

RICHARD WARREN, PRESIDENT
BRENT McCaulley, COUNCILPERSON
AMANDA GERRISH, BOARD MEMBER
CHUCK ENGELKEN, COUNCILPERSON



DANNY EARP, BOARD MEMBER
JOHN BLAKEMORE, BOARD MEMBER
NANCY OJEDA, VICE-PRESIDENT

CITY OF LA PORTE DEVELOPMENT CORPORATION BOARD OF DIRECTORS MEETING AGENDA

Notice is hereby given of a special meeting of the City of La Porte Development Corporation Board of Directors to be held on August 2, 2022, at the City Hall Council Chamber, 604 West Fairmont Parkway, La Porte, Texas , beginning at 5:00 PM to consider the following items of business.

Remote participation is available via this link:

<https://us02web.zoom.us/j/83357835851?pwd=Nmt6L0NvVzNWwEi6N3gvYU5QMTBFUT09>.

Join by phone at 888-475-4499 or 877-853-5257. The meeting ID is 833 5783 5851 and the passcode is 947318.

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. **AUTHORIZATIONS**
 - (a) Presentation, discussion, and possible action to approve the La Porte Development Corporation's proposed 2022-23 Fiscal Year budget. [Matt Daeumer, Assistant City Manager]
 - (b) Authorize staff to publish a notice to begin the 60-day comment period for seven (7) proposed projects of the La Porte Development Corporation totaling \$2,425,000.00 for fiscal year 2022-2023. These projects are: 1) La Porte Golf Course Fencing Project - \$475,000.00; 2) La Porte Golf Course Pond Remediation - \$150,000.00; 3) La Porte Golf Course Land Acquisition - \$350,000.00; 4) Fairmont Park Ballfield Restroom - \$350,000.00; 5) La Porte Wave Pool Enhancements - \$ 500,000.00; 6) La Porte Recreation Center Phase II Design - \$250,000.00; and 7) City-wide Signage Project Phase III - \$350,000.00. [Matt Daeumer, Asst. City Manager]
 - (c) Presentation, discussion and possible action to fill the open Economic Development Coordinator position. [Matt Harleib, HR Manager]
4. **SET NEXT MEETING**
5. **BOARD COMMENTS** *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Committee members and City staff, for which no formal action will be discussed or taken.*
6. **ADJOURN**

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

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

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 August 2, 2022, La Porte Development Corporation Board agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.LaPorteTX.gov, in compliance with Chapter 551, Texas Government Code.

DATE OF
POSTING
TIME OF
POSTING
TAKEN DOWN

Lee Woodward

Lee Woodward, City Secretary



REQUEST FOR LA PORTE DEVELOPMENT CORPORATION BOARD AGENDA ITEM

Agenda Date Requested: August 2, 2022

Requested By: Matt Daeumer, Asst. City Mgr.

Department: Administration/CMO

☒ Report ☐ Resolution ☐ Ordinance

Exhibits: Proposed FY 2021-22 Budget

Appropriation

Source of Funds: 038 – EDC

Account Number: Various

Amount Budgeted: N/A

Amount Requested: _____

Budgeted Item: ☐ Yes ☒ No

SUMMARY

The La Porte Development Corporation fiscal year 2022-23 proposed budget has been reviewed by the City Manager's Office and Finance. The expenditure budget for next fiscal year has been prepared with a \$584,741 (19%) increase from the current fiscal year budget. This is due to decreased transfers to CIP than the previous year along with a decrease in Special Programs. Generally, the EDC Fund transfers money to the Debt Service Fund annually in the amount of \$750,000 to \$1 million. In FY 2025-26, this transfer will decrease to approximately \$150,500 to service debt payments.

