



Kemah City Council Meeting

June 17, 2020

7:00p.m.



AGENDA

June 17, 2020 7:00P.M.

CITY OF KEMAH - CITY COUNCIL AND KEMAH PUBLIC FACILITIES CORPORATION

**Council Chambers, Kemah City Hall,
1401 State Hwy 146, Kemah, Texas**

Terri Gale – Mayor

Teresa Vazquez-Evans	Wanda Zimmer	Kyle Burks	Robin Collins	Isaac Saldaña
Council Position 1	Council Position 2	Council Position 3	Council Position 4	Council Position 5

In accordance with the Texas Open Meetings Act the agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the front exterior wall of the City Hall Building, except in case of emergency meetings or emergency items posted in accordance with law.

Texas Criminal and Traffic Law Handbook Penal Code Sec. 38.13 Hindering Proceedings by Disorderly Conduct. A person commits an offense if he intentionally hinders an official proceeding by noise or violent or tumultuous behavior or disturbance. Penal Code Section 42.05 Disrupting Meeting or Procession. A person commits an offense if, with intent to prevent or disrupt a lawful meeting, procession, or gathering, he obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.

The City Council reserves the right to meet in closed session on any of the below items should the need arise and if applicable, pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

1. Pledges

2. Prayer

3. Invitation to Address Council

(State law prohibits the Mayor and members of the City Council from commenting on any statement or engaging in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Law. Comments should be directed to the entire Council, not individual members. Engaging in verbal attacks or comments intended to insult, abuse, malign or slander any individual shall be cause for termination of speaking privileges and expulsion from Council Chambers. Your comments are limited to two (2) minutes.)

4. Council Members Comments and Announcements (Items of Community Interest Only)

5. Mayor’s Comments

6. City Administrator Report:

- Financials
- Economic Development

- Events and Operations
- Technology Department

7. CIP

8. Police and Emergency Management Report

- Events and Operations
- Emergency Services

9. Communications and Marketing Report

10. Consideration and Possible Action: on a resolution to update the permit fee schedule(Saldaña)

11. Consideration and Possible Action: on making necessary claims and remediations to city hall from flooding and mold issues and taking appropriate measures to recoup costs from any vendors.

12. Consideration and Possible Action: to amend the manner in which agenda items and the agenda are presented for the following weeks meeting.(Saldaña)

13. Consideration and Possible Action: Approval of the 2020-2021 Marketing RFP

14. Consideration and Possible Action: To approve an ordinance for Short Term Rentals, including all associated policies, procedures, and administration(First Reading)

15. Consideration and Possible Action: To approve an ordinance for No Wakes (First Reading)

16. Consideration and Possible Action: To approve an amendment of the Mobile Food Vendor Ordinance(First Reading)

17. Consideration and Possible Action: to amend the Kemah Growth Fund Ordinance to be the Kemah Growth and Resiliency Fund Ordinance (First Reading)

18. Council Members' Closing Comments

19. Mayor's Closing Comments

20. Adjourn

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ACCESS CODE: 831-461-669

CERTIFICATION

This is to certify that a copy of the Notice of the Regular City Council meeting for **Wednesday, June 17, 2020**, was posted on the bulletin board at City Hall, 1401 Highway 146, Kemah, Texas, on this the 12th day of June, 2020, prior to 7:00 p.m.

M. Chilcote

Melissa Chilcote, City Secretary

__06/12/2020__

Date

I certify this notice was removed by me from the Kemah City Hall bulletin board on the ____ day of _____, 2020. _____

Kemah City Council Agenda Item

#10 Resolution updating fee schedule

Once form is complete and departmental clearances are obtained, this form should be forwarded to the City Secretary as soon as possible prior to the date that the item is expected to be placed on the City Council agenda.

Date requested for Council consideration: 06/17/2020

Prepared by: Isaac Saldaña

Subject: Resolution updating fee schedules

Proceeding: Resolution

Originating Department: Admin

Plan Reference: 17SP- or 17OP-

Texas Ethics Commission Form 1295 required?

If YES, is copy of Form attached?

Contract Identification Number on Form:

City Attorney Review: YES

Expenditure Required: Amount Budgeted:

Appropriation Required: Source of Funds:

Finance Approval:

City Administrator Approval: (Walter Gant)

SUMMARY / ORIGINATING CAUSE

Huntington Senior Living Apartments - 18 million dollars - if there was no cap the permit fee, the City would have gotten \$180,000 dollars but because of the cap the City only got \$100,000.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

Resolution 2020-xx
Updated fee schedule

RESOLUTION NO. 2020-XX

A RESOLUTION OF THE CITY OF KEMAH, TEXAS UPDATING THE FEE SCHEDULE TO REMOVE CAP FROM PERMIT FEES

WHEREAS, it is the desire of the City of Kemah, Texas to amend the master proposed fee schedule for fees charged by the City of Kemah, Texas; and

WHEREAS, In accordance with the procedure established by Ordinance 1141 allowing amounts of fees to be changed in the future by resolution;

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

That: (1) The fee schedule shall be revised to reflect the following:

Commercial and Multi-Family construction Bldg Permit (inspection)	\$90
\$1 to \$10,000	
\$10,001 to \$25,000	2% of Commercial Valuation
\$25,001 to \$50,000	2% of Commercial Valuation
\$50,001 to \$100,000	2% of Commercial Valuation
\$100,001 to \$500,000	2% of Commercial Valuation
\$500,000 to \$1,000,000 and up	1% of Commercial Valuation
\$1,000,001 and up (\$10,000,000 cap)	1% of Commercial Valuation
Single Family Residential construction Plan Review AND Bldg permit (Inspection) ** \$1 to \$10,000	\$90
\$10,001 to \$25,000	\$130 for first \$10,000 + \$10 for each add'l \$1,000
\$25,001 to \$50,000	\$280 for first \$25,000 + \$7 for each add'l \$1,000
\$50,001 to \$100,000 and up	\$400 plus .7% of the total value of the project
\$100,001 to \$500,000	\$400 plus .7% of the total value of the project
\$500,000 to \$1,000,000	\$400 plus .7% of the total value of the project
\$1,000,001 and up (\$10,000,000 cap)	\$400 plus .7% of the total value of the project

PASSED AND APPROVED THIS 17TH DAY OF JUNE, 2020.

Terri Gale.Mayor

ATTEST:

Melissa Chilcote, City Secretary

City of Kemah Fee Schedule

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Platting Fees (Does not include filing fee with Galveston County)

- Preliminary Plat \$250
- Final Plat \$250
- Replat \$250

Plan Review and Building Permit (Inspection) Fees *

- Fire Marshal plan review (if required) \$125
- Civil/Drainage/SWPPP review (if required) \$400
- 1 X Assessment fee for New Res/Comm Construction \$1,000 (paid at bldg. permit)

Commercial and Multi-Family construction plan review

\$1 to \$10,000	\$60
\$10,001 to \$25,000	\$85 for first \$10,000 + \$7 for each add'l \$1,000
\$25,001 to \$50,000	\$183 for first \$25,000 + \$4.73 for each add'l \$1,000
\$50,001 to \$100,000	\$300 for first \$50,000 + \$3.28 for each add'l \$1,000
\$100,001 to \$500,000	\$465 for first \$100,000 + \$2.63 for each add'l \$1,000
\$500,000 to \$1,000,000	\$1,516 for first \$500,000 + \$2 for each add'l \$1,000
\$1,000,001 and up	\$2,600 for first \$1,000,000 + \$1.48 for each add'l \$1,000

Commercial and Multi-Family construction Bldg Permit (inspection)

\$1 to \$10,000	\$90
\$10,001 to \$25,000	2% of Commercial Valuation
\$25,001 to \$50,000	2% of Commercial Valuation
\$50,001 to \$100,000	2% of Commercial Valuation
\$100,001 to \$500,000	2% of Commercial Valuation
\$500,000 to \$1,000,000 and up	1% of Commercial Valuation
\$1,000,001 and up (\$10,000,000 cap)	1% of Commercial Valuation

- **Fire Code Bldg Permit Inspection Services**
(Fire Alarm and/or Sprinkler System) – *if required* \$100

Single Family Residential construction Plan Review AND Bldg permit (Inspection) **

\$1 to \$10,000	\$90
\$10,001 to \$25,000	\$130 for first \$10,000 + \$10 for each add'l \$1,000
\$25,001 to \$50,000	\$280 for first \$25,000 + \$7 for each add'l \$1,000
\$50,001 to \$100,000 and up	\$400 plus .7% of the total value of the project
\$100,001 to \$500,000	\$400 plus .7% of the total value of the project
\$500,000 to \$1,000,000	\$400 plus .7% of the total value of the project
\$1,000,001 and up (\$10,000,000 cap)	\$400 plus .7% of the total value of the project

* Plan review fees cover the costs for the initial review and a second review, if needed, to obtain code compliance approval. If three or more re-submittals are required to approve the construction plans, the review fee is \$100 per plan set re-submittal. Plan review fees are paid in full at the time the plan review application and plan sets are submitted. Building permit fees are paid in full at the time the building permit application is submitted.

** One fee covers both the residential plan review and inspection. Paid in full at time of plan review. 50% refundable if project is not started by bldg. permit expiration date or if building permit is not issued within 6 months of plan review submittal.

<u>Certificate of Occupancy</u>	\$100
<u>Individual Trade Building Permit Fee</u>	
• Mechanical	\$100
• Electrical	\$100
• Plumbing	\$100
• Irrigation	\$100
<u>Contractor Registration Fee (Calendar year)</u>	
• General Contractor – Resident (In State)	\$75
• General Contractor- Non-Resident (Out of State)	\$150
• Plumber	\$0
• Electrician	\$0
• Mechanical	\$75
<u>Sign Permit Fees</u>	
• Total valuation of < \$10,000 w/o electrical	\$50
• Total valuation of > \$10,000 w/o electrical	\$50 plus \$5/\$1,000 over \$10,000
• Total valuation of < \$10,000 w/ electrical	\$200
• Total valuation of > \$10,000 w/ electrical	\$200 plus \$5/\$1,000 over \$10,000
• Temporary Signs (30 days max)	\$25
• Portable Signs	\$30
<u>Hawkers, Peddlers, Solicitors</u>	
• Hawker or Peddler	\$25/day
• Solicitor	\$25/day
<u>Pipeline Construction and Use</u>	
• Use of Public ROW	\$500
• Additional Fee for use of ROW under 300 feet	
○ 2-8 inches diameter	\$100 per 300 linear feet
○ 9-16 inches diameter	\$200 per 300 linear feet
○ Over 16 inches diameter	\$300 per 300 linear feet
<u>Right of Way Permit Fee</u>	
• Work conducted by franchised utilities in the City	\$0
• All other ROW work	\$200
<u>Alarms</u>	
• Residential	\$0
• Commercial	\$50/yr single story under 2,000 sq. ft. \$75/yr single or multiple story over 2,000 sq. ft.
• False alarms	\$35 each after 5 false alarms. \$500 fine for alarms at non-permitted locations.

Kemah City Council Agenda Item

#11 claims & remediations to city hall from flooding & mold issues

Once form is complete and departmental clearances are obtained, this form should be forwarded to the City Secretary as soon as possible prior to the date that the item is expected to be placed on the City Council agenda.

Date requested for Council consideration: 06/17/2020

Prepared by:

Subject: on making necessary claims and remediations to city hall from flooding and mold issues and taking appropriate measures to recoup costs from any vendors.

Proceeding: Consideration and Possible Action

Originating Department: Admin

Plan Reference: 17SP- or 17OP-

Texas Ethics Commission Form 1295 required?

If YES, is copy of Form attached? Contract Identification Number on Form:

City Attorney Review: YES

Expenditure Required: Amount Budgeted:

Appropriation Required: Source of Funds:

Finance Approval:

City Administrator Approval: (Walter Gant)

SUMMARY / ORIGINATING CAUSE

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

Mold Inspection

Photos

TML Claim

Bobs AC and Heat Report

General Comment Reference Page

ONLY COMMENT NUMBERS INDICATED ON REPORT ARE RELEVANT.

Mycotech Biological is not responsible for any errors resulting from improper or incorrect sampling procedures, atmospheric conditions at the time of sampling or during shipment, or from shipping conditions or methods.

Results relate only to samples analyzed.

1. This is a known and documented aeroallergen. It may cause an allergic reaction to hypersensitive individuals at normal airborne concentrations. Chronic exposure, at above normal airborne concentrations, may also result in the sensitization and development of allergic disease in previously unaffected individuals.
2. This fungus is an opportunistic pathogen. Many factors affect host contraction; however, this fungus will typically infect only those who are immuno-compromised. Immuno-compromization may be a function of age, sex, race, state of health, or nutrition. Individuals exposed to immunotherapy, chemotherapy, radiotherapy, immunosuppressant drugs, or who have contracted an immunological disorder, are at greater risk of infection. As with other diseases, opportunistic infections may be contracted by a variety of potential routes including injection, ingestion, skin contact and/or respiration.
3. Various species within this Genus/Group have been documented as producing mycotoxins. Mycotoxins represent a wide variety of secondary metabolites produced by fungi that have been documented as toxic to humans. Airborne mycotoxin concentrations and their specific relationship to human health has not been established to date.
7. The hyphae observed represented desiccated/unorganized hyphal fragments that are not representative of established fungal growth. The presence of this is commonly identified in typical dust and debris collections.
105. Due to the absence of supporting data, a definitive Genus could not be assigned.
111. Amorphous particles having no discernible characteristics that can be distinguished by light microscopy; typically mineral deposits, carbon deposits (soot), fine dust, or sand.
112. Natural or man-made textile fibers (not including asbestos); typically from clothing, floor coverings (carpet), or upholstery.
129. The identified organism revealed characteristics that are consistent with fungal growth.
130. The spore(s) identified was not observed with any associated hyphae and is lower in concentration than the other identified particles collected in the sample. It is common to capture transitory fungal spores in settled dust.



Chris Wardlaw, B.S.
PAACB Certified Spore Analyst
Laboratory Manager
Mycotech Biological, Inc.



