

1 The City Council of the City of Seabrook met in regular teleconference session on Tuesday, August
2 18, 2020 at 6:00 p.m. to discuss, consider and if appropriate, take action on the items listed below.

3
4 **THOSE PRESENT WERE:**

- | | |
|--------------------|---------------------|
| 5 THOM KOLUPSKI | MAYOR |
| 6 ED KLEIN | COUNCIL PLACE NO. 1 |
| 7 LAURA DAVIS | COUNCIL PLACE NO. 2 |
| 8 JEFF LARSON | COUNCIL PLACE NO. 3 |
| 9 NATALIE PICHA | MAYOR PRO TEM |
| 10 | COUNCIL PLACE NO. 4 |
| 11 BUDDY HAMMANN | COUNCIL PLACE NO. 5 |
| 12 JOE MACHOL | COUNCIL PLACE NO. 6 |
| 13 GAYLE COOK | CITY MANAGER |
| 14 SEAN LANDIS | DEPUTY CITY MANAGER |
| 15 STEVE WEATHERED | CITY ATTORNEY |
| 16 ROBIN LENIO | CITY SECRETARY |

17
18 Mayor Kolupski called the meeting to order at 6:00 p.m. and conducted roll call to establish a
19 quorum of City Council members.

20
21 **1. PUBLIC COMMENTS AND ANNOUNCEMENTS - none**

22
23 **2. CONSENT AGENDA**

24
25 **2.1** Consider and take all appropriate action on proposed Resolution 2020-14, "Adoption of the
26 City's Investment Policy". *Michael Gibbs, Director of Finance*

27
28 **2.2** Approve an Administrative Services Contract between the City of Seabrook and the Seabrook
29 Economic Development Corporation for an amount not to exceed \$251,633.00. This contract was
30 approved by the Seabrook Economic Development Corporation on August 13, 2020. *Paul*
31 *Chavez, Director of Economic Development*

32
33 **2.3** Approve an Agreement between the Seabrook Economic Development Corporation and the
34 Bay Area Houston Economic Partnership (BAHEP) from October 1, 2020 through September 30,
35 2023, in an amount not to exceed \$20,000.00 annually, to provide ongoing consulting and ancillary
36 economic development services by promoting and encouraging the retention and expansion of
37 existing City businesses, while encouraging the location of new businesses into the City that create
38 or retain primary jobs. This contract was approved by the Seabrook Economic Development
39 Corporation on August 13, 2020. *Paul Chavez, Director of Economic Development*

40
41 **2.4** Approve Resolution 2020-01/EDC, "EDC Incentives Policy". This resolution was approved
42 by the Seabrook Economic Development Corporation on August 13, 2020. *Paul Chavez, Director*
43 *of Economic Development*

44
45

46 **2.5** Approve the minutes of the July 28, 2020 special City Council meeting. *Robin Lenio, City*
47 *Secretary*

48
49 **2.6** Approve the minutes of the August 4, 2020 regular City Council meeting. *Robin Lenio, City*
50 *Secretary*

51
52 *Motion was made by Councilmember Klein and seconded by Councilmember Machol*

53
54 *To approve the Consent Agenda, as presented.*

55
56 **MOTION CARRIED BY UNANIMOUS CONSENT**

57
58 **3. NEW BUSINESS**

59
60 **3.1** Consider and take all appropriate action on first reading of proposed Ordinance 2020-18,
61 "Revision to Personnel Policy Certificate and Academic Pay Policy". Yesenia Garza, Director of
62 Human Resources

63
64 AN ORDINANCE OF THE CITY OF SEABROOK, TEXAS, AMENDING THE CITY OF
65 SEABROOK "PERSONNEL POLICIES", CHAPTER 5, "COMPENSATION AND BENEFITS",
66 BY ADDING A SECTION WITH "CERTIFICATE AND ACADEMIC PAY POLICY" AND
67 MAKING VARIOUS AND MAKING VARIOUS FINDINGS AND PROVISIONS RELATED
68 TO THE SUBJECT

69
70 Yesenia Garza, Director of Human Resources, explained that the City of Seabrook
71 encourages its employees to participate in advanced training, and professional development is
72 important to employees and is an overall benefit to the operation of the City. This policy will
73 recognize employees' professional development and establish criteria to provide compensation for
74 various levels of training and certification.