Staff has proposed to budget for continuation of the membership in vital key organizations within the Houston area such as Bay Area Houston Economic Partnership (BAHEP) and Economic Alliance as well as the International Center for Shopping Centers (ICSC). Generally, the Economic Development Coordinator attends the Texas Municipal League (TML) and the Texas Economic Development Council (TEDC) conference. City Council has approved the continuation of the Harris County Transit services provided to residents in La Porte, which is funded by LPDC. Staff has included funding for mid-year advertising opportunities as well as funds to attend trade shows, like the Red River & ICSC conferences. As discussed previously with the Board, staff has included funding for any mid-year incentive opportunities.

The La Porte City Council had a pre-budget retreat earlier this year and asked for staff to move forward with a list of several quality of life projects. Additionally, during the budget preparation, staff noted several other quality of life amenities that can be grouped together with these projects. A Total of \$2,625,000 for quality of life amenity projects and mid-year incentive opportunities is being requested to be funded by the Board for FY 2022-23:

- Golf Course Fencing Project - \$475,000
- Golf Course Pond Remediation - \$150,000
- Golf Course Land Acquisition - \$350,000

- Mid-year Incentive Opportunities - \$200,000
- Wave Pool Enhancements - \$500,000
- Recreation Center Phase II Design - \$250,000
- City-wide signage project Phase III - \$350,000
- Fairmont Park Ball Field Restroom - \$350,000

Staff has provided the Board with the FY 2022-23 Proposed Budget documents, which highlight the LPDC's healthy projected fund balance at the end of the fiscal year, September 30, 2023 to be nearly \$6.95 million, which is \$418,512 less than the projected fund balance on September 30, 2022. The City's Finance Department has been working diligently to project conservative revenues and feels comfortable in the \$3,254,000 revenue projection, which includes sales tax and interest income. Additionally, staff has provided a line-item detail of expenditures for the Board to review for personnel services, supplies, and services & charges.

The La Porte City Council is scheduled to receive the annual budget presentation at the August 8th City Council meeting. Staff is requesting the Board approve the proposed FY 2022-23 budget for the La Porte Development Corporation.

ACTION REQUIRED BY LPDC BOARD

Presentation, discussion and possible action to approve the La Porte Development Corporation's proposed 2022-23 Fiscal Year budget.

Approved for the La Porte Development Corporation Board meeting agenda

Corby D. Alexander, City Manager

Date

City of La Porte
La Porte Development Corporation (038) Fund Summary
(Section 4B Sales Tax)

<i>Beginning Fund Balance 9/30/21</i>		\$ 7,263,258
Plus Estimated 21-22 Revenues		3,004,500
Less Estimated 21-22 Expenditures and Commitments		
Economic Development Operations	327,421	
Capital Projects/Transfers	2,569,783	
Total Expenditures	<u>2,897,204</u>	<u>2,897,204</u>
<i>Estimated Fund Balance 9/30/22</i>		7,370,554
Plus 22-23 Revenues:		
1/2 Cent Sales Tax	3,250,000	
Interest Income	4,000	
Total Revenues	<u>3,254,000</u>	<u>3,254,000</u>
<i>Equals Total Resources</i>		10,624,554
Less 22-23 Expenditures:		
Economic Development Operations	462,257	
Debt Service Transfer	785,255	
Transfer to General CIP Fund:		
Signage Project Phase III	350,000	
Golf Course Fence	475,000	
Golf Course Pond Remediation	150,000	
Wave Pool Enhancements	500,000	
Recreation Center	250,000	
Golf Course Land and Development	350,000	
Fairmont Park - Ball Field Restroom Enhancements	350,000	
Total Expenditures	<u>3,672,512</u>	<u>3,672,512</u>
<i>Ending Fund Balance 9/30/23</i>		\$ 6,952,042

	Estimated 2021-22	Projected 2022-23
Revenues	\$ 3,004,500	\$ 3,254,000
Expenditures & Commitments	<u>2,897,204</u>	<u>3,672,512</u>
Revenues over Expenditures	\$ 107,296	\$ (418,512)

**Debt Service Payments for Library, Bay Area Boulevard & Canada Road and Ballfields.*

City of La Porte
La Porte Development Corporation Fund (038)
Statement of Revenues

