

**SEABROOK CITY COUNCIL
NOTICE OF REGULAR CITY COUNCIL MEETING
TUESDAY, JUNE 3, 2014 - 7:00 PM**

NOTICE IS HEREBY GIVEN THAT THE SEABROOK CITY COUNCIL WILL MEET ON **TUESDAY JUNE 3, 2014 AT 7:00 PM** IN THE SEABROOK CITY HALL COUNCIL CHAMBERS, 1700 FIRST STREET, SEABROOK, TX 77586, **TO DISCUSS, CONSIDER, AND IF APPROPRIATE, TAKE ACTION** WITH RESPECT TO THE ITEMS LISTED BELOW.

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR OTHER ACCOMMODATIONS OR INTERPRETIVE SERVICES, MUST BE MADE, 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (281) 291-5600 OR FAX (281) 291-5710 FOR FURTHER INFORMATION.

PLEDGE OF ALLEGIANCE

1.0 PRESENTATIONS

- 1.1 Presentation by Dorie Nelson concerning a Bay Area Pet Adoption "Tails and Trails" event on the Seabrook trails in November 2014. (Royal)
- 1.2 Present a mid-year budget review. (Lab)

2.0 PUBLIC COMMENTS AND ANNOUNCEMENTS

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. 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.

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

3.0 SPECIFIC PUBLIC HEARING(S)

 ATTACHMENT 1

- 3.1 Hold a public hearing on proposed Ordinance No. 2014-10, "Standards for Planned Unit Developments, Replace Minimum Size Requirement with a Minimum Common Open Space Requirement." (P&Z Commission)

AN ORDINANCE AMENDING THE SEABROOK CITY CODE, APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 4 "SPECIAL USE REGULATIONS",

SECTION 4.10, "PLANNED UNIT DEVELOPMENTS," BY RENAMING SUBSECTION, 4.10.05 "MINIMUM PUD PARCEL SIZE" TO "MINIMUM COMMON OPEN SPACE" TO REMOVE THE CURRENT MINIMUM PUD SIZE REQUIREMENT OF AT LEAST 3.5 ACRES AND TO ALLOW PARKING AREAS TO BE INCLUDED FOR THE REQUIREMENT FOR COMMON OPEN SPACE; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2000 PER OFFENSE FOR VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR SEVERABILITY.

4.0 CONSENT AGENDA - Council will discuss, consider and if appropriate, take action on the items listed below.

All consent agenda items are considered by the City Council to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a council member, city manager, city attorney or city secretary so requests, in which event the item will be removed from the Consent Agenda and considered immediately following the Consent Agenda.

- 4.1 Approve an excused absence for Mayor Glenn Royal for the June 17, 2014 council meeting. (Glaser)

 ATTACHMENT 2

- 4.2 Approve a special events permit with temporary signs for a National Marina Day Celebration at Endeavor Marina on June 14, 2014 from 10:00 a.m. until 5:00 p.m. (Applicant)

 ATTACHMENT 3

- 4.3 Consider second and final reading of proposed Ordinance No. 2014-11, "Civil Service Classification System Continuation with Changes to Positions" as approved by the Civil Service Commission on April 28, 2014. (Cook)

AN ORDINANCE CONTINUING A CIVIL SERVICE CLASSIFICATION SYSTEM CONSISTING OF CLASSES, POSITIONS, PAY GRADES AND COMPENSATION LEVELS IN THE CLASSIFIED SERVICE OF THE SEABROOK POLICE DEPARTMENT; ESTABLISHING GROSS MONTHLY BASE SALARY RATES FOR EACH CLASSIFICATION; ESTABLISHING CERTAIN BENEFITS FOR CLASSIFIED MEMBERS; PROVIDING FOR A REPEAL WITH LIMITED EXTENSION; PROVIDING A SEVERABILITY CLAUSE, AN EFFECTIVE DATE, CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT AND REPLACING PREVIOUSLY ADOPTED ORDINANCE NO. 2013-21

 ATTACHMENT 4

- 4.4 Approve the Minutes of the April 4, 2014 Special City Council Meeting. (Glaser)

ATTACHMENT 5

- 4.5 Approve the Minutes of the May 13, 2014 regular City Council Meeting. (Glaser)

END OF CONSENT AGENDA

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

ATTACHMENT 6

- 5.1 Consider approval of a request for Hotel Tax Funds for FY 2013/14 for the Midnite Slice Seabrook Music Festival on August 15-16, 2014. The applicant has requested \$5,000.00. (Applicant)

ATTACHMENT 7

- 5.2 Consider first reading of proposed Ordinance No. 2014-10, Standards for Planned Unit Developments, Replace the Minimum Size Requirement with a Minimum Common Open Space Requirement." (P&Z Commission)

AN ORDINANCE AMENDING THE SEABROOK CITY CODE, APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 4 "SPECIAL USE REGULATIONS", SECTION 4.10, "PLANNED UNIT DEVELOPMENTS," BY RENAMING SUBSECTION, 4.10.05 "MINIMUM PUD PARCEL SIZE" TO "MINIMUM COMMON OPEN SPACE" TO REMOVE THE CURRENT MINIMUM PUD SIZE REQUIREMENT OF AT LEAST 3.5 ACRES AND TO ALLOW PARKING AREAS TO BE INCLUDED FOR THE REQUIREMENT FOR COMMON OPEN SPACE; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2000 PER OFFENSE FOR VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR SEVERABILITY.

ATTACHMENT 8

- 5.3 Consider first reading of proposed Ordinance No. 2014-12, "Commercial Filming Regulations." (Dearman)

AN ORDINANCE OF THE CITY OF SEABROOK, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF SEABROOK, ARTICLE 22 "BUSINESSES" BY ADDING A NEW ARTICLE IV ENTITLED "COMMERCIAL FILMING" REQUIRING A PERMIT FOR COMMERCIAL FILMING IN THE CITY OF SEABROOK; ESTABLISHING POLICIES, PROCEDURES AND REGULATIONS AS THEY RELATE TO FILMING; PROVIDING FOR A PENALTY IN AN AMOUNT OF NOT MORE THAN \$500 FOR VIOLATION OF ANY PROVISION HEREOF; PROVIDING FOR SAVINGS AND SEVERABILITY; PROVIDING FOR PUBLICATION; AND MAKING OTHER PROVISIONS AND FINDINGS RELATED THERETO.

ATTACHMENT 9

- 5.4 Consider first reading of proposed Ord. No. 2014-13, "Pipeline Regulations." (Landis)

AN ORDINANCE OF THE CITY OF SEABROOK, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF SEABROOK BY ADDING A NEW CHAPTER 62 ENTITLED "PIPELINES" REQUIRING A PERMIT FOR THE CONSTRUCTION, RELOCATION, REPOSITION OR TRANSFER OF OWNERSHIP OF A PIPELINE IN THE CITY OF SEABROOK; ESTABLISHING POLICIES, PROCEDURES AND REGULATIONS AS THEY RELATE TO PIPELINES AS PROVIDED BY LAW; PROVIDING PENALTIES IN AN AMOUNT OF NOT MORE THAN \$2,000.00 FOR GENERAL VIOLATION, AND AN AMOUNT NOT TO EXCEED \$5,000.00 FOR ANY PROVISION RELATING TO POINT SOURCE EFFLUENT LIMITATIONS OR DISCHARGE OF POLLUTANT, AND/OR THE MAXIMUM AMOUNT PROVIDED BY LAW; PROVIDING FOR SAVINGS AND SEVERABILITY; PROVIDING FOR PUBLICATION; AND MAKING OTHER PROVISIONS AND FINDINGS RELATED THERETO.

- 5.5 Consider problem of overflow parking at the Point on property without a driveway, causing vehicles to go over the curb. (Johnson)

 ATTACHMENT 10

- 5.6 Consider amendment to the Seabrook Code, Article II, Section 2-239 "Disclosure" to require elected officials and certain appointed officials to file disclosure statements at least once a year. (Royal)

 ATTACHMENT 11

- 5.7 Consider appointment of a Mayor Pro Tem for 2014/15. (Council)

 ATTACHMENT 12

- 5.8 Consider selection/appointment of council members as representatives and/or member of various organizations. (Council)

6.0 ROUTINE BUSINESS - Council will discuss, consider and if appropriate, take action on the items listed below.

 ATTACHMENT 13

- 6.1 Approve the Action Items Checklist which is attached and made a part of this agenda. (Council)

 ATTACHMENT 14

- 6.2 Establish future meeting dates and agenda items. (Council)

THE CITY COUNCIL RESERVES THE RIGHT TO HEAR ANY OF THE ABOVE DESCRIBED AGENDA ITEMS THAT QUALIFY FOR AN EXECUTIVE SESSION IN

AN EXECUTIVE SESSION BY PUBLICLY ANNOUNCING THE APPLICABLE SECTION NUMBER OF THE OPEN MEETINGS ACT, (CHAPTER 551 OF THE TEXAS GOVERNMENT CODE) THAT JUSTIFIES EXECUTIVE SESSION TREATMENT.

CERTIFICATE

I certify that this notice was posted on the bulletin board on or before Friday, May 30, 2014 and that this notice will remain posted until the meeting has ended.

Michele L. Glaser, TRMC
City Secretary

CITY OF SEABROOK
ORDINANCE NO. 2014-10
REPLACE THE MINIMUM SIZE REQUIREMENT WITH A MINIMUM
COMMON OPEN SPACE REQUIREMENT

AN ORDINANCE AMENDING THE SEABROOK CITY CODE, APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 4 "SPECIAL USE REGULATIONS", SECTION 4.10, "PLANNED UNIT DEVELOPMENTS," BY RENAMING SUBSECTION, 4.10.05 "MINIMUM PUD PARCEL SIZE" TO "MINIMUM COMMON OPEN SPACE" TO REMOVE THE CURRENT MINIMUM PUD SIZE REQUIREMENT OF AT LEAST 3.5 ACRES AND TO ALLOW PARKING AREAS TO BE INCLUDED FOR THE REQUIREMENT FOR COMMON OPEN SPACE; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2000 PER OFFENSE FOR VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.

WHEREAS, the City Council of the City of Seabrook is continually reviewing the provisions of the City Code of Ordinances ("Code") relating to land use and other circumstances which generally impact the health, safety and well-being of residents, citizens and inhabitants; and

WHEREAS, the Planning and Zoning Commission of the City of Seabrook has received input from staff and is of the opinion and has issued its final report that the amendments hereto are necessary for the public safety, health and welfare and for protection of the residents; and

WHEREAS, the City Council and the Planning and Zoning Commission of the City of Seabrook have studied the present provisions of the Code of Ordinances of the City of Seabrook and have determined the need to revise the provisions relative to standards for planned unit developments in an effort to provide for orderly growth and protection of the health, safety and welfare of the inhabitants of the City of Seabrook; and

WHEREAS, all public notices have been posted, published and all required hearings on this matter have been held in accordance with the Comprehensive Zoning Ordinance and law; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEABROOK, STATE OF TEXAS:

SECTION 1. FINDINGS OF FACT.

That the facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

SECTION 2. AMENDMENT TO THE SEABROOK CITY CODE.

The Seabrook City Code, Appendix A, "Comprehensive Zoning", Article 4, "Special Use Regulations," Section 4.10, "Planned Unit Developments", is amended by revising subsection 4.10.05 currently entitled "Minimum PUD Parcel Size", as specifically provided hereafter:

"4.10.05. [~~Minimum PUD parcel size:~~] **Minimum Common Open Space:** [~~A parcel of land designated PUD shall contain at least 3.5 acres.~~] Not less than 20 percent of the land shall be reserved for "**common** open space," **as defined in Section 1.10. "Definitions"**. The term "**Common** open space", as used herein, may include boardwalks and [~~fountains~~] **parking areas.** In calculating the minimum area required, the measurement may include the area of all dedicated streets entirely within the site and one-half of the area of the boundary streets."

SECTION 3. INCORPORATION INTO THE CODE, PENALTY CLAUSE.

This Ordinance is hereby incorporated and made a part of the Seabrook City Code. Violation of this Ordinance is subject to the penalty section of said Code of Ordinances, Section 1-15 "General Penalty" and Appendix A, 11.06, "Criminal Enforcement" which provides that any person who shall violate any provision of this Ordinance shall be deemed guilty of an offense and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day of violation shall constitute a separate offense.

SECTION 4. REPEAL OF CONFLICTING ORDINANCES.

All ordinances or parts of ordinances in conflict or inconsistent with this Ordinance are hereby expressly repealed.

SECTION 5. SEVERABILITY.

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

SECTION 6. NOTICE.

The City Secretary shall give notice of the enactment of this Ordinance by promptly publishing it or its descriptive caption and penalty after final passage in the official newspaper of the City; the Ordinance to take effect upon publication.

PASSED AND APPROVED on first reading this 3rd day of June 2014.

PASSED AND APPROVED on second and final reading this 17th day of June 2014.

Ordinance No. 2014-10
Page 3

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BY: _____
Glenn R. Royal, Mayor

ATTEST:

By: _____
Michele L. Glaser, TRMC
City Secretary

APPROVED AS TO FORM:

Steven L. Weathered
City Attorney

Planning & Zoning Commission OFFICIAL REPORT

The Planning and Zoning Commission of the City of Seabrook met on April 17, 2014 to hold a meeting to consider:

Request for amendments to the Seabrook City Code, Appendix A, "Comprehensive Zoning", Article 4 "Special Use Regulations", Section 4.10, "Planned Unit Developments," by revising Subsection 4.10.05 "Minimum PUD Parcel Size".

THE PLANNING & ZONING COMMISSION MADE THE FOLLOWING RECOMMENDATION:

APPROVAL ☒ APPROVAL WITH AMENDMENTS/CONDITIONS (SEE BELOW) ☐ DENIAL ☐
by a concurring vote of a majority of members of the Planning and Zoning Commission present at the meeting on April 17, 2014, as designated below and as certified by the signature of the Chairman. **This document is not valid unless signed by the Chairman/Presiding Commissioner.**

<u>VOTE:</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>INITIAL</u>
Rosebud Caradec	X				RC
Mike DeHart					
Buddy Hammann				✓	BH
Bolivar Lewis				✓	
Dodie Miller	✓				DM
Michael Potts	✓				MP
Michael Sharpe				✓	


Michael Potts, Chairman
Planning & Zoning Commission

ATTEST:


Alesia L. Hammock
Secretary

The Seabrook Planning and Zoning Commission met on Tuesday, April 17, 2014 in regular session at Seabrook City Hall, 1700 First Street, Seabrook, Texas to consider and if appropriate, take action on the agenda items listed below:

THOSE PRESENT WERE:

MICHAEL POTTS	CHAIRMAN
BUDDY HAMMANN	VICE CHAIRMAN
ROSEBUD CARADEC	MEMBER
MIKE DEHART (Excused Absence)	MEMBER
DODIE MILLER	MEMBER
MICHAEL SHARPE (Excused Absence)	MEMBER
BOLIVAR LEWIS (Excused Absence)	MEMBER
SEAN LANDIS	DIRECTOR OF COMMUNITY DEVELOPMENT
ALESIA HAMMOCK	SECRETARY

Chairman Potts called the meeting to order at 7:00 p.m. and stated there was a quorum present.

1.0 ROUTINE PUBLIC HEARING AND ANNOUNCEMENTS – None

2.0 SPECIFIC PUBLIC HEARINGS

2.1 Review proposed text changes to Appendix A. Comprehensive Zoning, Article 4. Special Use Regulations, Section 4.10. Planned Unit Developments.

Sean Landis gave a brief report. He stated that as part of Staff's continued review of the Planned Unit Development ordinance Section 4.10.05 was identified for review. Mr. Landis stated that by restricting the parcel size, the city was hindering some development in the community. He stated that if someone brought something forward and it was not something they would recommend for approval, the Planning & Zoning Commission and City Council both have the authority to turn it down. He stated that Staff is recommending the following changes:

~~4.10.05. Minimum PUD parcel size: Minimum Common Open Space: A parcel of land designated PUD shall contain at least 3.5 acres. Not less than 20 percent of the land shall be reserved for~~
Common Open Space as defined in Section 1.10. Definitions. Common Open Space may include boardwalks and fountains parking areas. In calculating the minimum area required, the measurement may include the area of all dedicated streets entirely within the site and one-half of the area of the boundary streets.

Section 1.10. Definitions

Common open space: means a parcel or parcels of land or an area of water or a combination of land and water within the site designated PUD, designed for the use and enjoyment of the residents of the PUD. Common open space as defined herein includes both passively landscaped sites without improvements of any kind or complimentary structures and improvements as are necessary and appropriate for the benefit and enjoyment of the residents of the PUD.

Chairman Potts asked if this would include detention ponds.

Mr. Landis stated yes.

52 Rosebud Caradec asked if someone had a half acre of property could they apply for a PUD.
53

54 Mr. Landis stated that they could come forward and present it, but that if P&Z and City Council
55 disagrees with the project, they have the power to turn it down. The minimum acre requirement,
56 keeps someone who is trying to be creative with a small piece of property from coming to the city
57 with a project and presenting it.
58

59 Dodie Miller asked if a PUD is always going to include the water and drainage.
60

61 Mr. Landis stated yes.
62

63 Ms. Caradec stated that she thinks this will create a lot more work for city staff.
64

65 Mr. Landis stated that he did not think that would happen very often, because the process of
66 preparing a PUD is not easy.
67

68 Chairman Potts asked how can they avoid a situation like spot zoning by allowing a PUD to have
69 certain uses within a zone that was not available to the other users in that zone.
70

71 Mr. Landis stated that technically the underlying zoning never goes away. It is at the discretion of
72 the Planning & Zoning Commission and City Council to decide what is or is not allowed in the PUD.
73

74 Chairman Potts closed the Specific Public Hearing portion of the meeting at 7:12.
75

76 **3.0 NEW BUSINESS – The Commission will discuss, consider, and if appropriate, take action on**
77 **the items listed below.**
78

79 **3.1 Discussion, consideration, and possible action regarding proposed text changes to Appendix A.**
80 **Comprehensive Zoning, Article 4. Special Use Regulations, Section 4.10. Planned Unit**
81 **Developments.**
82

83 **Motion was made by Rosebud Caradec and seconded by Dodie Miller**
84

85 *To approve the text changes to Appendix A. Comprehensive Zoning, Article 4. Special Use*
86 *Regulations, Section 4.10.05 Planned Unit Developments as presented.*
87

88 **MOTION CARRIES BY UNANIMOUS CONSENT**
89

90 **3.2 Discussion, consideration, and possible action regarding a report from the Director of**
91 **Community Development on the changes to the Flood Plain Map.**
92

93 Mr. Landis gave a brief report. No action was taken.
94

95 **3.3 Discussion, consideration, and possible action regarding the Highway 146 expansion.**
96

97 Sean Landis gave a brief report. No action was taken.
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103 **4.0 APPROVAL OF MINUTES**

104
105 **4.1 Discussion, consideration and possible action concerning the minutes from the March 20, 2014**
106 **Planning & Zoning meeting.**

107
108 **Motion was made by Buddy Hammann and seconded by Dodie Miller**

109
110 *To approve the March 20, 2014 Planning & Zoning Commission minutes as presented.*

111
112 **MOTION CARRIES BY UNANIMOUS CONSENT**

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114 **5.0 ROUTINE BUSINESS**

115
116 **5.1 Discussion and Consideration of the Community Development Activity Summary.**

117
118 Sean Landis gave a brief report.

