



## Meeting Minutes City Council

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Tuesday, April 21, 2020

6:30 p.m.

Videoconference

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**Present:** Mayor Kurt Otten, Councilwoman Amanda Fenwick, Councilwoman Christy Lyons, Councilwoman Angie Terrell, Councilwoman Jan Bailey, Councilman Mark Thompson, City Administrator Brent Spier, Building Official Kevin Harrell, Police Chief Tracy Keele, G.C.H.D. Amy Weber, City Secretary Christy Stroup

**Absent:** Kemah Vol. Fire Dept.

### 1. CALL TO ORDER & DETERMINATION OF QUORUM:

Mayor Otten called meeting to order at 6:30 p.m.

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

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

### 3. REPORTS FROM COUNCIL:

**Councilman Thompson:** No report

**Councilwoman Lyons:** Stated that the Emergency Services Board did not meet

**Councilwoman Terrell:** Stated that the Bayou Animal Services Board did not meet

**Councilwoman Bailey:** No report

**Councilwoman Fenwick:** No report

**Mayor Otten:** Stated that we all still need to adhere to the Galveston County and State Guidelines concerning the coronavirus; thanked Civic Club for the Easter Parade

### 4. STAFF REPORTS:

**Chief Tracy Keele:** Stated that his officers have been upbeat and are handling the current situation well; He has been going over emergency procedures and is preparing and ready for hurricane season should something arise.

**Building Official Kevin Harrell:** Stats since last meeting; 922 Elm – boat has been removed and is going to pursue possible condemnation of the home. As of right now it is substandard. He is going to do a title search on the property and notify the homeowner and the mortgage company. Schaeffer's will have a crawfish truck in its parking lot; spoke to the gas line supervisor of Centerpoint and they are on the island looking at gas lines.

**Kemah Volunteer Fire Dept.:** Absent

**Galveston County Health District Amy Weber:** Provided stats for Clear Lake Shores and Kemah as well as financial report – reports attached

**City Administrator Brent Spier:** report attached

### 5. COMMITTEE REPORTS: Parks and Pool, Roads and Drainage, Zoning Board of Adjustments; Planning and Zoning and Waterfront Compliance

**Parks and Pool Committee:** *Brent Spier* spoke on their behalf: the committee has not met; trash cans are on the way; pool maintenance continues

**Roads and Drainage:** Richard Sowrey was present and reported that he walked the island and noted potholes and ditches that need attention; Tank trap on Juniper – milled depression that was left behind by contractor. He has spoken to Cobb Fendley and have had no response from contractor; 2020 Roads Improvement Contract – proposal contract from Cobb Fendley for the engineering was \$130,630 and preliminary estimate of the project is \$763,753. Brent and Richard are in discussion on what can be cut from the project to reduce the costs.

**ZBOA, P&Z and WCC** had no one present to give report

6. **CIVIC CLUB:** Teresa Otten reported that festivities have been placed on hold for now; trying to put something together for the Seniors that are graduating; hoping to have a Back to School celebration in September.
7. **ECONOMIC DEVELOPMENT CORPORATION:** Brent Spier stated that they met but are reviewing their projects to prioritize. Councilwoman Fenwick inquired about high-speed internet options. Brent Spier said that they are in discussion about a project adding high-speed internet to Clear Lake Shores and will pick the discussion back up after the coronavirus has reduced threat. No decisions have been made.
8. **PUBLIC COMMENTS:**  
No public comments made
9. **NEW BUSINESS:**

**CONSENT AGENDA:**

- a. **Check Register: 04/02/20 thru 04/15/20**
- b. **Council Meeting Minutes 04/07/20 (regular meeting)**
- c. **WF Transfer D-089A: Bryan & Makenzie Wullner to Stephen Elizondo**

*Councilwoman Terrell* made motion to approve Consent Agenda  
*Councilwoman Lyons* second the motion

**MOTION PASSED UNANIMOUS**

**10. COUNCIL BUSINESS - Discussion and possible action may be taken on the following items:**

- a. **Review and approve "dock box" for Waterfront Lease B-049A/B-049B submitted by leaseholders Tony and Donna Peterson.**

*Councilwoman Terrell* made motion to discussion item a  
*Councilwoman Fenwick* second the motion

Discussion throughout Council stating that if this one box is allowed on the waterfront easement then it could open up to allow all the leaseholders to place a box on their easements. Some of the surrounding leaseholders were not in favor of the dock box.

