

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

4  
5 THOSE PRESENT WERE:

- |                    |                     |
|--------------------|---------------------|
| 6 THOM KOLUPSKI    | MAYOR               |
| 7 ED KLEIN         | COUNCIL PLACE NO. 1 |
| 8 LAURA DAVIS      | COUNCIL PLACE NO. 2 |
| 9 JEFF LARSON      | COUNCIL PLACE NO. 3 |
| 10 NATALIE PICHA   | MAYOR PRO TEM       |
| 11                 | COUNCIL PLACE NO. 4 |
| 12 BUDDY HAMMANN   | COUNCIL PLACE NO. 5 |
| 13 JOE MACHOL      | COUNCIL PLACE NO. 6 |
| 14 GAYLE COOK      | CITY MANAGER        |
| 15 SEAN LANDIS     | DEPUTY CITY MANAGER |
| 16 STEVE WEATHERED | CITY ATTORNEY       |
| 17 ROBIN LENIO     | CITY SECRETARY      |

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

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

23  
24 **2. CONSENT AGENDA**

25  
26 **2.1** Approve on second reading proposed Ordinance 2020-18, "Revision to Personnel Policy  
27 Certificate and Academic Pay Policy". Yesenia Garza, Director of Human Resources

28  
29 AN ORDINANCE OF THE CITY OF SEABROOK, TEXAS, AMENDING THE CITY OF  
30 SEABROOK "PERSONNEL POLICIES", CHAPTER 5, "COMPENSATION AND BENEFITS",  
31 BY ADDING A SECTION WITH "CERTIFICATE AND ACADEMIC PAY POLICY" AND  
32 MAKING VARIOUS AND MAKING VARIOUS FINDINGS AND PROVISIONS RELATED  
33 TO THE SUBJECT

34  
35 *Motion was made by Councilmember Klein and seconded by Councilmember Machol*

36  
37 *To approve the Consent Agenda, as presented.*

38  
39 **MOTION CARRIED BY UNANIMOUS CONSENT**

40  
41 **3. NEW BUSINESS**

42  
43 **3.1** Consider and take all appropriate action on first reading of proposed Ordinance 2020-20,  
44 "Amending the City of Seabrook City Code of Ordinances to Update 'Appendix B' 'Master Fee  
45 Schedule". *Robin Lenio, City Secretary*

46 AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK, TO UPDATE  
47 "APPENDIX B", ENTITLED, "MASTER FEE SCHEDULE", BY UPDATING AND  
48 AMENDING PARKS AND RECREATION FEES, SANITATION/GARBAGE COLLECTION  
49 FEES, AND WATER AND WASTEWATER UTILITY RATES; MAKING FINDINGS OF  
50 FACT; REPEALING AND REPLACING ALL REFERENCES TO SUCH FEES AND  
51 CHARGES IN ALL ORDINANCES OR RESOLUTIONS IN CONFLICT WITH THIS  
52 ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING NOTICE AND  
53 EFFECTIVE DATE

54  
55 *Motion was made by Councilmember Klein and seconded by Councilmember Hammann*

56  
57 *To approve on first reading Ordinance 2020-20, "Amending the City of Seabrook City Code of*  
58 *Ordinances to Update 'Appendix B' 'Master Fee Schedule'".*

59  
60 **MOTION CARRIED BY UNANIMOUS CONSENT**

61  
62 **3.2** Consider and take all appropriate action on a conditional reimbursement for a transfer of  
63 \$244,500 from General Fund to Economic Development Fund as a retroactive payment for the  
64 Seabrook Economic Development Emergency Business Retention Incentive Program created in  
65 response of COVID-91 for expenditures related to the costs of business interruption caused by  
66 required closures or reduced capacities and was implemented after March 1, 2020. This is not a  
67 budgeted item and will require a budget amendment. *Gayle Cook, City Manager*

