



Meeting Minutes City Council

City of Clear Lake Shores City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at 281-334-2799 or write to 1006 South Shore Drive, Clear Lake Shores, Texas 77565, at least 48 hours in advance of the meeting.

Tuesday, February 5, 2019

7:00 p.m.

Clubhouse - 931 Cedar

Present: Mayor Michael McNamara, Mayor Pro-Tem Amanda Fenwick, Councilwoman Christy Lyons, Councilwoman Angie Terrell, Councilwoman Jan Bailey, Councilman Kurt Otten, City Administrator Brent Spier, Chief Kenneth Cook, City Secretary Christy Stroup, Bldg. Official Kevin Harrell

1. CALL TO ORDER & DETERMINATION OF QUORUM:

Mayor McNamara called meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE TEXAS FLAG.

Mayor McNamara lead the Pledge of Allegiance to the Flag of the United States of America and the Texas Flag

3. REPORTS FROM COUNCIL:

Councilman Otten – Mancakes is February 16; Mardi Gras is March 3

Councilwoman Lyons – No report

Councilwoman Terrell – Animal Bayou Services cancelled meeting this month; Has list of books for the children's library and wants to know how to proceed with the purchase and which books to buy to place in the library. City Council said to get together with the library committee members and pick the books that they feel are age appropriate.

Councilwoman Bailey – No report

Mayor Pro-Tem Fenwick – March 6 is Galveston County Day at the Capital and if anyone is interested in going let her know and she will get them information on the bus ride to and from; Property article sent to Mayor just for information purposes.

Mayor McNamara – Galveston County Day at the Capital; Bay Area Mayors are going to the Capital on February 27; Hwy 146 expansion project will start February 13 and will close both boat ramps indefinitely and will close 4th street under the bridge; Kickoff meeting for Dror Road and Hanson Road held last week; Lazy Bend Bridge construction is to start in June and run through December but is requesting that the project start after hurricane season; Grant Application to the Federal EDC for Dror Road and has passed the first review and now has moved along for full grant; grant with H-GAC for Jarbo Bridge project is not looking promising but still researching other grants for that project.

4. STAFF REPORTS:

City Administrator Brent Spier: Report attached

Chief Cook: Stats for January 2019 (report attached)

Building Official Kevin Harrell: Stats since last meeting; Councilwoman Terrell asked about situation at 311 Narcissus concerning the ducks being able to reside in the yard. Kevin stated that the issue has been fixed.

Fire Chief Brent Hahn: Stats for year 2018; ladder truck should be ready to bring over for all to see; still in the process for hiring personnel.

5. OLD BUSINESS:

- a. Review and approve amendment to City of Clear Lake Shores Employment Handbook concerning vacation accrual and carryover.

Brent Spier reported that he added the vacation accrual table and removed the 40 hour carryover.

Councilman Otten questioned the 40 hour carryover? Asked what would happen if an employee started on a specific date how does someone take a vacation?

Mayor McNamara stated the vacation is on an accrual basis.

After discussion between all council members, Mayor and Brent Spier it was agreed to bring this item back to City Council at next meeting with new language.

9. PUBLIC COMMENTS:

No comments

10. NEW BUSINESS:

- a. Check Register 01/10/19 thru 01/30/19
b. Racial Profiling Report 2018

Councilman Otten made motion to approve consent agenda
Mayor Pro Tem Fenwick second the motion

MOTION PASSED UNANIMOUS

11. COUNCIL BUSINESS: Discussion and possible action may be taken on the following items:

- a. Rescind revocation of Waterfront Lease B-026A – Leslie Lundquist – and remove from auction list.

Waterfront Lease number should be B-027B

City Administrator Brent Spier stated that the paperwork involving the revocation was mailed to the wrong address. The leaseholder appeared and updated the mailing address but the new address did not get placed on the master mailing list so the letters were being mailed to an old address and being returned.

Mayor Pro Tem Fenwick made motion to approve item a
Councilwoman Terrell second the motion

MOTION PASSED UNANIMOUS

cont'd 02/05/19 minutes

- b. **Review and approve expenditures relating to FEMA reimbursement related to Hurricane Harvey.**

City Administrator Brent Spier stated that they were requesting to spend \$45,000.00 for ditch and drainage cleanout of the city Right of Ways.

Discussion with City Council and it was requested that paperwork be provided to review before they would approve the expense.

