



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

Councilmember Casey McAuliffe- District D

OFFICIALLY POSTED ON THE WEB:

DATE: 9.07.18 TIME: 11:30 a.m.

ORDINANCE NO. O-2018-0012
RESOLUTION NO. R-2018-0022

CITY OF LA MARQUE
CITY COUNCIL AGENDA
of
September 10, 2018

Notice is hereby given that the City Council of the City of La Marque, Texas will conduct a Regular Meeting on Monday, September 10, 2018, beginning at 6:00 p.m. at 1109-B Bayou Road for the purpose of considering the following agenda:

(1) CALL MEETING TO ORDER

(2) ROLL CALL

(3) INVOCATION AND PLEDGE OF ALLEGIANCE

(4) PRESENTATIONS/ PROCLAMATIONS

- a. Art Presentation from Paul Bernard
- b. Proclamation Week- "Constitution Week"

(5) CITIZENS PARTICIPATION (Limited to three minutes per person)

Comments from the public (at this time, any person with city-related business who has signed up may speak to Council (limited to three (3) minutes.) In compliance with Texas Open Meeting Act, the City may not deliberate on comments. Personal attacks will not be allowed, and personnel matters should be addressed to the City Manager during normal business hours.

(6) CONSENT AGENDA *(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately.)*

- a. La Marque Employee Benefits Trust Minutes 7.23.2018
- b. Special Called City Council Meeting Minutes 8.6.2018

- c. Regular City Council Meeting Minutes 8.13.2018
- d. Special Called City Council Meeting Minutes 8.16.2018
- e. Special Called City Council Meeting Minutes 8.28.2018
- f. Discussion/possible action regarding adopting Resolution No. **R-2018-0021**, the Investment Policy

(7) PUBLIC HEARING

- a. Conduct **SECOND** Public Hearing (as per City Charter) to hear public input regarding FY (2018-2019) Proposed Budget for the City of La Marque.

(8) NEW BUSINESS

- a. Discussion/possible action regarding adopting Ordinance No. **O-2018-0010** making appropriations for the support of the City of La Marque for the fiscal year beginning October 1, 2018 and ending September 30, 2019 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 2018-2019 fiscal year. **THIS IS THE FIRST READING**
- b. Discussion/possible action regarding adopting Ordinance No. **O-2018-0012**, amending Chapter 62, Section 62-84, Traffic and Vehicles, of the City of La Marque Code of Ordinances, Farm Road Highway 1764 to alter certain speed limits and amending Section 62-85, by deleting Subsection (c), which established a school zone on Farm Road Highway 1765. **THIS IS THE FIRST READING**
- c. Discussion/possible action regarding the Planning & Zoning recommendation for denial of a re-zone from R-1 Single Family Residential to C-1 General Commercial, being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of La Marque Investment Group, Inc. in Galveston County Clerk File (G.C.C.F.) Number 9103747 and being all of that tract of land of record in the name of Hazel Benton of record in G.C.C.F. Number 8723178, Said 1.3684 acre tract being more particularly described as bearings based as on said G.C.C.F. No. 9103747. (3197 Main and lot on Duroux and contiguous to 3197 Main)
- d. Discussion/possible action regarding the Planning & Zoning recommendation for denial of a re-plat being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of La Marque Investment Group, Inc. in Galveston County Clerk File (G.C.C.F.) Number 9103747 and being all of that tract of land of record in the name of Hazel Benton of record in G.C.C.F. Number 8723178, Said 1.3684 acre tract being more particularly described as bearings based as on said G.C.C.F. No. 9103747. (3197 Main and lot on Duroux and contiguous to 3197 Main)
- e. Discussion/possible action regarding adoption of City of La Marque Brand Style Guide – Public Relations Specialist C. Merritt

- f. Discussion/possible action regarding creation of La Marque Renaissance District and adoption of La Marque Renaissance District Development Guidelines – Public Relations Specialist C. Merritt
- g. Discussion/possible action regarding adoption of City of La Marque Social Media Policy – Public Relations Specialist C. Merritt

(9) APPOINTMENTS/NOMINATIONS

- a. Discussion/possible action regarding adopting Resolution No. **R-2018-0022** designating members of the City Council as Representative and Official Alternate to the General Assembly of the Houston-Galveston Area Council for year 2019 – Mayor Hocking
- b. Discussion/possible action regarding submission of candidate choices for Places 11-14 to the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) Board of Trustees
- c. Discussion/possible action regarding appointments and/or reappointments to fill various positions of the Boards and Commissions – Mayor Hocking

(10) 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)

(11) REQUEST 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.*

(12) ADJOURNMENT

CERTIFICATION:

I hereby certify that the above notice of meeting was posted at 1109-B Bayou Road, La Marque, Texas on or before September 7, 2018, before 5:30 p.m.

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.



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La Marque, Texas 77568
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**CITY OF LA MARQUE
CITY COUNCIL
SPECIAL CALLED MEETING MINUTES
OF
July 23, 2018**

Special Called City Council Meeting Minutes of the City of La Marque City Council held on **Monday, July 23, 2018**, beginning 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 2:03 p.m.

(2) ROLL CALL

Bobby Hocking	Mayor
Keith Bell	Mayor Pro-Tem, Councilmember District A
Chris Lane	Councilmember, District B
Robert Michetich	Councilmember, District C
Casey Mc Auliffe	Councilwoman, District D

OTHER OFFICIALS PRESENT:

Carol Buttler	City Manager
Robin Eldridge	City Clerk

(3) PRESENTATION

a. BAFO- Gallagher Benefits Services

Burke Sunday of Gallagher Benefit Services reported that he had met a few times with City Staff, and reported that "utilization" over the past twelve months has been phenomenal. Costs for medical insurance has not slowed down that much, but, is being offset on the pharmacy side, with the costs of medicines rising. The initial offer from the employee's current provider was + 11% to current rates, but because of the utilization numbers, after several conversations, agreed to a 3% increase to current rates instead.

Mayor Pro-Tem Bell clarified the amount of the rate increase to be 3%, due to the utilization and that was the reason that the Benefit Services were able to negotiate the increase from in initial offer of 11% down to 3%.

Mr. Sunday added, "There are only four key players in the medical field at this time and those are Aetna, Blue Cross, Cigna and United." Then added that a multi-year relationship with a carrier was recommended. The goal moving forward is to try to keep the rate annual increases in the single digits.

Further discussion involved the transparency of the employee's current provider (financial analysis). Coverage and amounts paid by Police Officers and Collective Bargaining were briefly discussed.



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Councilmember Michetich asked what the copayments and deductibles were for the employees. He asked what the contribution rate was for the employees, and added, that maybe the City should pass that increase onto the employees to pay and asked what other providers were offering. It was said that the City had not gone out for a request for proposals to gather that information from other providers. "I would really like to consider that we look at an employee contribution on this." Further discussion included a comparison to other municipalities, and it was said that some cities have several plans that includes, subsidizing some of the cost of rates charged for dependents. Overall, the rates that the City is paying per employee are very good compared to some other cities. Discussion continued in comparing the cost of using in network and out of network providers, deductibles and other comparisons.

Mayor stated that awhile back because of budget constraints, it was necessary to stop paying for spouses and dependents coverage, so "I would be in favor of taking the recommendation of the insurance committee."

Councilwoman Mc Auliffe stated that she felt very comfortable with the recommendation and would like to not include employee contribution.

Another option discussed would be to find two or more plans to present to the employees and allow them to decide among the two or three which plan would fit into their financial situation. Further discussion included options that would cover the 3% increase. HRA and HSA contribution plans were also briefly mentioned; corporate plans vs. public sector plans and costs.

Councilmember Michetich added that he would like complete breakdown of all of the employees and all of the departments of their healthcare. He is isn't asking for names, just numbers, how many have family, and what the claims are. "I do not like the idea that we make a decisions just on verbal talk." Then asked that we find a way to reduce the medical costs for insurance for the dependents of employees.

Mayor Hocking called a five minute break at 2:57 p.m.

Mayor reconvened the meeting of the La Marque Employees Benefits Trust at 3:04 p.m.

(4) NEW BUSINESS

- a. Discussion/possible action regarding authorizing the City Manager to execute renewal of the agreement with Gallagher Benefit Services, Inc. as consultant for City employees' benefits in the amount of \$40,000.00.

** Councilmember Michetich made a motion to authorize the City Manager to execute renewal of the agreement with Gallagher Benefit Services, Inc. as consultant for City employees' benefits in the amount of \$40,000.00.

** Councilwoman Mc Auliffe seconded. **MOTION CARRIED UNANIMOUSLY.**

- b. Discussion/possible action to award United Healthcare as provider for Employees' Medical and Pharmacy Insurance for plan year 2018-19.



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** Councilmember Michetich made a motion to award United Healthcare as provider for Employees' Medical and Pharmacy Insurance for plan year 2018-19.

** Councilmember Lane seconded. **MOTION CARRIED UNANIMOUSLY.**

c. Discussion/possible action to award MetLife as provider for Employees' Life, dental, and Voluntary Vision Insurance for plan year 2018-19.

** Councilmember Lane made a motion to award MetLife as provider for Employees' Life, dental, and Voluntary Vision Insurance for plan year 2018-19

** Councilmember Michetich seconded. **MOTION CARRIED UNANIMOUSLY.**

(5) ADJOURNMENT

** Councilmember Lane made a motion to adjourn the La Marque Employees Benefits Trust meeting at 3:06 p.m. Mayor Pro-Tem Bell seconded. **MEETING ADJOURNED**

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC
City Clerk



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**CITY OF LA MARQUE
CITY COUNCIL
SPECIAL CALLED MEETING MINUTES
OF
August 6, 2018**

Special Called City Council Meeting Minutes of the City of La Marque City Council held on Monday, August 6, 2018, beginning 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 6:00 p.m.

(2) ROLL CALL

Bobby Hocking	Mayor
Keith Bell	Mayor Pro-Tem, Councilmember District A
Chris Lane	Councilmember, District B
Robert Michetich	Councilmember, District C
Casey Mc Auliffe	Councilwoman, District D

OTHER OFFICIALS PRESENT:

Carol Buttler	City Manager
Robin Eldridge	City Clerk

(3) NEW BUSINESS

- a. Discussion/ possible action regarding approving the proposed FY 2018-2019 Tax Rate of .490764.

** Councilmember lane made a motion to approve the proposed FY 2018-2019 Tax Rate of .490764.

** Councilmember Michetich seconded. **MOTION CARRIED UNANIMOUSLY**

- b. Discussion/ possible action calling the First Public Hearing for the proposed FY 2018-2019 Tax Rate to be held on Thursday, August 16, 2018 and the Second Public Hearing for the 2018-2019 Tax Rate to be held on Tuesday, August 28, 2018

** Councilmember Lane made a motion to call the First Public Hearing for the proposed FY 2018-2019 Tax Rate to be held on Thursday, August 16, 2018 and the Second Public Hearing for the 2018-2019 Tax Rate to be held on Tuesday, August 28, 2018

** Councilwoman Mc Auliffe seconded. **MOTION CARRIED UNANIMOUSLY**

- c. Discussion/possible action calling the First Public Hearing for the proposed FY 2018-2019 Budget to be held on Thursday, August 16, 2018 and the Second Public Hearing for the 2018-2019 Budget to be held on Monday, September 10, 2018.



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** Councilmember Lane made a motion calling the First Public Hearing for the proposed FY 2018-2019 Budget to be held on Thursday, August 16, 2018 and the Second Public Hearing for the 2018-2019 Budget to be held on Monday, September 10, 2018.

** Councilmember Michetich seconded. **MOTION CARRIED UNANIMOUSLY**

(4) ADJOURNMENT

** Councilmember Lane made a motion to adjourn the Special Called Meeting at 6:02 p.m.

** Councilwoman Mc Auliffe seconded. **MEETING ADJOURNED.**

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC
City Clerk



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**CITY OF LA MARQUE
CITY COUNCIL
REGULAR MEETING MINUTES
OF
August 13, 2018**

Regular City Council Meeting Minutes of the City of La Marque City Council held on Monday, August 13, 2018, beginning 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 6:00 p.m.

(2) ROLL CALL

Bobby Hocking	Mayor
Keith Bell	Mayor Pro-Tem, Councilmember District A
Chris Lane	Councilmember, District B
Robert Michetich	Councilmember, District C
Casey Mc Auliffe	Councilwoman, District D

OTHER OFFICIALS PRESENT:

Carol Buttler	City Manager
Robin Eldridge	City Clerk

(3) INVOCATION AND PLEDGE OF ALLEGIANCE- Mayor Pro-Tem Bell led the invocation and the Pledge of Allegiance

(4) PRESENTATIONS/ PROCLAMATIONS

- a. Recognition of the Election Workers from the May 5, 2018 Municipal Election
Mayor Hocking presented the Election Workers from the 2018 Municipal Election with Certificates and gift cards: Nancy Goodwin, David Goodwin, Audrey Cumby and Eugene Louis were present. Maria Flores was unable to make the meeting
- b. Proclamation- "LAUNDERED WITH KINDNESS" – Mayor Hocking presented Tonya Griffin the CEO and Founder of Khambrel Foundation with a proclamation in support of the Foundation and of an act of kindness upcoming event

(5) CITIZENS PARTICIPATION

1. Wayne Alexander, the Business & Sales Advisor for Integrity Grass Sales and Services, of Hitchcock, Texas introduced his company. Staff will meet with him and place him on a vendor list.

(6) CONSENT AGENDA

- a. Minutes of Regular City Council Meeting held on July 9, 2018
- b. Minutes of Special Called City Council Meeting held on July 16, 2018



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- c. Discussion/possible action regarding accepting the Quarterly Investment Reports for Second Quarter 2018
- d. Discussion/possible action regarding the authorization of the Police Department to purchase 36 units of rifle resistant body armor in the amount of \$31,500.00, the cost of Which will be reimbursed to the City by CJD Grant number 3488401
- e. Discussion/possible action regarding authorizing the Mayor to execute an Interlocal Agreement (ILA) between the City of La Marque and the County of Galveston for the City's continued participation in the Galveston County Auto Crimes Task Force
- f. Discussion/possible action regarding Resolution No. **R-2018-0019**, approving the Commissioners' Court of Galveston County nominations of members for reappointments and appointments to the United Board of Health

** Councilmember Lane made a motion to approve the Consent Agenda

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

(7) NEW BUSINESS

- a. Discussion/possible action regarding a proposed Grease Collection Program offered by the Galveston Bay Foundation and provide direction to City Manager. **THIS ITEM WAS PULLED FROM THE AGENDA**

- b. Discussion/possible action regarding amending Code of Ordinances Chapter 41-Land Development, Article V Traditional Neighborhood District Regulation, and Article VI Landscaping Requirements to specify types of trees allowed as street trees in City rights-of-way

** Councilwoman Mc Auliffe had suggested that some information be included as backup for this item and given to all of Council. The information included a model ordinance and other policies and information concerning certain types of trees that some other cities are requiring in City rights-of-way. "In my research, I have found that not only a list of certain trees that are approved to be planted as street trees, but that this is just one of the many important steps, another important step is who is responsible once a tree root damages a sidewalk. How is this reported? I think it is a real opportunity for us to set ourselves apart from all of the other cities in Galveston County and really think ahead in terms of and not only just to make infrastructural decisions about trees and landscaping, but the quality of life for citizens fifty years down the road."

** Councilmember Michetich said, "This was a very good start, there are still things that will have to be discussed. But, I believe that in this endeavor, we should come up with some suggestive guidelines and also, we should bring in our business partners that are, existing businesses and new developers, since it will have an extreme impact on them. They are our base and we don't want to encumber them, we want their participation in growing."

(8) AGREEMENTS



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- a. Discussion/possible action regarding approval of Third Amendment to the Mainland Water Project Customer Contract (South Project) between City of La Marque and Gulf Coast Water Authority (GCWA)
- ** Councilmember Lane made a motion to approve the Third Amendment to the Mainland Water Project Customer Contract (South Project) between City of La Marque and Gulf Coast Water Authority (GCWA)
- ** Councilwoman Mc Auliffe seconded. **MOTION CARRIED UNANIMOUSLY.**
- b. Discussion/possible action regarding approval of Agreement between the City of La Marque and MOTCO Trust Group regarding the disposition of funding for the facility to be installed by Gulf Coast Water Authority (GCWA), to provide water utility service for MOTCO- **THIS ITEM WAS PULLED FROM THE AGENDA**

(9) AWARD OF BID/CONTRACT

- a. Discussion/possible action regarding awarding LJA Project No. E019-1 007 to Texas Pride Utilities for the latest segment of Sanitary Sewer Rehabilitation project of select lines, in the areas of Main Street to Ross St., Bayou Rd. to 10th Street and Maple Street to 3rd Avenue, Plum Street to Banana Street utilizing Hurricane Ike Disaster Recovery Grant Funds, in the amount of \$358,023.00
- ** Councilwoman Mc Auliffe made a motion to award LJA Project No. E019-1 007 to Texas Pride Utilities for the latest segment of Sanitary Sewer Rehabilitation project of select lines, in the areas of Main Street to Ross St., Bayou Rd. to 10th Street and Maple Street to 3rd Avenue, Plum Street to Banana Street utilizing Hurricane Ike Disaster Recovery Grant Funds, in the amount of \$358,023.00
- ** Councilmember Lane seconded. **MOTION CARRIED UNANIMOUSLY**
- b. Discussion/possible action regarding awarding LMC Corporation, a Job Order Contractor, for costs associated with the reconstruction of Building "C", located at 4916 FM 1765, in the amount of \$293.007.00
- ** Councilmember Lane made a motion to award LMC Corporation, a Job Order Contractor, for costs associated with the reconstruction of Building "C", located at 4916 FM 1765, in the amount of \$293.007.00
- ** Councilmember Michetich seconded. **MOTION CARRIED UNANIMOUSLY**

(10) APPOINTMENTS

- a. Discussion/possible action regarding appointments and/or reappointments to fill various positions of the Boards and Commissions
- ** Councilmember Lane withdrew an appointment of Lillian Petty for the Alternate position on the Planning and Zoning Commission.



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** Councilwoman Mc Auliffe appointed Ms. Lillian Petty to the Board of Adjustments, and with the Councils' consent, and according to ordinance, appoint her as the Chairperson to that Board. Re-appointed Kurt Koopmann to the Cemetery Board.

** Mayor Pro-Tem Bell reappointed Billy Jefferson to the Buildings Standards Commission and also reappointed Bo Hunter to the Parks Board

(11) EXECUTIVE SESSION

1. Section 551.071 (Consultation with Attorney) – Discuss negotiations with the La Marque Fire Association

Mayor Hocking closed the Regular meeting and convened into Executive Session at 6:25 p.m.

Mayor Hocking reconvened the Regular meeting at 7:22 p.m.

(12) ACTION TAKEN ON EXECUTIVE SESSION ITEM

1. Discussion/possible action taken on negotiations with the La Marque Fire Association
There was no action taken from the Executive Session.

(13) REQUEST AND ANNOUNCEMENTS

There were none.

(14) ADJOURNMENT

** Councilmember Lane made a motion to adjourn the Regular Called Meeting at 7:22 p.m.

** Councilwoman Mc Auliffe seconded. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned.

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC
City Clerk



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**CITY OF LA MARQUE
CITY COUNCIL
SPECIAL MEETING MINUTES
OF
August 16, 2018**

Special City Council Meeting Minutes of the City of La Marque City Council held on Monday, August 16, 2018, beginning 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 6:00 p.m.

(2) ROLL CALL

Bobby Hocking	Mayor
Keith Bell	Mayor Pro-Tem, Councilmember District A
Chris Lane	Councilmember, District B
Robert Michetich	Councilmember, District C
Casey Mc Auliffe	Councilwoman, District D

OTHER OFFICIALS PRESENT:

Carol Buttler	City Manager
Robin Eldridge	City Clerk

(3) PUBLIC HEARING

- a. Conduct **FIRST** Public Hearing to receive public input regarding the City of La Marque FY 2018-2019 Budget.

Mayor Hocking called the Public Hearings at 6:00 p.m.

No one spoke.

- b. Conduct **FIRST** Public Hearing to receive public input regarding the City of La Marque Proposed FY 2018-2019 Tax Rate of \$0.0490764

No one spoke.

Mayor Hocking closed the Public Hearings at 6:01 p.m.

(4) EXECUTIVE SESSION

There was no Executive Session

(5) ADJOURNMENT

- **** Councilmember Lane made a motion to adjourn the Special Called Meeting at 6:01 p.m.
Mayor Pro-Tem Bell seconded. **MEETING ADJOURNED.**



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Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC
City Clerk



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**CITY OF LA MARQUE
CITY COUNCIL
SPECIAL MEETING MINUTES
OF
August 28, 2018**

Special City Council Meeting Minutes of the City of La Marque City Council held on Monday, August 28, 2018, beginning 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 6:00 p.m.

(2) ROLL CALL

Bobby Hocking	Mayor
Keith Bell	Mayor Pro-Tem, Councilmember District A
Chris Lane	Councilmember, District B
Robert Michetich	Councilmember, District C
Casey Mc Auliffe	Councilwoman, District D

OTHER OFFICIALS PRESENT:

Charlene Warren	Assistant to City Manager
Ellis Ortego	City Attorney
Robin Eldridge	City Clerk

(3) PUBLIC HEARING

- a. Conduct **FIRST** Public Hearing to receive public input regarding the City of La Marque Proposed FY 2018-2019 Tax Rate of \$0.0490764

Mayor Hocking called the Public Hearing at 6:01 p.m.

No one spoke.

Mayor Hocking closed the Public Hearings at 6:02 p.m.

(4) NEW BUSINESS

- a. Discussion/possible action to accept the resignation of City Manager, Carol Buttler, effective immediately and to extend her health benefits until December 31, 2018.
- ** Councilmember Lane made a motion to accept the resignation of City Manager, Carol Buttler, effective immediately and to extend her health benefits until December 31, 2018.
- ** Councilmember Michetich seconded. **MOTION CARRIED UNANIMOUSLY.**
- b. Discussion/possible action appointing Mayor Hocking and Mayor Pro-Tem Bell to the City Manager Search Committee.
- ** Councilmember Michetich made a motion to appoint Mayor Hocking and Mayor Pro-Tem Bell to the City Manager Search Committee.



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- ** Councilwoman Mc Auliffe seconded. **MOTION CARRIED UNANIMOUSLY.**
- c. Discussion/possible action to appoint Charlene Warren as Interim City Manager.
- ** Councilmember Michetich made a motion to appoint Charlene Warren as Interim City Manager.
- ** Councilmember Lane seconded. **MOTION CARRIED UNANIMOUSLY.**
- d. Discussion/possible action to amend TexPool Resolution designating City's authorized representatives on TexPool City of La Marque investment accounts.
- ** Councilmember Lane made a motion to amend TexPool Resolution designating City's authorized representatives on TexPool City of La Marque investment accounts.
- ** Councilmember Michetich seconded. **MOTION CARRIED UNANIMOUSLY.**
- e. Discussion/possible action regarding adopting Resolution No. **R-2018-0020**, authorizing certain officers of the City to sign and endorse checks and drafts of the City of La Marque bank accounts.
- ** Councilmember Michetich made a motion to adopt Resolution No. **R-2018-0020**, authorizing certain officers of the City to sign and endorse checks and drafts of the City of La Marque bank accounts.
- ** Councilmember Lane seconded. **MOTION CARRIED UNANIMOUSLY.**
- (5) ADJOURNMENT**
- ** Councilmember Lane made a motion to adjourn the Special Called Meeting at 6:03 p.m.
- Councilmember Michetich seconded. **SPECIAL CALLED MEETING ADJOURNED.**

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC
City Clerk



CITY COUNCIL AGENDA FORM

Meeting Date: September 10, 2018

Prepared by: Suzy Kou

Department: Finance

Agenda item: Consent 6f

Reviewed by: Charlene Warren

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding adopting Resolution No. **R-2018-0021** accepting the 2018 City of La Marque Investment Policy for investment of municipal funds per Public Funds Investment Act.



ATTACHMENTS FOR REFERENCE

1. Resolution
2. Exhibit A - Investment Policy 2018

STAFF BRIEFING:

- Per Public Funds Investment Act of Texas, it is required that City Council review the City's investment policy at least annually.
- No change to current policy

HISTORY: Last reviewed and approved September 18, 2017

TARGET IMPLEMENTATION: September 10, 2018

SIGNIFICANT ACTION DATES: September 10, 2018

ACTION

☐

Ordinance

☒

Resolution

☐

Proclamation

☐

Special Present.

☐

Finance Report

☐

Public Hearing

☐

Other

Cost Details:	
Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name	
Line Items #	
Other Funding	

STAFF'S RECOMMENDED MOTION: Motion to adopt Resolution No. **R-2018-0021** accepting the 2018 City of La Marque Investment Policy for investment of municipal funds per Public Funds Investment Act.

Fiscal Impact: N/A

RESOLUTION NO. R-2018-0021

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS, UPDATING THE CITY OF LA MARQUE INVESTMENT POLICY FOR THE INVESTMENT OF MUNICIPAL FUNDS; PROVIDING FOR AN EFFECTIVE DATE, AND SETTING FORTH OTHER RELATED MATTERS.

WHEREAS, Chapter 2256 of the Texas Government Code requires the City Council to annually review its Investment Policy regarding the investment of City funds and funds under its control; and

WHEREAS, the City Council of the City of La Marque, Texas adopt its 2018 Investment Policy pursuant to Chapter 2256 Texas Government Code, Public Funds Investment Act;

WHEREAS, pursuant to the Public Funds Investment Act, the governing body of the City shall adopt a resolution stating it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies; and

WHEREAS, the 2018 Investment Policy, attached as Exhibit "A", has been reviewed and includes updates since the last adoption on September 18, 2017, **NOW, THEREFORE**,

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Proceedings. That the 2018 City of La Marque Investment Policy, as updated, attached hereto as "Exhibit A" is hereby adopted as the investment policy of the City of La Marque, effective _____, 2018.

Section 3. Open Meetings. It is hereby officially found and determined that the meeting at which this resolution 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*.

Section 4. Effective Date. This resolution shall take effect upon its adoption.

PASSED, APPROVED AND ADOPTED this the _____ day of _____, 2018.

ATTEST:

THE CITY OF LA MARQUE, TEXAS

Robin Eldridge, City Clerk

Bobby Hocking, Mayor

APPROVED AS TO FORM:

Ellis J. Ortego, City Attorney

Exhibit A

CITY OF LA MARQUE, TEXAS

AN INVESTMENT POLICY

Pursuant to Chapter 2256, Texas Government Code, Public Funds Investment Act; as amended by House Bill 2549 enacted by the 74th Texas Legislature:

CITY OF LA MARQUE, TEXAS INVESTMENT POLICY

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* Reference in parenthesis is to the Public Funds Investment Act.

CITY OF LA MARQUE, TEXAS

INVESTMENT POLICY

I. **Policy** -- It is the policy of the City of La Marque, Texas (the "City") to administer and invest its funds in a manner which will preserve the Principal and maintain the liquidity through limitations and diversification while meeting the daily cash flow requirements of the City. The City will invest all available funds in conformance with legal and administrative guidelines, seeking to optimize interest earnings to the maximum extent possible.

II. **Purpose** – The purpose of this investment policy is to comply with all statutes governing the investment of the City's funds and Chapter 2256 of the Government Code ("Public Funds Investment Act"), which required the City to adopt a written investment policy regarding the investment of its fund and funds under its control. The Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the City's funds.

III. **Scope** – The City will strive to earn a return on funds invested at the highest investment return possible after taking in consideration the primary goals of preservation of principal and liquidity of funds invested, consistent with the policy objectives described below. This investment policy applies to all financial assets and funds held by the City. It is also applicable to those monetary funds held in trust or safekeeping by the City eg. PID, La Marque Economic Development Corporation, or Employees Insurance Benefits Trust Fund. However this policy does not apply to the assets administered for the benefit of the entity by outside agencies under deferred compensation programs.

FUNDS INCLUDED The City's funds, which are pooled together and constitute the investment portfolio, include all financial assets of all funds managed by the City, including but not limited to receipts of tax revenues, charges for services, bond proceeds, interest incomes, loans and funds received by the City where the City performs a custodial function.

EDC FUNDS EDC funds were segregated from the City's pooled cash beginning January 2014 and shall comply to the same City investment policy under Chapter 2256 of the Public Funds Investment Act.

IV. **Objectives** --The investment policy of the City shall be governed by these primary objectives: safety, liquidity, and yield.

A. **Safety** - The foremost objective of the investment program shall be to assure the safety of the invested funds. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.

B. **Liquidity** - Funds will be invested with maturities necessary to maintain sufficient liquidity to provide adequate and timely working funds.

CITY OF LA MARQUE, TEXAS

INVESTMENT POLICY

- C. **Yield** - The City shall avoid investment for speculation. Return on investment is of least importance compared to the safety and liquidity objectives described above and shall be expressed as **optimization of interest earnings**.
 - D. **Public trust** from prudent investment activities.
- V. **Investment Authority** -- Responsibility and authority to conduct investment transactions resides with Finance Administration pursuant to Article VIII, Section 8.25. INVESTMENTS, of the City Charter. The director of finance is designated as the Investment Officer with the authority and responsibility to conduct, record, and report all investment transactions, and maintain the operation of the investment program, as governed by this Investment Policy.
- A. The investment officer shall exhibit prudence and discretion in the selection and management of securities. Skill and judgment shall be exercised in order that no individual or group or transactions undertaken would jeopardize the total capital sum of the overall portfolio. The City of La Marque shall not allow speculation (such as anticipating an appreciation of capital through changes in market interest rates) in the selection of any investments. The investment officer shall observe financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate managerial expertise.
 - B. The investment officer shall attend at least one training session relating to his/her responsibilities under this policy within 12 months after taking office or assuming duties and at least 10 hours once every two years thereafter. Training hereunder must include education in investment controls, security risks, strategy risks, market risks, and compliance with Chapter 2256 (T.G.C.)
 - C. In keeping with sound accounting practice and to assure adequate internal controls, and in the event circumstances require timely action and the investment officer is not available, the investment officer may delegate to a designee to follow procedural responsibilities for the operation of the investment program consistent with this Policy.

No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the investment officer.

CITY OF LA MARQUE, TEXAS INVESTMENT POLICY

- D. All investments made by the City will be made through either the City's Investment Officer or authorized securities broker/dealers. The use of brokers/dealers is encouraged to utilize their investment expertise, a method to obtain diversification and to gain an expanded market coverage.

Authorized securities dealer/broker shall be required to be classified as a "Primary Government Securities Dealer" reporting to the Market Reports Division of the Federal Reserve Bank of New York or; securities dealer may be considered authorized if they maintain a bona-fide clearing agent agreement with a primary dealer. This list is found as Exhibit "A" to this Policy. Dealers on this list are assumed to conduct business in a highly ethical and professional manner.

Coastal Securities is designated as an authorized broker/dealer.

Duncan-Williams, Inc. is designated as an authorized broker/dealer.

UBS Financial Services is designated as an authorized broker/dealer.

Every dealer with whom the City transacts business will be provided a copy of this Investment Policy to assure that they are familiar with the goals and objectives of the investment program. The broker/dealer will be required to return a signed copy of the Certification Form certifying that the policy has been received and reviewed. (Exhibit "B")

The selection of investment instruments by dealer/broke will be on a competitive basis using a minimum of three (3) quotes.

VI. **Standards** -- To be observed.

- A. **Prudence** - The standard of prudence used by the City of La Marque shall be the "prudent person" and shall be applied in the context of managing the overall portfolio. The prudent person rule is restated below:

In acquiring, investing, reinvesting, exchanging, retaining, selling and managing property for any trust heretofore or hereafter created, the City of La Marque will exercise the judgment and care under the circumstances then prevailing which persons of prudence, discretion and intelligence exercise in regard to the permanent disposition of their funds, considering the probable income as well as the probable safety for their capital.

CITY OF LA MARQUE, TEXAS INVESTMENT POLICY

- B. **Ethics** - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity.
- C. **Liquidity** - To meet the investment objectives of the City, the maturity of investments shall be targeted to coincide with the cash flow needs of the City. Funds of the City shall be invested in instruments whose maturities do not exceed approved periods as determined by this policy. Unless matched to a specific requirement, the investment officer may not invest more than 30% of the portfolio for a period greater than two (2) years. Unless matched to a specific requirement, the investment officer may not invest in any portion of the portfolio for a period greater than three (3) years.
- D. **Diversification** - The investment portfolio shall be diversified to minimize the risk of loss resulting from over concentration of assets in a specific issue, a specific issue size, with a specific issuer, in a specific maturity or in a specific class of securities. Risk of loss includes principal as well as potential investment income.

Nevertheless, the City of La Marque recognizes that in a diversified portfolio, occasional measured interest losses are inevitable, and must be considered within the context of the overall portfolio's investment return. Also, it is intended that investments in all funds shall be managed in such a way that any market price losses resulting from interest-rate volatility shall be offset by income received from the balance of the portfolio during a 12-month period.

- C. **Yield** - The core of investment are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. The earnings from investments will be used in a manner that best serves the public trust and interests of the City in compliance with applicable covenants or other legal restrictions.
- D. **Weighted Average Maturity** – The portfolio shall carry a weighted average maturity for any quarter to be no more than 90 days.

CITY OF LA MARQUE, TEXAS INVESTMENT POLICY

- G. **Safekeeping and Custody** - To protect against potential fraud and embezzlement, the cash and investments of the City of La Marque shall be secured by the City, or through third party custody and safekeeping procedures as herein designated. The third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, description, maturity, cusip number, yield and/or coupon, and other pertinent information. Each safekeeping receipt will clearly indicate that the instrument is held for the City of La Marque. All safekeeping arrangements shall be designated by the investment officer; said agreement to be documented.

All investment transactions shall be executed on a delivery vs. payment basis; to ensure the securities are deposited in the eligible financial institutions prior to the release of funds.

- H. The investment officer shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this investment policy. Those authorized to conduct the operation of the investment program shall be bonded.

- VII. **Internal Controls** -- The investment officer is responsible for establishing and maintaining an internal control structure designed to prevent losses of public funds arising from fraud, theft, misuse, employee error, and misrepresentation of third parties, unanticipated changes in financial markets or imprudent actions by any person involved in the investment program. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived; and 2) the valuation of costs and benefits requires estimates and judgments by management.

The internal control shall address the following points:

- A. **Control of Collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
- B. **Separation of Transaction Authority from Accounting and Record Keeping** - By separating the person who authorizes or performs the transactions from the people who record or otherwise account for the transaction, a separation of duties is achieved.
- C. **Custodial Safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by State Law) shall be placed with an independent third party for custodial safekeeping.

CITY OF LA MARQUE, TEXAS INVESTMENT POLICY

- D. **Avoidance of Bearer-form Securities** - Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
 - E. **Clear Delegation of Authority to Subordinate Staff Member** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
 - F. **Written Confirmation of Telephone Transactions for Investments and Wire Transfers** - Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and the safekeeping institution has a list of authorized signatures.
 - G. **Development of a Wire Transfer Agreement with the Lead Bank or Third Party Custodian** - This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire transfers.
 - H. Limiting the number of authorized investment officials.
 - I. Documentation of transactions and strategies.
- VIII. **Authorized Investments** -- Specific security instruments are authorized under the provisions of the Public Funds Investment Act. The conservative philosophy employed by the City is to choose investments in a manner which ensures safety, while promoting diversity and maturity. The choice of high grade government instruments is designed to provide for a safety of principal, return an acceptable yield and to assure marketability.
- City funds may be invested in the following:
- A. Obligations of the United States Government, its agencies and instrumentalities with ratings not lower than AA and, not to exceed three (3) years to stated maturities.

CITY OF LA MARQUE, TEXAS INVESTMENT POLICY

- B. Fully insured (FDIC) or collateralized certificates of deposit from a bank or a savings and loan association that has its main office or a branch office in the State of Texas with ratings no lower than AAA, in face amount not to exceed \$250,000, and not to exceed 36 months to stated maturity. In addition, certificates of deposit obtained through a depository institution that has its main office or a branch office in Texas and that contractually agrees to place the funds in federally insured depository institutions in accordance with the conditions prescribed in Section 2256.010(b) of the Public Funds Investment Act are authorized investments.
- C. No-load, SEC registered money market funds with ratings not lower than AAA.
- D. The Interlocal Cooperation Act, Chapter 791, Texas Government Code, authorizes local governments in Texas to participate in an investment pool established hereunder. Texas Local Government Investment Pools authorized under this Policy:
 - 1. TEXPOOL
 - 2. LOGIC
 - 3. TEXSTAR
 - 4. TEXAS CLASS

The investment pools may invest in any of the securities authorized by statute. The pools must demonstrate compliance with Chapter 2256, Sections 016, 017, 018 and 019 and must maintain ratings of AAA.

- E. Overnight balances remaining with the City's depository institution subject to a written depository agreement. These are interest bearing accounts, fully collateralized by pledged U.S. and Texas State government securities with ratings no lower than AA.
- F. Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities with ratings no lower than AA. These shall be pledged to the City, held in the City's name, and deposited at the time the investment is made with the City or with a third party selected and approved by the City. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas. A Master Repurchase Agreement must be signed by the bank/dealer prior to investment in a repurchase agreement. All repurchase agreement transactions will be on a delivery vs. payment basis. Securities received for repurchase agreements must have

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a market value greater than or equal to 102 percent at the time funds are disbursed.

- G. Although additional types of securities and instruments are approved for investment, they are not eligible for investment by the City under this Policy. An amended version of this Policy approved by the City Council is required prior to investments in any other investment instrument not specified herein.
 - H. City shall monitor credit ratings of all securities within the portfolio periodically. If credit ratings fall below minimum allowed per policy, Investment Officer shall notify City Manager and Council of the change and liquidate the security as quickly as possible to minimize the risk on the City's portfolio..
- IX. **Prohibited Investments** -- There is an absolute prohibition on investments in any of the following investment instruments.
- A. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.
 - B. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index; inverse floaters.
 - C. The City will not invest in mortgage backed derivative products.
- X. **Reporting** -- The investment officer shall submit a quarterly and annual investment reports to the City Manager, Mayor and City Council that provides a clear picture of the status of the current investment portfolio. This report shall contain sufficient information to permit an informed outside reader to evaluate the performance of the investment program, while allowing the entity to ascertain whether investment activities during the reporting period have conformed to the Investment Policy.

The annual report should encompass activity through the entire year. At a minimum this report should contain:

- A. A listing of individual securities with maturity dates.
- B. Overall weighted average maturity of the portfolio.
- C. Overall current yield of the portfolio.
- D. State the reported auction yield of the appropriate U.S. Treasury bill comparable to the overall portfolio.

CITY OF LA MARQUE, TEXAS

INVESTMENT POLICY

- E. Beginning and ending market value of the total portfolio by market sector and total portfolio.
- F. Beginning and ending carrying (book) value of the portfolio by market sector and total portfolio.
- G. Transactions which change market and book value.

All reports will be prepared jointly by all involved in the investment activity and be signed by all staff involved.

