

RESOLUTION NO. 14-073

**A RESOLUTION APPROVING FUNDING FOR PHASE 1 OF
THE CITY OF PORT ARTHUR REDEVELOPMENT
INFRASTRUCTURE IMPROVEMENT PLAN PURSUANT
TO §501.108, LOCAL GOVERNMENT CODE WHICH
ALLOWS THE CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION TO USE 4A
FUNDS TO FUND INFRASTRUCTURE IMPROVEMENTS
NECESSARY TO PROMOTE OR DEVELOP NEW OR
EXPANDED BUSINESS ENTERPRISES**

WHEREAS, House Bill 1966 was passed during the 83rd Regular Legislative Session to amend the Local Government Code and add §501.108 which authorizes certain economic development corporations to fund authorized projects that are found by the board of directors to be required or suitable for infrastructure improvement necessary to develop and revitalize targeted areas within the city; and

WHEREAS, the infrastructure improvements are limited to streets and roads, rail spurs, water and sewer utilities, electric and gas utilities, drainage, site improvements and related improvements necessary to promote or develop new or expanded business enterprises within a project area in the proposal provided by Freese attached hereto as **Exhibit "A"**; and

WHEREAS, on January 14, 2014, at its regular Board meeting, the Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation (the "PAEDC") considered and approved the use of section 4A funds in an amount not to exceed \$1,500,000 for Phase 1 of the City of Port Arthur Redevelopment Infrastructure Improvement Plan pursuant to §501.108, Local Government Code which allows the funding of infrastructure improvements limited to streets and roads, rail spurs, water and sewer utilities, electric and gas utilities,

drainage, site improvements and related improvements necessary to promote or develop new or expanded business enterprises; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ARTHUR:

Section 1. That the facts and opinions in the preamble are true and correct.

Section 2. That the PAEDC is hereby authorized to allocate 4A funds in an amount not to exceed \$1,500,000 to the City of Port Arthur Redevelopment Infrastructure Improvement Plan pursuant to §501.108, Local Government Code to fund infrastructure improvements limited to streets and roads, rail spurs, water and sewer utilities, electric and gas utilities, drainage, site improvements and related improvements necessary to promote or develop new or expanded business enterprises as outlined in **Exhibit "A"**.

Section 3. That a copy of this Resolution shall be spread upon the Minutes of the City Council.

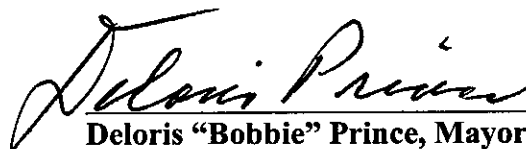
READ, ADOPTED AND APPROVED on this 21st day of Feb A.D., 2014,
at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote:

AYES:

Mayor Prince; Mayor Pro Tem Williamson

Councilmembers Scott, Albright, Trsey, Lewis
and Freeman.

NOES: None.


Deloris "Bobbie" Prince, Mayor

ATTEST:



Sherri Bellard, City Secretary

APPROVED:



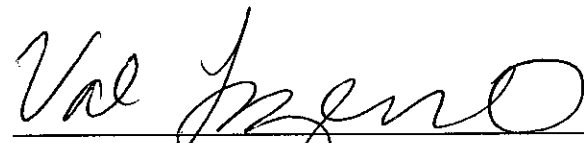
Floyd Batiste, PAEDC CEO

APPROVED AS TO FORM:



Guy N. Goodson, PAEDC Attorney

APPROVED AS TO FORM:



Valecia R. Tizen, City Attorney

EXHIBIT “A”

The City of Port Arthur is thankful for the vision and efforts of the Board of Directors of the Port Arthur Economic Development Corporation in its pursuance of the passing of House Bill 1966 which would allow the City to revitalize a very blighted area of our community.

The City of Port Arthur is requesting \$1.3 Million for Phase I of the redevelopment effort which will include the following three project elements that are recognized as critical elements in the downtown Revitalization District in order to build momentum in this area:

Inventory Land Parcels and Available Buildings -

\$80,000.00

An inventory of all parcels and properties in the proposed downtown revitalization district should be created as a first step. Information such as the condition of the building including structural, strength presence of pollutants such as asbestos, lead based paint, etc. should be gathered to the extent possible and made readily accessible to all city departments that will be involved with the rehabilitation.

