



**SEABROOK CITY COUNCIL  
NOTICE OF REGULAR CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 18, 2018 - 7:00 PM**

For city information visit [www.seabrooktx.gov](http://www.seabrooktx.gov)  
For SH 146 updates visit [www.sh146.com](http://www.sh146.com)

NOTICE IS HEREBY GIVEN THAT THE SEABROOK CITY COUNCIL WILL MEET ON **TUESDAY SEPTEMBER 18, 2018 AT 7:00 PM** IN THE CITY HALL CITY COUNCIL CHAMBERS, 1700 1ST 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) 291-5690 FOR FURTHER INFORMATION.

**PLEDGE OF ALLEGIANCE**

***1. 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, shall be limited to City business or City-related business or matters of general public interest, and shall not include any personal attacks. In accordance with the Open Meetings Act, members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please come to the podium and state your name and address clearly into the microphone before making your comments. Thank you.

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

***2. SPECIFIC PUBLIC HEARINGS***

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

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

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

### 3. CONSENT AGENDA

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

ATTACHMENTS: [Ordinance 2018-20](#) [Memo](#) [Ground and Tower Lease Addendum](#)

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

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

ATTACHMENTS: [Ordinance 2018-21](#) [Updated Master Fee Schedule](#)

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

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

ATTACHMENT: [Ordinance 2018-22](#)

AN ORDINANCE REPEALING CHAPTER 2 "ADMINISTRATION", ARTICLE IV, "PUBLIC RECORDS", DIVISION 2, "RECORDS MANAGEMENT" OF THE CODE OF ORDINANCES OF THE CITY OF SEABROOK, AND REPLACING WITH A NEW CHAPTER 2 "ADMINISTRATION", ARTICLE IV, "PUBLIC RECORDS", DIVISION 2, "RECORDS MANAGEMENT"; PROVIDING FOR DEFINITIONS,

COMPLIANCE, A RECORDS MANAGEMENT OFFICER, A RECORDS MANAGEMENT COMMITTEE, AND A RECORDS MANAGEMENT PROGRAM; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR NOTICE

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

ATTACHMENTS: [Agenda Briefing](#) [Resolution 2018-28](#) [Investment Policy](#)

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

**3.5 Approve Resolution 2018-01/EDC, "EDC Incentives Policy."**

This resolution was approved by the Seabrook Economic Development Corporation in August, 2018. (Chavez)

ATTACHMENTS: [Resolution 2018-01/EDC](#)

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

ATTACHMENTS: [Agenda Briefing](#)

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

ATTACHMENT: [September 4, 2018 minutes](#)

**4. NEW BUSINESS**

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

ATTACHMENTS: [Agenda Briefing](#) [Ordinance 2018-23](#) [Policy](#)

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

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

ATTACHMENTS: [Agenda Briefing](#) [Ordinance 2018-24](#) [Proposed CCPD Budget](#)

AN ORDINANCE APPROVING AND ADOPTING THE SEABROOK CRIME CONTROL AND PREVENTION DISTRICT BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2018 AND ENDING ON SEPTEMBER 30, 2019 FOR THE CITY OF SEABROOK;

APPROPRIATING FUNDS; AND NOTING A PUBLIC HEARING WAS HELD BY THE SEABROOK CITY COUNCIL ON SEPTEMBER 18, 2018

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

**ATTACHMENTS:** [Agenda Briefing](#) [Ordinance 2018-25](#) [Proposed EDC Budget](#)

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

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

**ATTACHMENTS:** [Agenda Briefing](#) [Ordinance 2018-26](#) [Proposed City Operating Budget](#)

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

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

**ATTACHMENTS:** [Agenda Briefing](#) [Ordinance 2018-27](#)

Four separate motions are required: 1) to approve a tax rate of \$40.3139 cents per \$100 valuation of assessed property for operations and maintenance; 2) to approve a tax rate of \$14.8844 cents per \$100 valuation of assessed property for the interest and sinking fund; 3) to approve the property tax rate of \$55.1983 cents per \$100 valuation which is equal to the effective tax rate; and 4) to approve Proposed Ordinance 2018-27, "Tax Ordinance" on first and final reading with the reading of the caption serving as the reading of the ordinance and requiring a record vote.

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

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

**ATTACHMENTS:** [Agenda Briefing](#) [Resolution 2018-29](#) [Policy Proposed Budget](#)

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

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

ATTACHMENTS: [Agenda Briefing](#) [Resolution 2018-30](#)

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

## **5. ROUTINE BUSINESS**

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

ATTACHMENTS: [Monthly Report](#) [Breakdown Report](#)

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

ATTACHMENT: [Monthly Report](#)

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

ATTACHMENT: [Monthly Report](#)

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

ATTACHMENT: [Monthly Report](#)

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

ATTACHMENT: [Action Items Checklist](#)

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

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

I certify that this notice was posted on the bulletin board on or before Friday, September 14, 2018 no later than 5:00 p.m. and that this notice will remain posted until the meeting has ended.

Stephanie Martinez  
Executive Administrative Assistant