119
120 **5.2 Report from the Director of Planning and Community Development on the status of a list of**
121 **actions taken by Planning & Zoning and sent to City Council for its action or review.**

122
123 Sean Landis gave a brief report.

124
125 **5.3 Discussion with staff and P&Z Commission to establish future agenda items and meeting**
126 **dates.**

127
128 Chairman Potts stated that the next P&Z meeting would be on May 15th, 2014 and the following
129 would be discussed:

- 130
131
 - Harbortown Estates Short-form plat.
 - Rezoning request R-1 to C-2.
 - Rezoning request C-1 to C-2

132
133
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135 **5.4 Discussion, consideration, and possible action regarding the election for the Planning & Zoning**
136 **Commission Chairman and Vice Chairman positions.**

137
138 **Motion was made by Rosebud Caradec and seconded by Dodie Miller.**

139
140 *To nominate Michael Potts to continue as Chairman of the Planning & Zoning Commission.*

141
142 Ayes: Caradec, Hammann, and Miller

143 Abstained: Potts

144
145 **MOTION CARRIES BY UNANIMOUS CONSENT OF THOSE VOTING.**

146
147 **Motion was made by Chairman Potts and seconded by Rosebud Caradec.**

148
149 *To nominate Buddy Hammann to continue as Vice Chairman of the Planning & Zoning Commission.*

150
151 Ayes: Caradec, Miller and Potts

152 Abstained: Hammann

153
154 **MOTION CARRIES BY UNANIMOUS CONSENT OF THOSE VOTING.**
155

156 **Motion was made by Rosebud Caradec and seconded by Buddy Hammann**
157

158 *To adjourn the Planning & Zoning Commission meeting.*
159

160 **MOTION CARRIES BY UNANIMOUS CONSENT.**
161

162 Having no further business, the meeting adjourned at 7:54 p.m.
163

164 APPROVED THIS 15th DAY OF MAY, 2014.
165

166 
167 Michael Potts, Chairman


Alesia Hammock, Secretary

CITY OF SEABROOK
PARADE, CARNIVAL, SHOW, FESTIVAL,
SPECIAL OR COMMUNITY EVENT
APPLICATION

Ken Vollbrecht

Date of Application: 5/22/14 Name of Applicant: Endeavour Marcha
Full Address of Applicant: 3101 NASA Pkwy Seabrook, TX 77586
Day Time Phone 832 864-4000 Night time phone ()
e-mail address: Ken@EndeavourMarcha.NET

Name of Organization, Firm or Corporation on whose behalf this application is made:
Endeavour Marcha

Address of Organization (if different from above):

City State Zip Code

Phone Number of Organization (if different from above): ()

Is the organization recognized as a non-profit organization for tax purposes? No

Requested Date(s) and Times of the Event: 6/14/14 10:00 am - 5:00 pm

Location of the Event: 3101 NASA Pkwy Seabrook, TX 77586

Give a brief description of the event: Welcome To the Water
National Marcha Day Celebration

Estimated No. of Workers 15 Estimated No. of Attendees 200

Will the event be held in a parking area? Yes If so, how many parking spaces will be temporarily lost? 15

How many parking spaces are you providing for the event? 300+

Will any portion of this event be held on city property? If so, where?
No

Will alcohol be served? No If so, you are required to pay an additional deposit if you wish to serve alcohol on city property. You must also contact the Texas Alcoholic Beverage Commission.

Will admission be charged for this event? No

Do you want to display temporary signs or banners to advertise this event? Yes

Number of signs for this event 2 Complete the sign permit application attached to the packet. **Please note that signs may only be displayed on private property, with the property owners' permission and with a city permit. Signs are not permitted in any street rights-of-way.**

If this event is a parade, please answer the following additional questions.

Proposed Route (Attach Map): _____

Estimated number and kind of animals to be used: _____

Estimated number of parade participants including, animals and riders, bicycle riders, animal-drawn vehicles, floats motor vehicles, motorized displays and marching units or organizations, such as bands, color-guards, and drill teams:

THIS SECTION NEEDS TO BE COMPLETED IN ORDER TO PROCESS YOUR APPLICATION.

This application has been reviewed by the Seabrook Police Chief or designee and the signature below verifies that adequate provisions for security have been made by the applicant.

Bryan Brand

Print name
Police Department Representative

5/22/14

Date Approved

[Signature]
Signature
Police Department Representative

Comments: no security required

I have enclosed the following items as part of my application:

- 1. A completed application form including approval by the Seabrook Police Department.**
- 2. Permit fee in the amount of \$ 50.00. (Non-profit organizations may substitute a letter of request to the City Council requesting a waiver of the permit fee.**
- 3. If event is a parade a deposit fee of _____ is included. Deposits are not waived.**
- 4. A certificate of insurance, naming the City of Seabrook as certificate holder. This insurance provides protection of not less than \$100,000 against liability for damages to property and protection of not less than \$100,000 for protection of injury to the death of one person and of not less than \$300,000 for protection against injury to death of two or**

more persons in a single accident or occurrence. (A sample certificate of insurance is enclosed.)

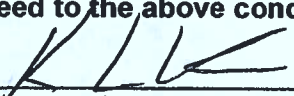
5. For special events, a site plan is attached as required by the Code of the City of Seabrook, Section 4.07. (See attached excerpt.)
6. For parades, a map showing the parade route is attached.

NO APPLICATION WILL BE ACCEPTED UNLESS ALL ITEMS LISTED ABOVE ARE PROVIDED.

As applicant, I certify that all information contained in this application is true and correct to the best of my knowledge. I state that I am fully authorized to act and contract for any persons, organizations, firms or corporations on whose behalf this application is made. As applicant for the above organization, I do contract and agree that they will jointly and severally, indemnify and hold the City of Seabrook harmless against liability for any and all claims for damage to property or injury to or death of persons arising out of or resulting from the issuance of the permit or the conduct of the participants. As applicant, I understand that I may be held liable as principal in place of the organization for the cost of cleaning or repairing city property which may have sustained damage as a result of the special event. I understand that a special events permit may be issued for no more than five consecutive days. If the permit is granted, I, as representative, agree to adhere to all city ordinances regarding the special event.

I understand that If I am applying to use a city park, community house or other city facility to hold this event, additional applications and fees will be required.

I understand that all required applications, accompanying documents and fees must be submitted to the City Secretary's Office at least 30 days prior to the date of the event, and that the event may not be held without approval of the Seabrook City Council. I have read and have agreed to the above conditions.



Signature of Applicant

Ken Vollbrecht

Printed Name of Applicant

5/22/14

Date Submitted

FOR OFFICE USE ONLY

Reviewed by City Secretary _____ Date _____

If applicable: Fire Marshal notified _____ Building Official Notified _____ City Mgr _____

This application has been reviewed by the Seabrook City Council on _____
and has been **APPROVED** **DENIED**.

The following conditions are placed upon this event: _____

**CITY OF SEABROOK
COMMUNITY DEVELOPMENT DEPARTMENT
1700 FIRST STREET
SEABROOK, TEXAS 77586
PHONE #: (281) 291-5669 FAX #: (281) 291-5690**

PLEASE LIST LOCATIONS OF ALL TEMPORARY SIGNS

1. 3101 NASA Parkway
2. 3101 NASA Parkway
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
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20. _____

Sign Permit CITY OF SEABROOK

Applicant to complete all numbered spaces. Incomplete applications will not be processed.

Site Address			
1	3101 NASA Pkwy	77586	832-864-4000
Sign Owner		Mail Address	Zip
2	Endeavour Marina	SAME	
Contractor/ Installer		Mail Address	Zip
3	SAME		
Type of Sign			
4	Banner 3' x 5'		
Describe purpose of sign (ie. election, special event, etc.)			
5	Special Event		
Project Value		Approved by	

Issuance of this permit all allows for on-site inspections during the time of construction until the time of the final inspection.

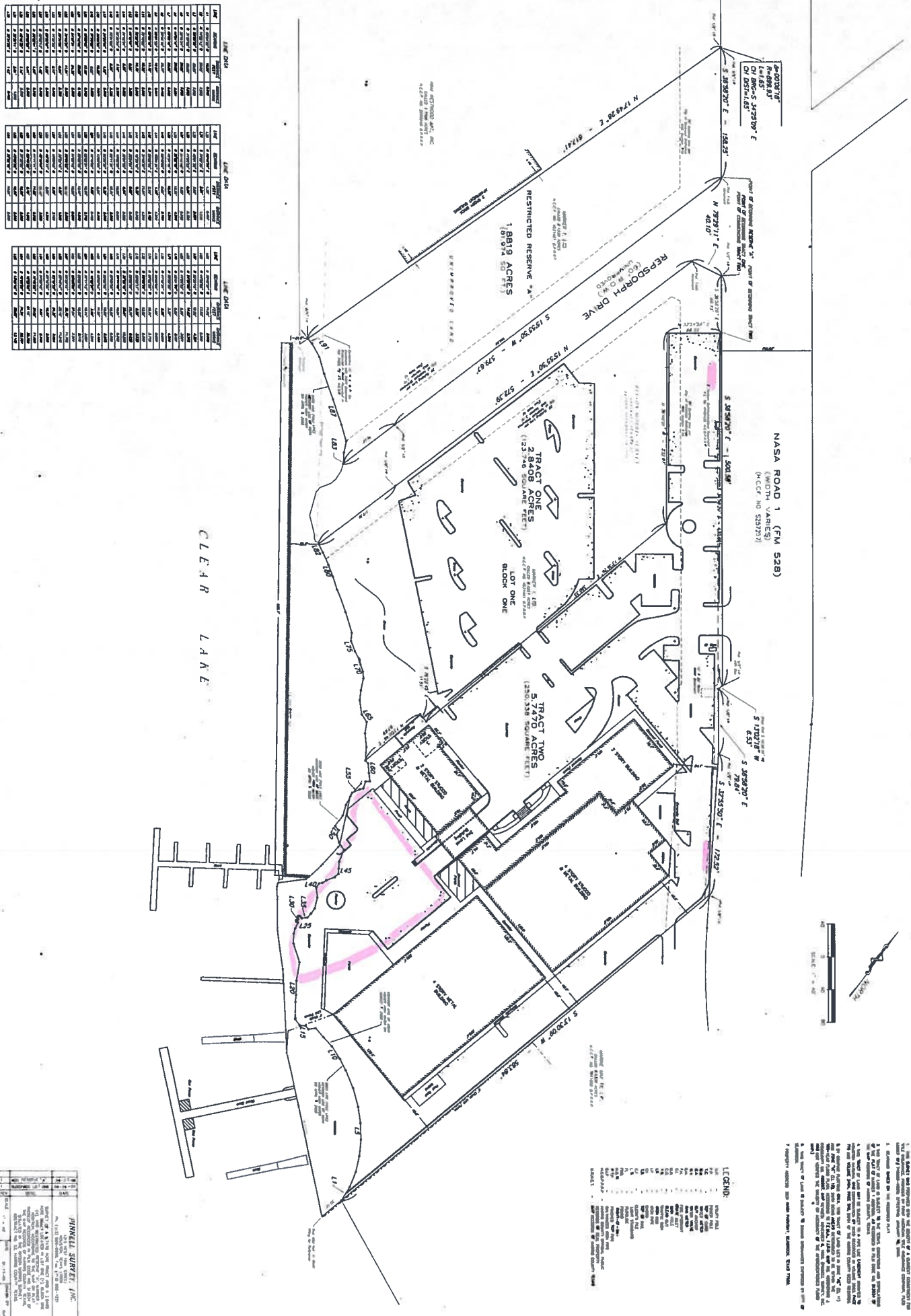
DESCRIPTION OF SIGN

Total Height		TYPE OF LIGHTING	
Total square feet of faces of one face:	15	Internal Diffused	☐
Total square feet of all faces:	30	Indirect	☐
Minimum clearance beneath sign:		Neon	☐
TYPE OF SIGN (please check all that apply)		Directly Lighted	☐
Freestanding	☐	MATERIALS	
Roof mounted	☐	Foundation:	☐
Building mounted	☐	Sign Board:	☐
Shopping Center ID sign	☐	Support Structure:	☐
Permanent	☐	Face Material	☐
Temporary	☒	*Signs in right-of-ways and easements are prohibited and will be removed at the owner's expense*	
Conventional	☐		
Spectacular	☐		

* Please attach drawings of sign specifications for permanent signs *

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of the laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or performance of construction.

	Date	5/22/14	Date
Signature of contractor or Authorized Agent		Signature of Owner (if owner is builder)	





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/23/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brady, Chapman, Holland & Associates 10055 West Gulf Bank Houston TX 77040	CONTACT NAME: PHONE (A/C No. Ext): 713-688-1500 E-MAIL ADDRESS:		FAX (A/C No): 713-688-7967
	INSURER(S) AFFORDING COVERAGE		
INSURED Endeavour Marina Clear Lake, LP 3101 NASA Parkway, Suite M Seabrook TX 77586	INSURER A: United States Fire Insurance (Crump		NAIC # 22945
	INSURER B: Admiral Ins. Co. (Am.Risk Mgmt)		
	INSURER C: Texas Mutual Insurance Co		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 2133479423

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☐ OCCUR ☒ 10,000 GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PRO-JECT ☐ LOC			FEIEIL12732	2/1/2014	2/1/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☐ UMBRELLA LIAB ☐ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			8661001527	2/1/2014	2/1/2015	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TSF0001187811	2/1/2014	2/1/2015	☒ WC STATUTORY LIMITS ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B	Pollution			FEIEIL12732	2/1/2014	2/1/2015	Pollution Deductible 1,000,000 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Marine General Liability / Marina Operators Legal Liability Form SEA11010606

National Marina Day Celebration June 14th 2014

CERTIFICATE HOLDER

CANCELLATION

City of Seabrook 1700 First Street Seabrook TX 77586	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

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**ORDINANCE 2014-11
CIVIL SERVICE CLASSIFICATION SYSTEM CONTINUATION
WITH CHANGES TO POSITIONS**

AN ORDINANCE MODIFYING AND CONTINUING A CIVIL SERVICE CLASSIFICATION SYSTEM CONSISTING OF CLASSES, POSITIONS, PAY GRADES AND COMPENSATION LEVELS IN THE CLASSIFIED SERVICE OF THE SEABROOK POLICE DEPARTMENT; REESTABLISHING GROSS MONTHLY BASE SALARY RATES FOR EACH CLASSIFICATION; REESTABLISHING CERTAIN BENEFITS FOR CLASSIFIED MEMBERS; PROVIDING FOR A REPEAL WITH LIMITED EXTENSION; PROVIDING A SEVERABILITY CLAUSE, AN EFFECTIVE DATE, CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT AND REPLACING PREVIOUSLY ADOPTED ORDINANCE NO. 2013-21

WHEREAS, on September 20, 2011 by Ordinance No. 2011-13, the City Council of the City of Seabrook, Texas adopted a Civil Service Compensation Plan, including the classifications and salaries for the sworn personnel positions with the Police Department of the City of Seabrook; and

WHEREAS, on October 1, 2013 the Seabrook City Council replaced Ordinance No. 2011-13 with the passage of Ordinance No. 2013-21, which contained updates to the Civil Service Classification, Provisions and Salary Scale; and

WHEREAS, it is the intent of the City Council of the City of Seabrook, acting upon the recommendations of the Chief of Police, to remove the position of Police Captain and to increase the number of officers in the position of Sergeant from five (5) to six (6) officers; and

WHEREAS, it is also the intent of the City Council to maintain all regulations regarding civil service in one combined ordinance; and

WHEREAS, this can be accomplished by replacing Ordinance No. 2013-21 with Ordinance No. 2014-11 including all exhibits and attachments which shall include all applicable rules and regulations of the Civil Service Commission; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEABROOK, STATE OF TEXAS:

Section 1.

This ordinance is enacted following the adoption of a municipal civil service system for Seabrook Police Officers pursuant to Texas Local Government Code Chapter 143 "Municipal Civil Service", (Civil Service) by the citizens of Seabrook in a referendum election on May 7, 2011. The provisions of Civil Service were fully implemented and in effect on or after **October 30, 2011** as required by law.

The Council makes the following findings:

- (A) The City adopted Texas Local Government Code Chapter 143 “Municipal Civil Service”, applies to members of the classified service in the Seabrook Police Department.
- (B) Chapter 143 (Municipal Civil Service) provides that the City Council shall establish the classifications for the Police Department and the number of positions within each classification.
- (C) The Police Chief recommends removing the classification of Captain from the previous list and adding one additional position of Sergeant; thereby the total number of officers remains the same of members in the classified service as employed previously in order to maintain the same level of delivery of services and increase efficiency in the Police Department.

Section 2.

The Seabrook Police Department classified civil service shall consist of the following classifications and the number of positions in each classification:

<u>Grade</u>	<u>FLSA</u>	<u>Title</u>	<u>Number of Positions</u>
14	E	Lieutenant	2
13	N	Sergeant	<u>6</u>
10	N	Police Officer	22
9	N	Police Officer – Entry Level	1
TOTAL			31

Section 3.