MOLD REMEDIATION PROTOCOL

Report for: **City of Kemah**

Site Address: **1401 TX 146**

Kemah, Texas 77565

Date Assessment Prepared: **06/08/2020**

A handwritten signature in black ink that reads "Anthony Allbritain". The signature is written in a cursive, flowing style.

Anthony Allbritain

Texas Mold Consultant

License #**MAC 1114**, Expires 4/5/2021

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Report for: **City of Kemah**

Site Address: 1401 Tx 146

Kemah, Texas 77565

Date Assessment Prepared: 06/08/2020

A handwritten signature in black ink that reads "Anthony Allbritain".

Mr. Anthony Allbritain

Texas Mold Consultant License

#MAC 1114 Expires 4/5/2021

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SECTION – Project Description

1.0. SITE INFORMATION

Location 1401 Tx 146

- 1.0.1. Construction Type: Government Building
- 1.0.2. Building Type: Brick
- 1.0.3. Year Built:
- 1.0.4. Scope: Required

Location(s)				
HVAC				
Building				

1.1. PROJECT CONTACTS

	Contact 1	Contact 2
Name	Melissa Chiltote	
Office Number		
Mobile Phone	281 334 1611x	
Email Address	Mchilcote@kemah-tx.com	

1.2. INITIAL OBSERVATIONS AND FINDINGS

- 1.2.1. Visual inspection of mold growth in inspected areas
- 1.2.2. The HVAC system is affected by mold growth
- 1.2.3. The ambient air is affected by the HVAC system

•



1.3 INITIAL MICROBIAL SAMPLING RESULTS

Sample collection and analyses were performed in accordance with the TMMAR minimum work practices and procedures.

1.3.1. Samples Collected

Lab Code	Sample Location	Conclusion
AS01	Conference	Chaetomium Aspen Like
AS02	Hallway Main	Chaetomium
AS03	Office 2nd Accounting	Chaetomium
AS04	Office Development	Cladosporium spp.
ASo5	Office /1 st Right	Chaetomium
TL01	Conference Room Vent	Aspen Like
TL02	Inside Plenum #2 HVAC	Aspen Like
TL03	Door Frame in Picture	Aspen Like
Swab1	#1 HVAC Coils	Aspen Like

Indicates toxic mold

Indicates allergenic



2. SECTION – REGULATION AND NOTICES

2.0. TEXAS MOLD ASSESSMENT AND REMEDIATION REGULATIONS (TMARR)

It has been determined that an area has 25 contiguous square feet or more of visible mold exposure (where no exemption exists) an assessment must be provided by a mold consultant and mold must be removed under the guidance of a licensed Mold Remediation Contractor (MRC). To lessen the risk of further exposure, ensure the proper removal of mold contaminate and proper notification of TDL only licensed and qualified mold professional should be used.

This project meets the requirement notify the State of Texas Department of Licensing. The licensed Mold Company/Contractor will provide a five-day notification to the department prior to the start of the project.

NOTE:

This protocol should be followed by the Mold Remediation Contractor (MRC). If issues arise outside the scope of this assessment the MRC must consult with the Mold Assessment Consultant (MAC) to gain concurrency. The remediation firm can take additional steps using their judgment to ensure adequate abatement takes place to remove the mold contamination. There are times in remediation projects that additional mold growth might exist in areas beyond the scope of the initial investigation.

2.1. TAHPR – TEXAS ASBESTOS HEALTH PROTECTION RULES

The Texas Asbestos Health Protection Rules (25 TAC § 295.31 -73) state that an asbestos survey is required to be performed by a person licensed by the Department of State Health Services before commencement of renovation or demolition activities which could disturb asbestos-containing materials within a public building.



3. SECTION – REMEDIATION SPECIFICATION

3.0. DETERMINATION OF UNDERLYING CAUSE OF IDENTIFIED MOLD

The HVAC has not been cleaned or serviced properly in many months

3.1. WORK PLAN

3.1.1 A work plan is required for this project

3.2. PERSONAL PROTECTIVE EQUIPMENT (PPE)

3.2.1 Half face or full-face respirator w p100

3.2.2 Tyveks with booties

3.2.3 Googles with half faced

3.2.4 Gloves

3.3. PARKING AND STORAGE

3.3.1 Coordinate with owner for location of MRC parking, and material and equipment storage. At completion of project, MRC will clean the impacted area and restore the site to original or better condition.

3.4. NOTIFICATION

3.4.1 A State notification is necessary for this project.

3.5. SCOPE OF WORK REQUIREMENTS

Item	Scope of Work
1.	Clean all contents out of the affected areas. The contents should be cleaned.
2.	Install engineering controls to set up negative pressure. For the HVAC system.
3.	Erect critical barriers and containment in specified area The HVAC room
4.	Install engineering controls to prevent mold growth; ensure moisture control (MC) is 15% or lower
5.	Remove all affected building material in contained area, place into 6 mil plastic bags
6.	Decon chamber will be located at the front entrance. 2 stage HVAC room
7.	HVAC system Motor and coils should be cleaned. Filters should be MERV 8 at a minimum
8.	Carpet should be cleaned Hard surface flooring should be cleaned and treated with anti-microbial
9.	Walls and ceilings should be hepa vac
10.	Any vents with growth should be cleaned or discarded (professional opinion)
11.	Fog building and HVAC system approved solutions for each application (SDS required)

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12.

Building envelope area and the attic space should be fogged to remove any airborne spores.

Special Notes

While the remediation process is being addressed the City should also install a UVC light into both units to assist with microbial growth, but also assist with germs and virus killing.

It is the recommendation of the consultant to evacuate the building while the remediation is in progress. The HVAC system will be inoperable while the repairs are being completed. There is also the concern for the type of molds found within the building and the HVAC, to remove personnel until the contaminate (toxic) is remediated.



4. SECTION – GENERAL GUIDELINES

4.0 GENERAL PROCEDURES

1. Critical barriers and limited Containment(s) should be set up where needed to prevent contamination spreading to other occupied spaces during remediation processes.
 2. Establish negative pressure and maintain until Clearance. (See TMARR and EPA Guidelines)
 3. Wear the required Personal Protection Equipment. (See TMARR and EPA Guidelines)
 4. Remove all contaminated and water damaged materials.
 5. Inspect items that have been removed for any additional contamination. Additional items that have mold must all so be removed.
 6. Mold and water damaged materials should be placed in plastic bags or wrapped and sealed for disposal.
 7. Remove and dispose of any insulation, sheet rock and any other building material if contamination is visible.
 8. Dry all materials, if wet, using drying standards e.g. wood materials should be 15% moisture content or less, and sheet rock at the region's dryness specification.
 9. Dehumidification should be used if materials moisture content is higher than the drying standard.
 10. Remediate any mold growth found on structural surfaces and within exposed cavities. Using all or one of the following HEPA vacuums, wet scrubbing, sanding, wire brushing, and wiping/drying with disposable wipes. (See EPA Guidelines)
 11. Clean in-place structurally framing, ceiling joists, flooring, metal and other wood structures by sanding, grinding, or wire brushing.
 12. Treatment must remove all fungal growth from the affected materials, or the materials must be removed and replaced whenever structurally feasible.
 13. Clean/remove mold growth from any non-porous surfaces such as metal or glass or painted/sealed wood which is not water-damaged or wet.
 14. HEPA vacuum all surfaces.
 15. Wipe down all surfaces with a detergent solution
 16. Dry fog with an EPA registered solution as a final remedial treatment.
 17. Use HEPA filtration air scrubber units. Reduce airborne particulate concentrations inside the contained area(s) or affected areas to normal levels.
 18. Determine scrubbing time by the CRM rating of each unit used in relation to the corresponding sizes of the contained and/or affected areas.
 19. Non-affected areas should be included in the project if samples show elevated levels of contamination initial.
 20. HEPA filtration should be used reduce airborne particulate concentrations back to normal levels in all areas adjacent to contained area(s).
- Note:** Indoor control air sampling will be performed during the Clearance Testing.
21. All remediated areas should be accessible and visible. No new materials should be installed until after the project is cleared by the Mold Assessment Consultant.

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NOTE:

1. If greater than 25 square feet of mold impacted materials are uncovered during the project, the remediation contractor must cease and provide local containment (if not contained). A Mold Remediation Protocol will be required before the remediation contractor can complete the job.
2. The steps outlined here are the minimum steps required for remediation.
3. A remediation contractor may take additional or varied steps as deemed necessary to adequately abate the mold contamination.



5. SECTION DETAILED PROCEDURES

ATTACHMENT A

5.0 GENERAL PROCEDURES FOR WATER/MOLD REMEDIATION ACTIVITIES

5.1 CONTAINMENTS

CREATE A LIMITED CONTAINMENT FOR EACH AFFECTED AREA

Install barriers of 6-mil retardant polyethylene sheeting with a slit entry and covering flap or with zipped entry. Install a single stage decon chamber at the entry to the containment. Install critical barriers over all openings, penetrations, lights, vents, outlets, etc. Place sheets of poly in the areas where workers will be walking through.

NOTE:

The containment(s) should be maintained under negative air pressure with a HEPA filtered fan unit between areas indoor that need remediation and unaffected areas of the structure to contain mold spores and dust/debris. If negative air pressure is lost, stop work and reestablish negative air before continuing. The containment or work area(s) should be unoccupied by non-remediation company workers during remediation activities.

5.2 SEAL HVAC SUPPLY VENTS AND/OR RETURN AIR VENTS IN REMEDIATION AREA(S)

If HVAC system may be affected, supply vents should be sealed after material is remediated or ducts and system have been cleaned. The HVAC unit(s) should remain off during remediation operations.

5.3 HEPA FILTRATION

After all remediation operations are complete within the containment(s), change one or more of the HEPA filtration units to static air scrub mode, while still maintaining negative pressure. The contractor should determine the time needed for air scrubbing; using CFM ratings of the units being used and the corresponding sizes of the contained and/or affected areas. The TMARR, states that containment(s) must remain under negative pressure until deemed cleared by the Mold Assessment Consultant.

5.4 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The EPA Guidelines for Remediation of Building Materials with Mold Growth by Clean Water for requirements of PPE should be followed.

1. PPE

Review EPA Table 2 for proper PPE requirements for the scope of the work and amount of impacted material to be removed.



Detailed Guidance of Procedures

1. If cleaning of HVAC components is specified, fog with Insta Pure all supply and return vents for air-conditioning system, which will not be placed in containment, then dry surfaces, seal the opening, and shut system down. If HVAC system is to remain in use, attach a HEPA filter on all supply and return vents Clean after remediation process is complete under negative pressure.
2. Establish single of 6-mil polyethylene (poly) to establish critical barriers; use temporary framing and staples, blue tape (first) and duct tape to hold in place.
3. For full containment, establish decontamination units with air lock entrance/exits for two personnel and a trash can for waste materials. Water may or may not be available for personnel to wash hands and face and clean PPE. If not, water is available then the MRC will bring water to the job site.
4. For full containment establish negative air pressure (at least 0.02 inches w.g.) with at least four air changes per hour using HEPA-filter negative air units with exhausts. Makeup air will be obtained outside the work area, and the exhaust will be flow from the work area to outside using plastic tubing or lay flat. Makeup air will be drawn through coarse filter.
5. For limited containment, establish negative air pressurization. Makeup and exhaust will be routed as convenient, preferably from and to the outside of the house.
6. Have all personnel in half-face APRs or better and in Tyvek suits, with hoods, eye protection, booties, and latex or nitrile gloves (work gloves can be used over latex or nitrile gloves while performing demo).
7. Contaminated furniture, furnishings, appliances, and personal items shall be HEPA-vacuumed. Remove contents in damaged areas by cleaning, wrapping and packaging; if specified, re-clean offsite or in a clean area onsite; repackage and deliver back to site after remediation is complete.
8. Remove and discard fabric and paper items such as bedding, clothes, shoes, rugs, books, and magazines, which were water-soaked or have visible fungal/mold contamination.
9. Upgrade personnel to full face APRs of PAPRs. Use HEPA/organic vapor/acid gas cartridges for APRs.
10. Remove and discard all carpets and carpet pads, which were water-damaged or have visible fungal/mold contamination. These may need to be cut into smaller pieces before wrapping for disposal. Double bag in 3-mil trash bags or use a 6-mil bag for transport of debris.
11. Remove and discard baseboards and carpet tack boards in water-damaged areas.
12. Remove and discard water-damaged sections of paneling, sheetrock, and other wall covering materials.
13. Cut well beyond the visible damage lines; cut wall covering materials at a minimum of four feet above the floor.
14. Remove insulation if present within the water damaged sections. In fungal contaminated wall cavities, it may be necessary to remove paneling and sheetrock to the full height of the ceiling, especially when water damage begins at the ceiling level.
15. Remove and discard all water-damaged flooring and subflooring. This may require removal of baseboards, some base cabinets, wall cabinets, toilets, tubs, and other structures built over the flooring. HEPA-vacuum or damp-wipe (with cleaner) these cabinets and structures, protect by wrapping and packaging, clean offsite or in a clean area onsite; repackage and deliver back to site after remediation is complete.
16. Remove and discard all water-damaged and fungal infested ceiling and insulation materials. Cut sheetrock a minimum of two feet, in a perimeter fashion, beyond any visible stain or fungal infestation.

MICRO

17. It should be assumed that all flooded base cabinets (bathrooms, kitchen, utility room, etc.) experienced the trapping of water under their bases; therefore, these flooded base cabinets must be removed. HEPA-vacuum or damp-wipe (with Botanical). Protect by wrapping and packaging with 6-mil clear poly, clean offsite or in a clean area onsite; repackage and deliver back to site after remediation is complete. All surfaces and wood must be free of excess moisture before reinstallation. In many situations, the level of fungi infestation will be such that these base cabinets must be discarded.
18. If remediation of the HVAC system is required, remove all filters in system and all contaminated materials in the air-conditioning system that have porous surfaces including return air ducts and supply air ducts. Clean or replace all contaminated, non-porous surfaces. Disinfect coils (with coil cleaner) and drain pan.
19. Clean slab surfaces with HEPA vacuum, disinfect with antimicrobial solution (botanical).
20. HEPA vacuum structural wood and other exposed surfaces in wall and ceiling cavities then damp-wipe with antimicrobial solution. If wood has serious mold contamination, abrade moist wood to remove stains. HEPA-vacuum debris and allow to dry. If stains are deeper than 1 mm. replace wood after notification of Consultant and structural engineer.
21. Use dehumidifiers as necessary to control humidity and dryness of materials. This includes areas both inside and outside of containment. Communicate with Consultant prior to implementation.
22. Use air scrubbers as necessary to control excess particle levels. This includes areas both inside and outside of containment. If additional air scrubbers needed communicate with Consultant prior to implementation.
23. Evaluate residence for completeness of remediation specified and for any additional steps required, if changes needed notify Consultant.
24. HEPA-vacuum all interior surfaces of contained areas.
25. Operate negative air machines and maintain containment until all surfaces are dry and clearance sample pass established criteria in the Mold Remediation Protocol.
26. Clean all surfaces in the structure, or those specified, by HEPA-vacuuming, including the carpeting both inside and outside of the contained area, and by damp-wiping of hard surfaces with botanical.
27. Apply fosters 40-50 (or equivalent products) to all exposed wood in wall and ceiling cavities and to exterior sheathing.

