

**SEABROOK CITY COUNCIL
NOTICE OF REGULAR CITY COUNCIL MEETING
TUESDAY, JUNE 17, 2014 - 7:00 PM**

NOTICE IS HEREBY GIVEN THAT THE SEABROOK CITY COUNCIL WILL MEET ON **TUESDAY JUNE 17, 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 INTERVIEW CANDIDATES FOR VARIOUS BOARDS & COMMISSIONS

 ATTACHMENT 1

- 1.1 Interview applicants for the Charter Review Commission and the Comprehensive Master Plan Review Commission with appointments to be made in July.

2.0 PRESENTATIONS

 ATTACHMENT 2

- 2.1 Presentation of the Seabrook Strategic Plan 2014 by Ron Cox of Ron Cox Consulting and City Directors.

3.0 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.

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

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.

 ATTACHMENT 3

- 4.1 Approve the April and May 2014 Public Safety Reports. (Wright)

 ATTACHMENT 4

- 4.2 Approve the April 2014 Building Report. (Landis)

 ATTACHMENT 5

- 4.3 Approve the May 2014 Building Report. (Landis)

 ATTACHMENT 6

- 4.4 Approve the June 3, 2014 special meeting minutes. (Glaser)

 ATTACHMENT 7

- 4.5 Approve the June 3, 2014 regular meeting minutes. (Glaser)

 ATTACHMENT 8

- 4.6 Consider second and final 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 **20 PERCENT OF** 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 9

- 4.7 Consider second and final 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 10

- 4.8 Consider second and final 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.

ATTACHMENT 11

- 4.9 Approve an amendment to an agreement by and between Harris County, State of Texas and the City of Seabrook for funding for the Community Development Block Grant Program. (Cook)

END OF CONSENT AGENDA

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

ATTACHMENT 12

- 5.1 Consider approval of the Seabrook Strategic Plan 2014 by Ron Cox of Ron Cox Consulting and City Directors. (Cook)

ATTACHMENT 13

- 5.2 Consider approval to allow staff and the city engineer to proceed with the proposed CIP Project for the mechanical screen at the city's wastewater treatment plant and to solicit bids. (Chairez)

ATTACHMENT 14

- 5.3 Consider first reading of proposed Ordinance No. 2014-14, "Update to Water Conservation and Drought Contingency Plan." (Padgett/Chairez)

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF SEABROOK, CHAPTER 95 "UTILITIES," ARTICLE III, "WATER CONSERVATION AND DROUGHT CONTINGENCY PLAN, SECTION 95-80, "WATER CONSERVATION PLAN CONTENT," BY PROVIDING STATISTICAL UPDATES AS REQUIRED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY.

THIS ORDINANCE PROVIDES FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2000 PER OFFENSE FOR VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; REPEALS ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDES FOR SEVERABILITY AND PROVIDES FOR AN EFFECTIVE DATE.

ATTACHMENT 15

- 5.4 Consider approval of first reading of proposed Ordinance No. 2014-15, "Amending Disclosure Requirements."

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF SEABROOK, CHAPTER 2, "ADMINISTRATION", ARTICLE VI. "CODE OF ETHICS", DIVISION 3. "CONFLICTS OF INTEREST", SECTION 2-239 "DISCLOSURE" BY REQUIRING THAT ELECTED OFFICIALS AND CERTAIN APPOINTED OFFICIALS REVIEW THEIR DISCLOSURE STATEMENTS AT LEAST ONCE A YEAR AND SUBMIT A NEW DISCLOSURE STATEMENT WITH CHANGES OR A WRITTEN STATEMENT ATTESTING THAT NO CHANGES HAVE OCCURRED; PROVIDING A PENALTY IN AN AMOUNT OF \$500.00 OR THE MAXIMUM AMOUNT PROVIDED BY LAW FOR VIOLATION OF ANY PROVISION HEREOF BY INCLUSION IN THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR NOTICE.

ATTACHMENT 16

- 5.5 Consider approval of Resolution No. 2014-04, "Amendment to Deposits, Fees and Regulations for Carothers Coastal Gardens." (Cook)

A RESOLUTION OF THE CITY OF SEABROOK AMENDING AND UPDATING DEPOSITS, FEES AND REGULATIONS GOVERNING THE USE OF DRUSILLA CAROTHERS COASTAL GARDENS AT PINE GULLY PARK AND ESTABLISHING AN EFFECTIVE DATE. THIS RESOLUTION REPLACES RESOLUTION NO. 2012-22 APPROVED ON SEPTEMBER 4, 2012

ATTACHMENT 17

- 5.6 Consider approval of Resolution No. 2014-05, "Permanent Easement Grants for Surf Oaks Drive/Road (Cook)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, DETERMINING THAT PERMANENT EASEMENT GRANTS ARE NECESSARY FOR MAINTENANCE IMPROVEMENTS FOR SURF OAKS DRIVE/ROAD; APPROVING THE ACCEPTANCE OF EASEMENTS FROM THE NECESSARY PROPERTY OWNERS FOR SUCH ROAD, CONTAINING APPROXIMATELY 2.064 ACRES OF LAND, BEING THE SURF OAKS DRIVE PORTION OF WARD OAKS AS RECORDED IN H.C.M.R. FILM CODE NO. 636152, THE SURF OAKS PORTION OF THE SONES SUBDIVISION AS RECORDED IN H.C.M.R. FILM CODE NO. 570290, ALONG WITH SURF OAKS DRIVE AS SHOWN ON THE UNRECORDED PLAT OF SURF OAKS SUBDIVISION, ALL BEING IN THE RITSON MORRIS SURVEY, ABSTRACT NO.52, SEABROOK, HARRIS COUNTY, TEXAS, MORE PARTICULARLY DEPICTED HEREIN; AND PROVIDING TERMS OF CITY MAINTENANCE

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

 ATTACHMENT 18

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

 ATTACHMENT 19

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

7.0 EXECUTIVE SESSION

The City Council will 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 one or more of the following sections: Section 551.071, Consultation with Attorney; Section 551.072, Real Property; Section 551.073, Deliberation Regarding a Prospective Gift; Section 551.074, Personnel Matters; Section 551.076. Security Devices; and Section 551.087, Economic Development.

Section 551.071

- 7.1 Consult with attorney for legal advice only in relation to legal issues associated with development incentives/agreements as provided under Section 551.071, Texas Government Code. (Cook)

Section 551.087

- 7.2 Discuss commercial information the city has received from a business prospect that it seeks to have locate, stay or expand in the City and which the city is conducting economic development negotiations, including deliberation of a financial offer or incentive as provided by Section 551.087 of the Texas Government Code. (Cook)

8.0 OPEN MEETING

Council will reconvene in open session to allow for possible action on any of the

agenda items listed above under "Executive Session".

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, June 13, 2014 and that this notice will remain posted until the meeting has ended.

Michele L. Glaser, TRMC
City Secretary

John Chester

CITY OF SEABROOK

BOARDS/COMMISSION/CORPORATIONS

APPLICATION AND INFORMATION STATEMENT

QUALIFICATIONS FOR APPOINTMENT TO THE CITY OF SEABROOK
BOARDS/COMMISSIONS/CORPORATIONS ARE AS FOLLOWS:

☒ You have been a resident of Seabrook for at least six months prior to the date of appointment.
(One year for appointment to the P&Z Commission and Board of Adjustment.)

☒ You are a qualified City of Seabrook voter at the time of appointment. Certification #
1119796284_____

☒ You have no felony conviction for which you have not been pardoned.

☒ You are not an adversary party to pending litigation against the City.

☒ You are not in arrears on any city taxes, water service charges or other obligations owed the City.

Please number the Boards/Commissions/Corporations you wish to serve on in order of preference.
Please do not select more than three (3) boards on which you wish to serve.

Board of Adjustment/Building Standards _____ Charter Review Commission 1

Civil Service Commission _____ Comprehensive Master Plan Review Commission _____

EDC _____ Ethics Review Commission _____ Open Space & Trails Commission _____

P&Z Commission _____

called - left message - will be there on June 17th

6/17

ALL INFORMATION ON THIS APPLICATION WILL BECOME PUBLIC RECORD.

NAME: _____ John H. Chisler

HOME ADDRESS: _2406 Duhon Place

HOME PHONE: _281-326-2897 _____ CELL PHONE:

E-MAIL ADDRESS _____:

_____john.chisler@comcast.net_____

DAY TIME PHONE: _281-326-2897 _____

PROFESSION:

_____Retired_____

BUSINESS NAME AND ADDRESS:

_____N/A_____

PERSONAL REFERENCES:

Name Pete Braccio
Daytime Phone # 281-474-3437

Address 1868 Dolphin Drive

How long have you lived in the City of Seabrook?

21years,8mos

If you have been a member of a Seabrook Board/Commission/Corporation before, please indicate the Board, Commission or Corporation and the approximate dates of service:

Planning and Zoning Commission—1996—2008; Civil Service Commission 2011—Present; Master Plan Commission (approximately 2007)

Have you ever been convicted of a crime, other than minor traffic violations? No

What experience do you have that may qualify you for service on a particular Board, Commission or Corporation (i.e. licenses, , and certificates)?

Former City Council Member 1993-1995; 12 Years member P&Z(Chaired commission for 10 Years); currently President Civil Service Commission. Graduate Degree Business and Industry. Retired from NASA with 40 years Federal Service.

Please list any civic or community endeavors in which you have been involved:

Seabrook Association; Former President Lake Cove Homeowners Association(10 years)

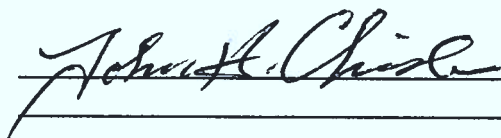
I understand that applicants for board positions will be interviewed by City Council during a Council meeting. A list of typical questions is included with this application. Other questions may be asked during the interview. I will be contacted by the city secretary's office for an interview date and time.

I understand that if appointed, I must adhere to the Ethics Ordinance, including Section 2-239, that requires all members of the Board of Adjustment, EDC and Planning and Zoning Commission to complete a disclosure statement within 10 business days of appointment. (See attached.)

I agree to be bound by the Seabrook Charter, including Section 11.09, "Personal Interest" (See attached.)

I understand that State law requires that I undergo one hour of training concerning the Opening Meetings Act within 90 days of my appointment.

I hereby affirm the information provided herein is true and correct to the best of my knowledge.

 5-27-2014

Signature

Date

Return to: Michele L. Glaser, City Secretary
1700 First St.; Seabrook, TX 77586
(281)291-5663; FAX (281)5710
mglaser@seabrooktx.gov or mbrant@seabrooktx.gov

This application will remain on file for one year.

OFFICE USE ONLY

Date Submitted __/__/__ Received by: _____ Date(s) Interviewed

Comments:

Date Appointed: _____

Rev. 05/13

**CITY OF SEABROOK
BOARDS/COMMISSION/CORPORATIONS
APPLICATION AND INFORMATION STATEMENT**

QUALIFICATIONS FOR APPOINTMENT TO THE CITY OF SEABROOK BOARDS/COMMISSIONS/CORPORATIONS ARE AS FOLLOWS:

- You have been a resident of Seabrook for at least six months prior to the date of appointment. (One year for appointment to the P&Z Commission and Board of Adjustment.)
- You are a qualified City of Seabrook voter at the time of appointment. Certification # 58088766
- You have no felony conviction for which you have not been pardoned.
- You are not an adversary party to pending litigation against the City.
- You are not in arrears on any city taxes, water service charges or other obligations owed the City.

Please number the Boards/Commissions/Corporations you wish to serve on in order of preference. Please do not select more than three (3) boards on which you wish to serve.

Board of Adjustment/Building Standards _____ Civil Service Commission _____ EDC _____

Ethics Review Commission _____ Open Space & Trails Commission _____

P&Z Commission _____ Public Safety _____ Other ☒ Charter Review Commission

ALL INFORMATION ON THIS APPLICATION WILL BECOME PUBLIC RECORD.

NAME: Laura Davis

HOME ADDRESS: 2516 Wild Oak Forest Ln

HOME PHONE: — CELL PHONE: 281.702.1723

E-MAIL ADDRESS: ernielaura@earthlink.net

DAY TIME PHONE: 281.702.1723

PROFESSION: Preschool teacher

BUSINESS NAME AND ADDRESS: University Bapt. Church, 16106 Middlebrook Dr., Houston, Tx

PERSONAL REFERENCES:

Name	Address	Daytime Phone #
Glenn Royal	3906 Breezeway Dr.	281.703.3442
Kim Jernigan	3222 Scenic Shore Dr.	281.324.8833

How long have you lived in the City of Seabrook? 10 years in August.

called 6/10/14 - will call back

6/17

**CITY OF SEABROOK
BOARDS/COMMISSION/CORPORATIONS
APPLICATION AND INFORMATION STATEMENT**

**QUALIFICATIONS FOR APPOINTMENT TO THE CITY OF SEABROOK
BOARDS/COMMISSIONS/CORPORATIONS ARE AS FOLLOWS:**

- ☐ ☐ You have been a resident of Seabrook for at least six months prior to the date of appointment.
(One year for appointment to the P&Z Commission and Board of Adjustment.)
- ☐ ☐ You are a qualified City of Seabrook voter at the time of appointment. Certification #
22933063
- ☐ ☐ You have no felony conviction for which you have not been pardoned.
- ☐ ☐ You are not an adversary party to pending litigation against the City.
- ☐ ☐ You are not in arrears on any city taxes, water service charges or other obligations owed the City.

Please number the Boards/Commissions/Corporations you wish to serve on in order of preference. Please do not select more than three (3) boards on which you wish to serve.

Board of Adjustment/Building Standards _____ Charter Review
Commission _____ 1 _____

Civil Service Commission _____ Comprehensive Master Plan Review
Commission _____ 2 _____

EDC _____ 3 _____ Ethics Review Commission _____ Open Space & Trails
Commission _____

P&Z Commission _____

ALL INFORMATION ON THIS APPLICATION WILL BECOME PUBLIC RECORD.

NAME: _____ Delaina Hanssen _____

HOME ADDRESS: _____ 3705 NASA Parkway, Seabrook, TX 77586 _____

HOME PHONE: _____ 281-326-7643 _____ CELL PHONE: _____ 281-326-7643 _____

E-MAIL ADDRESS : _____ hanssen@aol.com _____

Will be there - send email ✓

6/17

DAY TIME PHONE: 281--326-7643

PROFESSION: Innkeeper

BUSINESS NAME AND ADDRESS: Beacon Hill B&B, 3701 NASA Parkway,
Seabrook, TX 77586

PERSONAL REFERENCES:

Name	Address
Daytime Phone #	
Robert & Mariann Kidd	Seabrook 713-505-4111
Jimmy Cluck	LaPorte 713-376-6935

How long have you lived in the City of Seabrook? 35 years

If you have been a member of a Seabrook Board/Commission/Corporation before, please indicate the Board, Commission or Corporation and the approximate dates of service:

Hotel Occupancy Tax Committee, approx. 1996-2003

Have you ever been convicted of a crime, other than minor traffic violations?

NO

What experience do you have that may qualify you for service on a particular Board, Commission or Corporation (i.e. licenses, degrees, and certificates)?

20 years administrative and planning experience at IBM.

18 years administrative, planning and execution of running a small business.

7 years attending the HOT committee meetings without one absence, acting as member, secretary and chair.

Please list any civic or community endeavors in which you have been involved:

I have participated in the annual Trash Bash.

I understand that applicants for board positions will be interviewed by City Council during a Council meeting. A list of typical questions is included with this application.

Other questions may be asked during the interview. I will be contacted by the city secretary's office for an interview date and time.

I understand that if appointed, I must adhere to the Ethics Ordinance, including Section 2-239, that requires all members of the Board of Adjustment, EDC and Planning and Zoning Commission to complete a disclosure statement within 10 business days of appointment. (See attached.)

I agree to be bound by the Seabrook Charter, including Section 11.09, "Personal Interest" (See attached.)

I understand that State law requires that I undergo one hour of training concerning the Opening Meetings Act within 90 days of my appointment.

I hereby affirm the information provided herein is true and correct to the best of my knowledge.

Signature _____ Delaina Hanssen _____
Date _____ May 23, 2014 _____

Return to: Michele L. Glaser, City Secretary
1700 First St.; Seabrook, TX 77586
(281)291-5663; FAX (281)5710
mglaser@seabrooktx.gov or mbrant@seabrooktx.gov

This application will remain on file for one year.
OFFICE USE ONLY

Date Submitted 5/23/14 Received by: 5/27/14 MB/MG Date(s)
Interviewed _____
Comments: _____

Date Appointed: _____

WILSON
Rev. 05/13

APR 8 2014 4:48

CITY OF SEABROOK BOARDS/COMMISSION/CORPORATIONS APPLICATION AND INFORMATION STATEMENT

QUALIFICATIONS FOR APPOINTMENT TO THE CITY OF SEABROOK BOARDS/COMMISSIONS/CORPORATIONS ARE AS FOLLOWS:

- You have been a resident of Seabrook for at least six months prior to the date of appointment. (One year for appointment to the P&Z Commission and Board of Adjustment.)
- You are a qualified City of Seabrook voter at the time of appointment. Certification # _____
- You have no felony conviction for which you have not been pardoned.
- You are not an adversary party to pending litigation against the City.
- You are not in arrears on any city taxes, water service charges or other obligations owed the City.

Please number the Boards/Commissions/Corporations you wish to serve on in order of preference. Please do not select more than three (3) boards on which you wish to serve.

Board of Adjustment/Building Standards _____ Civil Service Commission _____ EDC _____

① Ethics Review Commission WILSON Open Space & Trails Commission _____

P&Z Commission _____ ② Public Safety WILSON Other _____

ALL INFORMATION ON THIS APPLICATION WILL BECOME PUBLIC RECORD.

NAME: WILLIAM CODY WILSON

HOME ADDRESS: 1629 E. MEYER RD.

HOME PHONE: _____ CELL PHONE: 281-253-7107

E-MAIL ADDRESS: CODY.WILSON@HSSE@gmail.com

DAY TIME PHONE: 281-253-7107

PROFESSION: HEALTH, SAFETY ENVIRONMENTAL, QUALITY DIRECTOR

BUSINESS NAME AND ADDRESS: MAN DIESEL TURBO, INC.

1600A BRITTMORE RD. HOUSTON TX 77043

PERSONAL REFERENCES:

Name	Address	Daytime Phone #
BENJAMIN COBB	1061 DOVEQUAIL TRAIL LEAGUE CITY	832-615-2067
STEWART KING	98 LAKESHORE DR. EL PASO	832-752-9036

How long have you lived in the City of Seabrook? 6 years (-1 year workweek overseas)

Would like to be considered
for Master Plan N/A

~~Called - left message
4/30/14 can't find
voter info
emailed 5/1/14~~

YES. SERVED ON THE PUBLIC SAFETY BOARD 2010-2012 TIMEFRAME

116.

- 20 YEARS AS AN HSEQ PROF. WITH EXPERIENCE IN ALL ASPECTS OF HSEQ.
- UNDERGRADUATE DEGREE IN PUBLIC SAFETY
- 8 YEARS AS A FULL TIME + RESERVE POLICE OFFICER (LAKEVIEW P.D.)

- Reserve Police (American P.D.)

- BAYSIDE AREA LITTLE LEAGUE. Boy Scout Pack 389

I hereby affirm the information provided herein is true and correct to the best of my knowledge.

Signature _____

8 APRIL 2014
Date

Return to:

Michele L. Glaser, City Secretary
1700 First St.; Seabrook, TX 77586
(281)291-5663; FAX (281)5710
mglaser@seabrooktx.gov or mbrant@seabrooktx.gov

This application will remain on file for one year.

OFFICE USE ONLY

Date Submitted / / Received by: _____ Date(s) Interviewed _____
Comments:

Comments: _____ Date(s) Interviewed: _____

Date Appointed: _____

MIKE SULLIVAN

Harris County Voter Registrar

713 368-2000

P.O. Box 3527

Houston, TX 77253-3527

Secretary of State's Office

Elections Division

1-800-252-VOTE (8683)

FIRST CLASS
MAIL

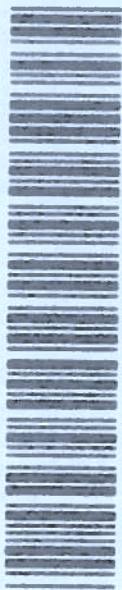
PRESORTED

U.S. Postage

PAID

Permit #12026

RETURN SERVICE REQUESTED



N14981471



VOTER REGISTRATION CERTIFICATE

(Certificado de Registro Electoral)

HARRIS COUNTY (Condado de Harris)

VUID (VUID)	Gender (Sexo)	Valid from (Válido desde)
1153114118	M	01/01/2014
Year of Birth (Año de Nacimiento)	Prec. No. (Num. Pcto.)	thru (hasta)
1975	0333	12/31/2015

Name and Permanent Residence Address (Nombre y dirección residencial permanente)

WILLIAM CODY WILSON

1629 E MEYER RD

SEABROOK TX 77586

X

VOTER MUST PERSONALLY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT, IF ABLE.
(El votante debe firmar esta tarjeta personalmente al recibirla, si puede.)

Cert No. (Num. de Cert.) **63103345**

U.S. REP. (Rep. Federal)	STATE SEN. (Sen. Estatal)	STATE REP. (Rep. Estatal)	COMM. PREC. (Com. Pcto.)	JUSTICE PREC. (Just. Pcto.)	SCHOOL (Escuela)	CITY (Ciudad)
36	11	129	2	08	027	076

Name and Mailing Address (Nombre y dirección de correo)

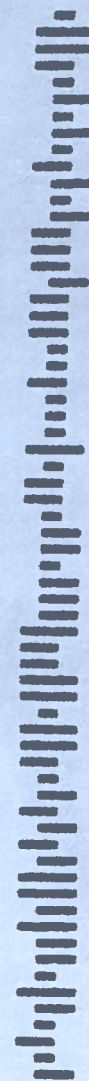


WILLIAM CODY WILSON

1629 E MEYER RD

SEABROOK TX 77586-3052

38 614 T1 P2



Verified through Harris County
4/30/14 Jimmy: contact (could not bring up any info due to him not being out)



**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 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 identify 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 three 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

Implementation Plan

The executive staff met in May and again June to review the strategies prepared at the retreat and to begin development of the framework for the Implementation Plan. At those meetings, team facilitators, team members and partners were identified. The assignment of a team facilitator and team members was designed to include additional 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, the action steps, timeline, and budgets were presented, having been developed by the team members between the two executive staff meetings.

The teams reviewed the Areas of Emphasis and draft strategies developed at the retreat. In doing so, they recommended that several of the strategies be regrouped and created a fourth Area of Emphasis – Communication.

In addition, the Governance team reviewed the draft Vision Statement. They have revised the draft. In addition, they created a draft Mission Statement, and a Staff Leadership Philosophy consistent with the Vision, Mission and Council Leadership Philosophy.

The culmination of the work of the Council and staff are included in the Strategic Plan attached to this Report.

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. This provides for long term accountability toward the implementation of the Strategic Plan.

Reporting Protocols

- **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 Approval

On June 17 the City Council reviewed their work as well as the work of the staff since the retreat in April. 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.



**Report
and
Strategic Plan
2014**

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

**Adopted
June 17, 2014**

**Prepared and Facilitated
By
Ron Cox Consulting**

Vision Statement

City of Seabrook

Seabrook is a sustainable, energetic and beautiful coastal community that embraces environmental stewardship, fosters safe neighborhoods and promotes tourism and economic diversity.

Mission Statement

The City of Seabrook is responsive, innovative and fiscally sound in delivering services that preserve, protect and enhance quality of life.

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.**
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- **Compromising when possible.**
- **By being approachable – Open door.**
- **By being inclusive of all Council members.**
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- **By being a good student.**
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- **With creativity.**
- **By focusing on the main things.**
- **Educating the citizens.**
- **By having and using a filter.**
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- **Being fiscally responsible.**
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City of Seabrook

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- **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.
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- 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 questions.
- Be involved in the community.
- Make the “right” decision – not just the popular ones.

City of Seabrook Staff Core Leadership Model

The City of Seabrook is committed to excellence through...

- **Exceptional and Professional Customer Service.**
- **Effective Teamwork and Partnerships.**
- **Integrity, Honesty and Respect.**
- **Sustainability and Stewardship.**
- **Accountability and Transparency.**
- **An Entrepreneurial Spirit.**

Area of Emphasis Economic Development

Guiding Principle: Economic development strategies need to reflect the diversity, values, interests and desires of individual local communities and its citizenry.

