



**MEETING MINUTES
JUNE 11, 2024**

**SEABROOK CITY COUNCIL
SPECIAL CITY COUNCIL MEETING**

Mayor Thom Kolupski called the Seabrook Council Meeting to order at 6:00 p.m. in the Council Chambers in Seabrook City Hall. Present were City Councilmembers Thom Kolupski, Buddy Hammann, Rob Hefner, Tom Tollett, Joe Machol, Michael Giangrosso, Jackie Rasco. Also in attendance were: City Manager Gayle Cook, and City Secretary Rachel Lewis. Mayor Kolupski declared a quorum and pledges were conducted.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no citizen comments.

2. ADJOURN REGULAR SESSION AND ENTER INTO WORKSHOP SESSION

Mayor Kolupski adjourned the Regular Session and entered into a Workshop Session at 6:00 pm.

2.1 Presentation to City Council on FY 2024-2025 Capital Improvements Program (CIP) projects, for review and discussion.

City Manager Gayle Cook, City Engineer Brian Craig, and Public Works Director Kevin Padgett presented the proposed FY 2025 CIP projects. See attachment A.

Council discussed funding options for Pelican Bay Municipal Pool and citizen survey results. West side park projects were suggested. Staff was asked to move forward with planning the Wildlife Trailhead project (P12) without paving with concrete. Further planning for the Pine Gully and Hester Park pedestrian bridge projects was requested. Council discussed remodeling the Community House and will discuss more in depth at a later date.

Council was asked about the possibility of revisiting a more scaled down version of building a new Police Station. Council agreed that a new plan should be considered.

3. ADJOURN WORKSHOP SESSION AND ENTER INTO REGULAR SESSION

Mayor Kolupski adjourned the Workshop Session and returned to Regular Session at 7:33 pm.

4. NEW BUSINESS

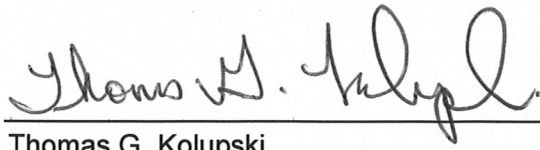
4.1 Take any appropriate action on Capital Improvement Program (CIP) project preparation for future discussions.

There were no actions taken.

Motion:	To Adjourn
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 2 Hefner
Vote:	Passed unanimously by all present

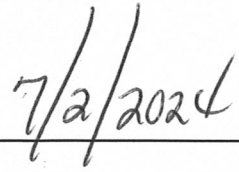
The meeting was adjourned at 7:33 pm.

APPROVED:

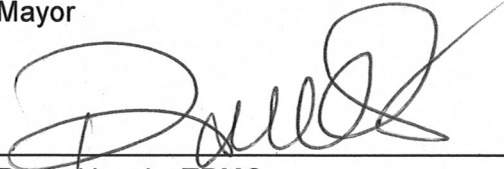


Thomas G. Kolupski
Mayor

DATE:



ATTEST:



Rachel Lewis, TRMC
City Secretary



PROPOSED FY 25 CAPITAL IMPROVEMENT PLAN

FY 2025 - 2029 +
City Council Workshop
June 11, 2024





Capital Improvement Program (CIP)

A Capital Improvement Plan (CIP) is a strategic and financial planning document used to identify and prioritize major physical infrastructure projects. These projects typically involve the construction, maintenance, or improvement of long-term assets such as buildings, roads, parks, water and sewer systems, and other significant facilities.



CIP in Seabrook

What is Required by City Charter?



A Five (5) Year Capital Program and Budget, which may be revised and extended each year to indicate capital improvements pending or in the process of construction or acquisition, and shall include the following items:

- a. A summary of proposed programs;
- b. A list of all capital improvements which are proposed to be undertaken during the five (5) fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
- c. Cost estimates, method of financing and recommended time schedules for each such improvement; and
- d. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.
- e. Adoption of the budget is for the ensuing fiscal year only and does not constitute adoption for the subsequent four (4) fiscal years.

Department Requests

Federal & State Mandates

End of Life of Asset/Age
Citizen Survey
Boards & Commissions
Project Feasibility Studies
Master Plans



**A Special Fund for
Capital Improvements is
the holding for the
majority of the funds
annually on CIP Projects
“Fund 28”**



How do the Projects get created?

**Capital
Improvement
Plan in
Seabrook**



How the Process Works

Projects

- Projects are evaluated by the City Manager and associated Director and ranked for the upcoming year for priority
- Many projects are cut from the current year list and pushed in the later years of the CIP due to financial constraints or limitations on funding
- Finance and City Manager look at potential alternative funding sources to increase available funds for current year
- City Manager makes recommendations on current year and five year CIP plan



“A Capital Improvement Plan is the blueprint for sustainable growth and community resilience, ensuring that today's investments lay the foundation for tomorrow's prosperity.”

Types of Assets in a Capital Improvement Plan

Capital Projects typically fall into to one of the following:

- Water / Sewer / Drainage
- Streets, Transportation
- Facilities
- Equipment and Vehicles
- Parks
- Sidewalks / Granite Trails
- Information Technology (IT)

Our Target

City Councilthe Budget

The City Council reviews, comments and approves the CIP based on the recommendations from the City Manager and Finance for funding proposals



Should Bond Authorization and Ordering an Election (New Debt Propositions) be developed



Appropriation approval by reviewing all projects in the current “FY25” budget column noting their associated funding sources



CIP Workshop - Introduction

This first budget workshop reorients City Council to the recent projects and progress in FY 2024 and introduces Council to recommendations and/or updates to the plan for FY 2025



Last Ten Years

[illegible]

Assessments

Falling Behind and Catching Up

Through economic downturns, the City due to financial constraints had extremely limited approved CIP funds. It is the goal to leverage current new debt with grant partnerships to grow the number of projects especially in the Street projects



Deferred Maintenance

O&M Costs on existing facilities and assets will only grow higher if not addressed timely



Catch UP

A wide range of funding opportunities are sought, but in the case of streets, debt or a “catch up” is needed to not continue to fall behind



Fleet Replacement Programs

The city maintains 2 Fleet Replacement Programs that are funded by annual “Amortization” payments in the associated department. The amortization payment fund forward the planned 7 year and 10 year purchases



Streets

Safe Routes to School	82%
Sidewalks	87%
Pavement Improvements	80%
North Meyer - Strong Support	66%
East Meyer - Strong Support	66%
Main Street Rehab Todville to N Meyer - Strong Support	56%
Main Street Rehab SH 146 to N Meyer - Strong Support	62%

Drainage

Observed inadequate stormwater infrastrucure - NO	74%
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Parks

Improvements You Would Like to See

Fishing Pier			57%
Granite Trails			48%
Trail Maps			46%
Kayak Launch			42%
Additional Restrooms on Trails -	Yes 46%	No 53%	
Standardization of Amentities	Yes 59%	No 40%	

“NASA PKWY - Would love to see trees and shrubs planted in the median as well as a wider bike/ped lane with physical separation.”

