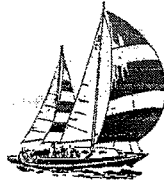


City of Shoreacres



MEETING MINUTES

The City Council of the City of Shoreacres, Texas met in Regular Session on **Monday, August 8, 2011 at 7:00 p.m.** in the City Council Chambers of City Hall, 601 Shoreacres Blvd., Shoreacres, Texas, with the following present constituting a quorum:

Alderman Gerry Victor, Alderman Nancy Schnell, Alderman Dana Woodruff, Alderman Connie Ramirez, Mayor pro tem Richard Adams, Mayor Dolly Arons

1.0 CALL TO ORDER / ROLL CALL

The meeting was called to order by Mayor Dolly Arons at 7:04 p.m.

2.0 PLEDGE OF ALLEGIANCE

3.0 PUBLIC HEARINGS, SPECIAL PRESENTATIONS & COMMENTS

3.1 Citizen's Comments

Phil Yovino – 214 Fairfield – Mr. Yovino pointed out that some people are placing trash in plastic bags and animals are scattering the trash along the street.

Patrick Stanton – 128 Shadylawn – Mr. Stanton discussed the following issues:

He asked for an update on discussions with the POHA regarding noise reduction measures.

He indicated that he had heard a rumor that larger cranes would be needed to accommodate larger ships.

He indicated that he had heard that the POHA would start unloading ships at Bayport and place the goods in barges which would be taken to Trinity Bay. The barges and tugs would cause additional noise.

He asked the City to verify the credentials of the ice cream truck traveling the neighborhood.

He requested that the repair of the playground equipment be moved up in priority.

He requested that the park benches be painted.

He suggested that the City be pro-active on finding water leaks.

He requested that we re-evaluate the procedure used to calculate costs for the City's Fire and EMS contract with the City of La Porte.

He suggested that the City consider the using the Bay Area Observer as our paper instead of the Pasadena Citizen.

Darlene Gamble Bays - 616 Baywood – Ms. Bays requested that the City take action on the little things throughout the City that need to be done. She discussed the dead tall pine trees in the City that are on private property. She would like them removed.

Brad Holloway – 412 Baywood – Mr. Holloway requested additional information on water bills. Mayor Arons indicated that this item would be discussed as part of the regular agenda.

4.0 APPROVAL OF MINUTES

- 4.1 Regular Council Meeting: June 27, 2011 - There was a motion to approve minutes for the June 27, 2011 Council Meeting (Gerry Victor/Second: Dana Woodruff). Motion carried unanimously.
- 4.2 Regular Council Meeting: July 11, 2011 – There was a motion to approve minutes for the July 11, 2011 Council Meeting (Dana Woodruff/Second: Nancy Schnell). Motion carried unanimously.
- 4.3 Special Council Meeting: July 25, 2011 – Action postponed.
- 4.4 Regular Council Meeting: July 25, 2011 – There was a motion to approve minutes for the July 25, 2011 Council Meeting (Dana Woodruff /Second: Connie Ramirez). Motion carried unanimously.

5.0 REPORTS

5.1 Council Reports

- 5.1.1 Mayor Arons reported that the City will be receiving a report from the POHA identifying potential noise reduction measures. She indicated that she had not heard any information pertaining to transferring products from Bayport, via barges, to the Trinity River.
- 5.1.2 Mayor Pro Tem Adams reported that the Sylvan Beach Pavilion is going to be restored. Mr. Adams distributed a report on air quality to Council and he indicated that the CAER line is going to change its number to an 800 number.

5.2 Staff Reports

5.2.1 City Administrator

- 5.2.1.1 Personnel changes – Mr. Stall reported that the City's utility clerk has resigned her position and the City is accepting applications for that position. One of our vacant public works positions has been filled and one is still open. We have 6 storm worker positions available and we will be interviewing for those positions.

