

**NOTICE OF LA MARQUE
CITY COUNCIL
REGULAR MEETING
BY TELEPHONE CONFERENCE**

In accordance with order of the Office of the Governor issued March 16, 2020, the La Marque City Council will conduct a Regular Meeting on **Monday, October 12, 2020 beginning immediately following the Workshop that begins at 6:00 PM; but no later than 7:00 PM by telephone and video conference** in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the Coronavirus/COVID-19. This Notice, the meeting agenda, and the agenda packet can be found online at:

<https://ci.la-marque.tx.us/AgendaCenter>

THERE WILL BE NO PUBLIC ACCESS TO CITY HALL DURING THE MEETING.

The public will be permitted to offer public comments telephonically as provided below and as permitted by the Mayor during the meeting. A recording of the telephonic meeting will be made and will be available to the public in accordance with the Open Meetings Act upon written request.

THE PUBLIC TOLL-FREE DIAL-IN NUMBER TO PARTICIPATE IN THE MEETING IS:

1 (346) 248-7799

ONCE YOU ARE CONNECTED, YOU MUST ENTER THE FOLLOWING:

Meeting ID: 92493940502

Press *6 to mute or unmute your phone line. You may also connect to the meeting on your smartphone, tablet or computer by going to the following internet address:

<https://zoom.us/j/92493940502>

Once you are on the website, you may need to enter the following:

Meeting ID: 924 9394 0502

If you require accommodation to participate in this meeting, contact the City Clerk at 409-938-9259 or cityclerk@cityoflamarque.org at least 48 hours prior to the meeting start time.



1111 Bayou Road
La Marque, Texas
409-938-9202

Mayor Bobby Hocking

Mayor Pro-Tem Keith Bell- District A

Councilmember Chris Lane- District B

Councilmember Robert Michetich- District C

Councilwoman Casey McAuliffe- District D

ORDINANCE NO. O-2020-0016

RESOLUTION NO. R-2020-0019

**CITY OF LA MARQUE
CITY COUNCIL
AGENDA
of
OCTOBER 12, 2020**

Notice is hereby given that the City Council of the City of La Marque, Texas will conduct a Regular Meeting **via teleconference (ZOOM)** on Monday, October 12, 2020, beginning immediately after the City Council Workshop that begins at 6:00 p.m.; but no later than 7:00 p.m. for the purpose of considering the following agenda:

(1) CALL MEETING TO ORDER

(2) ROLL CALL

(3) MINUTES

- a. Workshop City Council Minutes of September 14, 2020
- b. Regular City Council Meeting Minutes of September 14, 2020
- c. Special City Council Meeting Minutes of September 15, 2020
- d. Special City Council Meeting Minutes of October 5, 2020

(4) CONSENT

Discussion/possible action on the following items: (City Council reserves the right to pull any item(s) under the consent agenda for further discussion)

- a. Consider recommendation to ratify City Manager's expenditure of \$66,930 from CARES Act funding for protective masks related to COVID-19

(5) NEW BUSINESS

- a. Discussion/possible action regarding adopting Ordinance No. **O-2020-0015**, amending Chapter 2, "Administration," Article IV, "Purchasing," of the Code of Ordinances, of the City of La Marque, Texas and adopting an updated Procurement Policy - City Attorney D. Purnell **THIS IS THE FIRST READING**
- b. Discussion/possible action regarding adopting Ordinance No. **O-2020-0016**, amending Sec. 44-14, "Noises as Public Nuisances," Chapter 44, "Miscellaneous

Offenses and Provisions,” of the Code of Ordinances, City of La Marque, Texas – Police Chief K. Jackson **THIS IS THE FIRST READING.**

- c. Discussion/possible action regarding direction to the Public Relations Specialist on the development of a draft three-year communication plan – Public Relations Specialist C. Martin
- d. Discussion/possible action regarding preliminary plat for Trails at Woodhaven Lakes, Section 1 – Development Services D. Purnell
- e. Discussion/possible action regarding preliminary plat for Ambrose Section 1- Development Services D. Purnell
- f. Discussion/possible action regarding utility billing late fees accrued during the COVID-19 pandemic – City Manager C. Jackson

(6) APPOINTMENTS

- a. Discussion/possible action relating to appointments and/or reappointments to fill various positions of the Boards and Commissions – Mayor B. Hocking

(7) EXECUTIVE SESSION

The City Council for the City of La Marque, Texas reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized the Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development)

- a. Section 551.017 (Consultation with Attorney) regarding pending litigation, or a settlement offer related to contract/employment claims of William Reed

(8) ACTION TAKEN FROM EXECUTIVE SESSION

- a. Discussion/possible action regarding pending litigation, or a settlement offer related to contract/employment claims of William Reed

(9) REQUESTS AND ANNOUNCEMENTS

Requests by Mayor and Council Members for items to be placed on future City Council agendas and announcements on city events/community interests TEX. GOV'T CODE §551.415. (b), "items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence;*
- (2) information regarding holiday schedules;*
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;*
- (4) a reminder about an upcoming event organized or sponsored by the governing body;*
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality or county; and*
- (6) announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after the posting of the agenda.*

(10) ADJOURNMENT

CERTIFICATION:

I hereby certify that the above notice of meeting was posted at 1109-B Bayou Road, La Marque, Texas on or before October 9, 2020, before 5:30 p.m.

Robin Eldridge, TRMC
City Clerk

• • • • • This facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or
• • • • • interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's office at 409-938-
• • • • • 9259, or Fax 409-935-0401, or e-mail cityclerk@cityoflamarque.org for further information.
• • • • •



**CITY OF LA MARQUE
CITY COUNCIL WORKSHOP
MINUTES
of
SEPTEMBER 14, 2020**

City Council Workshop Minutes of the City of La Marque City Council held on Monday, September 14, 2020, beginning at 6:00 p.m. at 1109-B Bayou Road with the following members present:

(1) CALL TO ORDER

Mayor Hocking called the Workshop to order at 6:00 p.m.

(2) ROLL CALL

Bobby Hocking

Keith Bell

Chris Lane

Robert Michetich

Casey Mc Auliffe

Mayor

Mayor Pro-Tem, Councilmember District A

Councilmember, District B

Councilmember, District C

Councilwoman, District D

OTHER OFFICIALS PRESENT:

Charles "Tink" Jackson

Robin Eldridge

Kierra Nance

Derra Purnell

City Manager

City Clerk

Deputy City Clerk

City Attorney

(3) INVOCATION AND PLEDGE OF ALLEGIANCE- Skipped formally

(4) CITIZENS PARTICIPATION

Clarence Caldwell reported a problem with noise from a neighbor's race car.

City Manager will be working towards an ordinance that will address this in the near future (possibly by the next meeting)

(5) CONSENT

- a. Discussion relating to award Bid **LM #02-21** to Petroleum Traders Corporation for fuel in the amount of \$4,283.30 in differential costs
Councilwoman Mc Auliffe asked why such a vast difference in the bids amounts submitted, and it was explained that sometimes the vendors actually overbid, because they do not want their bid considered, but it can also be related to the

distance in which is necessary to drive to deliver the goods and or services. Hauling distances make a difference in the final bid amount submitted.

- b. Discussion relating to award Bid **LM #03-21** to Century Asphalt for cold mix/cold lay in the amount of \$32,200.00
After a brief explanation - there was no further discussion
- c. Discussion relating to award Bid **LM #04-21** to Vulcan Construction Materials for limestone base in the amount of \$39,500.00
After a brief explanation - there was no further discussion
- d. Discussion relating to award Bid **LM #05-21** to Evoqua Water Technologies for odor and corrosion control in the amount of \$80,000.00
After a brief explanation - there was no further discussion
- e. Discussion relating to award Bid **LM #06-21** to Sprint Waste Services for sludge removal in the amount of \$120,000.00
After a brief explanation - there was no further discussion
- f. Discussion relating to award Bid **LM #07-21** to Ferguson Waterworks for water and sewer supplies in the amount of \$100,000.00
After a brief explanation - there was no further discussion
- g. Discussion relating to approve a professional services agreement for Fiscal Year 2020-2021 with Precision Utility, LLC, for oversight and administration of the Water and Wastewater Facilities (Department 24) for compliance with TCEQ, and to provide for health, safety and welfare of the City of La Marque, in the amount of \$150,000.00
After a brief explanation, there was no further discussion
- h. Discussion relating to approve the annual Water Pollution Control and Abatement Contract with Galveston County Health District for services provided including city-wide grease trap inspections, Wastewater Treatment inspections, and complaint investigations in the amount of \$13,874.00
After a brief explanation, clarification was provided by Public works Director Chaise Cary, concerning issues with grease traps, there was no further discussion.
- i. Discussion relating to adopt a Citizen Participation Plan (CPP) for the CDBG-MIT program, for the City of La Marque
After a brief explanation, clarification was provided by City Manager Mr. Jackson regarding requirements, if any for using social media platforms for notifying citizens of any upcoming public hearings on this subject, if need be, there was no further discussion.
- j. Discussion relating to adopt Resolution No. **R-2020-0015**, authorizing the submission of an application for the Community Development Block Grant -

Mitigation (CDBG-MIT) Hurricane Harvey grant programs administered by the Texas General Land Office (GLO)

After a brief explanation, there was no further discussion.

- k. Discussion relating to adopt Resolution No. **R-2020-0016**, authorizing the submission of an application for the Community Development Block Grant – Mitigation (CDBG-MIT) 2015 Flood grant programs administered by the Texas General Land Office (GLO)

After a brief explanation, there was no further discussion.

- l. Discussion relating to adopt Resolution No. **R-2020-0017**, designating the city attorney for certain purposes

After a brief explanation, Mayor Pro-Tem Bell asked that an assistant City Attorney be sought as soon as possible, there was no further discussion.

- m. Discussion relating to accept the quarterly investment reports for Second Quarter 2020

After a brief explanation, there was no further discussion.

- n. Discussion relating to adopt Resolution No. **R-2020-0018**, accepting the 2020 City of La Marque investment policy for investment of municipal funds per Public Funds Investment Act

After a brief explanation, there was no further discussion.

(6) NEW BUSINESS

- a. Discussion relating to approve Trails at Woodhaven Lakes General Plan with condition that an all- weather emergency road suitable for fire truck and ladder use in an emergency response be provided at the entrance off of Delany

After a brief discussion and clarification given to Councilwoman Mc Auliffe on the General Plan in relations to green space, walkable spaces, street trees and sidewalks, room for negotiations, and improving the landscaping ordinance, the City Attorney advised that she is working on several ordinances that will address these concerns.

- b. Discussion relating to approve ADICO, LLC engineering agreement for improvements to the FM 2004 Dog Track Water Tower in the amount of \$62,000.00, and encumber funds for an additional estimated amount of \$388,000.00 for construction

After a brief discussion, there was no further discussion.

(7) ADJOURNMENT

Mayor Hocking adjourned the Workshop at 6:38 p.m.

CITY OF LA MARQUE, TEXAS

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC
City Clerk

DRAFT



**CITY OF LA MARQUE
CITY COUNCIL REGULAR
MINUTES
of
SEPTEMBER 14, 2020**

City Council Regular Minutes of the City of La Marque City Council held on Monday, September 14, 2020, beginning immediately following the City Council Workshop that began at 6:00 p.m. at 1109-B Bayou Road with the following members present:

(1) CALL TO ORDER

Mayor Hocking called the Regular Meeting to order at 6:38 p.m.

(2) ROLL CALL

Bobby Hocking

Keith Bell

Chris Lane

Robert Michetich

Casey Mc Auliffe

Mayor

Mayor Pro-Tem, Councilmember District A

Councilmember, District B

Councilmember, District C

Councilwoman, District D

OTHER OFFICIALS PRESENT:

Charles "Tink" Jackson

Robin Eldridge

Kierra Nance

Derra Purnell

City Manager

City Clerk

Deputy City Clerk

Acting City Attorney

(3) MINUTES

- a. Workshop City Council July 13, 2020
- b. Regular City Council Meeting July 13, 2020
- c. Special City Council Meeting July 20, 2020
- d. Budget Workshops July 27, 28 and 30, 2020
- e. Workshop City Council August 10, 2020
- f. Regular City Council Meeting August 10, 2020
- g. Special Employees Benefits Trust Meeting August 17, 2020
- h. Special Public Hearing and City Council Meeting August 17, 2020
- i. Special City Council Meeting August 24, 2020
- j. Special Public Hearing and City Council Meeting September 8, 2020

- ** Mayor Pro-Tem Bell made a motion to approve the above described minutes.
** Councilwoman McAuliffe seconded. **MOTION CARRIED UNANIMOUSLY**

(4) CONSENT

- a. Consider recommendation to award Bid **LM #02-21** to Petroleum Traders Corporation for fuel in the amount of \$4,283.30 in differential costs
- b. Consider recommendation to award Bid **LM #03-21** to Century Asphalt for cold mix/cold lay in the amount of \$32,200.00
- c. Consider recommendation to award Bid **LM #04-21** to Vulcan Construction Materials for limestone base in the amount of \$39,500.00
- d. Consider recommendation to award Bid **LM #05-21** to Evoqua Water Technologies for odor and corrosion control in the amount of \$80,000.00
- e. Consider recommendation to award Bid **LM #06-21** to Sprint Waste Services for sludge removal in the amount of \$120,000.00
- f. Consider recommendation to award Bid **LM #07-21** to Ferguson Waterworks for water and sewer supplies in the amount of \$100,000.00
- g. Consider recommendation to approve a professional services agreement for Fiscal Year 2020-2021 with Precision Utility, LLC, for oversight and administration of the Water and Wastewater Facilities (Department 24) for compliance with TCEQ, and to provide for health, safety and welfare of the City of La Marque, in the amount of \$150,000.00
- h. Consider recommendation to approve the annual Water Pollution Control and Abatement Contract with Galveston County Health District for services provided including city-wide grease trap inspections, Wastewater Treatment inspections, and complaint investigations in the amount of \$13,874.00
- i. Consider recommendation to adopt a Citizen Participation Plan (CPP) for the CDBG-MIT program, for the City of La Marque – Emergency Management Coordinator C. Warren
- j. Consider recommendation to adopt Resolution No. **R-2020-0015**, authorizing the submission of an application for the Community Development Block Grant – Mitigation (CDBG-MIT) Hurricane Harvey grant programs administered by the Texas General Land Office
- k. Consider recommendation to adopt Resolution No. **R-2020-0016** authorizing the submission of an application for the Community Development Block Grant – Mitigation (CDBG-MIT) 2015 Flood grant programs administered by the Texas General Land Office (GLO)

- l.** Consider recommendation to adopt Resolution No. **R-2020-0017**, designating the city attorney for certain purposes
- m.** Consider recommendation to accept the quarterly investment reports for the Second Quarter
- n.** Consider recommendation to adopt Resolution No. **R-2020-0018**, accepting the 2020 City of La Marque investment policy for investment of municipal funds per Public Funds Investment Act

** Mayor Pro-Tem Bell made a motion to approve the Consent Agenda
** Councilwoman Mc Auliffe seconded **MOTION CARRIED UNANIMOUSLY**

(5) NEW BUSINESS

- a.** Discussion/possible action to approve Trails at Woodhaven Lakes General Plan with condition that an all-weather emergency access road suitable for fire truck and ladder use in an emergency response be provided at the entrance off of Delany Road
** Mayor Pro-Tem Bell made a motion to approve Trails at Woodhaven Lakes General Plan with the condition that an all-weather emergency access road suitable for fire truck and ladder use in an emergency response be provided at the entrance off of Delany Road
** Councilwoman Mc Auliffe seconded. **MOTION CARRIED UNANIMOUSLY**
- b.** Discussion/possible action to approve ADICO, LLC engineering agreement for improvements to the FM 2004 Dog Track Water Tower in the amount of \$62,000.00, and encumber funds for an additional estimated amount of \$388,000.00 for construction
** Mayor Pro-Tem Bell made a motion to approve ADICO, LLC engineering agreement for improvements to the FM 2004 Dog Track Water Tower in the amount of \$62,000.00, and encumber funds for an additional estimated amount of \$388,000.00 for construction
** Councilwoman Mc Auliffe seconded. **MOTION CARRIED UNANIMOUSLY**

(6) APPOINTMENTS

- a.** Discussion/possible action relating to appointments and/or reappointments to fill various positions of the Boards and Commissions

Councilmember Michetich reappointed Ron Crowder to the Economic Development Corporation to another six term

Mayor Pro-Tem Bell reappointed Billy Jefferson to the Building Standards Commission; Ellen Hanley to the Cemetery Board; Augustino Molis to the Planning & Zoning Commission; Bo Hunter to the Parks Board for another two year terms; but the other two appointees that he has, he clarified the near vacant position to

take Deanie Barrett's position on the EDC was his to make; and one of the members is a candidate for in the upcoming election, and felt like it was no appropriate at this time to reappoint him

Councilwoman Mc Auliffe appointed Crystal Cooper to the Board of Adjustments, with the caveat that once she contacts Ms. Cooper and she agrees, since she has not been able to contact her yet.

(7) EXECUTIVE SESSION

- a. Section 551.071 (Consultation with Attorney) of the Texas Government Code regarding pending litigation: *La Marque EDC v. Texas City Terminal Railway Co.*, Cause No. 20-CV-0633
- b. Section 551.071 (Consultation with Attorney) of the Texas Government Code regarding: Comcast litigation

Mayor Hocking closed the Regular Meeting at 6:43 p.m. and went into the Executive Session.

Mayor Hocking reconvened the Regular meeting at 6:53 p.m.

(8) ACTION TAKEN FROM EXECUTIVE SESSION

- a. Discussion/possible action regarding: *La Marque EDC v. Texas City Terminal Railway Co.*, Cause No. 20-CV-0633
- b. Discussion/possible action regarding: Comcast litigation
There was no action taken from the Executive Session.

(9) REQUESTS AND ANNOUNCEMENTS

Mayor Hocking reported that on Wednesday, September 16, his wife celebrates her birthday and wished her a very Happy and blessed Birthday!

All were asked to keep the neighbors to the east in our thoughts and prayers for the upcoming Hurricane Sally.

Mayor Pro-Tem Bell asked for the total amount of late fees since Governor Abbott declared the pandemic an emergency to be placed on the following agenda. He would like for the City Manager to work with the City Attorney to waive the late fees of the citizens of the fees (late fees) that have incurred during the COVID-19 pandemic.

(10) ADJOURNMENT

Mayor Hocking made a motion and Mayor Pro-Tem Bell seconded to adjourn the Regular meeting at 6:58 p.m. **MEETING ADJOURNED**

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC
City Clerk

DRAFT



**CITY OF LA MARQUE
CITY COUNCIL SPECIAL
MEETING MINUTES
of
September 15, 2020**

City Council Minutes of the Special Meeting/Public Hearing on **Tuesday, September 15, 2020**, beginning at 6:00 p.m. **in the Council Chambers at 1109-B Bayou Road, La Marque, Texas as well as via teleconference (ZOOM)** for the purpose of considering the following agenda:

(1) CALL TO ORDER

Mayor Hocking called the Special Meeting to order at 6:00 p.m.

(2) ROLL CALL

Bobby Hocking
Robert Michetich
Casey Mc Auliffe

Mayor
Councilmember, District C
Councilwoman, District D

ABSENT:

Keith Bell
Chris Lane

Mayor Pro-Tem – District A
Councilmember, District B

OTHER OFFICIALS PRESENT:

Charles “Tink” Jackson
Derra Purnell
Robin Eldridge

City Manager
City Attorney
City Clerk

(3) PUBLIC HEARING

- a. Conduct Public Hearing to hear public input regarding Ordinance No. **O-2020-0012**, making appropriations for the support of the City of La Marque for the fiscal year beginning October 1, 2020 and ending September 30, 2021 appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; and adopting the annual budget for the City of La Marque for 2020-21 fiscal year
- b. Conduct Public Hearing to hear public input regarding adopting Ordinance No. **O-2020-0013**, levying ad valorem taxes for use and operation of the municipal government of the City of La Marque, Texas for the 2020 tax year; providing for

apportioning each levy for specific purposes; and providing when taxes shall become due and when same shall become delinquent if not paid

- c. Conduct Public Hearing to hear public input regarding adopting Ordinance No. **O-2020-0014**, amending Appendix A, Schedule of Fees and Charges of the Code of Ordinances, City of La Marque, Texas by amending prescribed solid waste collection charges

Mayor closed the Special Meeting and opened the Public Hearing(s) at 6:00 p.m.

No one spoke.

Mayor closed Public Hearing(s) and reconvened the Special Meeting at 6:02 p.m.

(4) NEW BUSINESS

- a. Discussion/possible action regarding adopting Ordinance No. **O-2020-0012**, making appropriations for the support of the City of La Marque for the fiscal year beginning October 1, 2020 and ending September 30, 2021 appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; and adopting the annual budget for the City of La Marque for 2020-21 fiscal year **THIS IS THE SECOND AND FINAL READING**
 - ** Councilmember Michetich made a motion to adopt Ordinance O-2020-0012, on the second and final reading
 - ** Councilwoman Mc Auliffe seconded. After a roll call vote, **MOTION CARRIED UNANIMOUSLY**
- b. Discussion/possible action regarding adopting Ordinance No. **O-2020-0013**, levying ad valorem taxes for use and operation of the municipal government of the City of La Marque, Texas for the 2020 tax year; providing for apportioning each levy for specific purposes; and providing when taxes shall become due and when same shall become delinquent if not paid **THIS IS THE SECOND AND FINAL READING**
 - ** Councilwoman Mc Auliffe made a motion "that the property tax rate be increased by the adoption of a tax rate of 0.550764 which is effectively a 12.54 percent increase in the tax rate." Adopting Ordinance No. O-2020-0013, on the second and final reading.
 - ** Councilmember Michetich seconded. **MOTION CARRIED BY ROLL CALL VOTE of 3 AYES and 2 ABSENT**
- c. Discussion/possible action regarding adopting Ordinance No. **O-2020-0014**, amending Appendix A, Schedule of Fees and Charges of the Code of Ordinances, City of La Marque, Texas by amending prescribed solid waste collection charges **THIS IS THE FIRST READING**

- ** Councilwoman Mc Auliffe made a motion to adopt Ordinance No. O-2020-0014 on the second and final reading.
- ** Councilmember Michetich seconded. After a roll call vote, **MOTION CARRIED UNANIMOUSLY**

(5) ADJOURNMENT

- ** Councilmember Michetich made a motion to adjourn the Special meeting at 6:12 p.m.
- ** Councilwoman Mc Auliffe seconded. **MOTION CARRIED UNANIMOUSLY**

CITY OF LA MARQUE, TEXAS

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC, City Clerk



**CITY OF LA MARQUE
CITY COUNCIL SPECIAL
MEETING MINUTES
of
October 5, 2020**

City Council Minutes of the Special Meeting on Monday, October 5, 2020, beginning at 6:00 p.m. **via teleconference (ZOOM)** for the purpose of considering the following agenda:

(1) CALL TO ORDER

Mayor Hocking called the Special Meeting to order at 6:00 p.m.

(2) ROLL CALL

Bobby Hocking
Keith Bell
Robert Michetich

Mayor
Mayor Pro-Tem- District A
Councilmember- District C

ABSENT:

Chris Lane
Casey Mc Auliffe

Councilmember- District B
Councilwoman- District D

OTHER OFFICIALS PRESENT:

Charles "Tink" Jackson
Derra Purnell
Robin Eldridge

City Manager
City Attorney
City Clerk

(3) NEW BUSINESS

- a. Discussion/possible action regarding adopting Resolution No. **R-2020-0019**, amending Resolution No. R-2020-0015, authorizing the submission of an application for the Community Development Block Grant Mitigation (CDBG-MIT) Hurricane Harvey grant program administered by the Texas General Land Office (GLO)

****** Councilmember Michetich made a motion to adopt Resolution No. **R-2020-0019**, amending Resolution No. R-2020-0015, authorizing the submission of an application for the Community Development Block Grant Mitigation (CDBG-MIT) Hurricane Harvey grant program administered by the Texas General Land Office (GLO)

** Mayor Pro-Tem seconded. **MOTION CARRIED UNANIMOUSLY**

(4) EXECUTIVE SESSION

The City Council for the City of La Marque, Texas reserves the right to adjourn into executive session at any time to discuss any matter listed, as authorized the Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development)

- a. Section 551.071 (Consultation with Attorney) of the Texas Government Code regarding pending litigation: *La Marque EDC v. Texas City Terminal Railway Co.*, Cause No. 20-CV-0633

Mayor Hocking closed the Special Meeting and went into Executive Session at 6:04 p.m.

Mayor Hoking reconvened the Special meeting at 6:57 p.m.

(5) ACTION TAKEN FROM EXECUTIVE SESSION

- a. Discussion/possible action regarding: *La Marque EDC v. Texas City Terminal Railway Co.*, Cause No. 20-CV-0633

There was no action taken from the Executive Session

(6) ADJOURNMENT

It was the consensus of City Council to adjourn he Special meeting at 6:57 p.m.

CITY OF LA MARQUE, TEXAS

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC, City Clerk



CITY COUNCIL AGENDA FORM

Meeting Date: October 12, 2020

Prepared by: Charlene Warren

Agenda item: 4a

Reviewed by: Charlene Warren

Charles Jackson

Department: Administration

AGENDA ITEM DESCRIPTION: Consider recommendation to ratify City Manager's expenditure of \$66,930 from CARES Act funding for protective masks related to COVID-19

X

ATTACHMENTS FOR REFERENCE

1. Ordinance
2. Mask Purchase Invoices

STAFF BRIEFING:

- On June 8, 2020, City Council adopted Ordinance No. O-2020-0003, amending FY 2020 budget for expenditures related to COVID-19
- Although technically not required under the City's procurement policy, ratifying these expenditures will provide for a cleaner audit
- CARES Act funds were applied to these purchases, a total of \$66,930.00 for protective masks for staff and citizens

HISTORY: N/A

TARGET IMPLEMENTATION: October 12, 2020

SIGNIFICANT ACTION DATES: N/A

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other - Ratify Expenditure | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	
Actual Bid	\$66,930.00
Estimated Expenditure	
Acct. Name(s)	Various
Line Item #	Various
Other Funding	CARES Act

STAFF'S RECOMMENDATION: Motion to ratify City Manager's expenditure of \$66,930 from CARES Act funding for protective masks related to COVID-19

FISCAL IMPACT: \$66,930 from CARES Act funds

ORDINANCE O-2020-0003

AN ORDINANCE AMENDING THE CITY OF LA MARQUE 2019-2020 BUDGET DISASTER FUND FOR COVID-19 CRISIS BY INCREASING VARIOUS BUDGET ACCOUNTS' EXPENDITURES AS SET FORTH IN ATTACHED EXHIBIT "A"

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS;

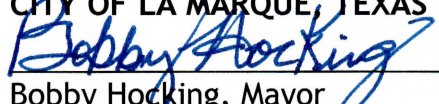
Section 1. That the City La Marque 2019-2020 Fiscal Year Budget is hereby amended for COVID-19 crisis by increasing various accounts' expenditures as set forth in Exhibit "A" attached hereto and made a part hereof.

