

**SEABROOK CITY COUNCIL
NOTICE OF REGULAR CITY COUNCIL MEETING
TUESDAY, JULY 7, 2015 - 7:00 PM**

NOTICE IS HEREBY GIVEN THAT THE SEABROOK CITY COUNCIL WILL MEET ON **TUESDAY JULY 7, 2015 AT 7:00 PM** IN THE SEABROOK CITY HALL COUNCIL CHAMBERS, 1700 FIRST STREET, SEABROOK, TEXAS, **TO DISCUSS, CONSIDER, AND IF APPROPRIATE, TAKE ACTION** WITH RESPECT TO THE ITEMS LISTED BELOW.

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

PLEDGE OF ALLEGIANCE

1.0 PRESENTATIONS

 ATTACHMENT 1

- 1.1 Presentation of a Certificate of Merit to Officer Derrick Christensen. (Wright)
- 1.2 Presentation of the Texas Comptroller 2015 Platinum Leadership Circle Award to Pam Lab and Michael Gibbs in recognition of the City of Seabrook's financial transparency. (Royal)
- 1.3 Presentation of the proposed Budget FY 2015-2016. (Cook)

2.0 PUBLIC COMMENTS AND ANNOUNCEMENTS

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

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

3.0 SPECIFIC PUBLIC HEARING(S)

📎 ATTACHMENT 2

- 3.1 Proposed Ordinance No. 2015-14, "Amendment to the Official Street Map to Rename Second Street to Main Street." (Landis)

AN ORDINANCE AMENDING THE OFFICIAL CITY STREET MAP OF THE CITY OF SEABROOK, WHICH IS PART OF THE SEABROOK CITY CODE OF ORDINANCES, CHAPTER 75, "STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES", ARTICLE 2, "STREETS", SECTION 75-26, "STREET NAMING AND NUMBERING MAP", BY RENAMING "SECOND STREET" TO "MAIN STREET", REQUIRING THAT THE "CITY STREET MAP" BE AMENDED TO REFLECT THIS CHANGE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.

4.0 BID AWARDS

📎 ATTACHMENT 3

- 4.1 Consider approval of Request For Proposal (RFP) 2015-05 with Public Sector Personnel for a Comprehensive Compensation Study in an amount not to exceed \$25,000, and authorize city manager to execute an agreement for same, after review by city attorney. This is an unbudgeted item. (Cook and Sanchez)
- 4.2 Consider approval of Request for Proposal (RFP) 2015-06, with Blue Cross/Blue Shield for employee health insurance renewal/purchase options and authorize city manager to provide notice of termination to existing carrier and execute an agreement, after review by city attorney, to purchase health insurance from a new carrier if necessary in order to reduce costs. (Cook and Sanchez)

📎 ATTACHMENT 4

- 4.3 Consider approval of a proposal by MCA Communications for the Fiber Optics project that was approved in the November 2014 Bond Election in an amount not to exceed \$409,769.31, and authorize city manager to execute an agreement for same, after review by city attorney. (Szakacs)

5.0 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 5

- 5.1 Approve proposed Resolution 2015-14, "Designation of 'Demolition Grant Project' for Authorized Economic Incentives," as recommended by the Seabrook Economic Development Corporation (SEDC). (Chavez)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, DESIGNATING THE DEMOLITION GRANT PROJECT FOR ECONOMIC INCENTIVES AND AS AN AUTHORIZED PROJECT OF THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION.

ATTACHMENT 6

- 5.2 Consider approval of proposed Resolution 2015-18, "Updated Amendment of Policy for Incentives for Neighborhood Empowerment Zones" as recommended by the SEDC. (Chavez)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, UPDATING AND AMENDING THE POLICY FOR INCENTIVES FOR NEIGHBORHOOD EMPOWERMENT ZONES 1, 2, 3, AND 4, INCLUDING INCENTIVES OF THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION, AS PROVIDED IN EXHIBIT "A", ATTACHED HERETO AND INCORPORATED BY REFERENCE, WITH RELATED FINDINGS.

ATTACHMENT 7

- 5.3 Approve proposed Resolution No. 2015-20, "Residential Traffic Management Policy." (Cook)

A RESOLUTION OF THE CITY OF SEABROOK, TEXAS, ESTABLISHING, APPROVING AND ADOPTING A RESIDENTIAL TRAFFIC MANAGEMENT POLICY FOR THE CITY OF SEABROOK.

ATTACHMENT 8

- 5.4 Approve a parade permit for Bay Area Running Club's Annual 5-K Fun Run on Saturday, August 8 from 6:00 a.m. until 1:00 p.m. The event begins at Outrigger's and continues along Todville Road to Hammer St. and back. (Hicks)
- 5.5 Approve an excused absence for Gary Johnson and O.J. Miller for the June 23, 2015 Council meeting. (Hicks)

ATTACHMENT 9

- 5.6 Approve the minutes of the June 23, 2015 regular City Council meeting. (Hicks)

END OF CONSENT AGENDA

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

ATTACHMENT 10

- 6.1 Consider approval of first reading of proposed Ordinance No. 2015-14, "Amendment to the Official Street Map to Rename Second Street to Main Street." (Landis)

AN ORDINANCE AMENDING THE OFFICIAL CITY STREET MAP OF THE CITY OF SEABROOK, WHICH IS PART OF THE SEABROOK CITY CODE OF ORDINANCES, CHAPTER 75, "STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES", ARTICLE 2, "STREETS", SECTION 75-26, "STREET NAMING AND NUMBERING MAP", BY RENAMING "SECOND STREET" TO "MAIN STREET", REQUIRING THAT THE "CITY STREET MAP" BE AMENDED TO REFLECT THIS CHANGE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.

ATTACHMENT 11

- 6.2 Consider approval of an addendum to an Incentive Agreement with Asparagus Group to allow an additional 180 days for completion of construction of improvements, as recommended by the SEDC. (Chavez)

ATTACHMENT 12

- 6.3 Consider approval of proposed Resolution No. 2015-19, "Adoption of a Hazard Mitigation Plan." (Galyean and Landis)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, ADOPTING THE HARRIS COUNTY MULTI-HAZARD MITIGATION PLAN.

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

ATTACHMENT 13

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

ATTACHMENT 14

- 7.2 Establish future meeting dates and agenda items, specifically establishing Monday, July 13 at 6:00pm, Tuesday, July 14 at 6:00pm, and Wednesday, July 15 at 7:00pm as Special City Council Budget Meetings; cancelling the Tuesday, July 21 Regular City Council meeting and rescheduling on Tuesday, July 28. (Council)

THE CITY COUNCIL RESERVES THE RIGHT TO HEAR ANY OF THE ABOVE DESCRIBED AGENDA ITEMS THAT QUALIFY FOR AN EXECUTIVE SESSION IN AN EXECUTIVE SESSION BY PUBLICLY ANNOUNCING THE APPLICABLE SECTION NUMBER OF THE OPEN MEETINGS ACT, (CHAPTER 551 OF THE TEXAS GOVERNMENT CODE) THAT JUSTIFIES EXECUTIVE SESSION TREATMENT.

CERTIFICATE

I certify that this notice was posted on the bulletin board on or before Thursday, July 02, 2015 no later than 5:00 p.m. and that this notice will remain posted until the meeting has ended.

Robin Hicks
City Secretary



CITY OF SEABROOK

AGENDA BRIEFING

Date of Meeting: June 16

Submitter/Requestor: Chief Wright

Date Submitted: June 9, 2014

Presenter: N/A

Description/Subject: *Presentation "Certificate of Merit" to Officer Derrick Christensen*

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

Background/Issue:

Officer Christensen displayed vigilant action in the apprehension of an escaping felon.

Impacted Parties (Expected/Notified):

Miscellaneous Comments:

Recommended Action:

Attachments: See Attached Letter from the District Attorney's Office

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

Suggested Motion:

Agenda Briefing Form
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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.

Belinda Hill
First Assistant



Criminal Justice Center
1201 Franklin, Suite 600
Houston, Texas 77002-1901

**HARRIS COUNTY DISTRICT ATTORNEY
DEVON ANDERSON**

May 21, 2015

To Chief Wright and the Seabrook Police Department,

I am writing in recognition of Officer Derrick Christensen of the Seabrook Police Department. His service to our County and Court went above and beyond today.

Officer Christensen appeared in the 337th District Court of Harris County, Texas, to testify in a Motion to Revoke Probation Hearing for a felony DWI traffic stop he made back in November of 2014. In addition to being helpful and responsive the entire time that case was pending, he was crucial in securing a six year sentence against that Defendant during the hearing.

Before the hearing began, a Defendant in an unrelated case received a fourteen year sentence. Rather than going with the bailiffs, the Defendant attempted to escape custody, running towards the back exit door of the Courtroom. While our bailiffs were in pursuit, they had not yet caught up to the Defendant. As Officer Christensen entered the Courtroom, he reacted immediately and instantaneously, apprehending a very violent, angry, and determined Defendant. A struggle ensued during which Officer Christensen's assistance was instrumental in taking the Defendant into custody. This was a very difficult and physical scene, as the Defendant continued to fight the officers, even breaking our bailiff's glasses. It was also a very public scene as our Courtroom was full of attorneys, court staff, other Defendants and their family members, as well as our Judge.

Had Officer Christensen not responded so instinctively and responsibly, the safety and security in our Court, and possibly the entire Courthouse, would have been in jeopardy. I am very appreciative of his service to both your Department and our County. While he is just beginning his career with the Seabrook Police Department, his actions here today demonstrate that he is extremely competent and has a bright future in law enforcement.

Many thanks,

Chelsi Honeycutt
Assistant District Attorney
337TH District Court
Harris County, Texas

**PUBLIC HEARING NOTICE
SEABROOK CITY COUNCIL
TUESDAY, JULY 7, 2015 – 7:00 P.M.**

NOTICE IS HEREBY GIVEN THAT THE SEABROOK CITY COUNCIL WILL HOLD A PUBLIC HEARING ON **TUESDAY, JULY 7, 2015** AT 7:00 P.M. IN SEABROOK CITY HALL, 1700 FIRST STREET, SEABROOK, TEXAS, COUNCIL CHAMBERS TO DISCUSS THE AGENDA ITEM(S) LISTED BELOW.

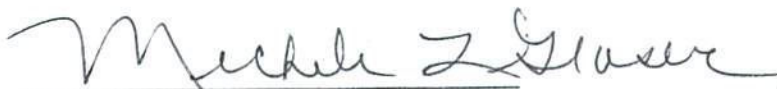
THIS HEARING IS OPEN TO THE PUBLIC AND EVERYONE ATTENDING WILL HAVE THE OPPORTUNITY TO SPEAK FOR OR AGAINST THESE REQUESTS IN ACCORDANCE WITH THE PROCEDURES OF THE CITY COUNCIL. ALL REQUIRED DOCUMENTS REGARDING THESE REQUESTS ARE AVAILABLE FOR REVIEW AT CITY HALL IN THE COMMUNITY DEVELOPMENT DEPARTMENT WEEKDAYS FROM 8:00 A.M. TO 5:00 P.M. PLEASE CALL (281) 291-5600 IF YOU HAVE QUESTIONS.

SPECIFIC PUBLIC HEARINGS

1. **Request to change the street name of Second Street to Main Street for the entire street length from NASA Parkway to Todville Road.**

CERTIFICATE

I certify that this notice was posted on the bulletin board at Seabrook City Hall on or before 5:00 p.m., Thursday, June 11, 2015 and that it will remain posted until after completion of the hearing.



Michele L. Glaser, TRMC
City Secretary



**ORDINANCE NO. 2015-14
AMENDMENT TO THE OFFICIAL STREET MAP TO
RENAME SECOND STREET TO MAIN STREET**

AN ORDINANCE AMENDING THE OFFICIAL CITY STREET MAP OF THE CITY OF SEABROOK WHICH IS PART OF THE SEABROOK CITY CODE OF ORDINANCES, CHAPTER 75, "STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES", ARTICLE 2, "STREETS", SECTION 75-26, "STREET NAMING AND NUMBERING MAP", BY RENAMING "SECOND STREET" TO "MAIN STREET", REQUIRING THAT THE "CITY STREET MAP" BE AMENDED TO REFLECT THIS CHANGE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR NOTICE.

WHEREAS, the City of Seabrook has evaluated a request for the renaming of "Second Street" to "Main Street", to more appropriately reflect and designate the characteristics of such street within the City; and

WHEREAS, all public notices have been published, mailed and provided in accordance with statute and the City Code of Ordinances; and

WHEREAS, the City Council has conducted a public hearing on such request, in the time and manner required by law; and

WHEREAS, the City Council of the City of Seabrook deems it in the best interests of the citizens to rename Second Street to Main Street;

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

SECTION 1. FINDINGS.

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, CHAPTER 75, "STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES", ARTICLE 2, "STREETS", SECTION 72-26, "STREET NAMING AND NUMBERING MAP".

That the City Council of the City of Seabrook hereby approves the renaming of "Second Street" to "Main Street" for its entire length from NASA Parkway to Todville Road as shown on Exhibit A. The "City Street Map" shall be amended to reflect the renaming of "Second Street" to "Main Street".

Ordinance No. 2015-14

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SECTION 3. REPEAL OF CONFLICTING ORDINANCES.

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

SECTION 4. 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 of 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 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 5. NOTICE

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

PASSED AND APPROVED on first reading this 7th day of July 2015.

PASSED, APPROVED, AND ADOPTED on second and final reading this 21st day of July 2015.

By: _____
Glenn Royal, Mayor

ATTEST:

By: _____
Robin Hicks, City Secretary

APPROVED AS TO FORM:

Steven L. Weathered, City Attorney

“Exhibit A”



Second St. to Main St.



CITY OF SEABROOK

AGENDA BRIEFING

Date of Meeting: TUESDAY, JULY 7, 2015

Submitter/Requestor: Cook and Sanchez Date Submitted: 6/29/2015 11:44:00 AM

Presenter: Cook and Sanchez

Description/Subject:

Consider approval of a RFP with Public Sector Personnel for a Comprehensive Compensation Study in an amount not to exceed \$25,000. This is an unbudgeted item.

Purpose/Need: NA

Background/Issue(What prompted this need):

In 2008, the City of Seabrook conducted a compensation study on all positions but excluded the Police Department. The Police Department had conducted an in-house study and redesign of their pay plan in 2007 that was approved. Comprehensive compensation studies are recommended by a third party every 10 years to evaluate pay plans and market data. It is recommended that ALL positions be included on this study to assist on getting a new schedule in place and not a staggered approach.

Throughout the years HR continues to do an in-house market analysis annually and small market adjustments to many positions have been made in an effort to stay at market. This project again will allow for a fair and equitable approach by a third party to evaluate all current structures.

The proposed schedule for this plan is 90 -120 days. While the schedule may be modified somewhat, it is still a lengthy process that needs to be done correctly. During the budget process, we will identify a certain amount of funds for market adjustments to allow for the final report if this project is approved by city council.

Impacted Parties(Expected/Notified):

Miscellaneous Comments:

Attachments:

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

Public Sector Personnel

Granville

Gallagher and Co

Fiscal Impact:	Budgeted	Yes	Finance Review:	Officer
	Budget Amendment Required	Yes		
	Future/Ongoing Impact	Yes		
	Budget Dept/Line Item Number			

Funding Comments:

Where on the agenda should this item be placed?

Bid Awards

Suggested Motion:

Agenda Language:

Consider approval of Request For Proposal (RFP) 2015-05 with Public Sector Personnel for a Comprehensive Compensation Study in an amount not to exceed \$25,000, and authorize city manager to execute an agreement for same, after review by city attorney. This is an unbudgeted item. (Cook and Sanchez)

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.)



May 22, 2015

Mr. Jose Sanchez
Human Resources Director
City of Seabrook
1700 First Street
Seabrook, TX 77586

Dear Selection Team:

Pursuant to your RFP, we are pleased to submit our proposal to assist the City with a Compensation Study. We specialize in this field, and have implemented similar studies for more than 1,000 public employers throughout the US, including more than 325 municipal governments and more than 50 Texas employers.

Current and recently completed studies include:

City of Galveston	City of Baytown
City of Katy	City of Waco
City of Sealy	City of Pearland
City of Tomball	Brazoria County

We believe our firm, in business for more than 30 years, is uniquely qualified for this study. We will utilize only full-time, certified Human Resources professionals for the study, with combined greater than 100 years of experience in the fields of human resources and compensation.

Our proposed approach will be customized to meet the City's needs. We are confident that our extensive public employers classification and compensation experience, knowledge of public employers in Texas, large specialized and highly qualified full time staff, proven methods, unique **EZ COMP™** application to ensure your self-sufficiency, and one year of implementation support and assistance at no cost, will achieve all of the City's objectives for this important project.

We appreciate the City's consideration of our proposal. I will be your primary contact for this submittal, act as our firm's responsible agent with authority to bind our firm, and below is my contact information. We would welcome the opportunity to further present our qualifications and interest in person should that assist the City with this important decision.

Sincerely,

Matthew Weatherly
President

(888) 522-7772 PH
(480) 970-6019 FX
mweatherly@compensationconsulting.com

cc: Sam Heinz, MPA, PSPC-Dallas

1

QUALIFICATIONS TO PROVIDE A COMPENSATION STUDY

PUBLIC SECTOR PERSONNEL CONSULTANTS has successfully designed and implemented more than 1,000 compensation systems for public employers throughout the United States. Our firm and full time staff conduct 60-70 similar studies annually.

We believe our firm is uniquely qualified to perform this study; we have assisted nearly 500 municipal employers with similar studies. We propose to utilize only full time members of our staff with a combined 150+ years of experience working for and/or consulting to public employers specifically in the areas of classification and compensation.

We have accomplished a greater than 98% successful implementation rate in the past 30 years, specifically by guaranteeing high quality, on time, on budget consulting services. Our firm exists specifically to assist public employers with the design and maintenance of sustainable, affordable, defensible, and competitive compensation plans.

We commit to partner with the City's leadership and project team(s), with an emphasis on communication, participation, and transparency, to ensure the success of this important project.

TEXAS EMPLOYERS SERVED

Addison, Town of
Allen, City of
Alice, City of
Austin Community College
Balcones Heights, City of
Baylor University
Baytown, City of *
Bee Cave, Village of
Benbrook, City of
Brazoria County
Carrollton, City of
Cedar Park, City of
Colleyville, City of
Community Assoc. of the Woodlands
Corinth, City of
Dallas County
Dallas Housing Authority
Eagle Pass, City of *
El Paso County
El Paso, City of *
Fairview, Town of

Frisco, City of *
Galveston, City of
Georgetown, City of
Grayson, County of
Grapevine, City of *
Grand Prairie, City of
Haltom City, City of
Harrison County
Hays County
Horseshoe Bay, City of *
Houston Housing Authority *
Jefferson County *
Jefferson County Appraisal District
Katy, City of
Killeen, City of
Lakeway, City of *
Lamar University
League City, City of *
Longview, City of *
Midland, City of
Nederland, City of

New Braunfels, City of
Odessa, City of
Palestine, City of
Pearland, City of *
Port Lavaca, City of
Port Neches, City of
Prosper, Town of *
Rockwall, City of
Rowlett, City of
San Angelo, City of *
San Jacinto College District
San Marcos, City of
Schertz, City of
Sealy, City of
South Padre Island, Town of
State Bar of Texas
Texas Department of Transportation
Texas Office of Attorney General
Texas Water Development Board
Tomball, City of
Waco, City of

* Repeat clients, multiple projects performed

PUBLIC SECTOR PERSONNEL CONSULTANTS HISTORY AND FACTS ABOUT OUR FIRM

- **HISTORY OF OUR FIRM**

Public Sector Personnel Consultants (PSPC) originated in 1972 with the Public Sector Group of the international human resources consulting firm of Hay Associates. *PSPC* was established as an independent firm in 1982. We are a single-owner, debt-free subchapter-S corporation.

- **REGIONAL STAFF**

We have regional offices or affiliates in Austin, TX, Dallas, TX, Tempe, AZ, Los Angeles, CA, San Diego, CA, Sacramento, CA, Chicago, IL, Dayton, OH, Denver, CO, Kansas City, MO, St. Paul, MN, Santa Fe, NM, and Seattle, WA.

- **SPECIALIZED IN COMPENSATION SERVICES**

We are "super-specialists" in compensation, providing services in job analysis, position classification, job content evaluation, compensation, and directly related services. ***Over 98% of our classification and compensation studies have been successfully implemented by our clients.***

- **SPECIALIZED COMPENSATION STAFF**

Our staff is comprised of eight (8) full time and an additional five (5) part time senior human resources professionals with very extensive experience as compensation managers and consultants for public employers. Our staff has more than 100 years of combined experience working for and consulting to public sector employers.

- **OVER 1,000 PUBLIC EMPLOYERS SERVED**

Our staff members have provided compensation, human resources, training and related consulting services to more than 1,000 public and 200 private employers throughout the U.S.

- **AMERICAN COMPENSATION ASSOCIATION PARTICIPATION (ACA) (NOW WORLDATWORK)**

Our consultants are active members of ACA, including serving as instructors for the ACA certification courses.

- **FIRST YEAR IMPLEMENTATION WARRANTY**

We provide our clients with extensive implementation support during the first year, and we will analyze, evaluate, classify, and provide a salary range recommendation for any new or changed position or entire job class, at no additional cost.

MATTHEW E. WEATHERLY, PRESIDENT

Mr. Weatherly has over 15 years of experience as a human resources management professional and consultant, specializing in position classification, compensation, recruitment and selection. He has served as a Human Resources Manager with Employee Solutions, Inc. and Staffing Consultant with Initial Staffing Services.

He has completed projects in staff development, recruitment, selection, job descriptions, salary survey, and salary plan development. Among his current and recently completed consulting projects are those for:

<i>Addison, Town of, TX</i>	<i>Frisco, City of, TX</i>	<i>Houston Housing Authority, TX</i>
<i>Allen, City of, TX</i>	<i>Georgetown, City of, TX</i>	<i>Killeen, City of, TX</i>
<i>Carrollton, City of, TX</i>	<i>Grapevine, City of, TX</i>	<i>Odessa, City of, TX</i>
<i>Colleyville, City of, TX</i>	<i>Haltom City, City of, TX</i>	<i>Waco, City of, TX</i>

Mr. Weatherly holds a BS degree in Human Resources Management from Arizona State University. He has been a featured speaker at TMHRA and regional City Manager and HR Regional meetings in Texas.

ELIZABETH J. TALAMONTI, CCP, VICE PRESIDENT

Ms. Talamonti has over 30 years of experience as a compensation manager and consultant for public and private employers, specializing in job analysis, salary surveys, and salary plan development. She has served as Compensation Research Associate for Hayes/Hill, Inc., Senior Compensation Analyst for AON Corporation, Compensation Manager for Loyola University, and Project Manager for the American Compensation Association.

She has conducted projects in job audits, job descriptions, salary surveys, compensation database management, compensation plan development, compensation training course development, and compensation trend research. Among her consulting projects are:

<i>Apache County, AZ</i>	<i>El Segundo, City of, CA</i>	<i>OKC Zoological Park</i>
<i>Austin Community College, TX</i>	<i>Huntington Beach, City of, CA</i>	<i>Sacramento, City of, CA</i>
<i>CA Family Health Council</i>	<i>Los Alamos County, NM</i>	<i>State Bar of Texas</i>
<i>El Paso, City of, TX</i>	<i>Norman, City of, OK</i>	<i>Texas Office of Attorney General</i>

Ms. Talamonti holds a BS degree in Business Administration from Arizona State University. She holds the Certified Compensation Professional (CCP) designation from the American Compensation Association.

KATHERINE TILZER, SPHR

Ms. Tilzer has more than 15 years of experience as a human resources manager and consultant, specializing in employee relations, compensation, and recruitment. She has served as Personnel Manager for Laboratory Corporation of America, Director of Human Resources for Plaza Healthcare, Inc., and Director of Human Resources for American Baptist Homes.

<i>Alutian Housing Authority, AK</i>	<i>El Paso, City of, TX</i>	<i>Pueblo West Metro Dist, CO</i>
<i>Boone County, MO</i>	<i>Katy, City of, TX</i>	<i>Rowlett, City of, TX</i>
<i>Cochise College, AZ</i>	<i>Lake Tahoe College, CA</i>	<i>San Marcos, City of, TX</i>
<i>Colleyville, City of, TX</i>	<i>Pinal County, AZ</i>	<i>Tomball, City of, TX</i>

She holds a BS degree in Management from the University of Phoenix, and certification as Senior Professional in Human Resources from the Society for Human Resources Management.

JUDE WILLIAMS, SPHR

Ms. Williams has more than 25 years of experience as a human resources manager and consultant for public employers, specializing in employee development, classification, and compensation. She has served as Assistant Director of Human Resources for HS Healthcare, Regional Human Resources Manager for ManorCare Health Services, and Director of Human Resources for the City of Bettendorf, IA.

She has completed projects in job analysis, position classification, compensation surveys and plan development. Among her consulting projects are those for:

*Austin Community College, TX
Board of Public Utilities, WY
Cedar Falls Utilities, IA
Dallas Housing Authority, TX*

*Kansas City, MO (WSD)
Libertyville, Village of, IL
Longview, City of, TX
Muskego, City of, WI*

*Ogallala, City of, NE
Oklahoma City, OK (ZP)
Santa Cruz County, AZ
Waukeg, City of, IA*

Ms. Williams holds a BS degree in Business Education from the University of Illinois and designation as Professional in Human Resources (PHR) from the Society for Human Resources Management.

WAYNE BREDE

Mr. Brede has over 30 years of experience working for the Minnesota Department of Transportation as a Workforce Planning Manager and Staffing Services Manager, and has served as a succession planning and career ladder consultant for nearly 50 public and private employers.

He has conducted projects in workforce development, succession planning, job analysis, position classification, job evaluation, compensation surveys, compensation plan development, employee relations, and recruitment. Among his recent client projects are those for:

*El Paso County, TX
Fresno, City of, CA
Grand Forks, City of, ND
Great Falls, City of, MT*

*Hamilton County, TN
Las Cruces, City of, NM
Minot, City of, ND
Northwest Tech College, MN*

*Red Lake Indian Reserv., MN
Rialto, City of, CA
San Angelo, City of, TX
San Jose, City of, CA*

Mr. Brede holds a BA degree in Mass Communications from the University of Minnesota and holds certificates in Public Sector Personnel Management and Industrial Relations.

SAMUEL HEINZ, MPA

Mr. Heinz has conducted projects in job analysis, position classification, job evaluation, compensation surveys, and compensation plan development. Among his recent client projects are those for:

*Addison, Town of, TX
Apache Junction, City of, AZ
Bismarck, City of, ND
Carrollton, City of, TX*

*DeSoto, City of, TX
Frisco, City of, TX
Midland, City of, TX
Odessa, City of, TX*

*Prosper, Town of, TX
Teton County, WY
The Colony, City of, TX
Williston, City of, ND*

Mr. Heinz holds a MA degree in Public Administration from Texas Tech

PUBLIC SECTOR PERSONNEL CONSULTANTS proposes to utilize only full time members of our firm to complete all of the project tasks and objectives. In order to maintain complete control of the project tasks and deadlines, we will not utilize subcontractors for the completion of the project.

SHORT LIST - REPRESENTATIVE PROJECT REFERENCES

Following is a listing of agencies which are representative of more than 1,000 employers, including more than 75 Texas employers, for whom members of our firm have services similar to those requested by the City.

PEARLAND, CITY OF, TX

Ms. Bonita Hall, Director of Human Resources & Safety
3519 Liberty Drive
Pearland, TX 77581
(281) 652-1652
BHall@ci.pearland.tx.us

Salary Survey and FY 2014 Compensation Study
Position Classification and FY 2001 Salary Plan

CARROLLTON, CITY OF, TX

Ms. Erin Rinehart, Assistant City Manager
1945 E. Jackson Rd.
Carrollton, TX 75006
(972) 466-3093
Erin.Rinehart@cityofcarrollton.com

FY 2016 Salary Survey and Compensation Plan
FY 2013 Salary Survey and Compensation Plan

KILLEEN, CITY OF, TX

Dr. Ann Ferris, Assistant City Manager
101 N. College Street
Killeen, TX 76541
(254) 616-3230
AFarris@killeentexas.gov

FY 2015 Survey and Compensation Plan

BAYTOWN, CITY OF, TX

Ms. Carol Flynt, PHR, HR Director
2401 Market Street
Baytown, TX 77520
(281) 420-6521
carol.flynt@baytown.org

FY 2014 Survey and Compensation Plan

ADDISON, TOWN OF, TX

Ms. Passion Hayes, HR Director
16801 Westgrove Drive
Addison, TX 75001
(972) 450-2817
phayes@addisontx.gov

FY 2016 Survey, Pay Planning Assistance
FY 2015 Pay Planning Assistance

GRAND PRAIRIE, CITY OF, TX

Ms. Lisa Norris, HR Director
318 West Main Street
Grand Prairie, TX 75050
(972) 237-8071
Lnorris@GPTX.org

FY 2013 Salary Survey and Compensation Plan

AVAILABLE SERVICES FOR THE CITY OF SEABROOK

PUBLIC SECTOR PERSONNEL CONSULTANTS (PSPC) proposes the following program of consulting services and implementation support to conduct a compensation study.

Project Planning and Communication

1. Project planning and scheduling meeting with the City's Human Resources Staff and project designee(s)
2. Policy input and project direction meeting and briefing with Council, Human Resources and designee(s)
3. Project briefing presentation for all employees, Council, City officials, City's project leaders
4. Management and employee communication, progress reports throughout all project phases

Custom and Comprehensive Market Compensation Surveys

1. Occupational familiarization by review of City's current job descriptions and compensation plans
2. Organizational familiarization by review of City organization charts, budgets, and annual reports
3. Identification of City's competitive employment areas for compensation surveys, for City approval
4. Identification of City occupations to utilize as survey benchmark job classifications – estimated 40+
5. Solicitation of comparator employers and agencies for participation in external compensation surveys
6. Extraction of data from public employer compensation plans, questionnaires, reliable published surveys
7. Consolidation of data from all sources and calculation of prevailing rates for benchmark jobs
8. Collection of benefits details from comparator cities, for comparison to current practices
9. Computation of extent City's compensation offerings vary from external prevailing rates and practices
10. Review of competitiveness analysis with Human Resources, City Officials and City's project designees

Compensation Plan Development

11. Construction of optional salary range structures for review and selection by City's project leaders
12. Assignment of job classes to salary ranges by internal equity and external competitiveness
13. Assistance with City Council identification of desired, affordable salary competitiveness policy
14. Fiscal impact estimates at various levels of external prevailing rates competitiveness policies
15. Review and critique of draft salary and implementation plans with Human Resources, project leaders

Communication of Results and Implementation Strategies

16. Preparation and presentation of a final project reports for the City Council, staff, and City Officials
17. Development of a plan for the implementation of City's updated compensation plan
18. Uploading of **EZ COMP™** program files on a Human Resources Department computer, staff training
19. Development and provision of process for ongoing plan maintenance and subsequent plan updates
20. Assistance with communicating the City's updated plans for all City officials and employees
21. One year compensation plan maintenance assistance **at no cost to the City**

PROJECT APPROACH AND METHODOLOGY

Following is our overall work plan and approach to achieving the City's objectives for the conduct of a compensation study.