“TODVILLE - Extend Sidewalk on Todville from the bridge by Robinson Park to Maas”

“DRAINAGE CONCERNS- Sutton Lane, Mystic Village Lane, Sea Channel, SH 146 Feeder”

“TODVILLE - Extend Sidewalk on Todville from the bridge by Robinson Park to Maas”

“PARKS- Acquire the land by Hester park, friendship park and land by baybrook park and expand those green spaces with trails”

“PARKS- Rehab and expand skatepark. Too many cracks”

CIP Citizen Survey



Projects in Progress or Scheduled for Completion in Current FY 2024

ARPA

W5 Taylor Lake Water Line



Enterprise/Impact

W9 Red Oak Acres Water Line



Capital Fund 28

W21 Red Bluff Water Line Interconnect (Geon)



Impact Fees

W31 Seascape Water Lines



Impact Fees

W16 Old SH 146 Interconnect



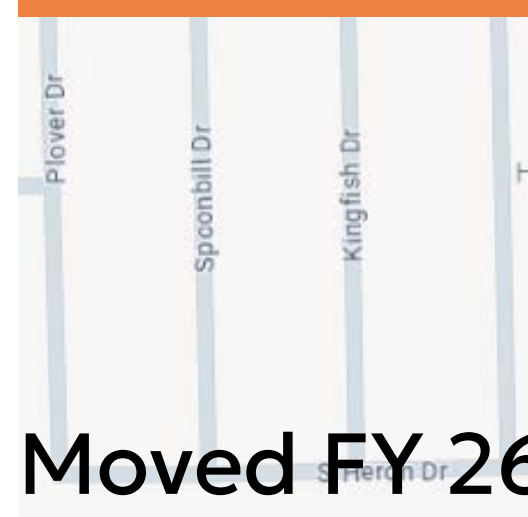
Enterprise

W29 Shady Lake Water Line Replacement



Impact Fees

W32 Baybrook Water Line Replacement



WATER PROJECTS



Projects in Progress or Scheduled for Completion in Current FY 2024

HMGP Grant/COs

WW9 Pine Gully
WWTRP Retrofit



Impact Fees/SB7

WW14 Liftstation No.
Force Main Improv



IN PROGRESS

HMGP Grant

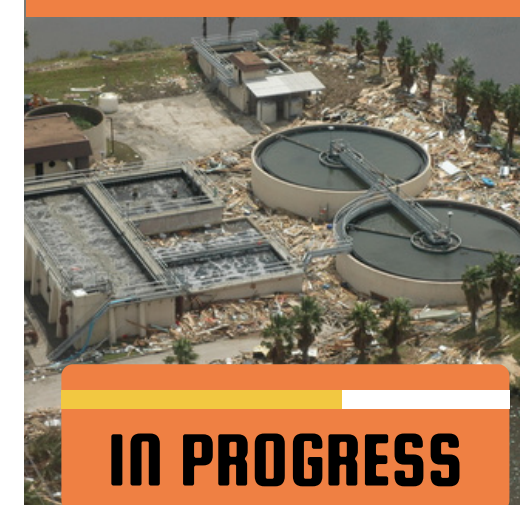
WW16 Portable
Generators



IN PROGRESS

Fund 29

WW19 Main Street
Demolishment



IN PROGRESS

WW20 Lakeside Dr
Sanitary Sewer Relo



Impact Fees

WW21 Pine Gully LS
Forcemain Bore



IN PROGRESS

Impact Fees

WW22 Pine Gully LS
Relocation



Moved FY 26

WASTEWATER PROJECTS



Projects in Progress or Scheduled for Completion in Current FY 2024

HMGP Grant/COs

S17 Enhance and Reconfig Main St



PER Not Approved -Moved Out

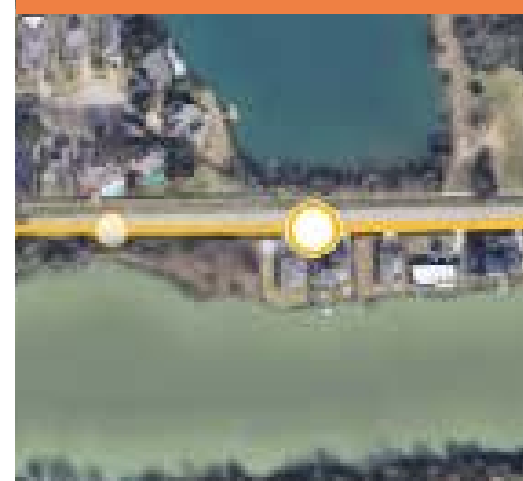
General Fund/Developer

S25 Lakewood Yacht Club Dr



COs 2023

S26 East Meyer Reconstruction



Moved FY 26

COs 2023/Harris Co

S27 North Meyer Reconstruction



IN PROGRESS

STREET PROJECTS



Projects in Progress or Scheduled for Completion in Current FY 2024

Future Bond - To Discuss

P24 Pelican Bay Pool Facility



IN PROGRESS

General Obligation Bond 2023

FAC18 Firetruck



IN PROGRESS



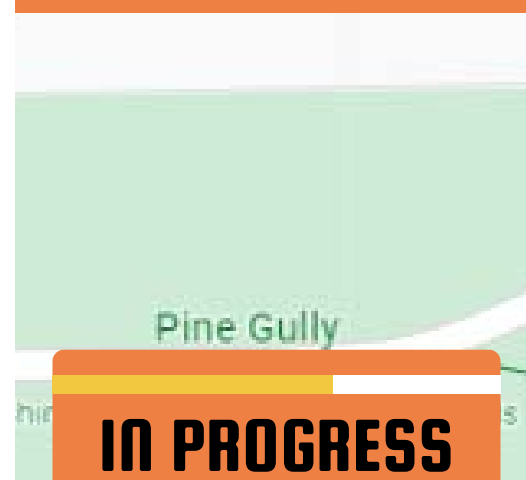
Future Grant

P12 Wildlife Park Trailhead



Carothers Bond Fund

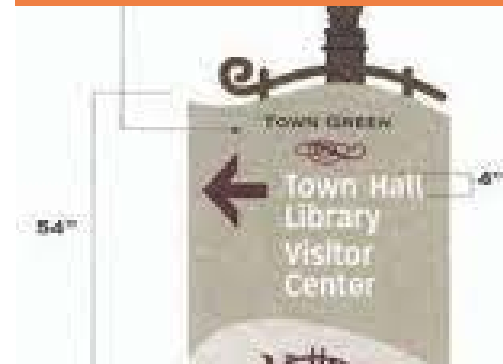
P20 Carothers Coast Gardens East Tract



IN PROGRESS

EDC

FAC 20 Gateway and Directional Signs



IN PROGRESS

General Fund/ State Grant

SH 146 Landscaping Green Ribbon Grant



IN PROGRESS

HMGP Grant

FAC22 Generator City Hall/PD



IN PROGRESS

General Obligation Bond 2023