Economic Development				
Strategic Initiatives	Action Steps	Priority	Budget/ Source(s)	Timeline
Initiative #1 Create and implement design standards for redevelopment to come from SH146 widening project	RFQ for consultant to lead development of comprehensive plan	High	TBD (Estimation \$60,000 - \$100,000) EDC / GF	In Progress
	Update, complete, and present Comprehensive Master Plan	High		April 2015
	RFQ for Design Consultant to take Comprehensive Master Plan and expand on it for SH146		TBD (Estimation \$60,000 - \$100,000) EDC / GF	March –May 2015
	Complete and present with Design consultant a plan that will assist P&Z in creating standards for the SH 146 corridor			January 2016
Initiative #2 Create opportunity to attract a diverse economic base	Create opportunity for Class “A” office space and higher-end retail space			Ongoing
	Define and communicate areas prime for development	High		In Progress
	Maintain and expand existing incentive packages			Ongoing
	Expand and refine façade improvement incentives		EDC	In Progress
	Recruit a grocery anchor	High	EDC	In Progress

Economic Development				
Strategic Initiatives	Action Steps	Priority	Budget/ Source(s)	Timeline
Initiative #2 (Cont.) Create opportunity to attract a diverse economic base	Recruit a full service hotel	High	EDC	In Progress
	Create destination type development	High	EDC	In Progress
	Attract medical services			Ongoing
	Attract professional office space			Ongoing
Initiative #3 Develop and maintain city services to provide support services	Work with City Engineer on new CIP development	High	GF and EDC	September 2014
	Pasadena water contract	High		September 2014
	Seek out funding for infrastructure development and improvements			Ongoing

Team Facilitator: Paul Chavez
Team Members: Pam Lab, Sean Landis
Partners: Comprehensive Planning Committee
 Planning & Zoning Commission
 City Staff
 H-GAC / TXDOT
 BAHEP / Economic Alliance / Greater Houston Partnership
 City of Pasadena
 State and Federal Government Agencies

Area of Emphasis Organizational Development

Guiding Principle: To be the driving force that serves this city and community

Organizational Development				
Strategic Initiatives	Action Steps	Priority	Budget /Source(s)	Timeline
Initiative #1 Develop a successful bond election for Public Works facility replacement November 4, 2014 Bond Election	Conduct a need assessment (Directors)	High		In Progress
	Create a staff committee	↓		Completed
	Workshops with architect, staff and council			July – August 2014
	Workshop to go over all costs			July – August 2014
	Schedule and informational push			August – November 2014
	Construction			January 2015
Initiative #2 Study and make recommendations for improvements to all existing city facilities to maximize efficiency	Conduct a need assessment by Management staff			February 2015
	Meet with employees in departments			March 2015
	Detailed report prepared			April 2015
	Meet with directors to prioritize report			April 2015
	Meet with finance to discuss financing options			April 2015
	Finance option selected to be inserted into CIP Matrix			May 2015

Organizational Development				
Strategic Initiatives	Action Steps	Priority	Budget /Source(s)	Timeline
Initiative #3 Develop a Comprehensive 5 Year CIP	Create a staff committee/ Management Meetings	High		In Progress
	Complete a Draft Comprehensive 5 Year CIP Plan		Staff	July 2014
	Workshops on CIP with Council and Staff during Budget Process			July 2014
	Finalize and approve completed CIP with timelines			September 2014
Initiative #4 Create a staff plan for recruitment, retention and replacement of retiring employees	Develop a RFP and conduct a Salary Survey by a consultant		\$22,000	February 2015
	Develop a Draft 5 Year Personnel Plan		Staff	March 2015
	Develop and fund a Personnel Training and Certification Program to retain current employees and/or recruit outside uncertified employees		Staff and Training Costs	September 2015
	Develop and Fund Recruitment Incentives			September 2015
	Develop Media Outreach			July 2015
	Develop New Retention Strategies			July 2015
	Develop and start Generational training			July 2015

Team Facilitator: Sean Wright
Team Members: Mike Gibbs, Arthur Chairez, Kevin Padgett, Jessica Ancira, and Myra Bergeron
Partners: City Engineer
Outside Consultants
TML and Professional Associations
HGAC
Training Academies and Institutions

Area of Emphasis Governance

Guiding Principle: Continue to have the governing body recognize their responsibility for proper governance and the need to conduct its business in an orderly and effective manner

Governance				
Strategic Initiatives	Action Steps	Priority	Budget / Source(s)	Timeline
Initiative #1 Identify and address Charter limitations	Recommendation for review by Charter Review Commission amendment to term limits for elected officials	High		July 2014
	Recommendation for review by Charter Review Commission amendment to spending limits for the city budget	↓		July 2014
	Provide for a city charter review by Council and staff prior to the appointment of a Charter Review Commission			In Progress
Initiative #2 Develop a proactive approach to working with federal and state legislatures and agencies and with other cities.	Identify and utilize networking opportunities with national, state, and local organizations			Ongoing
	Research and investigate intergovernmental and interlocal models and			In Progress

Governance				
Strategic Initiatives	Action Steps	Priority	Budget / Source(s)	Timeline
	agreements			
	Lobby and advocate for Seabrook			In Progress
Initiative #3 Create a full disclosure policy for all city elected officials	Develop ordinance revisions to require annual disclosure	High		June - July 2014
	Review and research possible language for charter amendments by staff for Charter Review Commission			July – December 2014
	Provide annual training to elected officials on responsibilities and communicate ongoing training opportunities			Completed 2014 Session Update and keep ongoing

Team Facilitator:

Gayle Cook

Team Members:

Michele Glaser, Joyce Bice, LeaAnn Dearman, Rene Trevino, George Szakacs

Partners:

Mayor
City Council
Management Staff
Charter Review Commission
TML
Neighboring Cities

Area of Emphasis Communication

Guiding Principle: To inform and engage citizens, business and visitors by providing and responding with timely, reliable and accurate information.

Communication				
Strategic Initiatives	Action Steps	Priority	Budget / Source(s)	Timeline
Initiative #1 Comprehensive Communication Plan	Develop and present a Comprehensive Communication Plan	High	Cost staff time and CPC training program	September 30, 2014
	Create new marketing materials that identify Seabrook as “Business Friendly”, “Available Incentives”, “Zoned Community” and “Easily Accessible”		Estimated budget for EDC marketing materials range from \$15,000 to \$40,000 annually	September 2015
	Improve measurables by providing a quarterly “Marketing Report” to both City Council and the SEDC		No outside cost needed at this time.	Ongoing
	Continue Buy Local Campaign		Estimated \$15,000 annually	Ongoing
	Create new marketing materials for major projects (i.e. Waterfront and SH 146)		Cost to be incorporated in project budget	In Progress

Communication				
Strategic Initiatives	Action Steps	Priority	Budget / Source(s)	Timeline
Initiative #2 Organizational Development	Complete logo transition to improve city image	High	Minimal cost remaining	December 2014
	Customer Service– Provide new training to key personnel who deal with customers on a daily basis to ensure a consistent message is being delivered		Internal training for minimal cost	September 2015
	Create new marketing materials for both staff and residents in regard to emergency events		Estimated \$4,000 from Public Safety funds	May 2015
	Work with Human Resources to improve recruitment process by creating new marketing materials and other assets that will also help recruit and retain employees		Cost TBD	July 2015
	Create informational materials for bond election.	High	Cost TBD	August 2014

Communication				
Strategic Initiatives	Action Steps	Priority	Budget / Source(s)	Timeline
Initiative #3 Governance	Improve transparency by researching and purchasing technology		Cost TBD	September 2015
	Enhance citizen engagement	High	Cost TBD	December 2014
	Create quarterly Communications Report for City Council review		No outside cost needed at this time.	January 2015

Team Facilitator:

Team Members:

Partners:

LeaAnn Dearman

Gayle Cook, Joyce Bice, Rene Trevino, George Szakacs

Mayor

City Council

City Management and Staff

Outside Vendors

Citizens

TML

TCU Certified Public Communicator Program

TAMIO (Texas Association of Municipal Information Officers)

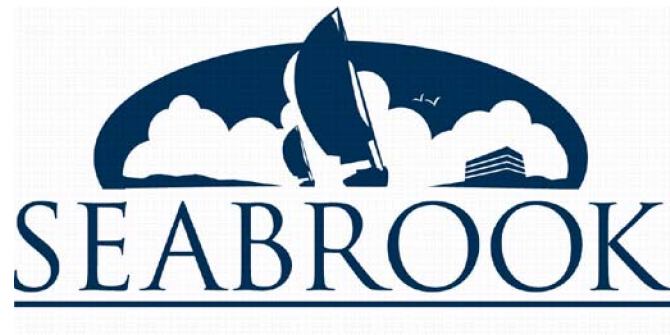
TATOA (Texas Association of Telecommunication Officers and Advisors)

EDC Partners

Bay Area Houston Convention and Visitors Bureau

Bay Port Cruise Terminal

Seabrook Businesses and Hotels



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- Be practical with solutions.
- Have realistic expectations.
- Disagree agreeably.
- Speak out on the issues appropriately.
- Support the staff when unfunded mandates are issued.
- Ask questions.
- Be involved in the community.
- Make the “right” decision – not just the popular ones.

City of Seabrook Staff Core Leadership Model

The City of Seabrook is committed to excellence through...

- Exceptional and Professional Customer Service
- Effective Teamwork and Partnerships
- Integrity, Honesty and Respect
- Sustainability and Stewardship
- Accountability and Transparency
- An Entrepreneurial Spirit

Area of Emphasis Economic Development

Guiding Principle: Economic development strategies need to reflect the diversity, values, interests and desires of individual local communities and its citizenry.

Economic Development				
Strategic Initiatives	Action Steps	Priority	Budget/ Source(s)	Timeline
Initiative #1 Create and implement design standards for redevelopment to come from SH146 widening project	RFQ for consultant to lead development of comprehensive plan	High	TBD (Estimation \$60,000 - \$100,000) EDC / GF	In Progress
	Update, complete, and present Comprehensive Master Plan	High		April 2015
	RFQ for Design Consultant to take Comprehensive Master Plan and expand on it for SH146		TBD (Estimation \$60,000 - \$100,000) EDC / GF	March –May 2015
	Complete and present with Design consultant a plan that will assist P&Z in creating standards for the SH 146 corridor			January 2016
	Create opportunity for Class “A” office space and higher-end retail space			Ongoing
Initiative #2 Create opportunity to attract a diverse economic base	Define and communicate areas prime for development	High		In Progress
	Maintain and expand existing incentive packages			Ongoing
	Expand and refine façade improvement incentives		EDC	In Progress
	Recruit a grocery anchor	High	EDC	In Progress

Economic Development				
Strategic Initiatives	Action Steps	Priority	Budget/ Source(s)	Timeline
Initiative #2 (Cont.) Create opportunity to attract a diverse economic base	Recruit a full service hotel	High	EDC	In Progress
	Create destination type development	High	EDC	In Progress
	Attract medical services			Ongoing
	Attract professional office space			Ongoing
Initiative #3 Develop and maintain city services to provide support services	Work with City Engineer on new CIP development	High	GF and EDC	September 2014
	Pasadena water contract	High		September 2014
	Seek out funding for infrastructure development and improvements			Ongoing

Team Facilitator: Paul Chavez
Team Members: Pam Lab, Sean Landis
Partners: Comprehensive Planning Committee
 Planning & Zoning Commission
 City Staff
 H-GAC / TXDOT
 BAHEP / Economic Alliance / Greater Houston Partnership
 City of Pasadena
 State and Federal Government Agencies

Area of Emphasis Organizational Development

Guiding Principle: To be the driving force that serves this city and community

Organizational Development				
Strategic Initiatives	Action Steps	Priority	Budget /Source(s)	Timeline
Initiative #1 Develop a successful bond election for Public Works facility replacement November 4, 2014 Bond Election	Conduct a need assessment (Directors)	High		In Progress
	Create a staff committee	↓		Completed
	Workshops with architect, staff and council			July – August 2014
	Workshop to go over all costs			July – August 2014
	Schedule and informational push			August – November 2014
	Construction			January 2015
Initiative #2 Study and make recommendations for improvements to all existing city facilities to maximize efficiency	Conduct a need assessment by Management staff			February 2015
	Meet with employees in departments			March 2015
	Detailed report prepared			April 2015
	Meet with directors to prioritize report			April 2015
	Meet with finance to discuss financing options			April 2015
	Finance option selected to be inserted into CIP Matrix			May 2015

Organizational Development				
Strategic Initiatives	Action Steps	Priority	Budget /Source(s)	Timeline
Initiative #3 Develop a Comprehensive 5 Year CIP	Create a staff committee/ Management Meetings	High		In Progress
	Complete a Draft Comprehensive 5 Year CIP Plan		Staff	July 2014
	Workshops on CIP with Council and Staff during Budget Process			July 2014
	Finalize and approve completed CIP with timelines			September 2014
Initiative #4 Create a staff plan for recruitment, retention and replacement of retiring employees	Develop a RFP and conduct a Salary Survey by a consultant		\$22,000	February 2015
	Develop a Draft 5 Year Personnel Plan		Staff	March 2015
	Develop and fund a Personnel Training and Certification Program to retain current employees and/or recruit outside uncertified employees		Staff and Training Costs	September 2015
	Develop and Fund Recruitment Incentives			September 2015
	Develop Media Outreach			July 2015
	Develop New Retention Strategies			July 2015
	Develop and start Generational training			July 2015

Team Facilitator: Sean Wright
Team Members: Mike Gibbs, Arthur Chairez, Kevin Padgett, Jessica Ancira, and Myra Bergeron
Partners: City Engineer
Outside Consultants
TML and Professional Associations
HGAC
Training Academies and Institutions

Area of Emphasis Governance

Guiding Principle: Continue to have the governing body recognize their responsibility for proper governance and the need to conduct its business in an orderly and effective manner

Governance				
Strategic Initiatives	Action Steps	Priority	Budget / Source(s)	Timeline
Initiative #1 Identify and address Charter limitations	Recommendation for review by Charter Review Commission amendment to term limits for elected officials	High		July 2014
	Recommendation for review by Charter Review Commission amendment to spending limits for the city budget	↓		July 2014
	Provide for a city charter review by Council and staff prior to the appointment of a Charter Review Commission			In Progress
Initiative #2 Develop a proactive approach to working with federal and state legislatures and agencies and with other cities.	Identify and utilize networking opportunities with national, state, and local organizations			Ongoing
	Research and investigate intergovernmental and interlocal models and			In Progress

Governance				
Strategic Initiatives	Action Steps	Priority	Budget / Source(s)	Timeline
	agreements			
	Lobby and advocate for Seabrook			In Progress
Initiative #3 Create a full disclosure policy for all city elected officials	Develop ordinance revisions to require annual disclosure	High		June - July 2014
	Review and research possible language for charter amendments by staff for Charter Review Commission			July – December 2014
	Provide annual training to elected officials on responsibilities and communicate ongoing training opportunities			Completed 2014 Session Update and keep ongoing

Team Facilitator:

Gayle Cook

Team Members:

Michele Glaser, Joyce Bice, LeaAnn Dearman, Rene Trevino, George Szakacs

Partners:

Mayor
City Council
Management Staff
Charter Review Commission
TML
Neighboring Cities

Area of Emphasis Communication

Guiding Principle: To inform and engage citizens, business and visitors by providing and responding with timely, reliable and accurate information.

Communication				
Strategic Initiatives	Action Steps	Priority	Budget / Source(s)	Timeline
Initiative #1 Comprehensive Communication Plan	Develop and present a Comprehensive Communication Plan	High	Cost staff time and CPC training program	September 30, 2014
Initiative #2 Economic Development	Create new marketing materials that identify Seabrook as “Business Friendly”, “Available Incentives”, “Zoned Community” and “Easily Accessible”		Estimated budget for EDC marketing materials range from \$15,000 to \$40,000 annually	September 2015
	Improve measurables by providing a quarterly “Marketing Report” to both City Council and the SEDC		No outside cost needed at this time.	Ongoing
	Continue Buy Local Campaign		Estimated \$15,000 annually	Ongoing
	Create new marketing materials for major projects (i.e. Waterfront and SH 146)		Cost to be incorporated in project budget	In Progress

Communication				
Strategic Initiatives	Action Steps	Priority	Budget / Source(s)	Timeline
Initiative #2 Organizational Development	Complete logo transition to improve city image	High	Minimal cost remaining	December 2014
	Customer Service– Provide new training to key personnel who deal with customers on a daily basis to ensure a consistent message is being delivered		Internal training for minimal cost	September 2015
	Create new marketing materials for both staff and residents in regard to emergency events		Estimated \$4,000 from Public Safety funds	May 2015
	Work with Human Resources to improve recruitment process by creating new marketing materials and other assets that will also help recruit and retain employees		Cost TBD	July 2015
	Create informational materials for bond election.	High	Cost TBD	August 2014

Communication				
Strategic Initiatives	Action Steps	Priority	Budget / Source(s)	Timeline
Initiative #3 Governance	Improve transparency by researching and purchasing technology		Cost TBD	September 2015
	Enhance citizen engagement	High	Cost TBD	December 2014
	Create quarterly Communications Report for City Council review		No outside cost needed at this time.	January 2015

Team Facilitator:

Team Members:

Partners:

LeaAnn Dearman

Gayle Cook, Joyce Bice, Rene Trevino, George Szakacs

Mayor

City Council

City Management and Staff

Outside Vendors

Citizens

TML

TCU Certified Public Communicator Program

TAMIO (Texas Association of Municipal Information Officers)

TATOA (Texas Association of Telecommunication Officers and Advisors)

EDC Partners

Bay Area Houston Convention and Visitors Bureau

Bay Port Cruise Terminal

Seabrook Businesses and Hotels



*CITY
OF
SEABROOK*

Date of Meeting: May 20, 2014

Submitter/Requestor: Chief Nona Holomon

Date Submitted: May 12, 2014

Presenter: Chief Sean Wright

Description/Subject: Public Safety Activity Report for April 2014

Purpose/Need: Policy Issue ☐ Administrative Issue: The Seabrook Public Safety Department's (Police, Fire, CLEMC, and Animal control) will show accountability through statistical data.

Background/Issue: Mayor and City Council request the Seabrook Police Department present a monthly activity report for review. In order to show activity from all other public safety entities we will combine our reports and submit for review.

Impacted Parties (Expected/Notified): Citizens of Seabrook, council and staff.

Attachments: Copy of reports (charts and graphs)

Fiscal Impact: Budgeted ☐ Yes ☒ No

Funding Comments: N/A

Where on the agenda should this item be placed? Consent agenda

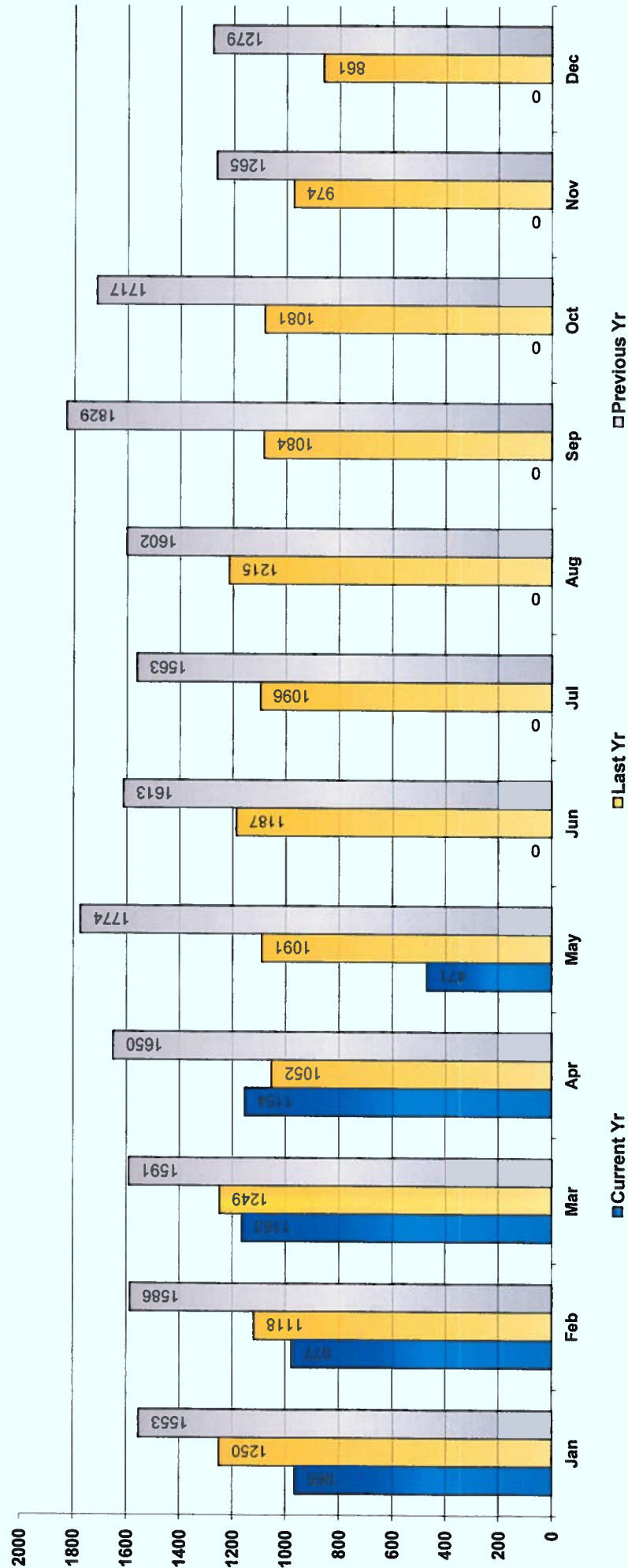
Suggested Motion: Motion to accept report.

