wind, cold and heat. They are exposed to a large amount of foot traffic and noise depending on the event. Some of the animals can have adverse reactions to this type of stimuli. We are also unable to display cats at outdoor events due to the possibility of escape.

Staff has been asked to present a mobile adoption trailer (MAT) as another option for participating in offsite adoption events. There are several different options available, all of which can be wrapped or painted with the City of La Porte logo in order to draw more attention. All of the MATs are completely self-contained with a generator, lighting, air conditioning, heating, hot and cold running water and an exam or office area. There are fold up doors, similar to that on a food truck, on one side of the trailer that allows the kennels to be viewed from the outside. The trailers have a rear fold down ramp and a door on one side near the front of the trailer. This would allow for citizens to come inside the trailer to view the animals while providing a safer environment for the animals and staff during events by controlling the flow of people interacting with the animals. The kennels are built into the trailer, so once the animals are loaded at the shelter, they don't have to be handled again for the set up and would allow us to display cats as well

as dogs. Also, if the event proves to be too stimulating for some of the animals, the outer doors can be closed.

The MAT will also serve double duty as an evacuation platform. In preparing for Hurricane Ike, Animal Control Officers made numerous trips to the SPCA because we could only evacuate about 10 animals at a time with their vehicles. The MAT described in option two below may be able to accomplish this transfer in one trip with the use of some portable crates, saving time and man hours.

In order for the La Porte Adoption Center to better participate in offsite adoption events, increasing our adoption rate and prepare for any possible evacuation of the shelter, we provide the following options of mobile adoption trailers.

- Option 1: 6 x15 MAT
 - 12 kennel capacity
 - \$43,530

- Option 2: 7' x 19' MAT
 - 22 kennel capacity
 - \$50,510

- Option 3: 8' x 24" MAT
 - 45 kennel capacity
 - Requires a $\frac{3}{4}$ ton truck or bigger, currently not in our fleet, but the ACO supervisor truck is due for replacement this year. Approximately \$10,000 to upgrade to $\frac{3}{4}$ ton truck.
 - \$79,780 (MAT \$69,780 + upgrade truck \$10,000)

RECOMMENDED MOTION

Provide staff direction on how to move forward with La Porte Animal Shelter mobile animal adoption program.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Garza</u>
Department: <u>Public Works / Parks & Rec</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Current Light Picture and Replacement Light Picture

SUMMARY

Councilmember Thomas Garza has requested that the silver utility street light poles on Main Street be replaced with the black decorative poles similar to others downtown. Primarily this request would be designated between 4th Street and Broadway Street along Main Street in the downtown La Porte area.

Currently, Main Street has a combination of decorative black pathway lights along the street and silver light poles that arch over the street, also called Cobra lights. Staff has provided pictures of both in the attachments. When looking at the lights, it is evident that the Cobra lights provide illumination of Main Street from above. However, the decorative black lights are more of a pathway light that provides illumination at a lower level down the sidewalk.

Upon contacting our CenterPoint representative, staff was told that the silver poles can be replaced as long as we would pay for the light poles and the construction. CenterPoint suggested replacing the current lights with the same over the street style, since the height allows to illuminate more surface area. There are a total of 8 silver Cobra lights on Main Street between Broadway and 4th Street.

There are two options to replace the current silver light poles, as stated below. Note that this does not include construction costs. We have reached out to CenterPoint and they are working on the construction cost. Staff hopes to have the construction cost prior to the Pre-Budget Retreat.

1. Standard black lights at \$670 each x 8 lights = \$5,360 + Construction Costs
2. LED black lights at \$1,035 each x 8 lights = \$8,280 + Construction Costs

Public Works has reviewed the available options for the LED cobra lights offered by CenterPoint Energy and has determined that the same wattage range of existing lights would appear brighter since the LED produces a white light. Also, LED technology provides the advantages of energy savings and a longer service life.

RECOMMENDED MOTION

Provide staff direction on how to move forward with the replacement of the street light poles along Main Street between 4th Street and Broadway in downtown La Porte.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

CURRENT LIGHTING ON MAIN STREET



REPLACEMENT LIGHT PICTURE





REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Garza</u>
Department: <u>Public Works</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Power Point Presentation

SUMMARY

Councilmember Thomas Garza has requested that decorative (possibly lighted) traffic enforcement and street signs be implemented along Main Street in downtown La Porte. He has requested this item be divided into two (2) phases in order to provide cost estimate options. Phase I would be from 4th Street to Broadway, with Phase II to occur from SH 146 to 4th Street.

Currently, along Main Street there are several pedestrian street lights with black, fluted poles. In order to maintain a consistent traditional theme along the Main Street district, the same style poles can be utilized for street identification and traffic control signs. These products are readily available and are manufactured from cast aluminum with a black powder coat, which would be ideal for our gulf coast climate.

Several styles of street sign brackets are available to create visual appeal. Along with pole base and finial options, a custom look can be created. Street signs can be modified with color, font or could be enhanced with our City logo. Traffic control signs must comply with Manual On Uniform Traffic Control Device regulations for size, height, and reflectivity.

There are five (5) cross-streets, each with a stop sign and two (2) street signs. The estimated costs for this type of sign are \$1,000 each. All five (5) cross streets could be updated to this style for \$10,000. Currently, there are five (5) more traffic signs that have a stand-alone sign pole. The cost for these is estimated at \$600 each. Installation can be performed by City staff.

The remaining four (4) cross streets are controlled with traffic signals. The sixteen (16) street signs on these can be changed by City staff to also match the style selected for the other cross streets.

Also, if there is interest in possibly obtaining lighted street signs. LED lighted signs are available for traffic signal mast arms. The estimated cost for the lighted signs are \$1,700 each. All sixteen (16) signs can be purchased for \$27,200. Installation by a licensed electrician is estimated at \$500 per sign, for a total installation cost of \$8,000.

Common threads found in both the La Porte Strategic Plan and Comprehensive Plan are improvements in the Main Street area and beautification programs along main travel corridors. Positive impacts will enhance visual appearance of Main Street signage. Negative impacts would be increased replacement costs for a damaged post and increased maintenance cost associated with LED lighted signs.

If phased as suggested Phase 1 cost is estimated at \$23,100 with Phase 2 estimated at \$25,100, for a total project cost of \$48,200. Staff is poised to provide more research and details based on City Council's direction.

RECOMMENDED MOTION

Provide staff direction on how to move forward with the implementation of decorative traffic enforcement and street signs along Main Street between 4th Street and Broadway (Phase I) and between SH 146 and 4th Street (Phase II) in downtown La Porte.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

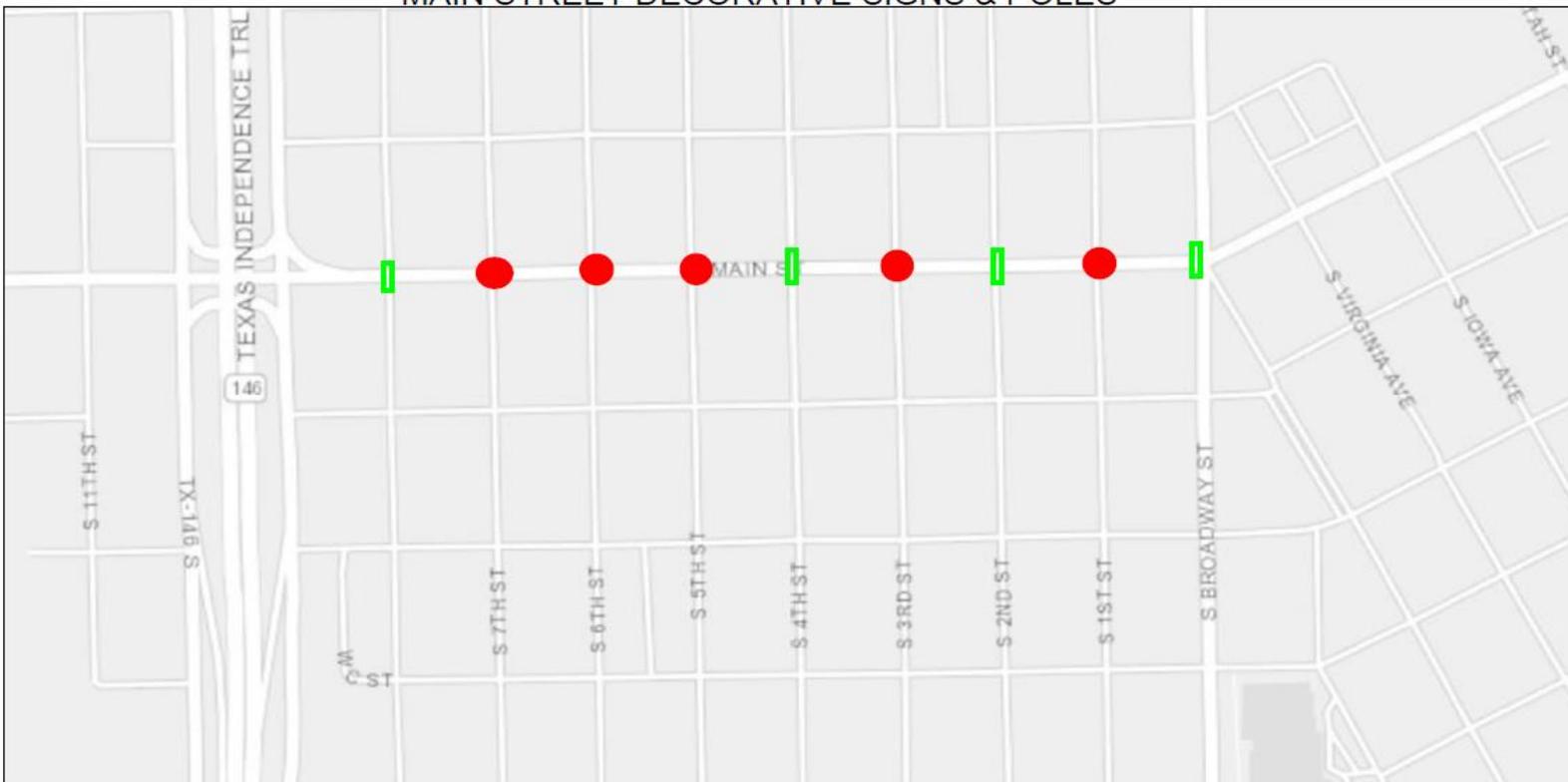
Decorative Street Sign Posts and Street Sign Options for Main Street





Overview

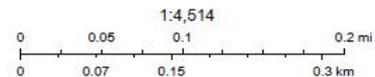
MAIN STREET DECORATIVE SIGNS & POLES



3/11/2020 3:56:50 PM

● STOP SIGN

▬ TRAFFIC SIGNAL



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

Main Street Sign Posts

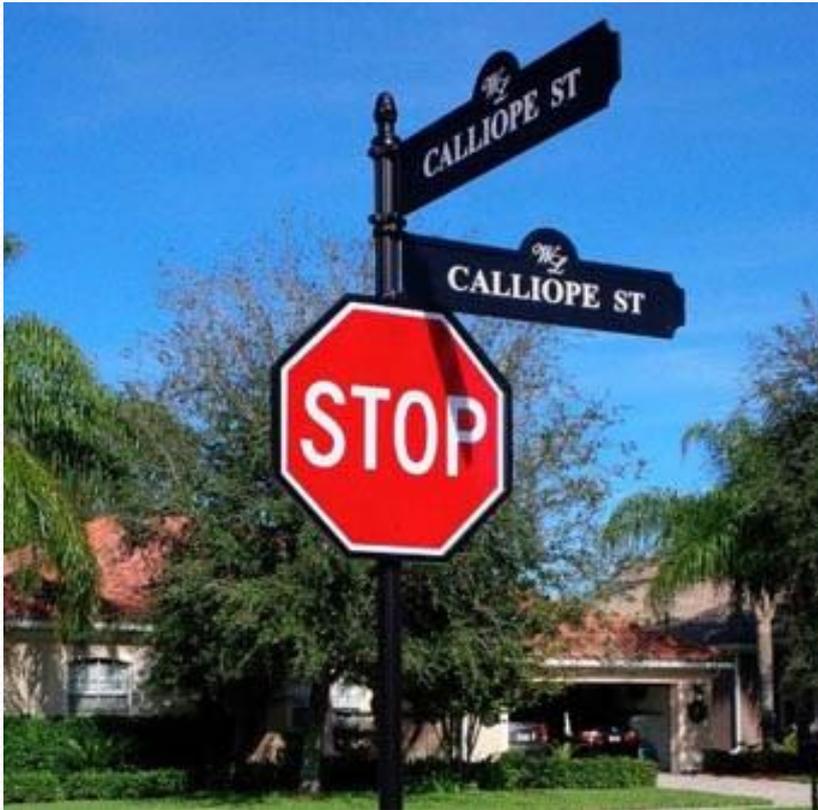


Shown - Existing pedestrian streetlamps with cast-aluminum fluted poles with black powder-coated finish.

Fluted posts for street signs are readily available that will compliment this same traditional theme.



Examples





Examples





Examples



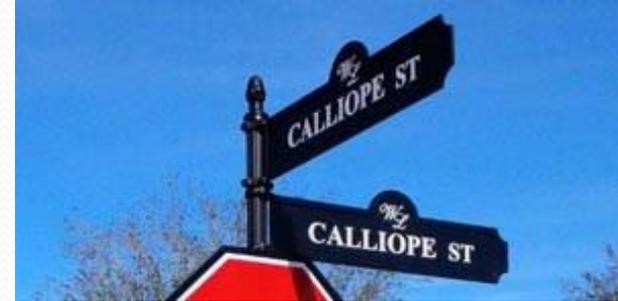
Options – Decorative Sign Post Bases



Options – Decorative Post Finials



Options – Street Signs



Estimated Costs – Fluted Posts with Base and Finial

10 Posts Required – \$1000 each



Traffic Signal Signage



Signage on signal poles can be changed to compliment any sign color selection. Signs must comply with MUTCD regulations. LED Lighted signs are available. There are 4 signs at 4 locations (16 total). Estimated costs for lighted signs is \$1,700 each. Installation is estimated at \$500 each.





REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Garza</u>
Department: <u>Parks & Recreation</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Current Seating on Main and Bench at Five Points

Plaza

SUMMARY

Councilmember Thomas Garza has requested that decorative benches be installed along Main Street in downtown La Porte between 4th Street and Broadway Street.

Currently, there are multiple businesses that have some type of seating area along Main Street. Staff has provided pictures of some seating areas on Main Street in the attached exhibit.

If the City were to purchase metal benches for Main Street, staff recommends purchasing the same benches that are currently at Five Points, so that there is uniformity. Staff has attached a picture of a Five Points Plaza bench in the exhibits. The cost for this style of bench is \$1,218 each plus shipping. For example, the cost of ten (10) benches would cost \$12,180 plus shipping of \$2,423, for a total of \$14,603. There would be no cost for installation; staff would install the benches.

If City Council chooses to purchase benches, the following questions will need to be answered:

1. How many benches would you like placed on each block?
2. How is the determination made about which businesses receive the new benches?

RECOMMENDED MOTION

Provide staff direction on how to move forward with the installation of decorative benches along Main Street between 4th Street and Broadway Street in downtown La Porte.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

CURRENT SEATING ON MAIN STREET



CURRENT BENCH AT FIVE POINTS PLAZA





REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Garza</u>
Department: <u>Parks & Recreation</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits:

SUMMARY

Councilmember Thomas Garza has requested that the City of La Porte plant 1,000 trees on City properties throughout La Porte. He thinks native trees to this area would be great and isn't particularly interested in palm trees. He has indicated that many trees have been damaged and thus removed from the Bay Forest Golf Course, but no new trees have been planted to replace those removed.

Currently, the City of La Porte hosts the annual Arbor Day Tree Giveaway. During this event, 300 trees are given away along with seed balls that contain a "butterfly mix" of milkweed and wildflowers. The trees are donated by Trees for Houston. Also, we have periodically had groups that do tree plantings over the years.

In speaking with Bay Forest Golf Course General Manager, he does not have a large need for trees at this time. He is not able to put trees in the playing area, but he may be able to place some on the right side of the driving range. At the most, the golf course might be able to plant 50 trees. It is important to note that there are locations on the golf course where staff is removing trees so that sunlight can get through to help grow grass. Also, it is important to note that we do not have irrigation on all city properties, so we would be hopeful that any trees that are planted would flourish on their own.

The Tree Fund had a balance of \$545,695 as of September 30, 2019. Each year, the Parks and Recreation Department sets aside \$50,000 for any tree work that is needed. On a rotating basis we will prune, trim, remove, or replace trees and palms throughout City parks and medians. Historically Parks & Recreation Department does not spend all \$50,000 each fiscal year, but the funds are there in case any issues or needs arise.

If we were to plant trees, staff is suggesting we go with 2" caliper Live Oaks. These trees would be container grown and approximately 8'-10' in height. The cost for one tree is \$135; therefore 1,000 trees would cost \$135,000.

RECOMMENDED MOTION

Provide staff direction on how to move forward with planting 1,000 trees throughout La Porte.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Garza</u>
Department: <u>Information Technology</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits:

SUMMARY

Councilmember Thomas Garza would like to live-stream video the City Council meetings.

Currently, the City's Technology Department has a funded CIP project to upgrade the City Hall council chambers audio video system (AV). The current CIP project consist of upgrading the analog AV system to digital format. The new system will be relocated from under the City Council dais to a designated technology closet in the City Council hallway. Also, the vendor will remove and replace the three (3) hanging monitor displays with newer and larger Light-emitting diode (LED) displays. If City Council chooses to move forward with live-streaming meetings, the technology staff would work with a chosen vendor for this CIP project to incorporate the ability to live-stream public meetings to designated locations (City web site, social media, etc.).

In order to incorporate live-streaming video of meetings in the City Hall council chambers, staff is providing three (3) options:

- Option 1 - There are multiple ways to live-stream public meetings using technology. The simplest option is install a wide-angle high definition (HD) camera facing the dais to capture all City Council members. The video stream is simultaneously mixed with the audio from the new AV system then shared across the designated streaming platforms. This option will only show the members of council currently on the dais and will not show the residents at the podium.
- Option 2 - Install two wide-angle high definition (HD) cameras, one facing the dais to capture all City Council members and the second facing the podium to capture any staff or residents addressing the City Council. Both video streams

are simultaneously mixed with the audio from the new AV system then shared across the designated streaming platforms. This option will capture both council dais and the resident podium along with audio but will not focus in on which member is talking at the moment.

- Option 3 - Install one high definition (HD) camera to record the resident/staff at the podium and a second high definition (HD) camera with Pan-tilt-zoom (PTZ) capabilities facing the dais to capture all City Council members while talking. Also, this option would require hiring a new dedicated camera technician to be available for all public meetings being live streamed. The camera technician will be responsible for using the PTZ to focus on which City Council member are talking at a specific point in time.

Estimated Cost per option:

- Option 1 - \$20,000
- Option 2 - \$30,000
- Option 3 - \$90,000 plus cost of new staff

RECOMMENDED MOTION

Provide staff direction on how to move forward with live-streaming City Council meetings.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Garza</u>
Department: <u>Police</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits:

SUMMARY

Councilmember Thomas Garza would like for the City to hire a Veterinarian to work at the La Porte Animal Shelter.

Currently, the City of La Porte Police Department – Animal Shelter division budgets \$55,000 per year for veterinary services. Also, Deer Park Animal Hospital has the current contract. One of their veterinarians comes to the shelter one day a week. The veterinarian examines all new animals since their last visit and test the new dogs for heartworm and the new cats for feline HIV/Leukemia. Dogs with negative results are put on heartworm prevention medication and dogs with positive results are put on a regimen to kill the heartworms. Also, they examine other animals that may need their care. The veterinarian is present as long as it takes to perform their duties and they bill the City on a monthly basis. However, none of the animals are adopted out before they are examined and tested by our veterinarian.

State law requires that all animals adopted from a municipal shelter must be sterilized (Texas Health and Safety Code Sec. 828.002). To accomplish this, City staff collects an adoption fee of \$85 per animal. The owner is then given a voucher for a rabies vaccination and spay neuter in the amount of \$85. The new owner must sign an agreement to sterilize the animal and in order to get the City of La Porte animal registration. The owner must bring back a receipt that shows the services were performed on the animal (La Porte Code of Ordinances Sec. 14-84). All of the local veterinarians accept the voucher, but the owner must pay the cost above \$85. These procedures can be done for the \$85 at Animal Alliance of Galveston County in La Marque and close to full-coverage at SNAP Spay-Neuter & Animal Wellness Clinic in Pasadena.

Staff has been asked to look into the possibility of performing spay and neuter procedures at the shelter or the City paying 100% for these procedures at local facilities. Both of these options come with challenges.

Option 1: Staff considered converting one of our quarantine rooms, which is approximately 12' x 11', into an operating room although the shelter was not designed to performed surgery on animals. We contact Dr. Medford with the Underwood Animal Clinic and she came to the shelter and surveyed existing areas. However, she advised that this was not desirable because of its size and it would not support the equipment needed to perform the procedures. She further stated we did not have an area at the shelter that could be converted an operating room.

Option 2: The second option would be to contract with a local Animal Hospital to perform these services at their site. Staff contacted four (4) local veterinarians about pricing for spay/neuter and rabies vaccination on dogs and cats. The average cost for the procedure is \$460.75 for dogs and \$367.50 for cats. In 2019 we adopted 281 dogs and 367 cats. Based on those numbers, to completely cover the procedures would cost \$129,470.75 for dogs, \$134,872.50 for cats and \$55,000 that we currently budget for testing and treatment. This would have a total budget impact for fiscal year 2020-21 of \$319,343.25.

Due to the expense in option number two, Staff would not be able to use all local Animal Hospitals. Under purchasing rules, staff would have to advertise a request for proposal (RFP) on providing the required services. Some Animal Hospitals may not be able to handle the volume of animals we are requesting these procedures, so it may limit the responses on our RFP. Once all RFPs were in, staff would have to decide on one vendor that is best suited to perform services for the City.

