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The City Council of the City of Seabrook met in regular session on Tuesday, May 17, 2016 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                        | MAYOR PRO TEM &     |
|                                     | COUNCIL PLACE NO. 3 |
| MELISSA BOTKIN                      | COUNCIL PLACE NO. 4 |
| GLENNA ADOVASIO – arrived at 7:04pm | COUNCIL PLACE NO. 5 |
| O.J. MILLER                         | COUNCIL PLACE NO. 6 |
| GAYLE COOK                          | CITY MANAGER        |
| SEAN LANDIS                         | DEPUTY CITY MANAGER |
| STEVE WEATHERED                     | CITY ATTORNEY       |
| ROBIN HICKS                         | 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 Award for Valor**

**Presentation of Letter of Commendation to Officer James Hill for valor during car fire rescue. (Wright)**

Police Chief, Sean Wright, stated that it was with great privilege and honor that he presented the Letter of Commendation award to Officer James Hill. Seabrook Dispatch received a call on a drunk driver. When Officer Hill arrived on scene the car was on fire, and the driver was unresponsive. Officer Hill broke the window and removed the driver, saving his life.

Officer Hill stated that he was just the first officer to arrive, and any other officer would have done the same thing.

Councilmember Miller explained that it is National Police Week, and asked everyone to turn on their headlights when they drive this week to honor local officers and those who have given their life in the line of duty.

44 **1.2. Motorcycle Safety Awareness Month**

45 **Presentation of Proclamation declaring May as Motorcycle Safety Awareness Month.**  
46 **(Royal)**

47  
48 Mayor Royal presented the proclamation to a group of motorcycle drivers in the  
49 audience. Mayor Royal stated that he is a motorcycle driver as well, thanked the other drivers  
50 for coming to Seabrook, and reiterated that Seabrook always wants motorcycle drivers here. A  
51 representative from the drivers present asked everyone to please look out for motorcycle drivers,  
52 please put cell phones down, and keep your eyes forward and your hands on the wheel.

53  
54 **1.3. Public Works Week**

55 **Presentation of Proclamation declaring May 15-21 as Public Works Week. (Royal)**  
56

57 Mayor Royal presented and read the proclamation to Director of Public Works, Arthur  
58 Chairez. The Communications Department is putting out pictures of Public Works workers this  
59 week to the community. Mr. Chairez reminded everyone that Public Works employees are  
60 available 24 hours a day, 365 days per year.

61  
62 **2. PUBLIC COMMENTS AND ANNOUNCEMENTS – No speakers came forward to**  
63 **speak.**

64  
65 **2.1. Mayor, City Council and/or members of the city staff may make announcements**  
66 **about city/community events. (Council)**

67  
68 Councilmember Llorente announced several events, including a Hurricane Preparedness  
69 workshop; the Memorial Day Veterans' Parade; the one-day pool opening on Memorial Day;  
70 The Bay Area Galveston Power Breakfast; the official pool opening on June 7; the workshop on  
71 storm protected hosted by Representatives Wayne Smith and Larry Taylor; and the next  
72 Seabrook Association meeting where Seabrook Building Official Nick Kondejewski will speak  
73 on building codes and necessities for building construction.

74  
75 **3. CONSENT AGENDA**

76 **Council will discuss, consider and if appropriate, take action on the items listed below.**  
77

78 **3.1. Mutual Aid Agreement**

79 **Approve a renewal of the current Mutual Aid Agreement between the City of Seabrook**  
80 **and NASA/JSC for the reciprocal utilization of the Emergency Operations Centers located**  
81 **in the City of Seabrook and the NASA Lyndon B. Johnson Space Center (JSC). (Galyean)**  
82

