

City of Shoreacres



NOTICE OF MEETING

Notice is hereby given that a Regular Meeting of the
City Council
of the City of Shoreacres, Texas, will be held on
Monday, June 10, 2013 at 7:00 p.m.
in the City Council Chambers on the first floor at City Hall, 601 Shore Acres Blvd.,
Shoreacres, Texas, at which time the following subjects will be discussed, to wit:

1.0 CALL TO ORDER / ROLL CALL: Members Present and Absent

2.0 PLEDGES OF ALLEGIANCE

Texas Pledge:

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

3.0 SPECIAL PRESENTATIONS

4.0 APPROVAL OF MINUTES

4.1 Regular Council Meeting: May 29, 2013.

5.0 COUNCIL REPORTS & REQUESTS

5.1 Mayor pro tem Webber – Report on meetings attended.

6.0 PUBLIC HEARINGS & PUBLIC COMMENTS

6.1 Citizen's Comments

This is the opportunity for citizens to comment on items which do not appear on the agenda. Time is limited to five minutes per speaker. Members of Council are prohibited by law from participating in the discussion or deliberation of items that are not specifically identified on this agenda.

7.0 ADMINISTRATIVE REPORTS

7.1 City Administrator

7.1.1 General activity report.

7.1.2 Wastewater force main valve replacement status.

7.2 Monthly Police Department report.

7.3 Monthly Public Works Department report.

8.0 BUSINESS

8.1 Consideration and approval of invoices. ^{Stall}

8.2 Action to accept the resignation of Mayor Dolly Arons and declare the office of mayor vacant. ^{Webber}

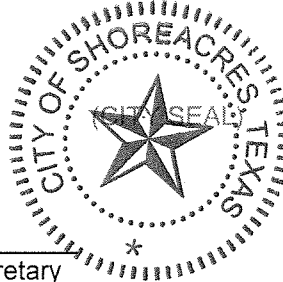
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- 8.3 [*withdrawn*]^{Webber}
- 8.4 Consideration and discussion of method for filling the vacancy of the office of mayor (appointment or special election).^{Webber}
- 8.5 Consideration and action to fill the office of mayor by appointment until a special or regular election is held.^{Webber}
- 8.6 Administer Oath of Office to newly appointed mayor.^{Stall}
- 8.7 Consideration and approval of Resolution No. 2013-111 authorized representatives to sign on accounts and represent the city in transacting business with Wells Fargo Bank.^{Stall}
- 8.8 Consideration and approval of Resolution No. 2013-112 amending representatives authorized to sign on, and transact business with TexPool.^{Stall}
- 8.9 Discussion and possible action regarding the extension of Hurricane Ike temporary housing permit #13 (518 Meadowlawn) issued under Ordinance No. 2010-58 that was extended to expire May 13, 2013.^{Stall}
- 8.10 Consideration and action to adopt Resolution No. 2013-110 naming the Shoreacres police station the "Randall J. French Police Station."^{Schnell}
- 8.11 Review and discussion of City Hall hours of operation.^{Moses}
- 8.12 Review and discussion of police department hours of operation; chief of police duty hours; and, officer duty hours and shifts.^{Moses}
- 8.13 Review and discussion of the Chief of Police's job functions.^{Moses}
- 8.14 Review and discussion of the police department grants and status of pending grants.^{Moses}
- 8.15 Review and discussion of the police department standard operating procedure.^{Moses}
- 8.16 Review and discussion of the police department pursuit policy.^{Moses}
- 8.17 Review and discussion of the Clear Lake Emergency Medical Corps response time.^{Moses}
- 8.18 Review and discussion of the Lakeview Police Department dispatch contract and dispatch performance.^{Moses}
- 8.19 Discussion of the opportunity to contract with the City of La Porte for emergency medical service, fire protection service, and police dispatch.^{Moses}
- 8.20 Review and discussion of the police department's commercial vehicle enforcement program.^{Moses}
- 8.21 Consideration and action to appoint two members of City Council to the Audit Committee for a term ending on June 30, 2014.^{Schnell}
- 8.22 Consideration and action to appoint two citizen at large members to the Audit Committee for a term ending on June 30, 2014.^{Schnell}
- 8.23 Consideration and action to require department heads to attend all regular city council meetings.^{Schnell}

9.0 ADJOURNMENT

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the City of Shoreacres, Texas is a true and correct copy of said Notice and that I posted a copy of said Notice on the bulletin board at City Hall on June 6, 2013 at or before 5:00 p.m., at a place convenient and readily accessible to the general public at all times; to remain so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

DATED THIS 6TH DAY OF JUNE 2013.

BY: 
David K. Stall, CFM, City Administrator / City Secretary



SHOREACRES, TEXAS

The City Council of the City of Shoreacres reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development).

The City Council Chamber is wheelchair accessible and accessible parking spaces are available.

Requests for accommodations or interpretive services must be made at least two (2) working days prior to the meeting. Please contact City Office at 281.471.2244 or fax 281.471.8955 for additional information.

I, the undersigned, do hereby certify that this Notice of Meeting was removed from the City Hall bulletin board at _____ AM/PM on _____, 2013.

BY: _____

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MEETING MINUTES

The City Council of the City of Shoreacres, Texas, met in Regular Session on
Tuesday, May 28, 2013 at 7:00 p.m.
in the City Council Chambers of City Hall, 601 Shore Acres Blvd., Shoreacres, Texas
with the following present constituting a quorum:

Mayor	Dolly Arons
Mayor pro tem	Richard Adams
Alderswoman	Dana Woodruff
Alderswoman	Connie Ramirez
Alderman	Matt Webber
Alderman	Steven Jones
City Administrator / City Secretary	David K. Stall

1.0 CALL TO ORDER / ROLL CALL:

The meeting was called to order by Mayor Arons at 7:00 p.m.

2.0 PLEDGE OF ALLEGIANCE

3.0 SPECIAL PRESENTATIONS

4.0 APPROVAL OF MINUTES

- 4.1 Regular Council Meeting, May 13, 2013. There was a motion to approve the May 13, 2013 regular Council Meeting minutes. (Dana Woodruff / Second: Connie Ramirez.) Motion carried unanimously.
- 4.2 Special Council Meeting, May 20, 2013. There was a motion to approve the May 20, 2013 regular Council Meeting minutes. (Dana Woodruff / Second: Connie Ramirez.) Motion carried unanimously.

5.0 COUNCIL REPORTS & REQUESTS

- 5.1 Mayor Arons reported that we are back on the list for mosquito spray with Harris County.
- 5.2 Mayor pro-tem Adams has no new item to report.

6.0 PUBLIC HEARINGS & PUBLIC COMMENTS

- 6.1 Citizen's Comments:
128 Shadylawn – Mr. Patrick Stanton Thank all outgoing Council members for their services. Requested for Council to appoint representatives to fill vacant seats on the Citizen's Advisory Committee and the Park Advisory Board. He also asked about the 2013 Citizen and Employee of the Year nomination process.

510 Meadowlawn – Ms. Suzette Gunter asked “if it is correct that in round 2 of the road repair, the project only allotted for one driveway apron replacement per resident even if the resident originally has a double driveway?”

616 Baywood – Ms. Darlene Bays congratulates the newly elect Council members and wishes them the best on their endeavor to serve. She also verbalized a “NEED” list for Council to considered, and they are as follows:

- Would like an information package to be handed out to citizens at Council meeting, which would include a financial section.
- Purchase a mosquito sprayer and send one of our PW employees to school for certification.
- All office staff needs to have the Notary certification.
- The stairs to city hall is not handicap accessible.
- Need to have an expiration date for all building permits.
- Set-up a regular ditch mowing schedule.
- Need to accumulate additional funds for parks improvement. For example, a small fee to be added to the monthly water bill.
- Additional pavilions.
- Issued a bond to build a new city hall that are handicap accessible and are able to accommodate a large turn-out at City functions.

3346 Miramar - Mr. Gerry Victor commented on the 2011-12 year-end audit report. Would like for Council to re-instate the audit board. Before IKE the reserve fund was \$1.4 million, to date we've spent \$380,000 from this fund; the city needs to stop dipping into the reserve fund.