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

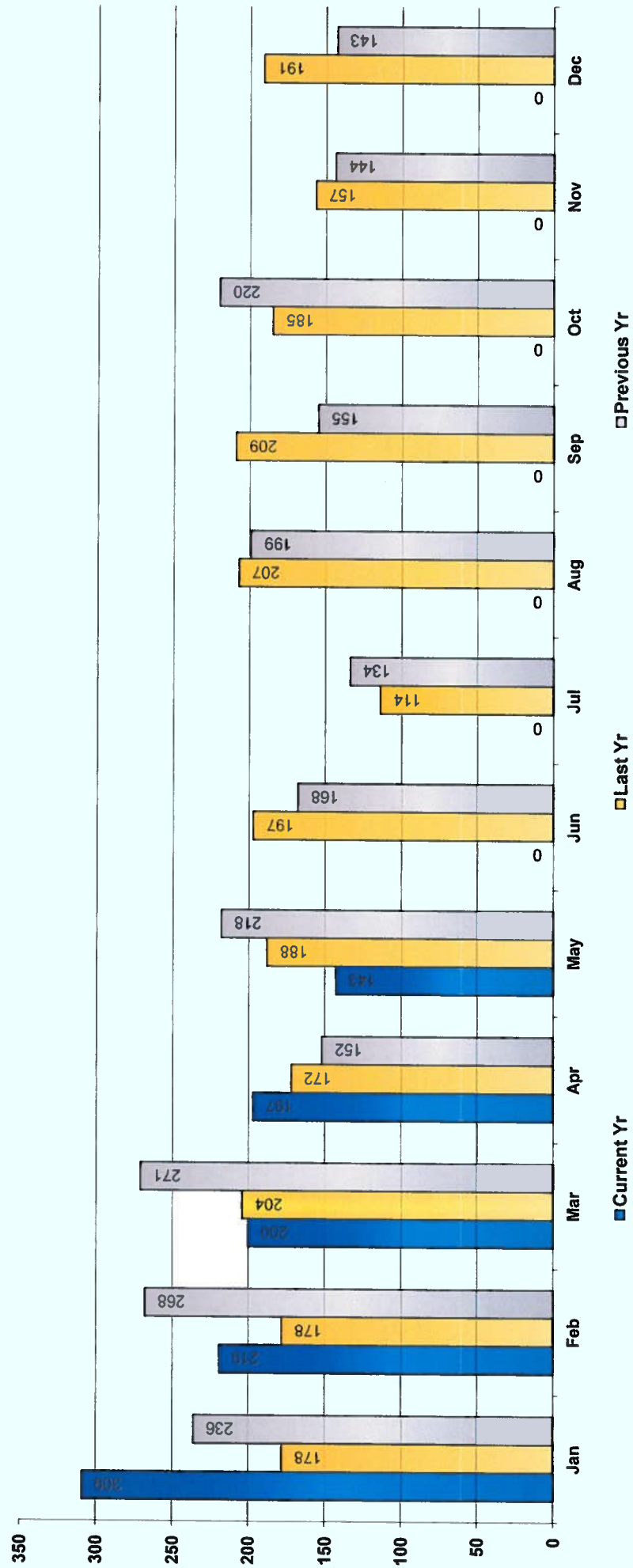
Received and accepted by the City Secretary/Assistant _____

Returned by the City Secretary/Assistant (If incomplete) _____

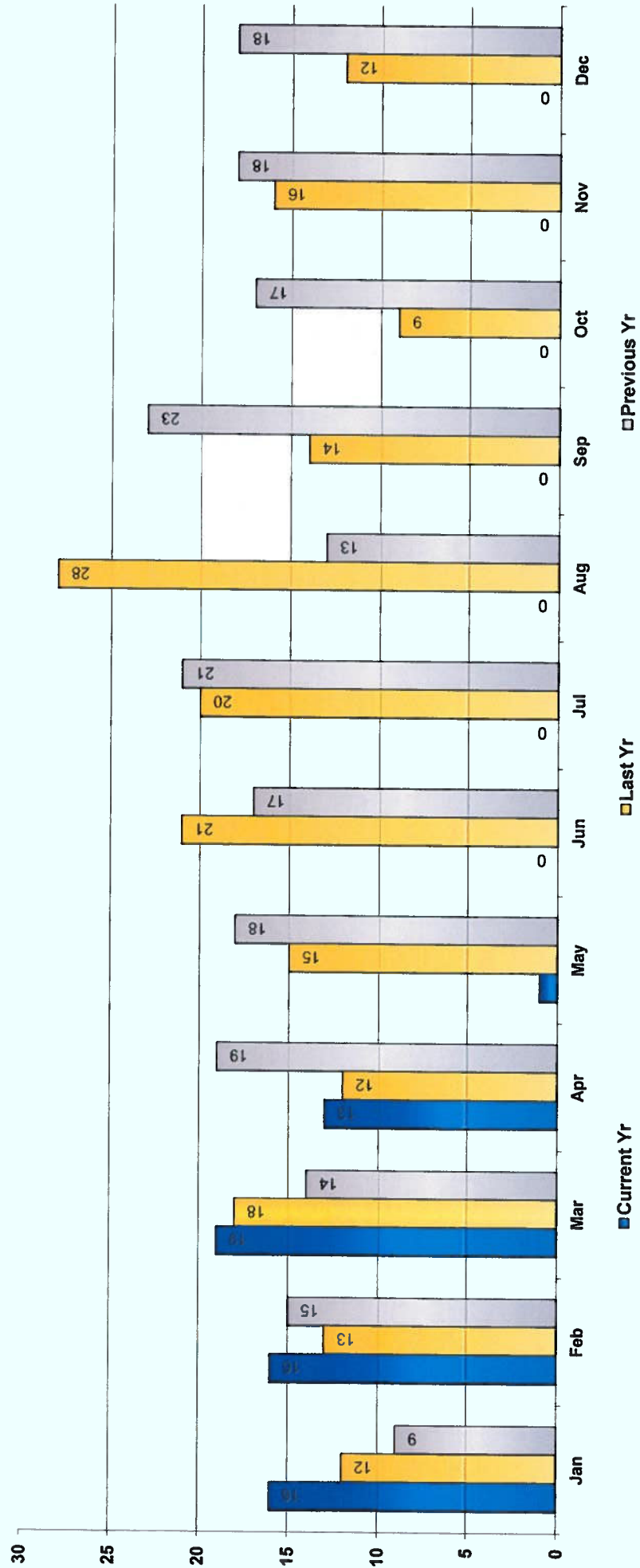
**Seabrook Police Department
Total Calls-For-Service
As Of May 12, 2014**



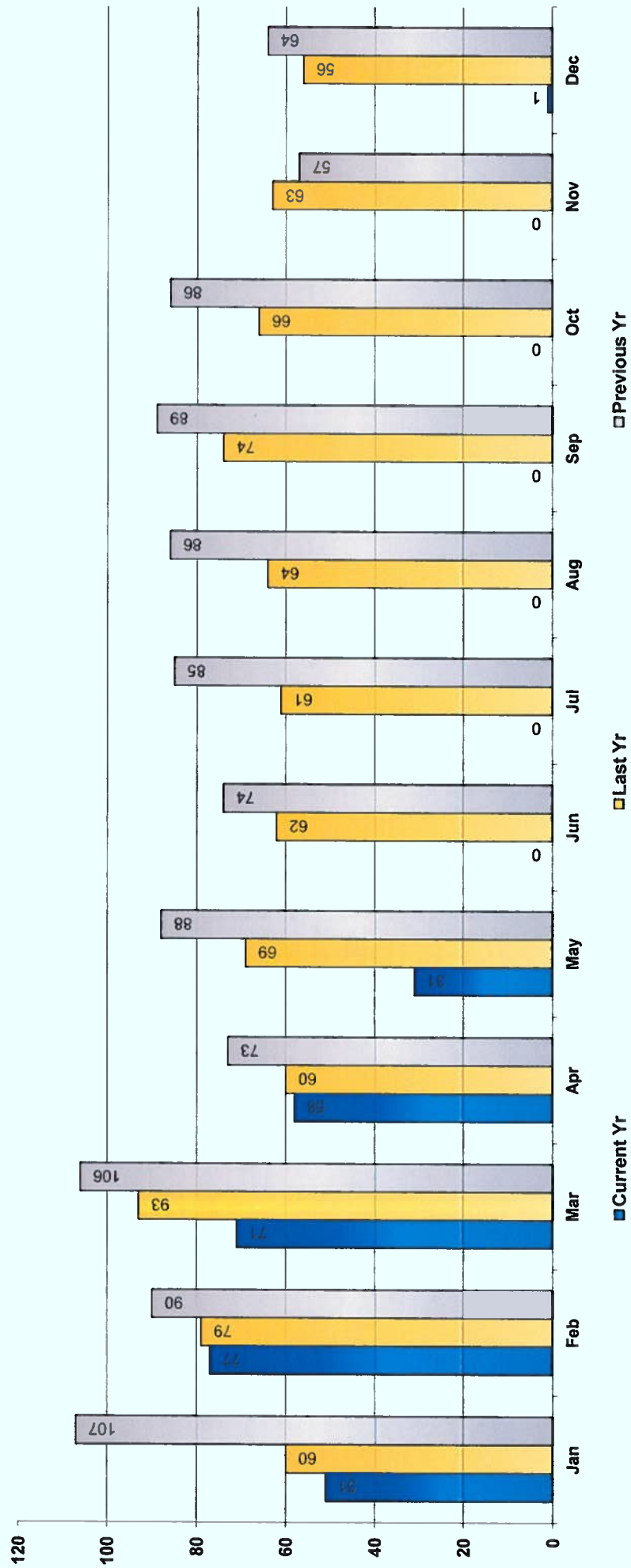
**Seabrook Police Department
Total Traffic Tickets
As Of May 12, 2014**



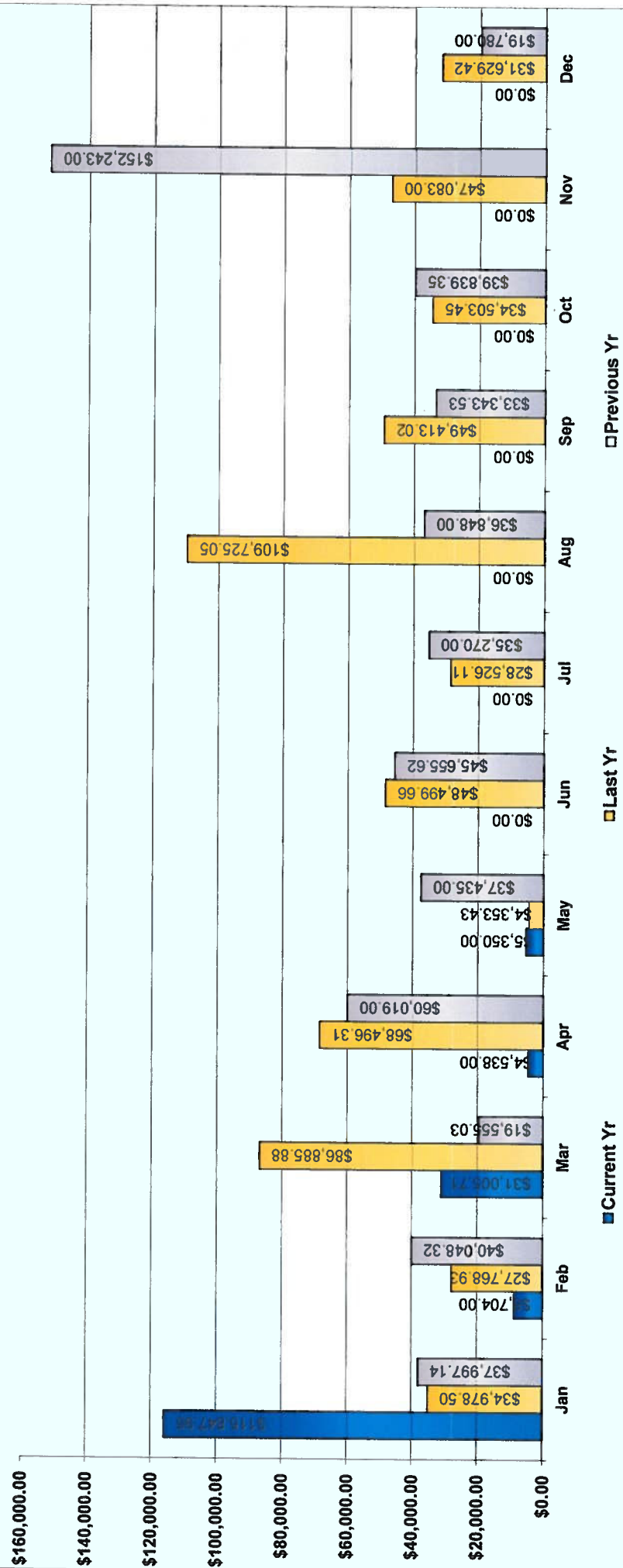
Seabrook Police Department
ALL PART-I OFFENSES
As Of May 12, 2014



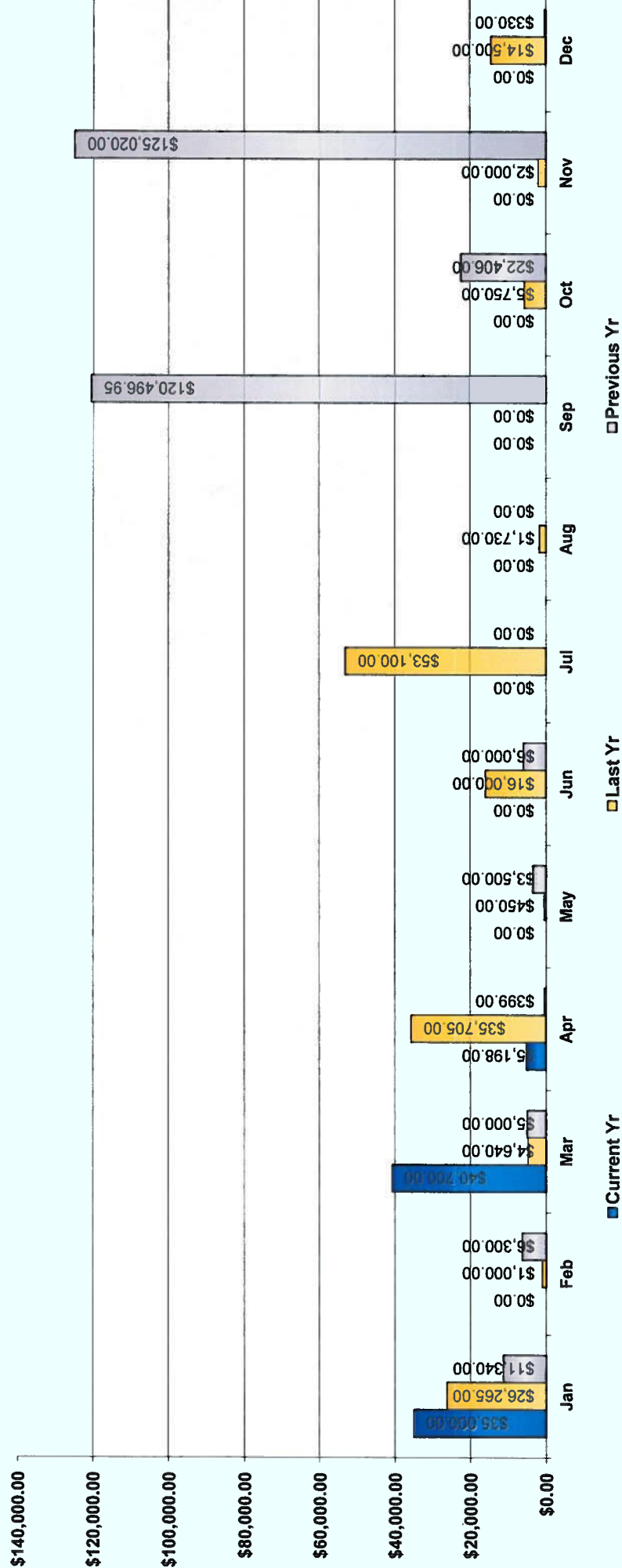
**Seabrook Police Department
Total Arrests
As Of May 12, 2014**



Seabrook Police Department
Stolen Property Value
As Of May 12, 2014



Seabrook Police Department
Recovered Property Value
As Of May 12, 2014



SEABROOK POLICE DEPARTMENT

DETECTIVE ACTIVITY REPORT

4/1/2014 Through 4/30/2014

Case Status Change This Period																	
Selected Investigators	Previously Assigned Cases Carried Over (Active / Pending)	Cases Assigned This Period	Cleared								Inactivated		Closed/Unf.		Active/Warrant/Pending Cases Continuing	Stolen Property Recovered (Value)	Supplements Submitted
			Cleared Exceptionally	Cleared By Arrest / Charges	Charges Filed				Total Cases Cleared	% Of Assigned Cases Cleared	Total Cases Suspende / Open Not Active	% Of Assigned Cases Suspended	Total Cases Closed or Unfounded	% Of Assigned Cases Closed			
					Class-C Filed	Class-A/B Filed	Felonies Filed	Total Charges Filed									
Department Totals:	196	81	5	1	10	23	11	44	6	7.4%	3	3.7%	45	55.6%	225	\$4,640	59
Sel. Investigator's Tots:	190	81	5	1	10	23	11	44	6	7.4%	3	3.7%	45	55.6%	219	\$4,640	49
Sel. Investigator's Avg:	27.1	11.6	0.7	0.1	1.4	3.3	1.6	6.3	0.9	7.4%	0.4	3.7%	6.4	55.6%	31.3	\$663	7.0
Imbrie, David	27	19	0	0	5	1	1	7	0	0.0%	0	0.0%	4	21.1%	42	\$0	18
Morris, Clinton	44	7	2	0	0	0	0	0	2	28.6%	1	14.3%	2	28.6%	46	\$0	9
Breeding, Ross	22	10	1	0	0	0	0	0	1	10.0%	0	0.0%	5	50.0%	26	\$0	11
Pickell, Michael	14	5	0	0	1	5	2	8	0	0.0%	0	0.0%	1	20.0%	18	\$0	0
Warner, Robert	40	8	2	1	0	0	1	1	3	37.5%	2	25.0%	0	0.0%	43	\$0	11
Bryant, Hulen	11	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	11	\$4,640	0
Patrol	32	32	0	0	4	17	7	28	0	0.0%	0	0.0%	33	103.1%	33	\$0	0

CLEMC REPORT **Seabrook Stats Report APR14**

	Feb-14	Mar-14	Mar-14	3 Month Total
Allergic Reaction	0	0	0	0
Assist by EMS	5	10	11	26
Attempted Suicide	1	2	0	3
Breathing problems	3	5	2	10
Choking	0	0	0	0
CPR	1	1	1	3
CVA	1	0	0	1
Death Investigation	0	0	0	0
Diabetic	0	0	0	0
Drowning	0	0	1	1
Heart problems/pain	5	2	1	8
Injured person	8	14	11	33
Motor Vehicle Incidents	10	8	7	25
Medical Alert Alarm	0	0	0	0
OB Baby Call	0	0	0	0
Overdose	4	3	4	11
Seizure	2	4	1	7
Sick Call	17	22	1	40
Trauma Gunshot/Stabbing	0	0	1	1
fire stand-by	0	0	0	0
Unconscious	0	1	0	1
Total	57	72	41	170

Response Time

4Min44Sec

4Min59Sec

4Min40Sec

Average Response Time
4Min48Sec

Seabrook

City of Seabrook Monthly Statistics

Alarm Date Between {04/01/2014} And
{04/30/2014} and District = "1"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	2.86%	\$76,000	100.00%
142 Brush or brush-and-grass mixture fire	1	2.86%	\$0	0.00%
154 Dumpster or other outside trash receptacle fire	1	2.86%	\$0	0.00%
160 Special outside fire, Other	1	2.86%	\$0	0.00%
	4	11.43%	\$76,000	100.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	18	51.43%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	2.86%	\$0	0.00%
	19	54.29%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	2.86%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	1	2.86%	\$0	0.00%
445 Arcing, shorted electrical equipment	2	5.71%	\$0	0.00%
	4	11.43%	\$0	0.00%
5 Service Call				
510 Person in distress, Other	1	2.86%	\$0	0.00%
5311 Smoking Vehicle	1	2.86%	\$0	0.00%
5312 Smoke or odor problem	2	5.71%	\$0	0.00%
	4	11.43%	\$0	0.00%
6 Good Intent Call				
6111 Dispatched & cancelled en route to automatic alarm	1	2.86%	\$0	0.00%
	1	2.86%	\$0	0.00%
7 False Alarm & False Call				
743 Smoke detector activation, no fire - unintentional	2	5.71%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	1	2.86%	\$0	0.00%
	3	8.57%	\$0	0.00%

Total Incident Count: 35

Total Est Loss: \$76,000

Seabrook

City of Seabrook Monthly Statistics

**Alarm Date Between {04/01/2014} And {04/30/2014}
and District = "1"**

Total Number of Incidents	35	Total Number of Responding Personnel	208
Average Turnout per Incident		6	

Seabrook**City of Seabrook Monthly Statistics**

**Alarm Date Between {04/01/2014} And {04/30/2014}
and District = "1"**

1 Seabrook

Incident	Alarm Date & Time		Arrival Date & Time		Stn	Shift	Response Time
111 Building fire							
14-0000150	04/05/2014	02:16:00	04/05/2014	02:21:14	1	3	00:05:14
Average Response Time for District/Incident Type							00:05:14
142 Brush or brush-and-grass mixture fire							
14-0000163	04/14/2014	08:58:49	04/14/2014	09:07:29	1	1	00:08:40
Average Response Time for District/Incident Type							00:08:40
154 Dumpster or other outside trash receptacle fire							
14-0000165	04/17/2014	06:15:09	04/17/2014	06:19:53	1	3	00:04:44
Average Response Time for District/Incident Type							00:04:44
160 Special outside fire, Other							
14-0000174	04/23/2014	17:55:34	04/23/2014	18:05:08	1	2	00:09:34
Average Response Time for District/Incident Type							00:09:34
311 Medical assist, assist EMS crew							
14-0000145	04/01/2014	15:41:25	04/01/2014	15:45:24	1	2	00:03:59
14-0000146	04/02/2014	01:13:25	04/02/2014	01:17:36	1	3	00:04:11
14-0000147	04/02/2014	06:26:22	04/02/2014	06:31:48	1	3	00:05:26
14-0000148	04/02/2014	10:55:27	04/02/2014	11:08:14	1	4	00:12:47
14-0000151	04/05/2014	22:12:24	04/05/2014	22:19:15	1	2	00:06:51
14-0000154	04/07/2014	11:48:01	04/07/2014	12:00:00	1	1	00:11:59
14-0000157	04/10/2014	13:42:47	04/10/2014	14:08:54	1	1	00:26:07
14-0000160	04/12/2014	07:40:01	04/12/2014	07:45:00	1	1	00:04:59
14-0000161	04/12/2014	13:51:48	04/12/2014	13:54:00	1	1	00:02:12
14-0000162	04/13/2014	22:23:14	04/13/2014	22:27:49	1	N	00:04:35
14-0000166	04/17/2014	16:53:41	04/17/2014	16:58:19	1	2	00:04:38
14-0000169	04/20/2014	12:34:36	04/20/2014	12:40:00	1	1	00:05:24
14-0000171	04/21/2014	16:36:53	04/21/2014	16:40:37	1	2	00:03:44
14-0000172	04/22/2014	15:35:03	04/22/2014	15:37:21	1	2	00:02:18
14-0000176	04/26/2014	04:58:10	04/26/2014	05:06:35	1	3	00:08:25
14-0000179	04/27/2014	14:15:12	04/27/2014	14:17:51	1	2	00:02:39
14-0000181	04/29/2014	16:24:48	04/29/2014	16:28:09	1	2	00:03:21
14-0000183	04/30/2014	19:17:45	04/30/2014	19:19:46	1	2	00:02:01
Average Response Time for District/Incident Type							00:06:25
352 Extrication of victim(s) from vehicle							
14-0000167	04/19/2014	01:45:54	04/19/2014	01:52:08	1	3	00:06:14
Average Response Time for District/Incident Type							00:06:14
412 Gas leak (natural gas or LPG)							
14-0000156	04/09/2014	09:55:44	04/09/2014	10:07:21	1	1	00:11:37
Average Response Time for District/Incident Type							00:11:37

Seabrook**City of Seabrook Monthly Statistics**

**Alarm Date Between {04/01/2014} And {04/30/2014}
and District = "1"**

1 Seabrook

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
440 Electrical wiring/equipment problem, Other					
14-0000153	04/06/2014 16:44:41	04/06/2014 16:50:17	1	N	00:05:36
Average Response Time for District/Incident Type					00:05:36
445 Arcing, shorted electrical equipment					
14-0000152	04/06/2014 14:16:44	04/06/2014 14:23:31	1	1	00:06:47
14-0000175	04/25/2014 11:52:18	04/25/2014 12:05:00	1	1	00:12:42
Average Response Time for District/Incident Type					00:09:45
510 Person in distress, Other					
14-0000178	04/27/2014 01:57:50	04/27/2014 02:05:00	1	3	00:07:10
Average Response Time for District/Incident Type					00:07:10
5311 Smoking Vehicle					
14-0000149	04/03/2014 21:45:54	04/03/2014 21:46:26	1	N	00:00:32
Average Response Time for District/Incident Type					00:00:32
5312 Smoke or odor problem					
14-0000164	04/15/2014 22:10:05	04/15/2014 22:16:57	1	N	00:06:52
14-0000168	04/19/2014 06:13:37	04/19/2014 06:20:00	1	N	00:06:23
Average Response Time for District/Incident Type					00:06:38
743 Smoke detector activation, no fire - unintentional					
14-0000173	04/23/2014 16:03:12	04/23/2014 16:15:00	1	2	00:11:48
14-0000177	04/26/2014 09:39:20	04/26/2014 09:40:00	1	1	00:00:40
Average Response Time for District/Incident Type					00:06:14
745 Alarm system activation, no fire - unintentional					
14-0000155	04/08/2014 16:24:45	04/08/2014 16:30:32	1	2	00:05:47
Average Response Time for District/Incident Type					00:05:47
Overall Average Response Time for District 00:06:39					

Total Incident Count: 34**Overall Average Response Time: 00:06:39**

**CITY OF SEABROOK TEXAS
MONTHLY HUMANE OFFICER REPORT
MONTH OF APRIL 2014**

	THIS MONTH	THIS MONTH LAST YEAR	YEAR TO DATE	YEAR TO DATE LAST YEAR
Dogs and Cats Picked Up	16	17	75	107
Wildlife: Deceased & Alive	13	16	68	54
Animals Adopted Out	01	03	12	29
Animals Returned to Owners From Shelter	08	09	25	27
Animals Returned to Owners on the Street	0	03	06	38
Animals Destroyed	05	01	25	28
Rabid Animals Verified	0	0	0	0
Complaints Received by Residents	28	29	215	456
Revenue: Pound Fees & ID Tags	\$75.00	\$148.00	\$680.00	\$734.00
Animal Bites Reported	01	0	03	03
Citations Issued	0	24	20	53

Humane Officer D.VANSELOUS



CITY OF SEABROOK

AGENDA BRIEFING

Date of Meeting: June 17

Submitter/Requestor: Chief Wright

Date Submitted: June 9, 2014

Presenter: N/A

Description/Subject: *Monthly Public Safety Statistics Report May 2014*

Purpose/Need: Policy Issue ☐ Administrative Issue ☒ The public safety agencies will show activity through the statistical data monthly.