75
76 *Motion was made by Mayor Pro Tem Picha and seconded by Councilmember Klein*

77
78 *To approve on first reading of proposed Ordinance 2020-18, "Revision to Personnel Policy*
79 *Certificate and Academic Pay Policy".*

80
81 **MOTION CARRIED BY UNANIMOUS CONSENT**

82
83 **3.2** Consider and take all appropriate action on an Interlocal Agreement between the City of
84 Seabrook and Harris County for necessary eligible expenditures incurred due to the public health
85 emergency with respect to COVID-19 for a not to exceed amount of \$786,005.00. *Gayle Cook,*
86 *City Manager*

87
88 Gayle Cook, City Manager, stated that Harris County has established a program to provide
89 appropriate reimbursement of Coronavirus Relief Funds (CRF) to small cities within the county
90 with the purpose of providing financial assistance for cities with a population less than 500,000 at

91 \$55 per capita, as long as the city meets County requirements. The Interlocal Agreement includes
92 terms and conditions for reimbursement of funds through the COVID-19 Small Cities Assistance
93 Program.
94

95 *Motion was made by Councilmember Hammann and seconded by Mayor Pro Tem Picha*
96

97 *To approve an Interlocal Agreement between the City of Seabrook and Harris County for*
98 *necessary eligible expenditures incurred due to the public health emergency with respect to*
99 *COVID-19 for a not to exceed amount of \$786,005.00.*

100

101 **MOTION CARRIED BY UNANIMOUS CONSENT**
102

103 **3.3** Consider and take all appropriate action on the contribution of \$5,000.00 to Bay Area Coastal
104 Protection Alliance (BACPA) towards the Proof of Concept or Financing Study for the Coastal
105 Barrier Project. *Thom Kolupski, Mayor*
106

106

107 Mayor Kolupski explained that this is a proposal sent to all cities in east Harris County to
108 share in the \$100,000 cost to commission the proof of concept study to demonstrate to bond
109 investors that by lowering flood risk along the coast, flood insurance premium savings could
110 generate and pay debt service for resiliency bonds. Other cities' commitments include: City of
111 Houston - \$25,000.00; Morgan's Point - \$5,000.00; Taylor Lake Village - \$5,000.00; Nassau Bay
112 - \$5,000.00, with La Porte and Deer Park pending \$5,000 each.
113

113

114 *Motion was made by Mayor Pro Tem Picha and seconded by Councilmember Machol*
115

115

116 *To approve a contribution of \$5,000.00 to Bay Area Coastal Protection Alliance (BACPA)*
117 *towards the Proof of Concept or Financing Study for the Coastal Barrier Project.*
118

118

119 **MOTION CARRIED BY UNANIMOUS CONSENT**
120

120

121 **4. DISCUSSION ITEMS**
122

122

123 **4.1** Discuss, consider, and take all appropriate action on reopening timeline for Seabrook Public
124 Meetings. *Gayle Cook, City Manager and Robin Lenio, City Secretary*
125

125

126 Ms. Cook explained that with schools starting back, it might be an appropriate time to
127 discuss reopening timeline for Seabrook Public Meetings. The Seabrook Municipal Court will be
128 looking at in-person court hearings, beginning toward the end of August. Both Governor Abbott
129 and Harris County Judge Lina Hidalgo have extended their declarations of disaster until late
130 August. In addition, equipment will need to be purchased for setting up the Council Chamber or
131 the Public Works Training room for videoconference meetings, in the case that some members of
132 Council or staff would prefer to continue virtual/remote participation. It will take approximately
133 six weeks for the equipment to be delivered and installed.
134

134

135 Council agreed that, with State and County disaster declarations still in place, it will be
136 beneficial to continue with teleconference meetings until two to three weeks after school starts to
137 see how those processes are working and take a look at COVID cases at that point. Council asked
138 that this item be placed on every Council agenda moving forward, so that discussion can take place
139 if there are any new developments or if anything related to in-person public meetings needs to be
140 discussed.

