

LOUIS RIGBY
Mayor
BRANDON LUNSFORD
Councilperson at Large A
BRENT McCaulley
Councilperson at Large B
MANDI WILLIAMS
Councilperson District 1



CHUCK ENGELKEN
Mayor Pro Tem
Councilperson District 2
BILL BENTLEY
Councilperson District 3
RICK HELTON
Councilperson District 4
JAY MARTIN
Councilperson District 5
ROBBIE McLARRIN
Councilperson District 6

LA PORTE COMMUNITY FENCING PROJECT

AD HOC COMMITTEE MEETING AGENDA

Notice is hereby given of a special meeting of the La Porte Community Fencing Project Ad Hoc Committee meeting to be held May 8, 2023, at 4:30 p.m., in the City Hall Council Chamber, 604 West Fairmont Parkway, La Porte, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action.

Remote participation is available, also. Attend via a screen using this link:

<https://us02web.zoom.us/j/89492532910?pwd=ZTBkRjJJMHoxMzEwdUJWQkZmaE01UT09>

Join by phone at 877-853-5257 or 888-475-4499. The meeting ID is 894 9253 2910 and the passcode is 297320.

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) Approve minutes of the La Porte Community Fencing Project Ad Hoc Committee meeting held on March 27, 2023. [Brent McCaulley, Chair]
 - (b) Presentation, discussion, and possible action to recommend to City Council to award a community fence grant not to exceed \$36,700.00 to The Retreat at Bay Forest North HOA and a community fence grant not to exceed \$16,400.00 to Anthony Langston and Suzanne Skie-Azizi for the benefit of Oyster Bay Subdivision. [Matt Daeumer, Assistant City Manager]
 - (c) Presentation, discussion, and possible action to amend the Community Fence Project Policy to remove the application period from the policy. [Matt Daeumer, Assistant City Manager]
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, Councilpersons, 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 8, 2023, 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 _____

TIME _____

TAKEN DOWN _____

Lee Woodward

Lee Woodward, City Secretary



**MINUTES OF THE LA PORTE COMMUNITY FENCING
AD HOC COMMITTEE MEETING
MARCH 27, 2023**

The La Porte Community Fencing Ad Hoc Committee of the City of La Porte met on Monday, March 27, 2023, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, at 5:30 p.m. to consider the following items of business:

Committee Members present: Councilperson Brent McCaulley; Mayor Pro Tem Chuck Engelken, Councilpersons Bill Bentley, City Manager Corby Alexander, Public Works Director Ray Mayo, Parks and Recreation Director Tim Miller

Committee Members attending remotely: None

Committee Members absent: None

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

CALL TO ORDER – Chair McCaulley called the meeting to order at 5:30 p.m.

- 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.)*

There were no citizen comments.

- 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. Presentation, discussion, and possible action to approve the minutes of the December 12, 2022, Committee meeting.**

Member Engelken moved approve the minutes of the December 12, 2022, Committee meeting; the motion was seconded by Member Bentley; the motion was adopted, 6-0.

- b. Presentation, discussion, and possible action on potential changes to the City's Community Fence Funding program/policy. [Matt Daeumer, Assistant City Manager]**

Member Engelken moved to accept staff's recommendations to make changes to the City's Community Fence Funding program/policy; the motion was seconded by Member Bentley; the motion was adopted, 6-0.

- 4. COMMITTEE 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, Councilpersons, and City staff, for which no formal action will be discussed or taken.*

Members discussed anticipating a next meeting at 4:30 p.m. on April 24.

ADJOURN – The meeting was adjourned without objection at 5:42 p.m.

Lee Woodward, City Secretary



REQUEST FOR FENCING COMMITTEE AGENDA ITEM

Agenda Date Requested: May 8, 2023

Requested By: Matt Daeumer, Asst City Mgr

Department: Administration/CMO

☒ Report ☐ Resolution ☐ Ordinance

Exhibits: Policy, Fence Grant Applications

Appropriation

Source of Funds: Capital Improvement

Account Number: 015-8080-5521100

Amount Budgeted: \$300,000.00

Amount Requested: \$53,100.00

Budgeted Item: ☐ Yes ☒ No

SUMMARY & RECOMMENDATION

At the September 13, 2021, City Council meeting, Council established a Committee to review applications for neighborhoods looking to enhance or add fencing around their respective neighborhoods. Staff has prepared applications and distributed those applications to La Porte Homeowner's Associations. The applications were also made available to civic groups and members of the community.

The Community Fencing Project Ad Hoc Committee met on December 12, 2022 and reopened the application period for the community fencing project. Staff sent the project application to all Homeowners Associations (HOA). Staff has received two applications from La Porte HOAs and subdivisions. Retreat at Bay Forest North with their low bid of \$36,700.00 from Evergreen Landscape. Oyster Bay Subdivision with their low bid of \$16,400.00 from The Holland Way.

City Council budgeted \$200,000.00 in FY21-22 and \$300,000.00 in FY 22-23. Bay Point Townhomes Owner's Association was awarded \$25,000.00 and has been reimbursed for their project. Summer Winds Homeowners Association was awarded \$87,500.00 and has been reimbursed for their project. Lakes at Fairmont Green was awarded \$87,500.00, and staff are waiting on the building permit to receive a final inspection before reimbursement. Of the original \$500,000.00 budget, \$112,500.00 has been awarded, \$87,500.00 has been encumbered, leaving a remaining balance of \$300,000.00.

Oyster Bay Subdivision is not within an HOA, and both homeowners who will be affected by the community fencing project have provided consent for the project. Both property owners signed a memorandum of agreement in lieu of both signing the agreement; one of the property owners will be the primary contact for the project.

Staff recommend awarding \$36,700.00 to Retreat at Bay Forest and \$16,400.00 to Anthony Langston and Suzanne Skie-Azizi for the benefit of Oyster Bay Subdivision for their community fencing grant projects and authorize the City Manager to execute all documents associated with the projects.

ACTION REQUIRED BY CITY COUNCIL

Presentation, discussion, and possible action to recommend to City Council to award a community fence grant not to exceed \$36,700.00 to the Retreat at Bay Forest North HOA and a community fence grant not to exceed \$16,400.00 to Anthony Langston and Suzanne Skie-Azizi for the benefit of Oyster Bay Subdivision.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

City of La Porte Community Fencing Policy & Procedures

Oversight:

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

Application Period:

The City of La Porte will open a period of thirty (30) days to receive applications from the community. Application period will occur October 1 and end on November 1 of each year that funding is made available.

Community Fencing Projects:

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

Applicant Responsibility:

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

City Responsibilities:

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

General Requirements:

- Projects may not proceed forward until a Memorandum of Agreement is approved by the City Council and fully executed by both parties. Should the applicant not be within a HOA or group association, the Memorandum of Agreement will include all affected property owners of the community fence project.
- The Memorandum of Agreement will require the Applicant to maintain the community fence for the life of the fence.
- The City will reimburse applicant based on the award amount upon proof, provided to the City Manager's Office, that all bills related to the project have been paid.

Evaluation Point System:

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

Application Process:

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

La Porte Community Fencing Application

Please print clearly. Please submit a completed application to:

City Manager's Office
City of La Porte
604 W. Fairmont Parkway
La Porte, TX 77571

APPLICANT INFORMATION:

APPLICATION DATE: 3-7-2023

TRINA HLAVATY

Applicant Name

Retreat at Bayforest North

Homeowner's Association

Brent McCauley

HOA President (if different from applicant)

2022 Troon Drive

Address of Applicant

713-824-5207

Contact Phone

thlavaty54@gmail.com

Email Address

TYPE OF FENCING MATERIALS (check all that apply):

☒ Wood

☐ Wroughtiron

☐ Chain Link

☐ Masonry

☐ Other-----

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

8' cedar plank, cedar top cap & top rail

12' 6x6 Severe weather posts

2x4 severe weather posts

650 linear feet

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

CONTRACTOR/PROJECT ARCHITECT	TOTAL
1. Evergreen Landscape	\$ 36,700
2. Hurricane Fence Co.	\$ 41,850
3. Bay Area Fence & Gates LLC	\$ 42,677 ⁴⁴
4.	\$

BUDGET DETAIL

PROJECT EXPENDITURES	FUNDS	FUNDS APPLIED	TOTAL
Design	\$	\$	\$
Materials	\$	\$	\$
Painting (If Applicable)	\$	\$	\$
Other (list):	\$	\$	\$
TOTAL	\$	\$	\$

Total estimated cost of proposed project: \$ _____

Amount requested : \$ _____

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

Note: The City of La Porte has allocated funding for these projects; therefore those applicants that demonstrate a greater need due to conditions of their current fencing along with cost-sharing capabilities will receive higher favoritism. Additionally, applicants that have failed to adequately maintain their community fencing will receive less points.