NOTE: This is after the Consultant completes the Post-Remediation Assessment test.

- a) Remove critical barriers and dispose of as waste.
- b) Change to air scrubbing mode during the final cleaning phase.
- c) Clean and demobilize all equipment.



ATTACHMENT B

6.0 POST REMEDIATION VERIFICATION PROCEDURES

6.1 Remediation verification typically includes the following elements:

1. Observation of the building systems to ensure that sources of moisture intrusion or leakage have been corrected.
2. Observation of remediation methods to ensure that proper remediation procedures have been used, and that the scope of work completed satisfies the requirements of the Remediation Protocol.
3. Visual inspection of the work area after remediation has been tentatively completed to ensure that there is no visible mold growth or fungal rot, no excess dust or debris in the work area, and that surfaces do not have excess moisture content.
4. Field measurements of temperature, relative humidity, and moisture content of materials to ensure that conditions are consistent remediation of mold contamination.
5. Surface sampling to ensure that cleaning has been adequate and that no more than background levels of fungal spores are present after remediation.
6. Air sampling taken inside the containment area to compare with the same species of the outside environment.
7. Once the remediation has been completed, in order to achieve Clearance, a Post Remediation Inspection must be performed along with the collection and analysis of samples.
8. A copy of the Remediation Contractor's Work Plan must be provided for the Mold Assessment Consultant to determine whether the remediation has been completed in accordance with this Protocol.
9. To obtain final clearance documentation must be furnished to ensure that the underlying cause(s) of the leak(s), water infiltration, high humidity issues has/have been repaired. This will be used to ascertain with reasonably certain that the mold will not return from the same cause.
10. The Mold Assessment Consultant will perform a visual, and analytical evaluations in the impacted area(s) in order to determine whether the remediation has been performed according to the Remediation Protocol provided for this project.

6.2 Visual Inspection

A thorough visual inspection of the containment area(s) or remediation areas will be performed. All areas should be left dry and free of all visible microbial contamination and debris. Containments must remain in place and under negative pressure until Clearance Testing and final Lab Results.

MICRO

6.3 Sampling

Once samples have been taken an analysis must be performed to reveal that no mold growth on any surface sampled, and airborne mold counts must be either equal or similar to the outdoor air for corresponding mold types and total indoor air mold spore concentrations must be lower than outdoor mold spore concentrations. Per IICRC 5520 Clearance Standards.

NOTE: Stachybotrys and Chaetomium counts can be no more than one (1) spores to pass clearance

Procedures:

1. One air sample shall be taken from inside each containment or work area where mold was previously detected (one per area).
2. One indoor control air sample shall be taken from inside the property outside of the containment(s) or work area (s)
3. One to two surface sample(s) per affected area shall be taken where mold growth was previously observed.
4. One outdoor air sample is required as a baseline for the Lab.



ATTACHMENT C

7.0 CLEARANCE CRITERIA

Clearance of remediation projects typically includes the following elements:

1. Post remediation clearance and testing is conducted when mold remediation and cleanup efforts are completed but before walk in containment is removed and renovation activities have begun.
2. The clearance investigation is conducted to ensure that remediation activities have been completed as outlined in the Remediation Protocol. Containment must have been maintained, all dust and debris must be removed from the containment areas, and no malodorous or visible mold be present.
3. Clearance testing consists of a visual assessment of mold in area(s) of remediation and the collection and analysis of a tape lift sample and an air quality test in these designated area(s).
4. Clearance is defined as tape and air samples collected indoors being quantitatively equal to or less than outdoor samples, and qualitatively similar. There are no exposure limits for the swab or tape lift sample.
5. Clearance of air sampling consists of sampling all containment areas using the ACGIH air sampling protocol, which requires one (1) indoor air sample be collected in each containment area. In addition, each containment area requires a swab or tape lift surface sample.
6. Samples must be sent to an accredited laboratory, which will analyze them for the presence of mold.
7. The lab will then issue a report detailing the presence and types and quantities of mold as per sample analysis.
8. Acceptable clearance is reached when air and swab/tape life samples collected indoors being quantitatively equal to or less than the outdoor sample, and qualitatively similar.
9. An acceptable clearance of a containment area is reached usually when the genus of fungi collected from indoor air using the (the AirOCelITM, Cyclex-dTM Cassette) are equal to or less than outdoor air.
10. Marker spores such as Chaetomium or Stachybotrys (which are indicators of indoor mold grow) that are measured at more than one (1) spores in the air test will result in the area not being cleared.
11. Lower or higher levels of fungi indoors of different types from outdoors can indicate contamination of interior substrates.
12. Total average spore counts in the containment area should not exceed 2,000, and a single spore category should not exceed 1,000.
13. In addition, the rank order and type of organism identified may indicate interior contamination and related need for additional action.
14. If the containment area has dust, debris, breached containment, lack of quality control related to remediation specifications the consultant will not conduct further clearance activities.
15. The customer will be informed of observed project deficiencies and this will be communicated to the mold remediation contractor.
16. In addition, if visible mold is present, a tape lift and swab sample will be collected for lab analysis.

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ATTACHMENT D

MICRO

Table 2: Guidelines for Remediating Building Materials with Mold Growth Caused by Clean Water*

Material or Furnishing Affected	Cleanup Methods†	Personal Protective Equipment	Containment
SMALL - Total Surface Area Affected Less Than 10 square feet (ft²)			
Books and papers	3	Minimum N-95 respirator, gloves, and goggles	None required
Carpet and backing	1, 3		
Concrete or cinder block	1, 3		
Hard surface, porous flooring (linoleum, ceramic)	1, 2, 3		
Non-porous, hard surfaces (plastics, metals)	1, 2, 3		
Upholstered furniture & drapes	1, 3		
Wallboard (drywall and gypsum board)	3		
Wood surfaces	1, 2, 3		
MEDIUM - Total Surface Area Affected Between 10 and 100 (ft²)			
Books and papers	3	Limited or Full Use professional judgment, consider potential for remediator exposure and size of contaminated area	Limited Use professional judgment, consider potential for remediator/occupant exposure and size of contaminated area
Carpet and backing	1,3,4		
Concrete or cinder block	1,3		
Hard surface, porous flooring (linoleum, ceramic tile, vinyl)	1,2,3		
Non-porous, hard surfaces (plastics, metals)	1,2,3		
Upholstered furniture & drapes	1,3,4		
Wallboard (drywall and gypsum board)	3,4		
Wood surfaces	1,2,3		
LARGE - Total Surface Area Affected Greater Than 100 (ft²) or Potential for Increased Occupant or Remediator Exposure During Remediation Estimated to be Significant			
Books and papers	3	Full Use professional judgment, consider potential for remediator/occupant exposure and size of contaminated area	Full Use professional judgment, consider potential for remediator exposure and size of contaminated area
Carpet and backing	1,3,4		
Concrete or cinder block	1,3		
Hard surface, porous flooring (linoleum, ceramic tile, vinyl)	1,2,3,4		
Non-porous, hard surfaces (plastics, metals)	1,2,3		
Upholstered furniture & drapes	1,2,4		
Wallboard (drywall and gypsum board)	3,4		
Wood surfaces	1,2,3,4		

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Mold growth on HVAC system platform

MiCRO



Mold growth on coils of HVAC system

MICRO



Mold growth on the ducts (near the seal of plenum)

MICRO



Mold growth on the top of HVAC unit (Note this area is within the ambient air of all City personnel)

MiCRO



Mold growth around door jam going into the HVAC area (Sample location)



A handwritten signature in black ink that reads "Anthony Allbritain".

Mr. Anthony Allbritain

Texas Mold Consultant License

#MAC 1114 Expires 4/5/2021

From: [Lisa Kutch](#)
To: [Melissa Chilcote](#)
Subject: Claim PR121764 DOL 5/15/20 Water dmg @ City Hall
Date: Monday, June 08, 2020 11:08:43 AM
Attachments: [First & Final Report.pdf](#)

Dear Melissa:

Per our conversation, please find attached IA report.

As I explained, the water damage is directly related to a construction defect. That is not considered a covered peril. I'm attaching the section of the coverage document with the exclusion highlighted.

The IA also noted that there wasn't any damage to the structure.

As such, the Risk Pool is unable to be of assistance in this claim.

Please let me know if you have any questions. I'm happy to refer the file to legal for a coverage opinion letter, if you so desire.

Have a good week!

Sincerely,

Lisa Kutch
Senior Claims Specialist
Direct: 512-491-2412 | Toll-Free: 800-537-6655
Fax: 512-491-2366
lkutch@tmlirp.org



Stronger Together



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LOSS REPORT

Status

Reference:

Report #: 0

Catastrophe Number:

Policy Number: 6683

Claim Number: PR121764

Insured:

City of Kemah

1401 Hwy 146

Kemah, TX 77565

Date of Loss: 5/15/2020

Type of Loss: Water Damage

File Number:

ENCLOSURES:

Statement of Loss

COVERAGE:

Dwelling \$0.00

Unit ID# 22 City Hall \$0.00

Eff. Dates: From: To:

Mortgagee:

Deductible: \$0.00

Co-Ins. Policy: Yes No

Forms:

GENERAL LOSS REPORT

GLR

Inspection was performed on 5/26/20 as scheduled with Ms. Chilcote, City Secretary.

Customer interaction :

Prior to performing my inspection, I met with Mrs. Chilcote and Police Chief Walter Gant to discuss what concerns they had that needed to be addressed. Chief Gant showed me the recently constructed courtyard area between the Administration wing and the City Secretary wing of the building. He said during a rain storm water collected in the courtyard and entered the building under the walls. There was a french drain with two inlets in the courtyard. Chief Gant said they had to dig a ditch across a walkway and into the front lawn to drain the water from the courtyard. A hole in the yard was dug to access the exit point of the french drain, and it was standing water at the time of inspection.

Cause of Loss: Rising Ground Water

Origin of loss: Drain back up

Water Damages found as follows:

Unit ID #22 City Hall damages:

Water entered the building from under the walls adjacent to the courtyard. Per Chief Gant the locations where water was found is as follows:

- City Engineer Office
- Code / Plan Workroom
- Accounting Office
- Conference Room
- Admin / Clerical Hall
- Clerical / Chambers Hall
- City Secretary Hall
- Records Room
- City Secretary Office
- Police Locker Room
- Law Enforcement Hall

Per Chief Gant, water was detected by carpets that were found to be wet, and there was a musty odor in the rooms.

The date of loss was 5/15/20 and the date of inspection was 5/26/20. At the time of inspection, no damage was found. No

excess moisture was discovered using a moisture meter on the carpets and drywall in the rooms where water entered. In the Engineer's Office, Chief Gant pointed out a mark on the carpet that might have been discoloration.

No wood office furniture that was in contact with the wet carpet showed signs of damage or swelling. No base trim was found to be losing adhesive.

The most likely cause of water entering the building was faulty construction of the courtyard french drain. This would not be a covered peril and no payment for carpet cleaning or any other damages are recommended.

STATEMENT OF LOSS:

Item	RCV	Dep	ACV	Limit
Dwelling	\$0.00	\$0.00	\$0.00	\$0.00
Unit ID# 22 CItY Hall	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00	\$0.00	
Deductible	\$0.00			
Less Prior Payments	\$0.00			
Claim Payable	\$0.00			
Due Insured	\$0.00			

RECOMMENDATIONS:

I recommend payment to Insured in the RCV amount of \$0.00.