First year and yearly recurring cost:

- Cats \$ 134,872.50
- Dogs \$ 129,470.75
- Current testing and treatment \$ 55,000.00
- Total \$ 319,343.25

Option 3: Construct addition to the existing shelter for two offices, one exam room and one operating room. Create a full-time Veterinarian position and a full-time Vet Technician position. Equipment with furnishings, surgical supplies, treatment supplies and other misc. equipment. The full-time Vet and Vet Tech would take the place of existing contract for testing and treatment of animals. Also, they would complete alterations on the approximately 650 animals that we adopt out each year. ACO Supervisor Anderson contacted Dr. Lunsford, Deer Park Animal Hospital, this is the City's current contractor for vet services. He advised that he would need approximately 750 square feet of space between the four rooms. Recently, Deer Park Animal Hospital built a new 50,000 square foot facility at the cost of \$350.00 per sq/ft. Based on this data, staff had conversations with several people in the construction and development

industry, they advised that because our addition was only 750 sq/ft, the construction cost would likely be in the range of \$500.00 per sq/ft or higher.

First year cost:

- Clinic construction \$ 375,000
- Clinic and Surgical equipment \$ 59,000
- Salary and Benefits for Veterinarian \$ 132,939
- Salary and Benefits for Vet. Tech \$ 55,406
- Supplies \$ 42,000
- Utilities \$ 3,500
- Total \$ 667,845

Yearly recurring cost:

- Salary and Benefits for Veterinarian \$ 132,939
- Salary and Benefits for Vet. Tech \$ 55,406
- Supplies \$ 42,000
- Utilities \$ 3,500
- Total \$ 234,545

Summary:

Option 1: Not feasible

Option 2: First year and recurring yearly cost \$319,343.25

Option 3: First year cost \$667,845; Yearly recurring cost \$234,545

RECOMMENDED MOTION

Provide staff direction on how to move forward with hiring a Veterinarian to perform alterations at the La Porte Animal Shelter.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Garza</u>
Department: <u>Police</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Current camera locations

SUMMARY

Councilmember Thomas Garza would like for staff to provide options on solutions to reduce speeding in neighborhoods. He has requested the addition of traffic enforcement cameras to be installed. Moreover, he has requested staff look into options available to notify Dispatch when 18-wheeler trucks are off of the truck route and traveling within neighborhoods.

The City of La Porte is part of the fourth largest metropolitan area in the United States. Additionally, La Porte is situated next to one of the world's largest petrochemical complexes that produces roughly 40 percent of the U.S. base capacity. Furthermore, La Pore is specifically located next to the Port of Houston, which ranks first in the country for tonnage and sixth in the world. La Porte is filled with numerous storage complexes within our City for all types of products for export and import. Growth of this area continues.

The City would like to be prepared for any contingencies that may arise with our infrastructure and security in this increasingly technological environment. Currently the City's security and surveillance capabilities rest with five (5) mobile Automatic License Plate Readers (ALPR), twenty-eight (28) fixed site cameras, eight (8) covert surveillance cameras and several standalone systems at various City facilities. The La Porte Police Department would like to propose that the City upgrade and increase our capabilities in all of these areas in order to keep up with best practices in fighting crime and homeland security.

To begin, our twenty-eight (28) fixed site cameras that were deployed in 2010 use a 5.3MHz radio system for connectivity, which is out dated and currently not in service.

Technology staff is actively auditing each location and installing a Verizon MiFi device for connectivity in order to get the cameras back on-line. Each location is equipped with a solar cell, battery backup, and a HD fixed-point camera. Routine maintenance, as well as constant monitoring is required to maintain a 99% uptime for these cameras. A second option would be to replace all the solar cells at all of these camera locations with hardwired power.

Also, the City has security camera systems at the majority of our parks and city facilities. The systems are equipped with a locally installed Network Video Recorder (NVR) and all video streams are being sent back to our security server system known as Milestone for redundant recording. Technology staff is working with the facilities department to identify any location without a security camera system and get a system in place.

Current security camera system:

Police Department	City Hall
Recreation Center	Municipal Court
Animal Shelter	Golf Course and Clubhouse
EMS	Public Works
Pecan Park	Fairmont Park
Jennie Riley/MLK Park	Lomax Arena
Northwest Park	Brookgleen Park
San Jacinto Park	Seabreeze Park
Little Cedar Bayou Park	

Old 5.3MHz camera locations

Bayshore Elementary	Beach Bait Shop
Beach RR	Fairmont Booster
Fairmont/Bay Park	Fairmont/Underwood
Fuel Island	Hwy 225
Five Points	WD Fairmont Tower
WD Lomax School Rd	WD Main Water Tower
WD #3, 4, 5, 7 and 9	WD Sewer Treatment
WD Shore Acres	Alert Tower SH 146

New City Facilities

Fire Stations	Public Works
Airport	

Next, our five (5) automated license plate reader (ALPR) units are designed to act when they find a stolen vehicle or outstanding warrant that is in the system. Because they are mobile, we cannot check for historic data unless we know that they were in an area operating while a crime in that area occurred. Even then, staff can still not be sure that they would capture the data that we need. Fixed post ALPRs are designed to monitor intersections, so they can capture 98% of the vehicles that come through that intersection. Therefore, if we have a suspect description, we can check a time frame for that vehicle in the database. The City of Freeport has fixed post ALPRs at the city

limits of their city. They had an indecent exposure case at a local convenience store with a good description of suspect and suspect's vehicle. The Freeport Police Department checked the ALPR in that area for 15 minutes before and after the crime occurred and found the suspect vehicle in their database with the suspect matching the video from the convenience store. Freeport were able to identify the driver through these photos and bring the case to prosecution. These type capabilities would greatly enhance the La Porte Police Department's ability to investigate crimes that have occurred and monitor our increasing truck traffic. Staff would propose to monitor the listed intersections, which would give the LPPD coverage at most of the major intersections and points of entry into La Porte:

- SH 146 & Fairmont Parkway
- SH 146 & Spencer Highway
- SH 146 & Barbour's Cut Blvd.
- Fairmont Parkway & Luella
- Spencer Highway & Luella
- Main Street & Broadway
- Fairmont Parkway & S. Broadway
- Spencer Highway & 23rd Street

All of these cameras would connect to the server through a Verizon Wireless MiFi network (WLAN). This network will consist of Verizon MiFi device with unlimited bandwidth connection to the fixed camera locations. All video would be streamed back to our datacenter located within the LPPD and stored on our current video security server, Milestone. This will provide a more consistent signal, longer retention and added security control on who can access the video files.

Lastly, all the camera feeds are live-viewed in dispatch via three (3) TV monitors. LPPD would recommend the creation of a large video wall in the communications office along with a dedicated camera control station. All video will be managed by Milestone. Milestone has an analytical software that will allow us to set parameters to be monitored on individual cameras. Once the threshold for these parameters are met, it will alert the controller or dispatcher and put the video on the main screen. This is much more effective than relying on just the human eye.

Finally, the IT Department is not staffed to fully support the camera systems that we propose; therefore, staff would recommend the addition of a new Security Analyst to manage all aspects of security including the video security system.

Total estimated cost:

ALPRS (One Time Cost)	\$550,000
Existing 5.3MHz Camera Upgrade (One Time Cost)	\$250,000
Video Wall/Control Station (One Time Cost)	\$35,000

Milestone License (One Time Cost)	\$36,000
Security Analyst (Recurring Cost)	\$100,000
Annual Verizon MiFi (Recurring Cost)	\$20,000
Annual Maintenance (Recurring Cost)	\$50,000
Total	\$1,041,000

With the institution of this project staff expects the City's security environment to improve greatly. This system will allow for integrated video surveillance coverage, state of the art technology with an annual maintenance agreement, reliable video feeds, centralized management of all city surveillance systems, fixed post ALPRs and the ability to view video feeds from mobile devices. The benefits from this environment are enhanced coverage, which will lead to a better ability to prevent and solve crimes, increased traffic monitoring, ability to track commercial motor vehicles and check them against national databases, improved communication with other Homeland Security agencies and the ability to provide better service to our citizens.

The Texas Transportation Code includes a couple of sections that address the use of video and or photographic evidence for traffic enforcement. According to Title 7 Chapter 707, the use of photographic traffic signal enforcement is prohibited. This statute specifically pertains to "red light cameras" and prohibits the use of photographs for enforcement actions. While this is not a proposal to enforce speed violations using cameras it should also be noted section 542.2035 of the Transportation Code forbids municipalities from implementing, or operating automatic traffic control systems for the purpose of enforcing speed limit. The section clearly describes radar devices that take pictures or other recorded images as forbidden. Based on these sections and review with the city attorney it is apparent the Police Department is prohibited from using photographs or video as the sole basis for taking an enforcement action, whether it be a citation or warning.

To issue a citation for an offense a police officer must on view the offense and properly identify the violator at the time of occurrence. An offense recorded by a camera that leads to an enforcement action does not include either of these. However, If we are using cameras providing a live feed to alert us to an offense (i.e. truck off-route) and then deploy an officer in response we could in fact issue a citation if the officer arrives and is able to observe an offense occurring. Additionally, cameras are not designed to be used to control speed.

A survey of the neighboring law enforcement agencies Baytown, Deer Park, Pasadena and Morgan's Point revealed limited use of city wide cameras, with none currently using real time feeds to assist with enforcement actions. Pasadena and Deer Park reported no use of PD cameras or fixed post LPRs with Pasadena also citing a reduction in certain technology tools. Specifically Pasadena PD has opted not to renew the mobile LPR units in their vehicles citing the limited hits and uses did not justify the costs associated with the equipment. Baytown advised very little use of city wide cameras, citing most used cameras to be the ones surveilling their PD parking lot and there is no

utilization of live footage to assist in enforcement action. They have an LPR trailer that is rarely used.

The City of Morgan's Point has three cameras covering their three entry and exit points in the city. If a crime occurs the PD can download video for specific time frames in an attempt to identify involved vehicles. Due to the low crime rate the MPPD accesses these cameras approximately 3 times a year and again this is reactive and does not provide live footage. They have no LPRs.

Additional cities in the Houston area were also contacted to include Bellaire, West University, Hedwig Village, Memorial Village and Jersey Village PDs. The information is as follows:

- Bellaire: not utilizing cameras or LPRs at this time.
- West University: in the process of installing LPR cameras at every major intersection in the city. This project is not live as of yet, therefore there is no data to weigh the costs and benefits currently available.
- Hedwig Village: Currently utilizing fix posts LPR throughout their city. They read plates for missing persons, wanted persons and stolen vehicles. They are also able to back track data for vehicles that have been through the city.
- Memorial Villages: utilize 18 fix post LPRs, 2 mobile LPRs and will be adding 8 more throughout the city. They began their program September 1st 2019 and have found it very successful for their city. They lease LPR cameras from Flock Safety. By leasing equipment they are able to replace systems when new technology is available, versus buying the equipment outright and it becoming obsolete and in need of replacement. This is a very affluent community with a good majority of residents living in \$1,000,000 + homes. The entire city is residential with 99% of their crime entering the city from other areas of Houston. They have used data from their LPR cameras to solve crimes such as the robbery of a resident that was followed home and mail thieves entering the city. They are able to tag vehicles used in a crime so that officers are alerted when these vehicles enter the city. PD is very happy with results and capabilities.
- Jersey Village PD: Implemented the Flock Safety LPRs approximately 18 months ago and purchased 40 cameras which are in use and will add 5 next budget. When proposing the program there were some initial concerns of "big brother" monitoring however since putting the system into place there have been no citizen complaints. Jersey Village described it as their best investigative tool. The rep advised their PD has solved a lot of crimes to include recovering stolen vehicles entering and traveling through the city. Jersey Village provided all positive feedback with their experiences and reported Katy PD reviewed the system they are using and has now implemented 20 Flock LPRs.

RECOMMENDED MOTION

Provide staff direction on how to move forward with traffic enforcement cameras to reduce speeding and truck traffic within neighborhoods.

Approved for the City Council meeting agenda

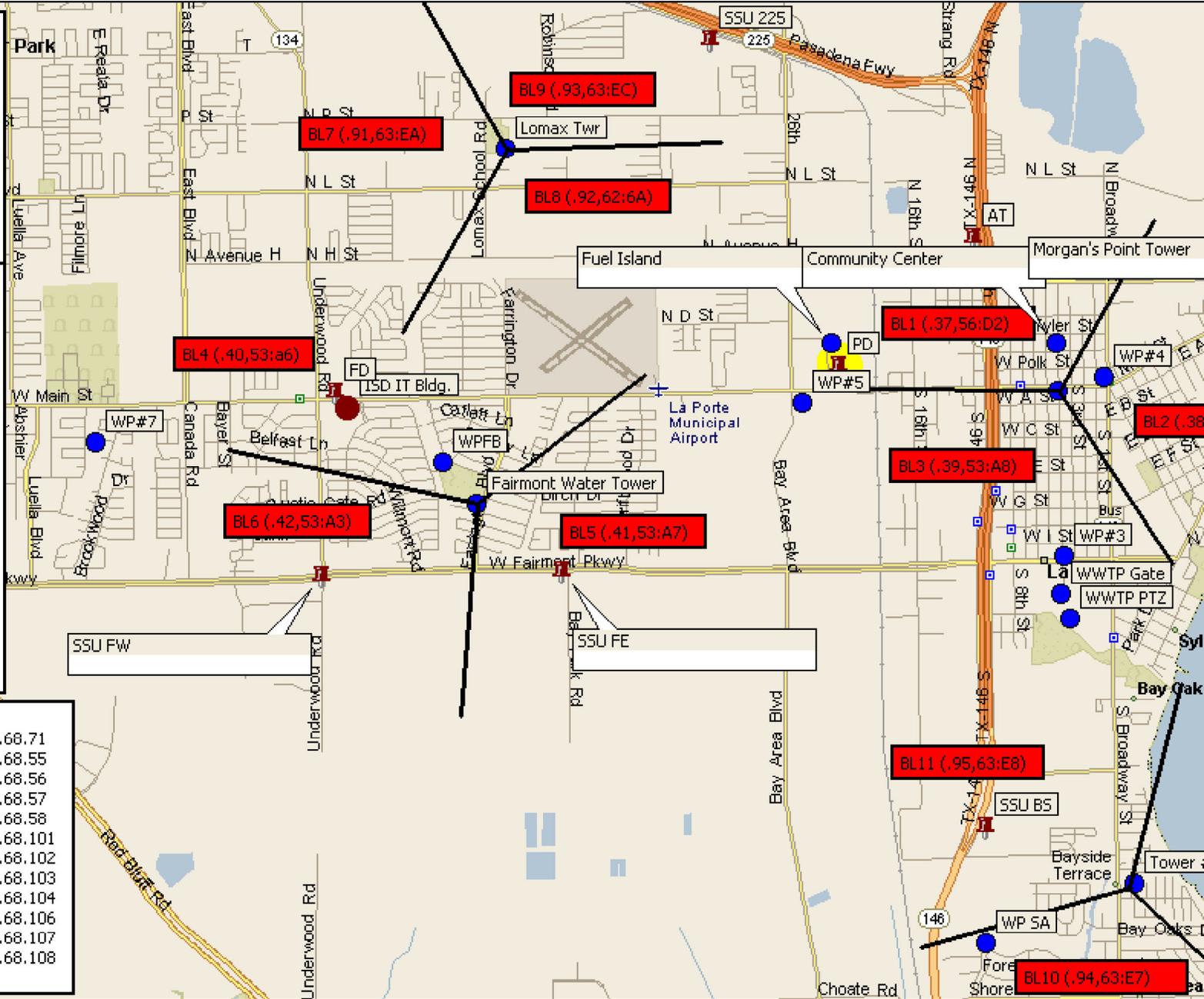
Corby D. Alexander, City Manager

Date

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192.168.68.76	20	4.970	:5D:EA
192.168.68.77	10	4.945	:5E:1A
192.168.68.78	10	4.945	:5D:D7
192.168.68.47	10	4.945	:62:6B
192.168.68.48	10	4.965	:62:75
192.168.68.49	10	4.985	:5E:FB
192.168.68.66	10	4.985	:5D:86
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Camera IPs		
192.168.68.60	WP#5+C	192.168.68.71
192.168.68.61	WWTP Gate	192.168.68.55
192.168.68.62	WWTP PTZ	192.168.68.56
192.168.68.63	B5-WT+C	192.168.68.57
192.168.68.64	SBP RR-B5+C	192.168.68.58
192.168.68.59	SSU FE+C	192.168.68.101
192.168.68.53	SSU FW+C	192.168.68.102
192.168.68.105	SSU 225+C	192.168.68.103
192.168.68.96	WPFB+C	192.168.68.104
192.168.68.70	Fuel Island+C1	192.168.68.106
192.168.68.65	Fuel Island+C2	192.168.68.107
192.168.68.52	Community +C	192.168.68.108





REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Garza</u>
Department: <u>Parks & Recreation</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits:

SUMMARY

Councilmember Thomas Garza would like for the City to fund uniforms for the SPORT program.

For fiscal year 2020-21, staff was planning to request a line-item increase to pay for new Special Olympics basketball uniforms. The total requested amount was estimated to be \$2,000. New softball uniforms will be purchased this year with the unspent funds from the canceled State games.

RECOMMENDED MOTION

Provide staff direction on how to move forward with funding uniforms for SPORT.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Councilmember Garza</u>
Department: <u>Parks & Recreation</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: LPISD Mutual Aid Agreement and LPISD SPORT Agreement

SUMMARY

Councilmember Thomas Garza would like to discuss City of La Porte entering into an Intergovernmental Agreement with the La Porte ISD for use of their school gym(s).

Currently, the City of La Porte has two agreements with LPISD for the following:

- Mutual-aid during time of disaster or emergency, and
- SPORT program and facility usage

Most recently, staff has been in contact with LPISD for usage of their gyms for City Parks and Recreation Department basketball program next year. Our current program has maxed out our gym space, so any growth in the program would require additional space. LPISD did agree to allow us to use their facilities free of charge, as long as we clean-up after ourselves.

The following facilities would be available for weeknight practices:

- La Porte Junior High (back gym only),
- La Porte Elementary (after 6:30pm when the afterschool program is over), and
- Old Disciplinary Alternative Education Program (DAEP) gym, just north of Evelyn Kennedy

The following facilities would be available for Saturday games:

- La Porte Elementary
- Old DAEP gym

The only issues City staff will encounter with LPJH, LP Elementary and Old DAEP gyms is that there are no bleachers. For practices this could work; however, parents will need

to bring a chair, and it could get a little tight depending on how many parents decide to go to the practices. The most pressing issue is that we will not be able to have games at those facilities due to lack of seating. Our gyms and bleachers are packed when we have games; gyms without seating would not be possible for game days.

RECOMMENDED MOTION

Provide staff direction on how to move forward with the City of La Porte working with LPISD on an Intergovernmental Agreement for use of LPISD school gym(s).

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

and

NOW, THEREFORE, it is agreed between City and District as follows:

I.

District agrees that one or more campuses under its authority and control shall be used as a shelter for essential persons required for disaster assistance and response, to the extent such essential persons are employed by or under contract with City, District, or industrial/utility companies, in the event of an emergency.

II.

In the event of an emergency requiring shelter for essential persons, it is agreed that the following will be provided by each party:

1. City will provide and supply the following:

A. Cots and bedding required for the persons sheltered.

B. Food and supplies sufficient to provide for the persons sheltered for three (3) days.

C. Police Protection for the persons sheltered

D. Emergency medical technicians to provide medical attention for the persons sheltered.

E. Personnel to manage, coordinate, and supervise the area(s) where persons are sheltered.

2. District will provide and supply the following:

A. The facilities to be determined

B. Storage space necessary to conduct emergency shelter operations

3. District agrees to provide a maximum of twelve (12) buses to be used to transport persons to safety. City and District agree to provide personnel to operate said buses. City further agrees to assume the responsibility for any damage to said buses while same are under the direct and exclusive control of the City.

4. Expenses will be paid as follows:

A. Each party agrees to pay its own personnel expenses.

B. District agrees to pay for all building operation expenses (utilities, maintenance, etc.) which are required at the facility or facilities provided.

C. City agrees to be responsible for property damage to District facilities or equipment caused by City, and for bodily injury caused by use of District's property by City employees.

5. Both City and District agree to carry insurance policies as follows:

A. WORKERS' COMPENSATION COVERAGE: Each Party shall be responsible for its own actions and those of its employees and is responsible for complying with the Texas Workers' Compensation Act.

B. AUTOMOBILE LIABILITY COVERAGE: Each Party shall be responsible for its own actions and is responsible for complying with the Texas motor vehicle financial responsibility laws.

C. GENERAL LIABILITY, PUBLIC OFFICIALS LIABILITY, AND LAW ENFORCEMENT LIABILITY: Each Party agrees to obtain or continue its general liability, public official's liability and law enforcement liability insurance, if applicable, or maintain a comparable self-insurance program.

D. OTHER COVERAGE: Each Party shall provide and maintain its standard packages of medical and death benefit insurance coverage while its personnel are assisting the other Party.

6. Personnel who are assigned, designated or ordered by their governing body to perform duties pursuant to this Agreement shall continue to receive the

same wages, salary, pension, and other compensation and benefits for the performance of such duties, including injury or death benefits, disability payments, and workers' compensation benefits, as though the service had been rendered within the limits of the jurisdiction where the personnel are regularly employed.

7. No Party waives or relinquishes any immunity or defense on behalf of itself, its governing body, officers, employees and agents as a result of the execution of this Agreement and the performance of the covenants contained herein.

8. It is understood by both parties that the Mayor of the City of La Porte and/or the person designated by or acting as Mayor has the authority to declare an emergency and provide for the sheltering of essential persons.

9. This Agreement shall become effective as to each Party on the date signed and shall continue in force and remain binding on City and District through December 31 of the year signed. This Agreement shall renew automatically for a period of one year upon the completion of the initial term and each subsequent term unless and until such time as the governing body of a City or District terminates its participation in this Agreement by giving the other Party thirty (30) days written thereof.

Duly executed this 28th day of August, 2006.