A. OBJECTIVES OF THE PROJECT

The recommended plans, programs, systems and administrative procedures will meet these ten most important criteria.

- Internally equitable
- Externally competitive
- Readily understood
- Easily updated & maintained
- Legally compliant & defensible
- Financially responsible
- Efficiently administered
- Inclusive of employee input
- Reflective of City's values
- Reflective of prevailing "best practices"

B. SCOPE OF THE PROJECT

The project could include: a management and employee communication plan; partnership with the City's Human Resources staff, City Manager, Council, and project designee(s); occupational, organizational, and operational familiarization; **EZ COMP™**; internal equity and external competitiveness evaluation; compensation and benefits survey and competitiveness analysis; salary range recommendations; fiscal impact estimates and multiple implementation scenarios; updated compensation plan and one year of compensation plan implementation support for approximately 50 job classifications.

C. COMPREHENSIVE AND SUSTAINABLE COMPENSATION PLAN

1. City Involvement in Compensation Plan Development

We will obtain policy direction from the City Council, Human Resources staff, and/or City Officials on the following key components of the salary plan development process:

- Comparator Employer Selection
- Benchmark Job Class Selection
- Compensation Competitiveness Policy
- Salary Structure Selection
- Job Evaluation Method-Salary Plan Linkage
- Draft Compensation Plan Review / Critique
- Total Compensation Points for Analysis
- Project Implementation Plan

2. Comprehensive Compensation Survey

We do not subscribe to or recommend the use of databases or data warehouses used or hosted by other firms! We will collect the complete pay plans from each of the City's comparators and build a custom survey database to ensure accuracy and completeness, unique to the City's job classifications.

- a. **Data Collection Protocol** will be developed in consultation with the City's project leaders to determine which salary data elements to include, such as:

Base Salary Information

- Salary grade/step or open range salary plan structure
- Salary range structure Minimum, Midpoint, and Maximum
- Method of salary administration – longevity, performance, or skill

Additional Compensation Information

- Supplemental pay items for special qualifications/certifications
- Individual or group incentive plans, bonus, awards, stipends
- Any additional add-pay or benefits items at City's direction

- b. *Benchmark Job Selection*** will be made by identifying City job classes common to its employment-competitive public and private employers in the immediate area and throughout the region or State, clearly identifiable, and representative of standard occupational job groups.
- c. *Comparator Employers Identification*** will be made in consultation with the City's Project Manager(s) or City Council. Criteria include their degree of competition to the City in obtaining and retaining high quality staff, their location in the City's traditional recruitment areas, and their organizational size and complexity.
- d. *Compensation Data Collection*** will be made by one or more of the following methods.
 - Pre-survey contact with the selected comparator employers to solicit participation in the City's compensation survey(s)
 - Extraction from the pay plans of designated public employers.
 - Customized salary and additional (optional) total compensation and benefits survey requests for local governments and other public and private employers, distributed by mail, fax, and e-mail.
 - As desired, additional data extraction from established salary surveys and commercial survey sources such as Watson Wyatt, ERI, AWWA, etc.
- e. *Data Quality Control*** includes editing data for accuracy and proper matching to the City's survey benchmark jobs, and phone/fax/E-mail follow-ups for data clarification and to obtain comparators' benchmark job descriptions.

3. Prevailing Rates Calculation

We will consolidate the compensation data from all sources, enter the information into the **EZ COMP™** program, and compute the prevailing rates, inclusive of cost of living differentials, as the statistical mean of the survey data for each benchmark job class. Data will be projected forward from the date of collection to a common date relating to the City's salary plan year by the annual Prevailing Rate Increase Factor (PRI) applicable at that time.

4. Compensation Competitiveness Comparison

We will provide the City with charts comparing its current salary structures to those of the selected public and private comparator employers. We will calculate the extent that the City's offerings vary from the prevailing rates and practices of other relevant employers.

5. Compensation Competitiveness Policy

We will assist the City to select a compensation competitiveness policy which best fits its compensation strategy and financial resources, by providing fiscal impact estimates at various percentage relationships to the prevailing rates.

6. Salary Plan Structure Development

We will review the City's current wage plans and **1)** utilize the City's current wage plan structures to identify internally equitable and externally competitive salary ranges for each City job class or **2)** prepare alternative salary range structures and schedules for the City to select the best fit for its competitiveness strategy, with these optional criteria:

- Method of administration, i.e.: measured job performance, longevity, or skill
- Width of the salary ranges, grades, or broad bands, from Minimum to Maximum
- Varying salary range widths for FLSA non-exempt or exempt positions
- Open salary ranges for pay-for-performance or variable compensation plan
- If steps within the salary ranges, number of steps, percentage separation
- Number of salary ranges, grades, or broad bands in the salary schedule
- Percentage of separation between salary ranges, grades or broad bands
- Recognition for longevity, unique assignments, and special skill requirements
- Remuneration for required special licenses, certifications and registrations
- Linkage of performance evaluations to performance increase opportunities

7. Salary Range Assignment Development

We will assign each job classification to a salary range in the City's current or selected new salary structure on the basis of a combination of factors, including:

- the prevailing rates for the benchmark job classes
- its current relationship to similar or occupationally related job classes
- the 15% guideline for salary range separation between sequential job classes
- the 25% guideline for salary separation of a department head job class
- its quantitative evaluated internal job worth value (job evaluation points)

8. Implementation Plan Development

We will consult with the Human Resources and Project Team on a plan for transition to the recommended plan, including a timetable for the principal activities, employee communication, impact on bargaining processes, and estimates of required financial resources.

D. FINAL REPORTS AND PRESENTATIONS

1. Draft and Final Report Preparation

We will provide the City's project leader(s) with a draft of our report for review and critique, including the compensation market data, salary comparison tables, fiscal estimates, salary range listings, and implementation procedures. We will incorporate their critique into the development of a final report summarizing the project's findings, recommendations, and detailed description of the City's updated compensation plans.

2. Final Report Presentations

We will conduct a workshop or formal presentation of our final report and recommendations to the Human Resources staff, City Officials, and employees.

3. EZ COMP™ Program Installation

We will install our **EZ COMP™** program and project files on one of the Human Resources Department's computers and provide training to key staff in the maintenance and update of the classification and compensation plan.

4. Implementation Warranty

To ensure effective implementation of the new plan, we will analyze, evaluate, and provide a salary range recommendation for any new or changed job class, **at no cost to the City** for one year.

E. ENSURING THE CITY'S SELF-SUFFICIENCY

The City will be self-sufficient in all aspects of maintenance of the updated position classification and compensation plan through these services.

1. Procedure Manuals

- PSPC Position Classification Procedure Guide
- PSPC Salary Administration Procedure Guide
- City of Seabrook **EZ COMP™** Procedure Guide

2. Training Workshop – if desired, for City staff in position classification, job evaluation, compensation surveys, and compensation plan design and administration.

3. EZ COMP™ – program and project files on one of the City's computers, a custom user's manual, and system training for key City and Human Resources staff.

4. Initial Year's Implementation Warranty Support – we will analyze, evaluate, classify, and provide a salary range recommendation for any new or changed position or entire job classification, **at no cost to the City** for one year.

F. MINIMAL CITY SUPPORT REQUIRED

We are completely self-sufficient in projects of this nature and do not require any substantive staff support from the City other than payroll data, and arrangements for group and individual meetings. We do not require any office space, telephone, clerical assistance, computers, or office equipment. We will provide all data entry, data processing, duplicating, and related report preparation functions.

PROJECT RATES BY MAJOR TASK

A. PROJECT COST ESTIMATE

We estimate that the project's total cost, including all fees for professional services and reimbursement for out-of-pocket expenses, **will not exceed** the indicated amounts.

Major Project Components

- Salary and Benefits Compensation Survey	\$ 20,000
- From Survey, Compensation Plan, Draft Reviews, Final Presentation	<u>\$ 5,000</u>
Subtotal, Core Services:	\$ 25,000

B. FLEXIBLE WORK PLAN, NEGOTIABLE TOTAL COST, TERMS

Our work plan is flexible and total project cost negotiable, and we will discuss, modify, add or delete, any work task to increase the project's responsiveness to the City's needs and financial resources. We will provide the City with monthly invoices for the professional services provided and out-of-pocket expenses incurred during the month. We request that the City pay the invoices within thirty (30) days of their receipt.

C. ESTIMATED TIMELINES

We estimate that a full classification and compensation study including job descriptions could be completed within 120 days of initial on-site planning and employee briefing meetings. A survey-only study including proposed compensation plan could be completed in 90-120 days.



COMMUNICATING THE PROJECT TO THE EMPLOYEES



PUBLIC SECTOR

PERSONNEL
CONSULTANTS



CLASSIFICATION AND COMPENSATION PROJECT PROCEDURE GUIDE SERIES

COMMUNICATING THE PROJECT TO THE EMPLOYEES

The factor that is most important in the development and effective implementation of a new or updated position classification and/or compensation plan is not the technical process or even the amount of salary increases. It is the extent to which employees understand the process by which the plan was developed, and their acceptance that it was a logical and fair process.

To assist you in determining and implementing the best systematic approach to the effective communication of the compensation plan for your organization, we have provided this booklet, parts of which are adaptations from the booklet "COMMUNICATING COMPENSATION PROGRAMS: An Approach to Providing Information to Employees" from the American Compensation Association.

We have divided this section of the Guide into Pre-Project, Mid-Project and Post-Project segments.

A. PRE-PROJECT EMPLOYEE COMMUNICATION

The maximum amount of information concerning the reasons for the project should be provided at the earliest possible date. There will already be a number of rumors floating around since some employees will have heard about the RFP preparation, consultant selection process, and project approval by the Council/Board.

Following are several pre-project communication activities which are essential to the successful conduct of a classification and/or compensation project.

1. Letter/Memo From the Chief Executive Officer

We suggest that every employee receive a letter or memo from the chief executive officer announcing the project (Figure 1), indicating the reasons for the project, its scope and process, the extent of employee participation, and a guarantee that no one's salary amount will be reduced as a consequence of the project.

2. Project Briefings by Our Consultants

We will conduct a briefing for every employee to explain the scope of the project, summarize the process we will utilize, explain their roles in the project, and respond to questions. A listing of the most frequently asked questions and our responses follows on page 5. At the completion of the Q and A period we will distribute the Position Description Questionnaire (PDQ) and provide an item-by-item explanation.

The briefings last 30 to 45 minutes, and can be scheduled at one-hour intervals. To ensure that attendance does not exceed the facility's capacity, and that the departments can send their employees in shifts, we suggest the following:

- Schedule a minimum of two sessions, and more depending upon the number of employees to be briefed and the facility's capacity.
- Control attendance by scheduling alphabetically by employees' last names such as A-E 9:00am-10:00am; F-J 10:00am-11:00am, etc.

3. Employee Opinion Survey on Salary Administration (OPTIONAL)

If you have requested it as a part of the total project, we will conduct our standard Confidential Employee Opinion Survey on Salary Administration which will provide the employees the opportunity to communicate to you their primary concerns and opinions regarding the current classification and/or compensation plan. Participation is voluntary.

The survey is a multiple-choice questionnaire with space for comments. To maintain confidentiality, we administer the questionnaire immediately after the PDQ explanation and receive the completed questionnaires directly from the employees. We will give you extra questionnaires and self-addressed return envelopes to our office for employees who want to participate but could not attend the briefings.

CITY OF _____
Office of the City Manager

Memorandum

TO: All City Employees, Supervisors, and Department Heads
FROM: _____, City Manager
DATE: 4/10/00
SUBJECT: Position Classification and Compensation Study

I am very pleased to inform you that the City has contracted with a highly qualified outside consultant firm, Public Sector Personnel Consultants (PSPC), to update our position classification and pay system to ensure that your position's classification reflects its duties and responsibilities, and that its salary range assignment is internally equitable and competitive within our employment markets.

PSPC consultants will conduct briefings on the project for all employees, supervisors and department heads on Monday, April 14. Attendance is mandatory, and you will be informed of the location and time for your briefings. The consultants will also distribute and explain a questionnaire to permit you to describe your duties and responsibilities in your own words. You will have one week to complete the questionnaire and return it to your supervisor.

PSPC consultants will be on-site during the later part of May to conduct individual job information interviews with representative incumbents of every job classification at their worksite, to provide you with an additional opportunity to explain the scope and complexity of your position. PSPC will provide recommendations as to the correct occupational job classification and title for every position, and update our job descriptions from the information you have provided on your questionnaire and during the worksite interview. **REMINDER:** It is the position that is being studied and classified, not the employee.

PSPC will also conduct a salary survey of the public and private employers in the local, regional, and national employment markets where we compete to obtain and retain high quality staff, and recommend a salary plan that is competitive with salaries paid for similar occupations in those employment markets. We cannot promise any salary increases, **however, no salary will be reduced as a consequence of this project.**

We anticipate that the project will be completed within approximately 120 days, and you will be notified of any actions affecting your position's classification and salary range as soon as the City Council has reviewed the recommendations and adopted the updated plans.

I am very pleased that the City Council has authorized this study to update the internal equity an external competitiveness of our position classification and salary plan. Please see the Human Resources staff if you have any questions.

(Figure 1) Memorandum from the chief executive officer announcing the project

P U B L I C S E C T O R P E R S O N N E L C O N S U L T A N T S

-2-

Several important considerations if you have selected this service.

- *Extend the scheduling of the briefing sessions intervals from one hour to 1 ½ hours.*
- *Provide a facility that is set up in class-room style with tables, or chairs with writing arms, so that the employees can complete the questionnaires.*
- *Remind the employees to bring pencils or pens to the meeting, and provide these items for the employees who forget.*

An essential component of an employee opinion survey process is feedback of the survey results, to maintain positive employee relations. Since it is the nature of this type of survey to solicit negative comments, you should carefully consider whether your organization's culture is such that you can provide negative survey results feedback to the employees and the elected or appointed officials and Council/Board members.

We will provide a report summarizing the statistical and narrative results, including all of the employee comments verbatim. We will modify the written comments to maintain the confidentiality of the respondents and their departments, delete references to named individuals or their jobs titles, and remove offensive language.

The method and extent of distribution and dissemination of the opinion survey report will be up to you.

4. Employee Communication Task Force
You can leverage pre-project and progress communication through a committee or task force of employees representing the various departments, occupational groups, and/or employee associations. We can provide more intensive and detailed briefings for these individuals, whose role it will be to disseminate this information to their respective departments and employee groups.

This task force can also be utilized for suggestions regarding procedural aspects of the project, such as determination of the employers to be included in the external compensation survey, and serving as the job evaluation task force if a point-factor

method is to be developed and/or used to establish the internal job worth ranking of your various job classifications.

B. MID-PROJECT EMPLOYEE COMMUNICATION

We suggest a minimum of a monthly communication to the employees on the status of the project. There will be a normal level of anxiety among the employees which is to be expected when outsiders are making recommendations regarding job titles and pay ranges. Mid-project communications will reinforce each employee's importance to the organization, emphasize the positive nature of the project, and lessen unwarranted anxieties and concerns.

Following are several mid-project communication activities that will contribute to the successful conduct and implementation of the classification and/or compensation project.

1. Employee Newsletter Articles

If you have an established printed or video employee newsletter, we will provide you with information for articles that indicate the project activities completed to date, and the anticipated activities for the following month.

2. Project Information Bulletins

As an alternative to or supplement for newsletter articles, we suggest a special monthly or occasional bulletin to inform the employees of project activities completed to date, and the anticipated activities for the following month. Such a bulletin should be distributed to all employees, perhaps as a payroll stuffer, posted on bulletin boards, and disseminated by internal e-mail.

3. Employee Communication Task Force

This group should receive a monthly briefing on the project status, and be given the opportunity to ask questions about project issues that concern them or the employees. This dialogue will provide the employees with the latest and correct information, and provide important feedback to the project consultants which may be useful

in increasing the project's quality and acceptance of the results.

4. Progress Reports for the Council/Board

We recommend that you provide a monthly summary of the project's progress to the Council or Board, so that they remain informed and committed, and to assure them that they will make final decisions regarding compensation policy and financial expenditures.

5. Project Inquiry "Hot-Line"

There may be occasions where this technique will be helpful in providing information, dispelling rumors, and obtaining additional information on employee concerns about the project. These "hot lines" take the form of a specific dedicated phone number, or an e-mail address, for the duration of the project, which may be answered by a Human Resources representative during working hours and an answering machine during other times, or an answering machine or e-mail address which is periodically checked for messages and responses provided to the callers.

C. POST-PROJECT EMPLOYEE COMMUNICATION

Once the recommended position classification and/or compensation plan has been adopted by the Council/Board, you will be able to provide a large amount of information to the employees, in a variety of formats. Not all of the following activities will be appropriate, or affordable, for all circumstances. They are provided for you to select, or develop, the communication activities which are best suited to your organization.

1. Copies or Extracts From the Final Report

We suggest that you prepare for employee perusal a number of copies of our final report on the recommended classification and/or compensation plan, after its adoption by the Council/Board. They could be made available for review in the Human Resources and/or line departments' offices. You will probably receive a request for a copy of the report from the media.

The report's table with the employee names and their actual salary amounts should be removed. Some of the material is technical and could be misinterpreted, such as market comparisons, and salary grade/range allocations by multiple salary policy formulae if you utilize a point-factor job evaluation method, and you may want to consider publishing only the new salary grade/range-per job class listings.

2. Workshop for Supervisors

We recommend that you conduct a workshop for supervisors on all aspects of the new position classification and/or compensation plan, for the purpose of preparing them to explain the new plan and respond to questions will be a major factor in the employees' positive attitude towards the new plans. Supervisors should then conduct employee meetings to explain the new plan and answer questions concerning its scope and effect.

This workshop is especially important if the new plan contains a new salary schedule, with or without in-grade steps, and/or the method of salary administration is to be changed from longevity to pay-for-performance. The approach selected for the initial year's implementation must be thoroughly explained and understood. The extent to which the supervisors understand and support the new plan will be the essential factor to its successful implementation.

3. Classification and Compensation Plan Pamphlet

We recommend that you prepare and distribute to all employees, supervisors and managers, a pamphlet explaining the new position classification and/or compensation plan. The employees will obtain a greater depth of understanding, and retain the information for a longer period, from such written material.

The pamphlet can be used in the supervisory workshops, post-project employee briefings, and new employee orientation sessions. If a new performance evaluation system was a component of your project, a description of that system's linkage to the pay plan should be included in the pamphlet. A separate pamphlet should be prepared explaining the scope and process

of the new performance evaluation plan.

4. Employee Briefings

Briefings for all employees, conducted by the Human Resources staff, is one of the best methods to ensure that everyone obtains accurate information about the new plans, and obtains answers to questions from an expert source. We recommend a series of small group meetings to establish the best atmosphere for communication and understanding.

These meetings provide an excellent opportunity to distribute materials describing the new plans, such as a classification and compensation pamphlet, updated employee handbook, and updated personnel policy manual pages. If a video describing the new plans has been produced, that would be the introductory part of these briefings.

5. Salary Administration Video

A professionally produced video is not always necessary or affordable for very organization. It is however a very powerful tool for communicating the scope and components of the new plan in modern media which ascribes a high degree of state-of-the-art quality to the new plan. It is also included in new employee orientations. We have provided you with a sample copy of such a video.

The salary administration video is best suited for organizations with employees at many locations and on varying shifts, who can be shown the video at times that are convenient to their work hours. This video need not be costly if your organization has an internal video production capability or access to an educational institution or television station who might produce video as a public service.

6. Update Employee Handbook and Personnel Policy Manual

We recommend that you update the sections of your Employee Handbook and Personnel Policy Manual that describe the position classification and compensation plan to reflect any changes required by the new plan. Those updated pages are excellent handouts at the supervisory workshop and employee briefings.

7. Individual Salary Plan Implementation Statements

The employees need to be informed of the impact of the new plan on their base salary amount and salary opportunity. We recommend that each employee be provided with a personalized statement including the following information.

- *Effective date of the new plan, and date of salary change if different*
- *Job class title of their position*
- *Salary grade/range number to which their position's job class is allocated*
- *Minimum, Midpoint, and Maximum amounts of the salary grade/range.*
- *Salary amount prior to the effective date of the new plan*
- *Amount of increase to Minimum of the new grade/range, if applicable*
- *New salary amount according to the initial implementation protocol*
- *Relationship of new salary to the Midpoint of the grade/range (comparatio)*
- *Merit increase opportunity at various levels of future job performance*
- *Amount of supplemental pay, such as for longevity, assignments, certifications*
- *FLSA status and hourly rate for overtime*

THE QUESTIONS MOST COMMONLY ASKED BY EMPLOYEES

Following are the questions that employees most frequently ask us during the employee project briefing meetings, and our responses.

Q: 1. Who are we going to be compared to for salaries?

A: If the client has made this determination prior to the briefing meetings, we provide the names and locations of the employers to the employees. We also indicate that not all jobs will be surveyed at all of the comparator employers, and that

some may be compared only to local employers, while other jobs may be compared on a regional or national basis.

If the client has not yet determined who the comparator employers will be, we tell the employees that the process of identifying the employers to be surveyed depends to a great extent on where the client is currently obtaining the majority of its employees and for which occupations. A second factor is the identification of employers to whom the client regularly loses current employees.

Q: 2. *What will the Council/Board do with your report?*

A: We uniformly respond that we do not know what the client's Council/Board will do with our report. We tell the employees that in the over 1,000 times that we have provided compensation services that we have experienced 98% implementation, and we have no indication that this project will be an exception.

We credit our 98% implementation record to the fact that, in our experience, employers do not plan projects, retain consultants, raise employee expectations, and expend funds, with the intention of doing nothing. The only modification we are sometimes requested to make to our original recommendations is the option for a multi-year implementation plan if the cost to where the client wishes to place its salary policy exceeds the available funds.

Q: 3. *Will we get to see a copy of the report, and when?*

A: Yes. We recommend that when the final report has been adopted by the Council/Board that it be made public and that extra copies be made available for perusal by the employees and department heads. The reports may not contain the tables with specific salary amounts recommended for each employee, as that is confidential, but it will include the tables indicating the salary range dollars recommended for each job classification.

Q: 4. *When will the study be completed?*

A: We provide this information in general terms, such as: "within ninety days."

Q: 5. *Will you make recommendations regarding (longevity, cost-of-living, benefits, etc.)*

A: We tell employees if a benefits analysis and which salary administration items are included in the scope of the project.

Q: 6. *How much are you being paid for this study, and wouldn't it be better if that money was given to the employees?*

A: We anticipate this question by dividing the total project cost by the number of employees and providing the employees with a per-employee amount.

For example, if a project costs \$45,000 for 450 employees, the per employee cost would be \$100. We tell the employees that if the client distributed the project cost to them, each employee would receive a one-time payment of \$100, minus taxes, instead of a possible raise from the study, which might be more substantial, and which would be paid every year.

Q: 7. *What will happen if the survey shows that a job classification is priced over the market rate?*

A: The job classification will be allocated to the salary range that most closely matches the prevailing rate at the salary competitiveness policy selected by the employer, which may be lower (or the same, or higher) than the current salary range/grade. This will not impact the salary amount paid to an incumbent if that amount is within or above the new salary range for his/her position's job class.

Q: 8. *What will happen if an employee's salary amount exceeds the Maximum of the new salary range/grade for their position's job class?*

A: No one's salary will be reduced as a direct consequence of this project. There may be a few employees whose current base salary exceeds the Maximum of the new salary range/grade recommended for their position's job classification. In such instances, the employee's base salary amount will be not be reduced, but the amount will be frozen until such time as their position's job class is re-allocated to a higher salary range/grade whose Maximum exceeds their current base salary amount.

Q: 9. *Will salaries be increased?*

A: That is a determination to be made by the Council/Board on the basis of their compensation philosophy, competitive-ness policy, and the organization's financial resources. We merely make recommendations. The final decisions are 100% within the authority of the Council/Board. There is no guarantee that any salaries will be increased.

Depending upon the Council/Board's final policy determination, a new salary plan may result in uneven increases during the initial implementation year, resulting from the need to bring the salaries of all individuals to the Minimum of the salary range/grade, take into account each individual's current position in the new salary range and possibly their varying length of service.

Q: 10. *Who will be selected for the job information interviews, and how is the selection made?*

A: Unless every employee is to receive a job information interview at their work site, the minimum number of interviews is one representative incumbent of each occupational job classification. We

will make the interview selection at random. If an employee is the only incumbent of a job class, that person will be scheduled for an interview.

Q: 11. What if my supervisor does not agree with what I wrote on the Position Description Questionnaire (PDQ)?

A: Supervisors are not permitted to change anything that an employee has written on their PDQ. The purpose of the supervisory review of the PDQ is to ensure that its content accurately reflects the duties and responsibilities performed by the incumbent, to the extent that the consultants can readily determine its occupational classification. If the supervisors do not agree with any part of the PDQ content, they may comment and indicate their opinions.

In virtually all of the instances where we see supervisory comments (approx. 2% - 5% of the PDQs) they indicate that the employee has forgotten to mention an important item, or they may differ on the percentages of the position the employee has allocated to its major functions. No one is an expert in completing a PDQ about their position, and it is quite common to forget an essential item.

We will communicate with both the employee and supervisor in the rare instances of significant difference of opinion regarding a position's job content, and form an independent opinion.

Q: 12. Will there be changes in job titles and classifications?

A: That is a distinct possibility. Our task is to make sure that each position's job classification and the job class titles reflect current duties and responsibilities. It is possible that some positions may be re-allocated to a different job classification if their duties and responsibilities are now more commensurate with another than their current job class.

We may recommend that some job class titles be changed to more accurately reflect their occupations, to account for more or less job classes within a sequential group, or to recognize new occupational assignments.

Q: 13. What if I do not agree with your classification of my position?

A: Our response will depend on whether the client's rules and/or the scope of the project permit employee appeals to their position's recommended classification. If they do not, we will indicate that every position's classification will be reviewed with the respective department head for errors and that changes may be made in our initial recommendations.

If appeals are permitted, we inform the employees that they will be notified by their employer of our initial occupational job classification recommendation for their position, after the quality control reviews with the department heads. If they feel that we have made an error and that significant job content information has been overlooked, they may complete a form and request that we conduct a second review and notify the client of our final recommendation for each appealed position.

NOTE: We stress to the employees that the appeal process relates only to the occupational job classification and titles of positions, not salary range/grade assignments.



Mr. Jose Sanchez
Human Resources Director
City of Seabrook
1700 First Street
Seabrook, TX 77586

Re: Agreement for Compensation Consulting Services

We are pleased to have the opportunity to work with you and the *City of Seabrook* (the "Client"). The purpose of this letter is to confirm the nature of services to be performed.

Scope of Services

We will work with the Client to provide services detailed in the attached excel spreadsheet.

Our Representations

We agree to hold in strict confidentiality all proprietary information provided by the Client in connection with the Services and not to share any confidential information with persons outside our firm. During the provision of the Services, we may, on occasion, be required to consult with other third-party professionals at which time we would obtain your written permission to disclose your confidential and proprietary information.

Client Responsibilities

In order to ensure that the Services provided by our firm contain sound and appropriate recommendations, it is your responsibility to provide complete and accurate information regarding pertinent aspects of the Client's compensation plans including salary information, benefit plan summaries and descriptions, job classifications, staff positions, as well as pertinent financial information. This list is not all-inclusive and any other relevant information should be disclosed in a timely manner. It is your responsibility to ensure that any *material changes* to the above noted circumstances are disclosed to our firm on a timely basis since they could impact the Services provided.

We expect to provide you with oral project outputs in connection with the Services and written deliverables which may include various executive summaries, excel files, presentations, memoranda, reports, analyses of issues, etc. We will mutually agree on the form that any deliverables will take. We understand that any deliverables we provide will be, at your discretion, shared with your senior managers. Given our proprietary interest in the deliverables, you shall notify us in writing prior to sharing any deliverables provided to you to any party outside of the Client.

Timing of Completion

We will begin providing the Service upon receipt of the project fee and the signed engagement letter and expect to provide you with any deliverables no later than July 30, 2015.

COMPENSATION & BENEFITS CONSULTING
1980 Post Oak Blvd • Suite 1500 • Houston, TX 77056
o 866.850.4957 • f 866.850.7430 • granvillegrp.com



Fees and Billing

The fee for the Services are detailed in the attached excel spreadsheet. Please remit payment in full with this signed engagement letter.

Termination

This engagement letter will termination automatically upon completion of the Services. Either party may terminate the Services prior to their completion by giving written notice to that effect to the other party.

This engagement letter is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If, after full consideration and consultation with counsel if so desired, you agree that the foregoing terms shall govern this engagement, please sign this letter in the space provided and return the original signed letter to me, keeping a fully-executed copy for your records.

Once again, we are pleased to have this opportunity to work with you. Please call me if you have any questions or comments during the course of our representation.

Very truly yours,

Billy

William Granville III
CEO & Managing Member
The Granville Organization, LLC
Dba Granville Group
Dba Granville Financial Group

AGREED TO AND ACCEPTED THIS
____ DAY OF JUNE, 2015

By: _____
Title: _____
Date: _____

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1980 Post Oak Blvd • Suite 1500 • Houston, TX 77056
o 866.850.4957 • f 866.850.7430 • granvillegrp.com



Letter of Transmittal

Key Contact: William Granville III

Address: Granville Group
1980 Post Oak Boulevard, Suite 1500
Houston, Texas 77056

Phone Number: (866) 850-4957

Email Address: billy@granvillegrp.com

COMPENSATION & BENEFITS CONSULTING

1980 Post Oak Blvd • Suite 1500 • Houston, TX 77056
o 866.850.4957 • f 866.850.7430 • granvillegrp.com



Executive Summary

Granville Group maintains strong and valuable consultative relationships with organizations throughout the Texas and Oklahoma region. Our expertise in compensation & benefits consulting creates tremendous value in particular for smaller to mid-size organizations that lack the internal resources in this specialized area. With our involvement in a number of boards and philanthropic organizations, we are community focused and driven to provide value added services and the best possible customer service to our clients. Our principals have close to 25 combined years of experience in the compensation and benefits field, specializing in employee & executive benefits, job design, market analysis and compensation structure creation, modeling and implementation- and you have the look and feel of a power-house consulting firm, while experiencing the outstanding personal customer service and reasonable pricing of the firm down the street.