FAC 25 EMS & EOC Building



IN PROGRESS



PARK AND FACILITIES PROJECTS



Projects in Progress or Scheduled for Completion in Current FY 2024

FAC 24 Generator
Community Hse



IN PROGRESS

FAC33 Generator
Fire Station



IN PROGRESS

FAC31 Fiber Loop
NASA Parkway



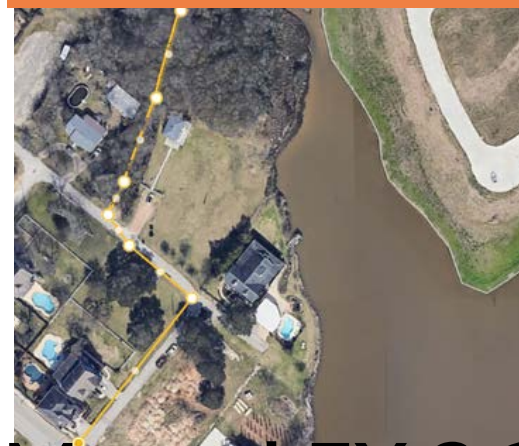
IN PROGRESS

SW3 Trail from City
Hall to Ashley Oaks



Moved FY 26

SW2 Main Street to
Old Seabrook
Village



Moved FY 26

D14 Old Seabrook
Drainage Plan



IN PROGRESS

FACILITIES, DRAINAGE AND SIDEWALK PROJECTS

New FY 2025 Proposed Projects

• Water Projects	\$ 1,508,783
• Wastewater Projects	\$ 1,387,962
• Street Projects	\$ 10,578,914
• Facilities Projects	\$ 3,634,848
• Park Projects	\$2,446,603
• Sidewalk Projects	\$ 100,000
• IT Projects	\$ 150,000

Total FY 2025 Recommended	\$19,807,109
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The background image is a composite of two scenes. The left side shows several large, dark-colored metal pipes stacked horizontally on wooden pallets next to a paved path and green grass. The right side shows a construction site with a yellow excavator and a grey water truck with 'WATER' written on its tank. The text is overlaid on a white rectangular area in the center.

WATER PROJECTS PROPOSED FY 2024-25

Water Projects - FY 2025

Proposed Funding FY 2025

- | | |
|---------------------------------------|----------------------|
| • W16 Old SH 146 Interconnect | \$ 622,938 |
| • W21 Geon to Red Bluff Interconnect | \$In Progress - Paid |
| • W31 Seascape Water Line Replacement | \$ 885,845 |

Total Water	\$1,508,783
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Water FY25

W16 Old SH 146 Water Line Interconnect
\$ 932,850

W21 Water Line Interconnect (Geon/SH146)
\$ 327,040

- Funding: Impact Fees

Both projects provide for additional interconnections with the City of Pasadena, the City's water provider and allows for connections to be used for emergency purposes.





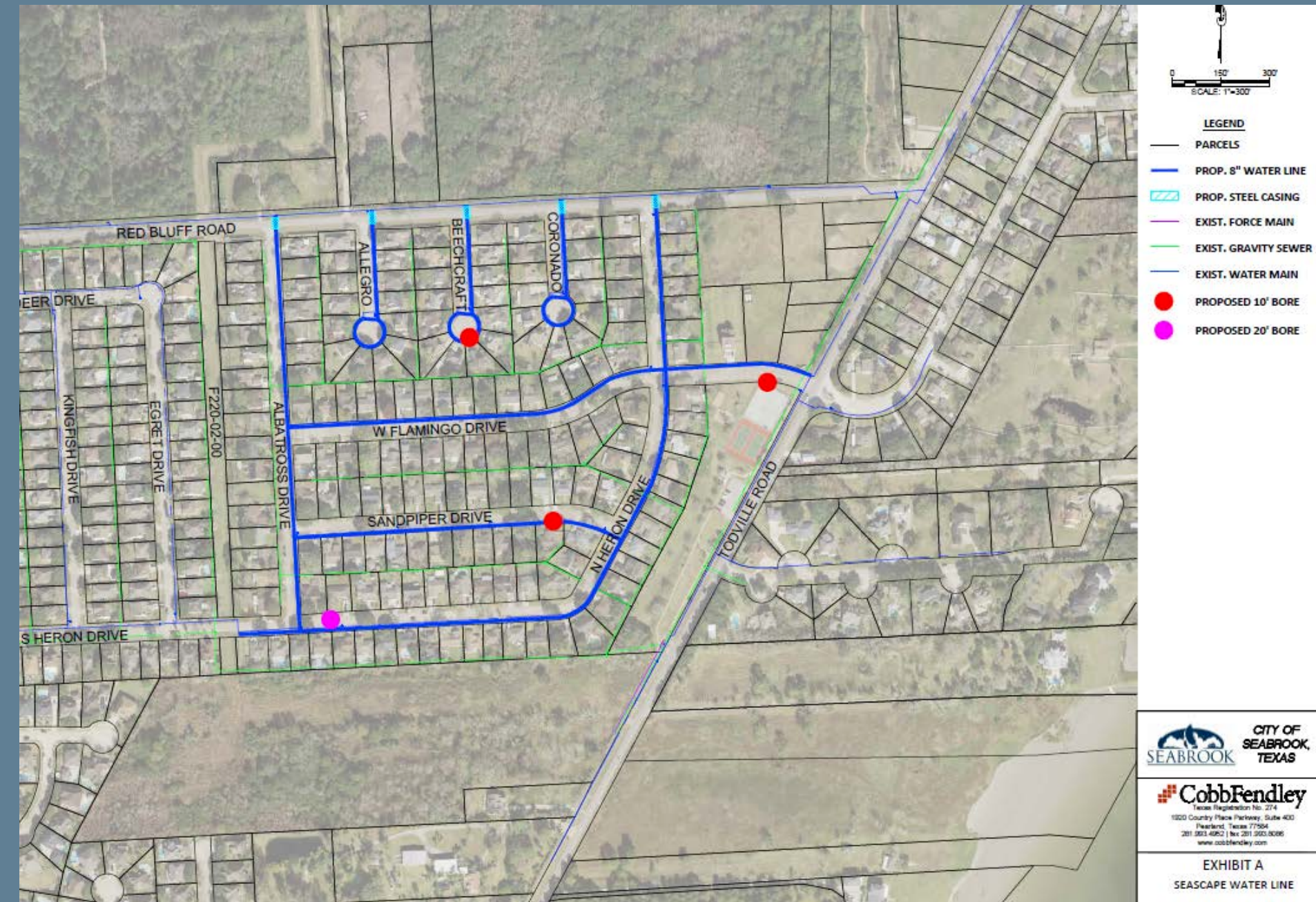
Water FY25

W31 Seascape Water Line

\$ 1,120,445
(\$885,845 FY25)

- Funding: Impact Fees

The purpose of this project is to replace existing asbestos concrete (AC) water lines throughout the neighborhood and to increase the capacity in water lines less than 6 inches



A construction site featuring large blue pipes laid out on the ground. A worker in a yellow safety vest and hard hat is visible on the left. In the background, there is a yellow excavator and a residential house.