- 83 **3.2. Auction**
- 84 **Approve the Annual Surplus Auction list. (Padgett)**
- 85
- 86 **3.3. 2015 Racial Profile Report**
- 87 **Accept the 2015 Racial Profile Report. (Wright)**
- 88
- 89 **3.4. Removed from the Consent Agenda by the City Manager**
- 90
- 91 **3.5. Removed from the Consent Agenda by the Mayor**
- 92
- 93 **3.6. Monthly Building Department Report**
- 94 **Approve the Monthly Building Department Report for April 2016. (Landis)**
- 95
- 96 **3.7. Excused Absence**
- 97 **Approve an excused absence for Melissa Botkin for the April 19, 2016 regular City Council**
- 98 **meeting. (Hicks)**
- 99
- 100 **3.8. Minutes - April 5, 2016**
- 101 **Approve the minutes of the April 5, 2016 regular City Council meeting. (Hicks)**
- 102
- 103 **3.9. Minutes - April 19, 2016**
- 104 **Approve the minutes of the April 19, 2016 regular City Council meeting. (Hicks)**
- 105

**END OF CONSENT AGENDA**

Motion was made by Councilmember Llorente and seconded by Councilmember Botkin

To approve the Consent Agenda, with the exception of items 3.4 and 3.5, which were removed from the Consent Agenda by the City Manager and the Mayor.

MOTION CARRIED BY UNANIMOUS CONSENT

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**3.4 Memorial Day Parade**

**Approve Parade Permit for a Memorial Day Parade on Monday, May 30, beginning at 11:00am, from the Community House parking lot, down Cook Street, to Main, down Main to the Veteran's Memorial. Supporting documentation and fees have not been submitted at the time of posting of the agenda. (Hicks)**

Gayle Cook, City Manager, stated that the City is waiting on a couple of items from the organizer. Mr. Joe Machol explained that he is still working with vendors to obtain the required port-a-potties and the insurance.

Motion was made by Councilmember Llorente and seconded by Councilmember Johnson

To approve a Parade Permit for a Memorial Day Parade on Monday, May 30, beginning at 11:00am, from the Community House parking lot, down Cook Street, to Main, down Main to the Veteran's Memorial, pending receipt of the required supporting documentation.

MOTION CARRIED BY UNANIMOUS CONSENT

**3.5 Monthly Public Safety Report**

**Approve the Monthly Public Safety Report for April 2016. (Wright)**

Mayor Royal asked why the report shows 24 traumas/gunshot/stabbings during the month of April. Police Chief Wright stated that CLEMC turns in the numbers on EMS calls and the way their system codes certain activities, they fall under trauma/gunshot/stabbing. This code is not reflected under the required crime statistics reporting.

Motion was made by Councilmember Johnson and seconded by Councilmember Llorente

To approve the Monthly Public Safety Report for April 2016.

MOTION CARRIED BY UNANIMOUS CONSENT

161 **4. NEW BUSINESS**

162 **Council will discuss, consider and if appropriate, take action on the items listed below.**

163

164 **4.1. Asparagus Group Agreement Addendum**

165 **Consider, discuss, and authorize approval of or take action on Addendum 2016 to the**  
166 **Agreement between the City of Seabrook, the Seabrook Economic Development**  
167 **Corporation, and the Asparagus Group, LLC, to allow for an additional extension of time**  
168 **to complete construction of the improvements. (Chavez)**

169

170 Motion was made by Councilmember Llorente and seconded by Councilmember Miller

171

172 To approve Addendum 2016 to the Agreement between the City of Seabrook, the Seabrook  
173 Economic Development Corporation, and the Asparagus Group, LLC, to allow for an additional  
174 extension of time to complete construction of the improvements.

175

176 MOTION CARRIED BY UNANIMOUS CONSENT

177

178 **4.2. Interlocal Agreement for Cooperative Purchases**

179 **Consider, discuss, and authorize approval of or take action on an Interlocal Agreement**  
180 **between the City of Seabrook and the City of Frisco for cooperative purchases for**  
181 **the Police Department, and authorize the City Manager to execute same. (Wright)**

182

183 Police Chief Wright explained that in order to purchase new uniforms without going  
184 through the bidding process, a cooperative purchase agreement is required. The vendor is new to  
185 Harris County, but is committed to this area. Seabrook will receive better pricing through this  
186 cooperative.

187

188 Motion was made by Councilmember Llorente and seconded by Councilmember Adovasio

189

190 To approve an Interlocal Agreement between the City of Seabrook and the City of Frisco for  
191 cooperative purchases for the Police Department, and authorizing the City Manager to execute  
192 the agreement.