68  
69 Gayle Cook, City Manager, explained that one category of eligible reimbursement under  
70 the CRF funding from Harris County is Economic Expenses. In order for the city to be eligible  
71 for reimbursement under CRF, a conditional reimbursement of \$244,500 from General Fund to  
72 Economic Development Fund as a retroactive payment would be needed for the administration  
73 and implementation of the Seabrook Economic Development – Emergency Business Retention  
74 Incentive Program created in response of COVID-19 for expenditures related to the costs of  
75 business interruption caused by required closures or reduced capacities. As a condition, Seabrook  
76 City Council can require that if the CRF application and funding are not successful, Seabrook  
77 Economic Development Corporation agrees to transfer those funds back to the city's General Fund.

78  
79 *Motion was made by Mayor Pro Tem Picha and seconded by Councilmember Machol*

80  
81 *To approve a conditional transfer of \$244,500 from General Fund to Economic Development Fund*  
82 *as a retroactive payment for the Seabrook Economic Development Emergency Business Retention*  
83 *Incentive Program.*

84  
85 **MOTION CARRIED BY UNANIMOUS CONSENT**

86  
87 **3.3** Consider and take all appropriate action on transferring funds from the Coronavirus Relief  
88 Fund (CRF) Small Cities Program allotted funds of \$786,005.00 to the Harris County Small  
89 Business and/or Rental Assistance Program. *Gayle Cook, City Manager*

90

91 Ms. Cook explained that Harris County has approached all small cities who have contracted  
92 with the county for allotment of funds under the Coronavirus Relief Fund (CRF) Small Cities  
93 Program to inquire whether those cities would like to participate in the Harris County Small  
94 Business and/or Rental Assistance Program. Each city who makes the choice to participate in the  
95 new program would transfer funds out of CRF over to the County, and businesses and individuals  
96 assisted with Seabrook funds would be businesses and individuals located within the city limits of  
97 the City of Seabrook.

98  
99 *Motion was made by Mayor Pro Tem Picha and seconded by Councilmember Davis*

100  
101 *To approve transfer of funds from the Coronavirus Relief Fund (CRF) Small Cities Program*  
102 *allotted funds of \$786,005.00 to the Harris County Small Business and Rental Assistance*  
103 *Programs in the amount of \$100,000.00 to each program, for a total of \$200,000.00.*

104  
105 **MOTION CARRIED BY UNANIMOUS CONSENT**

106  
107 **4. DISCUSSION ITEMS**

108  
109 **4.1** Discuss, consider, and take all appropriate action on reopening timeline for Seabrook Public  
110 Meetings. *Gayle Cook, City Manager and Robin Lenio, City Secretary*

111  
112 This item will be placed on all future agendas, per request of City Council; however, at this  
113 time, there are no updates for discussion.

114  
115 **5. ROUTINE BUSINESS**

116  
117 **5.1** Update and report on various items that require no action, including SH 146 Expansion  
118 Project, City of Seabrook CIP Projects, and City of Seabrook Grant Administration. *Gayle Cook,*  
119 *City Manager*

120  
121 Ms. Cook gave a report to City Council on SH 146 Expansion Project, City of Seabrook  
122 CIP Projects, and City of Seabrook Grant Administration, as shown in Attachment A.

123  
124 **5.2** Update and discuss report by City Manager on COVID related issues. *Gayle Cook, City*  
125 *Manager and Brad Goudie, Director of Emergency Services*

126  
127 Ms. Cook updated the City Council on COVID related issues, as shown in Attachment B.

128  
129 **5.3** Establish future meeting dates and agenda items. *City Council*

130  
131 The next regular City Council meeting will be held by teleconference on Tuesday,  
132 September 15, 2020, at 6:15 p.m.

133  
134  
135

136                   There will be a Crime Control and Prevention District Board meeting, by  
137 teleconference, on Tuesday, September 15, 2020, at 6:00 p.m.

138  
139  
140 Upon motion duly made and seconded, Mayor Kolupski adjourned the meeting at 6:45 p.m.