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

Lina Hlavaty

APPLICANT SIGNATURE

3/6/2023

DATE

Addendum To Certificate Of Authority

For Changes To Authorized Signers On Business Deposit Accounts

WELLS
FARGO

Host Status:

Host Update Successful

Bank Name:

WELLS FARGO BANK, N.A.

Store Name:

LA PORTE

Banker Name:

BARRAGAN, LUCERO

Officer/Portfolio Number:

A3703

Date:

01/25/2019

Banker Phone:

281/471-4931

Store Number:

07947

Banker AU:

0068512

Banker MAC:

T0091-010

Use this Addendum when Authorized Signers are being added or deleted to a Certificate of Authority currently on file for a business customer and a new, signed Certificate of Authority has not been obtained.

Business/Account Information

Business Name:

RETREAT AT BAY FOREST NORTH

COID:

808

Product:

DDA

Account Number:

9043680777

Authorized Signers

Authorized Signer Name(s):

TRINA M HLAVATY

Relationship Status:



Existing/Remaining



New



Delete

JAMES B MCCAULLEY



Existing/Remaining



New



Delete

JENNIFER M PATE



Existing/Remaining



New



Delete

Addendum to Certificate of Authority

Original Certificate of Authority Dated:

Addendum to Certificate of Authority Dated:

01/25/2019

Each person signing in the "Certified/Agreed To" section below:

- directs the Bank that the additional Authorized Signers shall have all of the authority granted to the persons identified as Authorized Signers on the Certificate of Authority, including without limitation the authority to instruct the Bank in writing (whether the instructions include the manual signature or a signature that purports to be the facsimile or other mechanical signature including a stamp of an Authorized Signer as the Customer's authorized signature without regard to when or by whom or by what means or in what ink color the signature may have been made or affixed), orally, by telephone or by electronic means in regard to any item and the transaction of any business relating to the Customer's account(s), agreements or services;
- directs the Bank to discontinue acting on the instructions of any person who has been deleted as an Authorized Signer;
- acknowledges that these modifications become effective only after this Addendum has been received by the Bank and the Bank has had a reasonable opportunity to act on it; and
- certifies that the account owner has taken all action under its organizational documents, if any, including passage of resolutions by its board of directors, trustees, or other governing body, required to make these modifications and to authorize the undersigned to execute and deliver this Addendum.

Customer Copy

From: alexis deleon <a_deleon@evergreenlandscape-mgmt.com>

Date: March 1, 2023 at 4:31:59 PM CST

Subject: Quotes

Quote

Wednesday, March 1, 2023

To: Retreat At Bay Forest

By: EVERGREEN LANDSCAPE

Commercial & Residential Landscape Management

Alexis Deleon (832)713-1854

a_deleon@evergreenlandscape-mgmt.com

www.evergreenlandscape-mgmt.com

Privacy Fence	8' Cedar Plank Cedar Top Cap & Top Rail 12' 6x6 Severe Weather Posts 2x4 Severe Weather Posts Will Be 14" Auger Bit 4' Deep in 3500 PSI Concrete 650 Linear Feet	\$36,700.00
Monument (Masonry)	Natural Stone Engraved Subdivision Name 7x2x5 (LWH) Concrete Footer 3500 PSI #4 Rebar 3' Footer	\$5,900.00
Labor	Completion Time	N/A
Total		N/A

- CUSTOM WOOD
- ORNAMENTAL
- CHAIN LINK

HURRICANE FENCE CO.

1407 Llano, Suite E • Pasadena, Texas 77504
Office: 713-910-5954 Fax: 713-910-5993

25878

made in America

CONTRACT

Approved By: _____

Proposed to:

Brent McCalley
2010 Troon
La Port, TX
77571

KEY MAP NO.

Type Wood Fence: Cedar Height: 8'

Line Posts: 2 1/2" x 4" Spacing: 7' Picket Size: 1 1/2" x 6"

Rails: 3 ☒ Nail Sinker ☐ S4S
1/2" x 12" x 8'00" ☐ Dowel Material ☐ Rough

Color: W/ 2 1/2" Cedar Setting: cap ☐ Caps
W/ 1 1/2" Cedar ☐ Bells

Chain Link - Height: _____ Line Post: _____

Rail: _____ Fabric: _____ ☐ KT Terminal Size: _____
☐ BT

Gate Frame: _____ ☐ No Scroll ☐ Scroll Other: _____

Job Location: _____

Ph. Work: 713 Ph. Home: 553 6872

Fax Number: _____

Attn: _____

Customer P.O. #: _____

U.G. #: _____

615 Feet of Fence	@ 66	40,590
Feet of Gate	@	
Feet of Gate	@	
Terminal Posts	@	
Tie-ins or Break-thru's	@	
T D H A Old Fence 615	@ 2	1230
Clearing Lines	@	
Installation Charge	@	
Underground Protection Charge	@	\$ 25.00
Sub-Total		\$
+ % Tax		
TOTAL		\$ 41,820
- 50% Down Payment		

PAYMENT TERMS: HEREOF ARE CASH ON COMPLETION.

Pay this amount on completion \$

NOTICE: TERMS AND CONDITIONS - Upon acceptance of this proposal, Hurricane Fence Co., the seller, agrees to erect the herein above described improvement, and upon completion of the above work, the purchaser agrees to pay seller the balance shown above. Until payment is made, it is agreed that the title and right of possession of the merchandise shall remain in seller, that the purchaser will not sell, remove or encumber the same without the written consent of seller; the purchaser assumes and shall be responsible for all loss or damage to said goods, and that upon default of payment seller may, at its option, come upon the premises and take back the merchandise and hold purchaser liable for the full unpaid balance, and if said account is placed in the hands of an attorney for collection, purchaser shall be liable for and pay all cost of court and attorney's fees in an amount equal to 20% of the balance due. It shall be the sole responsibility of purchaser to locate property boundaries and underground utility lines. Purchaser agrees to pay for any underground cut lines. Hurricane Fence Co. shall not be held liable for any encroachment of property lines or location of fence. Purchaser agrees to indemnify seller and shall defend and hold harmless Hurricane Fence Co., its agents, officers, and employees from and against all suits, actions, losses, damages, claims or liability of any character, type, or description, including all expenses of litigation, court costs and attorney fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of or occasioned by the negligent acts of Hurricane Fence Co. or its agents, officers, or employees in the execution or performance of this contract. Seller hereby disclaims any warranty of merchantability or fitness for a particular use with respect to goods and services provided under this contract. There are no agreements regarding the furnishing of materials, services, rebates or otherwise effecting this contract in any way except those mentioned above or attached hereto in writing and signed by each party. This is not an order until accepted by Hurricane Fence Co.

NOTICE: You and Your contractor are responsible for meeting the terms and conditions of this contract. If you sign this contract and fail to meet the terms and conditions of this contract, you may lose your legal ownership rights in your home.

HURRICANE FENCE CO.

AUTHORIZED SIGNATURE FOR PURCHASER

Accepted By: Wesley Marsh

Accepted By: _____

Date: 11-2-22

Date: _____

1 1/2 % per month service charge will be added to past due accounts. 1 1/2 % per month is 18% per year service charge.

Bay Area Fence & Gates, L.L.C.

7419 N HWY. 146., Baytown, Texas 77523

(281) 573-4507 Phone

www.bayareafenceco.com

admin@bayareafenceco.com

**Contract**

Customer

Name: Brent McCauley
Address: 2001 Troon Dr
City: La Porte State: Tx Zip: 77571
Phone: 713-553-6822
Email: brentmccauley@aol.com

Job

Address: _____
City: _____ State: _____ Zip: _____

Height & Footage

- ☐ 4'
☐ 5'
☐ 6'
☐ 6'6"
☐ 7'
☒ 8' 620'

Wood Style

- ☒ Std. Dog-Ear
☐ 2-Rail Frame
☒ 3-Rail Frame
☒ Base Board
☒ Cap Rail
☒ Facer

Size and Materials

- Pickets 7' Cedar ☒ Pine ☐
Base Board 2x12 ☐ ☒
Cap Rail 2x6 ☐ ☒
Facer 1x2 ☐ ☒
Posts, 6x6x12 ☐ ☒
Other ☐

Miscellaneous

- ☐ Dig Out/Trench
☒ Tear Down & Haul Away wood
☐ Trim Trees/Bushes
Unless Otherwise Specified:
-All pine wood is pressure treated.
-All nails are ring shank and galvanized.
-All posts set in cement at 18" to 24" deep.