By end of discussion it was stated that this is something that should be handled by the Waterfront Compliance Committee to bring their recommendation back to City Council

*Councilman Thompson* made motion to table "dock box" discussion for 60 days to allow the Waterfront Compliance Committee time to meet and bring back their recommendation to City Council  
*Councilwoman Lyons* second the motion

**MOTION PASSED UNANIMOUS**

**b. Review and approve extension/revision of Declaration of Disaster Revision No. 4.**

Mayor Otten stated that the newest order from Governor Abbott and also from Galveston County stated to extend the Declaration of Disaster to May 12<sup>th</sup>, 2020.

*Councilwoman Fenwick* made motion to approve Revision No. 4  
*Councilwoman Bailey* second the motion

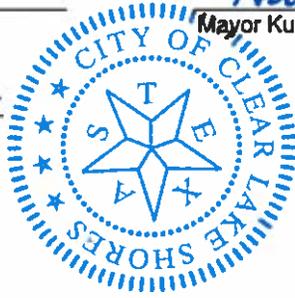
**MOTION PASSED** *Councilman Thompson abstained*

11. ADJOURNMENT: Mayor Otten adjourned meeting at 7:33 p.m.

Date Approved: 5/19/20

Kurt A. Otten  
Mayor Kurt Otten

Attest: Christy Stroup  
City Secretary Christy Stroup



## **City Administrator Report**

**April 8 - 21, 2020**

**There may some overlap in this report with other reports.**

**The last six weeks the Coronavirus (COVID-19) has ramped up. The City has a continuity of operations plan that has been discussed with all employees. Some employees are working remotely as we can accommodate. Public works employees are masked and practicing social distancing in separate carts. Social distancing among all employees is continuing.**

**COVID-19 summary of Galveston County is as follows: 11,000 tested, 468 confirmed cases, 208 recovered, 19 dead. There is 241 active cases, 27 hospitalized, 214 are self-quarantined. Our single identified case in CLS has recovered. This information was of this morning (4/21/2020). Dr. Kaiser on this afternoon's conference call stated that they are seeing high single digit/low double-digit numbers of new confirmed cases. He also added that the daily rate of positive tests among those getting tested is at 1.5% and they continue to gather data.**

**During conference calls with state health professionals, they are working to model the outcome of the virus. Typically, a virus has a peak, one model indicates we have seen the peak, however when adding other variants to the model, it shows additional anticipated peaks of varying intensity. Simply, they don't know exactly how to model it. Currently they monitor daily peak counts, hospitalization rate and death rate to identify trends. One state official summed it up this way: We are trying to not overwhelm the health system. Like a dam holding back water and then releasing it slowly at a controlled rate.**

**They remind all to practice SPICE. Surveillance, Protection, Isolation, Communication, Evaluation.**

**I would anticipate extending our local disaster declaration to maintain incident continuity, for potential reimbursement if needed or warranted.**

**We are positioned to make difficult decisions if needed or if further guidance is developed as a result of additional information. The state is restricting large gatherings through at least June 1, 2020, these are theaters, stadiums, concerts, etc.**

**I am working on a revised emergency plan (with TK) and return to opening the city planning that will work with the Governor's executive orders.**

**PERSONNEL: We have three employees working remotely on a rotating schedule. Police shifts have been adjusted to limit contact with co-workers and office staff. Adjustments to the normal way of doing things is taking place as we adjust to the temporary 'new normal.'**

**ROADS/DRAINAGE: Excel Paving has been contacted regarding punch list items. C-F is in contact with them. 2020 Road Projects have been identified. The projects are to occur on Blue Point, and Narcissus from S. Shore to Ivy in two divisions. Each section is estimated separately with engineer input and total construction cost is estimated to be Engineering/Inspection, Geotech \$131K, Blue Point \$96K, \$348K S. Shore to Forest, \$319K Forest to Ivy. Repairs have been identified and sent to possible vendors for quotes. I have inquired about stop block painting and crack-sealing as additional add-ons.**

**POOLS/PARKS: Push button control at pavilion for fan has been replaced under warranty. The pickleball group can evaluate if it will work for them. Concrete has been pressure washed but it has an etched**

surface stain that will not come up. Pool management company will not have lifeguards early in the season due to the COVID-19 crisis, they cannot train employees at this time, expect a delay. Pool maintenance will continue on schedule. Will contact pool plaster company regarding a recently replaced tile popping off.