141  
142 Approved this 15<sup>th</sup> day of September, 2020.

143  
144  
145  
146  
147  
148  
149  
150  
151  
152

\_\_\_\_\_  
Thomas G. Kolupski  
Mayor

\_\_\_\_\_  
Robin Lenio, TRMC  
City Secretary

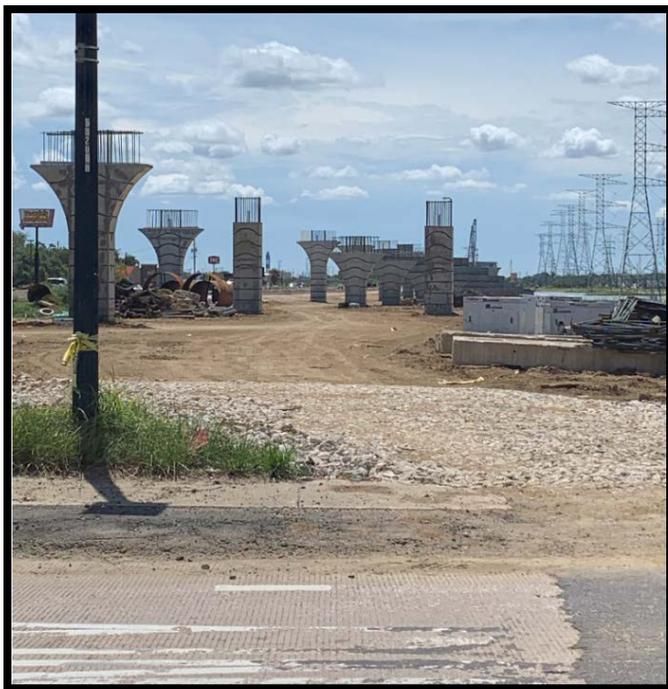
# ATTACHMENT A

## MEMORANDUM CITY MANAGER'S OFFICE



To: Honorable Mayor and City Council  
From: Gayle Cook, City Manager  
Date: September 1, 2020  
Subject: City Council Update Report

### SH 146 Expansion





# MSIB 31-20 Sept Closures/WW Impacts for SH146 Bridge

**Summary:**

Updated closures for Clear Creek Channel under the SH146 bridge. Removal of reported obstructions and pilings in South channel.

As Texas Department of Transportation (TXDOT) continues to work on the five-year Kemah-Seabrook Bridge expansion, the Coast Guard is working with TXDOT to approve channel closures and ensure the navigational safety of the waterway. Recent reports indicated that there were potential obstructions in the South channel, causing concern for its opening. TXDOT has surveyed the south channel and removed pilings and debris in the channel, ensuring the South channel is safe for navigation. The Coast Guard has approved partial channel closures through September 25, 2020. Mariners are advised to follow the vessel traffic plan in this Marine Safety Information Bulletin.

| <b>Channel Blocked</b> | <b>Start Date</b> | <b>End Date</b> |
|------------------------|-------------------|-----------------|
| North (Inbound)        | 8/24/2020         | 9/04/2020       |
| North (Inbound)        | 9/7/2020          | 9/25/2020       |

The channel will be fully open throughout the high vessel traffic Labor Day Weekend  
8 a.m. September 4 – midnight September 7, 2020.

**Utility Relocations and Northbound Frontage Road in Seabrook**

- One telecommunications line remains and permitting in finalizing for relocation
- Storm sewer installations is scheduled after communication poles are removed
- Subcontractor for remaining wastewater relocation still in negotiations with main contractor to set frontage road start date



## **Capital Improvement Projects (CIP)**

City staff is currently managing over \$48 million in active CIP projects.

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

The 90% design plans are expected in coming two weeks for review. November 2020, is still the anticipated 100% design date for the city to apply for Phase II of the HMGP Grant process for construction.

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

Water complete excluding east segment near NASA Road and SH 146. Wastewater line relocations are pending.

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

September 15<sup>th</sup> City Council Meeting for documentation approval. Initiation of this project forecasted for late 2020.