By: Alton E. Porter
Alton E. Porter
Mayor

ATTEST:

Martha A. Gillett
Martha A. Gillett
City Secretary

LA PORTE INDEPENDENT
SCHOOL DISTRICT

By: Michael W. Sky
Name: Michael W. Sky
Title: Supt. of Schools



La Porte

Independent School District

#C20 - 005

April 2, 2019

Special Programs

Cynthia Anderson,
Executive Director
Jennifer Green,
Coordinator

Agreement between the City of La Porte
S.P.O.R.T Facilities
and La Porte ISD Special Programs

281-604-7032
281-604-7026 (fax)

This Agreement for Use of S.P.O.R.T Facilities ("Agreement") is entered into by La Porte ISD (LPISD) through its Department of Special Programs and the City of La Porte (La Porte) through its Special Programs S.P.O.R.T. (Special Populations Organized Recreation Therapy) in order to express a clear understanding of each entity's roles and responsibilities.

LPISD Department of Special Programs agrees to:

- Utilize the S.P.O.R.T. facilities in a respectful, organized manner, with the expectation that its students will follow LPISD Student Code of Conduct at all times.
- Provide LPISD employees (teachers and instructional aides), to meet the required ratio established by Special Olympics, to supervise students during Special Olympics practices and cooperative summer camp sessions.
- Return all materials and equipment used by LPISD to the designated storage areas and clean up the area to the extent created by LPISD's use after LPISD's use of the facility.
- Schedule facility usage with the S.P.O.R.T. (ABC Child Find, etc.).
- Support end of the year Special Olympics banquet.
- LPISD will provide free usage of a track one day a week from 3:45 pm – 4:45 pm starting the week after Spring Break. This will continue until the Special Olympics track meet in May 2020.

S.P.O.R.T. agrees to:

- Allow LPISD special education programs (including Special Olympics, ESY and ABC Child Find) to utilize the S.P.O.R.T. facility free of charge.
- Provide transportation on a bus owned by the City of La Porte at no cost to students or to LPISD to Special Olympics destinations and ESY summer camp activities. (LPISD and S.P.O.R.T. permission slips and release forms required for school aged participants).

This Agreement:

- Is in effect for the school year 2019-20 and summer of 2018-19.
- Does not release either entity from otherwise noted legal responsibilities.

Record Information:

The City of La Porte affirms that it has complied or will comply prior to the performance of any work for/at the District, with the requirements regarding criminal background checks SB9 as provided under Texas Education Code, Chapter 22 for each employee and volunteer assigned to work at S.P.O.R.T. This law requires the City of La Porte to obtain all criminal history record information on all persons to whom the law applies through the Texas Department of Public Safety (DPS). This process includes fingerprinting in order to submit the individuals to a national check.

The City of La Porte certifies to the District that it has received all criminal history record information on all persons servicing this agreement and none of the persons has a disqualifying criminal history. If the City of La Porte receives information that a person fulfilling this agreement subsequently has a reported disqualifying criminal history, the City of La Porte will immediately remove the person from duties with the District and notify the District in writing within three (3) business days.

Upon request, the City of La Porte will provide the District with the name and any other requested information of person(s) fulfilling this agreement so that the District may obtain criminal history record information on the person(s). If the District objects to the assignment of a person on the basis of the person's criminal history record information, the City of La Porte agrees to discontinue using that person(s) to provide services at the District. The City of La Porte also certifies that it has obtained certifications from its subcontractors (if applicable) of compliance with Education Code, Chapter 22. Noncompliance or misrepresentation regarding this certification may be grounds for agreement termination.

LPISD will conduct a criminal background check for each LPISD employee and volunteer assigned to work with any special education program; i.e., Special Olympics, ESY, ABC Child Find, etc.

No person who has been convicted of a felony or a crime of moral turpitude shall be permitted to have direct contact with students or continuing duties relating to the respective obligations to the other party under this Agreement.

Compensation:

Neither party will be obligated to pay any compensation to the other under the terms of this Agreement.

Relationship to Parties:

It is understood and agreed that LPISD and the City of La Porte are separate legal entities and neither LPISD nor any of its employees, volunteers, and agents contracted by it shall be deemed for any purposes to be employees or agents of the City of La Porte. Likewise, neither the City of La Porte nor any of its employees, volunteers, or agents contracted by it shall be deemed for any purposes to be employees or agents of LPISD.

The City of La Porte will assume full responsibility for the actions of City personnel while performing any services incident to this Agreement and shall remain responsible for their supervision, daily direction and control, and payment of salary.

April 2, 2019

Page 3 of 4

It is understood by the parties that the Center Manager of the collaborating school will work together with the liaisons, LPISD Administrative District office and the Parks and Recreation Director and / or the S.P.O.R.T. Facility Director.

No Waiver of Immunity

Neither the City of La Porte nor LPISD shall waive or relinquish any governmental immunities or defenses on behalf of themselves, their trustees, officers, employees, and agents as a result of the execution of this Agreement and performance of the functions or obligations described herein.

Authorization of Agreement

Each party represents and warrants to the other that the execution of this Agreement has been duly authorized.

No Waiver

No waiver of breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.

Severability

In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

Third Parties

Neither this Agreement, nor any term of provision hereof, nor any inclusion by reference shall be construed as being for the benefit of any party not in signatory hereto.

Notice

Any notice required to be given under the provisions of this Agreement shall be in writing and shall be duly served when it shall be hand-delivered to the addresses set out below, or shall have been deposited, duly registered or certified, return receipt requested, in the United States Post Office addressed to the other party at the following addresses:

To the City of La Porte:

Parks & Recreation
Attention: Rosalyn Epting, Director
1322 South Broadway
La Porte, Texas 77571

To LPISD:

La Porte Independent School District
Department of Special Programs
Attention: Cynthia Anderson, Executive Director
1002 San Jacinto Street
La Porte, Texas 77571

Any party may designate a different address by giving the other party ten days' written notice in the manner provided above.

C 20-005
City of LP
SPORT

April 2, 2019
Page 4 of 4

No Assignment

No assignment of this Agreement or of any duty or obligation of performance hereunder, shall be made in whole or in part by either party without the prior written consent of the other party.

Governing Law

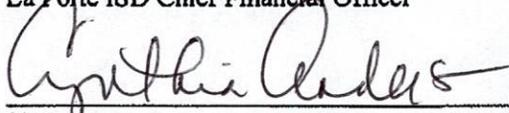
This Agreement is made in Texas and shall be construed, interpreted, and governed by the laws of such state. The parties consent to the jurisdiction and venue of the courts of Harris County, Texas, for any action under this Agreement.



Signature
Rhonda Cumbie
La Porte ISD Chief Financial Officer

4-8-19

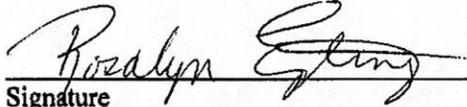
Date



Signature
Cynthia Anderson, Executive Director
La Porte ISD Department of Special Programs

4-17-19

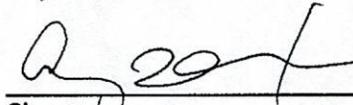
Date



Signature
Rosalyn Epting, CPRE
Parks and Recreation Director
City of La Porte

4/09/2019

Date



Signature
Corby D. Alexander
City Manager
City of La Porte

4-12-19

Date

TO BE COMPLETED AND SIGNED BY VENDOR WHEN PROVIDING SERVICES ON OUR PREMISES, A CERTIFICATE OF LIABILITY INSURANCE MUST BE INCLUDED

LA PORTE INDEPENDENT SCHOOL DISTRICT (LPISD)

CONTRACTOR CRIMINAL HISTORY RECORD CERTIFICATION

Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to obtain criminal history records on covered employees/themselves. Covered employees with disqualifying criminal histories are prohibited from serving at a school district. Contractors/individuals must certify to the district that they have complied and must obtain similar certifications for their subcontractors. The district may not obtain criminal histories for contractors: The law requires each contractor to obtain the criminal histories of its covered employees. For more information or to set up an account, a contractor should contact the Texas Department of Public Safety's Crime Records Service at 512-424-2474 (option 2 or FACT@txdps.state.tx.us).

Definitions; Covered employees: Employees of a contractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. **Disqualifying criminal history:** (1) a conviction or other criminal history information designated by the District; (2) a felony of misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code §21.060, including an offense listed at 19 Tex. Admin. Code §249.16; or (3) one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; (c) an equivalent offense under federal law or the laws of another state.

Section 1	Vendor: <u>City of La Porte</u> (Name) <u>104 Fairmont Parkway, La Porte, TX 77671</u> (Address/City/State/Zip) CSP/Quote/Contract Number and Contract Dates: _____
	<p>Answer Y for Yes or N for No: Yes Will employees, including you have continuing duties related to the proposal of contract named above or any other services performed at LPISD? Until further guidance is received, LPISD considers "continuing duties" to mean repetitive work duties rather than a onetime appearance or engagement.</p> <p>Yes Will those employees, including you, have direct contact with students? Until further guidance is received, LPISD considers "direct contact" to mean services/activities that providesubstantial opportunity for verbal or physical interaction with students and that is not supervised by a certified educator or other professional district employee. Examples include unsupervised coaching, tutoring, or other services to students.</p> <p>If either question is answered "no" vendor should complete section 2 of this form. If answer to both questions is "yes", vendor should complete section 3 of this form.</p>

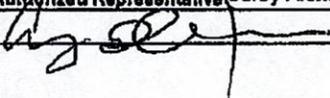
Section 2	None of the contractor's employees are covered employees, as defined above. I further certify that Contractor has taken precautions or imposed conditions to ensure that its employees will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.
	Signature of Vendor _____ Date _____ Print name _____

Section 3	I <u>City of La Porte</u> , certify that all covered employees, including myself, of the contractor have obtained all required criminal history record information. If I receive information that a covered employee subsequently has a reported criminal history, I will immediately remove the covered employee from contract duties and notify the District in writing with 3 business days. Upon request, I will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees. If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, I agree to discontinue using that covered employee to provide services at the District. I also certify on behalf of Contractor that Contractor has obtained certifications from its subcontractors of compliance with Education Code, Chapter 22. Non compliance or misrepresentation regarding this certification may be grounds for contract termination.
	Signature of Vendor <u>[Signature]</u> Date <u>4/1/19</u> Print Name <u>Corby Alexander, City Manager</u>

TO BE COMPLETED AND SIGNED BY VENDOR

FELONY CONVICTION NOTIFICATION	
<p>State of Texas Legislative Senate Bill No.1, Section 44.034, Notification of Criminal History, Subsection (a), states: "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The District must compensate the person or business entity for services performed before the termination of the contract". This Notice is Not Required of a Publicly Held Corporation. <u>Check the appropriate box and sign in the space provided below.</u></p>	
<input type="checkbox"/>	My firm is a Publicly Held Corporation; therefore, this reporting requirement is not applicable.
<input checked="" type="checkbox"/>	My firm is not owned or operated by anyone who has been convicted of a felony.
<input type="checkbox"/>	My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:
<input type="checkbox"/>	Name of Felon: _____
<input type="checkbox"/>	Brief Details of Conviction(s) _____
<input type="checkbox"/>	_____

I (WE) THE UNDERSIGNED, AGENT FOR THE FIRM, NAMED BELOW CERTIFY THAT ALL OF THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

Organization Name	City of La Porte, TX
Name and Title of Authorized Representative	Corby Alexander, City Manager
Original Signature	
Date	4/1/19

WALTON, JULIA

From: Lynch, Laura
Sent: Wednesday, April 17, 2019 2:51 PM
To: MOYE, DEBORAH; Knittle, Sheila
Cc: Dorrie Spain; Brenda Spain; Caryl Griffith; Misti Prock; Anderson, Cynthia; WALTON, JULIA
Subject: EKG screening at Baker

Sheila, please schedule Brenda Spain to cover your clinic on May 1st and May 2nd so that you can help Debbie with the screening.

Debbie, could you please schedule Caryl Griffith to cover your clinic on May 1st and Dorrie Spain to cover your clinic on May 2nd.

Dorrie will help with the EKG screening on May 1st and Misti Prock will help conduct the screening on May 2nd.

Reason for absence: School Business. The Lean Mean and Screened budget will cover the cost of the sub nurses.

Laura Lynch, RN
La Porte ISD Nurse Coordinator
LPHS School Nurse
281-604-7532

"Love's the only house big enough....." Buzz Cason



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Steve Deardorff, Chief</u>
Department: <u>Police</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>Technology Fund</u>
Account Number:	<u>N/A</u>
Amount Budgeted:	<u>\$435,000</u>
Amount Requested:	<u>\$435,000</u>
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Exhibits:

SUMMARY

The City of La Porte Police Department - Communications division is the hub of our City's emergency services. All communication with our emergency first responders comes through this division. The Communication division is fortunate to have been provided with state of the art equipment that gives our telecommunication professionals the ability to work seamlessly and efficiently. Our current dispatch radio consoles are manufactured by Motorola using MCC5500 programming. This system was installed at the LPPD in March of 2014, making it six years old now, but the technology had been available since 2007, making it 14 years old and at its end-of-life. The system has been easy to use and maintain over the last several years. Unfortunately, this program has come to its end-of-life and will no longer be supported by Motorola by the end of the 2021 calendar year.

Motorola has offered the City two options:

- Option 1: Motorola recommends LPPD update our current consoles to the MCC7500 program. Motorola vendors have assessed our agencies radio console hardware, programming and wiring in order to upgrade our system. Motorola was unable to provide a full quote for our system upgrade, but they recently upgraded a system similar to ours for a cost of \$415,000. This price includes the cost of installation of hardware, any maintenance, programming issues and any services calls for the first year. In addition to our current system reaching its end of life, there are benefits associated with this upgrade.
 - First of all, the new system will make is much easier for our communications professionals to patch responder's radio channels together for quicker communications between services during a catastrophic event. More specifically, police officers will be able to talk

directly with EMS and FIRE over their mobile and handheld radios. This has been a challenge with our current system.

- The new system is hardwired from dispatch to our radio room as opposed to wireless in our current system. This allows for a faster, more reliable connection between the consoles and the radio room.
- Also, Motorola has stated that this upgraded system will be supported for at least the next 10 years. Many other surrounding agencies have already upgraded to this system and have recommended this particular configuration.
- Option 2: An AVTECH radio system with the cost of \$350,000 for this upgrade. This price includes the cost of hardware installation, maintenance, programming issues and any services calls for the first year. This system is an upgrade from the MCC5500, but has some of the same limitations as our current system.
 - It is wireless as opposed to hardwired, which provides slower feeds and is open to other fail points and interference.
 - The system has limitations in patching different channels similar to our current system.
 - Motorola could not provide a life expectancy on this product.

Due to the unknown life expectancy of Option 2, staff recommends Option 1 and anticipate the cost of the project to be near \$435,000. Although, Motorola installed a similar project for \$415,000, we do not believe that price will hold. The amount of \$435,000 is an approximate 5% increase and we want to ensure that we have enough funds to cover the project. Currently, we have approximately \$180,000 funded in an equipment replacement fund for the dispatch radio consoles and \$741,000 funded in an equipment replacement fund for mobile and portable radios. We only have \$180,000 in the dispatch radio console fund because the original console project was \$171,522 and we were allocating \$30,000 per year in the replacement fund. Staff did not anticipate such an increase in price or the end-of-life coming just 7 years after installation. The mobile and portable radios will no longer be supported at the end of 2023, with an estimated cost of \$704,000, so the plan is to come back to City Council with that project for the FY2022-23 budget. This will allow staff to shift funds this budget, in the amount of \$255,000, from the mobile and portable radio fund to the dispatch console fund for this project. Staff can then increase payments to both replacement funds, radio console fund \$60,000 per year for the next ten years and mobile and portable radio fund \$127,000 each of the next two years, to make up any future shortages. Once we complete the mobile and portable radio project we will adjust the payment in that fund to match anticipated needs over the next ten years.

RECOMMENDED MOTION

**Provide staff direction on how to move forward with the City's Police Department
- Communication division dispatch radio consoles project.**

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Grady Parker, Manager</u>
Department: <u>Information Technology</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: CityView Software Quote, CentralSquare Software Quote, and Tyler Technology Software Quote

SUMMARY

Technology staff would like to get direction from City Council on replacing the current Planning and Inspection software known as Naviline with a newer and more user-friendly system such as Tyler Technologies EnerGov solution.

Currently, the City Of La Porte Planning Department utilizes an outdated software system that was implemented in 2006 called Naviline. The Naviline system is not user friendly and does not work well in the field. Technology staff along with the Planning Department is seeking direction from City Council on adopting a newer, more user-friendly software solution.

Technology staff along with the Planning Department participated in three (3) demonstrations of software solutions from various software vendors. Staff reached out to CentralSquare who provided staff a demonstration of their OneSolution community software. Staff then reached out to Tyler Technologies, which provided staff with a demonstration of their EnerGov software solution. The third vendor staff reached out to, CityView, demonstrated their CityView software solution. Each software vendor and solution is adequate in their own right, but after some internal discussions after each demonstration the Technology Department, as well as the Planning Department feel that the Tyler Technology Energov system is the best fit for our current and growing needs.

CityView is a company still in its infancy stages and many of their clients are small agencies that are willing to be first adopters or “beta” testers for their solution. The City of La Porte has had a number of software solutions where we were the first adopters and the vendors were unable to keep a stable system in place; therefore, it is

recommended that the City stay away from being first adopters or “beta” testers. CentralSquare (OneSolution) and Tyler Technologies (EnerGov) are the top leaders in their fields. Even though we currently utilize CentralSquares OneSolution for our financial platform, staff is of the opinion that their community engagement software solution is not as the user-friendly as the Tyler Technology EnerGov solution. Tyler Technologies EnerGov workflows are ideal for our field employees and their ease of use residential mobile application is years ahead of the CentralSquare community mobile application. Tyler Technologies understands that every industry has specific standards and has built their software around that mind set. CentralSquare does have a set of recommended standards but offer custom-built solutions to meet specific needs. Technology staff knows how important it is for software companies to keep their software solutions updated and security patched. Adding custom modules to meet non-industry standard needs will cost the company more money and this cost will be passed along to the customer.

Cost Breakdown (Includes a 5% annual increase):

- CityView:
 - Implementation - \$248,216
 - Annual Access Fees - \$151,320
 - Cost Year 1 – \$399,536
 - Cost Year 2 – \$158,886
 - Cost Year 3 – \$158,886
 - Total - \$717,308

- CentralSquare Community:
 - Implementation - \$207,060
 - Annual Access Fees - \$53,500
 - Cost Year 1 – \$260,560
 - Cost Year 2 – \$56,175
 - Cost Year 3 – \$56,175
 - Total - \$372,910

- Tyler:
 - Implementation - \$149,680
 - Annual Access Fees - \$93,780
 - Cost Year 1 – \$243,460
 - Cost Year 2 – \$98,469
 - Cost Year 3 – \$98,469
 - Total – \$440,398

Pros and Cons:

- CityView:
 - Pro
 - CityView is growing and hired developers from both CentralSquare and Tyler Technologies
 - Con

- CityView system cost is more expensive than all other options
 - CityView's customer base is small business with an average end-user base of under 2000 users
 - CentralSquare Community:
 - Pro
 - CentralSquare is the cheapest of the 3 options.
 - Currently, we are a finance package customer of CentralSquare and will receive an existing customer discount.
 - Con
 - CentralSquare system is not user-friendly; we will have to do some self-configurations or customizations.
 - CentralSquare does not have a remote application option for end users and contractors.
 - CentralSquare system analytics is not staff friendly; all custom reports will need to be designed and built by CentralSquare at an extra fee.
 - CentralSquare support on our current finance package is hard to get a timely resolution for issues.
 - Talking to other agencies there are a number of them leaving CentralSquare moving to Tyler Technology.
 - Tyler Technology:
 - Pro
 - Currently, La Porte is a Tyler Technology customer on the municipal court system.
 - Tyler Technology system is workflow based and extremely end user friendly.
 - Tyler Technology system has both a residential and Inspector application, this will allow residents to track and open inspections remotely.
 - Tyler Technology's mobile application will allow our inspectors and code enforcement officers perform their duties while onsite.
 - A number of agencies are moving away from CentralSquare to Tyler Technology's system
 - Tyler Technology customer support on the municipal court system is extremely responsive.
 - Con
 - Tyler Technology system cost is higher than CentralSquare; however, it appears to be the best value.

Currently, the Planning Department utilizes Naviline software and has not transitioned to the OneSolution software as Finance and Utility Billing uses, there is no "upgrade option." IT would be required to have an implementation of any software that is chosen to be utilized for Planning needs. Tyler Technology Energov software is a direct

competitor of CentralSquare OneSolution and does not directly integrate with our current OneSolution finance system. Energov will be a standalone system utilized specifically for the Planning Department; however, it does integrate with our current Tyler Technology Incode system at Municipal Court.

The Inspection division does not currently take payments at the counter; for this reason the current Naviline system was never setup to integrate with our OneSolution system. During the Tyler technology, implementation staff will have the option to utilize the payment system included with the Energov system or continue the current process of sending customers to the Utility Billing window to make all counter payments. If we utilize the Energov payment system for counter payments the inspection department will have to run a nightly batch process, similar to what our Golf Course staff currently does.

The current process for verifying a business's occupancy permit is, Inspections will print out a hard copy of the permit and deliver it to Utility Billing via inner-office mail. Once utility billing has the permit they place it into a file folder for that address. In order to automate this process we will need to create a new permitting layer within our internal Geographic Information System (GIS). This will give utility billing the ability to verify if a commercial address has a current occupancy license before turning on any water service. This process will not create a new working procedure for utility billing since the staff is already using Geographic Information System (GIS) to verify Harris County Appraisal District's (HCAD) information.