Gates (Single)

- ☐ 3'
☐ 4'
☐ 5'
☐ Other _____

Gates (Double)

- ☐ 4' ☐ 12'
☐ 6' ☐ 14'
☐ 8' ☐ 16'
☐ 10' ☐ Other _____

Chain Link

- ☐ Galvanized
☐ Vinyl
☐ Heavy Gauge
☐ Medium Gauge

NOTES:

620' Cedar Cap & Trim Privacy
6x6x12 Posts
2x12x14 Rot Bound
2x4x14 (3-Rail)
7' Cedar Pickets
2x6x14 Rough Cedar Cap
1x2x14 Rough Cedar Trim

Tear Out & Haul Away old

- ☒ This proposal may be withdrawn by us if not accepted within 3 days.

- ☐ Contract contains _____ additional pages.

TERMS:

Usual & Customary Fee: \$ 42,677⁴⁴
(credit card due upon completion)

Cash Discount Fee: \$ 41,036⁰⁰
(cash or check due upon completion)

ACCEPTANCE OF PROPOSAL

This proposal is approved and accepted. There are no oral agreements. The written terms, specifications, provisions (on back), prices and plans (if any) are the entire agreement. Changes shall be made by written change order only.

X Robert
Approved and Accepted (Contractor)

Date

X _____
Approved and Accepted (Owner)

Date

You, the Buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See Owner's Right to Cancel on the reverse side for details.

Customers Please Note: Bay Area Fence and Gates, LLC is NOT responsible for any damage to underground lines or any unforeseen objects underground.

Email
11-10









Retreat at
Bay Forest
North





Retreat at
Bay Forest
North

BUSINESS. BY THE BAY.

La Porte Community Fencing Application

Please print clearly. Please submit a completed application to:

City Manager's Office
City of La Porte
604 W. Fairmont Parkway
La Porte, TX 77571

APPLICANT INFORMATION:

APPLICATION DATE: 3/23/23

Anthony Langston
Applicant Name

NO - HOA
Homeowner's Association

Anthony Langston - Primary Contact for Project
HOA President (if different from applicant)

14 Bay Harbor Dr. La Porte, TX 77571
Address of Applicant

832-425-3572 DTECTONG@gmail.com
Contact Phone Email Address

TYPE OF FENCING MATERIALS (check all that apply):

- ☒ Wood ☐ Wroughtiron
☐ Chain Link ☐ Masonry
☐ Other _____

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

Replace old fence approx 280 ft at entrance to
Oyster Bay subdivision. Will install 8 ft tall
wooden (pine, treated) with 6x6 support post and
10x10 post at entrance of subdivision. Located
at lots 12 & 14 Bay Harbor La Porte, TX.

* Suzanne Skie-Azizi owns Lot 12 713-478-6939
* For the purpose of this project, Anthony Langston
will serve as primary contact.

BUSINESS, BY THE BAY.

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

CONTRACTOR/PROJECT ARCHITECT	TOTAL
1. Lonestar Pride	\$ 17,972.79
2. The Holland way	\$ 16,400.00
3. Bayou City Fence Company	\$ 18,262.50
4.	\$

BUDGET DETAIL

PROJECT EXPENDITURES	FUNDS	FUNDS APPLIED	TOTAL
Design	\$	\$	\$
Materials	\$	\$	\$
Painting (If Applicable)	\$ STAINING	\$ is included in Quote	
Other (list):	\$	\$	\$
TOTAL	\$	\$	\$

Total estimated cost of proposed project: \$ ~~17,500~~ 16,400

Amount requested : \$ ~~17,500~~ 16,400

(Now)

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

Note: The City of La Porte has allocated funding for these projects; therefore those applicants that demonstrate a greater need due to conditions of their current fencing along with cost-sharing capabilities will receive higher favoritism. Additionally, applicants that have failed to adequately maintain their community fencing with receive less points.

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

Anthony Largeton

APPLICANT SIGNATURE

3/23/23

DATE

Memorandum of Agreement

Project of installing/maintaining a new fence for the entrance of Oyster Bay subdivision (Bay Harbor Dr.)

Oyster Bay does not have a HOA and the responsibility for the entrance fencing along Broadway/Oyster Bay subdivision will fall to the property owners of each lot as described below. If a property is sold or ownership is transferred then the responsibility of maintaining the fence will become the new owner's responsibility.

Maintenance for the fence along Broadway for the Oyster Bay subdivision will be the responsibility of owners as follows.

12 Bay Harbor Dr. will be the responsibility of the owner of 12 Bay Harbor Dr.

Printed Suzanne Skie - Azizi

Signed S

Date March 22, 2023

14 Bay Harbor Dr. will be the responsibility of the owner of 14 Bay Harbor Dr.

Printed Anthony Langston

Signed Anthony Langston

Date March 22, 2023

THE HOLLAND WAY

807 N. PRUETT STREET

BAYTOWN, TX 77520

713-834-7244

No. 2025

Date 3-17-23

Sheet No. 1

Proposal Submitted To:

Name OYSTER BAY SUB.

Street BAY HARBOR DR.

City LA PORTE State TX

Phone

Work To Be Performed At:

SAME LOCATION

Street

City

State

Date of Plans

Architect

We hereby propose to furnish the materials and perform the labor necessary for the completion of

* NEW TREATED PINE WOOD B'H FENCE (300 Ft.)

1.) REMOVE 300' OF EXISTING FENCE & 4 BRICK COLUMNS

2.) SET 40 6"X6"X12' POST (12"DX3'D) HOLE W/ 8' SPACING

3.) SET 40 10"X10" POST (16"DX3'D) HOLE W/ 8' SPACING

AT BOTH SIDES OF ROAD ENTRANCE.

4.) ALL CONCRETE TO BE 4000 PSI, RED-MIX, FENCE TO BE SCREWED

5.) INSTALL 2"X10" ROT BDL. TO COMPLETE OF FENCE.

6.) INSTALL 300' OF 2"X6" X 8' PICKETS TO 2"X4' RAILS (TMB)

BETWEEN 6"X6" POSTS & 10"X10" POSTS.

7.) INSTALL 2"X4" CAP MEMBER AT TOP OF FENCE

8.) STAIN BOTH SIDES OF FENCE.

9.) INSTALL SOLAR LIGHT CAPS TO TOP OF ALL POSTS.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

SIXTEEN THOUSAND FOUR HUNDRED Dollars (\$16,400.00).

with payments to be made as follows: 50% MATERIAL DRAW, BALANCE ON COMPLETION

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Public Liability Insurance on above work to be taken out by

MICHAEL HOLLAND

Respectfully submitted

MICHAEL L. HOLLAND
MAKE C.K. PAYABLE TO MICHAEL HOLLAND

Note—This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date

Signature

ESTIMATE

**Prepared For**

Tony Langston
14 Bay Harbor DR
LaPorte, TX
(832) 425-3572

Lone Star Pride Fence Co

P.O. Box 945
Anahuac, TX 77514
Phone: (832) 262-1913
Email: sales@lspfenceco.com
Web: www.lspfenceco.com

Estimate # 52292

Date 03/19/2023

Description	Rate	Quantity	Total
8' Cedar Cap & Trim			\$0.03
Materials	\$0.01	1	\$0.01
7' Cedar Pickets- Domestic			
6x6x12 Treated Posts - Ground Contact			
2x4 treated rails #2s			
2x10 treated rotboards #2s			
2x8 Cedar Cap			
1x2 Cedar Trim			
12x12x12 Treated Beams- Ground Contact			
4000psi Sackrete			
3" galvanized framing nails, Ring Shank			
1 7/8" galvanized fence nails, Ring Shank			
Execution	\$0.01	1	\$0.01
Total structure height - 8'0			
-Demo existing fence and dispose of debris			
- Demo existing columns down to slab and dispose of debris			
- Install 6x6x12 post @ 7'oc with ~1.5 bags sackrete per post			
-Install four 12x12x12 beams at entrance to road			
- Install four 2x4 rails and a 2x10 rotboard using ring shank framing nails			
- Install 7' Cedar Pickets using ring shank picket nails			
- Install 2x8 Cedar Cap using ring shank framing nails			

- Install 1x2 Cedar trim using ring shank picket nails.

