



**SEABROOK CITY COUNCIL
NOTICE OF REGULAR CITY COUNCIL MEETING
TUESDAY, OCTOBER 15, 2024 - 6:00 PM**

For city information visit www.seabrooktx.gov
For agendas visit www.seabrooktx.gov/agendas

NOTICE IS HEREBY GIVEN THAT THE SEABROOK CITY COUNCIL WILL MEET ON **TUESDAY, OCTOBER 15, 2024 AT 6:00 PM** IN THE CITY HALL CITY COUNCIL CHAMBERS, 1700 1ST STREET, SEABROOK, TEXAS, **TO DISCUSS, CONSIDER, AND IF APPROPRIATE, TAKE ACTION** WITH RESPECT TO THE ITEMS LISTED BELOW.

PLEDGE OF ALLEGIANCE

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

At this time we would like to listen to any member of the audience on any subject matter, whether or not that item is on the agenda. All comments are limited to a maximum of four minutes for each speaker, shall be limited to City business or City-related business or matters of general public interest, and shall not include any personal attacks. In accordance with the Texas Open Meetings Act, members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please come to the podium and state your name and address clearly into the microphone before making your comments. Thank you.

REGISTER ONLINE TO SPEAK IN PERSON DURING PUBLIC COMMENTS:
www.seabrooktx.gov/publiccomment

1.1 Mayor, City Council and/or members of the City staff may make announcements about City/Community events. City Council

2. PRESENTATIONS

2.1 Presentation of an update regarding the Seabrook Trap - Neuter - Return (TNR) Pilot Program. *Rolf Nelson, Police Chief*

3. CONSENT AGENDA

3.1 Approve the minutes of the May 1, 2018, August 13, 2018, and October 1, 2024 City Council Meetings.

4. BOARDS AND COMMISSIONS

4.1 Consider and take all appropriate action on the reappointment of Nathan Lenna,

Marcy Fryday, and Lilianna Gozalez to the Ethics Review Commission for a term to expire in October, 2025.

4.2 Consider and take all appropriate action on the appointment of two members and two alternate members to the Ethics Review Commission, with terms of the members and one alternate member to expire in October, 2026, and one alternate member to expire in October, 2025.

5. OLD BUSINESS

5.1 Review, consider and take all appropriate action on specific objections to the proposed agreement between Seabrook American Flag Initiative (SAFI) agreement and the City of Seabrook and any potential modifications to address concerns.
Buddy Hammann, Mayor Pro Tem, At-Large Position 5

6. NEW BUSINESS

6.1 Consider and take all appropriate action on approval of a first reading of Ordinance 2024-26 "Master Fee Schedule Update." *Rachel Lewis, City Secretary*

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK, TO UPDATE "APPENDIX B", ENTITLED "MASTER FEE SCHEDULE" BY UPDATING AND AMENDING "PARKS AND RECREATION FEES"; "ANIMAL CONTROL & SHELTER FEES"; AND "UTILITY FEES"; MAKING FINDINGS OF FACT; REPEALING AND REPLACING ALL REFERENCES TO SUCH FEES AND CHARGES IN ALL ORDINANCES OR RESOLUTIONS IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR NOTICE AND EFFECTIVE DATE.

6.2 Consider and take all appropriate action on a first reading of Ordinance 2024-25, Revision to Personnel Policies, *Chapter 8, Section 5 - Electronic Communications*.

AN ORDINANCE OF THE CITY OF SEABROOK, TEXAS, AMENDING THE CITY OF SEABROOK "PERSONNEL POLICIES" CHAPTER 8 "EMPLOYEE COMMUNICATIONS", SECTION 5 "ELECTRONIC COMMUNICATIONS" BY ADDING TO THIS SECTION "PROHIBITED TECHNOLOGIES " AND MAKING VARIOUS FINDINGS AND PROVISIONS RELATED TO THE SUBJECT.

6.3 Consider and take all appropriate action on a recommendation from the Open Space and Trails (OST) Committee to direct staff to plan and organize a Groundbreaking Ceremony in November for the East Tract of Carothers Coastal Gardens improvements as approved at the October 3, 2024 OST meeting. *Monica Comeaux, OST Member*

6.4 Consider and take all appropriate action on a recommendation from the Open Space and Trails (OST) Committee to plant trees near the intersection of Red Bluff and Lakeside as approved at the August 1, 2024 OST meeting. *John Coggeshall, OST Member*

6.5 Consider and take all appropriate action on the continuation of the Seabrook Trap-Neuter-Return project at Seabrook Point.

6.6 Consider and take all appropriate action on the approval of an Interlocal Agreement (ILA) between the City of Seabrook and Harris County Public Health for participation in the Wastewater-Based Epidemiology Program and authorize the City Manager to execute all associated documents. *Brian Craig, City Engineer*

7. DISCUSSION

7.1 Discussion regarding the reestablishment of a Hotel Tax Advisory Committee.
Jackie Rasco, At-Large Position 1

8. EXECUTIVE SESSION

8.1 Conduct a Closed Session pursuant to Texas Government Code Sections:
551.087 Deliberation regarding economic development negotiations;
551.071 Consultation with attorney regarding legal matters pertaining to the Industrial District Agreement with Port Houston;

9. OPEN SESSION

Council will reconvene in Open Session to allow for possible action on any of the agenda items listed above under "Closed Executive Session".

10. ROUTINE BUSINESS

10.1 City Manager update and report to City Council on various items that require no action, including Seabrook Boards and Commissions, Transportation Projects, SH 146 Recap and City of Seabrook CIP Projects.

10.2 Establish future meeting dates and agenda items.

THE CITY COUNCIL RESERVES THE RIGHT TO HEAR ANY OF THE ABOVE DESCRIBED AGENDA ITEMS THAT QUALIFY FOR AN EXECUTIVE SESSION IN AN EXECUTIVE SESSION BY PUBLICLY ANNOUNCING THE APPLICABLE SECTION NUMBER OF THE OPEN MEETINGS ACT, (CHAPTER 551 OF THE TEXAS GOVERNMENT CODE) THAT JUSTIFIES EXECUTIVE SESSION TREATMENT.

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR OTHER ACCOMMODATIONS OR INTERPRETIVE SERVICES, MUST BE MADE, 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT

THE CITY SECRETARY'S OFFICE AT (281) 291-5663 OR CITYSEC@SEABROOKTX.GOV
FOR FURTHER INFORMATION.

I certify that this notice was posted on the bulletin board on or before Friday, October 11, 2024
no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Rachel Lewis, TRMC



The City Council of the City of Seabrook met in regular session on Tuesday, May 1, 2018 at 7:00 p.m. in Seabrook City Hall, 1700 First Street, Seabrook, Texas to discuss, consider and if appropriate, take action on the items listed below.

THOSE PRESENT WERE:

THOM KOLUPSKI	MAYOR
ROBERT LLORENTE	COUNCIL PLACE NO. 1
LAURA DAVIS	COUNCIL PLACE NO. 2
GARY JOHNSON	MAYOR PRO TEM &
	COUNCIL PLACE NO. 3
NATALIE PICHA	COUNCIL PLACE NO. 4
GLENNA ADOVASIO	COUNCIL PLACE NO. 5
JOE MACHOL	COUNCIL PLACE NO. 6
GAYLE COOK	CITY MANAGER
SEAN LANDIS	DEPUTY CITY MANAGER
STEVE WEATHERED	CITY ATTORNEY
ROBIN LENIO	CITY SECRETARY

Mayor Kolupski called the meeting to order at 7:00 p.m. and led the audience in the United States and Texas Pledge of Allegiance.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

At this time we would like to listen to any member of the audience on any subject matter, whether or not that item is on the agenda. All comments are limited to a maximum of four minutes for each speaker, shall be limited to city business or city-related business or matters of general public interest, and shall not include any personal attacks. In accordance with the Open Meetings Act, members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please come to the podium and state your name and address clearly into the microphone before making your comments. Thank you.

Sue Ruthstrom, 1501 Main Street, public comments can be seen in Attachment A.

1.1 Mayor, City Council and/or members of the city staff may make announcements about city/community events. (Council)

2. CONSENT AGENDA

2.1 Approve on second reading proposed Ordinance 2018-13, "Amendment to the Code of the City of Seabrook, Comprehensive Zoning Ordinance, Revising Off-Street Parking, Loading, Ingress and Egress, Landscaping and Safety Requirements, and Providing for a New Title". (Landis)

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK, APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 5, "OFF-STREET PARKING, LOADING, INGRESS AND EGRESS; AND LANDSCAPING AND SAFETY REQUIREMENTS" TO

PROVIDE COMPREHENSIVE REVISIONS AND UPDATES TO THE ENTIRE SUBJECT ARTICLE UNDER A REVISED TITLE “OFF-STREET PARKING, LOADING, INGRESS AND EGRESS”; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2000 FOR VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR NOTICE AND SEVERABILITY

Pulled by Councilmember Johnson

Motion made by Mayor Pro Tem Johnson and seconded by Councilmember Machol

To take item back to Planning and Zoning for further consideration and then bring back to Council

MOTION CARRIED BY UNANIMOUS CONSENT

2.2 Approve on second reading proposed Ordinance 2018-14, "Amendment to the Code of the City of Seabrook, Comprehensive Zoning Ordinance, Deleting Landscaping and Buffering Requirements from Article 5, 'Off-Street Parking, Loading, Ingress and Egress' and Recodifying such requirements by Creation of a New Article 7, Entitled, "Landscaping and Buffering Requirements". (Landis)

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK, APPENDIX A, “COMPREHENSIVE ZONING”, REPEALING IN ITS ENTIRETY THE PROVISIONS PERTAINING TO LANDSCAPING AND BUFFERING REQUIREMENTS, SECTIONS 5.05 AND 5.06, CONTAINED IN ARTICLE 5, “OFF-STREET PARKING, LOADING, INGRESS AND EGRESS; AND LANDSCAPING AND SAFETY REQUIREMENTS”, AND REPLACING SUCH PROVISIONS IN A NEW ARTICLE 7, ENTITLED “LANDSCAPING AND BUFFERING REQUIREMENTS” TO PROVIDE FOR NEW UPDATED AND COMPREHENSIVE REGULATIONS OF THIS SUBJECT MATTER; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2000 FOR VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR NOTICE AND SEVERABILITY

Pulled by Councilmember Davis

Motion made by Mayor Pro Tem Johnson and seconded by Councilmember Machol

To take item back to Planning and Zoning for further consideration and then bring back to Council

MOTION CARRIED BY UNANIMOUS CONSENT

2.3 Approve the reappointment of members Paul Dunphey, Terry Chapman, Gary Bell, Ernie

Davis, and Kevin Ferguson to the Board of Directors of the Seabrook Economic Development Corporation, for a term ending May 2020. (Council)

2.4 Approve the Quarterly Investment Report for 1st quarter 2017-18 as required by the Public Funds Investment Act. (Gibbs)

2.5 Approve the Quarterly Investment Report for 2nd quarter 2017-18 as required by the Public Funds Investment Act. (Gibbs)

2.6 Approve an excused absence for Robert Llorente for the April 17, 2018 City Council meeting. (Hicks)

2.7 Approve the minutes of the April 17, 2018 City Council regular meeting. (Hicks)

Motion made by Mayor Pro Tem Johnson and seconded by Councilmember Adovasio

To approve Consent Agenda expect 2.1 and 2.2

MOTION CARRIED BY UNANIMOUS CONSENT

3. NEW BUSINESS

3.1 Consider and take all appropriate action on first of two readings of proposed Resolution 2018-20, "EDC Project Designation for BlueLine Rentals, LLC and Approval of SEDC expenditures for Retention, Relocation of Existing Business Requiring Site Modifications Due to TXDOT 146 Expansion, as Referenced in Performance Agreement." (Chavez)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, APPROVING A PROJECT OF THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION TO PROVIDE BUSINESS INCENTIVES TO BLUELINE RENTALS, INC. IN AN AMOUNT NOT TO EXCEED \$277,500.00 FOR SITE IMPROVEMENTS, AND RECONFIGURATION CONSTRUCTION DUE TO TEXT EXPANSION OF HIGHWAY 146, PURSUANT TO THE TERMS AND CONDITIONS OF THE "ECONOMIC DEVELOPMENT AGREEMENT", ATTACHED HERETO

Motion made by Mayor Pro Tem Johnson and seconded by Councilmember Adovasio

To approve the first of two readings of proposed Resolution 2018-20, "EDC Project Designation for BlueLine Rentals, LLC and Approval of SEDC expenditures for Retention, Relocation of Existing Business Requiring Site Modifications Due to TXDOT 146 Expansion, as Referenced in Performance Agreement."

MOTION CARRIED BY UNANIMOUS CONSENT

3.2 Consider and take all appropriate action on proposed Resolution 2018-21, "Authorization

for Advanced Funding Agreement with Texas Department of Transportation for Aesthetics Enhancements to State Highway 146." (Cook)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, AUTHORIZING AN ADVANCED FUNDING AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION ("TXDOT"), FOR AESTHETIC ENHANCEMENTS TO THE SH 146 EXPANSION PROJECT ("Project"); AUTHORIZING THE MAYOR TO EXECUTE THE "ADVANCED FUNDING AGREEMENT" ATTACHED HERETO AS EXHIBIT "A"; AUTHORIZING THE CITY MANAGER TO TAKE ALL STEPS NECESSARY TO PROCEED WITH THE PROJECT

The SH146 Aesthetic Improvements can be seen in Attachment B.

Motion made by Councilmember Picha and seconded by Councilmember Adovasio

To approve proposed Resolution 2018-21, "Authorization for Advanced Funding Agreement with Texas Department of Transportation for Aesthetics Enhancements to State Highway 146"

MOTION CARRIED BY UNANIMOUS CONSENT

4. ROUTINE BUSINESS

4.1 Approve the Action Items Checklist which is attached and made a part of this Agenda. (Cook)

Motion made by Councilmember Davis and seconded by Councilmember Adovasio

To approve the Action Item Checklist

MOTION CARRIED BY UNANIMOUS CONSENT

4.2 Establish future meeting dates and agenda items. (Council)

5. CLOSED EXECUTIVE SESSION

5.1 Section 551.071

Conduct a closed executive session to consult with the City Attorney on legal issues associated with the Amendment to the Memorandum of Settlement Agreement between the City of Seabrook and the Port of Houston. (Cook)

5.2 Section 551.071

Consult with the City Attorney on legal issues associated with a computer fraud case. (Cook)

At 8:14 p.m., Mayor Kolupski announced that City Council will now hold a closed executive session pursuant to the provisions of the Open Meetings Act, Chapter 551 Government Code, and

Texas Vernon's Texas Codes Annotated, in accordance with the authority contained in Section 551.07, Consultation with an Attorney.

6. OPEN SESSION

Council will reconvene in open session to allow for possible action on any of the agenda items listed above under "Executive Session."

At 8:36 p.m., Mayor Kolupski reconvened the meeting in open session.

6.1 Consider and take all appropriate on Amendment No. 2 to the Memorandum of Settlement Agreement between the City of Seabrook and the Port of Houston Authority and authorize the City Manager to execute necessary instruments. (Cook)

Motion made by Councilmember Adovasio and seconded by Councilmember Llorente

To approve Amendment No. 2 to the Memorandum of Settlement Agreement between the City of Seabrook and the Port of Houston Authority and authorize the City Manager to execute necessary instruments

MOTION CARRIED BY UNANIMOUS CONSENT

6.2 Consider and take all appropriate action on first and final reading of proposed Ordinance 2018-15, "Amending the Budget for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018 for the Seabrook General Fund". (Gibbs)

AN ORDINANCE AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2017 AND ENDING ON SEPTEMBER 30, 2018, FOR THE CITY OF SEABROOK, IN THE AMOUNT OF \$77,072.53 TO PROVIDE RESOURCES TO MULTIPLE DEPARTMENTS; AND FINDING AVAILABLE UNENCUMBERED FUNDS FOR THE SUPPLEMENTAL APPROPRIATION AND/OR TRANSFER

Motion made by Councilmember Picha and seconded by Councilmember Machol

To approve first and final reading of proposed Ordinance 2018-15, "Amending the Budget for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018 for the Seabrook General Fund"

MOTION CARRIED BY UNANIMOUS

Upon motion duly made and seconded, Mayor Kolupski adjourned the meeting at 8:38 p.m.

Approved this 15th day of October, 2024.

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Rachel Lewis for Robin Lenio, TRMC
City Secretary

Thomas G. Kolupski
Mayor

The City Council of the City of Seabrook met in special session on Monday, August 13, 2018 at 6:00 p.m. in Seabrook City Hall, 1700 First Street, Seabrook, Texas to discuss, consider and if appropriate, take action on the items listed below.

THOSE PRESENT WERE:

THOM KOLUPSKI

ED KLEIN

LAURA DAVIS

JEFF LARSON

NATALIE PICHA

BUDDY HAMMANN

JOE MACHOL

GAYLE COOK

SEAN LANDIS

ROBIN HICKS

DEPARTMENT DIRECTORS

MAYOR

COUNCIL PLACE NO. 1

COUNCIL PLACE NO. 2

COUNCIL PLACE NO. 3

MAYOR PRO TEM

COUNCIL PLACE NO. 4

COUNCIL PLACE NO. 5

COUNCIL PLACE NO. 6

CITY MANAGER

DEPUTY CITY MANAGER

CITY SECRETARY

Mayor Kolupski called the meeting to order at 6:00 p.m. and led the audience in the United States and Texas Pledge of Allegiance.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS - NONE

1.1 Mayor, City Council and/or members of the city staff may make announcements about city/community events. (Council)

Mayor, City Council, nor members of City staff had announcements.

2. BUDGET WORKSHOP

2.1 Conduct a budget work session to review the proposed City of Seabrook Budget for Fiscal Year 2018/19 and schedule future work sessions, if applicable. (Cook)

Gayle Cook, City Manager, presented the FY 2019-19 Proposed City Budget to members of Council, as evidenced in the attached exhibit.

Upon motion duly made and seconded, Mayor Kolupski adjourned the meeting at 9:17 p.m.

Approved this 15th day of October, 2024.