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

In progress and additional materials to be shipped late September 2020.

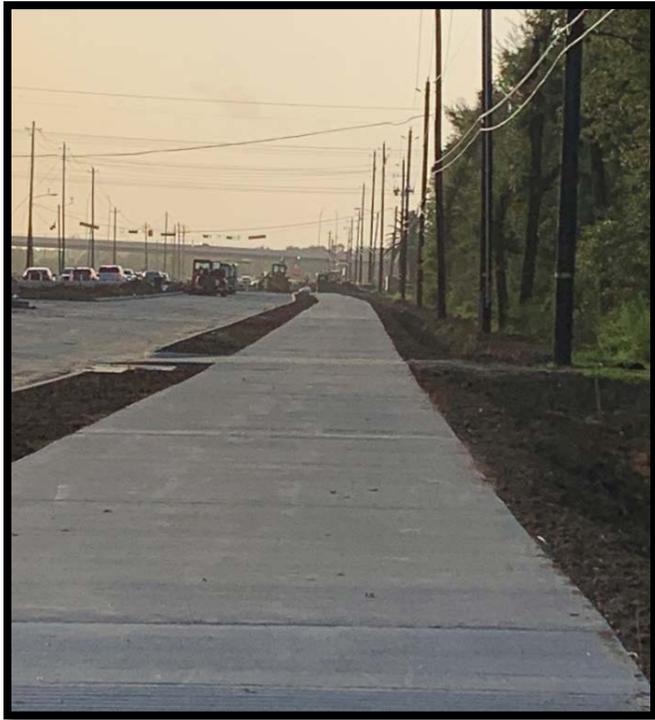
### **SMART Meter (CIP FAC6) \$3,000,000 (C.O.s 2020)**

August 27, 2020, the bids were to be opened and with Hurricane Laura they were postponed to September 3, 2020.

### **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.

MEMORANDUM  
CITY MANAGER'S OFFICE



**Red Bluff Road Expansion TxDOT and Harris County Project**

The project area was cleaned in anticipation of Hurricane Laura. Contractor has moved to the Lakeside and Red Bluff Intersection with work progressing east beyond Lakeside.

# 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)**

Project is an environmental phase and public comment is under review. No further updates on alternate designs.

### **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**

Kevin Padgett, Director of Public Works made application for Wildlife Refuge Park Entrance and Signage and the project is under review.

### **FEMA – Public Assistance – COVID-19 Disaster**

City of Seabrook has expended approximately \$57k in costs directly related to COVID-19 and is accounted separately by Finance for federal and CRF reimbursement. Projects are being assembled for application.

MEMORANDUM  
CITY MANAGER'S OFFICE

---



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

\$244,600 for the Seabrook Economic Incentive Program for business during COVID under the category of Economic Expenses.

Staff is working on a Spending Plan for remaining funds for review by Harris County consultation and future approval by City Council.

**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**

Paul Chavez, Sean Landis and LeaAnn Dearman Peterson sat on HGAC review board today for potential consultant for Livable Center. HGAC Board plans to meet September 15, 2020, and finalize contract. Kick-Off of the team and program is anticipated in November, 2020.

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.

# ATTACHMENT B

## MEMORANDUM CITY MANAGER'S OFFICE



To: Honorable Mayor and City Council  
From: Gayle Cook, City Manager  
Date: September 1, 2020  
Subject: City Council COVID Update