The Seabrook project provides a wonderful opportunity for us to continue to create value for local area organizations, while providing needed expertise to the City of Seabrook.

Considering the August 1, 2015 deadline for deliverables, we have calculated that we need 2.5-4 weeks to complete the work for this project. In light of the upcoming Independence Day holiday week, time is of the essence. If the City intends to award our firm with this opportunity, it would be desirable to execute an engagement as soon as possible.

Methodology

Project Components/Deliverables

Approach

Attachment 3, Item # 4.
Page 5 of 8

Determine recommended set of comparable municipal and private organizations and present to City administration for discussion.		The demographics of Seabrook (size in square miles, # of incorporated municipalities, population, # of employees, type of work performed, geography, etc.) would determine the appropriate criteria to use in determining comparable data. The criteria and resulting "peer group" for comparisons would be presented for review/approval.
1		
2	Conduct a customized market salary and benefit package survey:	
2a	o Gain a thorough understanding of the existing job descriptions, analyze current job duties within the municipality to ensure that the duties match those of comparable organizations.	Seabrook's existing job descriptions would be reviewed in detail and compared to the descriptors of similar jobs within the selected "peer group" noted above. A list or database would be created, indicating similarities and differences between existing and peer job duties. This database would be submitted for review and further discussion.
2b	o Gather relevant compensation and benefit data from the "peer group" selected above, for each position.	Applicable compensation and benefit data will be gathered for those positions identified above as solid matches. Generally speaking, market survey data will provide base salary (generally at 25th, 50th and 75th percentiles) as well as total cash compensation figures (at the same intervals).
2c	o Compare gathered data to Seabrook employees to ensure compensation levels are competitive within the market. Assess total compensation based on both internal and external comparability. Provide recommended salary structure which aligns to "study" findings.	Upon completion of gathering the applicable data, analysis will be completed on the market competitive ranges for each position, a salary structure will be created and recommended based on competitive ranges, and statistical data will be provided to shape the level of the City's competitiveness with market as well as internal equity.
2d	o Prepare an analysis outlining the fiscal impact of recommendations and provide council on how to fund the new compensation structure.	All recommendations can be forecasted out for full-year impact and summarized for ease of review. Depending upon the recommendations, various alternatives for administering and funding the recommended structure can be provided as well.
3	Develop and present to City administration recommendations and impact studies.	
4	Discuss with City Management and Key Staff implementation strategies to present to the City Council.	All findings and recommendations will be neatly organized and incorporated into a presentation format which can be used for review with all levels of management, obtaining approval, driving communication and detailing implementation processes.

Proposed Fee Structure

Selection of comparable municipal & private organizations (peer group) - Item 1	\$1,065.00
Job review including detailed comparison of actual job functions - Item 2a	\$7,625.00
Compensation analysis including peer data, salary structure recommendation, statistical findings and financial impact - Items 2b, 2c & 2d	\$19,825.00
Presentation and discussion of findings - Items 3 & 4	\$1,985.00
	\$30,500.00



Project Team

William Granville III, CEO & Managing Member

Education:

Duke University - Durham, NC

- B.A. Sociology, Captain of varsity football team

The American College - Bryn Mawr, PA

- Chartered Financial Consultant (ChFC)

Professional Summary:

Over 14 years experience in the compensation and benefits arena. Strong presentation skills, with ability to provide meaningful analysis in a user friendly format. Success in working with senior level executives and boards/committees.

Serves on Boards for the following organizations: *University of Houston- Board of Visitors and Rockwell Fund, Inc./Rockwell Lumber Company.*

Areas of Expertise:

- Employee and Executive Benefits
- Compensation strategy, research and implementation
- Packaging & Presentation

Christina Winer, Senior Consultant

Education:

University of Michigan – Flint, MI

- B.A. Accounting

Professional Summary:

Over 15 years experience in the human resources and compensation industry. Motivated to develop processes and programs that are efficient and user friendly, while innovative, within budget and in support of the Corporate or Business Unit strategy. Takes pride in ensuring clients receive the appropriate tools, communication and training to accompany those processes/programs. Expert skill level in use of Microsoft Office, with focus on Excel.

Areas of Expertise:

- Compensation study and analysis
- Compensation strategy, research and implementation
- Incentive compensation design, modeling, communication and calculation
- Salary administration design and process management; Performance management design, implementation and process management
- Job design, Market analysis and competitive pricing, etc.

William Granville III and Christina Winer will collaborate on all project components as well as all deliverables.

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Organizational Profile

Founded in 2010, Granville Group is a boutique consulting firm based out of Houston, TX, serving organizations throughout the southwest region (Texas and Oklahoma). We are a team of professionals dedicated to providing custom compensation and benefits consulting services for organizations. As a trusted advisor, Granville Group provides expert guidance and innovative solutions to meet the unique needs of our clients. In 2014, *The Independent Bankers Association of Texas* (IBAT) awarded Granville Group (as one of 3 firms) with its coveted "Five Star Award" as vendor that routinely provides excellent service and innovative solutions to the industry. Criteria used to determine the 2014 winners included service excellence, human relationships, and integrity.

Granville Group strives to accomplish two goals in everything we do:

1. Create success not only for our firm, but every client relationship.
2. Approach each client relationship with integrity and discernment.

Our clients value the personal service and relationship investment that is the cornerstone of our business. And, we value the opportunity to serve.

Why Granville Group?

- **Expertise**
 - Compensation & Benefits focus
- **Independent**
 - Autonomous & Objective
- **Service**
 - Client-Focused & Resourceful
- **Vendor Diversity**
 - 100% Minority-Owned Firm



Sample 2015 Client Engagements

City of Houston- Houston, TX

Moody National Bank- Galveston, TX

Benedettini Cabinetry- Rosenberg, TX

West Texas State Bank- Odessa, TX

Given the strict confidentiality of each client engagement as well as related proprietary information, we do not provide client reference contact information.

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Arthur J. Gallagher & Co.

June 23, 2015

Mr. Jose Sanchez
Human Resources Director
City of Seabrook
1700 First Street
Seabrook, TX 77586

RE: Comprehensive Compensation Study, RFP 2015-05

Ladies and Gentlemen:

In response to your request, Gallagher Benefit Services, Inc.'s Fox Lawson Group (FLG) specializing in public sector compensation studies (Fox Lawson), is pleased to submit our proposal to assist the City of Seabrook (the City) in conducting a classification and compensation study. A study of the current labor market will provide new information to evaluate whether the organization's pay structure is appropriate or may need adjustment. The scope of the study encompasses approximately 87 full-time employees in 54 current job classifications.

There are several things that we would like you to know about our firm, including:

- The scope of this project is similar to the goals of many other projects that we have successfully performed for cities in the Houston/Galveston area and throughout the country. We have worked with, and continue to provide ongoing support to a large number of public sector organizations across the country and in the state of Texas, including the cities of Colleyville, College Station, Friendswood, Bellaire, West University Place, Rosenberg, Webster, Deer Park, Lake Jackson, Stafford, Richmond and Sugar Land.
- Our staff has proven themselves as compensation professionals not only by experience, but also through the attainment of the CCP (Certified Compensation Professional) designation from *WorldatWork* and/or IPMA-CP designation from the International Public Management Association, and graduate degrees in Human Resources/Industrial Relations and Public Administration.
- Our practice's smaller organizational structure and director interaction allows us to provide the City with senior level consultants who have the experience to guide you through this assignment to a successful conclusion. We take time to understand your needs and our directors and consultants are available to lead you in all phases of the project.



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- We have the technical experience, as well as sensitivity to the significant impact of classification, job evaluation, and compensation decisions to ensure results are appropriate for the City.

Our proposed approach is designed to provide the City with work products that are tailored to your needs and takes advantage of the knowledge regarding job content that exists within the City. We are fully prepared to complete the project in a manner that is cost effective for the City. We have developed a complete and thorough work plan so that nothing is left out and important elements crucial to the success of the project are not overlooked; this will add credibility to the study.

We believe we are well suited to assist you in conducting this sensitive and critical study. Our commitment to our clients is well established and we encourage you to contact other institutions that we are currently assisting or have recently assisted. We pride ourselves on offering our clients a level of customer service and quality work product that exceeds our competitors.

Our clients will attest to our ability to:

- Manage complex compensation assignments.
- Work with you as a team – we serve as mentors and technical experts to make sure things go right.
- Deliver projects that meet the individual and unique needs of our clients for the future; we don't simply reorganize what you already have.
- Meet project timelines and budgets.

We appreciate having the opportunity to submit this proposal and look forward to assisting the City in conducting this study. Should you need any additional information or have questions regarding our proposal, please contact Lori Messer at (480) 845-6204; lori_messer@ajg.com or me at (602) 840-1070; bruce_lawson@ajg.com. I am an officer of the company and authorized to negotiate the terms and conditions of this proposal and commit the organization.

Sincerely,

Bruce Lawson, MPA, CCP, IPMA-CP
Managing Director



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EXECUTIVE SUMMARY

The Fox Lawson Group (FLG) within Gallagher Benefit Services Inc. Consulting has performed numerous classification and compensation studies in the Houston metro area over the past two years. Given our deep understanding of the local market and the surrounding area, our firm is uniquely qualified to provide the City with our deep understanding of what is transpiring in the marketplace.

We understand that the City has a long history of slow growth and has experienced many challenges along the way. Our firm is well versed in providing organizations with unique classification and compensation solutions to ensure they are positioned competitively within the market in order to attract and retain a quality workforce while ensuring fiscal responsibility.

Our firm has recently completed several classification and/or compensation studies in the local area which has enhanced our understanding of the Houston marketplace and will be beneficial to the City. Our current clients in the Houston metropolitan area include: Friendswood, Bellaire, West University Place, Rosenberg, Webster, Deer Park, Lake Jackson, Stafford, Richmond, Dayton, and Sugar Land. Many of these clients are small municipalities with unique challenges and we have been able to provide insight and solutions that meet their needs and address their challenges in a manner that is specific to their organization.



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ORGANIZATIONAL PROFILE

The Fox Lawson Group (FLG), within Gallagher Benefit Services Inc.'s Human Resources Consulting Practice, has been in business since 1981, beginning as the public sector compensation consulting practice of Ernst & Young. In January 1995, Ernst & Young elected to withdraw from the public sector marketplace and sold its public sector compensation consulting practice to Fox Lawson & Associates LLC. On October 1, 2009, Arthur J. Gallagher & Company purchased Fox Lawson & Associates. We are now part of Gallagher Benefit Services, Inc., operating with the same personnel.

Gallagher Benefit Services, Inc. is a wholly owned subsidiary of Arthur J. Gallagher & Company, a publically traded company under the symbol AJG. Gallagher Benefit Services, Inc. was incorporated in 1999 in Delaware.

ST. PAUL, MN
1335 County Road D Circle East; St. Paul, MN 55109-5260 (651) 635-0976; jim_fox@ajg.com Managing Director: James Fox, Ph.D., CCP, IPMA-CP
PHOENIX, AZ
Post Office Box 32985; Phoenix, AZ 85064-2985 (602) 840-1070; bruce_lawson@ajg.com Managing Director: Bruce Lawson, MPA, CCP, IPMA-CP
HOUSTON, TEXAS
1900 West Loop South, Suite 1600, Houston, TX 77027 (713) 623-2330; robby_white@ajg.com Area President: Robby White

Arthur J. Gallagher, Inc. has numerous offices in Texas including Houston, Dallas, Addison, Austin, and San Antonio. Services will be provided from the Gallagher Consulting Fox Lawson practice office in Phoenix.

AJG is a publicly traded corporation on the New York Stock Exchange under the symbol AJG. No single individual owns more than a 10% share of the stock in the corporation. A copy of the firm's Annual Reports, including its audited financial statements can be accessed on line at the following web-link:

<http://investor.ajg.com/phoenix.zhtml?c=104111&p=irol-reportsannual>.

Since the Fox Lawson Group will conduct this project, the remaining description of qualifications will relate to Fox Lawson.

The two managing directors of the Fox Lawson practice, James Fox and Bruce Lawson, have worked together and were responsible for all engagements of Ernst & Young's Public Sector Compensation & Human Resources Consulting Practice for more than



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thirteen years prior to forming Fox Lawson. We provide the technical expertise and know how commonly associated with larger firms and the innovative customer service and flexibility typically experienced with smaller firms.

There are no third party firms that will be involved with our firm for this engagement. Bruce Lawson will be the Managing Director responsible for the oversight of the project.

We are guided by the following principles:

- To build a practice that clients seek when they want to align their compensation, benefits, and human resources systems to their business strategy.
- To provide a level of customer satisfaction and technical competence that exceeds our competitors.
- To exercise the professional principles of integrity, quality, communication, and work ethic.

FLG supports these business elements by employing individuals who embrace these goals of our practice.

While we have a broad understanding of human resource systems, our practice primarily specializes in public sector classification and compensation studies. These studies typically include: developing new classification structures and job descriptions, evaluating jobs with a job evaluation methodology to determine internal equity, conducting a custom tailored salary survey, developing a competitive pay system, recommending strategies to implement the new compensation structure, and ensuring appropriate administrative and procedural guidelines are in place to maintain the system. These studies ensure that our clients are in compliance with applicable laws and regulations, such as the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), and Equal Employment Opportunity (EEO) standards and have pay systems that are appropriate for their organization and market strategy.

Over the past 30 years, our practice has served more than 500 public sector, higher education and special district clients. We have included a sampling of references that demonstrates our experience in conducting engagements for public sector organizations. These projects are relevant in demonstrating our ability to meet the needs of the City and show considerable experience in developing compensation programs for a variety of public sector organizations. Our references can attest to the timeliness, quality, and responsiveness of the services we provide, as well as our knowledge of legal issues, such as the ADA and FLSA, our understanding of job classifications, and our skill and ability in dealing with public organizations and sensitive personnel issues.



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Below are a few key points and some of the services we would like to highlight about our firm.

CLIENT SERVICE

In a survey of clients that we had served in the prior five years, the independent firm Dun & Bradstreet found that the quality of services we delivered to our clients exceeded the services delivered by nearly 90 other consulting firms it competes with, many firms which are large, well-known, national firms. The factors rated included cost, timeliness, quality, responsiveness to problems, technical support, quantity delivered versus quantity requested, and the attitude of personnel.

JOB EVALUATION

We have been instrumental in developing and applying a variety of job evaluation methodologies to better meet our clients' needs in changing environments. Because no single method of job evaluation fits the needs of all clients, we offer a "family" of job evaluation methods, including the Decision Band™ Method, Flex/Point™, a point factor plan, and JFACS™, an automated job evaluation system that uses a scored questionnaire. The State of New York Civil Service has used JFACS for the past 25 years. In addition to these job evaluation methods, our firm is experienced in fine-tuning various job evaluation methods by updating the language and/or the mathematical weighting schemes behind various job evaluation systems to ensure they are free of bias and are valid and reliable. We have developed a variety of new job evaluation methods, including factor comparison, ranking, point factor and market based systems for many public sector organizations.

SALARY DATABASE

We conduct about 50-60 custom compensation and benefit surveys throughout the country each year. From these surveys, we have developed an extensive database of salary information for public sector systems. In addition, we have an Internet based salary survey database that includes more than 350 of the major public and private sector salary surveys. This allows us to match nearly any job in any type of organization in any part of the country with up to date labor market data.

INDUSTRY ASSOCIATIONS

We also have a strategic alliance with the International Public Management Association for Human Resources (IPMA – HR), the National Public Employers Labor Relations Association (NPELRA), and the Colleges and Universities Professional Association for Human Resources (CUPA - HR) and have conducted a series of training seminars/workshops on compensation, classification, job evaluation, and employee benefits management throughout the nation in conjunction with these organizations.

In addition, our firm assisted in the development and sponsorship of the **Compensation Benchmark Survey of 2007 and 2012**, the **Performance Management Survey of 2008** and the **Benefits Survey of 2011** that were conducted through IPMA-HR. We also conduct an



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annual benefits survey covering all industries of which IPMA-HR is a co-sponsor. The 2013 survey had the largest participation of any national benefits survey conducted by any firm. The 2014 survey is currently in process.

INDUSTRY LEADERSHIP

The consultants of Fox Lawson have demonstrated leadership in the field of compensation. Each member of our practice has obtained their CCP, and/or their IPMA-CP. They also teach courses through *WorldatWork*, including Job Analysis and Evaluation, Job Description Writing, Performance Management, and Variable Pay seminars at *WorldatWork* or through the International Public Management Association for Human Resources (IPMA-HR).

NUMEROUS PRESENTATIONS

We have been featured speakers at every IPMA-HR national conference for the past 25 years. We also have been featured speakers at NPELRA (a public sector labor relations organization) national conference over the past 12 years, and have been presenters at local and national CUPA-HR conferences.

PUBLISHED ARTICLES

We write a quarterly compensation answer column called CompDoctor™ for the HR News. We also have published articles in the American City and County, Public Management, Corporate Report Ventures, Corporate Board Member, and Benefits Planner. We encourage you to access many of these articles through our website at www.foxlawson.com. Previous articles have included discussions on alternative rewards, such as skill or competency based pay, best practices in salary administration, and the Sherman Antitrust Act, as well as several other progressive topics in the public sector.

CLIENT EXPECTATIONS

We take pride in fulfilling and exceeding our clients' expectations. To ensure that we are accomplishing this, we distribute client satisfaction feedback surveys on a regular basis. These surveys provide valuable feedback regarding our performance on projects and the level of satisfaction of our clients. Below are some of the comments we consistently receive from our clients.

Our clients' assessment of the Fox Lawson difference follows:



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Customer Service & Follow-up- "FLG is very responsive to their clients' questions and immediate needs; if there is a question, it is answered quickly and in words we understand."

Teaching, Feedback & Guidance - "FLG does an excellent job walking their clients through the project; they teach 'classification and compensation 101' and they move up to advanced courses when we are ready."

Flexible - "FLG is willing to work around their clients' schedules, and ensure project deadlines are met."

Professional- FLG is very professional, knowledgeable, and accommodating in handling their clients' questions and concerns."

Analytic Ability & Data Quality- "FLG analyzes data in a manner that is easy to understand and provides data that is credible and valid."



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STAFFING

Our organization prides itself on the high level of customer service that we provide and believe we have the staffing structure that provides for continuous and open conversation, as well as quick and timely responses. To that end, there are five critical concerns that must be addressed in organizing, staffing, and managing this project:

- Communications must be open and maintained with employees and management, we provide one continuous project manager through the course of the project to ensure complete understanding;
- Upon client request, we provide an anonymous email address that can be used by employees for questions, comments, complaints or suggestions;
- Work will be carefully planned and efficiently performed to meet your objectives and ensure all areas are addressed;
- Our consulting team has the skills and experience to address the concerns of the City management, Human Resources Department, and affected employees (please see the included resumes);
- Our team has the appropriate mix of project management skills, technical expertise and public sector experience.

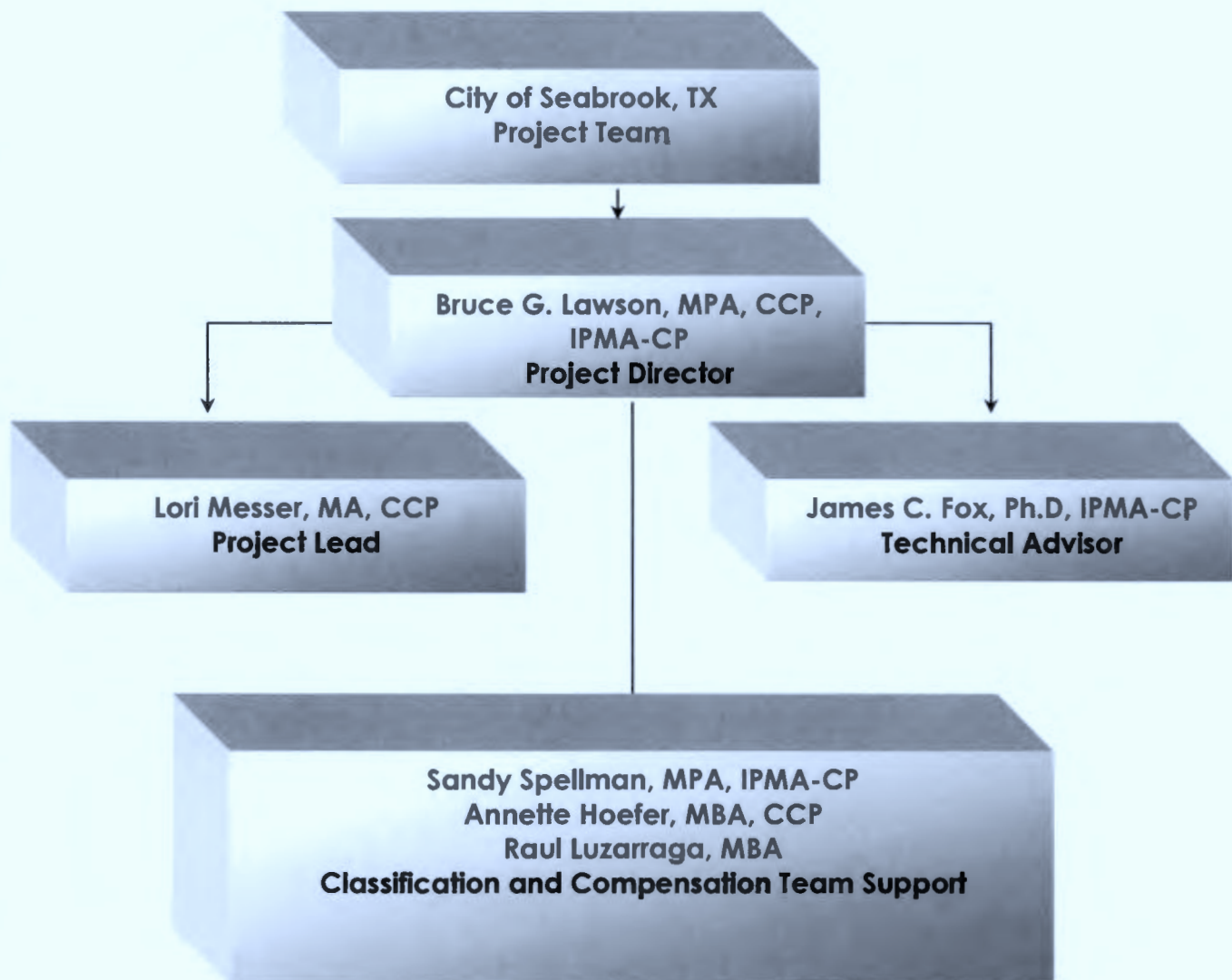
We have carefully considered these needs and have proposed a project team that is designed to address these areas and facilitate successful project completion.

One of the advantages for our clients is that we are a small team-based practice in which all members of the project team are intimately familiar with all activities of the project, while having all of the resources of a major national firm as a result of our merger with Gallagher Benefit Services. We will work closely with you to ensure a quality product that fits your needs and culture. Even though we may assign certain personnel to specific tasks or responsibilities in the work plan, all personnel can step in and perform the work that needs to be accomplished regardless of original assignment. Thus, every person has multiple personnel as back up support, and allows us the most flexibility and responsiveness in serving client needs.

The staffing plan for this project follows:



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BRUCE G. LAWSON, MPA, CCP, IPMA-CP – Project Director

Mr. Lawson is a Managing Director of the firm. In this capacity, Mr. Lawson serves as project director and/or technical advisor, providing technical direction and quality assurance. He is responsible for all consulting activities in the areas of job evaluation and compensation, organization analysis, personnel systems and policy development. Mr. Lawson has been directing classification and compensation studies for more than 25 years. Prior to forming Fox Lawson, he spent 15 years with the firm of Ernst & Young LLP where he served as the national director of their public sector compensation consulting practice. He also served as City Manager in two California cities (Los Altos Hills and Belvedere), was the County Administrative Officer in Multnomah County (Portland) Oregon, Assistant City Manager/Personnel Director in Corvallis, Oregon, and Assistant to the City Administrator/Personnel Director in Placentia, CA. Mr. Lawson served on the City of Phoenix (AZ) Public Safety Employees Retirement Board for 12 years. Mr. Lawson has a Master's Degree in Public Administration from the California State University at Fullerton, is a.b.d. in Public Administration from Golden Gate University in San Francisco, and has earned his CCP certification from *WorldatWork*. He is also an active member of several professional associations including the College & University Professional Association for Human Resources, the International City & County Management Association, the International Public Management Association for Human Resources, the Society for Human Resources Management and *WorldatWork*. Mr. Lawson co-authors a quarterly compensation article called the *CompDoctor™*. Mr. Lawson will serve as project director for the project.

JAMES C. FOX, Ph.D., IPMA-CP – Technical Advisor

Dr. Fox is a Managing Director of the firm. In this capacity, he serves as project director and/or technical advisor on all projects, providing technical direction and quality assurance. He is responsible for all consulting activities in the areas of personnel management, job evaluation and compensation, organization and management analysis, executive compensation, and survey research. Dr. Fox has been directing classification and compensation studies for more than 25 years. Prior to forming the firm, he was a Partner in the firm of Ernst & Young LLP and headed up the firm's regional compensation practice, with national responsibility for the public sector compensation practice. Dr. Fox holds both M.A. and Ph.D. Degrees in Sociology from the University of Minnesota. He has been an instructor at Metropolitan State University and the University of Minnesota, and has been a guest lecturer at regional conferences and meetings. He is a member of the Society of Human Resource Management, *WorldatWork*, where he is on the faculty, and was the Professional Development Coordinator of the Compensation Council of the Twin Cities Personnel Association. He is the Chairman of the Human Resources Committee of the Board of the Northern Star Council of the Boy Scouts, the past Chairman of the Board of Project Pathfinder and is a member of the Ramsey County Personnel Review Board. Dr. Fox co-authors a quarterly compensation article called the *CompDoctor™*. Mr. Fox will serve as a technical advisor for the project.



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LORI MESSER, MA, CCP – Project Lead

Ms. Messer is a Senior Consultant of the firm. She is responsible for conducting classification and compensation consulting projects. Ms. Messer has worked with and for a variety of public and private sector organizations, including states, cities, counties, school districts, colleges, universities, and special districts. Prior to joining the firm, Ms. Messer held a variety of consultative human resources and compensation positions in high tech, distribution, healthcare and local government organizations. Ms. Messer has a Bachelor's Degree in Business Administration from Arizona State University and a Master's Degree in Education from the University of Phoenix. She is also a member of *WorldatWork* and has earned her CCP certification. Ms. Messer has worked and continues to work with several public sector clients in California. Ms. Messer will serve as the primary contact and Project Lead for the City of Norwalk engagement. Ms. Messer is a full-time employee with the firm and has extended office hours in order to ensure availability and responsiveness to the City throughout the entire project. Ms. Messer is under the direction of Mr. Lawson, Project Director for the engagement.

SANDRA SPELLMAN, MPA, IPMA-CP – Staff Support

Ms. Spellman is a Senior Consultant with the firm. She is responsible for conducting classification, job evaluation, and human resource process consulting projects. She has been conducting studies for our firm for 8 years and specializes in the areas of classification, communications, human resource strategy and process, performance management and employee and management focus group meetings. Ms. Spellman has worked with various types of organizations including states, cities, counties, colleges and universities, and the federal government. Prior to joining the firm, Ms. Spellman spent 18 years with Ernst & Young's consulting practices where she was responsible for client and internal change management, communications, and training strategies. She has also held state executive and legislative positions addressing a wide range of human resource and related issues. Ms. Spellman has a Bachelor's Degree in Sociology/Political Science from Arizona State University and a Master's Degree in Public Administration with an emphasis in Organizational Development from the same institution. She is a member of several professional associations, including the College & University Professional Association for Human Resources, International Public Management Association for Human Resources, and *WorldatWork*. Ms. Spellman will provide professional level staff support as needed.

ANNETTE HOEFER, MBA, CCP – Staff Support

Ms. Hoefer is a Senior Consultant. She is responsible for conducting classification and compensation consulting projects. She has been conducting classification and compensation studies for our firm for 8 years and specializes in the areas of classification, job evaluation and compensation, personnel systems and policy development, performance management systems, employee communications, strategy discussions, pay administration planning, and focus group facilitation. Ms. Hoefer has worked with



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various types of organizations including states, cities, counties, colleges, universities, special districts, and private sector organizations. Prior to joining the firm, Ms. Hoefer worked for 9 years in the same capacity at Lee and Burgess Associates, a consulting firm based in Colorado, and prior to that, had held human resources positions in energy and insurance companies. Ms. Hoefer has a Bachelor's Degree in Business Administration from the University of Iowa and a Master's Degree in Business Administration with an emphasis in Human Resources from same institution, and has earned her CCP certification from *WorldatWork*. Ms. Hoefer will provide professional level staff support as needed.

RAUL LUZARRAGA, MBA – Staff Support

Mr. Luzarraga is a Senior Consultant. A recent addition to the Fox Lawson team, Raul has extensive experience in human resources management and consulting. Raul has worked with various types of organizations including METRO (City of Houston Transit Authority), Team Industrial Services, Coca Cola, 3Com, and Nortel/Williams Communications. Prior to affiliating with the firm, Raul was Vice President of Human Resources for METRO. He has a Master's in Business Administration from the University of San Francisco. Raul is located in Houston.



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REFERENCES

Our firm has assisted several hundred public sector clients throughout the country. These projects have included from less than 100 to more than 100,000 employees. Below are several organization clients we are currently assisting or have recently assisted. Contact information is listed for each project. These projects are relevant in demonstrating our ability to meet the needs of the City and show considerable experience reviewing and developing classification and compensation systems. Our references will attest to the timeliness, quality and responsiveness of services we provide, as well as our knowledge of legal issues such as the ADA, EEO, and the FLSA, the classifications under study, and our skill and ability of dealing with organizations of your size and needs. We continue to provide ongoing services for many of our clients.

CITY OF WEST UNIVERSITY PLACE, TX

In 2014, we were retained to conduct a comprehensive compensation study and internal alignment analysis for all positions at the City. Lori Messer served as Project Lead and Bruce Lawson served as Project Director. City Contact: Wendy Standorf, Human Resources Director, 713-662-5820; wstandorf@westutx.gov.

CITY OF BELLAIRE, TX

In 2014, we were retained to conduct a comprehensive compensation study and internal alignment analysis for all positions at the City. Lori Messer served as Project Lead and Bruce Lawson served as Project Director. City Contact: Yolanda Williams, Human Resources Director, 713-662-8270; ywilliams@ci.bellaire.tx.us.

CITY OF ROSENBERG, TX

In 2015, we were retained to conduct a comprehensive classification and compensation study for all positions at the City. The project encompasses 261 full-time employees in 112 job titles. Lori Messer is serving as Project Lead and Bruce Lawson serves as Project Director. City Contact: Lisa Olmeda, Human Resources Director, 832-595-3320; lisao@ci.rosenberg.tx.us.