Background/Issue:

Mayor and City Council request a monthly report for the activity of the public safety agencies for the city. The reports are created by the individual agencies and submitted by the Chief of Police.

Impacted Parties (Expected/Notified):

Miscellaneous Comments:

Recommended Action:

Attachments:

Police Department Report, Fire Department Report, CLEMC Report

Fiscal Impact: Budgeted _____ Yes _____ No
Budget Amendment Required _____ Yes _____ No
Future/Ongoing Impact _____ Yes _____ No

Finance Officer Review:

Budget Dept/Line Item Number _____

Funding Comments:

Where on the agenda should this item be placed?

CONSENT AGENDA

Agenda Briefing Form
Page 2

Suggested Motion:

City Manager Review:

- ☐ Approved as submitted
- ☐ Submitted for Council consideration without comment
- ☐ Submitted for Council consideration with comments stated below:

(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.)

Sent to City Attorney for review _____

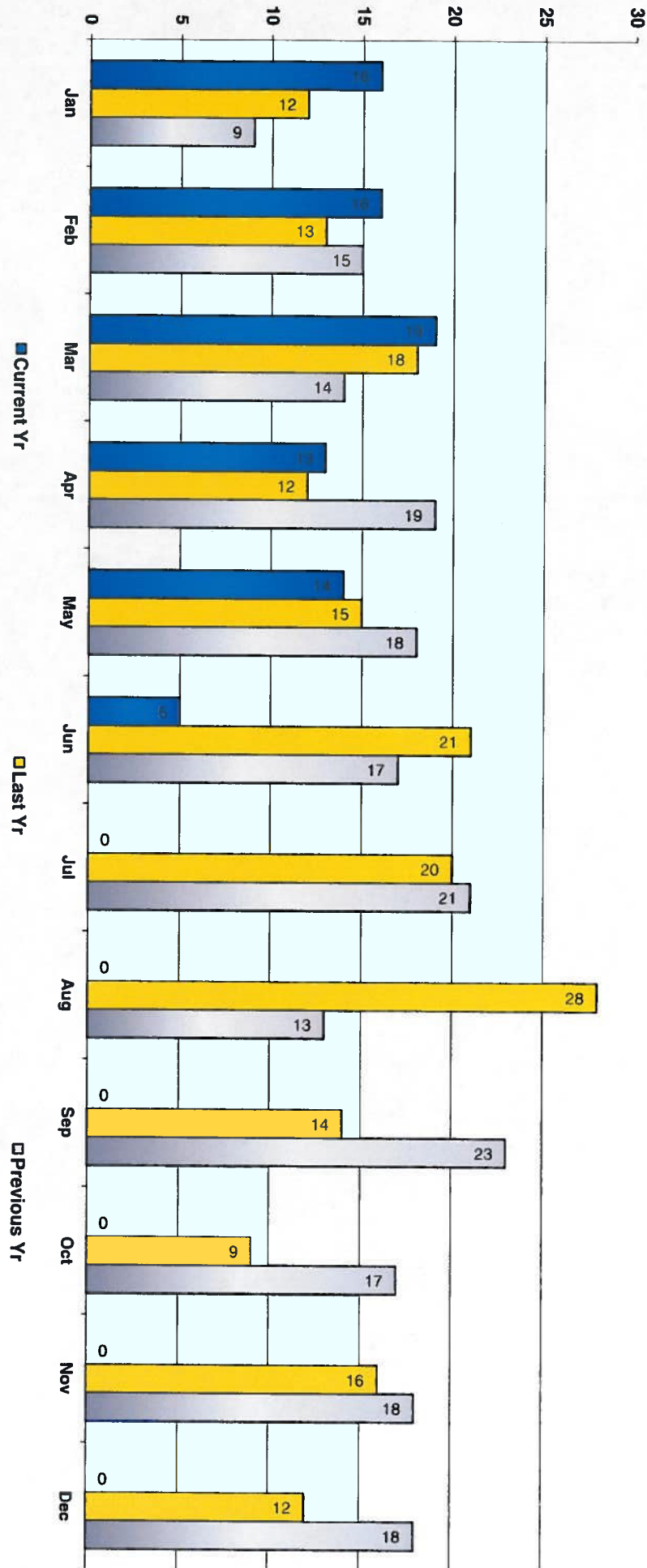
(City Attorney should review all ordinances, resolutions, contracts and executive session items.)

Received and accepted by the City Secretary/Assistant _____

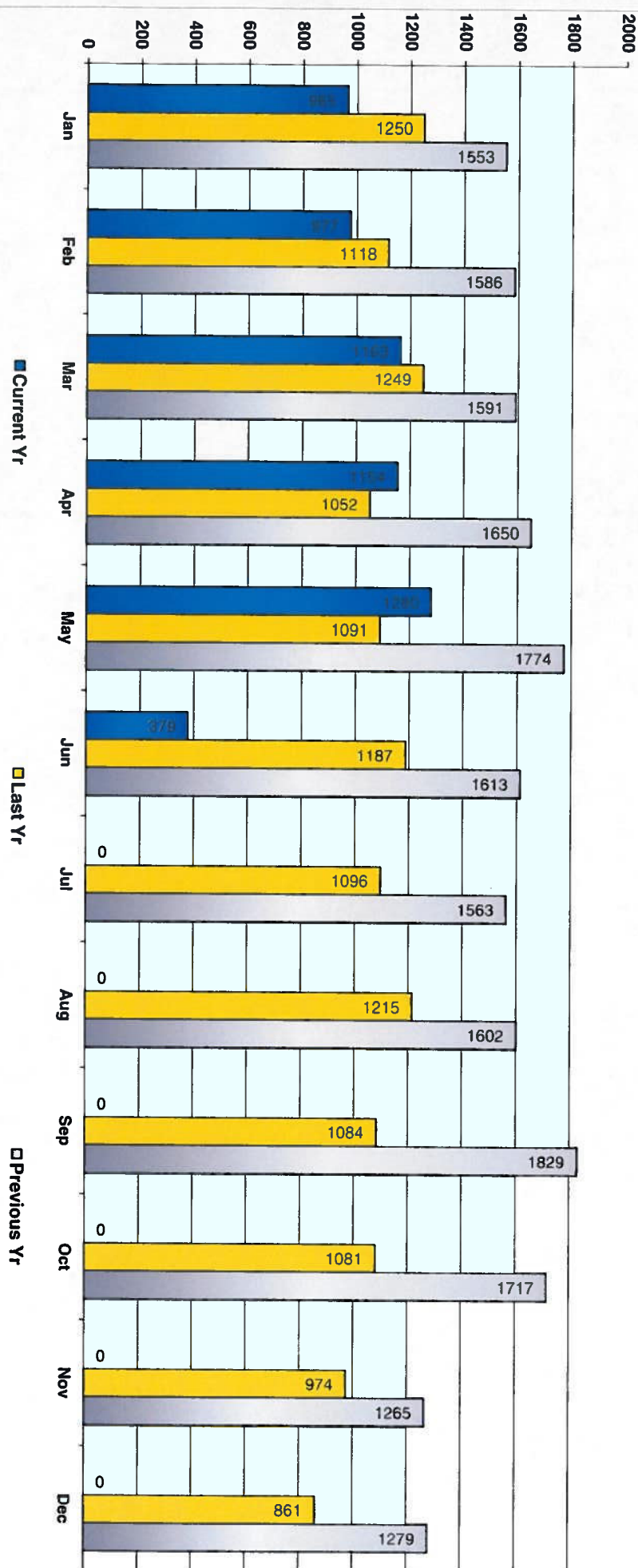
Returned by the City Secretary/Assistant (If incomplete) _____

All requests must be submitted to the City Secretary's Office no later than 5:00 p.m. on the Wednesday preceding the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

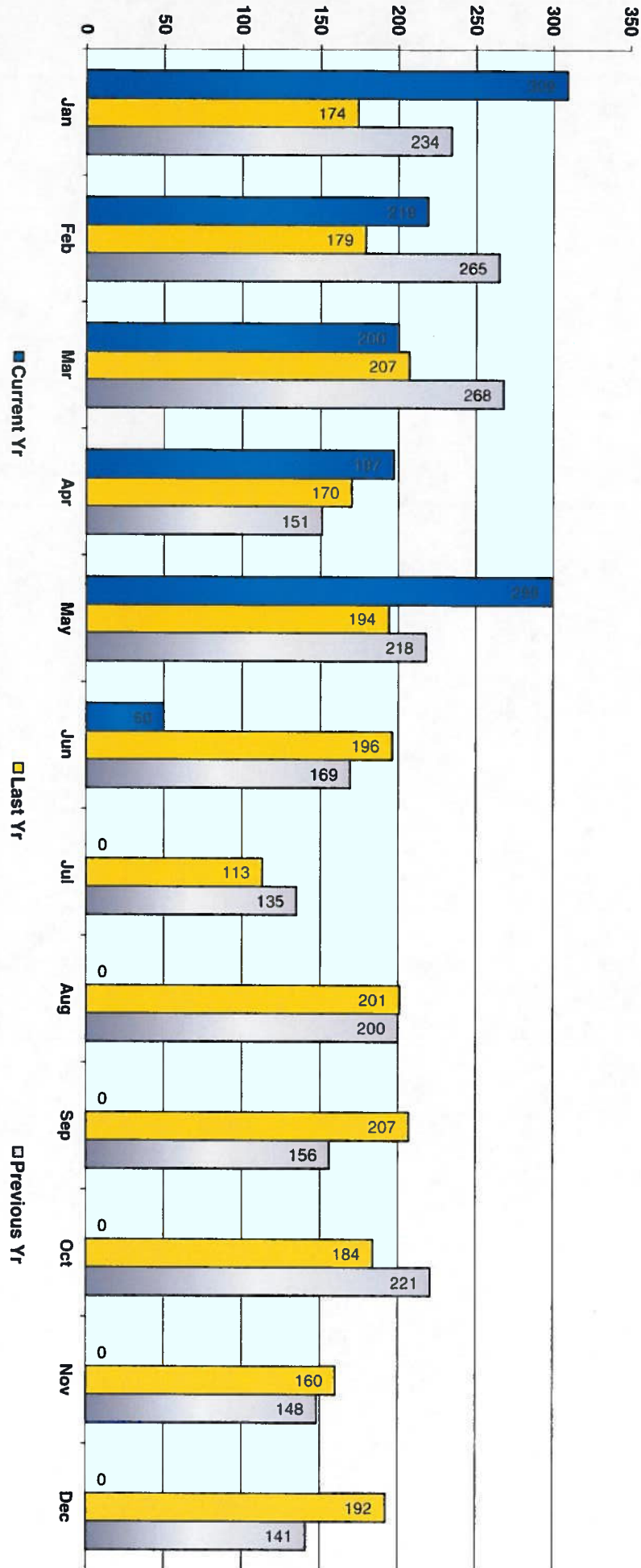
**Seabrook Police Department
ALL PART-I OFFENSES
As Of June 9, 2014**



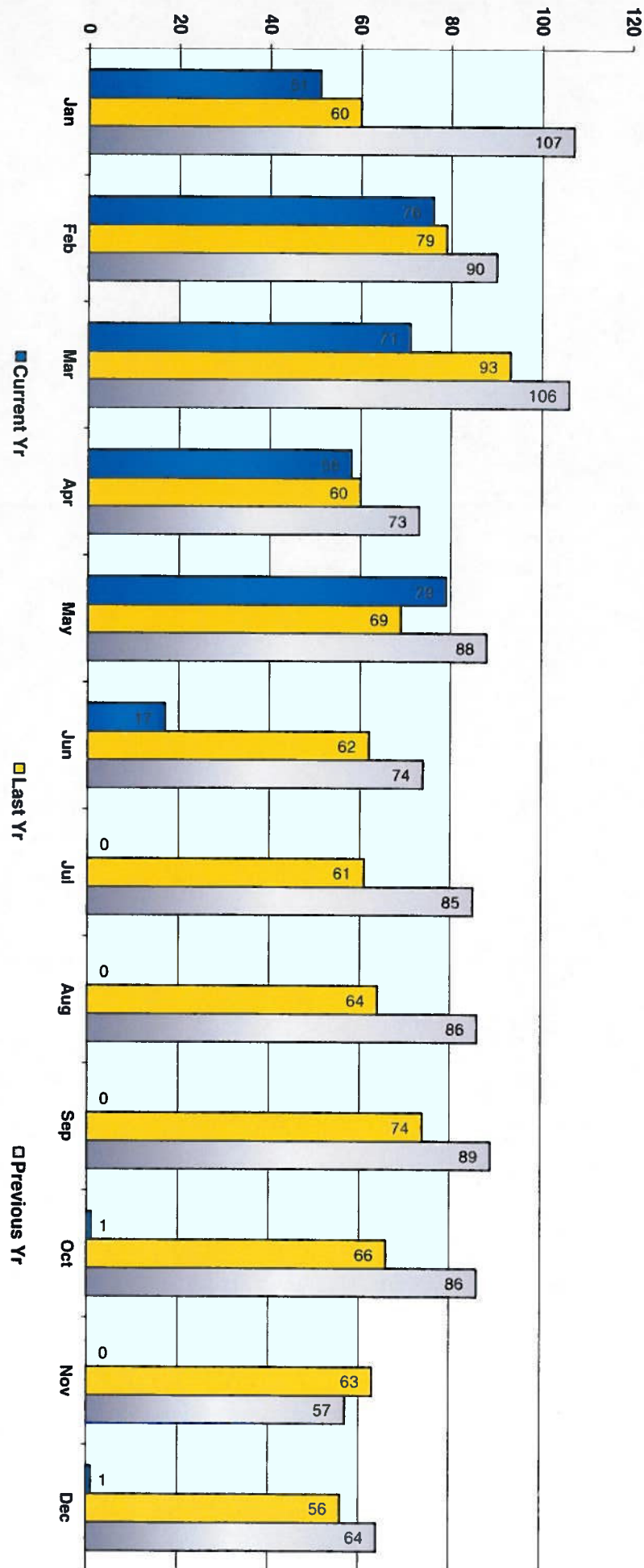
**Seabrook Police Department
Total Calls-For-Service
As Of June 9, 2014**



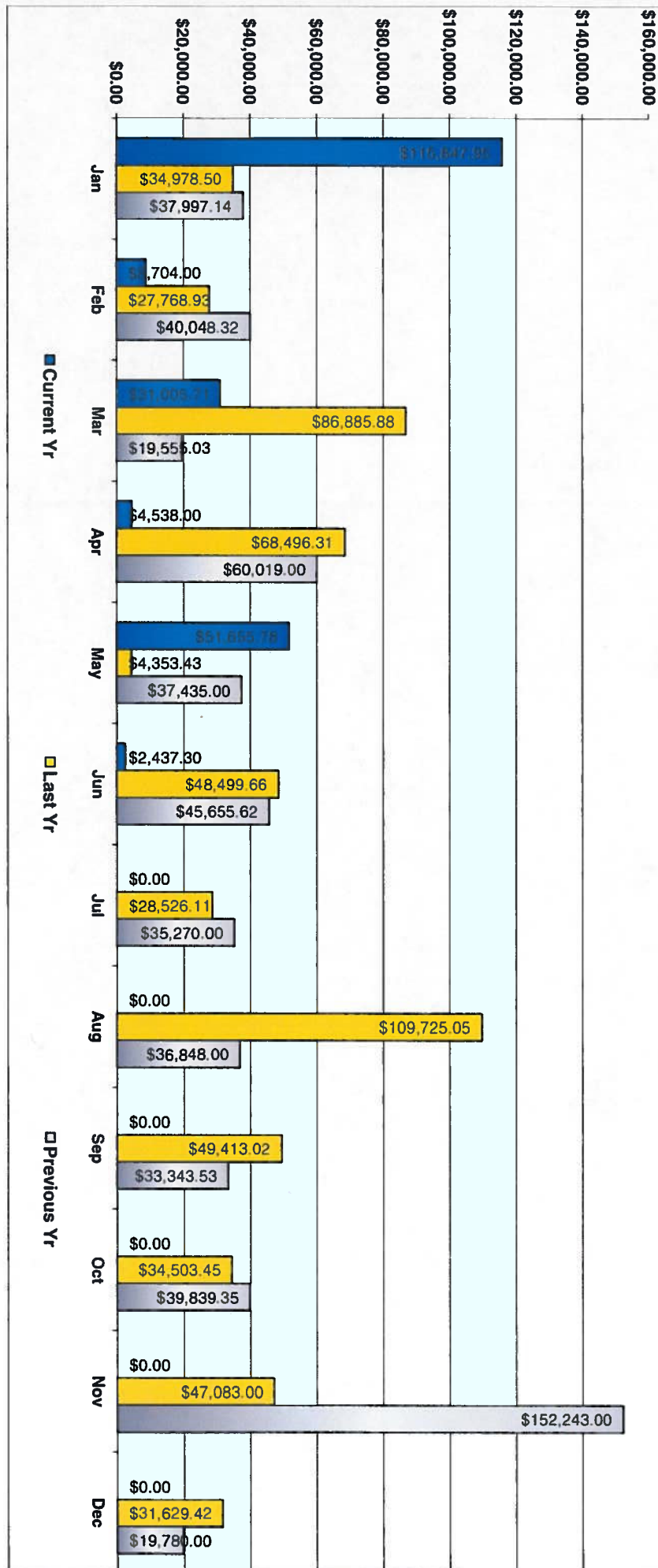
**Seabrook Police Department
Total Traffic Tickets
As Of June 9, 2014**



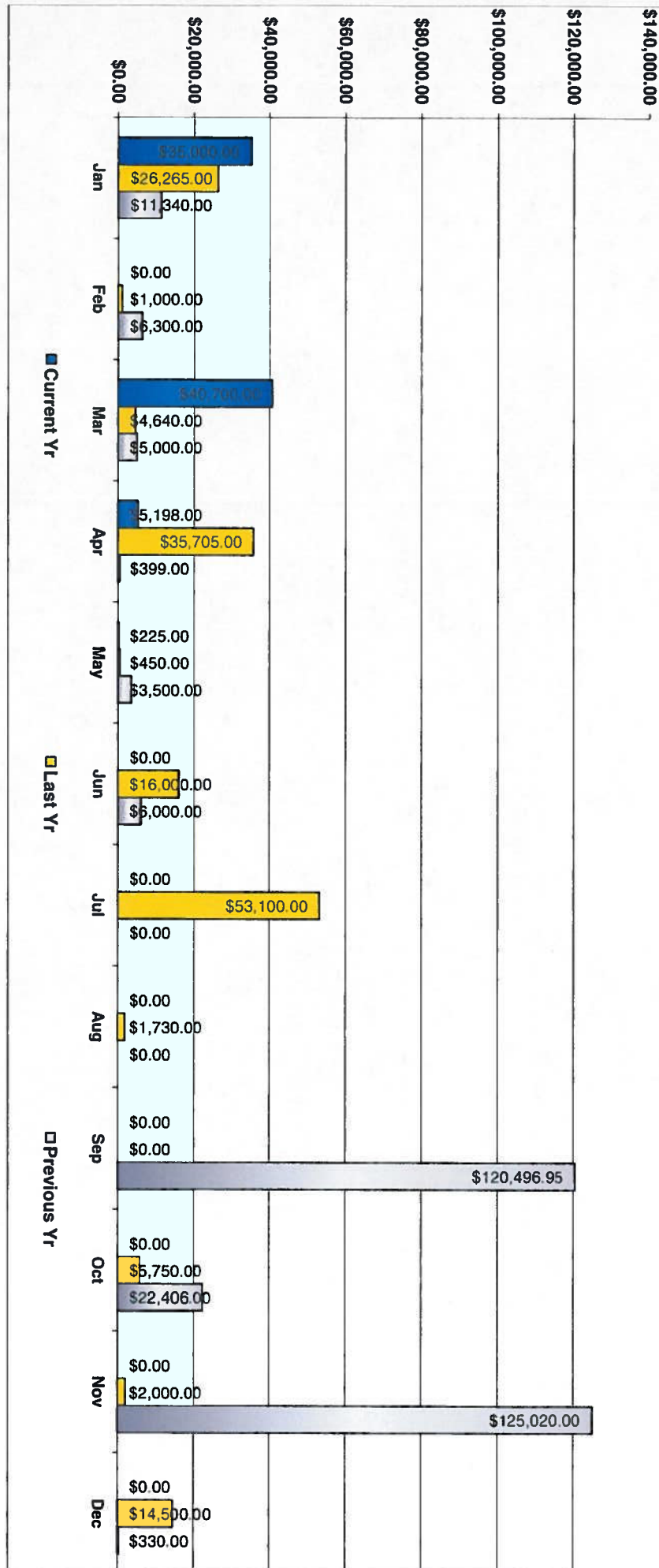
**Seabrook Police Department
Total Arrests
As Of June 9, 2014**



**Seabrook Police Department
Stolen Property Value
As Of June 9, 2014**



**Seabrook Police Department
Recovered Property Value
As Of June 9, 2014**



SEABROOK POLICE DEPARTMENT DETECTIVE ACTIVITY REPORT

5/1/2014 Through 5/31/2014

Case Status Change This Period																	
Selected Investigators	Previously Assigned Cases Carried Over (Active / Pending)	Cases Assigned This Period	Cleared								Inactivated		Closed/Unf.		Active/Warrant/Pending Cases Continuing	Stolen Property Recovered (Value)	Supplements Submitted
			Cleared Exceptionally	Cleared By Arrest / Charges	Charges Filed				Total Cases Cleared	% Of Assigned Cases Cleared	Total Cases Suspende / Open Not Active	% Of Assigned Cases Suspended	Total Cases Closed or Unfounded	% Of Assigned Cases Closed			
					Class-C Filed	Class-A/B Filed	Felonies Filed	Total Charges Filed									
Department Totals:	196	81	5	1	10	23	11	44	6	7.4%	3	3.7%	45	55.6%	225	\$4,640	59
Sel. Investigator's Totals:	190	81	5	1	10	23	11	44	6	7.4%	3	3.7%	45	55.6%	219	\$4,640	49
Sel. Investigator's Avg:	27.1	11.6	0.7	0.1	1.4	3.3	1.6	6.3	0.9	7.4%	0.4	3.7%	6.4	55.6%	31.3	\$663	7.0
Imbrie, David	27	19	0	0	5	1	1	7	0	0.0%	0	0.0%	4	21.1%	42	\$0	18
Morris, Clinton	44	7	2	0	0	0	0	0	2	28.6%	1	14.3%	2	28.6%	46	\$0	9
Breeding, Ross	22	10	1	0	0	0	0	0	1	10.0%	0	0.0%	5	50.0%	26	\$0	11
Pickell, Michael	14	5	0	0	1	5	2	8	0	0.0%	0	0.0%	1	20.0%	18	\$0	0
Warner, Robert	40	8	2	1	0	0	1	1	3	37.5%	2	25.0%	0	0.0%	43	\$0	11
Bryant, Hulien	11	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	11	\$4,640	0
Patrol	32	32	0	0	4	17	7	28	0	0.0%	0	0.0%	33	103.1%	33	\$0	0

CLEMC REPORT **Seabrook Stats Report MAY14**

	Mar-14	Apr-14	May-14	3 Month Total
Allergic Reaction	0	0	0	0
Assist by EMS	10	11	1	22
Attempted Suicide	2	0	3	5
Breathing problems	5	2	9	16
Choking	0	0	1	1
CPR	1	1	0	2
CVA	0	0	3	3
Death Investigation	0	0	1	1
Diabetic	0	0	0	0
Drowning	0	1	0	1
Heart problems/pain	2	1	6	9
Injured person	14	11	21	46
Motor Vehicle Incidents	8	7	14	29
Medical Alert Alarm	0	0	0	0
OB Baby Call	0	0	0	0
Overdose	3	4	5	12
Seizure	4	1	4	9
Sick Call	22	1	13	36
Trauma Gunshot/Stabbing	0	1	0	1
fire stand-by	0	0	0	0
Unconscious	1	0	3	4
Total	72	41	84	197