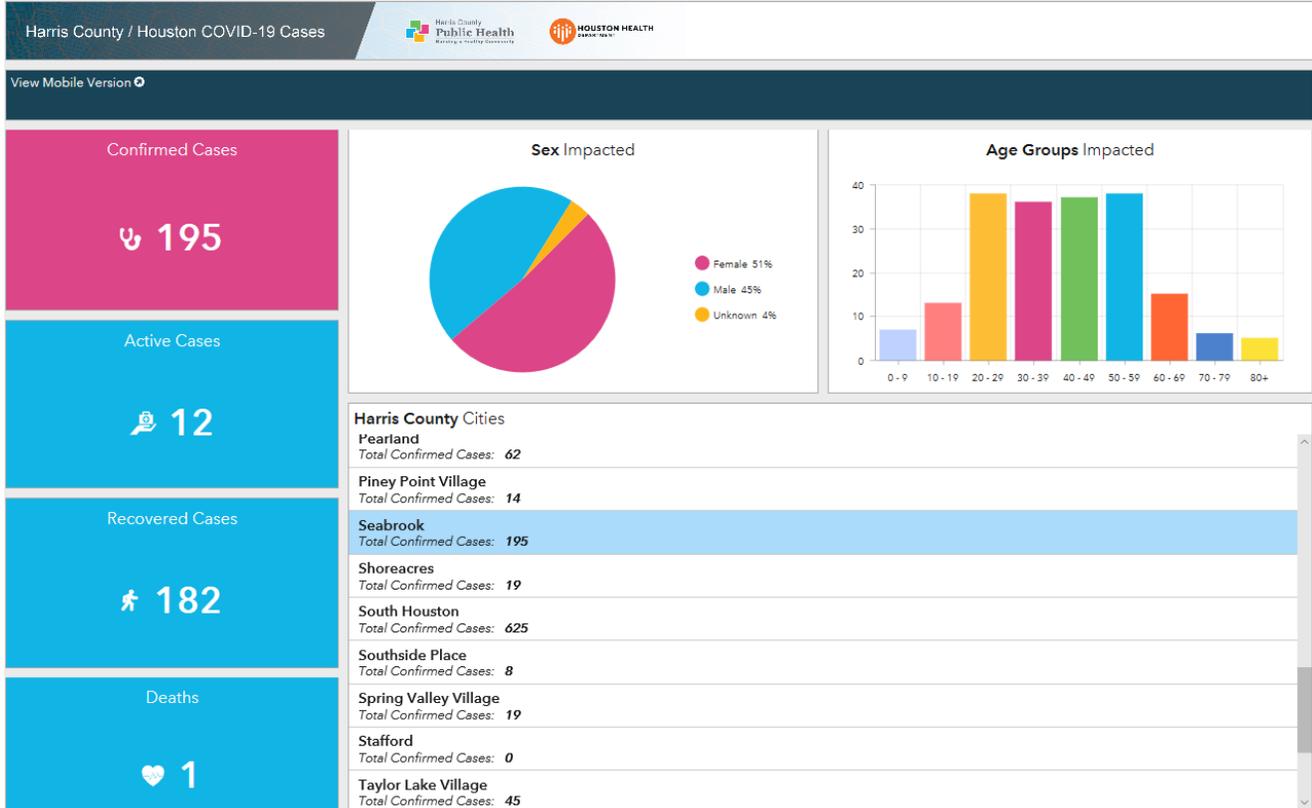
### City

#### Emergency Operations Center

Seabrook Emergency Operations Center (EOC) is active and remains at a Level III for the local COVID-19 Disaster Declaration.

#### City Operations

City facilities with public access continue to be on an appointment only or curbside assistance status. Staff has been informed to continue at this status until later September for the next re-evaluation.



MEMORANDUM  
CITY MANAGER'S OFFICE



Municipal Splash Pad on Repsdorff opened on August 15, 2020 and will remain open until September 30, 2020.

Municipal Court held a successful evening court on August 24, 2020 and August 31, 2020 at 5:30pm and plans to continue on September 9 & 23 with additional court hearing at this time.

Public Safety resumed administrative staff in office and terminated staggered shifts. Some administrative offices at City Hall remain with staggered and remote schedules where spacing or special health concern accommodations are needed for distancing.

## 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 on August 26, 2020, extended the Health and Safety Policy and Face Coverings. The order in effect until the 14<sup>th</sup> day following the expiration of Governor Greg Abbott's final declaration.



## State

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