Regarding pool usage during COVID-19: Furniture has been contained and taped off as well as guard chair. To be rolled out today - Pool operations have been restored with some governance. First, the pool is open 8a-8p for exercise and enjoyment of the pool only, no furniture is available to linger. This is inconvenient but necessary to curb any grouping and improve turnover of the facility. Second, no more than five (5) persons inside the fenced area at a time. Social distancing should apply while in the pool and outside the pool with anyone outside your immediate household. This revision allows for persons to exercise in the pool, not to sunbathe or loiter. Monitoring will take place remotely and if there are violations of this revised policy the pool will again be closed to the public. Member gate codes will continue to work, please wait your turn in your vehicle or cart, and be aware of others wanting to enjoy the same amenities. Stay safe and thank you for your cooperation as we restore the city to limited operations in a safe and appropriate manner.

DROR AVE: Cobb-Fendley has completed the metes and bounds and after review by HR Green and Galveston County adjustments were made. I'm awaiting their final review and approval and then we can move forward with Mr. Dror and an additional unnamed landowner. A tele-meeting was held last week at the 60% design level regarding project, awaiting additional confirmation of the ROW being sufficient for traffic signal. Traffic study is delayed. We are moving forward to prepare intersection for traffic control, may be a flasher initially but working toward a traffic signal that is linked to the other lights in the series. We don't anticipate issues with traffic count, but would like to conduct when school is in, again impacted by COVID-19 with the cancellation of the school year until fall.

ECONOMIC DEVELOPMENT CORP (EDC): (Found at Community Impact News) Meanwhile, the Seabrook Economic Development Corporation is inviting Seabrook businesses affected by the pandemic to apply for the Seabrook Emergency Business Retention Incentive. Businesses that qualify may receive an incentive between \$3,500 to \$10,000 depending on several criteria, including the business size and number of employees, type of business and other factors, according to a city news release.

A total of \$250,000 is available for the local incentives. Each business who receives some of the money must use it for lease payments, utilities, payroll and other expenses besides business owner salaries, the release reads.

Seabrook business owners who wish to apply must do so by April 29 at [www.seabrooktx.gov/emergency-incentive](http://www.seabrooktx.gov/emergency-incentive). For more information, contact Seabrook Economic Development Director Paul Chavez at [pchavez@seabrooktx.gov](mailto:pchavez@seabrooktx.gov) or 281-291-5730.

It's nice to see other communities deploying similar programs.

I'm currently looking at electric designs for parking lot lighting at CLR/2094 Parking Lot (Lee Lot). This safety item is a priority.

PLANNING/ZONING: ZBOA has no report per Patrick Michaelski.

**PLAZA TEN 06:** Natural Gas installation at Okie's has been arranged and paid as of today should be installed within 6 weeks based on construction schedule. Cost was under \$2,000. \*\*\* (No Update 4/21/20)\*\*\* Okie's Building has a roof leak, that is responsibility of Plaza Ten 06, estimates being collected. We were notified today of the issue.

**CITY HALL:** We will have a MD Anderson blood drive for Friday, June 5<sup>th</sup>, 2020 in the Clear Lake Shores Parking lot. This may be pushed out.

Fire Marshal has been reviewing some plans and we plan to roll out site visits after the stay at home passes.

**PUBLIC WORKS:** Keeping up on sanitation of facilities and grounds, keeping a positive message on the marquee and making sure we keep things as normal as possible for as many as possible.

**Other Items:**

Numerous ordinances that were reviewed have been assembled and will be brought forth for review and approval at a later date.