5.2.1.2 General activity reports

- The City has scheduled a budget workshop for next Monday.
- There was another truck roll over on Shoreacres and Highway 146. The City used its reverse calling system to notify residents that traffic would be disrupted on Highway 146.
- Prior to allocating the CDB Grant funds, the GLO now wants an environmental assessment prepared to assess lead and paint in the water pump building, even though the building has not been painted, so there is no lead. Funding for the project will not be allocated until it is decided who is going to pay for the assessment. The amount allocated to rebuild the water plant is 1.3 million dollars. The estimated cost of the assessment is about \$120,000. The entire project includes the 3 tanks, 2 wells, 3 boosters, and reconstruction of the building.
- The City has received additional grant funds for Project Clean Sweep (the H-GAC Grant). The funds can be used for labor through December 31, 2011.
- The City hopes to issue a bid to remodel the public works building within 30 days.
- The City is close to issuing bid documents for the gateway project entrance sign. Harris County staff and the Engineering Contractor need to discuss the permits that are required prior to going out to bid.
- The City has been fully reimbursed for the Energy Efficiency grant project.
- Title reports are being generated for substantially damaged and dangerous buildings. These reports identify the owners, mortgage companies and lien holders. About half of the title reports have been received. Once the owners, mortgage companies and lien owners are confirmed, letters will be mailed out requiring the demolition and/or repair of those buildings.

5.2.2 Police Department – Monthly Activity Report – Councilman Adams summarized the police report.

Accidents went from 3 in June to 9 in July

Arrests declined from 14 in June to 7 in July

Calls for service went from 57 in June to 96 in July

EMS/Fire Calls went from 7 in June to 14 in July

Traffic Arrests went from 12 in June to 5 in July

5.2.3 Public Works / Utilities Department - Monthly Activity Report – The report indicates that there were 10 to 25 leaks on any given day last month.

- 5.3 Monthly Financial Report - Mr. Stall reviewed the cash on hand statements. We have not made any withdrawals from our General Fund reserve. Councilman Victor requested that Council consider contracting for outside help to help the City catch up on leak repairs. Mr. Stall pointed out that there are constraints regarding the equipment needed to repair leaks, so adding another position would not necessarily solve the problem. Councilwoman Schnell asked if we are deficit spending on the utility fund. Mr. Stall indicated that this reflects the funds spent on the Ike Relief.

6.0 BUSINESS

- 6.1 Consideration and approval of invoices.

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

- 6.2 Consideration and action to adopt Ordinance No. 2011-100 awarding a contract for the construction of a police station at 602 Shore Acres Blvd.

The Council packet contains a recommendation to approve the award a contract to construct the police building to General Contractor Services. This recommendation is based on bids received and a complete financial review. The original estimate to construct the Police Station was \$195,000. This was based on remodeling the public works building to accommodate offices for the police. Construction of a free standing building raises the overall cost of the project. However, by moving funds among the various projects, the City expects to have sufficient funds to complete the police building. Approval of this ordinance is based on the understanding that, in accordance with the ordinance, the City is only obligated to pay \$14,895. There was a motion to approve Ordinance No. 2011-100 (Dana Woodruff /Second: Nancy Schnell). The motion carried unanimously.

- 6.3 Consideration and approval of Resolution No. 2011-64 authorizing the City Administrator to retain the services of a contractor to install water mains.

The City has received a bid of \$23,604 to repair designated water mains. This resolution would authorize the City Administrator to spend up to \$24,500 for the repair. After the repair is done, authorization would be requested to proceed with connecting the taps. There was a motion to approve Ordinance No. 2011-64 (Dana Woodruff /Second: Gerry Victor). The motion carried unanimously.

- 6.4 Discussion of water billing errors and corrective action status.

The City discovered discrepancies between the actual meter readings and the City's database. It became evident that not all water meters were being read. This was confirmed by follow-up readings and subsequent verifications, conducted in June and July. Bills for residents with usage lower than 20,000 gallons of water were mailed on time. Bills with over 20,000 gallons of water usage, were mailed after the readings were confirmed a third time. A letter of explanation was mailed with those bills. The City is working with residents who received high water bills to help monitor usage, check for leaks, and establish payment options. No resident was billed for more water than they used. The City is examining ways to conduct regular audits to ensure that this situation never happens again.