Frank Grimes

5/30/2020
Date



Insured: City of Kemah
Property: 1401 Hwy 146
Kemah, TX 77565
Home: 1401 Hwy 146
Kemah, TX 77565

Business: (281) 334-1611

Claim Rep.: Frank Grimes

Estimator: Frank Grimes

Claim Number: PR121764

Policy Number: 6683

Type of Loss: Water Damage

Date Contacted: 5/26/2020 9:00 AM

Date of Loss: 5/15/2020

Date Inspected: 5/26/2020 1:40 PM

Date Est. Completed: 5/30/2020 1:48 PM

Date Received: 5/22/2020 7:03 PM

Date Entered: 5/22/2020 8:13 PM

Price List: TXGA8X_MAY20
Restoration/Service/Remodel

Estimate: CITY_OF_KEMAH

CITY_OF_KEMAH

Main Level

Main Level

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
1. No Damage Found	1.00 EA	0.00	0.00	0.00	(0.00)	0.00
Total: Main Level			0.00	0.00	0.00	0.00

Grand Total Areas:

7,506.11 SF Walls	2,831.95 SF Ceiling	10,338.06 SF Walls and Ceiling
2,831.95 SF Floor	314.66 SY Flooring	936.75 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	945.83 LF Ceil. Perimeter
2,831.95 Floor Area	3,077.09 Total Area	7,506.11 Interior Wall Area
4,636.89 Exterior Wall Area	517.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

Recap of Taxes

	Material Sales Tax (6.25%)	Cleaning Mtl Tax (6.25%)	Cleaning Sales Tax (6.25%)	Manuf. Home Tax (5%)	Storage Rental Tax (6.25%)	Total Tax (6.25%)
Line Items	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00

Recap by Room

Estimate: CITY_OF_KEMAH

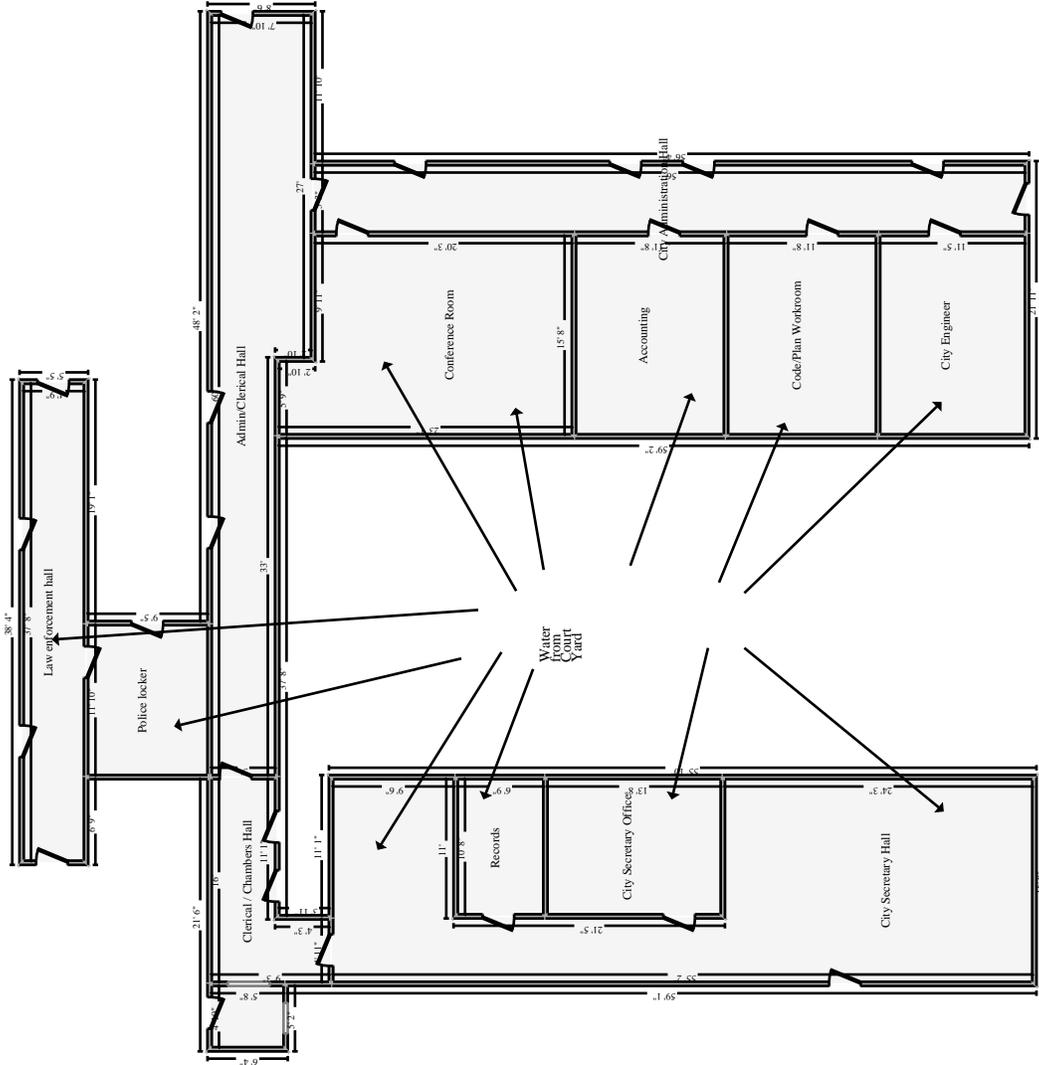
Total		0.00	100.00%
--------------	--	-------------	----------------

Recap by Category

Items	Total	%
Subtotal	0.00	0.00%

Sketch: SKETCH1, Level: Main Level

Insured: City of Kemah
Claim #: PR121764



LOSS RECAP

Insured:	City of Kemah	Policy No.:	6683
Property Address :	1401 Hwy 146, Kemah, TX 77565	Date of Loss :	5/15/2020
Mailing Address :	1401 Hwy 146, Kemah, TX 77565	Catastrophe No. :	
Insured Tel. No. :	(281) 334-1611	Adj. File No. :	
Adjusting Company :		Adj. No. :	
Adj. Address :		Adj. Phone No. :	

Date Loss Assigned: 5/22/2020 19:03	Date Insured Contacted: 5/26/2020 09:00	Date Loss Inspected: 5/26/2020 13:40	
Replacement Cost Loss	Recov. Non-recov. Depr. Deprec.	ACV Loss Deductible Applied	Insur. Carried Req. %
0.00	0.00	0.00	100
0.00	0.00	0.00	100
\$0.00	\$0.00	\$0.00	\$0.00
Dwelling	0.00	0.00	0.00
Unit ID# 22 City Hall	0.00	0.00	0.00
TOTALS	\$0.00	\$0.00	\$0.00
		Potential Suppl. Claim	RC Claim
		0.00	0.00
		0.00	0.00
		\$0.00	\$0.00
		RCV	Valuation ACV
		0.00	0.00
		0.00	0.00
		0.00	0.00

Statement of Loss

Claim # PR121764

AmerAdjust

5/30/2020

Adjuster Frank Grimes
Phone

Insured Name City of Kemah
Loss Address 1401 Hwy 146, Kemah, TX 77565
Phone Number (281) 334-1611
Other Phone (281) 334-1611
Ins Company

Ins Claim # PR121764

Date of Loss 5/15/2020

Abstract of Coverage

Policy #	6683	Effective	-		
Forms					
Coverage		Limit		Co-Insurance	Deductible
Dwelling		\$0.00			\$0.00
Unit ID# 22 Clty Hall		\$0.00			\$0.00

Total Loss & Claim **\$0.00** **\$0.00**

Total Recoverable Depreciation **\$0.00**

A copy of this document does not constitute a settlement of this claim. The above figures are subject to insurance company approval.

Accepted by _____



MBI



Mycotech Biological, Inc.

Project : Kemah City Building

TDLR LIC. NO: LAB0163

Micro Institute

Sample No: Description:	Sample No: Description:	Sample No: Description:
(01) OS01 Outdoors	(02) AS01 Conference Room	(03) AS02 Hallway
Sample Type: Pre	Sample Type: Pre	Sample Type: Pre
Sample Date: 6/1/2020	Sample Date: 6/1/2020	Sample Date: 6/1/2020
Matrix: Air	Matrix: Air	Matrix: Air
Date Analyzed: 6/3/2020	Date Analyzed: 6/3/2020	Date Analyzed: 6/3/2020
% Analyzed: 33% of Trace at 400X Magnification	% Analyzed: 100% of Trace at 400X Magnification	% Analyzed: 100% of Trace at 400X Magnification
Reporting Limit: 38	Reporting Limit: 13	Reporting Limit: 13
Observed	Observed	Observed
Raw Count	Raw Count	Raw Count
Results	Results	Results
Comments:	Comments:	Comments:
Particles / M ³	Particles / M ³	Particles / M ³
Cladosporium spp. 206	Cladosporium spp. 10	Cladosporium spp. 1
Alternaria spp. 1	Chaetomium spp. 1	Chaetomium spp. 1
Ascospores - like 92	Drechslera - like 1	Basidiospores - like 1
Basidiospores - like 48	Aspen Like 1	
Epicoccum spp. 1		
hyphae 2		
Nigrospora spp. 1		
Cercospora spp. 6		
7,828	130	13
38	13	13
3,496	13	13
1,824	13	13
38	13	13
76	13	13
38	13	13
228	13	13
1, 2	1, 2	1, 2
1, 2, 3	1, 2, 3	1, 2, 3
1, 105	1, 2, 3, 105	1, 105
1, 105	105	
1		
7		
1		
1		
13,566 Particles / M ³	169 Particles / M ³	39 Particles / M ³



Mycotech Biological, Inc.

Project : Kemah City Building

TDLR LIC. NO: LAB0163

Micro Institute

Analysis Type : Air-O-Cell

Report No: 20-0490

Received date: 6/3/2020

Report date: 6/4/2020

Media : Hex-Sil

MICROINS611C

Sample No: Description:	Sample No: Description:	Sample No: Description:
(05) AS03 Office 2nd Accounting	(06) AS04 Office Development	(07) AS05 Office
Sample Type: Pre	Sample Type: Pre	Sample Type: Pre
Sample Date: 6/1/2020	Sample Date: 6/1/2020	Sample Date: 6/1/2020
Matrix: Air	Matrix: Air	Matrix: Air
Date Analyzed: 6/3/2020	Date Analyzed: 6/3/2020	Date Analyzed: 6/3/2020
% Analyzed: 100% of Trace at 400X Magnification	% Analyzed: 100% of Trace at 400X Magnification	% Analyzed: 100% of Trace at 400X Magnification
Reporting Limit: 13	Reporting Limit: 13	Reporting Limit: 13
Observed Results	Observed Results	Observed Results
Chaetomium spp 1 13	Cladosporium spp. 2 26	Chaetomium spp e 1 13
13 Particles / M ³	26 Particles / M ³	13 Particles / M ³
Comments: 1,2,3	Comments: 1, 2	Comments: 1,2,3



Mycotech Biological, Inc.

Project : Kemah City Building

TDLR LIC. NO: LAB0163

Micro Institute

Analysis Type : Micro

Report No: 20-0490

Received date: 6/3/2020

Report date: 6/4/2020

Media : Tape

MICROINS611C

Sample No: Description:	Sample No: Description:	Sample No: Description:	Sample Type:	Sample Date:	Matrix:	Date Analyzed:	% Analyzed:	Reporting Limit:	Observed	Raw Count	Results	Comments:
(04) TL01 Conference Vent	(09) TL02 #2 2nd Floor	(10) TL03 HVAC / Door	Pre	6/1/2020	Direct	6/3/2020	Not Applicable	N/A	Cladosporium spp. Aspen Like Fiberglass Pollen Alternaria spp.			1, 2, 129 105 113 1 1, 2, 3, 130
			Pre	6/1/2020	Direct	6/3/2020	Not Applicable	N/A	debris Aspen Like Cladosporium spp. Drechslera - like			111 105 1, 2, 129 1, 2, 3, 105, 130
			Pre	6/1/2020	Direct	6/3/2020	Not Applicable	N/A	Cladosporium spp. Aspen Like fibers			1, 2, 129 105 112



MBI



Mycotech Biological, Inc.

TDLR LIC. NO: LAB0163

Project : Kemah City Building

Micro Institute

Analysis Type : Micro

Report No: 20-0490

Received date: 6/3/2020

Report date: 6/4/2020

Media : Swab

MICROINS611C

Sample No: Description:	(08) Swab 1 #1 2nd Floor AC	Sample Type:	Pre	Sample Date:	6/1/2020	Matrix:	Direct	Date Analyzed:	6/3/2020	% Analyzed:	Not Applicable	Reporting Limit:	N/A
Observed	Raw Count	Results	Comments:										
Aspen Like			105										

From: [Mike B](#)
To: [Melissa Chilcote](#); [Doug B](#)
Subject: Re: City of Kemah HVAC records
Date: Thursday, June 11, 2020 3:59:23 PM

Melissa:

Just wanted to respond to your email. You'll find attached the latest maintenance contract as well as the last record overview for the city of Kemah. I'd be more than happy to drop off copies of the detailed reports for all 17 systems if you'd like, however it is too much to scan at the moment since each system has its own sheet.

Typically we will do Heat Checks and filters in Jan; Filter change only in April; AC checks and filters in July; and filters only in Oct.

The last maintenance was performed on 1/28/2020. These were all heat checks and filter change-outs on all systems. This was the first time we conducted full maintenance on the new addition systems. Prior to this we did change the filters at no charge on the new systems since we were already there doing maintenance on the old section. This was done May 23, 2019. The new addition HVAC units were installed in 2018, and were not designed or installed by Bob's. We advised that for the first year, these systems "should" have been maintained by the company that installed them as part of the warranty, and after the first year they should be added to the current contract upon renewal. They were not added to the 2019 renewal but were just added for the current year which runs from Jan 18, 2020 to Jan 17, 2021.

We were scheduled to do filter changes on all systems in April 2020, but due to COVID, this got delayed. The next scheduled maintenance will be full AC checks and filter changes in July. If you'd like us to bump this up just let me know and I'll make sure you get on the schedule.

Also, just so you're aware, we did make a service call there on May, 26 for the City Council Chambers unit and we added 13 pounds of R410A refrigerant and told Chief Gant there is a leak in the system, most likely in the evaporator coil, but we could not isolate exactly where it was and that to monitor it and if/when it fails again we'd come back and see if we could pinpoint where the leak is.

Thanks much and feel free to contact me directly if you have any other questions! My personal cell is:
832-386-0059

Mike Brenneman

THANK YOU for choosing Bob's for your A/C, Electrical, & Heating needs!

Mike

Mike Brenneman

[Bob's Air Conditioning & Heating, Inc.](#)

A/C - Electrical - Heating

305 Houston Ave.

League City, TX 77573

281.332.4321 office

281.332.6259 fax

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From: [Terri Gale](#)
To: [Melissa Chilcote](#)
Cc: [Walter Gant](#)
Subject: FW: Photos
Date: Wednesday, June 10, 2020 2:52:55 PM
Attachments: [image002.png](#)

Please include this email chain and photos in the agenda item requested by Burks on the City Hall mold situation.

Thanks!



Terri Gale
Mayor
City of Kemah, Texas
281.798.8533



From: Isaac Saldaña <isaacsaldana@kemah-tx.com>
Sent: Tuesday, June 9, 2020 7:17 PM
To: Terri Gale <mayorgale@kemah-tx.com>; Walter Gant <wgant@kemah-tx.com>
Subject: Re: Photos

I went over to put my eyes on the area. The dirt under the rocks is above the siding and concrete level. And with only 1 inlet for a French drain, in surprised it hasn't flooded before. Also if you'll notice in the pics, the rocks are above the weep holes in a lot of spots. This creates an issue with rising water having an easy way into the building.

Call me with any questions.

Isaac Saldana
Council Position 5
CITY OF KEMAH, TEXAS
1401 Hwy 146, Kemah, TX 77565-3002 | 281.334.1611
www.kemah-tx.gov

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ATTENTION PUBLIC OFFICIALS

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Please reply only to the sender.