The inventory should also include information such as:

- Location
- Ownership status (city-owned, privately owned, or tax delinquent) and contact information about the owner
- Dimensions and parcel area (acres)
- Built area (square feet)
- Appraised value of the property
- Available for the rent or sale (if applicable)
- Current zoning and use

Demolition of identified Dilapidated Structures in the target area

\$200,000.00

A comprehensive water and drainage study of the targeted area

\$200,000.00

Project Total:

\$390,000.00

The remaining requested funds will be allocated for Phase I of the identified water, waste water and sewer infrastructure improvements.

Please note that the above total amount is just an approximant figure and not a verified cost estimate.

Purpose

The Port Arthur Downtown Master Plan will focus on how changes to zoning, transportation/circulation, infrastructure, land use, urban design, and redevelopment options have the potential to reshape Downtown and provide an important link between existing neighborhoods and other retail/commercial areas. The project is intended to focus on the overall vision and goals for Downtown as a livable and economically vibrant part of the community. The planning services will include engagement of the public, assessment of existing conditions, analyze the market, creations of a clear vision and goals, and recommendations for urban design, uses, infrastructure, image and connectivity. We propose the plan to be conducted in three phases:

1. Data Collection
2. Collaboration and Analysis
3. Plans and Recommendations

Location

The project will focus on the Downtown and surrounding areas in the City of Port Arthur, TX. The boundaries include an area bound by Houston Ave. on the west, Rev. Ransom Howard/7th St. on the north, Lake Charles Ave. on the east, and the Port Arthur Ship Channel on the south.

Scope of Work

We highly encourage the Client to appoint an Advisory Committee (AC) that will meet with the Consultant and the Client throughout the planning process. Members of the AC should come from a wide range of backgrounds and should represent a wide range of issues in order to have diverse opinions reflected in the planning process. AC members are intended to be ambassadors of the planning process and are therefore encouraged to gather input from neighbors, fellow church members and civic/business groups. The AC, Client, and Consultant will meet several times at key milestones throughout the course of the project.

The scope of services includes the following tasks and is not necessarily in chronological order:

Phase One: Data Collection

A. Task 1- Trip One- Kick-Off Meeting:

- a. The Consultant will attend one (1) kick-off meeting with the Client. The purpose of the meeting will be to review the projects scope, schedule, communication, expectations, deliverables, and Client and Consultant tasks.
- b. Immediately following the kick-off meeting, the Consultant and the Client will participate in a site tour for Downtown Port Arthur.

B. Task 2- Public Involvement Plan: The Consultant will participate in one (1) conference call meeting with the Client to discuss a Public Involvement Plan. Based on the meeting, the Consultant will assist the Client to develop a Public Involvement Plan to outline goals, target groups, vehicles for communications, schedule, meetings, and provide branding assistance. The Client will be responsible for identifying key stakeholders and organizing committee members.

C. Task 3- Online Survey and Project Web Page: The Consultant will prepare a simple project website to interface with the City's website. The project website will include a brief project description, allow presentations to be posted, provide a link to an online survey and provide a comment section for community feedback. The Consultant will develop a brief questionnaire to

be included as part of an online survey. Upon completion of the project, the Client will be responsible for hosting any additional information.

- D. Task 4- Review Baseline Conditions:** The Consultant will review and document existing conditions in Downtown Port Arthur. This will include review of earlier plans and studies provided by the Client. Emphasis will be placed on the most recent plans and those found most relevant by the Client. Other existing conditions to be reviewed may include but are not limited to regional context, transportation plans, campus plans, history, demographics, and growth trends, municipal-boundaries and regulatory controls, and general planning context for Downtown.

E. Task 5- Trip Two- Advisory Committee (AC) Kick-Off Meeting:

- a. The Consultant will facilitate a kick-off meeting with the AC. During the meeting, the Consultant will introduce the project's purpose, provide an overview of the scope and present findings to date. Following, the Consultant will lead the meeting participants in general discussions and or a group exercise(s) to identify issues and vision for Downtown Port Arthur.
- b. During trip two, the consultant will conduct up to three (3) short interview sessions with key groups, EDC, stakeholders, City Staff, and or land owners. The meetings are intended to last about 30 minutes each and should be scheduled as back-to-back meetings if possible on the same day.

- F. Task 6: Market Assessment and Programming Analysis:** This is being undertaken by another Consultant.