CITY OF LAKE JACKSON, TX

In 2015, we were retained to conduct a comprehensive compensation study for all positions at the City. The project encompasses 291 full-time employees in 88 job titles. Lori Messer is serving as Project Lead and Bruce Lawson serves as Project Director. Carmen Williams, Personnel Director, 979-415-2445; cwilliams@lakejacksontx.gov.



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CITY OF DEER PARK, TX

In 2013, we were retained to conduct a comprehensive compensation study for all positions at the City. We also made recommendations for areas of opportunity for class consolidation. Lori Messer served as Project Lead and Bruce Lawson served as Project Director. City Contact: Bill Philibert, Human Resources Director, 281-478-7250; bphilibert@deerparktx.org.

CITY OF SUGAR LAND, TX

In 2013, we were retained to conduct a review of compensation for 86 benchmark positions at the City; we retained in 2014 to perform a similar review of 54 different benchmark positions. Lori Messer served as Project Lead and Bruce Lawson served as Project Director. City Contact: Sharon Jenkins, Human Resources Manager, 281-275-2210; sjenkins@sugarlandtx.gov.

CITY OF WEBSTER, TX

In 2014, we were retained to conduct a comprehensive compensation study for all positions at the City. The project encompasses 151 full-time employees in 79 job titles. Lori Messer served as Project Lead and Bruce Lawson served as Project Director. City Contact: Sue Gallagher, Human Resources Director, 281-316-4104; sgallagher@cityofwebster.com.

CITY OF STAFFORD, TX

In 2015, we were retained to conduct a comprehensive classification study for all positions at the City. The project encompasses 125 full-time employees in 62 job titles. Lori Messer is serving as Project Lead and Bruce Lawson serves as Project Director. City Contact: Karen Austin, Director of Finance, 281-261-3910; kaustin@cityofstafford.com.

CITY OF COLLEYVILLE, TX

In 2013, we are conducting a classification and compensation study for all employees for this City. We have also been retained to develop a new performance management program that will link with the new compensation program. Sandy Spellman served as Project Lead and Bruce Lawson served as Project Director. City Contact: Michelle Reyes, Human Resources Director, 817-503-1072; mreyes@colleyville.com; 100 Main Street, Colleyville, TX 76034.



TECHNICAL APPROACH & UNDERSTANDING OF THE SCOPE OF WORK

UNDERSTANDING OF PROJECT OBJECTIVES

The purpose of this study is to analyze the City's current classification and compensation programs and make recommendations for improvement and/or modification, taking into consideration the City's overall goals and objectives of the programs as follows:

- Evaluation and updating of existing job descriptions, ensuring clear definition of duties and requirements;
- Development of a classification system that is appropriate and ensures internal equity;
- Development of a compensation system appropriate for the City;
- Conduct of a thorough market analysis, including compensation and benefits, of competitor organizations to assess external market parity;
- Development of salary ranges that takes into consideration internal equity and external market data while ensuring transparency, sustainability and fiscal responsibility;
- Development of implementation options, including costs, and recommended processes for movement through the salary range.

The scope of the study encompasses a review of approximately 87 full-time employees occupying 54 existing job classifications.

We have developed a systemic approach to the project to ensure that the classification and compensation systems work together. One issue not specified in your RFP relates to the overall job classification and compensation philosophy and strategy. We believe that this is a critical first step since it will establish the basis for developing any proposed changes to the current system. We have included this phase as a part of our project plan, and given our wealth of knowledge related to various strategies, as well as the questions and approaches to take in the collection and assessment of information, we can ensure the system will address the issues and complement the strategy of the City.

We will maintain continual communications with the City on all progress and significant decisions regarding processes and approaches so that the City has an opportunity to contribute to the process. Based on our understanding of your needs, we have prepared a work plan we believe addresses all of your stated issues.

STATISTICAL VALIDITY AND RELIABILITY

We follow professionally accepted compensation principles and practices as outlined by *WorldatWork*, *SHRM*, and the Department of Labor. Some of these guidelines are listed below. We have also authored many articles on various aspects of conducting salary surveys; please refer to our website www.foxlawson.com for these specific articles.

- We utilize the following guidelines for benchmark selection:



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- representation of all job families and levels throughout the organization
 - highly populated jobs
 - jobs found in most organizations
 - jobs with recruitment or retention problems
- We will review job descriptions and other job documentation to ensure we understand the duties and responsibilities, level that the job is functioning at, and the reporting relationships so that participating organizations can match their classifications to the benchmark jobs. We will draw on our 30 years of salary and benefits survey experience to determine if a comparable job can be found in the labor market. We will ask the City to clarify any questionable jobs and/or answer any questions we may have about a particular job.
 - We follow guidelines for job matching (match only those jobs that match at least 70% of the duties, responsibilities and functions as outlined in the benchmark job summary). While some firms may claim to use a higher percentage, we believe anything over 70% may exclude data that are good, valid matches.
 - We follow professionally accepted guidelines for defining labor markets and selecting organizations to survey. We factor in that different jobs will have different recruiting markets, by:
 - type of organization
 - size of organization
 - geographic location
 - Any published sources utilized must meet the following criteria:
 - be conducted by a reputable salary survey firm
 - survey data is not self-reported
 - survey is conducted on a continual basis instead of a one-time event
 - survey reports its data sources, the effective date of the data, and was tested to ensure accurate matches and data
 - We perform several reviews of the data as well as statistical tests to identify any extreme data and to ensure the validity of the data. Items we check for and follow-up on are:
 - job matches
 - labor market is right for each benchmark (as it was defined in beginning of study)
 - the range of salaries reported for each benchmark (any abnormally high or low)
 - extreme range spreads (either abnormally high or low)
 - relationship of minimums and maximums (minimums not higher than maximums)
 - actual salaries fall within the specified ranges (not less than minimum or significantly over maximum)
 - relationship of progression in levels (e.g., a level II job should have a higher salary than a level I job)



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- We utilize trend factors for aging data so that all data is consistent to a current point in time. The trend factors are derived from either the U.S. Department of Labor data or *WorldatWork* Surveys.
- We apply geographic differentials as appropriate and necessary to ensure that the data are reflective of the City's labor market and economic conditions. We use third party resources (ERI) to identify the appropriate geographic differences. These geographic differentials will be shown separately.
- We calculate various statistics for summarizing the data (means, medians, highs, lows, percentiles).
- We follow the Federal Trade Commission and the U.S. Department of Labor guidelines that 5 matches should exist per job in order to draw reliable conclusions. Therefore we do not calculate statistics (means, medians, etc.) on jobs with fewer than 5 job matches.

**WORK PLAN**

Based on the City's needs and specifications for this study, we propose to conduct the following work steps and tasks.

PROPOSED METHODOLOGY	
<u>Study Phase</u>	<u>Summary Tasks/Deliverables</u>
I. Study Initiation and Compensation Philosophy. [Includes 1 days on site to conduct project initiation and strategy, as well as employee orientation sessions related to the classification study.]	▪ Organization & salary material collected. ▪ Identification of possible barriers to implementing and maintaining change. ▪ Assessment of the strengths and weaknesses of the City's current classification & compensation systems. ▪ Review and confirmation of the City's classification and compensation philosophy and strategies. ▪ Project timetable confirmed. ▪ Discussion of forms of job evaluation and the selection of methodology to ensure internal equity. ▪ Position Description Questionnaire (PDQ) developed to collect employee data. ▪ Employee orientation sessions.
II. Classification [Optional: 2 days on site to conduct employee interviews and/or occupational panel sessions.]	▪ Review of current organization materials, current job descriptions, and PDQ's. ▪ Development and approval of new classification structure that identifies career paths within occupational groups. ▪ Develop new, or revise existing, job descriptions. ▪ Appeals process developed and appeals conducted and reviewed. (Priced as a separate activity.) OPTIONAL (OCCUPATIONAL PANELS): ▪ Identification of job families and appropriate representation for occupational panels. ▪ Conduct of occupational panels to obtain input regarding the type and level of work performed by employees.
III. Job Evaluation	OPTIONAL: ▪ Application of DBTMM or alternative job evaluation tool in use or otherwise selected to City jobs. ▪ Discussion of the internal hierarchy resulting and development of modifications to finalize the job evaluation ratings for use in determining internal equity within the class and pay systems. ▪ Training for HR and management personnel on site or by webinar in the use of the DBTMM system if elected.



IV. Compensation [Presumes all meetings will be held via teleconference or webinar.]	▪ Labor market confirmed and survey sources identified. ▪ Review benchmark jobs and review of survey sources. ▪ Review/collection of market data via custom survey and published survey sources, including benefits and supplemental and/or variable pay. ▪ Competitive analysis performed. ▪ Diagnostic review of current salary structures conducted to identify opportunities for simplification. ▪ Recommended pay structure or update of existing structure. ▪ Transition options and next steps/costs outlined. ▪ Recommendations for changes to compensation system including creating a sustainable pay system that recognizes longevity.
V. Final Report [Presumes 1 day on site for final presentation(s).]	▪ Draft report developed and discussed with the City. ▪ Quality assurance reviews conducted. ▪ City review and feedback. ▪ Final report and presentation.

Deliverables include:

- Classification and Compensation Philosophy and Strategies.
- Recommended classification structure.
- Updated or revised classification specifications.
- Recommended employee allocations into appropriate job classifications.
- Internal hierarchy resulting from job evaluation results.
- Job evaluation manual and related documentation.
- Compensation analysis based on market data.
- Updated or revised salary structure(s).
- Recommended salary administration procedures.
- Training and supplemental documentation for Human Resources staff in the maintenance of the new classification and performance management plan.
- Final report detailing processes, methodologies, findings and recommendations.



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Information and assistance requirements from the City:

During this project we are mentors to the City and provide work products that fit your needs. In order to perform this project, we anticipate reasonable support from the City in the following areas, for example:

- Discussing the City's current systems;
- Scheduling of meetings;
- Timely and consolidated response to requests for information and the review and discussion of our work product.

PROJECT TIMELINE

We are prepared to commence the work within two weeks of receiving your authorization to proceed.

In today's world, speed is very important. However, given the significance of this project, it is just as important for the City's project team and appropriate internal staff to have sufficient time to review and approve our recommendations and to ensure proper communications occur. We have prepared a realistic timeline to ensure the City has the work products in an expeditious manner.

The following is an estimate to complete each project by phase by month. We will establish specific deadlines for major milestones within each phase at the onset of the project. We will conduct regular conference calls with the City to ensure that the schedule is monitored throughout the project.

PHASE	DESCRIPTION	MONTH			
		1	2	3	4
I	Study Initiation and Compensation Philosophy				
II	Classification Study				
III	Job Evaluation Study				
IV	Compensation Study				
V	Final Report				



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PROPOSED FEES AND COST

We would not like fees to be the major impediment to acquiring the most experienced provider to address these important needs during this unprecedented time period. Although we believe the work plan presented is the optimal approach to achieving your objectives, we would be pleased to explore options that may reduce the fees to fit your budget. All administrative costs (travel, paper, etc.) are included in the estimated total cost. The total cost to perform the comprehensive classification and compensation study will not exceed **\$42,000** inclusive of all costs (with the exception of the appeals which are priced at \$350 per appeal, if applicable).

The fees below include up to 3 on-site visits, as detailed in the proposed work plan. All administrative costs (travel, paper, etc.) are included in the estimated total cost.

PHASE	DESCRIPTION	TOTAL
I	Study Initiation and Compensation Philosophy - (onsite meeting) Includes: - Overview of best practices; - Alignment of philosophy and strategy with organizational objectives; - Pros/cons of options available to City; - Development of project communication strategies; - Review of internal documents, including current pay structures, relevant City studies, department strategic plans, current staffing levels, and related items.	\$4,000
II	Classification Study PDQ review, creation of new or revised job descriptions, including: - Assessment of number of levels within each occupational group; - Recommended number of levels within each occupational group; - Development of clear career paths within occupational groups; - Allocation of individuals to approved classes. - OPTIONAL: Selection and conduct of employee interviews/panels,	\$11,000 Optional (Occupational Panels): \$5,000



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PHASE	DESCRIPTION	TOTAL
III	OPTIONAL: Job Evaluation Study Application of job evaluation methodology, includes: - Development of internal organizational hierarchy; - Identification of problem areas; - Recommendations to eliminate problem areas; - Training HR staff on approved job evaluation methodology; - Administrative guidelines provided to HR to utilized approved job evaluation methodology.	Optional: \$3,000
IV	Compensation Study Identification of comparator labor market, conduct of custom total compensation survey, development of new pay plan(s), implementation costing, including: - Identifying appropriate range placement of individuals based on tenure; - Gathering private sector data utilizing published survey sources; - Assessing current staffing levels based on comparator market data; - Evaluation of supplemental pay programs and recommendations based on comparator market data	\$15,000
V	Final Report – (onsite meetings) Draft and final report, presentation of report to the City, including: - Up to 3 implementation options including associated costs; - Recommendations for keeping systems up to date; - Training HR staff on approved methodologies.	\$4,000
COST OPTIONS:		
Total Cost Including Occupational Panels and Job Evaluation:		\$42,000
Total Cost Excluding Job Evaluation:		\$39,000
Total Cost Excluding Occupational Panels:		\$37,000
Total Cost Excluding Occupational Panels and Job Evaluation:		\$34,000



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BILLING RATES

Our billing rates for 2015 are as follows and will be applicable to any work requested by the City outside of this scope of work.

LEVEL	RATE	LEVEL	RATE
Managing Director	\$400	Consultant	\$250
Principal Consultant	\$350	Consulting Associate	\$150
Senior Consultant	\$300		

In this era of economic uncertainty and shrinking revenue sources, many of our clients are moving toward a classification structure and pay strategy that provides the flexibility necessary to manage efficiently with more limited resources. Gallagher/FLG has significant experience working with clients to design such systems and our managing directors are nationally recognized speakers and instructors in innovative compensation approaches and methods.

We would not like fees to be the major impediment to acquiring the most experienced provider to address these important needs during this unprecedented time period. Although we believe the work plan presented is the optimal approach to achieving your objectives, we would be pleased to explore options that may reduce the fees to fit your budget.



APPENDICES

Sample List of FLG Articles Available on www.foxlawson.com:

- [CompDoctor Article 10/13: Market vs COLA Pay Adjustments](#)
- [HR News Article, June 2013: Pay for Hybrid Jobs](#)
- [HR News Article 2/13: The Problems of and the Solutions for PAY COMPRESSION](#)
- [HR News Article 2/13: Transforming Benefits Financing and Design](#)
- [CompDoctor Article 2/13: Pay for Performance Article](#)
- [CompDoctor Article 12/12: Have Salaries Moved In the Last 2 - 3 Years?](#)
- [CompDoctor Article 9/12: Consequences of Layoffs](#)
- [CompDoctor Article 5/12: Why Change Your Compensation Plan](#)
- [IPMA-HR News Article 3/12: Tips on How to Move to a Pay for Performance Pay Plan](#)
- [IPMA-HR News Article 1/12: Benefits Design and Delivery - A New Era](#)
- [CompDoctor™ Article 12/11: Full Disclosure Government](#)
- [CompDoctor™ Article 10/11: Step Pay Plans and Pay for Performance. Are They Compatible?](#)
- [CompDoctor™ Article 08/11: Controlling or Limiting Public Sector Payroll & Benefits Costs](#)
- [CompDoctor™ Article 06/11: Public Pressure to Change Public Sector Benefits – How to Define Total Compensation](#)
- [CompDoctor™ Article 05/11: The New Normal - The Sequel: Impact on Jobs and Employees](#)
- [CompDoctor™ Article 03/11: Reaching Prospective Applicants](#)
- [CompDoctor™ Article 02/11: What The New Normal Will Look Like](#)
- [CompDoctor™ Article 12/10: Suggestion Programs](#)
- [CompDoctor™ Article 10/10: Making Right for Exorbitantly Compensated Officials](#)
- [CompDoctor™ Article 08/10: Addressing Employee Concerns About Job Classifications](#)
- [CompDoctor™ Article 06/10: Recession Effects On Reclassification Requests](#)
- [CompDoctor™ Article 05/10: CompDoctor Article 05/10: Public Servants/Public Service](#)
- [CompDoctor™ Article 01/10: Use of Market Data in Today's Labor Market](#)
- [CompDoctor™ Article 11/09: Explaining Market Data to Employees](#)
- [IPMA-HR News Article 06/09: Multigenerational Workforces: Challenges and Opportunities](#)
- [CompDoctor™ article 06/09: How to Cut Compensation Costs](#)
- [CompDoctor™ Article 04/09: The Role of HR in Pay Decisions Made by Department Managers](#)
- [HR-News Article 1/09: Designing Classification and Compensation Systems for the Change that is Coming](#)



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- CompDoctor™ Article 10/08: Success Criteria for Your Classification and Compensation Study
- CompDoctor™ Article 08/08: The Makeup of Your Steering Committee
- CompDoctor™ Article 03/08: Market Matching for Unique Jobs
- CompDoctor™ Article 1/08: Guidelines for Matching Jobs
- CompDoctor™ Article 10/07: Should we raise the grade of the job so that the market and the pay range match?
- CompDoctor™ Article 07/07: Why do managers resist reducing the number of pay ranges?
- CompDoctor™ Article 04/07: Help me explain why department specific job classifications are not necessarily a good idea
- IPMA-HR News Article 03/07: Our Pay System is Out of Whack
- CompDoctor™ article 01/07: Undertaking a Comprehensive Review of Classification & Compensation Systems
- CompDoctor™ article 11/06: Job Evaluation vs. Market Pricing
- CompDoctor™ article 07/06: Defining the Competitive Market
- CompDoctor™ article 04/06: Market Contingency Pay
- IPMA-HR News Article 03/06: Getting Control Over Market Compensation Data
- CompDoctor™ article 01/06: Market Setting Pay



***CITY
OF
SEABROOK***

**AGENDA
BRIEFING**

Date of Meeting: TUESDAY, JULY 7, 2015

Submitter/Requestor: Szakacs

Date Submitted: 6/29/2015 10:49:28 AM

Presenter: Szakacs

Description/Subject:

Consider and approve a proposal by MCA Communications for the Fiber Optics project that was approved in the November 2014 Bond Election in an amount not to exceed \$409,769.31. (Szakacs)

Purpose/Need: NA

Background/Issue(What prompted this need):

In November 2014, voters approved the proposition for the installation technology improvements and fiber optics network to interconnect city facilities. This project will fortify the system for disasters as well as save expenditures for multiple connections. The attached proposal and exhibits show the exact locations of the path and switch boxes that are proposed in the plan.

Impacted Parties(Expected/Notified):

Miscellaneous Comments:

Attachments:

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

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

Budget Dept/Line Item Number

Funding Comments:

Where on the agenda should this item be placed?

Bid Awards

Suggested Motion:

Agenda Language:

Consider approval of a proposal by MCA Communications for the Fiber Optics project that was approved in the November 2014 Bond Election in an amount not to exceed \$409,769.31, and authorize city manager to execute an agreement for same, after review by city attorney. (Szakacs)

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.)

MCA Communications
Texas DIR Contract DIR-TSO-2682



Fiber Network Engineering and Construction Proposal



Overview

Feasibility Study Criteria

The feasibility study was developed based on the following criteria:

1. Summarization for the existing City of Seabrook locations :
 - a. Overview Schematic of Fiber Cable for the entire route
 - b. Routing (KMZ to be provided)
 - c. Optimized for Least Cost Construction
 - d. Permitting Authority or Jurisdictions
 - i. Report showing requirements of each.
 - e. Aerial Utility Attachment rights
 - f. Any other useful information
2. Provide final proposed route utilizing the following methods of construction placement:
 - a. Existing Power Company poles for aerial attachments
 - b. Proposed underground.
 - c. Final ride to visit to each City of Seabrook location with the Engineer and the Construction Contractors internal team to verify constructability, access, permit, and jurisdictional restrictions.
3. Provide Engineering and Construction Pricing for Design, Permitting, and all associated Construction Costs.

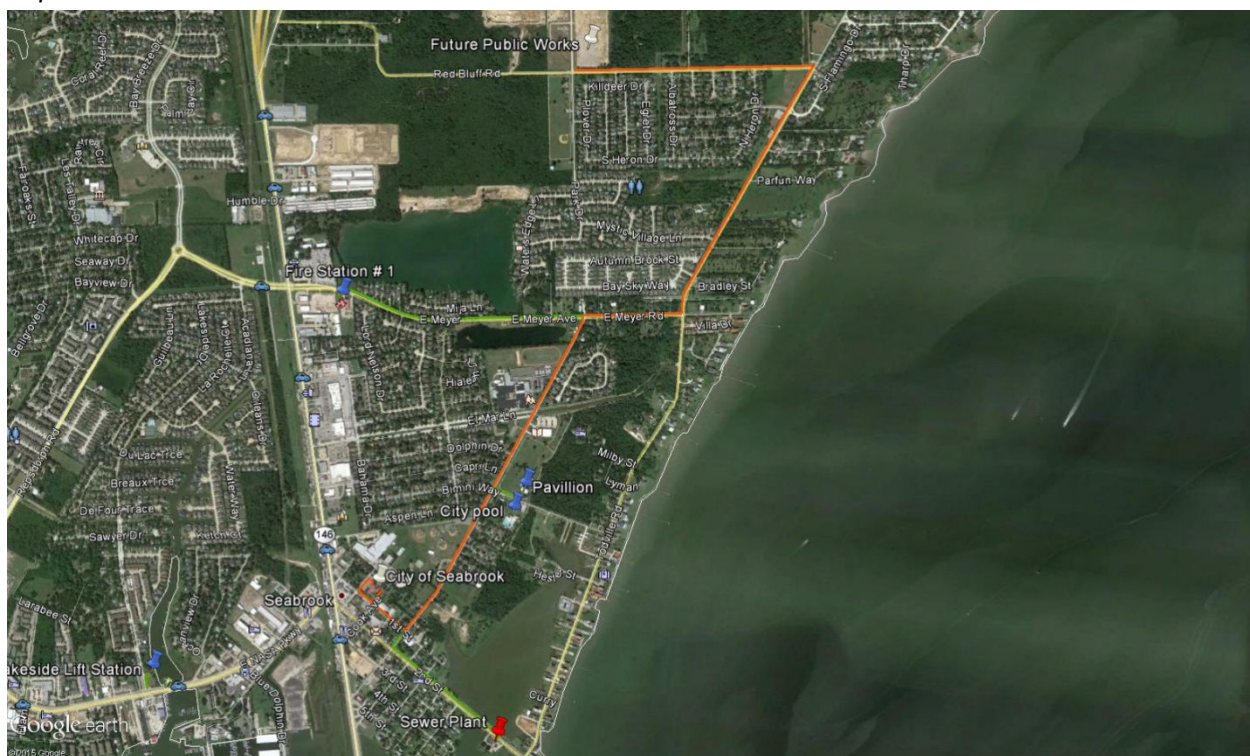
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Feasibility Study

Seabrook Network Design

Summary:

The design depicted on the map is identified as follows: Orange represents the proposed underground construction for the “Backbone Fiber Build”. The “Lateral Build” runs are identified by the Green which represents the underground construction. All underground construction will be placed at 42”-48” deep along the ROW and all road crossings will be placed at a 60” min in depth and will meet all OSHA requirements.



Route Breakdown:

Backbone Fiber

- Underground – 15,140'

Lateral Build

- Underground – 6,804'

MCA Communications
Texas DIR Contract DIR-TSO-2682

Permit Authorities and Requirement's

- Army Corp of Engineers
 - 15-30 approval process
 - No Fee's
- City of Seabrook

MCA Communications
Texas DIR Contract DIR-TSO-2682

Total Project Cost Table

Bid Item (Y-N)	Description	Unit of Measure	Item Cost	Ext. Price	Extra Pipe Ext. Price
				\$ 388,119.11	\$ 409,769.31
Yes	Complete Engineering Services	flat	\$ 56,316.40	\$ 56,316.40	\$ 56,316.40
Yes	Backbone (Phase 1)	flat	\$ 226,447.60	\$ 226,447.60	\$ 248,097.80
No	Backbone (Phase 2)	flat	\$ -	\$ -	\$ -
No	Backbone Ring Connect (Phase 3)	flat	\$ -	\$ -	\$ -
No	El Lago Fire Department	ea	\$ -	\$ -	\$ -
No	Carothers Gardens	ea	\$ -	\$ -	\$ -
Yes	Fire Station #1	ea	\$ 49,298.98	\$ 49,298.98	\$ 49,298.98
No	Water Tower	ea	\$ -	\$ -	\$ -
Yes	City Pavillion & Pool	ea	\$ 13,232.81	\$ 13,232.81	\$ 13,232.81
Yes	Sewer Plant	ea	\$ 32,967.17	\$ 32,967.17	\$ 32,967.17
No	Pump Station #1	ea	\$ -	\$ -	\$ -
No	Pump Station #2	ea	\$ -	\$ -	\$ -
No	Existing Lift Station	ea	\$ -	\$ -	\$ -
No	Existing Vault	ea	\$ -	\$ -	\$ -
No	Lakeside Lift Station	ea	\$ -	\$ -	\$ -
Yes	Required Performance Bond	ea	\$ 9,856.15	\$ 9,856.15	\$ 9,856.15

MCA Communications
Texas DIR Contract DIR-TSO-2682

Engineering Cost Summary

Engineering	Unit	Qty	Cost	Total
Route Optimization	FT	21944	\$0.00	\$0.00
Base Maps	FT	21944	\$0.45	\$9,874.80
Underground Detail Engineering (Fieldwork)	FT	21944	\$0.55	\$12,069.20
Underground Drafting	FT	21944	\$0.75	\$16,458.00
Aerial Span Mapping & Guy/Anchor Survey (Fieldwork)	FT	0	\$0.06	\$0.00
Aerial Make Ready Survey (Communication Space Survey)	FT	0	\$0.18	\$0.00
Aerial Drafting	FT	0	\$0.42	\$0.00
Pole Owner Attachment Applications (Power Co and AT&T)	LS	0	\$0.12	\$0.00
Project Management (To Construction Ready)	EA	20	\$570.00	\$11,400.00
Traffic Permits (City of Seabrook)	EA	N/C		\$0.00
Permits (Other City or County)	EA	N/C	\$600.00	\$0.00
Prepare and Submit TxDOT Permits	EA	0	\$600.00	\$0.00
Prepare and Submit Pipeline Permits	EA	0	\$600.00	\$0.00
Prepare Railroad, Canal, Corp of Engineer Right Of Way Applications	EA	2	\$660.00	\$1,320.00
Asbuilts (Redlines to be provided by Construction Contractor)	FT	21944	\$0.10	\$2,194.40
PE Sign & Seal of Drawings	LS	1	\$3,000.00	\$3,000.00
				\$56,316.40

MCA Communications
Texas DIR Contract DIR-TSO-2682

Back Bone (Phase 1) Cost Summary

Construction	Labor	Material	Qty	Total
Place 10M Strand with 144 Count Fiber Optic Cable	\$2.64	\$3.88		\$0.00
Place 10M Strand with 12 Count Fiber Optic Cable	\$2.28	\$2.89		\$0.00
Place 2-1.25" (I.D.) HDPE SDR 13.5 Duct	\$9.00	\$1.82	15140	\$163,814.80
Place Extra 1-1.25" (I.D.) HDPE SDR 13.5 Duct	\$0.70	\$0.73	15140	
Place (30"x36"x 42") Handhole Equipped with 100' Slack (Backbone)	\$270.00	\$570.00	14	\$11,760.00
Place (30"x36"x 42") Handhole Equipped with 100' Slack (Laterals)	\$270.00	\$570.00		\$0.00
Pull 144ct Fiber Armored	\$0.72	\$1.80	16540	\$41,680.80
Place Riser 2 x 10'	\$118.80	\$81.60		\$0.00
Aerial Slack Storage Unit (150 Feet) Backbone	\$106.80	\$231.60		\$0.00
Aerial Slack Storage Unit (150 Feet) Laterals	\$106.80	\$148.80		\$0.00
Tyco B Splice Case (144) Ring	\$270.00	\$798.00	4	\$4,272.00
Tyco A Splice Case (12) Laterals	\$210.00	\$390.00	0	\$0.00
Fiber Markers BM57 (Test Station)	\$18.00	\$66.00	4	\$336.00
Fiber Markers BM55 (Route Markers)	\$18.00	\$42.00	15	\$900.00
Splicing (HO1) Independent Splicing	\$21.60	\$0.65	144	\$3,204.00
BM21-Unit (Building Entrance Links)	\$270.00	\$210.00	1	\$480.00
				\$226,447.60

MCA Communications
Texas DIR Contract DIR-TSO-2682

Fire Station #1 Cost Summary

Construction	Labor	Material	Qty	Total
Place 10M Strand with 144 Count Fiber Optic Cable	\$2.64	\$3.88	0	\$0.00
Place 10M Strand with 12 Count Fiber Optic Cable	\$2.28	\$2.89	0	\$0.00
Place 2-1.25" (I.D.) HDPE SDR 13.5 Duct	\$9.00	\$1.82	3702	\$40,055.64
Place (30"x36"x 42") Handhole Equipped with 100' Slack (Backbone)	\$270.00	\$570.00		\$0.00
Place (30"x36"x 42") Handhole Equipped with 100' Slack (Laterals)	\$270.00	\$570.00	2	\$1,680.00
Pull Fiber 24ct Armored	\$0.72	\$0.95	3902	\$6,516.34
Place Riser 2 x 10'	\$118.80	\$81.60		\$0.00
Aerial Slack Storage Unit (150 Feet) Backbone	\$106.80	\$231.60		\$0.00
Aerial Slack Storage Unit (150 Feet) Laterals	\$106.80	\$148.80		\$0.00
Tyco B Splice Case (144) Ring	\$270.00	\$798.00		\$0.00
Tyco A Splice Case (12) Laterals	\$210.00	\$390.00		\$0.00
Fiber Markers BM57 (Test Station)	\$18.00	\$66.00	1	\$84.00
Fiber Markers BM55 (Route Markers)	\$18.00	\$42.00	2	\$120.00
Splicing (HO1) Independent Splicing	\$21.60	\$0.65	12	\$267.00
BM21-Unit (Building Entrance Links)	\$324.00	\$252.00	1	\$576.00