141
142 **5. ROUTINE BUSINESS**
143
144 **5.1** Update and report on various items that require no action, including SH 146 Expansion
145 Project, City of Seabrook CIP Projects, and City of Seabrook Grant Administration. *Gayle Cook,*
146 *City Manager*

147
148 Ms. Cook gave a report to City Council on SH 146 Expansion Project, City of Seabrook
149 CIP Projects, and City of Seabrook Grant Administration, as shown in Attachment A.

150
151
152
153 **5.2** Update and discuss report by City Manager on COVID related issues. *Gayle Cook, City*
154 *Manager and Brad Goudie, Director of Emergency Services*

155
156 Ms. Cook updated the City Council on COVID related issues, as shown in Attachment B.

157
158 **5.3** Establish future meeting dates and agenda items. *City Council*
159
160 The City Council will hold a joint public hearing by teleconference on Thursday, August
161 20, 2020, at 6:00 p.m. immediately followed by a regular Planning & Zoning Commission and
162 then a special City Council meeting.

163
164 **6. CLOSED EXECUTIVE SESSION**
165
166 **6.1 Section 551.071**
167 Conduct a closed executive session to consult with the City Attorney on recent revisions to the
168 Texas Public Information Act. *Gayle Cook, City Manager*

169
170 At 7:15 p.m., Mayor Kolupski announced that the City Council will now hold a closed
171 executive meeting pursuant to the provisions of the Open Meetings Act, Chapter 551 Government
172 Code, and Vernon's Texas Codes Annotated, in accordance with the authority contained in
173 Sections 551.071, Consultation with Attorney.

174
175 **7. OPEN SESSION**
176 *Council will reconvene in open session to allow for possible action on any of the agenda items*
177 *listed above under "Closed Executive Session".*

178

179 At 7:35 p.m., Mayor Kolupski reconvened the meeting in open session and stated that
180 item 6.1 had been discussed, but that no action had been taken in executive session.

181
182

183 Upon motion duly made and seconded, Mayor Kolupski adjourned the meeting at 7:37 p.m.

184

185 Approved this 15th day of September, 2020.

186
187

188

189

190

191

192

193

194 _____
Robin Lenio, TRMC

195 City Secretary

Thomas G. Kolupski
Mayor

MEMORANDUM
CITY MANAGER'S OFFICE



To: Honorable Mayor and City Council
From: Gayle Cook, City Manager
Date: August 18, 2020
Subject: City Council Update Report

SH 146 Expansion



Alternating lane closures between Capri Lane and NASA Road 1 in Seabrook 9:00am to 3:00pm from 8/17/20 to 8/22/20. This closure is to complete the re-striping of SH146 in this area and set concrete barriers in place. The re-striping will not reduce the number of lanes. 2 off duty police officers are anticipated to be used in this closure.

Planned Channel Closures - When one channel is closed, the other channel will have two-way vessel traffic.

Channel Blocked	Start Date	End Date
**South (Outbound)	Current	8/23/20
North (Inbound)	8/24/20	8/25/20
*South (Outbound)	8/26/20	9/19/20

Coast Guard Restrictions: Per the U.S. Coast Guard, both channels will be fully open on the following dates:

8 a.m. September 4 - midnight September 7, 2020 for Memorial Day

weekend

****DIVERS ANTICIPATED:**

Divers are scheduled during the day shifts of 8/19/20 and 8/20/20 in the south channel, which will be fully closed at that time. The divers will have a flag in the water and will only be working within the limits of the construction closure area which is marked by orange buoys. The divers will be used to remove remaining timber fender piles.

Utility Relocations and Northbound Frontage Road in Seabrook

- AT&T has completed their relocation.
- An additional telecommunications line remains and is in permitting process with TXDOT for final line relocation.
- Centerpoint Gas began is in progress with relocations of their line and have two (2) remaining bores before completing to connect new service line.



MEMORANDUM

CITY MANAGER'S OFFICE



- Webber will have remaining storm sewer installations begin immediately after gas is complete.
- Webber subcontractor for water and wastewater has no confirmed start date, but consideration is being made for frontage road construction to begin after storm sewer installation where feasible.