Thomas G. Kolupski
Mayor

Rachel Lewis for Robin Hicks, TRMC
City Secretary

FY 2018-19 Budget

CITY COUNCIL MEETING

AUGUST 13, 2018

Agenda

- ☐ Budget Process and Calendar
- ☐ Council Priorities
- ☐ Initial Tax Values and Historical Rates
- ☐ General Fund - Review of Revenues, Expenditures, Personnel Changes
- ☐ General Fund Highlights
- ☐ CIP
- ☐ Enterprise Fund - Review of Revenues, Expenditures, Personnel Changes
- ☐ Enterprise Fund Highlights
- ☐ Council Direction on CIP and Fleet Program

Budget Process

March – June - CIP Review / Directors Prepare Preliminary Budgets

July – Council Strategic Planning Session

August – City Manager's Presentation and Budget Workshops

August - Receive Certified Rolls

August – September - Calculate Effective Tax Rate

September/October - Vote on Proposed Tax Rate

September/October - Publication and Adoption of Proposed Budget

September/October - 2 Public Hearing on Tax Rate

September/October - Final Adoption of Tax Rate

Deadline: September 27, 2018 -Final Adoption of Budget

Property Tax Definitions

Effective Tax Rate (ETR)

Tax Rate that generates the same revenues as last year's for properties taxed in both years

- Accounts for Prior Year Refunds
- Excludes New Value
- Excludes Value in a Reinvestment Zone
- Effective Tax Rate Calculation – Publication
 - Debt Rate Included in the Notice MUST be the Debt Rate adopted
 - Required for ANY proposed tax rate

Budget Process

Forecasts + Goals + Council Plans

Directors submit draft budgets

Directors meet
with City
Manager

Present Budget

Present
Departmental
Goals

Present Decision
Packages

Council Priorities – Strategic Plan

Economic
Development

Governance

Organizational
Development

Quality of Life

Communication
and Image

Mobility and
Infrastructure

Safe and Secure
City

SH 146

Initial Tax Values

FY	Taxable Values	+/- Change
2015-16	1,048,845,796	
2016-17	1,164,299,182	11%
2017-18	1,240,951,271	6.6%
2018-19	1,308,960,320 (PRELIMINARY ONLY)	5.5%

Historical Tax Rates

Fiscal Year	Tax Rate
2009-10	0.588373
2010-11	0.613409
2011-12	0.626807
2012-13	0.649978
2013-14	0.665232
2014-15	0.64003
2015-16	0.612611
2016-17	0.565177
2017-18	0.574911

PROPERTY TAX VALUES

Property Tax Revenues for FY2018-19 are based on values as of January 1, 2018

The assumed collection rate is 97%

Initial HCAD Letter +/- 5%

Forecasting Methodology:

- Flat Revenues for Proposed Budget in Ad Valorem and Sales Tax
- Flat Forecasting for the Projected Years
- SH 146 Sales Tax on target for anticipated loss
- SH 146 Corridor Property Values – 2018 Values showing minimal losses; Continue to monitor future changes

Last Year

Harris County Appraisal District (HCAD)

Note:

Last year Harris County Appraisal District added a new value to the City of Seabrook's certified roll that was not Seabrook's

The City worked with HCAD to try to resolve and get a corrected roll

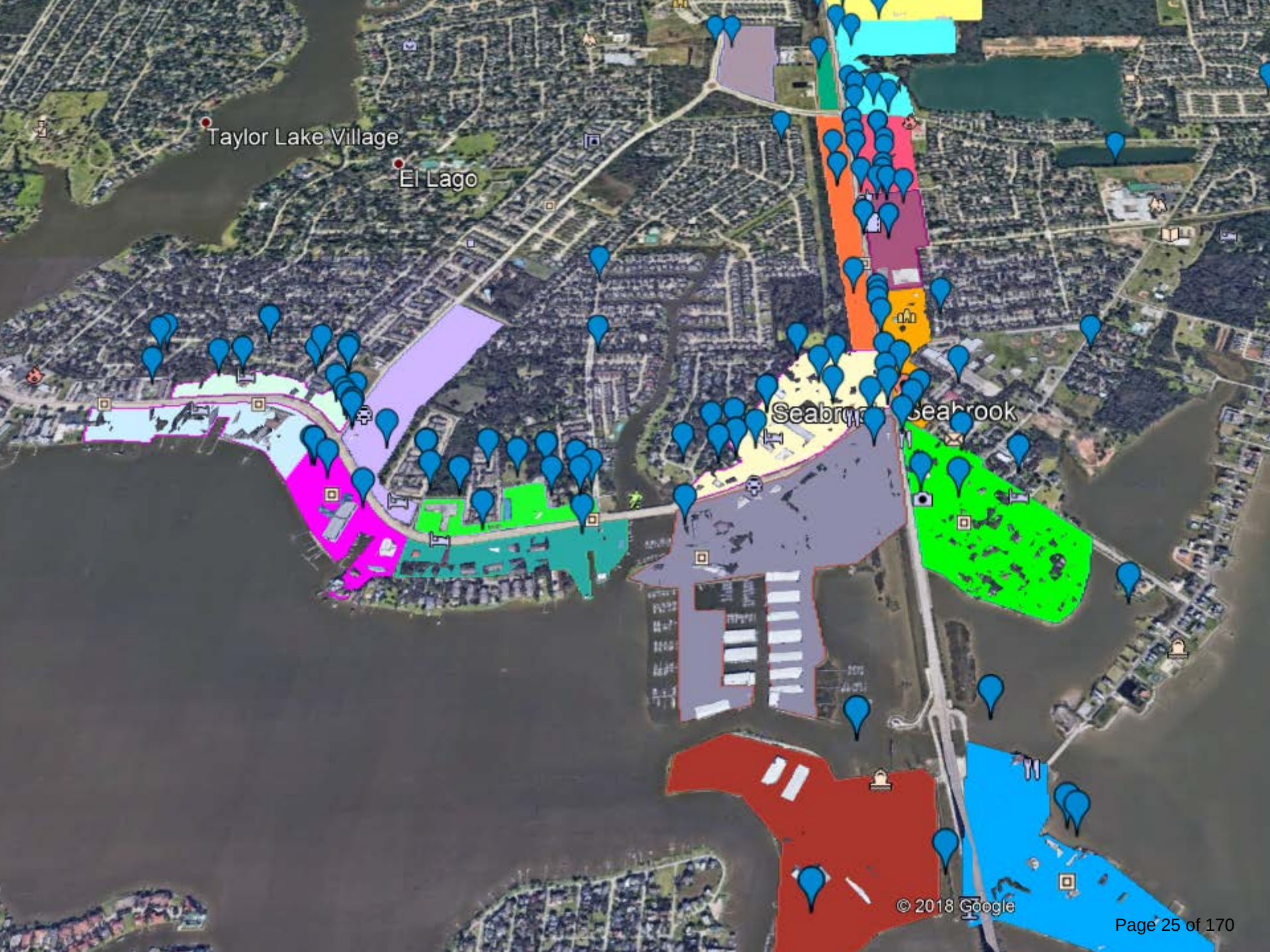
Modified effective tax rate calculation

Moving Forward

- After the City receives the **Certified Rolls**, a council meeting will be held to go over calculated effective tax rate
- Review all revenues after **effective tax rate** calculated
- Staff maintains a conservative budgeting approach with revenues due to certified roll delivery **late August**
- Submit a **new revision to city council** for review
- Possible changes can be discussed on rate and any expenditure, if needed

SH 146 Impacts

SALES TAX



Taylor Lake Village

El Lago

Seabrook Seabrook

Corridor 1	1.17%
Corridor 2	1.68%
Corridor 3	5.09%
Corridor 4	8.59%
Corridor 5	2.62%
Eastside Neighborhood	1.99%
Lakeside Neighborhood	0.31%
Lakeway Neighborhood	0.01%
North Nasa R1	2.15%
North Nasa R2 NASA Commons	3.24%
North Nasa R3	1.34%
North Nasa R4	2.30%
Old Seabrook	6.73%
Redbluff	1.77%
Seabrook Circle	1.22%
Seabrook Shipyard	0.95%
South Nasa S1	0.83%
South NASA S2	1.95%
South NASA S3	1.78%
South Nasa S4	3.36%
Waterfront	1.96%
Westside Corridor 6	0.48%
Westside Corridor 7	0.16%
WestsideNeighborhood	0.08%
Percentage In Store Sales	60.08%

SH 146 Impacts

AD VALOREM

SH 146 ROW ACQUISITION

Finance has a detailed spreadsheet that they review HCAD values back to individual properties in the SH 146 Corridor impacted by the expansion project

As of July, 2018, the net of all changes is less than \$11k

- Increases in property values
- State of Texas acquisitions have remaining parcel showing significant value in some cases
- THIS WILL CONTINUE TO BE MONITORED, BUT FOR FY 2018-19 THERE IS NOT A SIGNIFICANT DECREASE RECORDED ON PRELIMINARY TAX ROLLS

General Fund Revenues

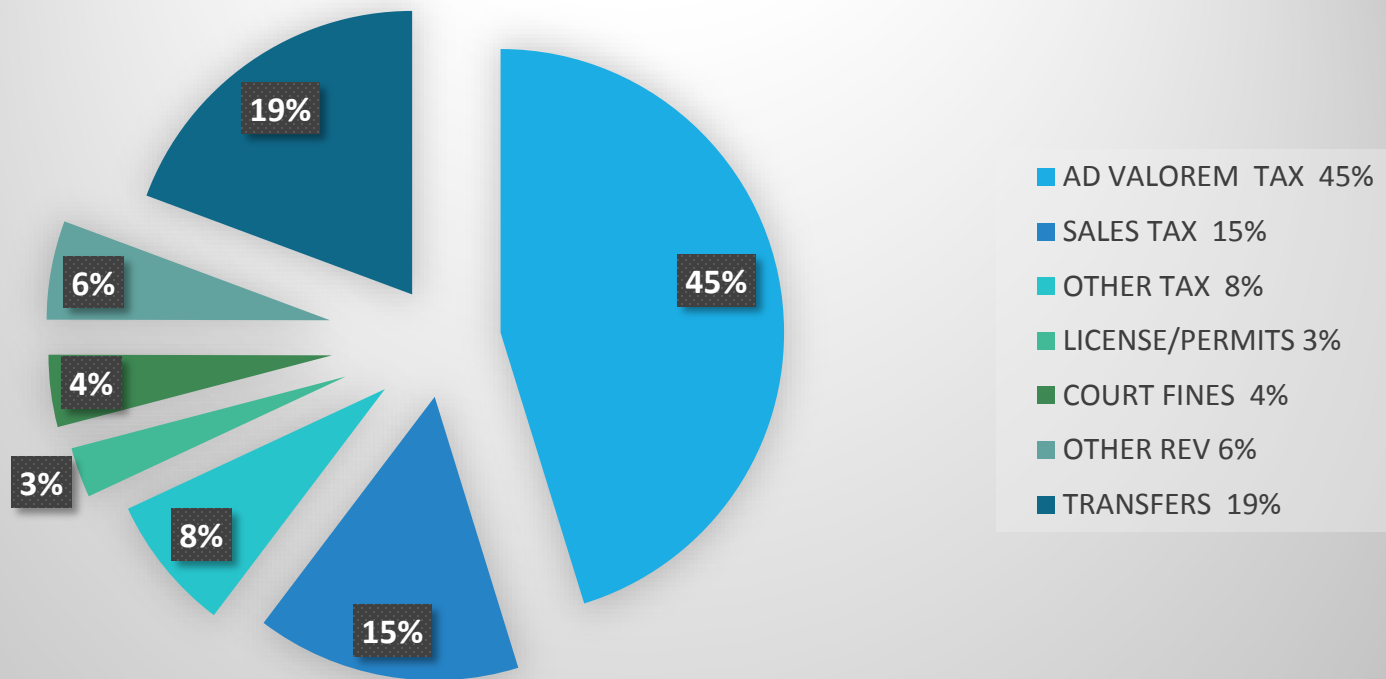
Proposed FY 2018-19

	2017-18 BUDGET	2018-19 PROPOSED	2018-19 PROP vs. 2017-18 BUDGET	% CHANGE
AD VALOREM TAX	\$5,162,473	\$5,162,473	\$0.00	0.00%
SALES TAX	\$1,789,038	\$1,789,038	\$0.00	0.00%
OTHER TAX	\$883,500	\$883,500	\$0.00	0.00%
LICENSE/PERMITS	\$300,000	\$326,500	\$26,500	8.83%
COURT FINES	\$504,000	\$469,100	(\$34,900)	-6.92%
INTERGOVT*OTHER/INT	\$543,560	\$642,535	\$98,975	18.21%
PRIOR FUNDS/AMENDS	0	\$42,500	42,500	
TRANSFERS	\$2,057,458	\$2,259,092	\$201,634	10.77%
TOTAL	\$11,240,029	\$11,574,737	\$334,709	2.98%

*2017-18 Budget for this illustration does not have mid year amendments



General Fund Revenues





Revenue Review

Changes from Previous Budget

Transfer	\$ 201,634
Intergovt/other (Interest)	\$ 98,975
License/Permit (Plats & Incr Fees)	\$ 26,500
Amendments (Prev Amend Fiber)	\$ 42,500
Court Fines	<u>\$ -34,900</u>
Total Increase in Revenues	\$ 334,709

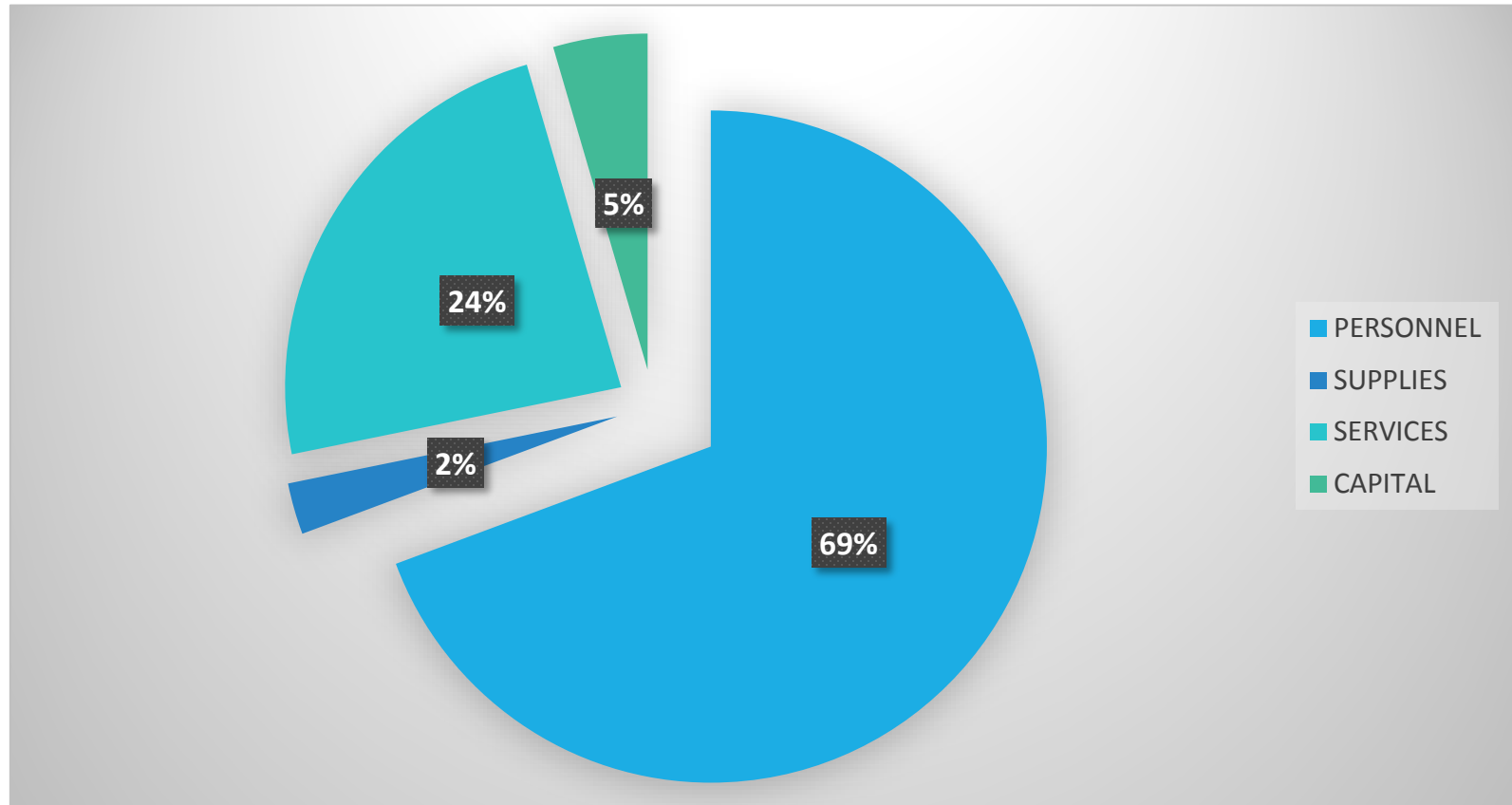


General Fund Expenditures Proposed FY 2018-19

	*2017-18 BUDGET	2018-19 PROPOSED	2018-19 PROP vs. 2017-18 BUDG	% CHANGE
PERSONNEL	\$7,565,275	\$8,024,340	\$459,065	6.07%
SUPPLIES	\$292,800	\$286,400	(\$6,400)	-2.19%
SERVICES	\$2,699,706	\$2,739,070	39,364	1.46%
TRANSFER TO FUND 28	\$379,183	\$0	(\$379,183)	-100%
CAPITAL	\$303,064	\$524,724	\$221,660	73.14%
TOTAL	\$11,240,028	\$11,574,534	\$334,506	2.98%

*2017-18 Budget Figures do not include Mid-Year Amendments -
All One Time Expenditures and Use of Prior Year Fund Balance
\$655,445

General Fund Expenditures



Proposed Personnel Changes

General Fund

- **New Position: Bailiff/Fire Marshall \$91,780**
 - 1 FTE
 - 50% Court – Commissioned Officer serving as Bailiff in Court
 - 50% Emergency Management – Perform Fire Marshal duties and cross train in Emergency Management for succession planning

- **New Position: GIS \$63,056**
 - 1 FTE
 - Administration
 - Public Works, Community Development, Administration, and Economic Development

- **Funded Existing Position: PD Officer \$76,404**
 - 1 FTE
 - Position has been on roster but unfunded
 - Previous fiscal years difficult filling all positions and was left unfunded

Proposed Personnel Changes

General Fund

- **Increase: Emergency Services** **\$37,052**
 - Administrative position created last year
 - Scope changes
 - Market Adjustment

- **New Position: Parks Department** **\$46,725**
 - 1 FTE
 - Parks Maintenance Position
 - Increase in duties in department
 - Cross responsibilities in all PW departments

- **Position Change: IT** **\$ 9,089**
 - Changing from Technical Support Analyst to Network Administrator

- **Position Change: Parks, Streets** **\$ 4,410**
 - Changing from Administrative Secretary to Administrative Coordinator

Summary Personnel Changes

Changes to General Fund

- Funding unfunded position
- Adding positions
- Market Adjustments

\$335,131

Personnel Changes

General Fund

- The City of Seabrook operates its personnel on a grade system with a series of 18 Steps
- Each year upon anniversary, an employee will advance to the next step
- Annual Cost
- 2.5% each Step

\$ 74,633

Personnel Changes

General Fund

- The City of Seabrook conducts a formal compensation study approximately every 10 years
- Other years, HR Director will conduct salary surveys on each position to determine market MIN-MID-MAX ranges
- Results for FY19, determines that our PD positions were below market
- Incremental changes last year and now in the proposed budget recommended
- Additional 2.5% to entire pay matrix
- Officers will receive a total of 5% if not maxed out

\$ 59,692

Personnel – General Fund

Change	Cost
Changes to Personnel	\$ 335,131
Step Increases	\$ 74,633
PD Pay Matrix Increase 2.5%	\$ 59,692
Total	\$469,456

General Fund Highlights

☐ Legislative

- ☐ Transferred Advertising, Subscriptions and Rental Agreement from “Non-Departmental” into Legislative

☐ Administrative

- ☐ Moved GIS into Administration
- ☐ Moved Management Assistant into Administration (Previously under Community Development as P&Z Planning Technician)

☐ IT

- ☐ Position Change
- ☐ Fiber Optics East to West under SH 146
 - ☐ Previously a Budget Amendment
 - ☐ Incode 10 Upgrade

General Fund Highlights

☐ Emergency Management

- ☐ 50% Bailiff / Fire Marshal

☐ Non Departmental

- ☐ Several expenses transferred out and accounted in new departments
- ☐ Ambulance contract – Flat

☐ Public Safety

- ☐ Funded new position
- ☐ Increase to Regular and Field Training Officers Overtime
- ☐ Approximately \$17,000 additional to train an Officer
- ☐ AFIS Maintenance

General Fund Highlights

☐ Animal Control

- ☐ Utilities adjusted for new building

☐ DOT

- ☐ Retirement

☐ Emergency Services (Previously “Fire”)

- ☐ Market Adjustment to Administration position
- ☐ Proposed vehicle (Bond Funds + Insurance + \$20k)
- ☐ Slight increase on SVFD Proposed Budget

☐ Parks

- ☐ New position and Admin Coordinator position change
- ☐ Pindo Palm Planting on Main Street
- ☐ Open Space and Trail Master Plan Update with consulting firm
- ☐ Truck