Response Time

4Min59Sec

4Min40Sec

4Min52Sec

Average Response Time
4Min 51Sec

Seabrook**City of Seabrook Monthly Statistics**

**Alarm Date Between {05/01/2014} And {05/31/2014}
and District = "1"**

1 Seabrook

Incident	Alarm Date & Time		Arrival Date & Time		Stn	Shift	Response Time
14-0000187	05/03/2014	23:07:44	05/03/2014	23:20:14	1	3	00:12:30
Average Response Time for District/Incident Type							00:12:30
131 Passenger vehicle fire							
14-0000999	05/06/2014	15:33:19	05/06/2014	15:42:16	1	2	00:08:57
Average Response Time for District/Incident Type							00:08:57
300 Rescue, EMS incident, other							
14-0000201	05/13/2014	16:33:59	05/13/2014	16:38:39	1	2	00:04:40
Average Response Time for District/Incident Type							00:04:40
311 Medical assist, assist EMS crew							
14-0000184	05/01/2014	06:39:27	05/01/2014	06:42:33	1	3	00:03:06
14-0000185	05/02/2014	22:58:46	05/02/2014	23:02:11	2	2	00:03:25
14-0000189	05/05/2014	19:06:42	05/05/2014	19:12:39	1	2	00:05:57
14-0000191	05/08/2014	11:46:49	05/08/2014	11:52:16	1	1	00:05:27
14-0000192	05/10/2014	00:41:37	05/10/2014	00:44:31	1	3	00:02:54
14-0000193	05/10/2014	13:26:16	05/10/2014	13:33:04	1	1	00:06:48
14-0000194	05/10/2014	14:35:17	05/10/2014	14:43:25	1	1	00:08:08
14-0000197	05/11/2014	15:39:36	05/11/2014	15:42:44	1	2	00:03:08
14-0000198	05/11/2014	15:48:14	05/11/2014	15:54:18	1	2	00:06:04
14-0000200	05/12/2014	18:14:42	05/12/2014	18:16:20	1	2	00:01:38
14-0000205	05/15/2014	18:55:17	05/15/2014	18:57:15	1	2	00:01:58
14-0000207	05/16/2014	18:50:11	05/16/2014	18:54:46	1	2	00:04:35
14-0000208	05/17/2014	05:20:44	05/17/2014	05:39:51	1	3	00:19:07
14-0000209	05/17/2014	09:00:44	05/17/2014	09:06:34	1	1	00:05:50
14-0000211	05/18/2014	01:49:43	05/18/2014	02:00:11	1	3	00:10:28
14-0000213	05/18/2014	13:38:07	05/18/2014	13:40:48	1	1	00:02:41
14-0000215	05/18/2014	19:11:36	05/18/2014	19:15:32	1	2	00:03:56
14-0000216	05/20/2014	07:45:32	05/20/2014	07:53:41	1	1	00:08:09
14-0000217	05/21/2014	11:01:45	05/21/2014	11:06:05	1	1	00:04:20
14-0000218	05/23/2014	02:57:55	05/23/2014	03:05:39	1	3	00:07:44
14-0000219	05/23/2014	19:51:24	05/23/2014	19:55:28	1	2	00:04:04
14-0000220	05/24/2014	03:13:55	05/24/2014	03:18:57	1	3	00:05:02
14-0000222	05/25/2014	08:04:33	05/25/2014	08:09:00	2	1	00:04:27
14-0000225	05/26/2014	12:46:56	05/26/2014	12:49:36	1	1	00:02:40
14-0000227	05/27/2014	21:11:33	05/27/2014	21:13:20	1	2	00:01:47
14-0000230	05/30/2014	22:44:41	05/30/2014	22:47:17	1	2	00:02:36
14-0000231	05/31/2014	07:32:37	05/31/2014	07:34:22	1	1	00:01:45
Average Response Time for District/Incident Type							00:05:06
351 Extrication of victim(s) from building/structure							
14-0000202	05/14/2014	06:10:57	05/14/2014	06:17:02	1	3	00:06:05
Average Response Time for District/Incident Type							00:06:05

Seabrook**City of Seabrook Monthly Statistics**

**Alarm Date Between {05/01/2014} And {05/31/2014}
and District = "1"**

1 Seabrook

Incident	Alarm Date & Time		Arrival Date & Time		Stn	Shift	Response Time
500 Service Call, other							
14-0000195	05/10/2014	16:36:41	05/10/2014	16:39:52	1	2	00:03:11
Average Response Time for District/Incident Type							00:03:11
5312 Smoke or odor problem							
14-0000186	05/03/2014	14:35:35	05/03/2014	14:42:15	1	1	00:06:40
14-0000206	05/16/2014	13:15:49	05/16/2014	13:19:07	1	1	00:03:18
14-0000224	05/26/2014	09:52:16	05/26/2014	10:00:17	1	1	00:08:01
Average Response Time for District/Incident Type							00:05:60
542 Animal rescue							
14-0000214	05/18/2014	17:00:49	05/18/2014	17:00:49	1	2	00:00:00
Average Response Time for District/Incident Type							00:00:00
600 Good intent call, Other							
14-0000226	05/26/2014	19:18:17	05/26/2014	19:27:14	1	2	00:08:57
Average Response Time for District/Incident Type							00:08:57
700 False alarm or false call, Other							
14-0000228	05/28/2014	04:16:17	05/28/2014	04:23:17	1	3	00:07:00
Average Response Time for District/Incident Type							00:07:00
735 Alarm system sounded due to malfunction							
14-0000188	05/04/2014	21:46:38	05/04/2014	21:50:23	1	2	00:03:45
14-0000204	05/15/2014	16:24:12	05/15/2014	16:30:00	1	2	00:05:48
Average Response Time for District/Incident Type							00:04:47
745 Alarm system activation, no fire - unintentional							
14-0000223	05/25/2014	17:26:06	05/25/2014	17:30:43	1	2	00:04:37
Average Response Time for District/Incident Type							00:04:37
Overall Average Response Time for District 00:05:24							

Total Incident Count: 41

Overall Average Response Time: 00:05:24

Seabrook

City of Seabrook Monthly Statistics

**Alarm Date Between {05/01/2014} And {05/31/2014}
and District = "1"**

Total Number of Incidents	42	Total Number of Responding Personnel	231
Average Turnout per Incident	6		

Seabrook

City of Seabrook Monthly Statistics

Alarm Date Between {05/01/2014} And
{05/31/2014} and District = "1 "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
	1	2.38%	\$0	0.00%
	1	2.38%	\$0	0.00%
1 Fire				
131 Passenger vehicle fire	1	2.38%	\$2,000	100.00%
	1	2.38%	\$2,000	100.00%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	1	2.38%	\$0	0.00%
311 Medical assist, assist EMS crew	27	64.29%	\$0	0.00%
351 Extrication of victim(s) from building/structure	1	2.38%	\$0	0.00%
	29	69.05%	\$0	0.00%
5 Service Call				
500 Service Call, other	1	2.38%	\$0	0.00%
5312 Smoke or odor problem	3	7.14%	\$0	0.00%
542 Animal rescue	1	2.38%	\$0	0.00%
	5	11.90%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, Other	1	2.38%	\$0	0.00%
6221 No Incident found dispatched in error	1	2.38%	\$0	0.00%
	2	4.76%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	1	2.38%	\$0	0.00%
735 Alarm system sounded due to malfunction	2	4.76%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	1	2.38%	\$0	0.00%
	4	9.52%	\$0	0.00%

Total Incident Count: 42

Total Est Loss:

\$2,000



***CITY
OF
SEABROOK***

**AGENDA
BRIEFING**

Date of Meeting: TUESDAY, JUNE 17, 2014

Submitter/Requestor: Sean Landis

Date Submitted: 6/4/2014 9:33:16 AM

Presenter: Sean Landis

Description/Subject:

Monthly Building Report for April

Purpose/Need: Administration Issue

Background/Issue(What prompted this need):

N/A

Impacted Parties(Expected/Notified): N/A

Miscellaneous Comments:

3 New Residential Permits were issued in the month of April, totaling \$975,156.
0 New Commercial Permits were issued in the month of April.

Attachments:

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

Building Report

**Fiscal
Impact:**

Budgeted

No

Finance Officer Review:

Budget Amendment Required

No

Future/Ongoing Impact

No

Budget Dept/Line Item Number

Funding Comments:

Where on the agenda should this item be placed?

Consent Agenda

Suggested Motion:

N/A

Agenda Language:

Approve the April 2014 Building Report. (Landis)

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.)

Building Department Statistics April 2014

PERMIT TYPES	# ISSUED	VALUATION	FEES PAID
New Residential	3	\$975,156.22	\$5,112.00
Building Additions	12	\$183,655.00	\$2,397.50
New Commercial	0	\$0.00	\$0.00
Commercial Additions	0	\$0.00	\$0.00
New City	0	\$0.00	\$0.00
City Additions	0	\$0.00	\$0.00
Electrical	21	\$174,375.00	\$2,826.00
Fill	0	\$0.00	\$0.00
Irrigation	1	\$3,000.00	\$65.00
Mechanical	11	\$77,759.20	\$1,495.00
Plumbing	15	\$57,700.00	\$817.50
Sign	2	\$4,350.00	\$260.00
Demolition	0	\$0.00	\$0.00
Fire/Sprinkler	0	\$0.00	\$0.00
Miscellaneous	9	\$558,036.86	\$5,707.50
TOTALS	74	\$2,034,032.28	\$18,680.50



***CITY
OF
SEABROOK***

**AGENDA
BRIEFING**

Date of Meeting: TUESDAY, JUNE 17, 2014

Submitter/Requestor: Sean Landis

Date Submitted: 6/2/2014 8:38:36 AM

Presenter: Sean Landis

Description/Subject:

Monthly Building Report for May

Purpose/Need: Administration Issue

Background/Issue(What prompted this need):

N/A

Impacted Parties(Expected/Notified): N/A

Miscellaneous Comments:

1 New Residential Permit was issued for the month of May, totaling \$330,555.
1 New Commercial Permit was issued for the month of May, totaling \$4,582,000.
(3300 Towers Blvd, New Apartment Complex)

Attachments:

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

May Building Report

Fire Inspections Report

**Fiscal
Impact:**

Budgeted

No

Finance Officer Review:

Budget Amendment Required

No

Future/Ongoing Impact

No

Budget Dept/Line Item Number

Funding Comments:

N/A

Where on the agenda should this item be placed?

Consent Agenda

Suggested Motion:

N/A

Agenda Language:

Approve the May 2014 Building Report. (Landis)

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.)

Building Department Statistics Fiscal Year 2010-2011

Date	New Residential	Residential Additions	Commercial New & Additions	City Projects New & Additions	Miscellaneous	Electrical	Irrigation	Mechanical	Plumbing	Monthly Totals	Last Year Totals
#	Valuation	#	Valuation	#	Valuation	#	Valuation	#	Valuation	#	#
October	5	10	1	0	4	11	1	6	14	52	66
November	0	12	1	0	7	17	0	8	13	58	67
December	2	7	1	0	6	16	0	10	14	56	49
January	0	1	1	0	4	9	3	9	9	36	58
February	2	3	2	0	7	10	1	8	12	45	61
March	3	9	0	0	7	11	1	18	9	58	86
April	3	12	0	0	11	21	1	11	15	74	99
May	1	7	2	0	4	36	1	9	19	79	80
June										0	73
July										0	86
August										0	77
September										0	70
Y-T-D											70
TOTALS										\$20,326,053.46	\$23,411,327.43

* Miscellaneous Includes fill, tree, fire, sign, demolition, & misc. (certificate of occupancy, etc.)

Fees Paid	Fees Paid
October \$14,018.25	April \$18,680.50
November \$8,563.50	May \$34,354.25
December \$10,433.50	June
January \$3,860.25	July
February \$10,168.00	August
March \$22,370.00	September

Y-T-D Total	\$ 122,448.25
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#	Water Impact Fees	#	Sewer Impact Fees	#	Water Impact	#	Sewer Impact Fees	Water Impact	Sewer Impact
October	4	5,873.12	4	9,926.10	3	5,365.68	3	12,117.15	
November	0	-	0	-	1	475.65	1	607.50	
December	2	3,577.12	2	8,078.10					
January	0	-	0	-					
February	3	4,173.31	3	9,424.48					
March	2	2,296.00	2	1,848.00					
Y-T-D Total								\$21,760.88	\$42,001.33

Building Department Statistics May 2014

PERMIT TYPES	# ISSUED	VALUATION	FEES PAID
New Residential	1	\$330,555.59	\$1,729.50
Building Additions	7	\$174,678.00	\$1,641.50
New Commercial	1	\$4,582,000.00	\$24,635.00
Commercial Additions	1	\$3,848,900.00	\$75.00
New City	0	\$0.00	\$0.00
City Additions	0	\$0.00	\$0.00
Electrical	36	\$656,375.00	\$3,777.50
Fill	0	\$0.00	\$0.00
Irrigation	1	\$2,915.00	\$213.75
Mechanical	9	\$59,270.80	\$1,117.00
Plumbing	19	\$56,750.00	\$845.00
Sign	1	\$1,500.00	\$60.00
Demolition	0	\$0.00	\$0.00
Fire/Sprinkler	0	\$0.00	\$0.00
Miscellaneous	3	\$8,000.00	\$260.00
TOTALS	79	\$9,720,944.39	\$34,354.25

Seabrook Volunteer Fire Department

Inspections by Occupancy

Date Completed Between {05/01/2014} And
{05/31/2014}

BAYPORT1422 Angel Cuts
 1422 Bayport Blvd (SH 146)
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/23/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

REDBLUFF2702 Bay Area Trees
 2702 Red Bluff RD
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/15/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

WATERFRONT41 Baybrook Fresh Seafood
 416 Waterfront DR
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/02/2014		205 INSPECTION - Follow Up	0.00	
Total Activities for Occupancy: 1			0.00	

BAYPORT5755 Best Western
 5755 Bayport Blvd (SH 146)
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/15/2014		205 INSPECTION - Follow Up	0.00	
Total Activities for Occupancy: 1			0.00	

Seabrook Volunteer Fire Department

Inspections by Occupancy

Date Completed Between {05/01/2014} And
{05/31/2014}

BAYPORT1309 Boats Etc.
1309 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/23/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

BAYPORT2136 Burke's Outlet
2136 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/23/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

BAYPORT1418 Donald's Donuts
1418 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/23/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

EMER01 Emery's Seafood
510 Waterfront DR
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/15/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

Seabrook Volunteer Fire Department

Inspections by Occupancy

Date Completed Between {05/01/2014} And
{05/31/2014}

BAYPORT2008 Family Dollar
2008 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/23/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

240001 Gulf Winds Storage
5300 Highway 146 (Seabrook) HWY
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/23/2014		890 CONSULTATION - Other	0.00	
05/23/2014		822 CONSULTATION - Sprinkler System	0.00	
Total Activities for Occupancy: 2			0.00	

BAYPORT2018 KFC Taco Bell
2018 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/30/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

NASA3636 La Quinta Inn
3636 Nasa Pkwy
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/02/2014		205 INSPECTION - Follow Up	0.00	
05/23/2014		821 CONSULTATION - Fire Alarm	0.00	
05/30/2014		821 CONSULTATION - Fire Alarm	0.00	
Total Activities for Occupancy: 3			0.00	

Seabrook Volunteer Fire Department

Inspections by Occupancy

Date Completed Between {05/01/2014} And
{05/31/2014}CHUR01 Living Word Church
 2900 Nasa Pkwy
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/02/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

SECONDST1710 Lyna Dry Cleaners
 1710 2nd (Second) ST
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/09/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

MIBM01 MIB Men in Black & Locked and Loaded
 2113 Bayport Blvd (SH 146)
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/15/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

BAYPORT2001 Maxum Scuba
 2001 Bayport Blvd (SH 146)
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/15/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

Seabrook Volunteer Fire Department

Inspections by Occupancy

Date Completed Between {05/01/2014} And
{05/31/2014}

BAYPORT2164 McDonalds
2164 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/30/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

BAYPORT1209 Miller Machine
1209 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/15/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

FIFTH1320B Nails, Etc.
1320 5th (Fifth) ST
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/23/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

BAYPORT2000 Palais Royal
2000 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/23/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

Seabrook Volunteer Fire Department

Inspections by Occupancy

Date Completed Between {05/01/2014} And
{05/31/2014}

BAYPORT2910 Pawn it All
2910 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/30/2014		205 INSPECTION - Follow Up	0.00	
Total Activities for Occupancy: 1			0.00	

PEBB01 Pebblebrook Condos
3300 Pebblebrook DR
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/19/2014		890 CONSULTATION - Other	0.00	
Total Activities for Occupancy: 1			0.00	

NASA2727 Pirates Landing Apartments
2727 Nasa Pkwy
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/02/2014		290 INSPECTION - Other	0.00	
Total Activities for Occupancy: 1			0.00	

BAYPORT2000- Pizza Hut
2000 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/23/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

Seabrook Volunteer Fire Department

Inspections by Occupancy

Date Completed Between {05/01/2014} And
{05/31/2014}

BAYPORT2013 Psychic Card Reading
2013 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/15/2014	200	INSPECTION - Annual	0.00	
05/19/2014	870	CONSULTATION - Assembly	0.00	
Total Activities for Occupancy: 2			0.00	

REPSDORPH255 Regatta Bay Apartments
2555 Repsdorph
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/02/2014	200	INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

NASA2234 Royal Meditteranean Food
2234 Nasa Pkwy
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/09/2014	200	INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

BAYPORT1426 Ryan's Cleaners
1426 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/23/2014	200	INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

Seabrook Volunteer Fire Department

Inspections by Occupancy

Date Completed Between {05/01/2014} And
{05/31/2014}**HARDESTY902** **Salon La Rouge**
 902 Hardesty ST
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/15/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

BAYPORT2304- **Seabrook House of Flowers**
 2304 Bayport Blvd (SH 146)
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/09/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

LAKESIDE3300 **Seabrook United Methodist Church**
 3300 Lakeside DR
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/02/2014		205 INSPECTION - Follow Up	0.00	
Total Activities for Occupancy: 1			0.00	

BAYPORT2012 **Sherwin Williams Paint**
 2012 Bayport Blvd (SH 146)
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/23/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

Seabrook Volunteer Fire Department

Inspections by Occupancy

Date Completed Between {05/01/2014} And
{05/31/2014}SBCIRCLE2106 Shipley's Donut
2106 Seabrook CIR
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/02/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

HIALEAH1908# Sign Quick
1908 #A Hialeah DR
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/09/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

BAYPORT1401 Steve's Super Shine
1401 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/15/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

BAYPORT Subway
5735 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/15/2014		205 INSPECTION - Follow Up	0.00	
Total Activities for Occupancy: 1			0.00	

Seabrook Volunteer Fire Department

Inspections by Occupancy

Date Completed Between {05/01/2014} And
{05/31/2014}SECOND1706 TP Nails
1706 2nd (Second) ST
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/09/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

THEP01 The Point at Taylor Lake Gate
4102 Boardwalk ST
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/02/2014		790 INVESTIGATION - Other	0.00	
Total Activities for Occupancy: 1			0.00	

BAYPORT1505 Thompson Power Sport Inc.
1505 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/30/2014		201 INSPECTION - Final	0.00	
Total Activities for Occupancy: 1			0.00	

SECOND Tobacco Depot
1717 2nd (Second) ST
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/09/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

Seabrook Volunteer Fire Department

Inspections by Occupancy

Date Completed Between {05/01/2014} And
{05/31/2014}NASA2900#280 Untangled
2900 Nasa Pkwy
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/02/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

BAYPORT Vacant
5735 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/30/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

NICO01 Vacant
1904 El Mar LANE
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/09/2014		200 INSPECTION - Annual	0.00	
05/09/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 2			0.00	

SECOND Vacant
1717 2nd (Second) ST
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/09/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

Seabrook Volunteer Fire Department

Inspections by Occupancy

Date Completed Between {05/01/2014} And
{05/31/2014}VACA04 Vacant
 1904 El Mar LANE
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/07/2014	200	INSPECTION - Annual	0.00	
05/09/2014	200	INSPECTION - Annual	0.00	
Total Activities for Occupancy: 2			0.00	

VACA13 Vacant
 1904 El Mar LANE
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/09/2014	200	INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

VACA14 Vacant
 1904 El Mar LANE
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/09/2014	200	INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

WATE01 Waterfront Seafood
 510 Waterfront DR
 Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/15/2014	200	INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

Seabrook Volunteer Fire Department

Inspections by Occupancy

Date Completed Between {05/01/2014} And
{05/31/2014}BAYPORT1408 Whataburger
1408 Bayport Blvd (SH 146)
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/30/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

NASA2900#170 Wong's Chef
2900 Nasa Pkwy
Seabrook, TX 77586

Date	Time	Type	Staff Hrs	Fee
05/02/2014		200 INSPECTION - Annual	0.00	
Total Activities for Occupancy: 1			0.00	

Grand Total Activities: 56

Grand Totals: 0.00 0.00

**Seabrook City Council Special Meeting
Minutes of June 3, 2014**

The City Council of the City of Seabrook met in special session on Tuesday, June 3, 2014 at 6:15 p.m. in Seabrook City Hall, 1700 First Street, Seabrook, Texas to discuss, consider and if appropriate, take action on the items listed below.

THOSE PRESENT WERE:

GLENN R. ROYAL	MAYOR
ROBERT LLORENTE	COUNCIL PLACE NO. 1
MIKE GIANROSSO	COUNCIL PLACE NO. 2
GARY JOHNSON	COUNCIL PLACE NO. 3
MELISSA BOTKIN	COUNCIL PLACE NO. 4
THOM KOLUPSKI	COUNCIL PLACE NO. 5
O. J. MILLER	COUNCIL PLACE NO. 6
GAYLE COOK	CITY MANAGER
SEAN LANDIS	ASSISTANT CITY MANAGER
XOCHYTL GREER	CITY ATTORNEY
MICHELE L. GLASER	CITY SECRETARY
PAM LAB	DIRECTOR OF FINANCE

1.0 PUBLIC COMMENTS AND ANNOUNCEMENTS – None.

2.0 WORK SESSION ITEMS

2.1 Conduct an informational session on the municipal bonds.

John Robuck, Investment Banker, BOSC, Inc. presented an overview of a bond financing.

Upon motion, Mayor Royal adjourned the special meeting at 6:49 p.m.

Approved this 17th day of June 2014.

Gary Johnson, Mayor Pro Tem

Michele L. Glaser, TRMC
City Secretary

Seabrook City Council Regular Meeting
Minutes of June 3, 2014
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The City Council of the City of Seabrook met in regular session on Tuesday, June 3, 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	COUNCIL PLACE NO. 3 &
	MAYOR PRO TEM
MELISSA BOTKIN	COUNCIL PLACE NO. 4
THOM KOLUPSKI	COUNCIL PLACE NO. 5
O. J. MILLER	COUNCIL PLACE NO. 6
GAYLE COOK	CITY MANAGER
SEAN LANDIS	ASSISTANT CITY MANAGER
XOCHYTL GREER	CITY ATTORNEY
MICHELE L. GLASER	CITY SECRETARY

1.0 PRESENTATIONS

1.1 Presentation by Dori Nelson concerning a Bay Area Pet Adoption "Tails and Trails" event on the Seabrook trails in November 2014. (Royal)

Mrs. Nelson made a brief presentation on the upcoming event.

1.2 Present a mid-year budget review. (Lab)

Finance Director, Pam Lab presented an update on the 2014/14 budget at midyear.

2.0 PUBLIC COMMENTS AND ANNOUNCEMENTS None.

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 SPECIFIC PUBLIC HEARING(S)

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",

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Minutes of June 3, 2014
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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.

Mr. Landis stated that this amendment had been recommended and unanimously approved by the Planning and Zoning Commission.

No one from the public spoke.

4.0 CONSENT AGENDA

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

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)

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

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

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

Motion was made by Councilor Giangrosso and seconded by Councilor Llorente

Seabrook City Council Regular Meeting
Minutes of June 3, 2014
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To approve the Consent Agenda as presented.

MOTION CARRIED BY UNANIMOUS CONSENT.

END OF CONSENT AGENDA

5.0 NEW BUSINESS

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)

Director of Public Information, LeaAnn Dearman explained the use of hotel tax funds to the new council members. She stated that the staff committee had recommended funding in the amount of \$2,500.