193

194 MOTION CARRIED BY UNANIMOUS CONSENT

195

196

197

198

199

200 **4.3. Seabrook Economic Development Corporation (SEDC) Board appointments**  
201 **Consider, discuss, and authorize approval of or take action on appointment/re-**  
202 **appointment of citizen SEDC members for two year terms to expire in May 2018. Current**  
203 **members are Gary Bell, Terry Chapman, Ernest Davis, Paul Dunphey, and Brenda**  
204 **Veseleny. (Royal)**

205  
206 Motion was made by Councilmember Llorente and seconded by Councilmember Adovasio

207  
208 To approve the re-appointment of SEDC members Gary Bell, Terry Chapman, Ernest Davis,  
209 Paul Dunphey, and Brenda Veseleny for a two year term to expire in May 2018.

210  
211 MOTION CARRIED BY UNANIMOUS CONSENT

212  
213 **4.4. Mayor Pro Tem**  
214 **Consider, discuss, and authorize approval of or take action on the appointment of the**  
215 **Mayor Pro Tem for 2016/17. (Council)**

216  
217 Councilmember Llorente nominated Councilmember Johnson for Mayor Pro Tem

218  
219 Councilmember Adovasio nominated Councilmember Miller for Mayor Pro Tem

220  
221 The Mayor stated he is not involved, and the decision is made by Council after discussion  
222 amongst themselves.

223  
224 A roll call vote was taken as follows:

225 Llorente – Johnson

226 Johnson – Johnson

227 Adovasio – Miller

228 Miller – Miller

229 Botkin flipped a coin, and Miller won the nomination for Mayor Pro Tem for 2016/17.

230

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239 **4.5. Council appointments as representatives**  
240 **Consider, discuss, and authorize approval of or take action on selection/appointment of**  
241 **Councilmembers as representatives and/or members of various organizations. (Council)**  
242

243 The Mayor asked if everyone wanted to remain as liaison to their current organizations,  
244 and the discussion, nominations, and voting were as follows:  
245

- 246 Bay Area Houston Convention and Visitors Bureau – Giangrosso and Adovasio
- 247 Bay Area Houston Economic Partnership – Llorente and Johnson
- 248 Bay Area Houston Transportation Partnership – Llorente
- 249 Clear Lake Emergency Medical Corps – Johnson, Miller and Adovasio
- 250 Economic Alliance Port Region – Botkin and Royal
- 251 Galveston Bay Foundation – Miller
- 252 Hotel Tax Liaison Committee – Giangrosso and Adovasio
- 253 Houston Galveston Area Council - Royal and Johnson
- 254 Seabrook Economic Development Corporation – Llorente
- 255

256 **EXECUTIVE SESSION**

257 At 7:30 p.m. Mayor Royal announced that the City Council will now hold a closed executive  
258 meeting pursuant to the provisions of the Open Meetings Act, Chapter 551 Government Code,  
259 and Vernon’s Texas Codes Annotated, in accordance with the authority contained in Sections  
260 551.071 and 551.072, Consultation with an Attorney and Deliberation Regarding Real Property.  
261

262 **OPEN MEETING**

263 At 8:22 p.m. Mayor Royal reconvened the meeting in open session and stated that item 4.6 and  
264 5.1 had been discussed, but that no action had been taken in executive session.  
265

266 **4.6. Bid Award and Contract with Crain Group, LLC**

267 **Consider, discuss, and authorize approval of or take action on Bid Award for Project 2016-**  
268 **04, Public Works and Animal Control Complex; Execution of a Construction Contract**  
269 **with Crain Group, LLC, in an amount not to exceed \$6,470,000.00 (Base Bid + Alternate**  
270 **Bid 2: Canopy + Alternate Bid 8: Generator); and associated Budget Supplement 2016-03,**  
271 **in the amount of \$377,559. (Chairez)**  
272

273 Jeff Gerber, Architect with PGAL, stated that when the project went out for bid the first  
274 time, all bids were over budget; therefore, the project was repackaged with the scope refined, and  
275 the second time it went for bid, the City received two good bids on March 31, 2016, from two  
276 qualified contractors. PGAL, as the architect on the project, recommends contracting with the  
277 Crain Group, LLC.  
278