Quality Standard	\$0.01	1	\$0.01
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1 Year Materials Warranty applies to lumber purchased through us/our vendors
Be advised all lumber is subject to natural weathering and exempt from coverage due to fading
or expected fence spacing between pickets.

Workmanship warranty does not expire

North Side			\$8,986.38
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8' Cedar Cap and Trim	\$8,986.38	1	\$8,986.38
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Demo existing structure and reinstall new fence according to above scope

South Side			\$8,986.38
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8' Cedar Cap and Trim	\$8,986.38	1	\$8,986.38
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Demo existing structure and reinstall new fence according to above scope

Subtotal	\$17,972.79
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Total	\$17,972.79
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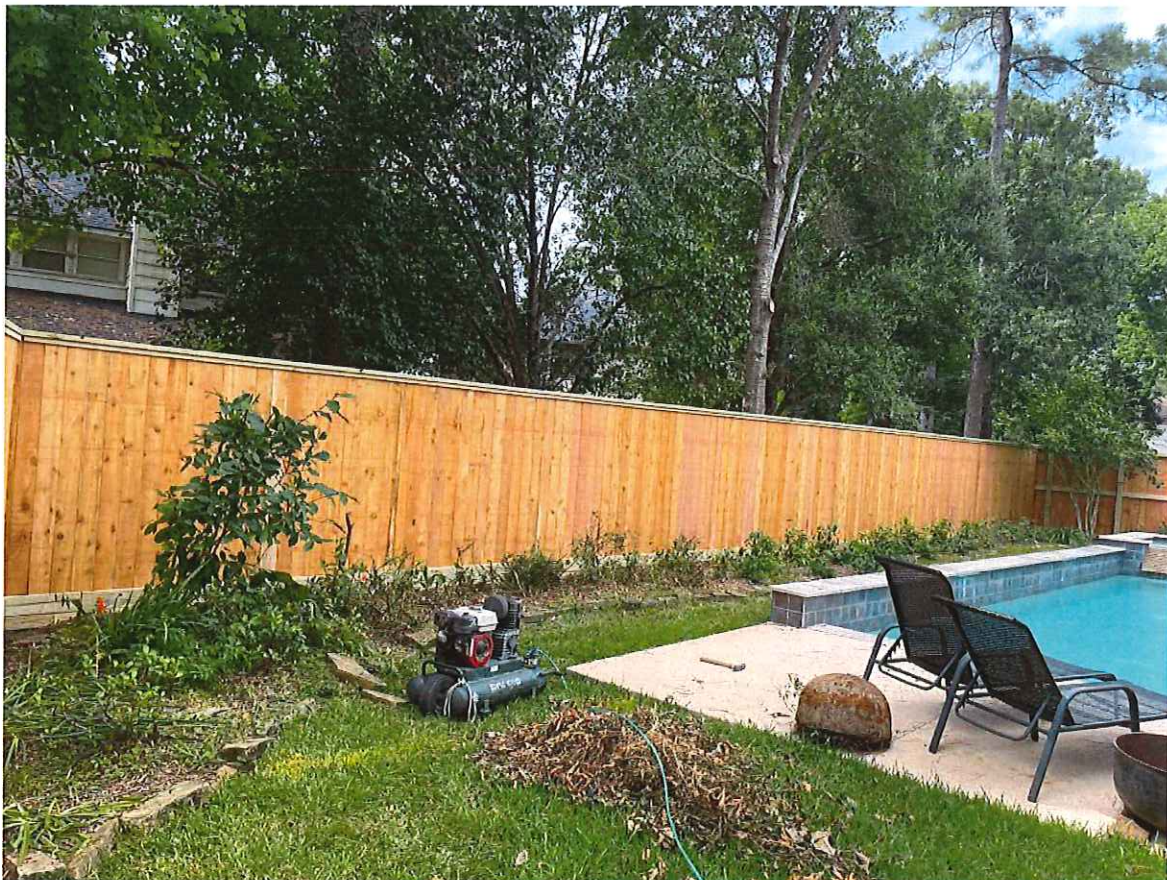
Deposit Due	\$11,954.73
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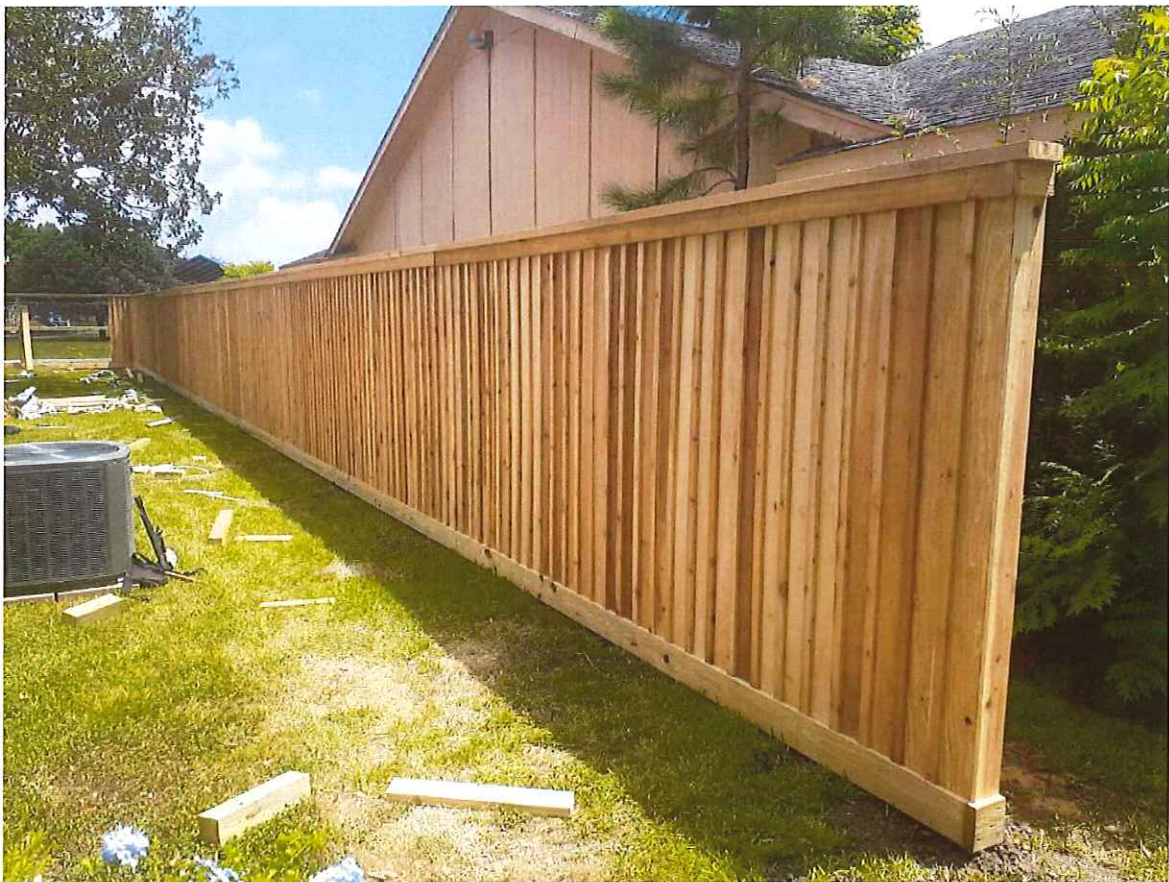
Notes:

Deposit covers 100% of materials
Balance due on completion
Estimated time of completion is 3 full working days.

Estimate is good for 10 days, cost of materials subject to change beyond that. Labor/overhead rates are fixed.