The base salary rate, pay grade and seniority pay (Step Pay Plan), if any, for each classification and position are set forth in **Exhibit “A”** attached hereto and incorporated herein by reference as though included verbatim. **Exhibit “A”** is hereby approved and adopted for each civil service classification in the Police Department.

Section 4.

All classified personnel shall also be paid additional compensation consisting of longevity pay, educational incentive pay, and certification pay in accordance with the rates set forth in **Exhibit “B”** attached herein by reference as though included verbatim. Funding for such additional compensation shall be included and approved within the budget for the Seabrook Police Department in the City’s annual budget in accordance with City policies.

Section 5.

Classified Civil Service personnel shall follow and comply with the Seabrook Personnel Policies as adopted by Resolution 2008-08 as it exists now or is hereafter amended relating to any policy, benefit personnel issue that is not addressed in the City of Seabrook Civil Service Rules and Regulations or required by Chapter 143 of the Texas Local Government Code.

Section 6.

All classified civil service personnel shall, at a minimum, accrue and be paid sick and vacation time as required by Sections 143.045 and 143.046 of Chapter 143 of the Texas Local Government Code, as amended. To that end, the City Council hereby adopts the sick and vacation leave policies including accumulation of such leave from year to year, as set forth in Sections 143.045 and 143.046 of the City of Seabrook Civil Service Rules and Regulations. Funding for leaves shall be included and approved within the budget for the Seabrook Police Department in the City's annual budget in accordance with City policies.

Section 7.

The classified civil service system of compensation and benefits as shown on Exhibits A and B and included in this Ordinance No. 2014-11 shall become effective/accruable and/or payable with the start of the first full pay period on or after June 3, 2014.

Section 8.

Any previous personnel ordinances, resolutions, or personnel practices relating specifically to the same items included herein for Seabrook Police Officers and inconsistent with the specific terms approved herein are hereby repealed and declared null and void to the extent of such inconsistency on or after June 3, 2014, except that such inconsistent ordinances, resolutions or personnel policies shall remain in effect for the limited time and purpose of resolving any disputed issues that occurred on or before June 3, 2014. **This ordinance replaces Ordinance No. 2013-21 in its entirety.**

Section 9.

Should any part of this ordinance be held invalid by a court of competent jurisdiction, the remaining parts shall be severable and shall continue to be in full force and effect.

PASSED AND APPROVED on first reading this 6th day of May 2014.

PASSED AND ADOPTED on second and final reading this 3rd day of June 2014.

CITY OF SEABROOK

BY: _____
GLENN R. ROYAL, MAYOR

ATTEST:

BY: _____
MICHELE L. GLASER, TRMC
CITY SECRETARY

APPROVED AS TO FORM:

BY: _____
STEVEN L. WEATHERED
CITY ATTORNEY



CLASSIFIED CIVIL SERVICE
POLICE DEPARTMENT PAY STRUCTURE



EXHIBIT "A" - ORDINANCE 2014-11

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Grade	Position	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
14	Lieutenant (Exempt)	75,000.12	76,875.12	78,797.00	80,766.93	82,786.10	84,855.75	86,977.15	89,151.57								
		6,250.01	6,406.26	6,566.42	6,730.58	6,898.84	7,071.31	7,248.10	7,429.30								
		2,884.62	2,956.74	3,030.65	3,106.42	3,184.08	3,263.68	3,345.27	3,428.91								
		36.06	34.76	35.35	35.95	36.54	37.14	41.82	37.73								
13	Sergeant (Non-Exempt)	62,430.94	63,991.71	65,591.51	67,231.29	68,912.08	70,634.88	72,400.75	74,210.77	76,066.04	77,967.69						
		5,202.58	5,332.64	5,465.96	5,602.61	5,742.67	5,886.24	6,033.40	6,184.23	6,338.84	6,497.31						
		2,401.19	2,461.22	2,522.75	2,585.82	2,650.46	2,716.73	2,784.64	2,854.26	2,925.62	2,998.76						
		30.01	34.76	35.35	35.95	36.54	37.14	34.81	37.73	38.73	39.73						
10	Police Officer Emergency Management Coordinator (Non-Exempt)	44,556.00	45,669.90	46,811.65	47,981.94	49,181.49	50,411.02	51,671.30	52,963.08	54,287.16	55,644.34	57,035.45	58,461.33	59,922.87	61,420.94	62,956.46	64,530.37
		3,713.00	3,805.82	3,900.97	3,998.49	4,098.46	4,200.92	4,305.94	4,413.59	4,523.93	4,637.03	4,752.95	4,871.78	4,993.57	5,118.41	5,246.37	5,377.53
		1,713.69	1,756.53	1,800.45	1,845.46	1,891.60	1,938.89	1,987.36	2,037.04	2,087.97	2,140.17	2,193.67	2,248.51	2,304.73	2,362.34	2,421.40	2,481.94
		21.42	34.76	35.35	35.95	36.54	37.14	24.84	37.73	38.73	39.73	27.42	28.11	28.81	29.53	30.27	31.02
9	Police Officer - Entry Level (Non-Exempt)	42,842.28															
		3,570.19															
		1,647.78															
		20.60															

The above table indicates annual base salary, monthly base salary, bi-weekly base salary, and base hourly rate per classification. Employees are paid on a bi-weekly basis over a 12 month period.

Classified civil service personnel begin employment at Step 1 in their specified grade. On each employee's annual anniversary date, the officer advances to the next step within their salary grade if this Seniority Pay (Step Pay Plan) has been approved in the annual City budget ordinance addressing the Seabrook Police Department.



CITY OF SEABROOK

CIVIL SERVICE BENEFITS

LONGEVITY PAY

Longevity Pay	\$4.00/Per Month of Service
---------------	-----------------------------

Paid in a lump sum annually in December

CERTIFICATION PAY

<i>Type of Certificate</i>	<i>PER PAY PERIOD</i>	<i>PER MONTH</i>	<i>ANNUAL</i>
TCLEOSE Intermediate	30.00	65.00	780.00
TCLEOSE Advanced	41.54	90.00	1,080.00
TCLEOSE Instructor's	66.92	145.00	1,740.00
TCLEOSE Masters	103.85	225.00	2,700.00

Paid only at highest rate completed

EDUCATION PAY

<i>Type of Certificate</i>	<i>PER PAY PERIOD</i>	<i>Per Month</i>	<i>ANNUAL</i>
Associate Arts	53.08	115.00	1,380.00
Bachelors	92.31	200.00	2,400.00
Masters	103.85	225.00	2,700.00
Doctoral (Juris Doctor)	117.69	255.00	3,060.00

Paid only at highest rate completed

To be eligible for education pay for a degree, a degree must be earned while employed at the City.

ORDINANCE 2014-11
EXHIBIT "B"

Seabrook City Council Special Meeting
Minutes of April 4, 2014
Page 1

The City Council of the City of Seabrook met in special session on Friday, April 4, 2014 at 8:00 a.m. in Seabrook Fire Station #1, 1850 Meyer Road, 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 GIANGROSSO	COUNCIL PLACE NO. 2
GARY JOHNSON	COUNCIL PLACE NO. 3
DON HOLBROOK	COUNCIL PLACE NO. 4
THOM KOLUPSKI	COUNCIL PLACE NO. 5
LAURA DAVIS	MAYOR PRO TEM & COUNCIL PLACE NO. 6
MELISSA BOTKIN	COUNCILOR ELECT
O. J. MILLER	COUNCILOR ELECT
RON COX	FACILITATOR
GAYLE COOK	CITY MANAGER
MICHELE L. GLASER	CITY SECRETARY
JESSICA ANCIRA	MUNICIPAL COURT ADMINISTRATOR
MYRA BERGERON	UTILITY BILLING SUPERVISOR
ANNETTE BLACK	PERSONNEL ADMINISTRATOR
RAY COOK	S.V.F.D. CHIEF
LEAANN DEARMAN	DIRECTOR OF COMMUNICATIONS
JEFF GALYEAN	EMERGENCY MGMT. COORDINATOR
MICHAEL GIBBS	ACCOUNTANT
NONA HOLOMON	DIRECTOR OF PUBLIC SAFETY
PAM LAB	DIRECTOR OF FINANCE
SEAN LANDIS	ASST. CITY MANAGER & COMMUNITY DEVELOPMENT DIRECTOR
KEVIN PADGETT	ASST. DIRECTOR OF PUBLIC WORKS
GEORGE SZAKACS	IT DIRECTOR
RAY TREVINO	UTILITY SUPERINTENDENT & SAFETY COORDINATOR
SEAN WRIGHT	POLICE CAPTAIN

Mayor Royal called the meeting to order at 8:06 a.m.

1.0 PUBLIC COMMENTS AND ANNOUNCEMENTS – None.

2.0 WORK SESSION ITEMS

2.1 The City Council and staff will discuss various short and long-term goals for the City of Seabrook. Goals' setting involves the possibility of discussing any and all aspects of city business and issues from a goal setting perspective and setting city business priorities.

Seabrook City Council Special Meeting
Minutes of April 4, 2014
Page 2

Draft workshop products may be placed on future city council agendas for discussion, consideration and action for final goals, projects and priorities. (Council)

Ron Cox, Facilitator outlined the day's activities. The group will cover four main areas:

Governance
SWOT analysis
Setting priorities
Identify dangers.

A summary of items discussed is included in "Report and Strategic Plan" prepared by Mr. Cox and identified as **Exhibit A** which is included and made a part of these minutes.

At the end of the meeting, Mr. Cox asked each attendee for his/her opinion of the work session. All made favorable comments and appreciated the opportunity to gather council and staff together to identify problems and work towards solutions.

Upon a motion duly made, seconded and approved, Mayor Royal adjourned the meeting at 3:15 p.m.

Approved this 3rd day of June 2014.

Glenn R. Royal, Mayor

Michele L. Glaser, TRMC
City Secretary



Report and Strategic Plan

**Adopted
TBA**

**Prepared and Facilitated
By
Ron Cox Consulting**



REPORT AND STRATEGIC PLAN COUNCIL/STAFF RETREAT

CITY OF SEABROOK

April 4, 2014

Introduction

On April 4, 2014, the Mayor, City Council and staff of the City of Seabrook met for a retreat planning session. The purpose of this meeting was to establish the Council's governance philosophy and to develop a multi-year strategic plan.

During all sessions, the Council and staff freely worked together and their work was exemplary in all respects. Ron Cox facilitated the process.

Governance

The Council participated in discussions about their role together and their leadership responsibilities. Several questions were asked by the facilitator to assist them in defining their leadership and communications philosophies and their expectations with each other and with staff.

Personal responsibility

First they were asked to list the reasons why they serve as elected officials for the City of Seabrook.

Why do Council members serve?

- To make a difference.
- To help provide a better quality of life for residents.
- There were specific issues to address.
- Ability to network and work with groups...connecting with others.
- Knowledgeable about the City.
- Wanted to get involved in the community.

They were then asked to list the individual attributes they bring and can contribute to the Council.

What are the Councils' individual attributes?

- Work experience.
- Interpersonal skills.
- History (knowledge) of the City.
- Vision for the City.
- Finance skills.
- Attention to detail.
- Ability to help resolve conflict.
- Patience.
- Commitment.
- Agreeable – ability to compromise.
- Discernment – ability to choose your battles.

Leadership

Discussion then centered on the Council members reasons for running for the office, and the attributes they bring individually with how they will lead collectively as a group. They responded as follows.

The City Council of Seabrook will lead...

- By example – be willing to act first.
- By respecting your peers and their opinion.
- Respectfully – recognizing that Council members are still colleagues after the meeting.
- By respecting the administrative chain of command.
- With understanding of Council's role as policy makers acting through the City Manager.
- By making good policy.
- By having a long-range vision.
- By being a good listener.
- Understanding the details of issues and implications of decisions.
- By asking questions.

- With empathy.
- By finding consensus.
- Compromising when possible.
- By being approachable – Open door.
- By being inclusive of all Council members.
- By overlooking personality traits and looking to the issues.
- By meeting the community's expectations as best as possible.
- By being a good student.
- Understanding individual strengths and weaknesses.
- With creativity.
- By focusing on the main things.
- Educating the citizens.
- By having and using a filter.
- By understanding and managing expectations.
- Being fiscally responsible.
- Being a positive cheerleader...ambassador.
- Willing to support the decision of the majority in the community.
- Keeping the negative to a minimum.
- Emphasizing the values of the individual Council members – honesty, respect, trustworthy, loyalty, a moral compass, sincerity, accountability and pride.

Communication

Council then defined how they intend to communicate with citizens, each other, and with staff.

Council will communicate with citizens, staff and each other...

- Clearly.
- Being willing to listen, first.
- Tell the truth – honestly.
- Through proper channels.
- Utilizing social media.
- Developing a clear consistent message and responding clearly to issues.
- By being proactive.
- Person to person where possible.
- Finding new a creative ways to communicate.
- Understanding of the rules of the Charter.
- By knowing the correct answer and saying so, when unsure.
- Investigate before answering.
- In a timely manner.
- Don't make promises that can't be kept.

Expectations

Council expects the following of each other...

- Cooperation between Council members.
- Be respectful and honest.
- Respect each other.
- By being transparent, disclosing one's opinion on the matter.
- With civility.
- Seeking to understand the other members' perspectives.
- Allowing a speaker to finish their point.
- Delivering the issue and the position properly.

Council then defined their expectations of staff as follows.

Staff is expected to...

- Be accountable to Council and the citizens.
- Work in a cooperative manner.
- Provide expert recommendations.
- Be an informative resource.
- Bring issues to the table for Council consideration.
- Communicate.
- Be educated.
- Understand the staff's vision of the city, as well.
- Be comfortable approaching the Council with issues and concerns.
- Develop pros and cons for council decision-making.
- Provide training to Council.
- Be consistent.

Council then defined the expectations they believe the staff would have of them.

Staff expects Council to (as defined by Council members themselves)...

- Be supportive of the staff – have their back.
- Trust their opinions, expertise and knowledge.
- Use the proper channels.
- Stay out of the media as much as possible.
- Be practical with solutions.
- Have realistic expectations.
- Disagree agreeably.
- Speak out on the issues appropriately.
- Support the staff when unfunded mandates are issued.
- Ask.
- Be involved in the community.
- Make the “right” decision – not just the popular ones.

SWOT

The Council and staff then worked together to define the city's strengths, weaknesses, opportunities and threats (SWOT). The weaknesses were then categorized into Areas of Emphasis, as common themes were identified. Within the Areas of Emphasis, opportunities were identified. And, finally, strategies were developed and prioritized to provide a mechanism to make the opportunities actionable.

Strengths

The Council and staff were divided into four groups. They were asked to identify the strengths of the organization and community. These are the lists provided by the four groups without editing, thus there is duplication. This is meant show a commonality between groups. It was pointed out that strengths could also be weaknesses.

Strengths

- **Community**
 - Service organizations – Rotary and Scouts.
 - Quality events.
 - Open spaces.
 - A peaceful city.
 - The place in the Houston area to move to.
 - Infrastructure.
 - Location.
 - Respect for a well-run city.
 - Water amenities.
 - Natural amenities.
 - Sense of community.
 - Small community
 - Community support.
 - Small percentage of citizens unhappy.
 - Good schools.
 - Volunteer efforts.
 - Amenities.
 - Tourist/waterfront community.
 - Parks and trails.
 - Pro-business for businesses that fit the community.
- **Organization**
 - Leadership of the Council and staff.
 - Tenured staff.
 - Community involvement.
 - Caring staff.
 - Ability to communicate.
 - Leadership.

- Trust.
- Small government organization.
- Lack of red tape.
- Council and staff work well together.
- Longevity of staff.
- Seniority and knowledge of staff.
- Inter-office communications.
- Variety of skills
- Diverse vision.
- Motivated staff.

Weaknesses, Issues and Challenges

The four groups identified the following weaknesses.

Weaknesses, Issues and Challenges

- **Community**
 - Flooding.
 - SH 146 widening.
 - Traffic control (Toddville Road and Lakeside Drive.)
 - Lack of lower middle class. (Moved away after Hurricane Ike).
 - Title 1 Schools.
 - Low voter participation.
 - Lack of economic growth.
 - Lack of land availability.
 - Uncertainty of businesses over SH 146 expansion.
 - Lack of Class A office space.
 - Lack of involvement in the community.
 - Reluctance to change.
 - Voter apathy.
 - Misinformation on some topics.
 - Lack of community involvement.
 - Physical barriers – roads and water.
 - Lack of developable land.
 - Lack of alternative water supply and capacity.
 - Kemah traffic.
 - Vulnerable to natural disasters.
 - Bordered by water on two sides of the city.
 - Major landowners reluctant to develop.
 - Recruitment/retention, replacement and training of volunteers.
- **Organization.**
 - Not enough staff.
 - Lack of revenue.
 - Held hostage by other governmental entities – i.e. TxDOT in SH 146 expansion.
 - Charter limitations on expenditure of funds.

- Open Meetings Act sometimes inhibits full discussions.
- Lack of funding.
- Lack of communication.
- Generation gap.
- Budget restraints.
- Dated public works facilities.
- Wastewater treatment plant location.
- Perception that NASA is closing.
- Lack of planning and funding for replacement of facilities and equipment.
- Stopped planning over past several years for various reasons.

Vision Elements and Statement

It was pointed out that without a unified vision, solutions to the weaknesses are more difficult to define. Discussion turned to what is the vision for Seabrook. Based on the discussion of strengths and weaknesses, the Council and staff defined the elements of a vision for Seabrook. From those elements a Vision Statement was drafted. It was agreed the vision statement is only a draft and the Statement needs further work.

Vision Elements

- Quality of Life
 - Good Schools.
 - Safe community.
- Community amenities.
- Good infrastructure (mission based).
- High-end retail services.
- Sophisticated coastal charm.
- Social responsibility to people and environment.
- Fiscally responsible (mission based).
- Active involved people.
- Unique – wide range of lifestyle alternatives.

Vision Statement (Draft)

Seabrook is a unique waterfront community offering a vibrant coastal lifestyle for residents, businesses and visitors.