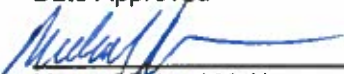
Item postponed until next meeting

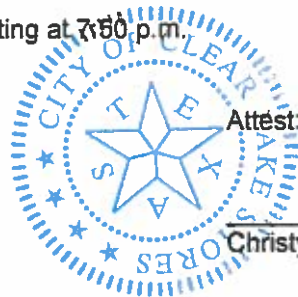
- c. **REVIEW/DISCUSSION ONLY: Complete Personnel Policy Manual including additional Social Media Policy.**

City Administrator Brent Spier commented that he would like for City Council to review and provide feedback on the Personnel policy. He will take all submitted to him into consideration and update policy and bring back to City Council at next meeting.

12. ADJOURNMENT:

Mayor McNamara adjourned the meeting at 7:50 p.m.

2/19/19
Date Approved

Mayor Michael McNamara



Attest:


Christy Stroup, City Secretary

City Administrator Report

January 16 – February 5, 2019.

ROADS/DRAINAGE: Second punch list completed with committee input and resident oversight. The biggest concern being Tindel St. and re-doing asphalt to match the planned/engineered drawings and facilitate drainage. This is moving forward.

ECONOMIC DEVELOPMENT CORP (EDC): Galveston County hosted Dror Ave meeting and contractors have been authorized to start concept drawings, followed by initial survey, soil samples and determining stormwater requirements (pond vs. ditches). Concept designs, not for construction attached.

PLANNING/ZONING: None.

WATERFRONT COMPLIANCE: B027B – Should be rescinded as it was a error on the part of the City. The lease came into the office to change the address from a seasonal AZ address back to CLS. The databased was not updated and a letter was sent. Since it was registered it did not forward and was returned as unclaimed. The City started the auction process and the lease upon seeing surveying activity did contact the office in person and the error was discovered.

PLAZA TEN 06: None.

WATERFRONT REVIEW: None.

CITY HALL: Frame is in for new glass. Expecting installation this week.

PUBLIC WORKS: Christmas decorations are down and new banners are up.

Other Items:

Clerk II position has been posted and the City Secretary and I will start the process of narrowing the field.

January 16th through Friday, February 15, 2019 candidates may file for Mayor and two open city council positions. The appropriate form is posted on the website. A reminder to potential candidates, please read instructions carefully and have the form notarized before submitting at City Hall, prior to 5PM on February 15th (AT&T cell network time). City employees cannot notarize these forms as they are also involved in the municipal election process.

SH146 project. 4th St under the bridge is scheduled to close on February 13, 2019. The boat ramps in Seabrook and Kemah will also be closed and not reopened. The boat ramp located on the island at Deep Hole Park will see increased traffic. I have received a call from the USCG Auxiliary, Paul Brown (832-221-9315), they wanted to make sure it was OK to use our ramp for launch primarily Fr-Sun, June – September. I advised him it was a public area and that parking/storage could be an issue. Enforcement for property damage and illegal parking would be enforced.

Clear Lake Shores Bridge enhancement was not competitive this grant cycle. Daily usage numbers seemed to be the biggest factor.

Lazy Bend Bridge replacement meeting was held in Galveston. Concerns about bulkhead stability/need for repair as well as utility relocation were discussed. You will notice survey on site in April and Conceptual Design should be completed by June 2019. This will impact school traffic and Lazy Bend Homeowners Association will likely open a normally closed gate to help with golf cart/pedestrian traffic. Any sidewalk improvements on 2094 being done with funding from the EDC will also help this anticipated problem area.

AGENDA ITEMS:

Vacation policy does not need any accrual as it specifies maximum accrual and not max plus 40 carry over. Since time is calculated based on hours works and not as lump sum on an anniversary date – this should make it more understandable and easier to administer for employees. This was done at suggestion of supervisory staff.

The Personnel Policy Manual is being reviewed and corrections being made. I have added a new section regarding social media. This is for review only at this time. Corrections have been made in red.

Harvey related expenses. Request permission to allow for additional work under specific PW (Project Worksheets) for Children's Library media and ditch/outfall/structure and contour by previous responsive contractor. Not to exceed \$20K for library and \$45K for daylighting. Badger Daylighting does this on a day by day basis – consistently averaging about \$3,000/day.

CLEAR LAKE SHORES POLICE DEPARTMENT

**1006 South Shore Dr.
Clear Lake Shores, TX 77565**

**Kenneth G. Cook
Chief of Police**

February 05, 2019

Subject: Report for Council Meeting

STATS:

For the month of **January 2019**, the Police Department was:

**Officers was Dispatched to, and Self-Initiated a Total of (4,001) Calls for Service.
Conducted (3,004) Business checks, and (145) checks to residents homes on Vacation watch.
(662) Total traffic contacts made - with (407) Citations issued and (475) Violations written.
(92) Written Warnings was also issued.
Made a total of (54) Arrests.**

That's all I have for tonight.

Chief K.G. Cook