XI. **Limitation of Personal Liability** - The investment officer and those delegated investment authority under this policy, when acting in accordance with the written procedures and this policy and in accordance with the Prudent Person Rule, shall be relieved of personal responsibility and liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

XII. **Diversifications Strategy** -- At a minimum, diversification standards by security type and issuer shall be:

U.S. Treasuries and securities with the U.S. Government's guarantee	NTE	100%
U.S. Government Agencies and Instrument abilities	NTE	85%
Certificates of Deposit	NTE	100%
Money Market Funds	NTE	75%
Local Government Investment Pools	NTE	100%

XIII. **Fund Strategy** --

A. **Accounting Funds Strategy Statement** - The City of La Marque maintains a portfolio which involves specific investment strategy considerations, designed to address the unique characteristics of the fund groups represented in the portfolio. The objectives of each fund group must be considered in context of the structure of the overall portfolio. Objectives to be considered for each fund type:

CITY OF LA MARQUE, TEXAS INVESTMENT POLICY

1. suitability of the investment to the financial requirements of the fund
 2. preservation and safety of the principal
 3. liquidity
 4. marketability
 5. diversification
 6. yield
- B. **Operating Funds** - The general operating fund generates cash income stream on relatively predictable patterns. Investments are usually made during tax receipts season with maturities scheduled to coincide with a decreased income stream later in the year. The investment structure must be liquid with a short weighted average maturity. Consideration to unreserved fund balance permits some maturity to exceed one year.
- C. **Enterprise Funds** - A stable revenue stream from payment of utility bills coupled with fairly predictable expense patterns renders a smooth cash management program during the course of the year. Accordingly, weighted average maturities may extend to 120-150 days. Special consideration is given to the debt service payment requirements and maturities of certain investments are scheduled accordingly.
- D. **Construction and Special Projects Funds** - Primary strategy for these fund types is to assure that anticipated cash requirements are matched to adequate liquidity at the time of payment. A portion of investments (10%) should be highly liquid to allow for flexible and unanticipated project outlays. The balance may be scheduled to coincide with engineered project construction payment timetables. The stated final maturity date of any security held should not exceed the estimated project completion date.
- E. **EDC Fund** – Main revenue source is sales tax. Beginning January 2014, EDC operating cash was segregated from the City's pooled cash. Funds not protected under the City pooled cash collateral agreement shall be invested in securities allowed by the City's investment policy which shall carry the appropriate FDIC or other equivalent insurance protection on EDC funds..
- F. **Other Fund Types** - These funds typically have identifiable income/expense patterns whereby investments can be diversified according to the needs established. Prime objective involved with these

CITY OF LA MARQUE, TEXAS

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fund types is to provide for the safety of the investment with a low degree of volatility. Such securities will tend to hold their value during economic cycles. Particular attention is given to requirements which may govern the use of funds.

- G. **Overall Short-term Strategy** - The City uses a consolidated cash system where cash is co-mingled and ownership tracked by equity accounts. From this a considerable amount is available for investment in a high liquid local government investment pool. Interest earnings are apportioned back based on equity in the pool. Use of the pool enables short term inter-fund borrowing during the course of the year using due to-due from accounting methodology. This gives considerable flexibility to the immediate cash needs of an individual fund.
- XIV. **Intent** -- It is the stated intent of this Policy to adhere by and to be in conformance with the statute known as Chapter 2256, Public Funds Investment Act, Texas Government Code as amended by House Bill 2459 enacted by the 74th Texas Legislature. Specific interpretation of a section contrary to this intent shall not void the remaining Policy.
- XV. **Compliance** -- The investment officer shall establish a process for annual independent review by an external audit to assure compliance with management controls and adherence to these policies and procedures.
- XVI. **Adoption** -- This Investment Policy shall be formally adopted by Resolution of the City Council. The Policy shall be reviewed on an annual basis by the City Manager and City Council.

BROKER/DEALER CERTIFICATION FORM
As required by Texas Government Code 2256.005(k)

CITY OF LA MARQUE, TEXAS (the "City")

The City acknowledges that the only means the firm has to preclude "imprudent investment activities arising out of transactions between the firm and the City" is to confirm that all provisions of the City's investment policy are followed in investment transactions conducted between the firm and the City, and the second paragraph below should be read accordingly.

I, or the business organization, _____, do hereby certify that we have thoroughly reviewed the investment policy for the City.

We acknowledge that the business organization has implemented reasonable internal procedures and controls in an effort to preclude imprudent investment activity which may arise between the City and the organization.

Signature

Name: _____

Title: _____

Date: _____

Policy Amendments Through September 10, 2018

1. Add Texas Class as additional authorized investment pool option (2016).
2. Add Employees Insurance Benefits Trust Fund to the City's authorized investment portfolio (2016).
3. Revise Broker/Dealer Certification form to reflect "Business Organization" instead of individual. (2017).
4. No change in 2018.

GLOSSARY

1. **Certificate of Deposit (CD)** - A time deposit evidenced by a certificate that specifies the amount, maturity date, rate of interest and terms under which interest is calculated. Usually insured up to a face amount of \$100,000. Typically note marketable (illiquid) with a fixed maturity date and penalty for early redemption.
2. **Derivatives** - For the purposes of this Investment Policy, the definition of derivatives includes instruments which have embedded features that alter their character or income stream or allow holders to hedge or speculate on a market or spreads between markets that are external to the issuer, or are not correlated on a one-to-one basis to the associated index or market. Prohibited derivations include the following:

Interest Rate Swaps, Range Index Notes, Option Contracts, Futures Contracts, Inverse Floating Rate Notes, Non-Money Market Index Based Notes, Dual Index Notes, Index Amortizing Notes, Inverse Multi-Index Bonds, Stepped Inverse Index Bonds, Inverse Index Bonds, and Collateralized Mortgage Obligations.
4. **CMA Treasury Fund** - (the "Treasury Fund") is a no-load, diversified, open-end investment company seeking preservation of capital, liquidity and current income available from investing exclusively in a diversified portfolio of short-term marketable securities which are direct obligations of the U.S. Treasury. Dividends are declared and reinvested daily in the form of additional shares at net asset value. **The Treasury Fund seeks to maintain a constant \$1.00 net asset value per share. An investment in the Treasury Fund is neither insured nor guaranteed by the U.S. Government.** The Treasury Fund has adopted a Distribution and Shareholder Servicing Plan in compliance with Rule 12b-1 under the Investment Company Act of 1940, as amended (the "Investment Company Act").
5. **CMA Government Securities Fund** - (the "Government Fund") is a no-load, diversified, open-end investment company seeking preservation of capital, liquidity and current income available from investing exclusively in a diversified portfolio of short-term marketable securities which are direct obligations of the U.S. Government and repurchase agreements pertaining to such securities. Dividends are declared and reinvested daily in the form of additional shares at net asset value. **The Government Fund seeks to maintain a constant \$1.00 net asset value per share. An investment in the Government Fund is neither insured nor guaranteed by the U.S. Government.** The Government Fund has adopted a Distribution and Shareholder Servicing Plan in compliance with Rule 12b-1 under the Investment Company Act of 1940 as amended (the "Investment Company Act").

6. **CMA Money Fund** - (the “Money Market Fund”) is a no-load, diversified, open-end investment company seeking current income, preservation of capital and liquidity available from investing in a diversified portfolio of short-term money market securities. These securities will consist primarily of short-term U.S. Government securities, bank certificates of deposit, commercial paper and repurchase agreements. Dividends are declared and reinvested daily in the form of additional shares at net asset value. **The Money Market Fund seeks to maintain a constant \$1.00 net asset value per share. An investment in the Money Market Fund is neither insured nor guaranteed by the U.S. Government.** The Money Market Fund has adopted a Distribution and Shareholder Servicing Plan in compliance with Rule 12b-1 under the Investment Company Act of 1940, as amended (the “Investment Company Act”).
7. **U.S. Treasury Bills** - (the “T-Bills”) are issued to meet the government’s short-term financing needs and are insured on a discount basis with a maturity ranged one year or less. Probable the most liquid money market instrument.
8. **U.S. Treasury Notes and Bonds** - are negotiable, interest-bearing securities redeemable at face value at maturity. Notes fall in a maturity range from one to ten years with current issues of 2, 3, 4, 5, 7 and 10 year notes issued on a regular basis. Bonds are the same as notes, except that they have maturities of 10 years or more. T-Notes have the advantages of generally trading at a yield higher than that of T-Bills for comparable maturities, yet retaining a high degree of liquidity.
9. **Federal Agencies and Discount Notes** - are Federal Government agencies established to help meet the credit needs of various classes of institutions. These agencies issue and sell debt obligations directly into the financial markets to meet their financing needs. Three of the more active agencies:

Farm Credit Administration (FFCB)
Federal Home Loan Bank (FHLB)
Federal National Mortgage Association (FNMA)



CITY COUNCIL AGENDA FORM

Meeting Date: September 10, 2018

Prepared by: Suzy Kou

Department: Finance

Agenda item: 7&8a

Reviewed by: Charlene Warren

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding adopting Ordinance No. **O-2018-0010** making appropriations for the support of the City of La Marque for the fiscal year beginning October 1, 2018 and ending September 30, 2019 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 2018-2019 fiscal year. **THIS IS THE FIRST READING**

☒ X

ATTACHMENTS FOR REFERENCE

1. Ordinance
2. City Manager's proposed budget fiscal year 2018-19 (online) and Council's recommended changes.

STAFF BRIEFING:

- Per City Charter, Council must adopt annual budget no later than September 27th each year.
- Should Council fail to adopt the budget by such date, the budget as submitted by City Manager shall be deemed to have been finally adopted by City Council.

HISTORY: N/A

TARGET IMPLEMENTATION:

- **September 10, 2018**- Budget adoption on First Reading.
- **September 17, 2018**- Budget adoption on Second and Final Reading.

SIGNIFICANT ACTION DATES:

- **July 16, 2018**- City Manager proposed 2018-19 budget to Council.
- **July 23, 24, and 26, 2018**- Council workshops to discuss budget amendments from City Manager's proposal.
- **August 16, 2018**- First Public Hearing on 2018-19 Proposed Budget.
- **September 10, 2018**- Second Public Hearing on 2018-19 Proposed Budget with Council amendments.
- **September 10, 2018**- Budget adoption fiscal year 2018-19 First Reading.
- **September 17, 2018**- Budget adoption fiscal year 2018-19 Second and Final Reading.



CITY COUNCIL AGENDA FORM

ACTION:

- | | |
|--|--|
| ☒ Ordinance | ☐ Resolution |
| ☐ Proclamation | ☐ Special Present. |
| ☐ Finance Report | ☒ Public Hearing |
| ☐ Other (be Specific) | |
| ☒ Check box if there is no conflict with City Charter, ordinances, resolutions, policies, or procedures. | |

Cost Details:	
Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name	
Line Items #	
Other Funding	

STAFF'S RECOMMENDATION: Motion to adopt Ordinance No. **O-2018-0010**, making appropriations for the support of the City of La Marque for the fiscal year beginning October 1, 2018 and ending September 30, 2019 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 2018-2019 fiscal year.
THIS IS THE FIRST READING

FISCAL IMPACT: See 2018-19 budget for details.

ORDINANCE NO. O-2018-0010

AN ORDINANCE MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF LA MARQUE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019 APPROPRIATING MONEY TO A SINKING FUND TO PAY INTEREST AND PRINCIPAL DUE ON THE CITY'S INDEBTEDNESS; AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF LA MARQUE FOR 2018-19 FISCAL YEAR

WHEREAS, the budget, appended here as Exhibit "A", for the fiscal year beginning October 1, 2018 and ending September 30, 2019 was duly presented to the City Council by the City Manager and a public hearing was ordered by the City Council and a public notice of said hearing was caused to be given by the City Council and said notice was published in the Galveston County Daily News and said public hearing was held according to said notice and City Charter requirements; now, therefore,

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

SECTION 1. That the appropriations for the fiscal year beginning October 1, 2018 and ending September 30, 2019 be fixed and determined for said terms in accordance with the expenditures shown in the City's fiscal year 2018-19 budget, a copy of which is appended hereto as Exhibit "A"

SECTION 2. That the budget, as shown in words and figures in Exhibit "A", is hereby approved in all respects and adopted as the City's budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019.

SECTION 3. That there is hereby appropriated the amount shown in said budget necessary to provide for a sinking fund for the payment of the principal and interest of the bonded debt of said City.

PASSED AND APPROVED by the City Council of the City of La Marque on this the ____ day of _____, 2018 on the First Reading.

PASSED, APPROVED AND ADOPTED by the City Council of the City of La Marque on the ____ day of _____, 2018 for the Second and Final reading.

CITY OF LA MARQUE, TEXAS

Bobby Hocking, Mayor

Ordinance No. O-2018-0010
Adoption of 2018-2019 Budget

ATTEST:

Robin Eldridge, TRMC, City Clerk

APPROVED AS TO FORM:

Ellis J. Ortego, City Attorney

CITY OF LA MARQUE
CHANGES RECAP-WORKSHOPS 7/23, 7/24, AND 7/26/2018

General Fund		Utility Fund		2005 CO		Court Tech Fund		Equip Repl		PEG	
City Clerk shared employee	35,789.93	Dept 22	Maintenance Tech (5)	198,704.40	60,000	Concrete sidewalk	Juvenile Case employee (P-T)	Fire Truck	625,000	Marquee	75,000
Code Enforcement (1)	46,124.41	Dept 21	UB staff	37,187.48	20,000	Citywide drainage					
IT employee increase	5,616.00	Dept 22	1-ton Truck	13,000.00	40,000	Misc projects-contingencies					
Police Records clerk	44,510.66	Dept 22	Trench/Shoring box	10,000.00							
Maintenance Tech (3)	119,222.65	Dept 22	Boring Bullet	5,000.00							
Code vehicle	9,000.00	Dept 22	Portable air compressor	3,500.00							
IT vehicle	10,092.00	Dept 22	GIS	10,000.00							
City Marshal	8,500.00	Dept 22	Removal and install storage tanks	45,000.00							
Jail toilets (6)	12,000.00	Dept 22	Valve inventory	70,000.00							
Patrol vehicles replacement	86,317.00	Dept 25	Debts	751,163.19							
Server	5,500.00										
Playground equip	20,000.00										
Code vehicle	4,000.00										
Restrooms for Mahan and HB	16,500.00										
Installation of restrooms for Mahan & HB	15,000.00										
Asphalt overlay at library	22,000.00										
Mowing program on drainage	20,000.00										
Saltgrass park	20,000.00										
Omega Bay TIRZ	15,000.00										
lighting-Taylor Circle (4);	25,000.00										
KLMB	10,000.00										
Police CB	52,000.00										
Code vehicle	9,000.00										
Code staff	46,124.41										
Code uniforms	1,000.00										
Demolition	100,000.00										
SCBA 2019	44,000.00										
SCBA 2018	44,000.00										
TML-Windstorm	20,000.00										
Police CB physical incentive	15,000.00										
Fire CB	35,000.00										
Fire Part Time employees (9)	250,000.00										
Salary adjustments	35,000.00										
Debts	132,601.04										
Fund 15 Debt Service Fund	-206,056.55										
New fund-Bayou Fest Fund											
Transfers from HOT and Donation Fund to Bayou Fest Fund											



CITY COUNCIL AGENDA FORM

Meeting Date: September 10, 2018

Prepared by: R. Eldridge

Department: City Clerk

Agenda item: 8b

Reviewed by: Charlene Warren

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding adopting Ordinance No. **O-2018-0012**, amending Chapter 62, Section 62-84, Traffic and Vehicles, of the City of La Marque Code of Ordinances, Farm Road Highway 1764 to alter certain speed limits and amending Section 62-85, by deleting Subsection (c), which established a school zone on Farm Road Highway 1765. **THIS IS THE FIRST READING**

☒ **ATTACHED FOR REFERENCE**

1. Proposed Ordinance
2. Current Ordinance
3. Letters and other documentation from TXDOT

STAFF BRIEFING:

- Texas Transportation Code, Section 545.356 states, "The governing body of a municipality, for a highway or part of a highway in the municipality, including a highway of the state highway system, has the same authority to alter by ordinance prima facie speed limits from the results of an engineering and traffic investigation as the Texas Transportation Commission on an officially designated or marked highway of the state highway system."
- The City of La Marque received a letter from TXDOT in early August recommending a change in the speed zone in certain areas along FM 1764, suggested by the Texas Municipal League.
- In a separate letter from TXDOT, they requested for a school speed zone be removed stipulated from City Ordinance number 912, since the school along FM 1765 at 100 Lake Road is closed and slated for demolition due to damage from Hurricane Harvey.
- The Texas Department of Transportation is responsible for all signage on State Highways. Any signage costs will be incurred by TXDOT.

HISTORY:

- The La Marque Code of Ordinances, Section 62-84; was amended by Ordinance number 967 passed by Council on September 25th, 2006 after a speed study was completed by the Texas Department of Transportation.
- In August of 2017, Hurricane Harvey flooded several school buildings in La Marque; one of which was Lake Road Elementary. The Texas City Independent School District's assessment of the campus determined that it was beyond repair and is slated for demolition. The school zone speed limit along FM 1765 from the centerline of Anita Street to the centerline of Porter Street, a distance of approximately 0.200 miles, is no longer needed for the campus.



CITY COUNCIL AGENDA FORM

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

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	N/A
Actual Bid	N/A
Estimated Expenditure	N/A
Acct. Name(s)	N/A
Line Items #	N/A
Other Funding	N/A

STAFF'S RECOMMENDATION: Motion to adopt Ordinance No. **O-2018-0012**, amending Chapter 62, Section 62-84, Traffic and Vehicles, of the City of La Marque Code of Ordinances, Farm Road Highway 1764, to alter certain speed limits and amending Section 62-85, by deleting Subsection (c), which established a school zone on Farm Road Highway 1765. **THIS IS THE FIRST READING**

FISCAL IMPACT: There will be no cost incurred by the City.

Sec. 62-84. Farm Road Highway No. 1764.

Upon the basis of an engineering and traffic investigation heretofore made as authorized by the provisions of § 545.356, Texas Transportation Code, the following prima facie speed limits hereafter indicated for vehicles are hereby determined and declared to be reasonable and safe; and such speed limits are hereby fixed at the rate of speed indicated for vehicles traveling upon the named streets and highways, or parts thereof, described as follows:

- (1) Along FM 1764 from the west city limit of the city to the centerline of East Street, a distance of approximately 0.569 miles, the speed limit shall be 55 mph.
 - (2) Along FM 1764 from the centerline of East Street to the centerline of FM 2004, a distance of approximately 0.446 miles, the speed limit shall be 45 mph.
- (Code 1972, § 18-55; Ord. No. 191, § 1; Ord. No. 629; Ord. No. 904, § 1, 8-13-2001; Ord. No. 967, § 2, 9-25-2006)

Sec. 62-85. Farm Road Highway No. 1765.

(a) The speed limit on FM Highway 1765, or portions thereof, shall be as follows:

- (1) From the centerline of FM Highway 2004 to the centerline of Texas Street, a distance of approximately 2.690 miles, the speed limit shall be 45 miles per hour.
- (2) From the centerline of Texas Street, to the centerline of SH3, a distance of approximately 1.161 miles, the speed limit shall be 40 miles per hour.
- (3) From the centerline of SH 3 to the centerline of the city limits of La Marque, Texas, a distance of approximately 1.097 miles, the speed limit shall be 40 miles per hour.

(b) The following school speed zones are hereby established on FM Highway 1765, and the speed limit in such zones shall be 30 miles per hour, notwithstanding the provisions of subsection (a) above:

From a point 211 feet west of the right-of-way line of Duroux Road to a point 211 feet east of the right-of-way line of Vauthier Road, a distance of approximately 0.285 miles, when flashing.

(c) The following school speed zone is hereby established on FM Highway 1765, and the speed limit in such zone shall be 25 miles per hour, notwithstanding the provisions of subsection (a) above:

Along 1765 from the centerline of Anita Street to the centerline of Porter Street, a distance of approximately 0.200 miles, when flashing.

(d) Reserved.

(e) The school zones designated above shall be marked and shall apply during the time period as set out and established by section 62-51.

(Code 1972, § 18-56; Ord. No. 912, § 18-56, 7-8-2002; Ord. No. O-2015-005, 4-13-2015)

ORDINANCE NO. O-2018-0012

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS AMENDING CHAPTER 62, TRAFFIC AND VEHICLES, SEC. 62-84, FARM ROAD HIGHWAY 1764, OF THE CODE OF ORDINANCES OF THE CITY OF LA MARQUE, TEXAS, TO ALTER CERTAIN SPEED LIMITS; AND AMENDING SECTION 62-85 TO DELETE SUBSECTION (c) WHICH ESTABLISHED A SCHOOL ZONE ON FM HIGHWAY 1765; PROVIDING AN EFFECTIVE DATE AND PROVIDING A PENALTY

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

SECTION ONE:

That Chapter 62, Sec. 62-84, Farm Road Highway No. 1764, is hereby amended to read as follows:

“Upon the basis of an engineering and traffic investigation heretofore made as authorized by the provisions of Sec. 545.356, Texas Transportation Code, the following prima facie speed limits hereafter indicated for vehicles are hereby determined and declared to be reasonable and safe; and such speed limits are hereby fixed at the rate of speed indicated for traveling upon the names streets and highways, or parts thereof, described as follows:

- (1) Along Farm Road Highway 1764 from the west city limit to 1562 feet east of Autry Road, a distance of approximately 1.472 miles, the speed limit shall be 55 mph.

- (2) Along Farm Road Highway 1764 from the 1562 feet east of Autry Road to 2004, a distance of approximately 0.1327 mile, the speed limit shall be 45 mph.”

SECTION TWO:

That Chapter 62, Sec. 62-85. Farm Roadway No. 1765, is hereby amended by deleting Subsection (c).

PENALTY: Any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not more than two hundred Dollars (\$200.00)

EFFECTIVE DATE: That this ordinance shall take effect immediately from and after its passage in accordance with the provisions of the Tex. Loc. Gov’t Code.

PASSED AND APPROVED by the City Council of the City of La Marque on the First reading on this the _____ day of _____, 2018.

PASSED, APPROVED AND ADOPTED by the City Council of the City of La Marque on the Second and Final reading on this the _____ day of _____, 2018.

CITY OF LA MARQUE, TEXAS

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC
City Clerk

APPROVED AS TO FORM:

Ellis J. Ortego, City Attorney



CITY COUNCIL AGENDA FORM

Meeting Date: September 10, 2018

Prepared by: Sussie Sutton

Department: Development
Services

Agenda item: 8c

Reviewed by: Charlene Warren

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding the Planning & Zoning recommendation for denial of a re-zone from R-1 Single Family Residential to C-1 General Commercial, being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of La Marque Investment Group, Inc. in Galveston County Clerk File (G.C.C.F.) Number 9103747 and being all of that tract of land of record in the name of Hazel Benton of record in G.C.C.F. Number 8723178, Said 1.3684 acre tract being more particularly described as bearings based as on said G.C.C.F. No. 9103747. (3197 Main and lot on Duroux and contiguous to 3197 Main)

☒

ATTACHMENTS FOR REFERENCE

1. Planning & Zoning Draft Minutes - August 14, 2018
2. Planning & Zoning Commission Recommendation for Denial
3. Site Plan
4. Zoning Map
5. City Planning Letter
6. Metes & Bounds
7. Application

STAFF BRIEFING:

- KSOLV/Garner Environmental Services is a full service company offering environmental emergency response for oil spills and hazardous materials. They have been located at 3197 FM 519 since 1981 and have 220 employees within its two business locations.
- This re-zone request also includes the property purchased from the residential owners of 2315 Duroux which is contiguous and behind the current building.
- Their plans are to construct a concrete parking lot with wood fencing to secure their employees and company vehicles.
- Public Hearing held at the Planning & Zoning Commission regular meeting of August 14, 2018. There was no citizen opposition at the public meeting and no calls or mail were received by staff with negative comments concerning this re-zone.
- Planning & Zoning Commission discussed at the meeting of August 14, 2018. There was a concern that this request was spot zoning and perhaps all four corners should be considered to be re-zoned to commercial in the future.
- Commission voted to forward the item with a recommendation for denial to City Council for decision.
-
-



CITY COUNCIL AGENDA FORM

- If the re-zone request for this property is not approved by Council, then the approval of the re-plat should be contingent upon removing the wording "Restricted to commercial use" from the face of re-plat.

HISTORY:

- **March 3, 2018**: Mr. Todd Riddle met with City staff to discuss the possibility of purchasing a property contiguous to 3197 Main so the company could park vehicles and secure employee cars while out in the field.
- **March 3, 2018**: It was determined that both properties would have to re-platted into one lot after the second lot was acquired.
- **July 30, 2018**: Re-zone notification sent for legal newspaper notice
- **July 30, 2018**: Re-zone notification letter mailed to all property owners within 200 feet
- **July 19, 2018**: Staff received a zoning application and a re-plat application for KSOLV to join the two properties.

TARGET IMPLEMENTATION: September 11, 2018

SIGNIFICANT ACTION DATES:

March 3, 2018: - Staff met with Mr. Todd Riddle to discuss this project.

August 14, 2018: - Planning & Zoning Commission considered the re-zone.

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other - Re-zone Request | |
| ☒ 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 Items #	
Other Funding	

STAFF'S RECOMMENDATION: Motion to deny/approve a re-zone from R-1 Single Family Residential to C-1 General Commercial, being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of La Marque Investment Group, Inc. in Galveston County Clerk File (G.C.C.F.) Number 9103747 and being all of that tract of land of record in the name of Hazel Benton of record in G.C.C.F. Number 8723178, Said 1.3684 acre tract being more particularly described as bearings based



CITY COUNCIL AGENDA FORM

as on said G.C.C.F. No. 9103747. (3197 Main and lot on Duroux and contiguous to 3197 Main)

FISCAL IMPACT: Garner Environmental Services is a primary job generator who employs 220 people between their companies. The employees who live in and drive to La Marque also shop and patronize the restaurants and businesses in La Marque. While this does not directly impact the city's budget, it is a healthy impact to the businesses of La Marque who in turn pay into the City's sales tax.



1111 Bayou
La Marque, Texas 77568
409-938-9202

**CITY OF LA MARQUE
PLANNING AND ZONING COMMISSION
PUBLIC HEARING / REGULAR MEETING
MINUTES
OF
August 14, 2018**

Public Hearing / Regular Meeting Minutes of the City of La Marque Planning and Zoning Commission held on August 14, 2018, beginning at 4 p.m. at 1109-B Bayou Road with the following members present: Deanna Bethea, Greg Cornett, Augustino Molis, Jean Gutierrez and Hugh Cash.

(1) CALL TO ORDER

Chairperson Deanna Bethea called the meeting to order at 4:02 p.m.

**(2) ROLL CALL
PRESENT:**

Chairperson Deanna Bethea - Present
Vice Chairperson Greg Cornett - Present
Commissioner Hugh Cash - Present
Commissioner Jean Gutierrez - Present
Commissioner Augustino Molis - Present
Alternate Nancy Vidotto - Absent
Alternate Lillian Petty - Absent

OTHER OFFICIALS/STAFF PRESENT:

Robert Michetich - Council Member
Carol Buttler - City Manager
Ellis Ortego - City Attorney
Kathleen Van Stavern - Code Compliance Supervisor
Sussie Sutton - Development Coordinator
Colleen Merritt - La Marque Economic Development

(3) INVOCATION AND PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was dispensed by the Planning & Zoning Commission, led by Commissioner Molis.

(4) INTRODUCTION OF NEW ALTRNATE COMMISSIONER - Lillian Petty

Ms. Lillian Petty was ill and did not attend this meeting.

(5) APPROVAL OF MINUTES

Regular Meeting Minutes of July 11, 2018.



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Commissioner Molis made a motion to accept the Minutes of July 11, 2018. Commissioner Cash seconded. **MOTION PASSED UNANIMOUSLY.**

(6) CITIZENS PARTICIPATION

None.

The Planning & Zoning Commission Meeting closed at 4:04 p.m. and the Public Hearing convened at 4:05 p.m.

(7) PUBLIC HEARING

- a.** Conduct public hearing to hear public input regarding a request to re-zone from R-1 Single Family Residential to C-1 General Commercial, Being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of Garner Environmental Services, Inc., a Texas corporation in Galveston County Clerk File (G.C.C.F.) Number 2018013844 and being all of that tract of land of record in the name of Omi Garner Properties LLC, a Texas limited liability company of record in G.C.C.F. Number 2018028504; Said 1.3684 acre tract. **(3197 Main Street, La Marque, Texas)**

As a discovery question, Council Member Michetich inquired if there were a landscape ordinance that required blvd. trees be planted along Main Street and any trees with curbs inside parking areas with have an irrigation system due to the number of parking spaces that you might be utilizing, would that be an encumbrance to your property, would render it impossible to develop it for the use that you want?

The surveyors said that they could work with any ordinances imposed by the city; however, they are not the owners of the property and they have not seen a set of plans for the project.

The Public Hearing closed and the Planning & Zoning Commission meeting reconvened at 4:06 p.m.

(8) NEW BUSINESS

- a.** Discussion/possible action regarding a request to **Re-Zone** from R-1 Single Family Residential to C-1 General Commercial, Being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of Garner Environmental Services, Inc., a Texas corporation in Galveston County Clerk File (G.C.C.F.)



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La Marque, Texas 77568
409-938-9202

Number 2018013844 and being all of that tract of land of record in the name of Omi Garner Properties LLC, a Texas limited liability company of record in G.C.C.F. Number 2018028504; Said 1.3684 acre tract. (3197 Main St., La Marque, Texas)

Commissioner Cash was concerned that this location is very close to existing Residential R-1 zoned areas and there are no other commercial zone areas there. The area that they want to zone to commercial is actually not on Main Street but on the side street, Duroux. Since it is going beyond the existing boundary, it looks like it would be spot zoning. He did not know if it would be completely legal for them to rule on it.

Commissioner Cash made a motion to send this request to City Council and let them rule on this request, and then he asked City Attorney Ellis Ortego if he was out of line with his request. Mr. Ortego said spot zoning is a vague term and there is no real definition that you could use for each and every incident. The question is whether or not; if you do approve the amendment to the ordinance, is whether or not you are being arbitrary capricious and not having to do anything with health, safety, morals, and general well fare of the community. The course of rule is that if reasonable minds differ that if it does establish as a substantial relationship to the health, safety, general welfare of the community, then it is not spot zoning. Commissioner Cash then noted that the requestors did not make a determination as to whether it would be used for parking or storage of environmental materials. Staff then noted that the agenda commentary did inform the Commission that the property was going to be used for employee parking. Chair Bethea compared this request to the re-zone request on Bayou where the four corners were re-zoned to commercial to keep from showing that as spot zoning. The first motion died for lack of a second to the motion.

Commissioner Cash motioned to deny the request to re-zone from R-1 Single Family Residential to C-1 General Commercial, Being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas. Second by Commissioner Molis. **MOTION PASSED UNANIMOUSLY.**

- b. Discussion/possible action regarding a **Re-Plat** of property known as KSOLV being a subdivision of 1.3684 acres located in the Stephen F. Austin League Survey No. 2, City of La Marque, Galveston County. **(Contiguous to 3197 Main St.)**



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La Marque, Texas 77568
409-938-9202

Commissioner Cash motioned deny the re-plat. Commissioner Gutierrez noted that it made good sense to re-plat the properties into one lot. The motion made by Commissioner Cash died for a lack of a second.

City Engineer Dinh Ho informed the Commission that if the re-zone of this property is not approved by City Council and the re-plat is approved by City Council; then the approval of the re-plat should be contingent on removing the wording "Restricted to Commercial Use" from face of re-plat.

Commissioner Cornett made a motion to approve the re-plat. Second by Commissioner Gutierrez. The votes were two Ayes, cast by Commissioners Cornett and Gutierrez, and two Nays cast by Commissioners Cash and Molis. The tie was broken by Chair Bethea with a Nay vote.

- c. Discussion/possible action concerning a **Preliminary Plat** of Sunset Grove Section 1, being a subdivision of 12.4 Acres located in the Stephen F. Austin League No. 4, Abstract-2 City of La Marque, Galveston County, Texas. **(known as 5008 and 5010 FM 1765, between Garrett and Delany Rd.)**

Council Member Michetich addressed the Commission to inform them that he and staff are in meetings to compile a developer's agreement for all residential subdivisions. He requested that the Commission table this request at this time until the developer's agreement has been completed.

Commissioner Gutierrez noted if we are not making a final decision and if it is going to City Council for approval; she would not like the Commission revisiting this request again, especially if we are okay with these plans. Staff noted that preliminary plats do not proceed to City Council.

Commissioner Cash inquired as to when the final developer's agreement would be completed. Commissioner Cornett noted the next meeting would be September 13, 2018.

Katheryn Edwards with BG Kerry Gilbert Associates noted that this plat is a preliminary plat and they would like the plat to be approved since they have met all the required guidelines. Those negotiations can still proceed while they are addressing the rest of the plans and final plat that they are working on. Commissioner Cash motioned to table the re-plat until after the meeting has transpired. Seconded by Commissioner Molis. The motion passed with one Nay vote cast by Commissioner Gutierrez.



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- d. Discussion/possible action regarding a **Re-Zone** of the I-45 Freeway corridor.
(Robert Michetich)

City Manager Carol Buttler addressed the Commission informing them that Council would like to make sure the entirety of I-45 within the city limits is zoned commercial and to decide how far back from the road frontage the City should consider as well.

Zoning maps will be distributed to all Commissioners for their use in their considerations.

(9) CHAIRPERSON'S REPORT

Inquired when the Commission would hold a developer's agreement meeting and requested that one is requested soon. Staff noted that there would be an Impact Fee Study Special Meeting in a few weeks that perhaps we could have a joint meeting then.

(10) REQUESTS AND ANNOUNCEMENTS.

There were no requests nor announcements.

(11) ADJOURNMENT

It was the consensus of the Board to adjourn the meeting at 4:42 P.M.

Deanna Bethea, Chairperson
Planning & Zoning Commission



August 15, 2018

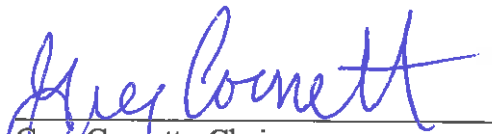
Mayor and City Council
City of La Marque
1111 Bayou Road
La Marque, Texas 77568

Dear Mayor and City Council:

On August 14, 2018, the Planning and Zoning Commission conducted a meeting to consider a request to re-zone from R-1 Single Family Residential to C-1 General Commercial, being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of La Marque Investment Group, Inc. in Galveston County Clerk File (G.C.C.F.) Number 9103747 and being all of that tract of land of record in the name of Hazel Benton of record in G.C.C. F. Number 8723178, Said 1.3684 acre tract being more particularly described as bearings based as on said G.C.C.F. No. 9103747.

By unanimous vote, Planning and Zoning Commission recommended forwarding a denial recommendation to City Council.

Thank you,


Greg Cornett - Chairperson
Planning and Zoning Commission



LOS ANGELES POLICE
DEPARTMENT OF PUBLIC SAFETY
5478
OFFICE BUREAU

Grill

SCALE 1" = 20'

G.F. No. ATD-180 78203

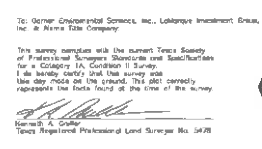
PHOTO (713) 373-146

C.C.F. No. 2018013844
& 2018028504
LOCATED IN THE
AUSTIN LEAGUE, A-2
ESTON COUNTY, TEXAS

er Surveying, LLC

PROFESSIONAL LAND SURVEYING
8000 SAN PABLO, STE. 1200
HOUSTON, TEXAS 77060

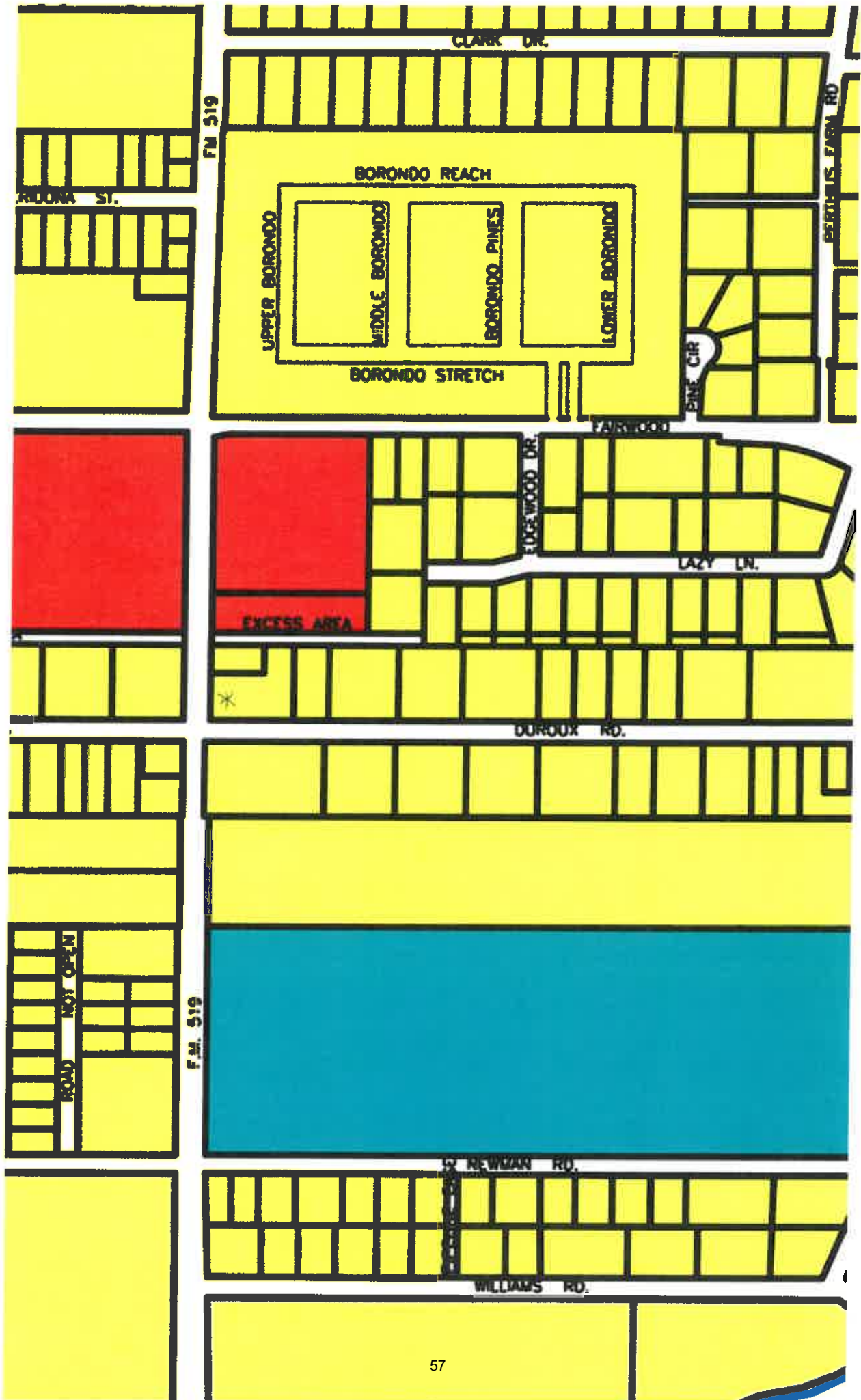
FIELD BOOK: 2018-16 DATE: 07-11-2018
ADDRESS: 3197 MAIN STREET, LA MAR, TX



SCHE 1"= 20'		FIELD BOOK: 2016-LC	DATE: 07-11-2018
G.F. MRS. ATCHINSON 202		ADDRESS: 3197 MAUN SCOTT, LA MARQUE, TX	
PHONE: (713) 372-1466		CHRG. NO. 48-1A2A	

as of 11-28-2016

* 3195 MAIN





Integrity Title Company, LLC

CITY PLANNING LETTER

July 25, 2018
Effective Date: June 8, 2018

Job No. 1829215A
Ref: 132425 & 132424

STATE OF TEXAS:
COUNTY OF GALVESTON:

THIS IS TO CERTIFY: That after a careful examination of the records in the offices of the Clerk of this County (excluding U. C. C. Records), as to the property described as follows:

Being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of Garner Environmental Services, Inc., a Texas corporation in Galveston County Clerk File (G.C.C.F.) Number 2018013844 and being all of that tract of land of record in the name of Omi Garner Properties LLC, a Texas limited liability company of record in G.C.C.F. Number 2018028504; Said 1.3684 acre tract being more particularly described as follows (bearings based on said G.C.C.F. No. 2018013844):

BEGINNING at a 1inch iron pipe found for the southwest corner of both the herein described tract and aforesaid Hazel Benton Tract and being on the east Right-of-Way (R.O.W.) line of Duroux Road (60 feet wide);

THENCE, coincident the west line of aforesaid Hazel Benton Tract and Tracts 1 and 2, respectively, and the east R.O.W. line of aforesaid Duroux Road, North 00 degrees 43 minute 00 seconds West, a distance of 335.00 feet to a 5/8 inch iron rod with “Gruller” cap set for the northwest corner of both the herein described tract and aforesaid Tract 1 and being at the southeast intersection of the east R.O.W. line of said Duroux Road and the south R.O.W. line of F.M. 519 (width varies);

THENCE, coincident the north line of aforesaid Tract 1 and the south R.O.W. line of aforesaid F.M. 519, North 89 degrees 17 minutes 00 seconds East, a distance of 133.75 feet to a 5/8 inch iron rod with “Gruller” cap set for the most northerly northeast corner of the herein described tract and being the northwest corner of that certain tract of land of record in the name of Guillermo, Lesly and Lester Alvarado in G.C.C.F. Number 2015018027;

THENCE, coincident the east line of aforesaid Tract 1 and the west line of the aforesaid Alvarado tract, South 00 degrees 43 minutes 00 seconds East, a distance of 150.00 feet to a 5/8 inch iron rod with “Gruller” cap set for the southeast corner of said Tract 1 and being the southwest corner of said Alvarado tract;

THENCE, coincident the north line of aforesaid Tract 2 and the south line of aforesaid Alvarado tract, North 89 degrees 17 minutes 00 seconds East, a distance of 80.00 feet to a 5/8 inch iron rod with “Gruller” cap set for the northeast corner of said Tract 2;

THENCE, coincident the east line of aforesaid Hazel Benton Tract and Tract 2, respectively, South 00 degrees 43 minutes 00 seconds East, a distance of 185.00 feet to a 5/8 inch iron rod with “Gruller” cap set for the southeast corner of both the herein described tract and said Hazel Benton tract;

THENCE, coincident the south line of the herein described tract, South 89 degrees 17 minutes 00 seconds West, a distance of 213.75 feet to the **POINT OF BEGINNING** and containing 1.3684 acre of land.