Areas of Emphasis

The weaknesses were then divided into four Areas of Emphasis as follows.

- Economic Development
- Organizational Development
- Governance

Issues and Challenges

Issues and challenges were identified for each of the Areas of Emphasis as follows. They are listed in no particular order.

Economic Development

- Redevelopment opportunities for SH 146 widening.
- Focus on development of Class A office space.
- Develop higher end retail shopping.
- Development that offers a destination for visitors.
- Better defining the message for Seabrook.
- Emphasizing shopping local.
- Develop local services to serve the residential base.

Organizational Development

- Need for facility and equipment replacement planning.
- Need for long-term staff planning.
- Improve revenues and resources for city operations.
- Plan for a full partnership with the volunteer fire department and EMS services.
- Provide for funding of a capital improvements plan (CIP).
- Planning for and response to natural and manmade disasters.

Governance

- Become more proactive with State Legislature, federal government and other cities in the region.
- Improve intergovernmental relations.
- Develop a policy for full elected official disclosure.
- Identify and propose amendments to address Charter limitations.
- Define and improve the city's image.

Strategies

Based on the issues and challenges identified in each Area of Emphasis, the Council established and prioritized broad strategies. The strategies are presented in priority order.

Economic Development

- 1. Create and implement standards for redevelopment to come from the SH 146 widening project.**
- 2. Develop a defined and consistent message for marketing Seabrook. Message to include**
 - a. Business friendly**
 - b. Incentive programs**
 - c. Zoned areas for businesses**

- d. Easy access.
- 3. Create opportunity for Class “A” office space and higher-end retail space.
 - a. Define areas ripe for development.
 - b. Maintain and expand existing incentive packages.
 - c. Expand and refine façade improvement incentives.
 - d. Identify properties available.
 - e. Recruit a grocery anchor.
 - f. Recruit a full service hotel.
 - g. Create destination type development.
- 4. Emphasize shopping and utilizing local services.
 - a. Overcome limited opportunities and competition issues.
 - b. Attract medical services
 - c. Attract professional office space
 - d. Develop and maintain city services to provide needed services.

Organizational Development

- 1. Develop a successful bond election for facility replacement.
- 2. Study and make recommendations for improvements to all city facilities to maximize efficiency.
- 3. Develop and fund a citywide CIP.
- 4. Create a staff plan for recruitment, retention and replacement of retiring employees.

Governance

- 1. Develop a proactive approach to working with federal and state legislatures and agencies and with other cities.
 - a. Identify and utilize networking opportunities with national, state, and local organizations.
 - b. Research and investigate intergovernmental and interlocal models and agreements.
 - c. Lobby and advocate for Seabrook.
- 2. Create a full disclosure policy for all city elected officials.
 - a. Develop ordinance revisions.
 - b. Review and research possible language for charter amendments.
 - c. Provide training to elected officials on responsibilities.
- 3. Identify and address Charter limitations.
 - a. Amend term limits for elected officials.
 - b. Amend spending limits for the city budget.
 - c. Provide for a city charter review by Council and staff prior to the appointment of a Charter Review Commission.
- 4. Improve the image of the city government.
 - a. Develop additional citizen engagement through the use of the following techniques.
 - i. Town Hall meetings.

- ii. Citizen University.
- iii. Technology.
- b. Improve transparency.
 - i. Utilize proactive advertising
- c. Be consistent in policy and message.

Threats

The Council and staff then identified threats that would prevent the implementation of the opportunities and strategies identified.

Threats

- Legislative unfunded mandates.
- Lack of tax base.
- Economic downturn.
- Natural and/or man-made disaster.
- Loss of businesses to neighboring cities.
- Failed bond/Charter elections.
- Poor timing for initiatives.
- Unforeseen citizen issues.
- Competition from other neighboring cities.
- Negative media coverage.
- Long construction period for SH 146.
- Wasted efforts.
- Poor staff morale.
- Lack of political will.
- Fatigue.
- Loss of key employees.
- Lack of accountability.

Staff Session Implementation Plan Strategic Initiatives **To Be Completed**

Implementation Plan

The executive staff met on **TBD** to review the strategies prepared at the retreat and to begin development of the framework for the Implementation Plan. At that meeting, team facilitators, team members and partners were identified. The assignment of a team facilitator and team members was designed to include more of the staff in the implementation process. Assignments were made based on their area of expertise and involvement in the implementation of the strategy. At the second meeting, scheduled for

TBD, the action steps, timeline, and budgets were presented, having been developed between the meetings. Following are the action items identified by the staff to be inserted in the Strategic Plan.

Economic Development

- **Implementation Framework**
 - **Team Facilitator**
 - **Team Members**
 - **Partners**
 - **Action Steps**
 - **Budget**
 - **Timeline**

Organizational Development

- **Implementation Framework**
 - **Team Facilitator**
 - **Team Members**
 - **Partners**
 - **Action Steps**
 - **Budget**
 - **Timeline**

Governance

- **Implementation Framework**
 - **Team Facilitators**
 - **Team Members**
 - **Partners**
 - **Action Steps**
 - **Budget**
 - **Timeline**

Reporting

Finally, staff determined the following reporting protocols. These protocols serve the purpose of keeping the staff on schedule with the implementation of strategies, keeping the City Manager informed, and providing regular reports to the City Council on the status of the implementation of the adopted strategies.

Reporting Protocols TBD

- **Council**

1. Receives periodic updates regarding various projects related to the strategic plan.
2. Receives formal status reports quarterly, including an annual report.
- **City Manager**
 1. City Manager receives regular updates from staff at regular staff meetings on progress of assignments.
 2. City Manager receives formal quarterly updates from staff on progress of assignments.

City Council

TBD

On **TBD** the City Council met in Work Session to review their work as well as the work of the staff since the retreat in February. After a thorough discussion the Report as presented and it was adopted.

Conclusion

The Council and staff of the City of Seabrook worked through a strategic planning process that allowed the Council to identify strategies for moving the city forward, brought the staff leadership and Council closer together as a team, and developed an implementation process to ensure the strategies are addressed and accomplished over time.

LOGO

Strategic Plan 2014

**Council/Staff Planning Retreat
April 4, 2014**

**Adopted
TBD, 2014**

**Prepared and Facilitated
By
Ron Cox Consulting**

Vision Statement

City of Seabrook (DRAFT)

Seabrook is a unique waterfront community offering a vibrant coastal lifestyle for residents, businesses and visitors.

Mission Statement

City of Seabrook

TBD

City of Seabrook

City Council

Leadership Philosophy

The City Council of the City of Seabrook will lead...

- By example – be willing to act first.
- By respecting your peers and their opinion.
- Respectfully – recognizing that Council members are still colleagues after the meeting.
- By respecting the administrative chain of command.
- With understanding of Council's role as policy makers acting through the City Manager.
- By making good policy.
- By having a long-range vision.
- By being a good listener.
- Understanding the details of issues and implications of decisions.
- By asking questions.
- With empathy.
- By finding consensus.
- Compromising when possible.
- By being approachable – Open door.
- By being inclusive of all Council members.
- By overlooking personality traits and looking to the issues.
- By meeting the community's expectations as best as possible.
- By being a good student.
- Understanding individual Council member strengths and weaknesses.
- With creativity.
- By focusing on the main things.
- Educating the citizens.
- By having and using a filter.
- By understanding and managing expectations.
- Being fiscally responsible.
- Being a positive cheerleader...ambassador.
- Willing to support the decision of the majority in the community.
- Keeping the negative to a minimum.
- Emphasizing the values of the individual Council members – honesty, respect, trustworthy, loyalty, a moral compass, sincerity, accountability and pride.

City of Seabrook

City Council

Communication Philosophy

The City Council of the City of Seabrook will communicate...

- **Clearly.**
- **Being willing to listen, first.**
- **Tell the truth – honestly.**
- **Through proper channels.**
- **Utilizing social media.**
- **Developing a clear consistent message and responding clearly to issues.**
- **By being proactive.**
- **Person to person where possible.**
- **Finding new a creative ways to communicate.**
- **Understanding of the rules of the Charter.**
- **By knowing the correct answer and saying so, when unsure.**
- **Investigate before answering.**
- **In a timely manner.**
- **Don't make promises that can't be kept.**

City of Seabrook

City Council and Staff

Expectations

Council expects the following of each other...

- Cooperation between Council members.
- Be respectful and honest.
- Respect each other.
- By being transparent, disclosing one's opinion on the matter.
- With civility.
- Seeking to understand the other members' perspectives.
- Allowing a speaker to finish their point.
- Delivering the issue and the position properly.

Council expects the following of staff...

- Be accountable to Council and the citizens.
- Work in a cooperative manner.
- Provide expert recommendations.
- Be an informative resource.
- Bring issues to the table for Council consideration.
- Communicate.
- Be educated.
- Understand the staff's vision of the city, as well.
- Be comfortable approaching the Council with issues and concerns.
- Develop pros and cons for council decision-making.
- Provide training to Council.
- Be consistent.

Staff expects Council to (as defined by Council members themselves)...

- Be supportive of the staff – have their back.
- Trust their opinions, expertise and knowledge.
- Use the proper channels.
- Stay out of the media as much as possible.
- Be practical with solutions.
- Have realistic expectations.
- Disagree agreeably.
- Speak out on the issues appropriately.
- Support the staff when unfunded mandates are issued.
- Ask.
- Be involved in the community.
- Make the “right” decision – not just the popular ones.

City of Seabrook Staff Core Leadership Model

The staff of the City of SEABROOK will lead...

- **TBD**

Area of Emphasis Economic Development

Guiding Principle: TBD

Strategic Initiatives:

- 1. Design standards for redevelopment to come from the SH 146 widening project.**
- 2. Develop a defined and consistent message for marketing Seabrook. Message to include**
 - a. Business friendly**
 - b. Incentive programs**
 - c. Zoned areas for businesses**
 - d. Easy access.**
- 3. Create opportunity for Class “A” office space and higher-end retail space.**
 - a. Define areas ripe for development.**
 - b. Maintain and expand existing incentive packages.**
 - c. Expand and refine façade improvement incentives.**
 - d. Identify properties available.**
 - e. Recruit a grocery anchor.**
 - f. Recruit a full service hotel.**
 - g. Create destination type development.**
- 4. Emphasize shopping and utilizing local services.**
 - a. Overcome limited opportunities and competition issues.**
 - b. Attract medical services**
 - c. Attract professional office space**

d. Develop and maintain city services to provide needed services.

Implementation Framework

- **Team Facilitator**
- **Team Members**
- **Partners**
- **Action Steps**
- **Budget**
- **Timeline**

Area of Emphasis Organizational Development

Guiding Principle: TBD

Strategic Initiative

- 1. Develop a successful bond election for facility replacement.**
 - 2. Study and make recommendations for improvements to all city facilities to maximize efficiency.**
 - 3. Develop and fund a citywide CIP.**
 - 4. Create a staff plan for recruitment, retention and replacement of retiring employees.**
- Implementation Framework**
 - Team Facilitator**
 - Team Members Partners**
 - Action Steps**
 - Budget**
 - Timeline**

Area of Emphasis Governance

Guiding Principle: TBD

Strategic Initiative:

- 1. Develop a proactive approach to working with federal and state legislatures and agencies and with other cities.**
 - a. Identify and utilize networking opportunities with national, state, and local organizations.**
 - b. Research and investigate intergovernmental and interlocal models and agreements.**
 - c. Lobby and advocate for Seabrook.**
- 2. Create a full disclosure policy for all city elected officials.**
 - a. Develop ordinance revisions.**
 - b. Review and research possible language for charter amendments.**
 - c. Provide training to elected officials on responsibilities.**
- 3. Identify and address Charter limitations.**
 - a. Amend term limits for elected officials.**
 - b. Amend spending limits for the city budget.**
 - c. Provide for a city charter review by Council and staff prior to the appointment of a Charter Review Commission.**
- 4. Improve the image of the city government.**
 - a. Develop additional citizen engagement through the use of the following techniques.**

- i. Town Hall meetings.**
 - ii. Citizen University.**
 - iii. Technology.**
 - b. Improve transparency.**
 - i. Utilize proactive advertising**
 - c. Be consistent in policy and message.**

- **Implementation Framework**

- **Team Facilitators**
 - **Team Members**
 - **Partners**
 - **Action Steps**
 - **Budget**
 - **Timeline**

Area of Emphasis Administration

Guiding Principle: TBD

Strategic Initiative

- 1. Improve internal communication methods.**
- 2. Develop a staffing and organization plan to meet current and future growth.**
- 3. Develop a comprehensive compensation and benefit plan.**
- 4. Develop a succession plan that includes training and development of employees.**

- Implementation Framework**

- Team Facilitator –**
 - Team Members –**
 - Partners –**
 - Action Steps**
 - Budget**
 - Timeline**

**Seabrook City Council Regular Meeting
Minutes of May 14, 2014
Page 1**

The City Council of the City of Seabrook met in regular session on Tuesday, May 13, 2014 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 GIANGROSSO	COUNCIL PLACE NO. 2
GARY JOHNSON – Ex. Abs.	COUNCIL PLACE NO. 3
DON HOLBROOK – Ex. Abs.	COUNCIL PLACE NO. 4
THOM KOLUPSKI	COUNCIL PLACE NO. 5
LAURA DAVIS	OUTGOING MAYOR PRO TEM & COUNCIL PLACE NO. 6
GAYLE COOK	CITY MANAGER
SEAN LANDIS	ASSISTANT CITY MANAGER
STEVEN L. WEATHERED	CITY ATTORNEY
XOCHYTL GREER	CITY ATTORNEY
MICHELE L. GLASER	CITY SECRETARY

After Agenda Item 1.3, Mayor Pro Tem Davis left the meeting and newly elected councilmembers Melissa Botkin, Place No. 4 and O. J. Miller, Place No. 6 took their places at the table for the remainder of the meeting.

Mayor Royal called the meeting to order at 7:00 p.m. and led the audience in the United States and Texas Pledges of Allegiance.

1.0 PRESENTATIONS

1.1 Present the Texas Comptroller's Platinum Leadership Circle Award for Transparency in Financial Reporting. (Lab)

Mayor Royal presented the award to Director of Finance, Pam Lab and Accountant, Michael Gibbs.

1.2 Present award to outgoing Mayor Pro Tem, Laura Davis. (Council)

Mayor Royal presented a plaque to Mayor Pro Tem Davis. All members of Council thanked Mrs. Davis for her dedicated work on council for the past six years.

1.3 Administer the Oath of Office and Certificates of Election to Glenn Royal, Mayor and Councilmembers Mike Giangrosso, Position 2; Melissa Botkin, Position 4; and O.J. Miller, Position 6.

Mrs. Glaser administered the oath of office to Mayor Royal and Councilmembers Giangrosso, Botkin and Miller and presented each with a certificate of election.

**Seabrook City Council Regular Meeting
Minutes of May 14, 2014
Page 2**

At this time Mayor Pro Tem Davis left the meeting and newly elected councilmembers Melissa Botkin, Place No. 4 and O. J. Miller, Place No. 6 took their places at the table for the remainder of the meeting.

Mayor Royal declared a recess to hold a short reception to honor outgoing Mayor Pro Tem Davis and to welcome re-elected Mayor Royal and Councilor Giangrosso and newly elected Councilors Botkin and Miller. (Glaser)

1.4 Presentation of the Semi-Annual Report by the Economic Development Corporation. (EDC)

Paul Dunphey, EDC President gave the semi-annual report of EDC activities.

2.0 PUBLIC COMMENTS AND ANNOUNCEMENTS

Samantha Oser, Driftwood Lane complained about the length of time it took for the animal control officer to respond to a call of roaming dogs who killed her cat and also about the failure to issue a ticket to the owners of the dogs at large.

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

Councilor Giangrosso announced several upcoming events.

3.0 BID AWARDS

3.1 Award Bid Project No. 2014-03, IP Dispatch Consoles for the Police Department, Fire Department and Alternate Dispatch in the Emergency Operations Center in the amount of \$94,249.46. (Wright)

Motion was made by Councilor Kolupski and seconded by Councilor Llorente

To award Bid Project No. 2014-03 as recommended.

MOTION CARRIED BY UNANIMOUS CONSENT.

4.0 CONSENT AGENDA

4.1 Cancel the contract for Court Fees and Fines Collection Services with Perdue, Brandon, Fielder, Collins & Mott L.L. P. and authorize Mayor to send letter of notification of cancellation. (Webbon)

4.2 Removed from the Consent Agenda by Councilor Kolupski.

Seabrook City Council Regular Meeting
Minutes of May 14, 2014
Page 3

4.3 Approve Investment Report for 2nd quarter 2013-14. (Lab)

4.4 Approve the Minutes of the May 6, 2014 Regular City Council Meeting. (Glaser)

Motion was made by Councilor Llorente and seconded by Councilor Giangrosso

To approve the Consent Agenda with the exception of Item 4.2.

MOTION CARRIED BY UNANIMOUS CONSENT.

END OF CONSENT AGENDA

4.2 Approve an agreement with Moore's Honey Farm to keep bees on city owned property during the months of May and June of each year. Property is north of Red Bluff Road in the Ritson Morris Survey, Abstract 52. (Cook)

Motion was made by Councilor Kolupski and seconded by Councilor Botkin

To approve an agreement with Moore's Honey Farm as presented.

MOTION CARRIED BY UNANIMOUS CONSENT.

5.0 NEW BUSINESS

5.1 Consider and approve Phase I and Phase II site locations for the extension to the hike and bike trail system. This project will be funded by the Texas Parks and Wildlife grant. (Cook)

Motion was made by Councilor Llorente and seconded by Councilor Giangrosso

To approve the site locations for the trail system extension as recommended by staff.

MOTION CARRIED BY UNANIMOUS CONSENT.

5.2 Consider problem of overflow parking at the Point on property without a driveway, causing vehicles to go over the curb. (Johnson)

This item was deferred, as Councilor Johnson was not present.

5.3 Present/Consider City Council Procedures Manual (Cook/Glaser)

City Manager Gayle Cook, City Secretary Michele Glaser, IT Director George Szakacs, Finance Director Pam Lab and Director of Information LeaAnn Dearman reviewed a newly developed policies and procedures manual with council.