Customer Name:		Bay Harbor Dr		Date:	
Phone Number:				Salesman:	
Fence Information					
Type of Wood Fence:	Fence Run Lengths Including Gates			Fence Removal	
	Dim A	Dim B	Dim C	Yes / No	Amount
8' Cedar 6x6 on 2" x 10" Rot Board	140	140	10	Yes	300
Cedar Cap and Trim add on	Dim D	Dim E	Dim F	Walk Gate	Drive Gate
	10	0	0		
Labor Pricing and Materials for Fencing					
Fence Materials		Item #	Price per LF		58.77
			QTY	Retail	Total
Pickets	1" x 6" x 7' Cedar Pickets		620	\$5.49	\$3,403.80
Rails	Rails 2" x 4" x 16'		76	\$9.47	\$719.72
End Caps	Post 12x12x12		4	\$249.09	\$996.36
Post	Post 6" x 6" x 12"		46	\$49.77	\$2,289.42
Rot Board	2" x 10" x 16' Treated Rotboard		20	\$17.33	\$346.60
Concrete	80lb Fastset		69	\$5.72	\$394.68
Accent Lumber	20 2x8x16 / 245 1x2x12 cedar				\$2,075.00
Gates & Hardware		Item #	QTY	Retail	Total
8' Pickets					
Gate Hardware					
Gate Hinges					
Black Pull Handle					
Drop Rod					
Gate Post					
Square Tubing					
Materials Total		Sub Total	\$11,043.63	Tax	\$911.10
					\$11,954.73
Labor Services					
		Item #	QTY	Unit Cost	
Basic Labor	8' Custom		300	\$13.25	\$4,205.00
Walk Gate					
Drive Gate					
Removal/Haulaway	Tearout and Haul Away	73945	300	\$2.00	\$600.00
Dump Fee	Dump fee		300	\$0.25	\$75.00
Delivery	Delivery			\$100.00	
Misc.	Demo and Disposal of brick columns. \$125.00 x 4				\$500.00
Labor Total Cost					\$5,380.00
Labor Total Retail					\$6,018.00
Applied Discounts					
Total Tax, Labor, & Materials Retail					\$17,972.73
Deposit-100% of material costs					\$11,954.73







Please Read the below Terms and Conditions

Checks, cash, and major credit cards accepted. Credit cards require a +2.9% processing fee.

Pricing valid for 5 days from delivery due to fluctuating materials pricing and demand that impacts availability. A deposit covering 100% of the materials cost is due at time of acceptance, remaining balance to be paid at completion of job. Contracts not paid in full within 14 days will begin to accrue a service charge of 1% on the remaining balance, daily until balance is paid off. Balances beyond 30 days may be subject to legal actions such as a lien.

UNFORSEEN OBSTACLES: This estimate does not include drilling through any concrete, rock, or any other sub surface structures that would require the use of equipment other than auger, not already captured in the project notes. Discovery of such obstacles will require both parties participate in a face to face evaluation to determine path forward. Additional charges that may arise due to these changes are the responsibility of the customer.

KNOWN OBSTACLES: The installers are not responsible for clearing fence lines to perform work unless agreed to and noted within the job description. Clearing of debris, vines, rocks, trees, and other known obstacles are the responsibility of the property owner, failure to clear the fence line may result in labor charges not previously detailed in work description.

The property owner is responsible for obtaining necessary permits, HOA approvals, and consulting with neighbors prior to beginning the project. Fence placement is contingent on plot plans, surveys, or as directed by home owners and MUST be confirmed prior to starting. The Lone Star Pride installation crew, ownership, and it's designated agents are not responsible for fences placed outside of property lines if installed at the agreed to location.

All public utility lines such as electrical, gas, phone, cable, and water will be located and marked by Lone Star 811 prior to beginning project. Any private lines such as sewer, irrigation, satellite, cable, service tie ins, etc must be identified and marked by the homeowner. Private lines not clearly identified are the responsibility of the customer if damaged

Zack Thompson

Tony Langston



Customer: Tony Langston

Estimate # 4265

Cell Phone: (832) 425-3572

Other Phone:

Billing Address:

14 Bay Harbor
La Porte, La Porte 77571

Questions on your estimate?
Please contact your estimator Dylan Downey @
(713) 835-8185, or visit us here:
720 Clear Creek Ave, Suite B
League City, TX 77573

Job Address:

Job Name:

Estimate Date	Completion/Invoice Date	Terms	Sales Consultant
3/23/2023	0	50% Deposit/Remainder upon Completion Convenience Fees: 3% credit card and \$3.00 ACH Transfer	Dylan Downey

QTY	DESCRIPTION	DISCOUNTED PRICE	EXTENDED
122 Feet	8' Cedar Picketed Fence with Cap and Trim (4 rail and 6x6 posts): <i>Includes the 122' run north of Bay Harbor adjacent to 13 Bay Harbor 122' (shared with Suzanne) Price is for half</i> <i>Install Ground Contact Pressure Treated 6x6x12 Posts on 7' Centers Install Ground Contact Pressure Treated (1) Lower & (2) Mid Rails - 2x4x7 Install Ground Contact Pressure Treated 3rd Top Rail - 2x4x14 Install Ground Contact Pressure Treated Beveled Rot Board - 2x12x14 Install 7' Western Red Cedar Pickets #2's and better Install 2x8x14 Cedar Cap Install 1x2x14 Cedar Trim 1.5 Bags of Sakrete Per Post Hole 1 7/8" Stainless Steel Ring Shank Nails Used in Pickets 3" Hot Dipped Galvanized Nails Used For Framing</i>	55.00	6,710.00
2	Miscellaneous: <i>Remove and dispose the (2) brick columns north of Bay Harbor. Concrete footing will remain in the ground, but it will not be visible above ground. (shared with Suzanne) Price is for half</i>	375.00	750.00
14 Feet	8' Cedar Picketed Fence with Cap and Trim (4 rail and 6x6 posts): <i>14' run on the north side of Bay Harbor. Install 12"x12" posts at either side of the 14' run. Posts will be exposed and capped 14' (shared with Suzanne) Price is for half</i> <i>Install Ground Contact Pressure Treated 6x6x12 Posts on 7' Centers Install Ground Contact Pressure Treated (1) Lower & (2) Mid Rails - 2x4x7 Install Ground Contact Pressure Treated 3rd Top Rail - 2x4x14</i>	98.75	1,382.50

	Install Ground Contact Pressure Treated Beveled Rot Board – 2x12x14 Install 7' Western Red Cedar Pickets #2's and better Install 2x8x14 Cedar Cap Install 1x2x14 Cedar Trim 1.5 Bags of Sakrete Per Post Hole 1 7/8" Stainless Steel Ring Shank Nails Used in Pickets 3" Hot Dipped Galvanized Nails Used For Framing		
136 Feet	Disposal Fee: <i>Includes fence disposal on the north side of Bay Harbor (shared with Suzanne) Price is for half</i> <i>Bayou City Fence will remove and dispose existing fence at local landfill. Job generated dirt will be spread along the bottom of the fence to fill in any gaps created by an uneven yard.</i>	1.50	204.00
125 Feet	8' Cedar Picketed Fence with Cap and Trim (4 rail and 6x6 posts): <i>Includes the 122' run south of Bay Harbor adjacent to 13 Bay Harbor</i> Install Ground Contact Pressure Treated 6x6x12 Posts on 7' Centers Install Ground Contact Pressure Treated (1) Lower & (2) Mid Rails – 2x4x7 Install Ground Contact Pressure Treated 3rd Top Rail – 2x4x14 Install Ground Contact Pressure Treated Beveled Rot Board – 2x12x14 Install 7' Western Red Cedar Pickets #2's and better Install 2x8x14 Cedar Cap Install 1x2x14 Cedar Trim 1.5 Bags of Sakrete Per Post Hole 1 7/8" Stainless Steel Ring Shank Nails Used in Pickets 3" Hot Dipped Galvanized Nails Used For Framing	55.00	6,875.00
2	Miscellaneous: <i>Remove and dispose the (2) brick columns south of Bay Harbor. Concrete footing will remain in the ground, but it will not be visible above ground.</i>	375.00	750.00
14 Feet	8' Cedar Picketed Fence with Cap and Trim (4 rail and 6x6 posts): <i>14' run on the south side of Bay Harbor.</i> <i>Install 12"x12" posts at either side of the 14' run.</i> <i>Posts will be exposed and capped</i> Install Ground Contact Pressure Treated 6x6x12 Posts on 7' Centers Install Ground Contact Pressure Treated (1) Lower & (2) Mid Rails – 2x4x7 Install Ground Contact Pressure Treated 3rd Top Rail – 2x4x14 Install Ground Contact Pressure Treated Beveled Rot Board – 2x12x14 Install 7' Western Red Cedar Pickets #2's and better Install 2x8x14 Cedar Cap Install 1x2x14 Cedar Trim 1.5 Bags of Sakrete Per Post Hole 1 7/8" Stainless Steel Ring Shank Nails Used in Pickets 3" Hot Dipped Galvanized Nails Used For Framing	98.75	1,382.50
139 Feet	Disposal Fee <i>Bayou City Fence will remove and dispose existing fence at local landfill. Job generated dirt will be spread along the bottom of the fence to fill in any gaps created by an uneven yard.</i>	1.50	208.50
		Subtotal	18,262.50
		Tax 0%	0.00
		Grand Total	\$18,262.50
		Current Balance	\$18,262.50

Deposit Amount 9,131.25

Fences will be built to match existing unless otherwise instructed. This includes height, style, gate size, direction pickets face, etc, etc. Please let us know of any changes prior to install.