Motion was made by Councilor Llorente and seconded by Councilor Giangrosso

To approve \$2,500 from the 2013/14 Hotel Tax Budget with a finding that this expenditure meets the requirements of advertising to increase overnight stays, contingent upon the applicant meeting the remaining requirements of the special events permit, that is, proof of insurance and finalization of plans with the Police Department.

MOTION CARRIED BY UNANIMOUS CONSENT.

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.

Motion was made by Councilor Kolupski and seconded by Councilor Johnson

To approve proposed Ordinance No. 2014-10 on first reading with the reading of the caption serving as the reading of the ordinance.

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Several members expressed concern that allowing 100 percent of the parking to meet the open space requirement would not promote green open space which was original goal of this requirement.

Motion was made by Councilor Kolupski and seconded by Councilor Johnson

To amend the original motion to allow 20 percent of parking to apply toward the minimum common open space requirement.

AMENDMENT CARRIED BY UNANIMOUS CONSENT.

ORIGINAL MOTION AS AMENDED CARRIED BY UNANIMOUS CONSENT.

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.

Ms. Dearman stated that this ordinance was developed as the city had recently received an inquiry from a filming company. She stated that unlike the special events permit, this permit will be reviewed and if applicable, approved by the city manager.

Motion was made by Councilor Johnson and seconded by Councilor Llorente

To approve the first reading of proposed Ordinance 2014-12 with the reading of the caption serving as the reading of the ordinance.

MOTION CARRIED BY UNANIMOUS CONSENT.

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

Seabrook City Council Regular Meeting
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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.

Mr. Landis stated that this ordinance was also developed as a result of an inquiry to relocate a pipeline.

Motion was made by Councilor Kolupski and seconded by Councilor Botkin

To approve proposed Ordinance No. 2014-13 on first reading with the reading of the caption serving as the reading of the ordinance.

Councilor Miller asked why the required amount of liability insurance was a lesser amount than the insurance requirement for commercial filming.

Motion was made by Councilor Miller and seconded by Councilor Giangrosso

To increase the amount of commercial liability insurance required from \$3,000,000 to \$10,000,000.

AMENDMENT CARRIED BY UNANIMOUS CONSENT.

ORIGINAL MOTION AS AMENDED CARRIED BY UNANIMOUS CONSENT.

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

Motion was made by Councilor Johnson and seconded by Councilor Giangrosso

To direct the city to develop a plan to prevent drivers from driving vehicles over the curb on Waterfront Drive in order to park.

Councilor Johnson stated that he was concerned that driving over the curb would damage the newly improved roadway.

Possible solutions discussed were landscaping and fencing. Councilor Johnson offered to work with city staff to find a solution.

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No formal action was taken by Council at this time.

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)

Motion was made by Councilor Kolupski and seconded by Councilor Miller

To approve the proposed amendment.

MOTION CARRIED BY UNANIMOUS CONSENT.

Mrs. Glaser stated that this amendment would be placed in ordinance form for consideration at the next meeting.

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

Mayor Royal stated that he would not make any recommendations as all council members were qualified to hold the position and it was his opinion that this decision should be made by Council. He called for nominations from the floor.

Councilor Llorente nominated Gary Johnson. There were no other nominations.

All members voted to appoint Gary Johnson as Mayor Pro Tem for 2014/15.

5.8 Consider selection/appointment of council members as representative and/or members of various organizations.

Council members volunteered for various positions as shown below.

EDC MEMBER (in addition to Mayor)	Thom Kolupski
BAY AREA-HOUSTON CONVENTION & VISITORS BUREAU	Mike Giangrosso Thom Kolupski
BAY AREA HOUSTON ECONOMIC PARTNERSHIP	Robert Llorente, Rep Gary Johnson, Alt
BAY AREA TRANSPORTATION PARTNERSHIP	Robert Llorente
CLEAR LAKE EMERGENCY MEDICAL CORPS	Mike Giangrosso Gary Johnson O. J. Miller
ECONOMIC ALLIANCE, PORT REGION (<i>The Alliance</i>)	Melissa Botkin, Rep

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Robert Llorente, Alt.

O. J. Miller

Glenn Royal, Rep.
.Gary Johnson, Alt.

Thom Kolupski
Mike Giangrosso

GALVESTON BAY FOUNDATION

HOUSTON-GALVESTON AREA COUNCIL

HOTEL TAX LIAISON COMMITTEE

Motion was made by Council Llorente and seconded by Councilor Giangrosso

To approve the above appointments for 2014/15.

MOTION CARRIED BY UNANIMOUS CONSENT.

6.0 ROUTINE BUSINESS

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

Item #19. Mrs. Cook stated that letters had been sent to residents and approval of the dedication of Surf Oaks right-of-way should be on the June 17 agenda.

Item #23. Mrs. Cook stated that staff has a meeting with TxDOT on Friday concerning SH 146 improvements.

Item #28. Mrs. Cook stated that TxDOT has agreed to install and pay for delineators on SH 146 to prevent left hand turns in certain areas. Installation is planned for July.

Council members decided to add the issue of driving over curbs on Waterfront Drive to the Action Items Checklist.

Motion was made by Councilor Llorente and seconded by Councilor Giangrosso

To approve the Action Items Checklist with these changes.

MOTION CARRIED BY UNANIMOUS CONSENT.

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

Tuesdays July 8 and July 22 have been reserved for budget workshops. The budget will be presented to Council on July 1. July 24 has tentatively been scheduled for a town hall meeting with TxDOT concerning SH 146.

Approved this 17th day of June 2014.

Michele L. Glaser, TRMC
City Secretary

Revised on first reading

CITY OF SEABROOK
ORDINANCE NO. 2014-10
STANDARDS FOR PLANNED UNIT DEVELOPMENTS
REPLACE MINIMUM PUD SIZE REQUIREMENTS WITH
MINIMUM COMMON OPEN SPACE REQUIREMENTS

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 20 PERCENT OF 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, APPENDIX A, ARTICLE 4.

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 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]~~ **20 percent of parking areas.** In calculating the minimum area required, the measurement may **also** 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.

BY: _____
Gary Johnson, Mayor Pro Tem

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.

Gary Johnson, Mayor Pro Tem

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

Revised at first reading

**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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Page 2

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

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Page 3

obtained 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,

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Page 4

drawings shall 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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Page 5

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.
158 A 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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Section 62-9. Permit fees.

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

Section 62-10. Permit expiration.

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

Section 62-11. Abandonment.

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

Section 62-12. Construction requirements.

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

- (1) All pipelines shall be constructed in accordance with the latest applicable minimum standards, if applicable, established by the United States Department of Transportation, Texas Railroad Commission, or any other entity having regulatory authority over 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~~] **\$10,000,000** 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.

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

(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.

Ordinance No. 2014-13
Page 12

371
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Gary Johnson, Mayor Pro Tem

376 ATTEST:

377

378
379 _____
380 Meredith Brant, TRMC
381 City Secretary

382
383 Approved as to form:
384

385
386 _____
387 Steven L. Weathered
388 City Attorney

389
390



HARRIS COUNTY, TEXAS

COMMUNITY SERVICES DEPARTMENT

David B. Turkel
Executive Director
Daphne Lemelle
Community Development Director

Office of Housing & Community Development
8410 Lantern Point Drive
Houston, Texas 77054
Tel (713) 578-2000
Fax (713) 578-2090

May 12, 2014

The Honorable Glenn Royal
Mayor of Seabrook
1700 First St.
Seabrook, Texas 77586

ATTN: Gayle Cook

Dear Mayor Royal:

The Harris County Community Services Department formally invites the City of Seabrook to continue to participate with Harris County in building better communities through its Community Development Block Grant (CDBG) program. This department was created in 1975 by the Harris County Commissioners Court to administer the U.S. Department of Housing and Urban Development (HUD) Entitlement grant programs for Harris County. The primary objective of these programs is to develop viable urban communities by implementing the following strategies:

1. By providing decent housing and a suitable living environment, and;
2. By expanding economic opportunities, principally for low-income persons and the elderly.

Since the inception of Harris County's HUD Entitlement grant programs, which includes the CDBG, Emergency Solutions Grant (ESG) and HOME Investment Partnership (HOME) Grant, over \$230 million have been directed toward public services, affordable housing, neighborhood revitalization, emergency shelters, improved community facilities and services, improved storm drainage systems, parks and senior citizen centers.

All projects must benefit low-income residents of Harris County's HUD service area, which includes unincorporated Harris County and cities within the county that have signed Cooperative Agreements. Presently, Harris County has Cooperative Agreements with the following cities:

Bellaire
Jacinto City
Morgan's Point
Shoreacres

Deer Park
Katy
Seabrook
South Houston

Galena Park
Webster
West University Place
Tomball

Humble
La Porte

Please note that Houston, Baytown, and Pasadena have their own community development programs and are not within the Harris County service area.

HUD has begun its Urban County Qualification Process for the first year of the county's current qualification period, which will include Program Years 2015-2017. During this time, urban areas such as Harris County are encouraged to allow cities to participate in its CDBG and HOME programs. Participation in the Harris County CDBG and HOME programs will allow the City of Seabrook to potentially benefit from these federal programs.

Extension
6/17/2014

City of Seabrook
May 12, 2014
Page 2 of 2

If you are an existing Cooperative City, please approve and return the enclosed **Amendment to Agreement** by June 12, 2014. Per HUD directive, Harris County is required to amend its Cooperative City Agreements to reflect new requirements regarding the Community Development Block Grant and HOME Investment Partnership funding. Amendments to the original agreement are allowed under Section V., Paragraph (2)(b) of the agreement, which has also been enclosed.

If you have any questions, please have your designee contact Janeen Spates, at (713) 578-2000. We sincerely look forward to working with the City of Seabrook regarding its community development efforts.

Sincerely,

A handwritten signature in blue ink, appearing to read "David B. Turkel", is written over a horizontal line.

David B. Turkel,
Executive Director

DBT:DL/CL/wp

ENCLOSURE (2)

AMENDMENT TO AGREEMENT

Per the 2014 U.S. Department of Housing and Urban Development (HUD) appropriation bill, Harris County is required to amend its cooperative city agreements to reflect new requirements regarding the Community Development Block Grant and HOME Investment Partnership funding.

The amendment will modify the agreement between the City of _____ and Harris County executed on ____, ____, _____. On this date the City elected to have its population included as a portion of that population of the county in the county's "urban county" application to the U.S. Department of Housing and Urban Development (HUD) for funding for the Community Development Block Grant and HOME Investment Partnership.

The amendment adds the following paragraph to section IV, B:

(3) that a unit of general local government may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act. This new requirement is contained in the Transportation, Housing and Urban Development, and Related Agencies Appropriations Act, 2014, Pub. L. 113-76

The amendment has been executed by the parties hereto as follows:

- a. It has been executed on behalf of the Harris County on the ____ day of _____, 2014, by the County Judge of Harris County and attested by the County Clerk of Harris County, pursuant to pursuant to an order of the Commissioners Court of Harris County authorizing such execution.
- b. It has been executed on behalf of the City of _____ on the ____ day of _____, 2014, by its Mayor and Attested by its City Secretary/Manager, pursuant to ordinance of the City Council of the City authorizing such execution.

ATTEST:

Harris County

By _____
County Judge

By _____
County Clerk

By _____
Assistant County Attorney

City of

By _____
Mayor

By _____
City Secretary/Manager

By _____
City Attorney

42,990

A G R E E M E N T ,

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This Agreement, made and entered into by and between HARRIS COUNTY, a body corporate and politic under the laws of the State of Texas, hereinafter sometimes referred to as "County," and THE CITY OF SEABROOK, a municipal corporation under the laws of the State of Texas, hereinafter sometimes referred to as the "City."

W I T N E S S E T H:

WHEREAS, the City has elected to have its population included as a portion of that population of the County in the County's "urban county" applications to the U.S. Department of Housing and Urban Development (HUD) for funding for the Community Development Block Grant (CDBG) program under the Housing and Community Development Act of 1974 and funding for the HOME Investment Partnership (HOME) program under Title II of the National Affordable Housing Act for Fiscal Years 1995-96 and such additional funding periods as provided by the terms of this Agreement, said applications being hereinafter sometimes referred to as the "Grant Applications"; and

WHEREAS, the County is willing to include all of the City's population in the Grant Applications and to cooperate with the City in the implementation of the City's Community Development Program; and

WHEREAS, the Texas Legislature has enacted the "Texas Community Development Act of 1975," codified as Chapter 373 of the TEX.LOC.GOV'T CODE ANN. (Vernon Supp. 1994), which provides, in part, for the authorization of cities to implement a community development program; and

WHEREAS, the Texas Legislature has further enacted "The Interlocal Cooperation Act," codified as Chapter 791 of the TEX.GOV'T CODE ANN. (Vernon 1994), which provides, in part, that the County may contract with the City to perform governmental functions and services for the City.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: That the County and the City in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

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I.

The City agrees to allow the County to include the City's population in the Grant Applications, and the County agrees to include the same in the Grant Applications.

II.

The City agrees to allow the U.S. Department of Housing and Urban Development to use the City's population and other necessary demographic characteristics in the determination of whether the County will qualify as an "urban county" as defined in the Housing and Community Development Act of 1974 (42 U.S.C. 5301 et seq.), as amended, and the rules and regulations promulgated pursuant thereto.

III.

The County and the City agree to cooperate to undertake, or to assist in undertaking, community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing, as further set out in 24 CFR 570.307(c).

IV.

(A) The City acknowledges that it is aware that the Grant Applications have not yet been completed or submitted to the U. S. Department of Housing and Urban Development and that no determination has been made at the time of execution of this Agreement as to where and for what purposes the funding, if any, for the CDBG and the HOME programs will be sought or expended. In this regard it is agreed that Harris County shall not be obligated to seek funds for expenditure in the City or for assistance to residents of the City in the Grant Applications. If such funds for expenditure in the City or for assistance to its residents are awarded as a result of the Grant Applications, the County may, in its sole discretion, override such distribution of the award and spend such funds elsewhere and/or for other purposes when necessary or desirable in order to achieve compliance with Title I of the Housing and Community Development Act of 1974, as amended, and all appropriate implementing regulations applicable thereto. The City has received no assurance, written or oral, from the County to the contrary and is aware that the execution of this contract does not constitute any guarantee on the part of the County that funds received pursuant to the Grant Applications, if any, will be expended for projects within the City limits of the City or for assistance to the residents of the City.

(B) The City also acknowledges that upon execution of this Agreement, the City:

- (1) may not apply for grants under the Small Cities or State CDBG Programs from appropriations for fiscal

years during the period in which it is participating in the urban county's CDBG program; and

- (2) may not participate in a HOME consortium except through the urban county, regardless of whether the urban county receives a HOME formula allocation.

V.

This Agreement shall remain in full force and effect for the following period:

- (1) During the remainder of the urban qualification funding period for Fiscal Years 1994-96 (being 1995-96) and for such additional time as may be required to complete the funded activities and to expend the CDBG and HOME funds and income received by the County for such period. The City acknowledges and is aware that federal regulations applicable to the Grant Applications do not permit the County to allow the City to withdraw from this Agreement or otherwise terminate this Agreement at any time during this period, unless the County fails to receive a grant for any year during such period.
- (2) This Agreement will automatically be renewed for the three-year urban qualification period which begins the year in which the next qualification of the urban county is scheduled, and for any successive three-year qualification periods, unless the following events occur:
 - (a) The City or the County may terminate this Agreement at the end of any qualification period by giving written notice to the other party prior to the beginning of the next urban county qualification period, with a copy of such termination notice being sent to the HUD Field Office; or
 - (b) In the event changes are made in the law or regulations relating to requirements for cooperation agreements, the parties must adopt an amendment to this Agreement incorporating such required changes. Failure to enter into such written amendment (with a copy thereof sent to the HUD Field Office), as necessary to meet the requirements set forth in the Urban County Qualification Notice applicable for the year in which such qualification of the urban county is scheduled, shall void the automatic renewal provision of this Agreement.

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The County agrees to notify the City in writing of the City's right to elect not to participate in subsequent three-year qualification periods. Such notice must be sent to the City by the date specified in HUD's urban qualification notice for each successive qualification period.

VI.

In the performance of this Agreement, County and City agree to take all actions necessary to assure compliance with County's certification required by section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), the Fair Housing Act (42 U.S.C. 3601-20), section 109 of Title I of the Housing and Community Development Act of 1974, the Americans with Disabilities Act and other applicable laws, regulations and executive orders, including but not limited to those set out under Subpart K, 24 CFR §§ 570.600-.613.

The City agrees and understands that Harris County is prohibited from funding activities in or in support of any cooperating city that does not affirmatively further fair housing within its own jurisdiction or that impedes Harris County's actions to comply with its fair housing certification as required under 24 CFR 570.303.

VII.

The City agrees and understands that pursuant to 24 CFR 570.501(b), it is subject to the same requirements applicable to sub-recipients, including the requirement of a written agreement as set forth in 24 CFR 570.503.

VIII.

Should the U. S. Department of Housing and Urban Development reject or refuse to accept this Agreement for any reason, the County may terminate this Agreement by giving written notice of such termination to the City.

IX.

The County and City agree that the County has authority to carry out activities which will be funded from annual Community Development Block Grants and HOME allocations and from any program income generated from the expenditure of such funds.

X.

The County and City by executing this Agreement certify that each has adopted and is enforcing to the extent authorized by state law:

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- (1) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
- (2) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

XI.

This Agreement shall be of no force and effect unless and until it is executed by both parties hereto and certified by counsel for all parties hereto on the forms set forth below.

IN WITNESS WHEREOF this instrument in duplicate originals, has been executed by the parties hereto as follows:

- a. It has been executed on behalf of Harris County on the 5th day of July, 1994, by the County Judge of Harris County and attested by the County Clerk of Harris County pursuant to an order of the Commissioners Court of Harris County authorizing such execution;
- b. It has been executed on behalf of, the City of Seabrook on the _____ day of _____, 1994, by its Mayor and attested by its City Secretary, pursuant to ordinance of the City Council of the City authorizing such execution.

ATTEST:

BEVERLY KAUFMAN
County Clerk

By Kevin Mauzy
KEVIN MAUZY
Deputy County Clerk

HARRIS COUNTY

By Jon Lindsay
JON LINDSAY
County Judge

By

CITY OF SEABROOK

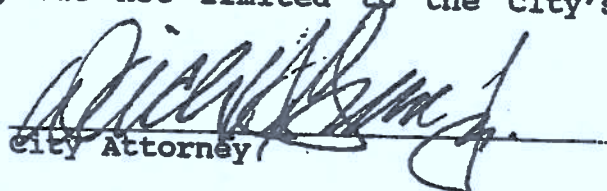
By

Mayor

CERTIFICATE OF CITY ATTORNEY

I have examined the foregoing Agreement, and as City Attorney of the City named therein, I certify that the terms and provisions of this Agreement are fully authorized under State and local law applicable to the City (including but not limited to the City's Charter and Ordinances).

Date


City Attorney

CERTIFICATE OF COUNTY ATTORNEY, HARRIS COUNTY, TEXAS

I have examined the foregoing Agreement, and as statutory civil counsel to the County named therein, I certify that the terms and provisions of the Agreement are fully authorized under State and local law, and that this Agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing. To the extent that this certificate relates the State and local law applicable to the City (including but not limited to the City's Charter and Ordinances), this certificate is given in total reliance upon the foregoing Certificate of City Attorney, and the undersigned disclaims any responsibility or liability for the City Attorney's errors or omissions, if any, in making such certificate.

MIKE DRISCOLL
County Attorney

Date

By 
LINDA J. MINOR
Assistant County Attorney

O R D E R

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

On this the 5th day of July, 1994, the Commissioners Court, sitting as the governing body of Harris County, Texas, at a regular meeting, upon motion of Commissioner Lee, seconded by Commissioner Eversole, duly put and carried,

IT IS ORDERED that the County Judge Jon Lindsay be, and he is hereby, authorized to execute, and Beverly Kaufman, County Clerk, is hereby authorized to attest, for and on behalf of Harris County, an Agreement between Harris County, and the City of Seabrook, for the purpose of cooperating in the County's Community Block Grant Applications for Fiscal Years 1995-96, as such term may be automatically extended, which Agreement is hereby referred to and made a part hereof for all purposes as though fully set out herein.

PRESENTED TO
Commissioners Court

Date JUL 05 1994

Recorded Vol. _____ Page _____

SEE ATTACHMENT 2



***CITY
OF
SEABROOK***

**AGENDA
BRIEFING**

Date of Meeting: TUESDAY, JUNE 17, 2014

Submitter/Requestor: Cook

Date Submitted: 6/9/2014 12:46:44 PM

Presenter: Cook/Chairez

Description/Subject:

This project will consist of installing a mechanical bar screen with a screening conveyer at the plants headwork to reduce intake of solids such as rags, grit and debris that disrupt the daily treatment process. It will reduce maintenance such as having to periodically replace mechanical seals on both clarifiers due to heavy intake of solids, minimize draft tube clogging and maximize tank volume and will make the treatment process smoother.

Purpose/Need: NA

Background/Issue(What prompted this need):

During the FY 2013-14 budget process, a CIP program with proposed projects was discussed and supplemental information was reviewed by staff and council. In the overall program, the Mechanical Screen project for the wastewater plant was included as funded during the FY 2013-14. Funds for this project were determined to be used from operating funds.

Impacted Parties(Expected/Notified):

Miscellaneous Comments:

Attachments:

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

Mechanical Screen Picture

Bid Process Timeline

CIP Cost Analysis

CIP

Fiscal Impact: Budgeted

Yes

Finance
Review:

Officer

Budget Amendment Required	Yes
Future/Ongoing Impact	Yes

Budget Dept/Line Item Number

Funding Comments:

This project was included for funding on the supplemental CIP Program during the FY 2013-14 budget .

Where on the agenda should this item be placed?

New Business

Suggested Motion:

Approve staff and City Engineer to proceed with the proposed CIP Project for the Mechanical Screen at the City's Wastewater Treatment Plant and solicit bids. (Chairez)

Agenda Language:

Consider approval to allow staff and the city engineer to proceed with the proposed CIP Project for the mechanical screen at the city's wastewater treatment plant and to solicit bids. (Chairez)

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.)