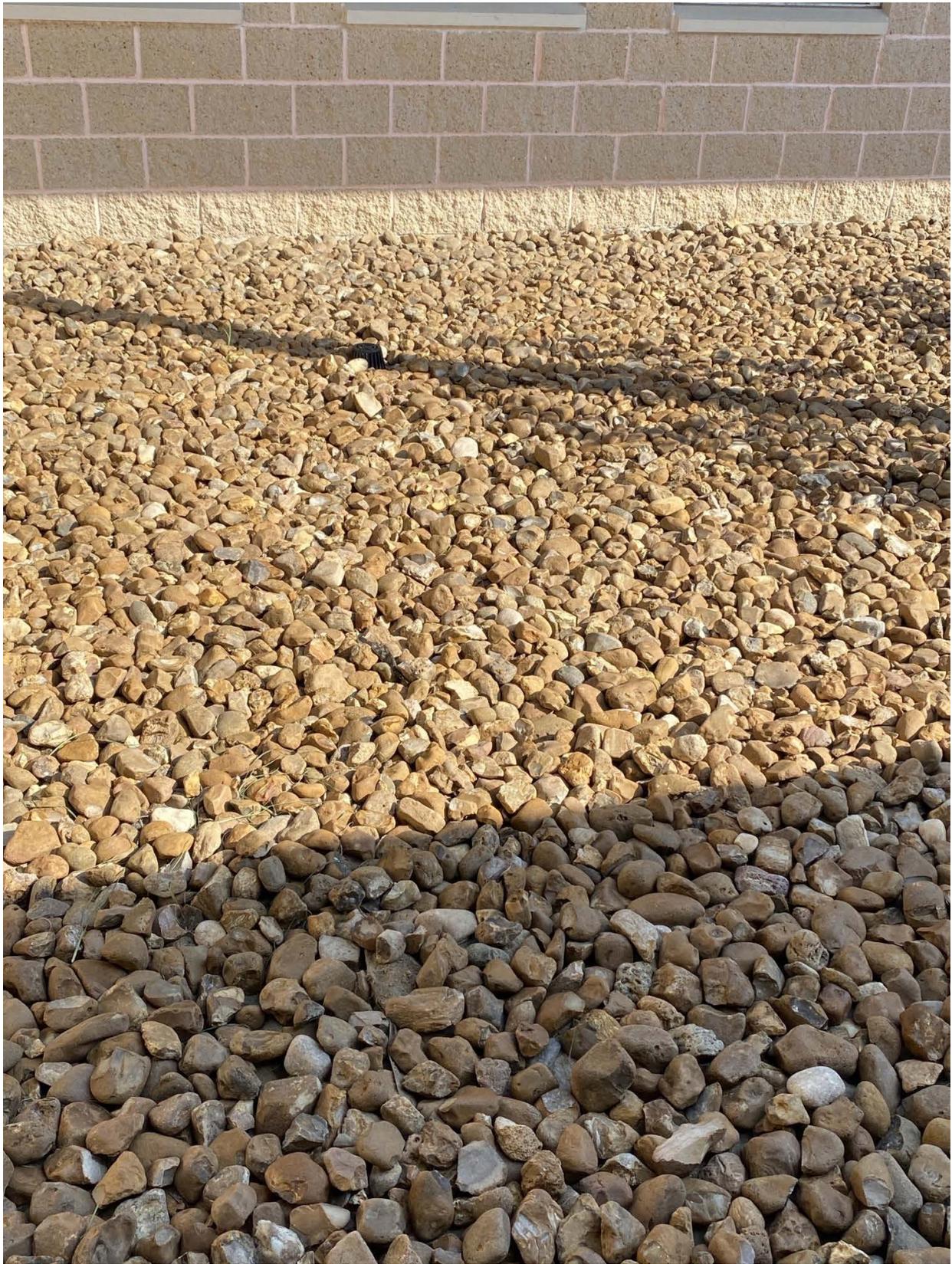
From: Isaac Saldaña
Sent: Tuesday, June 9, 2020 7:14:52 PM
To: Terri Gale <mayorgale@kemah-tx.com>; Walter Gant <wgant@kemah-tx.com>
Subject: Photos











Isaac Saldana
Council Position 5
CITY OF KEMAH, TEXAS
1401 Hwy 146, Kemah, TX 77565-3002 | 281.334.1611
www.kemah-tx.gov

Please note that any correspondence, such as email or letters, sent to City staff or City officials, may become a public record and made available for public review.

ATTENTION PUBLIC OFFICIALS

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Please reply only to the sender.

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



1-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

address



2-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

front of risk

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



3-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

front elevation overview



4-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

front elevation overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



5-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

courtyard between two wings of the building



6-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

ditch dug to drain water from the courtyard

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



7-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

front drain that was supposed to drain the courtyard



8-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

overview, courtyard

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



9-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

overview, courtyard



10-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

ditch that was dug to drain the courtyard

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



11-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water from the courtyard had to flow across the front lawn



12-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

hole that was dug to access the french drain - standing water shows the french drain was not draining properly

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



13-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

back drain that was supposed to remove water from the courtyard



14-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

courtyard overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



15-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

AC units in the courtyard



16-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no visible damage to the AC units

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



17-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no visible damage to the AC units



18-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no visible damage to the AC units

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



19-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no visible damage to the AC units



20-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

one AC unit was being serviced at the time of inspection - no water related damage noted

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



21-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

overview - administration hallway



22-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

overview - administration hallway

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



23-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

overview - administration hallway



24-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

overview - administration hallway

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



25-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Engineer office



27-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Engineer office overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



28-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Engineer office overview



29-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Engineer office overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



30-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Engineer office overview



31-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



32-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall



33-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



34-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall



35-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



36-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture detected in carpet in an area where water did not enter for comparison



40-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

overview, Code/Plan Workroom

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



41-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

overview, Code/Plan Workroom



42-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

overview, Code/Plan Workroom

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



43-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

overview, Code/Plan Workroom



45-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



46-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall



47-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



48-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall



49-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



50-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture detected in an area where no water entered for comparison



51-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no visible damage to wood furniture

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



52-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no visible damage to wood furniture



53-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



58-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Accounting office overview



54-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Accounting office overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683

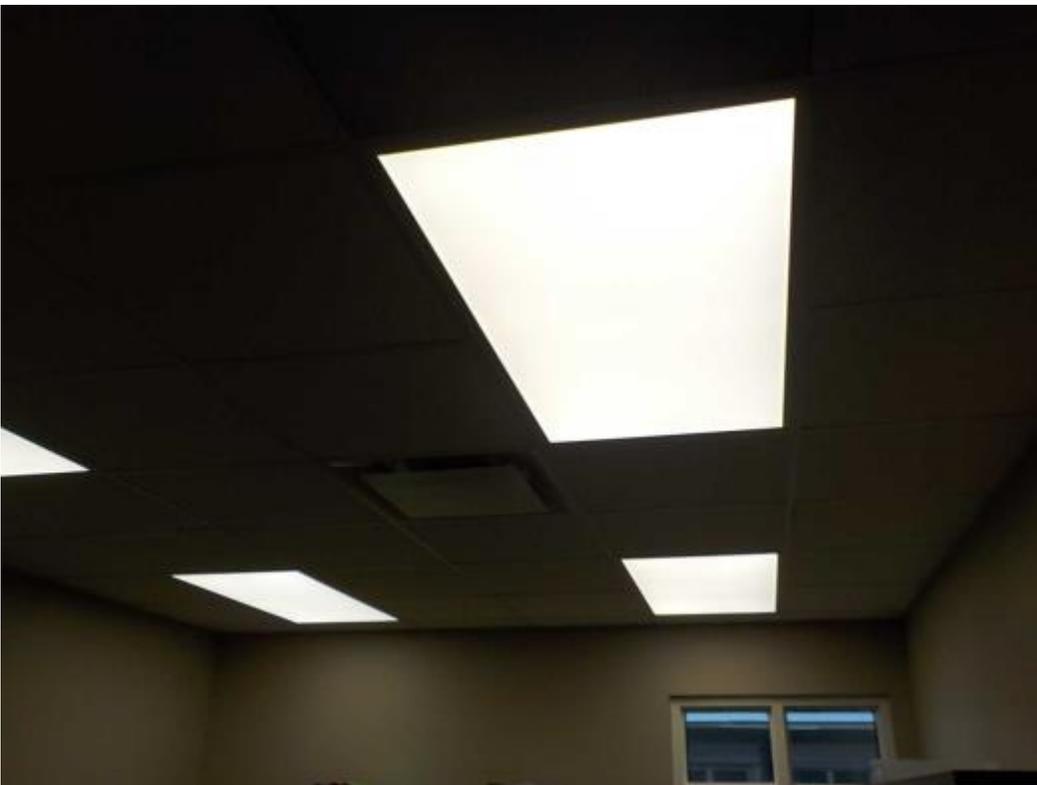


56-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Accounting office overview



57-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Accounting office overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



59-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall



60-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



61-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered



62-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



63-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall



66-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no visible damage to wood furniture

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



68-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered



69-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Conference room overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



70-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Accounting office overview



71-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Accounting office overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



72-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Accounting office overview



73-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Accounting office overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



74-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Accounting office overview



76-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard
under the wall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



77-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall



78-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



79-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered



80-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



81-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture detected in an area where no water entered for comparison



82-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no visible damage to cork board

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



83-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no peeling of base trim noted



84-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Hall Offices hallway overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



86-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Hall Offices hallway overview



87-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Hall Offices hallway overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



88-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Hall Offices hallway overview



89-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Hall Offices hallway overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



90-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Hall Offices hallway overview



92-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



93-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall



94-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



95-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall



96-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



97-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall



98-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



99-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall



100-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Clerical / Chambers hallway overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



101-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Clerical / Chambers hallway overview



102-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Clerical / Chambers hallway overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



103-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Clerical / Chambers hallway overview



107-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Secretary Hall overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683

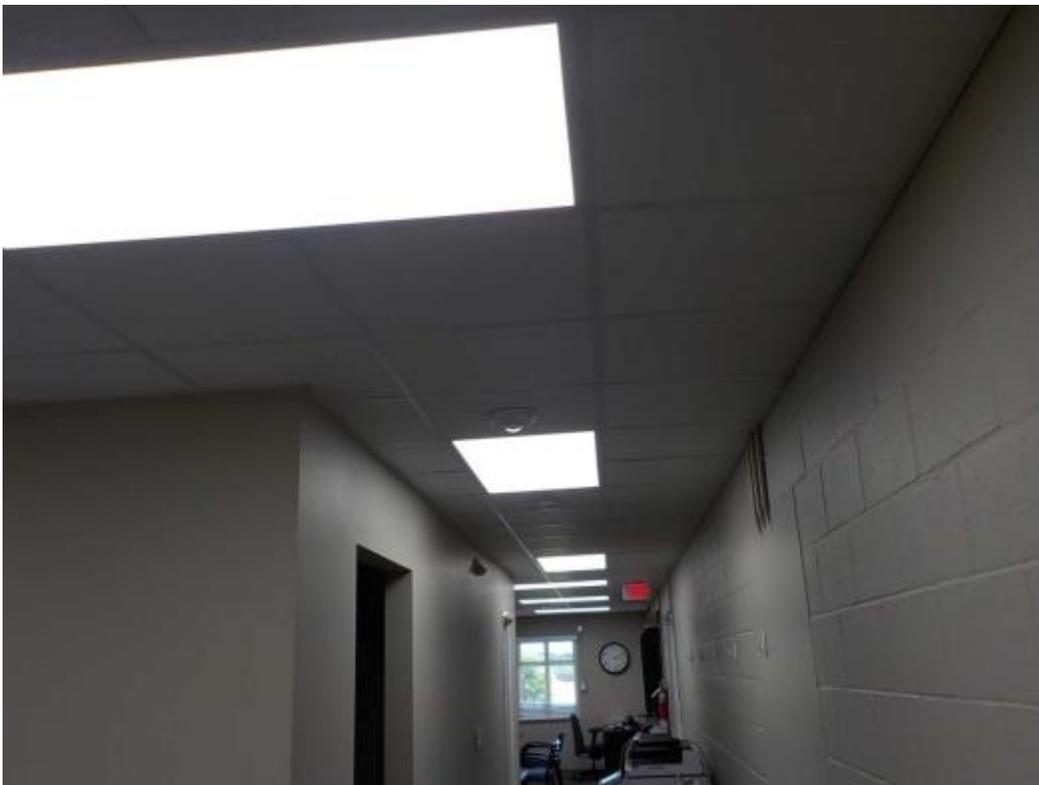


108-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Secretary Hall overview



109-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Secretary Hall overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



110-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Secretary Hall overview



111-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Secretary Hall overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



112-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Secretary Hall overview



113-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



114-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall



115-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no visible damage to wood furniture

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



116-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no visible damage to wood furniture



117-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



118-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall



119-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Records overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



120-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Records overview



121-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Records overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



122-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Records overview



123-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



125-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall



126-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Secretary Hall overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



127-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Secretary Hall overview



128-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Secretary Hall overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



129-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall



130-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



131-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall



132-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



133-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

concrete walls with no damage



135-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no visible damage to wood furniture

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



136-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no visible damage to wood furniture



137-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



140-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Secretary Hall overview



141-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Secretary office overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



142-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Secretary office overview



143-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Secretary office overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



144-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

City Secretary office overview



145-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard
under the wall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



146-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall



147-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



148-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered



149-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Law Enforcement hallway overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



152-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Law Enforcement hallway overview



155-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Police locker room overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



156-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Police locker room overview



157-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Police locker room overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



158-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Police locker room overview



159-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard
under the wall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



160-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard under the wall



161-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



162-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered



163-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



164-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

normal ambient moisture in carpet where water entered



165-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



167-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Law Enforcement hallway overview



168-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

Law Enforcement hallway overview

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



169-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard
under the wall



170-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard
under the wall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



171-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

water had come in from the courtyard
under the wall



172-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall

Photo Sheet

AmerAdjust

Insured: City of Kemah

Claim #: PR121764

Policy #: 6683



173-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall



174-City of Kemah Unit ID #22

Date Taken: 5/26/2020

Taken By: Frank Grimes

no moisture detected in the drywall



BOB'S AIR CONDITIONING AND HEATING, INC.