***** Deposit and Late Fee Policy *****

If you wish to lock in the quoted price a 50% deposit must be received within 5 days from when you approve this estimate. After 5 days the price is subject to change. We receive updated pricing every Friday from our suppliers and adjust our prices accordingly. Labor and overhead will not change. The remainder of the invoice is due after the work is complete and the customer is satisfied. We do not ask or expect final payment until both these criteria have been met. Late fees will be assessed as follows: Two weeks after invoice date -5% is

added, three weeks after invoice date 10% is added, and 4 weeks after invoice date 15% is added to the invoice. If payment in full has not been received 6 weeks after invoice date a lien will be placed on the property and we will receive payment when the property is sold.

*** Texas 811, Sprinklers, and Private Utility Lines ***

Bayou City Fence will notify Texas 811 to mark underground utility lines a minimum of 48 hours in advance of install date. Texas 811 DOES NOT mark private utility lines, sprinklers, private gas lines, etc. Bayou City Fence is not responsible for damage occurring to underground private property. We rely on the homeowner to let us know where their private utility lines and sprinklers are located. Damage to private utility lines and sprinklers can range from \$25.00 to over \$10,000.00. We encourage customers to mark their sprinkler system and private utility lines prior to installation with flags or paint. In rare cases when it is not possible to install the fence without damaging the sprinklers we will bring it to the customer's attention and plan accordingly.

*** Warranty Information ***

Bayou City Fence will repair gates and fence issues due to poor workmanship for a period of 1 year. This does not in any way include material other than material with a manufacturer's warranty. Please be knowledgeable of acceptable defects for the lumber grade you have agreed and requested we install for you. We will not replace lumber that fits within the grade you requested.

☐ ***The above proposal is Bayou City Fence's understanding of your project. We highly encourage you to read each line item and make sure everything you discussed with the sales team is reflected in this proposal. It is possible the verbal discussion you had with the salesman was interpreted differently than you interpreted it. What is written in black in white in the above proposal is what you are paying for and the work we are doing. No more and no less. Any changes to the written scope of work will result in a price change regardless of the verbal understanding. Please read the entire proposal – by checking this box you are saying you have read the entire proposal and agree to the price and scope of work.***



Thank you for the opportunity to build your fence!

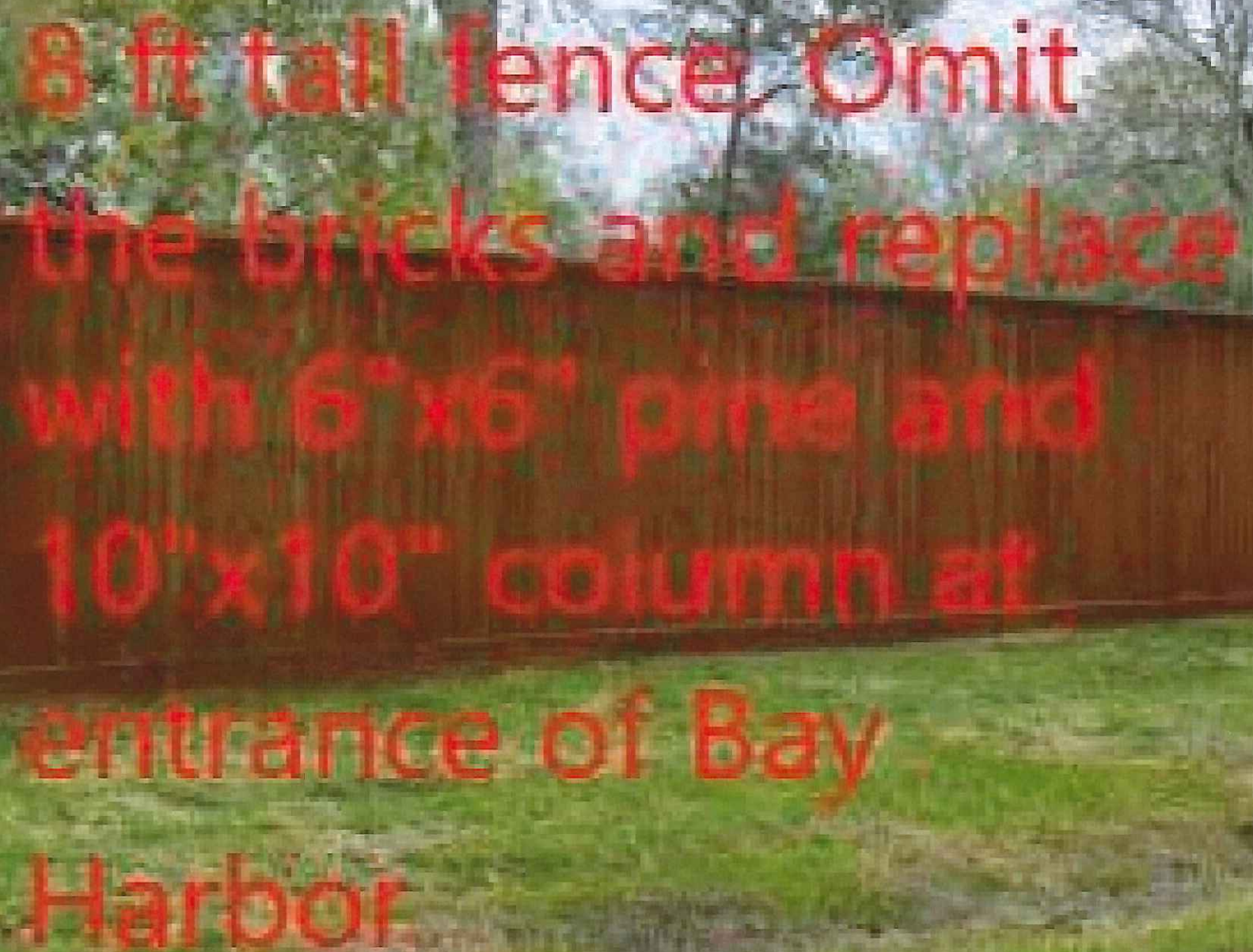
Bayou City Fence

720 Clear Creek Ave, Suite B League City TX 77573 • Office (713) 835-8185

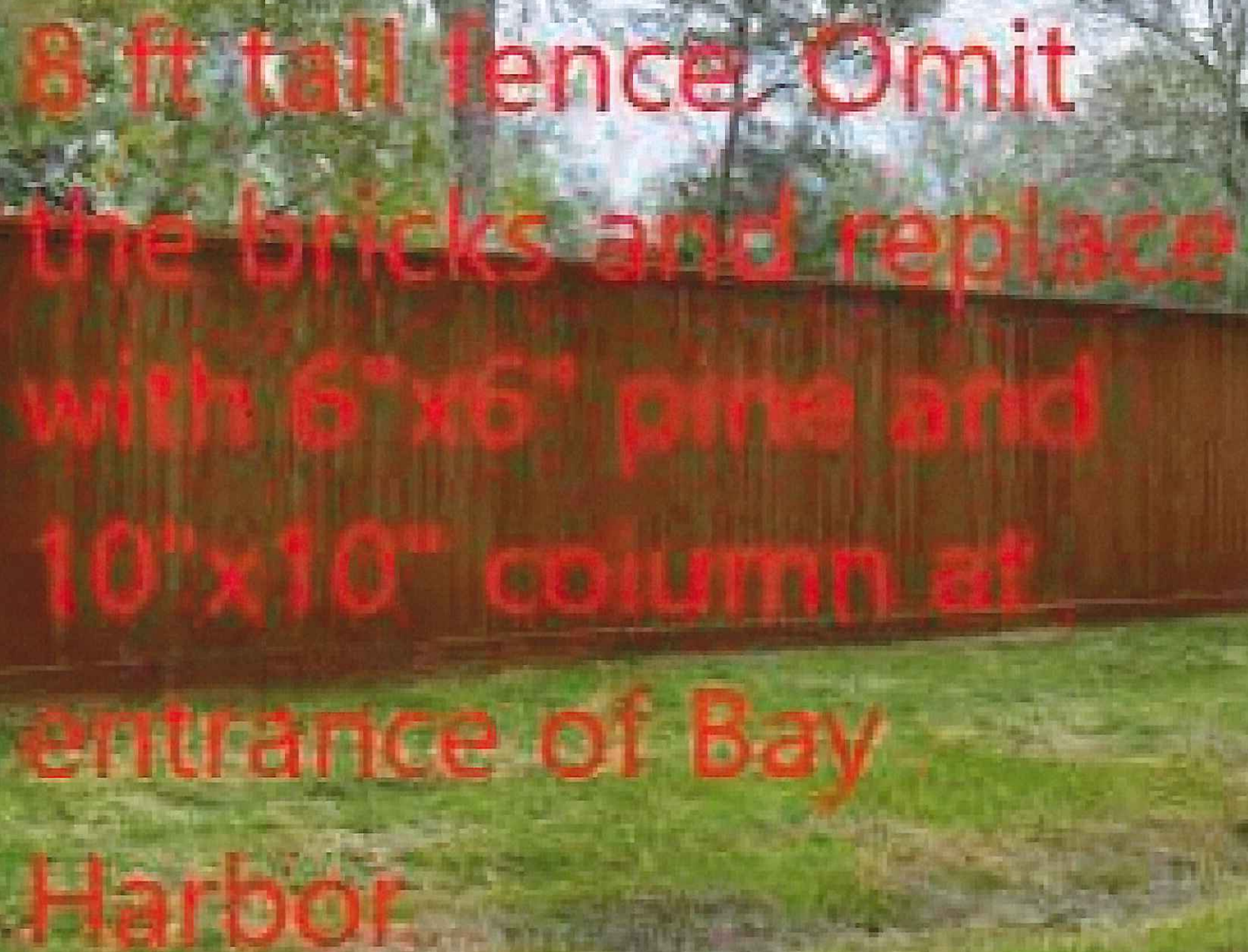
I accept the terms of this agreement.