Section 2. Open Meetings Act. It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, *Chapter 551, Tex. Gov't Code*.

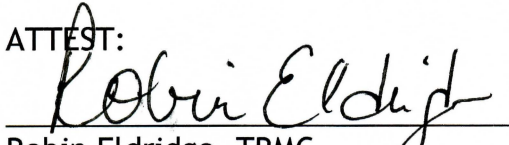
PASSED AND APPROVED by City Council of the City of La Marque, Texas, on this the first reading this the 11th day of May, 2020.

PASSED, APPROVED and ADOPTED by City Council of the City of La Marque, Texas, on this the second and final reading this the 8th day of June, 2020.

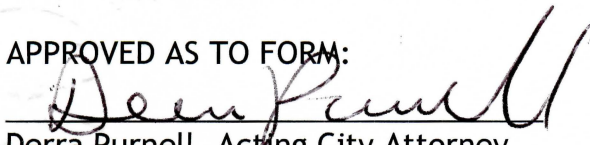
CITY OF LA MARQUE, TEXAS


Bobby Hocking, Mayor

ATTEST:


Robin Eldridge, TRMC
City Clerk

APPROVED AS TO FORM:


Derra Purnell, Acting City Attorney

BUDGET AMENDMENT-COVID-19

EXHIBIT A

Fiscal Year 2019-20

Accounts		Expenditure	Fund Balance	Reasons
70-3020-05-03	R & M building	10,000.00		Sanitizing services-Police facility
70-2010-05-03	Supplies	10,000.00		Supplies for Police
70-2010-06-03	Supplies	10,000.00		Supplies for Fire/EMS
70-2010-01-03	Supplies	50,000.00		Supplies for Administration
70-2010-02-03	Supplies	2,000.00		Supplies for Finance
70-2010-04-03	Supplies	1,000.00		Supplies for Court
70-2010-08-03	Supplies	2,000.00		Supplies for Library
70-2010-12-03	Supplies	5,000.00		Supplies for Public Works
70-2010-03-03	Supplies	1,000.00		Supplies for Development Services
70-2010-33-03	Supplies	1,000.00		Supplies for Code
70-2010-19-03	Supplies	2,000.00		Supplies for EDC
70-2010-21-03	Supplies	1,000.00		Supplies for Utility Billing
70-2010-22-03	Supplies	5,000.00		Supplies for Utilities
70-2401-00-00	Disaster Fund Fund Balance		-100,000.00	

Zephyr Collection LLC.**INVOICE**

Daniel Hoang
71 Sierra Oaks Drive
Sugar Land, Texas 77479
Phone: (832) 767-9237

INVOICE # 266
APRIL 8, 2020

**TO:
City of La Marque**

Michael Matranga
(Attn: Kirk Jackson)
4220 Treadway Rd
Beaumont Texas 77706
k.jackson@cityoflamarque.org
409-457-7374

**SHIP TO:
City of La Marque**

Michael Matranga
(Attn: Kirk Jackson)
4220 Treadway Rd
Beaumont Texas 77706
k.jackson@cityoflamarque.org
409-457-7374

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Daniel Hoang		Kirk Jackson	Courier		COD

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
5,000	FDA/CE FFP2. KN95 Respirator	\$3.95	\$19,750.00
	Unit price inclusive of shipping cost.		

SUBTOTAL	\$19,750.00
SALES TAX	--
SHIPPING & HANDLING	--
TOTAL DUE	\$19,750.00

Make all checks payable to Zephyr Collection LLC.
If you have any questions concerning this invoice,
contact Daniel Hoang, (832) 767-9237, danielhoang01@yahoo.com

Zephyr Collection LLC.**INVOICE**

Daniel Hoang
71 Sierra Oaks Drive
Sugar Land, Texas 77479
Phone: (832) 767-9237

INVOICE # 285
MAY 13, 2020

**TO:
City of La Marque**

Michael Matranga
(Attn: Kirk Jackson)
4220 Treadway Rd
Beaumont Texas 77706
k.jackson@cityoflamarque.org
409-457-7374

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(Attn: Kirk Jackson)
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Beaumont Texas 77706
k.jackson@cityoflamarque.org
409-457-7374

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Daniel Hoang		Kirk Jackson	Courier		COD

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
7700	Disposable 3 Ply Mask	\$0.90	\$6,930.00
	Unit price inclusive of shipping cost.		

SUBTOTAL	\$6,930.00
SALES TAX	--
SHIPPING & HANDLING	--
TOTAL DUE	\$6,930.00

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Zephyr Collection LLC.**INVOICE**

Daniel Hoang
71 Sierra Oaks Drive
Sugar Land, Texas 77479
Phone: (832) 767-9237

INVOICE # 286
MAY 135 2020

TO:
City of La Marque

Michael Matranga
(Attn: Kirk Jackson)
4220 Treadway Rd
Beaumont Texas 77706
k.jackson@cityoflamarque.org
409-457-7374

SHIP TO:
City of La Marque

Michael Matranga
(Attn: Kirk Jackson)
4220 Treadway Rd
Beaumont Texas 77706
k.jackson@cityoflamarque.org
409-457-7374

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Daniel Hoang		Kirk Jackson	Courier		COD

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
12,000	Disposable 3 Ply Mask	\$0.90	\$10,800.00
	Unit price inclusive of shipping cost.		

SUBTOTAL	\$10,800.00
SALES TAX	--
SHIPPING & HANDLING	--
TOTAL DUE	\$10,800.00

Make all checks payable to Zephyr Collection LLC.
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Zephyr Collection LLC.**INVOICE**

Daniel Hoang
71 Sierra Oaks Drive
Sugar Land, Texas 77479
Phone: (832) 767-9237

INVOICE # 289
JUNE 30, 2020

TO:
City of La Marque

Michael Matranga
(Attn: Kirk Jackson)
4220 Treadway Rd
Beaumont Texas 77706
k.jackson@cityoflamarque.org
409-457-7374

SHIP TO:
City of La Marque

Michael Matranga
(Attn: Kirk Jackson)
4220 Treadway Rd
Beaumont Texas 77706
k.jackson@cityoflamarque.org
409-457-7374

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Daniel Hoang		Kirk Jackson	Courier		COD

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
20,000	DISPOSABLE 3 PLY	\$0.90	\$18,000.00
	Unit price inclusive of shipping cost.		

SUBTOTAL	\$18,000.00
SALES TAX	--
SHIPPING & HANDLING	--
TOTAL DUE	\$18,000.00

Make all checks payable to Zephyr Collection LLC.
If you have any questions concerning this invoice,
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Zephyr Collection LLC.**INVOICE**

Daniel Hoang
71 Sierra Oaks Drive
Sugar Land, Texas 77479
Phone: (832) 767-9237

INVOICE # 293
JULY 18, 2020

TO:
City of La Marque

Michael Matranga
(Attn: Kirk Jackson)
4220 Treadway Rd
Beaumont Texas 77706
k.jackson@cityoflamarque.org
409-457-7374

SHIP TO:
City of La Marque

Michael Matranga
(Attn: Kirk Jackson)
4220 Treadway Rd
Beaumont Texas 77706
k.jackson@cityoflamarque.org
409-457-7374

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Daniel Hoang		Kirk Jackson	Courier		COD

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
2600	KN95	\$2.00	\$5,200.00
SUBTOTAL			\$5,200.00
SALES TAX			--
SHIPPING & HANDLING			--
TOTAL DUE			\$5,200.00

Make all checks payable to Zephyr Collection LLC.
If you have any questions concerning this invoice,
contact Daniel Hoang, (832) 767-9237, danielhoang01@yahoo.com

Zephyr Collection LLC.**INVOICE**

Daniel Hoang
71 Sierra Oaks Drive
Sugar Land, Texas 77479
Phone: (832) 767-9237

INVOICE # 303
SEPTEMBER 14, 2020

**TO:
City of La Marque**

Michael Matranga
(Attn: Charles Jackson)
4220 Treadway Rd
Beaumont Texas 77706
k.jackson@cityoflamarque.org
409-457-7374

**SHIP TO:
City of La Marque**

Michael Matranga
(Attn: Charles Jackson)
4220 Treadway Rd
Beaumont Texas 77706
k.jackson@cityoflamarque.org
409-457-7374

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Daniel Hoang		Charles Jackson	Courier		COD

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
10,000	DISPOSABLE 3 PLY	\$0.60	\$6,000.00
	Unit price exclusive of shipping cost.		

SUBTOTAL	\$6,000.00
SALES TAX	--
SHIPPING & HANDLING	\$250.00
TOTAL DUE	\$6,250.00

Make all checks payable to Zephyr Collection LLC.
If you have any questions concerning this invoice,
contact Daniel Hoang, (832) 767-9237, danielhoang01@yahoo.com



CITY COUNCIL AGENDA FORM

Meeting Date: October 12, 2020

Prepared by: Derra Purnell

Agenda item: 5a

Reviewed by: Charlene Warren/

Charles Jackson

Department: Legal

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding adopting Ordinance No. **O-2020-0015**, amending Chapter 2, "Administration," Article IV, "Purchasing," of the Code of Ordinances, of the City of La Marque, Texas and adopting an updated Procurement Policy **THIS IS THE FIRST READING**

X

ATTACHMENTS FOR REFERENCE

1. Ordinance and Exhibit A – Procurement Policy

STAFF BRIEFING:

- Council adopted a new procurement policy in February of this year at the request of the grant administrator at the time
- A more detailed update was expected following review of the policy by the Finance Director, City Manager and Acting City Attorney
- GrantWorks, the City's new grant administrator, has requested the City adopt a new procurement policy that complies with additional requirements for federal procurement
- The attached ordinance includes the suggested changes from GrantWorks, and detailed updates to the City's procurement policy and applicable code provisions based on review by the City Manager, Finance Director and City Attorney
- This ordinance makes several clarifications to the City's procurement process, including updates to all purchasing authorization limits so that these limits align with state and federal levels
- By having purchasing authorization levels at the "triggering points" for certain requirements, the Finance Director, City Manager and City Attorney can efficiently review purchase requests for compliance with the policy
- Aligning purchasing authorization levels with state and federal limits the cities liability exposure, compared with previous procurement policies and City code provisions
- This ordinance only allows purchasing authorizations when funds have been budgeted and approved by Council; unbudgeted items (other than emergency purchases) still require Council approval regardless of the amount

HISTORY:

2/10/20 - City Council adopted a new procurement policy

TARGET IMPLEMENTATION: **11/9/20** - Upon Second reading of Ordinance

SIGNIFICANT ACTION DATES: N/A



CITY COUNCIL AGENDA FORM

ACTION:

- | | |
|--|---|
| ☒ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☐ Other | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name(s)	
Line Item #	
Other Funding	

STAFF'S RECOMMENDATION: Motion to adopt Ordinance No. **O-2020-0015**, amending Chapter 2, "Administration," Article IV, "Purchasing," of the Code of Ordinances, of the City of La Marque, Texas and adopting an updated Procurement Policy **THIS IS THE FIRST READING**

FISCAL IMPACT: N/A

ORDINANCE NO. O-2020-0015

AN ORDINANCE OF THE CITY COUNCIL OF LA MARQUE, TEXAS AMENDING CHAPTER 2, "ADMINISTRATION," ARTICLE IV, "PURCHASING," OF THE CITY CODE OF ORDINANCES; ADOPTING AN UPDATED PROCUREMENT POLICY; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the purchasing and contracting authority of municipalities is subject to numerous state and federal laws, including Local Government Code § 252.001 *et seq.*; and

WHEREAS, the City of La Marque Charter contains additional requirements for expenditures of City funds; and

WHEREAS, the City has been requested to adopt an updated procurement policy as part of the grant submittal process: and

WHEREAS, the City Council finds it to be in the best interests of the City to update the City Code and procurement policy to align with state and federal requirements and authorizations for purchases;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS:

Section 1. That, Article IV, "Purchasing," of Chapter 2, "Administration," of the City of La Marque Code of Ordinances is hereby amended to read as follows:

"ARTICLE IV. - PURCHASES

Sec. 2-180. - General provisions.

The procurement policy of the city and that which is to be followed by the finance department and the purchasing agent shall be to obtain the most goods and services at the least cost to the city, in compliance with state and federal law. The city manager shall promulgate a purchasing policy pursuant to Section 8.12 of the City Charter, subject to approval by city council. The City Manager shall promulgate procurement guidelines and manuals as needed to ensure compliance with this Article and the City's procurement policy.

Sec. 2-181. - Purchase authorization levels; Required approvals.

All purchases shall comply with the following authorization levels except as otherwise required by state or federal law:

Purchase Amount	Approvals Required
\$0—\$2,999	Department Director, Finance Director through requisition process, subject to oversight by City Manager and compliance with procurement and personnel policies

\$3,000—\$49,999	City Manager, Finance Director, Department Director through requisition, purchase order, check request or other formal advance approval processes, subject to compliance with procurement and personnel policies
\$50,000 or more	City Council, City Manager, Finance Director, Department Director in compliance with state and federal procurement laws, City Charter, and procurement policies

Sec. 2-182. - Budget appropriation required.

Any commitment to acquire goods or services for which budgeted funds have not been appropriated, unless such purchase qualifies as an emergency purchase under the City's adopted procurement policy, is prohibited.

Sec. 2-183. - Partial purchases prohibited.

Partial purchases shall not be made for the purpose of placing any purchase or the contract for purchases within any cost bracket, and all purchases shall be in sufficient quantities to meet requisition needs.

Sec. 2-184. - Method of taking competitive quotations and bids.

- (a) Competitive quotations shall be taken by the purchasing agent when required by this article or by the City's adopted procurement policy by informal cost quotations from uniform specifications from at least three vendors, when obtainable.
- (b) Bids shall be taken for capital improvements costing more than \$1,000.00 in accordance with section 8.14 of the Charter of the city.

Sec. 2-185. - Payment by credit card, processing fee and service charge.

- (a) The finance director, or his/her designee, is hereby authorized to accept payment by credit/debit card for a fee, fine, court cost or other charge imposed by all city departments.
- (b) The finance director shall set a processing fee in an amount that is reasonably related to the expense incurred in processing the payment by credit/debit card. The processing fee shall not exceed five percent of the amount of the fee, fine, court cost or other charge being paid.
- (c) If a payment by credit/debit card of a fee, fine, court cost or other charge authorized herein is not honored by the credit/debit card company on which the funds are drawn, the finance director, or his/her designee, shall collect a service charge from the person who owes the fee, fine, court cost or other charge. The service charge is in addition to the original fee, fine, court cost, or other charge and is for the collection of that original amount. The amount of the service charge shall equal the fee charged for the collection of a check drawn on an account with insufficient funds.
- (d) The finance director, or his/her designee, shall deposit all processing fees and service charges in the general fund of the city."

Section 2. Adoption of Procurement Policy. The “CITY OF LA MARQUE PROCUREMENT POLICY FOR GOODS, SERVICES AND CONTRACTS” attached as Exhibit “A” to this Ordinance and incorporated by reference is hereby adopted as the procurement policy for the City, pursuant to Section 2-180 of the City of La Marque Code of Ordinances.

Section 3. Repeal. This ordinance is intended to be cumulative and shall not repeal any provision of a previous ordinance or City Code provision, except to the extent that a provision is inconsistent and cannot be reconciled with this ordinance.

Section 4. Severability. In the event any clause, phrase, provision, sentence) or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it is the intention of the City Council that the invalidity or unconstitutionality of the one or more parts shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision other than the part declared to be invalid or unconstitutional; and the City Council of the City of La Marque, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 5. Publication and Effective Date. This ordinance shall be effective immediately upon adoption, public hearing in accordance with Section 2.19 of the City Charter, and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the penalty for violating this ordinance in accordance with Chapter 52 of the Texas Local Government Code and Article II of the City Charter.

PASSED, AND APPROVED by the City Council of the City of La Marque on First Reading this _____ day of October 2020; and

PASSED, APPROVED, AND ADOPTED by the City Council of the City of La Marque on Second and Final Reading this ____ day of _____, 2020.

CITY OF LA MARQUE, TEXAS

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC, City Clerk

APPROVED AS TO FORM:

Derra Leigh Purnell, City Attorney

Exhibit "A"

CITY OF LA MARQUE PROCUREMENT POLICY FOR GOODS, SERVICES AND CONTRACTS

Adopted February 10, 2020
Amended and adopted October 12, 2020

- I. **PURPOSE.** The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the City of La Marque at the lowest possible price or best value when allowed under state and federal law and appropriate to the type of good or service procured, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing. This policy is adopted pursuant to Section 8.12 of the City Charter and Section 2-180 of the City of La Marque Code of Ordinances ("City Code") and is intended to be cumulative with the requirements of Chapter 2, Article IV "Purchasing" of City Code and all applicable provisions of City Charter.
- II. **SMALL, MINORITY, WOMEN-OWNED, AND HISTORICALLY UNDERUTILIZED BUSINESSES:** Whenever possible, qualified small, minority and women-owned businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and women-owned businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. *The City may exercise a preference for local businesses for purchases funded exclusively by the City, but only if such a preference does not result in unreasonable prices or rates due to a lack of competition.* For purchases funded in whole or in part with federal funding, the City may not exercise a preference for local businesses. Provided, further, before the City makes an expenditure of \$3,000 or more but less than \$50,000, the City shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the comptroller pursuant to Chapter 2161, Government Code. See also Tex. Loc. Gov't Code Sec. 252.0215.
- III. **CODE OF CONDUCT.** Employees, officers, and agents of the City who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer or agent of the City shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
 - the employee, officer or agent,
 - any member of his or her immediate family,
 - his or her partner, or
 - an organization that employs, or is about to employ, any of the above, has a financial or personal interest in the firm/vendor selected for an award. See Tex. Loc. Gov't Code Ch. 171; 2 CFR 200.318 – 2 CFR 200.326 and Appendix II to Part 200.

An employee, officer or agent of the City who is involved in the procurement and selection of a bid or purchase and who has a real or apparent conflict of interest must disclose that conflict of interest within the context of a duly-posted City Council meeting that occurs before the bid selection or purchase takes place. Such disclosure must be documented as required by law, including but not limited to disclosure in the minutes for the applicable Council meeting which shall be retained as part of the official record surrounding the bid or purchase. If required by state law, the officer or employee shall file an affidavit and/or conflict of interest questionnaire with the City Clerk disclosing the substantial interest or conflict of interest. See Tex. Loc. Gov't Code Sec. 171.004; Tex. Loc. Gov't Sec. 176.006.

Officers, employees, and agents of the City will not solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

Officers, employees, and agents who fail to follow the above Code of Conduct may be sanctioned or disciplined, to the extent permitted by law, for violations of the above standards.

IV. DOCUMENTATION. Records documenting the procurement process for any Minor or Major purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or project was funded with federal grants, or until the completion of any litigation, claim negotiation, audit, or other action involving the records, whichever is longer. Otherwise, records shall be maintained by the City in accordance with the retention and disposition schedules as set by the State of Texas or the City's local records retention schedule, whichever is greater.

V. AUTHORIZED PURCHASING AUTHORITY AND PROCEDURES.

Authorized Agents: Authorized Agents are responsible for ensuring that the best possible price and quality are obtained with each purchase and shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies, and services in accordance with 2 CFR 200.318(d). Agents shall also ensure that competition is not restricted with (i) limits on the geographic location of vendors unless otherwise allowed under state and federal law as applicable to the specific procurement of the good or service, (ii) with unreasonable requirements or qualifications placed on vendors, or (iii) by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

Authorized Purchasing Methods: In accordance with 2 CFR Section 200.320 and state procurement law, all purchases by the City of La Marque shall follow one of the following methods, unless specifically state as an exception under state and federal law: (1) procurement by micro-purchases, (2) procurement by small purchase procedures, (3) procurement by sealed bids, (4) procurement by competitive proposals, or (5) procurement by noncompetitive proposals. A cost or price analysis must be conducted in connection with every procurement action more than the federal

Simplified Acquisition Threshold including contract modifications (2 CFR 200.323). The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, an independent estimate must be made before receiving bids or proposals. 2 C.F.R. § 200.323(a). Cost analysis is the evaluation of the separate elements (e.g., labor, materials, etc.) that make up a contractor's total cost proposal or price (for both new contracts and modifications) to determine if they are allowable, directly related to the requirement and ultimately, reasonable. Price analysis is essentially price comparison. It is the evaluation of a proposed price (i.e., lump sum) without analyzing any of the separate cost elements of which it is composed. Federal Guidelines require negotiations of profit as a separate element of the price for each contract and modification in which there is no price competition and, in all cases, where cost analysis must be performed. 2 C.F.R. § 200.323(b).

Micro-purchases. Department Directors may make purchases up to \$2, with the prior approval of the Finance Director , provided those purchases are limited to the amount of the budget approved by the City Council and such purchases comply with this Policy. Department Directors shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies, and services in accordance with 2 CFR 200.318(d).

Small Purchases. The City Manager may make purchases up to \$49,999 without prior approval from the City Council if within the amount of the budget approved by the City Council. Although not required except where expressly stated in this Policy, competitive quotes from at least three vendors should be obtained unless the purchase would fall under an exception to sealed bid requirements if it was over \$50,000 or is an emergency purchase for which time to obtain quotes from multiple vendors would result in a danger to public health or safety. The City Manager should use a competitive bid process whenever practicable for purchases between \$25,000 and \$49,999.

All Other Purchases. All purchases at or over \$50,000 require prior approval of the City Council, and any purchases for unbudgeted goods or services. The City Manager shall review all proposed procurements over \$2,999. to avoid unnecessary or duplicative purchases of equipment, supplies, and services in accordance with 2 CFR 200.318(d). The City should ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices. Purchases with a value of \$50,000.00 (which is the large purchase or simplified acquisition threshold under federal regulations) or more must follow a sealed bid process as outlined below, or one of the alternative procurement methods if the purchase qualifies. The simplified acquisition threshold for federal procurement actions is currently set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908 as \$50,000, but this threshold is periodically adjusted for inflation. See 2 C.F.R. §200.88. A cost or price analysis must be conducted in connection with every procurement action more than the federal Simplified Acquisition Threshold including contract modifications (2 CFR 200.323). Purchases at or exceeding \$50,000, and construction projects of any value that are funded with federal dollars, must follow a sealed bid process as outlined in 2 CFR 200.318-326 (see Appendix A) and follow any procurement guidance as outlined in any applicable grant agreement. In addition, for any grant agreement or construction

project that is funded with federal or grant funds, a pricing analysis should be completed by a qualified consultant or professional prior to issuing as request for proposals to ensure that there is a reasonable estimate against which to compare bid proposal pricing.

Historically Underutilized Businesses. Provided, further, before the City makes an expenditure of \$3,000 or more but less than \$50,000, the City shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the comptroller pursuant to Chapter 2161, Government Code. See Tex. Loc. Gov't Code Sec. 252.0215. If federal funding is used for purchases between \$3,000 (\$2,000 in the case of construction projects subject to Davis Bacon requirements) and \$150,000, price or rate quotes must be obtained from two or more qualified sources as described in Section II of this Policy. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:

- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

VI. SEALED BID PROCESS. The sealed bid process shall be initiated by the issuance of a Request for Bids prepared by the City Manager's office or its designee. Notice of the Request for Proposal/Qualifications shall be made by letters to known providers soliciting bid responses, advertisements posted in at least one public location within the City and on the City's website, and advertisements placed in a newspaper of general circulation in the region.

Bid Specifications. A list of bid specifications shall be prepared for each purchase and shall be available for inspection at City Hall. A vendor that intends to respond to the Request for Proposals, Request for Qualifications and/or Invitation for Bid may not participate in the development or drafting of specifications, requirements, statements of work, or invitations for bids or requests for proposals, including, but not limited to, the development of the scoring criteria, the final selection of firms to be contacted, or the scoring of proposals. Bid specifications shall include:

- a. Bid name.
- b. Bid submission deadline.
- c. Date, location, and time of bid opening.
- d. Specifications for the project or services including quantity, design, and performance features.
- e. Bond and/or insurance requirements.
- f. Any special requirements that are unique to the project or purchase.
- g. Delivery or completion date.

- h. For construction projects, the language that sets a requirement for a bid guarantee in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally grant-funded, the bidders must also include costs for Davis Bacon compliance if that is a requirement of the federal agency providing the funding.
- i. For construction projects over \$2,000, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at <http://www.wdol.gov/dba.aspx>) and must comply with the Davis Bacon Act.
- j. Language that reserves for the selection committee the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the City's interest. The selection committee reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract. Once a Request for Bids has been issued, the bid specifications will be available for inspection at City Hall.
- k. If a "brand name" product is specified, an equal or like product is acceptable, provided the product performs and is manufactured to the same specifications as the listed product.

Bid Submission. All bids must be submitted in sealed envelopes, addressed to the City in care of the City Clerk, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

Bid Opening. Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the City Clerk. The bid opening will include the name and address of bidder; for lump-sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

Criteria For Bid Selection. In evaluating bids, the selection committee will consider the following criteria:

- a. Price.
- b. Bidder's ability to perform within the specified time limits.
- c. Bidder's experience and reputation, including a past performance for the City.
- d. Quality of the materials and services specified in the bid.
- e. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.

- f. Bidder's financial responsibility.
- g. Bidder's availability to provide future service, maintenance, and support.
- h. Nature and size of the bidder.
- i. Contract provisions that are acceptable to the City.
- j. For construction projects over \$2,000, the contractor's indication of acceptance of wages in the current wage determination provided as part of the Request for Bids.
- k. Any other factors that the selection committee determines are relevant and appropriate in connection with a given project or service.