\$49,298.98

MCA Communications
Texas DIR Contract DIR-TSO-2682

City Pavilion & Pool Cost Summary

Construction	Labor	Material	Qty	Total
Place 10M Strand with 144 Count Fiber Optic Cable	\$2.64	\$3.88	0	\$0.00
Place 10M Strand with 12 Count Fiber Optic Cable	\$2.28	\$2.89		\$0.00
Place 2-1.25" (I.D.) HDPE SDR 13.5 Duct	\$9.00	\$1.82	769	\$8,320.58
Place (30"x36"x 42") Handhole Equipped with 100' Slack (Backbone)	\$270.00	\$570.00		\$0.00
Place (30"x36"x 42") Handhole Equipped with 100' Slack (Laterals)	\$270.00	\$570.00	1	\$840.00
Pull Fiber 24ct Armored	\$0.72	\$0.95	969	\$1,618.23
Place Riser 2 x 10'	\$118.80	\$81.60		\$0.00
Aerial Slack Storage Unit (150 Feet) Backbone	\$106.80	\$231.60		\$0.00
Aerial Slack Storage Unit (150 Feet) Laterals	\$106.80	\$148.80		\$0.00
Tyco B Splice Case (144) Ring	\$270.00	\$798.00		\$0.00
Tyco A Splice Case (12) Laterals	\$210.00	\$390.00	2	\$1,200.00
Fiber Markers BM57 (Test Station)	\$18.00	\$66.00	1	\$84.00
Fiber Markers BM55 (Route Markers)	\$18.00	\$42.00	1	\$60.00
Splicing (HO1) Independent Splicing	\$21.60	\$0.65	24	\$534.00
BM21-Unit (Building Entrance Links)	\$324.00	\$252.00	1	\$576.00

\$13,232.81

MCA Communications
Texas DIR Contract DIR-TSO-2682

Sewer Plant Cost Summary

Construction	Labor	Material	Qty	Total
Place 10M Strand with 144 Count Fiber Optic Cable	\$2.64	\$3.88	0	\$0.00
Place 10M Strand with 12 Count Fiber Optic Cable	\$2.28	\$2.89	0	\$0.00
Place 2-1.25" (I.D.) HDPE SDR 13.5 Duct	\$9.00	\$1.82	2333	\$25,243.06
Place (30"x36"x 42") Handhole Equipped with 100' Slack (Backbone)	\$270.00	\$570.00		\$0.00
Place (30"x36"x 42") Handhole Equipped with 100' Slack (Laterals)	\$270.00	\$570.00	2	\$1,680.00
Pull Fiber 24ct Armored	\$0.72	\$0.95	2633	\$4,397.11
Place Riser 2 x 10'	\$118.80	\$81.60		\$0.00
Aerial Slack Storage Unit (150 Feet) Backbone	\$106.80	\$231.60		\$0.00
Aerial Slack Storage Unit (150 Feet) Laterals	\$106.80	\$148.80		\$0.00
Tyco B Splice Case (144) Ring	\$270.00	\$798.00		\$0.00
Tyco A Splice Case (12) Laterals	\$210.00	\$390.00	1	\$600.00
Fiber Markers BM57 (Test Station)	\$18.00	\$66.00	1	\$84.00
Fiber Markers BM55 (Route Markers)	\$18.00	\$42.00	2	\$120.00
Splicing (HO1) Independent Splicing	\$21.60	\$0.65	12	\$267.00
BM21-Unit (Building Entrance Links)	\$324.00	\$252.00	1	\$576.00

\$32,967.17

**CITY OF SEABROOK
RESOLUTION NO. 2015-14
DESIGNATION OF "DEMOLITION GRANT PROJECT"
FOR AUTHORIZED ECONOMIC INCENTIVES**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS,
DESIGNATING THE DEMOLITION GRANT PROJECT FOR ECONOMIC
INCENTIVES AND AS AN AUTHORIZED PROJECT OF THE SEABROOK
ECONOMIC DEVELOPMENT CORPORATION**

WHEREAS, on January 18, 1992, the voters of the City of Seabrook authorized the City of Seabrook to adopt a one-half cent sales and use tax to pay for the costs of projects authorized by Section 4B of Article 5190.6, V.T.C.S., as amended, and to pay for the principal and interest of bonds or other obligations issued to pay the costs of such designated projects; and

WHEREAS, the Seabrook Economic Development Corporation ("EDC") was established to oversee the expenditures of tax monies, and bylaws were established for the operation of the EDC; and

WHEREAS, the EDC has analyzed potential projects that will meet the enabling legislation's purposes and assist it in attracting new businesses, expanding existing businesses, creating jobs, and assisting in other statutorily authorized economic development programs; and

WHEREAS, the EDC has determined that the creation of economic incentives for the Project, as delineated in the Demolition Grant Guidelines is authorized under Texas Local Government Code Sections 501.101, 505.155, 505.158, and 505.302, and is being used for the purpose of promoting new and expanded business enterprises in or near the City of Seabrook; and

WHEREAS, the EDC met on April 9, 2015, and at that time took formal action to support and approve funding of a proposed demolition project, with contemplated expenditures to exceed \$10,000, to assist in the removal of substandard commercial structures within the City of Seabrook in accordance with certain guidelines, to assist eligible property owners, within a specified amount, with EDC grants not to exceed \$20,000 or 85% of eligible project costs, whichever is less, for each individual qualifying request, ("Project"); and

WHEREAS, a public hearing was conducted by the EDC on June 11, 2015 to receive public input for such Project; and

WHEREAS, the EDC has determined to proceed with the subject Project, subject to City Council approval of same in accordance with law; and

WHEREAS, the City Council (the "City") desires to encourage the development or redevelopment within the city limits of the City of Seabrook, by specifically including the Demolition Grant Project ("Project") as approved by the EDC, as described in the Demolition Grant Guidelines, attached hereto as Exhibit A; and

Robin Hicks, City Secretary

Seabrook Economic Development Corporation Demolition Grant Guidelines



OVERVIEW:

The City of Seabrook's Economic Development Corporation (SEDC) is offering a one-time grant to property owners within certain geographic boundaries within the city limits who wish to demolish vacant buildings that are deteriorated or dilapidated and fit within the established guidelines. The program is intended to promote new or expanded business development that create or retain primary jobs by assisting eligible property owners with demolition of aging or substandard buildings to improve the quality of commercial zones in the city limits for this purpose, as determined by the SEDC. The community will benefit from the building's removal by improved economic development opportunities and improved health, safety, and welfare to the residents. Eligible property owners would not be required to convey their interest in the property in exchange for demolition of the applicable building under this program.

Participation is voluntary, and funding is limited.

Property owners that have more than one structure they wish to apply for demolition assistance must fill out a separate application for each address.

Geographic Boundaries of the Grant Program

The grant program is open to properties located within Empowerment Zone #3 within the city limits. Only vacant commercial buildings are eligible.

Features of Grant

Grants of up to \$20,000 or 85% of eligible project costs (whichever is less) are available. Grants are awarded on a reimbursement basis.

Applicant Eligibility

Applicant must:

- Be the legal owner of the property (a copy of the current ownership deed to the property is required);
- Eligible properties must be vacant of human occupants at the time an application is submitted to the City
- Property owner(s) participating in the program do so voluntarily. However, that does not relieve them from any previous or future public nuisance actions pertaining to the property
- All work is contracted and paid by the owner. This grant program is a reimbursement basis program.

- The property owner agrees to hold the City harmless from any liability for any damages or injuries caused by its actions or by the actions of its employees, contractors, or other agents thereof, whether intentional or unintentional relating to this program.
- Eligible properties must demonstrate that the property have NO hazardous materials located, stored, kept, maintained, or possessed on or about the property at the time of application (Certification will be required). Additionally, a completed Environmental Assessments (Phase I Environmental Survey) may be required.
- Properties must be free and clear of any previous liens, mortgages, rental agreements, civil penalties, utility fees or other ownership interests, or past due property taxes
- Property owner must provide proof of fee simple ownership and liability insurance.
- The removal of the building must be in compliance with City Code(s), specifically including those applicable to demolitions and related law.

Procedure

1. The Grant Application (a Completed Application includes the form and all required attachments) is to be presented for evaluation first to the Seabrook Building Official or designee for review that the structure is deteriorated or substandard. The Official or designee will review application and all attachments including the verification that attached demolition quotes adhere to Seabrook City Codes.
2. If passed by the Seabrook Building Official or designee, the application is forwarded to the Seabrook Economic Development Corporation with the attachments, application and Seabrook Building Official or designee's approval and/or recommendations.
3. The Economic Development Corporation will review the application, including addressing the below criteria, and any related criteria, in a public meeting as determined appropriate. Seabrook Economic Development Corporation shall consider the benefit to the City, compliance with applicable requirements, and make recommendation without considering race, sex, religion, or ethnicity of applicant in accordance with all applicable law. If approved or approved as modified, the application will be forwarded to the Seabrook City Council for disposition.

Review Criteria

- a. Condition of existing structure(s)
- b. Strength of the applicant's redevelopment and/or site restoration plan
- c. Impact to the tax base and overall economic impact of the project
- d. Improvement to the overall appearance of the site and zone
- e. Appropriateness of any submitted redevelopment plans and the compatibility of use for the surrounding area
- f. Whether the proposed project will assist in reducing blight in the surrounding area
- g. Appropriate site restoration plan
- h. Proposed site redevelopment plan, preferred but not required
- i. Promotion of new or expanded business development that creates or retains primary jobs

- j. Any other criteria deemed relevant
- 4. The City Council, using the same review criteria and Economic Development Corporation comments, will then consider and approve or deny the application or approve with modification(s).
- 5. The City Manager and/or Director of Economic Development after approval by both SEDC and City Council will require an approved Performance Agreement signed by the owner(s).
- 6. The City Manager and/or Director of Economic Development will issue a Letter to Proceed after a properly executed Performance Agreement is returned including any and all changes recommended by any required party has been completed or submitted timely, with all attachments determined to be in order for proceeding.
- 7. After 100% completion of demolition, a designee from the Seabrook Building Department will inspect the site for proper compliance and site restoration requirements. A Final Report will be forwarded to the City Manager and the Economic Development Director for approval.
- 8. Payment will be authorized if all requirements are 100% completed as determined by the City Manager.

Performance

Demolition must occur within ninety (90) days of approval by the City Council ("Performance Period") or the grant application becomes voidable at the option of the City Council. The City Council may grant one ninety (90) day extension, in its sole determination, for extraordinary circumstances.

A signed approved "Performance Agreement" is required for all applications. The waiver of city permit fees is treated as a forgivable loan strictly conditioned upon compliance with the terms of this program, but upon default owner shall make payment of all such fees, and City shall have the right to enforce payment by all legal recovery methods in accordance with law. If the property is sold, transferred, or otherwise alienated by the recipient within the performance period, it is considered a default of the performance agreement voiding the grant/program. The recipient shall agree to be subject to periodic inspections and meetings to ensure compliance with the terms of the performance agreement.

The City reserves the right to determine acceptable properties for the program and may withdraw from any agreement prior to demolition upon written notice to the property owner for noncompliance issues. Material misrepresentation in the grant application shall cause the owner to forfeit this grant. The City also reserves the right to discontinue this program at any time for any reason without notice.

DEMOLITION GRANT PROGRAM APPLICATION

Applications should be submitted to the Economic Development Department. For more information, please contact the Director of Economic Development at 281-291-_____

APPLICANT INFORMATION

Legal Name of Applicant (must be the owner of the property): _____

Mailing Address: _____ Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Project Manager Name and Title (if different from above.): _____

Project Manager Organization Name: _____

PROJECT INFORMATION

Amount Requested \$ _____ Project Title: DEMO GRANT _____

Address of Building: _____ Zoning of the Parcel: _____

Proposed Use: (ATTACHED) _____

Year Building was constructed: _____ Length of Time Building has been Vacant: _____

Square Footage of Building: _____

BUDGET INFORMATION

Total Cost of Demolition and any Site Restorations: \$ _____

Amount of Grant Request: \$ _____

REQUIRED ATTACHMENTS

All applications must include the following information:

1. Completed application form.
2. Detailed Cost Estimates and Scope of Work. A detailed Scope of Work that identifies the work tasks and associated costs should be provided in line-item form. Estimates/bids from at least two (2) contractors must be included for all proposed activities.
3. If applicable, copy of completed Environmental Assessments (Phase I Environmental Survey) to certify.
4. Plot plan of the property which must include legal description, street address, and lot dimensions.
5. Copy of the property's most current estimated market value, including a breakdown of "land value" and "structure value".
6. Reuse plan indicating any future plans for the property (must conform to all applicable Municipal Codes and Zoning requirements).
7. Site grading restoration plan (post site grading).
8. Color photographs of the existing site or project area.
9. Current list of all owners/lienholders.
10. Copy of applicable insurance.
11. Proof of no liens or delinquent payments in relation to the property.

Property Owner Signature: _____
(Must be Notarized)

STATE OF TEXAS §
 §
_____ COUNTY §

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledge the due execution of the foregoing instrument as owner of the property referenced herein.

Witness my hand and official seal, this the _____ day of _____, 20____.

Notary Public in and for
The State of _____

My Commission Expires: _____

**VOLUNTARY DEMOLITION PROGRAM
City of Seabrook, Texas
RELEASE AND PERFORMANCE AGREEMENT**

This Release and Performance Agreement is hereby made and entered into this ____ day of _____, 20__, by and between the City of Seabrook, Texas, a municipal corporation, hereinafter referred to as City, and _____, hereinafter referred to as Owner.

WHEREAS, _____ is/are the Owner, free and clear of any outstanding liens, mortgages, and encumbrances of the real property located at and described in the following legal description:

WHEREAS, Owner owns a vacant substandard, deteriorated, or dilapidated building located on the above described property (attach dimensional drawing and photograph(s) of building) which Owner desires to be demolished, having determined that the costs of repairs are in excess of the value of the subject building; and

WHEREAS, Owner desires to personally contract to have the building removed from the property and,

WHEREAS, Owner is agreeable to demolish the building, removal of all demolition debris and grade the site, all in compliance with the applicable City Code of Ordinances/law at the above location.

For and in consideration of the City of Seabrook providing a demolition grant in the amount of \$ _____;

This Release and Performance Agreement is entered into voluntarily and is intended to release the City of Seabrook, its officers and employees, and agents thereof, for any and all claims that may occur as a result of any services performed in the grant procedure.

Owner agrees to and shall indemnify, hold harmless, and defend the City of Seabrook, Texas, its Boards, Commissions, related individuals, corporations, officers, agents., employees, against any and all claims, losses, damages, causes of action, suits and liabilities of every kind, arising out of the existence of the above-described activity.

Owner agrees as follows:

1. Owner shall remove the building described above by demolition within 90 days of approval of this application by City Council. Owner acknowledges the structure is vacant and in a substandard, deteriorated, or dilapidated condition, and that its removal benefits the public's health, safety, and welfare.
2. Owner certifies that no liens, mortgages, rental agreements, or other ownership interests exist concerning said property. Owner certifies that they are not delinquent on real estate taxes or city utilities.

3. Owner certifies that no demolition on this property has been started.
4. Owner shall indemnify and hold City harmless of and from any and all claims, suits, actions, or judgments, including all expenses, attorney fees, witness fees, cost of defending any such action or claim, or appeals, there from, arising out of the grant program and demolition of the building.
5. Owner shall show proof of current liability insurance on the premises in the amount of at least \$1,000,000 and continue coverage throughout project.
6. Owner certifies that there are no hazardous materials located, stored, kept, maintained, or possessed on or about the above-described property and will produce appropriate environmental surveys to verify. (i.e., Phase I Environmental).

Release and Agreement dated this _____ day of _____, 20____.

Owner Signature

Approved in the amount of \$ _____ by Seabrook Economic Development Corporation this _____ day of _____, 20____.

SEABROOK CITY ECONOMIC
DEVELOPMENT CORPORATION

By: _____

ATTEST:

Approved in the amount of \$ _____ by Seabrook City Council this _____ day of _____, 20____.

SEABROOK CITY COUNCIL

By _____

ATTEST:

City Secretary

Seabrook Economic Development Corporation

Minutes of April 9, 2015

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1 THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF
2 SEABROOK MET ON THURSDAY, APRIL 9, 2015 AT 7:00 P.M. IN THE SEABROOK
3 CITY HALL COUNCIL CHAMBERS, 1700 FIRST STREET, SEABROOK, TEXAS TO
4 CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE
5 AGENDA ITEMS LISTED BELOW.

6
7 BOARD MEMBERS PRESENT:

8 PAUL R. DUNPHEY	PRESIDENT
9 TERRY CHAPMAN	VICE-PRESIDENT
10 ERNIE DAVIS (Exc. Abs.)	SECRETARY
11 BRENDA VESELENY	MEMBER
12 GLENN ROYAL (Exc. Abs.)	MAYOR
13 THOM KOLUPSKI	COUNCIL REPRESENTATIVE
14 GARY BELL	TREASURER

15
16 ALSO PRESENT WERE:

17 GAYLE COOK	CITY MANAGER
18 STEVE WEATHERED	CITY/EDC ATTORNEY
19 PAUL CHAVEZ	DIRECTOR OF ECONOMIC DEVELOPMENT
20 MEREDITH BRANT	ASST. CITY SECRETARY

21
22 President Paul Dunphey called the meeting to order at 7:00 p.m. and declared that a
23 quorum was present.

24
25 **1.0 ROUTINE PUBLIC HEARING AND ANNOUNCEMENTS**

26
27 There were none.

28
29 **2.0 PRESENTATIONS**

30
31 **2.1 EDC Director's report on economic development activities for March, 2015.**
32 **(Chavez)**

33
34 Mr. Chavez gave his report.

35
36 There was discussion as to the purpose of the incentive survey presented by
37 Mr. Chavez and how to follow up with it as a future agenda item. Captain Bell
38 stated that he would meet with Mr. Chavez to discuss and expand for an agenda
39 item at the next meeting.

40
41 **3.0 NEW BUSINESS**

42
43 **3.1 Consider revision to the Seabrook Neighborhood Empowerment Zone to**
44 **include the Old Seabrook area. (Chavez)**

Seabrook Economic Development Corporation

Minutes of April 9, 2015

Page 2

Mr. Chavez stated that a map has been provided showing the Old Seabrook area as proposed Zone #4. President Dunphey requested that items be taken out of order and this item be addressed after Item 3.3.

3.3 Review and discuss a Demolition Grant Program. (Chavez)

Ms. Cook stated that this is a draft for a pilot program and if accepted there will be a process to go through. She added that opening up all zones could incur a lot of applications so currently the focus is on one area at a time. The program would apply to any structures that are substandard, it is voluntary and there are limited time periods for application. Available grants are up to \$20,000 or eighty percent of cost, properties must be vacant and the owner would contract for the demolition once eligibility was determined. Each applicant would require approval by the Community Development Department.

Sean Landis, Director of Community Development, stated that currently there are only about 4 to 5 structures which may qualify. He added that the owners of those properties have shown interest in the program.

President Dunphey stated that this is a great idea, but it should be open it to all zones rather than limit to one zone and should not include deadlines.

Ms. Cook requested members review the criteria and advise as to what should be added or deleted.

Mr. Landis stated that this program gives the city a tool by which they may partner with owners of substandard properties. Additionally, all properties considered would come to EDC for review.

Motion was made by Mr. Bell and seconded by Mr. Chapman

To remove deadlines and open to include all zones and to include minor edits as recommended by the City Attorney.

MOTION CARRIED BY UNANIMOUS CONSENT.

3.1 Consider revision to the Seabrook Neighborhood Empowerment Zone to include the Old Seabrook area. (Chavez)

Motion was made by Mr. Chapman and seconded by Ms. Veseleny

To Approve the Neighborhood Empowerment Zone to include Old Seabrook and to waive up to up to 100% application fees on all the Empowerment Zones.

Seabrook Economic Development Corporation

Minutes of April 9, 2015

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MOTION CARRIED BY UNANIMOUS CONSENT.

3.2 Subcommittee report of possible food truck/farmer's market events to attract new business and promote existing businesses. (Chavez)

Mr. Chavez stated that he had met with Ms. Veseleny, Mr. Chapman and Mr. Bell to discuss potential for a once-a-month event which would be similar in nature to a street fair with a farmer's market and food trucks. It would be on the second Saturday of each month beginning in October or November and would consist of four to five trucks and 15 booths. The booths would be rented for a nominal fee, but would be free for local vendors. Banners would be used as a tool to advertise the event and the Seabrook Association and the Open Space and Trails Committee would be approached initially to help with the management of the event with the intent to eventually hire a professional event manager.

Ms. Veseleny reported on two events she attended: La Porte's Sip and Stroll and a winery event. She stated that both events allowed for alcohol sales and were well attended. Mr. Chavez added that he will be meeting with the planning team who does the Sip and Stroll in Katy.

Mr. Bell stated that considerations should include the benefits to the city as well as legal issues.

4.0 APPROVAL OF MINUTES

4.1 Approve minutes of the March 12, 2015 meeting. (Brant)

Motion was made by Councilor Kolupski and seconded by Mr. Bell

To approve the minutes as written.

MOTION CARRIED BY UNANIMOUS CONSENT.

5.0 ROUTINE BUSINESS

5.1 Establish future meeting dates and agenda items.

President Dunphey stated that the firm of Freese and Nichols would like to conduct a stakeholders meeting on the 14th of May which is the regular EDC meeting date. The meeting would include members of City Council, Planning & Zoning Commission, Comprehensive Master Plan Commission and members of EDC. He added that if everyone is in agreement, EDC would meet again in a regular meeting on June 11. There were no objections to the cancellation of the

Seabrook Economic Development Corporation

Minutes of April 9, 2015

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regular May meeting

6.0 EXECUTIVE SESSION

At 7:56 p.m., President Dunphey announced that the EDC Board will now hold a closed executive session pursuant to the provisions of the Open Meetings Act, Chapter 551, Government Code and Vernon's Texas Codes Annotated, in accordance with the authority contained in Section 551.074, Personnel Matters and 551.087, Economic Development.

Section 551.074

6.1 Performance review of EDC Attorney and EDC Director. (Board)

Section 551.087

6.2 Discuss economic development in closed session due to potential detrimental effect on city in negotiations with third party offer of a financial or other incentive to a business prospect as provided under Section 551.087 of the Texas Government Code. (Cook)

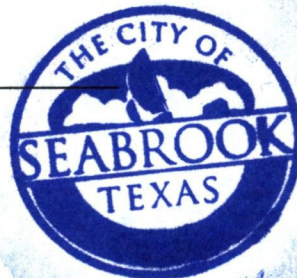
7.0 OPEN SESSION

At 9:07 p.m., President Dunphey reconvened the meeting in open session and announced that Items 6.1 and 6.2 were discussed, but no action was taken.

Upon motion, the meeting was adjourned at 9:08 p.m.

Paul Dunphey, President

Meredith Brant, TRMC
Assistant City Secretary



**CITY OF SEABROOK
RESOLUTION NO. 2015-18
AMENDMENT OF POLICY FOR NEIGHBORHOOD EMPOWERMENT ZONES**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, UPDATING AND AMENDING THE POLICY FOR INCENTIVES FOR NEIGHBORHOOD EMPOWERMENT ZONES 1, 2, 3, AND 4, INCLUDING INCENTIVES OF THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION, AS PROVIDED IN EXHIBIT "A", ATTACHED HERETO AND INCORPORATED BY REFERENCE, WITH RELATED FINDINGS

WHEREAS, the City Council ("City"), by appropriate Resolutions, did create Neighborhood Empowerment Zones 1-4 with boundaries as depicted in the respective subject Resolutions, which are on file and incorporated by reference; and

WHEREAS, the City has determined it is appropriate at this time to update and revise the program administration and incentives applicable for each of the previously created neighborhood empowerment zones, as identified herein, in an effort to promote and increase economic development within each of the referenced zones; and

WHEREAS, the Seabrook Economic Development Corporation (SEDC) has, pursuant to its approved bylaws, (specifically Section 4.12), has submitted updated policies for program administration for Neighborhood Empowerment Zones 1-4 for approval of City Council, (that include the creation of economic incentives for the Demolition Grant Guidelines Project, which were heretofore approved by City Council after two readings of Resolution 2015-14 for such purpose), which are attached hereto as Exhibit "A"; and

WHEREAS, the City finds that the updates and revisions for program administration, and related incentives benefits for Neighborhood Empowerment Zones, as previously created by City Council, are appropriate and is for the public purpose of increasing the public health, safety, and welfare of the persons within the City; and

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

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

Section 2. The program administration guidelines, specifically including the Demolition Grant Guidelines Project, as submitted by SEDC pursuant to its bylaws, as contained in the attached Exhibit "A", are hereby approved.

48
49 **ADOPTED AND APPROVED** this the 7th day of July 2015.
50

51
52 CITY OF SEABROOK, TEXAS
53

54
55
56 BY: _____
57 Glenn R. Royal, Mayor
58

59
60 ATTEST:
61

62
63
64 _____
65 Robin Hicks, City Secretary

City of Seabrook

Neighborhood Empowerment Zone

Program Administration Guidelines

Purpose:

The Neighborhood Empowerment Zone (NEZ) is a program designed to enable cities to focus either development or re-development in designated areas to help improve the tax base by encouraging the growth of either businesses or community improvements.

Background:

On January 4, 2011, the City Council of Seabrook designated geography along SH146 (see map) as the Seabrook Neighborhood Empowerment Zone via Resolution No. 2011-01. Per section 3 of the resolution, the City has the authority to consider the following options for business development purposes within the zone: waive or adopt fees related to construction of buildings, including impact fees and fees for inspection of buildings; enter into municipal sales tax refund agreements; enter into agreements abating municipal property taxes; set baseline performance standards to encourage the use of alternative building materials that address concerns relating to the environment; and such other powers accorded by law.

Qualifying Criteria:

- The property must be located within the NEZ area
- The property must already be zoned correctly
- The property is a permanent structure, and not a mobile structure.
- The owner / developer is not delinquent in paying taxes and does not have any City liens against any property they own.

How long does it take to determine qualification of NEZ incentives?

Initial review by staff will take five to seven business days.

Board reviews may take up to two months, depending on schedule.

Res. No. 2015-18, Exhibit A
NEZ Program Administration Guidelines

Basic incentives available within the Seabrook NEZ:

NEZ #1

Companies that wish to be considered for an incentive within NEZ #1 will be required to provide documentation of:

- Location and building plans
- Creation / retention of jobs
- Completed incentive application

Once a project assistance application is submitted and approved, the following items may be considered for the project:

- Waive up to one hundred percent (100%) of all fees related to commercial construction and development - including zoning application, platting, site plan review, building, plumbing, mechanical, electrical, and gas permits for businesses and developers that are for profit;
- Waive up to one hundred percent (100%) of the application fee for the Seabrook Demolition Grant;
- If displaced by TXDOT due to the expansion of SH146, documentation of displacement must be provided along with relocation assistance documentation. Businesses displaced by TXDOT and moving to a new site within the city may qualify for matching incentives for relocation.
- Up to one hundred percent (100%) reimbursement of water and wastewater impact fees and water tap fees (see Seabrook City Code §85-156, Table 6.1 for fee schedule); and
- Abate real property taxes in accordance with the City's tax abatement policies.

NEZ #2

This area encompasses the commercial areas **north** of NEZ #1 along SH 146 and includes the Repsdorph Circle commercial properties. Companies that wish to be considered for an incentive within NEZ #2 will be required to provide documentation of:

- Location and building plans
- Creation / retention of jobs
- Completed incentive application

Res. No. 2015-18, Exhibit A
NEZ Program Administration Guidelines

Once a project assistance application is submitted and approved, the following items may be considered for the project:

- Waive up to one hundred percent (100%) of all fees related to commercial construction and development - including zoning application, platting, site plan review, building, plumbing, mechanical, electrical, and gas permits for businesses and developers that are for profit;
- Waive up to one hundred percent (100%) of the application fee for the Seabrook Demolition Grant;
- Up to one hundred percent (100%) reimbursement of water and wastewater impact fees and water tap fees (see Seabrook City Code §85-156, Table 6.1 for fee schedule); and
- Abate real property taxes in accordance with the City's tax abatement policies.

NEZ #3

This area will encompass the commercial properties along NASA Parkway, the Seabrook Shipyard and the Point. Companies that wish to be considered for an incentive within NEZ #3 will be required to provide documentation of:

- Location and building plans
- Creation / retention of jobs
- Completed incentive application

Once a project assistance application is submitted and approved, the following items may be considered for the project:

- Waive up to one hundred percent (100%) of all fees related to commercial construction and development - including zoning application, platting, site plan review, building, plumbing, mechanical, flood plain fees, electrical, and gas permits for businesses and developers that are for profit;
- If displaced by TXDOT due to the expansion of SH146, documentation of displacement must be provided along with relocation assistance documentation. Businesses displaced by TXDOT and moving to a new site within the city may qualify for matching incentives for relocation.
- Waive up to one hundred percent (100%) of the application fee for the Seabrook Demolition Grant;

Res. No. 2015-18, Exhibit A
NEZ Program Administration Guidelines

- Up to one hundred percent (100%) reimbursement of water and wastewater impact fees and water tap fees (see Seabrook City Code §85-156, Table 6.1 for fee schedule); and
- Abate real property taxes in accordance with the City's tax abatement policies.