We find the record title to be apparently in:

GARNER ENVIRONMENTAL SERVICES, INC & OMI GARNER PROPERTIES LLC

By virtue of that certain Warranty Deed dated March 2, 2018 from Lamarque Investment Group, Inc and recorded under Galveston County Clerk’s File Number 2018013844.

By virtue of that certain Warranty Deed dated May 1, 2018 from Sylvester C. Benton and Hazel J. Benton and recorded under Galveston County Clerk’s File Number 2018028504.

Subject to the following liens:

None found of record.

Subject to the following easements and encumbrances:

Houston Pipe Line Co. Easement dated May 13, 1927 and recorded under Volume 399, Page 449 of the Galveston County Deed Records.

Pan American Gas Company Easement dated July 21, 1947 and recorded under Volume 769, Page 579 of the Galveston County Deed Records.

10’ Utility Easement dated May 3, 1956 and recorded under Volume 1151, Page 292 of the Galveston County Deed Records.

Subject to the following restrictions:

None found of record.

We have made no examination as to special assessments or conflicts.

INTEGRITY TITLE COMPANY LLC



Chris Layne
Abstractor

LIMITATION OF LIABILITY: THE LIABILITY OF EITHER PARTY WITH RESPECT TO THIS INFORMATION OR ANY ACT IN CONNECTION HEREWITH WHETHER IN CONTRACT, TORT, OR OTHERWISE, SHALL NOT EXCEED THE PRICE OF THE SERVICES OR PRODUCTS SOLD HEREUNDER OR THE PRICE OF THAT PORTION OF SUCH SERVICES OR PRODUCTS ON WHICH LIABILITY IS ASSERTED. COURTHOUSE SPECIALISTS (SELLER) MAKES NO WARRANTY WHATSOEVER, EXPRESS, IMPLIED OR STATUTORY, AS TO THE QUALITY, FITNESS, SUITABILITY, CONFORMITY, OR MERCHANTABILITY OF THE SERVICES OR PRODUCTS SOLD. IF THE TRANSACTION IN QUESTION IS ARISING FROM OR RELATED TO AN AUCTION OR FORECLOSURE, INCLUDING WITHOUT LIMITATION A TAX AUCTION, HOA AUCTION OR SIMILAR AUCTION PROCEEDING, THE BUYER TAKES THE PROPERTY SUBJECT TO ALL LIENS, ENCUMBRANCES AND OTHER MATTERS OF RECORD WHETHER OR NOT REFLECTED ON THE CERTIFICATE.

METES AND BOUNDS DESCRIPTION
1.3684 ACRES
LOCATED IN THE
S.F. AUSTIN LEAGUE, A-2,
GALVESTON COUNTY, TEXAS

Being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of Garner Environmental Services, Inc., a Texas corporation in Galveston County Clerk File (G.C.C.F.) Number 2018013844 and being all of that tract of land of record in the name of Omi Garner Properties LLC, a Texas limited liability company of record in G.C.C.F. Number 2018028504; Said 1.3684 acre tract being more particularly described as follows (bearings based on said G.C.C.F. No. 2018013844):

BEGINNING at a 1 inch iron pipe found for the southwest corner of both the herein described tract and aforesaid Hazel Benton Tract and being on the east Right-of-Way (R.O.W.) line of Duroux Road (60 feet wide);

THENCE, coincident the west line of aforesaid Hazel Benton Tract and Tracts 1 and 2, respectively, and the east R.O.W. line of aforesaid Duroux Road, North 00 degrees 43 minute 00 seconds West, a distance of 335.00 feet to a 5/8 inch iron rod with "Gruller" cap set for the northwest corner of both the herein described tract and aforesaid Tract 1 and being at the southeast intersection of the east R.O.W. line of said Duroux Road and the south R.O.W. line of F.M. 519 (width varies);

THENCE, coincident the north line of aforesaid Tract 1 and the south R.O.W. line of aforesaid F.M. 519, North 89 degrees 17 minutes 00 seconds East, a distance of 133.75 feet to a 5/8 inch iron rod with "Gruller" cap set for the most northerly northeast corner of the herein described tract and being the northwest corner of that certain tract of land of record in the name of Guillermo, Lesly and Lester Alvarado in G.C.C.F. Number 2015018027;

THENCE, coincident the east line of aforesaid Tract 1 and the west line of the aforesaid Alvarado tract, South 00 degrees 43 minutes 00 seconds East, a distance of 150.00 feet to a 5/8 inch iron rod with "Gruller" cap set for the southeast corner of said Tract 1 and being the southwest corner of said Alvarado tract;

THENCE, coincident the north line of aforesaid Tract 2 and the south line of aforesaid Alvarado tract, North 89 degrees 17 minutes 00 seconds East, a distance of 80.00 feet to a 5/8 inch iron rod with "Gruller" cap set for the northeast corner of said Tract 2;

THENCE, coincident the east line of aforesaid Hazel Benton Tract and Tract 2, respectively, South 00 degrees 43 minutes 00 seconds East, a distance of 185.00 feet to a 5/8 inch iron rod with "Gruller" cap set for the southeast corner of both the herein described tract and said Hazel Benton tract;

THENCE, coincident the south line of the herein described tract, South 89 degrees 17 minutes 00 seconds West, a distance of 213.75 feet to the **POINT OF BEGINNING** and containing 1.3684 acre of land.

Gruller Surveying, LLC

45-1826.doc

July 19, 2018



A handwritten signature in black ink, appearing to read "K. A. Gruller", written over a horizontal line.



LA MARQUE DEPARTMENT OF BUILDING AND INSPECTIONS

1111 Bayou Road
La Marque, Texas 77568
O. 409.938.9204
F. 409.908.0549

CITY OF LAMARQUE
PLANNING AND ZONING APPLICATION

DATE OF APPLICATION 7/19/18
NAME OF AGENT Todd Riddle PHONE (713) 468-5768
ADDRESS 9660 KATY FREEWAY HOUSTON, TX 77055

NAME OF OWNER Garner own Properties PHONE (713) 468-5768
ADDRESS 9660 Katy Freeway Houston, TX 77055

PROPERTY DESCRIPTION:

ADDRESS: 3197 Main St. La Marque, TX 77568

PLOT OF AREA ATTACHED METES AND BOUNDS ATTACHED _____

PRESENT ZONE Residential

REASON FOR CHANGE: To be incorporated into the primary Garner business property at 3197 Main St. which is commercial.

We plan to fence the property and install impervious rock material for parking of Garner vehicles & equipment.
DESIRED OUTCOME: _____

To be approved and zone the property commercial and approve parking area plans to incorporate into the primary existing commercial property.

APPLICATION CHECKLIST

☐ CERTIFIED PROPERTY OWNERS WITHIN 200-FEET OF THE PROPERTY-
LISTS PRINTED MORE THAN TWO WEEKS PRIOR TO APPLICATION SUBMITTAL
MAY NOT BE ACCEPTED

(CENTRAL APPRAISAL DISTRICT (CAD)- (CENTRAL APPRAISAL DISTRICT (CAD-
9850 Emmett Lowry Expressway Ste. A Texas City, TX 77591 409/935-1980)
409/935-1980)

☒ **SITE PLAN (TO SCALE)** WITH EXISTING IMPROVEMENTS, DEVELOPMENTS,
AND PROPERTY LINES [8-1/2X11] IF LARGER THAN 8-1/2X11, PLEASE FOLD TO
APPROPRIATE SIZE)

☒ **SURVEY (TO SCALE)** (2 COPIES)

☒ **CURRENT TAX RECEIPTS-COUNTY TAX OFFICE, 722 MOODY (766-2481**

☒ **TITLE REPORT (IF LAND WAS PURCHASED WITHIN THE LAST 60 DAYS)**

☒ **NON-REFUNDABLE APPLICATION FEE (PAYABLE TO THE CITY OF LA
MARQUE**

SUBMITTED TO BOARD

DATE: _____

APPROVED _____ DENIED _____ OTHER _____

COMMENTS _____

APPLICANT'S CERTIFICATE

I AFFIRM THAT MY STATEMENT CONTAINED IN THE APPLICATION ARE TRUE
AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNED Tammy Prodd DATE: 7/17/18



CITY COUNCIL AGENDA FORM

Meeting Date: September 10, 2018

Prepared by: Sussie Sutton

Department: Development
Services

Agenda item: 8d

Reviewed by: Charlene Warren

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding the Planning & Zoning recommendation for denial of a re-plat being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of La Marque Investment Group, Inc. in Galveston County Clerk File (G.C.C.F.) Number 9103747 and being all of that tract of land of record in the name of Hazel Benton of record in G.C.C.F. Number 8723178, Said 1.3684 acre tract being more particularly described as bearings based as on said G.C.C.F. No. 9103747. (3197 Main and lot on Duroux and contiguous to 3197 Main)

☒

ATTACHMENTS FOR REFERENCE

1. Planning & Zoning Draft Minutes - August 14, 2018
2. Planning & Zoning Commission Recommendation for Denial
3. Letter of No Objection from ADICO
4. Site Plan
5. City Planning Letter
6. Metes & Bounds
7. Application

STAFF BRIEFING:

- KSOLV/Garner Environmental Services is a full service company offering environmental emergency response for oil spills and hazardous materials. They have been located at 3197 FM 519 since 1981 and have 220 employees within its two business locations.
- This re-plat request includes the property purchased from the residential owners of 2315 Duroux which is contiguous and behind the current building.
- Their plans are to construct a concrete parking lot with wood fencing to secure their employees and company vehicles.
- On August 14, 2018, Planning Commission considered the re-plat request with a motion to approve. Motion failed with two Aye votes cast by Commissioners Gutierrez and Cornett, and two Nay votes cast by Commissioners Cash and Molis. Chair Bethea broke the tie with a Nay vote.
- Commission is forwarding this item to City Council for decision with a recommendation for denial.
- If the re-zone request for this property is not approved by Council, then the approval of the re-plat should be contingent upon removing the wording "Restricted to commercial use" from the face of re-plat.



CITY COUNCIL AGENDA FORM

HISTORY:

3-03-2018 - Staff met with Mr. Todd Riddle concerning his project

7-19-2018 - Plat application and required documentation received by staff

8-09-2018 - Letter of No Objection for re-plat received from ADICO, the City's contracted engineer

8-14-2018 - Planning & Zoning Commission considers the re-plat and forwards with a recommendation to deny

TARGET IMPLEMENTATION: September 11, 2018

SIGNIFICANT ACTION DATES:

August 14, 2018 - Planning & Zoning Commission met to consider the re-plat and voted to deny the request

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other - Re-plat Request | |
| ☒ 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 Items #	N/A
Other Funding	N/A

STAFF'S RECOMMENDATION: Motion to deny/approve a re-plat, being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of La Marque Investment Group, Inc. in Galveston County Clerk File (G.C.C.F.) Number 9103747 and being all of that tract of land of record in the name of Hazel Benton of record in G.C.C.F. Number 8723178, Said 1.3684 acre tract being more particularly described as bearings based as on said G.C.C.F. No. 9103747. (3197 Main and lot on Duroux and contiguous to 3197 Main)

FISCAL IMPACT: Garner Environmental Services is a primary job generator who employs 220 people between their companies. The employees who live and drive to La Marque also shop and patronize the restaurants and businesses in La Marque. While this does not directly impact the city's budget, it is a healthy impact to the businesses of La Marque who in turn pay into the City's sales tax.



1111 Bayou
La Marque, Texas 77568
409-938-9202

**CITY OF LA MARQUE
PLANNING AND ZONING COMMISSION
PUBLIC HEARING / REGULAR MEETING
MINUTES
OF
August 14, 2018**

Public Hearing / Regular Meeting Minutes of the City of La Marque Planning and Zoning Commission held on August 14, 2018, beginning at 4 p.m. at 1109-B Bayou Road with the following members present: Deanna Bethea, Greg Cornett, Augustino Molis, Jean Gutierrez and Hugh Cash.

(1) CALL TO ORDER

Chairperson Deanna Bethea called the meeting to order at 4:02 p.m.

**(2) ROLL CALL
PRESENT:**

Chairperson Deanna Bethea - Present
Vice Chairperson Greg Cornett - Present
Commissioner Hugh Cash - Present
Commissioner Jean Gutierrez - Present
Commissioner Augustino Molis - Present
Alternate Nancy Vidotto - Absent
Alternate Lillian Petty - Absent

OTHER OFFICIALS/STAFF PRESENT:

Robert Michetich - Council Member
Carol Buttler - City Manager
Ellis Ortego - City Attorney
Kathleen Van Stavern - Code Compliance Supervisor
Sussie Sutton - Development Coordinator
Colleen Merritt - La Marque Economic Development

(3) INVOCATION AND PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was dispensed by the Planning & Zoning Commission, led by Commissioner Molis.

(4) INTRODUCTION OF NEW ALTRNATE COMMISSIONER - Lillian Petty

Ms. Lillian Petty was ill and did not attend this meeting.

(5) APPROVAL OF MINUTES

Regular Meeting Minutes of July 11, 2018.



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La Marque, Texas 77568
409-938-9202

Commissioner Molis made a motion to accept the Minutes of July 11, 2018.
Commissioner Cash seconded. **MOTION PASSED UNANIMOUSLY.**

(6) CITIZENS PARTICIPATION
None.

The Planning & Zoning Commission Meeting closed at 4:04 p.m. and the Public Hearing convened at 4:05 p.m.

(7) PUBLIC HEARING

- a.** Conduct public hearing to hear public input regarding a request to re-zone from R-1 Single Family Residential to C-1 General Commercial, Being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of Garner Environmental Services, Inc., a Texas corporation in Galveston County Clerk File (G.C.C.F.) Number 2018013844 and being all of that tract of land of record in the name of Omi Garner Properties LLC, a Texas limited liability company of record in G.C.C.F. Number 2018028504; Said 1.3684 acre tract. **(3197 Main Street, La Marque, Texas)**

As a discovery question, Council Member Michetich inquired if there were a landscape ordinance that required blvd. trees be planted along Main Street and any trees with curbs inside parking areas with have an irrigation system due to the number of parking spaces that you might be utilizing, would that be an encumbrance to your property, would render it impossible to develop it for the use that you want?

The surveyors said that they could work with any ordinances imposed by the city; however, they are not the owners of the property and they have not seen a set of plans for the project.

The Public Hearing closed and the Planning & Zoning Commission meeting reconvened at 4:06 p.m.

(8) NEW BUSINESS

- a.** Discussion/possible action regarding a request to **Re-Zone** from R-1 Single Family Residential to C-1 General Commercial, Being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of Garner Environmental Services, Inc., a Texas corporation in Galveston County Clerk File (G.C.C.F.)



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La Marque, Texas 77568
409-938-9202

Number 2018013844 and being all of that tract of land of record in the name of Omi Garner Properties LLC, a Texas limited liability company of record in G.C.C.F. Number 2018028504; Said 1.3684 acre tract. (3197 Main St., La Marque, Texas)

Commissioner Cash was concerned that this location is very close to existing Residential R-1 zoned areas and there are no other commercial zone areas there. The area that they want to zone to commercial is actually not on Main Street but on the side street, Duroux. Since it is going beyond the existing boundary, it looks like it would be spot zoning. He did not know if it would be completely legal for them to rule on it.

Commissioner Cash made a motion to send this request to City Council and let them rule on this request, and then he asked City Attorney Ellis Ortego if he was out of line with his request. Mr. Ortego said spot zoning is a vague term and there is no real definition that you could use for each and every incident. The question is whether or not; if you do approve the amendment to the ordinance, is whether or not you are being arbitrary capricious and not having to do anything with health, safety, morals, and general well fare of the community. The course of rule is that if reasonable minds differ that if it does establish as a substantial relationship to the health, safety, general welfare of the community, then it is not spot zoning. Commissioner Cash then noted that the requestors did not make a determination as to whether it would be used for parking or storage of environmental materials. Staff then noted that the agenda commentary did inform the Commission that the property was going to be used for employee parking. Chair Bethea compared this request to the re-zone request on Bayou where the four corners were re-zoned to commercial to keep from showing that as spot zoning. The first motion died for lack of a second to the motion.

Commissioner Cash motioned to deny the request to re-zone from R-1 Single Family Residential to C-1 General Commercial, Being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas. Second by Commissioner Molis. **MOTION PASSED UNANIMOUSLY.**

- b. Discussion/possible action regarding a **Re-Plat** of property known as KSOLV being a subdivision of 1.3684 acres located in the Stephen F. Austin League Survey No. 2, City of La Marque, Galveston County. **(Contiguous to 3197 Main St.)**



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La Marque, Texas 77568
409-938-9202

Commissioner Cash motioned deny the re-plat. Commissioner Gutierrez noted that it made good sense to re-plat the properties into one lot. The motion made by Commissioner Cash died for a lack of a second.

City Engineer Dinh Ho informed the Commission that if the re-zone of this property is not approved by City Council and the re-plat is approved by City Council; then the approval of the re-plat should be contingent on removing the wording "Restricted to Commercial Use" from face of re-plat.

Commissioner Cornett made a motion to approve the re-plat. Second by Commissioner Gutierrez. The votes were two Ayes, cast by Commissioners Cornett and Gutierrez, and two Nays cast by Commissioners Cash and Molis. The tie was broken by Chair Bethea with a Nay vote.

- c. Discussion/possible action concerning a **Preliminary Plat** of Sunset Grove Section 1, being a subdivision of 12.4 Acres located in the Stephen F. Austin League No. 4, Abstract-2 City of La Marque, Galveston County, Texas. **(known as 5008 and 5010 FM 1765, between Garrett and Delany Rd.)**

Council Member Michetich addressed the Commission to inform them that he and staff are in meetings to compile a developer's agreement for all residential subdivisions. He requested that the Commission table this request at this time until the developer's agreement has been completed.

Commissioner Gutierrez noted if we are not making a final decision and if it is going to City Council for approval; she would not like the Commission revisiting this request again, especially if we are okay with these plans. Staff noted that preliminary plats do not proceed to City Council.

Commissioner Cash inquired as to when the final developer's agreement would be completed. Commissioner Cornett noted the next meeting would be September 13, 2018.

Katheryn Edwards with BG Kerry Gilbert Associates noted that this plat is a preliminary plat and they would like the plat to be approved since they have met all the required guidelines. Those negotiations can still proceed while they are addressing the rest of the plans and final plat that they are working on. Commissioner Cash motioned to table the re-plat until after the meeting has transpired. Seconded by Commissioner Molis. The motion passed with one Nay vote cast by Commissioner Gutierrez.



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La Marque, Texas 77568
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- d. Discussion/possible action regarding a **Re-Zone** of the I-45 Freeway corridor.
(Robert Michetich)

City Manager Carol Buttler addressed the Commission informing them that Council would like to make sure the entirety of I-45 within the city limits is zoned commercial and to decide how far back from the road frontage the City should consider as well.

Zoning maps will be distributed to all Commissioners for their use in their considerations.

(9) CHAIRPERSON'S REPORT

Inquired when the Commission would hold a developer's agreement meeting and requested that one is requested soon. Staff noted that there would be an Impact Fee Study Special Meeting in a few weeks that perhaps we could have a joint meeting then.

(10) REQUESTS AND ANNOUNCEMENTS.

There were no requests nor announcements.

(11) ADJOURNMENT

It was the consensus of the Board to adjourn the meeting at 4:42 P.M.

Deanna Bethea, Chairperson
Planning & Zoning Commission



September 6, 2018

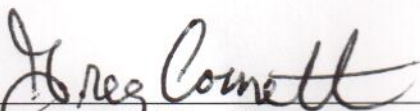
Mayor and City Council
City of La Marque
1111 Bayou Road
La Marque, Texas 77568

Dear Mayor and City Council:

On August 14, 2018, the Planning and Zoning Commission conducted a meeting to consider a Discussion / possible action regarding a Re-Plat of KSOLV being a subdivision of 1.3684 acres located in the Stephen F. Austin League Survey No. 2, City of La Marque, Galveston County. (Contiguous to 3197 Main Street)

By unanimous vote, Planning and Zoning Commission recommended forwarding a denial recommendation to City Council.

Thank you,



Greg Cornett, Vice Chairperson
Planning and Zoning Commission

Thursday, August 9, 2018

Chris Garcia
Gruller Surveying
5599 San Felipe St., Ste 1420
Houston, TX 77056

Re: Ksolv Replat
Letter of Recommendation
Adico, LLC Project No. 18100-2-006

Dear Mr. Garcia;

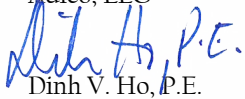
On behalf of the City of La Marque, Adico, LLC has reviewed the second submittal for Ksolv Replat received on or about August 9, 2018.

Based on our review, we have no objections to the plat as resubmitted on August 9, 2018. In addition, we have received original tax certificates and the City Planning Letter.

Please submit one (1) mylar to the City, attention Sussie Sutton, for signatures. If the applicant would like an original mylar, please send two (2) mylars.

Should you have any questions, please do not hesitate to call our office.

Sincerely,
Adico, LLC



Dinh V. Ho, P.E.
TBPE Firm No. 16423

Cc: Sussie Sutton, City of La Marque, s.sutton@cityoflamarque.org
File: 18100-2-006



F.M. 519
(R.O.W. VARIES)

N89°17'00"E 133.75'

25' B.L.

GUILLERMO, LESLY & LESTER ALVARADO
G.C.C.F. No. 2015018027

S00°43'00"E 150.00'

N89°17'00"E 80.00'

BLOCK 1
RESTRICTED RESERVE "A"
(RESTRICTED TO COMMERCIAL USE)
1.3684 ACRES
(59,606 SQ. FT.)

DUROUX ROAD
(60' R.O.W.)

N00°43'00"W 335.00'

10' B.L.

FND. 1" I.P.

0.98 ACRE
DANI & FRANCIS KENNEDY
G.C.C.F. No. 2016025211

S89°17'00"W 213.75'

10' U.E. VOL. 1151, PG. 292, G.C.D.R.

2' B.L.

S00°43'00"E 160.00'



SUBJECT TRACT

VICINITY MAP

Notes

- The surveyor has abstracted the subject property.
- This survey was created with a title commitment prepared by Integrity Title Company, LLC under Job No. 1829215A dated 06-18-2018.
- Basis of Bearings for the survey is the deed of record in G.C.C.F. Number 9103747.
- By graphic plotting only, the subject property lies within Zone "b", areas determined to be between limits of the 100-year flood and 500-year flood; or certain areas subject to 100-year flooding with average depths less than one (1) foot or where the contributing drainage area is less than one square mile; or areas protected by levees from the base flood, as defined by the Federal Emergency Management Agency flood insurance rate map number 4854860020D, dated 02-16-1983.

5.736 ACRES
MALAMI ENTERPRISES, LLC
G.C.C.F. No. 2016031386

METES AND BOUNDS DESCRIPTION

1.3684 ACRES
LOCATED IN THE
S.F. AUSTIN LEAGUE, A-2,
GALVESTON COUNTY, TEXAS

Being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of Garner Environmental Services, Inc., a Texas corporation in Galveston County Clerk File (G.C.C.F.) Number 2018013844 and being all of that tract of land of record in the name of Omi Garner Properties LLC, a Texas limited liability company of record in G.C.C.F. Number 2018028504; Said 1.3684 acre tract being more particularly described as follows (bearings based on said G.C.C.F. No. 2018013844):

BEGINNING at a 1-inch iron pipe found for the southwest corner of both the herein described tract and aforesaid Hazel Benton Tract and being on the east Right-of-Way (R.O.W.) line of Duroux Road (60 feet wide);

THENCE, coincident the west line of aforesaid Hazel Benton Tract and Tracts 1 and 2, respectively, and the east R.O.W. line of aforesaid Duroux Road, North 00 degrees 43 minute 00 seconds West, a distance of 335.00 feet to a 5/8 inch iron rod with 'Gruller' cap set for the northwest corner of both the herein described tract and aforesaid Tract 1 and being at the southeast intersection of the east R.O.W. line of said Duroux Road and the south R.O.W. line of F.M. 519 (width varies);

THENCE, coincident the north line of aforesaid Tract 1 and the south R.O.W. line of aforesaid F.M. 519, North 89 degrees 17 minutes 00 seconds East, a distance of 133.75 feet to a 5/8 inch iron rod with 'Gruller' cap set for the most northerly northeast corner of the herein described tract and being the northwest corner of that certain tract of land of record in the name of Guillermo, Lesly and Lester Alvarado in G.C.C.F. Number 2015018027;

THENCE, coincident the east line of aforesaid Tract 1 and the west line of the aforesaid Alvarado tract, South 00 degrees 43 minutes 00 seconds East, a distance of 150.00 feet to a 5/8 inch iron rod with 'Gruller' cap set for the southeast corner of said Tract 1 and being the southwest corner of said Alvarado tract;

THENCE, coincident the north line of aforesaid Tract 2 and the south line of aforesaid Alvarado tract, North 89 degrees 17 minutes 00 seconds East, a distance of 80.00 feet to a 5/8 inch iron rod with 'Gruller' cap set for the northeast corner of said Tract 2;

THENCE, coincident the east line of aforesaid Hazel Benton Tract and Tract 2, respectively, South 00 degrees 43 minutes 00 seconds East, a distance of 185.00 feet to a 5/8 inch iron rod with 'Gruller' cap set for the southeast corner of both the herein described tract and said Hazel Benton tract;

THENCE, coincident the south line of the herein described tract, South 89 degrees 17 minutes 00 seconds West, a distance of 213.75 feet to the POINT OF BEGINNING and containing 1.3684 acre of land.

I, Dwight D. Sullivan, County Clerk of Galveston County, Texas, do hereby certify that the written instrument was filed for record in my office on date and month, year, at time o'clock (a.m. or p.m.), and duly recorded on _____, 2018, at time o'clock (a.m. or p.m.), in plat record _____ map number _____, Galveston County Map Records.

Witness my hand and seal of office, at Galveston, the day and date last above written.

County Clerk of Galveston County, Texas

By: _____
Deputy

I, Kenneth A. Gruller, R.P.L.S., am registered under the laws of the State of Texas to practice the profession of surveying and hereby certify that the above subdivision is true and correct; was prepared from an actual survey of the property made under my supervision on the ground; that all boundary corners, angle points, points of curvature and other points of reference have been marked with iron (or other suitable permanent metal) pipes or rods have an outside diameter of not less than three quarter (3/4) inch and a length of not less than three (3) feet; and that the plat boundary corners have been tied to Texas State Plane NAD83 Projections.

Kenneth A. Gruller, R.P.L.S.
Texas Registration No. 5476

KSOLV

BEING A SUBDIVISION OF 1.3684 ACRES
LOCATED IN THE
STEPHEN F. AUSTIN
LEAGUE SURVEY No. 2
CITY OF LA MARQUE,
GALVESTON COUNTY, TEXAS

SCALE: 1" = 20' AUGUST 2018

1 RESERVE 1 BLOCK

OWNER:
GARNER ENVIROMENTAL SERVICES INC. &
& OMI GARNER PROPERTIES, LLC
3197 MAIN STREET,
LA MARQUE, TX 77568
Phone: 713-858-0228

Gruller Surveying, LLC
PROFESSIONAL LAND SURVEYING
5599 SAN FELIPE, SUITE 1420
HOUSTON, TEXAS 77056
PH: 713.333.1466/ FX: 713.782.3755
JOB. No. 45-1826

STATE OF TEXAS)
COUNTY OF GALVESTON)

We, Garner Enviromental Services Inc., acting by and through _____ and attested by _____, & Omi Garner Properties, LLC, acting by and through _____, hereinafter referred to as Owners of the 1.3684 acre tract described in the above and foregoing map of KSOLV, do hereby make and establish said subdivision and development plan of said property according to all lines, dedications, restrictions and notations on said maps or plat and hereby dedicate to the use of the public forever, all streets (except those streets designated as private streets, or permanent access easements), alleys, parks, water courses, drains, easements and public places shown thereon for the purposes and considerations therein expressed; and do hereby bind ourself, our heirs, successors and assigns to warrant and forever defend the title on the land so dedicated.

FURTHER, Owners have dedicated and by these presents do dedicate to the use of the public for public utility purposes forever unobstructed ariel easements. The ariel 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 ground level upward, located adjacent to and adjoining said public utility easements that are designed with ariel easements (U.E. and A.E.) as indicated and depicted, hereon, whereby the ariel 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 ariel easements. The ariel 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 ground level upward, located adjacent to both sides and adjoining said public utility easements that are designed with ariel easements (U.E. and A.E.) as indicated and depicted hereon, whereby the ariel easement totals thirty feet (30'-0") in width.

FURTHER, Owners do hereby covenant and agree that all of the property within the boundaries of this plat and adjacent to any drainage easement, ditch, gully, creek or natural drainage way is hereby restricted to keep such drainage ways and easements clear of fences, buildings, planting and other obstructions to the operations and maintenance of the drainage facility and that such abutting property shall not be permitted to drain directly into this easement except by means of an approved drainage structure.

FURTHER, Owners do hereby dedicate to the public a strip of land fifteen (15) feet wide on each side of the center line of any and all boyous, creeks, gullies, ravines, draws, sloughs, or other natural drainage courses located in said plat, as easements for drainage purposes, giving the City of Houston, Harris County, or any other governmental agency, the right to enter upon said easement at any times for the purpose of construction and maintenance of drainage facilities and structures.

FURTHER, Owners do hereby covenant and agree that all of the property within the boundaries of this plat and adjacent to any drainage easement, ditch, gully, creek or natural drainage way is hereby restricted to keep such drainage ways and easements clear of fences, buildings, planting and other obstructions to the operations and maintenance of the drainage facility and that such abutting property shall not be permitted to drain directly into this easement except by means of an approved drainage structure.

STATE OF TEXAS)

COUNTY OF HARRIS)

BEFORE ME, the undersigned authority, on this day personally appeared _____ and _____, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledgment to me that they executed the same for the purposes and considerations therein expressed and in the capacity therein and herein stated, and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 2018.

Notary Public in and for the State of Texas
Printed Name:
My Commission Expires: _____

This is to certify that the Planning and Zoning Commission of the City of La Marque, Texas, has approved this plat and subdivision of KSOLV in conformance with the laws of the State of Texas and the ordinances of the City of La Marque as shown hereon and authorized the recording of this plat

this _____ day of _____, 2018

By: _____ Chair or Vice Chairman
By: _____ Secretary

APPROVED for filing, wherein Galveston County assumes no obligation for drainage, streets, roads or making any other improvements in said subdivision.

Commissioner, Precinct No. _____ County Judge

The above subdivision titled _____ as mapped, approved by the Commissioners' Court of Galveston County, Texas, by order dated _____, 2018.

County Clerk
Of Galveston County, Texas

I, _____, Director (or Chairman) of Galveston County Drainage District No. _____ Galveston County, Texas, do hereby certify that the plat of this subdivision complies with requirements for drainage as adopted by the District.

Director (or Chairman)

I, _____, County Engineer of Galveston County, do hereby certify that the plat of this subdivision complies with all of the existing rules and regulations of this office as adopted by the Galveston County Commissioners' Court.

Michael C. Shannon, P.E., CFM
County Engineer

TAX CERTIFICATE



CHERYL E. JOHNSON, PCC
GALVESTON COUNTY TAX ASSESSOR-COLLECTOR
722 Moody
Galveston, TX 77550

Issued To:

GRULLER SURVEYING, LLC
5599 SAN FELIPE ST SUITE 1420
HOUSTON, TX 77056

Legal Description

ABST 2 PAGE 12 N 100 FT OF LOT 4 (4-3)
A DUROUX SUB

Fiduciary Number: 26519385

Parcel Address:

Legal Acres: .4907

Account Number: 132424

Certificate No: 235149177

Certificate Fee: \$10.00

Print Date: 07/19/2018

Paid Date: 07/19/2018

Issue Date: 07/19/2018

Operator ID: 841

TAX CERTIFICATES ARE ISSUED WITH THE MOST CURRENT INFORMATION AVAILABLE. ALL ACCOUNTS ARE SUBJECT TO CHANGE PER SECTION 26.15 AND 11.43(i) OF THE TEXAS PROPERTY TAX CODE. THIS IS TO CERTIFY THAT ALL TAXES DUE ON THE ABOVE DESCRIBED PROPERTY HAVE BEEN EXAMINED, UP TO AND INCLUDING THE YEAR 2017. ALL TAXES ARE PAID IN FULL.

Exemptions:

Certified Owner:

OMI GARNER PROPERTIES LLC
9600 KATY FWY
HOUSTON, TX 77055-6233

2017 Value:	12,830
2017 Levy:	\$363.85
2017 Levy Balance:	\$0.00
Prior Year Levy Balance:	\$0.00
Total Levy Due:	\$0.00
P&I + Attorney Fee:	\$0.00
Total Amount Due:	\$0.00

Certified Tax Unit(s):

1 GALVESTON CO
2 ROAD & FLOOD
214 HITCHCOCK ISD
332 CITY OF LA MARQUE
402 DRAIN DIST #2
605 MAINLAND COLLEGE

Reference (GF) No: N/A

Issued By: *Cindy Buckley*
CHERYL E. JOHNSON, PCC
GALVESTON COUNTY TAX ASSESSOR-COLLECTOR



TAX CERTIFICATE



CHERYL E. JOHNSON, PCC
GALVESTON COUNTY TAX ASSESSOR-COLLECTOR
722 Moody
Galveston, TX 77550

Issued To:

GRULLER SURVEYING, LLC
5599 SAN FELIPE ST SUITE 1420
HOUSTON, TX 77056

Legal Description

ABST 2 PAGE 12 N PT OF LOT 4 (4-4) A
DUROUX SUB

Fiduciary Number: 26519385

Parcel Address: 3197 MAIN

Legal Acres: .8777

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Account Number: 132425

Certificate No: 235149176

Certificate Fee: \$10.00

Print Date: 07/19/2018

Paid Date: 07/19/2018

Issue Date: 07/19/2018

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Exemptions:**Certified Owner:**

LA MARQUE INVESTMENT GROUP INC
10423 W GULF BANK RD
HOUSTON, TX 77040

2017 Value:	118,000
2017 Levy:	\$3,346.30
2017 Levy Balance:	\$0.00
Prior Year Levy Balance:	\$0.00
Total Levy Due:	\$0.00
P&I + Attorney Fee:	\$0.00
Total Amount Due:	\$0.00

Certified Tax Unit(s):

1 GALVESTON CO
2 ROAD & FLOOD
214 HITCHCOCK ISD
332 CITY OF LA MARQUE
402 DRAIN DIST #2
605 MAINLAND COLLEGE

Reference (GF) No: N/A

Issued By: *Cheryl E. Johnson*
CHERYL E. JOHNSON, PCC
GALVESTON COUNTY TAX ASSESSOR-COLLECTOR



METES AND BOUNDS DESCRIPTION
1.3684 ACRES
LOCATED IN THE
S.F. AUSTIN LEAGUE, A-2,
GALVESTON COUNTY, TEXAS

Being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of Garner Environmental Services, Inc., a Texas corporation in Galveston County Clerk File (G.C.C.F.) Number 2018013844 and being all of that tract of land of record in the name of Omi Garner Properties LLC, a Texas limited liability company of record in G.C.C.F. Number 2018028504; Said 1.3684 acre tract being more particularly described as follows (bearings based on said G.C.C.F. No. 2018013844):

BEGINNING at a 1 inch iron pipe found for the southwest corner of both the herein described tract and aforesaid Hazel Benton Tract and being on the east Right-of-Way (R.O.W.) line of Duroux Road (60 feet wide);

THENCE, coincident the west line of aforesaid Hazel Benton Tract and Tracts 1 and 2, respectively, and the east R.O.W. line of aforesaid Duroux Road, North 00 degrees 43 minute 00 seconds West, a distance of 335.00 feet to a 5/8 inch iron rod with "Gruller" cap set for the northwest corner of both the herein described tract and aforesaid Tract 1 and being at the southeast intersection of the east R.O.W. line of said Duroux Road and the south R.O.W. line of F.M. 519 (width varies);

THENCE, coincident the north line of aforesaid Tract 1 and the south R.O.W. line of aforesaid F.M. 519, North 89 degrees 17 minutes 00 seconds East, a distance of 133.75 feet to a 5/8 inch iron rod with "Gruller" cap set for the most northerly northeast corner of the herein described tract and being the northwest corner of that certain tract of land of record in the name of Guillermo, Lesly and Lester Alvarado in G.C.C.F. Number 2015018027;

THENCE, coincident the east line of aforesaid Tract 1 and the west line of the aforesaid Alvarado tract, South 00 degrees 43 minutes 00 seconds East, a distance of 150.00 feet to a 5/8 inch iron rod with "Gruller" cap set for the southeast corner of said Tract 1 and being the southwest corner of said Alvarado tract;

THENCE, coincident the north line of aforesaid Tract 2 and the south line of aforesaid Alvarado tract, North 89 degrees 17 minutes 00 seconds East, a distance of 80.00 feet to a 5/8 inch iron rod with "Gruller" cap set for the northeast corner of said Tract 2;

THENCE, coincident the east line of aforesaid Hazel Benton Tract and Tract 2, respectively, South 00 degrees 43 minutes 00 seconds East, a distance of 185.00 feet to a 5/8 inch iron rod with "Gruller" cap set for the southeast corner of both the herein described tract and said Hazel Benton tract;

THENCE, coincident the south line of the herein described tract, South 89 degrees 17 minutes 00 seconds West, a distance of 213.75 feet to the **POINT OF BEGINNING** and containing 1.3684 acre of land.