1017 W. Forest - Mr. David Jennings commented that he's opposed to any bond issued. Made referenced to the local government code, regarding the timeline for newly elected officials to take office. Questioned the city's payment of range fees and reserve police certification for Mr. Stall.

7.0 ADMINISTRATIVE REPORTS

7.1 City Administrator General Activity Report:

Mr. Stall reported on the followings:

- Over the week-end the main pump at lift station #1 was put out of service and will be repaired under warranty.
- Round 2.2 of the road replacement projects are on track as expected.
- In June, the asphalt road repair project will start as planned.
- Responding to Ms. Gunter - Harris County are responsible for the Round 2.2 of the road replacement project. We do not have any control in how the project is being carried out. In regard to the driveway apron replacement, it should be replaced the same as before.
- Responding to Mr. Stanton - Even though some of the board members terms have expired; these members will continued to performed their duty until new members are appointed to replaced them.

- Responding to Ms. Bays - Our ditch mowing schedule are ongoing during the summer and start from the west to the east side of the city. Our building permits have an expiration date of one year and they are renewable. All of our budget workshop meeting notices are posted on the bulletin board and they are open to the public.

7.1.2 National Flood Insurance Program Community Rating System update

Mr. Stall summarized the CRS application process: We submitted the original application in August 2009. ISO received our application during the same period and rejected it due to the lack of a Hazard Mitigation Action Plan (HMAP). The HMAP application acceptance runs on a five-year cycle. On September 2009, we submitted to Harris County a Hazard Mitigation Action Plan for review and it was approved in June 2010. We re-initiated the CRS application in 2012, CAV re-visited for an audit. Then in November 2012, we submitted a new CRS application. In February 2013, FEMA performed a throughout audit of our building and floodplain administrative procedures; the results were favorable. In March 2013, we were contacted by an ISO representative requesting additional documents. March 2013 was the last contact that we've had with ISO.

- 7.2 Monthly Financial Report – The report was included in the council packet. Mr. Stall reported on the following accounts:

• General Fund	\$ 151,147
• Utility Fund	\$ 77,966
• CDBG Fund	\$ 365,752
• TxPool	\$ 954,490
• CD's	\$ 249,681
• Property tax collected	\$ 782,450
• Sales tax collected	\$ 35,600
• Road maintenance tax	\$ 8,900

8.0 BUSINESS

8.1 Consideration and approval of invoices.

There was a motion to pay our bills (Richard Adams/Second: Dana Woodruff). Motion carried unanimously.

8.2 Service recognition for Mayor pro tem Richard Adams, Councilwoman Connie Ramirez, and Councilwoman Dana Woodruff.

Mayor Arons Thank Mayor pro-tem Adams, Councilwoman Ramirez and Councilwoman Woodruff, for their honorable service to the city and presented each with a service recognition certificate.

8.3 Administer Oath of Office to newly elected city officials – Mayor Arons administer the Oath of Office to Councilwoman Nancy Schnell, Councilman Bo Bunker and Councilman Rick Moses.

City of Shoreacres – Meeting Minutes

- 8.4 Discussion and action to elect a Mayor pro-tem for a one-year term – Mayor Arons explained the duty of a Mayor pro-tem and open the meeting to receive nomination from Council.

Councilwoman Schnell nominated Councilman Moses. Councilman Moses nominated Councilman Webber.

Mayor Arons closed the nomination process and the voting results are as follow:

Bunker	<input type="checkbox"/> Webber	<input checked="" type="checkbox"/> Moses
Jones	<input checked="" type="checkbox"/> Webber	<input type="checkbox"/> Moses
Moses	<input checked="" type="checkbox"/> Webber	<input type="checkbox"/> Moses
Schnell	<input type="checkbox"/> Webber	<input checked="" type="checkbox"/> Moses
Webber	<input checked="" type="checkbox"/> Webber	<input type="checkbox"/> Moses

Mayor Arons declared that Councilman Webber is the newly elect Mayor pro tem.

- 8.5 Remarks by Mayor Arons – Mayor Arons announced her resignation as Mayor.

ADJOURNMENT.

The meeting was adjourned at 8:15 pm.

PASSED AND APPROVED ON THIS 10th DAY OF JUNE, 2013.

(CITY SEAL)

Mayor

ATTEST:

David K. Stall, CFM
City Administrator / City Secretary

MEMORANDUM

City of Shoreacres
POLICE DEPARTMENT

601 Shore Acres Blvd., Shoreacres, TX 77571-7262 ♦ 281.307.1950 ♦ 281.471.8955 Fax



DATE: June 10, 2013

TO: City Council

CC:

FROM: David Newman, Chief of Police

REF: May Police Report

CRIME REPORT:

There were 2 residential burglary reports made in May. One of the residences was vacant and not secured. There was also a credit card fraud reported and 1 identity theft.

Officer Pankey was investigating a traffic accident in which the driver fled the scene. That driver then stole a vehicle from a relative's home and led officers on a short pursuit. She was taken into custody at SH 225 & Sens Rd.

TRAFFIC ENFORCEMENT:

59 citations were issued for speeding on SH 146.

CODE ENFORCEMENT:

16 letters were sent out for various code violations. 6 citations were issued.

TRAINING:

Officer Pankey has completed his required courses and has received his Intermediate Peace Officers License.

Sgt. Cantu and Officer Thompson attended a 2 day active shooter seminar sponsored by the FBI.

I completed the week long state mandated training that is required of all police chiefs in Texas. I also attended an internet safety seminar sponsored by the US Attorney's Office for the Southern District of Texas.

On May 30th and 31st Officers Harrison and Thompson conducted training for 16 officers from the Shoreacres, Morgan's Point, and Galena Park police departments on the Firearms Simulator.

Summary of Police Statistics As Reported to Council

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	YTD
Accidents.....	2	4	2	3	2								13
Alarms/Hangups.....	5	4	4	5	5								23
Animal Calls.....	5	7	4	6	11								33
Arrests.....	11	11	10	8	6								46
Arrests for other cities	6	3	5	1	2								17
Arson.....	0	0	0	0	0								0
Assaults.....	2	0	2	3	1								8
Assist other Agencies.....	5	6	7	6	5								29
Calls for Service.....	78	67	69	64	77								355
Criminal Mischief.....	1	0	0	2	1								4
EMS/Fire Calls.....	9	4	5	6	3								27
Harassment.....	0	0	1	0	1								2
Miles Driven.....	5001	5903	6041	5118	5367								27430
Misc.....	25	26	30	19	23								123
On Views.....	1353	1549	2040	1921	2103								8965
Suspicious Persons/Vehicles.....	16	8	8	9	14								55
Thefts/Burglaries.....	1	2	3	3	4								13
Tickets.....	129	123	209	160	143								764
Traffic Arrests.....	5	4	2	1	1								13
CVE Days.....	0	0	0	0	0								0
CVE Citations.....	0	0	0	0	0								0
City Citations.....	0	0	0	0	0								0

MEMORANDUM



Item 7.3

06.10.2013

City of Shoreacres

601 Shore Acres Blvd., Shoreacres, TX 77571-7262 / 281.471.2244 / 281.471.8955 Fax



DATE: June 5, 2013

TO: David Stall, City Administrator

CC:

FROM: David Sutton, Public Works Director

REF: Monthly Report (May) 2013

Water usage came back up to 5.8 million gallons compared to the 5 million from last month. This is consistent with the warmer temperatures. Water consumption should continue to rise in the coming months as our citizens will begin watering lawns more frequently.

Public Works did not install new water lines on Centre St. south or Shore Acres Blvd. due to rain this month. However, the last week in May did not rain, so if we continue having dry weather, installation should resume to the pace we held in March; about 100ft. per day.

Public Works added two new employees this month. Andre Griffin has been hired as a maintenance worker. Mr. Griffin was an employee of our storm crew and has been rehired as a full time employee. John Ruiz was hired as a maintenance worker as well. Mr. Ruiz has 5 years' experience with the City of Galveston and the City of Friendswood. During their first couple of weeks, they have done an outstanding job and we are glad to have them.