Seabrook City Council Regular Meeting
Minutes of May 14, 2014
Page 4

6.0 ROUTINE BUSINESS

6.1 Consider approval of the Action Items Checklist which is attached and made a part of this agenda. (Council)

Motion was made by Councilor Kolupski and seconded by Councilor Llorente

To remove Item #4 from the list and to approve with this change.

MOTION CARRIED BY UNANIMOUS CONSENT.

6.2 Establish future meeting dates and agenda items, including possible scheduling of new Council photo. (Council)

Council members agreed to schedule the group council photo on June 3 at 6:00 p.m. to be followed by a special council meeting at 6:15 p.m. on bonds issuance and the regular meeting at 7:00 p.m.

7.0 EXECUTIVE SESSION

At 9:29 p.m. Mayor Royal announced that the City Council would now hold a closed executive meeting pursuant to the provisions of the Open Meetings Act, Charter 551, Government Code, and Vernon's Texas Codes Annotated, in accordance with the authority contained in Section 551.071, Consultation with Attorney.

Section 551.071

7.1 Council Orientation on Legal Issues concerning the Texas Open Meetings Act and Conflict of Interest. (Weathered)

8.0 OPEN MEETING

Mayor Royal reconvened the open meeting at 10:01 p.m. and stated that Council had discussed Agenda Item 7.1 in Executive Session, but no action had been taken.

Upon an approved motion, Mayor Royal adjourned the meeting at 10:02 p.m.

Approved this 3rd day of June 2014.

Glenn R. Royal, Mayor

Michele L. Glaser, TRMC
City Secretary



***CITY
OF
SEABROOK***

**AGENDA
BRIEFING**

Date of Meeting: TUESDAY, JUNE 3, 2014

Submitter/Requestor:

Date Submitted: 5/27/2014 3:16:07 PM

Presenter:

Description/Subject:

Staff has recommended approval of \$2,500.

City Council approved a special event permit for this event pending receipt of proof of insurance which has not yet been submitted.

Purpose/Need: NA

Background/Issue(What prompted this need):

Impacted Parties(Expected/Notified):

Miscellaneous Comments:

Attachments:

(Please list description of attachments and number of pages in each attachment)

Application

Fiscal Impact:	Budgeted	Yes	Finance Officer Review:
	Budget Amendment Required	Yes	
	Future/Ongoing Impact	Yes	

Budget Dept/Line Item Number

Funding Comments:

Where on the agenda should this item be placed?

New Business

Suggested Motion:

Agenda Language:

Consider approval of a request for Hotel Tax Funds for FY 2013/14 for the Midnite Slice Seabrook Music Festival on August 15-16, 2014. The applicant has requested \$5,000.00.
(Applicant)

City Manager Review:

(All items are to be reviewed and approved by the city manager, except items submitted by the mayor or any council member or routine consent agenda items such as minutes and second & third readings of ordinances)

(City Attorney should review all ordinances, resolutions, contracts and executive session items.)

Seabrook Music Festival – Midnite Slice

This event is still in it's infancy, as 2014 will be the 2nd year for Midnite Slice to hold the event in Seabrook at Meador Park. Midnite Slice is a local business who hopes to showcase Seabrook by providing an outlet for local musicians to showcase their talent, while also encouraging other artists such as crafters and painters to vend their products during the festival.

Amount Requested FY 2014/15	Amount Allocated FY 2013/2014
\$5,000	N/A
Event to be held on August 15 & 16, 2014 – Application Attached	
<i>No hotelier input at this time.</i>	
Police Department	Event holder pays for security during the event. *Note issue with payment, however, it was resolved.
City Secretary's Office	Permit has been secured for the 2014 event.
Communications Office	Help to promote last year's event by sharing on social media sites.
Public Works	The park was well kept and cleaned up after the event.
Application Notes	
<u>2014/2015 Application</u> - This is the first year the Music Festival has requested funding, therefore they are granted the exception to turn in their application 90 days prior to the event. The application was submitted on April 24, 2014. - Pg. 5 Will be interested to see press releases, flyers and media reach after the event - Pg. 6 Organization is working with the CVB in hopes to secure a host hotel in Seabrook - Marketing plan not included at this time, however, please review attached email - Budget report not-included	
Committee Remarks	
<u>Recommend funding \$2,500</u> It is difficult to gauge the impact that this event has on the Seabrook hotel industry at this time, as the event is still in its early stages. We have had several requests that the city fund a music event in the city, but haven't seen much interest in creating one. This event does meet the "Promotion of the Arts" requirement and will also meet the "Advertising and Promotions" criteria for use of HOT funds. At this time proceeds from the event will benefit the American Cancer Society. The committee recommends funding this event with remaining funds in HOT event budget for FY 2013/2014. <u>Suggestions to Event Coordinator</u> - Highly suggest advertising and marketing to an audience outside the Greater Houston region. - We would like to see a more detailed marketing plan. A marketing plan is a comprehensive blueprint, which outlines the organization's overall marketing efforts. It should identify your target audience, how you plan to reach that audience, and how you will retain the audience for future events. A strategy needs to be outlined detailing the market you plan reach and what media outlets will help you reach that market. Sample advertisements, press releases, radio spots, and TV spots should be included. - Would like to see more interaction with area hotels. Possibly reserve room blocks. Create a survey for those performing/vending at the festival, which tracks where participants are staying. - We would also like to see an overall budget of the event that breaks down advertising cost.	

Application for City of Seabrook HOT Funds for FY 2014 - 2015

Instructions: Type or print clearly. If not enough space is provided please attach additional pages.

Organization /Group Information

Organization/Group Name: Midnite Slice

Address: 1605 2nd Street

City: Seabrook State: TX Zip: 77586

Contact Name: Sibbian Roe Contact Phone: 281-291-7498

Contact Email: sibbianr@yahoo.com

Website Address for Event or Organization: www.midniteslice.com

Non-Profit or For-Profit Status: For Profit FEIN#: _____

Organization's Incorporation/Creation Date: 4/20/2012

Purpose or Mission of Organization

To Serve Delicious Pizza to the World

General Event /Program Information

Name of event/program to be funded: Midnite Slice Presents the Seabrook Music Festival

Primary location of event/program: Rex Meador Park

Date of event/program: Aug 15 &16 2014 Expected total attendance: 4,000

How many times have you held this event/program? once

For each of the last three (3) times the event/program has been held, list the year held, the number of attendees, and the method of determining the attendance (crowd estimates, ticket sales, sign-in sheet, etc).

Year Held	Number of Attendees	Methodology
<u>2013</u>	<u>About 2,000</u>	<u>Ticket Counting</u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Identify the HOT category for which the event/program will benefit (refer to pg 1): Promotion of Arts

What is the primary purpose of the event/program for which this application applies?

Promote Local Arts, Music and Businesses draw awareness of our area and bring in people from other areas

Funding Request

Total Event/Program Budget: \$ About \$50,000

Total Amount Requested: \$ 5,000

10 % Percentage of total event or program cost to be covered by the requested HOT funds.

How will the funds be used?

To Showcase the city of Seabrook by providing an outlet where local crafters, artists, businesses can display their products and services to increase their business and to keep revenue in our own community

Advertising and Promotional Activities

Please check all the promotional efforts your organization is coordinating:

☒ Newspaper

 ☒ Radio

 _____TV
☒ Internet

 ☒ Social Media

 ☒ Email
 _____Other _____

Will you submit press releases about the event/program? ☒ Yes _____No

If so, list the number of releases plus targeted media outlets?

At least 2 Press Releases targeted towards all local print, social media, online and radio contacts

What geographic area does your advertising and promotion reach?

Targets will include Houston, Katy, Spring, Woodlands, South Houston, Pasadena, Clear Lake, Kemah, Bacliff, Texas City, Galveston, League City, Pearland, Friendswood, Alvin, Baytown, Beaumont, Lumberton, San Antonio, Gruene, Austin, New Braunfels and any areas not mentioned that would fall in those geographical locations

NOTE: All promotional materials (including event sponsor signage) using HOT funds are required to include the approved City of Seabrook logo. Please contact the City of Seabrook Marketing Office for the correct logo at (281) 291.5777.

Projected Promotions and Tourism Benefits

Over the last three (3) times your event/program was held, how much HOT funds assistance did your organization receive and how many hotel rooms were occupied as a result?

Month/Year	Assistance Amount	Number of Occupied Rooms
Have not utilized HOT Resources in the past	_____	_____
_____	_____	_____
_____	_____	_____

How many people attending this event/program are expected to stay in Seabrook hotels? 16-20

How many nights will they stay? 1-2

Will you reserve a room block for this event/program at Seabrook hotels and if so, for how many rooms and at which hotels?

We are currently working with Bay Area Visitors Bureau for the RFP and our host hotel chosen is Compton.

How will you measure the impact of your event on Seabrook hotel activity (i.e. room block usage information, survey of hoteliers, etc).

With the help of Rebecca Thompson and the Bay Area Visitors Bureau we will be following up with our local hotel and promoting them.

Please list other organizations, government entities and grants that have offered financial support to your event/program.

While in the planning stages, we are currently taking local business sponsors

REQUIRED Supplemental Information and Documentation

Please attach the following to the application prior to submission:

- ❖ Proposed marketing plan for the event/program for which funds are being requested.
- ❖ Schedule of activities relating to the event/program.
- ❖ Current budget for the event/program.
- ❖ Documentation demonstrating the potential to generate overnight guests such as hotel room blocks, historic information, or surveys on the number of hotel rooms resulted from previous years of the same event/program.

Please sign below acknowledging that the information provided in this application is true and correct.

Sibbian Roe

Authorized Signature

4/18/2014

Date

Sibbian Roe

Print Name

Owner - Midnite Slice

Title and Organization

Application Deadline for 2014-2015 Fiscal Year is 5:00 p.m. on January 31, 2013

City of Seabrook
Attn: LeaAnn Dearman
1700 First Street
Seabrook, TX 77586

Email: ldearman@seabrooktx.gov

Submit by mail, in person or via email.

This application is not a Special Event Permit Application. You must contact the City Secretary's Office and complete a Special Event Permit Application at least 45 days prior to your event. You may call (281) 291.5663 for more details.

Wednesday, May 14, 2014 at 2:13:51 PM Central Daylight Time

Subject: Re: Music Fest HOT Application

Date: Wednesday, May 7, 2014 at 2:32:53 PM Central Daylight Time

From: sibbian Roe

To: LeaAnn Dearman

ok...

The marketing plan is still in it's infancy. We are currently rebranding and bringing a new image and style to the festival. We will still be focused on our grassroots efforts, including facebook and other social media, posting flyers in local businesses, and attending events to promote the festival, and running ads in local papers including The Scene Magazine. We will be at Will Play for Food in Webster and the FreePress Summer Fest in Houston.

We will also be using a digital media platform and will be distributing through Pegstar, the Houston Press, Gosanantonio.com, bridgingbeaumont.com, click2kemah, baytownlinks.com, and pearlandpages.com. We will also be working in conjunction with Cabo and their beer vendors for promotional materials and radio ads.

Last year we did charge, and relied on manual counting. The system didn't work out very well. This year we will be working with Stubwhy for the generation of tickets. We will encourage online sales and expect them to be about 75% of the tickets sold. But, since in many ways Seabrook is still small town, we will also have presale tickets available at Midnite and Cabo. There will be scanners and PCs at the event and we will keep electronic inventory. There will also be an onsite will call and an onsite box office at the event.

Thanks,

Sibbian

On Wednesday, May 7, 2014 8:31 AM, LeaAnn Dearman <ldearman@seabrooktx.gov> wrote:

OK, great. So back to the email I sent on April 25, please address the following:

- Do you have a marketing plan? Samples of any press releases and flyers from last year and this year. Media distribution list. Sample radio and TV ads, or scripts for this year.
- Attendance methodology... refresh my memory, was last year's event free or did you distribute tickets. Attendance is one of council's biggest questions, and you can expect them to ask how attendance will be monitored.

We have missed the deadlines for the May meetings, so I will place your application on the June 3 meeting.

LD

From: sibbian Roe <sibbianr@yahoo.com>

Reply-To: sibbian Roe <sibbianr@yahoo.com>

Date: Tue, 6 May 2014 12:36:37 -0500

To: LeaAnn Dearman <ldearman@seabrooktx.gov>

Subject: Re: Music Fest HOT Application

That's great news! ok, then we should definitely proceed. If we do make a profit, I'll donate to the American Cancer Society (my dad just died of cancer). So let me know what we need to do to get this rolling again.

Thank you,

Sibbian

On Monday, May 5, 2014 4:52 PM, LeaAnn Dearman <ldearman@seabrooktx.gov> wrote:

Hi Sibbian,

My apologies for any delay. I have spoke with both the Finance Director and the City Manager about your repayment concerns and I hope the explanation below covers your concerns.

At this time payment is only required when an event (1) makes a profit and (2) does not give profit proceeds to charity.

Therefore, we are simply recommending that you give any proceeds from the event to a non-profit. For example, giving the proceeds of the event to non-profit music or arts program would be a good fit for a music festival.

While it is not expected for such a young event to make profit during their first few years, many events will still donate a portion of the proceeds to charity which is a tax exemption.

Bottom line, HOT expenditures is not a loan program, the City simply cannot use tax dollars to fund an event that will then make profit for a local business. If we did then every business would create an event and expect the City to help fund the event and then in turn pocket the profit.

Please give me a call if you have additional questions. Let me know if you want to proceed with your application and if you can find a non-profit to work with.

Thanks!

LeaAnn

CITY OF SEABROOK
ORDINANCE NO. 2014-10
REPLACE THE MINIMUM SIZE REQUIREMENT WITH A MINIMUM
COMMON OPEN SPACE REQUIREMENT

AN ORDINANCE AMENDING THE SEABROOK CITY CODE, APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 4 "SPECIAL USE REGULATIONS", SECTION 4.10, "PLANNED UNIT DEVELOPMENTS," BY RENAMING SUBSECTION, 4.10.05 "MINIMUM PUD PARCEL SIZE" TO "MINIMUM COMMON OPEN SPACE" TO REMOVE THE CURRENT MINIMUM PUD SIZE REQUIREMENT OF AT LEAST 3.5 ACRES AND TO ALLOW PARKING AREAS TO BE INCLUDED FOR THE REQUIREMENT FOR COMMON OPEN SPACE; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2000 PER OFFENSE FOR VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.

WHEREAS, the City Council of the City of Seabrook is continually reviewing the provisions of the City Code of Ordinances ("Code") relating to land use and other circumstances which generally impact the health, safety and well-being of residents, citizens and inhabitants; and

WHEREAS, the Planning and Zoning Commission of the City of Seabrook has received input from staff and is of the opinion and has issued its final report that the amendments hereto are necessary for the public safety, health and welfare and for protection of the residents; and

WHEREAS, the City Council and the Planning and Zoning Commission of the City of Seabrook have studied the present provisions of the Code of Ordinances of the City of Seabrook and have determined the need to revise the provisions relative to standards for planned unit developments in an effort to provide for orderly growth and protection of the health, safety and welfare of the inhabitants of the City of Seabrook; and

WHEREAS, all public notices have been posted, published and all required hearings on this matter have been held in accordance with the Comprehensive Zoning Ordinance and law; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEABROOK, STATE OF TEXAS:

SECTION 1. FINDINGS OF FACT.

That the facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Ordinance No. 2014-10
Page 2

SECTION 2. AMENDMENT TO THE SEABROOK CITY CODE.

The Seabrook City Code, Appendix A, "Comprehensive Zoning", Article 4, "Special Use Regulations," Section 4.10, "Planned Unit Developments", is amended by revising subsection 4.10.05 currently entitled "Minimum PUD Parcel Size", as specifically provided hereafter:

"4.10.05. [~~Minimum PUD parcel size:~~] **Minimum Common Open Space:** [~~A parcel of land designated PUD shall contain at least 3.5 acres.~~] Not less than 20 percent of the land shall be reserved for "**common** open space," **as defined in Section 1.10. "Definitions"**. The term "**Common** open space", as used herein, may include boardwalks and [~~fountains~~] **parking areas.** In calculating the minimum area required, the measurement may include the area of all dedicated streets entirely within the site and one-half of the area of the boundary streets."

SECTION 3. INCORPORATION INTO THE CODE, PENALTY CLAUSE.

This Ordinance is hereby incorporated and made a part of the Seabrook City Code. Violation of this Ordinance is subject to the penalty section of said Code of Ordinances, Section 1-15 "General Penalty" and Appendix A, 11.06, "Criminal Enforcement" which provides that any person who shall violate any provision of this Ordinance shall be deemed guilty of an offense and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day of violation shall constitute a separate offense.

SECTION 4. REPEAL OF CONFLICTING ORDINANCES.

All ordinances or parts of ordinances in conflict or inconsistent with this Ordinance are hereby expressly repealed.

SECTION 5. SEVERABILITY.

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

SECTION 6. NOTICE.

The City Secretary shall give notice of the enactment of this Ordinance by promptly publishing it or its descriptive caption and penalty after final passage in the official newspaper of the City; the Ordinance to take effect upon publication.

PASSED AND APPROVED on first reading this 3rd day of June 2014.

PASSED AND APPROVED on second and final reading this 17th day of June 2014.

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BY: _____
Glenn R. Royal, Mayor

ATTEST:

By: _____
Michele L. Glaser, TRMC
City Secretary

APPROVED AS TO FORM:

Steven L. Weathered
City Attorney

ORDINANCE NO. 2014-12
COMMERCIAL FILMING REGULATIONS

AN ORDINANCE OF THE CITY OF SEABROOK, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF SEABROOK, ARTICLE 22 "BUSINESSES" BY ADDING A NEW ARTICLE IV ENTITLED "COMMERCIAL FILMING" REQUIRING A PERMIT FOR COMMERCIAL FILMING IN THE CITY OF SEABROOK; ESTABLISHING POLICIES, PROCEDURES AND REGULATIONS AS THEY RELATE TO FILMING; PROVIDING FOR A PENALTY IN AN AMOUNT OF NOT MORE THAN \$500 FOR VIOLATION OF ANY PROVISION HEREOF; PROVIDING FOR SAVINGS AND SEVERABILITY; PROVIDING FOR PUBLICATION; AND MAKING OTHER PROVISIONS AND FINDINGS RELATED THERETO.

