

1 The City Council of the City of Seabrook met in regular session on Tuesday, September 18, 2018
2 at 7:00 p.m. in Seabrook City Hall, 1700 1st Street, Seabrook, Texas to discuss, consider and if
3 appropriate, take action on the items listed below.
4

5 THOSE PRESENT WERE:

6 THOM KOLUPSKI

7 ED KLEIN

8 LAURA DAVIS

9 JEFF LARSON

10 NATALIE PICH

11 BUDDY HAMMANN

12 JOE MACHOL

13 GAYLE COOK

14 SEAN LANDIS

15 STEVER WEATHERED

16 STEPHANIE MARTINEZ

MAYOR

COUNCIL PLACE NO. 1

COUNCIL PLACE NO. 2

COUNCIL PLACE NO. 3

MAYOR PRO TEM &

COUNCIL PLACE NO. 4

COUNCIL PLACE NO. 5

COUNCIL PLACE NO. 6

CITY MANAGER

DEPUTY CITY MANAGER

CITY ATTORNEY

EXEC. ADMIN. ASSISTANT

17
18
19 Mayor Kolupski called the meeting to order at 7:00 p.m. and lead the audience in the United
20 States and Texas Pledge of Allegiance.
21
22
23

24 **1. PUBLIC COMMENTS AND ANNOUNCEMENTS - none**
25

26 **1.1** Mayor, City Council and/or members of the City staff may make announcements about
27 City/community events. (Council)
28

29 Councilmember Davis announced the following upcoming events:

- 30 • September 20, 2018 – Toughest 10K on the Seabrook/Kemah Bridge (Special Event
31 Permit)
- 32 • September 20, 2018 – Living Word Church Community of Churches (Special Events
33 Permit)
- 34 • September 22, 2018 – PolyOne 5K and Fun Run (Special Events Permit)
- 35 • September 22, 2018 – Gulf Coast Film Festival
- 36 • September 28, 2018 – Seabrook Saltwater Derby
- 37 • October 6, 2018 – Celebration Seabrook
- 38 • October 21, 2018 – Bike Around the Bay (Special Events Permits)
- 39 • November 10, 2018 – Mayors Heart Walk
40

41 **2. SPECIFIC PUBLIC HEARINGS**
42

43 **2.1** Hold a public hearing to present the FY 2018/19 Crime Control & Prevention District
44 Budget. (Wright)

45
46 Mayor Kolupski opened the public hearing.

47
48 Police Chief Sean Wright stated that the budget for the Crime Control and Prevention District
49 is \$938,941.00. State statute allows the City to take a portion of sales tax to help fund
50 services by the police department because the PD defends those who visit the city.

51
52 Having no speakers come forward, Mayor Kolupski closed the public hearing.

53
54 **2.2** Hold a public hearing to present the FY 2018/19 Seabrook Economic Development
55 Corporation Budget. (Chavez)

56
57 Mayor Kolupski opened the public hearing.

58
59 Having no speakers come forward, Mayor Kolupski closed the public hearing.

60
61 **2.3** Hold a public hearing to present the General, Enterprise, and Special Funds Budgets for FY
62 2018/19. (Cook)

63
64 Mayor Kolupski opened the public hearing.

65
66 Having no speakers come forward, Mayor Kolupski closed the public hearing.

67
68 **3. *CONSENT AGENDA***

69
70 **3.1** Approve on second reading proposed Ordinance 2018-20, "Grant of Franchise to Crown
71 Castle GT Company LLC and Approval of Agreements Relating Thereto." (Cook)

72
73 AN ORDINANCE OF THE CITY COUNCIL OF SEABROOK GRANTING TO CROWN
74 CASTLE GT COMPANY LLC A FRANCHISE FOR A WIRELESS COMMUNICATION
75 FACILITY, (TOWER), ON A TRACT OF LAND CONSISTING OF 0.053 ACRES
76 (2,294.65 square feet) SITUATED IN THE RITSON MORRIS SURVEY, ABSTRACT NO.
77 52, BEING CALLED LOTS 1, 2, 3, 4, & 5, BLOCK 6, JOHN B. WILLIAMS ADDITION,
78 AN ADDITION TO THE CITY OF SEABROOK, HARRIS COUNTY, TEXAS, BY
79 ENTERING INTO AGREEMENTS ENTITLED "AMENDED AND RESTATED
80 GROUND LICENSE AGREEMENT", AND "GOVERNMENTAL ENTITY TOWER
81 LICENSE AGREEMENT" AND RELATED DOCUMENTS FOR SUCH PURPOSE,
82 ATTACHED HERETO AND INCORPORATED BY REFERENCE, FOR APPROVAL
83 FOR A TERM, WITH OPTIONS, NOT TO EXCEED 20 YEARS, PURSUANT TO THE
84 SEABROOK CITY CHARTER, ARTICLE X. "FRANCHISES AND PUBLIC
85 UTILITIES", REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES

INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR
SEVERABILITY

- 3.2 Approve on second reading proposed Ordinance 2018-21, "Amending the City of Seabrook City Code of Ordinances to Update 'Appendix B' 'Master Fee Schedule'." (Cook)

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK, TO
UPDATE "APPENDIX B", ENTITLED "MASTER FEE SCHEDULE" BY UPDATING
AND AMENDING UTILITY FEES AND OTHER ADMINISTRATIVE FEES; MAKING
FINDINGS OF FACT; REPEALING AND REPLACING ALL REFERENCES TO SUCH
FEES AND CHARGES IN ALL ORDINANCES OR RESOLUTIONS IN CONFLICT
WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR
NOTICE AND EFFECTIVE DATE

- 3.3 Approve on second reading proposed Ordinance 2018-22, "Updating the City's Records Management Program." (Hicks)

AN ORDINANCE REPEALING CHAPTER 2 "ADMINISTRATION", ARTICLE IV,
"PUBLIC RECORDS", DIVISION 2, "RECORDS MANAGEMENT" OF THE CODE OF
ORDINANCES OF THE CITY OF SEABROOK, AND REPLACING WITH A NEW
CHAPTER 2 "ADMINISTRATION", ARTICLE IV, "PUBLIC RECORDS", DIVISION 2,
"RECORDS MANAGEMENT"; PROVIDING FOR DEFINITIONS, COMPLIANCE, A
RECORDS MANAGEMENT OFFICER, A RECORDS MANAGEMENT COMMITTEE,
AND A RECORDS MANAGEMENT PROGRAM; REPEALING ALL ORDINANCES OR
PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith;
PROVIDING FOR SEVERABILITY; AND PROVIDING FOR NOTICE

- 3.4 Approve proposed Resolution 2018-28, "Adoption of the City's Investment Policy." (Gibbs)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS,
ADOPTING THE INVESTMENT POLICY FOR THE CITY OF SEABROOK IN
ACCORDANCE WITH THE STATE LAW AND THE PUBLIC FUNDS INVESTMENT
ACT (PFIA)

- 3.5 Approve Resolution 2018-01/EDC, "EDC Incentives Policy." This resolution was approved by the Seabrook Economic Development Corporation in August, 2018. (Chavez)

- 3.6 Approve the list of accounts for "write off", in the amount of \$7,200.00, to be effective September 30, 2018. (Gibbs)

- 3.7 Approve the minutes of the September 4, 2018 regular City Council meeting. (Hicks)

Motion was made by Councilmember Hammann and seconded by Mayor Pro Tem Picha

To approve the Consent Agenda as presented.

MOTION CARRIED BY UNANIMOUS CONSENT

4. NEW BUSINESS

- 4.1** Consider and take all appropriate action on first reading of proposed Ordinance 2018-23, "Revision to Personnel Policy: On Call, Rounds and Call Back Policy." (Garza)

AN ORDINANCE OF THE CITY OF SEABROOK, TEXAS, AMENDING THE CITY OF SEABROOK "PERSONNEL POLICIES", CHAPTER 5, "COMPENSATION AND BENEFITS", SECTION 13, "ON CALL AND CALL BACK PAY" BY REPLACING THE SECTION WITH "ON CALL, ROUNDS, AND CALL BACK POLICY" AND MAKING VARIOUS FINDINGS AND PROVISIONS RELATED TO THE SUBJECT

Motion was made by Councilmember Davis and seconded by Councilmember Klein

To approve on first reading proposed Ordinance 2018-23, "Revision to Personnel Policy: On Call, Rounds and Call Back Policy."

MOTION CARRIED BY UNANIMOUS CONSENT

- 4.2** Consider and take all appropriate action on first and final reading of proposed Ordinance 2018-24, "CCPD Budget Ordinance FY 2018/19." (Wright)

AN ORDINANCE APPROVING AND ADOPTING THE SEABROOK CRIME CONTROL AND PREVENTION DISTRICT BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2018 AND ENDING ON SEPTEMBER 30, 2019 FOR THE CITY OF SEABROOK; APPROPRIATING FUNDS; AND NOTING A PUBLIC HEARING WAS HELD BY THE SEABROOK CITY COUNCIL ON SEPTEMBER 18, 2018

Motion was made by Mayor Pro Tem Picha and seconded by Councilmember Klein

To approve on first and final reading proposed Ordinance 2018-24, "CCPD Budget Ordinance FY 2018/19."