PUBLIC WORKS
Monthly Productivity Report

Month : May 2013

	Total Calls		Total Collected in Cu. Yrds.
Water/Wastewater	13	***Solid Waste***	7
Water Repairs	5	Recycling :	7
Meter Changeouts	2	* Paper	2
Backfills (Yard Cleanups)	3	* Plastic	2
Fire Hydrant Repairs	0	* Cardboard	2
Water Taps	1	* Aluminum Cans	1
Water Plant Repairs	2	* Glass	0
Sewer Taps	0	Debris Removal	0
Sewer Point Repairs	0		
Lift Station Repairs	0		
Manhole Repairs	0		
After Hour Repairs	0		

Repairs

Streets and Drainage		***ROW Maintenance***	
Potholes :	0	Miles Mowed	17
* Concrete Repairs	0	Miles of Ditch Inspected	0
* Asphalt Repairs	3	Culverts Inspected	0
Drainage Cave-in Repairs	0	Hours Mowed	41
Traffic	0	***Parks***	
Stop Sign Repairs	1	Cubic Yards of Trash Removed	2
Safety Sign Repairs	3	Park Equipment Repair	3
Public Notification Signs	0	Lighting Repairs	0
Repaired	0		

Comments

David Stall



Item 8.2
06.10.2013

From: D Arons <aaqsmail@gmail.com>
Sent: Thursday, May 30, 2013 9:17 AM
To: David Stall
Subject: Resignation Letter

To: David Stall
From: Dolly Arons
Date: May 29, 2013
Subject: Resignation as Mayor

RECEIVED
JUN 03 2013

The results of the recent election indicate that the residents of Shoreacres desire a change in policy direction. It is my opinion that my presence on council will be perceived as an obstacle to achieving any different policies that may be proposed in the future. Therefore, at Tuesday night's council meeting, I resigned as mayor. I am hopeful that my resignation will redirect attention from the personal agendas and vendettas of a few, and focus attention on matters of importance to all of the residents.

I will be happy to assist the new mayor with a smooth transition. Please feel free to contact me if you have any questions.

Dolly Arons
May 30, 2012

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MEMORANDUM



Item 8.4

06.10.2013



City of Shoreacres

601 Shore Acres Blvd., Shoreacres, TX 77571-7262 / 281.471.2244 / 281.471.8955 Fax

DATE: May 30, 2013

TO: Mayor Dolly Arons
Mayor pro tem Matt Webber
Alderman Steve Jones
Alderman Rick Moses
Alderwoman Nancy Schnell
Alderman Bo Bunker

CC: Dick Gregg, Jr., City Attorney

FROM: David Stall, City Administrator

REF: Actions Required Following Resignation of Mayor

FILE REFERENCE: M13053001 MC Mayor Vacancy.docx

RESIGNATION

As we know, Mayor Arons verbally announced her resignation at the end of our regular council meeting on Tuesday, May 28, 2013.

The following morning, Wednesday, May 29, I requested the Mayor submit her resignation in writing, signed and dated. Mayor Arons promptly acknowledged my request. This morning I received a draft resignation letter by e-mail and it is now ready for signature, which is pending.

While a legal technicality, the resignation is not effective until signed and received by the city secretary in writing.¹ Regardless of the resignation's effective date, the office of Mayor will not be vacant until the resignation is accepted by city council, or on the eighth day after the date it is received, whichever is earlier.²

During this period of time Mayor Arons will continue perform those duties necessary for the normal day-to-day operation of the city.

I do not anticipate Mayor Arons will be in attendance at our next regular meeting on Monday, June 10, 2013. In the mayor's absence the mayor pro tempore will preside at the meeting.³ An item on the agenda will be, "Action to accept the resignation of Mayor Dolly Arons and declare the position of mayor vacant."⁴ Immediately thereafter the city council is authorized to make an appointment or order a special election to fill the vacancy.⁵

¹ Tex. Election Code § 201.001.

² *Id.* § 201.002; § 201.023.

³ Tex. Local Gov't Code § 22.037.

⁴ *Id.* § 22.012.

⁵ Tex. Election Code § 201.002.

APPOINTMENT

Council can appoint any Shoreacres citizen that meets the qualifications for the office of mayor.⁶ To qualify a person must be 18 years of age, a registered voter and a resident of the city for at least one year at the time of appointment.⁷

Current members of council are also eligible for appointment but if nominated cannot vote on their own appointment.⁸ Should a current alderman be appointed to fill the vacancy of mayor their alderman office will become vacant upon being sworn in as mayor.⁹ Filling the new alderman vacancy will require the action to be placed on the next agenda.

SPECIAL ELECTION

If the vacancy is to be filled by special election it is required to take place on the next authorized uniform Election Day, which is Tuesday, November 5, 2013.¹⁰ If the decision is made to call a special election city council will need to adopt an election order as soon as practicable.¹¹ To conduct a special election will require an expenditure budget of \$10,000. Those expenses would fall in the city's next fiscal year and would be in addition to the general election expense budget which this year was \$18,000.

Also, if the vacancy is to be filled by special election city council can still make an appointment to fill the position until the mayor elected at the special election takes office in November.

In either case the appointed or elected mayor will only hold office until the next regular election on May 11, 2014 and then elected mayor is qualified.¹²

ORDER OF BUSINESS RELATED TO THE VACANCY (Agenda items, in order of action)

- Accept resignation and declare the office of mayor vacant.
- Consideration of method for filling the vacancy of mayor (appointment or special election). If council decides to call a special election an election order will be prepared and placed on the next agenda.
- Appointment to fill the office of mayor until a special or regular election is held.
- Administering oath of office (the City Secretary will administer the oath and the newly appointed mayor will be seated and preside over the remainder of the meeting).

If a current alderman is appointed to mayor the following items will appear on the next agenda:

- Consideration of method for filling the vacancy of alderman (appointment or special election). If council decides to call a special election an election order will be prepared and placed on the next agenda.
- Appointment to fill the office of alderman until a special or regular election is held.
- Administering oath of office (the mayor will administer the oath and the newly appointed alderman will be seated).
- If necessary, elect a mayor pro tempore.

⁶ Tex. Local Gov't Code § 22.010.

⁷ *Id.* § 22.032.

⁸ *Id.* § 22.010.

⁹ Tex. Election Code § 201.025.

¹⁰ *Id.* § 201.052; *Id.* § 41.001.

¹¹ *Id.* § 201.051.

¹² Tex. Local Gov't Code § 22.010.



**RESOLUTION No. 2013-111
CITY OF SHOREACRES**

RESOLUTION OF THE CITY OF SHOREACRES AMENDING AUTHORIZED REPRESENTATIVES TO SIGN ON ACCOUNTS AND REPRESENT THE CITY IN TRANSACTING BUSINESS WITH WELLS FARGO BANK; MAKING VARIOUS FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

* * * *

WHEREAS, Wells Fargo Bank is the depository bank for the City of Shoreacres; and,

WHEREAS, changes in officers require the City to amend the names of representatives authorized to sign on accounts and otherwise represent the City in transacting business with Wells Fargo Bank;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREACRES, THAT:

Section 1. The matters and facts recited in the preamble to this Resolution are found to be true and correct and the same are incorporated herein as a part of this Resolution.

Section 2. The individuals listed herein are hereby authorized to sign on accounts and otherwise represent the City in transacting business with Wells Fargo Bank subject to limitations that may be established by City banking, depository, investment or financial policies:

- (a) David K. Stall, City Administrator
- (b) _____, Mayor
- (c) _____, Mayor pro tem
- (d) David Newman, Chief of Police

Section 3. The Council directs City staff to promptly notify Wells Fargo Bank of the amended names of representatives, execute signature cards and take any additional action necessary to effect the amendment as set forth herein.

The City Council officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this resolution and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED, this 10th day of June, 2013.