Gruller Surveying, LLC

45-1826.doc

July 19, 2018



A handwritten signature in black ink, appearing to read "K. A. Gruller", followed by a long horizontal line.



Integrity Title Company, LLC

CITY PLANNING LETTER

July 25, 2018
Effective Date: June 8, 2018

Job No. 1829215A
Ref: 132425 & 132424

STATE OF TEXAS:
COUNTY OF GALVESTON:

THIS IS TO CERTIFY: That after a careful examination of the records in the offices of the Clerk of this County (excluding U. C. C. Records), as to the property described as follows:

Being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of Garner Environmental Services, Inc., a Texas corporation in Galveston County Clerk File (G.C.C.F.) Number 2018013844 and being all of that tract of land of record in the name of Omi Garner Properties LLC, a Texas limited liability company of record in G.C.C.F. Number 2018028504; Said 1.3684 acre tract being more particularly described as follows (bearings based on said G.C.C.F. No. 2018013844):

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THENCE, coincident the east line of aforesaid Tract 1 and the west line of the aforesaid Alvarado tract, South 00 degrees 43 minutes 00 seconds East, a distance of 150.00 feet to a 5/8 inch iron rod with “Gruller” cap set for the southeast corner of said Tract 1 and being the southwest corner of said Alvarado tract;

THENCE, coincident the north line of aforesaid Tract 2 and the south line of aforesaid Alvarado tract, North 89 degrees 17 minutes 00 seconds East, a distance of 80.00 feet to a 5/8 inch iron rod with “Gruller” cap set for the northeast corner of said Tract 2;

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We find the record title to be apparently in:

GARNER ENVIRONMENTAL SERVICES, INC & OMI GARNER PROPERTIES LLC

By virtue of that certain Warranty Deed dated March 2, 2018 from Lamarque Investment Group, Inc and recorded under Galveston County Clerk’s File Number 2018013844.

By virtue of that certain Warranty Deed dated May 1, 2018 from Sylvester C. Benton and Hazel J. Benton and recorded under Galveston County Clerk’s File Number 2018028504.

Subject to the following liens:

None found of record.

Subject to the following easements and encumbrances:

Houston Pipe Line Co. Easement dated May 13, 1927 and recorded under Volume 399, Page 449 of the Galveston County Deed Records.

Pan American Gas Company Easement dated July 21, 1947 and recorded under Volume 769, Page 579 of the Galveston County Deed Records.

10’ Utility Easement dated May 3, 1956 and recorded under Volume 1151, Page 292 of the Galveston County Deed Records.

Subject to the following restrictions:

None found of record.

We have made no examination as to special assessments or conflicts.

INTEGRITY TITLE COMPANY LLC



Chris Layne
Abstractor

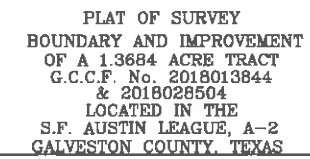
LIMITATION OF LIABILITY: THE LIABILITY OF EITHER PARTY WITH RESPECT TO THIS INFORMATION OR ANY ACT IN CONNECTION HEREWITH WHETHER IN CONTRACT, TORT, OR OTHERWISE, SHALL NOT EXCEED THE PRICE OF THE SERVICES OR PRODUCTS SOLD HEREUNDER OR THE PRICE OF THAT PORTION OF SUCH SERVICES OR PRODUCTS ON WHICH LIABILITY IS ASSERTED. COURTHOUSE SPECIALISTS (SELLER) MAKES NO WARRANTY WHATSOEVER, EXPRESS, IMPLIED OR STATUTORY, AS TO THE QUALITY, FITNESS, SUITABILITY, CONFORMITY, OR MERCHANTABILITY OF THE SERVICES OR PRODUCTS SOLD. IF THE TRANSACTION IN QUESTION IS ARISING FROM OR RELATED TO AN AUCTION OR FORECLOSURE, INCLUDING WITHOUT LIMITATION A TAX AUCTION, HOA AUCTION OR SIMILAR AUCTION PROCEEDING, THE BUYER TAKES THE PROPERTY SUBJECT TO ALL LIENS, ENCUMBRANCES AND OTHER MATTERS OF RECORD WHETHER OR NOT REFLECTED ON THE CERTIFICATE.

THE NCE, consistent the south line of the herein described tract, South 89 degrees 17 minutes 00 seconds West, a distance of 213.75 feet to the POINT OF BEGINNING and containing 1.3884 acre of land.



IRON ROD SET/TWO
POWER POLE
CITY ANCHOR
MANHOLE
ACROBAT'S WELL
CLEANOUT
GATE VALVE & BOX
WIRE HYDRANT
WATER METER
TELEPHONE PULLBOX
CABLE EQUIPMENT
LIGHT STANDARDS
LIGHT
INFRARED SCEN
TREE
PIPE BOLLARD
FIBER OPTIC CABLE
MANHOLE
MIDSTATION CONTROL VALVE
CURB LAMP
CURB INLET
AREA VALVE
EDGE OF BUILDING
TOP OF CURB ELEVATION
GLITTER FILM SIGN


Kenneth A. Gruber
Texas Registered Professional Land Surveyor No. 5478



Gruller Surveying, LLC
PROFESSIONAL LAND SURVEYING
8900 SAN FELIPE, STE. 1000
HOUSTON, TEXAS 77060

SHEET 1" = 20'	FIELD BOOK: 2018-1C	DATE: 07-11-2018
C.F. NO. ATCH/NO 78202	ADDRESS: 3197 WASH. STREET, LA MARION, TX	
PHONE: (713) 252-1400	FAX: (713) 486-1424	



Integrity Title Company, LLC

CITY PLANNING LETTER

July 25, 2018
Effective Date: June 8, 2018

Job No. 1829215A
Ref: 132425 & 132424

STATE OF TEXAS:
COUNTY OF GALVESTON:

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INTEGRITY TITLE COMPANY LLC



Chris Layne
Abstractor

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METES AND BOUNDS DESCRIPTION
1.3684 ACRES
LOCATED IN THE
S.F. AUSTIN LEAGUE, A-2,
GALVESTON COUNTY, TEXAS

Being a tract or parcel of land containing 1.3684 acres of land or 59,606 square feet, located in the S.F. Austin League, Abstract 2, Galveston County, Texas; Said 1.3684 acre tract being all of Tracts 1 and 2 of record in the name of Garner Environmental Services, Inc., a Texas corporation in Galveston County Clerk File (G.C.C.F.) Number 2018013844 and being all of that tract of land of record in the name of Omi Garner Properties LLC, a Texas limited liability company of record in G.C.C.F. Number 2018028504; Said 1.3684 acre tract being more particularly described as follows (bearings based on said G.C.C.F. No. 2018013844):

BEGINNING at a 1 inch iron pipe found for the southwest corner of both the herein described tract and aforesaid Hazel Benton Tract and being on the east Right-of-Way (R.O.W.) line of Duroux Road (60 feet wide);

THENCE, coincident the west line of aforesaid Hazel Benton Tract and Tracts 1 and 2, respectively, and the east R.O.W. line of aforesaid Duroux Road, North 00 degrees 43 minute 00 seconds West, a distance of 335.00 feet to a 5/8 inch iron rod with "Gruller" cap set for the northwest corner of both the herein described tract and aforesaid Tract 1 and being at the southeast intersection of the east R.O.W. line of said Duroux Road and the south R.O.W. line of F.M. 519 (width varies);

THENCE, coincident the north line of aforesaid Tract 1 and the south R.O.W. line of aforesaid F.M. 519, North 89 degrees 17 minutes 00 seconds East, a distance of 133.75 feet to a 5/8 inch iron rod with "Gruller" cap set for the most northerly northeast corner of the herein described tract and being the northwest corner of that certain tract of land of record in the name of Guillermo, Lesly and Lester Alvarado in G.C.C.F. Number 2015018027;

THENCE, coincident the east line of aforesaid Tract 1 and the west line of the aforesaid Alvarado tract, South 00 degrees 43 minutes 00 seconds East, a distance of 150.00 feet to a 5/8 inch iron rod with "Gruller" cap set for the southeast corner of said Tract 1 and being the southwest corner of said Alvarado tract;

THENCE, coincident the north line of aforesaid Tract 2 and the south line of aforesaid Alvarado tract, North 89 degrees 17 minutes 00 seconds East, a distance of 80.00 feet to a 5/8 inch iron rod with "Gruller" cap set for the northeast corner of said Tract 2;

THENCE, coincident the east line of aforesaid Hazel Benton Tract and Tract 2, respectively, South 00 degrees 43 minutes 00 seconds East, a distance of 185.00 feet to a 5/8 inch iron rod with "Gruller" cap set for the southeast corner of both the herein described tract and said Hazel Benton tract;

THENCE, coincident the south line of the herein described tract, South 89 degrees 17 minutes 00 seconds West, a distance of 213.75 feet to the **POINT OF BEGINNING** and containing 1.3684 acre of land.

Gruller Surveying, LLC

45-1826.doc

July 19, 2018



A handwritten signature in black ink, appearing to read "K. A. Gruller", followed by a long horizontal line.



1111 Bayou Road
La Marque, Texas 77553
O. 409.938.9204
F. 409.908.0549

LA MARQUE DEPARTMENT OF BUILDING AND INSPECTIONS

CITY OF LAMARQUE
Plot Application

DATE OF APPLICATION 7/19/18 FEE RECEIVED _____
NAME OF AGENT Chris Garcia PHONE 713-333-1466
ADDRESS 5599 San Felipe St. # 1420 Houston, TX 77056
NAME OF OWNER Garner Environmental Inc. PHONE 713-858-0228
Omi Garner Properties, LLC
ADDRESS 3197 Main Street La Marque, TX 77568
PROPERTY DESCRIPTION:
ADDRESS: 3197 main street La Marque, TX 77568
PLOT OF AREA ATTACHED 1.3684 METES AND BOUNDS ATTACHED ☒
PRESENT ZONE Residential

APPLICATION CHECKLIST

- ☒ SITE PLAN (TO SCALE) WITH EXISTING IMPROVEMENTS, DEVELOPMENTS, AND PROPERTY LINES [8-1/2X11] IF LARGER THAN 8-1/2X11, PLEASE FOLD TO APPROPRIATE SIZE;
- ☒ SURVEY (TO SCALE) (2 COPIES)
- ☒ CURRENT TAX RECEIPTS-COUNTY TAX OFFICE, 722 MOODY (766-2481)
- ☒ TITLE REPORT (IF LAND WAS PURCHASED WITHIN THE LAST 60 DAYS)

SUBMITTED TO THE PLANNING AND ZONING COMMISSION

DATE: 7-19-2018

APPROVED _____

DENIED _____

OTHER _____

COMMENTS

CR# 1343 \$216.00 Rec'd by Sutton

APPLICANT'S CERTIFICATE

I AFFIRM THAT MY STATEMENT CONTAINED IN THE APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


SIGNED _____

The petitioner is to meet with the appropriate development team in an informal work session to ascertain the exact extent of plans and documents required, if any, prior to the city initiating the petition process.

The general type and extent of plans and supporting documents that may be required of the petitioner include, but are not necessarily limited to:

(1)

Site plan. Meeting all of the requirements of a "preliminary plat", as described in the city's subdivision regulations, except that topographic and drainage map information provisions may be waived by the reviewing body when the inclusion of such data would not materially contribute to the necessary evaluation of the project's petition. Additional site plan drawing information includes the following if applicable:

a.

Existing and proposed zoning district.

b.

General outline of extensive tree cover areas;

c.

Drainage ways and 100-year flood plain limits;

d.

Proposed treatment for screening the perimeter of the land embraced by the petition, including screening of internal separations of land use where required,

e.

Proposed internal, non-vehicular circulation linkages, such as, pedestrian paths and hike trails, bike trails, and equestrian/bridle paths, where applicable, including their interrelationships with vehicular circulation systems and proposed handling of points of conflict.

f.

A tabular summary schedule indicating:

1.

The gross acreage and percent of each type of zoning category proposed;

2.

The gross acreage and percent of each type of land use proposed, with streets and open space categories listed separately, and residential uses further stratified as to type, i.e., single-family, two-family, multi-family townhouse, etc., including the total gross project acreage;

3.

The gross residential density of each type of residential land use proposed, expressed in dwelling units per acre; and based on net residential land use plus one-half of any abutting street;

4.

The quantitative number of dwelling units proposed for each residential dwelling type (i.e., single-family, two-family, etc.);

5.

Proposed maximum lot coverage by building types (i.e., 1/F, 2/F, M/F, commercial, office, industrial, etc.) expressed in terms of percent or floor area ratio of the lot or site.

(2)

Architectural drawings. Elevations, concept sketches, or renderings depicting building types and other significant proposed improvements including the treatment and use of open spaces, etc., where the submission of such drawings would more clearly portray the nature and character of the applicant's land use and development proposals.

(3)

Written documents. In narrative form on 8½ times 11 sheets, including:

a.

Statement(s) on planning objectives to be achieved in use/development proposal, including a narrative description of the character of the proposed development and rationale

behind the assumptions and choices made by the applicant, including use and ownership of open spaces, etc;

b.

Legal description of the total site area proposed for rezoning, development, or conditional use permit;

c.

A development schedule indicating the approximate dates(s) when construction of the proposed development, and subsequent stages or phases thereof, if any, can be expected to begin and be completed, to the best of the applicant's knowledge and belief;

d.

A statement as to the present and proposed ownership of the site or parcels thereof embraced by the application;

e.

Economic feasibility and/or market analysis studies, when deemed necessary by the reviewing body to adequately assess the necessity for zoning certain parcels to the sizes indicated by the applicant, or to evaluate the need for granting a conditional use permit;

f.

Environmental assessment statement, prepared pursuant to the National Environmental Policy Act of 1969, and any subsequent amendments thereto, when deemed necessary by the reviewing body to properly assess the impact of the proposed development/land use on the existing environment;

g.

Statement(s) as to how and when the applicant proposes to provide water and sewer to the development; and

h.

Signature, title, and date of the applicant, at the conclusion of the written documents certifying the information presented in the plans and supporting documents reflecting a reasonably accurate portrayal of the general nature and character of the proposals.

Preliminary plat

(a)

To afford the subdivider an opportunity to avail himself of the advice and assistance of the city planning commission, a preliminary plat shall be required. Five copies, or prints, of the preliminary plat of any proposed subdivision shall be submitted to the city planning commission for approval before the preparation of the final plat for record. Such preliminary plat shall be filed with the city clerk as filing officer for the city planning commission at least five days prior to the regular meeting of such body at which approval is requested. This plat shall be drawn to a scale of one inch equals 200 feet, or larger, and shall show or be accompanied by the following data and information:

(1)

Proposed subdivision name, or identifying title, and the name of the city if located within the city limits, county and state in which the subdivision is located.

(2)

Name, address of record owner, subdivider, engineer, surveyor, land planner or any other designer responsible for the survey and design.

(3)

Location of boundary or property lines; width and location of platted streets, alleys and easements within or adjacent to the property being subdivided; present physical features on the land, including natural and artificial water courses, ditches, ravines, culverts, bridges, present structures and any other features directly pertinent to the land being subdivided; location of any existing utilities, pipelines, showing pipe sizes and capacities of sewer and water mains and drainage facilities; outline of any existing wooded areas. In instances where a serious drainage problem would require detail study in order to determine the manner in which drainage of the proposed subdivision may properly be provided in consonance with a comprehensive drainage plan for a larger area of the city, the planning commission may require a topographic map of the area proposed to be subdivided to accompany the preliminary plat. Contour intervals of the map shall not be greater than one foot, with all grades shown thereon tied to city datum, or such datum of any public authority that may have established datum in the La Marque area. The description of the property shall include the approximate acreage.

(4)

The preliminary plat shall show the street system design, location and width of the proposed streets, easements and alleys; building lots and other features and their relationship to streets, alleys and easements

in adjacent subdivisions. If there are no adjacent subdivisions thereto, a vicinity or location map, drawn at a smaller scale, shall be submitted along with the preliminary plat, this map to show the boundaries and ownership of adjacent properties; the location and distance to the nearest subdivisions, and the manner in which the streets, alleys, easements and highways of the proposed subdivision may eventually connect with those of the nearest existing subdivision.

(5)

Classification and designation of the intended uses of land within the subdivision proposed, setting out residential, retail business, industrial, off-street parking and all other parcels of land intended to be dedicated to public use, such as schools, parks and playgrounds, and any other special uses or semi-public uses.

(6)

Date, north point and scale of the drawing or subdivision layout:

a.

Preliminary plan of proposed water distribution system.

b.

Preliminary plan of proposed sewage collection system.

c.

Preliminary plan for on-site and off-site drainage.

(7)

Where the preliminary plat submitted for approval covers only a part, a unit or increment of the owner's or subdivider's entire holding or ultimate subdivision, a sketch of the prospective future street system of the unsubmitted part shall be furnished and the street system portion submitted for approval will be considered in the light of adjustments and connections with the street system of the part not submitted.

(b)

No improvements should be begun or any contracts made until the preliminary plat has been approved by the city planning commission. This is important in order to avoid unnecessary expenditure for improvements which may later be found not to conform with the requirements of the planning commission and of this article. However, it is to be further understood that the approval of the preliminary plat by the city planning commission does not constitute acceptance of the proposed subdivision by the city, but rather does only constitute an authorization to begin and proceed with the preparation of the final subdivision plat. Approval or rejection of any proposed preliminary plat shall be given by the city planning commission within 30 days of the date

of the filing thereof. Approval of the preliminary plat shall expire at the expiration of a period of six months from the date of such approval unless the final plat shall have been submitted for approval prior to the expiration of such six month period.

Water lines, sewer lines and storm sewers.

(a)

The subdivider will be required to install at his own expense, all water lines, sewer lines, storm sewer lines and drainage facilities and structures within the subdivision in accordance with the city standards and specifications governing the same, including all engineering costs covering design, layout and construction supervision. Preliminary plans and layouts for all such utility lines shall be submitted by the subdivider or developer to the city planning commission for study by the city engineer along with the submission of the preliminary plat of the subdivision. Final construction plans will be submitted by the subdivider at the time of filing his final plat with the city planning commission in the same number of copies as required of the subdivision plat.

(b)

There will be no participation by the city in the cost of any of the underground utility lines or drainage facilities within the subdivision except in the event of the requirement for oversize lines to serve land areas and improvements beyond the subdivision in question, or to serve other subdivisions. Each installation of this character and the terms and extent of city participation will be considered individually upon the merits of each facility and the conditions involved.

(c)

Extension of the city water and sewer system to serve the subdivision under consideration shall be made at the expense of the city when funds are available for such extension and the same is deemed expedient by the city. To this end, the preliminary plat shall be accompanied by a statement from the city council indicating that the extension will be made. The planning commission may refuse to approve a plat whenever it is evident that adequate water and sewer facilities cannot be supplied within a reasonable time.

(d)

In the event the city deems the extension of water and sewer lines from the city water and sewer system to serve the subdivision under consideration expedient, but finds that funds are unavailable for such extension, then the subdivider may at his election pay for such extensions by reimbursing the city its cost for making such extensions and said subdivider may then be

reimbursed by the city for the amount so paid under a refunding contract to be executed with the city upon completion of said water and sewer line extensions. Said contract shall be for a five year period, payable annually, based on one-half the water and sewer revenue received by the city within said subdivision being developed during such five-year period. If such sums received within said five year period are not sufficient to reimburse the subdivider the cost expended by him, then the balance remaining after such five-year period shall be considered discharged and shall not be paid. Nothing contained herein however, and nothing to be contained within such refunding contract shall in any way impair or conflict with the obligation of the city, under any bond ordinance or bond covenant of the city.

(e)

Site waste disposal systems, or "package type" sewer disposal systems proposed by the subdivider of any subdivision to be located in the flood hazard area as defined by Ordinance 314 adopted on December 13, 1971, which sewer systems are not tied into or connected with the city sewage treatment plant, shall be so constructed so that the same is at least at an elevation equal to the 100-year flood elevation as set out and referred to in such Ordinance Number 314, or if not proposed to be constructed to such elevation shall be floodproofed by the construction of dikes or levees around such sewer disposal systems with adequate pumping facilities to prevent the flooding of such sewer disposal systems.

Street improvements, curb and gutter, pavement.

The subdivider of each tract of land shall be required to construct at his own expense, concrete curb and gutter along all streets, and to install such streets in accordance with city standards and specifications, including all engineering cost covering design, layout and construction supervision. Preliminary plans for such improvements shall be submitted to the city planning commission for study by the city engineer and for tentative approval before any work is started in the subdivision. Detailed construction plans, including plan and profile for each street, shall be filed with the submission of the final plat in the same number of copies as required of the final subdivision plat.

Alleys and easements.

The city will require in new subdivisions ten foot wide easements in lieu of alleys. If necessary for the extension of water or sewer mains, storm drainage or other utilities, easements of greater widths may be required along lot lines or across lots. In all cases, easements shall connect with already established easements in

adjoining property. Alleys, or loading courts, of a minimum width of 20 feet paved surface or, in lieu thereof, adequate off-street loading space, shall be provided in business blocks. Alleys are not required in residential districts, except that same shall be provided where alleys of adjacent subdivisions already platted would be closed or dead-ended by failure to provide alleys in the new subdivision. If a subdivider desires to include alleys in a subdivision, then the expense of development of the same, at not less than 20 feet in width, will be borne by the owner of the subdivision or the developer, and the same shall be constructed in accordance with city standards and specifications governing the same. Any construction plans related to this type of improvement shall be submitted to the planning commission along with the final plat of the subdivision at the time the final plat is submitted to the planning commission for approval.

General requirements.

(a)

In general, the proposed subdivision shall conform to the general projected future land use pattern as outlined by the comprehensive master plan that has been formulated and adopted by the city planning commission.

(b)

Where a tract of land is subdivided into parcels that are larger than normal building lots, such parcels shall be arranged to permit the opening of future streets and a logical ultimate resubdivision.

(c)

Block lengths, generally, shall not exceed 1,200 feet in length. In blocks of over 1,000 feet length or more, there shall be provided, near the center of the block, a utility or pedestrian easement, not less than ten feet in width, including a walk to be paved to a width of not less than five feet.

(d)

Curb radii at street intersections shall be not less than 20 feet and property lines shall be adjusted accordingly.

(e)

The minimum dimensions for residential lots in subdivisions shall be 60 feet in width and not less than 120 feet in length, unless the planning commission, for reasonable cause or for special reasons, may otherwise approve. In no case shall a rectangular or irregularly shaped lot contain less than 6,000 square feet of area. Corner lots shall be increased in size whenever necessary so as to provide that any structure to be placed thereon shall conform to the building line of each street in accordance with the zoning ordinance requirements. Double frontage lots are undesirable and should not be allowed if at all possible to avoid them.

- (f) Side lot lines, insofar as practicable, shall be at right angles or radial to street lines.
- (g) Building lines shall be shown on all lots intended for residential and business usage, and on residential lots, the minimum setback line of 20 feet from the front property line shall be used.
- (h) Land subject to flooding and land deemed by the planning commission to be uninhabitable, shall not be platted for residential occupancy, nor shall it be platted for such other uses as may increase danger to health, life or property or aggravate the flood hazard, but such land within the plat shall be set aside for such uses as shall not be endangered by periodic or occasional inundation, or shall not produce unsatisfactory living conditions.
- (i) Sites dedicated for parks, schools, playgrounds or other public usage shall be carefully considered in collaboration with the city master plan. Such sites should be in conformity to the general requirements of the planning commission in keeping with modern city planning principles and shall be of adequate size as recommended by the planning commission. The planning commission may require a letter from the appropriate independent school district stating that provisions for the site of future schools as dedicated is [sic] sufficient and acceptable.
- (j) Variations and modifications of the general requirements as above outlined will be made by the planning commission when, in its judgment, special or peculiar factors and conditions warrant such variations, do not affect the general application or spirit of the rules and regulations, or the master city plan of the city. The planning commission shall be the judge in all cases regarding the application of the foregoing rules and regulations. Advice and cooperation is offered and will always be freely given by officers of the planning commission.

Ana Tims

Building Official / Deputy Marshal



CITY COUNCIL AGENDA FORM

Meeting Date: September 10, 2018
Prepared by: Colleen Merritt
Department: EDC/Public Relations

Agenda item: 8e
Reviewed by: Charlene Warren

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding adoption of City of La Marque Brand Style Guide.

X

ATTACHMENTS FOR REFERENCE

1. Brand Style Guide

STAFF BRIEFING:

- Brand Style Guide needed for ongoing city branding and identification initiatives, as well as a roadmap for future projects including wayfinding, recruitment, tourism signage ordinance and Renaissance District.
- City Council approved development of a Brand Style Guide in January 2018 with a budget of \$10,000.
- Bid process resulted in awarding contract to John Manlove Marketing and Communications out of Pasadena, Texas.
- Initial attempts on a logo refresh fell flat with focus groups so Brand Style Guide was built using existing city logo.
- We took stock of what city employees are using currently and built the Brand Style Guide around current best practices with a few modifications including:
 - o Standardize phone number format
 - o Standardize email tags
 - o Standardize business cards
 - o Standardize website writing to AP style
 - o Standardize fonts
 - o Standardize logo usage
 - o Add instructions for use of city font internally and externally
- Implementing a Brand Style Guide will help us identify who we are and where we want to go. It will serve as the foundation for future communication efforts but will also be a living document that has the ability to ebb and flow as the city continues to grow.
- Our Brand Style Guide will give city staff a roadmap and will add a polish to project documents presented to City Council and citizens of La Marque.

HISTORY:

- Work began on Brand Style Guide **October 2018**

TARGET IMPLEMENTATION: September 2018

SIGNIFICANT ACTION DATES:

January 2018 - City Council approved Development of Brand Style Guide

February 2018 - Bid process conducted and bid awarded to Manlove Marketing

March 27, 2018 - Kickoff meeting with Manlove team



CITY COUNCIL AGENDA FORM

April and May 2018 - Multiple rounds of logo refresh options fell flat with focus groups

June 2018 - Wayfinding program not included in FY19 proposed budget so “logo refresh for marketing purposes” (aka city branding for wayfinding signs) not needed at this time

July 2018 - Met with Manlove, shift focus to create Brand Style Guide from existing city logo, existing best practices by city staff

August 2018 - Review Brand Style Guide first draft, make revisions, ensure met all contract parameters.

September 2018 - Present Brand Style Guide to City Council for review and recommend adoption.

ACTION:

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

Cost Details:

Budgeted	\$0.00.00
Actual Bid	\$10,000.00
Estimated Expenditure	\$9,540.00
Acct. Name(s)	
Line Items #	
Other Funding	

STAFF’S RECOMMENDATION: Motion to adopt City of La Marque Brand Style Guide.

FISCAL IMPACT: The fiscal impact of implementing a Brand Style Guide is limited to minor cost savings for printing, embroidery, letterhead, business cards and other paper goods. The positive social impact will be great as citizens and visitors start to notice the level of professionalism and polish from City of La Marque external communication.



Brand Style Guide

September 2018

Introduction

About the City of La Marque

About the City of La Marque: La Marque, Texas, is strategically positioned 15 miles southeast of Houston and serves as a southern anchor for the economically strong Houston-Galveston region. La Marque is the second-fastest-growing city in the County with an estimated population of 16,000, an area of 14.25 square miles and boasting 14.3 miles of I-45 frontage—more than any other city in Galveston County. Citizens enjoy easy, breezy coastal living, abundant housing options and the security of a hurricane protection levee system. La Marque is a sportsman's paradise and offers access to world-class medical, travel and entertainment options. Citizens and visitors enjoy Bayou Fest, an early fall concert series and BBQ Cook Off offering free family fun; Magical Winter Lights, a 52-day holiday lantern festival; and Crawfish Bash, an annual crawfish cook off that earned a Guinness World Record in 2017. For business, La Marque offers prime I-45 frontage, creative incentives, an abundance of commercial property, a budding downtown revitalization and build-to-suit opportunities. La Marque is the Gateway to the Gulf and the Hub of the Mainland. Discover the possibilities at www.cityoflamarque.org.

What are brand style guidelines?

This document defines the brand of the City of La Marque, establishing a cohesive image both internally and externally. Our branding serves as a stamp of quality on every service we provide to our citizens and visitors.

Our brand also highlights the dedication and passion of the City of La Marque employees who work hard to create an exceptional standard of living for our community.

Who should use this guide?

This guide is a reference for City of La Marque staff, administrators, partners and vendors to help ensure a consistent visual community brand for the City of La Marque.

Contact

Please direct any questions about brand style guidelines to:

Colleen Merritt, MA

Public Relations Specialist

La Marque Economic Development Corporation

O: 409-938-9255

cmerritt@cityoflamarque.org

City of La Marque Message Points

1. La Marque is the second-fastest-growing city in Galveston County.
2. La Marque has 14.3 miles of frontage along I-45 - more than any other city in Galveston County.
3. La Marque is the Gateway to the Gulf and the Hub of the Mainland.
4. La Marque citizens enjoy breezy coastal living, abundant housing and the security of a hurricane protection levee system.
5. La Marque is sportsman's paradise and offers access to world-class medical, travel and entertainment options.
6. La Marque offers businesses developmental incentives, an abundance of commercial property, and build-to-suit opportunities.
7. La Marque is positioned 15 miles south of Houston and four miles north of Galveston.
8. La Marque is honoring it's great heritage by initiating the renewal of it's historic business hub via The Renaissance District which includes infrastructure improvements, expanded tax base strategy and blight reduction.

Logo usage

The City of La Marque Logo



Different versions of the logo

We have a complete range of file formats and sizes to fit nearly every application. No one file is intended to work in every situation. We have three different color versions to choose from based on project needs. There is no need to alter or distort our logo. The more often people see it the same, the better it will stick in their memories.

Gradient



No Gradient



Black and White



Logo usage

Logo guidelines

The logo should never be placed on a background that would visually compete or reduce its impact. The logo can be used on photographic backgrounds but make sure logo isn't obstructed by the image. Do not contain the logo in a box when used on a photographic background. Preferred logo placement is solid backgrounds.

The preferred logo position in publications is left justified at top or bottom right corner and no closer than one-half inch from the edge or trim. Other choices would be anchored in a corner of the page with little to no crowding.

The City of La Marque logo should never be smaller than 1.5 inches in diameter. The logotype should always be legible. No element of the logo may be used in a color other than its official colors.

La Marque is spelled with two words. Lamarque and LaMarque are misspelled.

The City of La Marque logo shall be used on all City publications, external communications, fliers, invitations, programs, posters, advertising and any item requiring a symbol of identity. When designing a publication or an item with the logo, please consult with Public Relations. Internal requests for camera-ready copies of the logo or the symbol should be made through the Public Relations office. Scanned or modified copies of the logo or the symbol are prohibited.

External organizations requesting the City logo should be referred to Public Relations. The City does not share the logo to external organizations without approval from the City Manager. Use of the City logo from non-partner organizations and copying images from the City's web site for personal or commercial use is strictly prohibited. If you see the City's logo displayed in such a manner, please notify Public Relations.

Also avoid...

Stretching



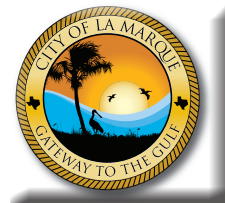
Flattening



Skewing or
Other Distortions



Special Effects
or Dropshadows



Department Logos



CITY OF LA MARQUE
Accounting Department



CITY OF LA MARQUE
Economic Development



CITY OF LA MARQUE
City Clerk's Office



CITY OF LA MARQUE
Information Technology



CITY OF LA MARQUE
Utility Billing



CITY OF LA MARQUE
Police Department



CITY OF LA MARQUE
Development Services



CITY OF LA MARQUE
Human Resources

A word about color

The City of La Marque owns a variety of computers, monitors, printers and other output devices. These may not show our colors as accurately as we might think, since we can't calibrate as often as we would like. The same document can look different from printer to printer and from monitor to monitor.

- Make sure you're working in the correct color space. Use CMYK for printed pieces; RGB or HEX colors for web or digital presentations.
- Make sure you're using the right logo for the job.

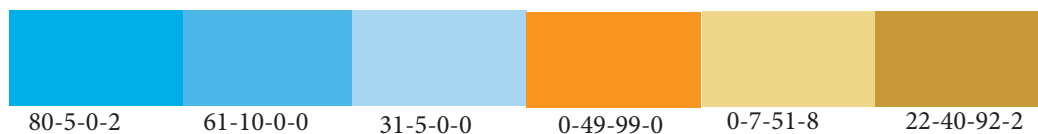
Due to the complexity of the City of La Marque logo we only utilize a process CMYK or RGB color palette.

The La Marque logo consists of seven colors. A gradient logo can be produced in CMYK or RGB but if colors need to be accurately specified use the version of the logo without gradients.

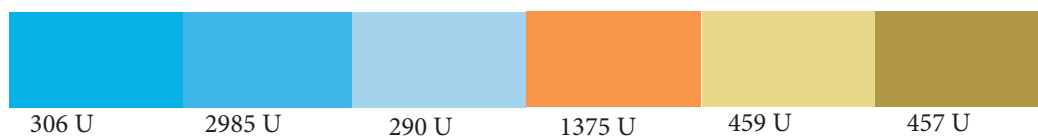
A black and white logo is also available.

Color Values

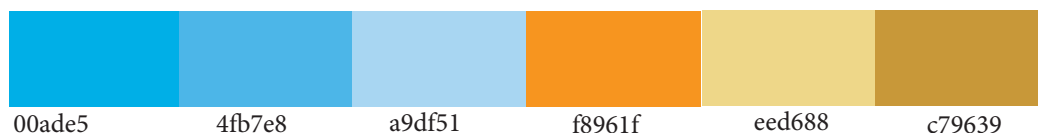
Process Colors (CMYK)



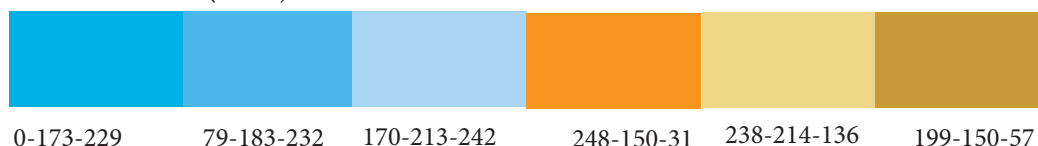
Pantone Colors (PMS)



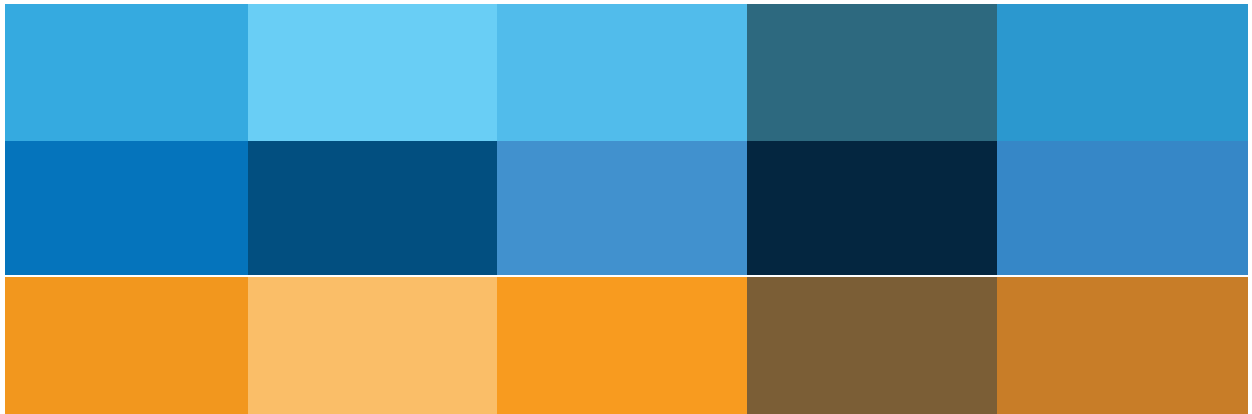
Web Safe Colors (HEX)



Web Safe Colors (RGB)



Complementary Colors



Typography

Typography is a key element used to communicate a unified personality for the City of La Marque. Typography carries a common look through many elements, ensuring consistency throughout all communications to clients and other businesses. The City of La Marque utilizes three primary fonts for all print and online marketing materials; Trajan Pro, Garamond and Trebuchet MS.

TRAJAN PRO REGULAR
TRAJAN PRO BOLD

Garamond Regular
Garamond Bold
Garamond Italic

Trebuchet MS
Trebuchet MS
Trebuchet MS

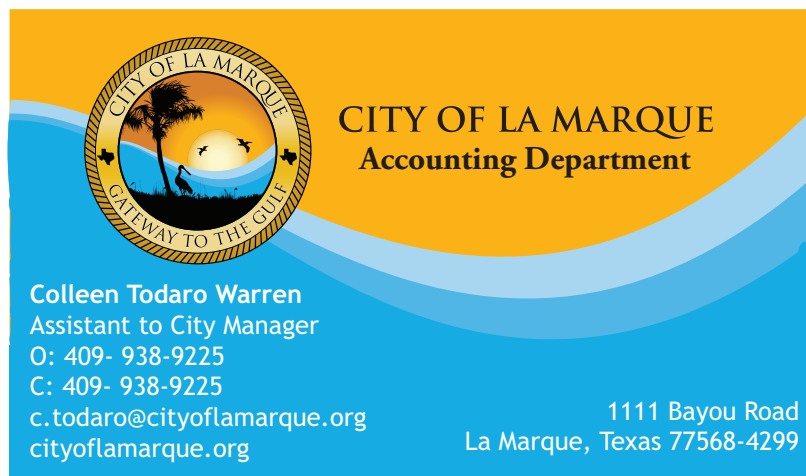
Business Cards

An unified image of the City of La Marque is important when communicating with citizens and visitors. There are two versions of approved business cards, the wave pattern card and the foil stamped card. Foil stamped business cards are designated for Department Directors and executive leadership at the discretion of the City Manager.