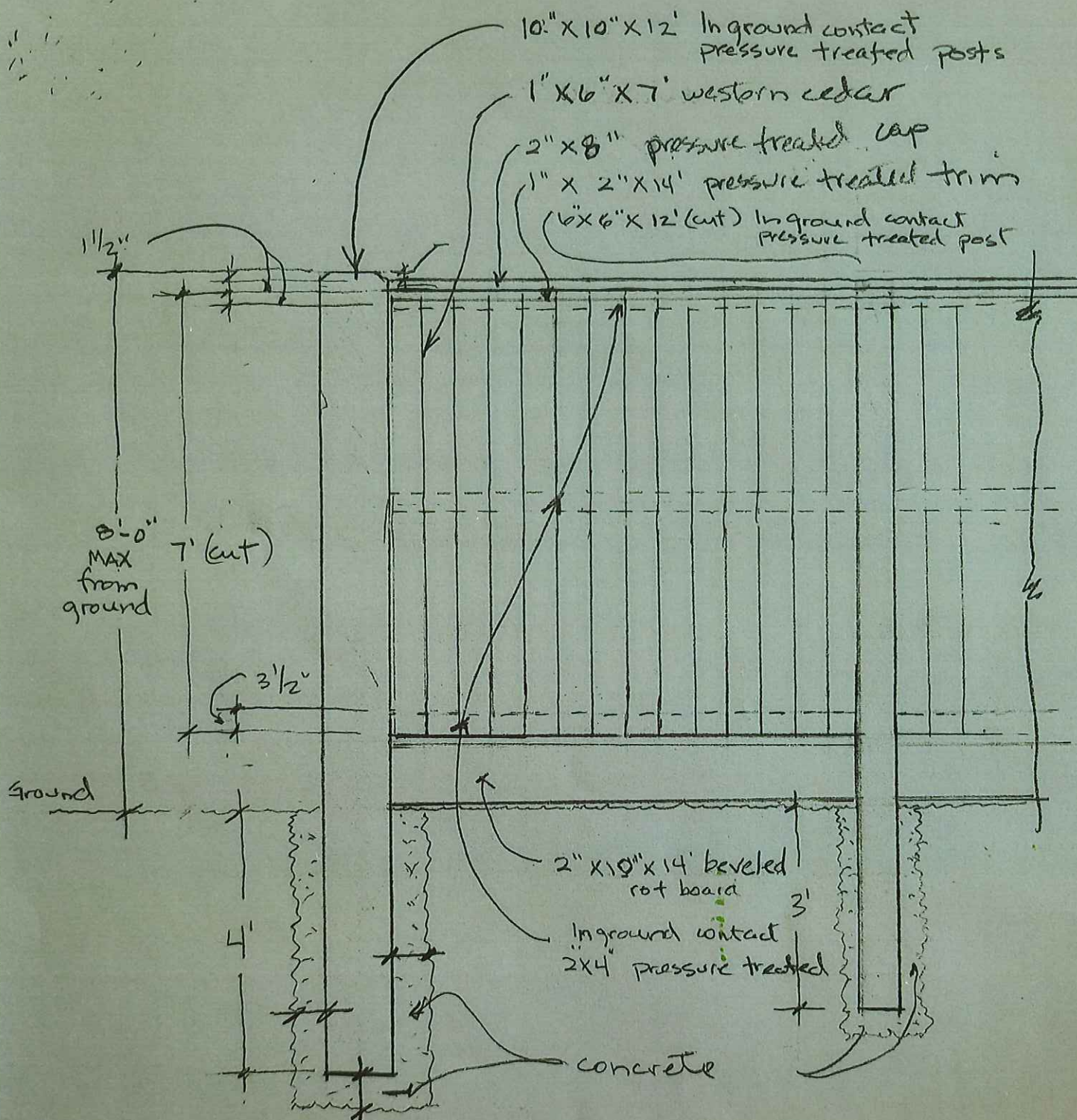
Sample of fence
with 6x6 post.
Venting on top of
fence is omitted.
We will have
pickets and cap
to top of the
fence

A photograph of a wooden fence with a brick pillar, overlaid with red text. The fence is made of vertical wooden planks and has a brick pillar on the left side. The background shows trees and a clear sky. The text is written in a bold, red, sans-serif font and is centered over the fence.

8 ft tall fence. Omit
the bricks and replace
with 6"x6" pine and
10"x10" column at
entrance of Bay
Harbor

A photograph of a wooden fence with a brick pillar, overlaid with red text. The fence is made of vertical wooden planks and has a brick pillar on the left side. The background shows trees and a clear sky. The text is in a bold, red, sans-serif font and is centered over the fence.

8 ft tall fence. Omit
the bricks and replace
with 6"x6" pine and
10"x10" column at
entrance of Bay
Harbor



12 + 14 Bay Harbor Drive
 Oyster Bay Entry + along S. Broadway

Scale 1/2" = 1'-0"