WASTEWATER PROJECTS FY 2024-25

Wastewater Projects - FY 2025

Proposed Funding FY 2025 (Carry Over to Complete Projects)

- | | |
|---|------------|
| • WW14 Lift Station No. 5 Force Main | \$504,200 |
| • WW16 Portable Generators | \$ 283,162 |
| • WW19 Main Street Wastewater Plant Dem | \$ 440,000 |
| • WW21 Pine Gully Lift Station Forcemain Bore | \$160,600 |

Total Wastewater

\$ 1,387,962



Water FY25

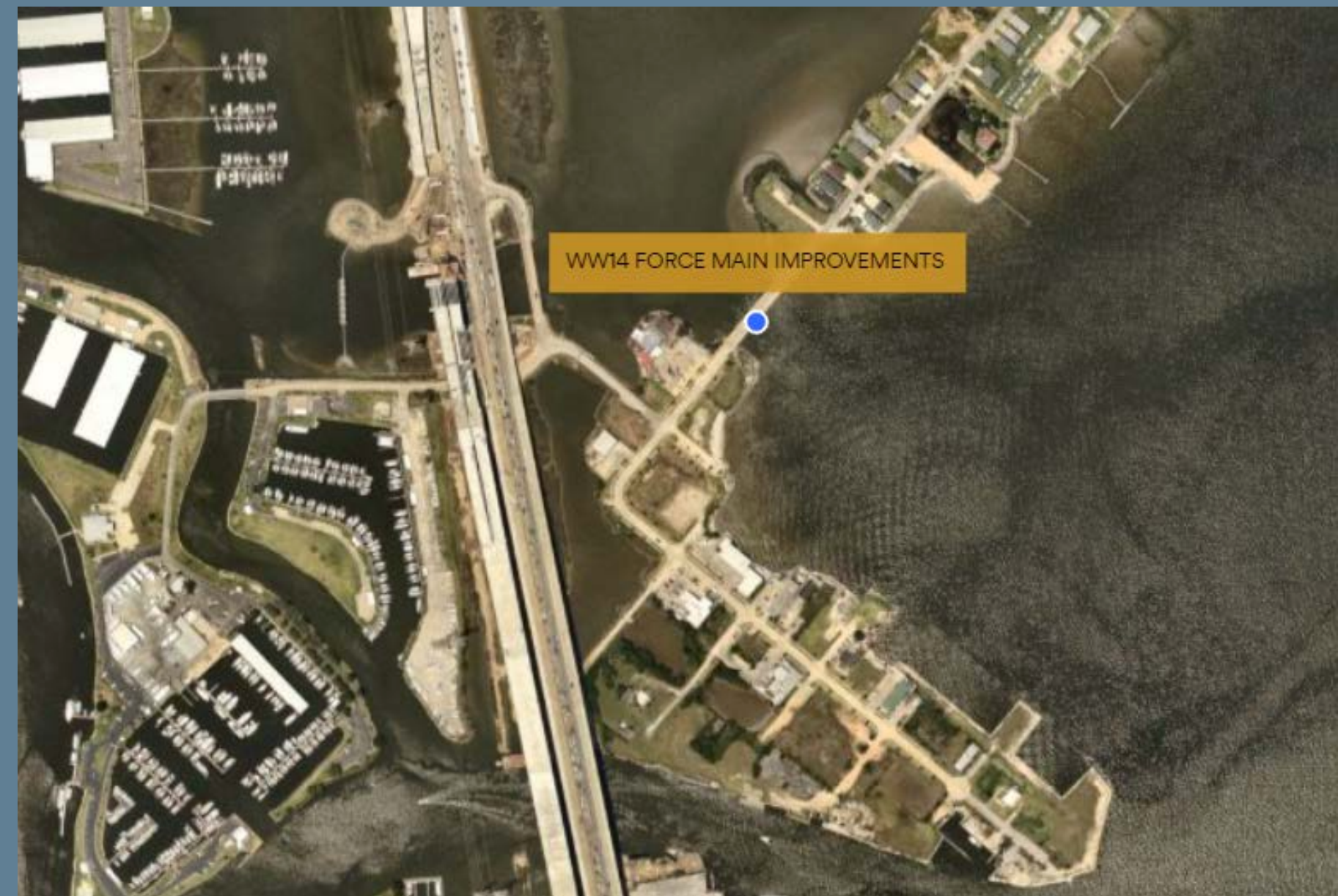
WW14 Force Main Improvements

\$ 601,380

\$504,200 (Remaining in FY2025)

- Funding: Impact Fees

Resiliency project to upsize and bore force main servicing the Todville, Shipyard and Waterfront Drive districts.