For wave pattern business cards, the logo should not be altered in size. Business cards should use Garamond font. All information should be in 8 pt. type.

For foil stamped business cards, the logo should not be altered in size. Business cards should use Garamond font. The name should be in 14 pt. type and other information in 9 pt. type.

Wave Pattern Business Cards



Foil Stamped Business Cards

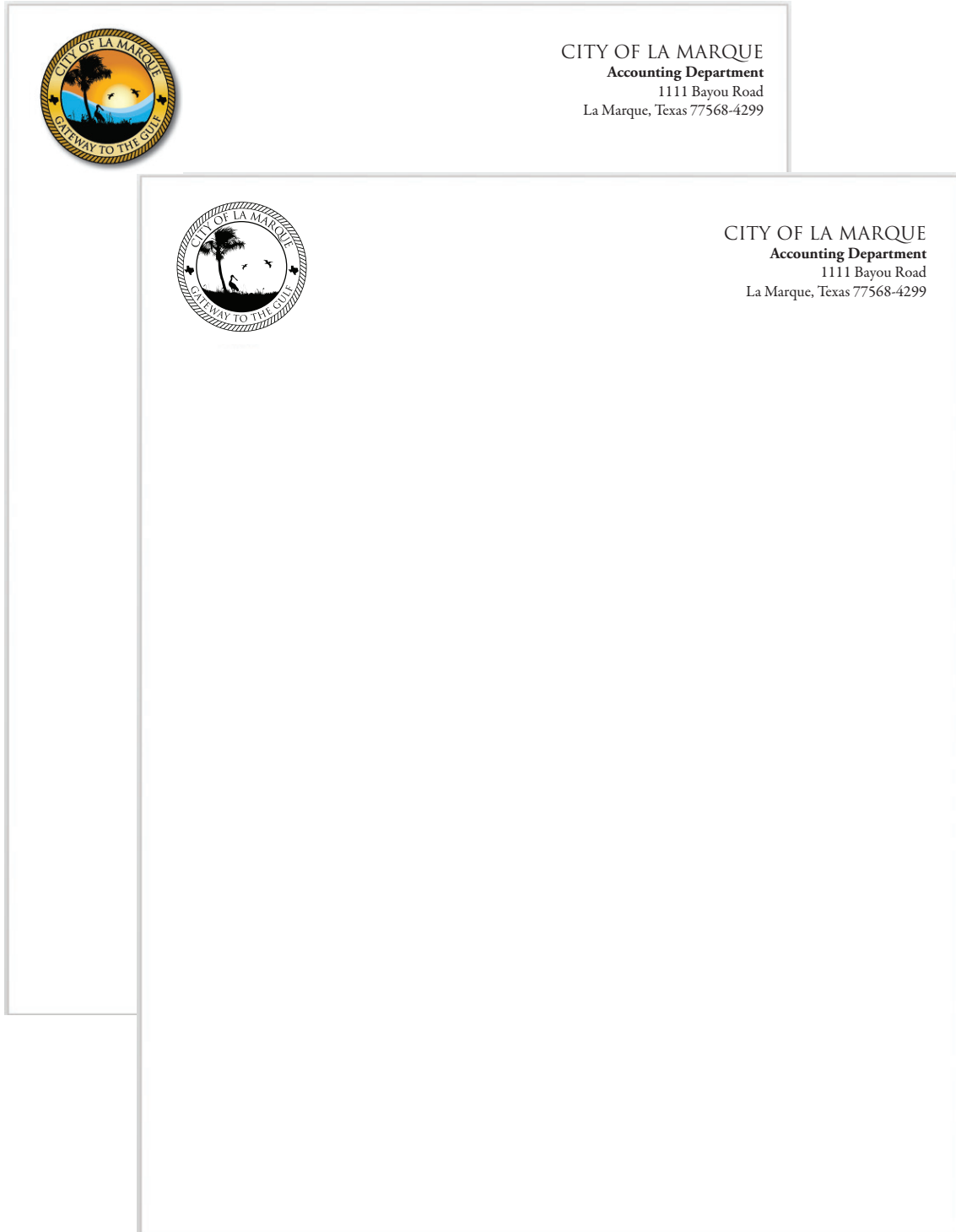


Executive Staff and Leadership logo will be gold foil

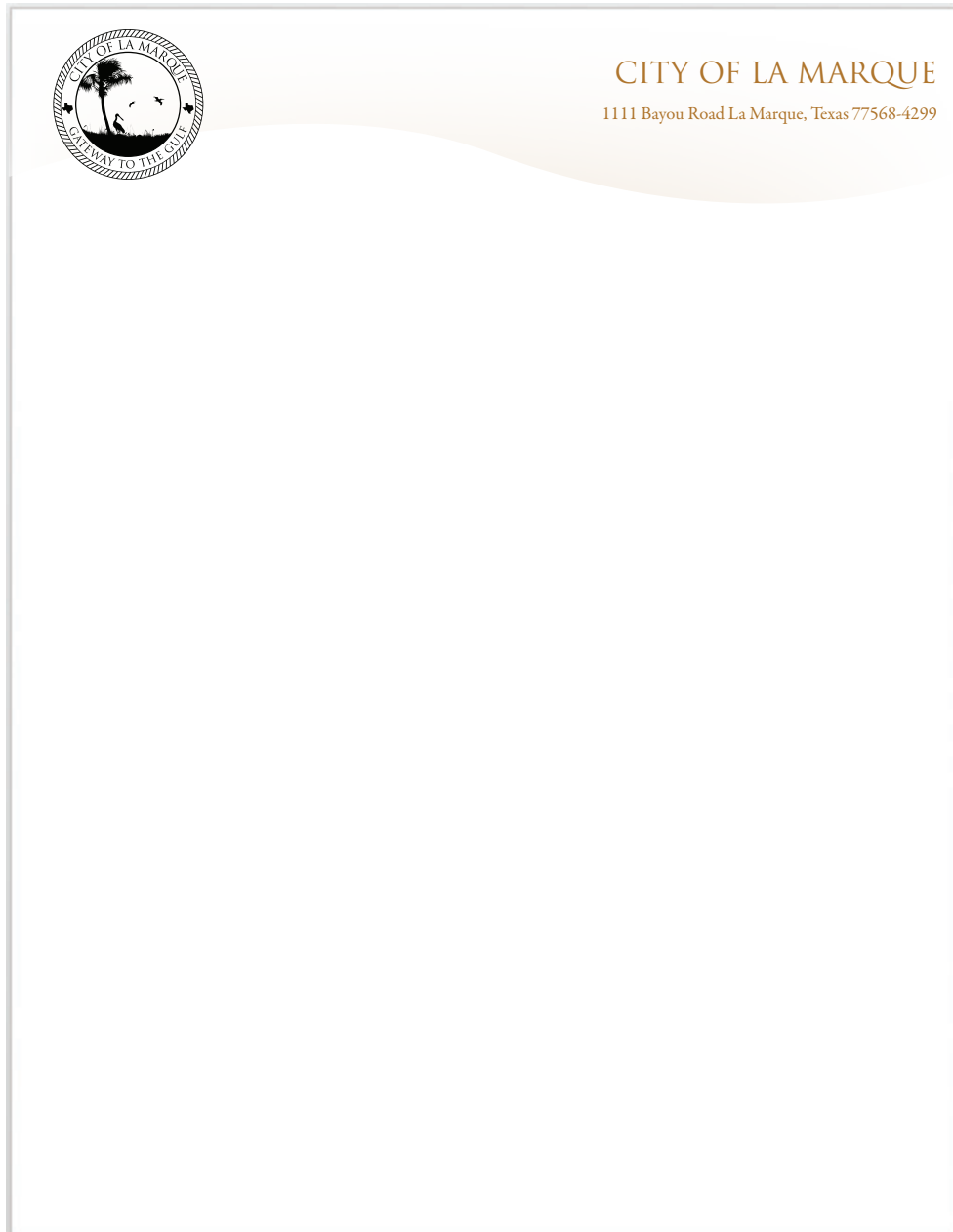
Letterhead

A unified image of the City of La Marque is important when communicating with residents. Letterhead gives correspondence an official feeling and can prevent confusion.

The header should not be altered in size. Letters should use Garamond font, size 11. Line spacing should be set to 1.15. Use a 10 pt. space between paragraphs.



Executive Letterhead



Logo and header will be gold foil

Envelopes

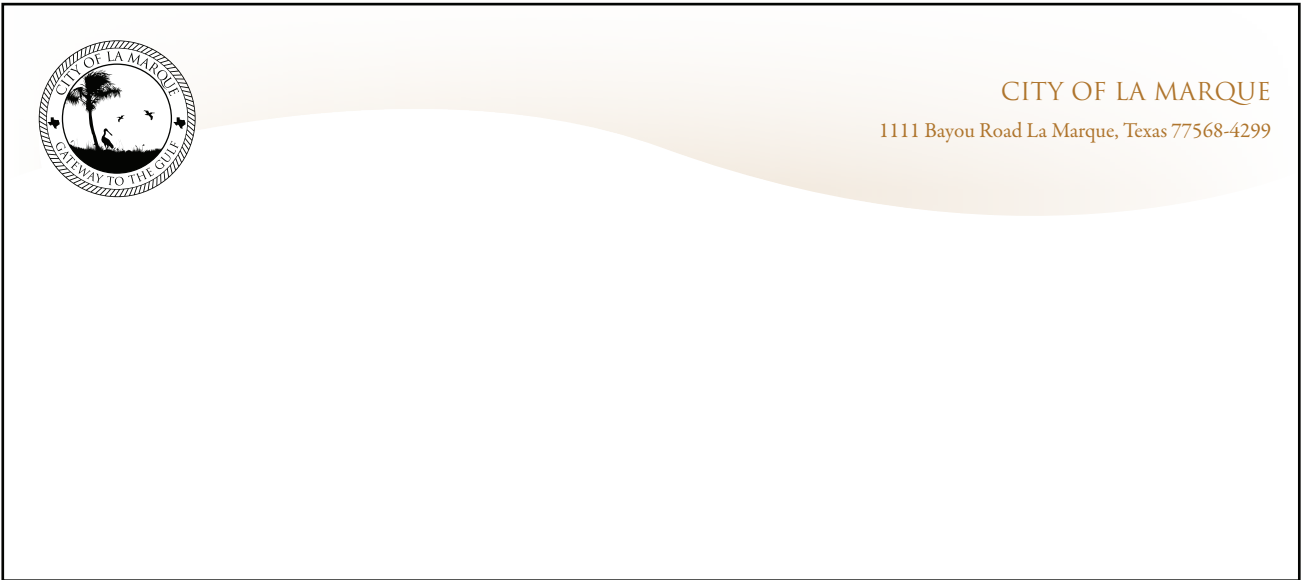


CITY OF LA MARQUE
Accounting Department
1111 Bayou Road
La Marque, Texas 77568-4299



CITY OF LA MARQUE
Accounting Department
1111 Bayou Road
La Marque, Texas 77568-4299

Executive Envelopes



City Seal



The City of La Marque seal use to be determined.



CITY COUNCIL AGENDA FORM

Meeting Date: September 10, 2018

Agenda item: 8f

Prepared by: Colleen Merritt

Reviewed by: Charlene Warren

Department: EDC, Public Relations

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding creation of La Marque Renaissance District and adoption of La Marque Renaissance District Development Guidelines.

X

ATTACHMENTS FOR REFERENCE

1. Renaissance District Revitalization Plan – January 2018
2. RPA Renaissance District Development Guidelines – March 2018

STAFF BRIEFING:

- Renaissance District Revitalization Plan was developed in 2017 as one of the early steps in La Marque Economic Development Corporation's downtown revitalization efforts.
- Historic downtown is currently considered Laurel Street, from Bayou Road to Yupon Drive, and also includes 1st Street, from Bayou Road to Highway 3.
- Section 5 of the Renaissance District Revitalization Plan suggests developing a district and implementing a set of development standards
 - o CREATING A CENTRAL BUSINESS DISTRICT ZONE
 - The district is intended as La Marque's center of vital retail activity, services, entertainment, housing, mixed-use, civic buildings and public spaces. The vision of La Marque Renaissance District, together with its pedestrian-oriented architecture, streets and public spaces, would define the district.
 - o THE CENTRAL BUSINESS DISTRICT IS INTENDED TO IMPLEMENT DESIGN STANDARDS and guidelines that maintain and enhance the city's historic architecture.
 - Creating the La Marque Renaissance District and approving the La Marque Renaissance District Development Guidelines will allow existing businesses to begin updating exterior facades within the scope and vision for the La Marque Renaissance District.
 - The Development Guidelines will also aid new businesses wishing to open in the La Marque Renaissance District.
 - In addition to the provided Renaissance District Development Guidelines, Sherwin Williams Southern Shores and Beaches exterior coastal colors are recommended as fast-tracked paint color options.
 - Renaissance District Development Guidelines is intended to be a living document, reviewed and updated as the district continues to gain momentum.



CITY COUNCIL AGENDA FORM

- Renaissance District Revitalization Plan and Renaissance District Development Guidelines have been approved by La Marque Economic Development Board of Directors.
- Renaissance District Revitalization Plan and Renaissance District Development Guidelines were presented to La Marque Planning and Zoning Commission, but no action was taken.

HISTORY:

- La Marque downtown revitalization efforts have been spearheaded by Chairman Ron Crowder of La Marque Economic Development Corporation and executed by Executive Director Alex Getty
- La Marque City Council has been involved throughout the process, including focus groups and open meetings concerning the Downtown District
- To proceed, development of the Renaissance District is necessary as interest in downtown development is happening organically along with the investments being made by LMEDC.

TARGET IMPLEMENTATION: September 2018

SIGNIFICANT ACTION DATES:

December 15, 2016 - Development of Renaissance District Revitalization Plan approved by La Marque Economic Development Corporation Board

February 15, 2018 - Renaissance District Development Guidelines presented to La Marque Economic Development Corporation Board. Board requested guidelines be presented to Planning and Zoning.

May 8, 2018 - Renaissance District Development Guidelines presented to La Marque Planning and Zoning Commission. No action taken.

ACTION:

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

Cost Details:

Budgeted	\$0.00.00
Actual Bid	\$0.00.00
Estimated Expenditure	\$0.00.00
Acct. Name(s)	
Line Items #	
Other Funding	

STAFF'S RECOMMENDATION: Motion to create La Marque Renaissance District and adopt La Marque Renaissance District Development Guidelines.



CITY COUNCIL AGENDA FORM

FISCAL IMPACT: The fiscal impact will not have any significant cost the city or EDC other than staff time. It will eventually result in increased sales tax revenues and job creation for the city as La Marque Renaissance District continues to grow.

IMAGINE LA MARQUE

2017

Renaissance District Revitalization Plan



EXECUTIVE SUMMARY

This report was commissioned by the La Marque Economic Development Corporation to explore the current conditions of the historic downtown located on Laurel Street, from Bayou Road to Yupon Drive, and also includes 1st Street, from Bayou Road to TX-3. La Marque is experiencing a Renaissance. The city's leaders are committed to a city wide revitalization projects, one of which is the historic Renaissance District. Drawing from feedback provided to us by focus groups and the community, this effort will be driven by the principles of place making, walkability, and accessibility for the community's aging population. This project will also help create an attractive destination for local



La Marque residents, and help refocus development toward the City's urban core. The Revitalization Plan will include analysis of existing conditions and regulations, visual renderings of development alternatives, site plans, and recommended action items for

project implementation. This plan will focus on four overarching strategies

1. ORGANIZATION

A long-term organization is needed that has the capacity and community support to lead revitalization efforts. A downtown organization focused on revitalization carries on as individual participants come and go and may serve a variety of functions. It can:

- Develop, modify, and implement the community's revitalization plan;
- Identify and take advantage of opportunities that arise;
- Serve as the focal point for fundraising efforts;
- Coordinate the efforts of businesses, property owners, and local officials; and
- Oversee community outreach efforts.

2. ECONOMIC RESTRUCTURING

Most downtowns begin their decline when their economic functions diminish or move elsewhere. In almost all cases, successful revitalization involves shifting to a different mix of economic activities. This requires identifying and promoting new economic functions for the downtown in relation to local or regional markets and competing commercial centers. Economic restructuring should be based on a realistic inventory and assessment of market trends, existing businesses, and local assets, including buildings, infrastructure, public amenities, and the local workforce. In addition to market analyses, work under this element can include programs to strengthen and recruit businesses.

3. PROMOTION

To initiate and perpetuate revitalization, the downtown must be effectively marketed. This involves making sure businesses, potential investors, residents, and visitors are kept informed of what the downtown has to offer and the vision of growth for its future. Activities can include branding (image development) and marketing campaigns, sales events and promotions, special downtown celebrations, and cultural programs that draw people downtown. Highlighting economic successes generates more activity.

4. DESIGN

The historical and aesthetic qualities of a downtown or village center and well-defined public spaces set it apart from other commercial areas. Design is the key element that ties discrete buildings and spaces into an attractive, visually coherent environment for visitors, customers, employees, and residents.

SUMMARY OF RECOMMENDATIONS

COMMUNITY ORGANIZATION:

Create a La Marque Revitalization Organization. Establish an organization whose sole mission is to facilitate the areas revitalization. The organization will provide a variety of services, including but not limited to: development and oversight of safety, marketing and beautification programs, event coordination, advocacy for area-specific issues and concerns, merchant education, tenant and developer recruitment, and a broad range of planning and outreach activities.

PUBLIC SAFETY:

Create a Crime-Free Zone in the Renaissance District (Ren District) area. Work with residents, police, social service organizations, and community leaders to create a Neighborhood Crime and Safety Plan.

Conduct a Multi-modal Transportation Study. This will help to assess the pedestrian and bicycle safety. It will help to accurately characterize location-specific concerns and identify areas where additional maintenance and improvements are needed.

COMMUNITY PLACES:

Public Space in the Ren District area. Create new parks in the Ren District area that will draw people to the area to sit, eat, and have public events.

BEAUTIFICATION:

Make the Central Business District visually appealing.

- Plant trees to enhance beauty and shade for pedestrians;
- Create pocket parks in open spaces between buildings
- Install and use exterior lighting; antique lampposts, trees decorated with white lights, or a lighted water fountain
- Raise crosswalks as speed bumps for safety and to keep walking areas dry
- Paint lines bright colors to increase the safety of both pedestrians and motorists
- Offer seating by providing benches and picnic tables

CENTRAL BUSINESS DISTRICT REVITALIZATION:

Attract new business. The Ren District area is in need of density when it comes to retail and service businesses. Promote the need of these and persuade them to invest in the area.

Mixed-use. Promote land use policies that allow for not only residential properties in the CBD but will allow for high density multi-family developments that will support the business community.

NO SINGLE ORGANIZATIONAL MODEL EXISTS

There is no single factor that is responsible for the success of great downtowns. Research has shown that many characteristics and attributes have affects on downtown developments. If enough of these positive attributes can cluster together, a downtown will be successful.

Successful downtowns tend to have **multiple traffic generators** that supplemented the presence of a larger institution(s), all within short walking distance.

Successful downtowns are **beloved by citizens**.

Successful downtowns **overcome challenges and obstacles**.

Successful downtowns are **walkable**.

Successful downtowns are committed to **mixed use development**.



SUCCESSFUL PLANS REQUIRE:

COMPREHENSIVENESS

Multi-pronged approach required for success

INCREMENTAL

Small projects lead to larger impacts.

SELF-HELP

Efforts must be community driven.

PARTNERSHIPS

Success requires cooperative action by a variety of players.

EXISTING ASSETS

Capitalize on unique qualities.

QUALITY

Set high standards for everything, from brochures to customer service.

CHANGE

Economic restructuring requires changes in attitudes and practices, which take time.

ACTION ORIENTATION

Implement the plan through continuous actions, both small and large. The community needs to see results.

BASIC RECIPE FOR A VIBRANT SMALL DOWNTOWN

1. NARROW STREETS AND TRAFFIC CALMING

Cars move slowly in vibrant downtowns. Ten-foot lanes are plenty wide for traffic—and traffic will move much slower than with 12 or 13 foot lanes. Traffic can be further calmed with bulb-outs and cross-walks. Parallel or toed-in parking separates pedestrians from traffic—an important safety feature. Avoid one-way streets.

2. SIDEWALKS

Pedestrians—the key to vibrancy – need wide sidewalks. Size matters. The best sidewalks are at least 15 feet wide, and more. Seven feet might be considered a bare minimum.

3. SETBACKS

The zero-lot line is the gold standard for walkability in commercial districts. Building frontage should come right up to the sidewalk. All of the great old downtowns were built this way. Strip malls with two or more parking lanes do not contribute to walkability.

4. RETAIL COVERAGE AND TRANSPARENCY

There should not be a lot of blank walls along walkable downtown streets. The best downtown streets will have close to 100 percent transparency, and a fine-grain retail pattern –not just a few shops occupying the whole block.

5. BLOCK SIZE AND INTERSECTION DENSITY

Small blocks (fewer than 200 to 300 Feet on a side) make for a high intersection density more street frontage (and therefore activity and spending) within a half-mile walk.

6. PARKING REQUIREMENTS

Do not put parking requirements on downtown establishments. Parking requirements are the bane of walkable places. If vibrancy kicks in by doing all of the above, then off-street structured parking can be considered, but the burden should not be placed on downtown merchants.

All of these elements can be achieved with new development, but it is not common to find all of these requirements to the degree specified above. You work with what you have, and try to get as close as possible in each area.

The Basic Recipe can help transform a small downtown (A) into a vibrant and lively downtown (B)



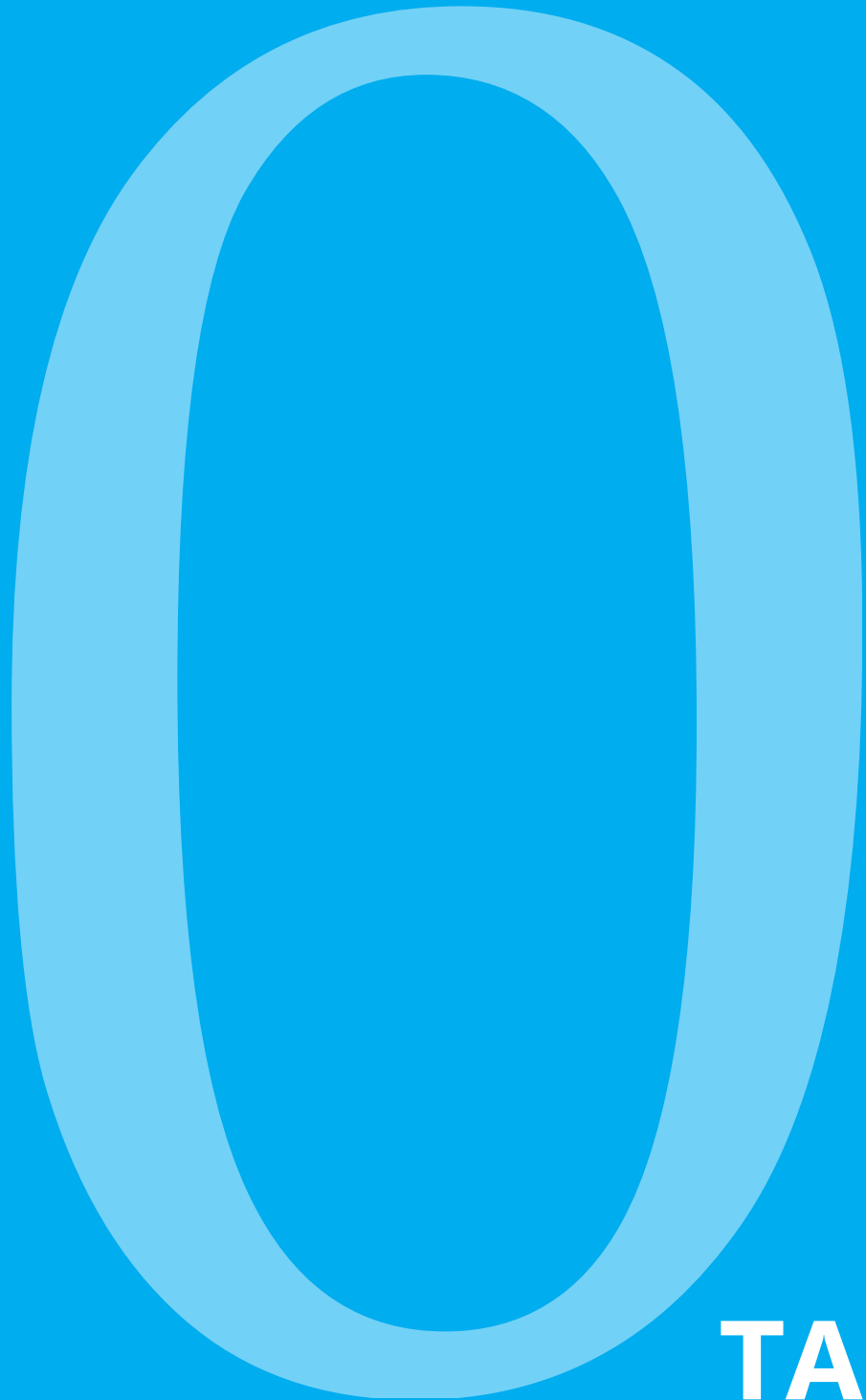


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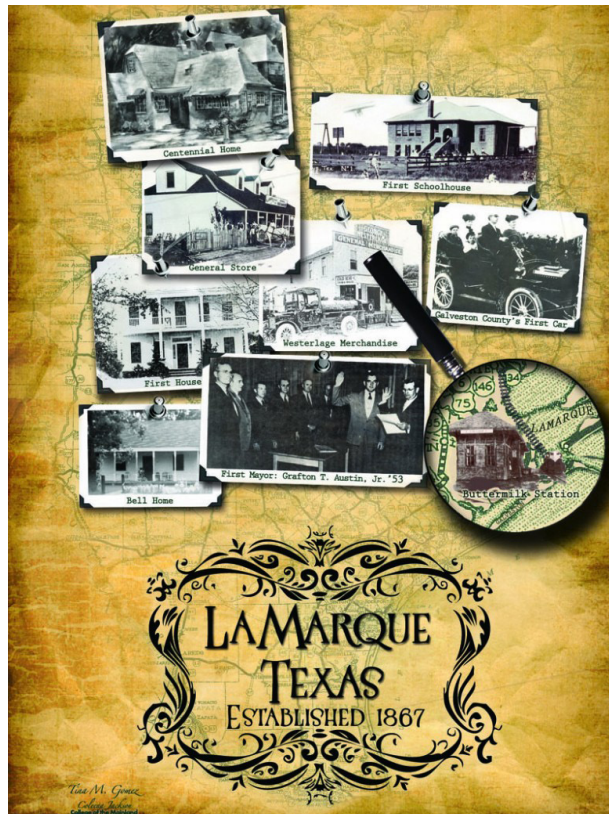
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INTRODUCTION

LA MARQUE IS...

History of La Marque extends back to the days of the Republic of Texas. Located along the banks of Highland Bayou, the largely rural town was settled and named Highlands. During the Civil War, soldiers stopped on their route between Galveston and Houston to purchase buttermilk, earning Highlands the nickname "Buttermilk Station."

During the 1890's it was learned that another community existed with the same name. Postmistress Madam Street Ambrose renamed the town La Marque, a French term for "the mark."



La Marque Central Business District Area

The Central Business District

The Central Business District (CBD) of La Marque is located on Laurel Street, from Bayou Rd to Yupon Drive, and also includes 1st Street, from Bayou Road to TX-3. The proposed epicenter "Kay Station" for this revitalization effort is located at the crossroads of 1st and Laurel Street



WHY DOES DOWNTOWN LA MARQUE NEED A REVITALIZATION PLAN?

What defines “quality of life?” What makes a place desirable? In many ways downtowns represent a more authentic experience that is tied to the uniqueness of individual contexts and histories. Benefits to economic development are also well documented with strong, vibrant, and well maintained downtowns, as they can serve as an indicator of public investment and the local government’s commitment to improving quality of life.

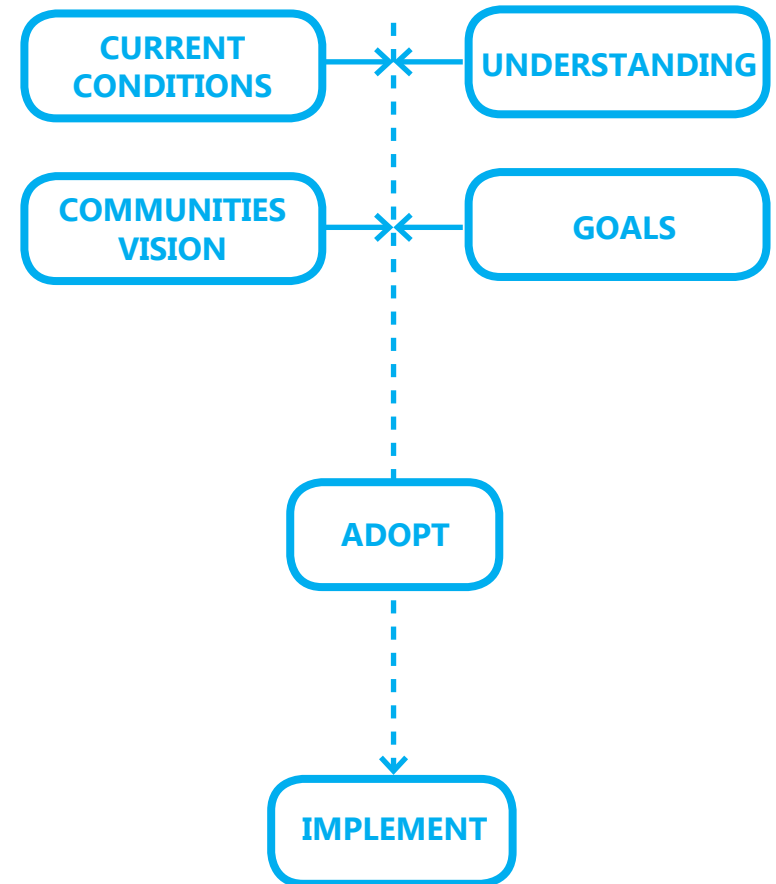
WHO IS MAKING THIS PLAN?

Fundamental to the success of this planning process will be a robust, interactive community participation process. The Texas Coastal Watershed Program (TCWP) espouses a basic philosophy that public involvement is not one task among many; it is instead a critical, common thread that ties all planning and design tasks together. In this regard, TCWP has conducted many fun, interactive and meaningful community outreach forums.

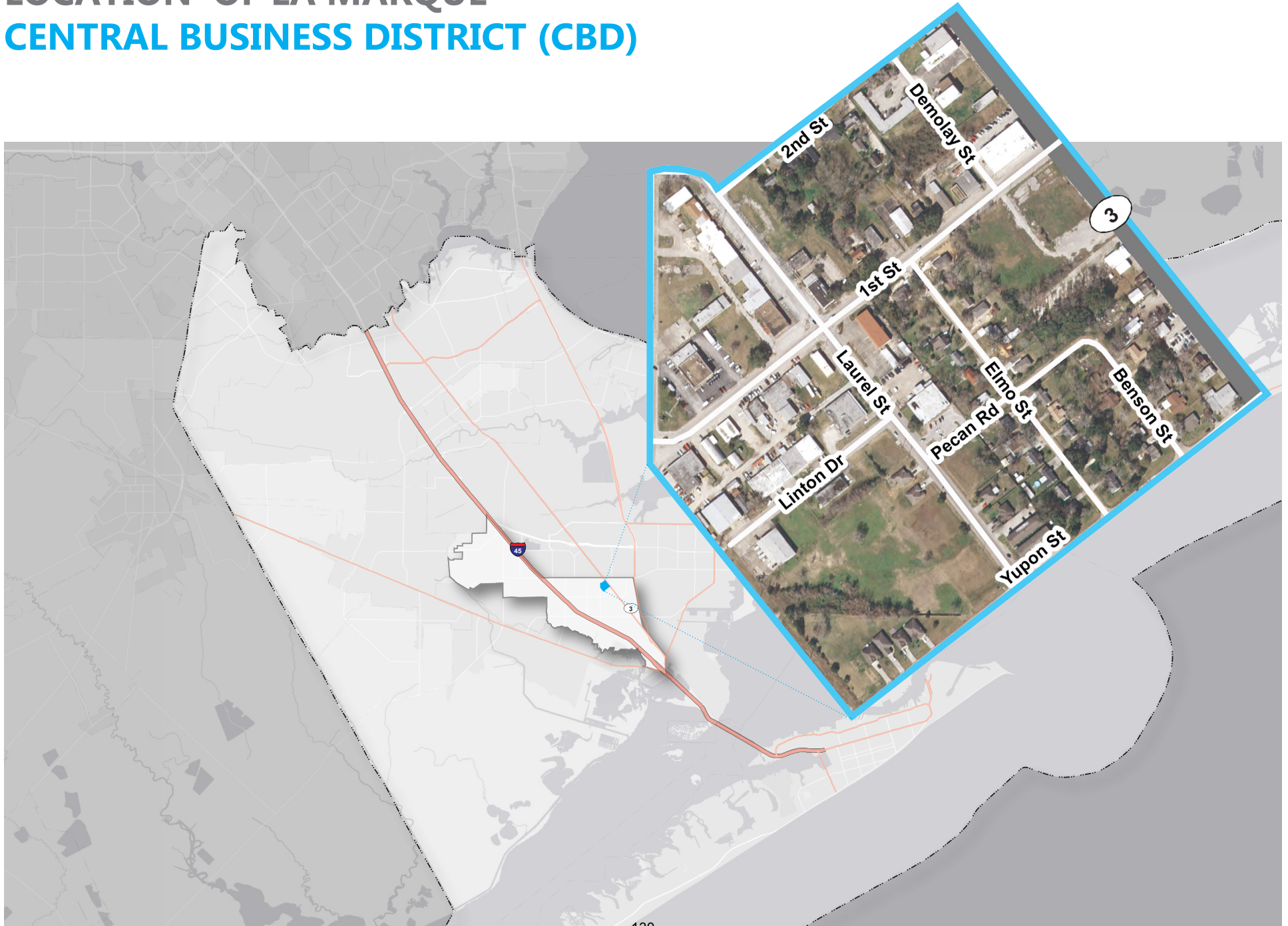
PLANNING EFFORTS

The **2017 City of La Marque Revitalization Plan**, as part of a broader strategy of reinvestment in the City, provides a vision for a vibrant downtown corridor called Renaissance District (Ren District) and a dynamic framework for realizing this vision. In order to achieve this vision, the La Marque Economic Development Corporation will initiate a Revitalization Plan. The planning process will involve a high degree of participation from local businesses and residents in order to capture community goals and develop support for the project. The Revitalization Plan will include analysis of existing conditions and regulations, visual renderings of development alternatives, site plans, and recommended action items for project implementation.

