

1 The City Council of the City of Seabrook met in special teleconference session on Tuesday, April
2 28, 2020 at 6:00 p.m. to discuss, consider and if appropriate, take action on the items listed below.

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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

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18 Mayor Kolupksi called the meeting to order at 7:00 p.m. and and conducted roll call to establish a
19 quorum of City Council members.

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

22 **2. CONSENT AGENDA**

23 **2.1** Approve on second of two readings of EDC Resolution 2020-02, "Emergency Business
24 Retention Incentive Project", to be included in Projects Fund Budget Line Item 707-5617, for
25 Fiscal Year 2019/2020". This Resolution was approved by the Seabrook Economic Development
26 Board on April 14, 2020. *Paul Chavez, Director of Economic Development*

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

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30 *To approve the Consent Agenda as presented.*

31 *By roll call vote, the MOTION CARRIED BY UNANIMOUS CONSENT*

32 **3. ROUTINE BUSINESS**

33 **3.1** Update and discuss report by City Manager on COVID related issues and Operation
34 Plans. *Gayle Cook, City Manager*

35 Ms. Cook reviewed the report in Attachment A.

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38 **3.2** Establish future meeting dates and agenda items. *City Council*

39 The next City Council meeting will be conducted on Tuesday, May 19, 2020 by
40 teleconference.

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42 Upon motion duly made and seconded, Mayor Kolupski adjourned the meeting at 6:30 p.m.

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44 Approved this 19th day of May, 2020.

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Thomas G. Kolupski
Mayor

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53 Robin Lenio, TRMC
54 City Secretary

COVID-19 REOPENING GUIDELINES



Date: April 28, 2020

On April 27, 2020, Governor Abbott released the “Open Texas” Guidelines. Seabrook management staff took the new information to assist in preparing the plan for Seabrook to take the phased-in approach and reopen city facilities and amenities. Below are the steps that will be taken by the City of Seabrook both for internal and external procedures.

City Hall and City Offices

As we enter the Phase I plan under the Governor’s plan, the City offices will remain closed to the public. As the Governor evaluates the May 18, 2020, Phase II opening based on the numbers, the City will plan to open the lobbies and buildings with Phase II.

1. City Offices and Lobbies to Reopen: May 18, 2020
2. Drive Up Service / Appointments - Residents and customers may need to have face to face interactions with employees in some instances. Therefore, staff that needs to arrange for a drive up appointment to exchange documents or supplies may do so. Or, if in limited circumstances, a socially distanced appointment is necessary, individual could be screened before entering facility.

Employee Requirements – Safety Protocols:

1. **Teleworking and Staggered Shifts** – Until full reopening, teleworking and some staggered shifts will be used. Those employees considered at-risk may continue beyond Phase II and can be addressed on a case by case basis with supervisor.
2. **Hygiene** - All employees will be briefed by supervisor on cleaning and work area disinfection, hand hygiene, and respiratory etiquette.
3. **Masks/Face Coverings** – As long as Harris County Order is in effect, employees will be required to wear a mask in common areas and in public spaces in the field where 6 feet separation is difficult. Private offices/areas, cars, and outside properly distanced, masks will not be required. All employees must wear mask/face coverings while in gatherings that could cause less than 6 feet separation (hallway, breakroom while not eating, lobby, etc). The city will supply to all employees.
4. **Screening** – All employees must be screened at the beginning of their shift for new or worsening cough; shortness of breath; sore throat; loss of taste or smell;
 - a. Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit; or
 - b. Known close contact with a person who is lab-confirmed to have COVID-19.Any employee who meets any of these criteria should be sent home.
5. **Special Leave** – Employees that are affected by COVID personally or by circumstances within their living arrangement can continue to speak to HR about the special leave and timeframes that apply.



6. **Sanitation Station** - Upon entering and leaving city facilities, employees must wash or sanitize hands.
7. **Vehicle Sanitation** - City vehicles will have a protocol set by directors for daily/shift sanitation steps.
8. **Social Distancing** - Employees must maintain at least 6 feet separation from one another if at all possible.
 - a. **Floor Graphics** – Signage on the floor will be ordered and installed to remind customers at windows to socially distance
 - b. **Break Areas** – Some tables or seating areas may be removed to improve distancing, but always take the initiative to distance when needed in common areas.
 - c. **Work Station Modifications** – Plexi-glass separations and dividers will be purchased and installed in areas that multiple employees do not have private areas
9. **PRIORITY** – Our employees’ safety is the highest priority in all circumstances and our practices and protocol will change as needed to maintain best practices during this time.

Public Requirements – Safety Protocol:

After May 18, 2020 OR when Phase II officially begins, the public will be allowed in facilities. The following are procedures that signage will reflect at the entrances:

- **Sanitization Stations** – Stations will be set up at the entrance of each city facility/lobby and signage will be posted to ask the public to sanitize hands upon entering and leaving.
- **Masks** – As long as Order is in place, the mask requirement will be posted by Sanitation Station for the public to wear a mask. Some extra masks will be made available to employees to distribute if needed or asked.
- **Social Distancing** – Floor graphics and other physical barriers will be installed to assist with proper distancing at our customer windows.
- **Electronic Payments/Processes or Correspondence** – Customers will continue to be encouraged to use new alternate methods to conduct business in each department. The city understands many of the measures in place now will be effect for many more months to some degree, so educating the public will be communicated to staff.

City Departments:

All Departments are available during business hours by email, phone and are checking voicemails.

- Emergency Management
 - Staggered Shift through May 18, 2020. As long as disaster declaration is in place, the Emergency Operations Center (EOC) headed by Brad Goudie, Emergency Management Director, will remain open at different levels and updates will be provided to management staff, as needed.