Water FY25

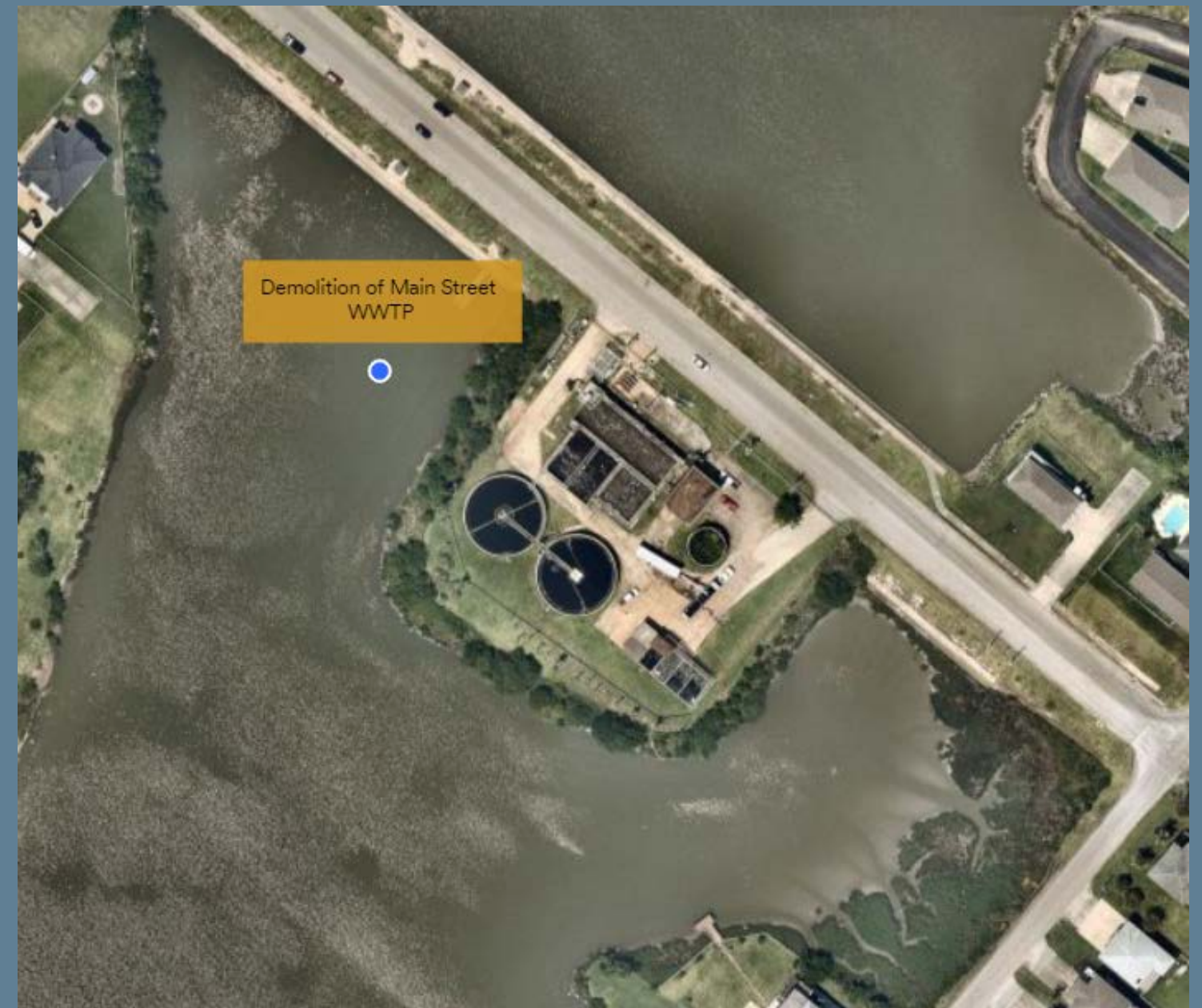
WW19 Demo of Main Street WWTP

\$ 440,000

- Funding: Fund 29

Once Pine Gully WWTP is live, plans and services in this project would result in the decommissioning and demolition of most components at the Main Street WWTP.

The land is in the plans under the Livable Center for a public/events area and under a separate project.



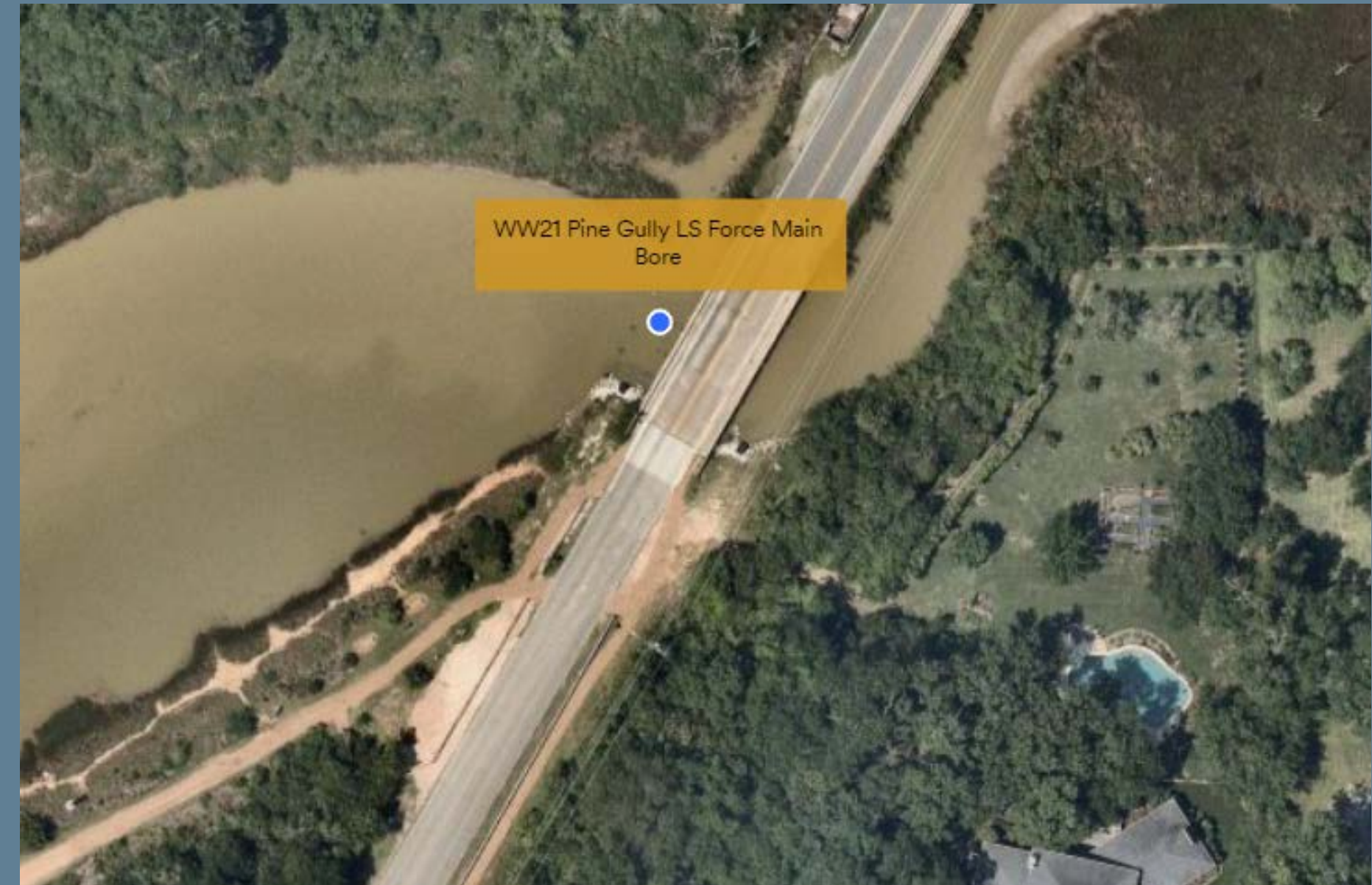


Water FY25

WW21 Pine Gully LS Force Main Bore \$ 197,100

- Funding: Impact Fees

This project builds resiliency to bore and replace with a 10"HDPE line under Pine Gully.



STREET PROJECTS FY 2024-25



Street Projects - FY 2025

Proposed Funding FY 2025

- S27 North Meyer Reconstruction (total \$8 mil) \$4,000,070
- S29 Lyman Street Reconstruction \$ 376,755
- S30 3rd Street Reconstruction \$2,202,089

Total Streets

\$6,578,844



Streets FY25

S27 North Meyer Reconstruction

\$ 8,000,070

- Partnership Grant awarded for design
- Construction funding will be awarded after design
- Funding: Certificates of Obligation and Harris County

Design and reconstruct a complete street design from East Meyer up to SH 146. The asphalt will be reconstructed in concrete and sidewalks will be added or reconstructed along the scope of the project and interconnected with SH 146 sidewalk





Streets FY25

S29 Lyman Street

\$ 376,755

- Reconstruct Lyman Street in Old Seabrook
- Asphalt to Concrete reconstruction
- Keep Open Ditch Drainage
- Funding: Certificates of Obligation and Harris County





Streets FY25

S30 3rd Street

\$ 2,202,089

- Asphalt to Concrete reconstruction
- Keep Open Ditch Drainage
- Funding: Certificates of Obligation





Park Projects FY 2024-25



Park Projects - FY 2025

NEW Additions - Funding To Be Determined:

• Pine Gully Pedestrian Bridge	\$344,150
• Friendship Restroom Upgrade	\$ 93,390
• Meador Park Trail Lighting	\$ 80,000
• Brummerhop Park Playground Turf Upgrade	\$108,464
• Friendship Park Playground Turf Upgrade	\$130,983
• Wildwood Park Playground Turf Upgrade	\$ 47,756
• Hester Park Pedestrian Bridge	\$141,000
• Shade Structures - Playgrounds	\$ 98,000
• Basketball Court - Baybrook - Overlay	\$ 42,600
	\$1,086,343