In addition to the above, in the case of a contract supported by federal funds, the additional criteria shall apply:

- l. There shall be no preference exercised for local contractors or suppliers.
- m. Minority and women-owned businesses must be included in the solicitation list for the request for proposal.
- n. The City will not select a bidder who is listed on the Excluded Parties List System website (<https://www.sam.gov>).

VII. CHANGE ORDERS. If specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the City must sign the change order.

VIII. EXCEPTIONS TO SEALED BID PROCESS. The following exceptions may apply, however, there must be written documentation created and maintained that outlines the process and rationale for each use of such exceptions:

Competitive Proposals. If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors pursuant to an alternative purchasing method authorized under State law, a competitive proposal process shall be initiated by the issuance of a Request for Proposal (RFP) or Request for Qualifications (RFQ). RFQs / RFPs shall include the factors that will be used to evaluate and compare the proposals or qualifications. Proposals or qualifications shall be obtained from an adequate number of qualified sources (at least three vendors) to ensure that the City has received a fair and reasonable price and all notification and record-keeping requirements of the sealed bid process shall be followed. If architectural or engineering services are being solicited, this process should be used with the most qualified firm or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be followed except that: 1) the bid submission need not be sealed, and 2) price will not be the primary factor in the proposal selection.

Sole Source Purchases. If it is determined that there is only one possible source for a proposed purchase, the City Council, or the City Manager to the extent the purchase is within the City Manager's purchasing authority as delegated by City Council, may waive the bid process and authorize the purchase from the sole source. Justification for all sole source purchases should be provided with the requisition, including:

- a) Other entities that offer similar products or services;
- b) Reasons the competing products or services do not meet the required specifications;
- c) At least 2 other entities contacted regarding availability of this product or service;
- d) Features or functions of the product or service that are essential to the need; and
- e) How the stated features or functions are essential to the need and use of the product or service.

Recurring Purchases. If the total value of a recurring purchase of a good or service is anticipated to exceed \$50,000.00 during any fiscal year, where practicable the bid process shall be utilized and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder(s) without the necessity of additional bids, until such time as the City Council votes to initiate a new bid process.

Emergency Purchases. The City Council may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency purchases should be made in accordance with state law provisions applicable to the emergency. Emergency expenditures may include immediate repair or maintenance of City property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important City services. The bid process, subject to accelerated timelines, should be complied with to the extent practicable based on the nature of the public emergency and the information known at the time the purchase is initiated. Contracts, including emergency contracts, must include the required contract clauses (2 C.F.R. 200.326 & Appendix II);

- Contracts must include the Federal and state bonding requirements if the contract is for construction or facility improvement (2 C.F.R. 200.325) or public works (Chapter 2253, Tex. Gov't Code);
- Contracts must be awarded to a responsible contractor (2 C.F.R. 200.318(h));
- a cost or price analysis must be completed to determine that the cost or price of the contract is fair and reasonable; (2 C.F.R. 200.323(a) and (b));
- The use of cost-plus-percentage-of-cost contracting is prohibited (2 C.F.R. 200.323(c)); and
- Use of time and materials contracts are strongly discouraged, but if used, must comply with 2 C.F.R. 200.318(j).

Professional Services. The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services.

Federally funded non-competitive purchases for \$150,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

2 CFR 200, Appendix A:

All departments shall follow the established CFR 200 Uniform Administrative Guidance Procurement Standards sections 200.317 through 200.326 and will work in conjunction with the local, state, and federal entities to ensure compliance.

During and or after an emergency/disaster, the City will follow policy in accordance with CFR 200 Uniform Administrative Guidance Procurement Standards sections 200.317 through 200.326.

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of: (i) The actual cost of materials; and (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

§200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be free from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

- (7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient

requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable,

consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.324 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.



CITY COUNCIL AGENDA FORM

Meeting Date: October 12, 2020

Prepared by: Chief Kirk Jackson

Agenda item: 5b

Reviewed by: Charlene Warren

Charles Jackson

Department: Police

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding adopting Ordinance No. **O-2020-0016**, amending Section 44-14, "Noises as Public Nuisances," of Chapter 44, "Miscellaneous Offenses And Provisions," of the Code of Ordinances, City of LaMarque, Texas **THIS IS THE FIRST READING**

☒

ATTACHMENTS FOR REFERENCE

1. Proposed Ordinance
2. Current City Code Provisions

STAFF BRIEFING:

- The La Marque Code of Ordinances, Section 44-14, prohibits specific noises as public nuisances
- The ordinance does not address sources of noise that are harmful to the well-being of the citizens, other than the sources prohibited by ordinance
- Recent concerns brought forth by citizens, and at the request of City Council, led City staff to identify needed changes to Section 44-14
- The proposed revisions to Section 44-14 have been reviewed and approved by the City Attorney

HISTORY:

July 2016 - The La Marque City Ordinance addressing noises as public nuisances was last amended

TARGET IMPLEMENTATION: After adoption of a proposed ordinance on First Reading, conducting a Public Hearing, and adoption of the Ordinance on the Second Reading

SIGNIFICANT ACTION DATES:

May 15, 2017 - First reading of proposed ordinance; item tabled

Cost Details:	
Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name(s)	
Line Item #	



CITY COUNCIL AGENDA FORM

ACTION:

- | | |
|--|---|
| ☒ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☐ Other | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Other Funding	
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STAFF'S RECOMMENDATION: Motion to adopt Ordinance No. **O-2020-0016**, amending Section 44-14, "Noises as Public Nuisances," of Chapter 44, "Miscellaneous Offenses And Provisions," of the Code of Ordinances, City of La Marque, Texas

FISCAL IMPACT: N/A

ORDINANCE NO. O-2020-0016

AN ORDINANCE OF THE CITY COUNCIL OF LA MARQUE, TEXAS AMENDING CHAPTER 44, "MISCELLANEOUS OFFENSES AND PROVISIONS," ARTICLE I, "IN GENERAL," SECTION 44-14, "NOISES AS PUBLIC NUISANCES," OF THE CODE OF ORDINANCES OF THE CITY OF LA MARQUE, TEXAS; PROVIDING A PENALTY NOT TO EXCEED \$500 FOR EACH VIOLATION; ESTABLISHING AN EFFECTIVE DATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS:

Section 1. That, Section 44-14, Noises as Public Nuisances, of Chapter 44, Miscellaneous Offenses and Provisions, Article I, In General, is amended to read as follows:

"Sec. 44-14. - Noises as public nuisances.

(a) *Enumeration of specific loud noises.*

- (1) No person(s) may play any musical type apparatus inside or outside a residence or business so that the sound is plainly audible at a distance of 50 or more feet outside of the building or structure from source of noise or sound.
- (2) No person(s) shall sound any horn or signal device on any automobile, motorcycle, or other vehicle while not in motion, except as a danger signal if another vehicle is approaching apparently out of control or in motion only as a danger signal after or as brakes are being applied and deceleration of vehicle is intended; the creation by means of any signal device plainly audible at a distance of 50 or more feet.
- (3) The keeping of any animal or bird causing a frequent or long-continued noise plainly audible at a distance of 50 feet or more constitutes a nuisance.

(b) *Unreasonable noises, residential zoning.*

- (1) In all areas zoned for residential use, the creation of any unreasonably loud noise which causes distress, discomfort or injury to persons of ordinary sensibilities in the immediate vicinity thereof is hereby declared to be a nuisance and is hereby prohibited.
- (2) Any noise of such character, intensity and continued duration which substantially interferes with the comfortable enjoyment of any dwelling in an area zoned for residential use by persons of ordinary sensibilities is also declared to be a nuisance and is hereby prohibited.

(c) *Unreasonable noises, commercial and industrial zoning*

- (1) In areas zoned for commercial or light industrial use, the creation of any unreasonably loud noise which causes material distress, discomfort or injury

to persons of ordinary sensibilities in the immediate vicinity thereof is hereby declared to be a nuisance and is hereby prohibited when such noise emanates from inside or on the premises of a house, hotel, apartment or other dwelling place.

- (2) Noise emanating from any premises in an area zoned for commercial or light industrial use is hereby deemed reasonable and permissible when it is associated with the ordinary operation of an amusement, business, industry or commerce and such business is being conducted in accordance with all city ordinances and permit requirements.

(d) *Noise near schools, courts, hospitals, place of worship, etc.*

The creation of any excessive, unreasonable or unnecessary noise on any street adjacent to any school, place of worship, institution of learning or court while the same is in session, or adjacent to any hospital, convalescent, old age or rest home, which unreasonably interferes with the workings of such institution or may interfere with the comfort of patients within such institution, is hereby prohibited, if conspicuous signs or other evidence indicating the presence of such school, court, hospital, convalescent, old age or rest home are displayed, giving the public adequate notice of the presence of such institution.

(e) *Permit required for outdoor sound equipment.*

No person shall use or cause to be used any loudspeaker, loudspeaker system, sound amplifier or any other machine or device which produces, reproduces, or amplifies sound outside of buildings or other enclosed structures without first obtaining a permit to do so except as provided for in subsection 44-14(f). Such permit:

- (1) May be made by making application to the Chief of Police.
- (2) Is valid for one 15-hour period between the hours of 9:00 a.m. and 12:00 a.m.
- (3) Shall only permit the amplification of either music and/or human speech.
- (4) Shall be applied for no later than five working days prior to the date for which the permit is being sought.

The application for the permit required to be filed pursuant to this section shall contain the following information:

- (1) The date of the application.
- (2) The date for which the permit is requested.
- (3) The name and address of the applicant.
- (4) The name and address of the person who will have charge of the sound amplifying equipment.
- (5) The purpose for which the sound equipment will be used.
- (6) The address and/or a description of the location where the sound equipment will be used.

- (7) The anticipated number of persons and or spectators who will be in attendance.
- (8) If security will be provided, the company which will be providing the site security.

(f) Defenses.

The following defenses shall apply to any offense established in this article:

- (1) The emission of any sound was for the purpose of alerting persons to the existence of an emergency, danger or attempted crime;
- (2) The sound was produced by an authorized emergency vehicle;
- (3) The sound was produced by emergency work necessary to restore public utilities, or to restore property, to a safe condition, or to protect persons or property from imminent danger, following a fire, accident or natural disaster;
- (4) The sound was generated at a lawfully scheduled stadium event, by a parade and spectators and participants on the parade route during a permitted parade, or by a pyrotechnic display that was inspected and approved by the fire marshal;
- (5) The sound was generated by spectators and participants of any outdoor event, fun run, race, festival, fiesta, or concert which was sponsored, cosponsored, or permitted by the city; or
- (6) Any other lawful activity which constitutes protected expression pursuant to the First Amendment of the United States Constitution.
- (7) The sound was produced by the erection, excavation, construction, demolition, alteration, or repair work, or the permitting or causing thereof, of any street, building or other structure, or the operation or the permitting or causing the operation of any tools or equipment used in any such activity conducted during the hours and days such work is authorized under City Code.
- (8) The sound was produced by aircraft in flight or in operation at an airport, or railroad equipment in operation on railroad rights-of-way.
- (9) The sound was generated as authorized under the terms of a permit issued under this article.
- (10) The sound was produced by church bells or church chimes when used as part of a religious observance or service during daytime hours and which did not exceed five continuous minutes in duration in any one-hour period.
- (11) The sound was produced by a sound amplification system on the property of a commercial business and the sound does not extend beyond the property under control of the commercial business from which the sound is being produced.

(g) *Penalty.* The violation of any provision of this Article shall be unlawful and, upon conviction, punishable as a Class -C misdemeanor subject to a fine not exceeding \$500.00. Each occurrence of a violation and each day that a violation continues shall constitute a separate offense.”

Section 2. Repeal. This ordinance is intended to be cumulative and shall not repeal any provision of a previous ordinance or City Code provision, except to the extent that a provision is inconsistent and cannot be reconciled with this ordinance.

Section 3. Severability. In the event any clause, phrase, provision, sentence) or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it is the intention of the City Council that the invalidity or unconstitutionality of the one or more parts shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision other than the part declared to be invalid or unconstitutional; and the City Council of the City of La Marque, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 4. Publication and Effective Date. This ordinance shall be effective immediately upon adoption, public hearing in accordance with Section 2.19 of the City Charter, and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the penalty for violating this ordinance in accordance with Chapter 52 of the Texas Local Government Code and Article II of the City Charter.

PASSED, AND APPROVED by the City Council of the City of La Marque on First Reading this _____ day of October 2020; and

PASSED, APPROVED, AND ADOPTED by the City Council of the City of La Marque on Second and Final Reading this ____ day of _____, 2020.

CITY OF LA MARQUE, TEXAS

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC, City Clerk

APPROVED AS TO FORM:

Derra Leigh Purnell, City Attorney

Sec. 44-14. - Noises as public nuisances.

(a) *Enumeration of specific loud noises.*

- (1) No person(s) may play any musical type apparatus inside or outside a residence or business so that the sound is plainly audible at a distance of 50 or more feet outside of the building or structure from source of noise or sound without first obtaining a permit to do so as provided in section (b) below.
- (2) No person(s) shall sound any horn or signal device on any automobile, motorcycle, or other vehicle while not in motion, except as a danger signal if another vehicle is approaching apparently out of control or in motion only as a danger signal after or as brakes are being applied and deceleration of vehicle is intended; the creation by means of any signal device plainly audible at a distance of 50 or more feet.
- (3) The keeping of any animal or bird causing a frequent or long-continued noise plainly audible at a distance of 50 feet or more constitutes a nuisance. Refer to existing Galveston County Health District Rules for animal control, section .028(b).

(b) A permit is required for the use of outdoor sound amplification equipment for special events such as concerts, civic or church events or an event which invokes rights pursuant to the First Amendment of the United States Constitution. Such permit:

- (1) May be made by making application to the chief of police.
- (2) Is valid for one 15-hour period between the hours of 9:00 a.m. and 12:00 a.m.
- (3) Shall only permit the amplification of either music and/or human speech.
- (4) Shall be applied for no later than five working days prior to the date for which the permit is being sought.

(c) The application for the permit required to be filed pursuant to this section shall contain the following information:

- (1) The date of the application.
- (2) The date for which the permit is requested.
- (3) The name and address of the applicant.
- (4) The name and address of the person who will have charge of the sound amplifying equipment.
- (5) The purpose for which the sound equipment will be used.
- (6) The address and/or a description of the location where the sound equipment will be used.
- (7) The anticipated number of persons and or spectators who will be in attendance.

- (8) If security will be provided, the company which will be providing the site security.
- (d) *Penalty.* The violation of any provision of this section shall be unlawful and a misdemeanor offense, punishable by a fine not exceeding \$500.00. Each referral and each day a violation of this section continues shall constitute a separate offense.
- (e) *Severability.* Severability is intended throughout and within this article. If any provision, including any section, paragraph, sentence, clause, phrase or word or the application thereof to any person or circumstances is held invalid, the application to other persons or under other circumstances shall not be affected thereby and the validity of the provision in any and all other respects shall not be affected thereby. It is intended that this provision be held inapplicable in any case if such exists, where its application would be unconstitutional construction hereof is intended and shall be given. There is no intent herein to violate either the Texas Constitution or the Constitution of the United States.

(Ord. No. O-2016-0010, §§ 1,2, 7-11-2016)

Editor's note— Ord. No. O-2016-0010, §§ 1 and 2, adopted July 11, 2016, repealed and reenacted § 44-14, as set out herein. Former § 44-14 pertained to similar subject matter and derived from Code 1972, § 11-11; Ord. No. 740; and Ord. No. 909, § 11-11, adopted Feb. 25, 2002.



CITY COUNCIL AGENDA FORM

Meeting Date: October 12, 2020

Prepared by: Colleen Martin

Agenda item: 5c

Reviewed by: Charlene Warren

Charles Jackson

Department: EDC

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding direction to the Public Relations Specialist on the development of a draft three-year communication plan

X

ATTACHMENTS FOR REFERENCE

1. Sample Ad Hoc Committee Invitation
2. Sample Communication Plans created from CPC Program
3. Certified Public Communicator Program Info

STAFF BRIEFING:

- As part of the Certified Public Communicator Program (CPC) at TCU, a three-year communication plan must be completed as a deliverable
- The CPC program is similar to the Certified Public Manager (CPM) Program but tailored to communication professionals
- Colleen Martin, as the EDC's Public Relations Specialist, proposes to develop a three-year communication plan for the City of La Marque as the deliverable for the CPC program and as a draft plan that can be adopted by Council at their discretion
- Development of a Communication Plan addresses four Critical Issues in the 2015 – 2022 Strategic Economic and Community Development Plan, including:
 - o Critical Issue 4: Community Image
 - o Critical Issue 5: Economic Development
 - o Critical Issue 7: Communication
 - o Critical Issue 10: Quality of Life Issues
- The Public Relations Specialist proposes the following next steps:
 - 1) Send invitation to a small group of city staff, community and business leaders, and any City Council members that might be able to participate in forming an ad hoc committee;
 - 2) Analysis of La Marque's needs in a three-year communication plan
 - 3) Presentation to Council of options for the draft communication plan
 - 4) Development of the draft communication plan
 - 5) Presentation of finished plan to Council for comment and additional direction if future adoption and implementation may be desired
- The Public Relations Specialist is seeking comment on the proposed next steps and further direction from City Council on how to proceed
- All fees and travel costs associated with the CPC Program are being funded by LMEDC



CITY COUNCIL AGENDA FORM

HISTORY: N/A

TARGET IMPLEMENTATION: October 12, 2020

SIGNIFICANT ACTION DATES: N/A

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other - Ad Hoc Committee | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name(s)	
Line Item #	
Other Funding	

STAFF'S RECOMMENDATION: Dependent upon Council's direction

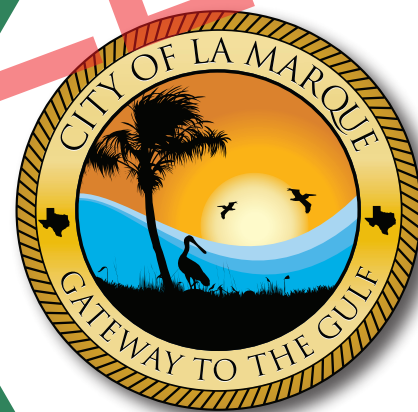
FISCAL IMPACT: None

AD HOC COMMITTEE INVITATION

Building a strategic communication plan
for the City of La Marque.

ANSWER SURVEYS
ATTEND ZOOM CHECK-INS
PARTICIPATE IN FOCUS GROUPS
PROVIDE GUIDANCE & FEEDBACK

Help build a plan that
works for La Marque.



Timeline:
OCTOBER 2020
to SUMMER 2021

ABOUT CPC at TCU

The Certified Public Communicator® Program is a post-baccalaureate, graduate-level program from TCU's Department of Strategic Communication.

The CPC program at TCU offers leadership training and education for public information managers and communication professionals working for cities, counties, school districts, and other public and public-private agencies and organizations. The program encompasses the complexities, challenges, and importance of public communication to citizens and stakeholders.

Students graduate from the program with three-year communication plans and policies for their organizations, which are put into action during the year with time for testing and revisions before graduation. Organizations that send their managers and communicators to the program receive tested communication plans including social media policies, research-based strategies and tactics and crisis plans.

<https://schieffercollege.tcu.edu/stratcomm/resources/cpc-program/>

La Marque Economic Development Corporation is investing in Public Relations Specialist Colleen Martin through Texas Christian University's Certified Public Communicator program.

Please consider this invitation to join an ad hoc committee that will oversee development of a three-year communication plan for the City of La Marque.

We consider you a stakeholder in the success of this plan and we need your help to shape the future of La Marque's communication strategy.



BOB SCHIEFFER
COLLEGE of COMMUNICATION





MANSFIELD TEXAS

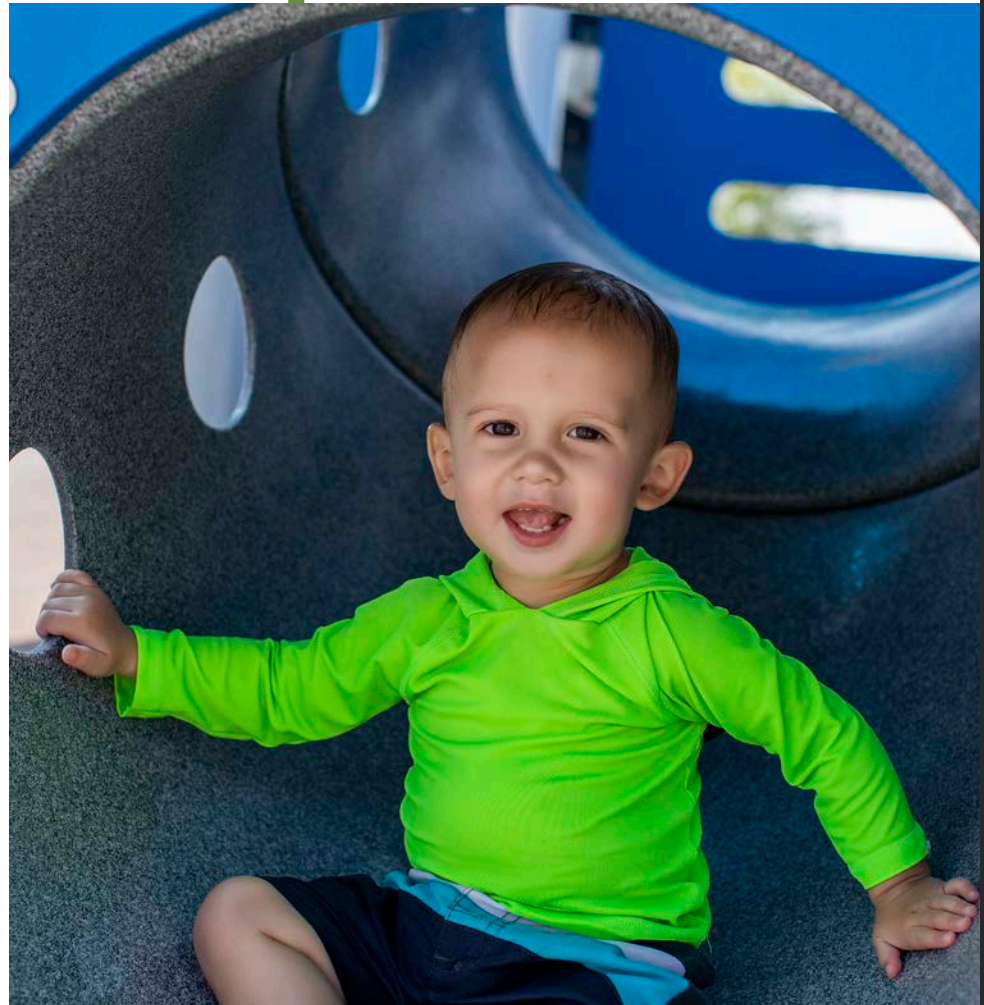
**Parks & Recreation
COMMUNICATIONS PLAN**

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APPENDIX 1: Social Media Plan

APPENDIX 2: Brand Identity Guide





Mansfield, Texas is a fast-growing city of 70,000 with a vibrant economy, top schools and a strong sense of community. Despite doubling in population in each of the last census counts, Mansfield has held on to its small-town values and local spirit. That civic pride is due, in part, to the award-winning parks system that surrounds the city, encircling the growing neighborhoods and historic downtown with lush trees, babbling creeks and interwoven trails.

Like the award-winning Walnut Creek Linear Trail that runs through the city or the classes educating and enriching the lives of residents young and old, the parks connect the community. Not just physically, but on a deeper level. They provide a space for meeting, exercising, celebrating or just taking a moment to enjoy nature. Any age, language, background or economic level—everyone is equal and can come together at the parks.

Because of Mansfield's population explosion, many residents are new to the area. They have different interests and motivation, but one thing everyone understands is the need for connection—human, personal, relationships or with nature. The parks can serve as that common ground where all can find the connection they seek, and this plan details how to communicate that mission and make it a reality. As the city has grown, so, too, have the competing options for recreation. The challenge is to filter through the noise and build a relationship with residents. It's equally important that communications efforts be reactive and engaging, creating a two-way path for dialogue and helping staff ensure services offered are meeting the ever-changing needs and desires of residents. Today's consumers are far savvier than ever before and expect a presentation that is consistent and professional at every turn. It is essential to hit the right tone, building brand reputation and respect.

The goal of the marketing & communications team is to build strong, positive awareness of and connection to Mansfield Parks & Recreation as an important asset to the community by serving as a source for residents to become closer to nature, each other and the city as a whole. **Creatively, we'll meet this goal with a dynamic campaign that encourages families to forgo technology and make a connection with each other in person at our parks and programs.**

Strategically, this can be accomplished by meeting these broad goals:

Build a strong, genuine **reputation** in the community

Establish and nurture a mutually beneficial **relationship** with our stakeholders

Encourage positive **reactions** and engagement to our messaging and programs



CHECK IN
with your most important
Followers



MANSFIELD

Parks & Recreation

The Mission of the Mansfield Park Facilities Development Corporation is to provide quality parks, recreation, open space and trails to enhance the quality of life for the citizens and visitors of Mansfield.

Parks & Recreation is overseen by the Mansfield Park Facilities Development Corporation, a unique entity that manages the budget for the half-cent sales tax fund approved in 1992. The department currently operates and maintains over 900 acres of parkland, 100+ athletic fields, Walnut Creek Linear Trail and Elmer W. Oliver Nature Park. The Nature Education program offers classes for all ages to encourage the appreciation of science and nature. The Mansfield Activities Center offers enrichment, social and athletic programs for Senior Citizens, Preschool, Youth and Adults. The special events division develops multiple major city-wide events, races and festivals. The department also includes five public/private partnerships: Mansfield National Golf Club, Big League Dreams Sports Park, Hawaiian Falls Waterpark, Fieldhouse USA and StarCenter Mansfield Ice Rink.