**CITY OF SEABROOK
CAPITAL PROJECTS SCHEDULE & FUNDING**

	2012	2013	2014	2015	2016	2017	2018-2025	FUNDING
NEW WATER PROJECTS								
Replace 8 in install 12 in water main along Todville from Pasadena to RB	0	0	0	0	1,261,000	0		Impact fees
12" waterline from Todville to Seabrook Shipyard	0	0	0	0	382,000	0		Revenue bonds
12" waterline within Seabrook Shipyard	0	0	0	0	682,000	0		Revenue bonds
Water line Seascope I	250,000	250,000	250,000					Impact fees
Move ground storage tank to new PW facility	0	0	2,000,000					Revenue bonds
	250,000	250,000	2,250,000	0	2,325,000	0	0	
NEW SEWER PROJECTS								
Mechanical screen - wastewater treatment plant (WWTP)	0	0	700,000	0	0	0	0	Operating funds
Lift station piping - WWTP	0	0	150,000	0	0	0	0	Operating funds
Clarifier mechanism - WWTP	0	0	0	1,020,000	0	0	0	tbd
Digester wall extension - WWTP	0	0	0	0	360,000	0	0	tbd
Pipe burst sewer along E. Meyer from FM 146 to N. Meyer, 18" to 21"	0	0	0	0	1,916,000	0	0	Imp. Fees (800k) & bonds (1 m)
Replace sewer line on Todville from Meyer to Second St	0	0	0	0	2,170,000	0	0	Revenue bonds
Lift station and 6" forcemain along Shipyard Dr & Todville Rd.	0	0	0	0	0	1,060,000	0	Revenue bonds
8" sewers within Seabrook Shipyard	0	0	0	0	0	495,000	0	Revenue bonds
SUBTOTAL SEWER PROJECTS	0	0	850,000	1,020,000	4,446,000	1,555,000	0	
NEW STREET/PAVING PROJECTS								
Cruise Terminal Rd. 3000 ft from RB@146 to Pine Gully	0	0	0	0	0	0	3,760,000	GO bonds
NS street Cruise Terminal to Stark Cir. - Phase 1 (RB realignment)	0	0	0	0	0	0	1,150,000	GO bonds
NS street Cruise Terminal to Stark Cir. - Phase 2 (Lazaret to Stark Cir)	0	0	0	0	0	0	1,460,000	GO bonds
NS street Cruise Terminal to Stark Cir. - Phase 3 (RB to Cruise Terminal)	0	0	0	0	0	0	685,000	GO bonds
WE street connect NB SH146 feeder to Phase NS Street	0	0	0	0	0	0	1,480,000	GO bonds
SUBTOTAL SEWER PROJECTS	0	0	0	0	0	0	8,515,000	
NEW DRAINAGE PROJECTS								
Pine Gully widening	0	0	500,000	0	0	0	0	GO bonds
Pine Gully - new channel from property north of Lake Mjls	0	0	0	0	0	0	2,770,000	GO bonds
Todville Rd. Bridge @ Pine Gully	0	0	0	0	0	0	1,150,000	GO bonds
El Mar ditch and Hester Gully	0	0	0	0	0	0	4,200,000	GO bonds
NS street drainage outfall	0	0	0	0	0	0	670,000	GO bonds
SUBTOTAL DRAINAGE PROJECTS	0	0	500,000	0	0	0	8,790,000	
FACILITIES								
New public works facility	0	900,000	600,000	6,000,000	0	0	0	Reserves/bonds
TOTAL PROJECTS	250,000	1,150,000	4,200,000	7,820,000	6,771,000	1,555,000	17,305,000	

**CITY OF SEABROOK
GLO (prev. CDBG/TDRA) & EDA PROJECTS**

TABLE 1 - BENEFIT TO LOW AND MODERATE INCOME PERSONS

Activity	Completion Method	Ttl Benef	LMI Benef	% LMI Benef	TxCDBG Funds	*Other Funds	Total Funds
1-Change Public Facilities (gas, water, etc.)	Contract	9,094	2,372	26.08	\$3.00	\$1,000,000.00	\$1,000,000.00
2-Street Improvements (Paving Project)	Contract				\$1,359,175.00	\$1,626,300.00	\$2,985,475.00
3-24-Acquisition (buy outs)	Contract				\$1,882,000.00	\$0.00	\$1,882,000.00
4-30-Engineering/Architectural Services	Contract	9,094	328	3.62	\$512,801.00	\$391,300.00	\$904,101.00
5-4-Street Improvements	Contract				\$2,283,851.00	\$0.00	\$2,283,851.00
6-30-Engineering Architectural Services	Contract	9,094	2,372	26.08	\$342,119.00	\$0.00	\$342,119.00
7-10-Water Facilities	Contract				\$1,200,000.00	\$0.00	\$1,200,000.00
8-30-Engineering Architectural Services	Contract				\$100,000.00	\$0.00	\$100,000.00
9-35-Planning/Project Delivery	Contract				\$353,079.00	\$0.00	\$353,079.00
10-24-Acquisition (buy outs); (Paving - Corps Wetland Requirement)	Contract				\$250,000.00	\$0.00	\$250,000.00
11-10-Flood and Drainage Improvements (dike, dune, riverbank)	Contract	9,094	2,372	26.08	\$250,000.00	\$0.00	\$250,000.00
12-30-Engineering/Architectural Services	Contract				\$40,044.00	\$0.00	\$40,044.00
		9,094	2,372		\$4,573,169.00	\$1,000,000.00	\$5,573,169.00

**Sewer Plant
Mechanical Screen
CIP Project FY 2013-14**

Plans/Specifications Final Review	June 27, 2014
Advertising	July 14, 2014
Receive/Open Bids	July 28,2014
Council Approval	August 5 th or 19 th , 2014
Execute Contract	End of August or Early September
Contract	210 Days
Project Completion	March 2015

PROPOSED CAPITAL IMPROVEMENT PROJECTS FOR FY 2014 - 2018

Project Title: WASTEWATER TREATMENT PLANT UPGRADES PHASE 1

Project Location/Limits: WWTP SITE

CIP Number: WW5

Facility Type: WASTEWATER

Project Description and Justification

This project will consist of installing a mechanical bar screen with a screening conveyer at the plants headwork to reduce intake of solids such as as rags, grit and debris that disrupt the daily treatment process. It will reduce maintenance such as having to periodically replace mechanical seals on both clarifiers due to heavy intake of solids, minimize draft tube clogging and maximize tank volume and will make the treatment process smoother.

Project Cost Estimates:

COST BY FISCAL YEAR							
Project Cost	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FUTURE	TOTAL
Engineering/Planning	\$ 66,400						\$ 66,400
Land/Easements Acq.							\$ -
Construction	\$ 126,600	\$ 506,400					\$ 633,000
Total Cost	\$ 193,000	\$ 506,400	\$ -	\$ -	\$ -	\$ -	\$ 699,400

Opinion of Probable Construction Cost Estimate

Description	Quantity	Unit	Unit Price	Total Cost
Mechanical Screen				
Mechanical Screen	1	LS	\$ 325,000.00	\$ 325,000.00
Washer Compactor	1	LS	\$ 100,000.00	\$ 100,000.00
Concrete Basin and Walkways	1	LS	\$ 50,000.00	\$ 50,000.00
Electrical	1	LS	\$ 27,500.00	\$ 27,500.00
Piping	1	LS	\$ 25,000.00	\$ 25,000.00
Project Contingencies (20%)				\$ 105,500.00
Construction Total				\$ 633,000.00

Comments/Special Project Notes:

The Wastewater Treatment Plant was expanded in 1986 to a 2.5 MGD Activated Sludge Process treatment facility. It took a direct hit from Hurricane Ike in 2008 and major repairs were required to bring back into service.

ORDINANCE NO. 2014-14
UPDATE TO WATER CONSERVATION AND DROUGHT CONTINGENCY PLAN

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF SEABROOK, CHAPTER 95 "UTILITIES," ARTICLE III, "WATER CONSERVATION AND DROUGHT CONTINGENCY PLAN, SECTION 95-80, "WATER CONSERVATION PLAN CONTENT," BY PROVIDING STATISTICAL UPDATES AS REQUIRED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY.

THIS ORDINANCE PROVIDES FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2000 PER OFFENSE FOR VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; REPEALS ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDES FOR SEVERABILITY AND PROVIDES FOR AN EFFECTIVE DATE.

WHEREAS, the Texas Commission on Environmental Quality requires retail public utilities that provide potable water service to 3,300 or more connections to submit to the Texas Water Development Board a water conservation plan based on specific targets and goals using appropriate best management practices or other water conservation strategies; and

WHEREAS, this plan must be reviewed and updated every five years; and

WHEREAS, the City of Seabrook adopted a Water Conservation and Drought Contingency Plan in 2009 by the passage of Ordinance No. 2009-02; and

WHEREAS, the City codified this plan on May 15, 2012 with the passage of Ordinance No. 2012-13; and

WHEREAS, the current plan has now been updated in accordance with state law;

NOW, THEREFORE, BE IT ORDAINED BY 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 CODE.

The Code of Ordinances of the City of Seabrook, Chapter 95, "Utilities", Article III, "Water Conservation and Drought Contingency Plan," Section 95-80, "Water Conservation Plan Content" is hereby amended as shown below.

Ordinance No. 2014-14
Water Conservation & Drought Contingency Plan
Page 2

Sec. 95-80. Water conservation plan content.

The minimum requirements in the Texas Administrative Code for water conservation plans for public drinking water suppliers covered in this report are as follows:

§ 288.2(a) (1) (A)—Utility profile—Subsection 95-80(1)

§ 288.2(a) (1) (B)—Specification of goals—Subsection 95-80(2)

§ 288.2(a) (1) (C)—Accurate metering—Subsections 95-80(3) and (4)

§ 288.2(a) (1) (D)—Universal metering—Subsection 95-80(4)

§ 288.2(a) (1) (E)—Determination and control of unaccounted water—Subsection 95-80(5)

§ 288.2(a) (1) (F)—Public education and information program—Subsection 95-80(6)

§ 288.2(a) (1) (G) - Non-promotional water rate structure—Subsection 95-80(7)

§ 288.2(a) (1) (I)—Means of implementation and enforcement—Subsection 95-80(8)

(1) *Utility profile.* Table 5.1 below along with appendix B* summarizes key facts of the water utility profile.

(2) *Specification of water conservation goals.* Table 5.2 shows historical per capita municipal water use for the City of Seabrook. Water use is shown in units of gallons per capita per day (gpcd). Per capita municipal water use is total municipal water sold divided by population.

Projected per capita uses are of Seabrook projections and are intended to be used for drier than average seasons. Per capita municipal water use in a year with normal or high precipitation during the summer should be less than projected here.

(See next page.)

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Water Conservation & Drought Contingency Plan
Page 3

Table 5.1
Water Utility Profile Summary

Water Service Area	12.5 square miles
Miles of Distribution Pipe	56 miles
Water Supply Source(s)	City of Seabrook—3 ground water wells City of Pasadena—Surface water supply
Population	[2005 population = 11,099] 2010 population = 12,260 2020 population = 17,800 <u>2025 population = 18,210</u>
Connections	[3,593 in 2007] <u>3,751 in 2014</u> Total Increase in connections in last 3 years = 160

Water Use Information

Year Use (Gallons)	Estimated Population	Unaccounted for Water (In Percent)	Peak Day in MGD
704,588,000 (2005)	11,099	9%	(6-15) 4.086
604,949,000 (2006)	11,272	10%	(6-24) 3.057
601,995,000 (2007)	11,315	7%	(6-17) 2.514

<u>Year Use (Gallons)</u>	<u>Estimated Population</u>	<u>Unaccounted for Water (In Percent)</u>	<u>Peak Day in MGD</u>
<u>785,349,000 (2011)</u>	<u>11,732</u>	<u>9%</u>	<u>(8-21) 3.073</u>
<u>651,397,000 (2012)</u>	<u>11,858</u>	<u>10%</u>	<u>(8-18) 3.425</u>
<u>649,339,000 (2013)</u>	<u>12,534</u>	<u>7%</u>	<u>(7-14) 3.303</u>

Water Treatment System

City of Pasadena's Subscription = 3.0 million gallons per day.

City of Seabrook's 3 ground water wells = 30 million gallons per year.

Total Annual Wastewater Flow = [~~480 MG in 2007~~] **399 MG in 2013.**

The City of Seabrook projections include the impact of low-flow plumbing fixtures and water conservation measures that have been enacted through building code

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Water Conservation & Drought Contingency Plan
Page 4

amendments and state and federal legislation but do not include the effect of water conservation measures recommended in this plan. Table 5.2 shows the projected per capita water use after implementation of this water conservation and drought contingency plan.

In adopting this plan, the City of Seabrook has established a goal of reducing total per capita water consumption by up to one percent as measured on rolling five- and seven-year averages as shown in Table 5.2.

Table 5.2
Historical Total Per Capita Use and Water Conservation Goals

	(year) gpcd
Historical Total Per Capita Use	[(2000) 188 (2001) 180 (2002) 183 (2003) 155 (2004) 165] (2005) 174 (2006) 147 (2007) 146 <u>(2008) 155</u> <u>(2009) 165</u> <u>(2010) 168</u> <u>(2011) 183</u> <u>(2013) 151</u>
5 year average	[157] <u>164</u>
7 year average	[164] <u>159</u>
2 year average	[147] <u>167</u>
Conservation Measures in this Plan	-15—
Projected per Capita Water Use Goals	-130 to 140 gpcd

The city's water conservation goals include the following:

- Maintain the city's ongoing meter replacement program (subsection 95-80(4))
- Keep the level of unaccounted water in the system less than ten percent in 2009 and subsequent years (subsection 95-80(5)).

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Water Conservation & Drought Contingency Plan
Page 5

- Raise public awareness of water conservation and encourage responsible public behavior through a public education and information program as discussed in subsection 95-80(6).
- Decrease outdoor water use by implementing a landscape irrigation systems program (subsection 95-82(3)).

Goals for the program (five-year target and goals):

- The City of Seabrook goals are to achieve a municipal use of 140 gallons per capita per day for the first five years beginning in the year ~~2009~~ **2014** and also achieve a municipal use water loss goal of 14 gallons per capita per day for the next five years beginning in the year ~~2009~~ **2014**.

Goals for the program (ten-year target and goals):

- The City of Seabrook goals are to achieve a municipal use of 130 gallons per capita per day for the next ten years beginning in the year 2009 and also achieve a municipal use water loss goal of 13 gallons per capita per day for the next ten years beginning in the year 2009.

(3) *Accurate metering of raw water supplies and treated water deliveries.* The City of Seabrook uses raw water meters at each wellhead and the City of Pasadena meters the treated water deliveries to Red Bluff and Todville delivery points. Each meter has an accuracy of plus or minus three percent. The city's meters are calibrated on an annual basis in order to maintain the required accuracy and are repaired and/or replaced as needed.

(4) *Metering of customer and public uses and meter testing, repair and replacement.* Water usage for all customers of the City of Seabrook, including public and governmental users, is metered.

As part of the water conservation/drought contingency plan, the City of Seabrook replaces all customer meters in a ten-year cycle or if the meter reaches the end of its warranty period whichever comes first. In addition, any meters registering any unusual or questionable readings are tested and replaced if necessary.

(5) *Determination and control of unaccounted water.* Unaccounted water is the difference between water purchased and produced and metered deliveries to customers. Unaccounted water can include several categories:

- Line flushing;
- Inaccuracies in customer meters (customer meters tend to run more slowly as they age and under-report actual use);
- Losses due to water main breaks and leaks in the water distribution system;
- Theft;
- Firefighting;

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Water Conservation & Drought Contingency Plan
Page 6

- Inaccuracies of wholesale meters (plus or minus two percent);
- Inaccuracies of internal meters (plus or minus three percent); and
- Other unmetered uses.

The City of Seabrook will begin to conduct water audits using AWWA guidelines in water audits and leak detection.

Unaccounted water for the City of Seabrook has stayed at approximately seven percent in the last three years. With the measures described in this plan, it is the goal of the City of Seabrook to maintain the unaccounted water below ten percent annually.

- (6) *Continuing public education and information campaign.* The continuing public education and information campaign on water conservation for the City of Seabrook includes the following elements.

- Promote the city's water conservation measures (presented in subsections 95-80(5), (6) and (7)).
- Include inserts on water conservation periodically with water bills. Inserts may include material developed by the City of Seabrook staff and material obtained from the American Water Works Association, TWDB, TCEQ, and other sources.
- The City of Seabrook staff is available to make presentations on the importance of water conservation and ways to save water.
- Make the water conservation brochures and other water conservation materials available to the public.
- Make information on water conservation available online at <http://www.ci.seabrook.tx.us> and include information on water conservation and links to the TWDB and TCEQ websites.

- (7) *Non-proportional water rate structure.* With the intent of encouraging water conservation and discouraging waste and excessive use of water, the City of Seabrook has adopted a water usage rate structure where the unit price of water increases with increasing water use. Water rates (2008) are shown in Table 5.3.

Table 5.3
Monthly Customer Charges

Single-Family Residential and Commercial Use and Irrigation <i>for meter readings taken monthly</i>	
First 2,000 gallons, 5/8 meter, minimum bill[\$8.74]	<u>\$9.68</u>
All over 2,000 gallons per 1,000 gallons[\$2.53]	<u>\$2.84</u>
10,000—15,000 gallons, per 1,000 gallons[\$3.03]	<u>\$3.28</u>
All over 15,000 gallons, per 1,000 gallons[\$3.63]	<u>\$4.04</u>

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Page 7

Multi-Family Use <i>for meter readings taken monthly</i>	
First 2,000 gallons, minimum bill[\$8.74]	<u>\$9.68</u>
4,001—10,000 gallons, per 1,000 gallons[\$2.53]	<u>\$9.68</u>
All over 10,000 gallons, per 1,000 gallons[\$3.03]	<u>\$3.38</u>

(8) *Implementation and enforcement of the water conservation/drought contingency plan.*
The ordinance of the City of Seabrook City Council adopting this water conservation/drought contingency plan designates responsible officials to implement and enforce the water conservation/drought contingency plan.

- Coordination with regional water planning group.
 - Additional required water conservation/drought contingency plan content.
- Title 30 of the Texas Administrative Code also includes additional requirements for water conservation plans for public drinking water suppliers that serve a population of 5,000 people or more and/or a projected population of 5,000 people or more within the next ten years:
- § 288.2(a)(2)(A)—Leak detection repairs, and water lost accounting—Subsections 95-80(5), 95-81(a), and 95-82(3).
 - § 288.2(a)(2)(B)—Record management system—Subsection 95-81(b).

(Ord. No. 2012-13, § 2(5.0), 5-15-2012)

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” 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

Ordinance No. 2014-14
Water Conservation & Drought Contingency Plan
Page 8

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 17th day of June 2014.

PASSED AND APPROVED on second and final reading this 1st day of July 2014.

Glenn R. Royal, Mayor

ATTEST:

By: _____
Meredith Brant
Acting City Secretary

APPROVED AS TO FORM:

Steven L. Weathered
City Attorney

**ORDINANCE NO. 2014-15
AMENDING DISCLOSURE REQUIREMENTS**

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF SEABROOK, CHAPTER 2, "ADMINISTRATION", ARTICLE VI. "CODE OF ETHICS", DIVISION 3. "CONFLICTS OF INTEREST", SECTION 2-239 "DISCLOSURE" BY REQUIRING THAT ELECTED OFFICIALS AND CERTAIN APPOINTED OFFICIALS REVIEW THEIR DISCLOSURE STATEMENTS AT LEAST ONCE A YEAR AND SUBMIT A NEW DISCLOSURE STATEMENT WITH CHANGES OR A WRITTEN STATEMENT ATTESTING THAT NO CHANGES HAVE OCCURRED; PROVIDING A PENALTY IN AN AMOUNT OF \$500.00 OR THE MAXIMUM AMOUNT PROVIDED BY LAW FOR VIOLATION OF ANY PROVISION HEREOF BY INCLUSION IN THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR NOTICE.

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

ARTICLE 1. AMENDMENT TO THE CODE.

The Code of Ordinances of the City of Seabrook is hereby amended at Chapter 2. "Administration," Article VI. "Code of Ethics," Division 3, "Conflicts of Interest," Section 2-239 "Disclosure" as written below.

"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 **members of the** 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,~~ **In addition, all members, officials and employees, as referenced herein, shall review their filed disclosure statements at least once each year and after review, shall either file an amended statement with any changes or submit a written statement attesting 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.

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 17th day of June 2014.

Approved on second and final reading this 1st day of July 2014.

Glenn R. Royal, Mayor

93 ATTEST:

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98 _____
99 Meredith Brant, TRMC
100 Acting City Secretary

101

102 Approved as to form:

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104

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107 _____
108 Steven L. Weathered
109 City Attorney

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111

112

**RESOLUTION NO. 2014-04
AMENDMENT TO DEPOSITS, FEES AND REGULATIONS
FOR CAROTHERS COASTAL GARDENS**

A RESOLUTION OF THE CITY OF SEABROOK AMENDING AND UPDATING DEPOSITS, FEES AND REGULATIONS GOVERNING THE USE OF DRUSILLA CAROTHERS COASTAL GARDENS AT PINE GULLY PARK AND ESTABLISHING AN EFFECTIVE DATE. THIS RESOLUTION REPLACES RESOLUTION NO. 2012-22 APPROVED ON SEPTEMBER 4, 2012

WHEREAS, the City Council of the City of Seabrook previously determined that certain fees should be set for the new park called Drusilla Carothers Coastal Gardens at Pine Gully Park (Carothers Coastal Gardens); and

WHEREAS, these fees and regulations have been previously amended by the passage of Resolution No. 2011-19 which was adopted by the Seabrook City Council on October 4, 2011 and by Resolution No 2012-22 which was adopted by City Council on September 4, 2012; and

WHEREAS, additional changes to the regulations have now been recommended; and

WHEREAS, the City Council finds that all amendments shall be set by Resolution and specifically defined by the City Manager; now, therefore,

BE IT RESOLVED, by the Council of the City of Seabrook, State of Texas:

THAT, effective immediately the following fee and deposit schedules and regulations shall apply for use of Carothers Coastal Gardens. In case of any confusion or ambiguity. The City Manager shall make a determination concerning this resolution.

SECTION 1. DEPOSIT AND RENTAL FEES.

1. The following fee schedules shall apply as deposits and per use rental fees for the Carothers Coastal Gardens facility. In case of any confusion or ambiguity, the City Manager will define the use category.

Day of Week	Resident Deposit	Resident Rental	Non Resident Deposit	Non Resident Rental
Monday-Thursday business meetings	100	400	100	500
Monday-Thursday- social events	\$500	\$750	\$500.00	\$875.00
Friday, Saturday & Sunday	500	1450	500	1750

2. Rentals of two (2) or more consecutive days will receive a 25% discount for each day.

3. Chairs, tables and linens may be rented according to a separate schedule.

SECTION 2. ADDITIONAL FEES REQUIRED FOR SECURITY SERVICES

1. Security shall be provided for all events unless waived by the city manager. Additional fees shall be assessed to provide for security protection by the assignment of off-duty officers of the Seabrook Police Department as follows:

Number of Attendees	Officers Required
1-50	1 Officer if alcohol is <u>not</u> served
1 -50	2 Officers if alcohol is served
51-100	2 Officers
101-150	3 Officers

The hourly rate for security is established by the Police Department and is listed on the rental application. There is a four hour minimum payment required for each officer. The applicant shall pay the officers directly in cash before or at the beginning of the event. Failure to pay security fees in a timely manner will result in the immediate cancellation/termination of the event. (See Attachments 1 & 2.)

SECTION 3. RULES AND REGULATIONS.

- The following rules shall apply to all persons and organizations using the Carothers Gardens Facility. The City Manager shall have the right and privilege of enforcing this resolution. Appeals regarding any ruling must be submitted in writing to the City Manager for his/her review.
- All requests for the use of Carothers Coastal Gardens will be made in writing to the Event Coordinator or designee at City Hall (Application, Attachment 1).
- Events held outside which are open to the public must meet all required regulations in Article 4, Section 4.07. "Special Events" in the Comprehensive Zoning Ordinance.
- Fridays and Saturdays or Holidays may not be reserved on a regular use basis for any city owned facility and usage is limited to one Friday and Saturday night or Holiday per month per individual and/or organization. *A reservation shall be defined as one continuous event not longer than 12 hours.*
- All events shall end no later than 10:00 p.m. All clean up must be complete and the premises must be vacated no later than 12:00 midnight.
- Long-term advance reservations for any city-owned facility for multiple uses, up to 12 months in advance, may be considered on a case-by-case basis by completing an application which must be reviewed and approved by the city manager.