CITY OF SHOREACRES

(CITY SEAL)

By: _____
Mayor

ATTEST:

David K. Stall, CFM, City Secretary



Resolution No. 2013-112
Authorizing Participation in the TexPool Investment Pools
And Designating Authorized Representatives

WHEREAS, _____
("Participant") is a local government or state agency of the State of Texas and is empowered to delegate to the public funds investment pools the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pools ("**TexPool/TexPool Prime**"), public funds investment pools, were created on behalf of entities whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That Participant shall enter into a Participation Agreement to establish an account in it's name in **TexPool/TexPool Prime**, for the purpose of transmitting local funds for investment in **TexPool/TexPool Prime**.
- B. That the individuals, whose signatures appear in this Resolution, are authorized representatives of the Participant and are each hereby authorized to transmit funds for investment in **TexPool/TexPool Prime** and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

List of the authorized representatives of the Participant. These individuals will be issued P.I.N. numbers to transact business via the phone with a Participant Service Representative.

1. Name: _____	Title: _____
Phone/Fax/Email: _____	
Signature: _____	
2. Name: _____	Title: _____
Phone/Fax/Email: _____	
Signature: _____	
3. Name: _____	Title: _____
Phone/Fax/Email: _____	
Signature: _____	
4. Name: _____	Title: _____
Phone/Fax/Email: _____	
Signature: _____	

5. Name: _____ Title: _____
Phone/Fax/Email: _____
Signature: _____

List the name of the Authorized Representative provided above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name: _____

In addition and at the option of the Participant, one additional authorized representative can be designated to perform inquiry only of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

6. Name _____ Title _____
Phone/Fax/Email: _____

C. That this resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until **TexPool/TexPool Prime** receives a copy of any such amendment or revocation.

This resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the ____
Day of _____, 20 ____.

NAME OF PARTICIPANT _____

BY: _____
Signature

Printed Name

Title

ATTEST: _____
Signature

Printed Name

Title

OFFICIAL SEAL



From: Overtyne Thierry [mailto:Othierry@harrisrecovery.org]
Sent: Tuesday, June 04, 2013 9:36 PM
To: Thierry, Overtyne (CSD)
Subject: FW: 518 Meadowlawn - Montgomery

Good morning

Tegrity is moving forward with construction of Ms. Montgomery's home. There is a significant amount that exceeds what the program covers, the funding assistance application is in review for approval and the signature pages for the new contract with Tegrity have been mailed out for Ms. Montgomery's signature.

Waiting to hear back from Tegrity on how soon after they can start demolition. Please find my new email address below.

Overtyne Thierry

Project Specialist - Harris County Recovers
8410 Lantern Point Drive
Houston, TX 77054
Phone: [\(855\) 393-2923 x-2019](tel:(855)393-2923x-2019)
Fax: [\(713\) 664-7299](tel:(713)664-7299)
office hours: Tuesday - Friday 8am - 5pm
email: overtyne.thierry@csd.hctx.net

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**RESOLUTION No. 2013-110
CITY OF SHOREACRES**

A RESOLUTION NAMING THE SHOREACRES POLICE STATION LOCATED AT 602 SHORE ACRES BOULEVARD THE "RANDALL J. FRENCH POLICE STATION"; MAKING VARIOUS FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

* * * *

WHEREAS, the Shoreacres City Council finds it warranted that the newly constructed Police Station located at 602 Shore Acres Boulevard be named the "Randall J. French Police Station" in honor of and with appreciation for former Police Chief Randall J. French for his fifteen (15) years of service to the citizens and the City of Shoreacres;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREACRES:

THAT the City of Shoreacres municipal police station, located at 602 Shore Acres Boulevard, be named and hereafter known as the, "Randall J. French Police Station."

The City Council officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this resolution and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED, this 10th day of June, 2013.

CITY OF SHOREACRES

(CITY SEAL)

By: _____
Mayor

ATTEST:

David K. Stall, CFM, City Secretary

MEMORANDUM



Item 8.11

06.10.2013

City of Shoreacres

601 Shore Acres Blvd., Shoreacres, TX 77571-7262 / 281.471.2244 / 281.471.8955 Fax



DATE: June 4, 2013

TO: City Council

CC:

FROM: David K. Stall, City Administrator

REF: City Hall Hours

FILE REFERENCE: M13060401 MC Audit Committee.docx

City Hall hours are presently:

- Monday through Thursday – 7:30 a.m. to 5:00 p.m.
- Friday – 8:00 a.m. to noon

I adjusted our (40-hour week) office hours to these with a 30-minute employee lunch break on November 17, 2008 with the consent of the mayor.

Prior to November 2008, I had expanded City Hall office hours to accommodate our residents outside their own work hours, especially those who had an increased need for city permits and services during recovery from Hurricane Ike storm damage. Also with the consent of the mayor.

From September 25, 2008 to November 16, 2008 City Hall hours were:

- Monday through Thursday – 9:00 a.m. to 6:00 p.m.
- Friday and Saturday – 10:00 a.m. to 3:00 p.m.

Prior to September 2008 City Hall hours were:

- Monday through Thursday – 7:30 a.m. to 5:30 p.m.
- Friday – 7:30 a.m. to noon

These (40-hour week) office hours included a 60-minute employee lunch. They had been the City Hall hours for as long as anyone can remember. The oldest documentation immediately found was a 1996 ordinance that states, "Regular office hours are 7:30 to 5:30 p.m., Monday – Thursday and 7:30 a.m. to 12:00 noon on Friday." Shoreacres City Code Sec. 2-112(b) defines these as the "Normal duty hours." It also provides for the mayor to adjust work hours if necessary. The current hours shorten the employee lunch from 60-minutes to 30-minutes and in compensation adjust the office hours by 30-minutes each day.

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Jun-13

SHOREACRES POLICE DEPARTMENT

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<u>1</u> D 908/905 N 906
<u>2</u> D 908/905 N 906	<u>3</u> D 901/908/905 E 902 N 906	<u>4</u> D 901/910 E 902 N 909	<u>5</u> D 901/910 E 902 N 909	<u>6</u> D901/908/905 E 902 N 906	<u>7</u> D901/905 N 906	<u>8</u> D 910 N 909
<u>9</u> D 910 N 909	<u>10</u> D 901/910 E 902 N 909	<u>11</u> D 901/908/905 E 902 N 906	<u>12</u> D 901/908/905 E 902 N 906	<u>13</u> D 901/910 E 902 N 909	<u>14</u> D901/910 N 909	<u>15</u> D 905 N 908
<u>16</u> D 905 N 906	<u>17</u> D 901/908/905 E 902 N 906	<u>18</u> D 901/910 E 902 N 909	<u>19</u> D 901/910 E 902/908 N 909	<u>20</u> D 901/908 E 902 N 906	<u>21</u> D 901/908 N 906	<u>22</u> D 910 N 909
<u>23</u> D 910 N 909	<u>24</u> D 910 E 902 N 909	<u>25</u> D 908/905 E 902 N 906	<u>26</u> D 908/905 E 902 N 906	<u>27</u> D 910 E 902 N 909	<u>28</u> D 910 N 909	<u>29</u> D 908/905 N 906
<u>30</u> D 908/905 N 906		901 CHIEF NEWMAN 902 SGT CANTU 905 D VELA 906 J SAUCEDO	1959 1958 1962 1961	907 M NIEMANN 908 W THOMPSON 909 W PANKEY 910 T HARRISON	1964 1963 1955	1967 1966 1969 1965

DISPATCH 281-326-5900

COURT CLERK 281-471-3340

P.D. OFFICE 281-307-1950

24TH -28TH CHIEF INSERVICE TRAINING
6-27-7-2 SGT VACATION

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**City of Shoreacres
Job Description**

Job Title: Police Chief
Department: Police
Reports To: City Administrator
FLSA Status: Exempt
Prepared By: David K. Stall
Prepared Date: 10/23/12
Approved By:
Approved Date:

SUMMARY

Under the direction of the City Administrator, the Police Chief manages and directs the daily operations of the Shoreacres Police Department in accordance with authority delegated by law. The Police Chief enforces all federal, state, and municipal ordinances within the City of Shoreacres. By performing the following duties, personally or through subordinates, the Police Chief provides patrol, criminal investigations, crime prevention, and public relations.

