

The City Council of the City of Seabrook met in regular session on Tuesday, November 15, 2016 at 7:00 p.m. in Seabrook City Hall, 1700 First Street, Seabrook, Texas to discuss, consider and if appropriate, take action on the items listed below.

THOSE PRESENT WERE:

|                           |                                        |
|---------------------------|----------------------------------------|
| GLENN R. ROYAL            | MAYOR                                  |
| ROBERT LLORENTE           | COUNCIL PLACE NO. 1                    |
| MIKE GIANROSSO            | COUNCIL PLACE NO. 2                    |
| GARY JOHNSON              | COUNCIL PLACE NO. 3                    |
| MELISSA BOTKIN – Ex. Abs. | COUNCIL PLACE NO. 4                    |
| GLENNA ADOVASIO           | COUNCIL PLACE NO. 5                    |
| O.J. MILLER               | MAYOR PRO TEM &<br>COUNCIL PLACE NO. 6 |
| GAYLE COOK                | CITY MANAGER                           |
| SEAN LANDIS               | DEPUTY CITY MANAGER                    |
| STEVE WEATHERED           | CITY ATTORNEY                          |
| ROBIN HICKS               | CITY SECRETARY                         |

**1. INTERVIEW CANDIDATES FOR VARIOUS BOARDS AND COMMISSIONS**

**1.1. Candidate Interviews**

**Interview candidates for openings on the Planning & Zoning Commission and the Ethics Review Commission. (Council)**

Michael Cramer was interviewed first for a position on the Ethics Review Commission and Council asked why he wanted to be involved with the City, how long he has lived in Seabrook, why he likes living in Seabrook, and if he has the time to devote to volunteering with the City. Mr. Cramer stated that he loves living in Seabrook, over the past four (4) years, and wants to give back to the community. He has more time to volunteer now because he is in management at his job and no longer travels as much. He stated in his application that Seabrook is the best place he's ever lived, with great neighbors, a park and pool near his home, and a nice view of the Bay.

Tracie Soich was interviewed second for a position on the Planning & Zoning Commission. Council knows Tracie, as she was the chair of the Comprehensive Master Plan Review Commission. Being involved with the Master Plan, Tracie has a good understanding of where the City is and where it's trying to go. The Council asked why she wants to volunteer again and she explained that she plans to continue living in Seabrook for at least another 6 years, until her daughter graduates, and she believes it is important to be the solution and not the problem. Through her work with the Comprehensive Master Plan Review Commission, she realized that some people do not understand the processes and how government works, and she would like to be the voice of the City when citizens ask questions and want to know.

2. PRESENTATIONS

2.1. Christmas Activities

**Presentation and update on City of Seabrook Christmas festivities and celebrations, including the Old Seabrook Holiday Decorating Contest. (Dearman)**

LeaAnn Dearman, Director of Communications, stated that the City keeps adding events to Christmas celebrations, which now include Share Your Christmas and the food drive which wraps up December 16, the Main Street Tree lighting at 6:00pm on December 1 with more vendors, two (2) choirs and a Charlie Brown Christmas production on the grassy lot at the post office, hot chocolate, and cookies with Santa. (people can log on to Facebook to share comments), Breakfast with Santa from 9:00 a.m. to 11:00 a.m on December 3 at the Community House, the SVFD Santa Run event on December 10, and the Old Seabrook Holiday Decorating Contest. City offices will be closed for holidays on Thursday, November 24 and Friday, November 25 for Thanksgiving and Friday, December 23, and Monday, December 26 for Christmas.

3. PUBLIC COMMENTS AND ANNOUNCEMENTS - none

*At this time we would like to listen to any member of the audience on any subject matter, whether or not that item is on the agenda. All comments are limited to a maximum of four minutes for each speaker, shall be limited to city business or city-related business or matters of general public interest, and shall not include any personal attacks. In accordance with the Open Meetings Act, members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please come to the podium and state your name and address clearly into the microphone before making your comments. Thank you.*

3.1. Mayor, City Council and/or members of the city staff may make announcements about city/community events. (Council)

Mayor Royal announced that Celebration Seabrook was extraordinary this year and thanked the City Manager, the Director of Communications and her staff, the Police Department, the Public Works Department and all the volunteers.