* * * * *

WHEREAS, the City of Seabrook is blessed with historical or vintage residential and commercial structures; and

WHEREAS, such resources are of interest to filmmakers as locations for films and videos of all varieties; and

WHEREAS, the use of such resources often require the use of publicly owned facilities, property, and equipment; and

WHEREAS, it is the purpose of this Ordinance to provide rules governing the issuance of Permits for filming motion picture, television, commercial and nontheatrical filming activities on location within the City to ensure that commercial filming will be encouraged to use locations for such activities within the City as long as those activities are consistent with the public safety and the protection of property; and

WHEREAS, the purposes of this article are to establish a one-stop permitting process for commercial filming as defined herein on public property owned or controlled by or under the jurisdiction of the City of Seabrook, to provide a means so that acts otherwise prohibited by this Code may be allowed during productions, and to provide for an exemption from other City Code Permit requirements, as provided herein, in recognition of the beneficial economic impact of the motion picture and television industry;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEABROOK, STATE OF TEXAS:

SECTION 1. FINDINGS OF FACT.

The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

SECTION 2. AMENDMENT TO THE CODE.

The Seabrook City Code, Article 22 “Businesses” is hereby amended by adding a new Article IV, entitled “Commercial Filming,” as shown below.

Article IV. Commercial Filming.

Section 22-120. Purpose.

(a) This ordinance is intended to protect the personal and property rights of the City of Seabrook and its residents and businesses while permitting commercial filming of City property, as defined hereafter. The City Manager may impose additional regulations in the interest of public safety if deemed necessary.

(b) These guidelines address commercial filming of City-owned property, City-owned equipment, city employees and private property in the filming of movies, television and cable shows, commercials, and related activities. The approved use of said property, equipment, and employees may affect adjacent property.

Section 22-121. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings respectively ascribed to them in this section, except where the context clearly requires otherwise:

“*Applicant*” means the person, organization, corporation, association or other entity applying for a Permit to film in the City of Seabrook.

“*City*” means the City of Seabrook as a municipal, home rule corporation and existing pursuant to the laws of the State of Texas.

“*Commercial filming activity*” means the staging, shooting, filming, videotaping, photographing, or other similar process conducted for the making of still photographs, motion pictures, television programs, video games, commercial and nontheatrical film productions.

“*News Purposes*” means a Commercial filming activity conducted for the purpose of reporting on persons, events, or scenes which are in the news for newspapers, television news, and other news media.

“*Permit*” means written authorization from the City Manager/designee to conduct the Commercial Filming described in the Permit.

“*Permittee*” means the person, organization, corporation, association or other entity issued a film Permit under this policy.

“*Still photography*” means and includes all activity attendant to staging or shooting commercial still photographs.

“*Student filming activity*” means Filming Activity conducted to fulfill a course requirement by a student enrolled at a public or private school.

“*Studio*” means a fixed place of business where filming activities are regularly conducted upon the premises.

Section 22-122. Permit Required.

It is unlawful to conduct a commercial filming activity as defined in Section 22-121 within the City without first obtaining a Permit from the City Manager's Office. A Permit is issued by the City Manager's Office for the purpose of filming on City-owned, leased or controlled real property or City streets. This Permit does not constitute or grant permission to use or occupy property not owned, leased or controlled by the City. This Permit must be in the possession of the Permittee at all times while on location in the City. An Applicant shall obtain the private property owner's permission, consent, and/or lease for use of property not owned or controlled by the City. Commercial filming activity underway before the effective date of this article must be submitted for Permit within ninety days of the effective date of the adoption of this article.

Section 22-123. Permit Exemptions.

The provisions of this article shall not apply to any of the following activities, provided that the activity will not require the closure of a public street, or substantially impede vehicular traffic thereon:

A. Commercial filming activities conducted for news purposes as defined in Section 22-121;

B. Filming activities conducted at studios as defined in Section 22-121;

C. Filming activities conducted for use in a criminal investigation or civil or criminal court proceeding;

D. Noncommercial filming activities conducted on private property solely for private or family use;

E. Commercial still photography or staging thereof, when conducted to the exclusion of any other Commercial filming activity as defined in Section 22-121, when the following conditions apply:

1. The still photography or staging thereof, will not be conducted on City property.

2. The still photography or staging thereof will not require the parking of more than two motor vehicles on any public street within the City.

F. Filming activities conducted by or for the City.

Section 22-124. City Control and Authority.

(a) The City Manager/designee may authorize the use of any street, right-of-way, or public building, city-owned equipment, or city employees for commercial filming activity. Requests for temporary street closures must be approved by City Council.

(b) The City shall have full control over the use of public streets and buildings of the City while being used as well as control over the hours of production and the general location of the production. The City reserves the full and absolute right to prohibit all filming or to order cessation of filming if determined to be detrimental to the public health, safety or welfare.

(c) The City may inspect all structures, devices, and equipment to be used in connection with the commercial filming activity if required by the City Manager/designee for assessment of public safety or welfare.

Section 22-125. Use of City Personnel.

(a) The Applicant shall pay for the costs of any Police, Public Works, or other City personnel assigned to the project (whether specifically requested by the Applicant or not).

(b) The City Manager/designee has the authority to require additional police coverage if it is determined to be in the best interest for public safety. Off-duty police officers shall be paid one and one-half their hourly rate for reimbursement of City costs.

(c) The City Manager/designee will provide the Applicant an estimate of the additional city personnel, other than the personnel requested by the Applicant, necessary for the safe completion of the project.

Section 22-126. Use of City Property.

(a) In conjunction with the use of any street, right-of-way, public building, name, trademark, logo, or equipment of the City, the City Manager may require that all or part of the fee specified or determined for such use be paid in advance. A security or damage deposit may also be required at the City Manager's discretion.

(b) The City Manager shall establish a fee schedule for the use of City property and city equipment. The City Manager may, with respect to a specific request for use of property or city equipment, establish rates that are adequate to compensate the City for the use of that property or equipment if the standard rate schedule is inapplicable or inappropriate for the specific use proposed.

(c) The City shall have full control over the use of the name, trademark and logo, public streets, and buildings of the City while being used, as well as control over the hours of production and the general location of the production.

Section 22-127. Special Equipment and Vehicles.

The Applicant shall provide a report listing the number of vehicles and types of equipment to be used during the commercial filming activity, including the proposed hours of use and the proposed parking locations. Such locations shall be specifically approved by the City so as to maintain traffic safety. On-street parking, use of public

parking lots, use of exterior lighting, power generators, or any other noise or light producing equipment is subject to the City Manager's approval.

Section 22-128. Hours of Filming.

Unless special permission has been obtained from the City Manager/designee in advance, commercial filming activity will be limited to the hours of 7:00 a.m. to 9:00 p.m. on weekdays, 8:00 a.m. to 8:00 p.m. on Saturdays and holidays, and noon to 7 p.m. on Sundays.

Section 22-129. Notification of Neighbors.

The Applicant shall provide to the owners and residents of each property in the affected neighborhood, prior to any commercial filming activity, a short written description, approved by the City Manager, of the schedule for the proposed production. The description shall provide a telephone number through which the residents of the affected neighborhood may communicate to the Applicant. The Applicant shall make reasonable attempts to accommodate the concerns of the residents of the affected neighborhood, and shall report to the City Manager a summary of all such communications, along with the name, address, and phone numbers of all contacted residents.

Section 22-130. Application and Fees.

(a) Before filing an Application, the Applicant is encouraged to contact the City Manager to discuss the production's specific commercial filming activity requirements and the feasibility of proceeding.

(b) Application for a Permit shall be made with the City Secretary by the Applicant. The application shall be made on a form designed by the City, and shall include the following information:

- (1) The title of the commercial, film, or photo shoot;
- (2) The type of production to be undertaken;
- (3) The location of the filming;
- (4) The dates of the filming;
- (5) Contact information for the production office, producer and location manager;
- (6) Production schedule and activities to include stunts, pyrotechnics, special effects aerial photography, amplified sound or use of animals;
- (a) Any pyrotechnics will require a special permit and prior approval and authorization from the Fire Marshal;

(b) Fire suppression (i.e., fire extinguishers) or other suitable means of extinguishment may be required; and

(c) All open flames, including those used during construction, shall be monitored for re-ignition for no less than 10 minutes.

(7) Number of persons involved with the production, including cast and crew;

(8) Anticipated need of City personnel, equipment or property;

(9) Description of any areas in which public access will be restricted during production;

(10) Description of any alterations that will be made to the property;

(a) Any and all building or structures constructed, renovated, or used for filming are subject to inspection prior to use;

(b) Construction of sets may require building permits;

(c) Any wiring or lighting other than temporary cords may require work to be done by State of Texas Licensed Master Electricians and require related Permits;

(d) Any plumbing or air conditioning work not portable in nature may require work to be done by State of Texas licensed contractors and require related permits; and

(e) Toilet facilities (portable toilets) must be provided for workers and maintained in a sanitary condition.

(11) Number and type of production vehicles that will be used and the locations where they will be stored;

(12) Location where the crew will be fed, if not at the production location;

(13) Location where extras will be held, if not at the production location, and

(14) Food vending will require health permits from Harris County Health Department.

(c) The application form shall include an acknowledgement by the Applicant of the restrictions provided herein, and an affirmation that the operations to be conducted will comply with this article and any permit conditions.

(d) An application-processing fee of **\$50.00** shall accompany each application for

commercial filming activity. The City Manager may waive this fee for non-profit organizations.

(e) The City Manager may request additional information if useful or necessary to assist in making the necessary determinations to address public safety and welfare.

Section 22-131. Application Approval Requirements.

(a) The Application must be approved, and a permit issued prior to the commencement of commercial filming activity.

(1) For commercial or episodic television, the application should be approved at least fifteen (15) business days in advance for permit issuance;

(2) For feature films, the application should be filed thirty (30) business days in advance for permit issuance.

(b) The City Manager may grant exceptions to this requirement for good cause.

Section 22-132. Refund of Application Fees; Transferability; Expiration.

(a) The Applicant shall not be entitled to a refund of any fees paid in accordance with this article for any cause whatsoever.

(b) A Permit issued pursuant to this division shall be deemed personal to the permittee and shall not be assignable. However, the permit may be transferred from one location or place of business to another location after the City Manager shall have been given five days' notice of such proposed transfer, and the City has given consent thereto.

(c) The permit shall expire 45 days after the last date of scheduled filming on the application, unless an express expiration date is required by the City Manager/designee.

Section 22-133. Certificate of Insurance.

The Applicant shall provide a certificate of insurance, naming the City of Seabrook as an additional insured, showing coverage in at least the following amounts:

(a) General commercial liability, including bodily injury and property damage:
\$1,000,000;

(b) Automobile liability (combined single limit): \$1,000,000;

(c) Umbrella coverage: \$5,000,000;

(d) Additional Insurance Requirement: If the commercial filming activity production schedule involves activities that are considered exceptionally dangerous, including but

not limited to stunts, pyrotechnics, special effects, aerial photography, amplified sound, or the use of animals, as determined by the City Manager, the Applicant shall provide a certificate of insurance, or insurance policy, approved by the City Manager, showing an additional \$5,000,000 for the umbrella coverage, for a total of \$10,000,000 in umbrella coverage;

(e) Exceptions to Insurance Requirements: If a commercial filming activity **conducted by a non-profit organization** meets all of the minimum criteria established below, then the Applicant may not be required to provide a certificate of insurance as determined by the City Manager. However, the Applicant will still be required to adhere to all the applicable regulations set forth in this article. In order to be evaluated for exception from the insurance requirements of this Section, the following minimum criteria shall be met:

(1) The commercial filming activity will not utilize any street, right-of-way, public building, city-owned equipment, city employees, or name, trademark, logo of the City, for use in the filming or taping, or other activities,

(2) The commercial filming activity will not require City inspections of any structures, devices, or equipment to be used by Applicant,

(3) The City will not incur any costs for Police, Public Works, or other City personnel assigned to the commercial filming activity (whether specifically requested by the Applicant or not),

(4) The commercial filming activity will not require a security or damage deposit as determined by the City Manager's discretion,

(5) The commercial filming activity will not require the City Manager to approve any on street parking, use of public parking lots, use of exterior lighting, power generators, or any other noise or light producing equipment,

(6) The commercial filming activity will not take place outside the hours of 7:00 a.m. to 9:00 p.m. on weekdays, 8:00 a.m. to 8:00 p.m. on Saturdays and holidays, and noon to 7 p.m. on Sundays, and

(7) The commercial filming activity will not have a distinguishable affect on any residential neighborhood or other residential property.

Section 22-134. Liability.

The Applicant agrees to pay in full, promptly upon receipt of an invoice, the costs of repair for any and all damage to public or private property, resulting from or in connection with, the production, and restore the property to its condition prior to production.

Section 22-135. Vested Rights Not Created by Issuance.

No permit granted under this division shall be deemed the granting of a vested right, but such permit shall remain subject to such legislation as shall be promulgated by the city council by ordinance.”

Section 22-136. Hold Harmless Agreement.

The Applicant shall sign the following Indemnification/Hold Harmless Agreement holding the City harmless from any claim that may arise from their use of designated public property, right-of-way, or equipment in conjunction with the Permitted use:

“I certify that I represent the Applicant, who will be performing the commercial filming activity specified in the attached permit application. I further certify that I/Applicant will perform in accordance with the direction and specifications of the City of Seabrook and that Applicant will defend, indemnify and hold harmless the City of Seabrook for and from any loss, damage, expense, claims and costs of every nature and kind arising out of or in connection with the filming/taping to this permit.”

SECTION 3. PENALTY CLAUSE; INCLUSION INTO THE CODE.

This Ordinance is hereby incorporated into and made a part of the Seabrook City Code. Any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not more than \$2000.00 per offense, the City Council specifically finding that this Ordinance governs public health and sanitation. Each day of violation shall constitute a separate offense.

SECTION 4. REPEAL OF CONFLICTING ORDINANCES.

All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

SECTION 5. SEVERABILITY.

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

SECTION 6. NOTICE BY PUBLICATION

The City Secretary shall give notice of the enactment of this Ordinance by promptly publishing it or its descriptive caption and penalty after final passage in the official newspaper of the City; the Ordinance to take effect upon publication.

Approved on first reading this 3rd day of June 2014.

Approved on second and final reading this 17th day of June 2014.

Glenn R. Royal, Mayor

Michele L. Glaser, TRMC
City Secretary

APPROVED AS TO FORM:

Steven L. Weathered
City Attorney



Filming Ordinance & Application City of Seabrook, Texas

Guidelines for Filming in Seabrook, TX

In accordance with Ordinance No. 2014-12

I. Purpose

II. City Control and Authority

III. Use of City Personnel

IV. Use of City Property

V. Special Equipment and Vehicles

VI. Hours of Filming

VII. Notification of Neighbors

VIII. Permit

IX. Application and Fees

X. Refund of Application Fees; Transferability; Expiration

XI. Certificate of Insurance

XII. Liability

XIV. Vested Rights Not Created by Issuance

XV. Hold Harmless Agreement

Guidelines for Filming in Seabrook, TX

I. PURPOSE

The following ordinance is intended to protect the personal and property rights of Seabrook's residents and businesses. The City Manager may impose additional regulations in the interest of public safety if deemed necessary.

These guidelines cover requests for commercial use of City-owned property, City-owned equipment, city employees and private property in the filming of movies, television and cable shows, commercials, and related activities. The approved use of said property, equipment, and employees may affect adjacent public or private property.

Commercial Filming Project means the filming of a movie, TV show, commercial or related activity that occurs on city-owned property, city right-of-way, city park, city street or other city controlled area, or occurs on private property if the activity will affect such city controlled areas, or use city employees, city-owned equipment, or city-owned property.

II. CITY CONTROL AND AUTHORITY

The City Manager may authorize the use of any street, right-of-way, or public building, city-owned equipment, or city employees for commercial uses in the filming or taping of movies, television programs, commercials, training films and related activities.

The City shall have full control over the use of public streets and buildings of the City while being used as well as control over the hours of production and the general location of the production. The City reserves the full and absolute right to prohibit all filming or to order cessation of filming if determined to be detrimental to the public health, safety or welfare.

The City may inspect all structures, devices, and equipment to be used in connection with the filming and taping if required by the City Manager.

III. USE OF CITY PERSONNEL

The applicant shall pay for the costs of any Police, Public Works, or other City personnel assigned to the project (whether specifically requested by the applicant or not).

The City Manager has the authority to require additional police coverage if it is determined to be in the best interest for public safety. Off-duty police officers are to be paid one and one-half their hourly rate.

The City Manager will provide the applicant an estimate of the additional city personnel, other than the personnel requested by the applicant, necessary for the safe completion of the project.

IV. USE OF CITY PROPERTY

In conjunction with the use of any street, right-of-way, public building, name, trademark, logo, or equipment of the City, the City Manager may require that all or part of the fee specified or determined for such use be paid in advance. A security or damage deposit may also be required at the City Manager's discretion.

The City Manager shall establish a fee schedule for the use of City property and city equipment. The City Manager may, with respect to a specific request for use of property or city equipment, establish rates that are adequate to compensate the City for the use of that property or equipment if the standard rate schedule is inapplicable or inappropriate for the specific use proposed.

The City shall have full control over the use of the name, trademark and logo, public streets, and buildings of the City while being used, as well as control over the hours of production and the general location of the production.

V. SPECIAL EQUIPMENT AND VEHICLES

The applicant shall provide a report listing the number of vehicles and types of equipment to be used during the filming including their proposed hours of use and their proposed parking locations. Such locations shall be specifically approved by the City so as to maintain traffic safety. On-street parking, use of public parking lots, use of exterior lighting, power generators, or any other noise or light producing equipment is subject to the City Manager's approval.

VI. HOURS OF FILMING

Unless special permission has been obtained from the City Manager in advance, filming will be limited to the hours of 7:00 a.m. to 9:00 p.m. on weekdays, 8:00 a.m. to 8:00 p.m. on Saturdays and holidays, and noon to 7 p.m. on Sundays.