The Police Chief is responsible for all operational and administrative aspects of the police department. Police Chief is a uniformed position and may be required to patrol in a marked vehicle, respond to calls for service, issue citations, or make routine arrests.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

Plan, organize, coordinate, and direct through subordinate staff all daily city police functions including patrol, law enforcement, investigation, police communications, and community and administrative services; develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the department.

Command police force during emergencies such as fires, floods, or chemical emergencies, et.al.

Supervise, direct and assist with investigations involving major crimes, accidents, or other incidents. Assist in investigation and/or apprehension of offenders.

Recruit staff and complete background investigations of prospective officers; direct the supervision and work evaluation of department personnel; provide for staff development and supervisory training programs; direct the development of management systems, procedures, and standards for program evaluation. Develop and implement departmental policies and procedures. Ensure departmental compliance with federal law, state law, and TCLEOSE regulations.

Educate members of the force of changes in regulations and policies, implications of new or amended laws, and new techniques of police work. Plan, provide, and conduct safety and training programs for police department.

Serve as the department's public information officer. Maintain departmental files, records and reports. Read and reply to police correspondence. Address council and various groups to inform the public of goals and operations of department. Provide information to the public concerning accidents, arrests, missing persons, or other police related business.

Represent the city and Police Department; work closely with citizen groups and public and private officials to provide technical assistance, directly or through subordinate staff. Represent the city at regularly scheduled meetings of the Local Emergency Planning Council, Citizens Advisory Panels, and other relevant organizations.

Direct the preparation and administration of the annual budget for the Police Department. Secure written and telephone quotations from vendors, analyze bids, perform value and cost analysis and assist in the selection of products and vendors for Police Department purchases.

Prepare grant applications to obtain funds for supplemental operations.

Manage resources to complete necessary tasks; manage the distribution and use of police equipment and supplies. Coordinate departmental units to obtain specific objectives. Define, analyze and develop solutions to problems that impede the workflow.

Work closely with the city administrator, mayor, city council, other city departments, public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems; monitor developments related to police service matters; prepare and recommend long-range plans for city police service programs; develop specific proposals for action on current and future city needs.

Coordinate the preparation of a variety of reports or presentations for city management or outside agencies. Complete administrative reports and projects as assigned by the city administrator.

Able to perform all duties assigned to subordinate employees. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Supervises non-judicial activities. Schedules, trains, guides, directs, supervises, counsels, and evaluates a police staff of six (6) full-time officers, and six (6) part-time officers. Supervises other staff as may be assigned to the department.

Assign force members to designated posts. Effectively communicate orders and directives to subordinates. Ensure subordinate development.

Ensure compliance with departmental policies, procedures and directives. Review subordinate reports, audits, and departmental correspondences for quantity and quality of work performance. Complete or approve performance evaluations for subordinates. Conduct administrative and criminal investigations involving departmental personnel and discipline members of the force for infractions of rules or inefficiency.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must demonstrate a stable, productive work history to include an exemplary disciplinary record. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: A High School Diploma or GED is required. Five consecutive full-time years of progressively responsible police service experience with a minimum of two years of direct supervisory experience is required. Experience in evaluating and rating staff are vital to this position as well as setting objectives. A Bachelor's Degree in Criminal Justice, public affairs, business or related field from an accredited college or university is preferred. Experience and any combination of certifications and higher education will be considered.

LANGUAGE SKILLS: Able to speak and write English fluently.

SKILLS, KNOWLEDGE AND ABILITIES: Reasoning ability and common sense; able to exercise sound independent judgment within general policy and administrative guidelines; able to respond regularly and promptly to work during regular business hours; able to communicate ideas, facts, and technical information accurately, thoroughly and in a manner easily understood by the intended audience; able to communicate effectively in writing with clear and concise reports, correspondence and other written materials; skill in effectively planning work activities and using resources; principles and practices of budget development and administration; able to set clear performance standards for subordinate employees; considerable knowledge of federal, state and

local legislation, regulations, and requirements affecting municipal government; and, able to deal tactfully with public.

Possess a thorough understanding of the principles and practices of law enforcement, investigation, patrol, community services, and related police services. Specifically knowledgeable of the Texas Penal Code, Texas Code of Criminal Procedure, Texas Traffic Law, Rules of Criminal Evidence, Texas Family Code, and the Uniform Manual on Traffic Control.

A working knowledge and experience in the areas of emergency management practices, ICS, NIMS, and inter-agency response to incidents required.

Practical knowledge of administrative principles and methods, including goals and objectives development, program development and implementation, work organization, and delegation and employee supervision. Ability to build a team approach to achieve goals and objectives.

Ability to create a professional department that is progressive, proactive, and performance driven.

Proficient in the use and care of firearms.

CERTIFICATES, LICENSES, REGISTRATIONS: A current peace officer license and Advanced or Master Peace Officer Certification issued by the Texas Commission on Law Enforcement Officers Standards and Education is required. Knowledge and appropriate certification to instruct classroom training to subordinates. Must have a valid Class "C" or higher Texas Driver's License with a good driving record. Must possess a valid social security card. Ability and desire for continued personal and professional development.

PHYSICAL DEMANDS: Mobility such as sitting, standing, walking, kneeling, bending, vision, hearing, talking, writing, pushing, reaching above shoulder level, and lifting up to 50 lbs.

WORK ENVIRONMENT: Can include frequent changes of tasks. Work is performed in all weather conditions; the work atmosphere demands multiple duties and involves maintaining open lines of communication and working closely with others as part of a team.

COMMENTS: Applicant selected for hire shall be able to pass drug and alcohol screen testing and medical examination.

The City of Shoreacres does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. To request a reasonable accommodations or other assistance, please contact the City Secretary at 281.471.2244 or through RELAY Texas at 1.800.735.2989 or mail your request to 601 Shore Acres Blvd., Shoreacres, Texas 77571.

The City may consider all related education and/or experience in determining the applicant's minimum qualifications and starting salary.

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MEMORANDUM



Item 8.14

06.10.2013

City of Shoreacres

601 Shore Acres Blvd., Shoreacres, TX 77571-7262 / 281.471.2244 / 281.471.8955 Fax



DATE: June 4 , 2013

TO: David K. Stall, City Administrator

CC:

FROM: David W. Newman, Chief of Police

REF: Grants Status

The FY 2013 grant for bullet proof vests is due August 31, 2013. Sgt. Cantu will be sending a request prior to that date. The grant is administered by the Department of Justice.

A grant for new radios was obtained by the city administrator and 10 new portable radios and 2 mobile radios were purchased for the police department.

Sgt. Cantu is checking on the availability of a grant from the National Rifle Association to purchase additional equipment and training ammunition.

To increase the police department's eligibility to obtain funding from the Department of Justice I am working with the Department of Public Safety to have us start reporting to the Uniform Crime Report. I will attend a training class in July and then we will begin the reporting process.

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MEMORANDUM



Item 8.15
06.10.2013

City of Shoreacres

601 Shore Acres Blvd., Shoreacres, TX 77571-7262 / 281.471.2244 / 281.471.8955 Fax



DATE: June 4, 2013

TO: David K. Stall, City Administrator

CC:

FROM: David W. Newman, Chief of Police

REF: Standard Operating Policy

The Shoreacres Police Department policy manual was originally created in 1994 by Chief Wheatley.

I have made some updates to the manual over the last year.

On January 14, 2013 an updated Code of Conduct policy was introduced. This policy was adopted from a policy approved by CALEA (Commission on Accreditation of Law Enforcement Agencies).

On February 5, 2013 a Criminal Justice Information Security policy was put in place. This policy was recommended by the Texas Department of Public Safety to conform to DPS and FBI guidelines.

On March 26, 2013 a new Racial Profiling policy adapted by LEMIT (Law Enforcement Management Institute) was put in place.

On April 11, 2013 a new Eyewitness Identification policy was introduced. This policy was also adapted from a LEMIT policy.

A new use of force policy is currently being written and should be complete by next month.

Several more updates to current policies are planned to conform to new legal update and changes in technology.

The Police Department Standard Operating Policy,
Rules and Regulations are attached,
see Packet 8-15 Attachment.