Councilmember Giangrosso announced several upcoming events, including the Main Street Christmas Tree Lighting, Breakfast with Santa, the Santa Run 2016, and the City office closings for the holidays.

Councilmember Johnson announced the November meeting of the Houston County Mayors and Councils Association for November 17 at 6:30pm at the Monument Inn.

Chief Wright announced the Rotary Office of the Year Award nominations that will open the week of November 21. Anyone can nominate an officer. The Award winner will be announced at the Men Who Cook event in February. Applications/nominations are due by the end of January.

**4. CONSENT AGENDA**

**Council will discuss, consider, and if appropriate, take action on the items listed below.**

**4.1. CLEMC Monthly Report**

**Approve the Clear Lake Emergency Medical Corps (CLEMC) monthly report for October 2016. (Hunter)**

**4.2. Fire Department Monthly Report**

**Approve the Seabrook Volunteer Fire Department (SVFD) monthly report for October 2016. (Gutaker)**

**4.3. Pulled from the Consent Agenda by the City Manager**

**4.4. Building Department Monthly Report**

**Approve the Seabrook Building Department monthly report for October 2016. (Landis)**

**4.5. Special Event Thanks for Giving**

**Approve a special event permit and waiver of the fee for a fundraising event, Thanks for Giving, for the Way Out Women's Center on Sunday, November 20, 2016, from 7:00am until 7:00pm at Meador Park Pavilion and at Miramar Park. Fees and site plan have been submitted and approved. Certificate of insurance will be provided. (Hicks)**

**4.6. Special Permit Christmas Tree Lighting**

**Approve a special permit for the Seabrook Christmas Tree Lighting event on Thursday, December 1, 2016 from 6:00pm until 9:00pm at Mohrhusen Park. (Dearman)**

**4.7. Excused Absence**

**Approve an excused absence for Robert Llorente for the November 1, 2016 regular City Council meeting. (Hicks)**

**4.8. Minutes October 4, 2016**

**Approve minutes of the October 4, 2016 regular City Council meeting. (Hicks)**

**4.9. Minutes October 18, 2016**

**Approve minutes of the October 18, 2016 regular City Council meeting. (Hicks)**

**4.10. Minutes November 1, 2016**

**Approve minutes of the November 1, 2016 regular City Council meeting. (Hicks)**

*Motion was made by Councilmember Giangrosso and seconded by Councilmember Llorente*

*To approve the Consent Agenda, with the exception of item 4.3.*

**MOTION CARRIED BY UNANIMOUS CONSENT**

136 4.3. Police Department Monthly Report

137 **Approve the Seabrook Police Department monthly report for October 2016. (Wright)**

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139 Gayle Cook, City Manager, stated that at the stolen property numbers show an increase of  
140 over 400%.

141 Chief Wright explained that a couple of boat motors and a boat were stolen, and in  
142 addition, a resident was accused of internet fraud. Seabrook PD is required to take the fraud  
143 report, and forward the case to the FBI. The internet fraud is considered virtual theft and is out  
144 of the jurisdiction of the Seabrook Police Department; however, because the report was taken  
145 locally, the number is reflected in the monthly report.

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147 *Motion was made by Councilmember Llorente and seconded by Councilmember Adovasio*

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149 *To approve the Seabrook Police Department monthly report for October 2016.*

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151 *MOTION CARRIED BY UNANIMOUS CONSENT*

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153 **5. NEW BUSINESS**

154 *Council will discuss, consider and if appropriate, take action on the items listed below.*

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156 5.1. Planning & Zoning Commission Appointment

157 **Appoint a member to the Planning & Zoning Commission to fill a vacant position left by**  
158 **Michael Sharpe, with a term ending January 1, 2017. (Council)**

159  
160 *Motion was made by Councilmember Miller and seconded by Councilmember Adovasio*

161  
162 *To appoint Tracie Soich to the Planning & Zoning Commission to fill a vacant position left by*  
163 *Michael Sharpe, with a term ending January 1, 2017.*