Object	Description	Actual 2020-21	Budget 2021-22	Revised 2021-22	Projected 2022-23
Charges for Services:					
403.02-00	1/2 Cent Sales Tax	\$ 3,368,708	\$ 3,000,000	\$ 3,000,000	\$ 3,250,000
	Charges for Services Subtotal	<u>3,368,708</u>	<u>3,000,000</u>	<u>3,000,000</u>	<u>3,250,000</u>
Interest:					
483.01-00	Interest Income	3,651	9,000	4,500	4,000
	Interest Subtotal	<u>3,651</u>	<u>9,000</u>	<u>4,500</u>	<u>4,000</u>
Total La Porte Development Corp Fund Revenues		\$ 3,372,358	\$ 3,009,000	\$ 3,004,500	\$ 3,254,000

Economic Development Corporation
Fiscal Year 2022-23

Economic Development Operations

Expenditure Summary

	<i>Actual</i> 2020-21	<i>Budget</i> 2021-22	<i>Estimated</i> 2021-22	<i>Requested</i> 2022-23	<i>Percent</i> <i>Change</i>
Personal Services	\$ 34,991	\$ 112,036	\$ 32,569	\$ 103,508	-7.61%
Supplies	34	900	150	300	-66.67%
Services & Charges	1,126,963	2,974,835	2,864,485	3,568,704	19.96%
Division Total	\$ 1,161,988	\$ 3,087,771	\$ 2,897,204	\$ 3,672,512	18.94%

Scope of Services Summary

The Economic Development Division works with the Economic Development Corporation Board to establish direction and policies related to economic development projects in the City. The Department and its activities are funded through the collection of a 1/2 cent sales tax, which must be spent on economic development projects related to capital investment, quality of life, recreation, and/or primary job creation. Past activities have included the re-nourishment of Sylvan Beach, the ball fields at Pecan Park, the Community Library, construction of Canada Road, Construction of Bay Area Blvd., the Sports Complex, and infrastructure improvements on Main Street.

We will continue to work with our regional economic development partners on business retention and expansion programs, small business development, marketing efforts, workforce initiatives, transportation issues and quality of life issues. The Economic Development Coordinator will also serve as the Business Ombudsman for the City of La Porte, assisting new and existing businesses through the planning and zoning processes.

Personnel Position Roster

	Approved 2020-21	Approved 2021-22	Approved 2021-22
Economic Development Coordinator	0.75	0.75	0.75
Sr. Administrative Assistant	0.50	0.50	0.50
Total	1.25	1.25	1.25

City of La Porte, Texas
Economic Development Corporation
Detail of Expenditures

038-6030-565

		Actual 2020-21	Budget 2021-22	Estimated 2021-22	Requested 2022-23
Personal Services:					
1010	Regular Earnings	\$ 16,439	\$ 78,071	\$ 14,138	\$ 71,381
1035	Longevity	180	228	-	36
1060	FICA	1,078	5,990	1,082	5,464
1065	Retirement	2,250	12,747	2,302	11,627
1067	PARS Retirement	44	-	48	-
1080	Insurance - Medical	15,000	15,000	15,000	15,000
Personal Services Subtotal		34,991	112,036	32,569	103,508
Supplies:					
2001	Office Supplies	-	200	100	200
2002	Postage	34	200	50	100
2015	Other Supplies	-	500	-	-
Supplies Subtotal		34	900	150	300
Services & Charges:					
3001	Memberships & Subscriptions	20,000	41,055	41,055	41,055
3020	Training/Seminars	-	7,200	-	7,200
4060	Technology Lease Fees	625	647	647	500
5001	Accounting	5,000	5,000	5,000	5,000
5007	Other Professional Services	79,500	75,500	75,500	75,500
6002	Printing & Reproduction	-	500	500	500
6005	Advertising	9,638	10,000	22,000	10,000
6040	Trade Shows	-	12,500	-	10,000
9997	Special Programs	45,200	252,650	150,000	208,694
9004	Adm Transfer to Fund 004	-	778,752	778,752	785,255
9015	Adm Transfer to Fund 015	967,000	1,791,031	1,791,031	2,425,000
Services & Charges Subtotal		1,126,963	2,974,835	2,864,485	3,568,704
Division Total		\$ 1,161,988	\$ 3,087,771	\$ 2,897,204	\$ 3,672,512