RECOMMENDED MOTION

Provide staff direction on how to move forward with Planning and Inspections software upgrade.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date



THE CITY OF La Porte, TX

COMMUNITY DEVELOPMENT PERMITTING SOFTWARE

March 16, 2020

Lewis Gouge
Regional Sales Manager

4464 Markham St., Suite 1202
Victoria, BC V8Z 7X8
1.800.665.5647 ext. 67320
Mobile: 971.724.0016
LGouge@harriscomputer.com

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TRANSMITTAL LETTER

CityView, an unincorporated division of N. Harris Computer Corporation
4464 Markham Street, Suite 1202,
Victoria, BC., V8Z 7X8 Canada
Toll-Free: 1.800.665.5647

March 13, 2020

City of La Porte
Attn: Grady Parker, IT Director
604 W. Fairmont Parkway
La Porte, TX 77571
Ph: (281) 470-5034

RE: Good Faith Estimate for the City of La Porte

Dear Grady,

Please find in the following pages a good faith estimate for CityView Community Development software for the City of La Porte.

Selecting CityView will bring significant efficiencies to the City of La Porte through our integrated Electronic Plans Review solution to our Microsoft Office integration add-ons for Word and Outlook. I have highlighted a few simple differentiators in CityView's solution.

- The Right Technology – CityView uses HTML5 browser interfaces that incorporate a number of user assist features such as dynamic shading for required fields, the displaying of only the appropriate fields for the application type, and collapsible panels all designed to improve the user experience by reducing complexity and focusing on the user's interaction with the data in CityView. The benefit is a simple and easy to learn interface that reduces the learning curve for new staff.
- Ease of Maintenance – CityView incorporates a number of powerful tools to ease the day to day maintenance in CityView. Most "professional documents" such as Correction Notices, Permits, and Notice of Decision are Microsoft Word documents rather than Crystal Reports or other report type generated documents. The benefits to this include ease of editing and departmental power users being able to update these document templates rather than IT staff.
- Electronic Plans Review Version Management – CityView's Electronic Plans Review manages all versioning for you and your customers. CityView's version management tracks additional versions of plans by overlaying the corrections you made on the original so you can quickly visually confirm that corrections have been completed. And when you have confirmed that your corrections have been resolved then you can compare or overlay the 2nd version to the original set of plans to see if any other changes have been made to the plans. These two capabilities save our customers hours each day and greatly reduce or eliminate the risk of missing changes made to plans even when applicants self-identify changes to prior plans.

Let me know if you have any additional questions. This estimate is valid for a period of 90 days from today except for Bluebeam Revu licenses which are valid for 30 days. Thanks again for your time last week and the opportunity to show you some of CityView's capabilities. .

Regards,



CityView
Lewis Gouge
Regional Sales Manager
Telephone: 1. 800.665.5647 x67320
Email: LGouge@harriscomputer.com

CITYVIEW SOFTWARE SOLUTION

The CityView platform is continually evolving to stay current with the latest technology; and, it is designed to improve the long term functionality of the product without increasing total cost of ownership. The current version reflects the company's vision, creativity, innovation, and experience over the last 38 years. Since the first commercially-available product in 1986, CityView has retained its position as a market leader, often *the* market leader, in the local government community development marketplace. CityView as the first to offer a totally integrated mapping and permitting database solution (1986); first to .NET in 2001/2; first with a Web Services API; early adopter of the Windows platform; first to offer database replication for field inspections; early adopter of ArcGIS Server integration; first to integrate with Active Directory; amongst the first to deploy a device-agnostic HTML 5; JQuery-based field solution and, first to release the specific stack of web technologies designed for optimum usability in a browser-agnostic business applications. It truly addresses all users' needs with the best of mobile, desktop, and browser environments.

The CityView 2020 technology can be summarized as follows:

- Microsoft .NET, Visual Studio.NET, HTML 5 and JQueryMobile, and a Single Page Application (SPA) built on an HTML 5 framework,
- Multi-Tier, for development, deployment and upgrade ease, as well as scalability,
- Leading edge and cutting edge User Interfaces providing maximum functionality and usability,
- Browser-agnostic and device-agnostic interfaces for maximum reach and accessibility,
- Streamlined deployment for ease of administration and upgradeability,
- Microsoft SQL Server database technology,
- SQL Server Reporting Services (SSRS) reporting technology,
- Enterprise ArcGIS Server integration, employing Java-based and Esri Leaflet viewers,
- Web Services and ODBC connectivity,
- Configurable, fully integrated, workflow-based business applications leveraging core technologies and employing multiple frameworks for interfacing with third party applications.

PRODUCT OVERVIEW

We provide easily installed, flexible, easy to use software solutions that are engineered for the long-term. The information in the following sections is considered **proprietary and confidential**, because it contains specific product architectural and functional descriptions. The following product overview is considered a trade secret for CityView.

Once again and for clarity, CityView is only proposing the modules that will be used by the Permitting and Inspections group. The needs of other departments will be addressed at a future date under separate cover.

CITYVIEW – EASE OF USE

CityView uses a single page application HTML5 architecture to create a fluid and responsive user experience. The highly visual task/activity bar, at the bottom of the screen, persists to give the user constant access to the workflow that allows them to navigate easily through the business process. Automatic synchronization of the data between all users allows people to leave screens open without the data becoming stale and requiring the user to frequently refresh the page. CityView Workspace has a modern, streamlined look-and-feel that makes the data the focal point and draws the user’s eyes to what is important to them.

User security keeps the screen free of clutter and tailored to meet the needs of the individual, ensuring that what they see on the screen is applicable to the task being performed. The flowing page design allows the user to complete their work without having to navigate to different pages and it makes efficient use of the screen space, scaling to fit horizontally and allowing content to be opened in separate browser tabs so that it can span multiple monitors.

“The software is so easy to use and customer service is excellent.” – Maureen Lesperance, Planning Coordinator, Town of Lakeshore

CityView has been built ground-up for local government users. Therefore, the system has inherently evolved to meet local government users’ needs and ease of use has always been one of those.

A unique and innovative user-feedback function is included in CityView and offered to every single user of CityView and that is the “Feedback” feature. The feedback is sent directly to our back office tracking system, Microsoft CRM. We collect comments from all of our customers on the usability of the system and we use those to gather and prioritize the feedback, and use it to drive the ongoing development of the software. We pay particular attention to the “ease of use” and view this as a competitive advantage.

Right from within the software we collect usability feedback and ideas from every single CityView user.

Several examples of CityView’s user-assist follow:

Dynamic shading of the cells that require data, to ensure thorough data entry.

Permit Application		
Master Project Name 3628		
Application Number PRAB201600113	Application Type (required) Accessory Building	Application Status Pending
Work Class (recommended) - none -	Entered Sean Higgins, 2016-02-27T13:51:40	
Department Building Services	Plan Checker - none -	Inspector - none -
Description of Work		

Additional data-capture fields display only when appropriate to the application type:

Planning Application				
project number PL201700029	master project Tommy's Chickens	type Residential Chicken	status Open	date entered 06/25/2017
primary contact		primary location 108 Camli Pl		
Planning Application Details				
commercial application <input type="checkbox"/>	department Planning and Land Use	planner Mark Atkinson	jurisdiction - none -	site area (acres) 1.5
name Tommy's Chickens		location description LOT A SECTION 1 RANGE 3 WEST HIGHLAND DISTRICT PLAN VIP87316 [028-054-008] [Roll:15329.211] [Plan:VIP87316, Lot: A]		
number of hens (max. 6)	expiration date mm/dd/yyyy	entered by Susan McCormick		

Google-like search tool makes searching the entire database simple.

CityView + New

Q 2770 king All ▾ ✕

- ▼ 🛡️ **Code Enforcement** (2 results)
- ▼ 👤 **Contact** (4 results)
- ▼ 📌 **Master Project** (3 results)
- ▼ 📄 **Permits and Inspections** (4 results)
- ▼ 📅 **Planning** (5 results)

<p>PL20100058</p> <p>Status</p> <p>Date Entered</p>	<p>Map Amendment</p> <p>Under Review</p> <p>6 years ago (10/05/2010)</p>
<p>PL20080000110</p> <p>Status</p> <p>Address</p> <p>Property</p> <p>Contractor</p> <p>Date Entered</p>	<p>Development Permit</p> <p>Denied</p> <p>2770 Kingswood Rd</p> <p>000-726-826</p> <p>Landscape Construct Inc., Address:2975 HARLEQUIN PL , Phone:(905) 415-6321</p> <p>8 years ago (11/12/2008)</p>
<p>PL20080000096</p> <p>Status</p> <p>Address</p> <p>Address</p> <p>Property</p> <p>Property</p> <p>Date Entered</p>	<p>Subdivision Plan</p> <p>Complete Application</p> <p>2770 Kingswood Rd</p> <p>2766 Kingswood Rd</p> <p>[000-726-826] [Roll:03579.022] [Plan:VIS628, Lot: 2]</p> <p>[000-729-736] [Roll:03579.032] [Plan:VIS633, Lot: 2]</p> <p>8 years ago (10/06/2008)</p>
<p>PL20070000062</p> <p>Status</p> <p>Address</p> <p>Property</p> <p>Contractor</p>	<p>Minor Variance</p> <p>Complete Application</p> <p>2770 Kingswood Rd</p> <p>[000-726-826] [Roll:03579.022] [Plan:VIS628, Lot: 2]</p> <p>Landscape Construct Inc., Address:2975 HARLEQUIN PL , Phone:(905) 415-6321</p>

Collapsible panels help to minimize scrolling. Additionally, the panels can be pulled in, or removed, from user's workspace to keep the screen clean and efficient.

The screenshot shows a 'Permit Application' dashboard with three main sections:

- Locations:** A table with columns: Description, Type, Property Alert, Primary, Display. It lists '005-568-901' (Property) and '1184 Goldstream Ave' (Address). Includes '+ Add Location' and 'Show On Map' buttons.
- Contacts:** A section with '+ Add Contact' button.
- Permits:** A table with columns: Permit Type, Permit Number, Status, Date Issued, Expiration Date, Valuation of this Permit. It lists 'Building' (PRAB201600113-BD1) and 'Electrical' (PRAB201600113-EL1), both with 'Pending' status. Includes '+ Permit' and 'Generate Fees and Submittals' buttons.

Intuitive and familiar labeling helps the user know exactly what to do.

The screenshot shows the 'Submittal Requirements' section with a table and a file upload area:

Item	Priority	Status	Verified	Date Verified
Application Form	- none -	Received	<input checked="" type="checkbox"/>	02/27/2016
Site Plan	- none -	Received	<input checked="" type="checkbox"/>	02/27/2016
Floor Plans	- none -	Pending	<input type="checkbox"/>	mm/dd/yyyy

Below the table is a 'Related Documents' section with a file upload area containing a 'Cancel' button, a 'Drop files here or' prompt, and an 'Attach Files' button.

Workflows, tailored to the customer's business processes, populate the page dynamically when activities are completed. The user-interface provides a summary of next-steps and their assignments, deadlines and outcomes. It also offers a history of completed tasks and their outcomes.

Activity Description	Assigned To	Outcome	Date Completed
Verify Application/Submittals	Shannon Karner	Complete	02/27/2016
Fire Code Review Ian Carmichael 03/11/2016	Zoning Review Debs Verhille 03/11/2016	Pending	Pending

More information available, as needed.

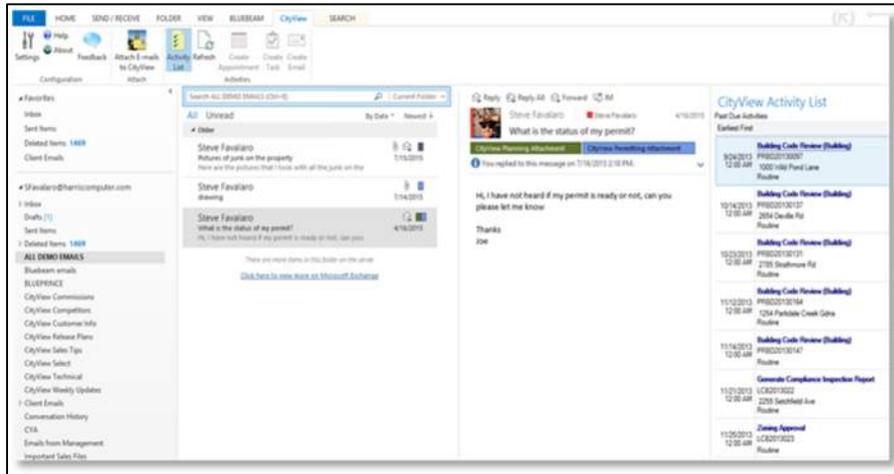
Activity Type	Assigned To	Department	Priority	Date Required	Outcome	Date Completed
Verify Application/Subi	Shannon Karner	Building Services	Routine	02/27/2016	Complete	mm/dd/yyyy
Building Code Review	Shannon Karner	Building Services	Routine	03/11/2016	Pending	mm/dd/yyyy
Fire Code Review	Ian Carmichael	Fire Prevention	Routine	03/11/2016	Pending	mm/dd/yyyy
Zoning Review	Debs Verhille	Planning and Land Use	Routine	03/11/2016	Pending	mm/dd/yyyy

A configurable dashboard provides the user with all their important information at a glance:

The dashboard provides a comprehensive overview of city activities and reports. Key components include:

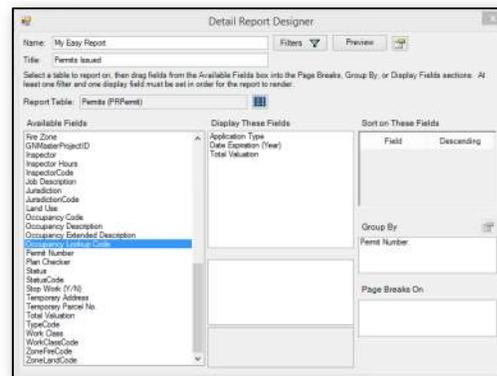
- To Do:** A list of tasks with columns for Reference, Activity, Assigned To, Location, and Due Date.
- Alerts Map:** A map showing the geographic distribution of activities.
- Open Code Enforcement Cases By Inspector:** A donut chart showing the distribution of cases among inspectors.
- Permit Applications By Status:** A bar chart showing the number of applications in various stages.
- Planning Reviews By Description and Age:** A table showing the number of reviews by department and their age.
- Inspections:** A section for tracking inspection schedules and history.
- History:** A section for viewing past activities.
- Reports:** A list of available reports for generating.

The CityView MS Outlook Add-in allows data from CityView and Outlook to be easily shared. Attach emails, view your To-Do list, link directly to your activities in CityView, create Outlook tasks and calendar entries from your CityView tasks, and much more.

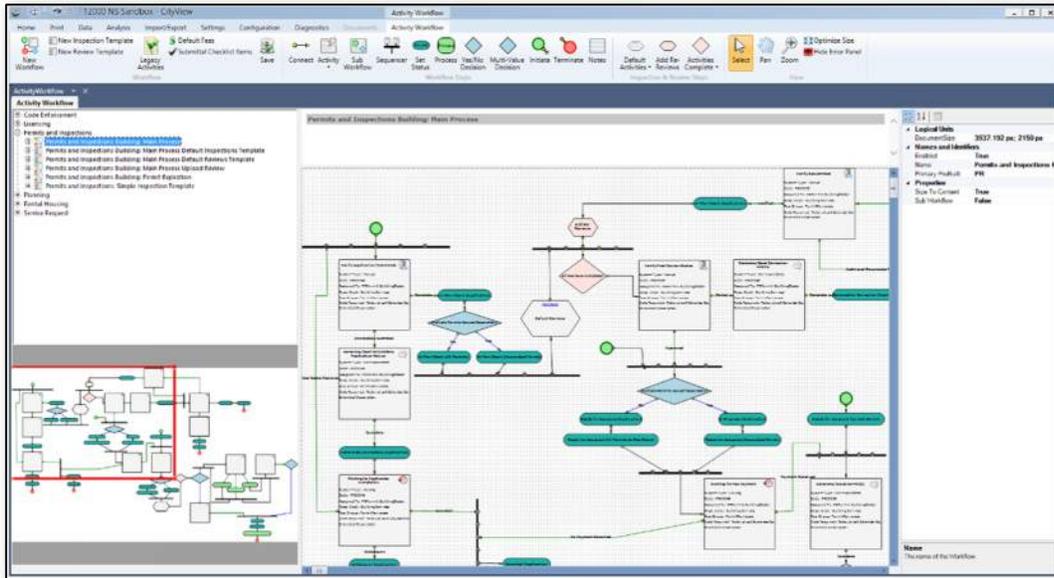


“Our users are really impressed by how easy it is to use. There were many happy CityView users this morning when we introduced them to the new Outlook Add-In.”
 – Scott Salsbury of Blue Earth County

Every CityView user can quickly and easily create and save the reports they need using the ad hoc report writer, CityView Reporter.



A Graphical Workflow Designer is included to quickly and easily maintain workflows and create new ones as your processes change.



A citizen-facing, adaptive interface, CityView Portal, provides information and services to your customers *anytime, from anywhere, and on any modern smartphone or tablet device.*



“Nearly 60 percent of our inspections are now scheduled online so we had almost 4000 fewer inspection related phone calls” – Mike Boso, City of Grove City

A field inspector solution, CityView Mobile allows staff to easily access key CityView functionality in the field from any modern smartphone or tablet device. This provides real-time updated information to your customers



"We paid for the entire CityView Mobile system including hardware and software in just over two months just in gas savings" – Casey Armstrong, Rockingham County

THE CITYVIEW PLATFORM

The CityView solution is an upgradeable platform, built on state of the art technology, making it more efficient and cost effective to develop, deploy, and manage solutions that scale with your evolving needs. CityView is a set of integrated and configurable applications designed to address the unique requirements of local government.

The CityView platform is continually evolving to stay current with the latest technology; and, it is designed to improve the long term functionality of the product without increasing total cost of ownership. The product roadmap is driven by input from a variety of sources including customers, technology, and industry.

The rationale for incorporating features is based on an understanding of the local government industry and is coordinated and managed by our Research and Development team. Advances and improvements to CityView are funded through the Annual Software Maintenance Agreement that we have with each of our customers, and ongoing license sales.

CITYVIEW CONFIGURATION CONSOLE

A common frustration felt by local governments is when changes are required to installed software after the go-live date, there is a need to re-engage the vendor or allocate internal IT resources, which often has an impact on the product’s upgradability. The time and expense associated with these efforts often leads local governments to maintain the status quo, resulting in outdated systems that no longer meet the needs of the business units or the IT department’s strategic plan.

CityView addresses these concerns by providing a highly configurable environment and all of the configuration tools necessary to maintain and enhance the behavior of the system with minimal need for customization or programming knowledge. Using these tools, designated users can populate the contents of lookup tables, configure workflow, define “custom” database fields, produce letter templates, define business rules, provide scheduling options, and define the parameters for fee calculations.

These tools are designed to be used by reasonably capable users within the business domain, resulting in the following benefits:

- A reduced reliance on outside vendors and internal IT staff that lowers expenses and decreases the total cost of ownership.
- Streamlined processes based on tailored business workflows. This increases staff efficiency, reduces data entry errors, and ensures critical business decisions are based on accurate information.
- Configuration changes are carried forward through upgrades and enhancements to the system allowing the utilization of the latest technology without additional cost or effort.
- Configurations are based upon your defined business processes and staff input. This creates a familiarity that increases user buy-in and decreases training costs.
- Reduced errors and user frustration through the removal of outdated processes.

LOOKUP TABLE MAINTENANCE

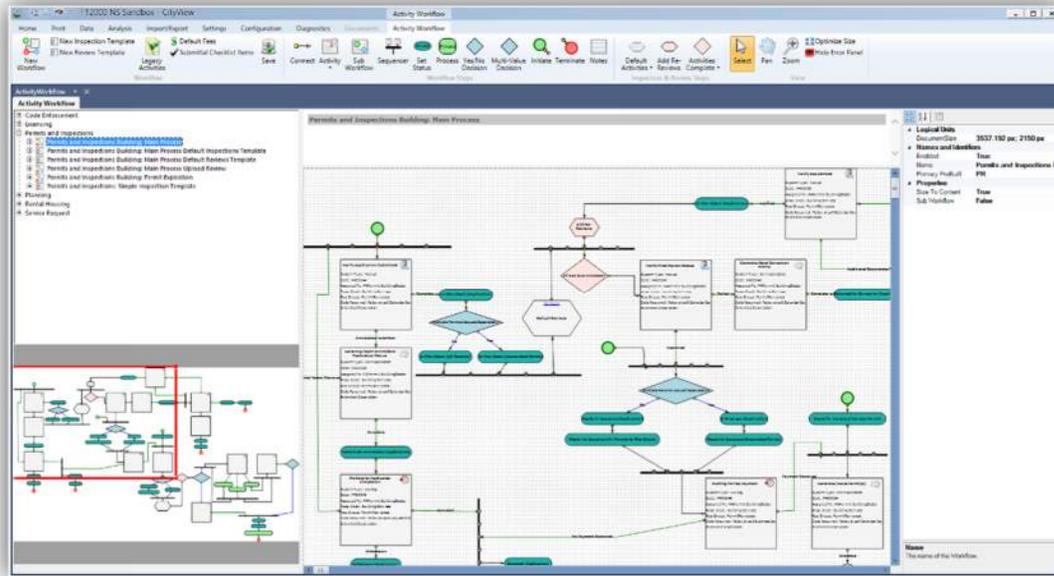
The “Data Table Maintenance” feature ensures that all pick lists (lookup tables) are updated with relevant data, thereby reducing the occurrences of errors and streamlining data entry.

The screenshot shows the CityView Select 2016.3 Configuration Console. The main window displays the 'Lookup Tables' configuration page for 'Table: LookupPRTYPEPermit (Application Type (LookupPRTYPEPermit))'. A tree view on the left lists various lookup tables under 'Permits and Inspections'. The main area shows a data table with the following columns: Code, Desc, DefaultBuildingChecker, DefaultBuildingUse, DefaultConstructionType, DefaultDepartment, DefaultInspector, DefaultOccupancyCode, DefaultWorkClass, and DevelopmentStatus.