Director of Parks & Recreation



Parks Superintendent

Contract Administration

- Crew Leaders
 - Landscape Tech
 - Tradespersons

Crew Supervisors

- Crew Leaders
 - Tradespersons



Recreation Superintendent

Special Events Manager

Activities Center Manager

- Recreation Coordinator
 - Kids Zone Attendants
- Senior Coordinator
 - Senior Activities Specialists
- Recreation Svcs Supervisor
 - Rec Attendants

Nature Education Supervisor

- Nature Education Specialists



Administration Staff

Senior Park Planner

- Park Planner

Marketing & Communications Manager

Administrative Assistant II



Spend your day
LIVE
STREAMING

PERPETUAL CALENDAR



JANUARY

Snowman Run 5k (3rd Sat)
Print Spring Recreation Guide
(2nd Wed)

FEBRUARY

MAC Pickleball Tournament (last Sat)
Spring Discount Day (3rd Thur)

MARCH

Barks & Rec 5k (4th Saty)
Summer Camp Registration Opens (last Mon)

APRIL

Print Summer Recreation Guide
(2nd Wed)

MAY

Summer Discount Day (3rd Thur)
Wisteria Street Market craft fair
(3rd Sat)

JUNE

Summer camps, programs begin

JULY

Rockin' 4th of July (July 3rd)
Red, White & Rockin' Kids Triathlon
Print Fall Recreation Guide (2nd Wed)

AUGUST

Fall Discount Day (3rd Thurs)
Senior Citizen's Day (3rd Fri)
Coffee & Crayons Teacher Appreciation (last Thurs)

SEPTEMBER

Music Alley music & arts festival (2nd wknd)
Summer Slam Pickleball Tournament (2nd wknd)
Senior Art Show (2nd Wed)
Toddler Triathlon (last Sat)

OCTOBER

Print Winter Recreation Guide (2nd Wed)
Boo Bash (3rd Fri)

NOVEMBER

Veteran's Day Parade (Saturday before)
Winter Discount Day (3rd Thursday)

DECEMBER

Hometown Holidays tree lighting (1st Fri)
Hometown Holidays parade (1st Sat)
Senior Holiday Breakfast (2nd Tue)





FACE TIME

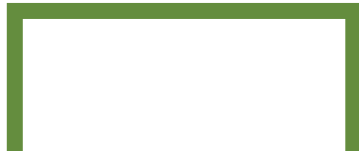
your most
valuable client

MARKETING & COMMUNICATIONS **Role**

The Marketing and Communications role within the Mansfield Parks & Recreation Department is responsible for protecting, promoting and improving the public image of the department at every touchpoint.

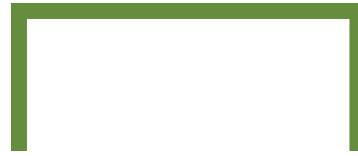
Tasks can be completed by other staff but all must be cohesive to maintain a strong presence and effective messaging strategy.





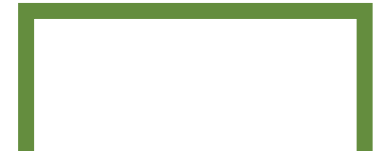
MARKETING

- Development & management of department image/brand
- Development & implementation of strategic marketing campaigns
- Advertising design & placement
- Graphic design for all department events, classes and sales
- Photography and video to promote department
- Development of programs or campaigns to reach new audience or better communicate department message



PUBLIC RELATIONS

- Social media communications creation, design and strategic planning
- Development of news articles to communicate department story, including interviews, writing and images
- Oversight and creation of quarterly recreation guide magazine
- Creation or assistance with official communications such as park signage or notices to ensure cohesive look
- Content & design for e-mail newsletters
- Management of parks web content to keep information updated and effective
- In-person communication with residents, individually or in small groups



MEDIA RELATIONS

- Story development & pitch
- Logistical coverage assistance
- Prompt, effective responses to inquiries
- Media training/preparation for staff





UPGRADE

your laptop



Strengths

- Gold Medal Park system
- Highly skilled staff
- Stable local economy
- Financially secure department
- Strong leadership
- Good programs with diverse, affordable options
- Strong city social media presence
- High income demographics
- Young families with small children as majority
- Health-focused residents
- Newly created marketing position allows for dedicated efforts
- Strong community pride



Weaknesses

- Limited web options; no standalone site, limited flexibility on city website design/options
- Limited social presence and strict engagement rules
- Narrow social reach with small following; limited opportunities to push out new content
- Low awareness of programs and offerings
- Lack of focus/direction for marketing efforts before now
- Lack of established community input channels
- Underuse of traditional marketing outlets like print and in person tactics
- High demand for content has output capabilities stretched
- Aging facilities need improvements or remodeling to compete with private options or expand services
- Marketing staff of one results in constant backlog of tasks

COMMUNICATIONS SWOT



Opportunities

- Blank canvas to build brand
- New population influx
- Positive public perception
- Skilled, motivated staff with support from leadership
- Flexibility to create or modify events and programs
- Strong overall city brand
- Low cost to digital marketing
- New technology always developing
- Long range planning will allow for better use of time
- Opportunity to develop mobile-friendly web content
- Increase community partnerships to build awareness



Threats

- Tight budget
- Limited family time
- Attention grabs
- Single focus sport trend
- Sedentary lifestyles
- Technology as hobby
- Competition from other cities, school districts, club sports, private organizations
- Competing projects threatening to take city council attention/budget
- Weather

COMMUNICATIONS SWOT

FIRE UP

the original
PlayStation



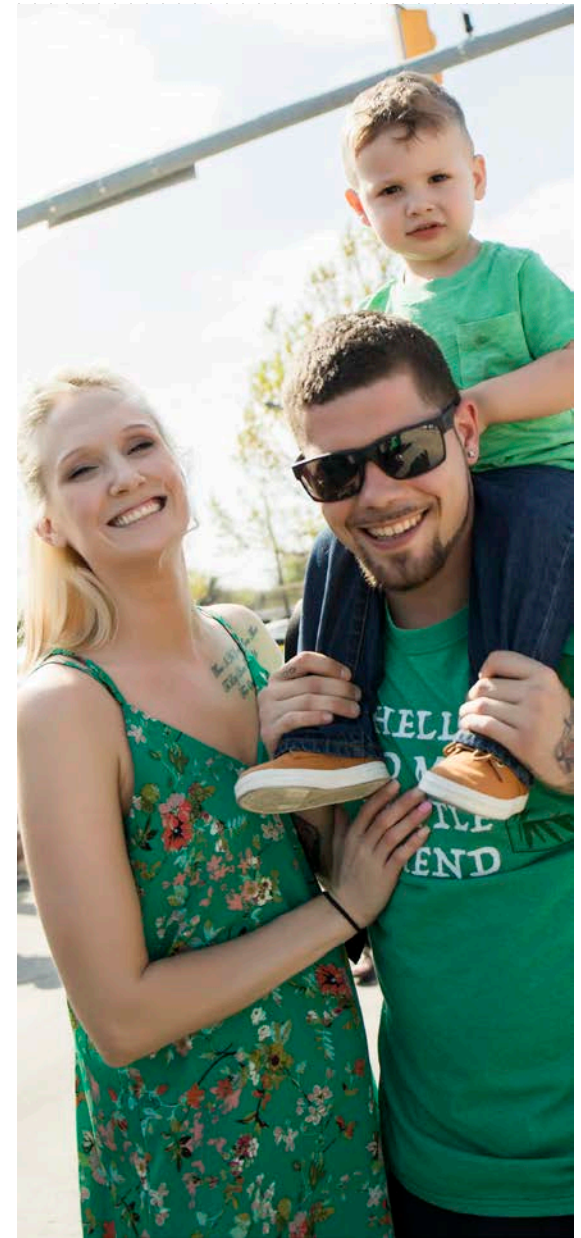
MARKET **Analysis**



The City of Mansfield has approx. 70k residents with a low population density of 1,706 people per square mile. The population has doubled between each census since 1984, meaning nearly half the residents are fairly new to the city and/or area. Planners estimate full-capacity will be reached in 2024, when the city will cap off at around 130k residents.

While the primary focus is citizens, park programs and events draw from neighboring communities. There are an estimated 1 million residents within a 15 mile radius.

Mansfield is currently 15th most affluent city in Texas and has been named to CNN's *Best Places to Live* list four times.



High Income

Average household income of 110k is nearly double state avg. Statistically low crime rates but high home ownership.

Well Educated

More than half the population has a college degree or higher.

Young Families

Average resident age is 35, split almost 50/50 men and women. 50% of households have at least one child; nearly 29% of population is under 18.

Moderate Diversity

Population is 68% white, 15% African-American and 14% Hispanic.



MARKET Analysis



Social Following

Approx. 13k Facebook fans on City account; 1200 on Parks account.

Follower Demographics

76% of Facebook fans are female. 47% of fans fall between the ages of 25-44; nearly all from Mansfield or neighboring cities.

Social Activity

Fans are online primarily between 6-10pm; highest traffic comes Thursday-Sundays. Greatest engagement comes on posts with videos and photos; topics with greatest reach are development news or human interest stories/features.



TARGET Audience

Our primary audience for communications and especially marketing efforts is our largest user market; families. While most Mansfield families aren't as budget conscious as in other areas, they are still strapped for time, an even more precious commodity. Parents are eager to make every limited moment count, and will appreciate our invitation to create lasting, screen-free memories easily in our parks. Our families are also highly discerning regarding brands and quality, so selling our award-winning parks should be no problem. Considering children's park use from playground to social gathering and recreational classes or sports, and parents who use the parks and recreation programs for fitness, families are by far our largest and primary target focus.

Statistically, mothers are the decision-markers in a household, especially regarding enrichment and entertainment activities. Women make up an overwhelming majority of both our user base and social following, and thus are the primary targeted audience.

At the most basic level, our efforts are focused on local women age 25-45 with at least one child. She is most likely college educated, fitness-minded and puts a high priority on her family having the best advantages & experiences possible. She is active on Facebook and Instagram, tech savvy and up on current trends and likely involved in her community, school and/or church.

ROAMING CHARGES

not applicable



COMMUNICATIONS TOUCHPOINTS

TOUCHPOINT	PRIMARY AUDIENCE	FREQUENCY
MansfieldTexas.gov	Community, Visitors	Monthly updates
Mansfield Citizen Online	Community	2 original articles per month
Facebook	Community	2 posts to City acct/week 3-4 posts to Parks acct/week
Twitter	Community	2 posts to City acct/week 3-4 posts to Parks acct/week
Instagram	Community	3-4 posts to Parks acct/week
Mansfield Parks e-Newsletter	Community, Users	2 emails/month to approx. 2500 users, post to FB
MAC Reach TV Displays	Current & Prospective Users	Monthly updates
ActiveNet registration system	Current & Prospective Users	Quarterly updates
Media Coverage (tv)	Community, Visitors	Monthly media advisory; event-specific as needed
Recreation Guide	Current and Prospective Users, Community	Quarterly publication of 11k
Program & Event Flyers	Current and Prospective Users, Community	Quarterly creation with new programs and events
Media Coverage (print)	Community, Visitors	same as tv
City/Parks events	Community, Visitors	Approx 6/year
Festival/event booths	Community, Visitors	Approx 12-15/year
MAC lobby display	Current & Prospective Users	Quarterly updates of rack wall, door flyers etc Users & guests visiting daily
Nature Education classes	Current & Prospective Users	Quarterly updates of flyers, classes & events held daily
School Field Trips	Current & Prospective Users	Materials updated daily, 2-3 trips held per month
Staff interaction with public	Community, Visitors	Daily
Internal Communications	City Staff & Volunteers	Daily interaction; no regular communication plan

ONLINE Presence



CITY WEBSITE

The City of Mansfield's website is a well-designed, thorough site focused primarily on information and legal standards. While the layout is functional, it leaves considerable room for improvement in its flexibility and especially mobile performance. The site was not designed for marketing, but rather serves its purpose as a catalog of important civic data. Most importantly, it needs a more mobile adaptive setup to meet current usage trends. The website has some of the broadest audience ranges of any communication device. For that reason, it should be one of our primary focuses to improve and stay current, both in design and in content.

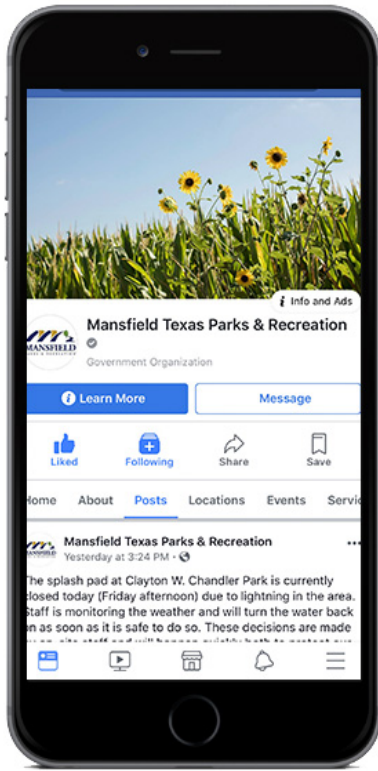
PARKS & RECREATION WEBPAGE

The parks department has a section of the city website information about the facilities and programs. It is not very user-friendly and could use considerable updates, both to better promote programs and also to be more mobile-friendly.

MANSFIELD CITIZEN ONLINE

Mansfield Citizen Online is the city's online news site. Functioning like a newsletter or in-house newspaper, the site features regular articles from various departments on everything from feature stories to important, timely news. The news site is one of the most functional, useful elements of the city's online presence, as it has a clean, mobile friendly design and is easy to update and edit. The more we can establish the site as all residents' first stop for city news and information, the more powerful its reach will become. Parks & Rec currently contributes 2-3 articles/month, rotating feature and news stories. All of these rank highly on overall link indexes, and prove to be popular social posts.

SOCIAL Media



CITY FACEBOOK

The City of Mansfield Facebook page has a strong following (approx. 12k) with consistent reach and engagement. It is shared by all departments, so posting time/availability is limited. Parks & Recreation created a solo page in July 2017. Both pages are consistent in style and look, but are subject to a number of restrictions per city leadership. Most notably, no comments, discussion or engagement with users are allowed, and any comments that pass the strict filters are immediately hidden from view. In rare occasions, a comment may be visible so staff can respond to an urgent question, but overall interaction is nonexistent.

PARKS & REC FACEBOOK

The Parks & Rec page is still early in its development and has a small, though fast growing following of approx. 1300. In May 2018, verified location pages were created to allow users to “check in” when visiting facilities. This allows for greater engagement and reciprocal communication while still staying within strict management guidelines. In June 2018, event pages were implemented to promote all park programs and events with great results. Further consistent, strategic posting will help continue to build the page following and engagement.

TWITTER & INSTAGRAM

The City of Mansfield and Mansfield Parks have individual Twitter and Instagram accounts. Both have small followings due in large part to their lack of use. Both fall under the same guidelines as Facebook to keep content consistent and on message, but restrictions inhibit from many activities and broader use. As with Facebook, both social media accounts should be used more regularly as part of a larger strategic plan, as allowed by management guidelines. Recent efforts within parks have made Instagram a more active social site with rapid growth and improved engagement; those efforts should continue and extend to Twitter.

E-NEWSLETTERS

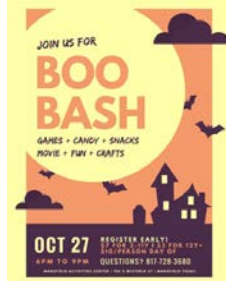
Mansfield Parks & Recreation frequently sends out email newsletters. The primary department e-news goes to a distribution list of approximately 2500 users bi-weekly and is an overview of events, classes and news. It was redesigned in February 2017 to match the new branding and has been on a regular schedule since. Efforts have also been made to bring the open rate from 11% to around 39%, and click rate up to 21% vs 1-2%. The newsletter is an effective part of the marketing strategy and could only be enhanced by more awareness. Other, more specific newsletters are sent out, which have not been folded into the current brand look or style.



IN PERSON Touchpoints

RECREATION GUIDE

The Recreation Guide is a 28-page full-color magazine produced in-house quarterly. After a redesign in spring of 2017, it has a broader focus than just program offerings, including news & feature articles, better photographs, and more user representation. The guide is mailed to approximately 6500 residents who have participated in a program recently, another 2500 identified as potential users, and 1000 are distributed at events or at city facilities. The digital version is embedded into the website and posted on social media with links to online registration. The recreation guide is a great source of wide-spread information about the department and current programs and is the best tool to get into the hands of our residents.



FLYERS & HANDOUTS

Handouts and flyers are created on an as-needed basis. Printed items are available at city hall, the MAC, handed out at classes and posted on park bulletin boards, but almost all of these efforts require someone to go searching for the information and/or already be engaged in programs. There is little to no targeting, control, or metrics to measure effectiveness. Overall, there is no theme in the messaging or brand, and no schedule or plan. Recently, the marketing department has made an effort to create all items, leading to a better, more cohesive look but also creating a backlog due to the amount of items needed and staff of one.

STAFF & FACILITIES

Staff interactions with guests and visitors is one of the most important communication touchpoints. While all staff is highly skilled in their field, none receive extensive customer service or communications training, which could prove to be a valuable asset. Better training and tools for staff that deal directly with guests can greatly improve the overall customer experience.







2018-2020 Goals

Based on what we know about the department, the community and the market currently, Mansfield Parks & Recreation marketing and communications team has identified the three major goals that will help position the city in a positive light, promote the existing programs and events, and establish the department as an invaluable part of the community.

- Build a strong, genuine **reputation** in the community
- Establish and nurture a mutually beneficial **relationship** with our stakeholders
- Encourage positive **reactions** and engagement to our messaging and programs



GOAL 1:
**Build a strong, genuine
reputation in the
community**

GOAL: BUILD A STRONG reputation

Objective: Develop a clearly defined brand identity that fits department mission statement and city brand, as measured by completion of the following key results:



STRATEGIC KEY RESULTS

- Create a department-specific style guide *Y1*
- Update all communication touch points to fit the current style guide *Y1*
- Create event/program specific style guides to ensure individual programs stay cohesive in their look and messaging *Y2*
- Work to create dynamic marketing collateral for each program and event, helping boost overall image and professionalism *Y2*

GOAL: BUILD A STRONG reputation

OBJECTIVE: Create detailed communications and marketing plan to outline goals and strategies for department, as measured by the completion of the following key results:

STRATEGIC KEY RESULTS

- Develop social media plan to keep all communications on message and in a singular brand voice Y1
- Present plan for adoption by MPFDC Y1
- Develop internal communication plan including improvements to frequency/quality of internal communication, policies for marketing requests, as well as staff training for improved guest experience Y2

OBJECTIVE: Build authority as a department through public education and value-added communication, as measured by the completion of the following key results:

STRATEGIC KEY RESULTS

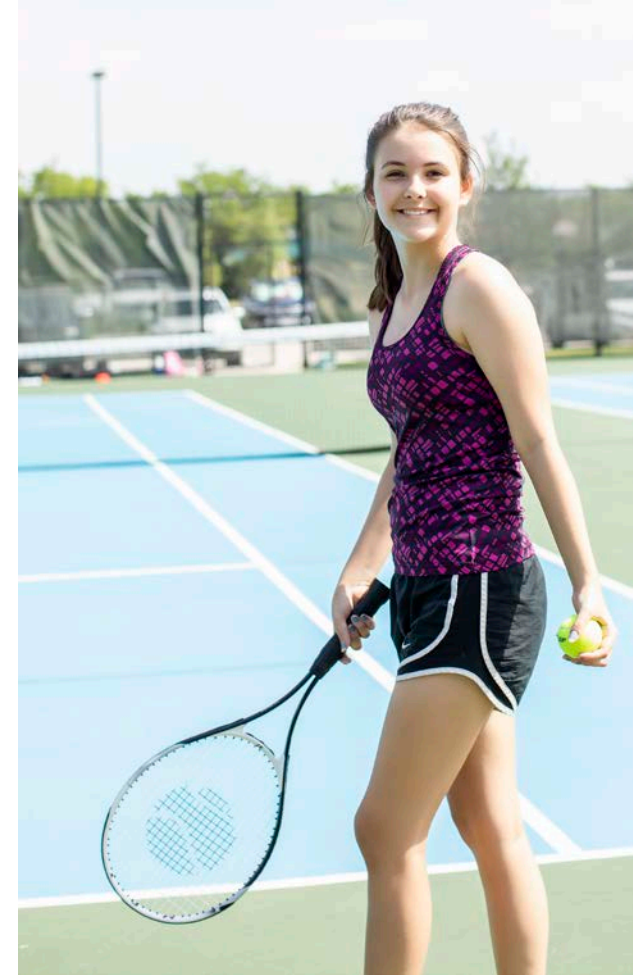
- Produce at least two Citizen Online articles per month to highlight department and build respect as a source Y1
- Submit department for awards to gain recognition within industry and residents Y1
- Create a speakers' bureau to promote staff as experts to HOA, PTA, realtors and media Y2

GOAL: BUILD A STRONG reputation

OBJECTIVE: Improve online presence on both owned and external sites to ensure cohesive look and messaging, as measured by the completion of these key results:

STRATEGIC KEY RESULTS

- Create website maintenance schedule to ensure all content on internal and external pages remains current and accurate *Y1*
- Add web help button to get concerns and complaints quickly routed to the correct staff *Y2*
- Enhance recreation program listings *Y2*
- Update park location pages with current photos and new descriptions *Y1*
- Update ActiveNet registration to fit style guide *Y1*
- Conduct audit of external listings (Yelp, Google) to identify inaccuracies *Y1*
- Claim pages and update and/or correct information *Y2*



GOAL: BUILD A STRONG reputation



OBJECTIVE: Establish the department as a fun & engaging resource for families instead of a typical boring bureaucracy, as measured by the completion of these key results:

STRATEGIC KEY RESULTS

- Identify boring and outdated text that can be updated and/or reduced Y1
- Rewrite/replace text whenever possible, starting with most visible examples Y2
- Based on Master Plan research, create a tagline that fits the key values/goals for department Y2
- Design/decide on department mascot to be used in promotions/events based on tagline Y2

GOAL: BUILD A STRONG reputation

OBJECTIVE: Update in-person touchpoints to match current brand and messaging, as measured by the completion of the following key results:

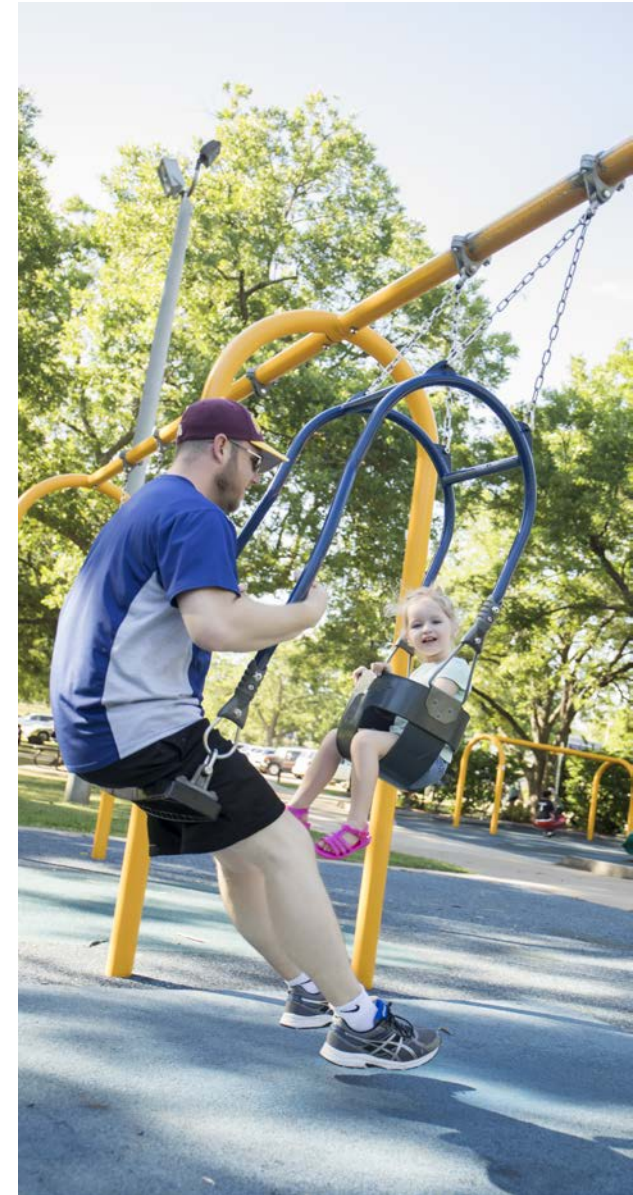
STRATEGIC KEY RESULTS

- Add new photos and signage at Mansfield Activities Center^{Y1}
- Update any brochures or department guides at city facilities^{Y1}
- Improve appearance of park display boards to maximize exposure ^{Y2}

OBJECTIVE: Establish our department as a desirable brand with loyal followers, as measured by the completion of the following key results:

STRATEGIC KEY RESULTS

- Create trendy t-shirts that residents will want to wear^{Y1}
- Create and promote department programs to be gifts^Y



GOAL 2:
Establish and nurture
a mutually beneficial
relationship with
stakeholders



GOAL: BUILD A STRONG relationship

Objective: Increase exposure to and awareness of department programs, events and facilities by building the social media following, as measured by completion of the following key results:

STRATEGIC KEY RESULTS

- Create and follow social media plan that ensures consistent, engaging content *Y1*
- Launch marketing campaign that increases engagement and exposes brand *Y1*
- Create reminders to tag/like social accounts via park signage, handouts and other materials *Y2*
- Include activities/set-ups at each event that encourage photos and posting, such as selfie walls *Y1*
- Share and like guest posts to encourage followers *Y2*



GOAL: BUILD A STRONG relationship

OBJECTIVE: : Increase exposure to and awareness of department programs, events and facilities by forming strong community partnerships, as measured by the completion of the following key results:

STRATEGIC KEY RESULTS

- Identify schools, HOAs, sports associations, PTAs, daycares and private community organizations that would be good possible partners *Y1*
- Create partnership plan to outline mutually beneficially alliances *Y2*
- Contact groups to propose partnerships, begin working together as frequently as makes sense for each group *Y2*

OBJECTIVE: Increase exposure to and awareness of department programs, events and facilities by establishing relationships with community leaders and/or social influencers, as measured by the completion of the following key results:

STRATEGIC KEY RESULTS

- Identify community leaders and social influencers with heavy presence in our target market *Y2*
- Reach out to open doors of communication and establish relationship *Y3*
- Develop mutually beneficial arrangement customized to the strengths of each individual *Y3*

GOAL: BUILD A STRONG relationship

OBJECTIVE: Build a relationship based on trust through transparency and authenticity in actions and communications, as measured by the completion of these key results:

STRATEGIC KEY RESULTS

- Communicate regular project updates through quarterly Citizen Online articles *Y1*
- Keep website project page current, add tracking meter to create visual cues of project status *Y1*
- Acknowledge and own failures/mistakes/setbacks with honest, straightforward and prompt addressing of issues *Y2*
- Continue regular surveys and check ins with residents, guests and regular users to ensure needs are being met *Y2*
- Create one-sheet annual report that highlights department accomplishments and actions to keep residents informed *Y1*
- Become a source of good news, sharing happy stories and updates as often as possible *Y1*
- Introduce and utilize staff as much as possible to put a face to the work and open the lines of communication *Y2*



GOAL: BUILD A STRONG relationship



OBJECTIVE: Build a mutually beneficial relationship by using market research to identify and meet resident and user needs, as measured by the completion of these key results:

STRATEGIC KEY RESULTS

- Conduct extensive surveys and focus groups through the master plan process to identify areas of improvement; address and correct as quickly as possible Y2
- Hold public meetings for direct, personal contacts Y2
- Solicit test shoppers to participate in every level of service with our department in exchange for honest feedback to identify weaknesses and room for improvement Y3

GOAL: BUILD A STRONG reputation

OBJECTIVE: Improve park sponsor program to increase visibility and strengthen business relationships, as measured by the completion of the following key results:

STRATEGIC KEY RESULTS

- Update program levels & benefits to be mutually beneficial and easier to understand and promote Y1
- Create handout detailing new program Y1
- Create sponsor communication plan including regular newsletters and check ins to build loyalty and increase responses Y2
- Identify new sponsors to expand program Y2
- Set up meetings with potential sponsors Y3
- Implement recognition/award program to thank sponsors and encourage more participation Y3



GOAL: BUILD A STRONG relationship



Objective: Improve media relations to increase positive coverage of park news, as measured by completion of the following key results:

STRATEGIC KEY RESULTS

- Create current media contact list *Y1*
- Send monthly updates with story ideas and event information *Y2*
- Build personal relationships with individual reporters via thank you cards, invitations to events to help encourage coverage *Y2*
- Follow up each event with high resolution photos and broadcast quality video for media use *Y2*
- Create department fact sheet and photo file handy for immediate distribution as needed *Y2*

GOAL: BUILD A STRONG relationship



Objective: Increase exposure and visibility by expanding recreation guide distribution, as measured by completion of the following key results:

STRATEGIC KEY RESULTS

- Identify doctor's offices, private schools and other locations that might be interested in displaying and/or passing out guides *Y1*
- Approach prospects in person and via mail to ask for distribution *Y2*
- Create location-specific discount codes to offer added incentive as well as track each location's effectiveness *Y2*
- Create master list of each distribution point and schedule to keep guide inventory fresh *Y2*

GOAL: BUILD A STRONG relationship

OBJECTIVE: Encourage and track loyalty with a CRM program, as measured by the completion of the following key results:

STRATEGIC KEY RESULTS

- Design CRM plan with loyalty rewards and levels using ActiveNet to determine frequency rates *Y2*
- Identify and distribute desirable rewards for frequent customers *Y2*
- Highlight and recognize best customers with additional bonuses, personal messages and social profiles *Y3*

OBJECTIVE: Build or repair relationships with existing program customers using ActiveNet data to target messaging, as measured by the completion of the following key results:

STRATEGIC KEY RESULTS

- Send targeted mailings to expired members with special offers to return *Y1*
- Send targeted mailings to best customers with special rewards, bring a friend coupons *Y2*
- Identify other targeted mail uses that could help build the customer relationship, including welcome to new members, birthday card, etc. *Y3*



GOAL 3:
Encourage positive
reactions
and engagement to
messaging & programs

GOAL: ENCOURAGE POSITIVE reactions

Objective: Generate positive attention with a dynamic marketing campaign including highly engaging online elements, as measured by completion of the following key results:

STRATEGIC KEY RESULTS

- Shoot and edit a video series to bring the campaign messaging to life with at least one new video per month *Y1*
- Shoot and edit still photos that tie in to campaign messages, posting at least one per week *Y1*
- Write bi-weekly campaign-themed Citizen Online articles *Y1*
- Create bi-monthly “Park Hacks” videos with short tips & tricks from parks & rec staff *Y2*
- Post at least one live video “check in” with various department segments per week *Y2*
- Post one live video from each major event *Y2*



GOAL: ENCOURAGE POSITIVE reactions

OBJECTIVE: Generate positive reactions by engaging guests with in-person activities, as measured by the completion of these key results:

STRATEGIC KEY RESULTS

- Host 'Pop Up Play Station' events bringing games & activities to rotating parks and encouraging free play; bi-monthly over the summer and monthly year-round Y1
- Host 'Park Playdates' encouraging moms of toddlers to make new friends with open playtime at rotating parks ; weekly for six weeks each in fall and spring Y1
- Launch 'MAC Bring a Friend' week for regular users to invite new friends to try a class for free Y1
- Host 'Workout Playdates' for adults to meet up and find new fitness partners at different levels/abilities Y2
- Host 'Pop Up Bike Tune Up' event to encourage bicyclists of all ages with free inflation & inspection before a group ride Y2



OBJECTIVE: Incorporate marketing strategies into signage at parks and facilities, as measured by the completion of the following key results:

STRATEGIC KEY RESULTS

- Design and distribute 'Check In' signs at all parks and facilities to remind guests to check in on Facebook or tag department social accounts when posting photos Y1
- Design and post 'Conversation Starter' signs along trails to encourage meaningful talks between guests Y2
- Design and distribute posters with campaign verbiage in park bulletin boards Y1

OBJECTIVE: Incorporate marketing campaign theme into all special events, as measured by the completion of the following key results:

STRATEGIC KEY RESULTS

- Use campaign 'Check in' verbiage when promoting event and encourage social check-ins on site Y1
- Include 'Pop Up' play areas at events when appropriate Y1



OBJECTIVE: Utilize guest testimonials to reinforce and strengthen marketing campaign themes and encourage greater engagement, as measured by the completion of these key results:

STRATEGIC KEY RESULTS

- Shoot video/still testimonials in parks to gather feedback on how regular people follow the campaign theme of staying unplugged with their families Y2
- Post individual feedback on social media and ask for comments/shares with personal advice Y2
- Include user testimonials in recreation guide to bring a personal face to classes and events Y2
- Compile testimonials into regular articles for Citizen Online Y2

GOAL: ENCOURAGE POSITIVE reactions

OBJECTIVE: Increase reach and effectiveness of campaign by adding and/or using additional social platforms, as measured by the completion of these key results:

STRATEGIC KEY RESULTS

- Improve consistency on Parks & Rec Instagram account by posting original content at least 3x/week *Y1*
- Expand reach on Parks & Rec Instagram by posting to IG Story and Live Videos at least 2x/week *Y1*
- Begin using Parks & Rec Twitter account by cross posting other content *Y1*
- Expand reach on Parks & Rec Twitter by adding at least one unique park/fitness/family related article or photo per day, scheduled at least two weeks in advance *Y2*
- Post all campaign videos to City YouTube account to build presence and reach *Y1*
- Claim and/or create Yelp pages for all parks and facilities *Y2*
- Claim and/or create Google location pages for all parks and facilities *Y2*





This plan was developed by Marketing & Communications Manager Ann Beck as part of the 2017-2018 TCU Certified Professional Communicators program using research gathered from departments across the country and assistance from professors and other specialized professional experts.

APPENDIX 1: SOCIAL MEDIA Plan



Accounts

Mansfield Parks & Recreation has access to the following social accounts, all of which will be used according to these guidelines unless overruled by City policy or exceptions.

City of Mansfield Facebook	City of Mansfield Twitter
City of Mansfield Instagram	City of Mansfield YouTube
Mansfield Parks Facebook	Mansfield Parks Instagram
Mansfield Parks Twitter	

Account Information

Account names will keep *Mansfield Texas Parks & Recreation* in long form to clearly identify the location and official city capacity. Short listings will read *MansfieldTxParks* when possible.

Profile Photos

Profile photo for all MP&R accounts will always remain as the official logo, no changes to color or alterations of any kind. Facebook cover photos will be updated monthly to reflect changing seasons or upcoming events.

Post Content

All posts will follow AP style per official City policy. All content will be approved by at least two members of the communications team before posting. All photos and graphics should be original content, featuring our own users and staff-created graphics. All videos used as part of a post will first be posted to the city YouTube page and posted as a link. Locations will be tagged on Facebook and Instagram when possible. Hashtags will only be used on Twitter and Instagram.

Crisis Communications

In the event of an emergency, special permission can be obtained to post without dual-approval in order to get the necessary information out to the public quickly. Every effort should be made to still follow AP style and content guidelines. All other crisis decisions defer to the official City Communications policy.

Citizen Engagement

Public comments will be hidden on Facebook and disabled on Instagram per official city policy. Facebook and Instagram pages can “like” comments or posts by citizens, and comment only when necessary (i.e. answering a basic question such as hours of operation.) Pages can encourage sharing of posts but not ask for comments.

Facebook Location Pages

Each park facility may have its own location page within Facebook to allow for user check-ins. Location pages will have the same profile photo (department logo) and a unique cover photo that reflects the location. Location pages will not post unique content unless there is an update relevant only to that site (i.e. construction closure) but can “like” user check-ins and images.

Event Pages

Special events, programs and one-time classes will get a Facebook event page. Event page will go live approx. 4 weeks before the event start date and have all necessary information posted upon creation. Event will be based in parks page and co-hosted by the location. Major events will be based off the city page and co-hosted by parks. Event pages can only have co-hosts within official city pages.

Social Page Promotion

Staff will encourage residents to follow social pages as much as possible to keep everyone informed of news and engaged in department activities. Signs at parks will promote “check ins” and “tagging,” and users who do so will be rewarded with reciprocal likes and shares. Some user images will be selected to print on the Recreation Guide back cover or at the park in bulletin boards (with permission only.)

APPENDIX 2:

BRAND Style Guide



DEPARTMENT LOGOS

All official communication from the department will include the Mansfield Parks & Recreation logo, which may be printed in full color or solid black/white; no other variation of colors or combination allowed.

Mansfield Activities Center logo may be used on MAC items only, and either solid blue, black or white. Logo may not be altered, cropped or stretched in design.



COLORS

Mansfield Parks & Recreation logo colors are dictated by the overall city style guidelines, with these official colors:

Blue #232c60 Gold #b78f2e Green #648d3d

RECREATION GUIDE

Heading Font

Subheading Font

Body Font

Navy Blue

Orange

Light Blue

Green

Yellow

Avant Gard LT Medium

ITC Avant Garde Gothic Std

PMN Caecilia 45 Light

#222c61

#f7121

#6fccdc

#57bf96

#f4d643

CERTIFIED PUBLIC COMMUNICATOR® PROGRAM at TCU

The Certified Public Communicator® Program at TCU offers leadership training and rigorous post-baccalaureate education for public information managers and communication professionals working for cities, counties, school districts, and other public and public-private agencies and organizations. With the Texas Association of Municipal Information Officers as a founding partner, the program encompasses the complexities, challenges, and importance of public communication to citizens and stakeholders. Three other professional organizations have joined TAMIO as partners in the program: the National Association of County Information Officers, the Texas School Public Relations Association, and the City-County Communication and Marketing Association.

The cost for the 95-hour program—including tuition, housing, most meals, and course materials for two summers—is \$4,250.

What You'll Learn

The certified public communicator program builds successful and ethical leaders through experiential learning, strategic communication plan-building, theoretical instruction, case studies, and other interactive instruction led by strategic communication faculty members from TCU, as well as proven and engaging leaders from the public-service sector.

Students graduate from the program with three-year communication plans and policies for their organizations, which are put into action during the year with time for testing and revisions before graduation. In addition, students work with their professional cohort of colleagues, attend keynote presentations with other communication professionals, and engage in a year-long process of professional growth and goal-setting. Organizations that send their managers and communicators to the program receive tested communication plans including social media policies, research-based strategies, crisis communication plans, and more.

Contact Us

Members of the Certified Public Communicator® Program's Advisory Board are TCU Bob Schieffer College of Communication faculty member Jacqueline Lambiase, Ph.D. (chair); Tom Bryson, CPC (TAMIO rep); David Grebel, director of TCU Extended Education; Connie Odom, CPC (NACIO rep); Megan Overman, CPC (TSPRA rep); Greg Sowell, CPC (TAMIO rep), Belinda Willis, CPC (TAMIO rep); and Karen Zitomer, CPC (3CMA rep). For more information, please visit www.certifiedpubliccommunicator.org, or email j.lambiase@tcu.edu.



Course Content

Subject areas for the first summer are theory-focused, with the second summer's focus on application. Both summers present an integrated communication approach that is infused with ethics, public affairs, and management perspectives.

Summer 1: Three approaches to public communication are presented: Public relations, advertising, and marketing theory. Public relations instruction will include reputation management, media relations, crisis communication, and internal communication tracks. Advertising instruction will include tracks in creative, channels, metrics, and digital media. Marketing instruction will focus on branding, audiences, and customer relations. Tying these areas together will be discussion of the strategic communication plan, which will be assigned to participants. Students submit a schedule for enacting discussion, approval, and use of the plan before summer 2.

Winter 1: Students submit and discuss final drafts of strategic communication plans, based on timetables of students' employers and approval processes.

Summer 2: Enactment strategies, revisions to plans, and testing serve as the focus during the first day of this week. Further instruction will cover practice and application on these topics: digital, media training, research, standards and policies for communication, writing and design for varied communication forms, team building, management and influence.



CITY COUNCIL AGENDA FORM

Meeting Date: October 12, 2020

Prepared by: Derra Purnell

Agenda item: 5d

Reviewed by: Charlene Warren/

Charles Jackson

Department: Development Services

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding preliminary plat for Trails at Woodhaven Lakes, Section 1

X

ATTACHMENTS FOR REFERENCE

1. Planning and Zoning Commission staff report
2. Submitted plat with Cottage Reserve Exhibit
3. Plat application

STAFF BRIEFING:

- The Trails at Woodhaven General Plan contains the detail and project phasing for the Trails at Woodhaven Lakes development and was approved by Council at a previous meeting
- Council also approved the Trails at Woodhaven Planned Development District zoning ordinance at a previous meeting that includes detailed zoning regulations for this subdivision
- Planning and Zoning recommended approval with the following conditions of the Trails at Woodhaven Lakes Section 1 preliminary plat:
 - 1) Resubmitted Plat includes building line setbacks on plat;
 - 2) Resubmitted Plat clearly define use of Reserves B and identifies housing type;
 - 3) Applicant provides original certified tax certificates; and
 - 4) Applicant submits a complete final plat application and supporting documentation compliant with City Code Chapter 41.
- The applicant resubmitted the plat with corrections to address the comments and conditions from the Planning and Zoning Commission.
- Adico recommends that the resubmittal be approved with the conditions listed below.

HISTORY: N/A

TARGET IMPLEMENTATION: Final plat still required

SIGNIFICANT ACTION DATES:

9/15/20 – Planning and Zoning recommended approval with conditions of the Trails at Woodhaven Lakes Section 1 preliminary plat

10/2/20 – Applicant submitted a corrected plat to address the conditions



CITY COUNCIL AGENDA FORM

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other - Preliminary Plat | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name(s)	
Line Item #	
Other Funding	

STAFF'S RECOMMENDATION: Motion to approve Trails at Woodhaven Lakes, Section 1 preliminary plat with the condition that applicant submits a complete final plat application and supporting documentation compliant with City Code Chapter 41

FISCAL IMPACT: N/A



City of La Marque Planning & Zoning Commission

STAFF REPORT

Meeting Date: September 15, 2020

Agenda Item: Discussion/possible action regarding a plat of Trails at Woodhaven Lakes, Section 1, located near Delany Road and F.M.1765.

Item Type: Plat - Preliminary Plat

History: Trails at Woodhaven Lakes subdivision is zoned Planned Development District and a General Plan has already been approved.

Standard for Approval:

Plats that comply with the requirements of City Code Chapter 41 and Chapter 212 of the Texas Local Government Code must be approved. Preliminary plats will always be approved with conditions because they will not comply with all of the requirements by nature of being a preliminary plat. Plats that do not comply with the requirements and need major changes will be denied and the reasons stated.

References: City Code Chapter 41;
Chapter 212, Texas Local Government Code

Council approval: Required

Public comments: None

Recommendation: Motion to approve with conditions Trails at Woodhaven Lakes Section 1 preliminary plat, subject to the conditions that:

- 1) Resubmitted Plat includes building line setbacks on plat;
- 2) Resubmitted Plat clearly define use of Reserves B and identifies housing type;
- 3) Applicant provides original certified tax certificates; and
- 4) Applicant submits a complete final plat application and supporting documentation compliant with City Code Chapter 41.

- LEGEND**
- SET 5/8" - INCH IRON ROD WITH PLASTIC CAP STAMPED
"COSTELLO INC. UNLESS OTHERWISE NOTED"
 - ⊙ - FOUND 5/8" - INCH IRON ROD UNLESS OTHERWISE NOTED
 - ① - INDICATES BLOCK NUMBER
 - Ⓐ - INDICATES RESERVE
 - ▲ - INDICATES STREET NAME BREAK

SCALE 1" = 60'

11,989.8 ACRES
PARCEL 9
C.C.D. NO. 200509
O.P.R.P.G.C.

33,357.5 ACRES
TRAILS AT
WOODHAVEN LAKES LTD.
C.F. NO. 200505409
O.P.R.P.G.C.

33,357.5 ACRES
TRAILS AT
WOODHAVEN LAKES LTD.
C.F. NO. 200505409
O.P.R.P.G.C.



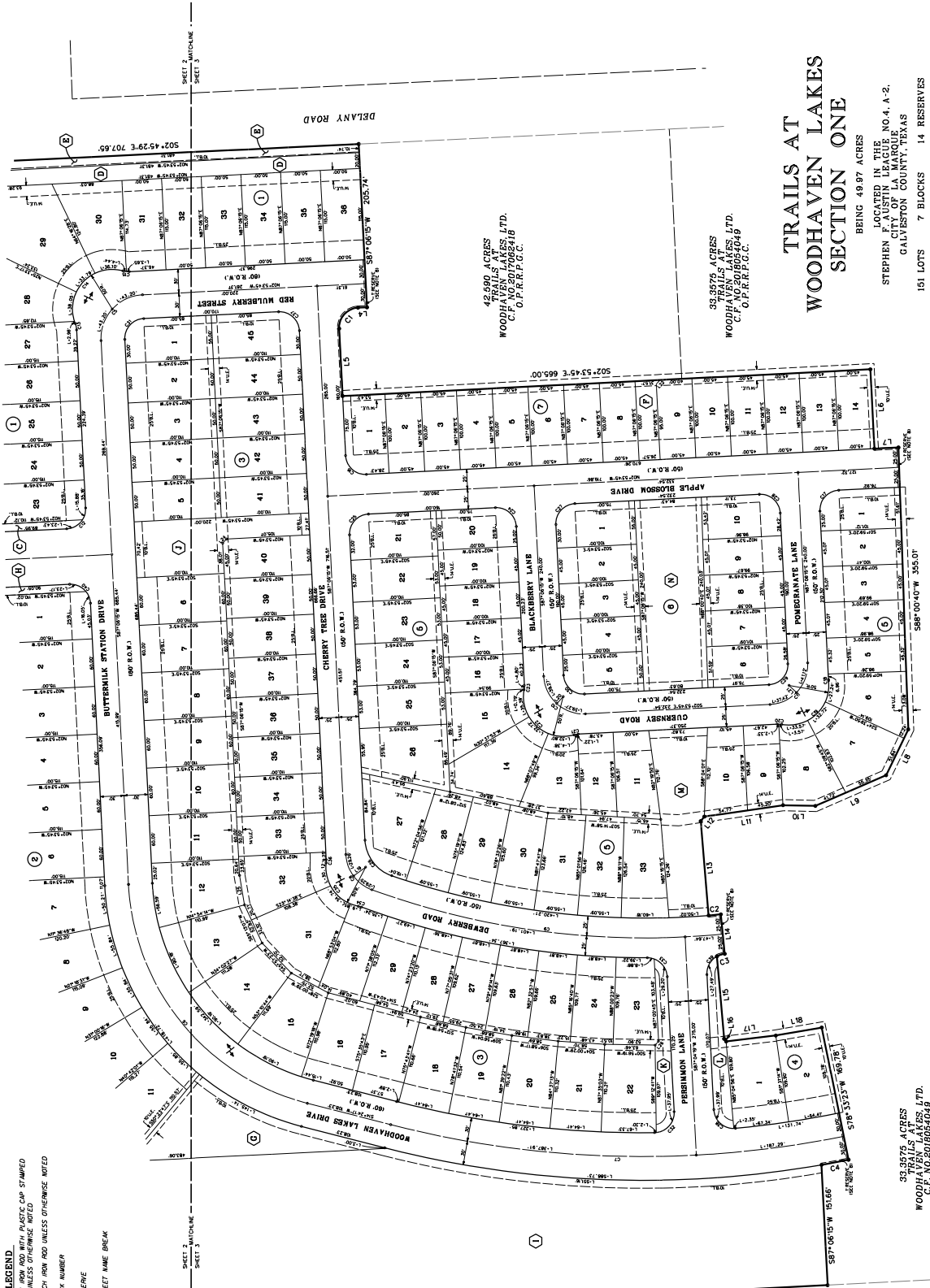
PLANNER:
7GEN PLANNING
Planning and Landscape Architecture
2110 West Loop West, Suite 100
Houston, Texas 77024
(713) 345-0384 (713) 783-3550 Fax

OWNER:
PADUA REALTY CO.
PADUA REALTY COMPANY
10000 Bay Ridge Street, Suite 100
Houston, Texas 77055



ENGINEER/SURVEYOR:
COSTELLO INC.
2110 West Loop West, Suite 100
Houston, Texas 77024
(713) 345-0384 (713) 783-3550
TELEPHONE (713) 345-0384
FAX (713) 783-3550

SHEET 3 OF 4



TRAILS AT WOODHAVEN LAKES SECTION ONE

BEING 49.97 ACRES
LOCATED IN THE
STEPHEN AUSTIN LEAGUE NO. 4-A-2,
CITY OF HOUSTON,
CALVERTON COUNTY, TEXAS
151 LOTS 7 BLOCKS 14 RESERVES
SEPTEMBER, 2020

42,690 ACRES
WOODHAVEN LAKES LTD.
C.F. NO. 2007062418
O.P.R.P.G.C.

33,357.5 ACRES
TRAILS AT
WOODHAVEN LAKES LTD.
C.F. NO. 200505409
O.P.R.P.G.C.

SHEET 4 OF 4

STATE OF TEXAS
COUNTY OF GALVESTON

WE, _____, OWNERS OF THE PROPERTY IN THE ABOVE AND FOREGOING MAP OF TRAILS AT WOODHAVEN LAKES SECTION ONE, DO HEREBY MAKE SUBDIVISION ON SAID PROPERTY ACCORDING TO THE LINES, STREETS, ALLEYS, PARKS, BUILDING LINES, AND EASEMENTS THEREIN SHOWN, AND DESIGNATE SAID SUBDIVISION AS TRAILS AT WOODHAVEN LAKES SECTION ONE IN THE STEPHEN F. AUSTIN LEAGUE NO. 4, A-2 IN GALVESTON COUNTY, TEXAS; AND DEDICATE THE STREETS, AND EASEMENTS SHOWN THEREON FOREVER.

FURTHER, OWNERS HAVE DEDICATED AND BY THESE PRESENTS DO DEDICATE TO THE USE OF THE PUBLIC FOR PUBLIC UTILITY PURPOSE FOREVER UNOBSTRUCTED AERIAL EASEMENTS. THE AERIAL EASEMENTS SHALL EXTEND HORIZONTALLY AN ADDITIONAL ELEVEN FEET, SIX INCHES (11' 6") FOR TEN FEET (10' 0") PERIMETER GROUND EASEMENTS OR SEVEN FEET, SIX INCHES (7' 6") FOR FOURTEEN FEET (14' 0") PERIMETER GROUND EASEMENTS OR FIVE FEET, SIX INCHES (5' 6") FOR SIXTEEN FEET (16' 0") PERIMETER GROUND EASEMENTS, FROM A PLANE SIXTEEN FEET (16' 0") ABOVE THE GROUND LEVEL UPWARD, LOCATED ADJACENT TO AND ADJOINING SAID PUBLIC UTILITY EASEMENTS THAT ARE DESIGNATED WITH AERIAL EASEMENTS (U.E. AND A.E.) AS INDICATED AND DEPICTED HEREON, WHEREBY THE AERIAL EASEMENT TOTALS TWENTY ONE FEET, SIX INCHES (21' 6") IN WIDTH.

FURTHER, OWNERS HAVE DEDICATED AND BY THESE PRESENTS DO DEDICATE TO THE USE OF THE PUBLIC FOR PUBLIC UTILITY PURPOSE FOREVER UNOBSTRUCTED AERIAL EASEMENT. THE AERIAL EASEMENTS SHALL EXTEND HORIZONTALLY AN ADDITIONAL TEN FEET (10' 0") FOR TEN FEET (10' 0") BACK-TO-BACK GROUND EASEMENTS, OR EIGHT FEET (8' 0") FOR FOURTEEN FEET (14' 0") BACK-TO-BACK GROUND EASEMENTS OR SEVEN FEET (7' 0") FOR SIXTEEN FEET (16' 0") BACK-TO-BACK GROUND EASEMENTS, FROM A PLANE SIXTEEN FEET (16' 0") ABOVE THE GROUND LEVEL UPWARD, LOCATED ADJACENT TO BOTH SIDES AND ADJOINING SAID PUBLIC UTILITY EASEMENTS THAT ARE DESIGNATED WITH AERIAL EASEMENTS (U.E. AND A.E.) AS INDICATED AND DEPICTED HEREON, WHEREBY THE AERIAL EASEMENT TOTALS THIRTY FEET (30' 0") IN WIDTH.