NEZ #4

This area encompasses the commercial properties within the area zoned Old Seabrook. Companies that wish to be considered for an incentive within NEZ #4 will be required to provide documentation of:

- Location and building plans
- Creation / retention of jobs
- Completed incentive application

Once a project assistance application is submitted and approved, the following items may be considered for the project:

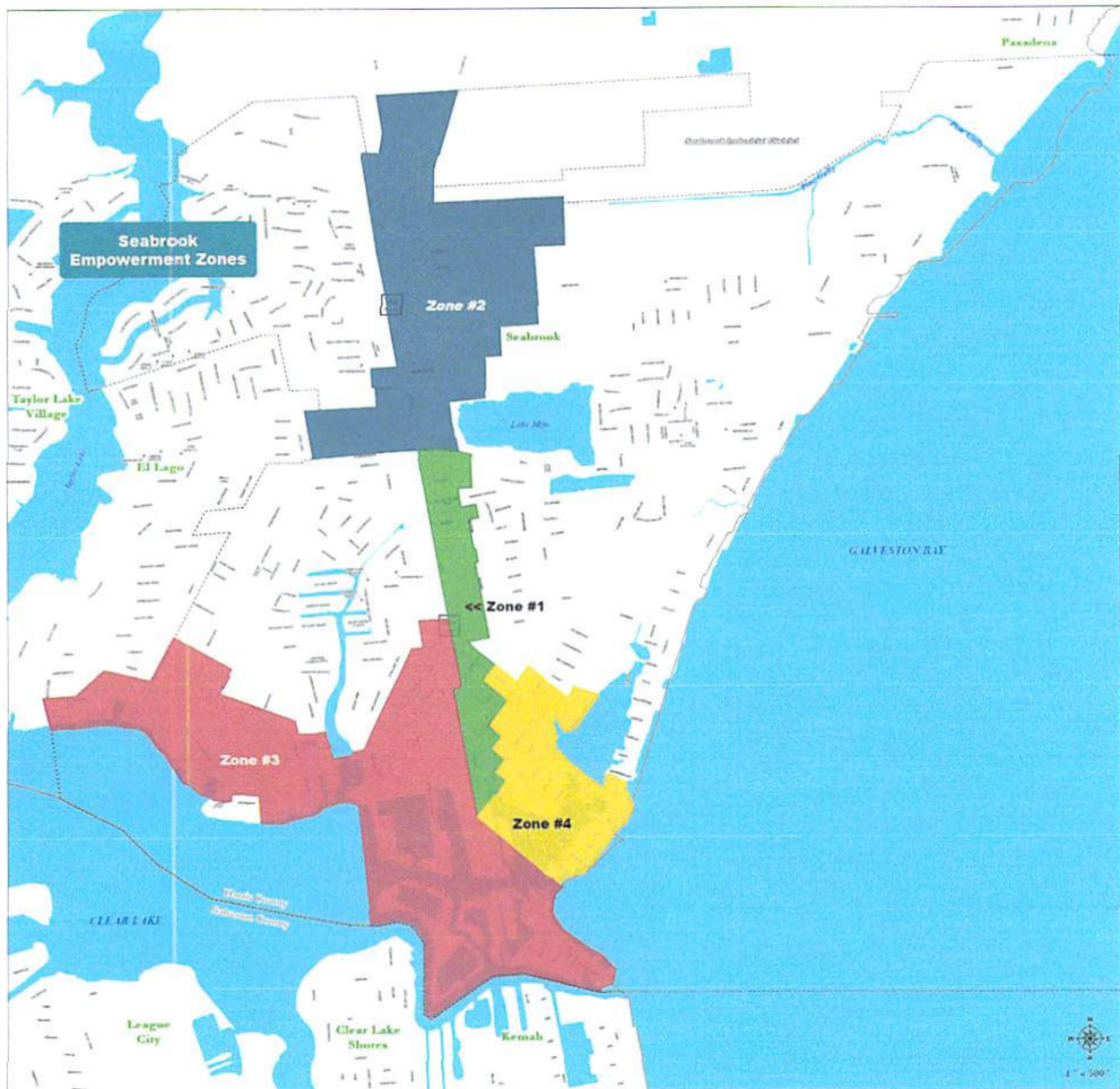
- Waive up to one hundred percent (100%) of all fees related to commercial construction and development - including zoning application, flood plain fees, platting, site plan review, building, plumbing, mechanical, electrical, and gas permits for businesses and developers that are for profit;
- Waive up to one hundred percent (100%) of the application fee for the Seabrook Demolition Grant;
- Up to one hundred percent (100%) reimbursement of water and wastewater impact fees and water tap fees (see Seabrook City Code §85-156, Table 6.1 for fee schedule); and
- Abate real property taxes in accordance with the City's tax abatement policies.

Fees and incentives are reviewed and approved on a case-by-case basis.

This policy shall be in effect until further notice. For questions about qualifications under this program, please contact the Economic Development Department of the City of Seabrook.

###

Res. No. 2015-18
Exhibit A



Seabrook Economic Development Corporation

Minutes of April 9, 2015

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1 THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF
2 SEABROOK MET ON THURSDAY, APRIL 9, 2015 AT 7:00 P.M. IN THE SEABROOK
3 CITY HALL COUNCIL CHAMBERS, 1700 FIRST STREET, SEABROOK, TEXAS TO
4 CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE
5 AGENDA ITEMS LISTED BELOW.

6
7 BOARD MEMBERS PRESENT:

8 PAUL R. DUNPHEY	PRESIDENT
9 TERRY CHAPMAN	VICE-PRESIDENT
10 ERNIE DAVIS (Exc. Abs.)	SECRETARY
11 BRENDA VESELENY	MEMBER
12 GLENN ROYAL (Exc. Abs.)	MAYOR
13 THOM KOLUPSKI	COUNCIL REPRESENTATIVE
14 GARY BELL	TREASURER

15
16 ALSO PRESENT WERE:

17 GAYLE COOK	CITY MANAGER
18 STEVE WEATHERED	CITY/EDC ATTORNEY
19 PAUL CHAVEZ	DIRECTOR OF ECONOMIC DEVELOPMENT
20 MEREDITH BRANT	ASST. CITY SECRETARY

21
22 President Paul Dunphey called the meeting to order at 7:00 p.m. and declared that a
23 quorum was present.

24
25 **1.0 ROUTINE PUBLIC HEARING AND ANNOUNCEMENTS**

26
27 There were none.

28
29 **2.0 PRESENTATIONS**

30
31 **2.1 EDC Director's report on economic development activities for March, 2015.**
32 **(Chavez)**

33
34 Mr. Chavez gave his report.

35
36 There was discussion as to the purpose of the incentive survey presented by
37 Mr. Chavez and how to follow up with it as a future agenda item. Captain Bell
38 stated that he would meet with Mr. Chavez to discuss and expand for an agenda
39 item at the next meeting.

40
41 **3.0 NEW BUSINESS**

42
43 **3.1 Consider revision to the Seabrook Neighborhood Empowerment Zone to**
44 **include the Old Seabrook area. (Chavez)**

Seabrook Economic Development Corporation

Minutes of April 9, 2015

Page 2

Mr. Chavez stated that a map has been provided showing the Old Seabrook area as proposed Zone #4. President Dunphey requested that items be taken out of order and this item be addressed after Item 3.3.

3.3 Review and discuss a Demolition Grant Program. (Chavez)

Ms. Cook stated that this is a draft for a pilot program and if accepted there will be a process to go through. She added that opening up all zones could incur a lot of applications so currently the focus is on one area at a time. The program would apply to any structures that are substandard, it is voluntary and there are limited time periods for application. Available grants are up to \$20,000 or eighty percent of cost, properties must be vacant and the owner would contract for the demolition once eligibility was determined. Each applicant would require approval by the Community Development Department.

Sean Landis, Director of Community Development, stated that currently there are only about 4 to 5 structures which may qualify. He added that the owners of those properties have shown interest in the program.

President Dunphey stated that this is a great idea, but it should be open it to all zones rather than limit to one zone and should not include deadlines.

Ms. Cook requested members review the criteria and advise as to what should be added or deleted.

Mr. Landis stated that this program gives the city a tool by which they may partner with owners of substandard properties. Additionally, all properties considered would come to EDC for review.

Motion was made by Mr. Bell and seconded by Mr. Chapman

To remove deadlines and open to include all zones and to include minor edits as recommended by the City Attorney.

MOTION CARRIED BY UNANIMOUS CONSENT.

3.1 Consider revision to the Seabrook Neighborhood Empowerment Zone to include the Old Seabrook area. (Chavez)

Motion was made by Mr. Chapman and seconded by Ms. Veseleny

To Approve the Neighborhood Empowerment Zone to include Old Seabrook and to waive up to up to 100% application fees on all the Empowerment Zones.

Seabrook Economic Development Corporation

Minutes of April 9, 2015

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MOTION CARRIED BY UNANIMOUS CONSENT.

3.2 Subcommittee report of possible food truck/farmer's market events to attract new business and promote existing businesses. (Chavez)

Mr. Chavez stated that he had met with Ms. Veseleny, Mr. Chapman and Mr. Bell to discuss potential for a once-a-month event which would be similar in nature to a street fair with a farmer's market and food trucks. It would be on the second Saturday of each month beginning in October or November and would consist of four to five trucks and 15 booths. The booths would be rented for a nominal fee, but would be free for local vendors. Banners would be used as a tool to advertise the event and the Seabrook Association and the Open Space and Trails Committee would be approached initially to help with the management of the event with the intent to eventually hire a professional event manager.

Ms. Veseleny reported on two events she attended: La Porte's Sip and Stroll and a winery event. She stated that both events allowed for alcohol sales and were well attended. Mr. Chavez added that he will be meeting with the planning team who does the Sip and Stroll in Katy.

Mr. Bell stated that considerations should include the benefits to the city as well as legal issues.

4.0 APPROVAL OF MINUTES

4.1 Approve minutes of the March 12, 2015 meeting. (Brant)

Motion was made by Councilor Kolupski and seconded by Mr. Bell

To approve the minutes as written.

MOTION CARRIED BY UNANIMOUS CONSENT.

5.0 ROUTINE BUSINESS

5.1 Establish future meeting dates and agenda items.

President Dunphey stated that the firm of Freese and Nichols would like to conduct a stakeholders meeting on the 14th of May which is the regular EDC meeting date. The meeting would include members of City Council, Planning & Zoning Commission, Comprehensive Master Plan Commission and members of EDC. He added that if everyone is in agreement, EDC would meet again in a regular meeting on June 11. There were no objections to the cancellation of the

Seabrook Economic Development Corporation

Minutes of April 9, 2015

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regular May meeting

6.0 EXECUTIVE SESSION

At 7:56 p.m., President Dunphey announced that the EDC Board will now hold a closed executive session pursuant to the provisions of the Open Meetings Act, Chapter 551, Government Code and Vernon's Texas Codes Annotated, in accordance with the authority contained in Section 551.074, Personnel Matters and 551.087, Economic Development.

Section 551.074

6.1 Performance review of EDC Attorney and EDC Director. (Board)

Section 551.087

6.2 Discuss economic development in closed session due to potential detrimental effect on city in negotiations with third party offer of a financial or other incentive to a business prospect as provided under Section 551.087 of the Texas Government Code. (Cook)

7.0 OPEN SESSION

At 9:07 p.m., President Dunphey reconvened the meeting in open session and announced that Items 6.1 and 6.2 were discussed, but no action was taken.

Upon motion, the meeting was adjourned at 9:08 p.m.

Paul Dunphey, President

Meredith Brant, TRMC
Assistant City Secretary





***CITY
OF
SEABROOK***

**AGENDA
BRIEFING**

Date of Meeting: TUESDAY, JULY 7, 2015

Submitter/Requestor: Cook

Date Submitted: 6/29/2015 9:45:40 AM

Presenter: Cook

Description/Subject:

Consider presentation of Residential Traffic Management Plan for approval and implementation.

Purpose/Need: NA

Background/Issue(What prompted this need):

Establishment of the Seabrook Residential Traffic Plan is a response to concerns about traffic impacts in residential neighborhoods including speeding, non-neighborhood traffic using local streets, and motorists not observant of the rights and safety of pedestrians.

Impacted Parties(Expected/Notified):

Miscellaneous Comments:

Attachments:

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

resolution

exhibit

Fiscal Impact:	Budgeted	Yes	Finance Review:	Officer
	Budget Amendment Required	Yes		
	Future/Ongoing Impact	Yes		
	Budget Dept/Line Item Number			

Funding Comments:

Where on the agenda should this item be placed?

Consent Agenda

Suggested Motion:

Agenda Language:

Approve proposed Resolution No. 2015-20, "Residential Traffic Management Policy." (Cook)

A RESOLUTION OF THE CITY OF SEABROOK, TEXAS, ESTBLISHING, APPROVING AND ADOPTING A RESIDENTIAL TRAFFIC MANAGEMENT POLICY FOR THE CITY OF SEABROOK.

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. 2015-20
RESIDENTIAL TRAFFIC MANAGEMENT POLICY

**A RESOLUTION OF THE CITY OF SEABROOK, TEXAS, ESTABLISHING,
APPROVING AND ADOPTING A RESIDENTIAL TRAFFIC MANAGEMENT
POLICY FOR THE CITY OF SEABROOK.**

WHEREAS, citizens have expressed concerns regarding traffic impacts in residential neighborhoods, including, but not limited to speeding, non-neighborhood traffic using local streets, and motorists not observant of the rights and safety of pedestrians; and

WHEREAS, a residential traffic management policy would establish consistent procedures for addressing traffic-related issues that may occasionally arise along roadways within or nearby residential areas in the city; and

WHEREAS, the City of Seabrook is committed to improving the quality of life within its neighborhoods, by working and coordinating directly with concerned parties to understand and address issues in a defined area within the neighborhood;

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

Section 1. That the recitations set forth in the preamble of the resolution are accurate and correct.

Section 2. That the Residential Traffic Management Policy attached hereto as Exhibit "A" is hereby approved by the City Council of the City of Seabrook, Texas.

APPROVED, AND ADOPTED on this the 7th day of July, 2015.

Glenn R. Royal, Mayor

ATTEST:

Robin Hicks
City Secretary

Resolution No. 2015-20
Exhibit A
Page 1

CITY OF SEABROOK

**RESIDENTIAL TRAFFIC
MANAGEMENT PLAN**



Council Approved: 6-2-2015

Revised by Council: 7-7-2015

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PURPOSE

This policy establishes consistent procedures for addressing the traffic-related issues that may occasionally arise along roadways within or nearby residential areas in the city. Neighborhood traffic issues specifically addressed in this policy include the following:

- No Parking Zone Implementation Requests
- Resident Only Restricted Parking Requests
- Cut Through Traffic Mitigation Requests
- Pedestrian Treatment Requests
- School Zone Safety Requests
- Speed Control Requests
- Intersection Control Requests (Multi-way Stops, Traffic Signals, and Roundabouts)
- Other Advisory or Advanced Warning Sign Requests
- Other Public Safety and Traffic Issue Requests

Other neighborhood traffic issues not specifically addressed in this policy may be presented to staff for review by any citizen, business, or group. The Seabrook Public Works-Streets Department staff will work with those parties to review their situation and formulate an appropriate response as necessary.

STATE, COUNTY, AND CITY STREETS

This plan serves to address city street issues. However, many are unaware that many of our streets feeding into our residential areas are under the control of other jurisdictions such as Texas Department of Transportation or Harris County.

State:

Texas Department of Transportation (TxDOT) 713-802-5000

NASA Parkway
SH 146
Old SH 146

While this highway is not under the control of the City of Seabrook, City Staff does receive requests concerning the roadway and synchronization of the traffic lights and communicates this information to TxDOT.

County:

Harris County Traffic Engineering Department 713-881-3210

Todville Rd
Red Bluff
Repsdorph
Lakeside Dr. (beginning at Traffic Circle)

SCOPE

The City of Seabrook is committed to improving the quality of life within its neighborhoods. When a request is made to review a neighborhood related traffic concern, the City's direct efforts are to work and coordinate with the requesting party in understanding and addressing concerns in a defined area within the neighborhood. Seabrook Public Works-Streets Department will inform the affected residents of any significant changes to their neighborhood.

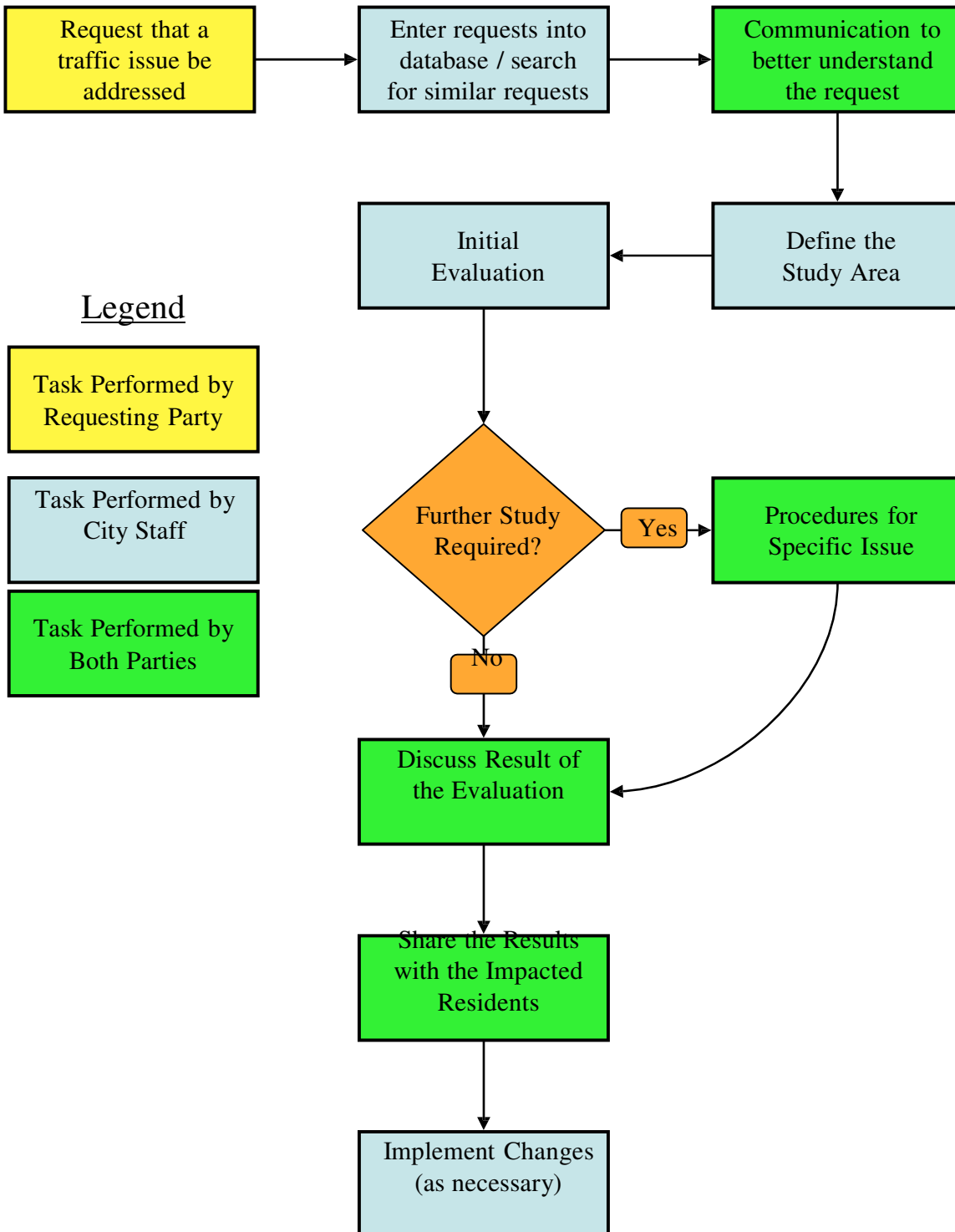
The adoption of this policy is not intended and should not be construed to affect or waive the City's immunity from damages under the Texas Tort Claims Act (CCP Chapt. 101) or any other law or ordinance. This policy does not require the City to install, remove, or modify any traffic control device, sign, signal, or warning device if the City has, in the absence of this policy, the discretion under State law to install, remove, or modify the traffic control device, sign, signal, or warning device.

PROCEDURES

1. Residents, homeowners associations or similar type groups may make a written request to the City of Seabrook's City Manager's Office requesting that a traffic issue be addressed. Traffic issue request form may be obtained from the City of Seabrook website at www.seabrooktx.gov
2. The requesting party's issue will be researched by the Seabrook Police Department and Seabrook Public Work's Department to search for similar requests in the subject area and determine the scope of the problem.
3. Staff may communicate with the requesting party to fully understand their request and thoroughly define the area of concern.
4. City Manager's assigned work group will identify the area of concern and define the area affected.
5. City staff will evaluate the request, collect data if necessary to confirm the magnitude of the problem and determine if further study is necessary. Please note that in order to properly evaluate a specific situation, adequate time must be allowed. Following the initial request, city staff will need to collect and review data, conduct studies and then develop possible remedies to address the issues.
6. If the City staff determines that by further study a change is warranted, procedures to address the specific traffic issue will be implemented. These procedures are detailed in the following portion of this policy, "**Specific Neighborhood Traffic Issues.**"
7. Should changes be warranted, City of Seabrook City Manager's Office or designee will share the proposed changes with the impacted residents before any improvements are implemented.

A flow chart that graphically illustrates the above listed procedures is illustrated on the following page.

PROCEDURES UTILIZED FOR NEIGHBORHOOD TRAFFIC ISSUES.



SPECIFIC NEIGHBORHOOD TRAFFIC ISSUES

Specific types of neighborhood traffic requests in the City of Seabrook are addressed in this section of the policy.

No Parking Zone Implementation Requests

As with all other requests to review traffic issues in the City of Seabrook, requests for “No Parking” zone implementation will be addressed with the same measures outlined in the Procedures section of this policy.

- Seabrook Public Works-Streets Department and the originator of the request will define a study area for property owners that may be impacted by a proposed “No Parking” zone.
- A traffic study will determine if a “No Parking” zone is appropriate for the requested area for 24 hours per day or for specific days and/or time periods.
- In order to implement a “No Parking” zone, 100% of the property owners that are projected to lose parking spaces adjacent to their property must agree in writing to the “No Parking” zone implementation. The requestor will be required to obtain signatures from the owners.
- If deemed appropriate by the traffic study and agreed to by the property owners that will lose parking spaces adjacent to their property, “No Parking” signs will be posted by the entire street, block or logical termination point as determined by Seabrook Public Works-Streets Department. Other advisory or advanced warning signs will be placed as dictated by sound common engineering practice or the Texas Manual on Uniform Traffic Control devices, latest edition.

As with all other requests to review traffic issues in the City of Seabrook, should the implementation of a “No Parking” zone in the study area be warranted, Seabrook Public Works-Streets Department will share the proposed changes with the impacted residents before any modifications or improvements are implemented.

Cut Through Traffic Requests:

As with all other requests to review traffic issues in the City of Seabrook, requests for cut through traffic control will be addressed with the same measures outlined in the Procedures section of this policy.

- If speeding is reported, staff will review the collected information and verify the speed limit, which is set by City ordinance.
- The next step would be to evaluate the problem in terms of the traffic management strategies. The Police Department would be informed of the speed data and determine if an increased enforcement presence should be attempted.
- If after review of the traffic count and the 85th percentile speed (as per the Texas Administrative Code) along with any data from the increased enforcement there continues to warrant such a measure, a traffic engineering study will determine the measures that are appropriate to address the specific cut through traffic issues that may exist for the given the study area. *In order to be considered a candidate for measures to reduce cut through traffic, a roadway must be a local roadway or a collector roadway with residential characteristics that carries more than 10 times total homes in the platted and recorded subdivision affected within a 24 hour period one way with more than 30% cutting through from a major thoroughfare to another. (Establishment of cut through traffic must be performed through a detailed license plate study).
- To add, change or reverse any portion or all of a current traffic plan which limits cut through traffic, 75% of the affected property owners must sign a petition as implemented through these policy guidelines.

*Studies have found that, on average, a single family residential property generates ten vehicle trips a day. Large areas of single family housing can generate a large amount of traffic in and out of a neighborhood.

As with all other requests to review traffic issues in the City of Seabrook, should changes to the study area to control cut-through traffic in the study area be warranted, Seabrook Public Works-Streets Department will share the proposed changes with the impacted residents before any modifications or improvements are implemented.

Pedestrian Crossing Requests:

As with all other requests to review traffic issues in the City of Seabrook, requests for pedestrian improvements will be addressed with the same measures outlined in the Procedures section of this policy.

- Seabrook's contracted Engineer firm will study the requested location and perform a crosswalk analysis which includes volume of pedestrian traffic, proximity of the subject location to schools, parks, swimming pools, retail centers, hike and bike facilities, vehicular traffic volume, etc.
- The placement of a crosswalk at an uncontrolled intersection or in the middle of a block shall be considered only in rare cases. In general, the placement of a crosswalk at an uncontrolled intersection may create a false sense of security for pedestrians that could increase the likelihood of a vehicle-pedestrian incident.

As with all other requests to review traffic issues in the City of Seabrook, should pedestrian improvements be warranted, Seabrook Public Works-Streets Department will share the proposed changes with the impacted residents before any modifications or improvements are implemented.

School Zone Safety Requests

As with all other requests to review traffic issues in the City of Seabrook, requests for school zone safety will be addressed with the same measures outlined in the Procedures section of this policy. School zone safety requests encompass a broad range of requests in the vicinity of a school. Common requests in the City of Seabrook are addressed specifically below. Other requests will be addressed on a case per case basis.

- The neighborhood traffic policy is not intended to replace or alter the existing provisions and ordinances established by the City of Seabrook.
- Reduced speed school zones are areas in which the speed limit is reduced for certain periods of the day that may be requested by individual citizens, communities, or schools. A traffic engineering study will determine if a reduced speed school zone is warranted based on the proximity of the roadway to the school, the type of school (elementary, junior high, senior high, etc.), vehicular volumes, pedestrian volumes, vehicular speeds, availability of sidewalks, alternative routes between the school residential areas served by the school, and other factors.
- Requests for a crosswalk in the vicinity of a school will be treated with the same procedures as outlined in the “Pedestrian Facility Requests” section of this policy. Proximity to schools and type of vehicular control are major factors in the consideration of crosswalks.
- Parking restrictions in the vicinity of a school will be treated with the same procedures as outlined in the “No Parking Zone Implementation” section of this policy. Proximity of schools is a major factor in the consideration of parking restrictions.
- The Texas Manual of Uniform Traffic Control Devices (latest edition) does not require the installation of flashing beacons to alert motorists to school zones. The City of Seabrook may consider the installation of school flashing beacons on arterial and collector roadways, but not on local streets.

As with all other requests to review traffic issues in the City of Seabrook, should changes to the conditions within a school zone be warranted, Seabrook Public Works-Streets Department will share the proposed changes with the impacted residents before any modifications or improvements are implemented.

Speed Control Requests

As with all other requests to review traffic issues in the City of Seabrook, requests for speed control will be addressed with the same measures outlined in the Procedures section of this policy.

- Public Works-Streets Department will maintain a database of locations at which excessive vehicular speeds have been reported that will be shared with the Police Department for enforcement purposes.
- Speed limits of less than 30 miles per hour within the City of Seabrook for enforcement purposes must be per Texas State Law or City Ordinance.
- The Texas Manual of Uniform Traffic Control Devices (latest edition) requires that a speed limit be posted within 5 mph of the 85th percentile speed of the free-flowing traffic.
- When a significant percentage of vehicles utilizing a roadway appear to exceed the State Law or City Ordinance speed limit, the Seabrook Police Department can determine if a speeding problem exists by conducting a traffic study. A speeding problem is indicated on a residential street when the 85th-percentile speed is equal to or greater than 5 mph over the legal speed limit. If a speeding problem is determined from the traffic study, steps will be taken to address the problem:
 - Increased patrol and enforcement in the area
 - Consultation from City's Traffic Engineer for additional signage
 - Seabrook Speed Watch Program
 - Aggressive Traffic Calming Measures (See Appendix "A ")

Resolution No. 2015-20

Exhibit A

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Seabrook Speed Watch Program:

- The Seabrook Speed Watch Program is a public awareness program **not a formal speed study** through which concerned citizens can take an active role in making neighborhood streets safer by observing and recording traffic speeds in their neighborhood. Additional information and application forms to participate in the Neighborhood Speed Watch Program may be obtained from Seabrook Police Department or downloaded at www.seabrooktx.gov.
- A speed feedback sign may be installed to alert motorists to their actual speed and the posted speed limit on a roadway. Additional information concerning the speed feedback sign is included in the information on Neighborhood Speed Watch Program may be obtained from Seabrook Police Department or downloaded at www.seabrooktx.gov.
- A **formal** speed study may be conducted at the site by the City or contracted to the City Engineer as approved through the Request Form procedure. The **formal** speed study will determine:
 - ✓ 85th percentile speed
 - ✓ consider other issues in the site vicinity including pedestrian traffic volume
 - ✓ roadway curvature
 - ✓ frequency of traffic accidents
 - ✓ sight distance restrictions
 - ✓ other issues specific to the study site

A **formal** speed study may determine that the posted speed limit at the study site is too low and may recommend that the posted speed be raised to the 85th percentile speed.

Aggressive Traffic Calming Measures:

Traffic Device	Traffic Reduction	Speed Reduction	Noise & Pollution	Traffic Access Restriction	Maintenance Problems	Level of Violation	Impact to Bicycles	Costs
Speed Humps	Low	Yes	Increase	None	Moderate	Low	Low	Moderate
Road Closures	High	Yes	Decrease	Yes	Moderate	Low	Low	High
Medians & Barriers	High	Yes	Decrease	Yes	Moderate	Low	High	High

The following measures have to be initiated by residents through a petition of 75% of the entire subdivision. (See Appendix “A”)

Intersection Control Requests (Multi-way Stops, Traffic Signals, and Roundabouts):

(Please remember some streets are not City Streets and are under other agencies such as TxDOT and Harris County)

As with all other requests to review traffic issues in the City of Seabrook, requests for intersection control will be addressed with the same measures outlined in the Procedures section of this policy.

- Multi-way stop signs or traffic signals shall not be installed within the corporate City limits of the City of Seabrook unless approved by an authorized warrant analysis and by the City Traffic Engineer.
- Multi-way stops and traffic signals are warranted based on vehicular traffic volumes, pedestrian traffic volumes, vehicular speeds, traffic accident data, and other traffic data in accordance with guidelines defined in the **Texas Manual of Uniform Traffic Control Devices (TMUTCD)**.
- According to the TMUTCD, “regulatory and warning signs should be used conservatively because these signs, if used to excess, tend to lose their effectiveness.” If confirmed by a traffic engineering study, existing multi-way stop locations that are not warranted will be removed by the City of Seabrook.

Resolution No. 2015-20
Exhibit A
Page 14

- According to the TMUTCD, stop signs or traffic signals shall not be installed for the purpose of controlling the speed of a roadway as they have been shown to become a hazard at times when installed without warrant.
- Implementation of multi-way stop signs, traffic signal, and roundabouts will be in accordance with necessary budget considerations.

As with all other requests to review traffic issues in the City of Seabrook, should changes to the intersection control in the study area be warranted, Seabrook Public Works-Streets Department will share the proposed changes with the impacted residents before any modifications or improvements are implemented.

“Children at Play” and “Deaf Child Area” Sign Requests:

“Children at Play” and “Deaf Child Area” signs are not recognized by the State of Texas or by the Federal Highway Administration as official traffic control devices. These signs may create a false sense of security for parents of children and typically do not achieve the desired safety benefits.

The city will no longer install new “Children at Play” signs within its boundaries. Existing “Children at Play” signs will remain in place but will not be replaced with new signage if damaged.

“Deaf Child Area” signs may only be installed in school zones if deaf children attend the school. If installed, these signs will be removed when the deaf child no longer attends the school.

Other Advisory or Advanced Warning Sign Requests:

As with all other requests to review traffic issues in the City of Seabrook, requests for advisory or advanced warning signs will be addressed with the same measures outlined in the Procedures section of this policy.

- The City of Seabrook will study the requested location and perform an advisory/advanced warning sign analysis which includes volume of pedestrian traffic, proximity of the subject location to schools, parks, swimming pools, retail centers, hike and bike facilities, vehicular traffic volume, etc.
- The requesting party will be informed that it is City policy to only install advisory or advanced warning signs that are in accordance with the Texas Manual on Uniform Traffic Control devices, latest edition.

Other Public Safety and Traffic Issue Requests:

Other requests to review traffic issues in the City of Seabrook will be addressed with the same measures outlined in the Procedures section of this policy.

Seabrook Public Works-Streets Department will share the proposed changes with the impacted residents before any modifications or improvements are implemented.