General Fund Highlights

☐ Streets

- ☐ Admin Coordinator position change
- ☐ In House Sidewalks, Drainage Repairs
- ☐ Sanitation Franchise Transfer from Enterprise to General Fund covers Street Project(s)
- ☐ 2 Trucks
- ☐ Capital: Fleet Code Diag Machine, Traffic CAD Software, Crack Sealing Machine

☐ Community Development

- ☐ Moved Planning Tech position out to Administration
- ☐ New Location requires a new money safe – Monthly costs
- ☐ *Contract Labor \$20k was deducted with addition of Fire Marshal/Bailiff position

☐ Court

- ☐ 50% Bailiff / Fire Marshal position

Capital Improvement Program (CIP)

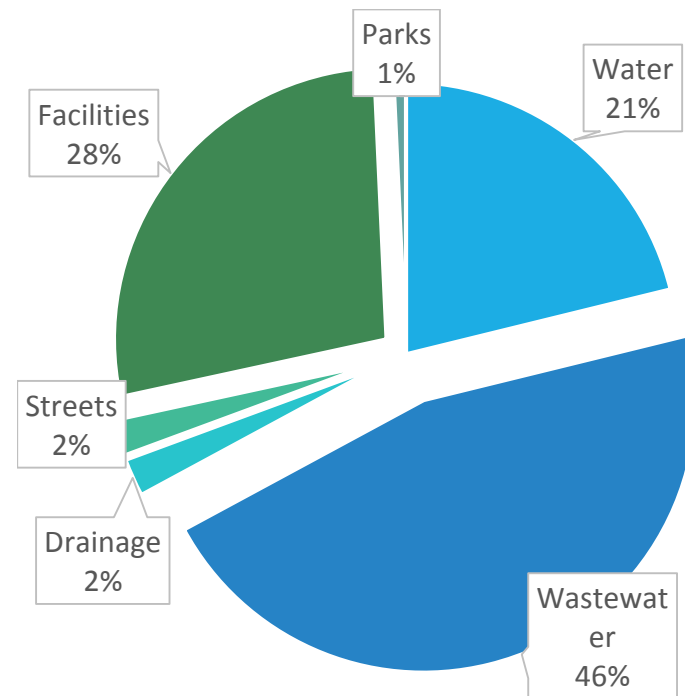
CIP

- ✓ Council received a review of the 5 Year CIP this summer
- ✓ Projects were identified with later start years due to no immediate and identifiable funding
- ✓ Please note the CIP document and also long term projects not on CIP currently but identified for future CIP revisions (future roads, SVFD)
- ✓ Per City Charter, the City's CIP will be approved as part of the budget process – approve as presented (see General Fund, Enterprise Fund and Special Funds to note funding that is reflected in the CIP)

Capital Improvement Program (CIP)

TOTAL PROPOSED CIP 2018-19 EXPENDITURES

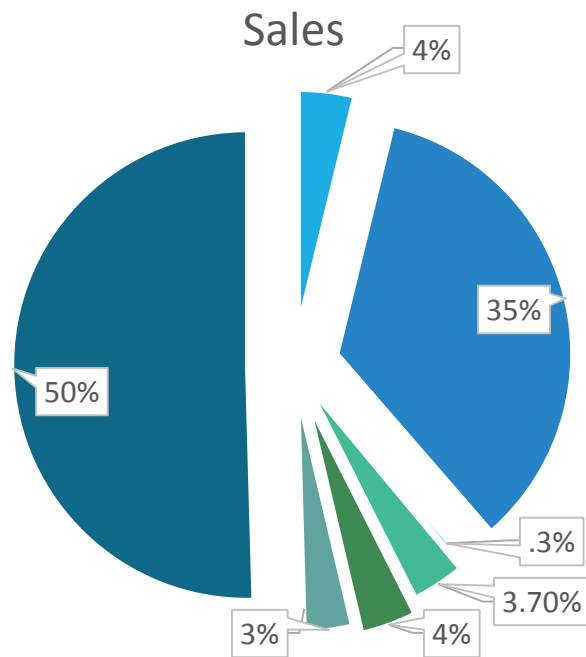
Water	\$ 2,425,764
Wastewater	\$ 5,265,941
Drainage	\$ 258,375
Streets	\$ 254,961
Facilities	\$ 3,222,350
Parks	\$ 83,000
Total	\$ 11,510,391
Harris County – Projects	\$ 4,180,418
Total (with all County Grants)	\$ 15,690,808



Excludes a HMGP Local Match, if awarded

Capital Improvement Program (CIP)

PROPOSED FUNDING SOURCES



4.0%	General Fund –Cash	596,255
35.0%	Prior Certificates of Obligation	5,464,301
.30%	General Obligation Bonds	51,000
3.70%	Enterprise Utility Fund - Cash	563,845
4.0%	Impact Fees	593,396
3.0%	Fund 28 Gen CIP	507,375
50.0%	Other: ____ (Fund/Agency)	7,914,637
100%	Total	15,690,808

“Other” Includes Harris County Bond Projects

CIP Projects for FY19 Funding

W6	OLD SEABROOK WATER LINE IMPROVEMENTS
W7	STATE HIGHWAY 146 WATER LINE IMPROVEMENTS
W13	CHLORAMINE CONVERSION
W14	NASA 1 WATER LINE IMPROVEMENTS
W16	OLD SH 146 INTERCONNECT
WW4	TODVILLE SEWER LINE REPLACEMENT
WW6	WASTEWATER TREATMENT PLANT UPGRADES PHAS
WW8	STATE HIGHWAY 146 SANITARY SEWER IMPROVEMEN
WW9	PINE GULLY WASTEWATER TREATMENT PLANT PHAS
D9	DU LAC TRACE, ORLEANS LN, WATER WAY & SEASCA
S10	MARVIN CIRCLE
FAC1	SCADA SYSTEM UPGRADES
FAC6	SMART WATER METER CONVERSION
FAC7	PUBLIC SAFETY INSPECTION AREA (SH 146)
FAC8	VOLUNTEER FIRE DEPARTMENT FLOOR COATING
FAC9	CITY HALL COUNCIL CHAMBERS/COURT CHAMBERS S
FAC10	WATER WELLS FIBER CONDUIT
FAC11	WATER WELLS FIBER CONDUIT
P3	PINDO PALMS
P4	BAYBROOK TENNIS & BASKETBALL COURTS RESURF
P5	ROBINSON PARK PARKING LOT INCREASES

Review CIP Document

Some projects only have engineering in FY19 to begin design

FY 2017-18

Revenue over Budgeted Expenditures = Current Year Surplus

- Prior budgets, Council has considered 1x purchases out of surpluses

Current Anticipated Surplus \$966,000

*Includes \$450,000 from Port Houston for ROW

CIP Considerations

Fund 28

- Expenditures of \$ 199,000 are included in CIP for Council consideration of a “Sweep” from FY 2017-18 Anticipated Surplus noted below as Gen SWEEP
- Expenditures in excess of current Fund 28 needed are \$ 18,653

CIP	PROJECT DESCRIPTION	Funding	FY19
D9	DU LAC TRACE, ORLEANS LN, WATER WAY & SEASCA	Fund 28 Gen	\$ 258,375
FAC7	PUBLIC SAFETY INSPECTION AREA (SH 146)	Fund 28 Gen	\$ 326,294
FAC8	VOLUNTEER FIRE DEPARTMENT FLOOR COATING	Fund 28 Gen SWEEP	\$ 80,000
FAC10	WATER WELLS FIBER CONDUIT	Fund 28 Gen SWEEP	\$ 59,000
FAC11	WATER WELLS FIBER CONDUIT	Fund 28 Gen SWEEP	\$ 60,000

\$ 217,653 Council Decision

Another Decision...

Fleet Replacement Proposal

Look at your Yellow Sheets

PROPOSAL

General Fund

- Parks
- Streets
- Animal Control
- Community Development

\$ 353,729 Cost for “Start Up” or Back Amortization

One Time Expenditure from
FY2017-18 surplus

Consistent Annual Amortization
moving forward included

Net Result of Decisions

- ❖ If Council decides to move forward with
 - ❖ Decision # 1 - CIP “SWEEP” Projects
 - ❖ Decision #2 - Fleet Replacement Program (General Fund)

\$966,000

-217,563

-353,729

\$394,708

General Fund

Look at your Yellow Sheets

FY 2018-19

With Fleet Program in the Yellow Revision, note there is a \$48k surplus.

Staff recommendation to leave this until certified rolls are received and effective tax rate calculated

Enterprise Fund

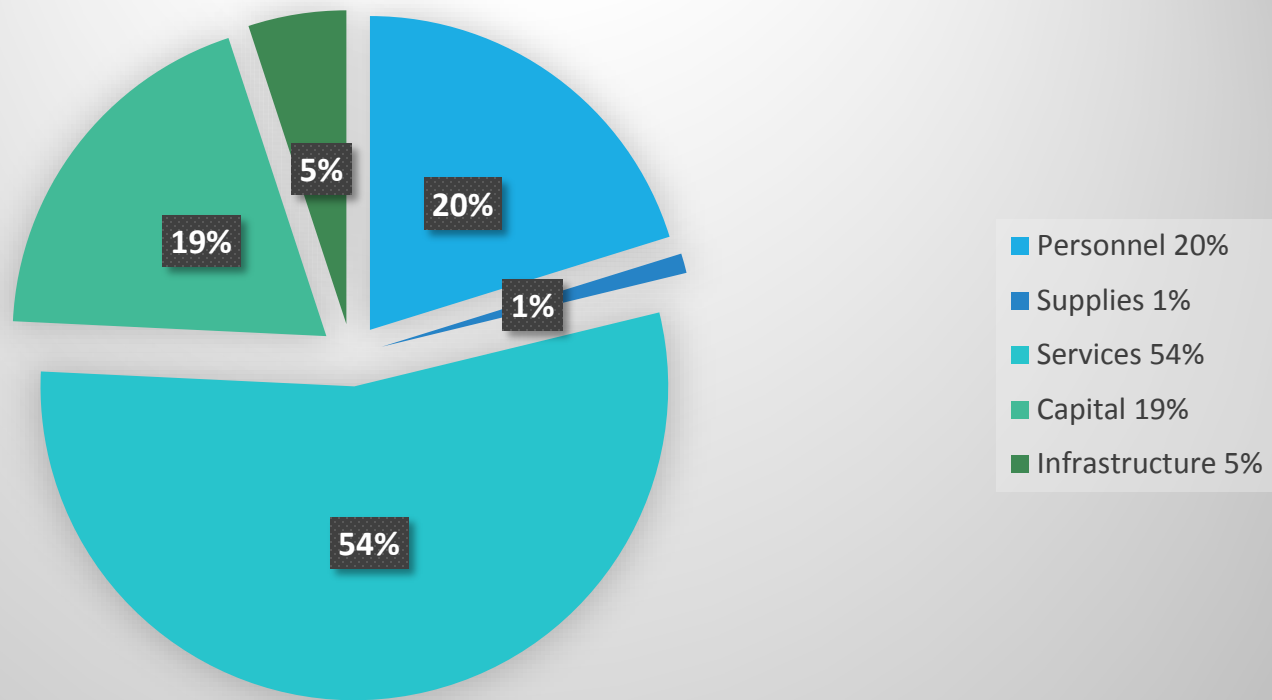


Enterprise Fund Expenditures Proposed FY 2018-19

Column1	2017-18	2018-19	2018-19 PROP VS 2017-18 BUDGET	% Change
PERSONNEL	\$1,226,319	\$1,350,316	\$123,997	10.11%
SUPPLES	\$64,000	\$54,000	-\$10,000	-15.63%
SERVICES	\$3,451,223	\$3,628,365	\$177,142	5.13%
CAPITAL	\$1,214,102	\$1,276,690	\$62,588	5.16%
TRANSFERS	\$555,162	\$557,073	\$1,911	0.34%
TOTAL	\$6,510,806	\$6,866,444	\$355,638	5.46%

Enterprise Fund Expenditures

Enterprise Expenditures





Enterprise Fund Revenues

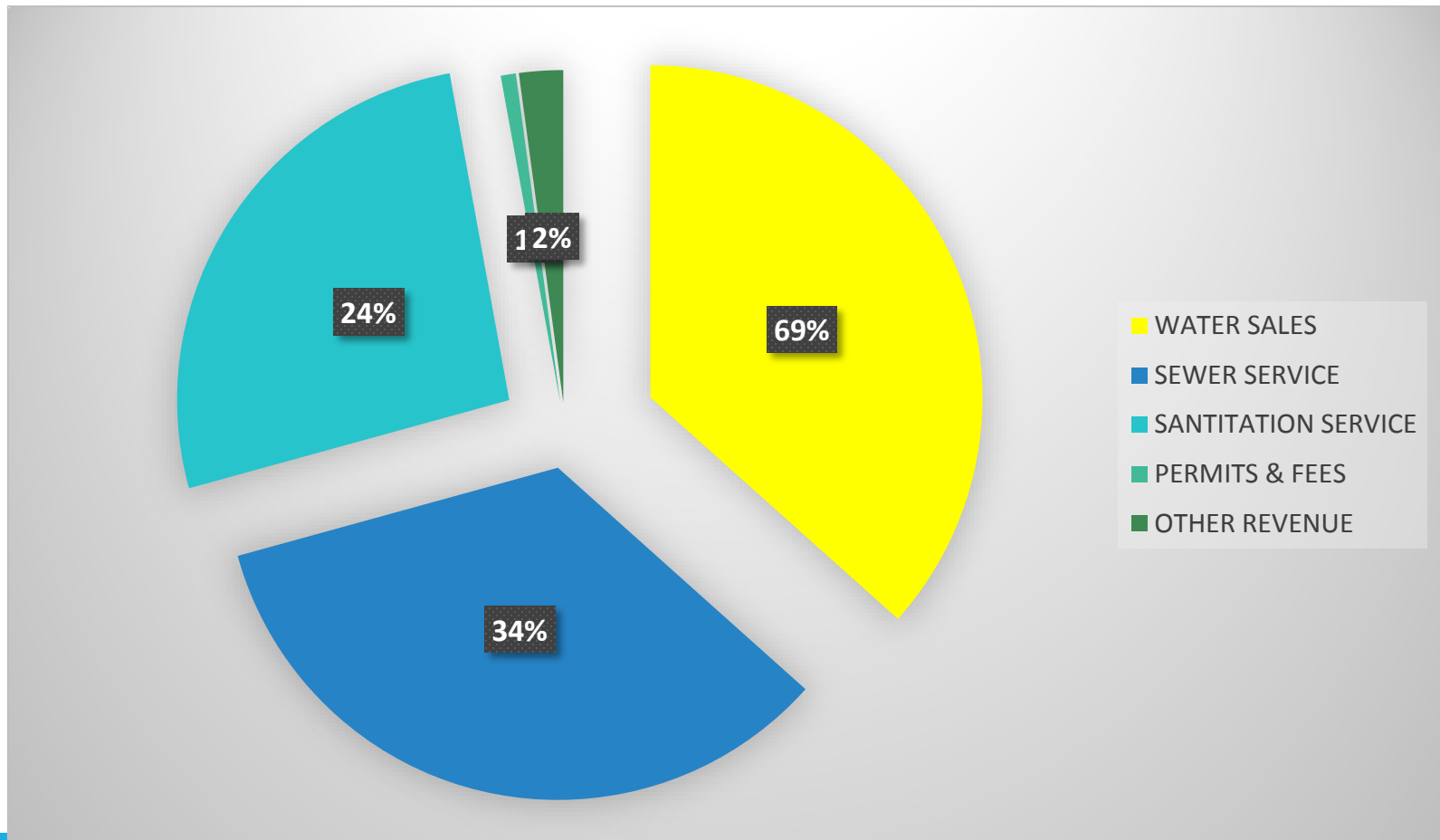
Proposed FY 2018-19

Column1	2017-18	2018-19	2018-19 PROP VS 2017-18 BUDGET	% Change
WATER SALES	\$2,966,461	\$3,200,146	\$233,685	7.88%
SEWER SERVICE	\$2,819,766	\$2,980,976	\$161,210	5.72%
SANTITATION SERVICE	\$2,240,020	\$2,307,773	\$67,753	3.02%
PERMITS & FEES	\$27,520	\$64,298	\$36,778	133.64%
OTHER REVENUE	\$174,956	\$186,841	\$11,885	6.79%
TOTAL	\$8,228,723	\$8,740,034	\$511,311	6.21%

Note: Transfers for Rate Stablization

Note: Interest in Water Dept Revenue

Enterprise Fund Revenues



Proposed Personnel Changes

Enterprise Fund

- **Position Change Water and WW \$ 4,418**
 - Position change from Administrative Secretary to Administrative Coordinator
 - Position split between GF and EF

- **New Position: Billing Department**
 - 1 FTE
 - Service Clerk

- **New Position : GIS**
 - While not in Enterprise Fund, the transfer accounts for GIS Services done within Public Works (Note: This position will be officed in Public Works)

Enterprise Fund Highlights

☐ Water

- ☐ Administrative position change
- ☐ Water Rate Study – Consulting
- ☐ Volume Increase
- ☐ Capital: Truck, Pipe Chop Saw, Dewatering Pump

☐ Billing

- ☐ Added Service Clerk position

☐ Sewer

- ☐ Increases to Chemical and Sludge Disposal rates
- ☐ Capital: Sewer Inspection Camera, Truck

Fleet Replacement Program

ENTERPRISE FUND

Fleet Replacement Proposal

Look at your Yellow Sheets

PROPOSAL

Enterprise Fund

- Water
- Sewer

\$ 209,874 Cost for “Start Up” or
Back Amortization

One Time Expenditure from
FY2017-18 surplus

Consistent Annual Amortization
moving forward included

Net Result of Decisions

❖ If Council decides to move forward with

❖ Decision - Fleet Replacement Program (Enterprise Fund)

\$ 411,575	Estimated Surplus in FY17-18
- 209,874	“Start Up” for Fleet Program*
\$ 201,701	

Enterprise Fund

Look at your Yellow Sheets

FY 2018-19

With Fleet Program in the Yellow Revision, note there is a \$87k surplus.

Special Funds

Capital Project Funds

Questions?



**MEETING MINUTES
OCTOBER 1, 2024**

**SEABROOK CITY COUNCIL
REGULAR 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, Jackie Rasco, Rob Hefner, Tom Tollett, Michael Giangrosso, Joe Machol. Also in attendance were: City Manager Gayle Cook and City Secretary Rachel Lewis. Pledges were conducted.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

Michael Robinson 2613 1/2 NASA Parkway, Seabrook Tx Kids For Paper Event noise violation
Councilmember Hefner at event

1.1 Mayor, City Council and/or members of the City staff may make announcements about City/Community events. City Council

Councilmember Hefner presented the following events:

National Night Out October 1, 2024
Coffee With a Cop on October 2, 2024
Pat Green at Barge 295 on October 11, 2024
Celebration Seabrook on October 12, 2024
Harvest Moon Regatta on October 17, 2024
Bike Around the Bay on October 20, 2024
National Drug Take Back Day on October 26, 2024
Costume Paw Parade on October 26, 2024
Joe Nichols at Barge 295 on October 26, 2024

2. PRESENTATIONS

2.1 Mayor Kolupski to issue a Proclamation declaring the month of October, 2024 as Domestic Violence Awareness Month.

Mayor Kolupski presented a proclamation to Sybil Winters-Little of Bay Area Turning Point, declaring the month of October as Domestic Violence Awareness Month.

3. CONSENT AGENDA

3.1 Approve the minutes of the September 17,2024 and September 24,2024 City Council Meetings.

Motion:	To Approve
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 3 Tollett
Vote:	Passed unanimously by all present

4. NEW BUSINESS

4.1 Consider and take all appropriate action on the approval of a coop; Sourcewell Contract # 081721-CXT, with CXT in the amount of \$192,347.00 for purchase, delivery and installation of Denali 10'3" x 17'2" two single user fully accessible flush restrooms as part of the American Rescue Plan Act (ARPA) Funds allocations and approve and authorize the City Manager to execute all associated documents.