FURTHER, OWNERS DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY IMMEDIATELY ADJACENT TO THE BOUNDARIES OF THE ABOVE AND FOREGOING PLAT OF TRAILS AT WOODHAVEN LAKES SECTION ONE WHERE BUILDING SETBACK LINES OR PUBLIC EASEMENTS ARE TO BE ESTABLISHED OUTSIDE THE BOUNDARIES OF THE ABOVE AND FOREGOING PLAT AND DO HEREBY MAKE AND ESTABLISH ALL BUILDING SETBACK LINES AND DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL PUBLIC EASEMENTS SHOWN IN SAID ADJACENT ACRAGE.

THIS IS TO CERTIFY THAT WE, KB HOME LOAN STAR INC., A TEXAS CORPORATION, HAVE COMPLIED WITH OR WILL COMPLY WITH THE EXISTING REGULATIONS HERETOFORE ON FILE AND ADOPTED BY THE CITY OF LA MARQUE IN GALVESTON COUNTY, TEXAS.

IN TESTIMONY WHEREOF, KB HOME LOAN STAR INC., A TEXAS CORPORATION, HAS CAUSED THESE PRESENTS TO BE SIGNED BY MARK EUBANKS, VICE PRESIDENT OF FINANCE AND BY RYAN HAWKINS, LAND DEVELOPMENT MANAGER, THIS _____, DAY OF _____, 2020.

owner
A _____ CORPORATION

BY: _____
Person**
Title**

BY: _____
Person**
Title**

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED **person**, **title** OF **Owner**, KNOWN TO ME TO BE THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THEIR NAME FOR THE PURPOSES AND CONSIDERATION THEREIN SET FORTH.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS _____ DAY OF _____, 2020.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

PRINT NAME

MY COMMISSION EXPIRES: _____

I, MARK D. ARMSTRONG, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THE ABOVE SUBDIVISION IS TRUE AND ACCURATE; WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND; THAT, EXCEPT AS SHOWN ALL BOUNDARY CORNERS, ANGLE POINTS, POINTS OF CURVATURE AND OTHER POINTS OF REFERENCE HAVE BEEN MARKED WITH IRON PIPES OR RODS HAVING AN OUTSIDE DIAMETER OF NOT LESS THAN FIVE EIGHTS (5/8) INCH AND A LENGTH OF NOT LESS THAN THREE (3) FEET; AND THAT THE PLAT BOUNDARY CORNERS HAVE BEEN TIED TO THE TEXAS COORDINATE SYSTEM OF 1983, CENTRAL ZONE.

MARK D. ARMSTRONG
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 5363

WE HEREBY CERTIFY THAT THE ABOVE AND FOREGOING PLAT OF TRAILS AT WOODHAVEN LAKES SECTION ONE, WAS APPROVED BY THE PLANNING COMMISSION OF THE CITY OF LA MARQUE, TEXAS, ON THE _____ DAY OF _____, A. D., 2020, AND BY THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS, ON THE _____ DAY OF _____, A. D., 2020.

GREG CORNETT
VICE CHAIRSPERSON, PLANNING COMMISSION

BOBBY HOCKING
MAYOR OF THE CITY OF LA MARQUE, TEXAS

I, DWIGHT D. SULLIVAN, COUNTY CLERK, GALVESTON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE WRITTEN INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE ON _____, 2020, AT _____ O'CLOCK, ____ M., AND DULY RECORDED ON _____, 2020, AT _____ O'CLOCK, ____ M. IN INSTRUMENT NUMBER _____, GALVESTON COUNTY RECORDS.

WITNESS MY HAND AND SEAL OF OFFICE, AT GALVESTON, TEXAS, THE DAY AND DATE LAST ABOVE WRITTEN.

DWIGHT D. SULLIVAN, COUNTY CLERK,
GALVESTON COUNTY, TEXAS

BY: _____
DEPUTY

FIELD NOTES FOR 49.97 ACRES

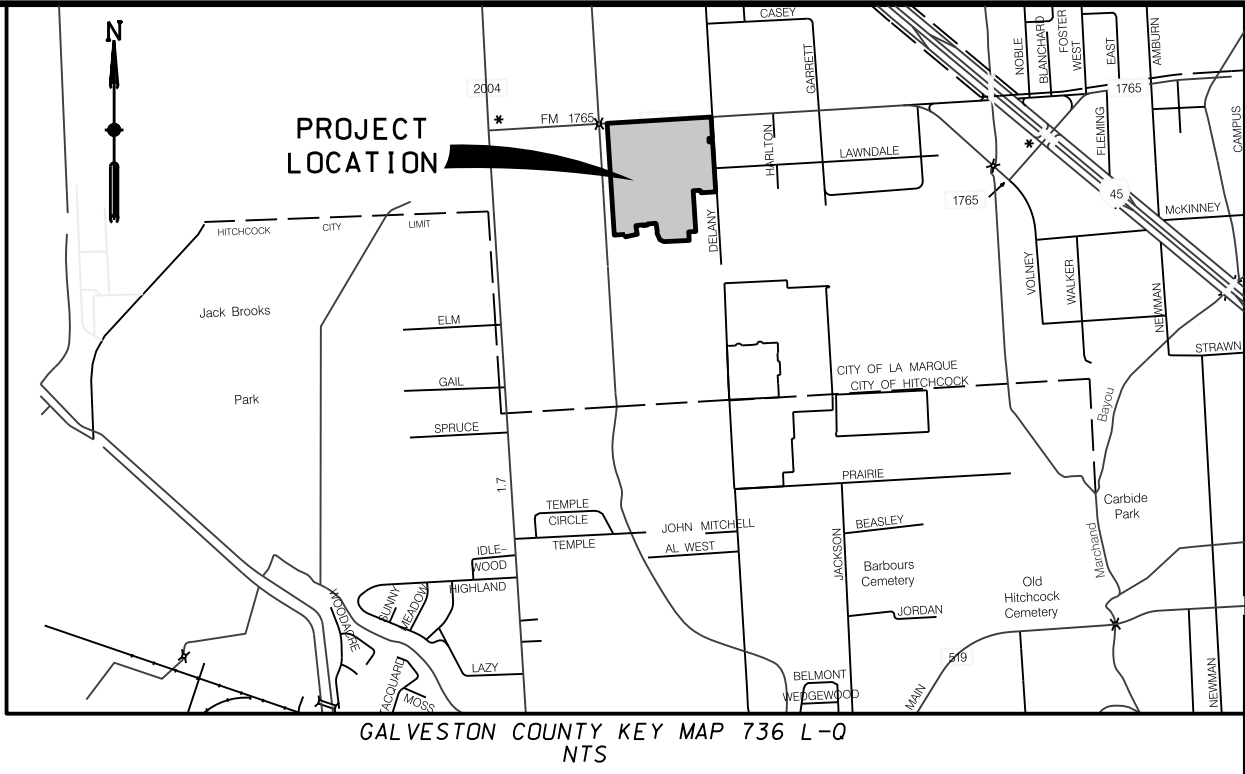
Being a 49.97-acre tract of land located in the Stephen F. Austin League No. 4, A-297, in Galveston County, Texas; said 49.97-acre tract being part of a called 42.2590-acre tract of land recorded in the name of Trails at Woodhaven Lakes in Clerk's File Number 2017062418 of the Official Public Records of Real Property of Galveston County (O.P.R.R.P.G.C.), part of a called 33.3575-acre tract of land recorded in the name of Trails at Woodhaven Lakes in Clerk's File Number 2018054049 of the O.P.R.R.P.G.C., all of a call 7.8800-acre tract of land recorded in the name of Trails at Woodhaven Lakes in Clerk's File Number 2019016768 of the O.P.R.R.P.G.C., and all of a called 6.40-acre tract of land recorded in the name of Trails Land Holding in Clerk's File Number 2019006929 of the O.P.R.R.P.G.C.; said tract being more particularly described by metes and bounds as follows (all bearings are referenced to the Texas Coordinate System, South Central Zone):

Beginning at a 5/8-inch iron rod found at the northwest corner of said 7.8800 acre tract and the northeast corner of a called 11.3826 acre tract of land recorded in Clerk's File Number 2000065569 of the O.P.R.R.P.G.C., same being on the south Right-of-Way (R.O.W.) line of FM 1765 (100-foot wide;

1. Thence, with said south R.O.W. line and with the north line of said 7.8800 acre tract and said 6.40 acre tract, North 87 degrees 17 minutes 30 seconds East, a distance of 1,466.87 feet to the northeast corner of said 6.40 acre tract, same being on the west R.O.W. line of Delany Road (width varies);
2. Thence, with said west R.O.W. line and with the east line of said 6.40 acre tract, South 02 degrees 45 minutes 29 seconds East, a distance of 297.97 feet to a common corner of said 6.40 acre tract and a called 0.0574 acre tract of land recorded in Clerk's File Number 8239444 of the O.P.R.R.P.G.C.;
3. Thence, with the common line of said 6.40 acre tract and said 0.0574 acre tract, South 87 degrees 14 minutes 31 seconds West, a distance of 50.00 feet;
4. Thence, continuing with said common line, South 02 degrees 45 minutes 29 seconds East, at a distance of 29.77 feet passing a common corner of said 6.40 acre tract and aforesaid 42.2590 acre tract, in all, a total distance of 50.00 feet;
5. Thence, with the common line of said 0.0574 acre tract and said 42.2590 acre tract, North 87 degrees 14 minutes 31 seconds East, a distance of 50.00 feet to the west R.O.W. line of aforesaid Delany Road;
6. Thence, with said west R.O.W. line and with the east line of said 42.2590 acre tract, South 02 degrees 45 minutes 29 seconds East, a distance of 707.65 feet;

Thence, through said 42.2590 acre tract and aforesaid 33.3575 acre tract, the following twenty-four (24) courses:

7. South 87 degrees 06 minutes 15 seconds West, a distance of 205.74 feet;
8. North 02 degrees 53 minutes 45 seconds West, a distance of 11.31 feet;
9. 39.27 feet along the arc of a curve to the left, said curve having a central angle of 90 degrees 00 minutes 00 seconds, a radius of 25.00 feet and a chord that bears North 47 degrees 53 minutes 45 seconds West, a distance of 35.36 feet;
10. South 87 degrees 06 minutes 15 seconds West, a distance of 85.00 feet;
11. South 02 degrees 53 minutes 45 seconds East, a distance of 665.00 feet;
12. South 87 degrees 06 minutes 15 seconds West, a distance of 100.00 feet;
13. South 02 degrees 53 minutes 45 seconds East, a distance of 30.26 feet;
14. South 88 degrees 00 minutes 40 seconds West, a distance of 355.01 feet;
15. North 64 degrees 18 minutes 14 seconds West, a distance of 64.07 feet;
16. North 23 degrees 26 minutes 41 seconds West, a distance of 97.07 feet;
17. North 01 degrees 14 minutes 40 seconds East, a distance of 40.71 feet;
18. North 08 degrees 15 minutes 26 seconds West, a distance of 99.97 feet;
19. North 51 degrees 30 minutes 06 seconds West, a distance of 7.28 feet;
20. South 85 degrees 15 minutes 15 seconds West, a distance of 119.12 feet;
21. 15.51 feet along the arc of a curve to the left, said curve having a central angle of 00 degrees 54 minutes 41 seconds, a radius of 975.00 feet and a chord that bears South 05 degrees 12 minutes 06 seconds East, a distance of 15.51 feet;
22. South 84 degrees 20 minutes 34 seconds West, a distance of 50.00 feet;
23. 10.58 feet along the arc of a curve to the left, said curve having a central angle of 24 degrees 15 minutes 26 seconds, a radius of 25.00 feet and a chord that bears North 17 degrees 47 minutes 09 seconds West, a distance of 10.51 feet;
24. South 84 degrees 54 minutes 56 seconds West, a distance of 104.21 feet;
25. South 52 degrees 56 minutes 41 seconds West, a distance of 4.16 feet;
26. South 06 degrees 53 minutes 00 seconds East, a distance of 62.84 feet;
27. South 09 degrees 50 minutes 45 seconds East, a distance of 58.72 feet;
28. South 78 degrees 33 minutes 24 seconds West, a distance of 169.78 feet;
29. 34.57 feet along the arc of a curve to the right, said curve having a central angle of 01 degrees 31 minutes 04 seconds, a radius of 1,305.00 feet and a chord that bears North 10 degrees 41 minutes 05 seconds West, a distance of 34.57 feet;
30. South 87 degrees 06 minutes 15 seconds West, a distance of 151.66 feet to the common line of aforesaid 42.2590 acre tract and aforesaid 11.3826 acre tract;
31. Thence, with said common line, North 02 degrees 53 minutes 45 seconds West, a distance of 1,577.11 feet to the **Point of Beginning** and containing 49.97 acres of land.



TRAILS AT WOODHAVEN LAKES SECTION ONE

BEING 49.97 ACRES

LOCATED IN THE
STEPHEN F. AUSTIN LEAGUE NO.4, A-2,
CITY OF LA MARQUE
GALVESTON COUNTY, TEXAS

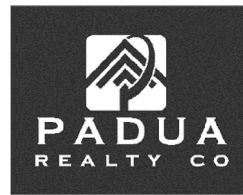
151 LOTS 7 BLOCKS 14 RESERVES
SEPTEMBER, 2020

PLANNER:



7GEN PLANNING
Planning and Landscape Architecture
2107 CityWest Blvd., 3rd Floor
Houston, Texas 77042
(713) 343-0394 (713) 783-3580, Fax

OWNER:



PADUA REALITY COMPANY

5509 SAN FELIPE STREET, STE. 911
HOUSTON, TEXAS 77056
TELEPHONE (281) 952-4657

ENGINEER/SURVEYOR:

Costello



COSTELLO, INC.
2107 CITYWEST BOULEVARD
3RD FLOOR
HOUSTON, TEXAS 77042
(713) 783-7788 FAX: 783-3580
TBPE FIRM REGISTRATION NO. 280
TBPLS FIRM REGISTRATION NO. 100486

SHEET 1 OF 4

TEXAS AVENUE (F.M. 1765)
(100' R.O.W.)

TEXAS AVENUE (F.M. 1765)
(100' R.O.W.)

N87°17'30"E 1,466.87'

A

0.0574 ACRES
LIFT STATION
CITY OF LAMARQUE
C.F. NO. 8239444
O.P.R.R.P.G.C.

11.3826 ACRES
"PARCEL 9-S"
G.C.D.D. NO. 2
C.F. NO. 2000065569
O.P.R.R.P.G.C.

I

N02°53'45"W 1577.11'

SHEET 2
MATCHLINE
SHEET 3

WOODHAVEN AVENUE
(70' R.O.W.)

DELANY ROAD
(R.O.W. VARIES)

BUTTERMILK STATION DRIVE
(60' R.O.W.)

SHEET 2
MATCHLINE
SHEET 3

TRAILS AT WOODHAVEN LAKES SECTION ONE

BEING 49.97 ACRES

LOCATED IN THE
STEPHEN F. AUSTIN LEAGUE NO. 4, A-2,
CITY OF LA MARQUE
GALVESTON COUNTY, TEXAS

151 LOTS 7 BLOCKS 14 RESERVES
SEPTEMBER, 2020

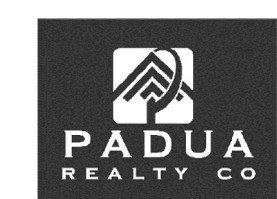
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DELANY/WOOD HAVEN PLATS/2020122-LPNO11

SHEET 2 OF 4

N

60 30 0 60 120
SCALE: 1" = 60'

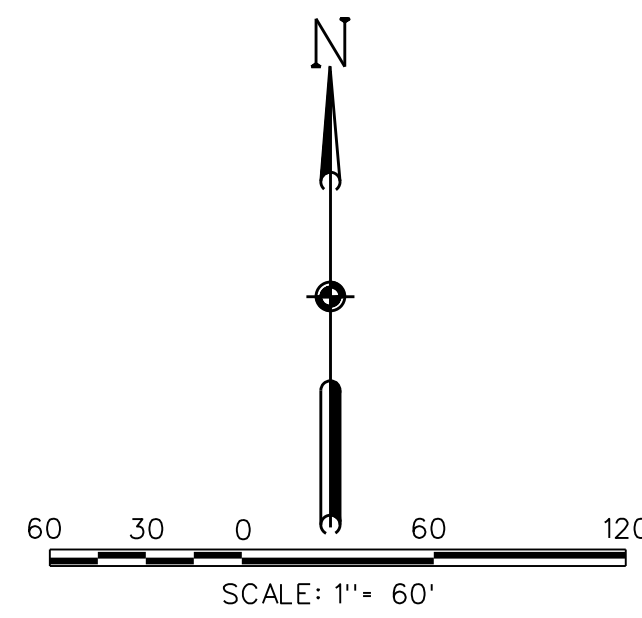
LEGEND

- SET 5/8 - INCH IRON ROD WITH PLASTIC CAP STAMPED "COSTELLO INC" UNLESS OTHERWISE NOTED
- FOUND 5/8 - INCH IRON ROD UNLESS OTHERWISE NOTED

① - INDICATES BLOCK NUMBER

A - INDICATES RESERVE

Δ - INDICATES STREET NAME BREAK



- LEGEND**
- SET 5/8" - INCH IRON ROD WITH PLASTIC CAP STAMPED "COSTELLO INC" UNLESS OTHERWISE NOTED
 - ⊙ - FOUND 5/8" - INCH IRON ROD UNLESS OTHERWISE NOTED
 - ① - INDICATES BLOCK NUMBER
 - A - INDICATES RESERVE
 - INDICATES STREET NAME BREAK

11.3826 ACRES
"PARCEL 9-S"
G.C.D.D. NO.2
C.F. NO.2000065569
O.P.R.R.P.G.C.

33.3575 ACRES
TRAILS AT
WOODHAVEN LAKES, LTD.
C.F. NO.2018054049
O.P.R.R.P.G.C.

42.590 ACRES
TRAILS AT
WOODHAVEN LAKES, LTD.
C.F. NO.2017062418
O.P.R.R.P.G.C.

33.3575 ACRES
TRAILS AT
WOODHAVEN LAKES, LTD.
C.F. NO.2018054049
O.P.R.R.P.G.C.

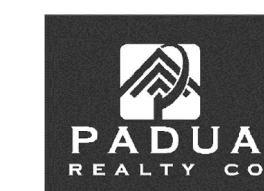
TRAILS AT WOODHAVEN LAKES SECTION ONE

BEING 49.97 ACRES

LOCATED IN THE
STEPHEN F. AUSTIN LEAGUE NO.4, A-2,
CITY OF LA MARQUE
GALVESTON COUNTY, TEXAS

151 LOTS 7 BLOCKS 14 RESERVES
SEPTEMBER, 2020

OWNER:



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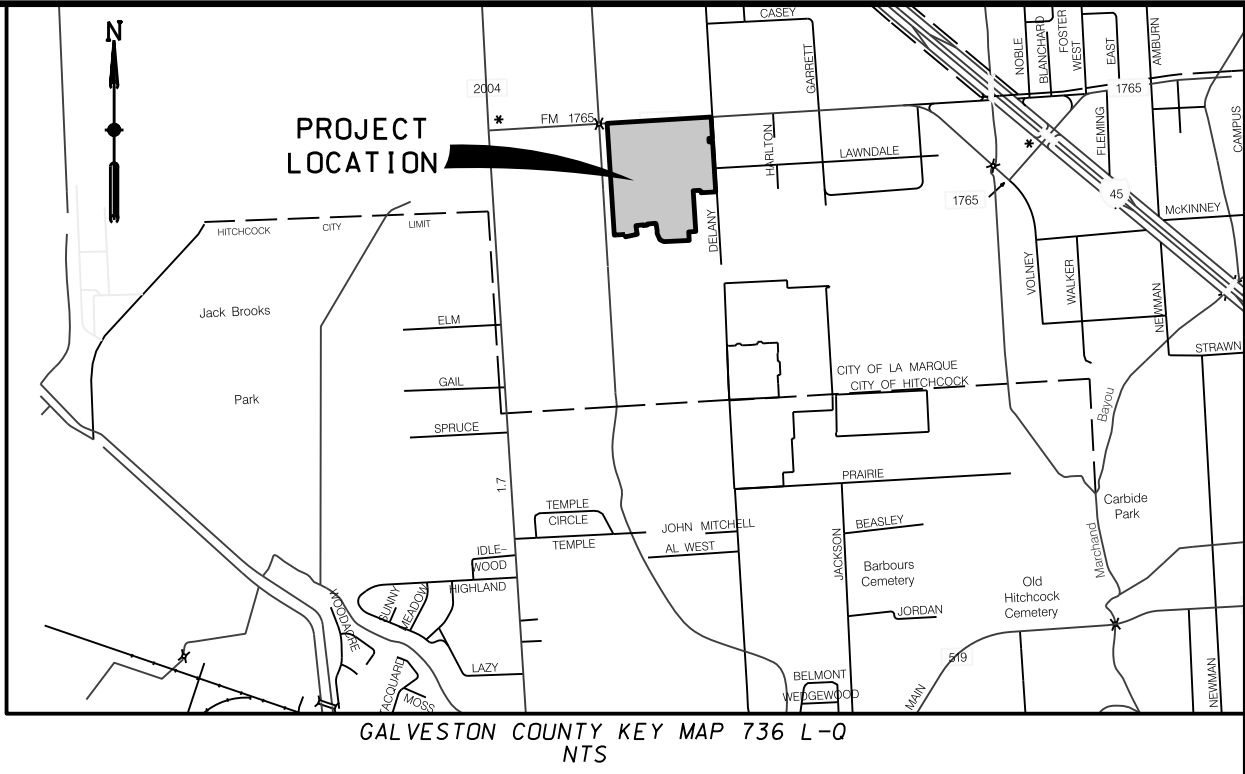


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CURVE DATA TABLE

NUMBER	ARC LENGTH (FEET)	RADIUS (FEET)	DELTA ANGLE	CHORD DIRECTION	CHORD LENGTH (FEET)
C1	39.27	25.00	90° 0' 0"	N47° 53'45"W	35.36
C2	15.51	975.00	0° 54' 41"	S05° 12'06"E	15.51
C3	10.58	25.00	24° 15' 26"	N17° 47'09"W	10.51
C4	34.57	1305.00	1° 31' 4"	N10° 41'05"W	34.57
C5	86.39	55.00	90° 0' 0"	N47° 53'45"W	77.78
C6	380.65	300.00	72° 41' 58"	S50° 45'16"W	355.63
C7	575.20	1275.00	25° 50' 54"	S01° 28'50"W	570.33
C8	58.51	50.00	67° 2' 45"	S53° 34'53"W	55.23
C9	448.82	1000.00	25° 42' 57"	S07° 12'02"W	445.07
C10	78.54	50.00	90° 0' 0"	S42° 06'15"W	70.71
C11	78.54	50.00	90° 0' 0"	S47° 53'45"E	70.71
C12	39.32	25.00	90° 6' 14"	S47° 50'38"E	35.39
C13	8.09	25.00	18° 32' 22"	N77° 50'04"E	8.05
C14	110.89	50.00	127° 4' 22"	S47° 53'55"E	89.52
C15	8.09	25.00	18° 32' 1"	S06° 22'15"W	8.05
C16	39.27	25.00	90° 0' 0"	S42° 06'15"W	35.36
C17	39.27	25.00	90° 0' 0"	N47° 53'45"W	35.36
C18	1.60	25.00	3° 39' 29"	S85° 16'31"W	1.60
C19	93.54	50.00	107° 11' 22"	N42° 57'33"W	80.48
C20	5.90	25.00	13° 31' 53"	N03° 52'12"E	5.89
C21	5.59	25.00	12° 49' 18"	N09° 18'24"W	5.58
C22	100.92	50.00	115° 38' 36"	N42° 06'15"E	84.64
C23	5.59	25.00	12° 49' 18"	S86° 29'06"E	5.58
C24	39.27	25.00	90° 0' 0"	N42° 06'15"E	35.36
C25	39.27	25.00	90° 0' 0"	N47° 53'45"W	35.36
C26	59.40	50.00	68° 4' 4"	S53° 04'13"W	55.97
C27	39.27	25.00	90° 0' 0"	S47° 53'45"E	35.36
C28	39.27	25.00	90° 0' 0"	S42° 06'15"W	35.36
C29	39.27	25.00	90° 0' 0"	N47° 53'45"W	35.36
C30	39.27	25.00	90° 0' 0"	N42° 06'15"E	35.36
C31	39.27	25.00	90° 0' 0"	N47° 53'45"W	35.36
C32	40.25	25.00	92° 14' 42"	S46° 48'20"E	36.04
C33	38.08	25.00	87° 16' 14"	N43° 26'12"E	34.50
C34	4.18	25.00	9° 35' 28"	N15° 32'22"E	4.18
C35	74.71	50.00	85° 36' 43"	N53° 32'59"E	67.95
C36	4.04	25.00	9° 15' 6"	S88° 16'12"E	4.03
C37	39.27	25.00	90° 0' 0"	N42° 06'15"E	35.36
C38	40.34	25.00	92° 27' 10"	N40° 50'44"E	36.10
C39	38.08	25.00	87° 16' 14"	S49° 17'33"E	34.50
C40	39.22	25.00	89° 53' 46"	S42° 09'22"W	35.32
C41	54.93	35.00	89° 54' 59"	N47° 45'01"W	49.46
C42	55.03	35.00	90° 5' 1"	N42° 14'59"E	49.53
C43	60.09	300.00	11° 28' 37"	S87° 25'08"E	59.99
C44	60.06	300.00	11° 28' 15"	S87° 24'56"E	59.96

LINE DATA TABLE

NUMBER	DIRECTION	DISTANCE (FEET)
L1	S87° 14'31"W	50.00
L2	S02° 45'29"E	50.00
L3	N87° 14'31"E	50.00
L4	N02° 53'45"W	11.31
L5	S87° 06'15"W	85.00
L6	S87° 06'15"W	100.00
L7	S02° 53'45"E	30.26
L8	N64° 18'14"W	64.07
L9	N23° 26'41"W	97.07
L10	N01° 14'40"E	40.71
L11	N08° 15'26"W	99.67
L12	N8° 4'30'06"W	7.28
L13	S85° 15'16"W	19.42
L14	S84° 20'34"W	56.06
L15	S84° 54'56"W	104.21
L16	S52° 56'41"W	4.16
L17	S06° 53'00"E	62.84
L18	S09° 50'45"E	58.72
L19	S36° 25'14"E	18.84
L20	S47° 53'45"E	12.00
L21	S44° 13'09"W	13.04
L22	S47° 53'45"E	7.07
L23	S00° 58'46"E	13.01
L24	N47° 55'57"W	7.07
L25	S80° 17'50"W	37.72
L26	S50° 11'25"E	6.60

ABBREVIATION LEGEND

A.E.	AERIAL EASEMENT
B.L.	BUILDING LINE
C.F. NO.	CLERKS FILE NUMBER
U.E.	UTILITY EASEMENT
S.S.E.	SANITARY SEWER EASEMENT
STM.S.E.	STORM SEWER EASEMENT
W.L.E.	WATER LINE EASEMENT
R.O.W.	RIGHT-OF-WAY
D.E.	DRAINAGE EASEMENT
IRR.	IRRIGATION
ESMT.	EASEMENT
F.C. NO.	FILM CODE NUMBER
TEMP.	TEMPORARY
VOL.	VOLUME
PG.	PAGE
SF.	SQUARE FEET
AC.	ACRES
G.C.D.R.	GALVESTON COUNTY DEED RECORD
O.P.R.R.P.	OFFICIAL PUBLIC RECORDS OF REAL PROPERTY
P.O.B.	POINT OF BEGINNING
G.C.D.D.	GALVESTON COUNTY DRAINAGE DISTRICT
HL&P	HOUSTON LIGHTING AND POWER
P.A.E.	PRIVATE ACCESS EASEMENT
P.U.E.	PUBLIC UTILITY EASEMENT

RESERVE TABLE

A	COMMERCIAL RESERVE	3.3988 ACRES	148,052 SO. FT.
B	SENIOR LIVING RESERVE	9.1646 ACRES	399,211 SO. FT.
C	OPEN SPACE RESERVE	0.0241 ACRES	1,050 SO. FT.
D	OPEN SPACE RESERVE	0.2210 ACRES	9,626 SO. FT.
E	LANDSCAPE RESERVE	0.1251 ACRES	5,448 SO. FT.
F	OPEN SPACE RESERVE	0.0613 ACRES	2,669 SO. FT.
G	OPEN SPACE RESERVE	1.2179 ACRES	53,053 SO. FT.
H	OPEN SPACE RESERVE	0.0241 ACRES	1,050 SO. FT.
I	OPEN SPACE RESERVE	6.6939 ACRES	291,587 SO. FT.
J	OPEN SPACE RESERVE	0.2473 ACRES	10,773 SO. FT.
K	OPEN SPACE RESERVE	0.0872 ACRES	3,798 SO. FT.
L	OPEN SPACE RESERVE	0.0887 ACRES	3,865 SO. FT.
M	OPEN SPACE RESERVE	0.3090 ACRES	13,460 SO. FT.
N	PARK RESERVE	0.4547 ACRES	19,808 SO. FT.
TOTAL		22.1177 ACRES	963,450 SO. FT.