VII. NOTIFICATION OF NEIGHBORS

The applicant shall provide a short written description, approved by the City Manager, of the schedule for the proposed production to the owners and residents of each property in the affected neighborhood. The description shall provide a telephone number through which the residents of the affected neighborhood may communicate to the applicant. The applicant shall make reasonable attempts to accommodate the concerns of the residents of the affected neighborhood, and shall report to the City Manager a summary of all such communications, along with the name, address, and phone numbers of all contacted residents.

VIII. PERMIT

It shall be unlawful for any person to undertake a commercial filming project unless a valid permit has been issued by the city. Commercial filming projects underway before the effective date of this article must be permitted within ninety days of the effective date of this article.

IX. APPLICATION AND FEES

Before filing an application for filming, the applicant is encouraged to contact the City Manager to discuss the production's specific filming requirements and the feasibility of filming.

Application for a Commercial Filming Permit shall be made with the City Secretary by the commercial producer. The application shall be made on a form designed by the city, and shall include the following information (application attached):

- The title of the commercial, film, or photo shoot;
- The type of production to be undertaken;
- The location of the filming;
- The dates of the filming;
- Contact information for the production office, producer and location manager;
- Production schedule and activities to include stunts, pyrotechnics, special effects aerial photography, amplified sound or use of animals;
 - Any pyrotechnics will require a special permit and prior approval and authorization from the Fire Marshal;
 - Fire suppression (i.e., fire extinguishers) or other suitable means of extinguishment may be required; and
 - All open flames, including those used during construction, shall be monitored for re-ignition for no less than 10 minutes.
- Number of persons involved with the production, including cast and crew;
- Anticipated need of City personnel, equipment or property;
- Description of any areas in which public access will be restricted during production;
- Description of any alterations that will be made to the property;
 - Any and all building or structures constructed, renovated, or used for filming are subject to inspection prior to use;
 - Construction of sets may require building permits;
 - Any wiring or lighting other than temporary cords may require electrical permits pulled

by State of Texas Licensed Master Electricians;

- Any plumbing or air conditioning work not portable in nature may require permits pulled by State of Texas licensed contractors; and (e) Toilet facilities (portable toilets) must be provided for workers and maintained in a sanitary condition.
- Number and type of production vehicles that will be used and the locations where they will be stored;
- Location where the crew will be fed, if not at the production location;
- Location where extras will be held, if not at the production location, and
- Food vending will require health permits from Harris County Health Department.

The application form shall include an acknowledgement by the applicant of the restrictions provided, and an affirmation that the operations to be conducted will comply.

An application processing fee of \$ _____ shall accompany each application for filming. The City Manager may waive this fee for non-profit organizations.

The City Manager may request additional information if useful or necessary to assist in making the necessary determinations.

X. APPLICATION APPROVAL REQUIREMENTS

The Application must be approved before the commencement of filming or any other substantial activity related to the project.

- for commercial or episodic television, the application should be approved at least fifteen **(15) business days in advance**;
- for feature films, the application should be filed thirty **(30) business days in advance**.

The City Manager may grant exceptions to this requirement for good cause.

XI. REFUND OF APPLICATION FEES; TRANSFERABILITY; EXPIRATION

The applicant shall not be entitled to a refund of any fees paid in accordance with this division for any cause whatsoever.

A license issued pursuant to this division shall be deemed personal to the licensee and shall not be assignable. However, the license may be transferred from one location or place of business to another location after the City Manager shall have been given five days' notice of such proposed transfer, and the City has given consent thereto.

The license shall expire 45 days after the last date of scheduled filming on the application, unless an express expiration date is required by the City Manager.

XII. CERTIFICATE OF INSURANCE

The producer shall provide a certificate of insurance, naming the City of Seabrook as an additional insured, showing coverage in at least the following amounts:

- General commercial liability, including bodily injury and property damage: \$1,000,000;
- automobile liability (combined single limit): \$1,000,000;
- umbrella coverage: \$5,000,000;

Additional Insurance Requirement: If a commercial filming production schedule involves activities that are considered exceptionally dangerous, including but not limited to stunts, pyrotechnics, special effects, aerial photography, amplified sound, or the use of animals, the producer shall provide a certificate of insurance showing an additional \$5,000,000 for the umbrella coverage, for a total of \$10,000,000 in umbrella coverage;

Exceptions to Insurance Requirements: If a commercial filming project meets all of the minimum criteria established below, then the producer or business owner shall not be required to provide a certificate of insurance. However, the producer or business owner will still be required to adhere to all the applicable regulations set forth in this Chapter. In order to be excepted from the insurance requirements of this Section, the following minimum criteria shall be met:

- The filming will not utilize any street, right-of-way, public building, city-owned equipment, city employees, or name, trademark, logo of the City, for use in the filming or taping, or other activities,
- The City will not require inspections of any structures, devices, or equipment to be used in connection with the filming and taping,
- The City will not incur any costs for Police, Public Works, or other City personnel assigned to the project (whether specifically requested by the applicant or not),
- The City will not require a security or damage deposit as determined by the City Manager's discretion,
- The filming will not require the City Manager to approve any on street parking, use of public parking lots, use of exterior lighting, power generators, or any other noise or light producing equipment,

- The filming will not take place outside the hours of 7:00 a.m. to 9:00 p.m. on weekdays, 8:00 a.m. to 8:00 p.m. on Saturdays and holidays, and noon to 7 p.m. on Sundays, and
- The filming will not have a distinguishable affect on any residential neighborhood or other residential property.

XIII. LIABILITY

The applicant agrees to pay in full, promptly upon receipt of an invoice, the costs of repair for any and all damage to public or private property, resulting from or in connection with, the production, and restore the property to its condition prior to production.

XIV. VESTED RIGHTS NOT CREATED BY ISSUANCE

No license granted under this division shall be deemed the granting of a vested right, but such license shall remain subject to such legislation as shall be promulgated by the city council by ordinance."

XV. HOLD HARMLESS AGREEMENT

The applicant shall sign the following Hold Harmless Agreement holding the City harmless from any claim that may arise from their use of designated public property, right-of-way, or equipment in conjunction with the permitted use:

I certify that I represent the firm, which will be performing the filming/taping at the locations specified on the attached permit application. I further certify that I and my firm will perform in accordance with the direction and specifications of the City of Seabrook and that I and my firm will defend, indemnify and hold harmless the City of Seabrook for and from any loss, damage, expense, claims and costs of every nature and kind arising out of or in connection with the filming/taping to this permit.

I further certify that the information provided in this application is true and correct to the best of my knowledge, and that I hold the authority to sign this and other contracts and agreements with the City of Seabrook on behalf of the firm.

Signed: _____

Title: _____

Date: _____

Application for Filming within Seabrook, TX City Limits

Title of film/photo shoot

Type of production: Commercial _____ Feature film _____

Television _____ Training film _____

Public service _____ other _____

Location of filming:

Date(s) of filming: _____

CONTACTS

Production Office:

Name: _____

Address: _____

Phone: _____ Fax: _____

Producer:

Name: _____

Address: _____

Cell Phone: _____ Fax: _____

Email: _____

Location Manager:

Name: _____

Address: _____

Cell Phone: _____ Fax: _____

Email: _____

Texas Film Commission representative (if applicable):

PRODUCTION (*Attach additional sheets if necessary.*)

1. Production schedule and activities to include stunts, pyrotechnics, special effects, aerial photography, amplified sound or use of animals: (Give dates and times and rain dates. Hours should include set-up, holding of sets and restoration.)

2. Number of persons involved with the production, including cast and crew:

3. Anticipated need of City personnel, equipment or property:

4. Describe any areas in which public access will be restricted during production:

5. Describe alterations to property:

6. Number and type of production vehicles to be used and location(s) where vehicles will be parked:

7. Location where crew will be fed, if not at production location:

8. Location where extras will be held, if not at production location:

9. Map of anticipated street closure(s) or other public area use:

Application completed by:

Name/Title: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

The "Guidelines for Filming in Seabrook, TX" apply to all filming activities, and the Office of the City Manager may require the applicant to acknowledge receipt of the guidelines prior to approving this

**ORDINANCE NO. 2014-13
PIPELINE REGULATIONS**

AN ORDINANCE OF THE CITY OF SEABROOK, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF SEABROOK BY ADDING A NEW CHAPTER 62 ENTITLED "PIPELINES" REQUIRING A PERMIT FOR THE CONSTRUCTION, RELOCATION, REPOSITION OR TRANSFER OF OWNERSHIP OF A PIPELINE IN THE CITY OF SEABROOK; ESTABLISHING POLICIES, PROCEDURES AND REGULATIONS AS THEY RELATE TO PIPELINES AS PROVIDED BY LAW; PROVIDING PENALTIES IN AN AMOUNT OF NOT MORE THAN \$2,000.00 FOR GENERAL VIOLATION, AND AN AMOUNT NOT TO EXCEED \$5,000.00 FOR ANY PROVISION RELATING TO POINT SOURCE EFFLUENT LIMITATIONS OR DISCHARGE OF POLLUTANT, AND/OR THE MAXIMUM AMOUNT PROVIDED BY LAW; PROVIDING FOR SAVINGS AND SEVERABILITY; PROVIDING FOR PUBLICATION; AND MAKING OTHER PROVISIONS AND FINDINGS RELATED THERETO.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEABROOK,
STATE OF TEXAS:

ARTICLE 1. AMENDMENT TO THE CODE.

The Seabrook City Code is hereby amended by adding a new Chapter 62 entitled "Pipelines" as indicated below.

Section 62-1. Declaration of policy.

The City Council declares that the policy of the city in the manner of granting to any person the privilege to construct, operate and maintain any pipe or pipeline within the jurisdiction of the city for the purpose of thereby transporting oil, gas, brine or any other liquid or gaseous substance whatsoever shall be stated in this chapter. The provision of this article shall be administered by the Director of Community Development or designee.

Section 62-2. Definition of terms.

All terms used herein shall be taken in their ordinary signification except the following:

City shall mean the City of Seabrook now incorporated and as hereafter expanded by annexation or consolidation.

Commodity shall mean any liquid or gaseous substance or other product capable of being transported through a pipeline and which is, or may become, flammable, toxic or otherwise hazardous to human, animal or plant health and/or life.

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Director shall mean the director of community development or designee.

Permittee shall mean the person to whom a permit is issued under the provisions of this ordinance.

Person shall mean an individual, corporation, partnership, association or any other entity, however organized.

Pipeline shall mean any pipeline or part thereof, including pipe, valves and any appurtenances thereto, which is used for the transportation of a commodity into, across, under or over the city.

Relocation shall mean the horizontal or vertical movement of a pipeline.

Reposition shall mean the movement of a pipeline when such movement is necessary for the public construction or public improvement: construction, maintenance and improvement of streets, water lines, sanitary sewer lines, storm sewers, ditches and public utilities.

Review Committee shall mean the director of community development, the building official, the city engineer, the fire chief/marshal, the director of public works, and the emergency management coordinator or their designees.

Section 62-3. Exemption.

This chapter shall not extend to:

- (1) Any person now or hereafter providing natural gas service for residential and business use only within the city pursuant to a franchise from the city as a gas distribution utility;
- (2) Raw or potable water pipelines, valves and appurtenances; or
- (3) City, county or state agencies for storm drainage or sanitary sewer service pipelines, valves and appurtenances, except industrial wastes transported by pipeline to treatment facilities outside the corporate city limits.

Section 62-4. Permit required.

No person shall commence the construction, relocation or reposition of a pipeline within the city without a permit being obtained from the city for such pipeline under the terms of this chapter.

Section 62-5. Application for permit.

A person desiring a permit shall submit a written application to the director and concurrently therewith shall pay a non-refundable fee to the city. The application form, which can be obtained

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from the director, shall be submitted to the director, in duplicate, with the following information contained thereon:

- (1) The name, business address and telephone number of the pipeline owner and operator.
- (2) The names, titles and telephone numbers of the following persons:
 - a. The person submitting the information;
 - b. The principal contact for submittal of information; and
 - c. The 24-hour emergency contact (and an alternate 24-hour contact), who
 1. Can initiate appropriate actions to respond to a pipeline emergency;
 2. Has access to information on the location of the closest shutoff valve to any specific point in the city or its jurisdiction; and
 3. Can furnish the common name of the material then being carried by the pipeline.
- (3) The origin point and destination of the pipeline being constructed, adjusted, relocated, replaced, repositioned or repaired.
- (4) A description of the commodity(s) to be transported through the pipeline. A copy of the material safety data sheets for the commodity(s) shall be included with the submittal if the owner or operator is required by federal or state law to have material safety data sheets available.
- (5) The maximum allowable operating pressure on the pipeline as determined according to the U.S. Department of Transportation and State Railroad Commission procedures or the maximum design strength for unregulated pipelines, if applicable.
- (6) The normal operating pressure range of the pipeline.
- (7) The maximum allowable temperature under which the substance or product may be pumped or otherwise caused or permitted to flow through any and all of the particular portions of the pipeline, if applicable.
- (8) Engineering plans, drawings, maps with summarized specifications showing the horizontal pipeline location, the pipeline covering depths and location of shutoff valves within the corporate limits of the city. A minimum of two (2) emergency shut off valves shall be required at entry and exit points for new construction. The location of shutoff valves must be known in order for emergency responders to clear the area for access to the valves. To the extent that information can be reasonably obtained, drawings shall

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show the location of other pipelines and utilities that will be crossed or paralleled within five feet.

(9) A summary description of the time, location, manner, means and methods of the proposed construction, including but not limited to the following:

a. Detailed cross section/profile drawings for all public way crossings if requested by the Director;

b. A plan accurately showing the location, course and alignment of the proposed pipeline, including valve locations (existing and proposed), and all public ways in which the proposed pipeline shall be laid, provided that the degree of accuracy shall not be required to exceed the accuracy which can be practicably achieved by using United States Geological Survey (USGS) maps.

(10) A statement that the pipeline will comply with the applicable standards required by this chapter as well as all applicable federal, state and local laws and regulations.

(11) A statement that the permittee shall, at any time in the future, where such pipeline or portion thereof crosses or is laid within, under or across any street, road or utility right-of-way, drainage way or public way existing or projected at the time the permit is issued, reposition such pipeline (which shall include lowering or raising the pipeline, as well as casing it, if required) at the permittee's sole expense, when the city reasonably requires such action incidental to public construction or public improvement: Construction, maintenance and improvement of streets, water lines, sanitary sewer lines, storm sewers, ditches and public utilities. The city shall give the permittee prior written notice of the need for repositioning location, and such notice shall be mailed certified mail, return receipt requested, to the permittee as designated in the application. The permittee shall have six months to complete such repositioning.

(12) A statement that the permittee shall notify the director at least 48 hours prior to performing any scheduled repairs or maintenance on the pipeline. For unscheduled emergency repairs or maintenance, taken to protect the public health, safety or welfare, the permittee shall notify the city police department dispatcher as soon as practical but no later than one hour after commencing repairs or maintenance.

The director expressly reserves the right to require the submission of additional information if the director reasonably deems the information necessary to meet the requirements of this chapter. Such supplemental information shall be submitted by the permittee to the director within ten days, excluding weekends and city holidays, of the permittee's receipt of the director's written request. While awaiting the requested information, the period in which the city must process the application shall be suspended.

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132 Section 62-6. City Council Consideration.

- 133 (a) Within 30 days from the date on which the completed permit application and associated fees
134 are received at the official address for the director, the review committee shall advise the
135 applicant whether, based on the committee's professional judgment, the contemplated
136 installation, adjustment, relocation or replacement is in compliance with this chapter. If the
137 committee does not deem the contemplated installation to be in compliance with this
138 chapter, the committee shall specifically notify the applicant of any deficiencies found.
- 139 (b) After the notice described in subsection (a) of this section is given to the applicant, the
140 director, based upon the assessment of the committee as to compliance with this chapter,
141 shall report to the city council upon their examination of such application and plans,
142 including such changes in the plans as the applicant may have made upon their suggestion,
143 with their recommendations as to the granting or denying of the permit application, based
144 upon compliance or noncompliance with this chapter, at the next regularly scheduled council
145 meeting for which adequate notice may be given. The director shall in such report and
146 recommendation state whether the proposed course or alignment of the line and depth at
147 which it is proposed to be laid through undeveloped or unplatted areas is, to the extent
148 economically feasible, consistent with the probable future development of such areas,
149 location and opening of future streets, and laying of water, sanitary sewer and storm sewer
150 lines incident to such probable future development.
- 151 (c) After the report and recommendation is made to the city council, the city council shall
152 promptly approve such application if it meets all applicable city, state and federal
153 requirements as well as all of the terms and conditions of this chapter and shall thereupon
154 issue a permit.

155 Section 62-7. Permits.

156 Upon approval, permits shall be executed in duplicate originals by the director. One
157 duplicate original shall be delivered to the permittee and the other shall be retained by the city. A
158 copy of the permit shall be conspicuously displayed at each point where the pipeline
159 construction, relocation or repositioning intersects any public street, right-of-way, easement or
160 public property within the corporate limits of the city.

161 Section 62-8. Permit transference.

162 Permits may be transferred after prior written notice to the director, on a form provided by
163 the director, which notice shall set forth the full name and address of the transferee, the full name
164 and address of the transferee's registered agent or owner (if an unincorporated entity) and an
165 agreement that the transferee shall be bound by all provisions of the application and permit as
166 originally acted upon and granted by the city. The transfer application shall be signed by an
167 authorized officer, owner or representative of both the transferor and transferee and shall be
168 accompanied by a non-refundable transfer fee.

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169 **Section 62-9. Permit fees.**

- 170 (a) Every permit requested under the terms and conditions of this chapter, with the exception of
171 those permits necessitated due to a repositioning of a pipeline at the request or required by
172 the city or another governmental entity, shall provide for the payment by the applicant to the
173 city of a non-refundable application fee of \$1,000.00 per pipeline.
- 174 (b) Every permit granted under the terms and conditions of this chapter shall provide for the
175 payment of an annual fee thereafter in the amount of \$2,500.00 per pipeline per year,
176 payable annually in advance on or before July 1 of each year.
- 177 (c) Every permit transfer request shall be accompanied by a non-refundable transfer fee of
178 \$500.00.