- 6.5 Consideration and action to adopt Ordinance No. 2011-67 authorizing the suspension of late fees and disconnects for non-payment in the event of a substantive billing error by the City.

After further examination, it does not appear that a new ordinance is needed to authorize the suspension of late fees. The existing ordinance (Ordinance 2007-08) allows the City Administrator to waive late fees one time over a nine month period. The ordinance also states that in no case shall one late charge be waived over a nine month period without the approval of City Council. This allows Council to authorize the City Administrator to waive fees for the next six months. Adoption of a resolution, rather than an ordinance, would allow the City Administrator to waive late fees on a case by case basis and a month by month basis through February 2012. It also would suspend water disconnections for those accounts. There was a motion to approve Resolution No. 2011-67 (Dana Woodruff /Second: Gerry Victor). The motion carried unanimously.

- 6.6 Discussion of the City's water system capacity for firefighting and consideration of possible improvements in advance of the pending reconstruction of Water Plant #1; and, authorizing the City Administrator to retain the services of an engineer to assist in developing and evaluating such proposals.

Based on a previous discussion at Council, the City is operating at about 60% of its water capabilities compared to operating levels prior to Hurricane Ike. Councilman Victor is requesting that we authorize the City Administrator to retain the services of an engineer to investigate available options to improve the City's water distribution system, while we wait for the grant funds to rehabilitate the Water Plant 1. There was a motion to authorize the City Administrator to retain the services of an engineer to assist with evaluating options that would increase the City's water supply. (Nancy Schnell/Second: Connie Ramirez). Motion carried unanimously.

- 6.7 Consideration and possible action relating to the schedule of, and equipment for, conducting municipal elections.

Mr. Stall reported that Senate bill 100 changed rules of Texas elections, which will impact the November general election. The bill extends the amount of time to challenge elections. This affects the amount of time that the elections booths need to remain on site, thereby limiting the availability of equipment to the City. As a result, the City may find it necessary to purchase its own election equipment so that it is not dependent on the County. It would be beneficial if the City could cost share with the School District and College District. Mr. Stall indicated that he would like to bring this item back to Council at a future meeting. No action was necessary.

- 6.8 Consideration and action to adopt Resolution No. 2011-65 establishing a City policy relating to the use of, and access to, city automation systems and electronic files.

The purpose of this Resolution is to establish a policy that addresses access to, and the use of, electronic data. There was a motion to approve Resolution No. 2011-65 (Gerry Victor/Second: Dana Woodruff). Motion passed unanimously.


6.9 Consideration and action to adopt Resolution No. 2011-66 establishing a Fair Housing Activity Statement – Texas (FHA) Working Group; and, ratifying the Mayor's appointment of members thereto.

This item pertains to the second round of CDB Grants. The State of Texas was out of compliance with the HUD fair Housing requirements. Therefore, to be eligible for Round 2 funds, another layer of requirements was imposed on Texas. One of the requirements was that the City would complete training and submit a fair housing form that pertains to impediment accessibility. To accomplish this, the City must establish a working group that can address the impediment accessibility issues. Compliance with these requirements will make the City eligible for storm drainage and street funds potentially on the order of 5 million dollars. Guidelines for group membership are included in Council's packet. There was a motion to approve Resolution No. 2011-66 to establish the Working Group. (Richard Adams/Second: Gerry Victor). Motion passed unanimously.

7.0 **ADJOURNMENT** The meeting was adjourned at 8:55 pm.

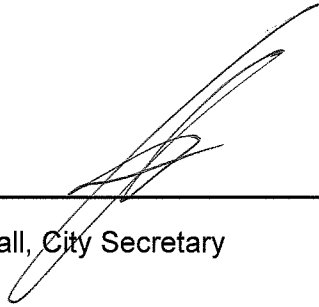
PASSED AND APPROVED THIS 22nd DAY OF AUGUST, 2011.





Dolly Arons, Mayor

ATTEST:



David K. Stall, City Secretary