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Page 3

- 89 7. Users of a city owned facility may be bumped for good cause as determined by the City
90 Manager. Individuals or organizations desiring to appeal this action must make
91 applications to the City Council.
92
- 93 8. Elections and other governmental and civic functions shall have preferential use of any
94 city owned facility. Questions of priority will be resolved by the City Manager.
95
- 96 9. A fee will be charged to the users of the city owned facilities according to the included
97 schedule. A review of the fee schedule shall be made periodically by the city. The
98 deposit must be paid when application for rental is submitted to secure the date. All other
99 fees must be paid IN FULL 30 days prior to scheduled event.
100
- 101 10. Security shall be provided for all events unless waived by the city manager. Security
102 shall be provided by off-duty City of Seabrook Police Officers assigned by the Seabrook
103 Police Department. The Applicant will pay the current hourly rate as set by the Seabrook
104 Police Department and as listed on the Security and Alcohol Agreement. (See
105 Attachment 2.) A Security Agreement Form shall be on file with the Event Coordinator
106 or designee before the facility can be reserved.
107
- 108 11. Alcoholic beverages may only be served when renting a facility in accordance with this
109 resolution. The following regulations will apply at all times when alcohol is served:
110
- 111 a. Applicant will utilize off duty peace officers assigned by the Seabrook Police
112 Department. Applicant will pay the current hourly rate as set by the Seabrook
113 Police Department and as listed on the Security and Alcohol Agreement.
114 (Attachment 2)
115
- 116 b. The City Manager may require additional liability insurance or insurance on
117 behalf of the applicant.
118
- 119 c. Alcohol/Security Agreement form must be on file with the Event Coordinator
120 (Attachment 2)
121
- 122 d. Attendees under the age of 21 will not be allowed when unaccompanied by a
123 parent or guardian.
124
- 125 12. The lessee shall pick up the key in advance and return after use per prior arrangements
126 made with the coordinator. Deposits will not be refunded until keys are returned to the
127 city.
128
- 129 13. *The buildings and grounds are rented "as is".* The custodian will carefully inspect the
130 premises after each use before securing the building. If there has been damage to the
131 building or its contents, or any items are missing from the building, the custodian will
132 report the matter to the department manager. The Department Manager will conduct an
133 investigation and if, in his/her opinion, it is so warranted, s/he will cause the organization
134 or person, during whose use the damage occurred, to be billed the necessary cost of

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Page 4

135 repairing the building or replacing the missing items. The person who makes the
136 application for use of any city owned facility on behalf of an organization may be held
137 liable as principal in place of the organization.
138

139 14. No equipment may be loaned from Carothers Coastal Gardens.
140

141 15. Organizations may not store equipment or materials in any city facility or park. The city
142 will not be responsible for any personal items or equipment left in the building.
143

144 16. A maximum capacity of 96 people in the main building of Carothers Coastal Gardens
145 shall be allowed at any one time as determined by the Fire Marshal. No more than 150
146 people shall be allowed at any event at Carothers Garden Facility, including outside
147 space.
148

149 17. The cancellation penalty schedule for Carothers Coastal Gardens provides that if the
150 event is cancelled at least 30 days before the event, all deposits and fees shall be
151 refunded. Cancellations less than 30 days before the event will result in a loss of all
152 deposits and fees. All cancellation requests must be made in writing by the applicant.
153

154 18. Penalty for damages to any park or park facility will be assessed at twice the cost of
155 repairs--cost as determined by City staff.
156

157 19. No nails, staples, or tacks may be driven into the walls or furniture.
158

159 20. The fireplaces may not be used. Candles in glass containers only may be used, provided
160 that they are extinguished and removed from the facility when the rental is complete. No
161 tapers are allowed.
162

163 21. All windows and doors shall be locked by the lessee before leaving the facility.
164

165 22. With the exception of service animals accompanying a disabled person, animals shall not
166 be permitted.
167

168 23. With the exception of processional, recessional and similarly brief dedicated pieces, all
169 music shall be played inside the building with all doors and windows closed. Public
170 Address (PA) systems or speakers set up outside the house must not be audible beyond
171 the perimeters of the Carothers property. Carothers Gardens noise rules and noise
172 regulations shall be enforced at all times.
173

174 24. Music may only be played by a disc jockey on the city's approved list of vendors.
175

176 25. An event coordinator, to be hired by the renter, must be on site at all times during the
177 event and cleanup. If the event coordinator is not on the city's list of vendors, the
178 coordinator must meet with the designated city staff member before the event.
179

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Page 5

26. All groups and individuals who use Carothers Coastal Gardens are responsible for familiarizing themselves with city regulations, including terms of the contract. All cities owned facilities and parks may be used only for lawful purposes and in accordance with all city ordinances and regulations and conditions of the contract. In order to insure compliance, Seabrook employees are authorized to enter a facility or park at any time without notice and without warrant. Failure to comply with all regulations or to cooperate with city employees responsible for the facilities will result in forfeiture of the deposit, and may be grounds for denial of future requests for use.

SECTION 4. EFFECTIVE DATE.

This Resolution shall become effective immediately upon passage.

AND IT IS SO ORDERED.

PASSED AND ADOPTED THIS 17th DAY OF June 2014.

Gary Johnson
Mayor Pro Tem

ATTEST:

Meredith Brant, TRMC
Acting City Secretary

**RESOLUTION NO. 2014-04
AMENDMENT TO DEPOSITS, FEES AND REGULATIONS
FOR CAROTHERS COASTAL GARDENS**

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WHEREAS, additional changes to the regulations have now been recommended; and

WHEREAS, the City Council finds that all amendments shall be set by Resolution and specifically defined by the City Manager; now, therefore,

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Friday, Saturday & Sunday	500	1450	500	1750

2. Rentals of two (2) or more consecutive days will receive a 25% discount for each day.

3. Chairs, tables and linens may be rented according to a separate schedule.

SECTION 2. ADDITIONAL FEES REQUIRED FOR SECURITY SERVICES

1. Security shall be provided for all events unless waived by the city manager. Additional fees shall be assessed to provide for security protection by the assignment of off-duty officers of the Seabrook Police Department as follows:

Number of Attendees

1-50
1 -50
51-100
101-150

Officers Required

1 Officer if alcohol is not served
2 Officers if alcohol is served
2 Officers
3 Officers

The hourly rate for security is established by the Police Department and is listed on the rental application. There is a four hour minimum payment required for each officer. The applicant ~~[is expected to]~~ shall pay the officers directly ~~[on the night of the event]~~. However, if the officers are not paid, it will result in the forfeiture of the rental deposit. ~~A copy of the Application and Alcohol/ Security Agreement are attached and made a part of this Resolution. (See Attachments 1 and 2.)~~ **in cash before or at the beginning of the event. Failure to pay security fees in a timely manner will result in the immediate cancellation/termination of the event. (See Attachments 1 & 2.)**

SECTION 3. RULES AND REGULATIONS.

1. The following rules shall apply to all persons and organizations using the Carothers Gardens Facility. The City Manager shall have the right and privilege of enforcing this resolution. Appeals regarding any ruling must be submitted in writing to the City Manager for his/her review.
2. All requests for the use of Carothers Coastal Gardens will be made in writing to the Event Coordinator or designee at City Hall (Application, Attachment 1).
3. Events held outside which are open to the public must meet all required regulations in Article 4, Section 4.07. "Special Events" in the Comprehensive Zoning Ordinance.
4. Fridays and Saturdays or Holidays may not be reserved on a regular use basis for any city owned facility and usage is limited to one Friday and Saturday night or Holiday per month per individual and/or organization. *A reservation shall be defined as one continuous event not longer than 12 hours.*
5. All events ~~[scheduled within the confines of a building shall end no later than 12:00 midnight. All events held outside]~~ shall end no later than 10:00 p.m. **All clean up must be complete and the premises must be vacated no later than 12:00 midnight.**

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Page 3

6. Long-term advance reservations for any city-owned facility for multiple uses, up to 12 months in advance, may be considered on a case-by-case basis by completing an application which must be reviewed and approved by the city manager.
7. Users of a city owned facility may be bumped for good cause as determined by the City Manager. Individuals or organizations desiring to appeal this action must make applications to the City Council.
8. Elections and other governmental and civic functions shall have preferential use of any city owned facility. Questions of priority will be resolved by the City Manager.
9. A fee will be charged to the users of the city owned facilities according to the included schedule. A review of the fee schedule shall be made periodically by the city. The deposit must be paid when application for rental is submitted to secure the date. All other fees must be paid IN FULL 30 days prior to scheduled event.
10. Security shall be provided for all events unless waived by the city manager. Security shall be provided by off-duty City of Seabrook Police Officers assigned by the Seabrook Police Department. The Applicant will pay the current hourly rate as set by the Seabrook Police Department and as listed on the Security and Alcohol Agreement. (See Attachment 2.) A Security Agreement Form shall be on file with the Event Coordinator or designee before the facility can be reserved.
11. Alcoholic beverages may only be served when renting a facility in accordance with this resolution. The following regulations will apply at all times when alcohol is served:
 - a. Applicant will utilize off duty peace officers assigned by the Seabrook Police Department. Applicant will pay the current hourly rate as set by the Seabrook Police Department and as listed on the Security and Alcohol Agreement. (Attachment 2)
 - b. The City Manager may require additional liability insurance or insurance on behalf of the applicant.
 - c. Alcohol/Security Agreement form must be on file with the Event Coordinator (Attachment 2)
 - d. Attendees under the age of 21 will not be allowed when unaccompanied by a parent or guardian.
12. The lessee shall pick up the key in advance and return after use per prior arrangements made with the coordinator. Deposits will not be refunded until keys are returned to the city.
13. *The buildings and grounds are rented "as is".* The custodian will carefully inspect the premises after each use before securing the building. If there has been damage to the

Resolution No. 2014-04
Page 4

building or its contents, or any items are missing from the building, the custodian will report the matter to the department manager. The Department Manager will conduct an investigation and if, in his/her opinion, it is so warranted, s/he will cause the organization or person, during whose use the damage occurred, to be billed the necessary cost of repairing the building or replacing the missing items. The person who makes the application for use of any city owned facility on behalf of an organization may be held liable as principal in place of the organization.

14. No equipment may be loaned from Carothers Coastal Gardens.
15. Organizations may not store equipment or materials in any city facility or park. The city will not be responsible for any personal items or equipment left in the building.
16. A maximum capacity of 96 people in the main building of Carothers Coastal Gardens shall be allowed at any one time as determined by the Fire Marshal. No more than 150 people shall be allowed at any event at Carothers Garden Facility, including outside space.
17. The cancellation penalty schedule for Carothers Coastal Gardens provides that if the event is cancelled at least 30 days before the event, all deposits and fees shall be refunded. Cancellations less than 30 days before the event will result in a loss of all deposits and fees. All cancellation requests must be made in writing by the applicant.
18. Penalty for damages to any park or park facility will be assessed at twice the cost of repairs--cost as determined by City staff.
19. No nails, staples, or tacks may be driven into the walls or furniture.
20. The fireplaces may not be used. Candles in glass containers only may be used, provided that they are extinguished and removed from the facility when the rental is complete. **No tapers are allowed.**
21. All windows and doors shall be locked by the lessee before leaving the facility.
- 22. With the exception of service animals accompanying a disabled person, animals shall not be permitted.**
- 23. With the exception of processions, recessions and similarly brief dedicated pieces, all music shall be played inside the building with all doors and windows closed. Public Address (PA) systems or speakers set up outside the house must not be audible beyond the perimeters of the Carothers property. Carothers Gardens noise rules and noise regulations shall be enforced at all times.**
- 24. Music may only be played by a disc jockey on the city's approved list of vendors.**

180 **25. An event coordinator, to be hired by the renter, must be on site at all times during**
181 **the event and cleanup. If the event coordinator is not on the city's list of vendors,**
182 **the coordinator must meet with the designated city staff member before the event.**
183

214 2[1]6. All groups and individuals who use Carothers Coastal Gardens are responsible for
185 familiarizing themselves with city regulations, including terms of the contract. All
186 cities owned facilities and parks may be used only for lawful purposes and in accordance
187 with all city ordinances and regulations and conditions of the contract. In order to insure
188 compliance, Seabrook employees are authorized to enter a facility or park at any time
189 without notice and without warrant. Failure to comply with all regulations or to cooperate
190 with city employees responsible for the facilities will result in forfeiture of the deposit,
191 and may be grounds for denial of future requests for use.
192

193 **SECTION 4. EFFECTIVE DATE.**
194

195 This Resolution shall become effective immediately upon passage.
196

197 AND IT IS SO ORDERED.
198

199 PASSED AND ADOPTED THIS 17th DAY OF June 2014.
200
201
202
203
204

205 _____
206 Gary Johnson
207 Mayor Pro Tem

208 ATTEST:
209
210
211

212 _____
213 Meredith Brant, TRMC
Acting City Secretary



***CITY
OF
SEABROOK***

**AGENDA
BRIEFING**

Date of Meeting: TUESDAY, JUNE 17, 2014

Submitter/Requestor: Cook

Date Submitted: 5/12/2014 9:21:24 AM

Presenter: Cook

Description/Subject:

Approve Resolution No. 2014-05, "Permanent Easement Grants for Surf Oaks Drive/Road (Council)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, DETERMINING THAT PERMANENT EASEMENT GRANTS ARE NECESSARY FOR MAINTENANCE IMPROVEMENTS FOR SURF OAKS DRIVE/ROAD; APPROVING THE ACCEPTANCE OF EASEMENTS FROM THE NECESSARY PROPERTY OWNERS FOR SUCH ROAD, CONTAINING APPROXIMATELY 2.064 ACRES OF LAND, BEING THE SURF OAKS DRIVE PORTION OF WARD OAKS AS RECORDED IN H.C.M.R. FILM CODE NO. 636152, THE SURF OAKS PORTION OF THE SONES SUBDIVISION AS RECORDED IN H.C.M.R. FILM CODE NO. 570290, ALONG WITH SURF OAKS DRIVE AS SHOWN ON THE UNRECORDED PLAT OF SURF OAKS SUBDIVISION, ALL BEING IN THE RITSON MORRIS SURVEY, ABSTRACT NO.52, SEABROOK, HARRIS COUNTY, TEXAS, MORE PARTICULARLY DEPICTED HEREIN; AND PROVIDING TERMS OF CITY MAINTENANCE

Purpose/Need: NA

Background/Issue(What prompted this need):

The city has met with the property owners of Surf Oaks over the past several years in efforts to resolve the substandard condition of their private road, Surf Oaks. Residents also met with county representatives to discuss options for paving improvements as part of county programs and thus was successful in finding an applicable program.

Residents of Surf Oaks met and agreed to enter into an agreement with a private surveyor at their expense to research and resolve all title issues acceptable to city legal counsel.

A Permanent Easement and Dedication form has been approved by the city attorney and staff, presented and approved by residents, and presented tonight for council approval.

If approved, documents will be forwarded to the county for assignment to work log for

improvements to the road.

Impacted Parties(Expected/Notified):

Miscellaneous Comments:

Attachments:

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

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Fiscal Impact:	Budgeted	Yes	Finance	Officer
	Budget Amendment Required	Yes	Review:	
	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 Resolution No. 2014-05, "Permanent Easement Grants for Surf Oaks Drive/Road (Cook)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, DETERMINING THAT PERMANENT EASEMENT GRANTS ARE NECESSARY FOR MAINTENANCE IMPROVEMENTS FOR SURF OAKS DRIVE/ROAD; APPROVING THE ACCEPTANCE OF EASEMENTS FROM THE NECESSARY PROPERTY OWNERS FOR SUCH ROAD, CONTAINING APPROXIMATELY 2.064 ACRES OF LAND, BEING THE SURF OAKS DRIVE PORTION OF WARD OAKS AS RECORDED IN H.C.M.R. FILM CODE NO. 636152, THE SURF OAKS PORTION OF THE SONES SUBDIVISION AS RECORDED IN H.C.M.R. FILM CODE NO. 570290, ALONG WITH SURF OAKS DRIVE AS SHOWN ON THE UNRECORDED PLAT OF SURF OAKS SUBDIVISION, ALL BEING IN THE RITSON MORRIS SURVEY, ABSTRACT NO.52, SEABROOK, HARRIS COUNTY, TEXAS, MORE PARTICULARLY DEPICTED HEREIN; AND PROVIDING TERMS OF CITY MAINTENANCE

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.)

RESOLUTION NO. 2014-05
PERMANENT EASEMENT GRANTS FOR SURF OAKS DRIVE/ROAD

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, DETERMINING THAT PERMANENT EASEMENT GRANTS ARE NECESSARY FOR MAINTENANCE IMPROVEMENTS FOR SURF OAKS DRIVE/ROAD; APPROVING THE ACCEPTANCE OF EASEMENTS FROM THE NECESSARY PROPERTY OWNERS FOR SUCH ROAD, CONTAINING APPROXIMATELY 2.064 ACRES OF LAND, BEING THE SURF OAKS DRIVE PORTION OF WARD OAKS AS RECORDED IN H.C.M.R. FILM CODE NO. 636152, THE SURF OAKS PORTION OF THE SONES SUBDIVISION AS RECORDED IN H.C.M.R. FILM CODE NO. 570290, ALONG WITH SURF OAKS DRIVE AS SHOWN ON THE UNRECORDED PLAT OF SURF OAKS SUBDIVISION, ALL BEING IN THE RITSON MORRIS SURVEY, ABSTRACT NO.52, SEABROOK, HARRIS COUNTY, TEXAS, MORE PARTICULARLY DEPICTED HEREIN; AND PROVIDING TERMS OF CITY MAINTENANCE

WHEREAS, the City Council of the City of Seabrook finds and determines that for public convenience it is necessary for there to be certain improvements and municipal maintenance of Surf Oaks Drive/Road after such improvements, which require that the City first receive stipulations, confirmation, acknowledgments and easement dedications from adjacent property owners of Surf Oaks Drive/Road ("Owners"), that it is a public right of way; and

WHEREAS, the City may not expend public funds for maintenance of a private road, and has required the subject stipulations, confirmation, acknowledgments and easements from the Owners for the dedication of Surf Oaks Drive/Road as a public right of way in the City of Seabrook, (the "Easements"); and

WHEREAS, in order to achieve the necessary dedications for Harris County improvements, and resulting City maintenance (the "Project"), the Easements provide a perpetual easement for the purpose of establishing, designating, and maintaining a public right of way, including the right of ingress, egress, and regress therein, to reconstruct,

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install, maintain, operate, inspect, fill, and repair, as well as to use the surface and subsurface thereof in any lawful manner or any other public purpose authorized by Local Government Code § 273.001 and deemed necessary by the City, including all rights over, under, across, upon, along and through the property more specifically identified as:

APPROXIMATELY 2.064 ACRES OF LAND BEING THE SURF OAKS DRIVE PORTION OF WARD OAKS AS RECORDED IN H.C.M.R. FILM CODE NO. 636152, THE SURF OAKS PORTION OF THE SONES SUBDIVISION AS RECORDED IN H.C.M.R. FILM CODE NO. 570290, ALONG WITH SURF OAKS DRIVE AS SHOWN ON THE UNRECORDED PLAT OF SURF OAKS SUBDIVISION, ALL BEING IN THE RITSON MORRIS SURVEY, ABSTRACT NO.52, SEABROOK, HARRIS COUNTY, TEXAS, more particularly depicted herein; and

WHEREAS, the City of Seabrook, has received Easements from the Owners for the Project, for the purposes of dedicating Surf Oaks Drive/Road as a public right of way, true and correct copies of such Easements are attached hereto as Exhibits 1 – 19, which are incorporated by reference herein for all purposes; and

WHEREAS, Exhibits 1 - 19 (the original executed “Easements”) individually contain an Exhibit A defining the Easement metes and bounds for each individual lot of such Owner(s), an Exhibit B depicting the entire Surf Oaks Drive/Road Easement and Utility Easement, and an Exhibit C defining, by metes and bounds, the portion of Surf Oaks Drive/Road that shall not be required to be expanded, paved, curbed, guttered or maintained whatsoever, but which shall otherwise remain subject to a public Easement; and

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54 **WHEREAS**, the Easements reflect the terms and conditions of City maintenance,
55 specifying the areas for improvements and resulting maintenance, as well as additional
56 areas for easement dedication to the City not subject to improvement/maintenance, as
57 referenced in the attached specified Easements; and

58 **WHEREAS**, the City of Seabrook has determined to accept such Easements and
59 dedication thereof to the City; subject to the conditions reflected therein, now, therefore,

60 **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEABROOK,**
61 **STATE OF TEXAS:**

62 **Section 1.** The facts and matters set forth in the preamble of this Resolution are
63 hereby found to be true and correct.

64 **Section 2.** The City Council of the City of Seabrook finds that the Project, Surf
65 Oaks Drive/Road, by acceptance of the subject Easements for public right of way, is
66 hereby approved for City maintenance after improvements by Harris County, it being
67 specifically provided that due to the conditions of such road that the City/County shall not
68 be required to expand, pave, curb, or gutter the subject Road/Drive now being conveyed in
69 accordance with current City standards. Additionally, Exhibits 18 and 19 contain 16' Utility
70 Easements which shall not be required to be paved, curbed, guttered or maintained
71 whatsoever, but which shall otherwise remain subject to a public Easement. Further, there
72 are specific areas, as identified in each Easement and Exhibit C of the attached Exhibits 1
73 – 19, that shall not be required to be expanded, paved, curbed, guttered or maintained
74 whatsoever, but which shall otherwise remain subject to a public Easement. Listing of

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attached Exhibits 1 – 19, for public dedication of Surf Oaks Drive/Road, which are
incorporated by reference for all purposes, are as follows:

Exhibit 1:

Sally E. Antrobus and M. Justin Wilkinson
Right of Way Easement Description being 1,508 sq. ft.
Lot 8 Surf Oaks Drive

Exhibit 2:

Jack E. Boteler
Right of Way Easement Description being 2,021 sq. ft.
Lot 12 Surf Oaks Drive

Exhibit 3:

Terry W. Brown and Norma Brown
Right of Way Easement Description being 4,778 sq. ft.
Lot 18 and the West ½ of Lot 17 Surf Oaks Drive

Exhibit 4:

Michael Dehart
Right of Way Easement Description being 1,565 sq. ft.
Lot 5 and the west 10 foot of Lot 4 Surf Oaks Drive

Exhibit 5:

Sonya Dod and Brian Dod
Right of Way Easement Description being 1,082 sq. ft.
Lot 2 Sones Subdivision Surf Oaks Drive

Exhibit 6:

Golgren Properties Inc.
Right of Way Easement Description being 1,129 sq. ft.
Called 6.827 acres Surf Oaks Drive

Exhibit 7:

Michael T. Mansfield
Right of Way Easement Description being 1,500 sq. ft.
Lot 7 Surf Oaks Drive

Exhibit 8:

Robert C. Momeier and Angela Momeier
Right of Way Easement Description being 4,537 sq. ft.
East ½ Lot 17 and Lot 16 Surf Oaks Drive

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Also Being Lot 1 Block 1 Momeier Lot Consolidation

Exhibit 9:

Jeffrey A. Neale and Laureen Neale
Right of Way Easement Description being 10,873 sq. ft.
Lots 20 and 21 Surf Oaks Drive

Exhibit 10:

Timothy A. Pieszchala
Right of Way Easement Description being 2,891 sq. ft.
Lot 15 Surf Oaks Drive

Exhibit 11:

Wesley Powell
Right of Way Easement Description being 8,273 sq. ft.
East 551.27 feet of Lot 3 Surf Oaks Drive

Exhibit 12:

Johnny Rijnierse
Right of Way Easement Description being 3,319 sq. ft.
Lot 19 Surf Oaks Drive

Exhibit 13:

Karen Rompot and David Rompot
Right of Way Easement Description being 2,418 sq. ft.
Lot 3A and the East 90 foot of Lot 4 Surf Oaks Drive

Exhibit 14:

Matthew J. Schroeder and Laura K. Schroeder
Right of Way Easement Description being 1,848 sq. ft.
Lot 11 Surf Oaks Drive

Exhibit 15:

Edward E. Skeffington
Right of Way Easement Description being 3,022 sq. ft.
Lot 1 Sones Subdivision Surf Oaks Drive

Exhibit 16:

Robert G. Webbon and Carolyn Webbon
Right of Way Easement Description being 5,284 sq. ft.
Lot 13 and 14 Surf Oaks Drive

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Exhibit 17:

John Wilson and Linda Wilson
Right of Way Easement Description being 1,500 sq. ft.
Lot 6 Surf Oaks Drive

Exhibit 18:

Michael Goldreyer
Right of Way Easement Description being 1,500 sq. ft.
West 100 feet of Lot 3 Surf Oaks Drive; and
16 foot wide Utility Easement being 1,599 sq. ft.
West 100 feet of Lot 3 Surf Oaks

Exhibit 19:

Bryce Ward and Sandra Ward
16 foot wide Utility Easement being 2,903 sq. ft.
Lot 1 Ward Oaks

Section 3. The Mayor or Mayor Pro Tem is authorized to execute any
documentation necessary to accept, document, and record said Easements for the Project
as a public right of way.

PASSED, APPROVED, AND RESOLVED this 17th day of June 2014.

Gary Johnson
Mayor Pro Tem

ATTEST:

Meredith Brant, TRMC
Acting City Secretary

EXHIBITS 1 - 19

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 6/17/14 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.	Met with TxDOT on 6/6.
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.
26	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. As of 6/3/14, TxDOT has now decided to install delineators in July and will pay for them.
27	OPEN/IN WORK	6/3/2014			Gary Johnson & Staff			5.5	Consider solution to drivers jumping curb on Waterfront Drive in order to park	Councilor Johnson and staff will work together toward a solution.

June 2014

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

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<i>1</i> Council	<i>2</i>	<i>3</i> Open Space	<i>4</i> Children's Parade Meador Park	<i>5</i>
<i>6</i>	<i>7</i>	<i>8</i> Budget Workshop	<i>9</i>	<i>10</i> EDC	<i>11</i>	<i>12</i>
<i>13</i>	<i>14</i>	<i>15</i> Council	<i>16</i>	<i>17</i> P&Z	<i>18</i>	<i>19</i>
<i>20</i>	<i>21</i>	<i>22</i> Budget Workshop	<i>23</i>	<i>24</i>	<i>25</i>	<i>26</i>
<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>	<i>31</i>		