Brian Craig presented the purchase.

Motion:	To Approve
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 4 Giangrosso
Vote:	Passed unanimously by all present

4.2 Consider and take all appropriate action on the aesthetics and landscaping for the Highway 146 expansion.

Councilmember Machol requested additional information regarding the landscaping planned for the SH 146 project. City Manager Cook informed Council the package was originally presented from TxDOT and the Economic Development Corporation (EDC) paid for the program. TxDOT informed them later of a grant and since the grant was awarded, EDC was awaiting the final amount of money to be returned. Councilmember Machol asked if the amount of rocks would remain with only small planting beds, and also asked if the contractor met with Opens Space and Trails (OST). City Manager Cook informed him meetings took place with Council and EDC, since EDC was the funding source. Additionally, the Green Ribbon project had specific guidelines so OST was not included. She explained this was not a park or open spaces project. Councilmember Hammann stated meetings took place with TxDOT and TxDOT owned that property. Councilmember Rasco stated there were discussions in previous OST meetings wherein the committee was informed they would be included in the planning. Gayle presented the plan from 2017. **See Attachment A.** Councilmember Machol requested the contractor come back to meet with citizens and OST regarding the planting and painting of the city logos on the walls. City Manager Cook stated if that was the direction from Council she could re-engage with the contractor to discuss costs for different designs. She stated the painting of the logos was still being negotiated since money was to be returned.

Motion:	To have a meeting with Clark Condon to expand the greens pace at NASA Rd 1 including OST, and to discuss maintenance
Made By:	At-Large Position 6 Machol
Seconded By:	At-Large Position 1 Rasco
Vote:	Passed unanimously by all present

4.3 Consider and take all appropriate action on the renewal of a five (5) year contract between the City of Seabrook and PS Lightwave, with TIPS Purchasing Cooperative, for internet and Ethernet services in an amount of \$57,078.00 for the term of the agreement and authorize the City Manager to execute agreement and all associated documents.

IT Director Jimmy Kinateder presented the contract.

Motion:	To Approve
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 1 Rasco
Vote:	Passed unanimously by all present

- 4.4 Consider and take all appropriate action on a Joint Participation Interlocal Agreement between the City of Seabrook and Harris County in a City Funding Share of \$500,000.00 towards the total estimated cost of \$1,000,000.00 for the services of study, design and cost estimate construction costs for the reconstruction of North Meyer as part of the award of the 2024 Harris County Precinct 2 Partnership Grant and authorize the City Manager to sign the agreement.**

City Manager Gayle Cook presented the agreement. Public Works Director Kevin Padgett explained the project. He stated the contractor was approved by Harris County.

Motion:	To Approve
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 3 Tollett
Vote:	Passed unanimously by all present

- 4.5 Consider and take all appropriate action on Resolution 2024-22, Incentive Agreement for Miramar Shopping Center Parking Lot Improvements, with Miramar Beltline GP, LLC as approved by the Seabrook Economic Development Corporation on September 12, 2024, in accordance with the previously posted Business Incentive Program project.**

City Manager Cook presented the agreement. She explained that a resolution was not necessary so approval would just be for the agreement without a resolution.

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

5. DISCUSSION

- 5.1 Discussion regarding a complaint that was sent to the City against Council Member Joe Machol from a resident and appropriate process for addressing.**

Councilmember Machol stated he was made aware of a complaint that was filed against him due to an incident that he was involved in with a resident who was arrested for pulling a gun on him. He stated the person was facing felony charges over it. He requested that the process for these complaints be explained. City Attorney David Olson stated he would look at the complaint and process and answer any questions that needed to be addressed.

- 5.2 Hear a report on the previously approved item on October 4, 2022: License and Indemnity Agreement between the City of Seabrook and Seabrook American Flag Initiative (SAFI).**

Councilmember Hammann requested status of the project. Councilmember Machol

stated a sidewalk project was initiated and it changed the look of the flags because they would be staggered. He stated that he would work with OST on the plantings of the oak trees planned for that area. He said he didn't sign the original agreement due to it being 31 pages and one of the points he took issue with was that damages to the pole or flags would be at the expense of SAFI or himself. He stated he had 50 flags and some of the poles at the current time.

6. ROUTINE BUSINESS

6.1 City Manager update and report to City Council on various items that require no action, including Seabrook Boards and Commissions, Transportation Projects, SH 146 Recap and City of Seabrook CIP Projects.

City Manager Gayle Cook gave the update regarding the following:

CIP project for design of Bayside expansion

Final closeout of SH 146 and close out orders for promised items

TxDOT project at Redbluff and clean out of the detention area

Seabrook signs on highway were installed

Public Works projects for pickleball court, light installation at park, and court resurfacing

Proposal for pool with buildings included should be presented soon

6.2 Establish future meeting dates and agenda items.

City Secretary Rachel Lewis informed Council the next Regular City Council meeting was scheduled for October 15, 2024 at 6:00 pm.

Councilmember Rasco requested that a HOT Funds Committee be placed on the next agenda as a discussion item.

Motion:	To Adjourn
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 1 Rasco
Vote:	Passed unanimously by all present

The meeting was adjourned at 7:30 pm.

APPROVED:

Thomas G. Kolupski
Mayor

DATE: _____

ATTEST:

Rachel Lewis, TRMC
City Secretary

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Ethics Review Commission
Date: Thursday, February 8, 2024 9:53:48 AM

Application for Appointment to the Ethics Review Commission

All information provided in this application is public information pursuant to the provisions of the Texas Public Information Act.

If you have questions or need more information about this application, please email the Office of the City Secretary at citysec@seabrooktx.gov or call (281) 291-5663.

Name	Marcy Fryday
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Phone	281-703-4506
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Email	
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Please enter the address of your residence. All applicants must live within Seabrook City limits.

Street Address	801 Bryan Ave
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City	Seabrook
------	----------

State	Tx
-------	----

Zip Code	77586
----------	-------

Are you a Registered Voter?	Yes
-----------------------------	-----

How long have you been a resident of Seabrook?	38
--	----

Have you attended a meeting of the Ethics Review Commission?	Yes
--	-----

Are you currently a member of the Ethics Review Commission?	Yes
---	-----

Have you previously served on a Seabrook	Yes
--	-----

board or commission?

Have you ever served a full or partial term on Seabrook City Council?

No

If you have served on a Seabrook board or commission please identify which ones.

Charter Review Commission

Have you previously served on a board or commission for another city or organization?

No

If you have served on a board or commission for another city or organization, please list them here.

Field not completed.

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of an Ethics Review Commissioner?

No

If you answered Yes or Uncertain to a potential conflict of interest, please explain

Field not completed.

What special skill or knowledge would you bring to the Ethics Review Commission?

Former member, Public Relations experience, Marketing experience, was also a librarian

The Ethics Review Commission can call witnesses and compel evidence to make a determination on an ethics ordinance violation committed by an elected or appointed official or a City staff member. What are

It's critically important

your feelings on the importance of this role for which you are volunteering?

Objectivity and a knowledge of the Ethics Ordinance is necessary to ascertain when a violation of that ordinance has been committed. Have you read the Ethics Ordinance and do you understand it? Please give an example of a possible violation of the ordinance.

Yes. A possible violation would be personally profiting from a decision made on City Council.

Please provide any additional information you feel would be useful to the City Council in considering your application. A cover letter and/or resume may also be submitted with the application.

Field not completed.

Today's Date

2/8/2024

By submitting this application online, I hereby affirm that I am aware of the requirements for the position and certify that I meet those requirements.

I Understand and Agree

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Ethics Review Commission
Date: Wednesday, February 7, 2024 8:50:46 AM

Application for Appointment to the Ethics Review Commission

All information provided in this application is public information pursuant to the provisions of the Texas Public Information Act.

If you have questions or need more information about this application, please email the Office of the City Secretary at citysec@seabrooktx.gov or call (281) 291-5663.

Name	Liliana Guadalupe Gonzalez
------	----------------------------

Phone	8328466493
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Email	
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Please enter the address of your residence. All applicants must live within Seabrook City limits.

Street Address	905 Mystic Village Ln
----------------	-----------------------

City	Seabrook
------	----------

State	TX
-------	----

Zip Code	77586
----------	-------

Are you a Registered Voter?	Yes
-----------------------------	-----

How long have you been a resident of Seabrook?	5
--	---

Have you attended a meeting of the Ethics Review Commission?	Yes
--	-----

Are you currently a member of the Ethics Review Commission?	Yes
---	-----

Have you previously served on a Seabrook	Yes
--	-----

board or commission?

Have you ever served a full or partial term on Seabrook City Council?

No

If you have served on a Seabrook board or commission please identify which ones.

Ethics Review Commission

Have you previously served on a board or commission for another city or organization?

Yes

If you have served on a board or commission for another city or organization, please list them here.

UH Hispanic Alumni Association

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of an Ethics Review Commissioner?

No

If you answered Yes or Uncertain to a potential conflict of interest, please explain

Field not completed.

What special skill or knowledge would you bring to the Ethics Review Commission?

Masters in Public Administration, Board experience, cross-cultural competence, bilingual, government and private partnerships

The Ethics Review Commission can call witnesses and compel evidence to make a determination on an ethics ordinance violation committed by an elected or appointed official or a City staff member. What are

The role of the Ethics Review Commission is vital in upholding integrity and accountability within government institutions. By being able to call witnesses and compel evidence, the commission ensures transparency and fairness in the investigation of potential ethics violations by elected or appointed officials and city staff members. This process helps to maintain public trust in government and ensures that officials are held accountable for their actions.

Overall, the role of the Ethics Review Commission serves as a

your feelings on the importance of this role for which you are volunteering?

crucial safeguard against corruption and unethical behavior, helping to uphold the principles of good governance and democratic accountability.

Objectivity and a knowledge of the Ethics Ordinance is necessary to ascertain when a violation of that ordinance has been committed. Have you read the Ethics Ordinance and do you understand it? Please give an example of a possible violation of the ordinance.

Yes

Please provide any additional information you feel would be useful to the City Council in considering your application. A cover letter and/or resume may also be submitted with the application.

Field not completed.

Today's Date

2/7/2024

By submitting this application online, I hereby affirm that I am aware of the requirements for the position and certify that I meet those requirements.

I Understand and Agree

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Ethics Review Commission
Date: Monday, January 22, 2024 9:39:15 PM

Application for Appointment to the Ethics Review Commission

All information provided in this application is public information pursuant to the provisions of the Texas Public Information Act.

If you have questions or need more information about this application, please email the Office of the City Secretary at citysec@seabrooktx.gov or call (281) 291-5663.

Name	Nathan Bradford Lenna
------	-----------------------

Phone	3363272414
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Email	
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Please enter the address of your residence. All applicants must live within Seabrook City limits.

Street Address	2513 Lakeside LNDG
----------------	--------------------

City	Seabrook
------	----------

State	Texas
-------	-------

Zip Code	77586
----------	-------

Are you a Registered Voter?	Yes
-----------------------------	-----

How long have you been a resident of Seabrook?	8
--	---

Have you attended a meeting of the Ethics Review Commission?	Yes
--	-----

Are you currently a member of the Ethics Review Commission?	Yes
---	-----

Have you previously served on a Seabrook	Yes
--	-----

board or commission?

Have you ever served a full or partial term on Seabrook City Council?

No

If you have served on a Seabrook board or commission please identify which ones.

Ethics Review Commission

Have you previously served on a board or commission for another city or organization?

No

If you have served on a board or commission for another city or organization, please list them here.

Field not completed.

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of an Ethics Review Commissioner?

No

If you answered Yes or Uncertain to a potential conflict of interest, please explain

Field not completed.

What special skill or knowledge would you bring to the Ethics Review Commission?

No one is perfect but I feel the way I conduct myself in life lends itself to a position on an ethics review commission. I sympathize with others and try to understand to the best of my ability to understand from where they may be coming. I would not willingly place myself in a position that place me in an unethical situation. And, if I ever did I would be more than willing to self disclose my indiscretion and remedy the situation.

The Ethics Review Commission can call witnesses and compel evidence to make a determination on an ethics ordinance violation committed by

It is important that anyone willing to put themselves into a public office should hold that position in high regard and not use that office for self indulgence or unethical advancement. I think an Ethics Review Commission is a necessary utility put in place in order for the citizens to review any complaints against a public figure whether justified or not in regards to an ethics violation while occupying that public office.

an elected or appointed official or a City staff member. What are your feelings on the importance of this role for which you are volunteering?

Objectivity and a knowledge of the Ethics Ordinance is necessary to ascertain when a violation of that ordinance has been committed. Have you read the Ethics Ordinance and do you understand it? Please give an example of a possible violation of the ordinance.

Section 2-231 paragraph (c) of Part II - Code of Ordinances Article VI. Code of Ethics states No local official, appointee, or employee shall accept or solicit any gift or favor that might reasonably tend to influence him or her in the discharge of his or her official duties.

Please provide any additional information you feel would be useful to the City Council in considering your application. A cover letter and/or resume may also be submitted with the application.

Field not completed.

Today's Date

1/22/2024

By submitting this application online, I hereby affirm that I am aware of the requirements for the position and certify that I meet those requirements.

I Understand and Agree

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Ethics Review Commission
Date: Thursday, August 8, 2024 8:34:21 AM

Application for Appointment to the Ethics Review Commission

ALL INFORMATION PROVIDED IN THIS APPLICATION IS PUBLIC INFORMATION PURSUANT TO THE PROVISIONS OF THE TEXAS PUBLIC INFORMATION ACT.

PURPOSE

The purpose of the Ethics Review Commission is to make recommendations to the City Council regarding the appropriate disposition of allegations of violations against the ethics ordinance.

The Ethics Review Commission is composed of 5 regular members and up to 2 alternates serving 2-year terms.

REQUIREMENTS

Candidates must meet the following requirements to be considered for appointment:

- Having resided with the City of Seabrook for at least 12 months preceding appointment.
- Be a registered voter of the City of Seabrook.
- Have no felony convictions for which they have not been pardoned.
- Not be an adversary party to pending litigation against the City of Seabrook.
- Not be in arrears on any city taxes, utility service charges, or other obligations owed to the City of Seabrook.

APPOINTMENT

All appointments are made by and at the discretion of the City Council. Because vacancies may arise before the next regular appointment period, all applications are kept on file for 1 year.

QUESTIONS

If you have questions or need more information about this application, please [email the Office of the City Secretary](#) or call (281) 291-5663.

FIRST NAME

Kelly

LAST NAME

Bowman

PHONE NUMBER

[REDACTED]

EMAIL ADDRESS

[REDACTED]

PLEASE ENTER THE ADDRESS OF YOUR RESIDENCE. ALL APPLICANTS MUST LIVE WITHIN SEABROOK CITY LIMITS.

STREET ADDRESS

[REDACTED]

MAILING ADDRESS

Field not completed.

CITY

Seabrook

STATE

TX

ZIP

77586

HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF SEABROOK?

3 years

ARE YOU REGISTERED TO VOTE IN THE CITY OF SEABROOK?

YES

DO YOU HAVE A FELONY CONVICTION FOR WHICH YOU HAVE NOT BEEN PARDONED?

NO

ARE YOU AN ADVERSARY PARTY TO A PENDING LITIGATION AGAINST THE CITY OF SEABROOK?

NO

ARE YOU CURRENTLY IN ARREARS ON ANY CITY TAXES, UTILITY CHARGES, OR OTHER OBLIGATIONS OWED TO THE CITY OF SEABROOK?

NO

HAVE YOU ATTENDED A MEETING OF THE

NO

ETHICS REVIEW
COMMISSION?

ARE YOU CURRENTLY
A MEMBER OF THE
ETHICS REVIEW
COMMISSION?

NO

HAVE YOU
PREVIOUSLY SERVED
ON A CITY OF
SEABROOK BOARD OR
COMMISSION?

NO

IF YES, PLEASE
INDICATE WHICH
BOARD OR
COMMISSION YOU
HAVE SERVED.

Field not completed.

HAVE YOU EVER
SERVED A PARTIAL OR
FULL TERM ON THE
CITY OF SEABROOK
CITY COUNCIL?

NO

HAVE YOU
PREVIOUSLY SERVED
ON A BOARD OR
COMMISSION OR
ANOTHER CITY OR
ORGANIZATION?

NO

IF YES, PLEASE
INDICATE WHICH
CITIES/ORGANIZATIONS
YOU HAVE SERVED

Field not completed.

DOES ANY POTENTIAL
CONFLICT OF
INTEREST EXIST WHICH
MAY INTERFERE OR
INHIBIT YOU TO CARRY
OUT THE DUTIES OF
SERVING ON THIS
BOARD OR
COMMISSION?

NO

IF YES OR UNCERTAIN, *Field not completed.*

PLEASE EXPLAIN THE
POTENTIAL CONFLICT
OF INTEREST

WHAT SPECIAL SKILL
OR KNOWLEDGE
WOULD YOU BRING TO
THIS BOARD OR
COMMISSION?

I have been a police officer for fifteen years with the City of Pasadena. I have held many positions in the department including internal affairs and administrative sergeant. Both of those positions dealt with ethics issues on a regular basis.

THE ETHICS REVIEW
COMMISSION CAN CALL
WITNESSES AND
COMPEL EVIDENCE TO
MAKE A
DETERMINATION ON AN
ETHICS ORDINANCE
VIOLATION COMMITTED
BY AN ELECTED OR
APPOINTED OFFICIAL
OR A CITY STAFF
MEMBER. WHAT ARE
YOUR FEELINGS ON
THE IMPORTANCE OF
THIS ROLE FOR WHICH
YOU ARE
VOLUNTEERING?

I think it is important to hold people accountable, regardless of their title or position of power. In doing internal affairs investigations, rank did not matter one bit. The investigations were conducted justly and fairly. No official oppression means no official oppression for everyone, not a select few.

OBJECTIVITY AND A
KNOWLEDGE OF THE
ETHICS ORDINANCE IS
NECESSARY TO
ASCERTAIN WHEN A
VIOLATION OF THAT
ORDINANCE HAS BEEN
COMMITTED. HAVE YOU
READ THE ETHICS
ORDINANCE AND DO
YOU UNDERSTAND IT?
PLEASE GIVE AN
EXAMPLE OF A
POSSIBLE VIOLATION
OF THE ORDINANCE.

I have read and understand the ordinance. An example would be if the mayor or someone on city council has a brother who owns a tow truck business. If the city representative would then advocate that the city sign an exclusive contract with their towing company for crashes and arrests, while accepting kickbacks from the brother behind closed doors, that would be an ethical violation. Any time someone advocates for a specific business, there should be no familial or close relationships that are not disclosed at the onset. They may be the best tow truck service for the city, but kickbacks are unethical, as is not disclosing the relationship first.

PLEASE PROVIDE ANY
ADDITIONAL
INFORMATION YOU
FEEL WOULD BE

I am wishing to contribute to our city! When I saw the open application for the ethics committee, I thought that might be a good start since it is in my wheelhouse of experience. I served two years in internal affairs by myself. I worked unfounded cases, as well as those that resulted in the officer

USEFUL TO THE CITY
OF SEABROOK CITY
COUNCIL IN
CONSIDERING YOUR
APPLICATION

being fired. I read once that the quickest way to kill morale and build a toxic culture is to let a good employee see a bad employee's behavior go unaddressed. I think that stands to reason in a city government as well. I can speak first hand on how an entire profession can be derailed due to the actions of a few. Similarly, leaving representatives of the City of Seabrook go unchecked for ethical violations will erode any faith in all of the city operations. As the administrative sergeant, I helped the Chief of Police determine proper discipline for violations. we focused on trying to remain consistent and fair in our application of punishments.