164  
165 *MOTION CARRIED BY UNANIMOUS CONSENT*

166  
167 5.2. Ethics Review Commission Appointment

168 **Appoint an alternate member to the Ethics Review Commission, with a term ending**  
169 **October 31, 2018. (Council)**

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171 *Motion was made by Councilmember Miller and seconded by Councilmember Adovasio*

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173 *To appoint Michael Cramer as an alternate member to the Ethics Review Commission, with a*  
174 *term ending October 31, 2018.*

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176 *MOTION CARRIED BY UNANIMOUS CONSENT*

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5.3. Seaside RV Resort and Cabanas Planned Unit Development (PUD)  
*After receipt of the report from the Planning & Zoning Commission, consider and take all appropriate action on a preliminary Planned Unit Development (PUD) plan to designate the Seaside RV Resort and Cabanas Planned Unit Development (PUD), the property being 8.883 acres of land situated in abstract 52 in the Ritson Morris Survey, Harris County Texas. (Landis)*

Chairman, Michael Potts, presented the Planning & Zoning Commission report on the preliminary plan PUD and it was approved by P&Z by a 4-2 vote. The Commission continued to have discussions on the plan, including whether or not an RV Resort was an appropriate land use, based on the Master Plan, and the Commission decided that it would be.

Council members expressed concerns with the lack of detail in the preliminary plan. Questions were asked about misleading pictures in the preliminary plan that do not accurately reflect what the developer intends to build, no timeline included in the plan, whether funding is an issue, whether a management company will manage the property after the PUD is completed, no rental agreement is included in the preliminary plan, no landscaping plan is included, no lighting plan is included. The overall plan needs to be more specific.

*Motion was made by Councilmember Miller and seconded by Councilmember Giangrosso*

*To approve a preliminary Planned Unit Development (PUD) plan to designate the Seaside RV Resort and Cabanas Planned Unit Development (PUD), the property being 8.883 acres of land situated in abstract 52 in the Ritson Morris Survey, Harris County Texas.*

**MOTION CARRIED BY UNANIMOUS CONSENT**

5.4. Ordinance 2016-28 EDC Budget Amendment  
**Consider and take all appropriate action on first and final reading of Ordinance 2016-28. (Gibbs)**

**AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017 FOR THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION**

Gayle Cook, City Manager, stated that there was not a line item in the 2016/17 EDC budget for the water tank relocation, so staff went back to EDC and asked for a new line item. This is a housekeeping measure.

*Motion was made by Councilmember Giangrosso and seconded by Councilmember Johnson*

*To approve Ordinance 2016-28 on first and final reading.*

**MOTION CARRIED BY UNANIMOUS CONSENT**

5.5. Resolution 2016-24 Texas Coalition of Cities for Utility Issues ("TCCFUI")  
Consider and take all appropriate action on proposed Resolution 2016-24, "Participation  
in the Texas Coalition of Cities for Utility Issues". (Cook)

**A RESOLUTION AUTHORIZING THE PARTICIPATION OF THE CITY OF  
SEABROOK WITH OTHER TEXAS CITIES IN THE TEXAS COALITION OF CITIES  
FOR UTILITY ISSUES; PROVIDING FOR A REPRESENTATIVE TO THE  
COALITION AND FOR OTHER REASONABLE AND NECESSARY STEPS;  
AUTHORIZING PAYMENT OF A PARTICIPATION FEE; AND PROVIDING AN  
EFFECTIVE DATE**

*Motion was made by Councilmember Miller and seconded by Councilmember Llorente*

*To approve proposed Resolution 2016-24, "Participation in the Texas Coalition of Cities for  
Utility Issues".*

**MOTION CARRIED BY UNANIMOUS CONSENT**

5.6. Resolution 2016-25 Sanitation Rate Update Resolution  
Consider and take all appropriate action on proposed Resolution 2016-  
25, "Update in Sanitation Procedures and Rates". (Cook)

**A RESOLUTION REESTABLISHING SANITATION PROCEDURES AND UPDATING  
RESIDENTIAL CHARGES AND COMMERCIAL CHARGES FOR SANITATION  
SERVICES AND REPEALING RESOLUTION NO. 2015-02.**

Gayle Cook, City Manager, stated that as part of the waste management contract, a CPI  
increase is built in every January, using the September CPI percentage. In addition, the company  
has made incremental increases to commercial dumpsters, for a total 12% increase with this  
year's numbers. This is the final year on this particular contract, and the City will bid out these  
services in the following years.