Code	Desc	DefaultBuildingChecker	DefaultBuildingUse	DefaultConstructionType	DefaultDepartment	DefaultInspector	DefaultOccupancyCode	DefaultWorkClass	DevelopmentStatus
AB	Accessory Building			Not Applicable	Building Services				SystemConfig
AD	Addition				Building Services			Addition	SystemConfig
AL	Alarm Permit				Building Services				SystemConfig
AU	Accessory Dwelling		Residential		Building Services		Residential, one- and two-family	New	SystemConfig
BD	Building				Building Services				SystemConfig
BS	Basement Developm		Residential		Building Services			Alteration	SystemConfig
CP	Car Port		Residential		Building Services				SystemConfig
CU	Change of Use				Building Services			Alteration	SystemConfig
DE	Demolition				Building Services			Demolition	SystemConfig
DK	Deck		Residential		Building Services			Alteration	SystemConfig

WORKFLOW CONFIGURATION

CityView is an **activities-based workflow system** providing users with a consistent path through the system, facilitating the training of new employees, and ensuring that employees and departments are aware when tasks have been assigned to them. Through CityView Graphical Workflow Designer, a suitable standard workflow of activities and outcomes is available, making it clear to users which steps are part of a particular process, when those tasks become due, and who is responsible for them.



CUSTOM DATABASE FIELDS

Custom database fields allow for the capture of customer-specific data and dynamically appear on screens without the need for custom development. They allow the same data entry screens to be used to capture data appropriate for all your permit types, without resulting in overly complex entry forms. You can capture, maintain and report on the information that is specific to your business process and continue to add new data fields as your requirements change.

BATCH PROCESSES AND SCHEDULED EVENTS

The system can be configured to routinely (at predefined intervals) search the database and perform a set of pre-defined actions on any records that match the specified criteria. This is a very common approach for handling events like permit expirations and business license renewals.

Scheduled processes can be run in "test" mode without affecting the underlying data.

RESOURCE GROUP ADMINISTRATION

Facilitates appropriate assignment of tasks based on geographic location, business function, or skills/qualifications, e.g. a plumbing inspection at 123 Main Street requires an inspector from the "East Side Plumbing Inspector" resource group.

HOLIDAY CONFIGURATION

This tool provides the ability to continuously update the system's calendar to reflect holidays and other non-working times, so that due dates and assignments can be accurately automated.

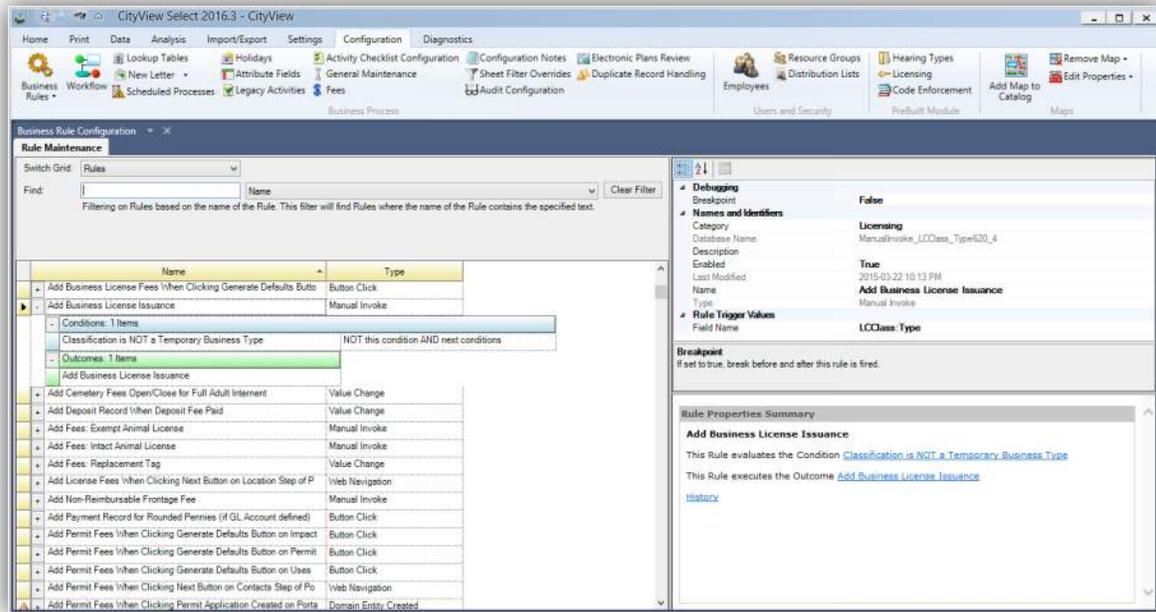
Description	Specific Day of Month	Weekday	Week of Month	Month	Static Date	Day In Lieu	Start Date for Repeatable Holidays	Weekly Freq. for Repeatable Holidays
New Years Day	1			January		Monday		
Christmas Day	25			December		Monday		
Weekend		Saturday				Friday		
Weekend		Sunday				Monday		
Labor Day		Monday	First	September				
Thanksgiving Day		Thursday	Fourth	November				
Memorial Day		Monday	Last	May				
MLK Day		Monday	Third	January				
President's Day		Monday	Third	February				
Thanksgiving Friday		Friday	Fourth	November				
Veterans Day	11			November				
Independence Day	4			July				

First Quarter: January 1st until March 31st
 Second Quarter: April 1st until June 30th
 Third Quarter: July 1st until September 30th
 Fourth Quarter: October 1st until December 31st

BUSINESS RULE CONFIGURATION

CityView's powerful Rules Engine comes with an intuitive user interface that enables trained users from either the IT department or the business domain to take ownership over the ongoing maintenance of much of the automated behavior of the system, as the needs of the business units evolve.

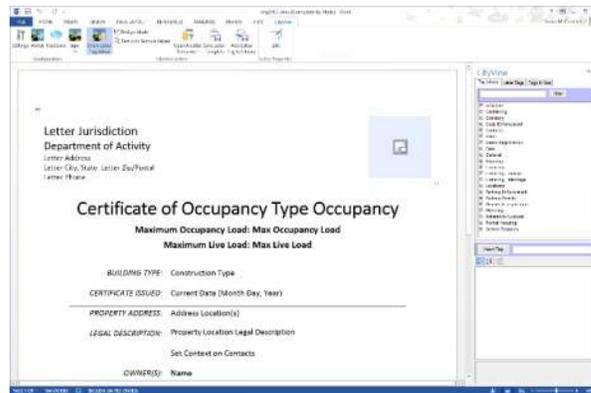
Rules can have various conditions under which they will perform a set of actions, e.g. to automatically populate a set of values based on the Permit Type. Outcomes (i.e. actions) can then be created that affect virtually any field in the database with a wide variety of options to fit any circumstance. Rule properties are selectable from defined pick lists to reduce error and enable even novice users to create rules successfully.



The steps to create new rules are very straightforward – users with no prior programming experience can become masters of this tool quite easily. Moreover, this tool maximizes efficiency by providing many other useful features, such as the ability to bulk-create conditions and outcomes, automatic detection of poorly constructed rules, ability to easily cleanup old and unwanted configuration, hyperlinks for easy navigation, and a runtime debugger for troubleshooting issues.

LETTER ADMINISTRATION

The CityView MS Word Add-in allows users with designated “configuration” rights to modify and create letter templates for use within the CityView business processes. This Add-in is a rich editing environment allowing users to work in a product that they are already very familiar with: Microsoft Word. The MS Word Add-In is compatible with Office 2010 and Office 2013.



CITYVIEW FLEX FEE

CityView’s “Flex Fee” system ensures that appropriate fees are always charged by enabling the ongoing maintenance of fee schedules and valuation tables. CityView supports flat, incremental, percentage and range percentage based calculations. Fees will be automatically calculated and business rules will automate which fees get added to each application. If CityView Cashiering is being used, fees can be configured so that payment amounts will be distributed to appropriate general ledger accounts based on the fee definition.

Fee Maintenance

Fee Types and Disbursements | Use Code Types | Impact Fee Types / Use Code Types | **Calculation Types**

Global Calculation Types

Code	Description	Quantity Source Table	Quantity Source Field	Quantity Source Lookup Field	Source Field Data Type
0008	Building Permit Application Fee				
0016	Building Permit Fee	PRPermit	TotalValuation		Currency
PK03	Bus Stops (Base Fine)				
LC01	Business Registration				
CE00	Calculation of Fine				

Optional: Obtain Quantity from expression:

Cumulative: Add amounts together after determining the amount for each applicable Calculation Detail (NOTE: Do not enter "Base Amount" values)

Calculation only (not a fee calculation)

Allow Line Item Quantity as Multiplier Allow Users to Modify Line Item Quantity Allow Users to Modify Line Item Amount

Optional: Quantity obtained from a specific Source Table record type

Quantity will be obtained from "Quantity Source Field" based on the following criteria:

PRPermit	:		=	
Source Table		Field Name		Value

Optional Calculation Settings

Calculations Details for Selected Calculation Type

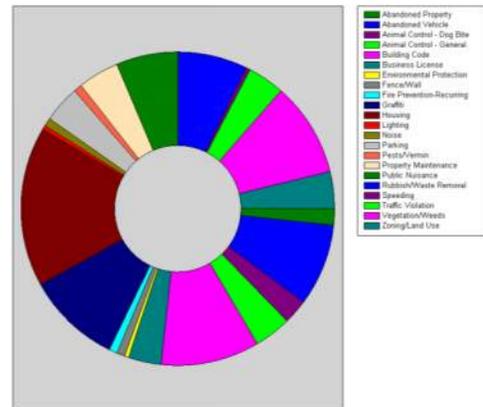
Calculation Type	Limit Minimum (Qty > Min)	Limit Maximum (Qty <= Max)	Fee Minimum	Fee Maximum	Round Precision (2 > 0.00)	Round Up?
Flat	0	100	\$ 0.00	\$ 0.00	3	<input type="checkbox"/>
Flat	101	2000	\$ 0.00	\$ 0.00	3	<input type="checkbox"/>
Valuation	2001	25000	\$ 0.00	\$ 0.00	3	<input type="checkbox"/>
Valuation	25001	50000	\$ 0.00	\$ 0.00	3	<input type="checkbox"/>
Valuation	50001	100000	\$ 0.00	\$ 0.00	3	<input type="checkbox"/>

REPORTING

Detailed out-of-the-box reports provide immediate visibility on daily business activities such as the status of all Building Permits, while statistical and summary reports allow you to track performance metrics such as the number of cases assigned to each Inspector.

End-user ad hoc needs are met through CityView Reporter, which provides for pivot table reports, detail reports and charts and graphs. This reporting tool is a drag and drop ad hoc reporter allowing end-users to drag and drop fields into rows and columns, add filter criteria, select the content (e.g. counts, averages, variances, sums, max, min, standard deviations, running values etc.), select how to group the data and label the groups and render the reports in CityView very quickly and professionally. Reports can be saved for future repetitive use, exported to Excel, PDF and Word and printed. Charts can also be quickly generated, using drag and drop tools to drop fields into x and y axes, series and categories to create line graphs, pie charts, bar graphs, areas, doughnuts and column graphs. CityView reports can be pulled into the dashboard to run dynamically.

	Q1		Q2		Q3		Q4		Year	
	Total Value/Units (Sum)	Permit Number (Count Rows)	Total Value/Units (Sum)	Permit Number (Count Rows)	Total Value/Units (Sum)	Permit Number (Count Rows)	Total Value/Units (Sum)	Permit Number (Count Rows)		
01	\$115.00	15	\$0.00	14	\$0.00	9	\$0.00	12	\$15.00	4
02 Accessory Building	\$208,935.23	3							\$208,935.23	3
03 Accessory Foundation	\$796,222.15	2							\$796,222.15	2
04 Addition	\$230,669.00	1	\$294,200.00	4					\$454,869.00	5
05 Altere	\$0.00	2							\$0.00	2
06 Permit	\$23,993,907.00	118	\$15,949,283.00	118	\$4,214,667.00	51	\$20,798,210.00	157	\$40,055,177.00	693
07 Ear Plot	\$0.00	0	\$23,800.00	3					\$23,800.00	3
08 Change of Use	\$0.00	0							\$0.00	0
09 Deck	\$1,750.00	3	\$91,050.00	13	\$6,125.00	3	\$13,050.00	26	\$115,975.00	47
10 Detached	\$0.00	2	\$20,000.00	3			\$0.00	28	\$20,000.00	33
11 Electrical	\$74,620.00	17	\$7,250.00	10	\$20,000.00	43	\$17,000.00	15	\$49,120.00	85
12 Electrical Rewire	\$26,750.00	5	\$22,520.00	13			\$24,400.00	12	\$394,380.00	36
13 Fence	\$0.00	1	\$0.00	2			\$0.00	1	\$0.00	4
14 Foundation	\$0.00	1							\$0.00	1
15 Garage	\$30,000.00	1							\$30,000.00	1
16 Gate	\$12.50	26	\$00.00	3	\$15.00	1	\$0.00	1	\$127.50	24
17 Grading	\$0.00	0	\$0.00	3					\$0.00	6
18 Mechanical	\$37,050.00	11	\$45.00	3	\$18.00	3	\$205.00	18	\$38,283.00	37
19 New Home Residential	\$1,842,000.00	10	\$1,405,750.00	5	\$0.00	1	\$15,510,000.00	9	\$30,007,750.00	25
20 New Single Family Residential	\$326,824.20	2	\$120,000.00	1			\$908,283.43	2	\$1,455,028.63	4

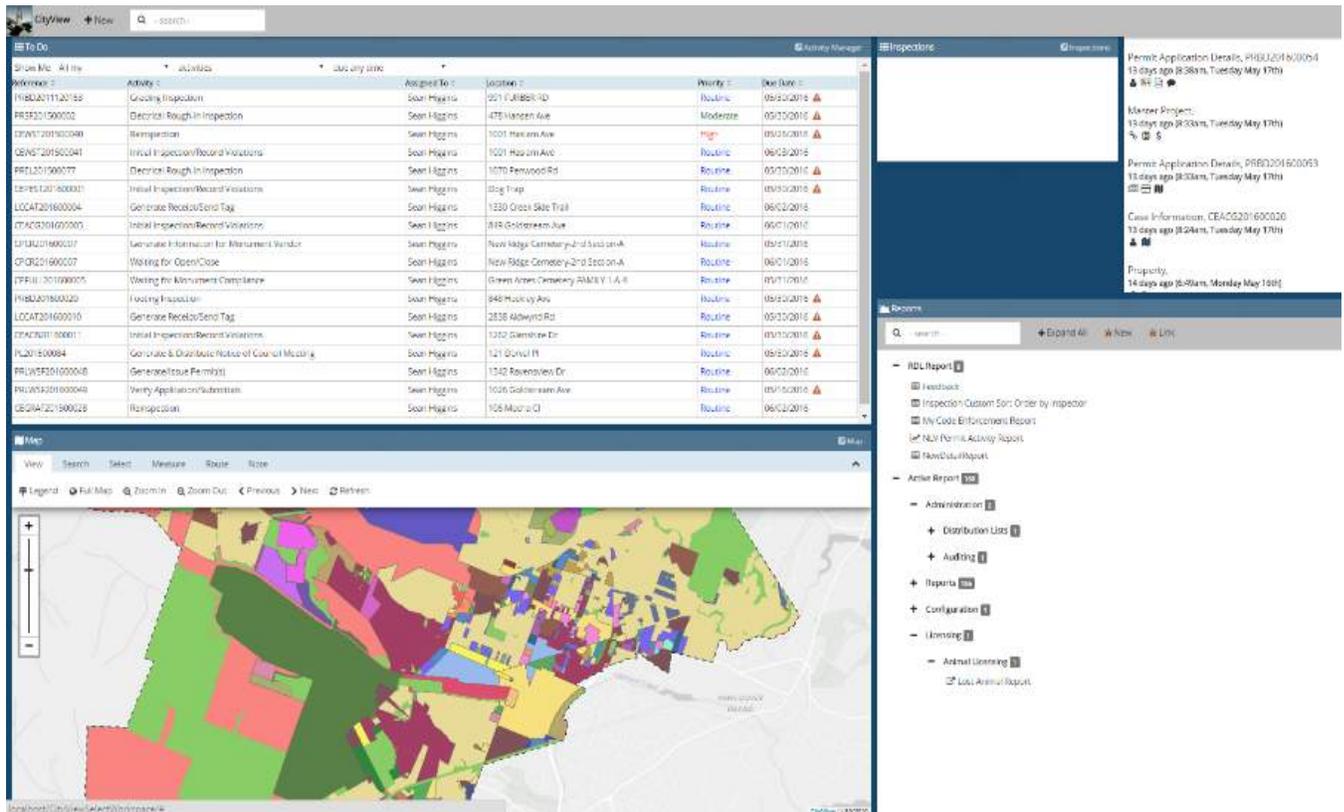


Simple reporting tools allow all your users to quickly create and generate the reports you need, and easily add them to their user CityView Dashboard!

CITYVIEW INTEGRATION CAPABILITIES

CityView makes use of Application Programming Interfaces (APIs), Web Services, and batch files to link to other systems. CityView is ODBC and OLE DB compliant allowing it to integrate with database both internal and external data sources. Details on common CityView integrations are described below and on the following page.

Seamless integration with GIS



CityView’s integration with [Esri’s ArcGIS Server](#) or [ArcGIS Online](#) assimilates mapping and spatial analysis into the everyday business activities of CityView users in the office, in the field and publicly.

The deeply integrated GIS capabilities allow all staff to quickly locate a job location on a map; measure distance, boundaries and areas, create adjacent and buffered spatial queries for mailing lists, kick-off permit and other processes from the map and spatially analyze the surroundings of subject properties and project footprints.

While the integration requires an ArcGIS Server license or ArcGIS Online subscription account, CityView users do not consume additional individual Esri user licenses, though ArcGIS Online accounts do consume service credits.

The integrated mapping capability is available to all CityView users and can be controlled through the permissions and role capabilities of the CityView security model.

Maps can be utilized to:

- Embed into reports, letters and forms, e.g. so that inspectors can see where their inspections for the day are located throughout the City
- Allow users to select properties based on GIS information and then use the selection to send notices, updates or other letters to the contacts on the properties.
- View search results on a map or search spatial attributes from the map.

- Use Esri Feature Service layers to draw temporary locations which can then be used in CityView's integration with **Esri's ArcGIS Server or ArcGIS Online** to assimilate mapping and spatial analysis into the everyday business activities of CityView users in the office, in the field, and publicly.
- Flag activities of interest for other users to see e.g. planned route for overloaded vehicle, street closure for maintenance etc.
- Run spatial queries to automate the business process, e.g. inspector scheduling can use a spatial query to determine which inspector to assign based on the area the property is located in.
- View publically accessible Web Map Services created by external agencies.
- Generate the most efficient routes for inspections including turn by turn directions and multiple options for route optimization.

INTEGRATED VOICE RESPONSE (IVR)

CityView has successfully integrated with a number of third-party Integrated Voice Response systems and forged a relationship with Selectron Technologies in order to ensure our customers receive the maximum benefit from the integration of their IVR selection and CityView.

FINANCIAL MANAGEMENT SYSTEMS (FMS)

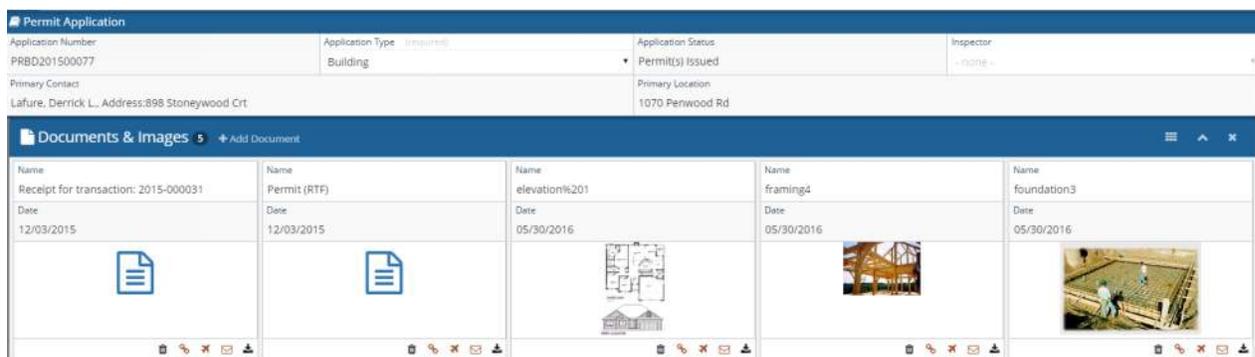
CityView has extensive experience interfacing with Financial Management Systems. In a typical implementation, fees paid within CityView are submitted to the FMS through a batch file export process or API (if available.)

311 SERVICES

CityView has implemented 311 interfaces with other customers via Web Services. Requests get entered into CityView via a Web Service call from the 311 system; and, updates to cases are made available to the 311 system and picked up by Web Service calls from the 311 service.

ELECTRONIC DOCUMENT MANAGEMENT SYSTEMS (EDMS)

CityView's distinctive framework for integrating with Document Management Systems has been used extensively with industry leading EDMS products such as [Laserfiche](#), [OnBase](#), [SharePoint](#), [PaperVision](#) and [eB](#). Documents are dynamically retrieved from the EDMS based on related metadata. This means that regardless of how (or when) a document gets added to the document management system, provided it is indexed with metadata like a permit/case number or address, CityView will be able to retrieve it later.



CITYVIEW BUSINESS SOLUTIONS

CityView parcels, addresses, roads, parks, assets, and trails locations provide the underlying land-based context and information for the business activities and processes that are managed and automated using the CityView modules, for land development, enforcement and administration. The CityView suite of modules enable our customers to administer the business processes surrounding Permits and Inspections, Planning, Code Enforcement, Business Licensing, Animal Licensing, Service Requests, Rental Housing, Marriage and Death Registration, Cemetery Management and Parking Management. The payment of fees generated by the system is managed with CityView Cashiering. The CityView extensions offer service, productivity and data integration value-adds such as *public access*, *field inspections solutions*, *electronic plans review*, *Microsoft office add-ins* and *third party integrations* to provide a one-stop land management enterprise solution.

CityView is an out-of-the-box software solution that includes the automation you need to manage Property Information, Permits and Inspections, Planning, Code Enforcement, Licensing, Animal Licensing, Service Requests, Rental Housing, Marriage and Death Registration, Cemetery Management, Parking Management, and Cashiering.