MOTION CARRIED BY UNANIMOUS CONSENT

- 4.3** Consider and take all appropriate action on first and final reading of proposed Ordinance 2018-25, "EDC Budget Ordinance FY 2018/19." (Chavez)

AN ORDINANCE APPROVING AND ADOPTING THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2018 AND ENDING ON SEPTEMBER 30, 2018 FOR THE CITY OF SEABROOK; APPROPRIATING FUNDS; AND NOTING A PUBLIC HEARING WAS HELD BY THE SEABROOK CITY COUNCIL ON SEPTEMBER 18, 2018

Motion was made by Mayor Pro Tem Picha and seconded by Councilmember Machol

To approve on first and final reading proposed Ordinance 2018-25, "EDC Budget Ordinance FY 2018/19."

MOTION CARRIED BY UNANIMOUS CONSENT

4.4 Consider and take all appropriate action on first and final reading of proposed Ordinance 2018-26, "Budget Ordinance FY 2018/19." (Cook)

AN ORDINANCE APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2018 AND ENDING ON SEPTEMBER 30, 2019 FOR THE CITY OF SEABROOK; APPROPRIATING FUNDS; AND NOTING A PUBLIC HEARING WAS HELD ON SEPTEMBER 18, 2018 IN ACCORDANCE WITH THE CITY'S CHARTER AND WITH STATE LAW

Finance Director, Michael Gibbs, explained the changes that were implemented since the last Council budget workshop in the revenues and expenditures.

- Revenues total is \$12,268,486
 - Interest income increased by \$98,000
 - Ad Valorem Tax increased by \$63,000
 - Transfers increased by 220,000
- Expenditures total is \$12,268,485
 - Personnel increase due to: city wide step increase, pay matrix adjustment, new positions, reclassifications, benefit and premium renewals
 - General and Enterprise Vehicle and Equipment Replace fund will help purchase vehicles when the amortization schedule is minimized

Motion was made by Councilmember Machol and seconded by Councilmember Klein

To approve on first and final reading proposed Ordinance 2018-26, "Budget Ordinance FY 2018/19."

MOTION CARRIED BY UNANIMOUS CONSENT

215 4.5 Consider and take all appropriate action on first and final reading of proposed Ordinance
216 2018-27, "Tax Ordinance." (Cook)

217
218 AN ORDINANCE FIXING AND LEVYING MUNICIPAL AD VALOREM TAXES FOR
219 THE CITY OF SEABROOK, TEXAS FOR THE FISCAL YEAR ENDING SEPTEMBER
220 30, 2019 AND DIRECTING THE ASSESSMENT AND COLLECTION THEREOF

221
222 Finance Director, Michael Gibbs, stated the effective tax rate is a hypothetical property tax
223 rate that would give the city the same amount of revenue it had in the previous fiscal year.

224
225 The proposed tax rate is:

- 226 • Operation & Maintenance \$0.403139
- 227 • Debt Service \$0.148844
- 228 • Total Property Tax Rate \$0.551983

229
230 Motion made by Councilmember Hammann and seconded by Councilmember Davis

231 To approve a tax rate of \$40.3139 cents per \$100 valuation of assessed property for
232 operations and maintenance

233 Klein – aye

234 Davis – aye

235 Picha – aye

236 Kolupski – aye

237 Larson – aye

238 Hammann – aye

239 Machol – aye

240
241 MOTION CARRIED BY UNANIMOUS CONSENT

242
243 Motion made by Councilmember Klein and seconded by Councilmember Machol

244 To approve a tax rate of \$14.8844 cents per \$100 valuation of assessed property for the
245 interest and sinking fund

246 Klein – aye

247 Davis – aye

248 Picha – aye

249 Kolupski – aye

250 Larson – aye

251 Hammann – aye

252 Machol – aye

253
254 MOTION CARRIED BY UNANIMOUS CONSENT

255

256 Motion made by Councilmember Davis and seconded by Councilmember Klein

257 To approve the property tax rate of \$55.1983 cents per \$100 valuation which is equal to the
258 effective tax rate

259 Klein – aye

260 Davis – aye

261 Picha – aye

262 Kolupski – aye

263 Larson – aye

264 Hammann – aye

265 Machol – aye

266

267 MOTION CARRIED BY UNANIMOUS CONSENT

268

269 Motion made by Councilmember Machol and seconded by Councilmember Hammann

270 To approve proposed Ordinance 2018-27, "Tax Ordinance" on first and final reading with the
271 reading of the caption serving as the reading of the ordinance and requiring a record vote