NOTES:

- ALL NON-PERIMETER EASEMENTS ON PROPERTY LINES ARE CENTERED UNLESS OTHERWISE NOTED.
- ALL BEARINGS ARE BASED ON THE TEXAS COORDINATES SYSTEM OF 1983, SOUTH CENTRAL ZONE.
- UNLESS OTHERWISE INDICATED, THE BUILDING LINES (B.L.), WEATHER ONE OR MORE, SHOWN ON THIS SUBDIVISION PLAT ARE ESTABLISHED TO EVIDENCE COMPLIANCE WITH THE APPLICABLE PROVISIONS OF SUBDIVISION ORDINANCE NO. 139, CITY OF LA MARQUE, TEXAS, IN EFFECT AT THE TIME THIS PLAT WAS APPROVED, WHICH MAY BE AMENDED FROM TIME TO TIME.
- ALL OF THE PROPERTY SUBDIVIDED IN THE FOREGOING PLAT IS WITH THE INCORPORATED BOUNDARIES OF THE CITY OF LA MARQUE, TEXAS
- WOOD HAVEN SECTION ONE IS LOCATED WITHIN ZONE B PER FEMA FLOOD INSURANCE RATE MAP PANEL 485486001SD WHICH BEARS AN EFFECT DATE OF FEBRUARY 16, 1983 AND MAP NUMBER 4854790000SD, MAP REVISED APRIL 4, 1983.
- SIDEWALKS SHALL BE CONSTRUCTED BY THE DEVELOPER UNLESS FRONTING LOTS. THIS WILL BE COMPLETED BY HOMEBUILDERS.
- ALL EASEMENTS AND BUILDING LINES DEDICATED BY THE DELANY ROAD ACRES SUBDIVISION PLAT, RECORDED IN VOLUME 18, PAGE 760 OF THE GALVESTON COUNTY MAP RECORDS, THAT ARE LOCATED WITHIN THE BOUNDARIES OF THIS PLAT ARE ABANDONED BY THIS PLAT.
- A ONE-FOOT RESERVE DEDICATED TO THE PUBLIC IN FEE AS A BUFFER SEPARATION BETWEEN THE SIDE OR END OF STREETS IN SUBDIVISION PLATS WHERE SUCH STREETS ADJUT ADJACENT ACREAGE TRACTS. THE CONDITIONS OF SUCH DEDICATION BEING THAT WHEN THE ADJACENT PROPERTY IS SUBDIVIDED BY A RECORDED PLAT, THE ONE-FOOT RESERVE SHALL THEREUPON BECOME VESTED IN THE PUBLIC FOR STREET RIGHT-OF-WAY PURPOSES AND THE FEE TITLE THERETO SHALL REVERT AND REVEST IN THE DEDICATOR, HIS HEIRS, ASSIGNS, OR SUCCESSORS.
- ALL RESERVES WILL BE MAINTAINED AND OPERATED BY THE HOME OWNERS ASSOCIATION.
- LOCATION OF THE MEDIAN CUTS ALONG THE 70' RIGHT-OF-WAY ENTRY BOULEVARD ARE SUBJECT TO CHANGE.

TRAILS AT
WOODHAVEN LAKES
SECTION ONE

BEING 49.97 ACRES

LOCATED IN THE
STEPHEN F. AUSTIN LEAGUE NO.4, A-2,
CITY OF LA MARQUE
GALVESTON COUNTY, TEXAS

151 LOTS 7 BLOCKS 14 RESERVES
SEPTEMBER, 2020

PLANNER:



7GEN PLANNING
Planning and Landscape Architecture
2107 CityWest Blvd., 3rd Floor
Houston, Texas 77042
(713) 343-0394 (713) 783-3580, Fax

OWNER:



PADUA REALTY COMPANY

5599 SAN FELIPE STREET, STE. 911
HOUSTON, TEXAS 77056
TELEPHONE: (281) 952-4657

ENGINEER/SURVEYOR:



COSTELLO, INC.
2107 CITYWEST BOULEVARD
3RD FLOOR
HOUSTON, TEXAS 77042
(713) 783-7788 FAX: 783-3880
TBPE FIRM REGISTRATION NO. 280
TBPLS FIRM REGISTRATION NO. 100486



CITY OF LA MARQUE
"Gateway to the Gulf"
1130 1st St., La Marque, TX 77568
409-938-9252 S.Sutton@CityOfLaMarque.Org

Plat and Re-Plat Application

Project Address: Trails At Woodhaven Lakes -Sw Corner Of Texas Ave. & Delany Road ___ **Permit #:** _____

Parcel #: _____ **Legal Description:** ABST 2 S F AUSTIN SUR TR 98-12 6.400 ACRES, ABST 2 S F AUSTIN SUR TR 98-13 (98-13-1) 7.880 ACRES, ABST 2 S F AUSTIN SUR TR 98-13 34.379 ACRES, ABST 2 S F AUSTIN SUR TR 98-3 33.351 ACRES

Fee: \$1,232.00 **Zoning Designation:** Trails At Woodhaven Lakes PDD ☐ **Commercial Project** ☐ **Residential Project**

Plot of Area Attached: ☒ YES ☐ NO **Metes and Bounds Attached:** ☐ YES ☐ NO **Survey Attached:** ☒ YES ☐ NO

Type of Plat: (circle one) ~~Amended Plat~~ ~~Re-Plat~~ ~~Final Plat~~ PRELIMINARY PLAT

Property Description: Tract 1 - 67.4042 acres of land or 2,936,126 square feet. located in the Stephen F. Austin League, Abstract 297, Galveston County, Texas, Said 67.4042 acre tract being out of and a port of a 42.2590 acre tract of record in the name of Trails at Woodhaven Lakes, Ltd. in Galveston County Clerk's File (G.C.C.F.) Number 2017062418 and all of a 33.3575 acre tract of record in the name of Trails at Woodhaven Lakes, Ltd. in G.C.C.F. No. 2018054049

Tract 2 - 14.61 acres of land or 636,321 square feet, located in the Stephen F. Austin League, Abstract 297, Galveston County, Texas, Said 14.61 acre tract being all of o 7.8800 acre tract of record in the name of Trails land Holdings, LTD in Galveston County Clerk's File (G.C.C.F.) Number 20190973407, all of a 6.40 acre tract of record in the name of Trails Land Holdings, Ltd. in G.C.C.F. No. 2019006929, and out of and a part of a called 42.2590 acre tract of record in the name of Trails at Wood haven Lakes, Ltd. In G.C.C.F. #201762418.

Owner Name: Padua Realty Company (c/o - Arya Karve, 7Gen Planning and Landscape

Phone: 713 579 3833

Email: akarve@7genplanning.com

FAX: _____

Address: 2107 CityWest Blvd. | 4th Floor | Houston, Texas 77042

Application Checklist

☒ **Site Plan** (to scale) with Existing Improvements, Developments and Property Lines

(8-1/2 X 11 if larger than 8 1/2 x 11 please fold to appropriate size)

☒ **Survey** (to scale, 2 copies)

☒ **Original Certified Tax Receipt Showing Acre and Taxes Paid Current**

☐ **Title Report** (If purchased in the last 60 days) or

☒ **Platting Letter**

Filing Fees

A filing fee of \$200.00 per plat plus \$8.00 per lot shall be required and made payable by check drawn to the order of city upon submission of the preliminary plat to the planning commission for approval. No charge will be made for the final plat. For re-plats, a charge of \$150.00 will be made in the event no preliminary plat is required. If preliminary plat is required, the required charge shall be the same as for a new subdivision plat.

Submitted to the Planning and Zoning Commission

Date Submitted: _____

APPROVED: _____

DENIED: _____

OTHER: _____

Comments: _____



CITY OF LA MARQUE

"Gateway to the Gulf"

1130 1st St., La Marque, TX 77568

409-938-9252 S.Sutton@CityOfLaMarque.Org

Plat and Re-Plat Application

Applicant Certificate

I affirm the statements contained in this application are true and correct to the best of my knowledge.

Signature of applicant: _____



Date: 8/18/2020



CITY COUNCIL AGENDA FORM

Meeting Date: October 12, 2020

Prepared by: Derra Purnell

Agenda item: 5e

Reviewed by: Charlene Warren

Charles Jackson

Department: Development Services

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding preliminary plat for Ambrose Section 1

X

ATTACHMENTS FOR REFERENCE

1. Planning and Zoning Commission staff report
2. Submitted plat
3. Plat application

STAFF BRIEFING:

- The Ambrose General Plan contains the detail and project phasing for the Ambrose development and was approved by Council at a previous meeting
- Council also approved the Ambrose Planned Development District zoning ordinance at a previous meeting that contains the detailed zoning regulations applicable to this subdivision
- Planning and Zoning Commission recommended approval of this preliminary plat with the standard condition only

HISTORY: N/A

TARGET IMPLEMENTATION: Final plat still required

SIGNIFICANT ACTION DATES:

9/15/20 - Planning and Zoning recommended approval with conditions of the Ambrose Section 1 preliminary plat

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other - Preliminary Plat | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name(s)	
Line Item #	
Other Funding	



CITY COUNCIL AGENDA FORM

STAFF'S RECOMMENDATION: Motion to approve Ambrose Section 1 preliminary plat with the condition that applicant submits a complete final plat application and supporting documentation compliant with City Code Chapter 41

FISCAL IMPACT: N/A



City of La Marque Planning & Zoning Commission

STAFF REPORT

Meeting Date: September 15, 2020

Agenda Item: Discussion/possible action regarding a plat of Ambrose Section 1, located near Delany Road and Fleming.

Item Type: Plat - Preliminary Plat

History: Ambrose subdivision is zoned Planned Development District and a General Plan has already been approved.

Standard for Approval:

Plats that comply with the requirements of City Code Chapter 41 and Chapter 212 of the Texas Local Government Code must be approved. Preliminary plats will always be approved with conditions because they will not comply with all of the requirements by nature of being a preliminary plat. Plats that do not comply with the requirements and need major changes will be denied and the reasons stated.

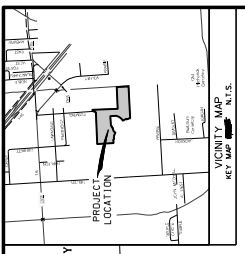
References: City Code Chapter 41;
Chapter 212, Texas Local Government Code

Council approval: Required

Public comments: None

Recommendation: Motion to approve with conditions Ambrose Section 1 preliminary plat, subject to the condition that:

- 1) Applicant submits a complete final plat application and supporting documentation compliant with City Code Chapter 41.



LINE DATA TABLE

NUMBER	DIRECTION	DISTANCE
1	N 87° 48' 51" E	1365.09
2	N 87° 48' 51" E	1365.09
3	N 87° 48' 51" E	1365.09
4	N 87° 48' 51" E	1365.09
5	N 87° 48' 51" E	1365.09
6	N 87° 48' 51" E	1365.09
7	N 87° 48' 51" E	1365.09
8	N 87° 48' 51" E	1365.09
9	N 87° 48' 51" E	1365.09
10	N 87° 48' 51" E	1365.09
11	N 87° 48' 51" E	1365.09
12	N 87° 48' 51" E	1365.09
13	N 87° 48' 51" E	1365.09
14	N 87° 48' 51" E	1365.09
15	N 87° 48' 51" E	1365.09
16	N 87° 48' 51" E	1365.09
17	N 87° 48' 51" E	1365.09
18	N 87° 48' 51" E	1365.09
19	N 87° 48' 51" E	1365.09
20	N 87° 48' 51" E	1365.09
21	N 87° 48' 51" E	1365.09
22	N 87° 48' 51" E	1365.09
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39	N 87° 48' 51" E	1365.09
40	N 87° 48' 51" E	1365.09
41	N 87° 48' 51" E	1365.09
42	N 87° 48' 51" E	1365.09
43	N 87° 48' 51" E	1365.09
44	N 87° 48' 51" E	1365.09
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54	N 87° 48' 51" E	1365.09
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56	N 87° 48' 51" E	1365.09
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67	N 87° 48' 51" E	1365.09
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69	N 87° 48' 51" E	1365.09
70	N 87° 48' 51" E	1365.09
71	N 87° 48' 51" E	1365.09
72	N 87° 48' 51" E	1365.09
73	N 87° 48' 51" E	1365.09
74	N 87° 48' 51" E	1365.09
75	N 87° 48' 51" E	1365.09
76	N 87° 48' 51" E	1365.09
77	N 87° 48' 51" E	1365.09
78	N 87° 48' 51" E	1365.09
79	N 87° 48' 51" E	1365.09
80	N 87° 48' 51" E	1365.09
81	N 87° 48' 51" E	1365.09
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89	N 87° 48' 51" E	1365.09
90	N 87° 48' 51" E	1365.09
91	N 87° 48' 51" E	1365.09
92	N 87° 48' 51" E	1365.09
93	N 87° 48' 51" E	1365.09
94	N 87° 48' 51" E	1365.09
95	N 87° 48' 51" E	1365.09
96	N 87° 48' 51" E	1365.09
97	N 87° 48' 51" E	1365.09
98	N 87° 48' 51" E	1365.09
99	N 87° 48' 51" E	1365.09
100	N 87° 48' 51" E	1365.09

CALL 15.640 ACRES
JUAN J. VENTURA
SONIA MARCEL ALFARO
C.F. NO. 200600662
O.P.R.R.P.C.C.

CALL 6.080 ACRES
JUAN J. VENTURA
SONIA MARCEL ALFARO
C.F. NO. 200600662
O.P.R.R.P.C.C.

PRELIMINARY PLAT OF
AMBROSE SEC 1
A SUBDIVISION OF 41.74 ACRES
LOCATED IN THE
STEPHEN F. AUSTIN LEAGUE NO. 4, A-2
GALVESTON COUNTY, TEXAS
108 LOTS 6 BLOCKS 11 RESERVES
SEPTEMBER, 2020
ENGINEER / SURVEYOR:
Costello
2700 P.O. BOX 1179
HOUSTON, TEXAS 77240
TDR #191534000
TDR #191534000



OWNER:
BILL FREY
FREY DEVELOPMENT COMPANIES, INC.
P.O. Box 941179
THE 78113-4000



PLANNER:
TCEC PLANNING
2700 P.O. BOX 1179
HOUSTON, TEXAS 77240
TDR #191534000
TDR #191534000

RESERVE TABLE		
RESERVE "A"	LANDSCAPE / OPEN SPACE	1.18 AC. / 51,425 SF.
RESERVE "B"	LANDSCAPE / OPEN SPACE	2.46 AC. / 107,315 SF.
RESERVE "C"	LANDSCAPE / OPEN SPACE	0.39 AC. / 17,132 SF.
RESERVE "D"	LANDSCAPE / OPEN SPACE	0.11 AC. / 4,732 SF.
RESERVE "E"	LANDSCAPE / OPEN SPACE	0.04 AC. / 1,610 SF.
RESERVE "F"	LANDSCAPE / OPEN SPACE	0.11 AC. / 4,884 SF.
RESERVE "G"	DETENTION / OPEN SPACE	12.49 AC. / 543,987 SF.
RESERVE "H"	LANDSCAPE / OPEN SPACE	0.06 AC. / 2,437 SF.
RESERVE "I"	LANDSCAPE / OPEN SPACE	0.11 AC. / 4,771 SF.
RESERVE "J"	PARK	2.06 AC. / 89,468 SF.
RESERVE "K"	PARK	0.34 AC. / 15,003 SF.
TOTAL:		19.35 AC. / 842,777 SF.

REMAINDER
82.13 ACRES
SALTGRASS 300, LTD.
C.F. NO. 200603685
O.P.R.R.P.C.C.

ABBREVIATION LEGEND

ABBREVIATION	LEGEND
A.C.	ACRES
C.F. NO.	CLERK'S FILE NO.
U.L.E.	UTILITY EASEMENT
S.W.L.	STORM WATER EASEMENT
W.L.E.	WATER LINE EASEMENT
E.M.P.	EASEMENT
D.L.E.	DRILLING EASEMENT
H.L.P.	HOUSTON LIGHTING AND POWER
G.C.D.R.	GALVESTON COUNTY DEED RECORDS
V.O.L.	VOLUME - PAGE
F.N.	FOUND

REMAINDER
CALL 63.60 ACRES
JEROME K. BROWN
SALTGRASS 300, LTD.
C.F. NO. 200603684
O.P.R.R.P.C.C.

REMAINDER
CALL 63.60 ACRES
JEROME K. BROWN
SALTGRASS 300, LTD.
C.F. NO. 200603684
O.P.R.R.P.C.C.

CURVE DATA TABLE

NUMBER	LENGTH (FEET)	DELTA ANGLE (DEGREES)	CHORD LENGTH (FEET)
1	100.00	90.00	141.42
2	100.00	90.00	141.42
3	100.00	90.00	141.42
4	100.00	90.00	141.42
5	100.00	90.00	141.42
6	100.00	90.00	141.42
7	100.00	90.00	141.42
8	100.00	90.00	141.42
9	100.00	90.00	141.42
10	100.00	90.00	141.42
11	100.00	90.00	141.42
12	100.00	90.00	141.42
13	100.00	90.00	141.42
14	100.00	90.00	141.42
15	100.00	90.00	141.42
16	100.00	90.00	141.42
17	100.00	90.00	141.42
18	100.00	90.00	141.42
19	100.00	90.00	141.42
20	100.00	90.00	141.42
21	100.00	90.00	141.42
22	100.00	90.00	141.42
23	100.00	90.00	141.42
24	100.00	90.00	141.42
25	100.00	90.00	141.42
26	100.00	90.00	141.42
27	100.00	90.00	141.42
28	100.00	90.00	141.42
29	100.00	90.00	141.42
30	100.00	90.00	141.42
31	100.00	90.00	141.42
32	100.00	90.00	141.42
33	100.00	90.00	141.42
34	100.00	90.00	141.42
35	100.00	90.00	141.42
36	100.00	90.00	141.42
37	100.00	90.00	141.42
38	100.00	90.00	141.42
39	100.00	90.00	141.42
40	100.00	90.00	141.42
41	100.00	90.00	141.42
42	100.00	90.00	141.42
43	100.00	90.00	141.42
44	100.00	90.00	141.42
45	100.00	90.00	141.42
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47	100.00	90.00	141.42
48	100.00	90.00	141.42
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61	100.00	90.00	141.42
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78	100.00	90.00	141.42
79	100.00	90.00	141.42
80	100.00	90.00	141.42
81	100.00	90.00	141.42
82	100.00	90.00	141.42
83	100.00	90.00	141.42
84	100.00	90.00	141.42
85	100.00	90.00	141.42
86	100.00	90.00	141.42
87	100.00	90.00	141.42
88	100.00	90.00	141.42
89	100.00	90.00	141.42
90	100.00	90.00	141.42
91	100.00	90.00	141.42
92	100.00	90.00	141.42
93	100.00	90.00	141.42
94	100.00	90.00	141.42
95	100.00	90.00	141.42
96	100.00	90.00	141.42
97	100.00	90.00	141.42
98	100.00	90.00	141.42
99	100.00	90.00	141.42
100	100.00	90.00	141.42