Based on [over 3 decades of experience](#) automating business processes of leading jurisdictions from across North America, CityView is designed to have your departments up and running in minimal time while making use of industry-wide best practices.

The CityView suite of modules is able to be implemented incrementally, providing the flexibility to apply resources and budget as they become available. They can also be integrated with third party solutions, adding value to the information collected across the organization and eliminating data silos.

The power of the CityView business solutions:

- **Automate business processes** – increase user productivity by streamlining workflow and business processes
- **Workflow** – automate common business processes related to land management activities with predefined workflows that save time by providing you with the tools to manage and track assignments; define deadlines; automatically generate subsequent activities and create a record of your business processes; and ensure accountability.
- **Accurate information capture** – intuitive, easy-to-use screens and panels that prompt the end-user for required data. Data validation tools, like drop down menus, business rules and spell

check reduce errors and duplication of effort. This ensures decisions are based on correct, relevant information.

- **Increase revenue** – eliminate inaccurate fee collection with an integrated fees module that enables you to automatically configure, calculate and collect fees using even the most complex fee structure.
- **Centralize access** – allows all staff to view all information associated with an application, case or plan including documents and images instantly.
- **Easily navigate** – powerful search and sorting capabilities save users' time by quickly finding everything related to a case or permit. User-defined searches can be saved to ensure that users are able to repeat searches pertinent to their particular business activities again and again.
- **Access data wherever you are** – a number of remote and disconnected options allow users to access information from the office, home, or in the field, reducing commute times and data entry duplication. Allow your constituents to access community development services – inspection scheduling, permit applications and property information - on the web; reducing your frontline staff's workload and ensuring that your citizens' service demands are met.

CITYVIEW PROPERTY INFORMATION

PROPERTY INFORMATION

CityView Property Information is the backbone of the CityView solution, letting you see all activity, present and historical, on a given parcel of land. With CityView Property Information you can add or track unlimited addresses, ownership and structure information for each land parcel.

Combined with GIS data, CityView Property Information gives you a powerful inventory of your organization's property base.

Panels

- Properties, addresses and owners
- Instant access to key parcel details including zoning information, related structures (buildings), restrictions, and alerts.
- View all contacts and address information associated with a parcel
- Owners (or other contacts) can be maintained
- Customer-defined custom fields allow pertinent, business process data to be captured.

Access to information

- Easily view current and historical development permits, zoning applications, code enforcement cases, building and engineering permits associated with a parcel of land.
- Parcel information is immediately available
- Drop down menus expedite data entry and reduce errors
- Cohesively track and manage all your land use and community development activities in a central location
- Search for a property using multiple parameters.
- Select properties visually, using our embedded map viewer, reducing data entry errors and making it easy for everyday users to locate properties; measure distances, boundaries and areas, create buffer selections, etc.

Related data

- Provides details on all activity related to a parcel, e.g. open and historic permits, code cases, planning applications, etc.
- Enrich your parcel data to include the level of detail you need to complete your business processes with multiple address, ownership and structure information.

Automation

- Automate daily business processes like parcel selection and moving records between parcels and eliminate time-consuming manual activities, repetitive data entry and inaccurate information.

Property based alerts

- Inform users of potential issues with respect to a property
- Customers can be informed of potential delays and what is required to remove alert.

CITYVIEW PERMITS AND INSPECTIONS

PERMITS AND INSPECTIONS

CityView Permits and Inspections simplify the process of issuing and tracking permits, automating the entire process from initial application to the issuance of the Certificate of Occupancy. Everything you need to know about a building permit is instantly available, from owner and contractor information to sub-permits, utility releases and expiration dates. With CityView Permits and Inspections you can manage inspection scheduling and workflow, including your daily inspection roster, which aids in eliminating time-consuming manual scheduling which leads to increased productivity and efficiency in the workplace.

Access to information

- Track your permits in a central location
- Instant access to permit details, contact s, fees, deposits/bonds, and documents/images.
- Workflow specific data is available to users with drop-down menus to streamline data entry and reduce the chance of errors.
- Custom data fields, related parcel information and locations are easily added.
- Users are able to reference the entire status history of the application from the first page.
- Save time by automatically assigning and scheduling inspections based on geography, inspection type and inspector availability.
- Improve customer service with real-time, up-to-date inspection schedules accessible by staff or on-line via the CityView Portal to provide applicants with the most current information.
- Predefined workflows allow you to identify deadlines and automatically create next steps.

Automation

- Auto-generate permit numbers
- Determine plan checks and route workflow
- Add required inspections based on permit type
- Generate inspection assignments based on geography and/or inspection type or manually
- Integrated fees module allows you to configure fee calculations and assess fees at the appropriate point in the business process.
- Maximize efficiency by quickly creating multiple copies of an existing application

Reports and letters

- Standard document templates with letters configured to your specifications
- Ability to modify generated letters, on-the-fly, using a Microsoft Word Add-in
- Make informed decisions with intuitive reports that allow you to quickly and easily determine the status of all permits and inspections.
- Pre-configured reports including: Outstanding Fees, Fee Payment, Inspection Outcome, Inspection Schedule, Inspections by Inspector, Average Daily Inspections, Inspections To Do, Permit Status Summary (by status), Permit Status Summary (by type), Permit Status Summary (by contractor), Permit Value, Permit Turn-Around, Deposits and Bonds Summary, Escrow (by revenue account #), Permit Locator, Permit Turn-Around Detailed Report, and Permit Time Spent.

CITYVIEW PLANNING

PLANNING

With CityView Planning you can easily track and manage all types of planning applications and processes from beginning to end, reviewing project milestones along the way. You can track meeting agendas, external reviews and land use restrictions for each application. CityView Planning provides you with the actual time spent on reviews, not just the start and finish dates.

Access to information

- Users are able to access all the information with respect to a project, including application details, contacts, hearings, fees, the documents and images associated with the planning application along with deposits and bonds
- Ability to apply unlimited free form comments to the application
- The current status and the complete status history is available so users can quickly update customers with current information
- Create a project record history by attaching site plans, digital photos, aerial photos and all other related documents to the application to create a permanent record of the project's activities.
- Manage the plan review process and coordinate meetings with a scheduling tool that constrains the number of applications to be reviewed on the agenda and generates related notices and attendance lists.
- Track submittal requirements and conditions of approval
- Make informed decisions by easily viewing spatial information, e.g. zoning and demographic data
- Track associated permits and code cases as part of the overall project footprint

Automation

- Auto-generate approval track, plan reviews, meeting reminders, process milestones, submittal requirements, and fees
- Email notifications for planning meetings, departmental reviews, and past due notices
- Auto generate attendance lists for hearings, and agenda
- Automate and monitor complex business processes to ensure that projects follow the guidelines set out for your jurisdiction
- Meet all your deadlines with a workflow-based system and a series of useful and relevant reports

Reports and letters

- Generate all your Planning correspondence quickly and easily, e.g. incomplete submittal letters,
- Preconfigured reports including: Project Applications, Planner Projects, Outstanding Plan Reviews, Project Fees, Expired Projects, Planning Activities, Plan Review Time, Scheduled Hearings, Project Locator
- Standard document templates with letters configured to your specification

CITYVIEW CODE ENFORCEMENT

CODE ENFORCEMENT

Based on the principles of priority-based inspector workflow management, CityView Code Enforcement provides a comprehensive system to track your cases from citizen request to resolution. You can organize inspector activities with automatic inspection deadlines, daily rosters and automatic case assignment based on geography. CityView Code Enforcement turns information into knowledge so your department is better equipped to provide outstanding service.

Access to information

- Track code enforcement activities in a central database accessible by all departments, including case information, contacts, images, workflow, and hearings.
- Ensure that you have an audit trail of your entire process from start to finish that includes an unlimited number of violations per case, dispositions and case-generated hearings and appeals.
- Relate code enforcement violations to parcels ensuring that all departments are aware of outstanding violations and can respond accordingly in fulfilling permitting related requests.
- Utilize intuitive mapping tools to create a spatial representation of case-related violations and easily assess trend data.

Automation

- Auto-generate inspection deadlines, daily rosters, assignments based on geography, fees, and correspondence.
- Organize inspection activities, generate daily inspections roster, including links to all case pertinent information that Inspectors can access at their desk or in the field in disconnected mode.

Reports and letters

- Generate all your code enforcement correspondence quickly and easily, e.g. Notice of Violation, Citation Notice, Abatement Notice etc.,
- Preconfigured reports including: Case Status, Case Follow-up, Case Summary, Officer Activity by Case, Officer Activity By Inspection, Incident History, Case Locator, Inspection To Do, Inspection Schedule
- Standard document templates with letters configured to your specification

CITYVIEW CASHIERING

CASHIERING

CityView Cashiering integrates with all other CityView modules for a seamless cashiering process, giving you the power to manage the revenue from all your community development initiatives.

Access to information

- Manage your revenue in a central location for all your community development initiatives.
- Meet all standard cashiering expectations by splitting payments across multiple payment methods or joining them into a single transaction
- Void or refund transactions (in whole or in part), as required, and manage your daily batches.
- Correctly account for payments that need to be distributed to multiple GL accounts based on fixed amounts and percentages
- Update all permits, cases, and licenses with fees payment information, such as payee and receipt.
- Allow users to quickly search for outstanding fees by project reference number or contact information. System will find all related fees and mark them for payment at the click of a button.

Automation

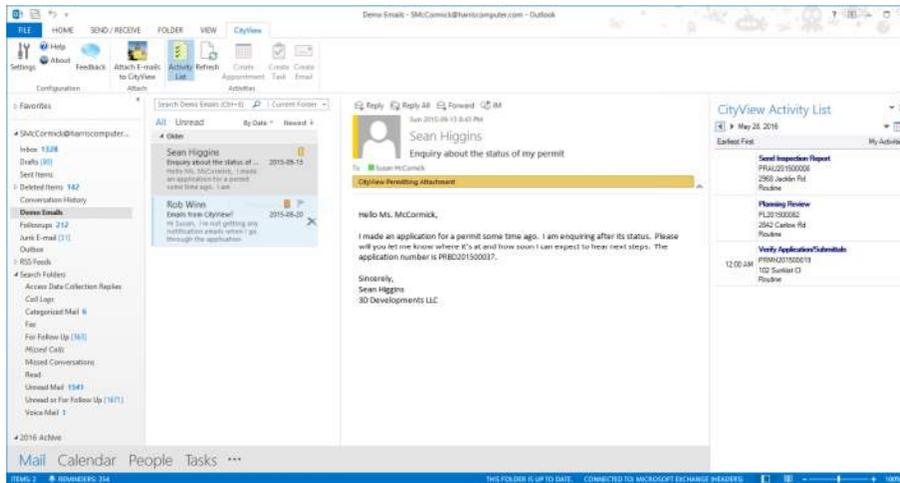
- Generate transaction numbers, receipt numbers, payment date and payment receiver to create an audit trail of monies received.
- Automatically calculate correct penalty fees and interest
- Generate batch exports to your general ledger system
- Easily set up and change your fee structure to meet your exact requirements and set automatic fee activation and expiry dates.

Reports and letters

- Understand your revenue with reports that detail all payment transactions for a given time period by account, or by payment method.

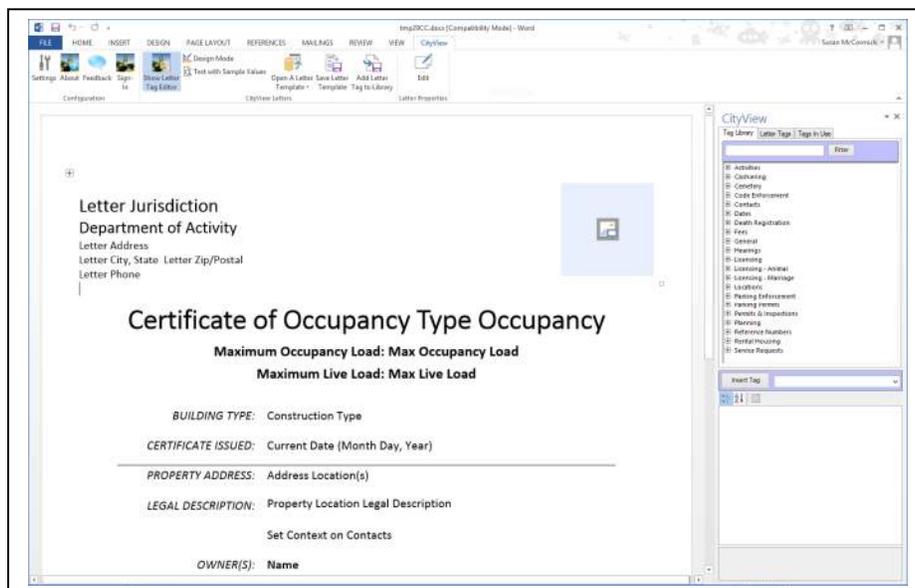
MICROSOFT OUTLOOK ADD-IN

The CityView MS Outlook Add-in allows data from CityView and Outlook to be easily shared between the two applications with minimal user intervention. Emails can be attached to permits/cases/projects/contractors from Outlook so that all communications involving properties and cases are recorded with their associated data in CityView, for future reference. User's CityView To-Do lists are displayed in Outlook and activities can be added as appointments to the Outlook Calendar as well as tasks within Outlook, for pop-up reminders. Linking from these activities will take the users directly to the specific record in CityView.



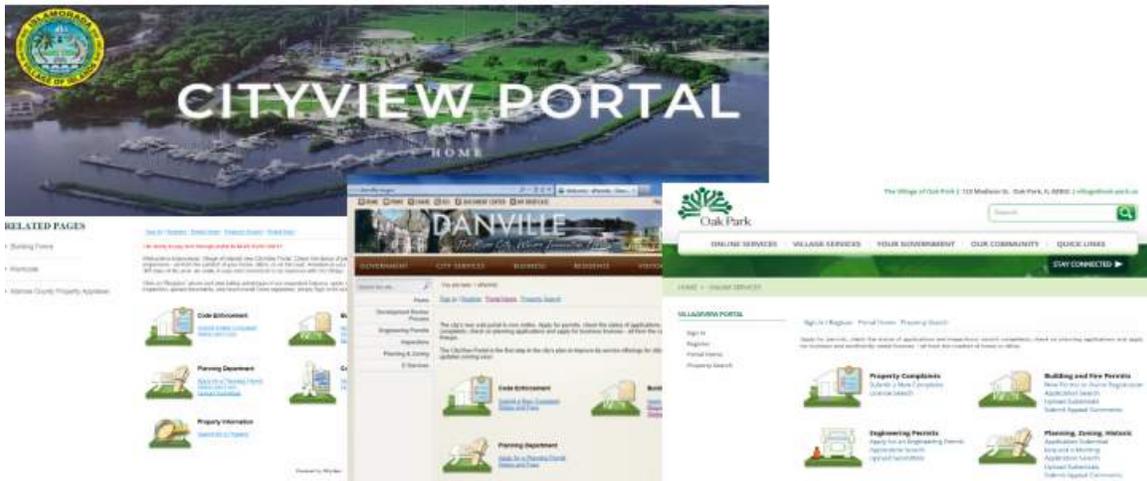
MICROSOFT WORD ADD-IN

The CityView MS Word Add-in allows users with designated “configuration” rights to modify and create letter templates for use within the CityView business processes. This add-in is a rich editing environment allowing users to work in a product that they are already very familiar with: Microsoft Word. The MS Word Add-In is compatible with Office 2010 and Office 2013.



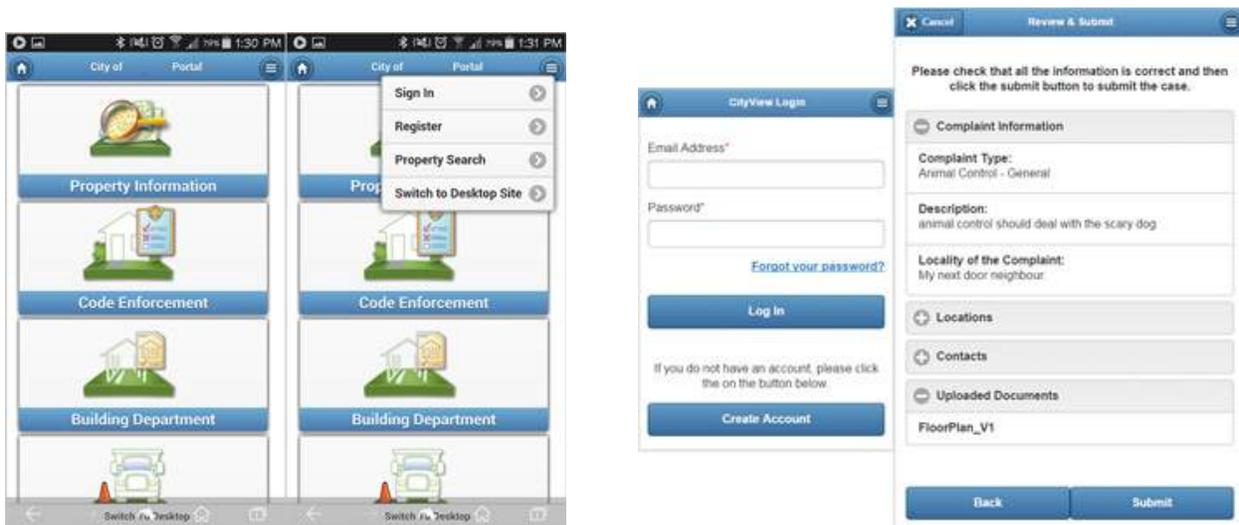
CITYVIEW PORTAL

The CityView Portal provides your constituents and contractors the convenience of working with the City 24/7 without having to leave their homes and offices. The portal offers access to public facing information and interactive services to registered and non-registered users. The CityView Portal is designed for public use in a variety of ways including: ease of use, security, and general functionality. Using the CityView Portal, citizens and contractors can initiate code cases, apply for and pay for permits, check permit status, requests inspections and meetings, view public information regarding specific properties, and much more. The design is consistent with typical, intuitive web browser use and is browser-agnostic.



In addition, the CityView Portal presents an adaptive interface that is usable on small-screen and touch-screen devices. The portal automatically detects whether the browser is running on a smartphone or tablet and uses a small-screen friendly interface.

Users have the option to switch to the traditional desktop browser interface by choosing the "Switch to Desktop Site" menu item (shown below). Portal Home Page icons and menu in the new tablet/smartphone mode:



CITYVIEW MOBILE (PERMITS, PLANNING AND CODE ENFORCEMENT INSPECTIONS)

CityView Mobile is a lightweight, handheld application served out for secure access by your inspectors and mobile staff.

CityView Mobile allows staff members to easily access key CityView functionality from the field using their light-weight handheld devices such as iPhones, iPads, Android devices, and tablets such as Microsoft Surface. Users can:

- Access their inspections to-do lists for the day and view them on a map.
- Set inspection order and notify contractors through portal of the inspectors' route
- Complete inspections in the field.
- Time inspections with a start/stop clock
- Automate SMS messages to contractors ahead of inspectors' arrival
- Route planning
- Integrate with the GPS of the mobile device
- Look up contractors to display the status of their licenses.
- Perform permit searches to check for status and outstanding fees.
- Perform property searches to check for valid permits, code cases etc.
- Navigate extensively through all of the above.
- Automate inspection result emails to contractors.
- Print inspection reports in the field,
- Upload pictures and videos.
- And more!



CityView uses advanced mobile device technology to run seamlessly even in situations with little or no connectivity (i.e. "disconnected mode") ensuring inspectors can continue working even when:

- Conducting inspections in areas with limited or intermittent cellular or WiFi coverage
- Losing connectivity moving between floors in a structure on a job site
- Any other situation in which transferring data between the mobile device and the CityView server will be difficult or impossible

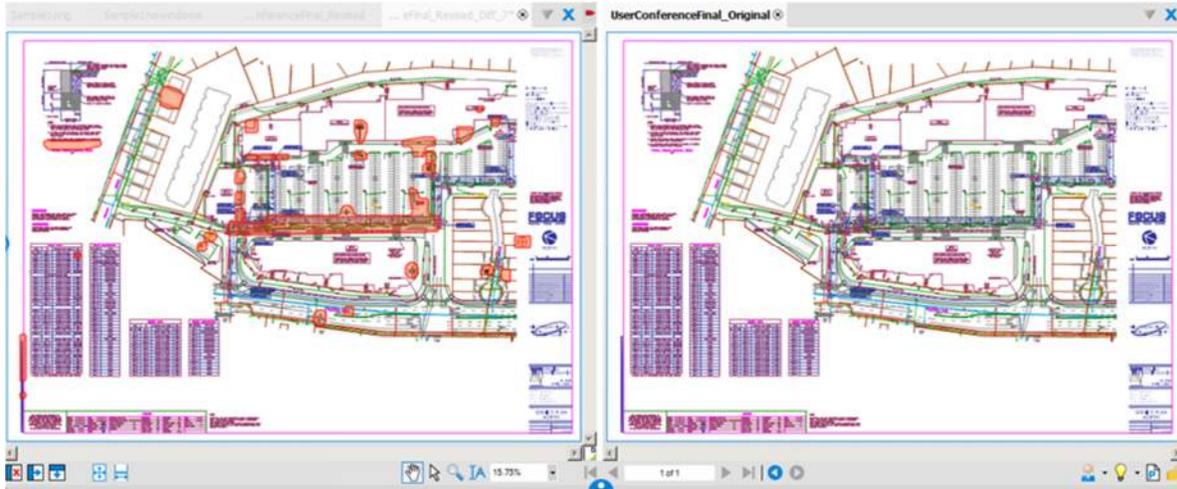
If disconnected mode has been enabled, users logging in to the application will be prompted to download data that will enable them to auto-suggest contacts, contractors, locations and animal licenses even if they lose connectivity.

The next time the user logs into CityView Mobile with the same device, CityView will automatically detect if any updates to their downloaded data are required.

Once the user is in the field, the application will seamlessly move between connected and disconnected mode as the device loses and regains its connection.