Phase Two: Collaboration and Analysis

G. Task 7- Trip Three- Workshops:

- a. The Consultant will attend and facilitate the second AC meeting. During this meeting, the Consultant will provide an overview of the Market Assessment and lead the group in discussions on preliminary ideas to capitalize on the Market Assessment findings.
- b. During the same trip three, the Consultant will attend and facilitate one (1) Public Workshop meeting. This meeting will provide an opportunity for the Consultant team to present a brief project overview, existing conditions, and finding from the Market Assessment. Following, the Consultant will lead the meeting participants in an input session that may include work stations, survey, key pad polling, dialog, issue identification, visioning and breakout groups. The information gathered at this meeting will guide the Consultant on future analysis and preliminary strategies development. It is assumed the meetings will last up to two (2) hours.

- H. Task 8- Preparation of Vision, Goals and Objectives:** Based on the results of the previous task including AC meetings, Client input, public workshop, survey, the Consultant will draft clear vision for Downtown Port Arthur. In addition, a listing of goals and objectives will be prepared. Goals and objectives derived are intended to not only guide the formation of Master Plan recommendations, but they are ultimately the basis for the implementation plan's action items. Vision, goals and objectives will be submitted to the Client and AC for review and input.

- I. Task 9- Physical Constraints and Framework Analysis:** Man-made and physical environment will greatly influence Downtown Port Arthur's development patterns and rate of growth. It is

important to document and analyze the physical factors that will ultimately contribute to the City's form and content. The following are the specific elements to be documented in order to describe the existing physical environment. Information from each of these elements will come from a variety of sources such as existing data, GIS information, aerials, existing reports, the City, the U.S. Census Bureau, etc. A series of general analysis maps will be produced that could include the following as information is available:

- a. Current municipal boundaries and regulatory elements;
- b. Major physical features such as tree coverage, floodplains, topography, waters, slopes or other important land features;
- c. Planned regional rail, the City's existing transportation system and plans, multi-modal access elements in or adjacent to study area, connectivity, identifying major traffic generators and deficiencies and general parking; Multi-modal elements will include pedestrian, bike, transit and vehicular systems.
- d. Land uses, historical sites, block patterns, land values, existing buildings, and pavement;
- e. Aesthetics and branding;
- f. A very general infrastructure needs assessment to support re-development that could include an overview of traffic signals, paving, water, sewer and drainage. This will not include a detailed engineering assessment or report.
- g. Vacant and underutilized parcels, ownership patterns, and the potential for assembly of significant parcels for new development or redevelopment in catalyst locations.
- h. Identify opportunities for building on existing strengths and block clusters in each detailed area, developing activity/investment anchors in Downtown, and making the best use of City-owned parcels, land, buildings, and public services.

J. Task 10- Trip 4- Charrette: The Consultant will attend and facilitate a two-day charrette-style meeting. The meeting is envisioned to span two consecutive days, with each day consisting of approximately six hour work sessions. Multiple team members from the Consultant team will participate throughout the day. The meeting can also involve other stakeholders the Client may wish to include. The purpose of the charrette is to provide a brainstorming session that reviews the previous tasks in order to allow meeting participants to collaborate on potential strategies for the Master Plan. The Client will be responsible for identifying meeting participants, contacting meeting participants, and providing meeting facilities.

- a. The first day of the charrette will include a Consultant and Client work session with an AC meeting that evening. The AC meeting will include overview of client analysis, review of charrette work day and collaboration with AC members on preliminary strategies.
- b. The second day of the charrette will include an open work session with a conclusion presentation that evening.

Phase Three: Plans and Recommendations

K. Task 11- Planning Strategies: Based on existing conditions, AC and community input, the vision, goals and objectives, market assessment, charrette, workshops and Consultant analysis, the Consultant will develop the following plans and strategies:

- a. **Overall Master Plan Illustrative-** The Consultant will prepare one (1) conceptual Master Plan exhibit illustrating existing buildings, proposed infill, streetscapes, district elements and key planning strategies.