NUMBER	ARC LENGTH (FEET)	DELTA ANGLE (DEGREES)	CHORD DIRECTION	CHORD LENGTH (FEET)
C1	24.70	480.00	3° 36' 15.00"	24.45
C2	31.50	360.00	3° 36' 15.00"	31.50
C3	24.70	240.00	3° 36' 15.00"	24.45
C4	24.70	120.00	3° 36' 15.00"	24.45
C5	17.00	105.00	68° 37' 11.70"	16.57
C6	17.00	90.00	68° 37' 11.70"	16.57
C7	17.00	75.00	68° 37' 11.70"	16.57
C8	17.00	60.00	68° 37' 11.70"	16.57
C9	17.00	45.00	68° 37' 11.70"	16.57
C10	17.00	30.00	68° 37' 11.70"	16.57
C11	17.00	15.00	68° 37' 11.70"	16.57
C12	17.00	0.00	68° 37' 11.70"	16.57
C13	17.00	15.00	68° 37' 11.70"	16.57
C14	17.00	30.00	68° 37' 11.70"	16.57
C15	17.00	45.00	68° 37' 11.70"	16.57
C16	17.00	60.00	68° 37' 11.70"	16.57
C17	17.00	75.00	68° 37' 11.70"	16.57
C18	17.00	90.00	68° 37' 11.70"	16.57
C19	17.00	105.00	68° 37' 11.70"	16.57
C20	17.00	120.00	68° 37' 11.70"	16.57
C21	17.00	135.00	68° 37' 11.70"	16.57
C22	17.00	150.00	68° 37' 11.70"	16.57
C23	17.00	165.00	68° 37' 11.70"	16.57
C24	17.00	180.00	68° 37' 11.70"	16.57
C25	17.00	195.00	68° 37' 11.70"	16.57
C26	17.00	210.00	68° 37' 11.70"	16.57
C27	17.00	225.00	68° 37' 11.70"	16.57
C28	17.00	240.00	68° 37' 11.70"	16.57
C29	17.00	255.00	68° 37' 11.70"	16.57
C30	17.00	270.00	68° 37' 11.70"	16.57
C31	17.00	285.00	68° 37' 11.70"	16.57
C32	17.00	300.00	68° 37' 11.70"	16.57
C33	17.00	315.00	68° 37' 11.70"	16.57
C34	17.00	330.00	68° 37' 11.70"	16.57
C35	17.00	345.00	68° 37' 11.70"	16.57
C36	17.00	360.00	68° 37' 11.70"	16.57
C37	17.00	375.00	68° 37' 11.70"	16.57
C38	17.00	390.00	68° 37' 11.70"	16.57
C39	17.00	405.00	68° 37' 11.70"	16.57
C40	17.00	420.00	68° 37' 11.70"	16.57
C41	17.00	435.00	68° 37' 11.70"	16.57
C42	17.00	450.00	68° 37' 11.70"	16.57
C43	17.00	465.00	68° 37' 11.70"	16.57
C44	17.00	480.00	68° 37' 11.70"	16.57
C45	17.00	495.00	68° 37' 11.70"	16.57
C46	17.00	510.00	68° 37' 11.70"	16.57
C47	17.00	525.00	68° 37' 11.70"	16.57
C48	17.00	540.00	68° 37' 11.70"	16.57
C49	17.00	555.00	68° 37' 11.70"	16.57
C50	17.00	570.00	68° 37' 11.70"	16.57
C51	17.00	585.00	68° 37' 11.70"	16.57
C52	17.00	600.00	68° 37' 11.70"	16.57
C53	17.00	615.00	68° 37' 11.70"	16.57
C54	17.00	630.00	68° 37' 11.70"	16.57
C55	17.00	645.00	68° 37' 11.70"	16.57
C56	17.00	660.00	68° 37' 11.70"	16.57
C57	17.00	675.00	68° 37' 11.70"	16.57
C58	17.00	690.00	68° 37' 11.70"	16.57
C59	17.00	705.00	68° 37' 11.70"	16.57
C60	17.00	720.00	68° 37' 11.70"	16.57
C61	17.00	735.00	68° 37' 11.70"	16.57
C62	17.00	750.00	68° 37' 11.70"	16.57
C63	17.00	765.00	68° 37' 11.70"	16.57
C64	17.00	780.00	68° 37' 11.70"	16.57
C65	17.00	795.00	68° 37' 11.70"	16.57
C66	17.00	810.00	68° 37' 11.70"	16.57
C67	17.00	825.00	68° 37' 11.70"	16.57
C68	17.00	840.00	68° 37' 11.70"	16.57
C69	17.00	855.00	68° 37' 11.70"	16.57
C70	17.00	870.00	68° 37' 11.70"	16.57
C71	17.00	885.00	68° 37' 11.70"	16.57
C72	17.00	900.00	68° 37' 11.70"	16.57
C73	17.00	915.00	68° 37' 11.70"	16.57
C74	17.00	930.00	68° 37' 11.70"	16.57
C75	17.00	945.00	68° 37' 11.70"	16.57
C76	17.00	960.00	68° 37' 11.70"	16.57
C77	17.00	975.00	68° 37' 11.70"	16.57
C78	17.00	990.00	68° 37' 11.70"	16.57
C79	17.00	1005.00	68° 37' 11.70"	16.57
C80	17.00	1020.00	68° 37' 11.70"	16.57
C81	17.00	1035.00	68° 37' 11.70"	16.57
C82	17.00	1050.00	68° 37' 11.70"	16.57
C83	17.00	1065.00	68° 37' 11.70"	16.57
C84	17.00	1080.00	68° 37' 11.70"	16.57
C85	17.00	1095.00	68° 37' 11.70"	16.57
C86	17.00	1110.00	68° 37' 11.70"	16.57
C87	17.00	1125.00	68° 37' 11.70"	16.57
C88	17.00	1140.00	68° 37' 11.70"	16.57
C89	17.00	1155.00	68° 37' 11.70"	16.57
C90	17.00	1170.00	68° 37' 11.70"	16.57
C91	17.00	1185.00	68° 37' 11.70"	16.57
C92	17.00	1200.00	68° 37' 11.70"	16.57
C93	17.00	1215.00	68° 37' 11.70"	16.57
C94	17.00	1230.00	68° 37' 11.70"	16.57
C95	17.00	1245.00	68° 37' 11.70"	16.57
C96	17.00	1260.00	68° 37' 11.70"	16.57
C97	17.00	1275.00	68° 37' 11.70"	16.57
C98	17.00	1290.00	68° 37' 11.70"	16.57
C99	17.00	1305.00	68° 37' 11.70"	16.57
C100	17.00	1320.00	68° 37' 11.70"	16.57
C101	17.00	1335.00	68° 37' 11.70"	16.57
C102	17.00	1350.00	68° 37' 11.70"	16.57
C103	17.00	1365.00	68° 37' 11.70"	16.57
C104	17.00	1380.00	68° 37' 11.70"	16.57
C105	17.00	1395.00	68° 37' 11.70"	16.57
C106	17.00	1410.00	68° 37' 11.70"	16.57
C107	17.00	1425.00	68° 37' 11.70"	16.57
C108	17.00	1440.00	68° 37' 11.70"	16.57
C109	17.00	1455.00	68° 37' 11.70"	16.57
C110	17.00	1470.00	68° 37' 11.70"	16.57
C111	17.00	1485.00	68° 37' 11.70"	16.57
C112	17.00	1500.00	68° 37' 11.70"	16.57
C113	17.00	1515.00	68° 37' 11.70"	16.57
C114	17.00	1530.00	68° 37' 11.70"	16.57
C115	17.00	1545.00	68° 37' 11.70"	16.57
C116	17.00	1560.00	68° 37' 11.70"	16.57
C117	17.00	1575.00	68° 37' 11.70"	16.57
C118	17.00	1590.00	68° 37' 11.70"	16.57
C119	17.00	1605.00	68° 37' 11.70"	16.57
C120	17.00	1620.00	68° 37' 11.70"	16.57
C121	17.00	1635.00	68° 37' 11.70"	16.57
C122	17.00	1650.00	68° 37' 11.70"	16.57
C123	17.00	1665.00	68° 37' 11.70"	16.57
C124	17.00	1680.00	68° 37' 11.70"	16.57
C125	17.00	1695.00	68° 37' 11.70"	16.57
C126	17.00	1710.00	68° 37' 11.70"	16.57
C127	17.00	1725.00	68° 37' 11.70"	16.57
C128	17.00	1740.00	68° 37' 11.70"	16.57
C129	17.00	1755.00	68° 37' 11.70"	16.57
C130	17.00	1770.00	68° 37' 11.70"	16.57
C131	17.00	1785.00	68° 37' 11.70"	16.57
C132	17.00	1800.00	68° 37' 11.70"	16.57
C133	17.00	1815.00	68° 37' 11.70"	16.57
C134	17.00	1830.00	68° 37' 11.70"	16.57
C135	17.00	1845.00	68° 37' 11.70"	16.57
C136	17.00	1860.00	68° 37' 11.70"	16.57
C137	17.00	1875.00	68° 37' 11.70"	16.57
C138	17.00	1890.00	68° 37' 11.70"	16.57
C139	17.00	1905.00	68° 37' 11.70"	16.57
C140	17.00	1920.00	68° 37' 11.70"	16.57
C141	17.00	1935.00	68° 37' 11.70"	16.57
C142	17.00	1950.00	68° 37' 11.70"	16.57
C143	17.00	1965.00	68° 37' 11.70"	16.57
C144	17.00	1980.00	68° 37' 11.70"	16.57
C145	17.00	1995.00	68° 37' 11.70"	16.57
C146	17.00	2010.00	68° 37' 11.70"	16.57
C147	17.00	2025.00	68° 37' 11.70"	16.57
C148	17.00	2040.00	68° 37' 11.70"	16.57
C149	17.00	2055.00	68° 37' 11.70"	16.57
C150	17.00	2070.00	68° 37' 11.70"	16.57
C151	17.00	2085.00	68° 37' 11.70"	16.57
C152	17.00	2100.00	68° 37' 11.70"	16.57
C153	17.00	2115.00	68° 37' 11.70"	16.57
C154	17.00	2130.00	68° 37' 11.70"	16.57
C155	17.00	2145.00	68° 37' 11.70"	16.57
C156	17.00	2160.00	68° 37' 11.70"	16.57
C157	17.00	2175.00	68° 37' 11.70"	16.57
C158	17.00	2190.00	68° 37' 11.70"	16.57
C159	17.00	2205.00	68° 37' 11.70"	16.57
C160	17.00	2220.00	68° 37' 11.70"	16.57
C161	17.00	2235.00	68° 37' 11.70"	16.57
C162	17.00	2250.00	68° 37' 11.70"	16.57
C163	17.00	2265.00	68° 37' 11.70"	16.57
C164	17.00	2280.00	68° 37' 11.70"	16.57
C165	17.00	2295.00	68° 37' 11.70"	16.57
C166	17.00	2310.00	68° 37' 11.70"	16.57
C167	17.00	2325.00	68° 37' 11.70"	16.57
C168	17.00	2340.00	68° 37' 11.70"	16.57
C169	17.00	2355.00	68° 37' 11.70"	16.57
C170	17.00	2370.00	68° 37' 11.70"	16.57
C171	17.00	2385.00	68° 37' 11.70"	16.57
C172	17.00	2400.00	68° 37' 11.70"	16.57
C173	17.00	2415.00	68° 37' 11.70"	16.57
C174	17.00	2430.00	68° 37' 11.70"	16.57
C175	17.00	2445.00	68° 37' 11.70"	16.57
C176	17.00	2460.00	68° 37' 11.70"	16.57
C177	17.00	2475.00	68° 37' 11.70"	16.57
C178	17.00	2490.00	68° 37' 11.70"	16.57
C179	17.00	2505.00	68° 37' 11.70"	16.57
C180	17.00	2520.00	68° 37' 11.70"	16.57
C181	17.00	2535.00	68° 37' 11.70"	16.57
C182	17.00	2550.00	68° 37' 11.70"	16.57
C183	17.00	2565.00	68° 37' 11.70"	16.57
C184	17.00	2580.00	68° 37' 11.70"	16.57
C185	17.00	2595.00	68° 37' 11.70"	16.57
C186	17.00	2610.00	68° 37' 11.70"	16.57
C187	17.00	2625.00	68° 37' 11.70"	16.57
C188	17.00	2640.00	68° 37' 11.70"	16.57
C189	17.00	2655.00	68° 37' 11.70"	16.57
C190	17.00	2670.00	68° 37' 11.70"	16.57
C191	17.00	2685.00	68° 37' 11.70"	16.57
C192	17.00	2700.00	68° 37' 11.70"	16.57
C193	17.00	2715.00	68° 37' 11.70"	16.57
C194	17.00	2730.00	68° 37' 11.70"	16.57
C195	17.00	2745.00	68° 37' 11.70"	16.57
C196	17.00	2760.00	68° 37' 11.70"	16.57
C197	17.00	2775.00	68° 37' 11.70"	16.57
C198	17.00	2790.00	68° 37' 11.70"	16.57
C199	17.00	2805.00	68° 37' 11.70"	16.57
C200	17.00	2820.00	68° 37' 11.70"	16.57
C201	17.00	2835.00	68° 37' 11.70"	16.57
C202	17.00	2850.00	68° 37' 11.70"	16.57



CITY OF LA MARQUE

"Gateway to the Gulf"

1130 1st St., La Marque, TX 77568

409-938-9252 S.Sutton@CityOfLaMarque.Org

Plat and Re-Plat Application

Project Address: Ambrose: Victory Springs Dr. & Fleming Rd. Permit #: _____
Parcel #: 301857, 391859 Legal Description: Ambrose Section 1
Fee: \$ 1,048.00 Zoning Designation: PD ☐ Commercial Project ☒ Residential Project
Plot of Area Attached: ☐ YES ☐ NO Metes and Bounds Attached: ☒ YES ☐ NO Survey Attached: ☒ YES ☐ NO
Type of Plat: (circle one) Preliminary Plat Re-Plat Final Plat
Property Description:
Ambrose Section 1-Located in the Stephen F. Austin League No. 4, A-2 City of La Marque,
Galveston County, Texas. It is a subdivision of 41.74 Ac, 106 lots, 6 blocks and 11 reserves.

Owner Name: Bill Frey, Frey Development Companies Inc.
c/o Arya C Karve, 7Gen Planning. Phone: 713 579 3833
Email: Email akarve@7genplanning.com FAX: _____
Address: 2107 CityWest Blvd. Suite 400, Houston, TX 77042

Application Checklist

☒ Site Plan (to scale) with Existing Improvements, Developments and Property Lines

(8-1/2 X 11 if larger than 8 1/2 x 11 please fold to appropriate size)

☒ Survey (to scale, 2 copies)

☒ Current Tax Receipts

☐ Title Report (If purchased in the last 60 days)

☒ Platting Letter

Filing Fees

A filing fee of \$200.00 per plat plus \$8.00 per lot shall be required and made payable by check drawn to the order of city upon submission of the preliminary plat to the planning commission for approval. No charge will be made for the final plat. For re-plats, a charge of \$150.00 will be made in the event no preliminary plat is required. If preliminary plat is required, the required charge shall be the same as for a new subdivision plat.

Submitted to the Planning and Zoning Commission

Date Submitted: _____

APPROVED: _____ DENIED: _____ OTHER: _____

Comments: _____

Applicant Certificate

I affirm the statements contained in this application are true and correct to the best of my knowledge.

Signature of applicant: Arya Karve

Date: 08/04/2020



CITY COUNCIL AGENDA FORM

Meeting Date: October 12, 2020

Prepared by: Charlene Warren

Agenda item: 5f

Reviewed by: Charlene Warren

Charles Jackson

Department: Administration

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding utility billing late fees accrued during the COVID-19 pandemic



ATTACHMENTS FOR REFERENCE

STAFF BRIEFING:

- At the September 14, 2020 Council meeting, Council requested an agenda item to discuss the assessment of late fees during the COVID-19 pandemic
- Staff will present options for consideration

HISTORY: N/A

TARGET IMPLEMENTATION: To be determined by Council

SIGNIFICANT ACTION DATES: N/A

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☐ Other | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name(s)	
Line Item #	
Other Funding	

STAFF'S RECOMMENDATION: Dependent upon Council's direction

FISCAL IMPACT: Fiscal impact will be determined by Council's action, if any



CITY COUNCIL AGENDA FORM

Meeting Date: October 12, 2020

Agenda item: 6a

Prepared by: Robin Eldridge

Reviewed by: Charlene Warren/

Charles Jackson

Department: Mayor & City
Council

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding appointments and/or reappointments to fill various positions of the Boards and Commissions

X

ATTACHMENTS FOR REFERENCE

1. Current vacancies on Boards and Commissions
2. Current applications on file

STAFF BRIEFING:

- There have been a few changes since the last time appointments and reappointments have been on the City Council agenda and a few vacancies have occurred within this time period that are critical to have full boards / commissions present to conduct business
- There are a few vacant positions still available for appointment or reappointment
- **Yellow highlighted names** and terms have expired **Green highlighted names** will be expiring at the end of this year
- **BOARD OF ADJUSTMENTS-** Mayor has one appointment; District "C" has an alternate appointment

THE BOARD OF ADJUSTMENTS IS A VERY IMPORTANT DECISION-MAKING BOARD; AND ONE OF THE BOARDS THAT HAVE A DIFFICULT TIME HAVING A QUORUM

- **BUILDING STANDARDS COMMISSION** - Mayor has one appointment and one alternate appointment **Deanie Barrett has submitted her resignation from this Commission as of October - this is an unexpired term vacancy** - District "C" Appointment
- **CEMETERY** - Districts "B" and "C" all have appointments
- **CIVIL SERVICE COMMISSION** - City Manager has one appointment
- **ECONOMIC DEVELOPMENT CORPORATION** - **Deanie Barrett has submitted her resignation from this Corporation as of October - this is an unexpired term vacancy** - District "A" appointment; District "D" has one appointment
- **KEEP LA MARQUE BEAUTIFUL COMMISSION** - Mayor has one appointment and District "A" has one appointment



CITY COUNCIL AGENDA FORM

- **PARKS BOARD** – Mayor has one appointment, and District “D” has one appointment
- **PLANNING & ZONING COMMISSION** – Mayor has one appointment, and District “B” has one appointment

HISTORY:

- Historically, appointments are made as vacancies occur (if possible) and as members reach the end of their terms, based on applications on file, and in accordance with Ordinance
- The ordinance that establishes each Board and Commission requires that the positions be staggered; this is the reason that there are different years for terms ending

TARGET IMPLEMENTATION: As soon as possible, as to fill each Board or Commission with the number of members required to conduct City business

SIGNIFICANT ACTION DATES:

Several terms have ended and several more will expire at the end of this year

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other-appointments/or reappointments to Boards & Commissions | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:	
Budgeted	N/A
Actual Bid	N/A
Estimated Expenditure	N/A
Acct. Name(s)	N/A
Line Item #	N/A
Other Funding	N/A

STAFF'S RECOMMENDATION: Motion to approve appointments and/or reappointments to fill various positions of the Boards and Commissions

FISCAL IMPACT: N/A (Boards and Commission members serve without pay)

BOARD OF ADJUSTMENT

BOARD OF ADJUSTMENT- ORD. 953		Appointed	Expires	Appoints
1. Lillian Petty	#11 N. Skimmer	20	22	D
2. David Pennington	924 Cypress	20	22	C
3. Herman Harper	102 Union	19	21	A
4. Harold Augustus	1030 Laurel	18	20	M
5. Lois M. Jones	2602 Meadow Lane	19	21	B
ALTERNATES				
1. Crystal Cooper	521 Waterside Ridge Lane	20	22	D
2. Vacant U		20	21	C
Ex-officio- Open				

The Board shall consist of five (5) members who are residents of the City, each to be appointed by the City Council for a term of two years and removable for cause by the appointing authority upon written charges and after public hearing.

The City Council may appoint two (2) alternate members of the Board who shall serve in the absence of one (1) or more of the regular members.

These alternate members, when appointed, shall serve for the same period as the regular members, which are for a term of two (2) years, and any vacancy shall be filled in the same manner, and they shall be subject to removal the same as the regular members.

Each position on the Board shall be given a numerical designation with the designations beginning with the number 1 and ending with the number 5.

The terms of the odd-numbered positions (1, 3 & 5) will expire in odd-numbered years and the terms of even-numbered years (2 & 4) shall expire in even-numbered years. Board members may be appointed to successive terms.

E- Expired Term

U- Unexpired Term

BUILDING STANDARDS COMMISSION

<i>BUILDING STANDARDS COMMISSION ORD. #449</i>		Appointed	Expires	Appoints
VACANT U		19	21	C
Kaleb Smith	614 Benson St.	19	21	D
Diane Winston	1501 Colorado	19	21	B
Trina Phillips	1222 Kirsten	18	20	M
Billy Jefferson	89 Borondo Reach	20	22	A
ALTERNATES				
Maggie Manuel	1706 Crockett	18	20	A
Ex-officio- District A				

The Building Standards Commission for the City of La Marque, Texas shall consist of five (5) members to be appointed by City Council; and a number of alternate members not to exceed eight.

Commission members shall serve for two (2) year terms.

E- Expired Term

U- Unexpired Term

CIVIL SERVICE COMMISSION

<i>CIVIL SERVICE COMMISSION Local Govmt. Code & ORD. 821</i>				
		Appointed	Expires	Appoints
1. Lucy Glenn	824 Laurel	19	22	CM
2. Morris Martin, Jr.	725 Lilac	18	21	CM
3. Samuel Swain (U)	1209 Foreman	19	20	CM
Patty Rees				

The Civil Service Commission shall consist of three (3) members appointed by the City Manager.

Each January, the Commission must appoint a Chair and Vice Chair.

2019- Vice Morris, Lucy- VC

Chapter 143.006 and 007 - Local Government Code –Terms of Office

The terms of office shall be for three (3) year terms, with no more than one member appointed each year, with the exception of the initial appointments.

CEMETERY BOARD

CEMETERY BOARD – ORD. 1033		Appointed	Expires	Appoints
1. Ellen Hanley	1019 Plum	20	22	A
2. Rosalind Meeks Crockett	1302 Merry Lane	18	20	C
3. Kurt Koopman	1004 Lilac	18	20	B
4. Bim Crowder (CHAIR)	401 Texas Avenue	19	21	D
5. Alanah Brown (U)	716 Amato St.	20	21	M
Ex-officio- OPEN				

The Cemetery Board for the City of La Marque, Texas shall consist of five (5) members to be appointed by City Council; and one ex-officio member of City Council.

Board members shall serve for two (2) year terms.

U- Unexpired Term

KEEP LA MARQUE BEAUTIFUL COMMISSION

<i>KLMB- ORDINANCE # O-2017-0021</i>		Appointed	Expires	Appoints
1. Kimberley Yancy	2602 Meadow Lane	19	21	B
2. Alanah Brown	716 Amato St.	19	21	D
3. Joe A. Compian E	1020 Duroux	17	19	A
4. Terry Pettijohn	41 Borondo Pines	18	20	M
5. Kathy Herrin	56 Borondo Pines	19	21	B
6. Tracie Steans	2101 Jeridona	19	21	M
7. Rebecca Mould E	13 Borondo Stretch	20	21	C
Ex-officio- District D				

All seven (7) Commissioners appointed by the City Council serve two (2) year staggered terms, except that appointment to vacancies shall be for the unexpired term of the position to which the appointment is made.

E- Expired

U- Unexpired

PARKS BOARD

PARKS BOARD ORD. #758		Appointed	Expires	Appointment
1. Al Reida	2621 Meadow Lane	19	21	C
2. Tamara Williams	614 Benson	20	22	B
3. Michael Bock	106 Longridge	19	21	M
4. Bo Hunter	2613 Lake Park Drive	22	24	A
5. Louis McGaffey	2314 Downey	19	21	M
6. Larry Walker	P.O. Box 1785	18	20	D
7. Herbert Franklin	8017 Big Oak Dr. - TX City	20	22	A
8. C.J. Leggett	1225 Kirsten	18	20	M
Ex-officio- District B				

There is hereby established a Parks Board to consist of eight (8) members who shall be appointed by the City Council and shall serve for two year terms.

The members shall serve staggered terms, that is, four (4) members' terms shall expire on odd numbered years and four members' terms shall expire on even number years.

E- Expired term

U- Unexpired term

PLANNING & ZONING COMMISSION

PLANNING & ZONING ORD. # 2014-0023		Appointed	Expires	Appoints
1 Augustino Molis	741 Spoonbill	20	22	A
2 Alan Waters	#1 Pin Tail	19	21	B
3 Greg Cornett	1310 Cedar	19	21	C
4 Hugh Cash	217 Sarlee	18	20	M
5 Douglas Hobgood	406 Edgar	19	21	D
ALTERNATES				
#1 Stephanie Gordon (U)	105 Lake Rd.	20	21	A
#2 Chris Columbo (U)	1206 Veronica	19	20	B
Ex-officio- District C				

The City Council shall appoint a Planning and Zoning Commission which shall consist of five (5) members, each member being a resident and a real property taxpayer of the City of La Marque, and none of whom shall hold any other position in the City Government.

Three members of the **first** Commission shall be appointed for a term of two years and two for a term of one year. Thereafter, new members shall be appointed for a term of two years. Ordinance No. O-2014-0023, allows for City Council to appoint two (2) alternates to the Planning & Zoning Board.

***Alternates** are required to attend and review packets as the regular Commission members. In the case that an alternate is present to make a quorum, in the absence of a member, they will be allowed to vote. If all members are present, alternates votes will not be allowed to vote.

U- unexpired term

Robin Eldridge

From: noreply@civicplus.com
Sent: Thursday, February 27, 2020 11:02 AM
To: Robin Eldridge
Subject: Online Form Submittal: CANDIDATE APPLICATION FORM FOR COUNCIL-APPOINTED BOARDS & COMMISSIONS

CANDIDATE APPLICATION FORM FOR COUNCIL-APPOINTED BOARDS & COMMISSIONS

Board Preference 1	Economic Development Corporation
Board Preference 2:	Parks Board
First Name	veverly
Last Name	sumlin
Address1	1015 roosevelt st
Address2	<i>Field not completed.</i>
City	lamarque
State	tx
Zip	77568
Are you a resident of La Marque?	Yes
Phone Number	832-663-2950
Profession	accounting clerk
Special Knowledge or Experience applicable to City Board/Commission function:	citizen of lamarque for over 20 years
Other Civic Activities:	gleaming of Galveston, M&D organization
Disclaimer	I understand and agree,
Disclaimer	I understand and agree.
Today's Date	2/27/2020 11:15 AM

Email not displaying correctly? [View it in your browser.](#)

**CANDIDATE APPLICATION FORM
FOR COUNCIL-APPOINTED BOARDS & COMMISSIONS
OF
THE CITY OF LA MARQUE**

City Council will review applicants interested in serving on a City Board and/or City Commission. Information disclosed on this application or any other attached documents may be disclosed in public meetings.



Please type or print information

Board Preference 1: PARK BOARD

Board Preference 2: KEEP LA MARQUE BEAUTIFUL COMMISSION

Name: TOMIA R GRIFFIN

Home Address: 2619 BELLVIEW STREET

City: LA MARQUE Zip: 77568 La Marque Resident: _____ yrs

Home Telephone: 409 457 6647 Home E-mail: trenegriffin01@gmail.com

Profession: CEO/FOUNDER

Special Knowledge or Experience applicable to City Board/Commission function: _____

Other Information (Civic Activities):

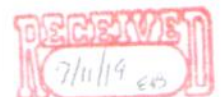
KHAMBEEL FOUNDATION RIGHTEDUS ACTS OF KINDNESS

I verify that the information I have provided on this application to be true and correct.
I also acknowledge that this information may be made available to the public.

Signature: [Signature]

Date: 07/11/19

PLEASE RETURN COMPLETED APPLICATION TO THE CITY CLERK'S OFFICE, 1111 BAYOU RD, LA MARQUE, TEXAS 77568. APPLICATIONS WILL REMAIN ON FILE FOR TWO YEARS.



Robin Eldridge

From: noreply@civicplus.com
Sent: Friday, January 3, 2020 11:20 AM
To: Robin Eldridge
Subject: Online Form Submittal: CANDIDATE APPLICATION FORM FOR COUNCIL-APPOINTED BOARDS & COMMISSIONS

CANDIDATE APPLICATION FORM FOR COUNCIL-APPOINTED BOARDS & COMMISSIONS

Board Preference 1	Economic Development Corporation
Board Preference 2:	Building & Standards Commission
First Name	Joy
Last Name	Blackburn
Address1	2219 Scott St
Address2	<i>Field not completed</i>
City	LaMarque
State	Texas
Zip	77568
Are you a resident of La Marque?	Yes
Phone Number	713 202 4751
Profession	Retired Teacher
Special Knowledge or Experience applicable to City Board/Commission function:	Working as a part-time Real Estate agent with Ethernedge Real Estate in Texas City. I enjoy promoting the city of LaMarque as a safe small town with affordable housing.
Other Civic Activities:	Tutoring in the high schools- specialized in the sciences.
Disclaimer	I understand and agree.
Disclaimer	I understand and agree.
Today's Date	1/3/2020 11:15 AM

Robin Eldridge

From: noreply@civicplus.com
Sent: Wednesday, November 6, 2019 4:08 PM
To: Robin Eldridge
Subject: Online Form Submittal: CANDIDATE APPLICATION FORM FOR COUNCIL-APPOINTED BOARDS & COMMISSIONS

CANDIDATE APPLICATION FORM FOR COUNCIL-APPOINTED BOARDS & COMMISSIONS

Board Preference 1	Cemetery Board
Board Preference 2:	Library Board
First Name	Joel
Last Name	Camacho
Address1	25 Borondo Stretch
Address2	<i>Field not completed.</i>
City	La Marque
State	Texas
Zip	77658
Are you a resident of La Marque?	Yes
Phone Number	4097620148
Profession	Academic Advisor College of the Mainland
Special Knowledge or Experience applicable to City Board/Commission function:	Mental Health Board member, County of Pierce, Tacoma, Washington
Other Civic Activities:	Mentor, Galveston County Veterans Treatment Court Facilitate Grief and Bereavement Ministry, First Baptist Church Texas City
Disclaimer	I understand and agree,
Disclaimer	I understand and agree.