272 Klein – aye

273 Davis – aye

274 Picha – aye

275 Kolupski – aye

276 Larson – aye

277 Hammann – aye

278 Machol – aye

279

280 MOTION CARRIED BY UNANIMOUS CONSENT

281 **4.6** Consider and take all appropriate action on proposed Resolution 2018-29, "Adoption of the
282 General and Enterprise Vehicle and Equipment Replacement Policy." (Gibbs)

283

284 A RESOLUTION ADOPTING THE GENERAL AND ENTERPRISE VEHICLE AND
285 EQUIPMENT REPLACEMENT POLICY FOR THE CITY OF SEABROOK

286

287 Motion was made by Mayor Pro Tem Picha and seconded by Councilmember Machol

288

289 To approve proposed Resolution 2018-29, "Adoption of the General and Enterprise Vehicle
290 and Equipment Replacement Policy."

291

292 MOTION CARRIED BY UNANIMOUS CONSENT

293

294

295 4.7 Consider and take all appropriate action on proposed Resolution 2018-30, "Amendment of
296 the Public Safety Vehicle and Equipment Replacement Policy." (Gibbs)

297
298 A RESOLUTION AMENDING THE PUBLIC SAFETY VEHICLE AND EQUIPMENT
299 REPLACEMENT POLICY FOR THE CITY OF SEABROOK

300
301 Motion was made by Councilmember Davis and seconded by Councilmember Machol

302
303 To approve proposed Resolution 2018-30, "Amendment of the Public Safety Vehicle and
304 Equipment Replacement Policy."

305
306 MOTION CARRIED BY UNANIMOUS CONSENT

307
308 **5. ROUTINE BUSINESS**

309
310 5.1 Review the Clear Lake Emergency Medical Corps (CLEMC) monthly report and breakdown
311 report for August 2018. (Hunter)

312
313 No action taken

314
315 5.2 Review the Seabrook Volunteer Fire Department (SVFD) monthly report for August 2018.
316 (Gutacker)

317
318 No action taken

319
320 5.3 Review the Seabrook Police Department monthly report for August 2018. (Wright)

321
322 No action taken

323
324 5.4 Review the Seabrook Building Department monthly report for August 2018. (Landis)

325
326 No action taken

327
328 5.5 Approve the Action Items Checklist which is attached and made a part of this
329 Agenda. (Cook)

330
331 TxDOT – City Manager, Gayle Cook, said there are no updates at this time.

332 PROJECTS – Ms. Cook stated there is a pump issue at Lake Pointe Forest/Seabrook
333 Island area, Public Works is currently attending that issue. Todville sanitary sewer line still
334 has manholes to install. Pine Gully Phase 1A is the permit phase for the relocation of the
335 waste water treatment plant. There is a hearing with TCEQ quickly approaching. Red Bluff
336 vaults suffered serious corrosion during Hurricane Harvey. The SCADA project will be
337 opened on October 2, 2018.

GRANT ADMIN – Ms. Cook stated that the City has not received any more deposits from FEMA since the last time mentioned. The City has not received any updates on HMGP.

CELEBRATION SEABROOK – Communications Director, LeaAnn Petersen, stated things are gearing up for the day of the event and wrapping up the final logistics. The emergency/security plans have been reviewed.

Motion was made by Councilmember Davis and seconded by Mayor Pro Tem Picha

To approve the Action Items Checklist.

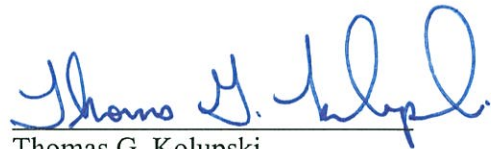
MOTION CARRIED BY UNANIMOUS CONSENT

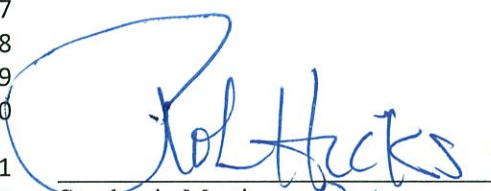
5.6 Establish future meeting dates and agenda items. (Council)

The next City Council meeting date will be on October 2, 2018 at 5:00 p.m.

Upon motion duly made and seconded, Mayor Kolupski adjourned the meeting at 7:50 p.m.

Approved on this 2nd day of October 2018.


Thomas G. Kolupski,
Mayor


~~Stephanie Martinez,~~ *Robin Hicks*
Executive Administrative Assistant *City Secretary*