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MEMORANDUM



Item 8.16
06.10.2013

City of Shoreacres

601 Shore Acres Blvd., Shoreacres, TX 77571-7262 / 281.471.2244 / 281.471.8955 Fax



DATE: April 11, 2013

TO: All Officers

CC:

FROM: David W. Newman, Chief of Police

REF: Pursuit Policy

Until such time that a review of the current pursuit policy is completed, the following temporary changes are effective immediately.

1. Shoreacres officers will initiate a pursuit only if a felony or other serious crime has occurred or if the violator's actions constitute a clear and present danger to innocent third parties.
2. If 2 or more vehicles of the agency that initiated the pursuit are involved then Shoreacres officers will cease their involvement once the pursuit has left the city limits. Officers will only continue in the pursuit if the originating agency has specifically requested that we assist them.
3. The remainder of the current pursuit policy remains in effect.

**Shoreacres Police Department
Rules and Regulations**

Chapter 14: PURSUIT DRIVING

Section 55. Overview

- 55.1 Pursuit of a fleeing suspect in a vehicle presents a danger to the lives of the officer, suspect and bystanders.
- 55.2 It is the policy of this department to protect the lives of all citizens to the fullest extent, when enforcing the law.
- 55.3 It shall be the policy of the Shoreacres Police Department to narrowly regulate the manner in which vehicular pursuit is undertaken and performed.

Section 56. Vehicular Pursuit Defined

- 56.1 An active attempt by an officer in an authorized emergency vehicle to apprehend a fleeing suspect in a vehicle, who is using evasive tactics to avoid apprehension.

Section 57. Initiation of the Pursuit

- 57.1 The decision to initiate pursuit must be based on the pursuing officer's conclusion, that the immediate danger to the public created by the pursuit is less than the immediate or potential dangers to the public should the suspect escape arrest and remain at large.
- 57.2 Any law enforcement officer in an authorized emergency vehicle may initiate a vehicular pursuit when the suspect exhibits the intention to avoid arrest by using a vehicle to flee apprehension for a felony.
- 57.3 The pursuing officer shall consider the following factors in her/his decision to initiate or continue a pursuit:
 - 57.3.1 The performance capabilities of the pursuit vehicle.
 - 57.3.2 The condition of the roadway and road surface.
 - 57.3.3 The amount of vehicular and pedestrian traffic in the area.
 - 57.3.4 The weather conditions.
 - 57.3.5 The officer's physical condition.

Section 58. Officer's Responsibilities

- 58.1 The pursuing officer shall immediately notify the communications center personnel that a pursuit is in progress. The officer will supply all of the following information (if known) to the communications personnel:
 - 58.1.1 Unit identification.
 - 58.1.2 Location, speed and direction of travel of the fleeing vehicle.
 - 58.1.3 Description and license plate of the fleeing vehicle.
 - 58.1.4 Number of occupants and their descriptions.
 - 58.1.5 Reasons supporting the decision to pursue.
- 58.2 The pursuing officer's failure to provide the communications personnel the above information may result in a police supervisor ordering the termination of the pursuit.
- 58.3 Additional officers shall assume the position of support to the pursuing unit.
- 58.4 Should the pursuing officer's vehicle sustain damage or mechanical problems which may interfere with its safe operation, the officer will immediately notify the communications center to assign another unit to the pursuit.
- 58.5 The pursuing officer shall immediately notify communications personnel of the likelihood that the pursuit will continue into a neighboring jurisdiction.

Section 59. Communications Center Responsibilities

- 59.1 Upon notification that a pursuit is in progress, the center will immediately notify a supervisor and advise her/him of the essential information concerning the pursuit.
- 59.2 The communications personnel shall be responsible for the following:
 - 59.2.1 Receive and record all incoming information.
 - 59.2.2 Control and clear all channels, except for other emergency transmissions.
 - 59.2.3 Obtain criminal records and vehicle checks on the fleeing vehicle.
 - 59.2.4 Coordinate and dispatch backup under the direction of the supervisor in the field.

Pursuit Driving

- 59.2.5 As soon as information is received that the pursuit will enter another jurisdiction, the communications personnel shall notify the agency whose jurisdiction the pursuit is entering of all the details.

Section 60. Supervisor's Responsibilities

- 60.1 As soon as notified, the supervisor shall assume the responsibility of monitoring and controlling the pursuit as it progresses.
- 60.2 The supervisor shall contentiously review the incoming data to determine whether the pursuit should be continued or terminated.
- 60.3 The supervisor shall be responsible for coordinating the pursuit as follows:
 - 60.3.1 Directing pursuit vehicles into and out of pursuit.
 - 60.3.2 Reassignment of the primary, support or other backup vehicles responsibilities during the pursuit.
 - 60.3.3 Approval or disapproval and coordination of pursuit tactics.
 - 60.3.4 Approval or disapproval to leave the jurisdiction to continue the pursuit.
- 60.4 The supervisor may approve and assign additional backup vehicle to assist the primary and backup pursuit vehicles based on the analysis of:
 - 60.4.1 The nature of the offense for which pursuit was initiated.
 - 60.4.2 The number of suspects and any known propensity for violence.
 - 60.4.3 The number of officers in the pursuit vehicles.
 - 60.4.4 Any damage or injuries to the assigned primary and backup vehicles or officers.
 - 60.4.5 The number of officers necessary to safely make an arrest at the conclusion of the pursuit.

Section 61. Pursuit Tactics

- 61.1 Unless expressly authorized by a supervisor, the pursuit shall be limited to assigned primary and backup vehicles.
- 61.2 Officers and supervisors will continually weigh the seriousness of the offense against the continuation of a pursuit and the dangers presented to the public, the officer(s) and the violator.

Pursuit Driving

- 61.3 The Shoreacres Police Department rules pertaining to the use of deadly force shall be strictly adhered to during the pursuit.
- 61.4 The use of Shoreacres police vehicle to intentionally ram, bump or force a suspect off the road cannot be justified, except where the lives of innocent third persons are in danger by the actions of the suspect's vehicle and where the use of deadly force would be permitted.
- 61.5 Only marked police vehicles equipped with proper emergency equipment shall be permitted to engage in a pursuit.
- 61.6 Police vehicles in pursuit will not pursue suspects the wrong way on an interstate or other controlled access highway or divided roadway.
- 61.7 The use of roadblocks.
 - 61.7.1 The use of a roadblock can only be authorized by the supervisor on-duty or the Chief of Police.
 - 61.7.2 A roadblock would be justified and employed only as a last resort, when there is a clear and greater danger to the public, the officers and the violator.
 - 61.7.3 Roadblocks must be clearly visible and provide adequate warning, which will permits vehicles to come to a safe stop.
 - 61.7.4 The roadway shall not be completely blocked, it shall leave the violator an opening which will permit her/him to safely avoid a dangerous collision.

Section 62. Termination of a Pursuit

- 62.1 The decision to terminate a pursuit may be the most rational means of preserving lives and property.
- 62.2 A pursuit may be called off by the pursuing officer, a supervisor on-duty or the Chief of Police.
- 62.3 A pursuit shall be immediately terminated in any of the following circumstances:
 - 62.3.1 Weather or traffic conditions substantially increase the risk of danger to lives and property.
 - 62.3.2 The distance between the pursuit and fleeing vehicles is to great and makes further pursuit futile.

Pursuit Driving

- 62.3.3 The potential dangers posed by continued pursuit to the public, officers and suspect(s) is greater than the value of apprehending the suspect(s).
- 62.3.4 If the suspect can be identified and apprehension could be safely made at a later time.
- 62.3.5 The length and duration of the pursuit presents a risk or danger, due to stress and fatigue.

Section 63. Inter-Jurisdictional

- 63.1 Shoreacres Police Department officers shall not become involved in another jurisdiction's pursuit unless specifically requested.
- 63.2 When assistance is not requested or authorized, Shoreacres police officers may offer assistance with traffic control to provide greater protection for the public.

Section 64. Comprehensive Report

- 64.1 The supervisor(s) and officer(s) involved in any pursuit shall prepare a comprehensive report and analysis of the pursuit within eight (8) hours of the incident.
- 64.2 When completed, the report shall be forwarded to the Chief of Police.