179 **Section 62-10. Permit expiration.**

180 If construction, relocation or reposition of the pipeline does not commence within one year
181 from the date of the permit, the permit shall be void unless the permittee makes written
182 application for an extension. The city council may grant an extension for no more than one
183 additional year.

184 **Section 62-11. Abandonment.**

- 185 (a) If a permit is not renewed by payment of the required fees as provided in Section 62-9 and
186 current proof of insurance/financial responsibility as provided in Section 62-14 and subject
187 to sixty (60) days notification to the permittee, all facilities owned by the permittee within
188 the city will be deemed to have been abandoned.
- 189 (b) Pipelines abandoned by permittee after the date of this chapter shall have their permit voided
190 and shall not thereafter be subject to the terms of this chapter except as follows:
- 191 (1) The owner or operator shall report to the director, in writing, the abandonment of a
192 pipeline that has been permitted in accordance with this chapter.
- 193 (2) all known abandoned pipelines shall be purged, disconnected from all sources or
194 suppliers of gas, hazardous liquids and chemicals and shall be capped or sealed at each
195 end within the city limits.

196 **Section 62-12. Construction requirements.**

197 All pipelines shall be constructed in accordance with the following guidelines:

- 198 (1) All pipelines shall be constructed in accordance with the latest applicable minimum
199 standards, if applicable, established by the United States Department of Transportation,
200 Texas Railroad Commission, or any other entity having regulatory authority over
201 pipeline safety and construction matters.

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(2) All pipelines shall be buried to specified depths, as follows:

a. Pipelines which run under or within 20 feet of any street or streets and/or any proposed street which has been designated on the master plan for the city or the official city map of the city, shall be buried to a depth of at least six feet measured between the top of the pipeline and the natural surface of the ground.

b. Pipelines which run under any ditch and/or drainage area or structure shall be buried to a depth of at least five feet measured between the top of the pipeline and the ultimate channel or structure depth. Permittee is responsible for determining the ultimate depths from the appropriate agency and reporting said information with permit application.

c. Pipelines for areas not mentioned in subsections a or b above shall be buried to a minimum depth of four feet measured between the top of the pipeline and the natural surface of the ground.

Provided further, if at any particular point or points the director determines that a greater or lesser depth be required, such permit shall not be granted except upon agreement by the permittee to comply with such depth requirement.

(3) All pipelines shall cross public streets, public properties and public rights-of-way as closely as possible to a right (90°) angle.

(4) All public streets, roads and ways in existence at the time of construction of a pipeline shall be bored under and shall not be cut for the purpose of constructing, relocating or repositioning a pipeline.

(5) All pipeline related excavations in any public right-of-way shall be backfilled in a manner satisfactory to the city; and if after once refilling such excavation the earth within the excavated area settles so as to leave a depression, the permittee shall be required to make further necessary fills as ordered by the city. All areas shall be graded and maintained so as to provide drainage of the area.

(6) The permittee shall be required to repair all portions of any street across or along and under which pipelines are laid and place the same in as good a state of repair and condition as they were at the time the construction, repair or removal was commenced, such repairs to be to the satisfaction of the city.

(7) Upon completion of the pipeline, the permittee shall provide the director with three as-built (or record) drawings of the pipeline, showing the route, distances and shut-off valve locations. These drawings shall be submitted in digital format acceptable to the city.

236 **Section 62-13. Pipeline location.**

237 (a) Where feasible, a new pipeline shall be located within existing pipeline corridors. The
238 feasibility of locating new pipelines in established corridors in the city shall be considered
239 from the perspective of the pipeline owner or operator, taking into consideration the
240 following:

241 (1) The availability and cost of corridor space;

242 (2) The availability and cost of right-of-way to and from the corridor;

243 (3) Technical, environmental, safety, efficiency and cost issues related to building,
244 operating and maintaining both the portion of the pipeline that would be located in the
245 corridor and the lengths of pipeline required to gain access to and from routing through
246 a corridor;

247 (4) Any delays in right-of-way acquisition or pipeline construction that may result from
248 routing through a corridor;

249 (5) The availability of an alternative right-of-way to the owner or operator; and

250 (6) All other matters that a prudent pipeline owner or operator would consider in selecting
251 the route for a new pipeline.

252 Provided that the owner or operator has considered in good faith the use of existing
253 corridors within the city, the determination of the owner or operator as to the feasibility
254 shall be determinative, unless there is clear and convincing evidence that contradicts the
255 conclusion of the owner or operator as determined by the city.

256 (b) When it is not feasible for a new pipeline to be located within an existing corridor, the
257 pipeline shall, to the extent practical:

258 (1) Follow property boundaries of fee parcels or existing easements to avoid unnecessary
259 fragmentation of land and avoid diagonal routes that would create slivers of land
260 between public ways, except if following:

261 a. Manmade or topographical features is in the public interest;

262 b. Boundary lines or existing easements is impractical under the circumstances;

263 c. Boundary lines or existing easements poses safety concerns; or

264 d. Boundary lines or existing easements would not be feasible.

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(2) Avoid areas of unique recreational or aesthetic importance, environmentally sensitive areas and areas of historical or cultural significance, unless appropriate mitigation measures are undertaken to the satisfaction of the director; and

(3) Avoid conflict with existing or planned urban development's as well as the location of planned future streets and laying of planned water, sanitary sewer and storm sewer lines, structures and ditches incident to such future development.

Section 62-14. Liability.

A condition of granting any permit shall include that the permittee indemnify and hold harmless the city, to defend, indemnify, and hold harmless the city from all damages, costs, expenses, and attorney fees for all claims and suits including claims for death, personal injury, and property damage, arising out of, or connected with, the construction, relocation, repositioning, maintenance, operation, repair or removal of any part or all of such pipeline within any public right-of-way or easement, whether or not caused in whole or in part by the negligence of the city, its agents, or employees.

(1) Except in an emergency, the permittee shall notify the director 48 hours before commencing at any time excavation in any portion of any said unpaved or unimproved street, and not wholly close any street, but shall at all times maintain a route of travel along and within such roadway area, to the extent such travel was allowed prior to the excavation.

(2) In the event of an emergency, it being evident that immediate action is necessary for the protection of the public and to minimize property damage and loss of investment, the permittee may, at his/her own responsibility and risk, make necessary emergency repairs, notifying the city police dispatch of this action as soon as practical, but not later than one hour after commencing repairs or maintenance.

Section 62-15. Insurance and bonding requirements.

(a) A permittee shall furnish, prior to any construction, repair, adjustment, relocation, reposition, replacement or transfer in ownership, and shall further maintain at all times during the life of the permit, commercial general liability insurance for bodily injury and property damage, including explosion, collapse and underground hazard, coverage in the minimum combined single limit amount of \$3,000,000.00 as it pertains to all pipelines or other facilities owned by the permittee in the public way in the jurisdiction. Such policy shall name the city, its officers, agents and employees as additional insureds.

(b) A certificate of insurance, or policy of insurance if requested by city, specifying the coverage required in subsection (a) of this section with an insurance company having acceptable insurance rating shall be furnished to the director prior to the issuance of any permit. Such certificates of insurance shall provide that at least 30 days prior written notice for the termination or modification of the required insurance shall be given to the city.

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(c) In lieu of liability insurance, a permit applicant shall furnish evidence of financial responsibility which demonstrates the applicant's qualifications as a self-insurer. Such evidence may take the form of the most recent corporate financial report which is acceptable to the city council as giving assurance of the applicant's financial ability to comply with the requirements of this section.

Section 62-16. Pipeline permit updates.

It shall be the responsibility of the permittee to provide, in writing, updated information on the following aspects of each permit:

(1) Name and mailing address of the pipeline owner.

(2) Name and telephone number of two officers or persons available on a 24-hour basis who can furnish or obtain immediately, information as to the pressure at the point or points of input nearest to the city and the common name of the commodity carried by the pipeline.

(3) A description of the commodity(s) being transported through the pipeline. A copy of the material safety data sheets for the commodity(s) shall be included with the update if the owner or operator is required by federal or state law to have material safety data sheets available.

This information will be provided with the annual update or upon transference or any change in ownership.

Section 62-17. Pipeline signs

Every pipeline, new or existing, within the corporate limits of the city, shall bear at all times, in plain, indelible lettering, signs denoting the ownership of said pipeline, permanently affixed in the pipeline right-of-way where said pipeline right-of-way crosses public streets, public properties or public rights-of-way.

Section 62-18. Penalty.

Any violation of any section, subsection or part of this chapter shall be deemed a misdemeanor and such violation thereof during all or any portion of any day shall be a separate offense and misdemeanor; and upon final conviction, every person, firm, association, corporation or partnership guilty of such violation shall be fined in a sum not more than \$2,000.00 per each day of violation, a fine not to exceed \$5,000.00 for violation of any provision relating to point source effluent limitations or discharge of pollutant, or the maximum amount provided by law, whichever is greater.

Section 62-19. No grant of city easement; no assumption of responsibility by city.

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(1) Nothing in this chapter grants permission for the use of any street, right-of-way or property of the city, and any such use shall be subject to the city at its sole discretion.

(2) Nothing in this chapter shall be construed as an assumption by the city of any responsibility of an owner or operator of a pipeline not owned by the city, and no city officer, employee or agent shall have authority to relieve an owner or operator of a pipeline from their responsibility under this chapter.

ARTICLE 2. PENALTY CLAUSE; INCLUSION INTO THE CODE.

This Ordinance is hereby incorporated into and made a part of the Seabrook City Code. Any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount as provided in Section 1-15 "General Penalties; Continuing Violations", the City Council specifically finding that this Ordinance governs public health and safety. Each day of violation shall constitute a separate offense.

ARTICLE 3. REPEAL OF CONFLICTING ORDINANCES.

All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

ARTICLE 4. SEVERABILITY.

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

ARTICLE 5. NOTICE BY PUBLICATION.

The City Secretary shall give notice of the enactment of this Ordinance by promptly publishing it or its descriptive caption and penalty after final passage, in the official newspaper of the City. The Ordinance shall take effect upon publication.

Approved on first reading this 3rd day of June 2014.

Approved on second and final reading this 17th day of June 2014.

Glenn R. Royal, Mayor

Ordinance No. 2014-13
Page 12

370 ATTEST:

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Michele L. Glaser, TRMC

374 City Secretary

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377 Approved as to form:

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Steven L. Weathered

382 City Attorney

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Proposal

Sec. 2-239. Disclosure.

The city manager, economic development director, all members of the city's council, planning and zoning commission, board of adjustment, economic development corporations, and any and all other economic development committees and subcommittees shall, within ten working days of election, appointment or membership, complete a disclosure statement listing all interests in real property located within the city limits or the extraterritorial jurisdiction of the city, whether owned outright or under a mortgage, leased, held in trust, or that are owned, leased, or held in trust by the employee's or committee member's spouse or dependent children. This list shall include the location (street address and/or legal description), size (general dimensions), and current use of the property. Additionally, each member or employee shall disclose any of his or her ownership of stock in any company under contract to the city, when such stock ownership comprises greater than one percent of such company's total capital stock. This section shall become effective for the current city manager, economic development director, and all current members of applicable city boards within 30 days of final approval of this section by the city council. In addition, all members and employees shall file an amended statement within 30 days of the acquisition of any additional real property interests or stock as defined above. **In addition, all members and employees shall review his/her filed disclosure statement at least once each year and after review, shall file an amended statement with any changes or submit a signed statement that no changes have occurred since the last filing.** This requirement shall apply during the term of any election, appointment or employment. Any willful violation of this section shall constitute malfeasance in office and any official or employee guilty thereof shall thereby forfeit the office or position.

CHARTER

§ 2.05

Section 2.04. Mayor and Mayor Pro-Tem.

The Mayor shall be the official head of the City government. He or she shall preside at all meetings of the Council, shall have a vote on all Council actions, and shall when authorized by the Council, sign all official documents such as ordinances, resolutions, conveyances, grant agreements, official plats, contracts, and bonds. He or she shall perform such other duties consistent with this Charter or as may be imposed upon him or her by Council. He or she shall not have the power of veto.

The Mayor Pro-Tem shall be a Councilmember and be selected by the Council at the second regular Council meeting following a runoff election if any, but not more than the second regular Council meeting in June of each year in those years of no elections for Councilmembers. The Mayor Pro-Tem shall act as Mayor during the disability or absence of the Mayor or if the office is vacated and in this capacity shall have the rights conferred upon the Mayor. Should the Mayor refuse or is unable to perform in his or her official capacity, the Mayor Pro-Tem shall act in his or her stead for that specific case. Should neither the Mayor nor Mayor Pro-Tem be able to perform, the Council may designate another member to act in his or her stead for that specific case.

(Election of 5-7-2005; Charter Election of 5-8-2010)

Section 2.05. Vacancies, forfeiture, filling of vacancies.

(a) *Vacancies:* The office of a Councilmember or office of the Mayor shall become vacant upon his or her death, resignation, removal from office in any manner authorized by law, or forfeiture of his or her office.

(b) *Forfeiture of Office:* A Councilmember or the Mayor shall forfeit his or her office if he or she:

- (1) Lacks at any time during his or her term of office any qualification for the office prescribed by this Charter or by law,
- (2) Violates any expressed prohibition of this Charter,

- (3) Fails to discharge official duties as provided in this Charter,
- (4) Is convicted of a felony, or
- (5) Fails to attend three (3) consecutive regular Council meetings without being excused by the Council by first notifying the City Secretary of the absence; emergency absence notwithstanding. Regular Council meeting is defined as the Council meeting required in Section 2.10 in this Charter, which is held at least once each month and is identified on the agenda as "regular" scheduled meeting.

(c) *Filling of Vacancies:* Any Council vacancy shall be filled in accordance with state law, which requires that all vacancies of Councilmembers with three (3) year terms shall be filled by a majority vote of the qualified voters at a special election called for such purpose within one hundred twenty (120) days after such vacancy or vacancies occur. However, if such vacancy or vacancies occur within one hundred twenty (120) days preceding a regular election, then no special election shall be called and the vacant positions shall be filled at the same time as the next regular election.

Notwithstanding the requirement in section 2.12 that a quorum of the Council consists of four (4) members, if at any time the membership of the Council is reduced to less than four (4), elections shall be held in conformance with state law. All vacancies filled by election shall be for the remainder of the unexpired term of the office so filled.

(d) *Removal from Office:* Any charge of a violation or infraction must be formally submitted in writing to the City Secretary at a regular Council meeting with copies furnished to all Councilmembers. A charge filed in accordance with this Section may not be considered by the City without a favorable vote of a super majority of all Councilmembers present excepting the member or members charged. In the event a majority of Councilmembers are included in a charge, all Councilmembers shall be entitled to vote on proceeding with the charges. The Council may, by majority vote, appoint a special investigator to investigate and present facts surrounding the charge and may establish review processes not in

MAYOR PRO-TEM & COUNCIL REPRESENTATIVE POSITIONS

BOARD AND COMMITTEES

Appointees 2013/14

Appointees 2014/15

MAYOR PRO TEM

Laura Davis

EDC MEMBER (in addition to Mayor)

Thom Kolupski

BAY AREA-HOUSTON CONVENTION & VISITORS BUREAU

Mike Giangrosso
Thom Kolupski

BAY AREA HOUSTON ECONOMIC PARTNERSHIP

Gary Johnson, Rep.
Robert Llorente, Alt.

BAY AREA TRANSPORTATION PARTNERSHIP

Laura Davis, Rep.
Robert Llorente, Alt.

CLEAR LAKE EMERGENCY MEDICAL CORPS

Glenn Royal Rep
Gary Johnson, Rep
O. J. Miller, Citizen Rep

ECONOMIC ALLIANCE, PORT REGION (*The Alliance*)

Robert Llorente, Rep
Mike Giangrosso, Alt

GALVESTON BAY FOUNDATION

Glenn Royal

HOUSTON-GALVESTON AREA COUNCIL

Glenn Royal, Rep.
Robert Llorente, Alt.

HOTEL TAX LIAISON COMMITTEE

Thom Kolupski
Mike Giangrosso

ACTION ITEM CHECK LIST STATUS

#	STATUS	DATE ASSIGNED	NEXT REVIEW DATE	PROPOSED CLOSURE DATE	RESPONSIBLE ORGANIZATION	City Council RESPONSIBILITY	PLANNING OBJECTIVE #	AGENDA ITEM NUMBER	DESCRIPTION OF ACTION ITEM	STATUS AND DATE
5	OPEN/IN WORK	12/4/2012			Staff/P&Z			5.4	Ord. No. 2012-24, "Deleting Existing Point Overlay Sign Regulations" was tabled for staff & P&Z review.	P&Z recommends future discussion/consideration be deferred until the waterfront improvements are complete.
19	OPEN/IN WORK	8/20/2013			City Manager			4.5	Coordinate and lead project to attempt to have Surf Oaks Drive dedicated to allow Precinct 2 to repave.	Consideration of approval on 6/3/14 agenda.
23	OPEN/IN WORK	12/3/2013			Mayor/ City Mgr.			5.1	Provide periodic updates on TxDOT's progress to improve/widen SH 146.	Last update on 4/15/14.
25	OPEN/IN WORK	1/21/2014			Council			5.1	Appointments to Charter Review & Master Plan Review Commission in 07/14.	Reminder to Council to begin looking for candidates.
28	OPEN/IN WORK	1/21/2014			City Manager & TxDOT			4.3	Determine if Option 1 is enforceable concerning left hand turns on SH 146 and write a letter to TxDOT asking for assistance in funding.	Option 2 selected as Option 1 not enforceable. On 3/4/14 Ms. Cook reported that TxDOT did not like Option 2 (delineators) due to maintenance costs; TxDOT considering whether to install curbs to prevent left turns.

June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 6 pm photo 6 :15 pm bonds work session 7:00 pm regular council meeting	4	5 Open Space & Trails 5 pm	6	7
8	9	10	11	12 EDC 7 pm.	13	14
15	16	17 Council meeting 7 pm	18	19 P&Z 7 pm POH boat trip	20	21 POH boat trip Alternate night
22	23	24	25	26	27	28
29	30					