*Motion was made by Councilmember Llorente and seconded by Councilmember Giangrosso*

*To approve proposed Resolution 2016-25, "Update in Sanitation Procedures and Rates".*

**MOTION CARRIED BY UNANIMOUS CONSENT**

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5.7. Bid Award for Hester's Gully Drainage Improvements Project 2016-10

**Consider and take all appropriate action on staff's recommendation to reject the current bids for the Hester's Gully Drainage Improvements Project 2016-10 and re-bid the project with the necessary Section 3 business notifications. (Chairez)**

Arthur Chairez, Director of Public Works, stated that this project will use the last of the funds from the General Land Office Round 2 of the Hurricane Ike Recovery Funds. This project is drainage improvements at Hester's Gully, building a walking bridge and clearing land for Hester's Gully watershed. The project went out for bids on October 20 and the City received five (5) bids. Soon after the bid opening staff was notified by the grant coordinator that special businesses may not have been notified before advertising the bid requirements, per federal grant guidelines. Because the City has over 50 projects funded with the Hurricane Ike grant monies, staff would rather be overly cautious and re-bid the project, rather than taking a chance that the money would eventually have to be reallocated.

*Motion was made by Councilmember Giangrosso and seconded by Councilmember Adovasio*

*To reject the current bids for the Hester's Gully Drainage Improvements Project 2016-10 and re-bid the project with the necessary Section 3 business notifications.*

**MOTION CARRIED BY UNANIMOUS CONSENT**

5.8. Baybrook II/III Sewer Rehabilitation Project

**Consider and take all appropriate action on a contract between the City of Seabrook and Insituform Technologies, Inc. for rehabilitation of the 6 & 8 inch sanitary sewer mains on Allegro Drive, Beechcraft Street, and Coronado Street by the Cured in Place Pipe (CIPP) lining and pipe bursting methods (Project 2016-14), in an amount not to exceed \$101,630.40, through the cooperative purchasing agreement with BuyBoard. (Chairez)**

Arthur Chairez, Director of Public Works, stated that over the past 15 years, in an effort to continue to improve the City's sanitary sewer structure, staff surveys every year for trouble spots and targets certain areas for repairs/rehabilitation. This is a budgeted item.

*Motion was made by Councilmember Miller and seconded by Councilmember Johnson*

*To approve a contract between the City of Seabrook and Insituform Technologies, Inc. for rehabilitation of the 6 & 8 inch sanitary sewer mains on Allegro Drive, Beechcraft Street, and Coronado Street by the Cured in Place Pipe (CIPP) lining and pipe bursting methods (Project 2016-14), in an amount not to exceed \$101,630.40, through the cooperative purchasing agreement with BuyBoard.*

**MOTION CARRIED BY UNANIMOUS CONSENT**

5.9. Bay Area Coastal Protection Alliance (BACPA)

**Consider and take all appropriate action on an unbudgeted expenditure of \$10,000 to Bay Area Coastal Protection Alliance (BACPA) to fund an update to an educational video on the "Ike Dike" for area cities.**

Mayor Royal stated that one of the big groups that's behind the Ike Dike is BACPA and the Alliance is also behind the video that's out right now. Since the launch of the video, three congressmen have formed a congressional committee to study Ike Dike. We are also hearing about infrastructure spending in Washington. BACPA is asking area communities to raise money for this video. The City's website has been updated with information on the Ike Dike. Ms. Cook stated that the funds will come out of the non-departmental line item and if a budget amendment is needed at the end of the year, it will be brought to Council for approval.