Memorandum of Agreement regarding City Owned Parking Lots in the Town Center is at attorney for review. It has been approved and I will visit businesses at a more appropriate time.

**AGENDA ITEMS:**

**Recommend extending the Emergency Disaster Declaration to mid-May with the ability to rescind or modify as necessary. We will continue to follow state and county orders.**

**To be handled at a later date:**

**Review and Discussion of Police Department General Orders and Policy Manual. These will be updated to reflect the appointment of Chief Keele. He is working on this currently and it will be presented to council for review/oversight. Specific questions can be answered by Chief.**

# Revenue and Expenses Actual versus Budget with Variance Annual Galveston County Health District Galveston Area Ambulance Authority For 1/31/2020

Annual Budget	PTD Actual 1/31/2020	PTD Budget 1/31/2020	Revenue	YTD Actual 1/31/2020	YTD Budget 1/31/2020	Variance
3,152.00	774.54	262.00	Patient Fees	840.56	1,050.00	(209.44)
31,968.00	9,787.81	2,664.00	Private Insurance	13,483.64	10,656.00	2,827.64
89,061.00	3,760.16	7,422.00	Medicare	6,703.92	29,687.00	(22,983.08)
29,366.00	1,309.47	2,447.00	Medicaid	1,846.98	9,789.00	(7,942.02)
116,576.00	9,714.67	9,715.00	County Revenue	38,858.67	38,859.00	(0.33)
0.00	16.42	0.00	Miscellaneous Revenue	90.62	0.00	90.62
0.00	(330.08)	0.00	GAAA Contracts	0.00	0.00	0.00
165,000.00	14,190.68	13,750.00	City of Kemah	106,620.68	55,000.00	51,620.68
35,000.00	2,916.67	2,917.00	City of Clear Lake Shores	11,666.67	11,667.00	(0.33)
<b>470,123.00</b>	<b>42,140.34</b>	<b>39,177.00</b>	<b>Total Revenue</b>	<b>180,111.74</b>	<b>156,708.00</b>	<b>23,403.74</b>
333,133.00	22,765.85	27,761.00	<b>Expenses</b>	94,548.72	111,044.00	16,495.28
0.00	0.00	0.00	Hourly Pay	1,212.07	0.00	1,212.07
18,278.00	7,575.35	1,523.00	Supplemental	40,452.57	6,093.00	(34,359.57)
0.00	2,844.84	0.00	Overtime	8,130.69	0.00	(8,130.69)
0.00	0.00	0.00	Part-Time Hourly Pay	0.56	0.00	(0.56)
5,096.00	485.77	425.00	Comp Pay	1,984.37	1,699.00	(285.37)
784.00	31.36	66.00	FICA Expense	44.23	261.00	(216.77)
910.00	78.58	76.00	SUTA	326.77	303.00	(23.77)
843.00	53.66	71.00	Life Insurance Expense	222.03	281.00	(58.97)
30,700.00	1,553.49	2,559.00	Long Term Disab Coverage	6,090.42	10,234.00	4,143.58
11,526.00	1,159.23	961.00	Employer Paid Health Insurance	4,562.04	3,843.00	(719.04)
5,226.00	336.76	436.00	Worker's Compensation Insurance	1,060.19	1,743.00	682.81
7,749.00	767.57	646.00	Employer Sponsored Healthcare	3,046.00	2,583.00	(463.00)
0.00	65.57	0.00	Pension / Retirement	393.43	0.00	(393.43)
0.00	20.05	0.00	Medical Director Contract	238.04	0.00	(238.04)
0.00	428.81	0.00	Misc. Contract Services	1,920.01	0.00	(1,920.01)
141.00	265.90	12.00	GAAA Billing Contract Service	6,659.60	47.00	(6,612.60)
10,072.00	1,171.61	839.00	Office Supplies	1,893.78	3,357.00	1,463.22
3,166.00	(10.84)	263.00	Operating Supplies	(22.94)	1,055.00	1,077.94
0.00	0.00	0.00	Pharmaceutical Supplies	0.49	0.00	(0.49)
300.00	0.00	25.00	Printing Supplies	2.97	100.00	97.03
0.00	2.47	0.00	Uniform Supplies	11.62	0.00	(11.62)
1,740.00	41.55	145.00	Postage	242.90	580.00	337.10
0.00	1.33	0.00	Telecommunications	1.33	0.00	(1.33)
0.00	0.00	0.00	Travel, Local	55.32	0.00	(55.32)
0.00	8.14	0.00	Training, Out of Town	58.38	0.00	(58.38)
0.00	44.26	0.00	Rentals	265.58	0.00	(265.58)
5,950.00	0.00	495.00	Leases	0.00	1,983.00	1,983.00
1,000.00	0.60	83.00	Main/Repair, Equip	374.07	333.00	(41.07)
8,136.00	570.89	678.00	Main/Repair, Auto	896.09	2,712.00	1,813.91
395.00	0.71	33.00	Fuel	44.80	132.00	87.20
2,200.00	4.71	183.00	Main/Repair, Auto Preventative	28.25	733.00	704.75
0.00	4.94	0.00	Insurance, Auto/Truck	43.17	0.00	(43.17)
			Insurance, General Liability			