Park Projects - FY 2025

Proposed Funding FY 2025

- | | |
|---|--------------|
| • P20 Carothers East Tract | \$ 287,913 |
| • P24 Pelican Bay Municipal Pool Redesign & Construct | \$ 1,382,000 |
| • P28 Improvement to Former WWTP | \$ 60,000 |
| • P30 Friendship Restroom Upgrade | \$ 93,390 |
| • *If Quality of Life Items Considered -ARPA | \$ 623,300 |

Total Parks	\$2,446,603
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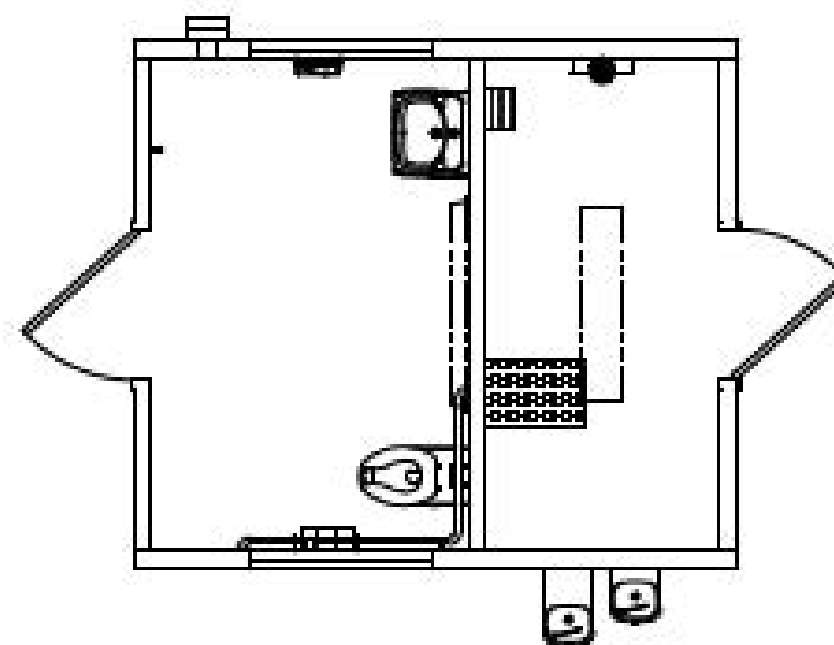


Parks FY25

P12 Wildlife Trailhead Improvement

\$ 467,700

- Concrete Parking Area
- Add Shade Structure (Helen Burton Donation)
- Add Restroom and Water Fountain
- Funding: TBD



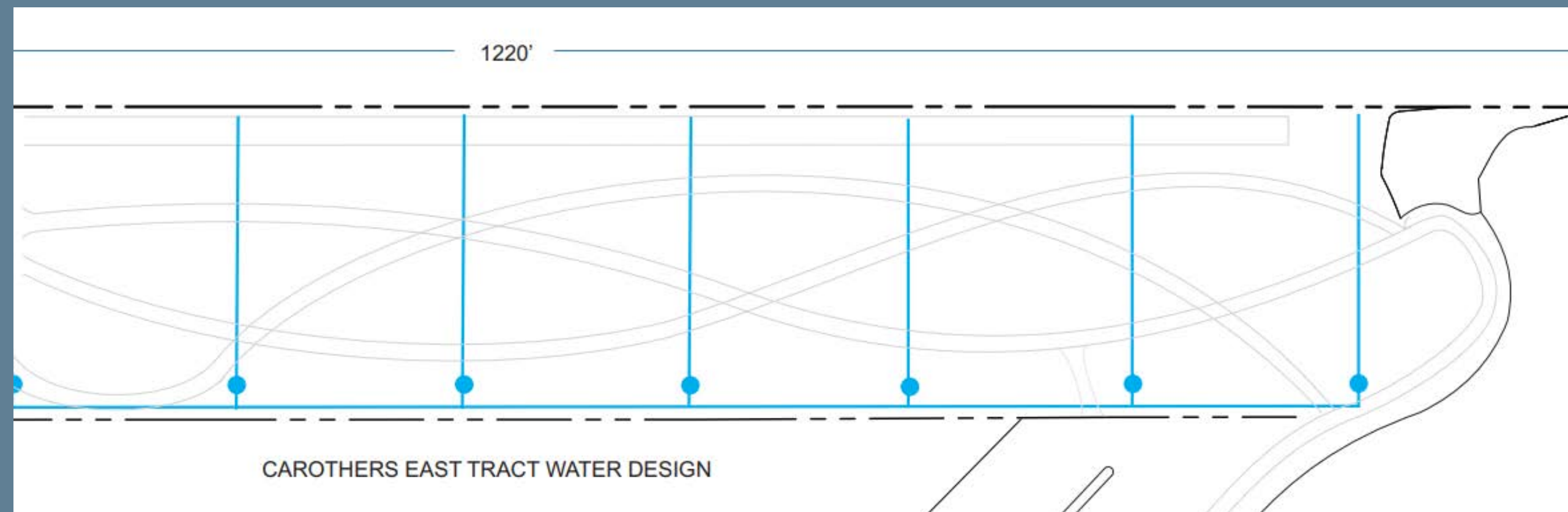
Proposed FY2024-25 Capital Improvement Program



Parks FY25

P20 Carother's Garden East Tract Trail System \$ 287,913

- Grading and Drainage Study
- Site Work and Trail Construction
- Funding: Carother's Fund





Parks FY25

P24 Pelican Bay Municipal Pool Renovation

\$ 519,200 Was Budgeted in Fund 28

Approximate New Cost \$2 - \$5 million

- In Concept Design Phase
- Funding: NEW GENERAL OBLIGATION BONDS, CERTIFICATES OF OBLIGATION



Proposed FY2023-24 Capital Improvement Program

Discussion

- Citizen Survey Results
- Conceptual Kickoff
- Estimated Costs
- Funding Options



Parks FY25

P28 Former Wastewater Site Enhancements

(Livable Center Study)

\$ 860,000

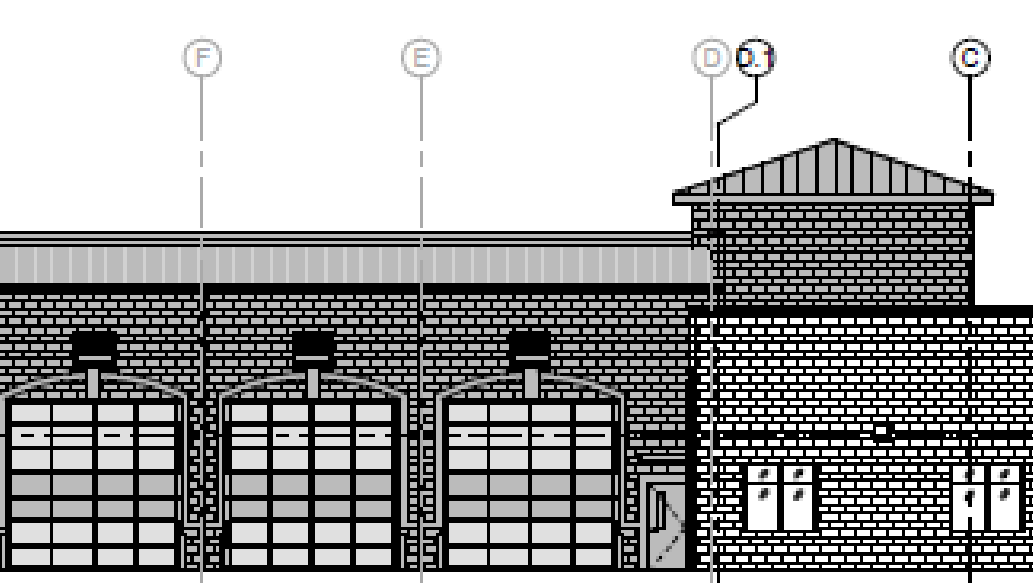
- Recommended enhancements to the demolished WWTP site include a paved parking, shade area, public stage space, restroom, education opportunities and signage
- Funding: Future Grants



ARPA Discussion

Approximately \$611,000 will remain and a number of Quality of Life items are recommended. Contracts must be in place by September 30, 2024 and funds spent September 30, 2026.