305 Houston Avenue • League City, TX 77573

Office: 281.332.4321 • Fax: 281.332.6259

TACLB15909E • TECL32542

www.BobsACandHeat.com

Commercial Preventative Maintenance Agreement

Submitted/Referred By: Doug Brenneman/Vanessa Steele

Date Prepared: October 21, 2019

Proposal Prepared Exclusively For:

Name: City of Kemah

Address: 1401 Hwy 146

Kemah, TX 77564

E-Mail: finance@kemah-tx.com

Proposal ID: 191531M

Site ID: 001055

Phone: 281-334-1611

Job Address: 800 Harris-Community Center

604 Bradford-Visitors Center

Contact:

TERMS & CONDITIONS:

Agreement Start Date: January 18, 2020

Agreement Expiration Date: January 17, 2021

We, Bob's Air Conditioning and Heating, Inc., agree to provide **FOUR (4)** pre-scheduled professional maintenance checks on **SEVENTEEN (17)** Systems in a twelve (12) month period, Monday – Friday, during regularly scheduled business hours only (8:00 AM – 5:00 PM). If a scheduled maintenance check is skipped, the cost and/or service may not be carried over after the contract period has expired. Our Professional Maintenance Checks provide you with a thorough inspection by our highly skilled technicians of all the key elements of your heating and cooling system(s). This includes: Inspection of all electrical connections; Check/Replace filters; Verification of thermostat operations; Inspection of accessible ductwork; Inspection of heating elements and blower motors; Inspection of gas and safety controls; Check amps and volts on motors; Check refrigerant levels, compressor, and condenser motor operations; Inspect/Treat drain systems; Inspection of accessible evaporator coils.

Upon completion of each maintenance check, you will receive an invoice and Commercial Preventative Maintenance Report. This will outline all of your serviced equipment and note any recommendations to ensure your system(s) are running at their peak performance and are acceptable to Mechanical Code Regulations.

All other diagnostic fees will be charged at \$129.00, plus tax, during regularly scheduled business hours (8:00 AM – 5:00 PM), and repairs will be quoted at that time. All repairs performed during regularly scheduled business hours will receive a 5% discount.

We offer Emergency Service outside of our regularly scheduled business hours - times will vary depending on the season. Emergency Service will be charged a diagnostic fee of \$198.50, plus tax, and repairs will be quoted at that time.

In order to guarantee proper performance of your equipment, we recommend the following schedule of maintenance.

January 2020	Heating Check and Filter Replacement
April 2020	Filter Replacement Only
July 2020	A/C Check and Filter Replacement
October 2020	Filter Replacement Only

REGULATED BY THE TEXAS DEPARTMENT OF LICENSING AND REGULATION
P.O. BOX 12157 • AUSTIN, TX 78711 • (800) 803-9202 • (512) 463-6599

WWW.TDLR.TEXAS.GOV

Page 1 of 3



BOB'S AIR CONDITIONING AND HEATING, INC.

305 Houston Avenue • League City, TX 77573

Office: 281.332.4321 • Fax: 281.332.6259

TACLB15909E • TECL32542

www.BobsACandHeat.com

Commercial Preventative Maintenance Agreement

Please see the following schedule of equipment to be serviced as per the above maintenance schedule.

System	Brand:	Model Number	Serial Number
System 1: Conference room			
Condenser	Bryant	561CP-060-H	4702E15681
Air Handler	Bryant	FA4ANF060	0396A5011
System 2: Back offices			
Condenser	Lennox	13AJA-042A-01757	8345W301311965
Air Handler	ICP	FXM4A4800A63	A152181889
System 3: Dispatch			
Condenser	ICP	N4A360GHC	E173011389
Air Handler	ICP	FEM4A6000BL	F173723610
System 4: Jail			
Condenser	Ruud	UAKB-048-CAZ	7010M130808367
Air Handler	Lennox	CBX32M-048-230-6-05	5811H10096
System 5: Front offices			
Condenser	Lennox	TSA-060S-4N-45Y	5816E14272
Air Handler	Lennox	CBX32M060-230-6-06	1616E06240
System 6: City council			
Condenser	ICP	CAS-091H-AA0A-00A	C161890443
Air Handler	ICP	FAS-091M-AAA0-A0A	U152814976
System 1: Community cntr			
Condenser	Carrier	38ARZ-012-501	3508G30080
Air Handler	Carrier	40RM-012B-610-HC	1301F72136
System 2: Community cntr			
Condenser	Carrier	38ARZ-012-501	3508G20152
Air Handler	Carrier	40RM-012B-610-HC	1301F72098
System 3: Conference room			
Condenser	ICP	NXA4-48GKC-101	E171703928
Air Handler	ICP	FEM4P-48-00-AL	A163686239
System 4: Kitchen			
Condenser	ICP	N4A3-60-GKC-400	E143416222
Air Handler	ICP	FEM4X6000BL	A160986795
System 1: Visitors center			
Condenser	Lennox	XP19-060-230-02	5809B03870
Air Handler	Lennox	CBX32MV-060-230-6	5806J22736
System 1: New Addition			
Condenser			
Air Handler	Carrier	FV4CNF002	2318F10995
System 2: New Addition			
Condenser			
Air Handler	Carrier	FV4CNF002	2318F1100
System 3: New Addition			
Condenser			
Air Handler	Carrier	FV4CNF003	2418F32754

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Commercial Preventative Maintenance Agreement

System 4: New Addition	Brand:	Model Number	Serial Number
Condenser			
Air Handler	Carrier	FV4CNF002	2318F10996
System 5: New Addition	Brand:	Model Number	Serial Number
Condenser			
Air Handler	Carrier	FV4CNF002	2318F11001
System 1: New Addition	Brand:	Model Number	Serial Number
Condenser			
Air Handler	Carrier	FV4CNF002	2318F10954

Please see the following schedule of filters and belts to be provided and replaced as per the above maintenance schedule.

Filters: City hall/Police dept.	Filters: Community center	Filters: Visitors center	Filters: New Addition
(2) 20x20x1	(8) 16x24x1	(1) 20x25x2	(6) 16x20x1
(2) 20x25x5	(2) 20x20x1		
(1) 20x24x1			
(4) 16x24x2			

Total Agreement Per Year: \$2,750.00 (Tax Exempt)

PAYMENT TO BE MADE AS FOLLOWS NET 30 DAYS UPON ACCEPTANCE BY CASH CHECK CREDIT CARD

NOTE: THIS PROPOSAL AGREEMENT MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN THIRTY (30) DAYS.

ACCEPTANCE OF PROPOSAL AGREEMENT – The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature: Walter Jant Date: 1-8-2020

Bob's Air Conditioning and Heating, Inc.
A/C • Heating • Electrical
Let Us Earn Your Trust With 50 Years of Quality Service!
 305 Houston Avenue • League City, TX 77573
 281.332.4321 • www.BobsACandHeat.com
 TACLB15909E • TACLA34093C • TECL32542

JOB INVOICE
BP - 190626

SITE ID 001055	DATE 5/23/2019
CUSTOMER ORDER No. 260	ORDER TAKEN BY BW

BILL TO/E-MAIL CITY OF KEMAH	finance@kemah-tx.com	PHONE 281-334-1611
BILLING ADDRESS 1401 HWY 146		ALT. PHONE
CITY, STATE, ZIP CODE KEMAH, TX 77565		MECHANIC(S) M BRENNEMAN
JOB ADDRESS		<input type="checkbox"/> RESIDENTIAL
CITY, STATE, ZIP CODE		<input checked="" type="checkbox"/> COMMERCIAL
SERVICE REQUEST FILTER REPLACEMENT		<input type="checkbox"/> WARRANTY
		<input checked="" type="checkbox"/> EXEMPT

QUANT.	DESCRIPTION OF MATERIAL USED & WORK PERFORMED	AMOUNT
	REPLACED (2) 16x20x1 FILTERS THERE IS ONE MORE CHECK DUE IN OCTOBER. MAINTENANCE RENEWAL IS DUE JANUARY, WE WILL RE-EVALUATE THE CONTRACT AND ADD THE NEW (5) SYSTEMS.	No Charge

<p>PAYMENT IS DUE WHEN SERVICE IS COMPLETE. PLEASE PAY FROM INVOICE – THANK YOU! I HEREBY ACKNOWLEDGE THE SATISFACTORY COMPLETION OF THE ABOVE DESCRIBED WORK AND I ACKNOWLEDGE RECEIPT OF MY COPY. SEE REVERSE SIDE FOR TERMS AND CONDITIONS OF SALE.</p>	TOTAL MATERIALS	
	TOTAL LABOR	
	SUB-TOTAL	
	TAX RATE/MISC.	
CUSTOMER SIGNATURE	TAX	
TECHNICIAN SIGNATURE REGULATED BY THE TEXAS DEPARTMENT OF LICENSING & REGULATION P.O. Box 12157 • AUSTIN, TX 78711 • 800.803.9202 • 512.463.6599	TOTAL AMOUNT DUE	No Charge

Bob's Air Conditioning and Heating, Inc.
A/C • Heating • Electrical
Let Us Earn Your Trust With 50 Years of Quality Service!
 305 Houston Avenue • League City, TX 77573
 281.332.4321 • www.BobsACandHeat.com
 TA CLB15909E • TA CLA34093C • TECL32542

JOB INVOICE

01055 BP - 200221

SITE ID 001055	DATE 1/28/2020
CUSTOMER ORDER No. 263	ORDER TAKEN BY VS

BILL TO/E-MAIL CITY OF KEMAH	finance@kemah-tx.com	PHONE 281-334-1611
BILLING ADDRESS 1401 HWY 146		ALT. PHONE
CITY, STATE, ZIP CODE KEMAH, TX 77565		MECHANIC(S) MIKE/BOBBY
JOB ADDRESS 800 HARRIS, 604 BRADFORD AND 1401 HWY 146		<input type="checkbox"/> RESIDENTIAL
CITY, STATE, ZIP CODE KEMAH, TX 77565		<input checked="" type="checkbox"/> COMMERCIAL
SERVICE REQUEST MAINTENANCE		<input type="checkbox"/> WARRANTY
		<input checked="" type="checkbox"/> EXEMPT

QUANT.	DESCRIPTION OF MATERIAL USED & WORK PERFORMED	AMOUNT										
	1ST INSPECTION OF CONTRACT EXPIRES 1/17/2021; HEAT CHECK ON (17) SYSTEMS AND REPLACED ALL FILTERS	Prepaid										
	SEE ATTACHED CHECK LIST											
<p>PAYMENT IS DUE WHEN SERVICE IS COMPLETE. PLEASE PAY FROM INVOICE – THANK YOU! I HEREBY ACKNOWLEDGE THE SATISFACTORY COMPLETION OF THE ABOVE DESCRIBED WORK AND I ACKNOWLEDGE RECEIPT OF MY COPY. SEE REVERSE SIDE FOR TERMS AND CONDITIONS OF SALE.</p>		<table border="1"> <tr> <td>TOTAL MATERIALS</td> <td></td> </tr> <tr> <td>TOTAL LABOR</td> <td></td> </tr> <tr> <td>SUB-TOTAL</td> <td></td> </tr> <tr> <td>TAX RATE/MISC.</td> <td></td> </tr> <tr> <td>TAX</td> <td></td> </tr> </table>	TOTAL MATERIALS		TOTAL LABOR		SUB-TOTAL		TAX RATE/MISC.		TAX	
TOTAL MATERIALS												
TOTAL LABOR												
SUB-TOTAL												
TAX RATE/MISC.												
TAX												
CUSTOMER SIGNATURE Mike Brenneman		TOTAL AMOUNT DUE Prepaid										
TECHNICIAN SIGNATURE	<p>REGULATED BY THE TEXAS DEPARTMENT OF LICENSING & REGULATION P.O. Box 12157 • AUSTIN, TX 78711 • 800.803.9202 • 512.463.6599</p>											

Kemah City Council Agenda Item
#12 amend the manner in which agenda items
and the agenda are presented for the following weeks meeting.

Once form is complete and departmental clearances are obtained, this form should be forwarded to the City Secretary as soon as possible prior to the date that the item is expected to be placed on the City Council agenda.

Date requested for Council consideration: 06/17/2020

Prepared by: Isaac Saldaña

Subject: amend the manner in which agenda items and the agenda are presented for the following weeks meeting.(

Proceeding: Consideration and Possible Action

Originating Department: Admin

Plan Reference: 17SP- or 17OP-

Texas Ethics Commission Form 1295 required?

If YES, is copy of Form attached? Contract Identification Number on Form:

City Attorney Review: Yes

Expenditure Required: Amount Budgeted:

Appropriation Required: Source of Funds:

Finance Approval:

City Administrator Approval: (Walter Gant)

SUMMARY / ORIGINATING CAUSE

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

For how we handle the agendas below is my recommendation (to be included in the packet)

Agenda items and associated back up to be included and turned in the Wednesday (include a deadline if needed) before a meeting. We then have 3 days for council to review the packet for any changes. Legal and staff will also have 3 days to look over items in detail, before publishing Friday before a meeting as a full packet. Backup will not be accepted after Friday. If it's needed, agenda item is pushed to the following meeting.

If complete items aren't turned in by Wednesday, they go on the next meetings agenda..

ATTACHMENTS

Isaac's email with recommendation

From: [Isaac Saldaña](#)
To: [Walter Gant](#); [Melissa Chilcote](#); [Dick Gregg Jr.](#); [Terri Gale](#)
Subject: Re: Agenda item request
Date: Monday, June 08, 2020 12:08:11 PM

For the permit fee agenda item, as back up, please include the current permit schedule. Also, if possible, include what the permit fees would have been for the assisted living facility, had there not been a cap.

For how we handle the agendas below is my recommendation (to be included in the packet)

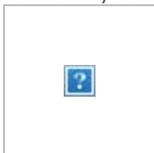
Agenda items and associated back up to be included and turned in the Wednesday (include a deadline if needed) before a meeting. We then have 3 days for council to review the packet for any changes. Legal and staff will also have 3 days to look over items in detail, before publishing Friday before a meeting as a full packet. Backup will not be accepted after Friday. If it's needed, agenda item is pushed to the following meeting. If complete items aren't turned in by Wednesday, they go on the next meetings agenda.