Appendix A – Aggressive Traffic Calming Criteria and Considerations Policy

OVERVIEW

Prior to starting a petition for an Aggressive Traffic Calming Device, City Staff will let the homeowners group know if the following factors should be considered prior to the installation of any traffic calming device:

1. Impact on vehicles, motorcyclists, bicyclists, and pedestrians
2. Drainage patterns
3. Vehicular speeds and volumes
4. Other streets or alleys from diverted traffic
5. Emergency response vehicles
6. Street maintenance activities

FUNDING FOR INSTALLATION OF TRAFFIC CALMING DEVICES

When the installation of a traffic calming device is appropriate to address an identified traffic problem, it will be the responsibility of neighborhood representatives to gather the neighborhood signatures and any funding share for the project. The level of funding participation is determined based on the measured 85th percentile speed (see below). All neighborhood funds must be provided to the City in the form of a cashier's check prior to preparation of the work order for installation. If a neighborhood is requesting that a device be removed, funding for the removal must be gathered in the same manner as its installation.

The cost of installation of a traffic calming device can be very expensive. A typical speed cushion may cost \$3,000 to procure and install the device at each location. More elaborate curb and median modifications can easily cost more than \$10,000 per installation.

The cost of the traffic calming devices, if approved, would have to be paid for 100% by the HOA.

Appendix B – Sample Petition Form for Resident or Homeowner’s Association

PETITION FOR RESIDENTIAL TRAFFIC MANAGEMENT REVIEW

Homeowner's Association:	
Contact Person:	Phone # Home:
Alternate Contact Person:	Phone # Home:

We, the undersigned hereby petition the City of Seabrook to review, examine and address our concerns regarding the residential traffic patterns according to policies and procedures established by the City of Seabrook. We understand that any recommended solutions or roadway improvement will be subject to engineering evaluation and review.

Street(s) of concern: _____

Primary Problems or Concerns: _____

Note: The street(s) mentioned above will be considered for physical devices (called aggressive management techniques) ONLY after previous attempts with less invasive traffic management measures have proved unsuccessful. City staff reserves the right to determine the extent, dimension, location and application of all supplemental traffic management techniques applied. Only one signature from each household/business will be considered.

Residential Traffic Management

Residence/ Street Address	Name (Please Print Clearly)	Phone Number	(Optional)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

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

Date of Application: 6-19-15 Name of Applicant: Bay Area Running Club

Full Address of Applicant: 2427 Bay Area Blvd. Houston TX 77058

Day Time Phone (281) 480-5388 Night time phone (832) 768-1125

e-mail address: [REDACTED]

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

Bay Area Running Club

Address of Organization (if different from above): _____

City _____ State _____ Zip Code _____

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

Is the organization recognized as a non-profit organization for tax purposes? yes

Requested Date(s) and Times of the Event: August 8-2015 5AM-1PM

Location of the Event: Outriggers Restaurant

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

Note: If you will hold the event in a city park or facility, you must also complete an additional application to use city facilities.

Give a brief description of the event: 5K (3.1 mile) out and back

Fun-Run starting AND finishing at Outriggers
and turning around at N. Myer and Hammer (MAP included)
Proceeds benefiting CROSSROADS OUTREACH.

Estimated No. of Workers 12 Estimated No. of Attendees 120

Will the event be held in a parking area? NO. If so, how many parking spaces will be temporarily lost? N/A

How many parking spaces are you providing for the event? 100

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

Will admission be charged for this event? NO, Registration fee for Runners

Special Events Application

Revised 01/12

Page 2

Do you want to display temporary signs or banners to advertise this event? NO

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

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

Proposed Route (Attach Map): B99th St. and Toddville,
Down to 2nd St. UP to N. Myer, Down to Hammer 9th back.

Estimated number and kind of animals to be used: NONE (fun-run)

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

NONE

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

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

Buyari Brand
Print name
Police Department Representative

6-19-15
Date Approved

[Signature]
Signature
Police Department Representative

Comments: 2 OFFICERS - 1@ MYER/2nd & 1@ TODVILLE/2nd
EVENT PAYS FOR SECURITY

I have enclosed the following items as part of my application and have initialed each relevant item:

1. completed applications form including approval by the Seabrook Police Department.
2. If the event is to be held on city property, an additional application for the use of city facilities.
3. Permit fee in the amount of \$ 50.00. (Non-profit organizations may substitute a letter of request to the City Council requesting a waiver of the permit fee.

Special Events Application
Revised 01/12
Page 3

4. _____ If event is a parade a deposit fee of \$200.00 is included. Deposits are not waived.
5. _____ A certificate of insurance, naming the City of Seabrook as certificate holder. This insurance provides protection of not less than \$100,000 against liability for damages to property and protection of not less than \$100,000 for protection of injury to the death of one person and of not less than \$300,000 for protection against injury to death of two or more persons in a single accident or occurrence. (A sample certificate of insurance is enclosed.)
6. _____ For special events, a site plan is attached as required by the Code of the City of Seabrook, Section 4.07. (See attached excerpt.)
7. _____ For parades, a map showing the parade route is attached.

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

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

I understand that if I am applying to use a city park, community house or other city facility to hold this event, additional applications and fees will be required. I also understand that all required applications, accompanying documents and fees must be submitted to the City Secretary's Office at least 30 days prior to the date of the event, and that the event may not be held without approval of the Seabrook City Council. I have read and have agreed to the above conditions.


Signature of Applicant

Peter Cahill
Printed Name of Applicant

6-19-15
Date Submitted

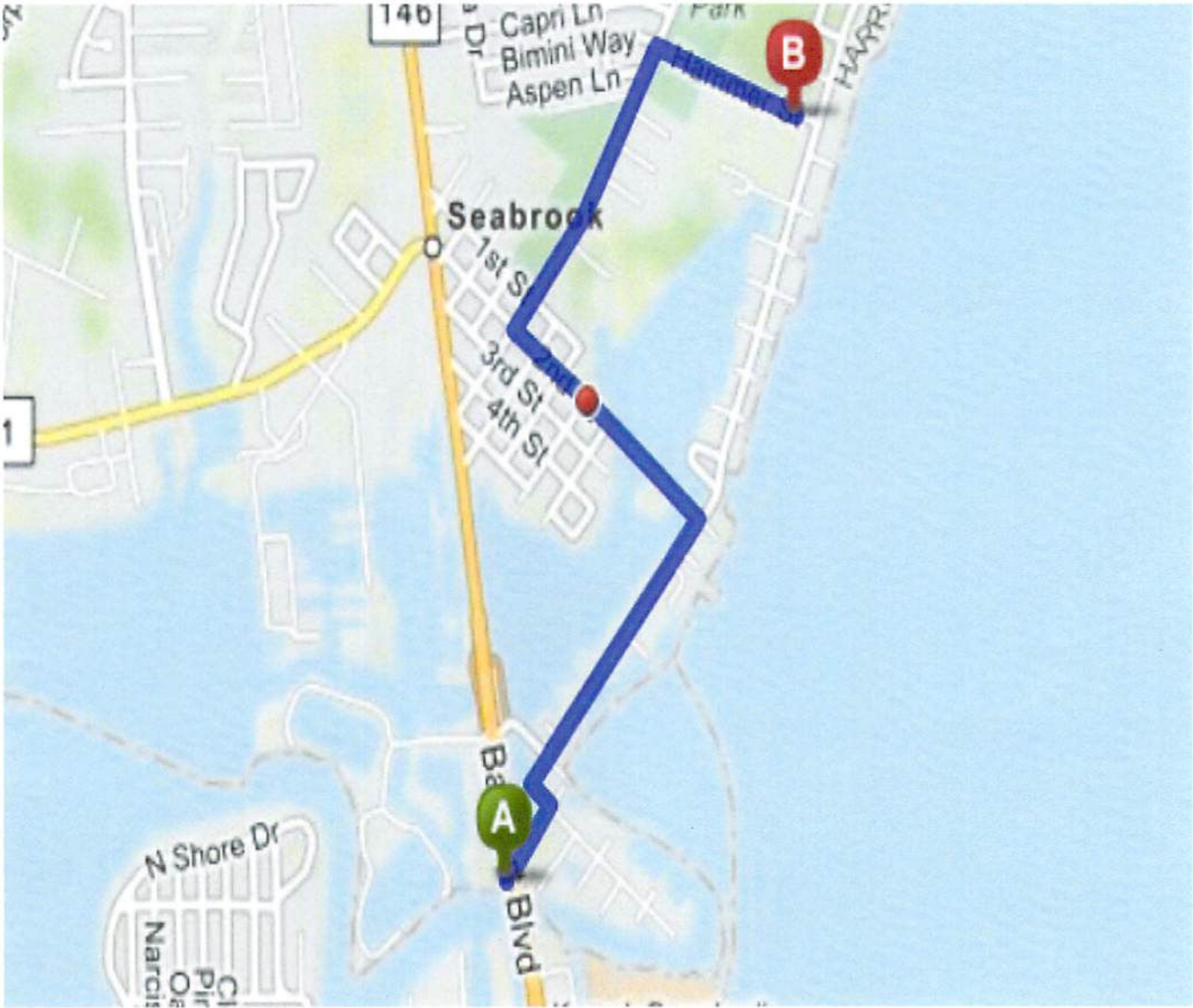
FOR OFFICE USE ONLY

Reviewed by City Secretary _____ Date _____

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

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

The following conditions are placed upon this event: _____



CITY OF SEABROOK

***** REPRINT RECEIPT*****

RECH: 00626524 6/22/2015 3:05 PM
OPER: 006 TERM: 006
REF#: 2578

TRAN: 4.0000 COMM HSE/CAROTHER'S
BAY AREA RUNNING CLUB
AUG 8TH 2015
COMMUNITY HOUSE DEP 200.00CR

TRAN: 3.0000 LICENSES & PERMITS
BAY AREA RUNNING CLUB
AUG 8TH 2015
LICENSES & PERMITS/ 50.00CR

TENDERED: 250.00 CHECK
APPLIED: 250.00-

CHANGE: 0.00

**Seabrook City Council Regular Meeting
Minutes of June 23, 2015
Page 1**

The City Council of the City of Seabrook met in regular session on Tuesday, June 23, 2015 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 – Ex. Abs.	COUNCIL PLACE NO. 2
GARY JOHNSON – Ex. Abs.	MAYOR PRO TEM &
	COUNCIL PLACE NO. 3
MELISSA BOTKIN	COUNCIL PLACE NO. 4
GLENNA ADOVASIO	COUNCIL PLACE NO. 5
O.J. MILLER – Ex. Abs.	COUNCIL PLACE NO. 6
GAYLE COOK	CITY MANAGER
SEAN LANDIS	ASSISTANT CITY MANAGER
STEVEN L. WEATHERED	CITY ATTORNEY
MICHELE L. GLASER	CITY SECRETARY

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

1.0 PRESENTATIONS

1.1 Presentation of Certificate of Merit to Officer Derrick Christensen. (Wright)

This item was postponed until July 7, 2015.

1.2 Presentation of the post event report regarding the recent Keels and Wheels event at Lakewood Yacht Club. (Fuller)

Mr. Fuller gave a report on the 20th anniversary event. Event attendance of 14,000 was 8% higher than last year, with 26 states and 7 countries represented. Pre and post-advertising costs were \$94,000, which included local and national print ads, radio, internet and social media spots, and email blasts to 50,000 addressees. All advertising identified the event as taking place in Seabrook, Texas. Over the past 20 years, Keels and Wheels has had an economic impact to the greater Clear Lake area of approximately \$3,000,000.00, and the organization made a charitable contribution this year of \$50,000.

1.3 Presentation by Mr. Yousof Allam regarding waiver of civil penalties for 1430 Killdeer. (Landis)

Mr. Allam asked for relief on civil penalties so the property can be improved. He told Council he was unaware of the civil penalties when he purchased the property. He did not request a waiver of the fines for mowing and fence repair. The delinquent taxes owed to the City on this property have been paid.

Seabrook City Council Regular Meeting
Minutes of June 23, 2015
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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 Llorente announced several upcoming events.

3.0 CONSENT AGENDA

3.1 Approve the first of two readings of proposed Resolution 2015-14, "Designation of 'Demolition Grant Project' for Authorized Economic Incentives." (Chavez)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, DESIGNATING THE DEMOLITION GRANT PROJECT FOR ECONOMIC INCENTIVES AND AS AN AUTHORIZED PROJECT OF THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION.

3.2 Approve proposed Resolution 2015-17, "Authorization for Acquisition/Exchange of Real Property for the Current City Public Works Yard Pursuant to a Sealed Bid Proposal". (Cook)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, AUTHORIZING PROCEEDING WITH THE SEALED BID RECEIVED FROM PACIFIC RIDGE DEVELOPMENT COMPANY, LLC FOR ACQUISITION/EXCHANGE OF CERTAIN REAL PROPERTY FOR THE CURRENT CITY PUBLIC WORKS YARD, APPROXIMATELY 3.405 ACRES OUT OF THE RITSON MORRIS SURVEY, ABSTRACT 52, HARRIS COUNTY, TEXAS, GENERALLY LOCATED ON LAKESIDE DRIVE AND SH 146), ("PUBLIC WORKS PROPERTY"), TO BE CONVEYED IN EXCHANGE FOR THE BID PROPERTY CONSISTING OF A TRACT OF LAND CONTAINING APPROXIMATELY 7.0899 ACRES SITUATED IN THE RITSON MORRIS SURVEY, A-52, HARRIS COUNTY, TEXAS, GENERALLY LOCATED ON LAKESIDE DRIVE WITH TERMINUS OF HUMBLE DRIVE ("EXCHANGE PROPERTY; DETERMINING COMPLIANCE WITH APPLICABLE BIDDING PROCEDURE; FINDING THE PUBLIC NECESSITY FOR THE EXPENDITURE OF FUNDS, AUTHORIZING THE CITY MANAGER TO PROCEED WITH THE NECESSARY DUE DILIGENCE FOR EVALUATION OF PROCEEDING WITH THE EXCHANGE AND ACQUISITION OF THE SUBJECT PROPERTIES PURSUANT TO THE BID RECEIVED, INCLUDING A LEASE BACK TO THE CITY FOR THE PUBLIC WORKS PROPERTY FOR A DEFINED TIME/TERMS; ALL SPECIFICALLY SUBJECT TO CITY COUNCIL APPROVAL, IN COMPLIANCE WITH ALL APPLICABLE LAWS, REGULATIONS AND CHARTER REQUIREMENTS; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBIC AS REQUIRED BY LAW.

Seabrook City Council Regular Meeting
Minutes of June 23, 2015
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- 91 **3.3 Approve proposed Resolution 2015-16, "Appointment of the Planning and Zoning**
92 **Commission as the Capital Improvements Advisory Committee". (Landis)**
93

94 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK,**
95 **TEXAS, APPOINTING THE SEABROOK PLANNING AND ZONING**
96 **COMMISSION AS THE CAPITAL IMPROVEMENTS ADVISORY**
97 **COMMITTEE AS PERMITTED BY THE TEXAS LOCAL GOVERNMENT**
98 **CODE, CHAPTER 395.**
99

- 100 **3.4 Approve Monthly Public Safety Report for May 2015. (Wright)**
101

- 102 **3.5 Approve Monthly Building Report for May 2015. (Landis)**
103

- 104 **3.6 Approve the minutes of the May 14, 2015 Special Joint Meeting of the City Council,**
105 **the Seabrook Economic Development Corporation and the Comprehensive Master**
106 **Plan Review Commission. (Glaser)**
107

- 108 **3.7 Approve the minutes of the June 2, 2015 regular City Council meeting. (Glaser)**
109

- 110 **3.8 Ratify the city manager's re-appointment of John Chisler to a third term on the**
111 **Civil Service Commission, to end June 2018. (Cook)**
112

- 113 **3.9 Appoint Thom Kolupski to the Comprehensive Master Plan Review Commission,**
114 **with a term ending June 2016, to fill the position vacated by Glenna Adovasio.**
115 **(Council)**
116

- 117 **3.10 Reappoint John Dolan and Sue Langgard as regular members to the Zoning Board**
118 **of Adjustment for two-year terms ending January 2017. (Council)**
119

- 120 **3.11 Reappoint Helen Burton, Sally Antrobus, Monica Comeaux, John**
121 **Coggeshall, Debra Harper, David Popken and Karen Tisdal to the Open Space and**
122 **Trails Committee with terms ending in June 2018. (Council)**
123

124 Motion was made by Councilor Botkin and seconded by Councilor Llorente.
125

126 To approve the Consent Agenda as presented.
127

128 MOTION CARRIED BY UNANIMOUS CONSENT.
129

130 **END OF CONSENT AGENDA**
131

- 132 **4.0 NEW BUSINESS**
133

- 134 **4.1 Consider approval of a new Seabrook city event on Second Street in November**
135 **2015, and the proposed budget for this event. (Cook and Dearman)**

Seabrook City Council Regular Meeting
Minutes of June 23, 2015
Page 4

LeaAnn Dearman, Director of Communications, stated that a new event titled "Celebration Seabrook, Feast and Wine by the Bay" will be held Saturday, November 14, 2015, from 10:00 a.m. to 10:00 p. m. and will be in conformance with the citizens' desires for revitalization of Old Seabrook, wine tastings, food trucks, and entertainment, as well as the City's vision statement and strategic plan. Food trucks, craft beer, wine, live music, a kid zone and an art corner will all be featured items of the event, along with local and area vendors. Tickets will be \$25.00 for 21 years and older, and \$15.00 for 11 to 20 year olds. Mrs. Cook stated that staff met with Vine and Food Time Productions, the chosen production company, several times, and attended a couple of their events to see first-hand the quality of the product. Their events in the Woodlands, Katy, and Houston have shown increasing profits each year. They will perform all the groundwork for the City, including securing sponsors and vendors. "Worst Case and Exceeding Expectations" budget scenarios for Celebration Seabrook are attached as Exhibit A. This event is expected to bring awareness of Seabrook, generate overnight hotel stays, and increase sales tax revenue, which will bring more businesses to Seabrook.

Councilor Llorente asked the methodology for setting the proposed ticket prices. Mrs. Cook explained staff relied on recommendations from Food and Vine Time regarding a threshold on ticket price, taking into account the type of event and the type of audience desired. Similar events in the area are \$35.00 per ticket.

Mayor Royal asked about parking. Ms. Dearman stated schools, Little League fields, city hall, and the post office will be used for parking. There is also \$2,000 in the budget for shuttle service. There are no plans for parking on NASA Parkway.

Motion was made by Councilor Llorente and seconded by Councilor Botkin.

To approve the new city event and further develop the event using FY 2014/ 2015 funds in an amount not to exceed \$46,000 from the General Fund and \$35,000 from the Hotel Tax Fund.

MOTION CARRIED BY UNANIMOUS CONSENT.

4.2 Consider approval of a lease proposal for decorative holiday lighting along Second Street in an amount not to exceed \$20,000 for FY 2014-15. This is an unbudgeted item. (Cook)

Mrs. Cook stated staff received direction from Council to look at a bigger scale lighting item. This proposal is from Artistic Holiday Designs for a three-year lease to purchase. The first year's cost is \$15,000 with an additional \$5,000 contingency to cover costs to work with an electrician to repair electrical issues along Second Street, to pay CenterPoint for adding adapters to wooden poles and to pay for electricity used. Lease payments in years two and three will be \$12,000 each, with a \$1.00 buyout at the end of the third year. The first year will be paid using General Fund Reserves and the following years will be budgeted. Leasing enables the City to expand or add to the pieces leased in

**Seabrook City Council Regular Meeting
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the first year. This proposal is for LED lights strung overhead and across the street from one wood electrical pole to the other, a front panel Christmas tree in Mohrhausen Park (moving tree lighting ceremony from City Hall) and smaller freestanding items on both sides of the street at various locations. The freestanding items can be moved, as needed or desired, because they are not tied to electrical poles. Mrs. Cook stated that Reliant Energy will not allow the City to install lighting on the decorative poles along Second Street, as the decorative poles do not allow a split for providing electricity to the lights and the surrounding homes and businesses at the same time. The old wooden poles can be used because an adapter can be placed at the top of the poles to split the electricity.

In answer to questions from Council members, Mrs. Cook stated that the City will use banners, paid for with HOT funds, to decorate along NASA Parkway. Other area cities have not used LED lighting; however, Nassau Bay plans to add LED lights to palm trees this year. Mrs. Cook explained that employees of Artistic Development and Design would be available the first year to walk staff through the installation and because the installation is simple, staff should be able to complete installation in subsequent years.

Motion was made by Councilor Botkin and seconded by Councilor Adovasio.

To approve lighting on Second Street in an amount not to exceed \$20,000 for this budget year.

MOTION CARRIED BY UNANIMOUS CONSENT.

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

Mrs. Cook reviewed the vision elements (goals) of the plan, as shown in the attached Exhibit B.

Motion was made by Councilor Llorente and seconded by Councilor Adovasio.

To approve the Seabrook Strategic Plan as presented.

MOTION CARRIED BY UNANIMOUS CONSENT.

5.0 ROUTINE BUSINESS

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

Mrs. Cook asked that the Mystic Village Traffic Plan be removed from the Action Items Checklist. An update on the fiber optic project will occur at the July 7 Council meeting. Mrs. Cook gave a brief project update on the new Public Works building. The splash pad at Meador Park will tentatively open in mid-July.

Seabrook City Council Regular Meeting
Minutes of June 23, 2015
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Mrs. Cook asked Council members to help facilitate at the individual stations at the Master Plan Community Workshop at Bay Elementary on July 30.

Motion was made by Councilor Adovasio and seconded by Councilor Botkin.

To approve the Action Items Checklist as amended.

MOTION CARRIED BY UNANIMOUS CONSENT.

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

Regular City Council meetings will be held on July 7 and July 21. Special City Council meetings will be held on July 14 and July 28 to discuss City budget related items. The Comprehensive Master Plan kickoff meeting will be held at 7:00 p.m. on July 30 at Bay Elementary School.

6.0 EXECUTIVE SESSION

At 8:28 p.m. Mayor Royal announced that the City Council would hold a closed executive meeting pursuant to the provisions of the Open Meetings Act, Chapter 551, Government Code, and Vernon's Texas Codes Annotated, in accordance with the authority contained in Section 551.071, Consultation with Attorney.

Section 551.071

6.1 Consult with attorney to receive legal advice to address legal issues associated with requested waiver of civil penalties, as provided by Section 551.071 of the Texas Government Code. (Cook)

6.2 Consult with attorney to receive legal advice on legal issues associated with a Memorandum of Understanding with the Port of Houston Authority. (Cook)

7.0 OPEN MEETING

At 9:32 p.m. Mayor Royal reconvened the meeting in open session and stated that items 6.1 and 6.2 had been discussed, but that no action had been taken in executive session.

7.1 Consider approval of waiver of \$28,500.00 in civil penalties for property located at 1430 Killdeer. (Landis)

In answer to questions from Council, Mr. Allam stated that he has cleaned up the yard and cleaned out the house, but has not repaired or replaced the fence. He intends to bring the property up to code within three months so that he can sell it. He has paid the delinquent taxes, but has not yet paid the fines or civil penalties. If the civil penalties are waived, Mr. Allam stated that we will pay all fines at closing which should occur in the

**Seabrook City Council Regular Meeting
Minutes of June 23, 2015
Page 7**

next two to three weeks. Mr. Allam stated that he has not yet filed the deed because if the civil penalties are not waived, he will have to abandon the project. Mr. Allam stated that he can prepare the release of civil penalties for city review. Mr. Allam stated that he has hired a local person to manage the improvements to the property.

Motion was made by Councilor Llorente and seconded by Councilor Botkin.

To approve the waiver of only the civil penalties, conditional upon full and complete payment of all fines and interest to the title company as referenced in the original Building and Standards Commission order pending review of the document by the city attorney and execution by the city manager.

Councilor Llorente stated that this motion was made in order to clean up the property for the benefit of the city and neighbors.

Mr. Weathered stated that if the property remains substandard, it can be brought again before the Building and Standards Commission. Mr. Weathered stated he will talk to the title company to decide who will prepare the release.

MOTION CARRIED BY UNANIMOUS CONSENT.

7.2 Consider and authorize approval or action on amendments to the Memorandum of Understanding (MOU) with the Port of Houston Authority (POHA). (Cook)

No action was taken on this item.

Upon a motion duly made and seconded, Mayor Royal adjourned the meeting at 9:53p.m.

Approved this 7th day of July 2015.

Glenn R. Royal, Mayor

Michele L. Glaser, TRMC
City Secretary

Exhibit A
June 23, 2015
Regular City Council Meeting Minutes

Projected "Exceeding Expectations" Budget for Celebration Seabrook

REVENUE			
Tickets: General Admission	\$25	2500	\$62,500
Tickets: 11 to 20 yrs.	\$15	400	\$6,000
Tickets: VIP	\$100	125	\$12,500
House Drink Tickets	\$5	900	\$4,500
Premium Drink Tickets	\$10	700	\$7,000
Vendor/Exhibitor Table	\$200	20	\$4,000
Vendor/Exhibitor Tent	\$425	15	\$6,375
Gold Sponsors	\$2,500	3	\$7,500
Silver Sponsors	\$5,000	2	\$10,000
Platinum Sponsor	\$10,000	1	\$10,000
Projected Income			\$130,375

HOT EXPENDITURES			
Print Production, Advertising & Online Services			
Graphic Design			\$1,000
Rack Card & Poster			\$1,500
Sponsor & Direction Signs			\$2,500
Banner			\$500
Stage Banner			\$350
Wristbands			\$250
Website Fees			\$550
Online Ticket Fees			\$1,836
Radio			\$15,000
eBlast			\$100
Social Media			\$3,000
PR/Media			\$8,000
Total HOT Expenditures			\$34,586



EVENT EXPENDITURES			
Venue, Rentals & Supplies			
Lot Rental			\$500
Fencing			\$3,000
Shuttles			\$2,000
Equipment/Generators			\$2,000
Tents			\$16,000
Souvenir Glasses			\$1,500
Table Cloths			\$250
Ice			\$1,500
Utensils/Dump Buckets			\$108
Truck Rental			\$487
Office Supplies			\$500
Paper Supplies			\$200
Sanitation Stations			\$125
Porta-Let			\$1,800
VIP Décor			\$2,000
			\$31,970
Labor & Additional Expense			
Security			\$4,800
Contract Labor			\$4,000
Gate Staffers			\$3,400
Volunteer Expense			\$400
Food			\$500
			\$13,100
Entertainment			
Bands			\$20,000
Stage & Sound			\$4,000
Kid Activities			\$5,000
			\$29,000
Alcohol			
Beer			\$3,000
Wine			\$0
			\$3,000
Permits, Insurance			
Health Permit			\$1,125
TABC Permit			\$462
Charity Auction Permit			\$241
Weather Insurance			\$5,550
Weather Observation			\$400
Insurance			\$1,800
			\$9,578
FVTP Fees			
Production Fee			\$35,000
Sponsor Commission Fees			\$5,500
			\$40,500

Total Event Expenditures		\$127,148
Event Expenditures		\$127,148
Revenue		\$130,375
Remaining Balance		-\$3,227

Exhibit A
June 23, 2015
Regular City Council Meeting Minutes

Projected "Worst-Case Scenario" Budget for Celebration Seabrook

REVENUE			
Tickets: General Admission	\$25	1250	\$31,250
Tickets: 11 to 20 yrs.	\$15	250	\$3,750
Tickets: VIP	\$100	100	\$10,000
House Drink Tickets	\$5	700	\$3,500
Premium Drink Tickets	\$10	600	\$6,000
Vendor/Exhibitor Table	\$200	15	\$3,000
Vendor/Exhibitor Tent	\$425	10	\$4,250
Gold Sponsors	\$2,500	2	\$5,000
Silver Sponsors	\$5,000	1	\$5,000
Platinum Sponsor	\$10,000	1	\$10,000
Projected Income			\$81,750

HOT EXPENDITURES			
Print Production, Advertising & Online Services			
Graphic Design			\$1,000
Rack Card & Poster			\$1,500
Sponsor & Direction Signs			\$2,500
Banner			\$500
Stage Banner			\$350
Wristbands			\$250
Website Fees			\$550
Online Ticket Fees			\$1,836
Radio			\$15,000
eBlast			\$100
Social Media			\$3,000
PR/Media			\$8,000
Total HOT Expenditures			\$34,586

EVENT EXPENDITURES			
Venue, Rentals & Supplies			
Lot Rental			\$500
Fencing			\$3,000
Shuttles			\$2,000
Equipment/Generators			\$2,000
Tents			\$16,000
Souvenir Glasses			\$1,500
Table Cloths			\$250
Ice			\$1,500
Utensils/Dump Buckets			\$108
Truck Rental			\$487
Office Supplies			\$500
Paper Supplies			\$200
Sanitation Stations			\$125
Porta-Let			\$1,800
VIP Décor			\$2,000
			\$31,970
Labor & Additional Expense			
Security			\$4,800
Contract Labor			\$4,000
Gate Staffers			\$3,400
Volunteer Expense			\$400
Food			\$500
			\$13,100
Total Event Expenditures			\$128,648



Entertainment			
Bands			\$20,000
Stage & Sound			\$4,000
Kid Activities			\$5,000
			\$29,000
Alcohol			
Beer			\$1,500
Wine			\$5,000
			\$6,500
Permits, Insurance			
Health Permit			\$1,125
TABC Permit			\$462
Charity Auction Permit			\$241
Weather Insurance			\$5,550
Weather Observation			\$400
Insurance			\$1,800
			\$9,578
FVTP Fees			
Production Fee			\$35,000
Sponsor Commission Fees			\$3,500
			\$38,500

Event Expenditures	\$128,648
Revenue	\$81,750
Remaining Balance	\$46,898

Exhibit A

June 23, 2015

Regular City Council Meeting Minutes

Food & Vine Time PRODUCTIONS

	2010	2011	2012	2013	2014	2015
Katy Sip N Stroll Fall						
Total Income	\$17,825.00	\$52,619.83	\$36,450.00	\$55,924.72	\$72,268.25	
Total Cost	\$15,418.00	\$25,110.31	\$17,497.77	\$24,295.51	\$32,321.83	
Total Revenue	\$2,407.00	\$27,509.52	\$18,952.23	\$31,629.21	\$39,946.42	
Katy Sip N Stroll Spring						
Total Income			\$36,817.90	\$42,790.34	\$64,509.00	\$96,829.00
Total Cost			\$17,794.00	\$22,544.04	\$30,811.03	\$54,023.00
Total Revenue			\$19,023.46	\$20,246.30	\$33,627.97	\$42,806.00
Haute Wheels						
Total Income		\$118,745.91	\$118,638.00	\$162,283.93	\$135,610.57	\$109,400.15
Total Cost		\$98,443.71	\$75,765.43	\$109,044.45	\$92,069.77	\$79,846.54
Total Revenue		\$20,302.20	\$42,872.57	\$53,239.48	\$43,540.80	\$29,553.61
Wine Fair Cy-Fair						
Total Income			\$63,060.00	\$102,969.00	\$141,019.00	\$144,314.00
Total Cost			\$35,516.00	\$49,446.00	\$74,798.00	\$84,435.00
Total Revenue			\$27,544.00	\$53,250.00	\$66,220.69	\$59,879.01