PLANNING PROCESS DIAGRAM



LOCATION OF LA MARQUE CENTRAL BUSINESS DISTRICT (CBD)



CURRENT CONDITIONS

- Land use and zoning
- Socio-economic and market analysis
- Development conditions



OPPORTUNITIES

- Strengths and opportunities



BIG IDEAS

- Community input
- Visual renderings
- Kay Station
- Street layout



STRATEGIES FOR DEVELOPMENT

- Strategic Business Development Plan
- Detailed Business Development Strategies
- First steps
- Site development recommendations
- Funding strategies





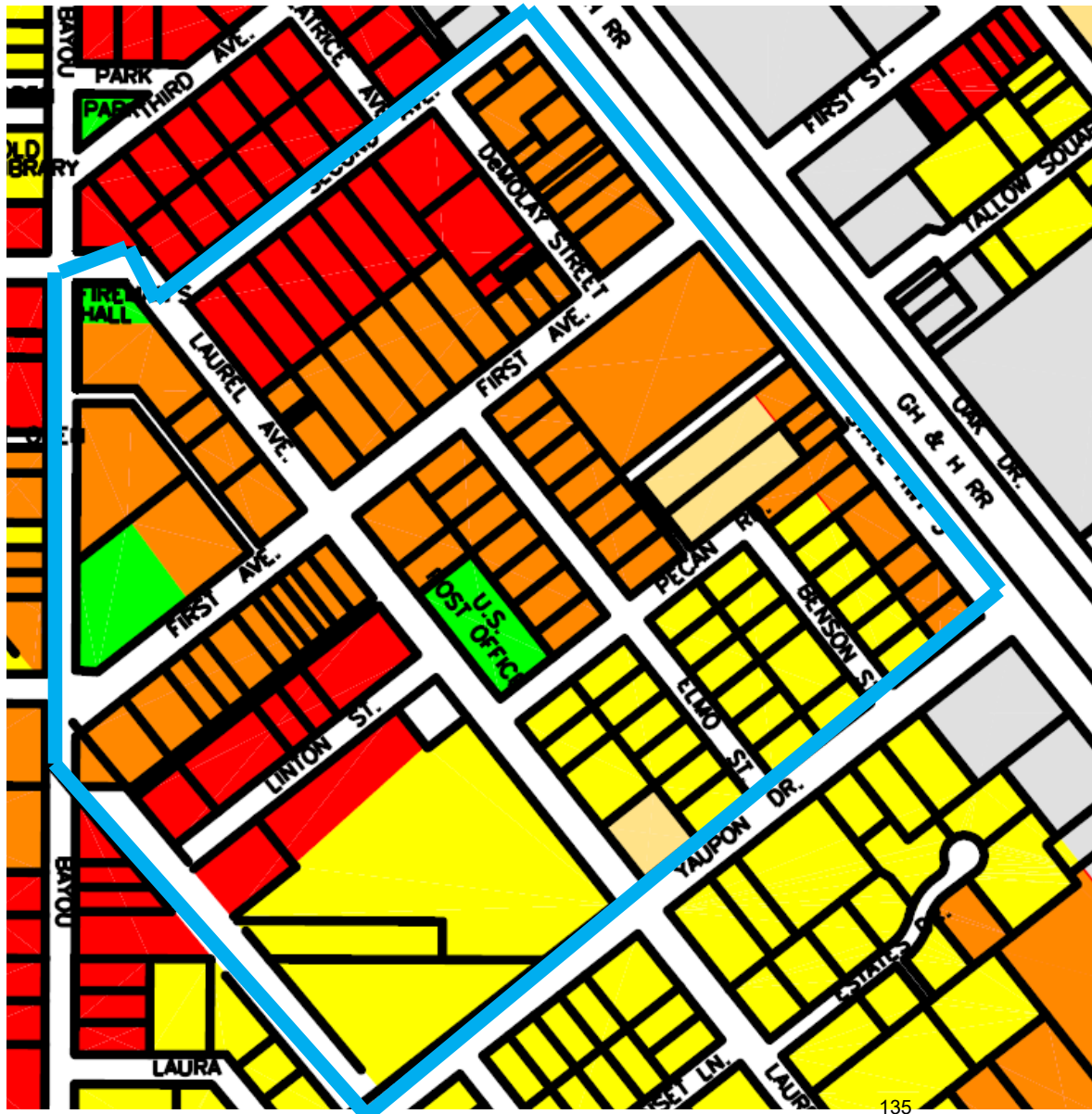
CURRENT CONDITIONS

UNDERSTANDING

Part of creating a Revitalization Plan is trying to understand the current conditions of the area. In this section we will be exploring:

- Current Land-use and Zoning PAGE 18
- Socio-Economic and Market Analysis PAGE 20
- Development Charter PAGE 23
- Transportation PAGE 24
- Parking PAGE 25
- Public Open Space/Parks PAGE 26
- Residential PAGE 27

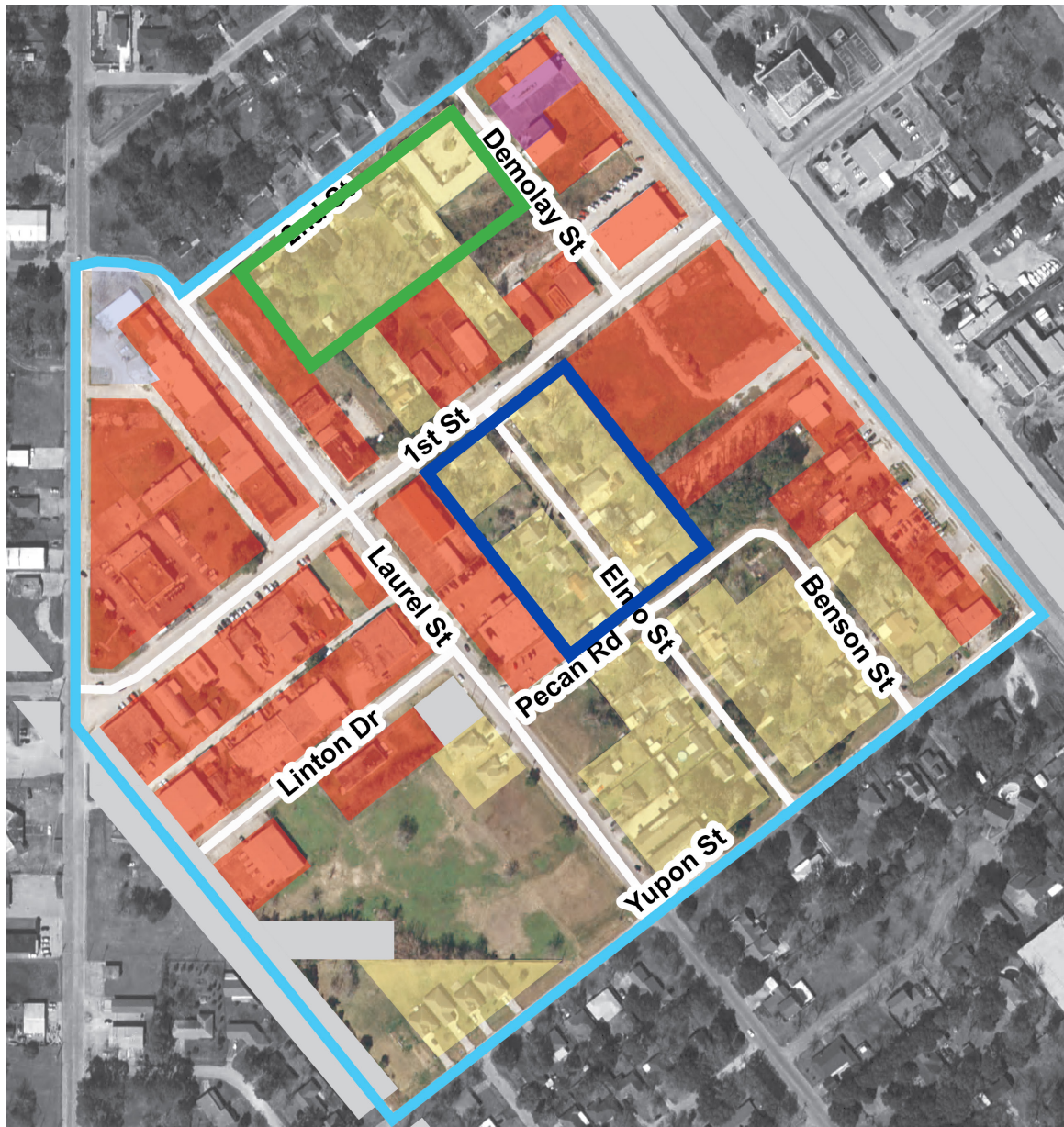
CURRENT LAND USE & ZONING



■	PUB PUBLIC
■	AG AGRICULTURAL DISTRICT
■	R-1 SINGLE FAMILY RESIDENTIAL
■	R-2 TWO FAMILY RESIDENTIAL
■	R-3 MULTIPLE FAMILY RESIDENTIAL
■	C-1 GENERAL COMMERCIAL
■	C-2 RESTRICTED COMMERCIAL
■	I-1 LIGHT INDUSTRIAL
■	I-2 INDUSTRIAL

This is the current land use and zoning map that was uploaded on the City of La Marque's website. The area is comprised of mostly C-2 Restricted Commercial (59.3%), R-1 Single Family Residential (24.5%), C-1 General Commercial (15.5%), and PUB Public (1.8%).

CURRENT LAND USE & ZONING



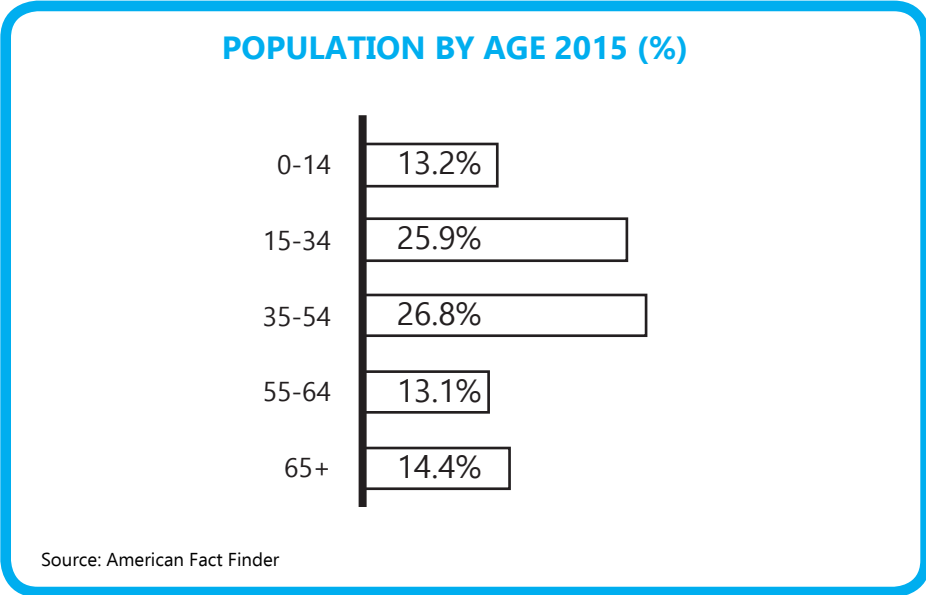
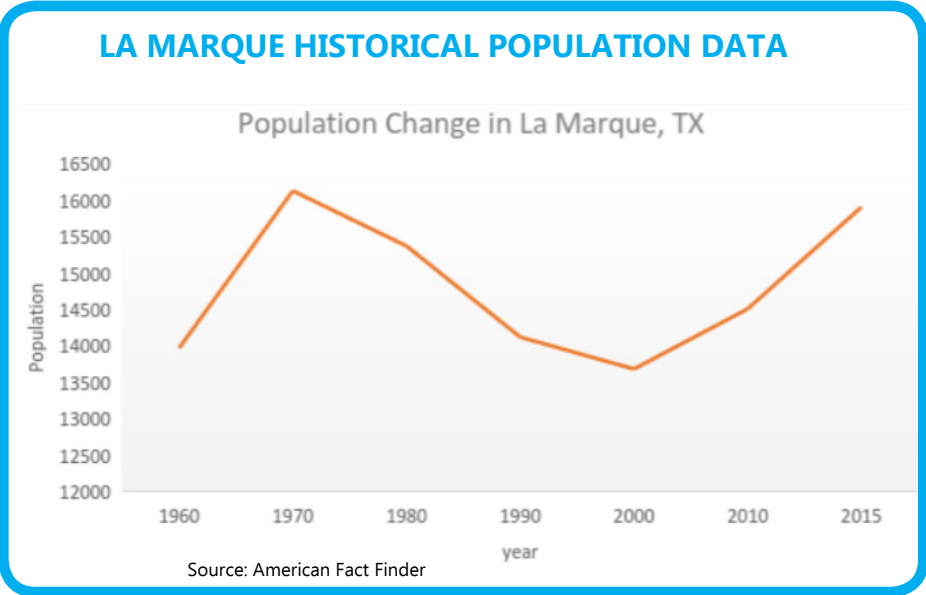
This map was created based on the walking survey of the area. The parcels highlighted in red are considered commercial and the ones highlighted in yellow are considered residential.

There are a few areas where the zoning does not match with the current land use.

The section of the map outlined in blue is zoned C-2 Restricted Commercial which is supposed to be limited to retail stores and local business uses supplying everyday shopping needs of the community. The current land use of the area is mostly single family.

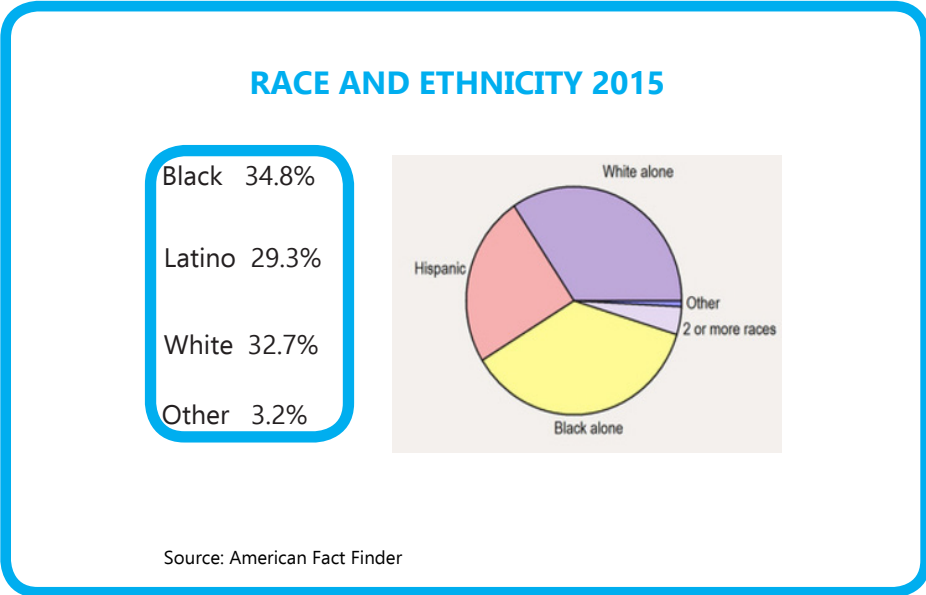
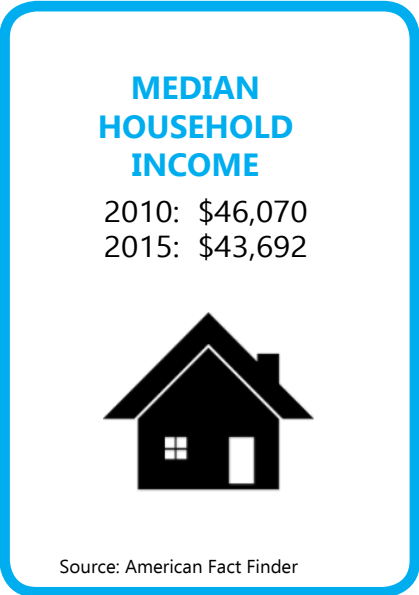
The section that has been outlined in green is supposed to accommodate uses that are of citywide and regional significance such as retail, service, and office uses. In reality, the area is composed of single family detached households except for the corner of 2nd Street and Demolay Street which has a multi-family style development.

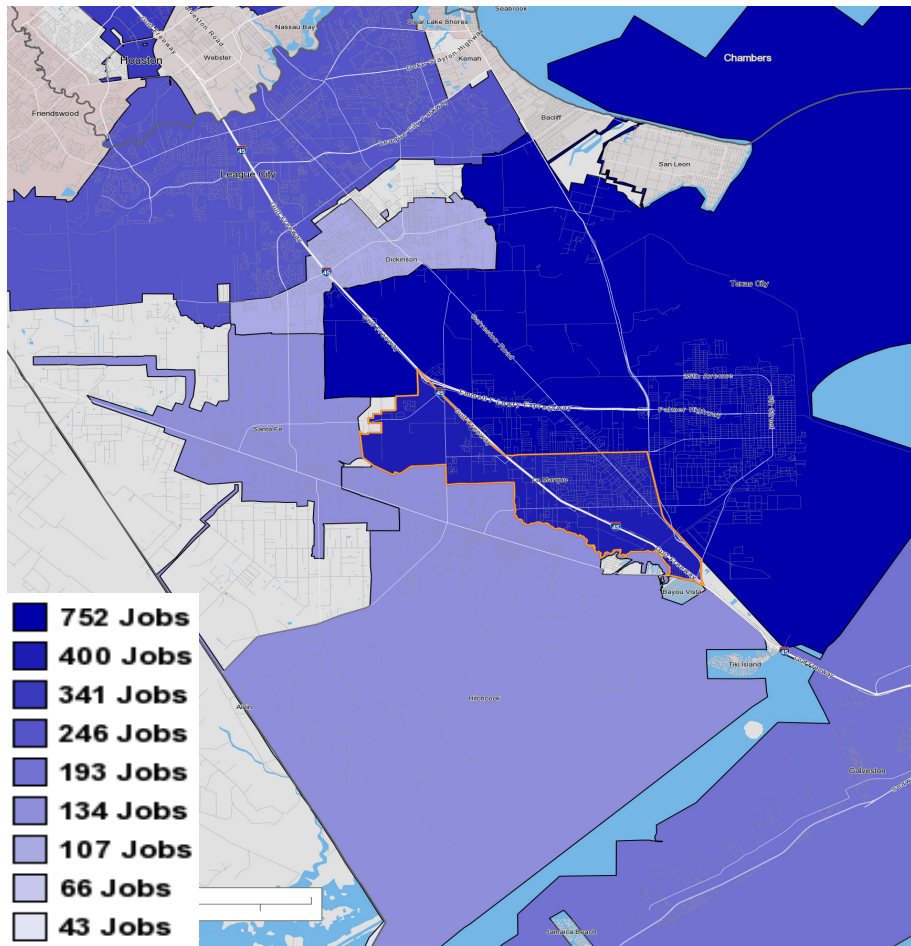
SOCIO-ECONOMIC AND MARKET ANALYSIS



Highlights

La Marque has a diverse population that has increased by 13 percent over the last 15 years. The fastest growing race is the Latino population. The overall population is aging with a median age of 38.8 (compared to 36.6 in 2010) which is higher than the median age of Texas which is 34.4. Unfortunately the median household income has been falling over the last five years.





Source: American Fact Finder

This map and graph shows the location of people who live in La Marque and where they work. Nearly 90 percent of people who call the City of La Marque home do not work in the City. Texas City employs the largest portion of the work force at 19.8 percent.

Jobs Counts by Places (Cities, CDPs, etc.) Where Workers Live- All Jobs

	Count	2014 Share
All Places (Cities, CDPs, etc.)	3,801	100.0%
Texas City, TX	752	19.8%
La Marque City, TX	400	10.5%
Houston City, TX	341	9.0%
League City, TX	246	6.5%
Galveston City, TX	193	5.1%
Hitchcock City, TX	134	3.5%
Santa Fe City, TX	134	3.5%
Dickinson City, TX	107	2.8%
Pearland City, TX	66	1.7%
Alvin City, TX	43	1.1%
All Other Locations	1,385	36.4%

Source: American Fact Finder

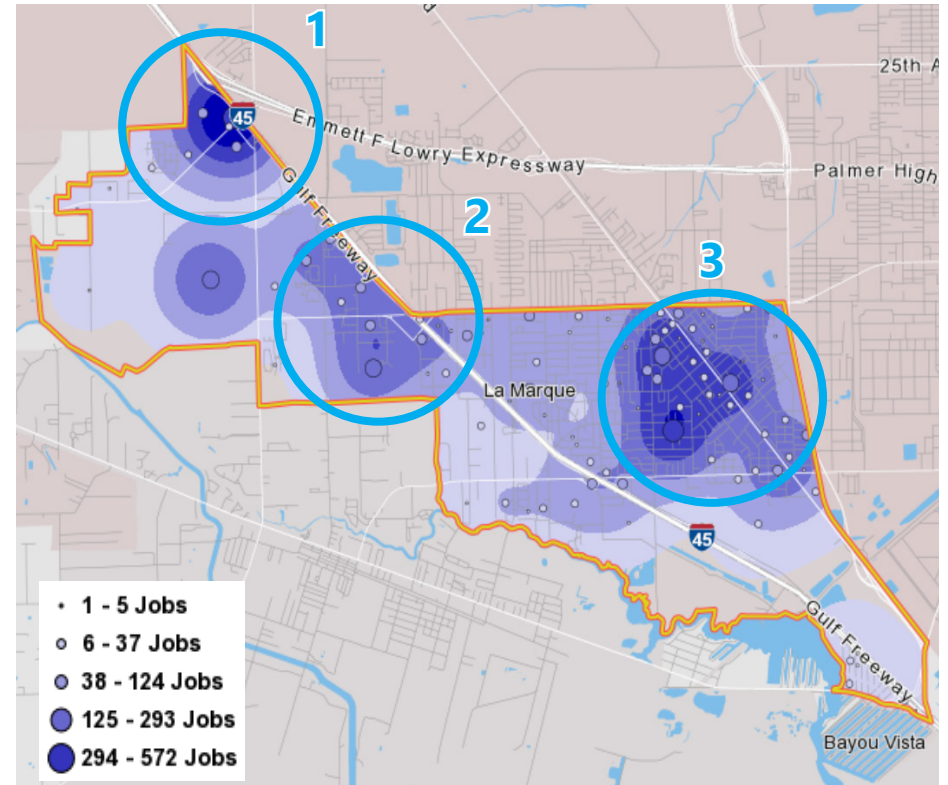
ACTIVITY AREAS

La Marque has three distinct areas of employment and business activity.

The first area is located along the Gulf FWY (I-45). Businesses here are mostly big box stores and restaurants like Sam's Club, Walmart, and Greyhound.

The second activity center, also located along I-45, includes a large strip center with many active businesses. The area also includes an office park, hotels, churches, and self-storage facilities.

The third activity area is where the proposed Central Business District will be located. This area includes many of the City Offices and services like the police station, library, post office, city hall, fire station, and economic development corporation. This area also has the most diversity out of the three activity areas when it comes to types of commercial developments. Banks, restaurants, stores, office space, and many local businesses have set up here.



Source: American Fact Finder

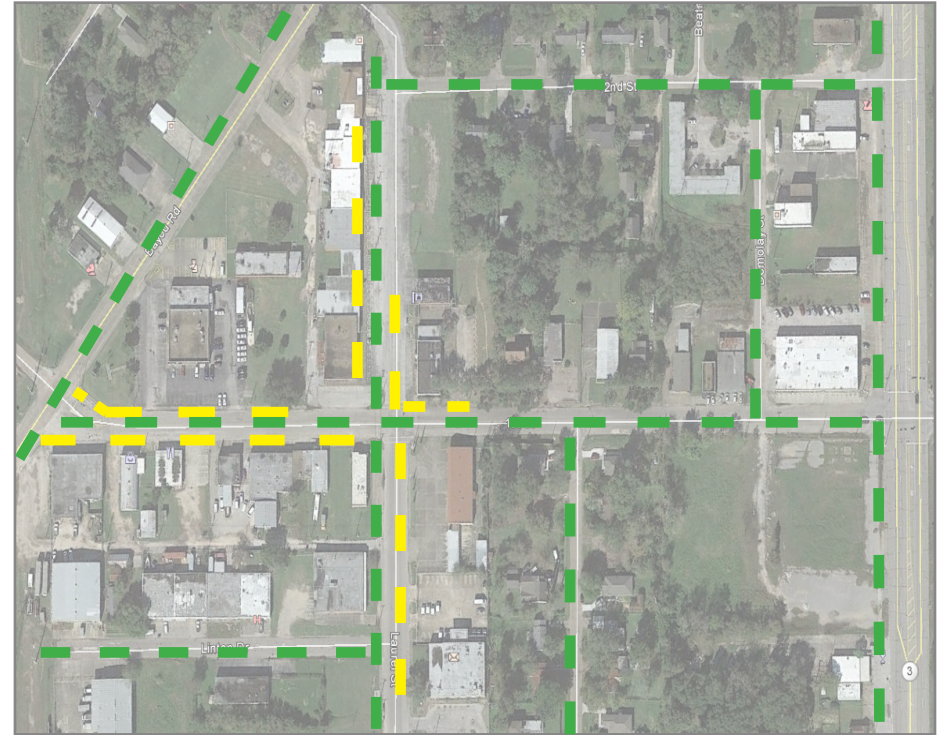
DEVELOPMENT CHARACTER

Currently the developments in the Ren District areas are a mixture of single family residential, retail/office space, and public buildings. This area, for the most part, lacks a common design style. Only the residential area has any continuity of style. For example, if we take a look at the retail and office space in the area, each group of developments are completely different. Some buildings have a brick facade others do not, some have street parking others have off-street parking, and a few buildings have a relatively small setback from the street while right across the street there are buildings with over 70-foot setbacks. This is not ideal when trying to create a defined area.



TRANSPORTATION

The roads that make up the study area (represented by the green dashed line) are Laurel Street, Bayou Road, Highway 3, Yupon Drive, and 1st Street. The two major roads that make up the east and west boundaries are Bayou Road that runs north to south on the west side and Highway 3 on the east side that runs diagonally. Both of these roads are good places to create a gateway to the Central Business District. The cross roads that would make up the center of the proposed Ren District are 1st Street and Laurel Street. This crossroad also contains the only traffic light in the CBD. All of the roads could benefit from some cosmetic maintenance but are desperately in need of their pavement markings to be repainted. While conducting the walking survey, it was noticed that a few of the citizens were biking on the streets. The area could be made safer if bike lanes were installed or if the sidewalks were wide enough for this mode of transportation. There is not much in the way of sidewalks in the study area. Sidewalks can only be found (represented by the yellow dashed line) on 1st Street and Laurel Street. The sidewalks are narrow, disconnected, and in need of repair. Unpaved surfaces, narrow and deteriorated sidewalks can be difficult to navigate for people who use wheelchairs, have diminished vision or hearing capabilities, or those who move slowly.



PARKING

There is a sufficient amount of parking within the proposed Central Business District which includes both on street and off street parking (parking lots). All of the parking observed during the walking survey were in need of being repainted and marked. Many of the parking lots have pot-holes (that collect water when it rains) or deep cracks that need to be filled in or repaved.



PUBLIC OPEN SPACE/PARKS

There is a large amount of vacant unused space in the study area but none of it is intended for public use. The closest park to the center of the study area that has playground equipment is located at Bayou Park at Bayou and 3rd Street. This park has swings, a picnic table, a slide, and a basketball court. Walter Feigle Park is located in the study area but lacks facilities and equipment. The largest park near the proposed Central Business District, outside of the study area, is Logan Park. This park is equipped with a playground, benches, soccer goals, and a baseball field. The Central Business District is in need of a centralized park or community area that could serve outdoor activities and events.



RESIDENTIAL

Currently there are 52 single family detached houses in the study area and one multi-family development. The majority of available housing stock in this area is aging. The walking survey of the area revealed there are a few dilapidated or abandoned homes, but many of the homes have been repainted, repaired, and have installed new driveways. New single family households have been built along Yupon Street but have very large setbacks of 70 feet. The older residential areas have setbacks that are suitable for a walkable community, but all of the Residential households are lacking in the way of sidewalks.



3

OPPORTUNITY

OPPORTUNITY

This area has many strengths for supporting and growing a Central Business District. It already has important community services in the form of the Police Station, Post Office, and Economic Development Corporation located in the area. In addition to that, the CBD is centralized and within 1.5 miles or less of the City Library, City Hall, Fire Station, and two community parks. These help to attract people to the CBD on a daily basis.

The area also includes a couple of business that will be the anchor for future economic development. These businesses include:

- La Marque Feed & Supply (Retail)
- Benito's (Restaurant)
- Barber Shops
- Kin-Text
- Mile's Real Estate
- Day Care Centers
- Alex's Air
- Crescent Electric

One of the area's greatest strengths comes from its location to the highway and major arterial roads. The area also benefits from though traffic from one highway (Highway 3) and one major arterial road (Bayou Drive). The CBD lacks a gateway to draw people in and more retail and restaurants to keep people there.



INFILL DEVELOPMENT

La Marque, like a lot of other downtowns and village centers, suffers from vacant lots where buildings once stood and empty buildings that are beyond restoration. As we can see from the map on the left highlighted in green, there is a lot of vacant land.

This weakness can also be considered a strength and opportunity in the future. It is important these spaces be redeveloped in a manner that is consistent with the overall vision for the Central Business District and Ren District. In some areas, open spaces, such as public parks, greenways, playgrounds, or parking areas, may be appropriate. On many vacant lots, new buildings will be constructed. It's critical that infill development be sited and designed to be compatible in scale, style, and architectural treatment with existing structures or vision for the future. Basic design standards can be applied under site plan and conditional use review provisions of zoning.



BIG IDEAS

Public Engagement Process/ Community Preference Survey

The Texas Coastal Watershed Program facilitated five public workshops to enlist the community in helping refine the actual designs for the study area.

Drive John Jacob would start off each meeting with a 30 minute presentation on the ideas of placemaking and downtown redevelopment. After the presentation, the community would take a survey that included a series of visual images that could be ranked by area participants based on their perceived appropriateness. This is a dynamic, interactive tool that will assist community members in defining and clarifying their vision for the future.

The TCWP also helped community members relate their preferences regarding future land use, housing, economic development opportunities, and transportation issues to the images that they were rating. The survey was uploaded online using an online website "Qualtrics" so that input can be taken from individuals who might not otherwise be able to participate in the Public Meetings. After the participants completed the survey, the meetings would be open for discussions on needs of the area and what they would like to see in their Central Business District.

MEETING DATES FOR DOWNTOWN REVITALIZATION

All meetings where held from 6:00 p.m. – 7:00 p.m.

STAKEHOLDER MEETING/KICKOFF, January 30

GROUP A/MEETING ONE, February 23

GROUP B/MEETING TWO, February 27

GROUP C/MEETING THREE, February 28

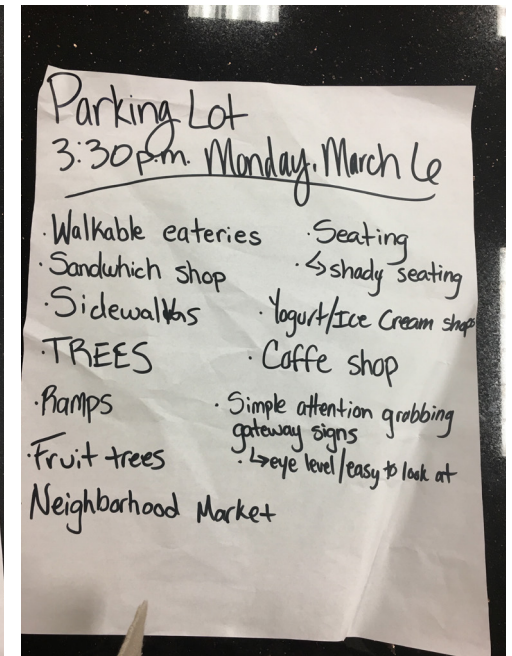
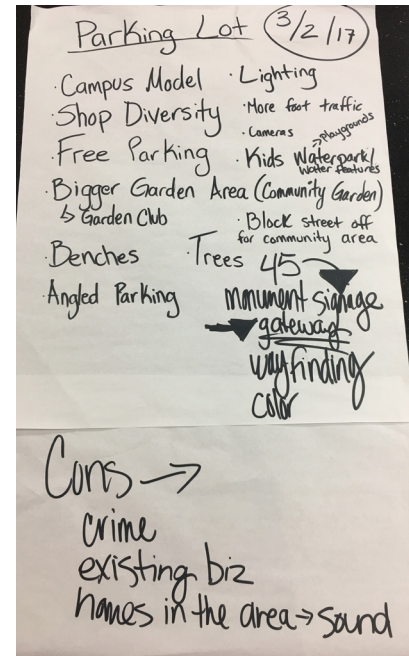
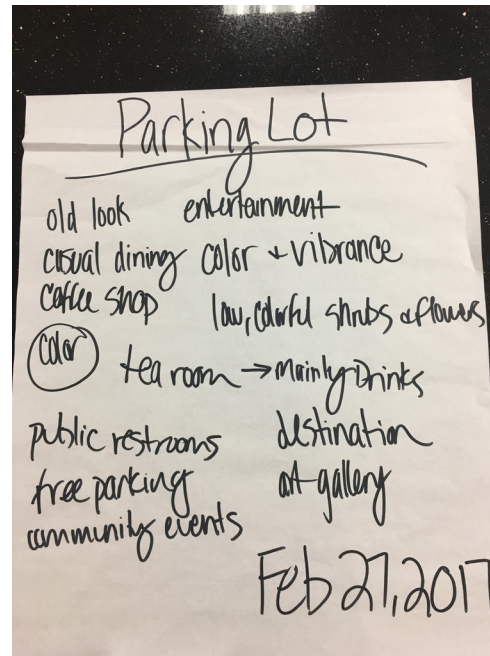
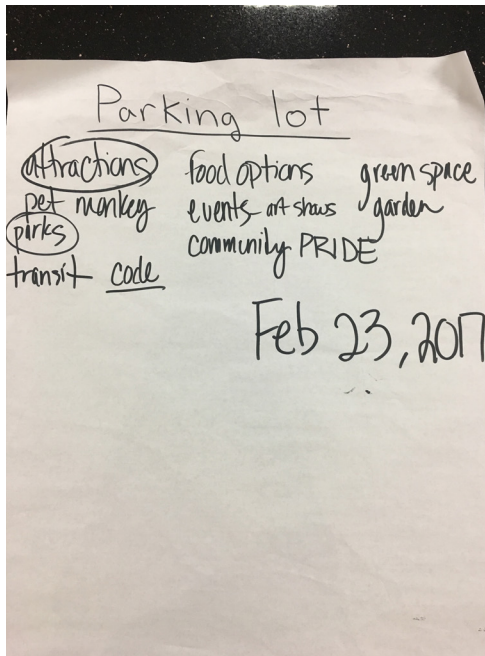
GROUP D/MEETING FOUR, March 2

COMMUNITY SURVEY (PUBLIC MEETING) March 6



COMMUNITY INPUT

COMMENTS FROM THE COMMUNITY



FAVORITE DEVELOPMENT DESIGNS



THE LOWEST RATED DESIGNS

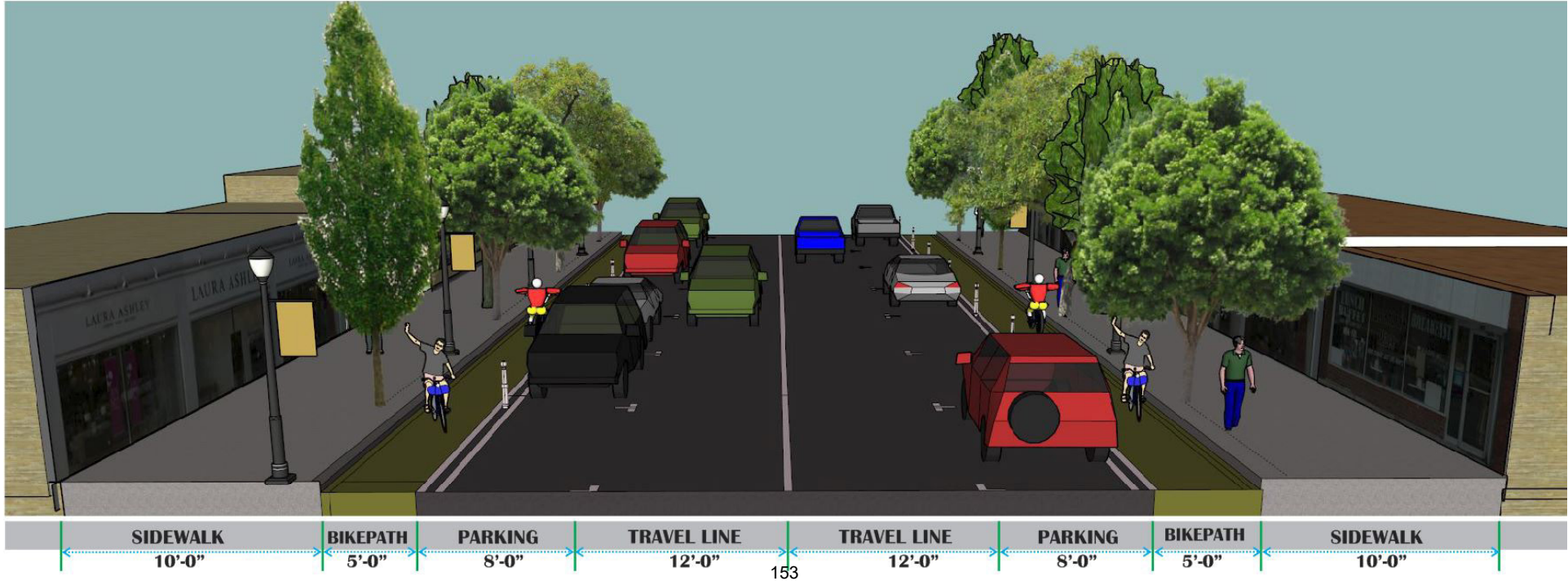
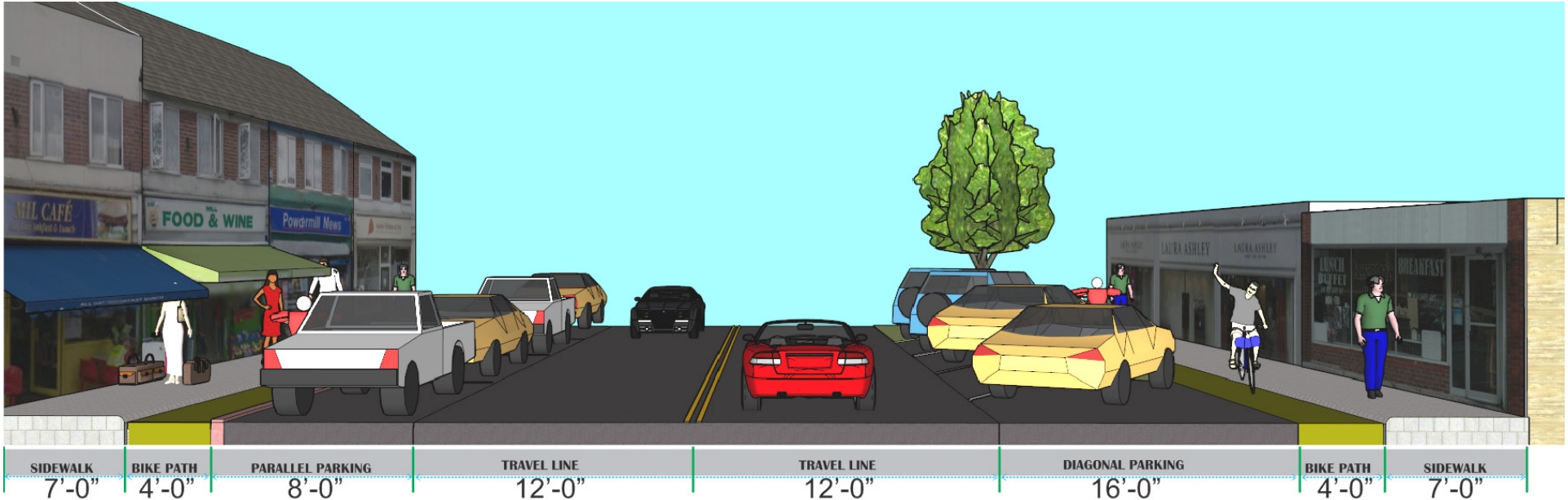


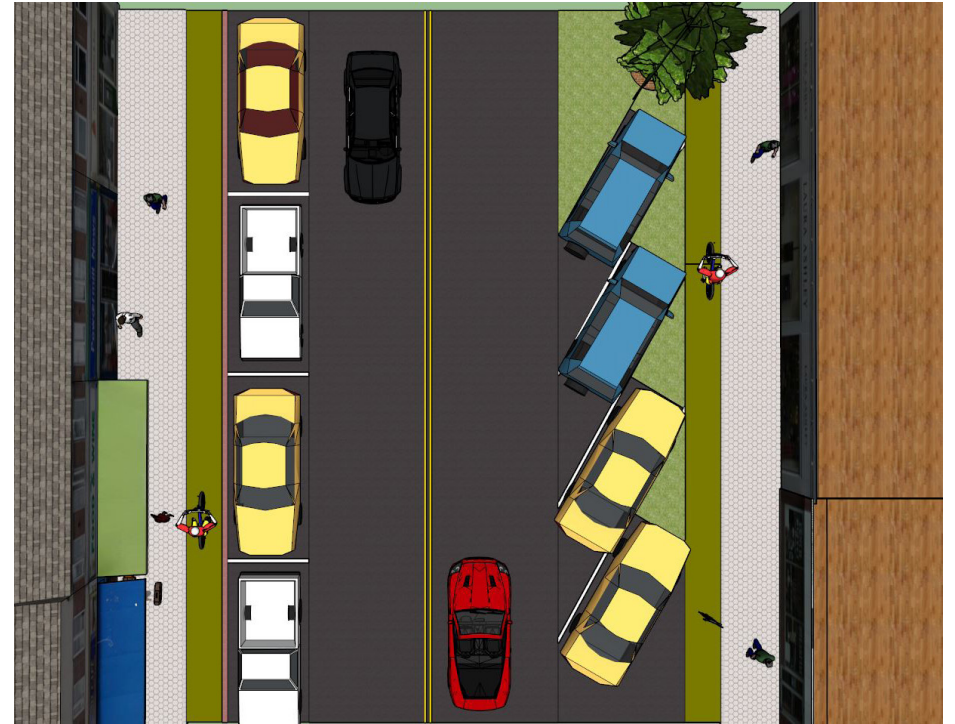
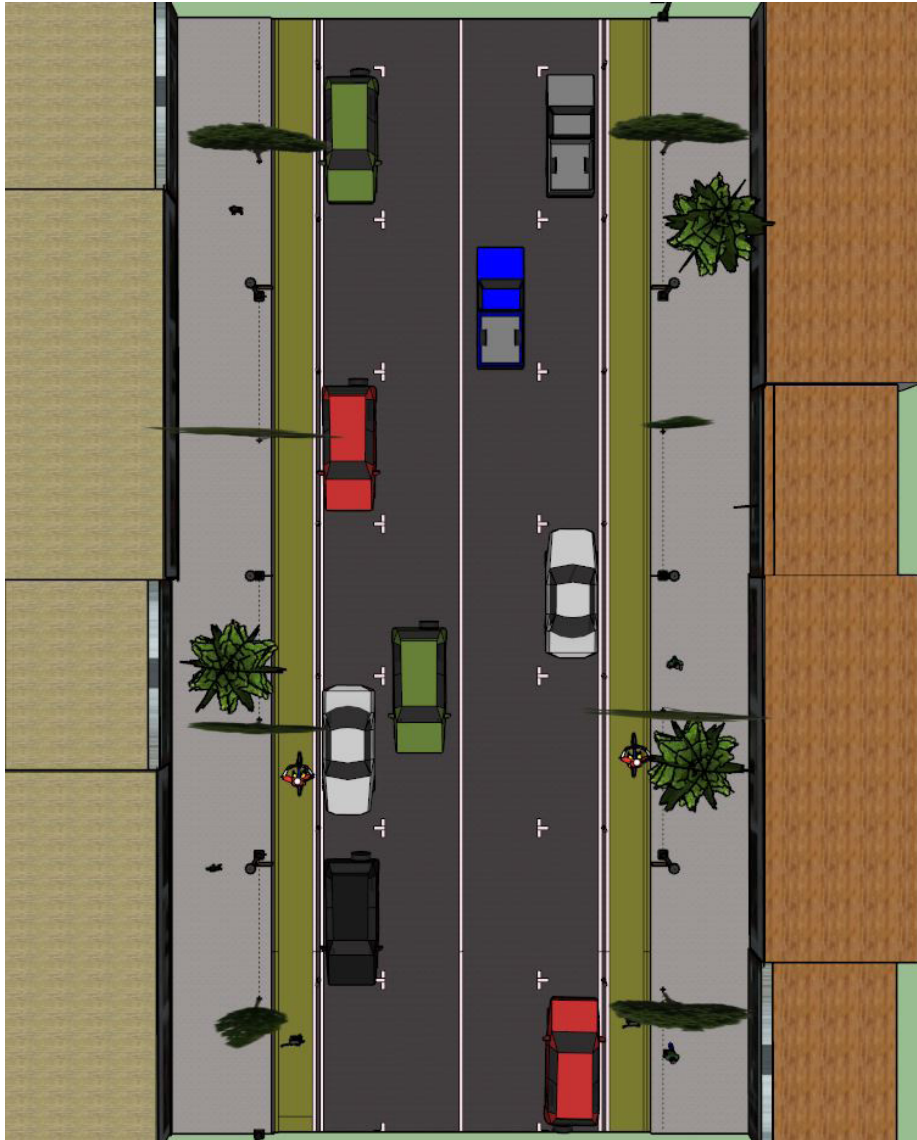
REN DISTRICT DEVELOPMENT





STREET LAYOUT IDEA





4

STRATEGIC PLAN

STRATEGIC BUSINESS DEVELOPMENT PLAN

The Strategic Business Development Plan is a guiding vision for the Economic Development Corporation and the City of La Marque. The City of La Marque and EDC will have primary responsibility for achieving the objectives of the business development plan and for carrying out the specific actions for revitalization. The plan identifies specific actions to guide the City of La Marque on business development efforts within the plan area. This Business Plan includes a summary of observations for market opportunities and barriers for creating a strong Central Business District. It concludes with strategic business development actions to guide public and private efforts.