REQUEST FOR LA PORTE DEVELOPMENT CORPORATION BOARD AGENDA ITEM

Agenda Date Requested: August 2, 2022

Requested By: Matt Daeumer, Asst. City Mgr.

Department: Administration/CMO

☐ Report ☐ Resolution ☐ Ordinance

Exhibits: None

Appropriation

	Adm. Transfer to Fund
Source of Funds:	<u>015</u>
Account Number:	<u>038-6030-565-9015</u>
Amount	
Budgeted:	<u>\$2,425,000</u>
Amount	
Requested:	<u>\$2,425,000</u>
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No

SUMMARY & RECOMMENDATION

In order for the La Porte Development Corporation to expend the FY 2022-23 budgeted funds allotted for CIP projects in the upcoming budget cycle, the City has to post these projects much like we are required for an incentive given to a private corporation. Approval of this agenda item will start the 60-day citizen comment period. After this period, staff will bring the list forward for final approval by the Board.

The discussed list of approved CIP projects are as follows:

2022-23 Fiscal Year

- Golf Course Fencing Project - \$475,000
- Golf Course Pond Remediation - \$150,000
- Golf Course Land Acquisition - \$350,000
- Fairmont Park Ball Fields Restroom - \$350,000
- Wave Pool Enhancements - \$500,000
- Recreation Center Phase II Design - \$250,000
- City-wide signage project Phase III - \$350,000
- Total Projects - \$2,425,000

Staff requests the LPDC Board to approval to publicly post the above projects in the Bay Area Observer on Thursday, August 11th to begin the 60-day comment period for these projects.

ACTION REQUIRED BY LPDC BOARD

Approve to publishing a notice to begin the 60-day comment period for seven (7) projects totaling \$2,425,000 for fiscal year 2022-2023. These projects are the Golf Course Fencing Project - \$475,000, Golf Course Pond Remediation - \$150,000, Golf Course Land Acquisition - \$350,000, Fairmont Park Ballfield Restroom -

\$350,000, Wave Pool Enhancements - \$ 500,000, Recreation Center Phase II Design - \$250,000, City-wide Signage Project Phase III - \$350,000.

Approved for the La Porte Development Corporation Board meeting agenda

Corby D. Alexander, City Manager

Date



REQUEST FOR LA PORTE DEVELOPMENT CORPORATION BOARD AGENDA ITEM

Agenda Date Requested: August 2, 2022

Requested By: Matt Hartleib, HR Manager

Department: Administration/HR

☒ Report ☐ Resolution ☐ Ordinance

Exhibits: None

Appropriation

Source of Funds: _____

Account Number: _____

Amount

Budgeted: _____

Amount

Requested: _____

Budgeted Item: ☐ Yes ☒ No

SUMMARY & RECOMMENDATION

The LPDC is comprised of 1.25 full-time equivalent employees (0.75 is the Economic Development Coordinator and 0.50 is the Senior Administrative Assistant). The Economic Development Coordinator position has been vacant for over a year; however, the Assistant City Manager has been taking on this position's daily operations. The City Manager's Office, along with the Human Resources Section, has reviewed applications for this position and interviewed an experienced applicant.

Staff will facilitate introducing the Board to the applicant along with an interview.

ACTION REQUIRED BY LPDC BOARD

Presentation, discussion and possible action to fill the open Economic Development Coordinator position.

Approved for the La Porte Development Corporation Board meeting agenda

Corby D. Alexander, City Manager

Date