Vision Element: Economic Development

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

Strategic Initiative	Committee/Staff Designee	Action Steps	Priority	Timeline
New Initiative 1: Establish Better Communications with SEDC and P&Z	Mayor and Council	Establish a plan for a Liaison Policy to foster ongoing communication between boards		Immediate
	City Staff	Coordinate standing agenda item and/or joint meetings		Immediate
New Initiative 2: Utilize the Comprehensive Plan Update to Address Issues and Challenges	City Manager Deputy City Manager Dir of Economic Development	Establish overall plan for major corridor developments (Old Seabrook, NASA Parkway, SH 146)	High	September 2016
	City Staff	Hold Quarterly Meetings with all Commissions		Immediate
	City Staff	Identify and work with existing and future flood zone issues		Ongoing
	City Manager Deputy City Manager Dir of Communications Dir of Economic Development	Identify events and initiatives to revitalize redevelopment in Old Seabrook (2 nd Street)	High	September 2016

New Initiative 3: Establish Better Relationships with Existing Businesses	Dir of Economic Development	Create a Business Development Packet that provides basic information to new and existing businesses		January 2016
	Dir of Economic Development	Establish (utilize existing) Business Owners Associations to connect the City better with existing businesses		Immediate
Initiative 4: Create opportunity to attract a diverse economic base	Mayor and Council P&Z Community Development SEDC	Create opportunity for Class “A” office space and higher-end retail space		September 2016
	Dir of Economic Development Dir of Communications	Define and communicate areas prime for development		September 2016
	SEDC Mayor and Council	Maintain and expand existing incentive packages	High	September 2016
	City Manager Dir of Economic Development Deputy City Manager Public/Private Partners	Recruit a grocery anchor	High	September 2016
	City Manager Dir of Economic Development Deputy City Manager Public/Private Partners	Recruit a full service hotel		September 2016

Initiative 4 (Cont): Create opportunity to attract a diverse economic base	City Manager Dir of Economic Development Deputy City Manager Public/Private Partners	Create destination type development	High	September 2016
	City Manager Dir of Economic Development Deputy City Manager Public/Private Partners	Attract medical services		September 2016
	City Manager Dir of Economic Development Deputy City Manager Public/Private Partners	Attract professional office space		September 2016
Initiative 5: Develop and maintain city services to provide support services	City Manager Deputy City Manager Dir of Public Works City Engineer Dir of Economic Development	Seek out funding for infrastructure development and improvements		Ongoing

Vision Element: Organizational Development

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

Strategic Initiative	Committee/Staff Designee	Action Steps	Priority	Timeline
Initiative 1: Create a staff plan for recruitment, retention and replacement of retiring employees	City Manager HR Director Dir of Finance	Develop an RFP and conduct a Salary Survey by a consultant	High	September 2015
	City Manager All Directors	Develop New Retention Strategies		Ongoing
	HR Director (Lead) All Directors	Develop and start Generational training		April 2016
Initiative 2: Create and maintain an atmosphere of learning that encourages ongoing training and improvement	All Directors	Continue and expand on training opportunities to staff (example: Brownbag Webinar Series, Tailgate Meetings)		Ongoing

Vision Element 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

Strategic Initiative	Committee/Staff Designee	Action Steps	Priority	Timeline
New Initiative 1: Build better relationships with all boards and commissions in order to keep a unified vision across all volunteer boards	City Manager City Secretary All Directors	Council to receive quarterly reports from Boards/Commissions		December 2015
	Mayor City Secretary All Directors	Mayor to provide regular report to Boards/Commissions		September 2016
	Mayor City Manager	Provide Legislative Updates		Immediate
	Mayor and Council City Manager All Directors	Report program progresses/successes on a regular basis		Immediate
New Initiative 2: Increase communication to allow citizens to become stakeholders in the community	City Manager All Directors Dir of Communications	Develop a recognition program for volunteers		April 2016
	Mayor City Manager Dir of Communications	Establish a “Coffee with the Mayor” Program		December 2015

(Cont.) New Initiative 2: Increase communication to allow citizens to become stakeholders in the community	Mayor City Manager Dir of Communications	Create a Letter/Video from the Mayor		September 2016
	City Manager Dir of Communications	Establish an Electronic Town Hall Meeting format		September 2016
	City Manager All Directors Dir of Communications	Create a “Citizens Field Trip” format to show Seabrook government in action		September 2016
	All Directors	Utilize innovative measures to encourage and increase transparency in Seabrook government		Ongoing

Vision Element Communication

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

Strategic Initiative	Committee/Staff Designee	Action Steps	Priority	Timeline
Initiative 1: Economic Development	Dir of Economic Dev Deputy City Manager Dir of Communications	Create new marketing materials that identify “Available Incentives”, “Zoned Community” and “Easily Accessible”		
	City Manager Deputy City Manager Dir of Economic Dev Dir of Communications	Create new marketing materials for major projects (i.e. Waterfront and SH 146)		
New Initiative 2: Creatively connect with the citizens, businesses and visitors	All Directors Dir of Communications	Prepare a series of videos on various subjects including - Flood Hazards/FEMA - Water Conservation - Mobility Issues - Legislative Updates - Community Development news (including permits) - Traffic Laws		

New Initiative (cont): Creatively connect with the citizens, businesses and visitors	City Manager Emerg Mgmt Coord Police Chief Dir of Communications	Events • Citizen's University • National Night Out • Public Safety Night		
	Emerg Mgmt Coordinator City Manager All Directors	Print • Create emergency management information • Create a calendar that also services to provide regular meeting dates and provides annual report to citizens • Create flyers to distribute to businesses on city events and happenings • Provide information on water conservation		
	Dir of Economic Development Dir of Communications Dir of PW Asst Dir of PW	Digital Media • Provide news on SEDC development • Use new forms of Social Media (such as Whatz Up!) • Provide Water Conservation information		

Vision Element **New Mobility**

Guiding Principle:

Strategic Initiative	Committee/Staff Designee	Action Steps	Priority	Timeline
New Initiative 1: Communicate with partners and public the state of congestion in the city	City Manager Deputy City Manager Dir of Economic Development All Directors	Network with economic and transportation associations to raise awareness (Economic Alliance, BAYTRAN)		Ongoing
	City Manager Dir of Communications	Create an Awareness Campaign to include new material to distribute to including videos, photographs and TransStar Message Board		Ongoing
New Initiative 2: Develop a Thoroughfare Plan that addresses issues for current and future development	City Manager Deputy City Manager	Develop an Scope of Services for a Thoroughfare Plan that works with the current update to the Comprehensive Master Plan		
	Emerg Mgmt Coordinator Chief of Police City Manager Deputy City Manager	Include in final plan HazMat routes and designation of “No Truck” routes		
	City Manager Deputy City Manager	Include in final plan rating of road conditions for street repair		
	City Manager Deputy City Manager	Include and identify directional detours for events and construction		

Strategic Initiative	Committee/Staff Designee	Action Steps	Priority	Timeline
New Initiative 3: Establish a joint signage program	City Manager Deputy City Manager	Partner with TxDot and neighboring cities to announce and direct traffic issues during large event venues in Seabrook and neighboring cities		
New Initiative 4: Enhance traffic enforcement through a special traffic taskforce	Chief of Police	Develop a new division within the PD to focus only on traffic enforcement during certain periods		
New Initiative 5: Create a “Where I Live” Campaign	City Manager Deputy City Manager Dir of Communications	Develop a campaign to advertise boundaries and jurisdiction of the City of Seabrook		

Vision Element **New Quality of Life**

Guiding Principle:

Strategic Initiative	Committee/Staff Designee	Action Steps	Priority	Timeline
New Initiative 1: Develop a plan for monthly (or regular) citywide events	City Manager Mayor and Council	Hire a special events coordinator		
	All Directors	Form an events committee in the future		
	Dir of Communications	Gather survey data on type of events desired		
	Mayor and Council City Manager	Provide incentives to event holders (cost sharing, free advertising, etc)		
	Dir of Communications	Establish branding for regular events		
	City Manager All Directors	Coordinate events with other cities		
	City Manager All Directors	Provide family oriented events		
	City Manager Deputy City Manager All Directors	Explore ways to use Old Seabrook area		

New Initiative 2: Evaluate usage of City Property	City Manager Deputy City Manager Dir of PW	Evaluate additional parking options city wide (emphasis Parks, Old Seabrook)		Immediate
	City Manager Deputy City Manager Dir of PW	Reallocate or add parking at City Hall		September 2016
	City Manager Deputy City Manager Asst Dir of PW	Re-evaluate all City Parks for better or additional uses and/or flow		Ongoing
New Initiative 3: Add lighting for public safety purposes	City Manager Emerg Mgmt Coord	Explore grant funding		
	City Manager Deputy City Manager Dir of Economic Dev	Provide tax incentives-donations from private companies to improve lighting		
New Initiative 4: Establish a program to improve water conservation and recycling opportunities	City Manager Dir of PW Asst Dir of PW Dir of Communications	Develop new education programs for new citizens and existing residents to include tips		
	City Manager	Research updated cost on recycling pilot program and potential areas		

**ORDINANCE NO. 2015-14
AMENDMENT TO THE OFFICIAL STREET MAP TO
RENAME SECOND STREET TO MAIN STREET**

AN ORDINANCE AMENDING THE OFFICIAL CITY STREET MAP OF THE CITY OF SEABROOK WHICH IS PART OF THE SEABROOK CITY CODE OF ORDINANCES, CHAPTER 75, "STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES", ARTICLE 2, "STREETS", SECTION 75-26, "STREET NAMING AND NUMBERING MAP", BY RENAMING "SECOND STREET" TO "MAIN STREET", REQUIRING THAT THE "CITY STREET MAP" BE AMENDED TO REFLECT THIS CHANGE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR NOTICE.

WHEREAS, the City of Seabrook has evaluated a request for the renaming of "Second Street" to "Main Street", to more appropriately reflect and designate the characteristics of such street within the City; and

WHEREAS, all public notices have been published, mailed and provided in accordance with statute and the City Code of Ordinances; and

WHEREAS, the City Council has conducted a public hearing on such request, in the time and manner required by law; and

WHEREAS, the City Council of the City of Seabrook deems it in the best interests of the citizens to rename Second Street to Main Street;

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

SECTION 1. FINDINGS.

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, CHAPTER 75, "STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES", ARTICLE 2, "STREETS", SECTION 72-26, "STREET NAMING AND NUMBERING MAP".

That the City Council of the City of Seabrook hereby approves the renaming of "Second Street" to "Main Street" for its entire length from NASA Parkway to Todville Road as shown on Exhibit A. The "City Street Map" shall be amended to reflect the renaming of "Second Street" to "Main Street".

Ordinance No. 2015-14

Page 2

SECTION 3. REPEAL OF CONFLICTING ORDINANCES.

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

SECTION 4. 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 of 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 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 5. NOTICE

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

PASSED AND APPROVED on first reading this 7th day of July 2015.

PASSED, APPROVED, AND ADOPTED on second and final reading this 21st day of July 2015.

By: _____
Glenn Royal, Mayor

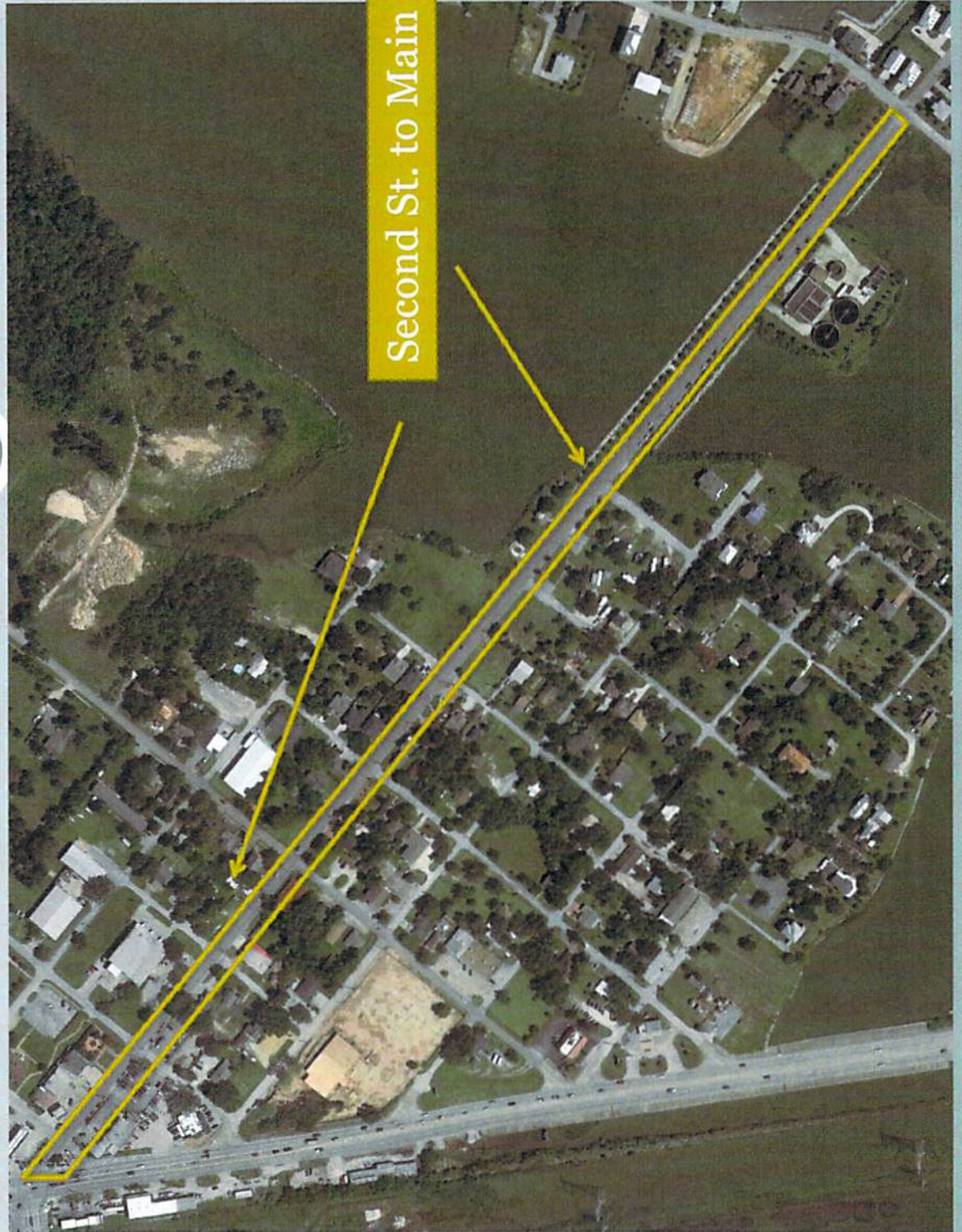
ATTEST:

By: _____
Robin Hicks, City Secretary

APPROVED AS TO FORM:

Steven L. Weathered, City Attorney

“Exhibit A”



Second St. to Main St.

~~T-Bone Toms-----Tookie's Burgers-----Tookie's Seafood~~

May 4, 2015

**Paul Chavez
Economic Development Director
City of Seabrook
1700 First Street
Seabrook, Texas
77586**

Paul:

I am sending you this letter because I would like a request an extension of Term 1D for at least another 180 days, that has already become past due. This is in reference to the incentive between Seabrook EDC and the Asparagus Group.

We are working diligently to get the Tookies Seafood building completed. We have had an assortment of delays including rain which has been the biggest problem.

Thanks for everything and we hope to be serving great seafood with awesome service very soon.

Barry Terrell

President

**Asparagus Group DBA as Tookie's Seafood
Seabrook, Texas**

ADDENDUM 2015
to the
AGREEMENT BETWEEN THE CITY OF SEABROOK, TEXAS; THE SEABROOK
ECONOMIC DEVELOPMENT CORPORATION;
AND
THE ASPARAGUS GROUP, LLC

This Addendum "2015", ("Addendum") is made this _____ day of _____, 2015, and is incorporated into and will be deemed to amend the **AGREEMENT BETWEEN THE ASPARAGUS GROUP, LLC**, ("Asparagus Group"), **THE CITY OF SEABROOK, TEXAS, AND THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION** ("Agreement"), for economic development incentives to facilitate the redevelopment of certain property owned by the Asparagus Group, as more specifically provided in the Agreement, having an "Effective Date" of June 20, 2013. Addendum 2014-1 was previously approved by the parties to allow for an extension in the time to begin construction of improvements from 180 days of the execution of the Agreement to 300 days of the Effective Date, June 20, 2013 and is incorporated by reference herein. The purpose of this Addendum 2015 is to allow for an extension for the time to complete construction of the improvements, originally provided to be one calendar year of the commencement of construction, to a time certain, as agreed and provided for herein. The City of Seabrook, the Seabrook Economic Development Corporation and the Asparagus Group agree to the following:

By this Addendum "2015", it is the desire of the parties to the Agreement to document an extension of time of performance by the Asparagus Group for completion of construction of improvements, as provided for under "Terms" Section 1.d of the Agreement from "one (1) calendar year of the commencement of said commencement of said construction" to a time certain date of September 14, 2015.

The Agreement currently provides, on Page 2, under the heading "Terms," Section 1. d. that the "Asparagus Group agrees that it will:

"d. complete construction of the improvements within one (1) calendar year of the commencement of said construction; and"

The aforementioned specific provision for the performance by Asparagus Group shall be amended to provide an extension of the subject time of performance as follows:

*"d. complete construction of the improvements [~~within one (1) calendar year of the commencement of said construction~~] **on or before September 14, 2015;** and"*

Except as amended herein, all other provisions of the Agreement and Addendum 2014-1 shall remain in full force and effect. In case of conflict with this Addendum "2015", and the Agreement or Addendum 2014-1, this Addendum "2015" shall control.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum "2015" in multiple copies, each of equal dignity, on this ____ day of _____, 2015.

CITY OF SEABROOK, TEXAS

Glenn R. Royal
Mayor

DATE: _____, 2015

ATTEST:

Robin Hicks
City Secretary

SEABROOK ECONOMIC DEVELOPMENT CORPORATION

BY: Paul Dunphey,
Board President

DATE: _____, 2015

ATTEST:

Terry Chapman,
Board Secretary

THE ASPARAGUS GROUP, LLC:

BY: Barry Terrell,
President and authorized agent

DATE: _____, 2015



CITY OF SEABROOK

AGENDA BRIEFING

Date of Meeting: TUESDAY, JULY 7, 2015

Submitter/Requestor: Galyean and Landis Date Submitted: 6/30/2015 8:22:28 AM

Presenter: Landish

Description/Subject:

Consider and approve Resolution 2015-19, Adoption of a Hazard Mitigation Plan for the City of Seabrook in accordance with the Disaster Mitigation Act of 2000 as a condition of future federal mitigation funding.

Purpose/Need: NA

Background/Issue(What prompted this need):

FEMA and TDEM have issued an Approval Pending Adoption (APA) letter, which means approval of the Harris County Multi-Hazard Mitigation Plan is contingent upon adoption by each participating jurisdiction.

The City of Seabrook is ready to adopt the New 2015 Multi-Hazard Mitigation Plan. Staff members Sean Landis, Mae Wright and Jeff Galyean worked over the past year putting this document together with the assistance of other local jurisdictions and the Harris County Office of Homeland Security and Emergency Management. This is a Joint Plan that is filed by Harris County but acts as the City of Seabrook Plan also.

The reason for the Multi-Hazard Mitigation Plan is defined in the Disaster Mitigation Act of 2000, the United States Federal Emergency Management Agency (FEMA) requires that local jurisdictions have in place a FEMA-approved Hazard Mitigation Action Plan as a condition of receipt of certain future Federal mitigation funding after May 1, 2005.

The work that was done on this plan allowed for the City of Seabrook to use this one plan for two purposes. This plan will also serve as the Flood Mitigation Plan for the City of Seabrook.

Impacted Parties(Expected/Notified):

Miscellaneous Comments:

Attachments:

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

resolution

FEMA APA letter

TDEM APA letter

supporting doc

Fiscal Impact:	Budgeted	Yes	Finance Review:	Officer
	Budget Amendment Required	Yes		
	Future/Ongoing Impact	Yes		
	Budget Dept/Line Item Number			

Funding Comments:

Where on the agenda should this item be placed?

New Business

Suggested Motion:

Agenda Language:

Consider approval of proposed Resolution No. 2015-19, "Adoption of a Hazard Mitigation Plan." (Galyean and Landis)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS,
ADOPTING THE HARRIS COUNTY MULTI-HAZARD MITIGATION PLAN.

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. 2015-19
ADOPTION OF A HAZARD MITIGATION PLAN**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS,
ADOPTING THE HARRIS COUNTY MULTI-HAZARD MITIGATION PLAN.**

WHEREAS, certain areas of the City of Seabrook are subject to periodic flooding, hurricanes and other natural hazards with the potential to cause damages to people and properties within the area; and

WHEREAS, the City of Seabrook desires to prepare and mitigate for such circumstances; and

WHEREAS, under the Disaster Mitigation Act of 2000, the United States Federal Emergency Management Agency (FEMA) requires that local jurisdictions have in place a FEMA-approved Hazard Mitigation Action Plan as a condition of receipt of certain future Federal mitigation funding after May 1, 2005; and

WHEREAS, Harris County and certain municipalities, in order to meet this requirement, have initiated development of a countywide, multi-jurisdictional Multi-Hazard Mitigation Plan, including the City of Seabrook; now, therefore,

BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SEABROOK, STATE OF TEXAS HERBY:

1. Adopts the Harris County Multi-Hazard Mitigation Plan.
2. Vests the Hazard Mitigation Team with the responsibility, authority, and the means to:
 - (a) Inform all concerned parties of this action.
 - (b) Develop an addendum to this Hazard Mitigation Plan if the town's unique situation warrants such an addendum.
3. Appoints the Hazard Mitigation Coordinator to assure that the Hazard Mitigation Plan shall be reviewed at least annually and that any needed adjustment to the City of Seabrook addendum to the Hazard Mitigation Plan shall be developed and presented to the City Council for consideration.
4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

PASSED, APPROVED, AND ADOPTED on this 7th Day of July 2015.

CITY OF SEABROOK, TEXAS

Glenn R. Royal, Mayor

ATTEST:

Robin Hicks, City Secretary

U.S. Department of Homeland Security

Region VI

800 N. Loop 288

Denton, TX 76209-3698

**FEMA**

May 27, 2015

Ms. Johnna Cantrell
State of Texas
Texas Division of Emergency Management
P.O. Box 4087
Austin, TX 78773-0220

RE: Approvable Pending Adoption of the Multi-Jurisdictional Hazard Mitigation Plan for
Harris County, Texas

Dear Ms. Cantrell:

This office has concluded its review of the referenced plan, in conformance with the Final Rule on Mitigation Planning (44 CFR Part 201.6). Formal approval of this plan is contingent upon the adoption by resolution by the participants on Enclosure A, as well as the receipt of a CD containing all components of this plan.

Adopting resolutions must be submitted to this agency for review and approval no later than **90 days** from the date of this letter. Failure to submit these resolutions in a timely manner could lead to a required update of the plan prior to FEMA approval.

Once this final requirement has been met, a letter of official approval will be generated. The Local Hazard Mitigation Planning Tool, with the reviewer's comments has been enclosed to further assist the jurisdictions in complying with planning requirements.

If you have any questions, please contact Bart Moore, Community Planner at (940) 898-5363 or bart.moore@fema.dhs.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald C. Wanhanen", followed by a horizontal line.

Ronald C. Wanhanen
Acting Branch Chief
Risk Analysis Branch

Enclosures

cc: Connie Dill, R6-MT-HM

Enclosure A

**Harris County, Texas
Multi-Jurisdictional
Hazard Mitigation Plan Participants**

Attached is the list of participating governments included in the May 27, 2015 review of the referenced Hazard Mitigation plan.

1. Harris County
2. Baytown, City of
3. Bellaire, City of
4. Bunker Hill Village, City of
5. Deer Park, City of
6. El Lago, City of
7. Galena Park, City of
8. Harris County Department of Education
9. Harris County Flood Control District
10. Harris County Hospital District dba Harris Health System
11. Hedwig Village, City of
12. Hilshire Village, City of
13. Humble, City of
14. Hunters Creek Village, City of
15. Jacinto City, City of
16. Jersey Village, City of
17. Katy, City of
18. La Porte, City of
19. Lone Star College
20. Missouri City, City of
21. Morgan's Point, City of
22. Nassau Bay, City of
23. Pasadena, City of
24. Piney Point Village, City of
25. Seabrook, City of
26. Shoreacres, City of
27. Southside Place, City of
28. Spring Valley, City of
29. Stafford, City of
30. Taylor Lake Village, City of
31. Tomball, City of
32. Webster, City of
33. West University Place, City of

TEXAS DEPARTMENT OF PUBLIC SAFETY

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COMMISSION
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MANNY FLORES
FAITH JOHNSON
STEVEN P. MACH
RANDY WATSON

May 29, 2015

Mr. David Alamia
Harris County Office of Homeland Security
And Emergency Management
6922 Katy Road
Houston, TX 77024

RE: Approval Pending Adoption of the Local Multi-Jurisdictional Hazard Mitigation Plan for Harris County, Texas.

Dear Mr. Alamia,

Congratulations! FEMA has notified the State that it has concluded its review of the Harris County, Texas local mitigation action plan and has found it to be approvable pending adoption.

In order for this plan to receive final FEMA approval, the jurisdiction(s) must adopt this plan and submit the documentation (typically resolutions) in a timely manner through the State to FEMA.

The approval date will start once FEMA receives and acknowledges the first adoption documentation, regardless as to whether it is one resolution or all. The State encourages adoption resolutions be submitted in bulk, rather than one by one. This documentation can be submitted either by mail or email and should come from the plan's main point of contact with the State rather than the individual participants.

A copy of the APA Checklist is attached. It may list recommendations in the comments section. These apply to your next update. DO NOT make any further changes to your plan from now until it has been approved.

The following participating governments included in this plan are:

- | | |
|--|-------------------------------|
| • Harris County | Harris Co. Dept. of Education |
| • City of Baytown | City of Hedwig Village |
| • City of Bellaire | City of Hilshire Village |
| • City of Bunker Hill Village | City of Humble |
| • City of Deer Park | City of Hunters Creek Village |
| • City of El Lago | City of Jacinto City |
| • City of Galena Park | City of Jersey Village |
| • Harris Co. Flood Control Dist. | City of Katy |
| • Harris Co. Hospital Dist. DbA Harris | City of LaPorte |
| • County Health System | Lone Star College |
| • City of Missouri City | City of Southside Place |
| • City of Morgan's Point | City of Spring Valley |
| • City of Nassau Bay | City of Stafford |

Harris County APA of Local HMAP, Page 2

- City of Pasadena
 - City of Piney Point Village
 - City of Seabrook
 - City of Shoreacres
- City of Taylor Lake, Village
 - City of Tomball
 - City of Webster
 - City of West University Place

Please Note: This letter serves as your only notice that the plan is APA—it is up to you, as the point of contact, to notify the local communities that adoptions should be submitted to and from you to the State.

Once this requirement has been met, a letter of official approval will be generated. We commend the communities for their ongoing commitment to mitigation.

If you have any questions concerning this procedure, please do not hesitate to contact me via email at mitchell.osburn@dps.texas.gov or by phone at 512-377-0043.

Respectfully,



Mitchell A. Osburn
Mitigation Plans Administrator
Texas Division of Emergency Management
Texas Homeland Security
Texas Department of Public Safety

MAO/gr

Supporting Documentation for 2015 Multi-Hazard Mitigation Plan

FEMA and TDEM have issued an Approval Pending Adoption (APA) Letter, which means approval of the Harris County Multi-Hazard Mitigation Plan is contingent upon adoption by each participating jurisdiction

The City of Seabrook is ready to adopt the New 2015 Multi-Hazard Mitigation Plan. Staff members Sean Landis, Mae Wright and Jeff Galyean worked over the past year putting this document together with the assistance of other local jurisdictions and the Harris County Office of Homeland Security and Emergency Management. This is a Joint Plan that is filed by Harris County but acts as the City of Seabrook Plan also.

The reason for the Multi-Hazard Mitigation Plan is defined in the Disaster Mitigation Act of 2000, the United States Federal Emergency Management Agency (FEMA) requires that local jurisdictions have in place a FEMA-approved Hazard Mitigation Action Plan as a condition of receipt of certain future Federal mitigation funding after May 1, 2005.

The work that was done on this plan allowed for the City of Seabrook to use this one plan for two purposes. This plan will also serve as the Flood Mitigation Plan for the City of Seabrook.

To access the plan which is a 1200 pages in length please see the embedded link that will take you to a drop box account. You do not need an account to view the document.

<https://www.dropbox.com/s/zvcl59vn1kpgib8/Hazzard%20Mitigation%20Plan%202015.pdf?dl=0>

ACTION ITEM CHECK LIST STATUS

[illegible]

July 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<i>1</i>	<i>2</i> Open Space & Trails Committee 5:00pm	<i>3</i> City offices closed for 4th of July holiday	<i>4</i> 4th of July Kids' Parade
<i>5</i>	<i>6</i>	<i>7</i> Regular City Council Meeting 7:00pm	<i>8</i> Summer Fun in the Park	<i>9</i> EDC 7:00pm	<i>10</i>	<i>11</i>
<i>12</i>	<i>13</i> Proposed Special City Council Budget Meeting 6:00pm	<i>14</i> Proposed Special City Council Budget Meeting 6:00pm	<i>15</i> Proposed Special City Council Budget Meeting 7:00pm	<i>16</i> P&Z 7:00pm	<i>17</i>	<i>18</i>
<i>19</i>	<i>20</i>	<i>21</i> Proposed cancellation of Regular City Council Meeting	<i>22</i> Summer Fun in the Park	<i>23</i>	<i>24</i>	<i>25</i>
<i>26</i>	<i>27</i>	<i>28</i> Proposed Regular City Council Meeting 7:00pm	<i>29</i>	<i>30</i> Master Plan Public Meeting 7:00pm (Bay Elementary)	<i>31</i>	

August 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Summer Fun in the Park Swim n Movie Night
2	3	4 Regular City Council Meeting 7:00pm	5	6 Open Space & Trails Committee 5:00pm	7	8
9	10	11	12	13 EDC 7:00pm	14	15 Summer Fun I n the Park
16	17	18 Regular City Council Meeting 7:00pm	19	20 P&Z 7:00pm HCMCA meeting	21	22
23	24	25	26	27	28	29
30	31					