Please feel free to clean up my explanation if needed.

Thanks,

Isaac Saldana

Council Position 5
CITY OF KEMAH, TEXAS
1401 Hwy 146, Kemah, TX 77565-3002 | 281.334.1611



www.kemah-tx.gov

Please note that any correspondence, such as email or letters, sent to City staff or City officials, may become a public record and made available for public review.

ATTENTION PUBLIC OFFICIALS

A "Reply All" of this e-mail could lead to violations of the Texas Open Meetings Act.
Please reply only to the sender.

From: Isaac Saldaña
Sent: Wednesday, June 3, 2020 11:14 PM
To: Walter Gant <wgant@kemah-tx.com>; Melissa Chilcote <mchilcote@kemah-tx.com>; Dick Gregg Jr. <dgreggj@gregg-gregg.com>; Terri Gale <mayorgale@kemah-tx.com>
Subject: Agenda item request

Can you please add an agenda item removing the cap from permit fees.

Also As a second agenda item, I'd like to discuss and possible amend the manner in which agenda items and the agenda are presented for the following weeks meeting. Setting deadlines and requesting that all back up documentation are included by Wednesday to council and finalized by Friday as a full packet.

Call me for clarification.

Thank you

Isaac Saldana

Council Position 5

CITY OF KEMAH, TEXAS

1401 Hwy 146, Kemah, TX 77565-3002 | 281.334.1611

www.kemah-tx.gov

Please note that any correspondence, such as email or letters, sent to City staff or City officials, may become a public record and made available for public review.

ATTENTION PUBLIC OFFICIALS

A "Reply All" of this e-mail could lead to violations of the Texas Open Meetings Act.

Please reply only to the sender.

**Kemah City Council Agenda Item
#13 Approval of the 2020-2021 Marketing RFP**

Once form is complete and departmental clearances are obtained, this form should be forwarded to the City Secretary as soon as possible prior to the date that the item is expected to be placed on the City Council agenda.

Date requested for Council consideration: 06/17/2020

Prepared by: Robin Collins

Subject: Approval of the 2020-2021 Marketing RFP

Proceeding: Consideration and Possible Action

Originating Department: Admin

Plan Reference: 17SP- or 17OP-

Texas Ethics Commission Form 1295 required?

If YES, is copy of Form attached? Contract Identification Number on Form:

City Attorney Review: NA

Expenditure Required: Amount Budgeted:

Appropriation Required: Source of Funds:

Finance Approval:

City Administrator Approval: (Walter Gant)

SUMMARY / ORIGINATING CAUSE

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

2020-2021 RFP Marketing Plan - draft



THE CITY OF KEMAH SEEKS ADVERTISING AGENCIES FOR DESTINATION MARKETING AND SOCIAL MEDIA SERVICES

KEMAH, TX (July 15, 2020) – The City of Kemah is seeking proposals from companies for marketing and social media services related to the City and its “destination” appeal for 2020-2021 campaign.

The City of Kemah Request for Proposal (RFP) for Marketing Services requires responses which will be evaluated based on an agency’s creative and production capabilities, destination marketing experience, research capabilities, agency/joint venture staffing capabilities, billing prices and more.

Since launching the Baycation Marketing program on a regional basis in 2019-2020. Over the years - the City of Kemah has become a destination for shopping, dining, hospitality and entertainment. In 2021, the trend is expected to change a bit due to COVID-19. We want to identify and then target our “new” consumer. The Destination Marketing budget will address the brand positioning as a destination to emphasize the incredible shopping, dining, hospitality and entertainment available within the City.

The proposal should include:

- Kemah marketing focus for 2021
- Demographics and how they have changed since COVID
- Identify the area of “new visitor” traveling by car within 300 mile radius vs by air
- Report to City Council monthly with update and restructure of focus based on ever changing trends
- Updates to city website and tourism site
- Make appropriate social media posts weekly (4 X 2 platforms) facebook and Instagram cover city events, updates, parades, etc.
- Marketing assessment
- Design signage for two electronic billboards
- Coordinate with BACVB to mimic regional branding set forth in 2021

Proposals should be submitted to Walter Gant, City Administrator, City of Kemah. Proposals must be received by no later than 4 p.m. on Thursday, August 14, 2020 in the offices of The City of Kemah, 1401 Hwy 146, Kemah, Texas 77565-3002.

Documents may also be downloaded from The City of Kemah website, www.Kemah-TX.gov, by clicking on Bid Postings from the homepage. Or, contact Melissa Chilcote, City of Kemah City Secretary, at 281.334.1611 or at mchilcote@kemah-tx.com.

To learn more about The City of Kemah services, go to www.facebook.com/cityofkemahtx. and “Like” The City of Kemah on Facebook at, “follow” them on Instagram <https://www.instagram.com/kemahtx> and Twitter at <https://twitter.com/txkemah>

About The City Of Kemah

Located just 30 minutes south of Houston, Texas and minutes from Hobby Airport, The City of Kemah is a destination for leisure guests, business travelers and groups of all sizes. Visitors to Kemah and residents of the community enjoy shopping, a variety of dining and live music venues, entertainment options, boating and kayaking on Galveston Bay, and taking a sail in the bay. Kemah features many experiences for visitors to include: Fishing Tournament, Fireworks on Fridays etc. Kemah is home to more than 325 hotel guestrooms in upscale and boutique properties.

Kemah City Council Agenda Item

#14 Short Term Rental Ordinance (First Reading)

Once form is complete and departmental clearances are obtained, this form should be forwarded to the City Secretary as soon as possible prior to the date that the item is expected to be placed on the City Council agenda.

Date requested for Council consideration: 06/17/2020

Prepared by: Terri Gale

Subject: To approve an ordinance for Short Term Rentals, including all associated policies, procedures, and administration(First Reading)

Proceeding: Ordinance

Originating Department: Admin

Plan Reference: 17SP- or 17OP-

Texas Ethics Commission Form 1295 required?

If YES, is copy of Form attached? Contract Identification Number on Form:

City Attorney Review: Yes

Expenditure Required: Amount Budgeted:

Appropriation Required: Source of Funds:

Finance Approval:

City Administrator Approval: (Walter Gant)

SUMMARY / ORIGINATING CAUSE

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

Ordinance XXXX – Short Term Rental - draft

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF KEMAH, TEXAS PROVIDING FOR REGULATIONS AND THE REGISTRATION FOR THE OPERATION AND USE OF SHORT TERM RENTALS AND PROVIDING FOR A PENALTY AND SEVERABILITY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEMAH, TEXAS:

Section 1. Purpose.

The purpose of this Ordinance is to establish regulations for the use of privately owned dwellings as Short Term Rentals, to minimize negative ancillary impact on surrounding properties, and to ensure the collection and payment of Hotel Occupancy Tax.

Section 2. Definitions.

As used in this Ordinance, the following terms shall have the following meanings:

City. The City of Kemah, Texas.

Guest. The overnight occupants renting a Short Term Rental Unit for a specified period and the daytime visitors of the overnight occupants.

Local Contact Person. The Owner, Operator, or person designated by the Owner or the Operator, who shall be available 24 hours per day for the purpose of responding to concerns or requests for assistance related to the Owner's Short Term Rental.

Operator. The Owner or the Owner's authorized representative who is responsible for compliance with this Ordinance while advertising and/or operating a Short Term Rental.

Owner. The person or entity that holds legal or equitable title to the Short Term Rental property.

Short Term Rental. A privately owned dwelling, including but not limited to, a single family dwelling, multiple family attached dwelling, apartment house, condominium, duplex, mobile home, or any portion of such dwellings, rented by the public for consideration, and used for dwelling, lodging or sleeping purposes for any period less than 30 consecutive days.

The following are exempt from the regulations under this Ordinance: hotel, motel, dormitory, public or private club, recreational vehicle park, hospital and medical clinic, nursing home or convalescent home, foster home, halfway house, transitional housing facility, any housing operated or used exclusively for religious, charitable or educational purposes, and any housing owned by a governmental agency and used to house its employees or for governmental purposes.

Short Term Rental Permit. A permit issued by the City authorizing the use of a privately owned dwelling as a Short Term Rental.

Short Term Rental Unit. One or more habitable rooms forming a single habitable division within a Short Term Rental, or an entire undivided Short Term Rental, which is advertised to

be occupied, is occupied, or is intended to be occupied by a single party of Guests under a single reservation and/or single rental payment.

Section 3. Short Term Rental Permit required.

It shall be unlawful for any person or entity to rent, or offer to rent, any Short Term Rental without a valid Short Term Rental Permit issued under this Ordinance.

Section 4. Short Term Rental Permit registration fee and application.

- A. An applicant shall submit an application for a Short Term Rental Permit using a format and method promulgated by the City Administrator or his/her designee. The application form shall require, at a minimum, the following information from applicants:
 - (1) The name, address, email and telephone number of the Owner of the Short Term Rental;
 - (2) The name, address, email and telephone number of the Operator of the Short Term Rental;
 - (3) The name, address, email and 24 hour telephone number of the Local Contact Person;
 - (4) The name and address of the Short Term Rental;
 - (5) The number of bedrooms and the proposed overnight and daytime occupancy limit of the Short Term Rental;
 - (6) A diagram showing the proposed layout of the property use and any on-site parking available for the Short Term Rental; and
 - (7) A general description of any food service to be offered to Guests of the Short Term Rental.
- B. An applicant for a Short Term Rental Permit shall pay to the City a permit fee of \$150.00.
- C. A separate Short Term Rental Permit application and permit fee must be submitted for each individual Short Term Rental Unit. Each individual Short Term Rental Unit shall be assigned a unique permit number upon permit issuance by the City.
- D. Prior to issuance of a Short Term Rental Permit, the Operator shall allow an on-site inspection of the Short Term Rental Unit by a City Code Enforcement officer, to ensure compliance.
- E. A Short Term Rental Permit issued under this Ordinance shall be valid for a period of one calendar year from the date of issuance. The Short Term Rental Permit shall expire immediately upon any change in Owner of the Short Term Rental Unit.
- F. The Owner has a duty to notify the City within 20 calendar days, in writing, of any changes to information submitted as part of a Short Term Rental Permit application under this Ordinance.
- G. An application for Short Term Rental Permit may be denied if the Owner has had a Short Term Rental Permit suspended or revoked during the previous 365 calendar days.

Section 5. Short Term Rental operational requirements.

- A. The Operator shall post the following information in a prominent location within the

Short Term Rental Unit, using a form promulgated by the City:

- (1) The unique Short Term Rental Permit number assigned to the Short Term Rental Unit;
 - (2) Operator name and number;
 - (3) Local Contact Person name and number;
 - (4) The location of any on-site and off-site parking spaces available for Guests;
 - (5) The overnight and daytime occupancy limits;
 - (6) Instructions to Guests concerning disposal of garbage and handling of garbage containers;
 - (7) Notification that the Guests are responsible for compliance with all applicable laws, rules and regulations pertaining to the use and occupancy of the Short Term Rental, and that Guests may be fined by the City for violations of this Ordinance; and
 - (8) Notification that all functions such as weddings, parties or other gatherings are prohibited at the Short Term Rental, excepting Short Term Rentals located in the Commercial Zoning District.
- B. The Operator shall operate a Short Term Rental in compliance with the following:
- (1) City of Kemah Sign Ordinance, as applicable, set forth in the Code of Ordinances;
 - (2) Maximum occupancy limits prescribed by the City Fire Marshal, pursuant to the International Fire Code as adopted in the Code of Ordinances;
 - (3) City of Kemah Hotel Occupancy Tax Ordinance set forth in the Code of Ordinances;
 - (4) City of Kemah Noise and Sound Level Regulation Ordinance set forth in the Code of Ordinances;
 - (5) City of Kemah Garbage Collection Ordinance set forth in the Code of Ordinances; and
 - (6) During any period when a Short Term Rental is occupied or intended to be occupied by Guests, the Local Contact Person shall be available 24 hours per day for the purpose of responding to concerns or requests for assistance related to the condition, operation, or conduct of Guests of the Short Term Rental. The Local Contact Person shall respond within 60 minutes of being notified of concerns or requests for assistance regarding the condition, operation, or conduct of Guests of the Short Term Rental, and shall take immediate remedial action as needed to resolve such concerns or requests for assistance.
- C. Any advertisement that promotes the availability of a Short Term Rental, listed in any medium, including but not limited to newspaper, magazine, brochure, website, or mobile application, shall include the current Short Term Rental Permit number assigned by the City.

Section 6. Notification of complaints.

Complaints related to the operation of a Short Term Rental, including but not limited to complaints concerning noise, garbage, parking, and disorderly conduct by Guests, shall be reported to the City Code Enforcement office.

Section 7. Compliance with other law.

The Owner, Operator, Local Contact Person, and Guests shall comply with all applicable laws, rules and regulations pertaining to the operation, use, and occupancy of a Short Term Rental. The Owner shall not be relieved from any civil or criminal liability for a violation of this Ordinance, regardless of whether such violation is committed by the Owner, Operator, Local Contact Person, or Guest of the Owner's Short Term Rental.

Nothing in this Ordinance shall be construed to relieve any person or Owner of any other applicable requirements of federal, state, or local law, rules, or regulations. Nothing in this Ordinance shall be construed to provide any property owner with the right or privilege to violate any private conditions, covenants, and restrictions applicable to the Owner's property that may prohibit the use of such Owner's property as a Short Term Rental as defined in this Ordinance.

Section 8. Compliance and Penalty provision.

- A. It shall be unlawful for any person or entity to violate any provision of this Ordinance. Proof that a violation of this Ordinance occurred at a Short Term Rental shall create a rebuttable presumption that the Owner of said Short Term Rental committed the violation.
- B. Any violation of this Ordinance shall be a Class C misdemeanor and shall be punished by a fine not to exceed the maximum permitted by law.
- C. Prosecution under this Ordinance shall not require the pleading or proving of any culpable mental state.
- D. Penalties provided for in this Ordinance are in addition to any other criminal or civil remedies that the City may pursue under federal, state, or local law.