- b. **Land Use Strategies-** The Consultant will prepare a generalized land use plan that describe the potential mix of uses. The land use strategies will include descriptions for recommended land uses.
- c. **Street and Block Plan-** The Consultant will prepare a generalized streets and block plan that describes the street typologies for new and proposed street sections, development blocks, street network and pedestrian priority streets.
- d. **Transportation Strategies-** The Consultant will prepare transportation strategies to address access and circulation to and from the study area.
- e. **Urban Design Guidelines-** The Consultant will prepare general design guidelines to help with the creation of future design standards or future City ordinances. The design guidelines will likely include three primary elements, architectural, landscape and site guidelines.
- f. **Branding and District Strategies -** The consultant will make recommendations to create an identifiable image or district. Recommendations could include wayfinding techniques, signage, gateway entries, or district branding.
- g. **Infrastructure Strategies and Plan-** The Consultant will prepare recommendations to create a plan to improve infrastructure needs.

L. Task 12- Trip 5- Preliminary Recommendations: The consultant will facilitate an AC meeting to present preliminary recommendation, plans and strategies. The Consultants will update the recommendations based on AC comments prepared for the draft report.

M. Task 13- Draft Report: The Consultant will prepare one (1) draft Master Plan report that will document the planning process, input, analysis, and strategies from the previous task. It will present a clear narrative with accompanying graphics and figures, as necessary, to describe the intentions of the community. The draft will be provided to the Client, AC and other parties the Client wishes to include for review and comments. The Client should gather all comments and provide as a single submittal back to the Consultant as to minimize revision submittals. FNI will incorporate comments and proceed to prepare implementation items.

N. Task 14 Implementation Plan: The implementation plan will be structured into a coordinated action program. The implementation section will identify action items, priorities, potential funding options, partners, and timeline.

O. Task 15- Final Report and Deliverables: The Consultant will prepare a final report that incorporates the implementation plan and the previously submitted Client comments. The final report will be prepared in InDesign software. The Consultant will provide:

- a. Eight (?) bound copies of the Downtown Port Arthur Master Plan.
- b. Electronic PDF of report for additional reproduction if necessary.
- c. CD containing electric files for the report, chart, tables, maps, or other electronic data developed during the planning process.

P. Task 16- Trip Six- Recommendations:

- a. The Consultant will facilitate a final AC meeting to present final recommendation, plans and strategies. This AC meeting will be held on the same day as the open house meeting.
- b. The Consultant will attend and facilitate one (1) open house meetings. This meeting may be held in conjunction with a City event. This meeting is intended to provide an opportunity for the Consultant team to present a project recap and final recommendations. It is assumed the meetings will last no longer than 2 hours. The

Client will be responsible for identifying meeting participants, contacting meeting participants, and providing meeting facilities.

- Q. Task 17- Trip Seven- Adoption Meeting:** The Consultant will attend one (1) adoption meeting. The Consultant will provide a project overview to include purpose, community input, existing conditions, analysis, and recommendations.

Meetings and Trips

In order to make the most efficient use of time and budget during the planning process, our project trips to Port Arthur will be conducted with multiple meetings, client work, documentation, public meetings, Advisory Committee meetings, and stakeholder meetings over one trip. The more we can coordinate efforts into single trips, the more cost efficient we can be on the budget allocated. For all meetings, the Client will be responsible for identifying participants, organizing all members, providing meeting facilities and providing notifications.

Based on Scope of Services outlined above, the Consultant will attend the following meetings conducted during seven (7) Consultant trips:

- One (1) kick-off meeting
- One (1) site tour
- Five (5) advisory committee meetings
- One (1) charrette, conducted over a two day span
- One (1) public presentation, conducted on the second charrette day
- Up to three(3) interview sessions, approximately 30 minute meetings conducted back-to-back
- One (1) public workshop
- One (1) open house
- One (1) adoption meeting

15 Total Meetings (Approximately six (6) meetings listed above can be combined with the Comprehensive Plan process)

Fee Ranges

Total Fee	\$ 65,000 - \$95,000
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Schedule

FNI is authorized to commence work on the Project upon execution of this AGREEMENT and agrees to complete the services in accordance with the following schedule:

The Downtown Port Arthur Master Plan Study is estimated to be completed within 6-9 months of the notice to proceed.

Additional Services

- A. Preparation of zoning ordinances, comprehensive plan and subdivision ordinances.
- B. Cost estimating
- C. Engineering services
- D. Additional Master Plan concepts alternatives
- E. Additional generalized land use plan alternatives.
- F. Traffic volume counts.
- G. Additional drafts alternatives to the Master Plan report.