Market and Economic Opportunities and Constraints

This section summarizes the market and economic opportunities and constraints in La Marque as identified during the research phase of the La Marque Central Business District. The purpose of identifying economic constraints is that actions that methodically remove these barriers are one of the core elements of the plan. Likewise, the economic opportunities represent areas where La Marque has strengths, which can be leveraged to increase investment opportunity.

- Meetings with business and property owners in the area have shown that they are interested in revitalization of the area.
- The study area has a few anchor business but a lack of true retail stores.
- Vacant land represents about 23% of the study area's total land.
- There is adequate parking, but it is dilapidated with pot-holes and fading parking lines.

Mix Use Plan

A successful business district in virtually any size community will have a balance and mix of uses which include retail shopping, professional, financial, and government services, entertainment, restaurants, housing, and personal services. One strategy to revitalize the Central Business District is to focus on housing to help infill, while at the same time also promoting office, retail, institutional, and civic investments. Housing is one of the most economically viable land uses in the short term, it will introduce new residents who can support nearby retail growth, and it will help fill in the gaps between the desired retail concentrations, preventing the retail energy from being spread too thin.

To ensure that the study area offers retail, entertainment, recreational and housing opportunities that meet the needs of the La Marque's population, the city should be recruiting businesses with a broad range of goods and services and promoting community events that will help to attract residents and visitors to the area. In the short term, the plan will need to focus on existing market opportunities and the possibilities of encouraging higher density mix-use housing. La Marque will also need to expand employment and light industrial uses that are compatible with a mixed-use residential/retail environment.

BUSINESS OPPORTUNITIES

	SHORT TERM	LONG TERM
MERCHANDISE	Florist/gifts Children's toys & gifts Goods Antiques Hobby Shops	Clothing Bookstore/music Athletic apparel Home accessories Infant & children's apparel Pet supplies Kitchen/home accessories Garden & outdoor accessories Restaurant growth Ace Hardware
RESTAURANTS/FOOD	Brewpub Ice cream/gelato/ sweets Thai Deli Pizza Parlor Coffee/internet cafe	
ENTERTAINMENT	Live entertainment in existing Restaurants Community events center	Performing-event space
PERSONAL CARE/SERVICES	Health care Daycare/childcare Dental and/or vision care Salon/Barbershop Computer service/repair	Health club/gym Tailoring/alterations Copy shop/mailling center

STRATEGIC BUSINESS DEVELOPMENT ACTIONS

This Strategic Business Development Actions Table identifies the key actions and policies that will cumulatively work towards achieving the vision for the Central Business District. Actions are prioritized and phased over time. The idea is that the earlier phases will help to leverage investments for future growth and projects. Most importantly, the actions and investments have been selected to facilitate the development of private housing, retail, and employment in the area. These actions not only require public investments, but will also require private investment to be used together for success.

STRATEGIC BUSINESS DEVELOPMENT ACTIONS				
Action Items	Timeline in years			Responsibility
	1-3	4-5	6+	
Leadership and Organization				
Establish a CBD Revitalization Position	X			EDC/City
Create Ren District Revitalization Organization	X			EDC/City
Planning, Policy and Business Development				
Business Improvement Program	X			EDC
Implement Mixed use Zoning in the Ren District area	X			City
Building Rehabilitation Program	X			EDC
Provide financial incentives for development		X		City
Increase code enforcement	X			City
Beautification Program	X			City
Public Safety Program for the Area		X		Police/City
Development Opportunities Study			X	Ren District Business Organization (RNBO)/ EDC
Marketing and Promotions				
Downtown marketing Program		X		EDC
Workshops for Ren District Businesses		X		EDC/Consultants
Website Promoting Kay Station	X			Ren District Business Organization (RNBO)/ EDC

STRATEGIC BUSINESS DEVELOPMENT ACTIONS				
Action Items	Timeline in years			Responsibility
	1-3	4-5	6+	
Transportation and Parking				
Multi-modal Transportation Study	x			City
Creating a CDB Parking Strategy	X			EDC/City
Create gateway and Signage designs	X			EDC/City/RNBO
Key Projects				
Gateway Project (Highway 3)		X		EDC/City
Establish a Farmers Market	X			EDC
Start a larger community Garden		X		City/RNBO
Increase code enforcement	X			City
Sidewalk improvements		X		City

DETAILED BUSINESS DEVELOPMENT STRATEGIES

ACTION ITEMS	DESCRIPTION
	Create a Ren District Revitalization Organization Timing: Within the first two years Lead: EDC when creating the organization, after the organization has been established the group should elect a leader. Funding: City Funding/EDC Funds Establish an organization whose sole mission is to facilitate the area’s revitalization. The organization will provide a variety of services, including but not limited to: development and oversight of safety, marketing and beautification programs, event coordination, advocacy for area-specific issues and concerns, merchant education, tenant and developer recruitment, and a broad range of planning and outreach activities. This organization will need to be run and comprised by local business owners. A champion from the local business, property owner, or EDC manager will need to help create the organization. The City/EDC could help with seed money for the in the long-term, the Organization should be completely privately funded, possibly through a business improvement district or membership dues. The Organization should meet monthly to assign tasks, assess progress, and keep the redevelopment effort alive in the community. Storefront/Building Rehabilitation Program Timing: 1 – 3 years Lead: EDC Funding: City/Grant funding This will build upon the already existing Development program that the EDC is currently running. This money will only be available for businesses in the Central Business District. Create a dedicated CDB Revitalization Position Timeline: within the first two years Lead: City of La Marque Funding: City and EDC funds This position could be filled by an already existing staff person. This position will require a dedicated person to manage, coordinate and spearhead day-to-day urban renewal, planning and business development efforts. Additional responsibilities of this position will include applying for grants to fund projects in the area and to be a link between the City and the private sector.

ACTION ITEMS	DESCRIPTION
	Fast Track Permitting Process Timing: 1 –2 Years Lead: City of La Marque Funding: N/A - Redeploy existing City staff and resources. Institute an expedited plan review process for projects that are consistent with Area planning and revitalization goals. In order to qualify for the fast track permitting program, a project must meet or exceed design standards and other development standards and criteria established for the area. Elements of a Fast Track program include privatization of Downtown projects in the permit process unique, assignment of a dedicated staff person to shepherd the project through the entitlement process, accelerated processing of permits and scheduling of hearings, and other initiatives. Provide financial incentives for development Timing: 3 – 5 Years Lead: City of La Marque Planning and Building Departments Funding: N/A - Redeploy existing City staff and resources. In addition to funding Storefront Improvement and Building Rehabilitation programs that will upgrade buildings and improve their physical appearance, offer Systems Development Charge (SDC) credits for new development or rehabilitation projects that meet or exceed development standards and design guidelines. Reinvest SDC fees collected for new development, redevelopment and rehabilitation projects in the Area into public improvement projects that are located within the Area or will directly benefit the Area. Increase code enforcement Timing: 1 – 2 Years Lead: City of La Marque Building Department Funding: N/A - Code enforcement is an existing function of the City's Building Department Increase code enforcement. Focus first on eliminating code violations that pose an immediate public safety and health risk. Create an inventory of buildings that are in substandard condition and out of compliance with current building and safety codes, and require owners to bring their properties up to code. Beautification Program Timing: 1 –2 Years Lead: City of La Marque Funding: City General Fund/Grants/Volunteers and Donations Improve the overall appearance on the Central Business district. Put in planters and flower boxes, benches, and awnings. Use local flowers and art to help with the overall look of the area.

ACTION ITEMS	DESCRIPTION
	Implement a Comprehensive Public Safety Program for the Area Timing: 3 –5 years Lead: City of La Marque Police Department Funding: City General Fund. Redeploy existing resources and, if necessary, hire an additional police officer to patrol the Area. Implement a public safety program that uses a broad range of strategies and resources to effectively increase public health and safety throughout the Area. During public meetings, safety of the area was mentioned more than once. Program should include police coverage and the addition of foot patrols in the area. Considering the proximity of Ren District to the Police station, increasing foot patrol in this area should be easy to implement. Publicize the new efforts in creating a crime free CBD.
	Ren District News Letter to promote awareness of revitalization achievements in the Area Timing: 1 – 2 years Lead: City of La Marque, EDC (this might be part of the already existing EDC news letter) Funding: In-house staff or volunteers This news letter will educate and inform community stakeholders, including residents, prospective developers, employers and investors, about redevelopment and planning activities, and successes. Catalog projects and actions that have recently been completed, are currently in development, or planned for the near future, and will serve as a monitoring and benchmarking tool for the City and the Urban Renewal Agency. In addition to showcasing noteworthy public projects and programs, highlight private sector projects that have benefited from public improvements.

ACTION ITEMS	DESCRIPTION
	Develop a strong web presence Timing: 1 –2 years Lead: EDC assisted by City’s technology staff and Area Organization Funding: N/A - Part of EDC’s job responsibilities Develop a website (separate from the City’s) to promote the Area with links to the EDC website, the City’s website, the La Marque Stores website, and web sites to other relevant organizations and businesses. The EDC, in collaboration with the Area Organization, should oversee this process and Maintain the site’s content once it is up and running. The web site will serve a variety of functions, including but not limited to: Communicate the experience of living, working, shopping or visiting Ren District with the public. Inform local and area residents, employees, existing businesses, developers and prospective businesses/residents about Area planning and real estate activities, community events, (new and proposed projects, community events, business listings, and news releases). Strengthen the Area’s identity and sense of community by facilitating a dialogue between citizens, leaders, developers and stakeholders
	Downtown parking management strategy Timing: Mid-term: 3 – 5 years Lead: Hire a consultant to manage the project initially. City staff will oversee Funding: City General Fund, TxDOT Implement a Downtown parking management strategy to increase public awareness of parking alternatives in the Downtown area and encourage more efficient use of parking, including on-street parking and public lots as well as privately held parking. In addition to public outreach and education, a key component of the strategy will be the creation of visible, legible signage that directs visitors to City-owned lots and on-street parking. Implement an employee parking program. Identify locations (such as the City-owned lots) for private sector business employees to park. Ideally, the Area Organization should implement the program to encourage employees to park in these locations in order to free up desired on-street spaces for customers and visitors. In the long-term, as the Downtown area redevelops, establish a shared parking strategy that encourages private sector businesses, and city to share parking. Many businesses downtown may only need the majority of their spaces during daytime hours on weekdays.

ACTION ITEMS	DESCRIPTION
	Multi-modal Transportation Study Timing: 1 – 2 years Lead: City of La Marque Funding: City General Fund Conduct a Multi-modal Transportation Study to assessment of the pedestrian and bicycle safety in the study area. This will help to accurately characterize location-specific concerns and identify areas where additional maintenance and improvements are needed. This will help the city more efficiently use City funds.
	Farmers/Community Open Air Market Timing: 1 – 2 years Lead: City of La Marque, with assistance from community volunteers Funding: Little or no money needed. Establish a farmer's market next to the EDC building or vacant space near Police Station. Establish a farmer's market that operates on the weekends. This amenity will serve as an anchor for the Area and will draw a wide range of people to the Ren District area on a regular basis. Resources should be used to advertise the Market. Recruit volunteers from the community to champion this project. Allow food trucks to participate at the market.
	Gateway project at the Corner of Highway 3 and 1st Street Timing: 3 – 5 years Lead: EDC and City of La Marque Funding: Private developers, City General Fund, potentially TxDOT funds for a portion of gateway improvements Develop a gateway project at the intersection Highway 3 and 1st Street. This is a major gateway to the CBD, a unique feature would help to attract visitors and passersby diving down Highway 3. Develop the vacant land at the intersection of Highway 3 and 1st Street. Try to bring in a developer that will build a mixed-use project that incorporates retail and housing or employment uses along this gateway. In order to conduct a gateway project at this location the City will need to take the following actions: • Inquire with property owners regarding their desire to sell or develop their property. • Acquire and assemble land to create a site that is large enough site to attract a developer • Issue an request for quotation to developers to facilitate development that is consistent with community planning goals and the vision for the Area. • Re-zone the area to allow for mixed-use development.

STRATEGIC IMPLEMENTATION PRIORITY

Priority Actions

Action	Why?
Establish a dedicated Urban Renewal staff person	Implementing the CBD Development Plan will require on going coordination of many projects, stakeholders, and resources. Having a dedicated manager is the first step to addressing subsequent implementation actions.
Establish a Key Station Revitalization Organization	Just as the City will need a manager in place to implement the many projects described in the Detailed Business Development Plans, it will need to work closely with leaders from the private sector. A CBD organization helps the community, business owners, and property owners to clarify objectives, provide leadership, and implement many of the marketing and communications related Action Items.
Beautification Program	Improve the overall appearance of the Central Business district. Put in planters and flower boxes, benches, and awnings
Establish a Farmer/Community Market at 1st and Laurel St	A Farmer's market can help to bring residents and visitors to Ren District during the operating season. This will increase the visibility and bring in needed foot traffic from surrounding residential areas.
Sidewalk Bulb-outs Improvements	We are focused on creating a safe space for pedestrians.

5

FIRST STEPS

Beautification

Beautification is the process of making visual improvements to a person, place, or thing. In reviewing the La Marque Strategic Economic and Community Development Plan the participants commented that there was a problem with blight, too many vacant/dilapidated structures, and problems with appearance. For the Central Business District this is very important to its success in the future. Beautification will also help change the impression that the area is unsafe.

Clean-up

To make Central Business District more attractive, creating and maintaining cleanliness is essential. This is the first impression of your community that visitors will get as they pass through. To impress visitors, both public and private spaces must be clear of debris and well maintained. In order to ensure that the downtown is kept in pristine condition regular maintenance is a must. Possible actions for a local clean-up program include:

- Identify problem areas.
- Define a public space maintenance plan.
- Honor merchants who clean up their own spaces; from plaques to tax breaks.
- Research government facade rebate programs.
- Declare a community pride day with organized clean-up efforts completed by volunteers.
- Install garbage cans and recycling bins in strategic locations

throughout downtown; volunteer groups can be rewarded by reaping the benefits of recycled goods.

- Offer incentives such as scholarships and trophies to individuals who display leadership and commitment to the effort.
- Design an “adoption” plan for maintaining the cleanliness of public areas: target groups may include scout troops, community clubs, entire schools or individual grades, religious organizations, businesses, and so forth.

BEAUTIFICATION AND SAFETY

Spaces between buildings, along streets, and specific design features can be improved to make the Central Business District visually appealing, convenient, and safe. Once again, the cooperation of a variety of community members through the donation of goods or volunteer activities may be essential to the success of any number of these projects.

- Plant trees to enhance beauty and shade for pedestrians; consider both low cost and low maintenance
- Create pocket parks in open spaces between buildings
- Install and use exterior lighting; antique lampposts, trees decorated with white lights, or a lighted water fountain can create a beautifully dramatic, yet safe atmosphere
- Raise crosswalks as speed bumps for safety and to keep walking areas dry
- Paint lines bright colors to increase the safety of both pedestrians and motorists
- Offer seating by providing benches and picnic tables



STORE WINDOWS AND BUILDING FACADES

There are many ways to make buildings look more vibrant. Here are some low cost ways to achieve this.

- Decorate and light the windows of vacant buildings while they are unoccupied to attract new tenants
- Have the Ren District Redevelopment Organizations adopt windows and stores for holiday decorating; encourage local retailers to donate materials for display.
- Allow art to decorate vacant windows; this can be the work of professionals, amateurs, or beginners of any age.
- Sides of buildings can be decorated with murals that represent the business or community as a whole.
- Encourage physical improvements, such as: planters and flower boxes, benches, and awnings. These items may be sought from local nurseries, gardeners, carpenters, banks, etc., as a pure donation or rewarded by a plaque (placed on a bench, sidewalk, or planter) or even exchanged for a reciprocal favor.



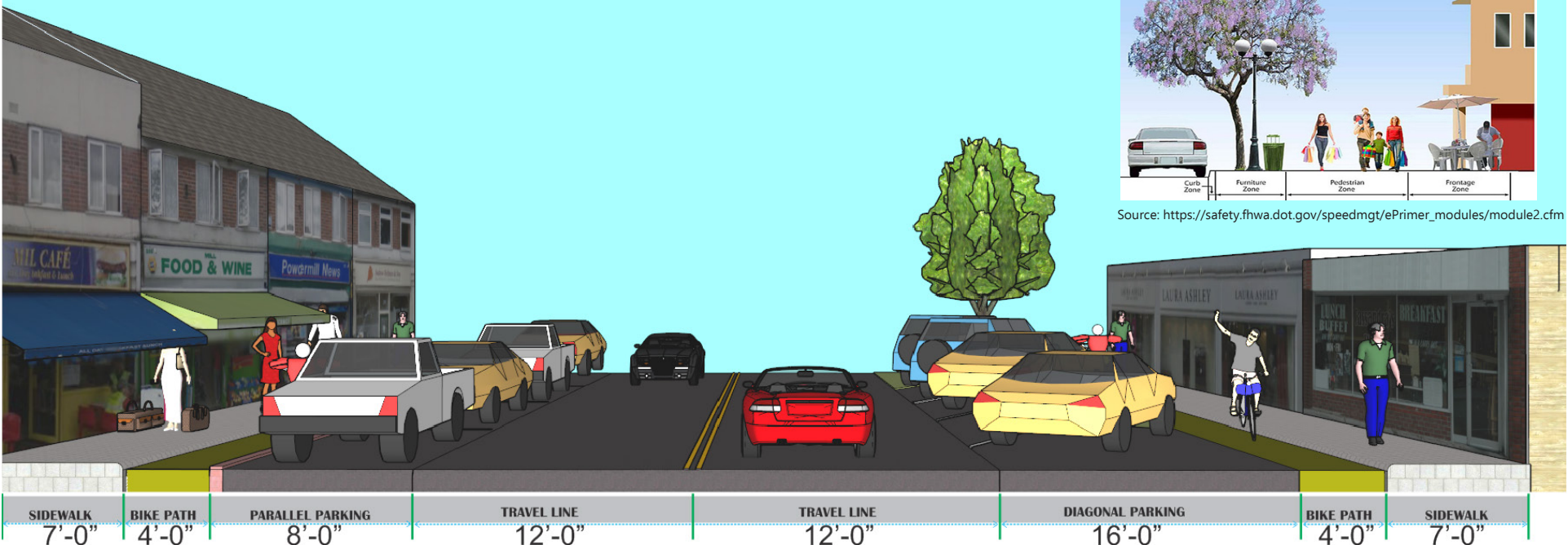
TRANSPORTATION

These are projects that will not only make the CBD more visually appealing but will also help support multi-modal transportation. (Pedestrians, bikes, cars) Also, include traffic calming measures to make this an environment that people will like to visit, congregate, and walk to.

Fixing the road and sidewalks should be one of the first steps for improving the Central Business District. The roads in the area desperately need their pavement markings repainted. This includes the areas for on street parking.

Sidewalks are only about 3 to 4 feet wide and are not connected throughout the area. Sidewalks need to be installed in the residential sections and connected to Ren District. Suggested minimum width for sidewalks is 7 feet, but wider widths would be ideal.

TRANSPORTATION AND PARKING				
Action Items	Timeline in years			Responsibility
	1-3	4-5	6+	
Repaint Street Markings	X			City
Expand Sidewalks		X		City
Install Bulb-outs		X		City
Traffic Calming Measures		X		City



BULB-OUTS AND

Creating Standards for Sidewalk and Bulb-outs.

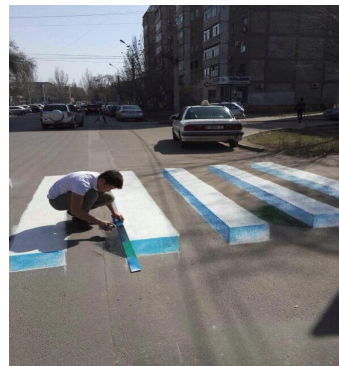
The intersection at 1st and Laurel would be an ideal spot to introduce Bulb-outs.

Bulb-outs can have the following benefits:

- Increased pedestrian visibility at intersections through improved sight lines
- Decreased pedestrian exposure to vehicles by shortening the crossing distance
- Reduced vehicle turn speeds by physically and visually narrowing the roadway
- Increased pedestrian waiting space
- Additional space for street furnishings, planters, and other amenities
- Reduced illegal parking at corners, crosswalks, and bus stops
- Facilitated ability to provide two curb ramps at each corner

The Ren District area is also in need of new crosswalk markings at road intersections.

Creating new crosswalk designs can help with traffic calming and the safety of pedestrians. Making crosswalks with bright colors or different textures helps to make both drivers and pedestrians attentive at these street crossings.



SITE DEVELOPMENT RECOMMENDATIONS

SETBACKS

Setback refers to how far back off the sidewalk a structure is. The zero-lot line is the gold standard of walk-ability. There is no off-street parking, aside from parking garages. In other words, no strip mall or big box style parking. This is what makes walking in the Galveston Strand district so interesting.

SIDEWALKS

Sidewalks should be no less than 7 feet wide! The more stuff you want to happen in the sidewalk, the wider it needs to be. Sidewalks need to be wide enough for people to walk (at the VERY least 5 Feet), and if you want room for people to do some window shopping, room for some outdoor seating for cafes, some trees, then you need 15 feet and beyond. The best sidewalks will often be 15-20 Feet. in width and more.

RETAIL SPACES COVERAGE

Retail Space needs to make up most, if not all, of the ground floor (about 75% retail coverage). Limit the number of gaps and alley ways between buildings. Maximize the space to provide a unified feel.

OFF STREET PARKING

Off Street Parking should be limited to parking structures and single-family homes in the area. On street parking will help to act as a buffer between pedestrians and the street.

MULTI-FAMILY DEVELOPMENTS

Promote Mixed-use Multi-Family developments. This will not only help to increase the tax base but will also help to provide the density that will support business in the area.

BUILDING FACADE

Promote a style that is appealing and stick with it. In the survey the community favored brick facade with multiple layers.

RECOMMENDATIONS FOR ZONING, LAND USE AND REGULATORY

The study area is mostly zoned single family residential, general commercial, and restricted commercial. To implement a new mixed use Central Business District we recommend that the area be changed to allow housing, commercial, and light industrial. One way of doing this is to change what would be permitted in these zoning categories or to reclassify the study area into a new Central Business Development Zone.

Section 13: C-1 General Commercial (recommended changes)

A. PURPOSE

The C-1 District is established to accommodate those uses that are of citywide and regional significance such as retail, service, office uses, and **residential**.

B. GENERAL (ADDITIONS)

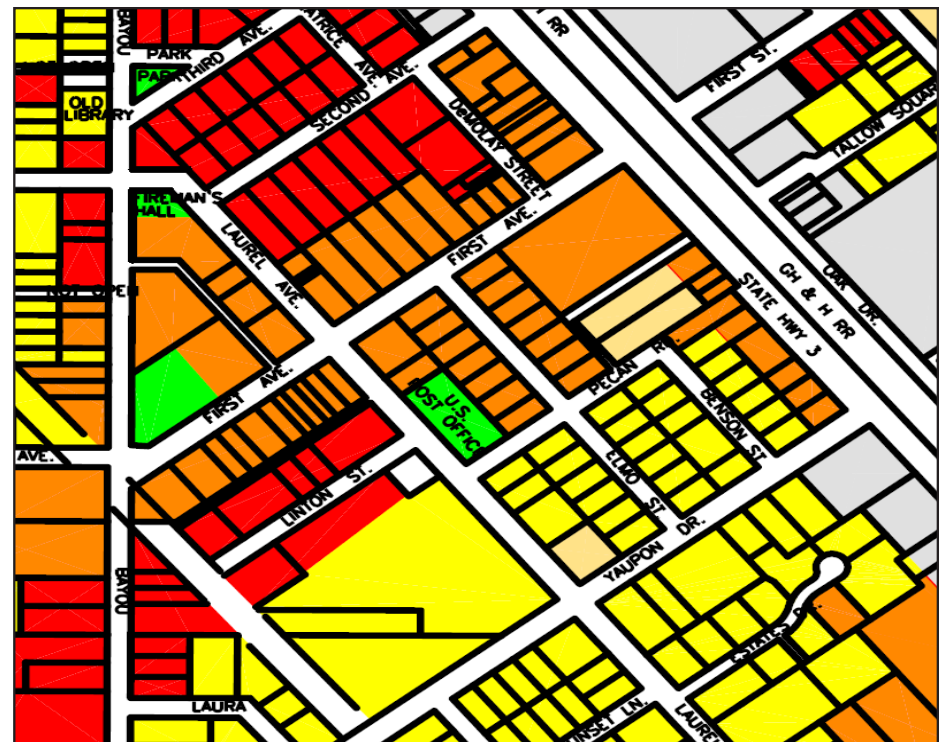
Create a mixture of land uses that encourages employment and housing options in close proximity to one another.

Restrict land extensive commercial, storage, and industrial uses in the Downtown Gateway subdistrict.

C. PERMITTED USES (ADDITIONS)

Multiple-family dwellings (rental or condominium) project at a net density of between 24 and 60 dwelling units per acre are permitted in the Central Business District. Multifamily dwellings are subject to the dimensional standards and other development standards.

Multiple-family dwellings (rental or condominium) built as part of a vertical mixed use development at a maximum net density of 60 dwelling units per acre are permitted in the Central Business District.



CREATING A CENTRAL BUSINESS DISTRICT ZONE

The second option is to create a Central Business District. The district would be intended as La Marque's center of vital retail activity, services, entertainment, housing, mixed-use, civic buildings and public spaces. The vision of Ren District, together with its pedestrian-oriented architecture, streets and public spaces, would define the district.

The Central Business District is intended to:

A. PROMOTE EFFICIENT USE OF LAND AND URBAN SERVICES;

B. CREATE A MIXTURE OF LAND USES THAT ENCOURAGES EMPLOYMENT AND HOUSING OPTIONS IN CLOSE PROXIMITY TO ONE ANOTHER;

C. PROVIDE FORMAL AND INFORMAL COMMUNITY GATHERING PLACES AND OPPORTUNITIES FOR SOCIALIZATION (I.E., ALONG AN ACTIVE STREET FRONT);

D. ENCOURAGE PEDESTRIAN-ORIENTED DEVELOPMENT;

E. CREATE A DISTINCT STOREFRONT CHARACTER IN THE DOWNTOWN DEVELOPMENT AND CONSERVATION DISTRICT;

F. PROVIDE CONNECTIONS TO AND APPROPRIATE TRANSITIONS BETWEEN NEARBY RESIDENTIAL AREAS AND THE DOWNTOWN;

G. IMPLEMENT DESIGN STANDARDS AND GUIDELINES THAT MAINTAIN AND ENHANCE THE CITY'S HISTORIC ARCHITECTURE.

Permitted Uses

RESIDENTIAL

1. One dwelling unit in conjunction with a commercial use.
2. Multiple-family dwellings above ground floor commercial uses or other permitted uses.
3. Multiple family dwelling units, INCLUDING apartment houses.
4. Attached single-family dwellings at a net density of 12 to 16 dwelling units per acre.

RETAIL TRADE

1. Bakeries
2. Restaurants
3. Furniture and home furnishing stores
4. Building material and garden equipment dealers
 - a. Paint, wallpaper, and interior decorating stores
 - b. Light fixture stores
5. Garden supply store
6. Food and beverage stores
 - a. Sweets stores
 - b. Meat markets
 - c. Dairy products

7. Other specialty stores LIMITED TO:
 - a. Candy, nut, confectionery stores
 - b. Health and personal care stores

8. Clothing and accessories LIMITED TO:
 - a. Clothing stores
 - d. Dressmaker and tailor shops
 - c. Jewelry, watch, and clock stores
 - d. Shoe stores

9. Hobby, toy, and game stores LIMITED TO:
 - a. Hobby shops
 - b. Toy stores
 - c. Sewing, needlework and piece goods stores

10. Music, piano, and musical instrument stores

11. Record and CD stores

12. Book stores

REAL ESTATE AND RENTAL AND LEASING

1. Real estate
2. Rental & leasing, without outdoor display or storage.

PROFESSIONAL, SCIENTIFIC & TECHNICAL SERVICES

1. Legal services
2. Accounting
3. Architects and engineers
4. Computer system design
5. Management consulting

6. Advertising

ADMINISTRATIVE & SUPPORT SERVICES

1. Administrative and facilities support services
2. Employment services
3. Business support services
 - a. Copy shops
4. Services to buildings and dwellings, offices only
5. Management and corporate offices



FUNDING GUIDE

FUNDING GUIDE

Texas has a wide range of legislatively-enabled economic development funding and organizational programs that can have direct applicability to implementation of the Central Business District Revitalization Plan.

Those most relevant include:

- **TAX INCREMENT FINANCING (TIF)**
- **PUBLIC/PRIVATE SECTOR PARTNERSHIPS**
- **PUBLIC IMPROVEMENT DISTRICTS (PID)**
- **TEXAS ENTERPRISE FUND**
- **CITY/COUNTY VENUE TAX**
- **GENERAL OBLIGATION BOND ISSUE**
- **SBA SECTION 504 LOANS**
- **COMMUNITY DEVELOPMENT BLOCK GRANTS**
- **EDA GRANTS AND LOANS**

Many funding sources, both internal and external, are available to assist La Marque Downtown revitalization in accomplishing goals. External resources are numerous, and may also include public-private partnerships with external partners such as developers. It is important to note that before applying for any grants consider how the proposed project fits with the identified funders. After identifying the grants, develop relationships and consider meeting with the funding sources. It is crucial to apply to multiple applications to secure your grant, and don't wait to hear about one application before sending out another. Be persistent and continue efforts to apply if you fail to get one. Some of the relevant grant sources are provided-

Beautification/Clean Up: Community Impact Grant

Grantor: Home Depot Foundation

It offers grants, up to \$5,000, to IRS-registered 501c designated

organizations and tax-exempt public service agencies in the U.S. and volunteer opportunities to support the renovation, refurbishment, retrofitting, accessibility modifications, and/or weatherization of existing homes, centers, schools and other similar facilities.

See more about grant guidelines: <https://corporate.homedepot.com/grants/community-impact-grants>

Beautification/Clean Up: Community Partners Grant

Grantor: Lowe's

This program helps build better communities by providing monetary assistance to nonprofit organizations and municipalities looking for support of high-need projects such as: building renovations/upgrades, grounds improvements, technology upgrades as well as safety improvements. Grants range from \$2,001 to \$100,000, and can only be applied for during the cycle dates.

For more information: https://1g0r7s45brd833po5f1d5yyb-wpengine.netdna-ssl.com/wp-content/uploads/2016/08/Giving-Guidelines_5.16.17.pdf

Brownfields Communities Assistance

Grantor: EPA 6 region

EPA is announcing the availability of funding to eligible entities who wish to develop an area-wide plan for Brownfields assessment, cleanup, and subsequent reuse. This funding is for community engagement, planning, inventory of brownfields properties, technical assistance, and/or training activities directed to revitalization of a specific area (such as a neighborhood, district, local commercial corridor, community waterfront or city block).

For more information: <https://www.epa.gov/brownfields>

Community Development Block Grant (TxCDBG) Program

Grantor: US Department of Housing and Urban Development

Every year, the US Department of Housing and Urban Development provides federal Community Development Block Grant (CDBG) funds directly to states, which, in turn, provide the funds to small,

rural cities with populations less than 50,000, and to counties that have a non-metropolitan population under 200,000 and are not eligible for direct funding from HUD.

Find more information about the grants: [http://www.texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/RuralCommunityDevelopmentBlockGrant\(CDBG\).aspx](http://www.texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/RuralCommunityDevelopmentBlockGrant(CDBG).aspx)

Community Facilities Direct Loan & Grant Program

Grantor: U.S. Department of Agriculture

This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings. Different kinds of funding are available. Such as low interest direct loans, grants, and a combination of the two.

For more information: <https://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program>

Downtown Improvements: Anice Read Grant Fund

Grantor: Texas Downtown Association

The Anice Read Fund is a small grant program that provides funding for downtown projects. These funds are intended to help close financing gaps on projects of any size. Because small grants offer the opportunity to leverage other funding, it is important that proposed projects have other sources of financing in addition to that which is being requested. Grants from the Anice Read Fund are only available to members of the Texas Downtown Association and must have a downtown element to be eligible. Grant amounts range from \$500 to \$5,000 and are awarded on an annual basis.

For more information: <http://www.texasdowntown.org/anice-read-grants.html>

Downtown Revitalization and Main Street Funds

Grantor: Texas Department of Agriculture

The award amounts range from \$50,000 to \$250,000. Applications will be evaluated by the department based on selection criteria which focus on factors such as community need, project-design, and broad-based support.

For more information: [http://www.texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/RuralCommunityDevelopmentBlockGrant\(CDBG\)/CDBGResources/Applications/DRPMS.aspx](http://www.texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/RuralCommunityDevelopmentBlockGrant(CDBG)/CDBGResources/Applications/DRPMS.aspx)

Infrastructure Development

Grantor: Texas Department of Agriculture

Texas Department of Agriculture provides grants for Infrastructure Development to create or retain permanent jobs in primarily rural communities and counties. The awards range from \$50,000 to \$1,500,000. This grant program also encourages new business development and expansion.

For more information: <http://www.texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/TexasCapitalFund/InfrastructureDevelopment.aspx>

Main Street Improvements Program

Grantor: The Texas Department of Agriculture

It also provides eligible Texas Main Street communities with matching grants to expand or enhance public infrastructure in historic main street areas. The awards range from \$50,000 to \$250,000.

For more information: <http://www.texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/TexasCapitalFund/MainStreetImprovementProgram.aspx>

Guidelines for the La Marque Renaissance District Economic Development Corporation

February 7, 2018
Revised March 20, 2018

Table of Contents	Pages
A. Purpose	1
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D. Architectural Elements	1-2
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F. Photos – Examples of Overhead Hung Signage	3
G. Photos – Examples of Canvas Awnings Cantilevered from Walls	4
H. Photos – Examples of Window Treatments	4

LA MARQUE RENAISSANCE DISTRICT (LRD)

Purpose

Enhance public/private partnerships and to discover and support special interest areas including arts, crafts, food, beverage and other services to support and improve the quality of our lives.

- A. Design Principles
 1. Develop a “Sense of Place” through “wayfinding”
 2. Enhance the private/public spaces
 3. Prioritize the pedestrian
 4. Construct for the human scale
 5. Provide rhythm and pattern with continuity and embellishment through architectural review on building facades and graphics
 6. Set the stage for the urban street scape
 7. Enhance the vision for La Marque as a coastal community for its citizens as well as the “Gateway to the Gulf” for tourism
- B. Feature Considerations
 1. Identity locations – for directional signage to emphasize the boundaries and sense of arrival to create branding for the LRD
 2. Directional signage – from highways and main access way into the La Marque Renaissance District. Street amenities and landscaping to enhance public rights of way and embellish the district
 3. Signage Templates – guidelines for private and public building improvements continuity and encourage individual expressions with respect to size installation format, colors and material choices to assist in permitting through city ordinances.
- C. Installation Types for Building Signage
 1. Post installation signs are discouraged.
 2. Overhead signage from existing or new canopy services 72”w x 24” h with a minimum head clearance of 7’-0” above pavement below.
 3. Cantilever signs – rust resistant frames with a maximum sign size of 48”w x 24”h and a minimum clearance height of 7’-0”.
 4. Building mounted signage – may exceed the above size recommendations above and lighted signs shall be backlit or internally lit to reduce glare and to comply with the city lighting/signage ordinance as amended.
 5. Building facades and penetrations (doors and windows) these additions are structural and must comply with uplift and wind forces per local and state requirements. These structural improvements are intended to provide some shelter for the pedestrian as they transition from parking spaces and travel between buildings and set the stage for graphic signage support, front porch nostalgia and to embellish the building facades with respect to theme character for the district.
- D. Architectural Elements – develop guidance or template for porch fixed structures for shading.