IF YOU HAVE A
RESUME OR COVER
LETTER TO SUBMIT
WITH YOUR
APPLICATION, YOU MAY
UPLOAD IT HERE

Field not completed.

TODAY'S DATE

8/8/2024

BY SUBMITTING THIS
APPLICATION, I
HEREBY AFFIRM THAT I
AM AWARE OF THE
REQUIREMENTS FOR
THE POSITION AND
CERTIFY THAT I MEET
THOSE REQUIREMENTS

I UNDERSTAND AND AGREE

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Ethics Review Commission
Date: Sunday, August 18, 2024 9:51:06 PM

Application for Appointment to the Ethics Review Commission

ALL INFORMATION PROVIDED IN THIS APPLICATION IS PUBLIC INFORMATION PURSUANT TO THE PROVISIONS OF THE TEXAS PUBLIC INFORMATION ACT.

PURPOSE

The purpose of the Ethics Review Commission is to make recommendations to the City Council regarding the appropriate disposition of allegations of violations against the ethics ordinance.

The Ethics Review Commission is composed of 5 regular members and up to 2 alternates serving 2-year terms.

REQUIREMENTS

Candidates must meet the following requirements to be considered for appointment:

- Having resided with the City of Seabrook for at least 12 months preceding appointment.
- Be a registered voter of the City of Seabrook.
- Have no felony convictions for which they have not been pardoned.
- Not be an adversary party to pending litigation against the City of Seabrook.
- Not be in arrears on any city taxes, utility service charges, or other obligations owed to the City of Seabrook.

APPOINTMENT

All appointments are made by and at the discretion of the City Council. Because vacancies may arise before the next regular appointment period, all applications are kept on file for 1 year.

QUESTIONS

If you have questions or need more information about this application, please [email the Office of the City Secretary](#) or call (281) 291-5663.

FIRST NAME

Ashley

LAST NAME

Gadd

PHONE NUMBER	8325662361
--------------	------------

EMAIL ADDRESS	
---------------	-------------

PLEASE ENTER THE ADDRESS OF YOUR RESIDENCE. ALL APPLICANTS MUST LIVE WITHIN SEABROOK CITY LIMITS.

STREET ADDRESS	2022 Oceanview Dr
----------------	-------------------

MAILING ADDRESS	<i>Field not completed.</i>
-----------------	-----------------------------

CITY	Seabrook
------	----------

STATE	Texas
-------	-------

ZIP	77586
-----	-------

HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF SEABROOK?	About four years
--	------------------

ARE YOU REGISTERED TO VOTE IN THE CITY OF SEABROOK?	YES
---	-----

DO YOU HAVE A FELONY CONVICTION FOR WHICH YOU HAVE NOT BEEN PARDONED?	NO
---	----

ARE YOU AN ADVERSARY PARTY TO A PENDING LITIGATION AGAINST THE CITY OF SEABROOK?	NO
--	----

ARE YOU CURRENTLY IN ARREARS ON ANY CITY TAXES, UTILITY CHARGES, OR OTHER OBLIGATIONS OWED TO THE CITY OF SEABROOK?	NO
---	----

HAVE YOU ATTENDED A MEETING OF THE	NO
------------------------------------	----

ETHICS REVIEW
COMMISSION?

ARE YOU CURRENTLY
A MEMBER OF THE
ETHICS REVIEW
COMMISSION?

NO

HAVE YOU
PREVIOUSLY SERVED
ON A CITY OF
SEABROOK BOARD OR
COMMISSION?

NO

IF YES, PLEASE
INDICATE WHICH
BOARD OR
COMMISSION YOU
HAVE SERVED.

Field not completed.

HAVE YOU EVER
SERVED A PARTIAL OR
FULL TERM ON THE
CITY OF SEABROOK
CITY COUNCIL?

NO

HAVE YOU
PREVIOUSLY SERVED
ON A BOARD OR
COMMISSION OR
ANOTHER CITY OR
ORGANIZATION?

NO

IF YES, PLEASE
INDICATE WHICH
CITIES/ORGANIZATIONS
YOU HAVE SERVED

Field not completed.

DOES ANY POTENTIAL
CONFLICT OF
INTEREST EXIST WHICH
MAY INTERFERE OR
INHIBIT YOU TO CARRY
OUT THE DUTIES OF
SERVING ON THIS
BOARD OR
COMMISSION?

NO

IF YES OR UNCERTAIN,

Field not completed.

PLEASE EXPLAIN THE
POTENTIAL CONFLICT
OF INTEREST

WHAT SPECIAL SKILL
OR KNOWLEDGE
WOULD YOU BRING TO
THIS BOARD OR
COMMISSION?

A comprehensive understanding of diverse perspectives, as well as, analytical skills, sound judgment, and high emotional intelligence.

THE ETHICS REVIEW
COMMISSION CAN CALL
WITNESSES AND
COMPEL EVIDENCE TO
MAKE A
DETERMINATION ON AN
ETHICS ORDINANCE
VIOLATION COMMITTED
BY AN ELECTED OR
APPOINTED OFFICIAL
OR A CITY STAFF
MEMBER. WHAT ARE
YOUR FEELINGS ON
THE IMPORTANCE OF
THIS ROLE FOR WHICH
YOU ARE
VOLUNTEERING?

This role is important to help maintain integrity within the organization, prevent misconduct and promote trust.

OBJECTIVITY AND A
KNOWLEDGE OF THE
ETHICS ORDINANCE IS
NECESSARY TO
ASCERTAIN WHEN A
VIOLATION OF THAT
ORDINANCE HAS BEEN
COMMITTED. HAVE YOU
READ THE ETHICS
ORDINANCE AND DO
YOU UNDERSTAND IT?
PLEASE GIVE AN
EXAMPLE OF A
POSSIBLE VIOLATION
OF THE ORDINANCE.

Yes. An example would be a city official using their position for personal gain.

PLEASE PROVIDE ANY
ADDITIONAL
INFORMATION YOU
FEEL WOULD BE

I would love the opportunity to be involved with the city and the Ethics review commission.

USEFUL TO THE CITY
OF SEABROOK CITY
COUNCIL IN
CONSIDERING YOUR
APPLICATION

IF YOU HAVE A
RESUME OR COVER
LETTER TO SUBMIT
WITH YOUR
APPLICATION, YOU MAY
UPLOAD IT HERE

Field not completed.

TODAY'S DATE

8/18/2024

BY SUBMITTING THIS
APPLICATION, I
HEREBY AFFIRM THAT I
AM AWARE OF THE
REQUIREMENTS FOR
THE POSITION AND
CERTIFY THAT I MEET
THOSE REQUIREMENTS

I UNDERSTAND AND AGREE

Email not displaying correctly? [View it in your browser.](#)

ASHLEY GADD

EXPERIENCE

CAMDEN PROPERTY TRUST

Senior Administrative Assistant | June 2020 - Present

- Support VP of Information Technology and VP of Contact Center Operations
- Organize and communicate information/data for various projects and meetings
- Coordinate and improve relationships with clients and external vendors
- Help diagnose and resolve discrepancies within software and integrations
- Reinforce company values and cultural initiatives through team-building events
- Mentor new hires by teaching, networking and offering support and knowledge
- Receive, log and prepare invoices for processing, including billing accuracy verification, data entry and coding

CAMDEN PROPERTY TRUST

Customer Relations Advisor | July 2017 - June 2020

- Support project manager in national Chirp technology rollout
- Assist prospects and residents at Camden communities nationwide with leasing, maintenance, and technical support
- Develop and implement various processes and procedures
- Provide financial, administrative, and clerical support to accounts payable
- Update essential policies and procedures for Camden communities

DEL PAPA DISTRIBUTING

Consumer Marketing Rep | November 2015 - July 2017

- Develop and build relationships with key on-premise retailers
- Execute brand activations, including promotions and brand sampling trade calls
- Manage, sell and exceed brand activation targets

ESPN RADIO HOUSTON

Assistant Promotions Manager | April 2014 - October 2015

- Update, market and enhance the growth of various social media accounts
- Manage event calendar and listener database
- Plan and attend promotional events for ESPN 97.5 and Yahoo Sports Radio 1560

CONTACT

-  832-566-2361
-  ashleymgadd@gmail.com
-  Seabrook, Texas

EDUCATION

2011-2013

UNIVERSITY OF HOUSTON – CLEAR LAKE
Bachelor of Arts, Communication

2008-2011

SAN JACINTO COMMUNITY COLLEGE
Associate of Arts, Behavioral Science

SKILLS

- Software Development
- Data Literacy
- Detail Oriented
- Customer Service
- Problem Solving
- Computer Literacy
- Process Improvement
- Verbal and Written Communication

REFERENCE

SATIN EMAMI

Manager - Marketing/Sales Operations, KIWO
satinangel23@gmail.com

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Ethics Review Commission
Date: Sunday, August 25, 2024 7:25:55 PM

Application for Appointment to the Ethics Review Commission

ALL INFORMATION PROVIDED IN THIS APPLICATION IS PUBLIC INFORMATION PURSUANT TO THE PROVISIONS OF THE TEXAS PUBLIC INFORMATION ACT.

PURPOSE

The purpose of the Ethics Review Commission is to make recommendations to the City Council regarding the appropriate disposition of allegations of violations against the ethics ordinance.

The Ethics Review Commission is composed of 5 regular members and up to 2 alternates serving 2-year terms.

REQUIREMENTS

Candidates must meet the following requirements to be considered for appointment:

- Having resided with the City of Seabrook for at least 12 months preceding appointment.
- Be a registered voter of the City of Seabrook.
- Have no felony convictions for which they have not been pardoned.
- Not be an adversary party to pending litigation against the City of Seabrook.
- Not be in arrears on any city taxes, utility service charges, or other obligations owed to the City of Seabrook.

APPOINTMENT

All appointments are made by and at the discretion of the City Council. Because vacancies may arise before the next regular appointment period, all applications are kept on file for 1 year.

QUESTIONS

If you have questions or need more information about this application, please [email the Office of the City Secretary](#) or call (281) 291-5663.

FIRST NAME	Helen
LAST NAME	Hanks
PHONE NUMBER	5129035817
EMAIL ADDRESS	

PLEASE ENTER THE ADDRESS OF YOUR RESIDENCE. ALL APPLICANTS MUST LIVE WITHIN SEABROOK CITY LIMITS.

STREET ADDRESS	1820 El Mar Ln
----------------	----------------

MAILING ADDRESS	<i>Field not completed.</i>
-----------------	-----------------------------

CITY	Seabrook
------	----------

STATE	TX
-------	----

ZIP	77586
-----	-------

HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF SEABROOK?	6 years
--	---------

ARE YOU REGISTERED TO VOTE IN THE CITY OF SEABROOK?	Yes
---	-----

DO YOU HAVE A FELONY CONVICTION FOR WHICH YOU HAVE NOT BEEN PARDONED?	No
---	----

ARE YOU AN ADVERSARY PARTY TO A PENDING LITIGATION AGAINST THE CITY OF SEABROOK?	No
--	----

ARE YOU CURRENTLY IN ARREARS ON ANY CITY TAXES, UTILITY CHARGES, OR OTHER OBLIGATIONS OWED TO THE CITY OF SEABROOK?	No
---	----

HAVE YOU ATTENDED A MEETING OF THE ETHICS REVIEW COMMISSION?	No
--	----

ARE YOU CURRENTLY A MEMBER OF THE	No
-----------------------------------	----

ETHICS REVIEW
COMMISSION?

HAVE YOU
PREVIOUSLY SERVED
ON A CITY OF
SEABROOK BOARD OR
COMMISSION?

No

IF YES, PLEASE
INDICATE WHICH
BOARD OR
COMMISSION YOU
HAVE SERVED.

I have not served on a City of Seabrook board or commission.

HAVE YOU EVER
SERVED A PARTIAL OR
FULL TERM ON THE
CITY OF SEABROOK
CITY COUNCIL?

No

HAVE YOU
PREVIOUSLY SERVED
ON A BOARD OR
COMMISSION OR
ANOTHER CITY OR
ORGANIZATION?

No

IF YES, PLEASE
INDICATE WHICH
CITIES/ORGANIZATIONS
YOU HAVE SERVED

Field not completed.

DOES ANY POTENTIAL
CONFLICT OF
INTEREST EXIST WHICH
MAY INTERFERE OR
INHIBIT YOU TO CARRY
OUT THE DUTIES OF
SERVING ON THIS
BOARD OR
COMMISSION?

No

IF YES OR UNCERTAIN,
PLEASE EXPLAIN THE
POTENTIAL CONFLICT
OF INTEREST

Field not completed.

WHAT SPECIAL SKILL

I am an experienced chemical engineer so I am used to holding a

OR KNOWLEDGE
WOULD YOU BRING TO
THIS BOARD OR
COMMISSION?

position of responsibility, analyzing multiple sources of information, paying attention to details while considering the larger picture and understanding language in contracts.

THE ETHICS REVIEW
COMMISSION CAN CALL
WITNESSES AND
COMPEL EVIDENCE TO
MAKE A
DETERMINATION ON AN
ETHICS ORDINANCE
VIOLATION COMMITTED
BY AN ELECTED OR
APPOINTED OFFICIAL
OR A CITY STAFF
MEMBER. WHAT ARE
YOUR FEELINGS ON
THE IMPORTANCE OF
THIS ROLE FOR WHICH
YOU ARE
VOLUNTEERING?

I believe this role forms an essential part of the checks and balances in local government. The members of this commission should be independent and impartial so they can help ensure that the voted officials and employees for Seabrook City act in the best interest of Seabrook residents.

OBJECTIVITY AND A
KNOWLEDGE OF THE
ETHICS ORDINANCE IS
NECESSARY TO
ASCERTAIN WHEN A
VIOLATION OF THAT
ORDINANCE HAS BEEN
COMMITTED. HAVE YOU
READ THE ETHICS
ORDINANCE AND DO
YOU UNDERSTAND IT?
PLEASE GIVE AN
EXAMPLE OF A
POSSIBLE VIOLATION
OF THE ORDINANCE.

Yes, I have read the ethics ordinance and the code of ethics at https://library.municode.com/tx/seabrook/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTVICOET and I understand it. An example of a possible violation would be a city official financially benefitting from a contract with the city.

PLEASE PROVIDE ANY
ADDITIONAL
INFORMATION YOU
FEEL WOULD BE
USEFUL TO THE CITY
OF SEABROOK CITY
COUNCIL IN
CONSIDERING YOUR
APPLICATION

I am new to public service but I would like to contribute in some way to making Seabrook a great city to live in. I have attended some City Council meetings during the time I have lived here in order to try and keep myself aware of what is going on. At present time I don't have any strong opinions on the issues being debated as I have the kind of mindset that tries hard to see both sides of an argument before making a decision. I also heavily rely on data and facts to make decisions rather than "gut feelings".

IF YOU HAVE A
RESUME OR COVER
LETTER TO SUBMIT
WITH YOUR
APPLICATION, YOU MAY
UPLOAD IT HERE

[2024-08-25 Helen Hanks resume exported from LinkedIn.pdf](#)

TODAY'S DATE

8/25/2024

BY SUBMITTING THIS
APPLICATION, I
HEREBY AFFIRM THAT I
AM AWARE OF THE
REQUIREMENTS FOR
THE POSITION AND
CERTIFY THAT I MEET
THOSE REQUIREMENTS

I understand and agree

Email not displaying correctly? [View it in your browser.](#)

Contact

helen.hanks@zoho.com

www.linkedin.com/in/helenhanks
(LinkedIn)

Top Skills

Chemical Engineering
Process Engineering
Process Control

Languages

English (Native or Bilingual)
Spanish (Professional Working)
Chinese (Limited Working)
French (Limited Working)

Certifications

CLEP Principles of Macroeconomics
Climate Literacy: Navigating Climate Change Conversations
Learn to Program: Crafting Quality Code
Control of Mobile Robots
Introduction to Environmental Law and Policy

Honors-Awards

Morton Scholarship
"Best Science Project"
Personal Development Award

Helen Hanks

Process Engineer at Air Products
Houston, Texas, United States

Summary

Chemical engineer with experience and passion in advanced process controls. Strong history of completing novel automation projects under challenging conditions. Ability to work remotely with little supervision, prioritize and manage workloads and constantly learn new techniques. Volunteer to promote STEM education to the public and frequently take online courses to future-proof my own skills.

My main skills include the following:

Process Engineering - Gasification, air separation units, steam methane reformers, blast furnaces, acetylene

Advanced Controls - Optimisation, multivariable control, process KPI development, automation sequences

Programming - FORTRAN, Visual Basic, SQL, MATLAB, R, Excel models

I am participating in the Manchester University Alumni Network programme - UMAN:GO

Please note, while I am happy to occasionally answer questions about a career in chemical engineering and give advice I can not recommend or "put in a good word" for people I have not worked with in any capacity.

Experience

Air Products

16 years 11 months

Plant Process Engineer - HyCO and Pipelines

August 2017 - Present (7 years 1 month)

Houston, Texas Area

Advanced Process Controls Engineer

January 2017 - August 2017 (8 months)

Hersham, UK

Plant Process Engineer - Gasification

June 2015 - January 2017 (1 year 8 months)

Middlesbrough, UK

R&D Engineer - Steel and Gasification

September 2013 - June 2015 (1 year 10 months)

Shanghai, China

Advanced Process Controls Engineer

March 2011 - August 2013 (2 years 6 months)

Shanghai, China

Advanced Process Controls Engineer

October 2009 - March 2011 (1 year 6 months)

Hersham, UK

Engineering Development Programme

October 2007 - September 2009 (2 years)

Hersham, UK

Procter & Gamble

Chemical Engineering R&D Intern

September 2002 - July 2003 (11 months)

Newcastle upon Tyne, UK

Education

The University of Manchester

Master of Engineering (MEng), Chemical Engineering with Study in Europe · (2003 - 2007)

The Open University

Master of Science (MSc), Space Science and Technology · (2017 - 2019)

Queen Elizabeth Sixth Form College

A Levels (Chemistry, Physics, Maths, Further Maths), AS Levels (Spanish and General Studies) · (2000 - 2002)

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Ethics Review Commission
Date: Wednesday, August 14, 2024 6:29:12 PM

Application for Appointment to the Ethics Review Commission

ALL INFORMATION PROVIDED IN THIS APPLICATION IS PUBLIC INFORMATION PURSUANT TO THE PROVISIONS OF THE TEXAS PUBLIC INFORMATION ACT.

PURPOSE

The purpose of the Ethics Review Commission is to make recommendations to the City Council regarding the appropriate disposition of allegations of violations against the ethics ordinance.

The Ethics Review Commission is composed of 5 regular members and up to 2 alternates serving 2-year terms.

REQUIREMENTS

Candidates must meet the following requirements to be considered for appointment:

- Having resided with the City of Seabrook for at least 12 months preceding appointment.
- Be a registered voter of the City of Seabrook.
- Have no felony convictions for which they have not been pardoned.
- Not be an adversary party to pending litigation against the City of Seabrook.
- Not be in arrears on any city taxes, utility service charges, or other obligations owed to the City of Seabrook.

APPOINTMENT

All appointments are made by and at the discretion of the City Council. Because vacancies may arise before the next regular appointment period, all applications are kept on file for 1 year.

QUESTIONS

If you have questions or need more information about this application, please [email the Office of the City Secretary](#) or call (281) 291-5663.

FIRST NAME

Nancy

LAST NAME

Harwell

PHONE NUMBER	832-859-5352
--------------	--------------

EMAIL ADDRESS	
---------------	-------------

PLEASE ENTER THE ADDRESS OF YOUR RESIDENCE. ALL APPLICANTS MUST LIVE WITHIN SEABROOK CITY LIMITS.