Section 9. Permit suspension or revocation; appeal.

Upon conviction for a violation of this Ordinance, the City Administrator may suspend or revoke any Short Term Rental Permit issued for the same Short Term Rental where the violation occurred. The City Administrator shall notify an Owner of a suspension or revocation under this Section in writing, delivered by Certified Mail, Return Receipt Requested, and mailed to the address of the Owner as set forth on the most recent Short Term Rental Permit application submitted to the City.

An Owner may appeal a notice of suspension or revocation under this Section by filing a written appeal with the City Administrator within ten business days following the date said notice was deposited in the U.S. Mail. Following a timely filing of an appeal hereunder, the Owner may present evidence to the City Administrator related to the suspension or revocation under this Section. Following the City Administrator's final decision on appeal, the Owner may appeal an adverse decision of the City Administrator by filing a written appeal with the City Council within five business days following the date of the City Administrator's final decision.

Duly Passed and Approved on First Reading this the 17th day of June, 2020

Duly Passed and Approved on Second and Final Reading this the _____ day of _____, 2020.

Terri Gale, Mayor
City of Kemah, Texas

ATTEST:

Melissa Chilcote, City Secretary

APPROVED AS TO FORM AND CONTENT:

Dick Gregg Jr., City Attorney

Kemah City Council Agenda Item

#15 To approve an ordinance for No Wakes (First Reading)

Once form is complete and departmental clearances are obtained, this form should be forwarded to the City Secretary as soon as possible prior to the date that the item is expected to be placed on the City Council agenda.

Date requested for Council consideration: 06/17/2020

Prepared by: Terri Gale

Subject: To approve an ordinance for No Wakes (First Reading)

Proceeding: Ordinance

Originating Department: Admin

Plan Reference: 17SP- or 17OP-

Texas Ethics Commission Form 1295 required?

If YES, is copy of Form attached?

Contract Identification Number on Form:

City Attorney Review: Yes

Expenditure Required:

Amount Budgeted:

Appropriation Required:

Source of Funds:

Finance Approval:

City Administrator Approval: (Walter Gant)

SUMMARY / ORIGINATING CAUSE

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

Ordinance XXXX – No Wakes First Reading - draft

ORDINANCE _____

AN ORDINANCE OF THE CITY OF KEMAH, TEXAS TO REQUIRE NO WAKES ON FLOODED STREETS AND ROADWAYS IN THE CITY OF KEMAH, TEXAS; PROVIDING FOR A PENALTY, PROVIDING FOR SEVERABILITY AND PROVIDING FOR CODIFICATION.

WHEREAS, the operation of motor vehicles on flooded roadways can create a wave or wake which carries beyond the street edge or curb line and causes damage to public and private property; and

WHEREAS, Council deems it prudent to create regulations in order to protect public and private property which can become damaged during flooding conditions on the streets of the City.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEMAH, TEXAS:

Chapter 98 - TRAFFIC AND VEHICLES of the Kemah Code of Ordinances is hereby supplemented to include the following sections which shall be codified as ARTICLE I. – GENERAL, Sections §98-5 through §98-6, sections that had previously been reserved for future use:

Section 98-5. Operations of vehicles on flooded streets and roadways.

- A. Statement of purpose. The City finds and declares that the operation of motor vehicles upon public streets and roadways during flooding conditions can create a wake which carries beyond the street or curblines causing damage to adjacent properties. The purpose of this Ordinance is to protect the property of the City and its citizens by regulating the manner of operation of motor vehicles driven upon the public streets and roadways of the City during flooding conditions.
- B. Prohibited operation. No motor vehicle shall be operated on any public street or roadway within the City where flooding exists in a manner as to cast or discharge a wave which carries beyond the edge of the street or curblines. For the purpose of this Ordinance flooding shall mean the existence of water on the surface of the center line of the roadway which exceeds six inches in depth.

Section 98-6. Violations and penalties.

Any person violating or failing to comply with any other provision of this Ordinance shall, upon conviction thereof, be punishable by a fine in an amount up to the maximum permitted by law. The continuation of such violation for each successive day shall constitute a separate offense, and the person or persons allowing or permitting the continuation of the violation may be punished as provided above for each separate offense.

Severability. If any sentence, phrase, clause or any part of this Ordinance shall, for any reason,

be held invalid, such invalidity shall not affect the remaining portions of this Ordinance, and it is hereby declared to be the intention of this City Council to have passed each sentence, phrase or clause, or part thereof, irrespective of the fact that any other sentence, phrase or clause, or part thereof, may be declared invalid.

Codification. This Ordinance is hereby incorporated into and made a part of the Kemah City Municipal Code.

Duly Passed and Approved on First Reading this the 17th day of June, 2020

Duly Passed and Approved on Second and Final Reading this the ____ day of _____, 2020.

**Terri Gale, Mayor
City of Kemah, Texas**

ATTEST:

Melissa Chilcote, City Secretary

APPROVED AS TO FORM AND CONTENT

**Dick Gregg, Jr., City Attorney
City of Kemah, Texas**

**Kemah City Council Agenda Item
#16 amendment of the Mobile Food Vendor Ordinance(First Reading)**

Once form is complete and departmental clearances are obtained, this form should be forwarded to the City Secretary as soon as possible prior to the date that the item is expected to be placed on the City Council agenda.

Date requested for Council consideration: 06/17/2020

Prepared by: Terri Gale

Subject: To approve an amendment of the Mobile Food Vendor Ordinance(First Reading)

Proceeding: Ordinance

Originating Department: Admin

Plan Reference: 17SP- or 17OP-

Texas Ethics Commission Form 1295 required?

If YES, is copy of Form attached? Contract Identification Number on Form:

City Attorney Review: Yes

Expenditure Required: Amount Budgeted:

Appropriation Required: Source of Funds:

Finance Approval:

City Administrator Approval: (Walter Gant)

SUMMARY / ORIGINATING CAUSE

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

Ordinance XXXX – Mobile Food Truck Amendment First Reading - draft

ORDINANCE NO. 1142

AN ORDINANCE AMENDING PORTIONS OF CHAPTER 50 OF THE CITY OF KEMAH CODE OF ORDINANCES, AND REPLACING ORDINANCE NO. 1093 REGULATING MOBILE FOOD VEHICLES WITHIN THE CITY LIMITS OF THE CITY OF KEMAH, TEXAS.

Sec. 50-61. - Definitions.

[The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

Mobile food vehicle means a food service establishment that operates as a restaurant (or food vendor) from a vehicle of any kind (motorized or non-motorized including but not limited to a catering vehicle or a vehicle with attached trailer) that is readily mobile at all times. It also includes a temporary table, set of tables, cart or booth set up outside of a permanent building that can be easily transported. This type of establishment primarily prepares and/or sells food, drinks, snow cones and public concession type food for patrons.

Substantial construction site means a site or location under construction in a project of ten or more single-family residential homes or a commercial or multi-family project.

Sec. 50-62. - Mobile food vehicle regulations.

Intent: To provide a means of permitting mobile food vehicles while protecting the public interest and health of the patrons and residents of the City of Kemah.

(a) *Location restrictions:*

- (1) Mobile food vehicles may not locate for the purpose of on-site sales at a particular fixed location (for a day or more) within 50 feet of a property used for single-family residential purposes, townhomes, or multifamily purposes. However, temporary pauses (to complete a sale and then depart) by a vendor who does not utilize a fixed location, like an ice cream vehicle or bicycle making mobile neighborhood sales, are excluded from this prohibition, but must hold a valid permit issued by the City of Kemah. Private residences may allow mobile food vehicles on premises for up to a 24-hour period, but no longer than a 24-hour consecutive period.

Exceptions:

- a. Mobile food vehicles may be operated or located on a substantial construction site.
- b. Mobile food vehicles may be operated or located within 50 feet of a property used for single-family, townhome, or multifamily purposes if a commercial use is already located within 200 feet of the location of the subject mobile food vehicle. For the purposes of this ordinance, food trucks themselves do not constitute a commercial use that can be calculated as a part of this 200-foot distance.
- c. Mobile food vehicles may locate within 50 feet of a property used for single-family residential purposes provided that signed correspondence from the abutting residential property owners agree to the associated mobile food vehicle use.

(2) Mobile food vehicles may not locate for the purpose of on-site sales at a particular fixed location (for a day or more) within 100 feet of a property used for commercial purposes without express written permission from all businesses within that radius. If a mobile food vehicle is engaged by a business to operate on or directly in front of the premises of that business, this requirement must still be fulfilled.

(b) *Health requirements:*

- (1) All mobile food vehicles shall satisfy all health and safety requirements as do all other restaurants within the City of Kemah.

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(2) During business hours permitted herein, adequate trash receptacles shall be provided and emptied by the permit holder on a regular basis so that the premises are clear of litter and food waste.

(c) *Submittal requirements for permits:*

(1) *Mobile food vehicle application and required fees.* The one-time fee for the permit or license shall be \$75.00 for any part of a year. The permit expires on December 31 of each year. No person, firm or corporation shall operate such a mobile food vehicle without a current and valid city license, in plain sight and subject to the requirement that it be produced on demand to any city officer seeking such identification for the operator. Consent of a manager or business owner acting as a host site does not relieve the mobile food vehicle of its requirement for a separate permit; a mobile food vehicle may not operate as an extension of the host site's permit.

(2) *Required submittals for mobile food vehicle permit.*

- a. Plumbing, electrical and gas (if applicable) schematics shall be required to be approved and on file with the City of Kemah. All mobile food vehicles shall comply with all applicable City-adopted building, plumbing, mechanical and electrical codes.
- b. A list of locations where the mobile food vehicle will operate (updated as locations change).
- c. Written consent from the property owner or legal representative allowing the mobile food vehicle, if to be at a location for an hour or more, and documentation of written consent as required by any other residence or business required to consent to its operation.
- d. Written consent from a manager or business owner of a host site allowing patrons to use the restroom, if to be at a location for an hour or more, if food sold is to be consumed on site and seating arrangements are provided on site by the applicant.
- e. Copy of sales tax permit indicating that Kemah, Texas, shall be reported as the point of sale for all sales by applicant in Kemah, Texas. This is to be furnished as soon as possible within five business days after the issuance of the permit.

(d) Hours of operation:

(1) ~~Mobile food vehicles may not operate between the hours of 2:00 a.m. and 6:00 a.m. within the city limits of the city of Kemah.~~

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Duly Passed and Approved on First Reading this the ~~3rd day of May, 2017~~

Duly Passed and Approved on Second and Final Reading this the ~~17th day of May, 2017~~

Carl A. Joiner Terri Gale, Mayor
City of Kemah, Texas

ATTEST:

Melissa Chilcote, City Secretary

APPROVED AS TO FORM AND CONTENT:

Dick Gregg, Jr., City Attorney
City of Kemah, Texas

Kemah City Council Agenda Item

#17 amend the Kemah Growth Fund Ordinance to be the Kemah Growth and Resiliency Fund Ordinance (First Reading)

Once form is complete and departmental clearances are obtained, this form should be forwarded to the City Secretary as soon as possible prior to the date that the item is expected to be placed on the City Council agenda.

Date requested for Council consideration: 06/17/2020

Prepared by: Terri Gale

Subject: to amend the Kemah Growth Fund Ordinance to be the Kemah Growth and Resiliency Fund Ordinance (First Reading)

Proceeding: Ordinance

Originating Department: Admin

Plan Reference: 17SP- or 17OP-

Texas Ethics Commission Form 1295 required?

If YES, is copy of Form attached? Contract Identification Number on Form:

City Attorney Review: Yes

Expenditure Required: Amount Budgeted:

Appropriation Required: Source of Funds:

Finance Approval:

City Administrator Approval: (Walter Gant)

SUMMARY / ORIGINATING CAUSE

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

To approve the first reading.

ATTACHMENTS

Ordinance XXXX – Kemah Growth and Resiliency Fund amendment – draft

ORDINANCE NO. _____

AN ORDINANCE AMENDING CITY OF KEMAH, TEXAS ORDINANCE NO. 1158 THAT ESTABLISHED A ‘KEMAH GROWTH FUND’ NOW TO BE KNOWN AS ‘KEMAH GROWTH AND RESILIENCY FUND’ AS A TOOL TO INCREASE THE FINANCIAL RESILIENCY OF THE CITY OF KEMAH AND TO FUND GRANTS OR LOANS TO GROW THE SALES TAX BASE FOR THE CITY OF KEMAH.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEMAH, TEXAS THAT:

ORDINANCE NO. 1158 IS HEREBY AMENDED AS FOLLOWS:

- (1) The name, ‘Kemah Growth Fund’ is hereby changed to ‘Kemah Growth and Resiliency Fund’.
- (2) The Kemah Growth and Resiliency Fund shall be designed to serve as an economic development fund for grants or loans to qualifying economic development initiatives for the purposes of growing the sales tax base, strengthening infrastructure and generally increasing the wealth of the City of Kemah.
- (3) City shall automatically allocate 15% of each year’s budgeted revenue from City related sales tax income that is designated as General Fund revenue (as opposed to KCDC revenue). This budgeted revenue shall be deposited into this separate Kemah Growth and Resiliency Fund account.
- (4) The allowable uses of Kemah Growth and Resiliency Fund shall include funding budgeted revenue shortfalls due to unanticipated events and funding capital projects once the fund has reached one year of total fiscal year budgeted expenses.
- (5) Spending for capital projects shall only flow from what already exists in the CIP fund or Kemah Growth and Resiliency Fund (rather than using transfers from budgeted revenue for the year).
- (6) The goal of the City shall be to maintain at least 4 months budgeted expenditures in the General Fund.
- (7) The Kemah City Council may, by record vote and at their discretion, utilize the Kemah Growth and Resiliency Fund for other purposes as they see fit in the best interest of the City of Kemah.

Duly Passed and Approved on First Reading this the 17th day of June, 2020.

Duly Passed and Approved on Second and Final Reading this the ____ day of _____, 2020.

Terri Gale, Mayor
City of Kemah, Texas

ATTEST:

Melissa Chilcote, City Secretary

APPROVED AS TO FORM AND CONTENT:

Dick Gregg, Jr., City Attorney