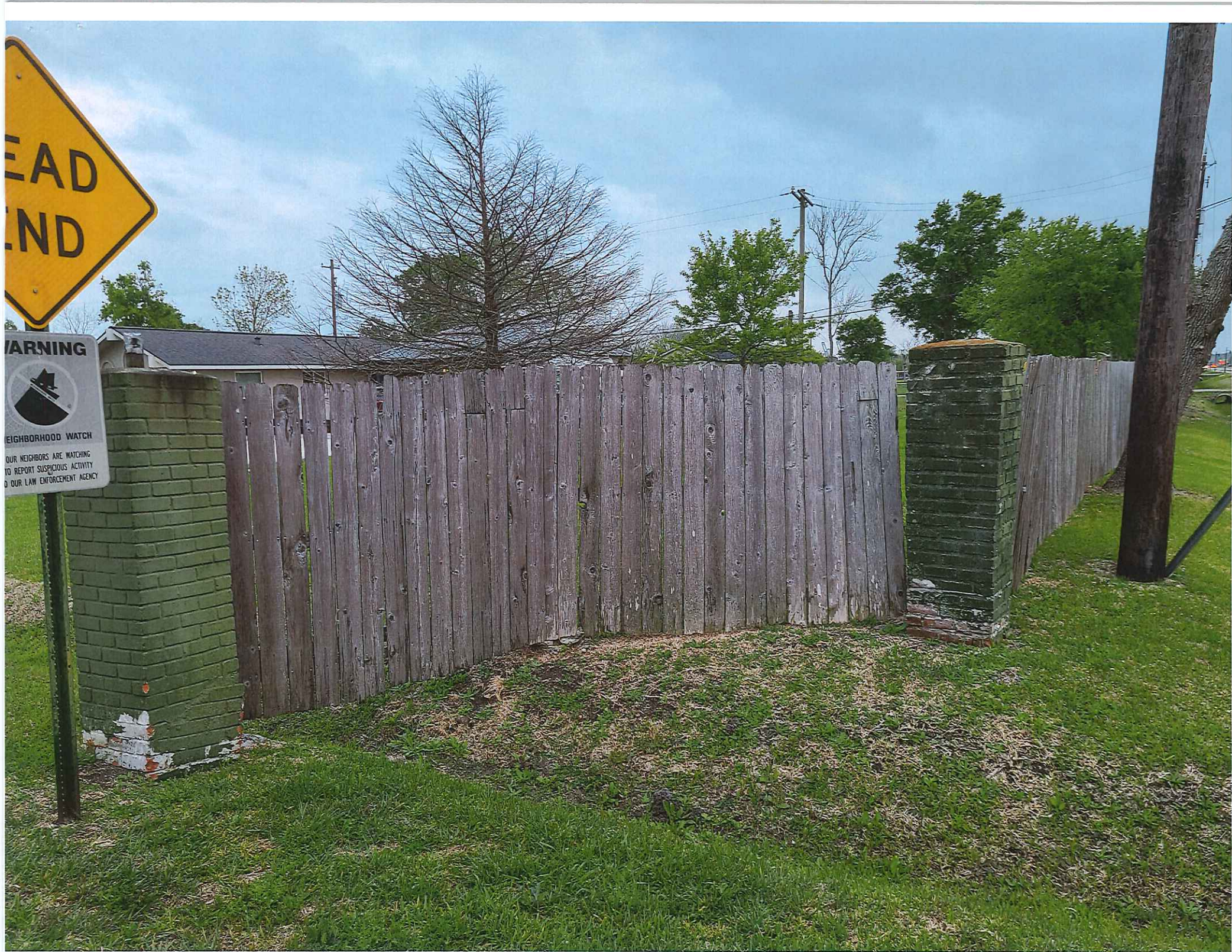
Old Hwy 146
Bay Harbor

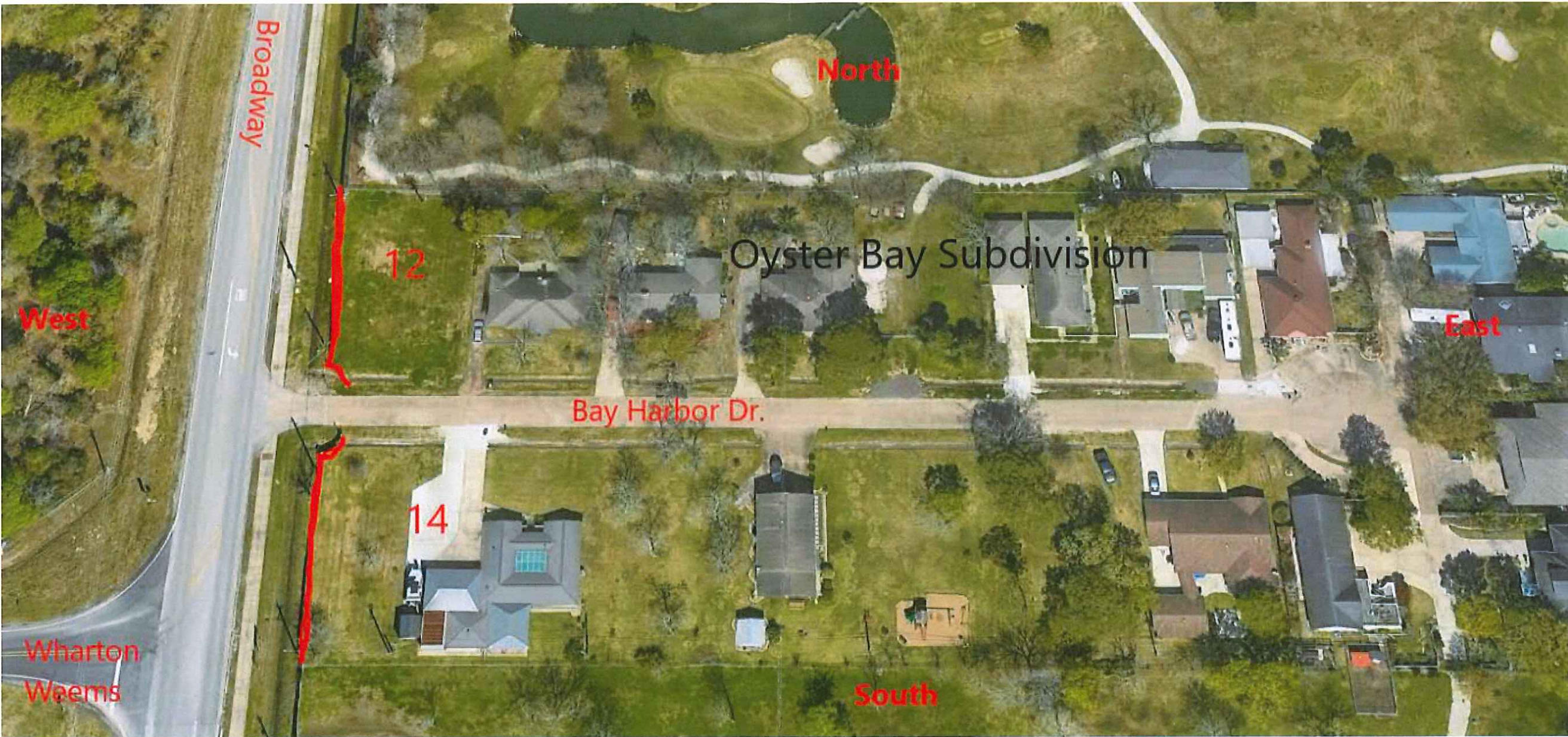
OYSTER
BAY

HEAD
END

WARNING
UNIMPROVED WATER
IN NEARBY DRAINAGE
DITCHES. EXERCISE CAUTION
AND DRIVE CAREFULLY.







Broadway

North

Oyster Bay Subdivision

West

12

Bay Harbor Dr.

East

14

South

Wharton
Weems



REQUEST FOR FENCING COMMITTEE AGENDA ITEM

Agenda Date Requested: May 8, 2023

Requested By: Matt Daeumer, Asst City Mgr

Department: Administration/CMO

☒ Report ☐ Resolution ☐ Ordinance

Exhibits: Policy

Appropriation

Source of Funds: N/A

Account Number: N/A

Amount Budgeted: N/A

Amount Requested: N/A

Budgeted Item: ☐ Yes ☒ No

SUMMARY & RECOMMENDATION

At the September 13, 2021, City Council meeting, Council established a Committee to review applications for neighborhoods looking to enhance or add fencing around their respective neighborhoods. City Council budgeted \$200,000.00 in FY21-22 and \$300,000.00 in FY 22-23. Bay Point Townhomes Owner's Association was awarded \$25,000.00 and has been reimbursed for their project. Summer Winds Homeowners Association was awarded \$87,500.00 and has been reimbursed for their project. Lakes at Fairmont Green was awarded \$87,500.00, and staff are waiting on the building permit to receive a final inspection before reimbursement. Of the original \$500,000.00 budget, \$112,500.00 has been awarded, \$87,500.00 has been encumbered, leaving a remaining balance of \$300,000.00.

The application period opens from October 1 to November 1 of each year. Staff prepared applications and made them available on the City's website. In December 2022, the committee voted to reopen the application period from January 1, 2023, to March 31, 2023. In that time, staff received two applications for a total request of funds up to \$53,100.00. If approved, this would leave the remaining fund balance of \$246,900.00 available for additional grant opportunities.

Staff has heard from an additional Homeowners Association (HOA) that they would like to apply for the program, but the project date has already passed. To better facilitate opportunities, staff recommend that the policy be amended to remove the application period from the policy to keep the application period open year-round. Applications would only be processed if funds are available.

ACTION REQUIRED BY CITY COUNCIL

Presentation, discussion, and possible action to amend the Community Fence Project Policy to remove the application period from the policy.

Approved for the City Council meeting agenda.

Corby D. Alexander, City Manager

Date

City of La Porte Community Fencing Policy & Procedures

Oversight:

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

Application Period:

~~The City of La Porte will open a period of thirty (30) days to receive applications from the community. Application period will occur October 1 and end on November 1 of each year that funding is made available.~~

Community Fencing Projects:

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

Applicant Responsibility:

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

City Responsibilities:

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

General Requirements:

- Projects may not proceed forward until a Memorandum of Agreement is approved by the City Council and fully executed by both parties. Should the applicant not be within a HOA or group association, the Memorandum of Agreement will include all affected property owners of the community fence project.
- The Memorandum of Agreement will require the Applicant to maintain the community fence for the life of the fence.
- The City will reimburse applicant based on the award amount upon proof, provided to the City Manager's Office, that all bills related to the project have been paid.

Evaluation Point System:

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

Application Process:

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