STREET ADDRESS	1109 Hardesty Avenue
----------------	----------------------

MAILING ADDRESS	<i>Field not completed.</i>
-----------------	-----------------------------

CITY	Seabrook
------	----------

STATE	Texas
-------	-------

ZIP	77586
-----	-------

HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF SEABROOK?	6 yrs
--	-------

ARE YOU REGISTERED TO VOTE IN THE CITY OF SEABROOK?	YES
---	-----

DO YOU HAVE A FELONY CONVICTION FOR WHICH YOU HAVE NOT BEEN PARDONED?	NO
---	----

ARE YOU AN ADVERSARY PARTY TO A PENDING LITIGATION AGAINST THE CITY OF SEABROOK?	NO
--	----

ARE YOU CURRENTLY IN ARREARS ON ANY CITY TAXES, UTILITY CHARGES, OR OTHER OBLIGATIONS OWED TO THE CITY OF SEABROOK?	NO
---	----

HAVE YOU ATTENDED A MEETING OF THE	NO
------------------------------------	----

ETHICS REVIEW
COMMISSION?

ARE YOU CURRENTLY
A MEMBER OF THE
ETHICS REVIEW
COMMISSION?

NO

HAVE YOU
PREVIOUSLY SERVED
ON A CITY OF
SEABROOK BOARD OR
COMMISSION?

NO

IF YES, PLEASE
INDICATE WHICH
BOARD OR
COMMISSION YOU
HAVE SERVED.

Field not completed.

HAVE YOU EVER
SERVED A PARTIAL OR
FULL TERM ON THE
CITY OF SEABROOK
CITY COUNCIL?

NO

HAVE YOU
PREVIOUSLY SERVED
ON A BOARD OR
COMMISSION OR
ANOTHER CITY OR
ORGANIZATION?

NO

IF YES, PLEASE
INDICATE WHICH
CITIES/ORGANIZATIONS
YOU HAVE SERVED

Field not completed.

DOES ANY POTENTIAL
CONFLICT OF
INTEREST EXIST WHICH
MAY INTERFERE OR
INHIBIT YOU TO CARRY
OUT THE DUTIES OF
SERVING ON THIS
BOARD OR
COMMISSION?

NO

IF YES OR UNCERTAIN, *Field not completed.*

PLEASE EXPLAIN THE
POTENTIAL CONFLICT
OF INTEREST

WHAT SPECIAL SKILL
OR KNOWLEDGE
WOULD YOU BRING TO
THIS BOARD OR
COMMISSION?

7 yrs as employee at Evelyn Meador Library (Harris County
Public Library)

THE ETHICS REVIEW
COMMISSION CAN CALL
WITNESSES AND
COMPEL EVIDENCE TO
MAKE A
DETERMINATION ON AN
ETHICS ORDINANCE
VIOLATION COMMITTED
BY AN ELECTED OR
APPOINTED OFFICIAL
OR A CITY STAFF
MEMBER. WHAT ARE
YOUR FEELINGS ON
THE IMPORTANCE OF
THIS ROLE FOR WHICH
YOU ARE
VOLUNTEERING?

In my opinion, integrity and lack of bias should be the most
important considerations regarding these matters. The
welfare of City of Seabrook policies/residents should be of
primary consideration.

OBJECTIVITY AND A
KNOWLEDGE OF THE
ETHICS ORDINANCE IS
NECESSARY TO
ASCERTAIN WHEN A
VIOLATION OF THAT
ORDINANCE HAS BEEN
COMMITTED. HAVE YOU
READ THE ETHICS
ORDINANCE AND DO
YOU UNDERSTAND IT?
PLEASE GIVE AN
EXAMPLE OF A
POSSIBLE VIOLATION
OF THE ORDINANCE.

Bribery related to city contractual obligations.

PLEASE PROVIDE ANY
ADDITIONAL
INFORMATION YOU
FEEL WOULD BE

I have recently retired from Evelyn Meador Library & will be
available for meetings when needed. Also, I majored in Pre-
Law in college. Additionally, I have worked as a professional
proofreader/editor/technical writer on the staff of a monthly
publication in Washington,DC. At Evelyn Meador, I frequently

USEFUL TO THE CITY
OF SEABROOK CITY
COUNCIL IN
CONSIDERING YOUR
APPLICATION

used my writing, editing & proofreading services (including
being responsible for the library's monthly press release.

IF YOU HAVE A
RESUME OR COVER
LETTER TO SUBMIT
WITH YOUR
APPLICATION, YOU MAY
UPLOAD IT HERE

Field not completed.

TODAY'S DATE

8/14/2024

BY SUBMITTING THIS
APPLICATION, I
HEREBY AFFIRM THAT I
AM AWARE OF THE
REQUIREMENTS FOR
THE POSITION AND
CERTIFY THAT I MEET
THOSE REQUIREMENTS

I UNDERSTAND AND AGREE

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Ethics Review Commission
Date: Tuesday, August 13, 2024 5:06:48 PM

Application for Appointment to the Ethics Review Commission

ALL INFORMATION PROVIDED IN THIS APPLICATION IS PUBLIC INFORMATION PURSUANT TO THE PROVISIONS OF THE TEXAS PUBLIC INFORMATION ACT.

PURPOSE

The purpose of the Ethics Review Commission is to make recommendations to the City Council regarding the appropriate disposition of allegations of violations against the ethics ordinance.

The Ethics Review Commission is composed of 5 regular members and up to 2 alternates serving 2-year terms.

REQUIREMENTS

Candidates must meet the following requirements to be considered for appointment:

- Having resided with the City of Seabrook for at least 12 months preceding appointment.
- Be a registered voter of the City of Seabrook.
- Have no felony convictions for which they have not been pardoned.
- Not be an adversary party to pending litigation against the City of Seabrook.
- Not be in arrears on any city taxes, utility service charges, or other obligations owed to the City of Seabrook.

APPOINTMENT

All appointments are made by and at the discretion of the City Council. Because vacancies may arise before the next regular appointment period, all applications are kept on file for 1 year.

QUESTIONS

If you have questions or need more information about this application, please [email the Office of the City Secretary](#) or call (281) 291-5663.

FIRST NAME

Mark

LAST NAME

Warfel

PHONE NUMBER	713-487-9906
--------------	--------------

EMAIL ADDRESS	
---------------	-------------

PLEASE ENTER THE ADDRESS OF YOUR RESIDENCE. ALL APPLICANTS MUST LIVE WITHIN SEABROOK CITY LIMITS.

STREET ADDRESS	2100 Menard
----------------	-------------

MAILING ADDRESS	<i>Field not completed.</i>
-----------------	-----------------------------

CITY	Seabrook
------	----------

STATE	TX
-------	----

ZIP	77586
-----	-------

HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF SEABROOK?	18 months
--	-----------

ARE YOU REGISTERED TO VOTE IN THE CITY OF SEABROOK?	YES
---	-----

DO YOU HAVE A FELONY CONVICTION FOR WHICH YOU HAVE NOT BEEN PARDONED?	NO
---	----

ARE YOU AN ADVERSARY PARTY TO A PENDING LITIGATION AGAINST THE CITY OF SEABROOK?	NO
--	----

ARE YOU CURRENTLY IN ARREARS ON ANY CITY TAXES, UTILITY CHARGES, OR OTHER OBLIGATIONS OWED TO THE CITY OF SEABROOK?	NO
---	----

HAVE YOU ATTENDED A MEETING OF THE	NO
------------------------------------	----

ETHICS REVIEW
COMMISSION?

ARE YOU CURRENTLY
A MEMBER OF THE
ETHICS REVIEW
COMMISSION?

NO

HAVE YOU
PREVIOUSLY SERVED
ON A CITY OF
SEABROOK BOARD OR
COMMISSION?

NO

IF YES, PLEASE
INDICATE WHICH
BOARD OR
COMMISSION YOU
HAVE SERVED.

Field not completed.

HAVE YOU EVER
SERVED A PARTIAL OR
FULL TERM ON THE
CITY OF SEABROOK
CITY COUNCIL?

NO

HAVE YOU
PREVIOUSLY SERVED
ON A BOARD OR
COMMISSION OR
ANOTHER CITY OR
ORGANIZATION?

NO

IF YES, PLEASE
INDICATE WHICH
CITIES/ORGANIZATIONS
YOU HAVE SERVED

Field not completed.

DOES ANY POTENTIAL
CONFLICT OF
INTEREST EXIST WHICH
MAY INTERFERE OR
INHIBIT YOU TO CARRY
OUT THE DUTIES OF
SERVING ON THIS
BOARD OR
COMMISSION?

NO

IF YES OR UNCERTAIN, *Field not completed.*

PLEASE EXPLAIN THE
POTENTIAL CONFLICT
OF INTEREST

WHAT SPECIAL SKILL
OR KNOWLEDGE
WOULD YOU BRING TO
THIS BOARD OR
COMMISSION?

licensed attorney, former teacher and coach

THE ETHICS REVIEW
COMMISSION CAN CALL
WITNESSES AND
COMPEL EVIDENCE TO
MAKE A
DETERMINATION ON AN
ETHICS ORDINANCE
VIOLATION COMMITTED
BY AN ELECTED OR
APPOINTED OFFICIAL
OR A CITY STAFF
MEMBER. WHAT ARE
YOUR FEELINGS ON
THE IMPORTANCE OF
THIS ROLE FOR WHICH
YOU ARE
VOLUNTEERING?

It is very important that potential ethics violations be
thoroughly investigated, to either clear the person of the
allegation or take appropriate action

OBJECTIVITY AND A
KNOWLEDGE OF THE
ETHICS ORDINANCE IS
NECESSARY TO
ASCERTAIN WHEN A
VIOLATION OF THAT
ORDINANCE HAS BEEN
COMMITTED. HAVE YOU
READ THE ETHICS
ORDINANCE AND DO
YOU UNDERSTAND IT?
PLEASE GIVE AN
EXAMPLE OF A
POSSIBLE VIOLATION
OF THE ORDINANCE.

A Seabrook public official votes to hire his or her child for a
paid position with the City of Seabrook

PLEASE PROVIDE ANY
ADDITIONAL
INFORMATION YOU
FEEL WOULD BE

Field not completed.

USEFUL TO THE CITY
OF SEABROOK CITY
COUNCIL IN
CONSIDERING YOUR
APPLICATION

IF YOU HAVE A
RESUME OR COVER
LETTER TO SUBMIT
WITH YOUR
APPLICATION, YOU MAY
UPLOAD IT HERE

[2024 resume.pdf](#)

TODAY'S DATE

8/13/2024

BY SUBMITTING THIS
APPLICATION, I
HEREBY AFFIRM THAT I
AM AWARE OF THE
REQUIREMENTS FOR
THE POSITION AND
CERTIFY THAT I MEET
THOSE REQUIREMENTS

I UNDERSTAND AND AGREE

Email not displaying correctly? [View it in your browser.](#)

MARK J. WARFEL
LAW OFFICES OF MARK J. WARFEL - FAMILY PROTECTORS
2600 S. Shore Blvd., Ste 300, League City, TX 77573
626-507-3350 * 713-487-9906

Member Texas Bar since 2023 - # 24134676

Member California Bar since 1998- # 197874

Legal Training, Education, and Experience

J.D. UCLA School of Law 1998

Secondary Teaching Credential, California State University at Los Angeles

BA History (with distinction) – University of Redlands 1980

3rd Place College National Debate Tournament - 1979

Legal Employment

Senior Partner and Owner, Law Offices of Mark J. Warfel 1998 - present

Beginning in 1999, founded a practice in Family law in Arcadia, California, and has handled close to 2,000 contested family law cases. He has employed young associate lawyers and paralegals and legal assistants for two decades, and the last few years also practiced virtually solo with only outside contractors or a secretary to assist. His moniker in California was the Legal Equalizer, and since moving to Texas has segued to Family Protectors.

By 2005, Mark began handling a wide variety of other matters, especially litigated matters. This included litigation involving consumer bankruptcy and adversary actions within bankruptcy matters, post-trial motion, enforcement, and appellate work, real property disputes such as disputed ownership, boundary disputes, and sales and purchase issues, assistance in transactions involving large commercial properties such as recycling plants and hotels, and a wide variety of breach of contract and other business-to-business disputes.

Mark's commercial clients have been primarily the owners of family-owned businesses with less than 100 employees, or businesses owned by only a couple of families. Most client have been individuals or married couples.

In 2021, Mark moved to Seabrook, Texas and became licensed in Texas in 2023. He recently opened an office in League City, Texas, a suburb of Houston. Mark maintained his brick-and-mortar office in Arcadia until February of 2023, working remotely and also flying in as needed.

Family Law - Mark has represented well over 1,000 Family Law clients from throughout California and across the nation at every level of complexity. Paternity, Guardianship, Divorce, post-judgment modifications of support and custody, high-asset cases, reimbursement issues, characterization issues, ownership issues. Mark tries to settle every case and is unafraid to litigate matters to trial if necessary. Much of his work is helping his clients to properly frame issues and maintain the right contextual awareness.

Advanced training in Family and Divorce mediation, mediating the litigated case, and advanced business and commercial litigation. Mark Warfel's advanced training and practice as a mediator gives him insight into the negotiation process, the emotional dynamics of settlement, and the knowledge that there is a time to cooperate and negotiate, and a time to stand firm and fight for one's interests. Mark's cross-training in family law, commercial disputes, estate planning, real property and bankruptcy help him spot cross-over issues and to understand how the interaction of various fields of law can affect your case.

Estate Planning - Since moving to Texas, Mark has been doing more drafting of estate plans in California and Texas and focuses on clients with under \$5 million in assets who are trying to avoid probate, protect their children from second spouse issues, or protect their children from receiving too much all at once. Probate in California is far more

expensive and slower than in Texas, and Mark also offers a simple trust in which the client only puts their home, and for most middle-class people this is sufficient to avoid probate in California.

Appellate experience - Mark has successfully represented clients needing appellate work in the Second, Fourth, and Fifth Appellate District in California, and contributed to appellate briefs in the leading move-away decision of the California Supreme Court: *In re the Marriage of LaMusga* (2004) 32 Cal.4th 1072.

Commercial and Civil – Mark has represented commercial clients in a wide variety of contexts, including complex joint ventures, transactional work, secured loans, and purchase and sale of hotel properties, as well as litigating a wide variety of CUVTA (voidable or fraudulent transfers) cases, fraud and breach of contract allegations, employment matters, and Commercial Code disputes.

Other Employment and History

Mark has been employed by numerous law firms prior to becoming a lawyer, in positions such as office manager, word processor (way back), and paralegal, so he is familiar with the back of the house processes.

High school teacher (English, History, Government, Speech) and debate coach for three years.

Several small businesses immediately after college

Family

Mark is remarried in Texas in 2021, and he and his wife have three daughters and six grandchildren - in Texas, California, and Ohio.

Mark took care of his mother for the last 20 years of her life in California. She passed away in 2021.

Mark was divorced and shared custody, eventually received exclusive custody of his two daughters when they were in junior high school and raised them until they left home for college. One earned a PhD, the other a Master's, both in psychology. One is a clinical therapist and school counselor, the other a researcher and college instructor. He is familiar with the emotional and logistical challenges that a marital dissolution with children creates and has seen the long-term effects on adult relationships.

Avocations and Fun Facts

Mark participated in three Iron Man races between 2010 and 2015, finally completing one in 2015. Meanwhile, running various marathons and triathlons for training. He and his older brother climbed the highest mountain in California, Mount Whitney, together.

His family, including his wife, children and their spouses, and grandchildren are very important to him. He is involved with his church, is a volunteer usher at the AD Players Theater in Houston, has been on three international vacations in 2023, and looks forward to his very first cruise out of Galveston in May.

Mark has a Yelp page in California, and two websites for estate planning, CAFamilyProtectors.com and TXFamilyProtectors.com



Agenda Briefing

Date of Meeting: October 15, 2024

Responsible Department: City Secretary's Office

Presenter: Buddy Hammann, Mayor Pro Tem, At-Large Position 5

Briefing Prepared By:

Strategic Focus Area:

General Information:

Review, consider and take all appropriate action on specific objections to the proposed agreement between Seabrook American Flag Initiative (SAFI) agreement and the City of Seabrook and any potential modifications to address concerns.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. License and Indemnity Agreement for Flag Donation JM

Prior Action / Review by Council, Boards, Commissions:

October 1, 2024 -

- 5.2 Hear a report on the previously approved item on October 4, 2022:
License and Indemnity Agreement between the City of Seabrook and
Seabrook American Flag Initiative (SAFI).**

Councilmember Hammann requested status of the project. Councilmember Machol stated a sidewalk project was initiated and it changed the look of the flags because they would be staggered. He stated that he would work with OST on the plantings of the oak trees planned for that area. He said he didn't sign the original agreement due to it being 31 pages and one of the points he took issue with was that damages to the pole or flags would be at the expense of SAFI or himself. He stated he had 50 flags and some of the poles at the current time.

May 1, 2022 -

4.1 Consider and take all appropriate action on a License and Indemnity Agreement between the City of Seabrook and Seabrook American Flag Initiative for donations, purchase, installation, maintenance and repair, and storage of flags, as well as recruitment, management, and utilization of volunteers for tasks related specifically to and for said flags.

Motion was made by Councilmember Hammann and seconded by Councilmember Hefner to approve "License and Indemnity Agreement between the City of Seabrook and Seabrook American Flag Initiative. "

MOTION CARRIED BY UNANIMOUS CONSENT

Staff Recommendation:

LICENSE AND INDEMNITY AGREEMENT
BETWEEN THE SEABROOK AMERICAN FLAG INITIATIVE (“SAFI”),
AND THE CITY OF SEABROOK

WHEREAS, on _____, 2022, the Seabrook City Council addressed the request by Seabrook American Flag Initiative, a non-profit corporation, duly registered in the State of Texas and qualified as tax exempt under Section 501(c)(3) of the United State Internal Revenue Code, located at P.O. Box 1176, Seabrook, TX 77586 (“SAFI”), to allow it to provide donations to the City of Seabrook, a municipality in the state of Texas, 1700 First Street, Seabrook, Texas 77586 (“CITY”), for temporary placement of additional fully assembled American Flags through donations or grants secured by SAFI, and to work cooperatively with the City on such matters, for the time referenced time period, and in the manner provided hereafter; and,

WHEREAS, the City Council, after receiving information from staff and SAFI was agreeable to said request, subject to the fulfillment of certain conditions, including the execution of this limited License and Indemnity Agreement (“Agreement”); and

NOW, THEREFORE, the City of Seabrook (“City”) and Seabrook American Flag Initiative (“Licensee”), (collectively “Parties”) in consideration of the promises, covenants, and conditions hereby mutually agree as follows:

1. License

1.01 The City agrees to the placement of the subject American Flags in the City right-of-way, (sometimes referenced herein as “improvement” or “facility”), in the location and of the type as presented and approved by city staff and the City Council. The respective understandings of the Parties are attached hereto as Exhibit “A” and incorporated by reference, however this License Agreement shall control in case of conflict with Exhibit “A”. The site map as referenced in Exhibit “B”, attached hereto, as may be adjusted by City, depicts, the zone that the City will use for specific flag sleeve placements. This license is hereby granted only for the property as identified and located on the specific Main Street right of way in the City of Seabrook, Harris County, Texas, as referenced in Exhibit “B” and is specifically limited to such American Flags as authorized by sleeve location by the City for placement in accordance to the terms and conditions of this License Agreement, as solely determined by the City.

1.02 The Licensee agrees that this license is based upon the stated use (placement of approved American Flags only), and shall terminate upon the cessation of said use according to the terms and provisions contained in this Agreement.

1.03 The donation of the work and materials to be provided by Licensee to the City shall be consideration for this limited temporary License to use the City right-of-way.