- P12 Wildlife Trailhead
- P35 Hester Pedestrian Bridge
- P36 Basketball Court Overlay
- Various Shade Structures in Parks



FACILITIES PROJECTS FY 2024-25

Facilities Projects - FY 2025

- | | |
|---|-------------|
| • FAC20 Gateway and Directional Signage | \$1,155,000 |
| • FAC25 EMS and EOC Addition | \$2,479,848 |
| • FAC35 Fire Training Tower | \$ 500,000 |
| • FAC37 Community House Remodel | \$ 150,000 |

Total Facilities	\$3,634,848
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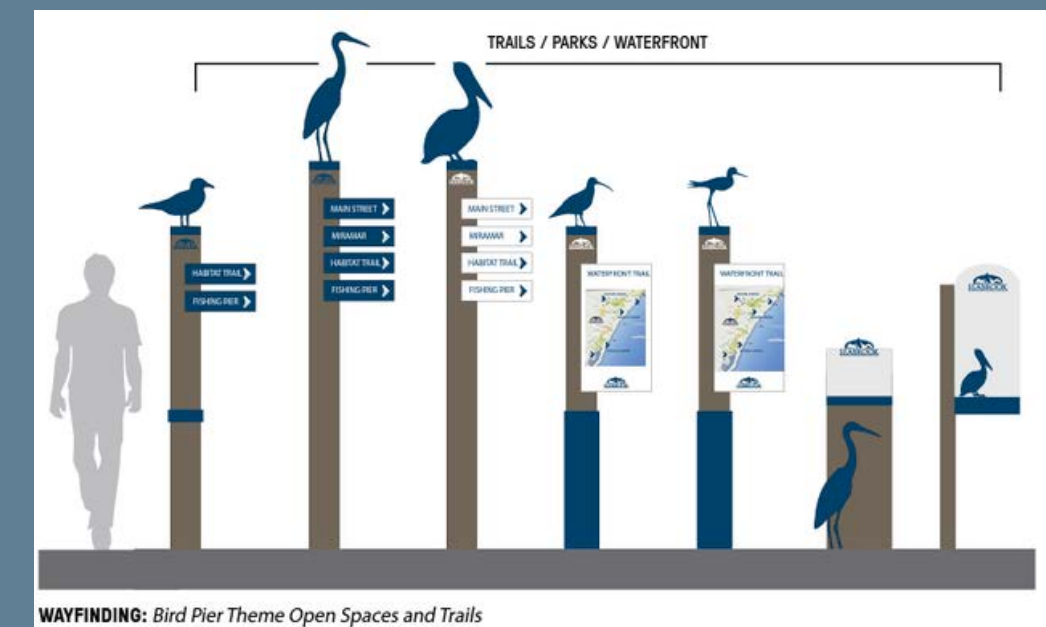


Facilities FY25

FAC20 Gateway and Directional Signage

\$ 105,000 (Total Budget \$1,050,000)