**Clear Lake Emergency Medical Corps
12-Month History**



Item 8.17
06.10.2013

Date of Service	Incident Number	Dispatched Time	On-Scene Time	Response Time	Out of District Response
6/2/2012	12-1879	17:48:00	17:54:00	6	
6/7/2012	12-1941	18:07:00	18:17:00	10	
7/6/2012	12-2278	00:36:00	00:47:00	11	
7/8/2012	12-2310	12:46:00	12:53:00	7	
7/11/2012	12-2344	09:04:00	09:15:00	11	
7/13/2012	12-2368	21:31:00	21:42:00	11	
7/19/2012	12-2422	16:55:00	17:18:00	13	X
7/26/2012	12-2520	09:20:00	09:35:00	15	X
7/28/2012	12-2548	05:25:00	05:36:00	11	
8/1/2012	12-2630	13:00:00	13:10:00	10	
8/1/2012	12-2631	16:08:00		Cancelled	
8/2/2012	12-2641	12:43:00	12:52:00	9	
8/16/2012	12-2823	16:46:00	16:55:00	9	
8/24/2012	12-2900	11:07:00		Cancelled	
8/29/2012	12-2959	18:00:00	18:12:00	12	X
8/29/2012	12-2959A	17:30:00	17:40:00	10	
8/31/2012	12-2975	07:04:00	07:14:00	10	
9/1/2012	12-2993	09:15:00	09:21:00	6	
9/2/2012	12-3013	15:33:00	15:40:00	7	
9/3/2012	12-3023	11:23:00	11:29:00	6	
9/5/2012	12-3050	15:26:00	15:33:00	7	
9/9/2012	12-3086	13:40:00	13:49:00	9	
9/15/2012	12-3154	06:06:00	06:16:00	10	
9/28/2012	12-3314	14:38:00	14:48:00	10	
9/29/2012	123326	10:43:00	10:53:00	10	
9/30/2012	12-3345	16:42:00	16:54:00	12	X
10/2/2012	12-3370	14:51:00		Cancelled	
10/6/2012	12-3414	09:45:00	09:55:00	10	
10/9/2012	12-3442	07:32:00	07:38:00	6	
10/17/2012	12-3536	18:50:00	18:58:00	8	
10/26/2012	12-3642	10:18:00	10:23:00	5	X
11/2/2012	12-3731	21:46:00	21:54:00	8	
11/11/2012	12-3807	11:14:00	11:32:00	18	X
11/27/2012	12-3973	19:32:00	19:43:00	11	
11/30/2012	12-3993	12:13:00	12:22:00	9	
12/3/2012	12-4030	16:26:00	16:34:00	8	
12/12/2012	12-4120	18:54:00	19:03:00	9	

Clear Lake Emergency Medical Corps 12-Month History

Date of Service	Incident Number	Dispatched Time	On-Scene Time	Response Time	Out of District Response
12/16/2012	12-4167	19:19:00	19:28:00	9	
12/25/2012	12-4265	13:10:00	13:17:00	7	
1/1/2013	13-0014	22:11:00		Cancelled	
1/4/2013	13-0028	04:55:00	05:06:00	11	
1/9/2013	13-0080	13:08:00	13:19:00	11	
1/12/2013	13-0115	19:21:00	19:30:00	9	
1/13/2013	13-0120	14:05:00	14:11:00	6	
1/15/2013	13-0134	18:44:00	18:53:00	9	
1/15/2013	13-0136	20:14:00	20:30:00	16	X
1/16/2013	13-0146	18:32:00	18:43:00	11	
1/16/2013	13-0148	21:32:00	21:36:00	4	
1/19/2013	13-0166	06:46:00	06:59:00	13	X
1/22/2013	13-0195	15:39:00	15:50:00	11	
1/23/2013	13-0205	16:56:00	17:07:00	11	
2/6/2013	13-0354	19:15:00	19:31:00	16	X
2/8/2013	13-0379	22:05:00	22:23:00	18	X
2/9/2013	13-0389	17:40:00	17:46:00	6	
2/15/2013	13-0444	00:11:00	00:19:00	8	
2/27/2013	13-0581	13:20:00	13:36:00	16	X
3/3/2013	13-0630	20:45:00	20:52:00	7	
3/15/2013	13-0780	14:36:00	14:38:00	2	
3/24/2013	13-0894	16:52:00	16:58:00	6	
3/26/2013	13-0920	10:09:00	10:25:00	14	X
4/1/2013	13-0977	02:01:00	02:11:00	10	
4/1/2013	13-0984	18:39:00	18:50:00	11	
4/6/2013	13-1020	10:14:00	10:33:00	19	X
4/13/2013	13-1094	05:35:00	05:43:00	8	
4/14/2013	131121	18:54:00	19:05:00	9	
4/15/2013	13-1132	17:34:00	17:39:00	5	
4/19/2013	13-1175	12:21:00	12:30:00	9	
4/22/2013	13-1217	20:49:00	20:58:00	11	
4/30/2013	13-1295	11:09:00	11:20:00	11	
5/13/2013	13-1419	07:52:00	08:02:00	10	
5/18/2013	13-1473	08:00:00	08:07:00	7	
5/18/2013	13-1489	23:34:00	23:41:00	7	
5/24/2013	13-1546	10:33:00	10:51:00	18	X
5/28/2013	131599	19:07:00	19:27:00	20	X

**Clear Lake Emergency Medical Corps
12-Month History**

CALLS

74 Calls	6.2/Month
70 Arrivals	5.8/Month
04 Cancelled	0.3/Month

55 In District (79%)

2 Min. Minimum
11 Min. Maximum
8.6 Min. Average

15 Out of District (21%)

12 Min. Minimum
20 Min. Maximum
15 Min. Average

All (100%)

2 Min. Minimum
20 Min. Maximum
10 Min Average

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COMMUNICATIONS SERVICES AGREEMENT



Item 8.18
06.10.2013

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS

This Agreement, made and entered into by and between the Lakeview Police Department, hereinafter referred to as "Department," acting herein by and through its Police Chief, pursuant to an order duly passed by the Board of Commissioners, Lakeview Police Department, and the City of Shoreacres, hereinafter referred to as "City," a municipal corporation, organized and existing by virtue of the Laws of the State of Texas, acting herein by and through its Mayor, thereunto duly authorized.

WITNESSETH:

WHEREAS, Department has a Communications Facility located at the Taylor Lake Village City Hall, 500 Kirby Taylor Lake Village, Texas, hereinafter called "Communications Facility," and

WHEREAS, Department and City, pursuant to the provisions of the Interlocal Cooperation Act, Article 4413 (32c), Revised Civil Statutes of the State of Texas, 1925, as amended, have determined that it would be in the best interest of the Department and City, and of the citizens and inhabitants thereof, for the City to utilize the Communications Facility;

NOW THEREFORE, the Department and the City agree as follows:

I.

Subject to the provisions hereof, the Chief of Police of the Lakeview Police Department will provide dispatching services for the Police Department of Shoreacres. Dispatching services shall include:

- 1). Answering calls for service requests from the citizens within the incorporated city limits of the City of Shoreacres, including the "9-1-1" service.
- 2). Dispatch personnel of the Shoreacres Police Department to the locations of the calls for service and supply the responding unit(s) with the corresponding information. This includes dispatching for the "9-1-1" service.
- 3). Provide written documentation as specifically requested in writing by the City.
- 4). Provide all support services afforded to the Lakeview Police Department patrol units.
- 5). Notification to the La Porte Fire Department and Emergency Medical Services, and the Emergency Management Coordinator will be made whenever informed of any emergency conditions which warrant their notification.
- 6). Service will be continual, 24 hours a day, seven days a week.

II.

Representatives of the City will pick up documentation produced by the Department.

III.

Any expenses associated with the radio communications equipment will be incurred by the owner of said equipment.

IV.