- IT
 - Full staff socially distanced back in office on May 4, 2020.
- HR
 - Teleworking and teleconferences will continue until May 18, 2020. Appointments in the office are scheduled as needed.
- Office of Communications
 - Teleworking will continue with this department through May with modified hours on some days of onsite personnel. This department is continually monitoring electronically all disaster and health related posts and responses on the matter.
- Seabrook Police Department
 - 24/7 Operations. PD Lobby remains closed to public until May 18, 2020 or Phase II. An intercom system is available.
 - Modified administrative staffing and teleworking will continue through May 18, 2020.
 - Officer safety is a priority and field protocols for interactions and stops will continue with state orders.
- Seabrook EMS
 - 24/7 Operations. Modified safety protocols in coordination with SVFD personnel will continue to uphold the safest living environment for first responder personnel. P.P.E., Transport and Treatment protocols will continue by supervisors as long as needed.
- Seabrook Volunteer Fire Department
 - 24/7 Operations. Modified station entry protocols for volunteer and employee safety will continue.
- Municipal Court
 - All staff will telework through June 1. Video or Teleconference Hearings will continue to be conducted through May.
 - The Court Department will remain closed to the public until June 1, 2020, and customers are assisted by phone, email, and voicemail during regular business hours.
- Utilities
 - Personnel will be present at the window in staggered shifts. Electronic or dropped payments will be encouraged. Suspension of cut-offs will continue at this time.
- Office of the City Secretary
 - All staff will telework through May 18, 2020. Meetings will continue through the month of May by teleconference.
 - PIA requests will continue.
 - Solicitor Permits will not be issued until Phase II of Governor's plan.
- Public Works and Parks



- Full staff will be brought back beginning May 4, 2020, with new socially distancing requirements. Field personnel wearing masks will be trained and supplied with necessary protections.
- Community Development
 - Staggered shifts will continue until May 18, 2020. For permits and payments, electronic and the Drop Box will continue to be utilized. Appointments or drive up service will also be used when necessary.
 - Field Inspections – Masks must be used by employees in public spaces and with customer interaction.
- Economic Development
 - Teleworking and teleconferencing will continue through May 18, 2020.

Parks and Park Amenities

Masks not required per Harris County Order outside unless within 6 feet

All red signs for proper distancing will remain up to remind the public.

- Pine Gully Park and Fishing Pier
 - Modified Hours (with Gatekeeper) 7 days – 8:00am – 4:00pm until further notice. The gate will be open unless overcrowding were to occur at which time, city staff will reserve the right to close pending a health concern.
 - Carothers Parking Lot – Larger parking lot will be opened for additional parking of foot traffic and monitored daily
 - Park Full – When all parking is full, the gate will be closed to limit any additional vehicular traffic
 - Admission charges – Non-resident fees will continue to be collected with new safety collection protocols
 - Pier – The fishing pier will remain open when park is open unless overcrowding or other health concerns arise, at which time city staff reserves the right to close the gate.
 - Electronic Message Board – Additional messaging will be used at this and other parks that experience heavier traffic to reinforce socially distancing and reminders.
- Trails
 - Continue to remain open and masks not required but social distancing for safety
- Soccer Field
 - Nets will not be installed until Phase II due to 4+ participant sport.
- City Pool and Splash Pad
 - Pool and pads will remain closed until after reconsideration of Phase II recommendations.
- Baybrook Tennis Court
 - Nets will remain up and court will be open due to the sport not exceeding 4+ participants.



- Basketball Courts
 - Nets will remain off until after reconsideration of Phase II recommendations.
- Meador Skateboard Park
 - Area will be open with additional signage on socially distancing
- Park Benches, Gazebos, Picnic Tables
 - Benches, gazebos, tables and fountains will be opened.

- Water Fountains
 - Fountains will remain bagged until Phase II or further health and safety guidelines.
- Playground Equipment
 - Areas will be open and subject to parental supervision for proper social distancing
- Restrooms
 - Cleaning will be conducted daily and individuals are encouraged to bring individual hand disinfectant

City Council and Board Meetings

- City Council
 - Teleconferencing will continue through end of May
- Boards and Committees
 - Teleconferencing will continue through end of May

Local Businesses (Essential and Non-Essential)

- Governor's : "Open Texas" Guide Book
The reopening plan document is a public document available to all business owners laying out specific guidelines for employees and public to follow to reopen starting May 1, 2020. Enforcement will be by the shop owners to follow the state order unless a trespassing incident should occur for safety concerns.
 - Phase I 25% Occupancy
 - Phase II 50% Occupancy

Events

Special Event Permits will not be processed until after Phase II.

1. **4th of July** - An alternate plan for the normal parade format is being planned currently and will be discussed soon.
2. **Back to School Party** – August 1 – This event will be evaluated after Phase II with recommendations on pools.



3. **Kid Fish** – September 12 – This event will follow current recommendations at the time for parks.
4. **Celebration Seabrook** - A modified and properly socially distanced event is in the works and more to be discussed soon with City Council.
5. **November – December** - All last end of the year events will be evaluated with current conditions and orders. No changes are recommended at this time.
 - a. **Veteran’s Day**
 - b. **Breakfast with Santa**
 - c. **Tree Lighting**
 - d. **Share Your Christmas**

Rentals

All city facilities that are available for rent have been temporarily suspended and will remain that way until announcement of Phase II.

1. Community House
2. Pavilions
3. Special Event Permits

COVID-19

REOPENING GUIDELINES