- Gateway Signage
- Directional Signage
- Wayfinding Signage
- Park Signage



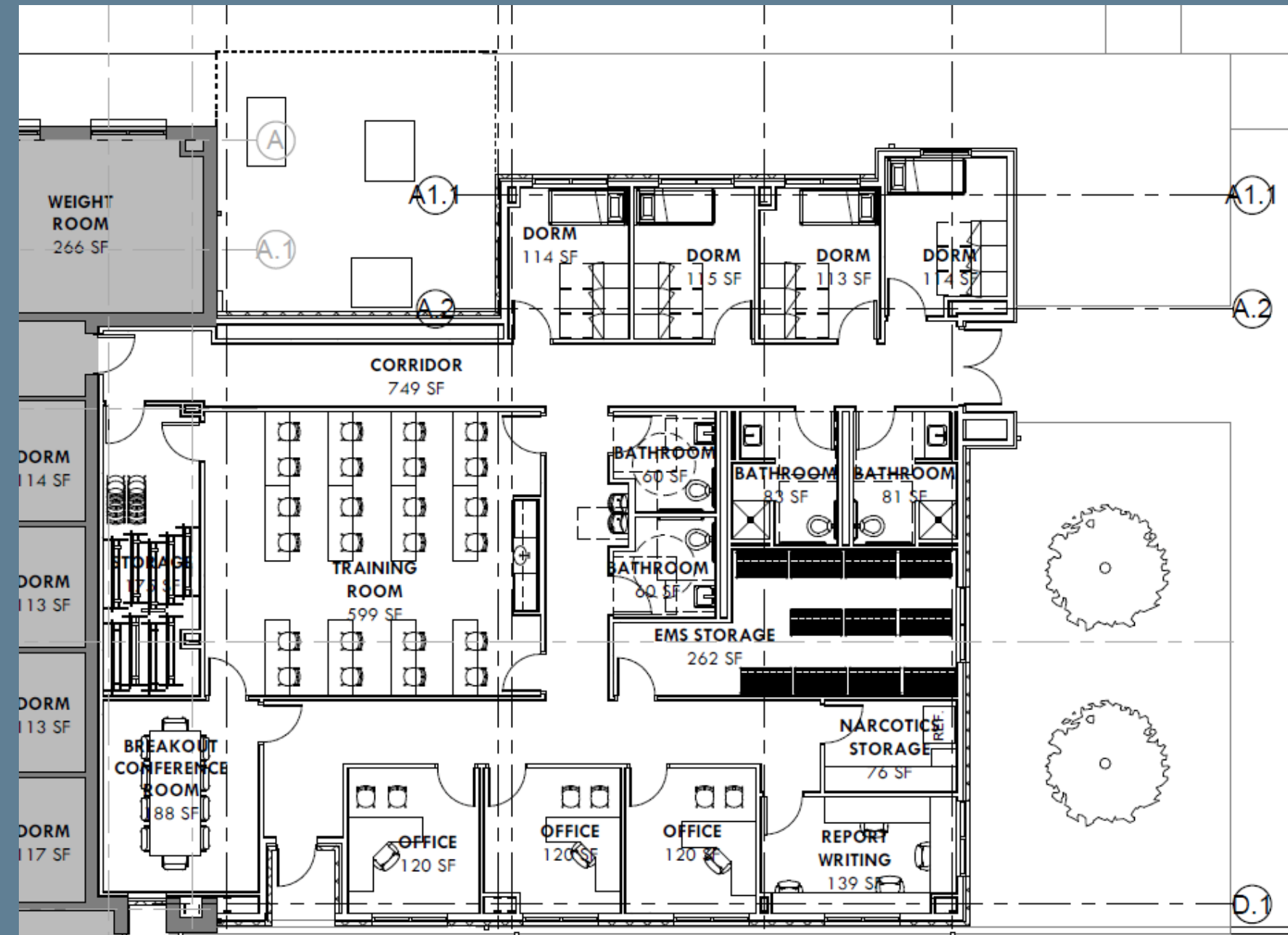


Facilities FY25

FAC25 EMS and EOC Expansion

\$ 2,400,000

- Approximately 3,880 s.f. expansion to the Seabrook Fire Station
- Expansion will house EMS Department, Emergency Management Department
- Building will house the Emergency Operations Center
- Funding: General Obligation Bond
 - November 7, 2023





Facilities FY25

FAC35 Fire Training Tower

\$ 500,000

- Modular Fire Training Tower construction
- Funding: General Obligation Bond
 - November 7, 2023 Approved.





Facilities FY25

FAC37 Community House Remodel

\$ 150,000

- Painting inside and out
- Kitchen upgrades
- Restroom upgrades and plumbing
- Lighting fixtures upgraded
- Fan upgrades
- Potential remodel of stage area
- Funding: General Fund

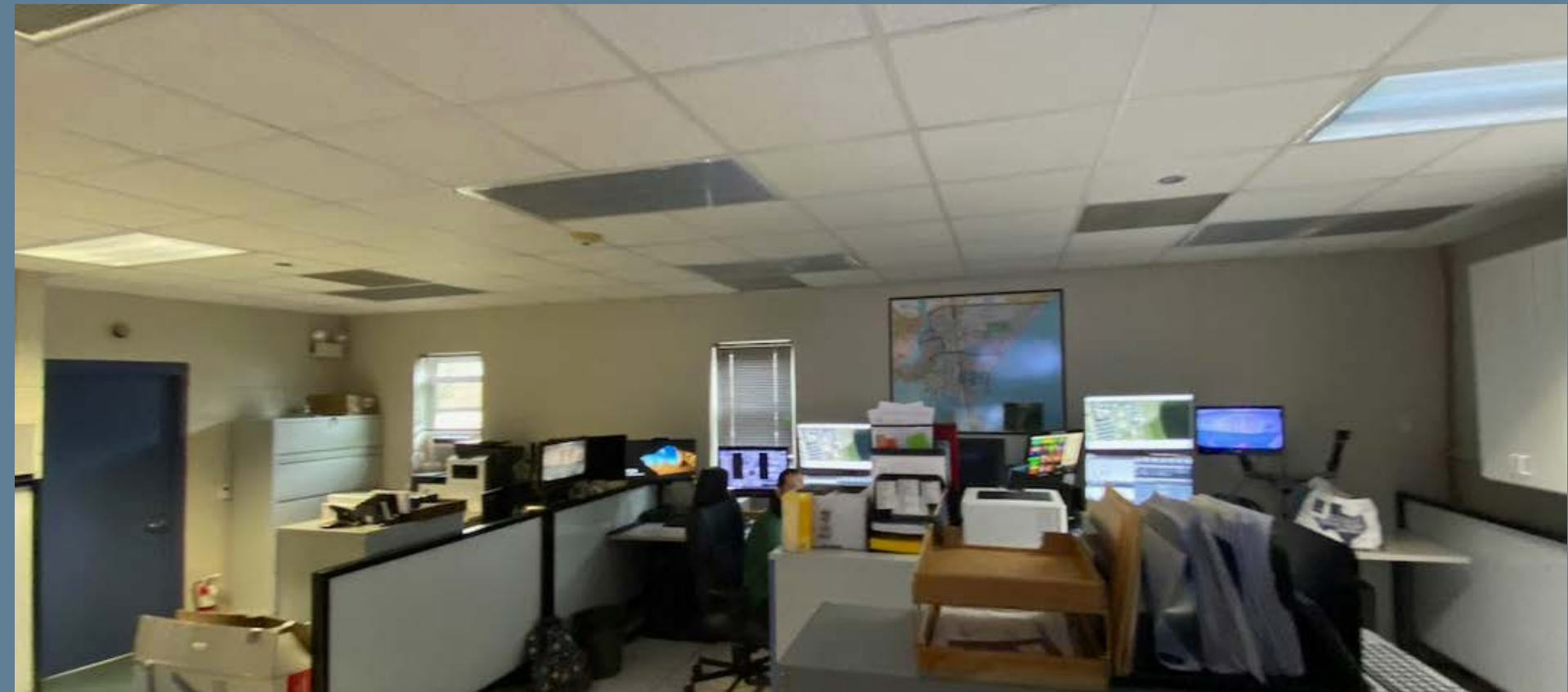




IT FY25

IT8 OSSI/Dispatch Software (Consortium with League City) \$ 150,000

- New dispatch software in design and testing
- Software costs are shared with area cities
- First payment made for design
- Balance payment pending when installed
- Funding: General Fund



Discussion

New Police Station

\$39,850

- A. **Revision of the Program of Requirements and Initial Cost Estimate** – RSA will review the original Seabrook PMC POR and reduce it to include Police Department functions only. An updated Program of Requirements and Initial Cost Estimate for Police only will be generated and forwarded to Staff for review and comment. Revisions will be incorporated into a final POR and cost estimate from the comments.
- B. **Prepare Proposed Floor & Site Plans** – Based on the approved POR and cost estimate, RSA will revise the original PMC site and floor plans to include the Police Dept. only. The proposed floor and site plans will be reviewed in a virtual Team's meeting with City Staff. RSA will make revisions to these plans based on Staff's comments from the virtual meeting and submit revised plans for final review.
- C. **Preliminary Exterior Conceptual Design** - Based on the proposed floor and site plans approved by Staff, RSA will prepare a Conceptual Exterior Design of the PD complex and a 3D virtual model for review with Staff and Stakeholders.
- D. **Update Conceptual Design Cost Estimate** – Based on the proposed site / floor plans and exterior design concept, RSA will update its conceptual design cost estimate for the project.
- E. **Conceptual Design Presentation to Council** – If desired, RSA will assist staff in making an in-person presentation of the proposed floor/site plans, virtual fly-around and updated conceptual design cost estimate to Council.

A photograph of a concrete sidewalk running diagonally from the bottom left towards the top right. The sidewalk is flanked by green grass on both sides. The grass on the left is slightly taller and more vibrant green, while the grass on the right is shorter and has some dry, brownish patches. The sidewalk itself is a light gray color with visible expansion joints.

SIDEWALK PROJECTS FY 2024-25



Sidewalks FY25

SW5 and SW6 Lakepointe Forest and
Seabrook Island Areas

\$ 100,000

- Continuation of the Sidewalk Rehabilitation Program in two subdivision
- Funding: General Fund





THANK YOU!!!