Capital Improvement Projects (CIP)

City staff is currently managing over \$49.4 million in active CIP projects.

Pine Gully Wastewater Treatment Plan Retrofit \$35,946,438 (C.O.s/HMGP)

Staff met on August 4, 2020, to go 60% drawings. Comments are in review for final design of force main and lift station locations along with the plant site structures.

SH 146 City Utility Relocates (CIP W7 and WW8) \$3,694,358 (SIB)

Water and Wastewater relocations are pending upon remobilization of sub-contractor.

Friendship Elevated Water Tower Project (W11) \$350,000 (Impact Fees)

Bid Opening was conducted today on August 18, 2020. Work to begin late summer or early Fall, 2020.

Chloramine Conversion (CIP W13) \$272,875 (Enterprise Fund)

In progress. Material will be delivered in August 2020

Red Bluff and Shady Lake Waterline Project (W9) \$40,200

Complete

MEMORANDUM
CITY MANAGER'S OFFICE



Red Bluff Road Expansion TxDOT and Harris County Project (City - AFA Agreement \$39,477-Utility Conflict)*

Lane shift on Red Bluff bridge across Taylor Lake remains in place. City staff addressed ongoing safety concerns with construction contractor and TxDOT and additional electronic signage was stationed on both sides of the bridge to slow down.



SMART Meter (CIP FAC6) \$3,000,000 (C.O.s 2020)

August 27, 2020, the bids will be opened.

Seascape and Baybrook Subdivision HCFCD Bond E-07 (D11 and D12) \$2,238,000 (Total Project Cost)

As part of the Certificates of Obligation recently issued for 2020, Seascape and Baybrook Subdivision drainage improvement projects have started. City staff have been notified that a Phase I Environmental Site Assessment (ESA) is in progress.

Environmental Site Assessment (ESA) is in progress.

MEMORANDUM
CITY MANAGER'S OFFICE



D2
EL MAR DITCH
HCFCD BOND E-07

El Mar Ditch HCFCD Bond E-07 (D2)
\$3,905,527 (Total Project Cost)

Currently, this project is an environmental phase and public comment is under review.

Rail Spur Project (Port of Houston and FUSED Industries)

Phase III for Track installation and removal of temporary materials with final striping is pending further update on timeline.

Grants Update

Port of Houston Community Grant \$50,000 – August 14, 2020

Application for Wildlife Refuge Park Entrance and Signage has been submitted.

FEMA – Public Assistance – COVID-19 Disaster

City of Seabrook has expended approximately \$53k in costs directly related to COVID-19 and is accounted separately by Finance for federal and CRF reimbursement.

CARES Act – Small City Assistance Program \$786,005

Staff is in discussions with Harris County on first submittal for economic expenses

MEMORANDUM

CITY MANAGER'S OFFICE

Harris County will be administering the Small City Assistance Program as part of the CARES Act.



The week of August 3, 2020, Director of Emergency Services, Brad Goudie, submitted the first reimbursement request in the amount of \$244,600 for the Seabrook Economic Incentive Program for business during COVID under the category of Economic Expenses.

FEMA Public Assistance Projects – COVID-19
Expense and project date in progress for submittals.

		to enable compliance with COVID-19 public health precautions	
	Distance learning	Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions	No
	Telework capability improvement	Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions	No
	Providing paid sick and medical leave	Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions	No
	Care of homeless populations	Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions	No
Economic Expenses	Provision of grants to small businesses	Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures	No
	Government payroll support program	Expenditures related to a State, territorial, local, or Tribal government payroll support program	No
	Unemployment insurance costs	Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise	No
Other COVID-19 Related Expenses	Other COVID-19 Related Expenses		No

Texas Parks and Wildlife Grant (TPWG)

In Progress. Texas Parks and Wildlife Commission to begin environmental and archeological resource reviews.

Livable Centers Program (HGAC) – Old Seabrook District \$194,000

Economic Development Corporation was awarded a Livable Center Program grant for consultant services. The kickoff meeting for the project was conducted last week. The goal of the study will be to create a livable center plan for the area that will define new access and connectivity with the mix of land uses and housing options in the area. The plan is to recommend projects that would encourage walkability, connection within and between nodes of community activity and build on environment strategies that support local economic development and employment. The RFP was released by H-GAC on July 7, 2020.