The term of this Agreement shall be twelve (12) months, beginning October 1, 2009, and in consideration of the Department's performance of its obligations hereunder, City agrees to pay Department Eleven Hundred Sixty Six and 66/100 Dollars (\$1,166.66) per month. Billing will be on a quarterly basis and unless paid within thirty (30) days of the date of billing, all amounts due and payable by City to Department under this Agreement shall bear interest at the rate of ten (10) percent per annum from the date due, until paid. Further, the Department shall have the right to suspend City's use of the Communications Facility until such time as said delinquent account is brought current. The "Date of Billing," as used herein, shall mean the date the bill, addressed to the City, is deposited in the mail. The "Date Due," as used herein, shall mean the thirtieth (30th) day after the date of billing. Bills will be sent via regular United States Mail.

V.

Either party hereunder may terminate this Agreement by giving at least thirty (30) days written notice to the other party. Any notice permitted or required to be given to Department hereunder may be given by registered or certified United States Mail, regular mail, postage prepaid, return receipt requested, addressed to the following address:

Chief of Police
Lakeview Police Department
98 Lakeshore Drive
El Lago, Texas 77586

Any notice permitted or required to be given to Department hereunder may be given by registered or certified United States Mail, regular mail, postage prepaid, return receipt requested, addressed to the following address:

Mayor
City of Shoreacres
601 Shoreacres Blvd.
La Porte, Texas 77571

Notices mailed as above shall be considered given and completed on the next day following deposit in the United States Mail.

VI.

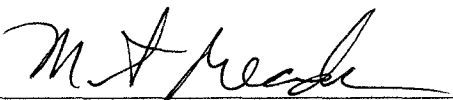
This Agreement shall not become effective until it is signed by both the Department and the City, and approved by the Chiefs of Police by signing below the word "APPROVED" below the signature lines for the City and Department.

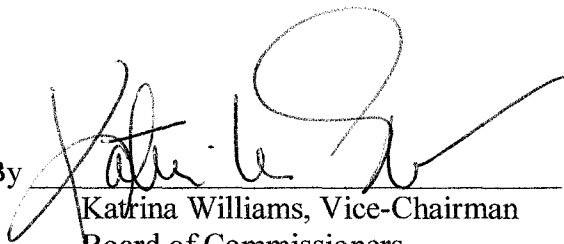
VII.

The Department hereby covenants and agrees that it will indemnify and save harmless City against all losses, damages, expenses, and costs, including attorney's fees, which City may sustain or incur or pay as a result of Department's negligence or intentional disregard of its obligations undertaken in this Agreement.

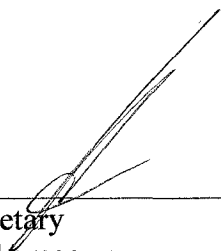
EXECUTED in duplicate originals, on this the 24TH day of AUGUST, 2009.


LAKEVIEW POLICE DEPARTMENT

By 
Marty Meador, Chairman
Board of Commissioners
Lakeview Police Department

By 
Katrina Williams, Vice-Chairman
Board of Commissioners
Lakeview Police Department

ATTEST:

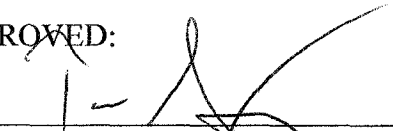
By 
City Secretary
City of Shoreacres


By 
Mayor
City of Shoreacres

APPROVED AS TO FORM:

By _____
City Attorney

APPROVED:

By 
Chief of Police
Lakeview Police Department

By 
Chief of Police
Shoreacres Police Department

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MEMORANDUM



Item 8.21
06.10.2013



City of Shoreacres

601 Shore Acres Blvd., Shoreacres, TX 77571-7262 / 281.471.2244 / 281.471.8955 Fax

DATE: June 4, 2013
TO: City Council
CC:
FROM: David K. Stall, City Administrator
REF: Audit Committee

FILE REFERENCE: M13060401 MC Audit Committee.docx

In 2010 city council established an Audit Committee by Resolution No. 2010-27 to monitor the conduct of the city's external auditors and advise the city council.

The committee is tasked with meeting with the independent auditors before the audit is conducted and again after the audit is complete to discuss issues the auditor or city administrator consider significant.

Following the second meeting the committee may elect to make a presentation to council on the outcome of the audit, audit findings, or any other pertinent items.

The committee is composed of three to five members including two members of council, the city administrator, and up to two citizen members at large.

Both of the current councilmembers has left office and will require replacement for the balance of the term.

If elected to the committee, the mayor shall act as chair otherwise the mayor shall appoint one of the elected councilmembers to act as chair of the committee.

Citizen members are optional; and, if appointed are preferred to have a financial background.

The committee should meet as soon as reasonable, subject to the availability of the auditor, council members and the city administrator.

A copy of Resolution No. 2010-27 is attached for your reference.

RESOLUTION NO. 2010-27

A RESOLUTION CREATING AN AUDIT COMMITTEE TO ENSURE THAT CITY MANAGEMENT, INDEPENDENT AUDITORS, AND THE CITY COUNCIL CONTINUE TO FULLY MEET THEIR RESPECTIVE RESPONSIBILITIES TO PROVIDE SOUND FINANCIAL REPORTING, INTERNAL CONTROLS, AND OVERALL ACCOUNTABILITY IN A PUBLIC SECTOR ENVIRONMENT; SETTING THE COMPOSITION OF THE COMMITTEE; REQUIRED MEETINGS; AND DUTIES.

WHEREAS, the City of Shoreacres recognizes the importance of creating an Audit Committee as it is considered a best practice; and

WHEREAS, the City Council desires to create an Audit Committee in order to give the external auditors the independence necessary to conduct the annual financial statement audit required by Texas Local Government Code, Section 103.001; and

WHEREAS, formation of the Committee ensures regular, direct communication between the independent auditors and the governing body; and

WHEREAS, a Committee helps to preserve and enhance the objectivity and independence of the financial statement audit by allowing a forum in which the independent auditor can candidly discuss audit-related matters with members of the City Council.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Shoreacres,

Section 1. The City of Shoreacres Audit Committee (Committee) is created for the purpose of focusing the governing body's attention on its responsibility for internal control and financial reporting. The Audit Committee shall monitor the conduct of the external auditors and advise the City Council as necessary.

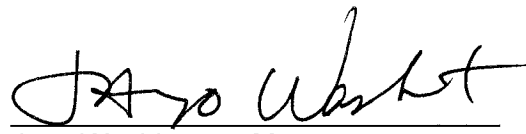
Section 2. The Committee is composed of three to five members including two members of Council, the City Administrator, and up to two citizen members at large.

- (a) Council shall elect two of its own members to serve on the committee.
- (b) The Mayor, if elected to the Committee, shall act as the Chair of the Committee. The Mayor, if not a member of the Committee, shall appoint one of the elected Councilmembers to act as the Chair of the Committee.
- (c) Citizen members of the Committee, if any, will be appointed by the City Council. It is preferable that the appointed citizen members have a financial background to serve on the Audit Committee.
- (d) The initial term of council and citizen members shall expire on June 30, 2010. After June 30, 2010, members shall serve a two year term beginning on July 1 and ending on June 30 of each even numbered year thereafter.

Section 3. The Committee shall meet at a minimum twice annually. One meeting shall be a pre-audit meeting with the independent auditors. A second meeting shall be held to discuss other issues the auditor or management considers significant. Management shall prepare responses to the independent auditor's management letter. The responses shall be reviewed by the Committee. This meeting will occur within forty-five (45) days of the issuance of the final audit report each year. These reports will be provided to the Committee and the City Council. The Committee may elect to make a presentation to Council advising the Council on the outcome of the audit, any audit findings, or any other pertinent communications.

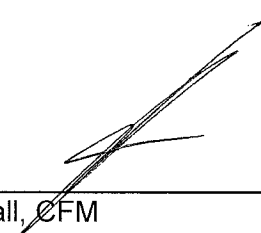
Section 5. This Resolution is effective immediately following adoption by the City Council and signature by the Mayor.

PASSED AND APPROVED this 8th day of February, 2010.


Jayo Washington, Mayor

(City Seal)

ATTEST:



David K. Stall, CFM
City Administrator / City Secretary

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