279 Arthur Chairez, Director of Public Works, gave a brief history of the project, stating that  
280 the Council passed Resolution 2011-22 in November 2011 to start the project. PGAL was  
281 awarded the design contract in 2012 through the Request for Qualifications (RFQ) process. The  
282 City called a bond election in 2014 and Proposition 1 passed for the construction of a Public  
283 Works and Animal Control Adoption Center. In November of 2015, a notice to bidders was  
284 published and the City received six bids with the highest bid being \$8.6 million and the lowest  
285 bid coming in at \$7.2 million. All bids were over budget. Council rejected all bids and  
286 authorized a re-bid. The current bid package includes a bid for base facility construction plus  
287 alternate options for adding various items on to the base facility.  
288

289 Gayle Cook, City Manager, explained that the low bidder submitted the following costs  
290 for base bid plus alternates:  
291

Base Bid	\$5,650,000
Alternate 1: (2) Metal Buildings	\$320,000
Alternate 2: Vehicle Canopy & Paving	\$585,000
Alternate 3: Add Paving	\$120,000
Alternate 4: Add Paving	\$90,000
Alternate 7: Epoxy Resinous Floor	\$40,000
Alternate 8: Generator	\$235,000
Alternate 9: LED Lighting	\$76,000

292  
293 The Base Bid encompasses the administration building, the main parking, the metal  
294 buildings, and the wrap around to the fuel station. The alternates are as follows:  
295

296 **Alternate 1 – (2)Buildings:** Provide 42’ long building expansion to building “A”.  
297 Provide 41’ long building expansion to building “B”. Provide mezzanine in building “B”. The  
298 base bid shall not include any of these improvements. The base bid shall include crushed stone  
299 under buildings included in this alternate.

300 **Alternate 2 (Essential) – Canopy:** Provide vehicle canopy and vehicle wash. Provide  
301 concrete paving. The base bid will include “as is” site conditions under pavement and Vehicle  
302 Canopy included in the Alternate.

303 **Alternates 3 & 4 – Paving**  
304

305 **Alternate 7 – Epoxy Resinous Floor** in the front room of the Animal Control Complex  
306

307 **Alternate 8 (Essential) – Generator:** Furnish and install 500 KW natural gas generator.  
308 Staff thought the City could get a generator at a substantial savings through a  
309 Cooperative Agreement with the State, but that was not the case.

310           **Alternate 9 - LED lighting**

311

312           The bond issue that passed in 2014 was \$6,850,000:

- 313                     •         \$50,000            Issuance Fees
- 314                     •         \$5,562,295        Construction (with Escalation)
- 315                     •         \$424,117           Soft Costs
- 316                     •         \$530,146           Contingency (10%)
- 317                     •         \$265,073           Furniture, Fixtures & Equip

318           The following scenarios show the amount of funds that would be needed over and above  
 319 the approved bond issue construction budget plus the entire 10% contingency funding:

320

321           Scenario #1 = Base Bid + Generator

322 BASE BID +ALTs	\$5,885,000	
323 Construction Funds	\$5,562,295	
324 Contingency	<u>\$ 530,146*</u>	
325	+ \$ 207,441	

326           Scenario #2 = Base Bid + Generator + Building Additions

327 BASE BID +ALTs	\$6,205,000	
328 Construction Funds	\$5,562,295	
329 Contingency	<u>\$ 530,146*</u>	
330 FUNDS NEEDED	\$ 112,559	

331

332           Scenario #3 = Base Bid + Generator + Canopy

333 BASE BID +ALTs	\$6,470,000	
334 Construction Funds	\$5,562,295	
335 Contingency	<u>\$ 530,146*</u>	
336 FUNDS NEEDED	\$ 377,559	

337

338           Scenario #4 = Base Bid + Generator + Canopy +Buildings

339 BASE BID +ALTs	\$6,790,000	
340 Construction Funds	\$5,562,295	
341 Contingency	<u>\$ 530,146*</u>	
342 FUNDS NEEDED	\$ 697,559	

343

344   The ending General Fund Balance is \$7,127,803 with  
 345   25% Required Reserve                 \$2,429,786 and  
 346   Port   \$1,600,000 leaving  
 347   Unreserved Fund Balance             \$3,098,017

348 If Scenarios 2, 3, or 4 were approved, any additional funds needed would be taken from the  
349 unreserved fund balance of \$3,098,017.