ATTACHMENT B

MEMORANDUM CITY MANAGER'S OFFICE



To: Honorable Mayor and City Council
From: Gayle Cook, City Manager
Date: August 18, 2020
Subject: City Council COVID Update

City Emergency Operations Center

Seabrook Emergency Operations Center (EOC) is active with Emergency Management staff attending any state and county meetings. Weekly staff meetings continue to keep essential management staff briefed and informed for operational changes or needs as it relates to this disaster.

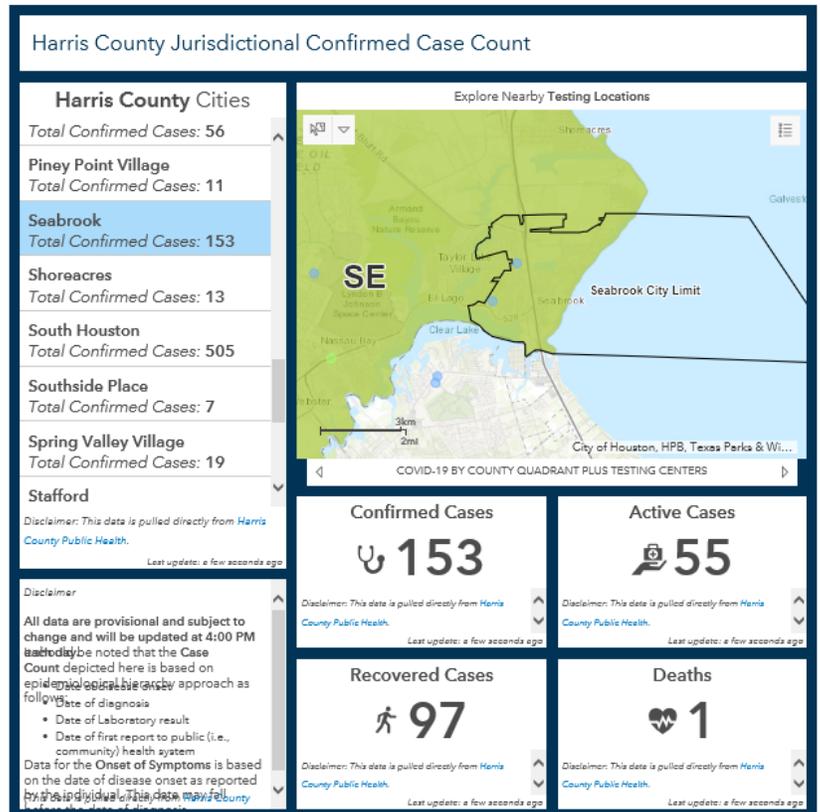
City Operations

At this time public buildings remain closed and are limited to appointment only, online services or drop off service. Depending on current data, Administration will evaluate reopening buildings in September.

Municipal Splash Pad on Repsdorff opened on August 15, 2020 with appropriate safety signage as this location does not have personnel. Rentals to Community House continue to be closed at this time and staff is evaluating restarting rentals for outside pavilions available for rent.

Municipal Court is prepared to hold an evening court on August 24, 2020 at 5:30pm. Court personnel will go through a checklist of cleaning protocols for the city council chamber area before and after court is held. Limited occupancy will be controlled via a software que system in the lobby. Defendants will register and wait outside the building until their number is called. Additional potential court dates in the evening are August 24 & 31 and September 9 & 23.

Other select departments are staggered where spacing or accommodations are needed to be met for essential personnel to remain safe and maintain departments at full staff. There will be an office reassignment in the coming weeks which should assist with not only functionality of duties but proper spacing.



MEMORANDUM
CITY MANAGER'S OFFICE



County

As of the date of this memo, the current level with Harris County remains at a Level 1 – Severe. Harris County Judge Lina Hidalgo order remains a requirement that workers, customers or visitors wear face coverings. The order in effect until 11:59 pm on **Wednesday, August 26th, 2020.**



State

Governor Greg Abbott renewed COVID-19 Disaster Declaration on August 8, 2020.