2. Conditions

2.01 The City and Licensee agree that the limited area depicted in Exhibit “B” is granted a

temporary license pursuant to this Agreement including and subject to the following conditions, terms and reservations:

- a) The Licensee must not create or allow any nuisances on the property, as that term is defined by State law and/or the City Code of Ordinances. Licensee shall engage in no activity which at any time interferes with City's present or future use of the licensed property or which violates any federal, state or City law, directive, regulation or ordinance.
- b) At such time as this license is terminated or canceled, for any reason whatsoever, Licensee shall, at the City's option, remove all improvements and appurtenances owned by them, situated in, on, over, under or attached to the property, and Licensee shall restore the premises in accordance with the requirements of the City. If Licensee fails to remove all improvements and appurtenances or if Licensee fails to restore the premises as required, then, in either event, the City shall have the right to do all work necessary or cause such work to be done, and assess the cost of all work against Licensee and the City shall in no case be liable to Licensee. Upon receipt of invoice, the Licensee shall promptly reimburse the City for all costs incurred by City to restore the premises in accordance with the requirements of the City Engineer.
- c) In the event the City disturbs, and/or damages, the subject flags/other improvements within the right-of-way, the City shall not be responsible for replacement of said improvements.

2.02 Temporary cessation. Licensee agrees to temporarily remove the facilities at request of the City, if the facilities obstruct the City's temporary maintenance or construction activity within the property or the City's intention to use the licensed property for any public purpose it determines.

2.03 Permanent removal. This license is made subject to the City's continuing right and option to cancel or terminate the license, to alter the area which Licensee may occupy or use under the license and/or the conditions under which Licensee may thereafter occupy or use same; it being understood and agreed that this right and option may be exercised by City in its sole discretion based on City's present or future use of the licensed property described in Exhibit "B", Section 1.01 herein, all as City's requirements may dictate during the term of said license, and in recognition of the fact that City's need for the licensed property may change or be altered by future conditions. It is further understood that this license is made subordinate to the right of the City to use the property for any public purpose, including but not limited to those public purposes provided for herein. It is understood and agreed that should the City, in its sole discretion deem it in the public interest to use the area depicted in Exhibit "B", or a portion thereof, for any public purpose, or for any utility service which will require the use of the property, then in that event, the City shall give the Licensee written notice of the City's intention to cancel this license, which shall be effective immediately, or as otherwise determined by City. Licensee shall have the right of cancellation upon giving the City ten (10) days written notice of Licensee's intention to cancel. Licensee, however, shall not be released from any of the conditions herein until final inspection and approval of the licensed property has been made by the City. Upon the termination or cancellation by the City or Licensee, this license shall become null and void, and Licensee or anyone claiming any rights under this instrument shall remove any improvements and encroachments from the property area at Licensee's expense. All work shall be done at Licensee's sole cost and to the satisfaction of the Director of Public Works.

2.04 2.04 This license is subject to all state and federal laws, the provisions of the Charter of the City of Seabrook as it now exists or as it may hereafter be adopted or amended, and the ordinances, resolutions or directives of the City of Seabrook now in effect or those which may hereafter be passed, adopted, or amended. The rights herein conveyed are hereby expressly made subject to all rights-of-way and easements of record or which may be located or placed in, on, over, and under the land affected by the rights herein conveyed and to all reservations, restrictions and conditions of record affecting the licensed property.

2.05 The Licensee must apply for and receive any necessary permits upon approval from the Building Department, or other pertinent City boards or departments.

2.06 Licensee shall obtain and keep in place a general liability insurance policy of not less than \$500,000 in coverage for the Licensed Property, and shall name the City of Seabrook as an additional insured. Licensee shall provide, or cause to be provided, in advance, notice to the City of ANY termination or change in coverage.

3. Indemnity

3.01 To the fullest extent permitted by law, SAFI, for the purposes and consideration herein, and each person, firm, corporation, association, or entity of any kind (hereinafter "person") performing work within the City's public right-of-way, including contractors on behalf of SAFI, shall indemnify, defend, and hold the City harmless as set forth below. If any person other than SAFI is required to provide such indemnity, the provisions referring to SAFI herein below shall be construed to mean such person.

The Licensee shall promptly defend, indemnify, and hold City harmless from and against all damages, costs, losses, or expenses:

(1) For the repair, replacement, or restoration of City's property, equipment, materials, structures, and facilities which are damaged, destroyed, or found to be defective solely as a result of the user's acts or omissions; and

(2) From and against any and all claims, demands, suits, causes of action, and judgments for:

a. Damage to or loss of the property of any person (including, but not limited to, the user, its agents, officers, employees, and subcontractors, and the City, its agents, officers, and employees, and third parties); and/or

b. Death, bodily injury, illness, disease, loss of services, or loss of income or wages to any person (including, but not limited to, the officers, agents, and employees of the user, the user's contractors, and the City's officers, agents, and employees, and third parties), arising out of, incident to, concerning, or resulting from, the negligent or willful acts or omissions of the user, its officers, agents, employees, and/or subcontractors, in the performance of activities pursuant to SAFI's use of City's right-of-way. This indemnity provision is intended to include liability arising from City's alleged negligence. For purposes of this indemnification provision, acts or omissions of the officer, agents, employees and contractors of SAFI shall be considered the acts and omissions of SAFI .

The indemnity provision set forth above is solely for the benefit of City and SAFI and is not intended to create or grant any rights, contractual or otherwise, to any other person. This provision shall also cover any claim for damages that any utility, whether publicly or privately owned, may sustain or receive by reason of Licensee's use of said license for Licensee's improvements located on the property.

It is Licensee's intention, and a condition of this license, that these provisions in 3.01 shall constitute a full and total indemnity against any kind or character or claim whatsoever that may be asserted against the City by reason of, or a consequence of having granted permission to Licensee to use and maintain the property. Licensee agrees to defend any and all suits, claims, or cause of action brought against the City on account of same, and discharge any judgment or judgments that may be rendered against the City in connection herewith.

4. General Provisions

4.01 This Agreement constitutes the entire agreement between the City and Licensee. No agreements, modifications, implied or otherwise, shall be binding on any of the parties unless set forth in writing and signed by both parties.

4.02 The phrases, clauses, sentences, paragraphs or sections of this license to use agreement are severable and, if any phrase, clause, sentence paragraph, or section of this license to use agreement should be declared invalid by the final decree or judgment of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Agreement.

4.03 Any notice required to be given pursuant to the terms and provisions of this Agreement shall be in writing and shall be mailed by certified or registered mail, addressed as set forth below, or at such other address as may be specified by written notice:

CITY OF SEABROOK:

Attn: City Manager
1700 First Street
Seabrook, TX 77586

LICENSEE:

Seabrook American Flag Initiative
Attn: President
P.O. Box 1176
Seabrook, TX 77586

4.04 The City and Licensee agree that this Agreement shall be construed in accordance with the laws of the State of Texas.

4.05 Venue for any dispute arising out of this License Agreement shall exclusively lie in a court of competent jurisdiction in Harris County, Texas.

4.06 It is agreed and understood by the Licensee that the rights, privileges and obligations conferred and imposed upon the Licensee by this license may not be sold, conveyed, devised, sublet or assigned by Licensee to a third party without the written consent of City.

IN TESTIMONY WHEREOF, Seabrook American Flag Initiative, Licensee, has caused these presents to be signed by _____, _____(title)
there unto authorized, this _____ day of _____ 2022.

By: _____
Name: _____
Title _____

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared _____
_____, whose name is subscribed to the foregoing instrument and acknowledged to me that he/she is authorized to execute this License Agreement in the capacity therein and herein stated for the purposes and considerations therein expressed and for and on behalf of said Licensee, Seabrook American Flag Initiative.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____
2022.

Notary Public In and For the State of Texas
My Commission Expires: _____

(SEAL)

IN TESTIMONY WHEREOF, the City of Seabrook, Texas, has caused these presents to be signed by Gayle Cook, City Manager of the City of Seabrook, and Robin Hicks, City Secretary of the City of Seabrook, there unto authorized, this ____ day of _____ 2016.

CITY OF SEABROOK, TEXAS

By: _____
Gayle Cook
City Manger

By: _____
Robin Lenio, TRMC
City Secretary

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared Gayle Cook and Robin Lenio of the City of Seabrook, Texas, whose names are subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and considerations therein expressed and in the capacity therein and herein stated for and on behalf of said City.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this ____ day of _____
2022.

Notary Public In and For the State of Texas

My Commission Expires: _____

(SEAL)

EXHIBIT “A”

SAFI AGREES TO THE FOLLOWING:

1. Provide additional full assembled American Flags through donations or grants secured by SAFI
2. Limit the number of additional American Flags on Main Street to a total determined by the Director of Public Works.
3. Limit the flag locations to the right of way areas that are approved by the CITY and flag sleeves installed by the CITY.
4. Perform the installation of flags restricted to the following four (4) observances and any changes determined by City Council:
 - a. Veteran’s Day
 - b. Memorial Day
 - c. Flag Day
 - d. 4th of July
5. Be responsible for the construction of a CITY approved flag assembly. SAFI shall submit an exhibit of flag quality and assembly for review prior to assembly.
6. Be responsible for the installation and removal of all flags.
7. Be responsible for the storage of all flags.
8. Collect and repair flags and assemblies that require maintenance, as determined by CITY.
9. The repair and maintenance of flags will be the responsibility of SAFI and its volunteers.
10. Utilize community volunteers recruited and managed by SAFI to help maintain the project.
11. Flags will be removed by the CITY if determined to be unmaintained and unable to fly safely in the right of way.

CITY AGREES TO THE FOLLOWING:

1. Provide space on CITY right of way to accommodate a number of flags as determined by the Director of Public Works as part of the total SAFI project on Main Street.
2. Provide a CITY constructed flag sleeve to be installed by CITY personnel with donation funding from SAFI.
3. Maintain the grounds around flags including mowing the lawn and general upkeep.

SAFI AND CITY AGREE TO THE FOLLOWING:

1. Work together to coordinate additional locations and sleeves as donations provide.

EXHIBIT "B"







Agenda Briefing

Date of Meeting: October 15, 2024

Responsible Department: City Secretary's Office

Presenter: Rachel Lewis, City Secretary

Briefing Prepared By: Rachel Lewis

Strategic Focus Area:

General Information:

Consider and take all appropriate action on approval of a first reading of Ordinance 2024-26 "Master Fee Schedule Update."

Executive Summary / Background:

The Master Fee Schedule is reviewed annually at the beginning of each fiscal year for updates to fees/charges.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Ordinance 2024-26
2. Updated Master Fee Schedule

Prior Action / Review by Council, Boards, Commissions:

The last Master Fee Schedule update took place in 2023, and additional changes were included in January of 2024.

Staff Recommendation:

The redlined corrections are included as updates, and it is recommended Ordinance 2024-26 be passed to reflect the updates.

**CITY OF SEABROOK
ORDINANCE NO. 2024-26**

**AMENDING THE CITY OF SEABROOK CITY CODE OF
ORDINANCES TO UPDATE “APPENDIX B” “MASTER FEE
SCHEDULE”**

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK, TO UPDATE “APPENDIX B”, ENTITLED “MASTER FEE SCHEDULE” BY UPDATING AND AMENDING “PARKS AND RECREATION FEES”; “ANIMAL CONTROL & SHELTER FEES”; AND “UTILITY FEES”; MAKING FINDINGS OF FACT; REPEALING AND REPLACING ALL REFERENCES TO SUCH FEES AND CHARGES IN ALL ORDINANCES OR RESOLUTIONS IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR NOTICE AND EFFECTIVE DATE.

WHEREAS, the City Council of the City of Seabrook (“City Council”) seeks to provide for reasonable fees and charges for municipal services in order to recoup the cost of conducting municipal business on the public’s behalf without unduly relying on taxes; and

WHEREAS, the City Council approved Ordinance 2017-11 on April 4, 2017, establishing a Master Fee Schedule, in light of the municipal effort and resources that must be expended to operate, maintain, and provide services of the City of Seabrook to citizens, property owners, and parties doing business within the City; and

WHEREAS, the City Council finds that adoption of a Master Fee Schedule to consolidate all City fees and charges into one document provides a single and convenient location for a list of all fees charged by the City of Seabrook; and

WHEREAS, the fees and charges approved and instituted by this ordinance are consistent with, and in accordance with, the annual budget for the City; and

WHEREAS, when new fees and/or charges are needed or required in order to abide by new legislation, such Master Fee Schedule will be amended and updated to include the necessary new fees and/or charges; and

WHEREAS, such amended and updated Master Fee Schedule is intended to repeal and replace all existing fees in conflict with the fee schedule listed on Appendix B attached and incorporated as part of this Ordinance, save and except water and wastewater impact fees which are wholly contained in a separate Ordinance.

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

SECTION 1. FINDINGS

The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

SECTION 2. AMENDMENT TO THE SEABROOK CITY CODE

The Seabrook City Code of Ordinances, is hereby amended to update “Appendix B”, entitled “Master Fee Schedule”, by updating and amending Parks and Recreation fees; Animal Control & Shelter fees, and Utility fees as attached and incorporated herein into the City of Seabrook Code of Ordinances.

SECTION 4. INCORPORATION INTO THE CODE; PENALTY CLAUSE

This Ordinance is hereby incorporated into and made a part of the Seabrook City Code and violation of any provision hereof shall be subject to the penalty described in said Code, Section 1-15 “General Penalty; continuing violations”.

SECTION 5. CONSOLIDATING ALL FEES AND CHARGES FOR MUNICIPAL SERVICES INTO ONE DOCUMENT

All City fees and charges for municipal services, except as previously provided herein, are hereby intended to be consolidated into one document, Appendix B, so approved and attached and made a part of the Seabrook City Code of Ordinances and incorporated herein.

SECTION 6. RESOLUTION OF CONFLICTING ORDINANCES AND PROVISIONS

In the event of a conflict or inconsistency between this ordinance and any other resolution, code or ordinance of the City, it is the intent that the fees and charges provided herein shall control, but not fees and charges made the basis of other specific provisions of the Code, which by way of illustration include but are not limited to the provisions of the Comprehensive Zoning Ordinance, Water and Wastewater Impact Fees Ordinance. Nothing adopted herein is intended to, in any way, nor shall any such provision be deemed to supersede or control over such provisions or any other fee or charge which may have been inadvertently omitted in this Ordinance.

SECTION 7. SAVINGS CLAUSE

All rights and remedies of the City of Seabrook are expressly reserved and saved as to any and all provisions of any ordinance affecting fees of the City and to any and all violations of the provisions of any prior ordinance pertaining thereto which have accrued as of the effective date of this ordinance; and as to such accrued fees, collection activity, violations, and any pending litigation, both civil and criminal, whether pending in court or not, under such prior ordinances, same shall not be affected by this ordinance but may be prosecuted and pursued until final disposition.

SECTION 8. SEVERABILITY

In the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Seabrook, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

SECTION 9. NOTICE

The City Secretary shall give notice of the enactment of this Ordinance by promptly publishing it or its descriptive caption and penalty after final passage in the official newspaper of the City; the Ordinance to take effect upon publication.

PASSED AND APPROVED with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on **first reading, this 15th day of October, 2024.**

PASSED AND ADOPTED with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10, on **second and final reading, this 5th day of November, 2024.**

By: _____
Thomas G. Kolupski, Mayor

ATTEST:

By: _____
Rachel Lewis
City Secretary

Animal Control & Shelter		
A. Impoundment Fees		
1	Dogs and cats	\$25 per animal for the first day \$15 for each additional day
B. Adoption		
1	Cats	Administrative Fee \$20
2	Dogs	Administrative Fee \$20
C. Quarantine		
1	Animals returned to owner after 10 day required quarantine	\$300 for 10 days, \$30/day
D. Registration/Licensing		
1	Annual Neutered/Spayed	Free
	Annual Not Neutered/Spayed	\$10
2	Vicious Animal Registration	\$50 per animal
3	Replacement of lost tag Microchip Animal	\$10
E. Disposal Fee		
1	Cat	\$10
2	Dog	\$15
City Secretary		
A. City Permit Fees		
1	Alcoholic Beverage Permit (Ord. No. 2007-09)	1/2 of amount of the state fee for each permit and license authorizing sale of alcohol/ annually, as determined by TABC.
2	Solicitor/Itinerant Vendor Permits (Ord.No. 2013-25)	
	Peddler or Solicitor	\$50 per month
	Canvasser	No fee
	Charitable Organization	Fees may be waived
3	Wrecker Application/Permit (Ord.No. 96-02)	\$125 per wrecker/annually
B. Public Information Records - Office of the Attorney General		
	Note: Fee is set by Open Records Act and Public Information Act found at Texas Administrative Code.	
1	Letter/legal size copy	\$0.10 per page
2	Oversized copy	\$0.50 per page
3	Specialty copies (i.e. 24" x 36" blueprints)	\$7 per page
4	Audio Cassettes	\$1 per tape
5	CD	\$1 each
6	Electronic Media (flash drives)	Actual cost
7	Postage	Actual cost
8	Retrieval from storage	Actual cost
9	Labor, clerical (50 pages or more)	\$15 per hour
10	Labor, programming	\$25.50 per hour
11	Police Accident Online Reports	\$6 each
12	Police Body camera footage	\$10 for each recording
		Additional \$1.00 per full minute of body worn camera video, if identical information has not already been obtained by a member of the public in response to a request for information
13	Police Offense reports	\$0.10 per page
C. Oil & Gas Drilling Application		
1	Oil and Gas Drilling Permit/Application fee	\$5000 (ordinance Sec 60-25)
Code Compliance		
A. Nuisance Abatement Removal		
1	Mowing (weeds, high grass, tree limbs)	Admin. Fee \$125/lot, per occurrence + cost of services
2	Removal of Accumulated Waste	Admin. Fee \$125/lot, per occurrence + cost of services
3	Junk Vehicle Removal	Admin. Fee \$125/lot, per occurrence + cost of services
B. Substandard Structure		
1	Demolition	Admin. Fee \$125/lot, per occurrence + cost of services
Emergency Medical Services		
1	Advanced Life Support (ALS)	\$1,500
2	Advanced Life Support with 2 or more advanced interventions (ALS2)	\$1,800
3	Basic Life Support (BLS)	\$1,300
4	Advanced Life Support Disposable Supplies (ALS Disp)	\$400
5	Basic Life Support Disposable Supplies (BLS Disp)	\$250
6	Oxygen (O2)	\$125
7	Transport Mileage (Mileage)	\$24 per mile
8	Treat No Transport (TNT)	\$250

Filming			
A. Administrative Fee			
1	Application - Commercial filming		\$50
Finance			
A. Returned Check Fee			
1	Insufficient Funds (Res. No. 2014-01 Establishing Water Utility Fees)		\$25 per occurrence
B. Hotel/Motel Occupancy Tax (Ord. No. 2012-21)			7% of room price, does not include food/drink
Municipal Court			
A. Public Information Records			
1	Letter/legal size copy		\$0.10 per page
2	CD		\$1 each
3	Electronic Media (flash drives)		Actual cost
4	Postage		Actual cost
5	Retrieval from storage		Actual cost
6	Labor, clerical (50 pages or more)		\$15 per hour
Notary Fees - Non-residents			
1	Protesting a bill or note for non-acceptance or non-payment, register and seal		\$4.00
2	Each notice of protest		\$1.00
3	Protesting in all other cases		\$4.00
4	Certificate and seal to a protest		\$4.00
5	Taking the acknowledgment or proof of any deed or other instrument in writing, for registration, including certificate and seal:		
	for the first signature		\$6.00
	for each additional signature		\$1.00
6	Administering an oath or affirmation with certificate and seal		\$6.00
7	All certificates under seal not otherwise provided for		\$6.00
8	Copies of all records and papers in Notary Public's Office, for each page		\$0.50
9	Taking the depositions of witnesses, for each 100 words		\$0.50
10	Swearing a witness to a deposition, certificate, seal, and other business connected with taking the deposition		\$6.00
11	All notarial acts not provided for		\$6.00
Parks and Recreation			
A. Facility Rental Fee			
	Resident: Individuals must reside or own property within City Limits and Non- profit Local Groups must have membership made up of at least 51% city residents.		
	Waiving of the rental fee may be approved if group provides significant service to the Seabrook community and roster is 51% city resident.		
	All fees shall be charged to the applicant for each City rental facility		
1	Replacement Keys, Lock, Gate, Remote Fee		\$50
2	Alcohol Fee		\$30 per event
3	Custodial Fee (required for Full Day Rentals at Carothers)		\$250
4	Gazebo Rental Fee		
	Deposit: RESIDENT		\$50
	Deposit: NON-RESIDENT		\$100
	Full Day Rental: RESIDENT		\$50
	Full Day Rental: NON-RESIDENT		\$100
5	Bayside Cabana Rental Fee		
	Deposit: RESIDENT		\$50
	Deposit: NON-RESIDENT		\$60
	Full Day Rental: RESIDENT		\$50
	Full Day Rental: NON-RESIDENT		\$65
6	Brummerhop Pavilion Rental Fee		
	Deposit: RESIDENT		\$100
	Deposit: NON RESIDENT		\$150
	Full Day Rental: RESIDENT		\$60
	Full Day Rental: NON RESIDENT		\$80
7	Brummerhop Cabana Rental Fee		
	Deposit: RESIDENT		\$50
	Deposit: NON RESIDENT		\$60
	Full Day Rental: RESIDENT		\$50
	Full Day Rental: NON RESIDENT		\$65
8	Community House Rental Fee		