350

351 Councilmember Johnson explained that if the City tried to go back and build some of the  
352 alternates later, the cost would be about 50% higher, and because of some of the unknowns with  
353 the Highway 146 expansion project, the City may not have the funds to go back later and add  
354 some of the alternates. It would be prudent, and the City would benefit from, going ahead with  
355 the alternates today. Mr. Chairez explained that going back later to add paving (Alternates 3 &  
356 4) and add LED lighting (Alternate 9) would be easy. The paving could be added to any other  
357 paving project the City might complete. Councilmembers discussed going ahead and adding  
358 Alternate 9 for LED lighting, because the cost is \$76,000.

359

360 Motion was made by Councilmember Johnson and seconded by Councilmember Llorente

361

362 To approve the Bid Award for Project 2016-04, Public Works and Animal Control  
363 Complex; approve execution of an AIA Construction Contract, with Crain Group, LLC, which  
364 contract will be amended to include Alternate 9, as was requested be added to the contract by  
365 Council, in an amount not to exceed \$6,866,000.00 for the Base Bid + Alternate 1 (Metal  
366 Buildings), Alternate 2 (Canopy), Alternate 8 (Generator), and Alternate 9 (LED Lighting);  
367 require the submission of the entire insurance policy and bonding documents for the City files;  
368 and approve the associated Budget Supplement 2016-03, in the amount of \$776,000.

369

370 MOTION CARRIED BY UNANIMOUS CONSENT

371

372 **6.1. Agreement for Market Study**

373 **Consider, discuss, and authorize approval of or take action on a proposal and service**  
374 **agreement with DP Consulting for a Market Study for a Full Service Hotel and Conference**  
375 **Center, in the amount of \$19,975.00, and authorize City Manager to sign same. Funding is**  
376 **recommended from the Hotel Occupancy Tax Fund. (Cook)**

377

378 Motion was made by Councilmember Llorente and seconded by Councilmember Miller

379

380 To approve a proposal and service agreement with DP Consulting for a Market Study for a Full  
381 Service Hotel and Conference Center, in the amount of \$19,975.00, pending review by the City  
382 Attorney, authorizing the City Manager to sign the service agreement, and approving funding  
383 from the Hotel Occupancy Tax Fund.

384

385 MOTION CARRIED BY UNANIMOUS CONSENT

386

387 **7. ROUTINE BUSINESS**

388 **Council will discuss, consider and if appropriate, take action on the items listed below.**

389

390 **7.1. Approve the Action Items Checklist which is attached and made a part of this**  
391 **Agenda. (Council)**

392

393 TXDOT (146) – Gayle Cook, City Manager, stated staff attended a meeting recently and  
394 learned that a property owner has received an offer letter, so the process has begun and is  
395 definitely moving forward. The Mayor has spoken with several key individuals and TXDOT has  
396 set aside \$200 million and progress is being made. TXDOT continues to negotiate with Union  
397 Pacific.

398

399 Strategic Plan – the Monroe Field Splash P is having tremendous success. It was full last  
400 weekend, and there have been no negative comments on social media. Everyone seems to be  
401 extremely happy. The pool will open on Memorial Day for one day, then open for the summer  
402 on June 7. Staff will bring a CIP review to Council soon, and at that time parking at the splash  
403 pad can be discussed.

404

405 Project updates – no updates at this time.

406

407 Motion was made by Councilmember Botkin and seconded by Councilmember Miller to approve  
408 the Action Items Checklist.

409

410 MOTION CARRIED BY UNANIMOUS CONSENT

411

412 **7.2. Establish future meeting dates and agenda items, including dates for budget**  
413 **meetings. (Council)**

414

415 Council is on its regular meeting schedule, and there will be several upcoming special  
416 meetings for budget item reviews.

417

418 Upon motion duly made and seconded, Mayor Royal adjourned the meeting at 8:40 p.m.

419

420 Approved this 7<sup>th</sup> day of June 2016.

421

422

423

424

425

426

427

  
Robin Hicks, TRMC  
City Secretary



  
Glenn Royal, Mayor