*Motion was made by Councilmember Giangrosso and seconded by Councilmember Adovasio*

*Upon verification of the return of the funds if the video is not fully funded, to approve an unbudgeted expenditure of \$10,000 to Bay Area Coastal Protection Alliance (BACPA) to fund an update to an educational video on the "Ike Dike" for area cities.*

**MOTION CARRIED BY UNANIMOUS CONSENT**

6. ROUTINE BUSINESS

***Council will discuss, consider and if appropriate, take action on the items listed below.***

6.1. Strategic Plan Update

**Update on the 2016-17 Strategic Plan Initiatives (Cook)**

Gayle Cook, City Manager, updated Council on progress made by the various City departments on the 2016-17 Strategic Plan Initiatives.

6.2. Reports

Reports and announcements concerning items of community interest. No discussion or action will be taken by Council.

Council Liaisons:

- a. **Bay Area Houston Convention & Visitors Bureau** – Councilmember Giangrosso announced that the Bureau is moving forward, with Kemah, Nassau Bay and Seabrook participating. The Board has been re-established and is issuing an RFP for a marketing firm instead of hiring an executive director. The Board believes the marketing firm can be hired and utilized within the parameters of the current budget.
- b. **Bay Area Houston Economic Partnership** – no report
- c. **Bay Area Transportation Partnership** – Mayor Royal reported that the organization has a new director and she is learning and moving forward in her job responsibilities.

- d. **Clear Lake Emergency Medical Corps** – Councilmember Johnson explained that the board met last week and the focal point is more transparency with stakeholders. CLEMC will have a reduction in force based on financial concerns. The budget issues are pretty serious. Councilmember Miller pointed out that Councilmember Johnson has taken over the role of President of the Board and has tried to give guidance and direction to the organization. He is trying to do the right thing for CLEMC and for the cities.
- e. **Economic Alliance, Port Region** – Mayor Royal reported that the transportation group is taking a lead role in the industry, and no one planned for when it comes online. Transportation is an issue with heavy haul, and the Legislature will probably discuss this topic in the upcoming legislative session. Harris County completed a preliminary truck route study and Red Bluff construction did get funding and will be built in 2018.
- f. **Galveston Bay Foundation** – Councilmember Miller encouraged everyone to look at the Foundation's website: [www.galvbay.org](http://www.galvbay.org). The Foundation monitors a lot of projects and there is a lot going on around Galveston Bay.
- g. **Hotel Tax Liaison Committee** – no report
- h. **Houston-Galveston Area Council** - no report

6.3. Approve the Action Items Checklist which is attached and made a part of this Agenda.

**TXDOT** –Gayle Cook, City Manager, stated that the only update is on land acquisition. Staff met with TXDOT and confirmed they are holding eminent domain hearings in the Seabrook area, with one hearing being on December 13 in the Council Chamber. There is now 30% confirmed design which necessitates a discussion of water and sewer relocates. TXDOT Engineers have been shifted back on this project to assist with utility conflicts.

**Projects** – The Public Works facility walls are starting to go up on the back. There have been no major construction issues; therefore, the project is still on time per the original schedule.

**Benches and Pelican** – The Council purchased benches are in and staff has ordered the plates. Once the plates arrive, Council will receive individual emails about photo opportunities with each member's bench. Faith Shallis has completed painting the Council purchased Pelican and it will go out for delivery on Friday for the clear coat. Staff has not incorporated the Animal Shelter in the design of the Pelican because the base would have to be bigger to accommodate the additional figures. Another option might be to have figures freestanding in the grass around the Pelican. Staff is researching the feasibility of that option.

*Motion was made by Councilmember Llorente and seconded by Councilmember Giangrosso*

*To approve the Action Items Checklist.*

**MOTION CARRIED BY UNANIMOUS CONSENT**

- 6.4. Establish future meeting dates and agenda items  
Council will have only one (1) meeting in December, on December 6.

Upon motion duly made and seconded, Mayor Royal adjourned the meeting at 8:02 p.m.

Approved this 6<sup>th</sup> day of December 2016.



Robin Hicks, TRMC  
City Secretary

  
Glenn Royal  
Mayor