CITYVIEW ELECTRONIC PLANS REVIEW (NO BLUEBEAM LICENSES INCLUDED)

CityView combines electronic submission, versioning and workflow capabilities with the vast functionality of Bluebeam products for electronic plans review, management of marked up documents and online collaboration. CityView is certified registered reseller of Bluebeam products and a Bluebeam Gold Tier Partner.



Bluebeam

Digital markup solutions that push the limits of collaboration, mobility, cloud storage and plan review communication. Innovative PDF creation, editing and markup technology that will help take you paperless.



Revu Standard for powerful PDF creation, markup, editing, collaboration, and a paperless workflow.



Revu CAD has all that Revu Standard has, plus it adds plug-ins specifically for CAD users



Revu eXtreme for power users adds to Standard and CAD by adding Optical Character Recognition (OCR), Redaction, fillable forms and scripting.

BLUEBEAM STUDIO



Bluebeam Studio for collaboration. Manage Project PDFs and Sessions by streamlining file sharing.

<p>CREATE</p>	 <p>PDF Creation Includes direct plug-ins for AutoCAD®, Revit®, Navisworks® Manage, SolidWorks®, and Microsoft® Office, for one button PDFs and batch creation.</p>	 <p>Batch Processing Convert an unlimited number of files to PDF. Add security, stamps, headers and footers or flatten an entire folder of PDFs at once.</p>	 <p>3D PDFs Create 3D PDFs from, Revit®, Navisworks® and add markups to 3D views</p>	 <p>OCR Transform scanned PDFs into text-searchable and selectable files.</p>
<p>COMMENT</p>	 <p>PDF Markup Customizable markup tools such as text, notes, highlighter, lines, clouds, callouts, stamps, and more to redline PDFs.</p>	 <p>Toolchest Save commonly used markups in the exclusive Tool Chest for easy reuse, and import or share tool sets with colleagues.</p>	 <p>PDF Measurement Take measurements, count from PDFs and perform area cutouts electronically. Add formulas to the built-in worksheet to calculate costs in Revu.</p>	 <p>Stamps Stamp PDF documents with date, time, signatures, and more. Use predefined stamps in Revu or create your own.</p>
<p>ORGANIZE</p>	 <p>Search Search for keywords or symbols within the PDF content, and in markups added to the PDF file.</p>	 <p>Tab Navigation Use tab navigation to easily switch between tabs, or view them in their own floating window. Split your screen up to sixteen times and sync tabs to pan and zoom in unison.</p>	 <p>File Access Display a list of recently opened PDF Files that can be previewed or reopened with a mouse click. Pin or save files in categories to keep documents organized and conveniently stored.</p>	 <p>Integration Seamless integration into ProjectWise® and SharePoint® document management systems streamlines workflows.</p>
<p>COLLABORATE</p>	 <p>Compare Plan Sets Automatically highlight the difference between two drawing revisions with clouds, or assign colors to layers with Overlay pages.</p>	 <p>Security Monitor the status of all digital signatures and certificates within the Digital Signatures tab.</p>	 <p>Tablet PC Use your tablet PC for complete PDF markup, editing and collaboration. Copy, paste and insert pages with one tap of the stylus.</p>	 <p>Bluebeam Studio Collaborate in real time with project partners on the same documents. Upload and share an unlimited number of PDFs and any other file type.</p>

CITYVIEW HARDWARE AND SOFTWARE SPECIFICATIONS

Information is provided in the following pages regarding recommended servers, database sizing considerations, third party software, and compliancy tables. This is followed by a diagram depicting a typical installation.

Operating Systems*

Interface	Supported OS Versions	Editions	Minimum Requirements
CityView Configuration Console	Windows 10	32 and 64 bit, Home, Pro and Enterprise Editions	.NET Framework 4.7.1 required
	Windows 8, 8.1	32-bit and 64-bit editions	.NET Framework 4.7.1 required
	Windows 7 SP1	32-bit and 64-bit editions	
CityView Mobile*	iOS (iPhone, iPad, iPod)	4 or higher Safari version 10 or higher	<p>CityView Mobile is a browser-based interface, so devices will require an internet connection and a web browser. Local storage must be enabled.</p> <p>Important: TLS certificate required.</p> <p>About Windows Surface devices: these devices will run CityView Mobile, but you will not be able to directly access the camera for photos or video. This is a Windows security issue and is not controlled by CityView.</p> <p>Optional Hardware:</p> <p>For areas with poor coverage, some customers have used vehicle cellular signal boosters to enhance connectivity.</p> <p>Though we (CityView) do not claim to support or endorse any one product, this unit has been recommended by our customers: weboost Drive 4G-M</p>
	Android	2.3 or higher	
	Windows Phone 7 or higher	7 or higher	

*CityView Mobile is an optional add-on service to use CityView through a customized browser application. Each module is licensed for CityView Mobile separately. CityView Mobile is optimized for use in the field on a small screen; it is a supplement to, and not a substitute for a full version of CityView Workspace.

1. **Document Management/Content Management Server** – often handled by third party services, e.g. SharePoint, Laserfiche, TRIM, etc. This can also be defined as a Windows file share (SMB) where we typically recommend 5MB of space per permit for file storage (PDF, DOC, JPG).

.NET Framework

Required for all servers and desktop machines running CityView.

Supported Versions	Notes
.NET Framework 4.7.1	Minimum required - download link
.NET Framework 4.7.2	Supported

Browsers*

For CityView customers that purchase CityView Workspace. Note that servers for all CityView web-based interfaces require TLS certification and an HTTPS address.

Workspace		
Workspace has been designed to work with desktop browsers. Staff mobile users should be using the CityView Mobile interface, which also supports disconnected mode (security certificate required).		
Supported Browsers	Required Settings	Notes
Google Chrome* Microsoft Edge* Windows 10 required	Required for Workspace on all browsers: <ul style="list-style-type: none"> • JavaScript must be enabled • Cookies must be enabled • Ad Blockers must be disabled • Pop-ups must be enabled (or not blocked) 	CityView Workspace (internal use) does not currently support browsers on mobile devices. Staff mobile users should be using the CityView Mobile interface, which also supports disconnected mode. Important - Internet Explorer No Longer Supported in Workspace - Microsoft has discontinued development of Internet Explorer and recommends Edge. Microsoft Edge is not available for Windows 7 or Windows 8.1. Customers still on those operating systems should use either Firefox or Chrome for the full CityView Workspace interface experience.
Mozilla Firefox		

*Recommended browsers

Portal		
Portal has been designed to work with desktop and mobile browsers		
Supported Browsers	Version	Notes
Internet Explorer	8-11 10 Windows Phone 8 Xbox 360	Portal servers require a TLS certificate (https) and a 64-bit IIS Application Pool
Microsoft Edge	40 and up Xbox One Windows 10 Mobile	
Google Chrome	Desktop (tested version 73) and Mobile	
Mozilla Firefox	Desktop (tested version 66) and Mobile	
Opera	Tested version 58	
Safari	9 and up MacOS, iOS, iPad	

Mobile		
Mobile has been designed to work with mobile browsers		
Supported Browsers	Version	Notes
Safari	10 or higher	<p>CityView Mobile is highly compatible with many mobile browsers for phones or tablets.</p> <p>Firefox and Chrome update automatically. As of publication, the current version is supported.</p> <p>As of Firefox version 62 and Chrome version 67, these browsers no longer allow insecure websites to access the browser Application Cache. This is where the pages for disconnected mode are stored. Mobile Disconnected Mode will no longer run when using HTTP. Your browser will give a No Internet connection error. To be able to use disconnected mode, you need to host CityView Mobile using HTTPS. Note that these browsers update automatically, so trying to retain a previous version is not a practical solution.</p>
Firefox	57 or higher	
Chrome	63 or higher	
Opera		
Android		

Bluebeam Revu

For customers that purchase Electronic Plans Review

Supported Versions	Editions	CityView Interface	Notes
Revu 2019 Revu 2018*	<ul style="list-style-type: none"> Revu eXtreme all document comments and markups are flattened before the document is returned to the customer for corrections CAD & Standard versions can be used by users who will be marking up documents, but not be initiating or finalizing the markup process, or for Workspace users. 	Workspace	<p>Bluebeam Revu is required for CityView Electronic Plans Review (EPR) functionality.</p> <p>Bluebeam Revu can also be used to view, create or manipulate PDF documents, independently of CityView.</p> <ul style="list-style-type: none"> Bluebeam Revu licenses are required <p>*For customers upgrading to version 2018: If you have a Bluebeam Open or Enterprise License, Bluebeam will validate your license every time you launch, prepare or flatten documents. It is normal to see a "License Seat Acquisition" message.</p>

Google Applications

Supported	Notes
Google Calendar integration	License required
G-Suite integration	License required
Gmail utilization	No license needed

Microsoft Exchange

For CityView customers that purchase Microsoft Exchange integration

Supported Versions	Notes
Office 365 Exchange	Supported with Web Services API
Exchange 2019	
Exchange 2016	
Exchange 2013	
Exchange 2010	

Microsoft Outlook

For CityView customers that purchase the Microsoft Outlook integration Add-In

Supported Versions	Editions	Notes
Outlook 2019	32-bit and 64-bit	Required for CityView Outlook integration Add-In Click-to-Run: Please note that Microsoft Office installations that have been installed and that use " Click-To-Run " are not supported by CityView. Office 365 not supported.
Outlook 2016		
Outlook 2013		
Outlook 2010		

Microsoft Word

For CityView customers that purchase the Microsoft Word integration Add-In. This Add-In allows users to create letter templates and edit generated letter in the following versions of Microsoft Word.

Users in the Letter Configuration organization role can customize letter templates used to generate letters/correspondence. These the are the supported versions for template configuration.

For Template Editing		
Supported Versions	Editions	Notes
Word 2019	32-bit and 64-bit	Required for CityView Word integration Add-In Click-to-Run: Installation of 2019 is under review at this time.
Word 2016		
Word 2013		
Word 2010		

Once a letter is generated from a template, the content of the letter can be edited via the Word Add-In. These are the supported versions for letter editing.

For Generated Letter Editing		
Supported Versions	Editions	Notes
Office 365		
Word 2019	32-bit and 64-bit	Required for CityView Word integration Add-In
Word 2016		
Word 2013		
Word 2010		

Mapping/GIS Technologies*

For CityView customers that purchase the GIS/mapping integration (Esri only)

Supported Versions	Editions	Notes
ArcGIS Online		<ul style="list-style-type: none"> Supported Required for CityView Mobile Route
ArcGIS Enterprise v10.6	<ul style="list-style-type: none"> 32-bit and 64-bit editions, Express and higher. Workgroup or Enterprise Capacity Level servers (Standard, Advanced). Server Basic version not supported. 	<ul style="list-style-type: none"> TLS certificate required. ArcGIS Engine v9.3 and v9.2 ArcGIS Reader v9.3 and v9.2 - legacy support; no significant enhancements will be implemented. <p>* Feature Service Layers required for editing maps through CityView.</p>
ArcGIS Enterprise v10.5		
ArcGIS Server v10.4		
ArcGIS Server v10.3.1		
ArcGIS Server v10.2.2		

Document Management Systems

Optional integration for CityView customers who are using one of the following document management systems. Additional license required to integrate with CityView. If no other integration is configured, CityView will use its native DMS.

System	Supported Versions	Notes
Laserfiche	9 and 10 (including all minor versions)	<p>https://www.microsoft.com/en-ca/download/details.aspx?id=48145</p> <p>CityView Portal/Mobile: supports Laserfiche Web Access 9/10 and Web Link 9/10</p> <p>The Laserfiche libraries (version 10) that CityView uses and ships with will work with an instance of Laserfiche 10.X Server.</p>
Microsoft SharePoint	2016, 2013, 2010, SharePoint Online	
OnBase	16.0.0.17	Supports CityView/OnBase API
Eclipse (docStar)		
PaperVision	78, 79	

System	Supported Versions	Notes
ImageNow (Perceptive Content)	6.7	
Alfresco	5.2	
FileHold	15.2.0	
eB		Contact CityView Support before installing

Payment Processing

CityView Portal supports optional integration with numerous Payment Processing systems (Payment Gateways). You must be licensed to implement this integration. * Preferred gateway.

Security Note: The PCI Data Security Standard requires that merchants use TLS1.2.

Supported Gateways	Notes
Paymentus*	Supports eCheck/ACH payment if customer account has set this option with their payment vendor. Shopping cart supported conditionally.
Invoice Cloud*	Supports eCheck/ACH payment if customer account has set this option with their payment vendor. Shopping cart supported.
Heartland	
Acculynk	
PayPal's PayFlow Pro	Payflow Pro v4.3
iTransact	
Moneris (Hosted Pay Page)	
PayGOV	
Bambora (formerly Beanstream)	Shopping cart supported.
MSB Nexus	Web API "May 2017" version
BIS Online	
Authorize.Net	Supports eCheck/ACH payment if customer account has set this option with their payment vendor.
Active Class	Contact CityView Support before installing.

SMS/Text Messaging

CityView customers with modules that are licensed for Mobile can use the following service to send text messages.

Supported Versions	Notes
Twilio	Configuration information.

Reporting Technologies

CityView supports optional integration with the following reporting systems.

Supported Versions	Editions	Notes
SSRS 2016	32 -bit and 64-bit editions, Express and higher	Valid TLS certificate required 1.2 or higher required on server for Workspace.
SSRS 2014	32 -bit and 64-bit editions, Express and higher	
SSRS 2012 R2	32 -bit and 64-bit editions, Express and higher	
SSRS 2012	32 -bit and 64-bit editions, Express and higher	

ONGOING AND MAINTENANCE SUPPORT

CityView has leveraged the advances in technology to provide a varied and comprehensive array of support options with the common goal of ensuring our customers are maximizing the benefit from their investment in CityView. Here all the measures we take to this end are described and a table detailing our standard Service Level Agreement (SLA) is presented.

Annual Software Maintenance agreement

CityView is constantly evolving. The nature of our relationship with our customers is an integral part of that development. The relationship begins with the mandatory Annual Software Maintenance agreement (ASM). This agreement provides not only unlimited support to your system administrators through our toll free lines but also includes all new releases, updates and enhancements to CityView at no extra charge. The development of CityView is funded directly from the ASM program. In addition, we rely on our customers to provide guidance in the area of future development for CityView. We maintain a comprehensive database of features that are requested by our customers and by our own staff and we base future versions of CityView on these suggestions.

Suggestions for software enhancements are considered and may be incorporated into the software at no charge as part of the ASM. The scheduling and priority for the development of the enhancements are determined by the degree of benefit the enhancement will provide the entire user base.

Software maintenance

New releases of CityView are developed using our internal Research and Development department. Each new release of CityView contains all the features included in previous releases. All releases are supplied as part of your mandatory Annual Software Maintenance agreement (ASM). One release every six to ten weeks; approximately 10 new versions of CityView per year.

New releases and maintenance updates to CityView are “backwards-compatible” with previous versions and have no effect on your existing tables, forms, reports or workflow. This is a clear advantage over the competition because it means you will never have to start from scratch again, re-purchasing new software or paying a vendor to make changes. CityView releases and updates only affect the CityView program code, providing new features and functionality to the core product. Once your CityView software has been installed, you will have full access to these new features and functionality and can, at your discretion, make use of them with your existing tables, forms and reports without needing to alter your workflow in any way.

CityView also offers additional services through different level agreements in addition to the standard software maintenance. Please refer to the chart on the following page:

	Bronze Package	Silver Package	Gold Package
Description	Qty.	Qty.	Qty.
User Conference pre-paid attendance (#) ¹	1	2	4
Additional upgrades performed per year by Support (#) ²	0	1	2
Environment health checks	1	1	2
Tailored remote (WebEx) training (hrs.) ³	6	12	24
Hands-on support: scheduled processes (hrs.)	0	16	16
Other services (configuration, report creation, customizations, etc.) (hrs.) ⁴	12	24	48

Terms and conditions

¹Quantity (QTY) for User Conference indicates a number of prepaid registrations, otherwise Quantity (QTY) = 1 unit or number of hours.

² Quantity (QTY) is in addition to standard maintenance agreement provision of 2 upgrades performed per year by Support.

³Remote training is not generic; this is specific to your needs/environment.

⁴ Quantity/hours cannot be exchanged for product or carried over into subsequent maintenance years.

Annual CityView Customer Training Conference/Regional Training Conference/Forum

Harris/CityView hosts an annual Customer Training Conference. This conference is an opportunity for users to talk about their implementation strategies and processes. It is a forum for sharing information, troubleshooting advice and peer interaction. It consists of workshops, open discussion and interactive presentations by other CityView users. It also provides an opportunity for CityView users to suggest new features that would benefit all customers. In 2019 it was held in Denver, CO and in 2020 it will be held in Las Vegas, NV.

See what CityView customers had to say about the [2018 Harris Customer Training Conference \(HCTC\)](#):

- ❖ *“At HCTC 2018 we were able to see the future path of CityView with Workspace and Configuration Console. Scott County is excited to bring our environment on to these which will additionally streamline our processes. The most valuable part of attending HTCT 2018 for us was the knowledge we gained by networking with CityView staff and other CityView customers.” – Troy Pint, Scott County, MN*
- ❖ *“Having attended 5 conferences, each year I take away new ideas to implement based on the sessions and conversations had at HCTC. Group exercises create a lot of discussion where there is always a variety of viewpoints to draw on from business to technical. The other attendees are always open and willing to share their solutions for common issues we all encounter. The CityView staff bring their wealth of knowledge to share and are open for questions, discussions and suggestions. I am already looking forward to what the next HCTC has in store.” – Kelsey Van Der Kley, City of Fort Saskatchewan, AB*

In addition, local user groups are administered and organized by customers with some support from CityView.

CityView believes in a collaborative culture that actively participates in a helpful and friendly community. To that end, we also provide the CityView Online User Forum.

This user forum community is an organic way of sharing solutions and helpful tips to help anybody who may come across a similar situation. The user forum does not replace Feedback; this is not the place to log issues or escalate current feedbacks.

The User Forum is the place for:

Welcome

We encourage new members to introduce themselves through the CityView Forum. It provides an environment to get to know one another and share interests and for customers to introduce themselves and start collaborating together.



Ask and answer

Specific questions can be asked or broad questions about CityView products or modules within the community. These questions are posted to the “User Forum” for all other users to access and respond. CityView support monitors these posts. This is an opportunity to discuss each other’s point of view on relevant matters facing municipalities today or in the future.

Suggestion box

Sharing feedback or offering suggestions is always welcome. Provide ideas that will potentially make your life easier, chances are it may positively affect more users’ experience as well. The scheduling and priority for the development of the suggestions/enhancements are determined by the degree of benefit the enhancement will provide the entire user base.

The screenshot shows the CityView User Forum interface. At the top, there is a navigation menu with links for 'What's New', 'Product Guides', 'Workspace', 'Configuration Guide', 'FAQ', 'Release Notes', 'Supported Technologies', 'Staff Resources', 'Feedback', and 'User Forum'. Below the navigation is a search bar and a dropdown menu for 'User Forum'. The main content area displays the 'User Forum' title with '(No topics)'. A welcome message states: 'We want this User Forum community to be an organic way of sharing solutions and helpful tips to help anybody who may come across a similar situation. The User Forum does not replace Feedback, therefore, this is not the place to log issues or escalate current feedbacks.' Below this is a table of forum categories:

Category	Last Post
Welcome (No topics) (1 NEW) We encourage new members to introduce themselves here. Get to know one another and share your interests.	Hello from Cherokee County Geo ... by Kevin Cully 3 days 37 minutes ago
Asking and Answering (No topics) You can ask specific or broad questions about a CityView Products or Modules within the community.	No topics
Suggestion Box (No topics) We encourage you to share your thoughts by posting ideas that you would like to see implemented in future versions of our products.	No topics

Customer support

Support and maintenance for your system is handled remotely from our head office in Victoria, British Columbia, Canada. You receive unlimited customer technical support as part of your Annual Software Maintenance agreement (ASM). Additional support packages can be negotiated should there be a need. CityView offers several methods of accessing support described below:

Web support: Our web portal, (<http://cityviewsupport.harriscomputer.com/connect>), provides resources for customer self-service, and is comprised of an online searchable content management system, downloadable updates, and a web-enabled CRM that allows users to log new support incidents and check the status of previously submitted incidents on a 24 x 7 basis.

Telephone support: Telephone technical support is available between the hours of 5:30 a.m. and 5:30 p.m. PDT on regular business days. In addition, upon your request, we will provide telephone technical support 24 hours a day, 7 days a week for Priority 1 cases (there is an additional charge for this service). Customers can contact us toll-free at 1.866.988.8324.

Hours of coverage: Coverage hours are 5:30 a.m. and 5:30 p.m. PDT from Monday through Friday, excluding CityView technical support observed holidays. (Only those statutory holidays that coincide between the United States and Canada are observed by CityView technical support.)

Auto acknowledgement: We will send a computer-generated message that acknowledges receipt of the report that you filed electronically. This message will contain the details of your problem report as well as the support request tracking number. Whenever the status of your incident changes, a notification will automatically be sent to the individual that opened the call.

Request response time: We process requests in the order of their priority followed by order of submission.

Resolution of bug-related requests: We will keep your request open and follow up when a fix is available in a production release. We will also contact you if we post an experimental build that will help with your problem.

Software updates: For applications created on the CityView platform, upgrades released are picked up by end-users automatically on login, without any required intervention by the user. An existing installation of the server components of CityView can be executed by a customer system administrator in minutes. This is usually done during a maintenance window, but can be forced to occur at any time.

We always suggest being on the most current version, however, we never force a customer to upgrade until they are ready. We always take new customers live with the latest version.

Customer feedback

Within all CityView modules you can submit Feedback, which gets routed directly into our CRM software and automatically is assigned to an appropriate Support agent. That is then visible to you through CityView Connect by clicking on a button within the CityView module. From CityView, you simply click the Feedback Status button to access the current status of your feedback items at any time in the future. This unique feature is *very handy, highly visible and interactive*.



Standard Service Level Agreement

The table below details our standard Service Level Agreement followed by a copy of our support level agreement document.