Installation Types

1. Cantilevered Canopies – lightweight anodized aluminum frames with canvas covering bolted to wall structure for windstorm compliance or composite construction. Sizes up to 8'w x 6' h x 20'l or as approved. Several assemblies may be approved to accommodate long length wall/window exposures.
2. Fixed porch roof structures with supporting load bearing columns and/or tension type turn buckle rods above roof deck. All material shall be treated and hardware non-corrosive 316ss, anodized aluminum or composite construction. Color options may include stained wood and colors may be approved on individual design reviews.
3. Window and door assemblies – “Simple Elegance”
 - Consider divided light glass panels applied for existing storefront systems and applied on true divided lights for new window and door installation raise trim detailing and casings should also be considered.
 - Shutters and ornamental iron brackets and post or half columns with pediments over doors and windows may enhance the branding façade when placed to scale. “Coastal Craftsman Theme”
 - Glass detailing – vinyl frosted overlays and graphic designs applied to the windows may accentuate the visual focus on season displays and instill character in the overall marketing for crafts and services within the district.
 - Maximum 25% of glazed areas for doors and windows may incorporate vinyl or applied graphics.
 - Color palettes – essentially three color palettes are recommended.
 - Wall Colors
 - Door and Window colors
 - Accent trim colors
 - Wall materials
 - Modular and/or thin brick selections are referenced in the recommended material selections.
 - Plaster and stucco
 - Plank siding and panel fabrications of composite construction, cementitious fiber siding and trim
 - Architectural metal profiles may be integrated into the buildings and approved on case by case basis.
 - Roofing Materials – energy saving reflective or roofs are encouraged
 - Flat roofs are not to be seen from pedestrian view and non-corrosive flashings installed.
 - Sloped roofs – fiber cement or vinyl slate type shingles and architectural asphalt composition blends may be considered.
 - Metal roofing panel systems with gutter or downspouts may be integrated into the overall design.

Examples: Cantilevered Signage



Minimum size 24" x 24" with 7'-0" minimum clearance above sidewalk

Examples: Overhead Hung Signage



Installation Types for Building Signage

1. Post installation signs are discouraged
2. Overhead signage from existing or new canopy services 72" w x 24" h with a minimum head clearance of 7'-0" above pavement below
3. Cantilever signs – rust resistant frames with a maximum sign size of 48" w x 24" h and a minimum clearance height of 7'-0"
4. Building mounted signage – may exceed the above size recommendations above and lighted signs shall be backlit or internally lit to reduce glare and to comply with the city lighting/signage ordinance as amended.
5. Wall mounted signage may be 8'-0" to 10'-0" maximum above sidewalk with a maximum of 5% of the wall elevation area.
6. Building facades and penetrations (doors and windows) these additions are structural and must comply with uplift and wind forces per local and state requirements. These structural improvements are intended to provide some shelter for the pedestrian as they transition from parking spaces and travel between buildings and set the stage for graphic signage support, front porch nostalgia and to embellish the building facades with respect to theme character for the district.

Examples: Canvas Awnings Cantilevered from Walls



Examples: Window Treatments



Window and door assemblies – Simple Elegance

- Consider divided light glass panels applied for existing storefront systems and applied on true divided lights for new window and door installation raise trim detailing and casings should also be considered.
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- Maximum 25% of glazed areas for doors and windows may incorporate vinyl or applied graphics.



CITY COUNCIL AGENDA FORM

Meeting Date: September 10, 2018
Prepared by: Colleen Merritt
Department: EDC/Public Relations

Agenda item: 8g
Reviewed by: Charlene Warren

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding adoption of City of La Marque Social Media Policy.

☒ X

ATTACHMENTS FOR REFERENCE

1. Social Media Policy

STAFF BRIEFING:

- One of the essential job functions upon my hiring was “prepares, submits for approval and monitors City-wide Social Media Policy”.
- Upon review of no less than 20 social media policies from other cities of varying sizes, a proof was created.
- Research uncovered the need for social media archiving and preparation for public records requests. ArchiveSocial was established as City of La Marque's social media archiving vendor.
- Along with archiving services, ArchiveSocial offers resources for government and law enforcement agencies. These resources were utilized in expansion of La Marque's Social Media Policy.
- Executive leadership reviewed and provided feedback at the February 2018 staff meeting.
- Generally, the social media policy addresses management of existing accounts, creation of new accounts, employee expectations and moderation of third-party content.
- The Social Media Policy shall be reviewed annually and additional sections for elected officials, city volunteers and city boards and commissions will be added.
- Long term goals include making the Social Media Policy part of a comprehensive City of La Marque Communications Policy.
- Staff recommendation is that the Social Media Policy should be signed as part of the new-hire onboarding process.
- The Social Media Policy is currently under legal review.
- The Social Media Policy requires no financial investment other than staff time.
- Social Media Policy has been reviewed by legal.

HISTORY: N/A

TARGET IMPLEMENTATION: September 2018

SIGNIFICANT ACTION DATES:

- **June 2017** - Work began on Social Media Policy



CITY COUNCIL AGENDA FORM

- **January 2018** - ArchiveSocial implemented and resources utilized
- **February 2018** - Executive leadership review and feedback
- **August 2018** - Proofing and review in preparation for Council presentation

ACTION:

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

Cost Details:	
Budgeted	\$0.00.00
Actual Bid	\$0.00.00
Estimated Expenditure	\$0.00.00
Acct. Name(s)	
Line Items #	
Other Funding	

STAFF'S RECOMMENDATION: Motion to adopt City of La Marque Social Media Policy.

FISCAL IMPACT: The fiscal impact of implementing a Social Media Policy is limited. The policy could protect the City of La Marque from litigation. The positive social impact will be great as citizens and visitors start to notice the level of professionalism and polish from City of La Marque external communication.



SOCIAL MEDIA POLICY

Table of Contents

Purpose Statement

Internal Policy

Professional Use

- Creation, Approval and Registration
- Oversight and Enforcement
- Community Sharing Policy
- Records Retention

External Policy

Employee Personal Social Media

- Prohibited Use
- Privacy

Citizen Interaction

- Terms of Use
- Moderation of Third-Party Content: Terms of Use
- Records Retention
- Requests for City Services

Purpose Statement

This document defines the social media policy for CITY OF LA MARQUE and establishes guidelines for the use of digital media by city staff, volunteers or any person representing the city.

For purposes of this policy, a social media account is a website or app offered to the public to provide audio, video, still-photo or written communication between other members of the public and/or representatives of certain groups, businesses, organizations or departments. Examples of social media platforms include Facebook, Instagram, Twitter, Snapchat, YouTube, LinkedIn, website blogs with commenting capabilities, forums and emergency notification services.

The definition of content as used in this policy refers to any written copy, photos, graphics, videos, live-video streams, comments or any form of communicative content exchanged between parties through social media.

City of La Marque leadership encourages use of social media to further the organizational goals and the missions of its departments, where appropriate. However, City of La Marque has an overriding interest in deciding what is “spoken” on its behalf on social media sites and how the city is represented online. Principles of ethics, etiquette and social responsibility, as well as City policy and directives from City leadership, apply to social media and social networking sites.

The Social Media Policy applies to City of La Marque’s established accounts and any new accounts created in the future.

PROFESSIONAL USE POLICY

PROFESSIONAL USE

The professional use policy refers to city employees managing City of La Marque profiles on behalf of the City of La Marque, its offices, departments or volunteer groups. All official City of La Marque communication through social media should remain professional in nature and should always be conducted in accordance with the City of La Marque 's communications policies, standards, practices and expectations. City employees should be mindful that inappropriate use of official City of La Marque social networking platforms can be grounds for disciplinary action. Only authorized individuals may publish content to City of La Marque social media platforms, websites or digital communication mediums. Employees may not use official City of La Marque social media for political purposes, to conduct private commercial transactions or to engage in private business activities.

Creation, Approval and Registration:

- Requests for creation of any new social media groups, pages, profiles or accounts representing the City of La Marque, its departments, affiliated organizations, boards or commissions must be submitted to the Public Information Officer and approved by the City Manager.
- Accounts will be created by the Public Information Officer.
- If approved by the Public Information Officer, permissions will be granted for management of individual groups, pages, profiles and/or accounts to a designated social media site manager.
- Existing social media accounts of any social media groups, pages, profiles or accounts representing the City of La Marque, its departments, affiliated organizations, boards or commissions must be registered with the Public Information Officer and identify the designated social media site manager.
- All City of La Marque social media site managers must have a city-issued @cityoflamarque.org email address.
- All City of La Marque social media login credentials will be provided to La Marque Information Technology Department's password management service.

City of La Marque social media accounts should:

- Be administered by only the designated social media site manager or Public Information Officer.
- Include City, department, board and/or commission identification.
- Display official City or department logo as profile image or title header.
- Create vanity URLs, customized profile links when applicable.
- Include contact information, complete profiles and accurate descriptions.
- Have any available profanity filters set to the highest setting.
- Adhere to journalist industry standards of the Associated Press Stylebook.
- Be included in the City's archiving software, if applicable.

Oversight and Enforcement

Employees representing the City of La Marque through social media outlets or participating in social media features on City of La Marque websites must maintain a high level of ethical conduct and professional decorum. Failure to do so is grounds for revoking the privilege to participate in City of La Marque social media platforms, blogs, or other digital media features. Information must be presented following professional standards for excellent grammar, spelling, brevity, clarity and accuracy, and avoid jargon, obscure terminology or acronyms.

City of La Marque employees recognize the content they post on social media are public and may be perceived as official City of La Marque statements. Social media should not be used to circumvent other City of La Marque communication policies, including news media policy requirements. All social media analytics will be tracked by PIO and spot checks will be conducted.

City of La Marque employees may not publish information that includes:

- Confidential information
- Copyright violations
- Profanity, racist, sexist, or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM

Community Sharing Policy

Sharing is a fundamental function of social media. As a municipality, a high level of discretion is required. Sharing community news and events is allowed but it must meet the following guidelines:

- Contributes to quality of life for citizens of La Marque.
- Enhances the perception and overall image of La Marque.
- Promotes travel and tourism within the City of La Marque.
- Must not promote any political individual, group or cause.

Records Retention

Social media sites contain communications sent to or received by the City of La Marque and its employees, and as such, communications may be public records subject to Texas Public Information Act. These retention requirements apply regardless of the form of the record (for example, digital text, photos, audio and video). The department maintaining a site shall preserve records pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Furthermore, retention of social media records shall fulfill the following requirements:

- Social media records are captured in a continuous, automated fashion throughout the day to minimize a potential loss of data due to deletion and/or changes on the social networking site.

- Social media records are maintained in an authentic format (i.e. ideally the native technical format provided by the social network, such as XML or JSON) along with complete metadata.
- Social media records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- Each social media site manager shall have self-service, read-only access to search and produce relevant social media records to fulfill public information and legal discovery requests as needed.
- City of La Marque utilizes an automated archiving solution provided by ArchiveSocial or other similar provider to comply with applicable public records law and fulfill the above record retention requirements.

EXTERNAL POLICY

EMPLOYEE INTERACTION

Personal social networking profiles should remain personal in nature and may be used to share personal opinions. Performing city business from personal accounts is strictly prohibited. Following this principle ensures distinction between personal opinions and official City of La Marque statements.

Prohibited Use

- Employees, elected officials and volunteers commenting, posting or participating in city business from personal social media profiles and/or devices is prohibited.
- Using city property, such as a city-issued cell phone, tablet or computer, for personal social media use is prohibited.
- The above actions are grounds for corrective action up to and including discharge from employment.

Personal social networking profiles should not:

- Be used in any professional capacity in regard to City of La Marque business
- Be used to relay and/or conduct work-related information
- Be used to accomplish job functions
- Use City of La Marque e-mail account or password

Protecting Personal Social Media Accounts

Using personal social media accounts or personal devices to conduct city business makes the information, conversation, comments and/or posts open record and susceptible to request for public information.

Connecting with citizens and colleagues on social media

City employees are civil servants and are in the public eye. La Marque citizens sometimes attempt to connect with city employees and volunteers on social media. When you connect with work acquaintances on social media your, personal actions become public knowledge. This is discouraged unless the conversation is truly unrelated to City business.

Listing City of La Marque as an employer

Social media platforms have the option to list your employer. Most create a hyperlink that leads to the City's official social media platforms. This connection creates an association with the city. If you list City of La Marque as your employer on social media, actions on your personal accounts reflect upon the City. To the extent that you are self-

identified as a City employee, City leadership assumes that the activity in forum will adhere to the Employee Handbook and the City's judgement of ethical behavior.

Privacy settings

Most social media accounts are searchable, share basic demographic information and display a profile photo. Users have the capability to control what's shown. To keep your information as secure as possible from strangers or curious citizens, it is recommended that you avoid leaving profiles set to "public". Managing privacy settings, guarding personal information, managing apps and controlling timeline could be considered good tips for protecting your career and maintaining personal and professional separation.

CITIZEN INTERACTION (THIRD PARTY CONTENT); TERMS OF USE

By posting or commenting on any social media account created by City of La Marque, you participate by your own choice, taking personal responsibility for your comments, your username and any information you provide therein. You further agree to the following terms of use:

- The City of La Marque maintains a social media accounts for the purpose of engaging and interacting with our community, providing relevant and timely community news, information and events, distribution of crime prevention and public safety tips, for urgent notifications of critical incidents which may affect residents, business owners and visitors of La Marque, Texas, and the surrounding communities.
- All social media accounts used by the City of La Marque are designated as Limited Public Forums. City staff welcomes a person's right to express his/her opinion and encourages posters to keep comments relevant to the topic in question. Posting of any content on any social media platform used by the City of La Marque, by any visitor, follower, subscriber or fan, constitutes acceptance of the terms of use described here in this policy.
- The City of La Marque social media accounts are intended to be "family friendly." When applicable, the City uses platform-provided content moderation/filtering options to limit foul or obscene content.
- City of La Marque "Friending" or "Liking" other business pages, city employees, local elected officials and organizations does not indicate an endorsement of any kind.
- A comment posted by a member of the public on any City of La Marque social media accounts is the opinion of the commentator or poster only. Publication of a comment does not imply endorsement of, or agreement by, the City of La Marque, nor do such comments necessarily reflect our opinions or policies.

- City of La Marque does not allow posting of photos or videos by anyone other than members of staff.

Moderation of Third-Party Content

All comments posted to any City of La Marque, Highland Bayou Park, La Marque Bayou Fest, La Marque City Marshal, La Marque Fire Department, La Marque Police Department, La Marque Public Library social media site are bound by each site's version of Community Standards. City of La Marque actively monitors its social media accounts and will remove inappropriate content as defined below, without prior notice, and as soon as possible. City staff shall reserve the right to remove and/or block anyone who posts inappropriate material as determined by the Public Information Officer and/or social media site managers.

The City of La Marque reserves the right to remove comments that are offensive or profane in nature. User-generated posts will be rejected or removed (if possible) when the content:

1. is off-subject or out of context
2. is a personal attack
3. is threatening, defamatory, harassing or discriminatory
4. contains obscenity, profanity or material that appeals to the prurient interest
5. contains personal identifying information or sensitive personal information
6. violates the right to privacy
7. contains offensive terms that target protected classes
8. promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin
9. displays or describes conduct in violation of any federal, state or local law or encouragement of illegal activity
10. may reasonably interfere with, inhibit, or compromise law enforcement investigations, tactics, responses to incidents and/or the safety of La Marque Police Department staff
11. contains information that reasonably could compromise individual or public safety
12. incites or promotes violence or illegal activities
13. violates a legal ownership interest, such as a copyright, of any party
14. advertises or promotes a commercial product or service, or any entity or individual
15. promotes or endorses political campaigns or candidates

This is not an all-inclusive list. We further reserve the right to temporarily ban access to our social media accounts for repeated postings that contain off topic, offensive or profane remarks and to permanently ban access if such comments continue when access is reinstated. If you wish to contest the removal or hiding of your content, or your denial of access ("banned") from our social media accounts, you may do so by contacting us at 409-938-9255 and requesting to speak with our Public Information Officer.

Records Retention

City of La Marque social media sites are subject to applicable public records laws. Any content maintained in a social media format related to City of La Marque business, including communication posted by the City of La Marque and communication received from citizens, may be a public record.

Emergency or Non-Emergency Requests for City Services

The posting of requests for assistance to social media accounts, regardless if it is of an emergency or non-emergency nature, is discouraged and will not guarantee timely response by the City of La Marque or any emergency service provider.

To report a concern, visit concern.cityoflamarque.org and use the City of La Marque Request Tracker system. For after-hours Public Services emergencies, call La Marque Police Dispatch at 409-938-9269.

If law enforcement assistance is needed, please dial 911. If you wish to report a crime or information relevant to a crime, please call La Marque Crime Stoppers at 409-938-8477. You may remain anonymous if you wish.

Questions

Should you have any questions in regard to items contained in these Terms of Use, please contact the City of La Marque's Public Information Officer at 409-938-9255.



CITY COUNCIL AGENDA FORM

Meeting Date: September 10, 2018

Agenda item: 9a

Prepared by: Robin Eldridge

Reviewed by: Charlene Warren

Department: Administration

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding adopting Resolution No. **R-2018-0022** designating members of the City Council as Representative and Official Alternate to the General Assembly of the Houston-Galveston Area Council for year 2019.

☒ X

ATTACHED FOR REFERENCE

1. Resolution
2. Letter from H-GAC

STAFF BRIEFING:

- H-GAC's bylaws provide that each member of a Home Rule City with a population under 25,000, as of the last (2010) Federal Census, is entitled to designate one Representative and one Alternate to the H-GAC General Assembly, which will meet in early 2019.

HISTORY:

- The current designees are: Mayor Bobby Hocking as the Representative and Councilmember Robert Michetich as the Alternate.

IMPLEMENTATION DATE: September 10, 2018

SIGNIFICANT ACTION DATES:

11.1.2018 - Dinner and meeting of Home Rule City Representatives is to be held on November 1, 2018.

10.19.2018 - Due date for our City's designation to be submitted to H-GAC

ACTION:

☐

Ordinance

☒ X

Resolution

☐

Proclamation

☐

Special
Presentation

☐

Finance Report

☐

Public Hearing

☒ X

Other -Appointment

Cost Details:

Budgeted	N/A
Actual Bid	N/A
Estimated Expenditure	N/A
Acct. Name	N/A
Line Items #	N/A
Other Funding	N/A

☒ X

Check box if there is no conflict with City Charter, ordinances, resolutions, or policies



CITY COUNCIL AGENDA FORM

STAFF'S RECOMMENDATION: Motion to adopt Resolution No. **R-2018-0022**, designating _____ as Representative and _____ as Official Alternate to the General Assembly of the Houston-Galveston Area Council for year 2019.

Fiscal Impact: N/A

RESOLUTION NO. R-2018-0022

**DESIGNATION OF REPRESENTATIVE AND ALTERNATE
HOUSTON-GALVESTON AREA COUNCIL
2019 GENERAL ASSEMBLY**

BE IT RESOLVED, by the Mayor and City Council of La Marque, Texas that _____ be, and is hereby designated as its Representative to the GENERAL ASSEMBLY of the Houston-Galveston Area Council for the year 2019.

FURTHER, that the Official Alternate authorized to serve as the voting representative should the hereinabove named representative become ineligible, or should he/she resign, is _____.

THAT the Executive Director of the Houston-Galveston Area Council be notified of the designation of the hereinabove named representative and alternate.

PASSED, APPROVED AND ADOPTED, by City Council of the City of La Marque on this the this _____ day of _____, 2018.

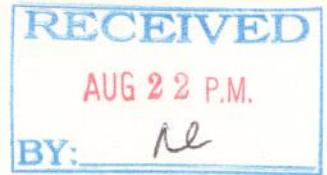
Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC
City Clerk

APPROVED AS TO FORM:

Ellis J. Ortego, City Attorney



Houston-Galveston Area Council

Office of the Executive Director

August 16, 2018

Hon. Bobby Hocking
Mayor
City of La Marque
1111 Bayou Rd
La Marque, TX 77568

Dear Mayor Hocking:

I am writing regarding the appointment of your city's representative to H-GAC's 2019 General Assembly.

H-GAC's Bylaws provide that each member Home Rule city with a population under 25,000 as of the last (2010) Federal Census is entitled to designate one representative and one alternate to the H-GAC General Assembly, which will meet in early 2019.

I am enclosing the appropriate form for your city's use in officially designating a representative and an alternate. The two designees must be elected official members of your city's governing body. Please return the completed form by fax to 713-993-2414 or email cynthia.jones@h-gac.com.

A dinner meeting of Home Rule city representatives is scheduled for the evening of November 1. At that meeting, your 2018 Home Rule Cities' H-GAC Board of Directors representatives will report on this year's activities and look ahead to issues and progress in 2019.

We are sending a copy of these designation materials to your city secretary as well. We would appreciate receiving your city's designation form no later than October 19. If you have any questions during the designation process, please call Rick Guerrero at 713-993-4598.

Sincerely,

Chuck Wemple

CW/cj

Enclosure
cc: City Secretary

Mailing Address
PO Box 22777
Houston, Texas 77227-2777
Phone 713-627-3200



Physical Address
3555 Timmons Lane, Suite 120
Houston, Texas 77027-6466
Phone 713-627-3200



CITY COUNCIL AGENDA FORM

Meeting Date: September 10, 2018

Agenda item: **9b**

Prepared by: Robin Eldridge

Reviewed by: Charlene Warren

Department: Administration/City Clerk

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding submission of candidate choices for Places 11-14 to the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) Board of Trustees

- ☒ Attachments for reference
1. Official Ballot

STAFF BRIEFING:

- The Texas Municipal League Intergovernmental Risk Pool is a unit of local government offering worker's compensation, liability, automobile and property coverage to Texas political subdivisions (called "Members") including municipalities, water districts, fire districts, councils of government, tax appraisal districts, housing authorities, hospital districts and other special districts and authorities.
- As a self-insured pool, TMLIRP is not regulated by the Texas Department of Insurance and therefore does not require functionality related to State reporting and filing of rates, forms or other information.
- The mission of the TMLIRP is to offer and provide Texas municipalities and other units of local government with a stable and economic source of risk financing and loss prevention services.

HISTORY:

- A Nominating Committee nominates officials to the Board of Trustees of the TMLIRP.
- Each member of the Pool (City of La Marque) is entitled to vote for Board of Trustee members.
- The officials on the ballot provided have been nominated to serve a six-year term of the TMLIRP Board of Trustees.
- The City of La Marque is to select one to each of the Places (11-14) and submit the choices to the Secretary of the Board.

TARGET IMPLEMENTATION: September 10, 2018

SIGNIFICANT ACTION DATES:

9.30.2018 – Ballots cannot be submitted after this date



CITY COUNCIL AGENDA FORM

ACTION:

- | | | | |
|-------------------------------------|--|--------------------------|------------------|
| ☐ | Ordinance | ☐ | Resolution |
| ☐ | Proclamation | ☐ | Special Present. |
| ☐ | Finance Report | ☐ | Public Hearing |
| ☒ | Ballots (TMLIRP) Board of Trustees | | |
| ☒ | Check box if there is no conflict with City Charter, ordinances, resolutions, or policies. | | |

Cost Details:	
Budgeted	N/A
Actual Bid	N/A
Estimated Expenditure	N/A
Acct. Name	N/A
Line Items #	N/A
Other Funding	N/A

STAFF'S RECOMMENDATION: Motion to submit the City's candidate choices for Places 11-14 to the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) Board of Trustees

FISCAL IMPACT: N/A

OFFICIAL BALLOT

Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election

This is the official ballot for the election of Places 11 – 14 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool. Each Member of the Pool is entitled to vote for Board of Trustee members. Please record your organization's choices by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate for each place.

The officials listed on this ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers' Compensation, Property and Liability) Board of Trustees. The names of the candidates for each Place on the Board of Trustees are listed in alphabetical order on this ballot.

Ballots must reach the office of David Reagan, Secretary of the Board, no later than September 30, 2018. Ballots received after September 30, 2018, cannot be counted. **The ballot must be properly signed and all pages of the ballot must be mailed to: Trustee Election, David Reagan, Secretary of the Board, P.O. Box 149194, Austin, Texas 78714-9194. If the ballot is not signed, it will not be counted.**



PLACE 11

- ☒ **Dietrich von Biedenfeld.** Alderman for the City of West Columbia (Region 14) since May 2012. Mr. Biedenfeld teaches at the Marilyn Davies College of Business at the University of Houston – Downtown and is a VA-accredited attorney. He serves as Chair of the Dispute Resolution Committee and past Chair of the Public Contract Law Committee for the American Bar Association Young Lawyer Division. He is also President of the Brazoria County Cities Association. Mr. Biedenfeld is a member of the International Association of Emergency Managers, Federal Bar Association, NIGP: The Institute for Public Procurement, and U.S. Green Building Council. He is also a member of the Columbia Historical and Brazoria County Heritage Museums.
- ☐ **Randy Criswell** (Incumbent). City Manager for the City of Canyon (Region 2) since 2008. Mr. Criswell has served on the TML Risk Pool Board of Trustees since 2015 and currently serves as Chair of the Underwriting and Claims Committee. He has been in public service for 28 years, with nearly 24 years as an employee of the City of Canyon. Mr. Criswell has a Bachelor of Science degree from Texas Tech University, is an active member of TCMA, having served multiple terms on the Board of Directors and Committees. He has served as the TCMA Affiliate Representative on the TML Board of Directors, is a member of ICMA, and is a Certified Public Manager.
- ☐ **Rick A. Schroder.** City Administrator for the City of Helotes (Region 7) since September 2008. Mr. Schroder also serves as the Executive Director for the Helotes Economic Development Corporation (EDC). Prior to his tenure as City Administrator, Rick was employed by the EDC as the Economic Development Specialist from 2006 to 2008. He graduated Magna Cum Laude from Trinity University in 2004 with a degree in Political Science, and he earned a Master of Public Service and Administration in 2006 from the George H.W. Bush School of Government and Public Service at Texas A&M University. During his coursework, he worked for a variety of public and private organizations, primarily focused on public service and government relations.

WRITE IN CANDIDATE:

PLACE 12

- ☐ **Bert Lumbreras.** City Manager for the City of San Marcos, Texas (Region 10). Bert Lumbreras has 37 years of experience as a City Manager or an Assistant City Manager in seven Texas communities, including Austin and Waco. He currently serves as the International City/County Management Association Mountain Plains Vice President and previously served on the Board of Directors of the Texas City Management Association from 2010-2014, including President in 2012. He has a Bachelor's Degree in Political Science, with a concentration in Public Administration, and a minor in Geography and Urban Planning from Southwest Texas State University.
- ☒ **Kimberly Meisner.** Executive Director of General Operations for the City of Kerrville (Region 7), overseeing Human Resources, Municipal Court, Public Library, and Public Information. Ms. Meisner has over 21 years of public service, which includes serving the Cities of Kerrville and La Porte. She earned a Master's degree in Public Administration from U.T.-Arlington and a Bachelor's degree in Human Resource Management from Columbia Southern University. She is a member of the TCMA, International Public Management Association for Human Resources (IPMA-HR), Society for Human Resource Management (SHRM), San Antonio Human Resource Management Association, and is a former President of the Bay Area Human Resource Management Association. She is an IPMA-HR Senior Certified Professional and a SHRM Certified Professional.
- ☐ **Jana Traxler.** Human Resources Director and Risk Manager for the City of Murphy, Texas (Region 13). Jana Traxler is a municipal Human Resources Executive who is committed to being a strategic partner in municipal management, an employee advocate and a change agent. She has experience working in both local and state governments as well as experience working under a state funded contract with Hewlett Packard Enterprise Services. Prior to relocating to Murphy, Texas, she held the position of the Human Resources Labor Relations Officer for Shawnee County, Kansas. She is a graduate of the Villanova University Masters in Human Resource Development program and holds the Senior Professional in Human Resources designation.
- ☐ **Robert D. Wilson, Jr.** Board of Directors of the Post Oak Savannah Ground Conservation District in Milano, Texas (Region 10) for the last four years. Robert Wilson has also served on the Board of Directors for the Southwest Milam Water Supply Corporation for the past 13 years, and currently is the President. Mr. Wilson graduated from the University of Minnesota, majoring in mathematics. He was a Captain in the US Army, 1964-1968, and served in Viet Nam. He spent over 40 years in Commercial Banking, with the last 15 as Branch President of Citizens National Bank in Rockdale, Texas. Mr. Wilson has served on numerous local boards and organizations, volunteering his time to assist and improve the quality of life in Rockdale over the past 15 years. He is active in his church as a Sunday School Teacher, Deacon, and Treasurer.

WRITE IN CANDIDATE:

PLACE 13

- ☒ **Byron Black.** (Incumbent). Board Chair, Central Appraisal District of Johnson County (Region 8). He served as Mayor of Burleson from 1998-2004, previously serving as mayor pro tem and as a Councilmember. He currently serves as Chair of the Impact Fee Committee for the City of Burleson. Mr. Black is a past board member of the Area Metro Ambulance Authority Board. He was a member of the Burleson Independent School District Board for 12 years, nine as President, and served as president of TASB. Mr. Black has served as a Board member of the TML Intergovernmental Risk Pool since 2000, serving as Vice-Chair and Chair.
- ☐ **Mike Jones.** Chief Appraiser/Chief Administrator of the Fannin Central Appraisal District in Bonham, Texas (Region 13). His service in the property tax profession began in February, 2006 after serving a 20-year career in the United States Air Force. He holds a Bachelor of Science in Occupational Education from Wayland Baptist University. His professional credentials include the Registered Professional Appraiser and Registered Texas Assessor/Collector Designations, a Certified Tax Administrator from the Institute of Certified Tax Administrators and a Certified Chief Appraiser from the Texas Association of Appraisal Districts and the Texas Association of Assessing Officers.

WRITE IN CANDIDATE:

PLACE 14

- ☐ **Bert Echterling.** Mayor for the City of Robinson (Region 9) since 2015. Mr. Echterling has served as a council member for Robinson since 2006. He serves on the McLennan County Park Committee and on the Robinson Campus Improvement Committee. He is a past Board Member for the Robinson Economic Development Committee and the Robinson Chamber of Commerce. He was born and raised in Robinson, graduated from Robinson High School, and attended McLennan Community College. In 1996, he joined the family business, Echterling Builders, which he has owned since.

- ☐ **David J. Harris.** City Administrator for the City of Balcones Heights (Region 7) since 2014. Mr. Harris began his local government career in 1996 at Bexar County and has served 18 years in leadership of the cities of Hill Country Village (City Administrator), Schertz (Assistant City Manager), and Alamo Heights (Interim Director). He serves as Immediate Past President and on the Board of the Texas City Management Association, Secretary of TML Region 7, President of Alamo Heights Rotary Club. Mr. Harris received his BA in American Studies from Whitworth University and a MS in Urban Administration from Trinity University. He is an ICMA Credentialed Manager and a member of TCMA and ICMA.

- ☒ **David Rutledge.** Mayor of Bridge City (Region 16) since 2016, re-elected to a second term this past May, previously served as council member from 2005-2010 (term-limited), again in 2015, and is a representative on the Southeast Texas Regional Planning Commission (COG). Active in TML, he has been recognized as a Certified Municipal Official (CMO) the previous three years, is Vice President of TML Region 16, and serves on the TML Municipal Advocacy Committee and the Municipal Policy Summit. A mechanical engineer by profession from Lamar University in Beaumont, he serves on that university's Mechanical Engineering Advisory Council.

WRITE IN CANDIDATE:

Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the public entity named below.

Witness my hand, this _____ day of _____, 2018.

Signature of Authorized Official

Title

Printed Name of Authorized Official

Printed Name of Political Entity



CITY COUNCIL AGENDA FORM

Meeting Date: September 10, 2018 Agenda item: 9c
Prepared by: Robin Eldridge Reviewed by: Charlene Warren
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.
- Highlighted names and terms have expired or will be expiring at the end of this year.
- **BOARD OF ADJUSTMENTS-** District "B" and "D" both have one alternate appointments each
- **BUILDING STANDARDS-** District "D" has one appointment
- **CEMETERY BOARD-** Mayor and District "D" both have one appointment each
- **KEEP LA MARQUE BEAUTIFUL COMMISSION-** Mayor and District "D" both have one appointment each
- **PARKS BOARD-**District "D" has one appointment
- **PLANNING & ZONING COMMISSION-**District "B" has one alternate position 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 Resolution 1032.
- 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.



CITY COUNCIL AGENDA FORM

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:

Some appointments and reappointments have been made throughout the year, as vacancies have occurred.

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 Items #	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	18	19	D
2. David Pennington-Exp.	924 Cypress	18	19	C
3. Herman Harper	102 Union	17	19	A
4. Harold Augustus	1030 Laurel	18	20	M
5. Lois M. Jones	2602 Meadow Lane	17	19	B
ALTERNATES				
1. Helen Kee	3103 Mc Arthur	16	18	D
2. VACANT		18	20	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.

BUILDING STANDARDS COMMISSION

<i>BUILDING STANDARDS COMMISSION ORD. #449</i>		Appointed	Expires	Appoints
Deanie Barrett	2603 Cedar	17	19	C
VACANT (U)		17	19	D
Diane Winston (U)	1501 Colorado	18	19	B
Trina Phillips	1222 Kirsten	18	20	M
Billy Jefferson	89 Borondo Reach	18	20	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.

(U) Unexpired Term

CEMETERY BOARD

CEMETERY BOARD – ORD. 1033		Appointed	Expires	Appoints
1. Ellen Hanley	1019 Plum	18	20	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	16	18	D
5. VACANT- EXPIRED		15	17	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.

KEEP LA MARQUE BEAUTIFUL COMMISSION

<i>KLMBC- ORDINANCE # O-2017-0021</i>		Appointed	Expires	Appoints
1. Kimberly Yancy	2602 Meadow Lane	17	19	B
2. Carlos Flores	509 Wisteria	16	18	D
3. Joe A. Compian	1020 Duroux	17	19	A
4. Terry Pettijohn	41 Borondo Pines	18	20	M
5. Kathy Herrin	56 Borondo Pines	17	19	B
6. David Holmen	605 Sable Terrace Ln.	16	18	M
7. Vivian Allen	816 Howell Ave.	17	19	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.

PARKS BOARD

PARKS BOARD ORD. #758		Appointed	Expires	Appointment
1. Al Reida	2621 Meadow Lane	17	19	C
2. Tamara Williams	614 Benson	18	20	B
3. Michael Bock	106 Longridge	17	19	M
4. Bo Hunter	2613 Lake Park Drive	18	20	A
5. Louis McGaffey	2314 Downey	17	19	M
6. Larry Walker	P.O. Box 1785	16	18	D
7. Herbert Franklin	8017 Big Oak Dr. - TX City	17	19	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.

PLANNING & ZONING COMMISSION

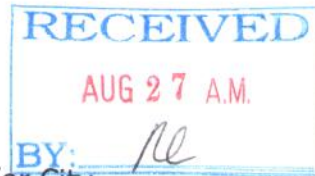
PLANNING & ZONING ORD. # 2014-0023		Appointed	Expires	Appoints
1 Augustino Molis	741 Spoonbill	18	20	A
2 Deanna Bethea	621 Westwood Cir.	18	19	B
3 Greg Cornett	1310 Cedar	17	19	C
4 Hugh Cash	217 Sarlee	18	20	M
5 Jean Gutierrez	1020 Ross Street	17	19	D
ALTERNATES				
#1 Nancy Vidotto	622 Hollingsworth	18	20	A
#2 VACANT (U)		18	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.

**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: Board of Adjustments ←

Board Preference 2: Planning and Zoning ←

Name: Stephanie Gordon

Home Address: 105 Lake Road

City: La Marque Zip: 77568 La Marque Resident: 30 yrs

Home Telephone: 4094436711 Home E-mail: gordons765@gmail.com

Profession: Realtor

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

Resident for over 30 years in TC/LM
Graduate of LMISD (1989) Real Estate Professional
Also former employee of LMISD 2009-2015

Other Information (Civic Activities):

Galveston County Democrats / Former Precinct
331 Chair

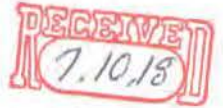
I verify that the information I have provided on this application to be true and correct.
I also acknowledge that this information may be made available to the public.

Signature: Stephanie Gordon

Date: Aug 27, 2018

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.

**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: Parks Board

Board Preference 2: _____

Name: Larry Walker

Home Address: 6609 PARK VIEW LN

City: League City Zip: 77573 TX La Marque Resident: 20 yrs

Home Telephone: 281-314-1270 Home E-mail: lpwalker22@att.net

Profession: TEACHER/COACH Retired

Special Knowledge or Experience applicable to City Board/Commission function: 18 yrs

Other Information (Civic Activities):

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: [Handwritten Signature]

Date: 7-10-2018

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.

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**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: Clean City Commission

Board Preference 2: _____

Name: ISHANIE MOSES

Home Address: 1403 D UROUX

City: LA MARQUE Zip: 77568 La Marque Resident: 12 yrs

Home Telephone: 409 935 4373 Home E-mail: JMOSES10KESBEGLOBAL.NET

Profession: CHRONIC CONDITION EDUCATOR - THE LOOSE TREE

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

PAT 1ST SQ. VETERAN, LONG TIME RESIDENT LA MARQUE

Other Information (Civic Activities):

VARIOUS

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: Ishanie Moses

Date: 3-8-17

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.

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

2017
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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: Economic Development

Board Preference 2: Clean City

Name: Jennifer Faircloth Earl

Home Address: 1412 Bonham

City: La Marque Zip: 77568 La Marque Resident: 15 yrs

Home Telephone: 409-539-0304 Home E-mail: kyleearl@sbcglobal.net

Profession: Production Manager at Minotemon Press-Bay Area

Special Knowledge or Experience applicable to City Board/Commission function: I have experience of assisting in the running of a business as well as a longtime resident.

Other Information (Civic Activities):

N/A

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: Jennifer Faircloth Earl

Date: 4-3-17

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.

**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: **Open-Prefer something related to Public Safety or Building/Construction.**

Board Preference 2: _____

Name: **Alan Waters** _____

Home Address: **1 S. Pintail St.** _____

City: La Marque _____ Zip: **77568** _____ La Marque Resident: Yes _____ **yrs 6**

Home Telephone: **(281) 250-4153** _____ Home E-mail: **Al1Pride@AOL.Com** _____

Profession: **Owner of a Modular Building Company** _____

Special Knowledge or Experience applicable to City Board/Commission function: _____
BS Criminology – Former Police Chief – MBA and business owner _____

Other Information (Civic Activities):

Vice Chairman – College of the Mainland. Omega Bay HOA - Secretary _____

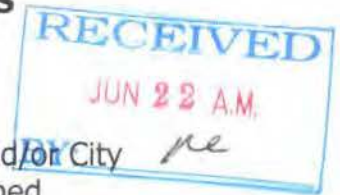
I verify that the information I have provided on this application to be true and correct.
I also acknowledge that this information may be made available to the public.

Signature: **Alan L. Waters** _____

Date: **May 14, 2018** _____

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.

**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: Board of Adjustment

Board Preference 2: _____

Name: Charlotte A. Westlage

Home Address: 825 Shady Lane

City: La Marque Zip: 77568 La Marque Resident: ☒ yrs

Home Telephone: 409-935-5167 Home E-mail: _____

Profession: Retired

Special Knowledge or Experience applicable to City Board/Commission function: _____
Length of Time I have been on Board; zoning Committee

Other Information (Civic Activities):

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: Charlotte A. Westlage

Date: 6-22-2018

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.

**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: Cemetery Board

Board Preference 2: _____

Name: James C. Crowder Jr (Bim)

Business Home Address: #1401 TEXAS AVE Home 13815 Holland Rd
LAMARQUE, TX TEXAS CITY

City: LAMARQUE Zip: 77568 La Marque Resident: 9 yrs

Home Telephone: cell 409-739-0054 Home E-mail: jc crowder Jr @
Crowder funeral home

Profession: Funeral Director

Special Knowledge or Experience applicable to City Board/Commission function: _____
Funeral Director for 45 years

Other Information (Civic Activities):
Rotary Club of the Mainland La Marque Crime Stopper

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: Jan C Crowder Jr

Date: 8/2/2018

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.