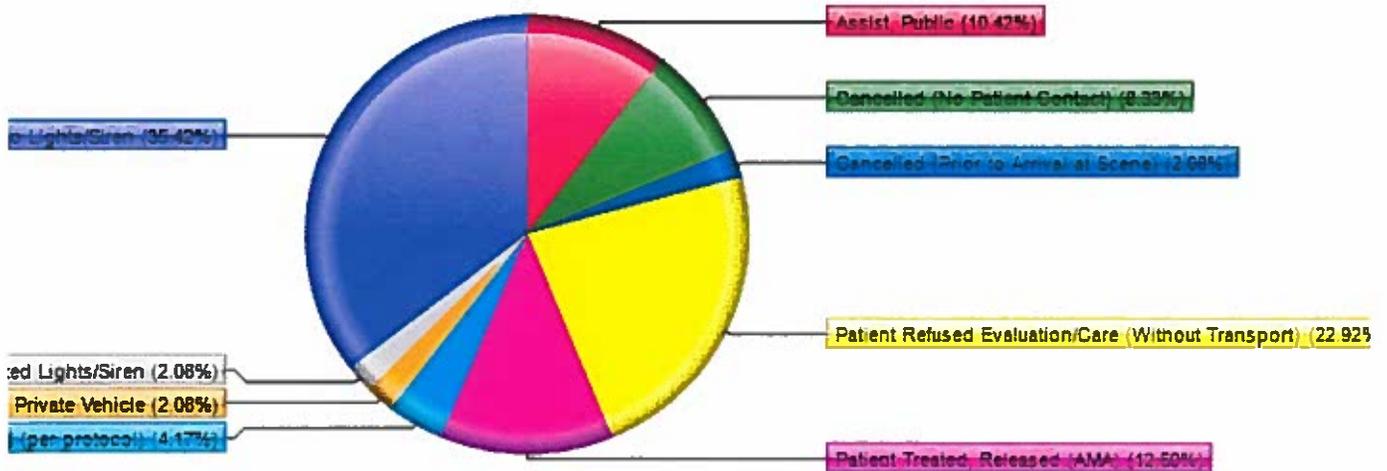
**Kemah Disposition Type Breakdown**

Date: Monday, April 13, 2020  
Time: 10:38:39 AM

Dispatched Time between 2020-03-13 and 2020-04-13

**Disposition Breakdown**

Disposition	Total
Assist, Public	5
Cancelled (No Patient Contact)	4
Cancelled (Prior to Arrival at Scene)	1
Patient Refused Evaluation/Care (Without Transport)	11
Patient Treated, Released (AMA)	6
Patient Treated, Released (per protocol)	2
Patient Treated, Transported by Private Vehicle	1
Transported Lights/Siren	1
Transported No Lights/Siren	17
	<b>48</b>



Dispatched Time between 2020-03-13 and 2020-04-13

### Disposition Breakdown

Disposition	Total
Patient Treated, Released (AMA)	1
Transported No Lights/Siren	4
	5