Standard Service Level Agreement

Priority	Definition	Initial Response Time*	Commitment (CityView and Customer)	Examples
1 High	Operation/Service down or critically impacted. Business process impacted. No known workaround.	2 Hours	CityView and Customer will commit necessary resources to fix problem or obtain a workaround.	<ul style="list-style-type: none"> Users cannot login Business process halted
2 Medium	Operation affected, but not down. Business process is not affected. Workaround may be available.	4 Hours	CityView and Customer will commit resources during normal business hours to resolve issue or obtain workaround.	<ul style="list-style-type: none"> Cannot print Cannot process payments Application response is exceptionally slow
3 Normal	Moderate to negligible impact. No impact to business.	24 Hours	CityView and Customer will commit necessary resources during normal business hours to restore operation to satisfactory levels.	<ul style="list-style-type: none"> Non-critical feature not working Feature works but requires user intervention
4 Info.	Request for information, documentation issues, and enhancement requests.	48 Hours	Request-dependent.	<ul style="list-style-type: none"> Help file clarification Form design not in production

PRICE PROPOSAL (PROPRIETARY AND CONFIDENTIAL)

CITYVIEW – SUMMARY OF INVESTMENT FEES (SUBSCRIPTION)

The following table provides our price proposal for CityView’s hosted solution comprising subscription fees, implementation, conversion, comprehensive training, and support and maintenance costs.

The following represents a summary of the prices for the implementation of CityView Property Information, Permits and Inspections, Planning, Cashiering, and Code Enforcement. CityView extensions include CityView Mobile (for Permits and Inspections, Planning, and Code Enforcement), CityView Portal for Permits and Inspections, Planning, and Code Enforcement, CityView MS Outlook Add-In, CityView MS Word Add-In, CityView GIS Extension (assumes ArcGIS Server or ArcGIS Online subscription is available), CityView Electronic Document Management System (EDMS) Extension (for Laserfiche), CityView Electronic Plans Review, and CityView Configuration Console. Below is a more detailed breakdown of prices. This fee is based on our understanding of the City’s requirements from the RFP.

Cost Summary (including bundles)	
Implementation Services	\$ 158,464
Data Import (Street names, contractors, owner data)	\$ 9,800
Training	\$ 48,607
Total	\$ 216,871
Estimated Travel & expenses (billed on a cost recovery basis)	\$ 31,345
Annual Fees	
Annual Subscription Fees	\$ 147,624
Annual Software Maintenance year 1 (maintenance on custom interfaces and customizations)	\$ 3,696
Total Annual Fees	\$ 151,320
Estimated Monthly Fees	\$ 12,610

Details of the above:

The following details the elements of our proposal for CityView software and services following our **Select** delivery model including:

- CityView **Property Information**, CityView **Permits & Inspections**, CityView **Planning**, CityView **Code Enforcement**, and CityView **Cashiering**.
- **CityView Mobile for Permits & Inspections, CityView Mobile for Planning, and CityView Mobile for Code Enforcement for up to 20 users** (browser-based, device-agnostic application for handheld devices such as iPads, iPhones, Windows Mobile phones, Androids, Windows Surface tablets, etc.) for in-field inspections resulting.

- **CityView Portal (for Permits and Inspections, Planning, and Code Enforcement)** for online, 24/7 convenient access to service deployed to the Web, including registration, property and permit lookup, status checks, inspection requests, permit application, meeting requests and more.
- CityView has included access for up to thirty **(30) Named Read/Write users and twenty (20) Named Read only users** to CityView. Users are not limited to what licensed applications they can access.
- **CityView GIS Extension**, comprising ArcGIS Server or ArcGIS Online-based integration with your GIS. Additional CityView extensions included are **CityView MS Outlook Add-in, CityView MS Word Add-in, CityView Electronic Document Management System (EDMS) Extension (for Laserfiche)**, and **CityView Configuration Console**.
- CityView's **enterprise server software** for administration and management of your existing CityView system.
- An **implementation** based on our CityView Select delivery model as described earlier in this proposal which includes
 - Six (6) days onsite data collection/process mapping and gap analysis in addition to remote process mapping.
 - Configuration changes to the out of the box workflows and the configuration of 2 custom workflows for Permits and Inspections, 1 custom workflow for Planning, and 1 custom workflow for Code Enforcement or equivalent effort to changes to the standard workflows.
 - Configuration of 58 letter templates
 - Batch export of financial data to the City of La Porte's OneSolution financial system
- A **training program** that ensures your end-users are fully trained to maximize adoption and value from the software, your advanced users are equipped to contribute meaningfully to its evolution after go-live as changing requirements demand and your system administrators are empowered to support and manage the system.
- Ongoing **support and maintenance**, providing unlimited technical support, software upgrades and updates for all licensed software and much more, including the Harris Software for Life Program (if RFP is not issued).

Superion, LLC, A CentralSquare company

Add-On Quote

Quote Prepared For:

Grady Parker, IT Manager
 City of La Porte
 604 West Fairmont Parkway
 La Porte, TX, 77571
 (281) 470-5034

Date: 03/17/20

Quote Number: Q-00016356 Valid Until:
09/30/20

Quote Prepared By:

Dale Loyd, Account Manager
 CentralSquare Technologies
 1000 Business Center
 Lake Mary, FL 32746
 Phone: +14073043458 Fax:
dale.loyd@centralsquare.com

Thank you for your interest in our company and our software and services solutions. Please review the below quote and feel free to contact Dale Loyd with any questions.

Cloud/Hosted Fees

Product Name	Quantity	Amount
Community Development: Advanced SaaS Subscription - Contract Sta	1	10,000.00
Community Development: Advanced SaaS Subscription	25	50,000.00
Fusion Subscription SaaS	1	3,500.00
Total		63,500.00

Professional Services Installation & Configuration

Product Name	Amount
Fusion Subscription Services	1,440.00
Total	1,440.00

Development & Conversion

Product Name	Amount
Community Pro Development	28,260.00
Fusion Subscription Services	2,700.00
Community Development Land Data Conversion	22,680.00
Total	53,640.00

Consulting

Product Name	Amount
Community Pro Consulting	66,060.00
Total	66,060.00

Training

Product Name	Amount
Community Pro Training	28,440.00
Fusion Subscription Services	3,240.00
Total	31,680.00

Project Management

Product Name	Amount
Community Pro Project Management	28,800.00
Fusion Subscription Services	1,440.00
Total	30,240.00

Total Professional Services **183,060.00**

Travel & Living Expenses

Product Name	Amount
Public Admin Travel & Living Expenses Estimate	14,000.00
Total	14,000.00

Summary

Product/Service	Amount
Cloud/Hosted Annual Access Fees	53,500.00
Contract Startup Fees	10,000.00
Professional Services	183,060.00
Subtotal	246,560.00 USD

Total	246,560.00 USD
Travel & Living Estimate	14,000.00 USD
Total inclusive of any maintenance, travel & living	260,560.00 USD

See Product notes in the Additional Information Section

Payment terms as follows, unless otherwise notated below for Special Payment Terms by Product:

Do not pay from this form. Customer will be invoiced for the fees set forth after execution.

If applicable, annual Access, Subscription and/or Cloud/Hosting Fees will be invoiced annually after the initial term.

Maintenance Service and Support Fees (including third party products) are included with purchase for the initial term and will be invoiced annually after the initial term.

License, Start-up and Third Party software and/or hardware Fees are due at execution.

Training Fees and Travel Expenses are due as incurred. All other Professional Services will be Fixed Fee, due at execution.

Custom Modifications and Third Party Product Implementation Services fees are due 50% on execution of this Quote and 50% due upon invoice, upon completion.

Pricing for professional services provided under this quote is a good faith estimate based on the information available at the time of execution. The total amount may vary based on the actual number of hours of services required to complete the services. If required, additional services can be provided on a time and materials basis at CentralSquare's then-current hourly rates for the services at issue. For training and on-site project management sessions which are cancelled at the request of Customer within fourteen (14) days of the scheduled start date, Customer is responsible for entire price of the training or on-site project management plus incurred expenses.

Additional Terms:

This Amendment will become effective as of the date first written above. Except as expressly provided in this Amendment, all terms and provisions of the existing Agreement between the Parties are and will remain in full force and effect and are hereby ratified and confirmed by the Parties.

Comments:

La Porte, TX migration to TRAKiT SaaS

Grady Parker, IT Manager
City of La Porte

Authorized Signature: _____

Printed Name: _____

Date: _____

Additional Information Section
Product Notes:



Quoted By: Craig J. Dixon
 Date: 3/18/2020
 Quote Expiration: 10/31/2020
 Quote Name: City of La Porte-EG-CD
 Quote Number: 2020-105112
 Quote Description: Tyler EnerGov proposal, City of La Porte, SaaS

Sales Quotation For

City of La Porte
 604 W Fairmont Pkwy
 La Porte, TX 77571-6215
 Phone +1 (281) 471-5020

EnerGov SaaS - Silver

Description	Monthly Fee	Users/Units	Annual Fee
Core Software:			
EnerGov Community Development Suite	\$169.00	25	\$50,700.00
EnerGov Business Mgmt	\$169.00	2	\$4,056.00
Extensions:			
EnerGov Adv Server Extensions Bundle	\$542.00	Site License	\$6,500.00
EnerGov Citizen Self Service - Community Development	\$725.00	Site License	\$8,700.00
EnerGov Community Development SDK	\$725.00	Site License	\$8,700.00
EnerGov e-Reviews	\$833.00	Site License	\$10,000.00
EnerGov IG Workforce Apps	\$49.00	5	\$2,940.00
EnerGov My GovPay	\$0.00	Site License	\$0.00
Tyler Cashiering for EnerGov	\$0.00	1	\$0.00
Tyler GIS	\$20.00	27	\$6,480.00
Sub-Total:			\$98,076.00
<i>Less Discount:</i>			<i>\$4,296.00</i>
TOTAL:			\$93,780.00

EnerGov Professional Services

Description	Hours/Units	Unit Price	Extended Price	Year One Maintenance
Configuration Services	450	\$185.00	\$83,250.00	\$0.00
Data Conversion Services	40	\$250.00	\$10,000.00	\$0.00
GIS Analyst	20	\$185.00	\$3,700.00	\$0.00
Letters and Forms Development (5 pack)	2	\$6,250.00	\$12,500.00	\$0.00
Prerequisite Training Courses			\$270.00	\$0.00
Project Management Services	120	\$185.00	\$22,200.00	\$0.00
Training & Production Support Services	96	\$185.00	\$17,760.00	\$0.00
TOTAL:			\$149,680.00	\$0.00

Summary

	One Time Fees	Recurring Fees
Total SaaS	\$0.00	\$93,780.00
Total Tyler Software	\$0.00	\$0.00
Total Tyler Services	\$149,680.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$149,680.00	\$93,780.00
Year One Contract Total	\$243,460.00	
Contract Total	\$243,460.00	
Estimated Travel Expenses	\$10,200.00	

Optional EnerGov SaaS - Silver

Description	Monthly Fee	Users/Units	Annual Fee
Core Software:			
MyCivic 311	\$625.00	Site License	\$7,500.00
Extensions:			

Optional EnerGov SaaS - Silver

Description	Monthly Fee	Users/Units	Annual Fee
MyCivic Citizen Engagement	\$250.00	Site License	\$3,000.00
TOTAL:			\$10,500.00

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____ Date: _____
Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Comments

EnerGov e-Reviews requires Bluebeam Studio Prime, at an estimated yearly subscription cost of \$3,000/100 users. Further pricing detail is available by contacting Bluebeam at <https://www.bluebeam.com/solutions/studio-prime>

EnerGov monthly fees are rounded, excluding cents.

End user has unlimited access to courses prior to end user training. The end user prerequisite service allows end users to take up to 11 foundational courses (where they get assessed a score) prior to our trainers arriving onsite. This allows for an overall more efficient training and cost effective training experience and a reduction of estimated 20-25% of actual required end users training hours/resources.

EnerGov SaaS includes up to 500GB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of \$3,000 per TB.

Rapid deployment project.

Client will extract data to Tyler's SQL template database (DCT-DB) for data conversion. Client plans to only convert contacts and active cases.



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Rosalyn Epting</u>
Department: <u>Parks & Recreation</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: San Jacinto Pool Photographs

SUMMARY

San Jacinto Pool was built in 1966 and was the only La Porte pool at the time. San Jacinto Pool is one of four (4) outdoor pools that the City of La Porte currently operates. In 2019 there were 8,585 visitors at San Jacinto Pool, not included in that number are 32 rentals with up to 100 individuals allowed at each rental. In the last 6 years, all of the other three (3) City pools had some type of renovation performed.

The last time San Jacinto Pool was renovated was in FY2001/02 when the following was done:

- The diving well was filled to a maximum depth of 5 feet
- A vinyl liner was installed
- The kiddie pool was filled in with cement
- The pool house was reconfigured for additional toilet stalls and a more user-friendly restroom

Today, the following issues are occurring:

- The liner has met its life expectancy. Water is leaking through the liner and being trapped between the liner and the concrete shell.
- Coping, the brick edging that is around the top edge of the pool, is coming loose and has been repaired multiple times. It poses a safety hazard when it becomes loose.
- The concrete deck has several cracks and is uneven in multiple places, thus adding to trip hazards.
- When the kiddie pool was filled with cement 20 years ago, they left the coping in place which is an eyesore and a trip hazard.
- When the restrooms were reconfigured they did not adjust the slope of the floor for the floor drains, so standing water is a regular issue.

- Fiberglass water features are at the end of their life expectancy and not efficient.
- Pool pumps are no longer running efficiently.

Staff recommends renovations to the pool, deck, and pump system. Also, staff recommends a new pool house similar to the one that was built at Northwest Pool and Fairmont Pool, which has proven to be a good design with restrooms that can be accessed year round by park users. The renovation will include using plaster instead of a vinyl liner, new water features, and a new slide. Approximately 80% of the deck will be replaced and have a Kool Deck coating applied. The new pump system will run more efficiently and allow for more efficient maintenance.

The pricing for these renovations are as follows:

SAN JACINTO POOL RENOVATION		
Plaster	\$59,300	\$46,500 + \$1,800 Plaster Additive + Tuff Coat
Chemical Start-Up	\$4,000	
Coping and Tile	\$27,000	
Pool Lift and pool handrails	\$8,500	
Deck Work	\$75,000	
Water Features	\$40,000	
Splash Pad	\$186,000	
Pool Slide	\$150,000	
Remove Curved Wall	\$10,000	
Pool Lights	\$12,000	
Additional Shade Structure	\$14,351	
New Pump Room and Piping	\$159,400	
Total for Pool Renovations	\$745,551	
	\$74,555	10% contingency
Total Pool Renovation Request	\$820,106	

SAN JACINTO POOL HOUSE		
Engineering and Design	\$30,000	
Demolition	\$20,000	
Grass and Landscape	\$4,000	
Utility Connections	\$4,500	
Pool House	\$528,000	2018 Northwest Pool was \$480,000 + 10% increase
Total for Pool House	\$586,500	
	\$58,650	10% Contingency
Total Pool Renovation Request	\$645,150	

ENTIRE PROJECT REQUEST	\$1,465,256
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Alternate Option:

Remove the pool and pool house completely and replace it with a splash park. If this option is chosen, we will also realize a staffing savings because pool staff will no longer be needed at this location.

Splash Park Cost with Amenities		
Removal of pool, pump room, & pool house	\$35,000	
Dirt work and connecting sidewalks	\$15,000	
Grass/Landscaping	\$4,000	
Utility Connections	\$4,500	
Splash Park Cost	\$420,000	2014 price of \$350,000 + 20%
2 Benches & Cement Pads	\$4,800	2014 price of \$4,000 + 20%
1 Shade Structures & 4 Picnic Tables	\$51,600	2014 price of \$43,000 + 20%
1 Pool Technician	\$3,360	20 hours a week x 12 weeks
Total Estimate	\$538,260	Not including contingency, chemicals, electric, etc.

RECOMMENDED MOTION

Provide staff direction on future renovations at San Jacinto Pool and Pool House.

Approved for the City Council meeting agenda

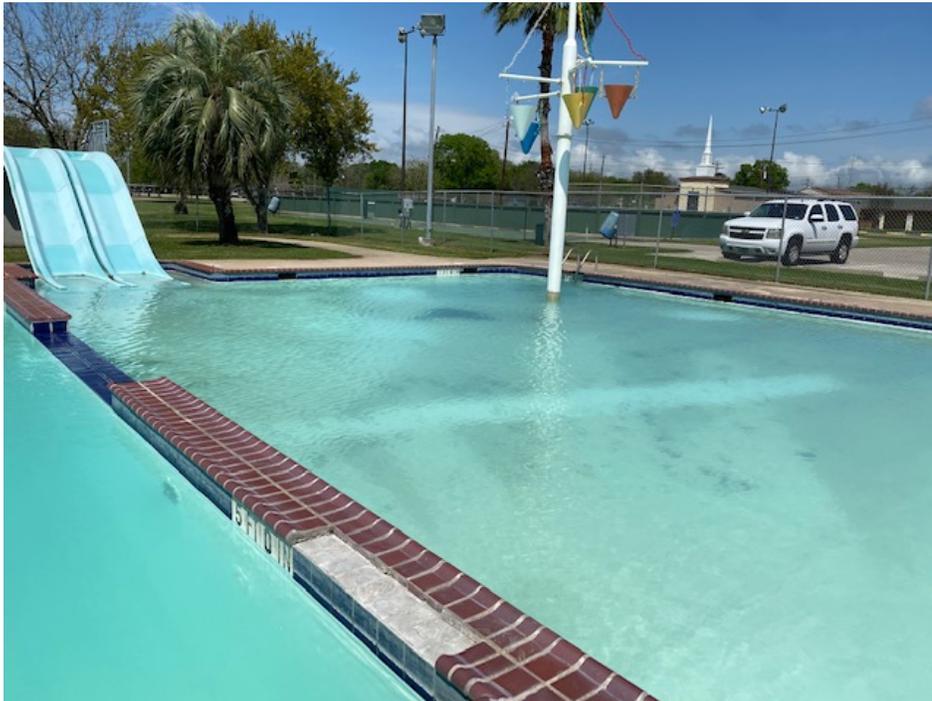
Corby D. Alexander, City Manager

Date

**WATER FEATURES THAT HAVE MET THEIR LIFE EXPECTANCY,
POOL HOUSE IN THE BACKGROUND**



BROKEN COPING, CURRENT SLIDE AND A WATER FEATURE THAT HAVE MET THEIR LIFE EXPECTANCY



UNEVEN DECKING



HALF CIRCLE WALL TO BE REMOVED, WATER FEATURES THAT HAVE MET THEIR LIFE EXPECTANCY, SAFETY CONE SHOWS THE LOCATION OF ADDITIONAL COPING THAT IS BROKEN, PUMP HOUSE IS IN THE BACKGROUND



KIDDIE POOL THAT WAS FILLED IN 2001/2002, HOWEVER COPING WAS LEFT





REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date Requested: <u>May 9, 2020</u>
Requested By: <u>Rosalyn Epting</u>
Department: <u>Parks & Recreation</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

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

Exhibits: Wave Pool - Pool House Photographs and Aerial of Cedar Bayou Park

Little

SUMMARY

The Wave Pool is located at Little Cedar Bayou Park and was built in 1987. The Wave Pool is one of four (4) outdoor pools that the City of La Porte currently operates. In 2019 there were 17,275 visitors at the Wave Pool, not included in that number are 55 rentals with up to 600 individuals allowed at each rental.

In 2018, the Wave Pool had the following renovations done:

- Removed the small step down pool entrance to make a zero depth pool entry
- Installed new concrete and decking
- New plaster, tile, and grating
- Installed TuffCoat (to the perimeter, above waterline tile and back wall to decking and coping)
- Installed shade structures with cement pads

At the 2017 Pre-Budget Retreat, City Council agreed to set aside \$250,000 a year for four (4) years, in order to prefund future water amenities. However, no work has been scheduled or planned for the current pool house. Currently, the pool house is in three (3) sections. The photos in the exhibit show the “guard shack” in the middle where patrons enter through the fencing and the restrooms behind the walls on each side of the “guard shack”. When looking at the photos, you will see a photo that was taken of the open air restroom in the off season. The pool house has definitely seen its useful life and the open air concept has added to the wear and tear.

Staff is requesting a new pool house, similar to the one that was built at Northwest Pool and Fairmont Pool, but on a bigger scale with more stalls and a bigger lifeguard area. The pool houses at Northwest Pool and Fairmont Pool have proven to be a good design

because the restrooms can be accessed year round by park users without allowing access to the pool. Users of the playground, dog park, and softball fields could utilize these restrooms. La Porte Girls' Softball Association has also requested a restroom closer to what they call "Field 4" (by the dog park). They say it becomes difficult when youth need to use the restroom and they have cut through the parking lot and go to the restroom that sits between the middle two fields. It is a safety concern, as well as a very long walk. An aerial view of Little Cedar Bayou Park has been included as an exhibit to help understand of the park's layout.

The cost of the project is estimated as follows:

Wave Pool Pool House		
Pool House	\$750,000	
Engineering	\$50,000	
Total for Pool New Pool House	\$800,000	
	\$80,000	10% contingency
Total Pool House Request	\$880,000	

It is important to note that there is currently \$288,537 available in the Parkland Dedication Fund Account for the zone that this park resides (Zone #9). These funds can be used toward the Pool House Project. Staff recommends prefunding the remaining portion of this project over a specified period of time.

RECOMMENDED MOTION

Provide staff direction on building a new pool house at the Wave Pool.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

AERIAL OF LITTLE CEDAR BAYOU PARK



WAVE POOL POOL HOUSE SHOWING THE “GUARD SHACK” IN THE MIDDLE AND THE RESTROOMS ON THE RIGHT AND LEFT (ON THE OTHER SIDE OF THE WALL), INACCESSIBLE RESTROOMS FOR PARK USERS



SIDE VIEW OF THE “GUARD SHACK” WHERE PATRONS ENTER THE FACILITY THROUGH THE GATE



OPEN AIR RESTROOM, DURING THE OFF SEASON WE STORE LOUNGERS IN THIS LOCATION



NORTHWEST POOL HOUSE FOR A COMPARISON