	Deposit: Resident	\$250
	Deposit: Non Resident	\$300
	TV Use	\$20
	Mon - Thurs Rental (maximum 12 hours): RESIDENT	\$300
	Mon - Thurs Rental (maximum 12 hours): NON RESIDENT	\$400
	Mon - Thurs Rental (maximum 4 hours): RESIDENT/Non-profit/ Local Groups	\$100
	Fri - Sun Rental (maximum 12 hours): RESIDENT	\$450
	Fri - Sun Rental (maximum 12 hours): NON RESIDENT	\$800
	Consecutive Community house rentals by one applicant are eligible for residential rate for the second day	
7	Meador Pavilion Rental Fee	
	Deposit: RESIDENT	\$100
	Deposit: NON RESIDENT	\$150
	Full Day Rental: RESIDENT	\$100
	Full Day Rental: NON RESIDENT	\$150
8	Miramar Pavilion Rental Fee	
	Deposit: RESIDENT	\$100
	Deposit: NON RESIDENT	\$150
	Full Day Rental: RESIDENT	\$75
	Full Day Rental: NON RESIDENT	\$100
9	Swimming Pool Cabana Rental Fee	
	Deposit: RESIDENT	\$50
	Deposit: NON RESIDENT	\$60
	Half Day Rental (maximum 4 hours): RESIDENT	\$25
	Half Day Rental (maximum 4 hours): NON RESIDENT	\$40
	Full Day Rental (maximum 9 hours): RESIDENT	\$40
	Full Day Rental (maximum 9 hours): NON RESIDENT	\$55
10	Swimming Pool Party Room Rental Fee	
	Deposit: RESIDENT	\$60
	Deposit: NON RESIDENT	\$70
	Full Day Rental (maximum 9 hours): RESIDENT	\$100
	Full Day Rental Non Resident Rate(maximum 9 hours):NON RESIDENT	\$150
B.	Aquatic Fees	
	* proof of residency (valid driver's license or City of Seabrook water bill)	* matching address
	Fees apply to all who enter the City Pelican Bay Pool's gated facility	
1	Season Passes	
	Qualified disabled Seabrook resident admission	\$0
	Individual *RESIDENT Ages 2 & older	\$25/season
	Individual NON RESIDENT: Ages 2 & older (includes non resident senior citizens)	\$150/season
	Individual *RESIDENT Senior Citizen (65 years of age & older)	\$0/season
2	Daily Pool Fees	
	Daily Admission, 2 - 17 years of age:*RESIDENT	\$2
	Daily Admission, 2 - 17 years of age: NON RESIDENT	\$6
	Daily Admission, 18 - 64 years of age: * RESIDENT	\$4
	Daily Admission, 18 - 64 years of age: NON RESIDENT	\$8
	Daily Admission, 65 years of age & older: * RESIDENT	\$0
	Daily Admission, 65 years of age & older: NON RESIDENT	\$8
	Adult Lap Swim session: *RESIDENT only	\$0
	Seabrook City Business Day Care	\$1/ per child/ per day
	Non Seabrook City Business Day Care	\$3/ per child/ per day
	Seabrook Hotel/Motel/ B&B Occupants	Same as Resident Rate with voucher
3	Swim Lessons (registration until classes are filled)	
	Sessions *RESIDENT six lesson for 40 minute	\$40
	Sessions NON RESIDENT: six lesson for 40 minute	\$60
4	Swim Team	

	Qualified City sponsored organization rates are based on City's responsibilities and organizations participation	
	Organization may be invoiced with collective use totals at the end of the season	
	Lanes	\$3/per lane/per hour
	Custodian fee	\$20/per day
	Non resident individual participants' one time season fee	\$15/per person
C. Park Fee		
1	Pine Gully entrance fee, per vehicle	
	Monday-Sunday(including Holidays): RESIDENT	Free
	Monday-Thurs: NON RESIDENT, Under 65 years of age	10 \$5
	Monday-Thurs: NON RESIDENT, Veteran or 65 years of age+	\$5
	Friday-Sunday: NON RESIDENT, Under 65 years of age	20 \$10
	Friday-Sunday: NON RESIDENT, Veteran or 65 years of age+	\$10
	HOLIDAY/HOLIDAY WEEKENDS	*Holiday Weekend rates are charged if the holiday falls on Fri-Sun. Holidays that fall on Mondays follow the Holiday Weekend rates
	Easter, Memorial Day, July 4th & Labor Day	
	Holidays: NON RESIDENT, Under 65 years of age	\$30
	Holidays: NON RESIDENT, Veteran or 65 years of age+	\$10
	Seabrook Hotel/Motel/ B&B Occupants	Same as Resident Rate with voucher
D. Bay Area Veterans Memorial		
	Engraved brick, up to 3 lines of text; each line up to 16 characters	\$150
	Granite Plaque - Full Slab	\$500
Planning & Zoning / Community Development / Building Department		
5	Conditional Use Permit	\$1,000
6	Board of Adjustment Request	\$500 per request
7	Master Sign Plan	\$500 per request
B. Zoning Change/Amendments		
	Note: Includes Zoning Changes and Zoning Amendment applications where public hearing and legal notice is required.	
1	Zoning Change (Res. No. 2007-13)	\$750
2	Planned Unit Development (PUD)	\$1,500
C. Residential/Commercial Construction Fees		
	Residential and Commercial Renovation, Additions and Repairs Exclusive to: Roof Replacement, Window Replacement, Siding Replacement, Patio / Paving / Driveway and Sidewalk Replacement, Foundation Repair, and Storage Shed under 300 S.F. Flat Permit Fee	\$75 - Residential Storage Sheds \$150 - Residential \$300 - Commercial
	PERMIT FEE PER SQUARE FOOT: General Construction fees (includes new construction, renovations, additions, accessory buildings, decks, carport, swimming pools).	\$0.50 per Square Foot
D. Contractor Registration Fees		
1	Contractor's Registration (General Contractor's & Licensed Trades)	Annual Renewal & Registration Fee \$0.00
E. Other Administrative Fees		
1	Un-permitted Construction Penalty - Performing work prior to obtaining required permits	Doubling of the permit fee Per Fee Schedule
2	Certificates of Occupancy/Certificates of Compliance/ Occupancy Permit (Res. No. 2007-13)	\$75.00 Fee is waived if a building permit has been secured to prepare the building for occupancy.
3	Reproduction of Approved Permit Plan Set Drawings	\$50 (Paper or Digital Copies)
F. Other Permit Fees		
1	Moving any building/structure (Res. No. 2007-13)	\$100
2	Demolition any building/structure (Res. No. 2007-13)	\$100
3	Floodplain Development	No charge. (Only for work in the regulatory Floodplain)
4	Fill Permit (Res. No. 2007-13)	\$100 (Per Acre)
5	Grand Opening/Special Events (Temporary) Signs	\$50
6	Garage Sale Signs (Temporary) Signs	No charge.

	7	Mobile Food Vendor Permit Application Fee	\$250
	8	Seasonal Christmas Tree Sales	\$1,000
	9	Permanent Signs (Wall/ Ground)	\$150 / \$300 ea.
G.		Fire Alarm	
	1	Scheduled Base Fee: (Minimum Permit Fee)	\$75
		Derives Include but are not limited to (Panels, Pull Stations, Switches, Detectors, Supervisory , Etc.)	
	2	Devices 1-99	\$5.00 ea.
	3	Devices 100-299	\$2.00 ea.
	4	Devices 300-599	\$1.00 ea.
	5	Devices 600 and more	\$0.50 ea.
H.		Fire Sprinkler	
	1	Scheduled Base Fee: (Minimum Permit Fee)	\$75.00
	2	Automatic Sprinkler System (Per Floor)	\$50.00 ea.
	3	Fire Pump	\$100.00 ea.
	4	Smoke Control System	\$100.00 ea.
	5	Devices (Sprinkler Heads) 1-99	\$5.00 ea.
	6	Devices (Sprinkler Heads) 100-299	\$2.00 ea.
	7	Devices (Sprinkler Heads) 300-599	\$1.00 ea.
	8	Devices (Sprinkler Heads) 600 and more	\$0.50 ea.
I.		Electrical Permits	
	1	Scheduled Base Fee: (Minimum Permit Fee)	\$75
	2	Meter Loop (New service panel, meter can, sub panel, etc.)	\$25 ea.
		Per each Circuit:	
	3	1 Pole	\$5.00 ea.
	4	2 Pole	\$10.00 ea.
	5	3 Pole	\$15.00 ea.
	6	Temporary Service Pole (T-Pole):	\$25.00 ea.
	7	Temporary Cut In (TCI):	\$25
	8	Transformer (per KVA):	\$2.50 ea.
J.		Plumbing Fees	
	1	Scheduled Base Fee: (Minimum Permit Fee)	\$75.00
	2	Each Plumbing Fixture, Floor Drain or Trap	\$10.00 ea.
	3	Sewer (New, Replaced, or Repaired)	\$20.00 ea.
	4	Each Gas Fixture Outlet	\$10.00 ea.
	5	Water Heater (New, Replaced, Repaired)	\$25.00 ea.
	6	Boilers (Per 500k Btu of Input)	\$25.00 ea.
	7	Special Interceptor (Grease, Sand, Acid, Etc.)	\$25.00 ea.
K.		Landscape Irrigation Permit	
	1	Scheduled Base Fee: (Minimum Permit Fee)	\$75.00
	2	Backflow Assembly	\$25.00 ea.
	3	Sprinkler Head	\$0.50 ea.
	4	Zone Valve	\$10.00 ea.
L.		Mechanical /HVAC Permits	
	1	Scheduled Base Fee: (Minimum Permit Fee)	\$75.00
	2	Each Cooling Unit < 5 Ton	\$35.00 ea.
	3	Cooling Units over 5 Ton (Per Ton)	\$10.00 ea.
M.		Pipeline Permit	
	1	Pipeline Permit	\$1,000 per pipeline (ordinance #2014-13)
	2	Annual Renewal (New pipeline)	\$2500 per pipeline per year (ordinance #2014-13)
	3	Permit Transfer	\$500 (ordinance #2014-13)
N.		Plan Review / Building Inspection Fees	
	1	Plan review fee (When the area of the proposed construction exceeds 300 S. F. and a plan is required, a plan-review fee shall be paid in addition to the Building permit fee.) 2007-13	Said plan-review fee shall be equal to one-half of the construction permit fee as set forth above. (C. Residential / Commercial Construction Fees)
	2	Re-inspection Fee (Res. No. 2003-26)	\$75.00 ea.
	3	Commercial Inspection Fee (When the valuation of Commercial Trades Work is equal to or exceeds \$25,000, an additional inspection fee is due.) 2007-13	Said Inspection fee shall be equal to the permit fee total as set forth above.
	4	Public Works Inspection (inspection on roads and utilities for new developments) - Res. No. 2007-13	2007-13: Actual charge billed to the city by third party inspector.
O.		Impact Fees for New Construction	
	1	Parks Impact Fee Amount per Residential Living Unit \$250.00	
	2	EDU: Equivalent Dwelling Unit	
		Water Impact Fee Amount per EDU \$2,910.00	
		Waste Water Impact Fee Amount per EDU \$2,813.00	

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	1	Application Fee	\$300.00
	2	Permit Renewal Fee	\$300.00
Special Events			
A. City Facility Special Event Fee			
	1	Special Event application fee (City Council can waive fee for non-profit organizations, Res. No. 94-12) Special Event Permit Application Late Fee (if submitted 30-44 days prior to event) Special Event Permit Application Late Fee (if submitted 20-29 days prior to event) Applications submitted less than 20 days prior to event will not be accepted.	\$60 \$75 \$50.00 \$100.00
	2	Deposit- Refundable	
		Non parade/organized walk or run/sporting event Special Events	TBD by Special Event Committee, if applicable
		Up to and including 200 parade/organized walk or run/sporting event participants (Res. No. 94-12)	\$200.00
		201-500 parade/organized walk or run/sporting event participants (Res. No. 94-12)	\$300.00
		500+ parade/organized walk or run/sporting event participants (Res. No. 94-12)	\$500.00
	3	Clean up determined by size and type of event	TBD by Special Event Committee, if applicable
B. Banner Installation and Removal			Pass along of invoice from City preferred contractor
Tourism and Art Programs			
A. Seabrook Pelican			\$3,125.00
	1	Pelican Fabrications	\$1,250.00
	2	Artist Commissions	\$1,000.00
	3	Pelican Top Coat	\$300.00
	4	Cement Pad/Mount	\$275.00
	5	Pelican Maintenance Fund	\$300.00
Utility Fees ***			
A. Security Deposit			
	1	Homeowner, multi-family living unit equivalent	\$100.00
	2	Tenant or Lessee	\$200.00
	3	Builder's deposit, per unit, payable at time of water tap	\$25.00
	4	Temporary Hydrant Construction Meter	\$1,500.00
	5	Commercial; 3 months average use, but not less than	\$100.00
	6	Irrigation Deposit	\$100.00
B. Water Service Activation Due to Non-payment Water Service Fee Due to Non-payment			\$55.00
	1	Service Fee for non-payment	\$30.00
		Allowance for doubtful accounts (RES. 2013-26)	\$25.00
C. Water Collection Fee (Late Charge)			10% of the amount past due and unpaid shall be added to regular charges
D. Meter Tampering Fees per offence			
	1	Meter reset due to pulling	\$100.00
	2	Meter lock broken	\$100.00
	3	Saddle Corp, Service Line, Curb Stop, Pigtail or Box damaged or broken	Material Cost
	4	Antenna damaged or disconnected	Material Cost
	5	Meter lock removed	\$100.00
	6	Meter broken	Material Cost
	7	Meter stolen	Material Cost
	8	Unauthorized connection inserted	\$100.00
	9	Unauthorized water usage	\$100.00
E. Theft of Water Service			
		Note: Theft of water services shall refer to any customer who reconnects water services in any way, after the City has disconnected the water for nonpayment of delinquent bill or otherwise. Fee breakdown:	Delinquent amount + Water reconnect fee of \$25 + Meter Reset fee + Meter Tampering fee
	1	Delinquent Amount	Balance on account
	2	Reconnect Fee	\$25.00
	3	Meter Reset Fee	\$100.00
	4	Meter Tampering Fee	\$100.00
F. Water Tap			
	1	3/4"	\$841.00
	2	1"	\$877.00
	3	1 1/2"	\$1,774.00
	4	2"	\$1,899.00
G. Water Service "Material Cost"			
Size	Saddle	Corp Stop	Service Line
	Curb Stop	Meter	Antenna
	Pig-tail	Box w/lid	TOTALS

3/4"	\$265.00	\$70.00	\$20.00	\$118.00	\$264.00	\$30.00	\$22.00	\$52.00	\$841.00
1"	\$265.00	\$70.00	\$20.00	\$118.00	\$300.00	\$30.00	\$22.00	\$52.00	\$877.00
1.5"	\$265.00	\$334.00	\$50.00	\$437.00	\$526.00	\$30.00	\$80.00	\$52.00	\$1,774.00
2"	\$265.00	\$334.00	\$50.00	\$437.00	\$651.00	\$30.00	\$80.00	\$52.00	\$1,899.00
H.	Water Meter Re-Reads								
1	Note: If the City has made an error, then the fee will be refunded to the account.								\$25 per request
I.	Water Meter Test Fee								
1	1" or smaller meters, in-house								\$50.00
2	1 1/2" or larger, outside contractor								Actual cost of outside contractor
J.	Meter Audit								
	Note meter read a maximum of two times								\$50.00
K.	Pretreatment Fees-Surcharge Industries								
1	Contract Laboratory Services								City's cost per sampling event
2	Administrative Fee								\$25 per hour
L.	Water Rates Effective w/Sept 15-Oct 15 billing cycle								
		Water rates for single meter residential and all commercial customers (single customer and multi customer commercial meters) Water rates for single meter residential and all commercial customers (single customer and multi customer commercial meters)							
1	Meter Size								Minimum bill (for first 2,000 gal.)
	5/8"								\$21.60
	3/4"								\$21.60
	1"								\$54.02
	1.5"								\$108.02
	2"								\$172.84
	3"								\$324.06
	4"								\$540.12
	6"								\$1,080.24
	8"								\$1,728.38
	10"								\$2,484.55
	All over 2,000 gallon. to 10,000 gallons								\$7.56 per thousand gallons
	All over 10,000 gallons to 15,000 gallons								\$9.00 per thousand gallons
	All over 15,000 gallons								\$10.75 per thousand gallons
2	Water rates for multi-family meter customers								
	All gallons over the minimum allotment will be charged as follows:								a minimum charge of \$21.60 per month/per living unit. Minimum charge will include usage of up to 2,000 gallons per month, per unit
	4,001 to 10,000 gallons								\$9.00 per thousand gallons
	All over 10,000 gallons								\$9.00 per thousand gallons
	Water rates for multi-family meter customers (less than 5 units)								
	All gallons over the minimum allotment will be charged as follows:								a minimum charge of \$21.60 per month/per living unit.
									Minimum charge will include usage of up to 2,000 gallons per month, per unit
	4,001 to 10,000 gallons								\$9.00 per thousand gallons
	All over 10,000 gallons								\$9.00 per thousand gallons
3	Sewer Rates - Residential								
	First 2,000 gallons								\$25.00
	All over 2,000 gallons, per 1,000 gallons								\$6.53
	Maximum charge based on 16,000 gallons								\$116.42
4	Sewer Rates - Commercial & Industrial								
	First 2,000 gallons								\$35.44
	All over 2,000 gallons, per 1,000 gallons								\$8.58
M.	Wastewater Tap								
1	4 inch								Developer is responsible
2	6 inch								Developer is responsible
N.	Waste Water Maintenance								
1	Reconnection to City main sewer line (Ord. No. 81-23)								\$200.00
2	Grinder pump maintenance fee (Ord. No. 87-07/ Code Sec 95-133, Code 1976 12-74; Code 1196 74-133)								
	Residential Customer								\$6/month
	Commercial Customer								\$25/month
	DEFINITIONS:								
						Light Commercial:	Office and professional occupancy only		
						Commercial:	All businesses other than above		

		<i>Industrial:</i>	A process plant which discharges 70 percent or more of wastewater to storm sewer facilities as determined by the Director of Public Works
		<i>Multi-family meter:</i>	Any water meter which serves more than one (1) living unit. For example, an apartment building has one (1) water meter to serve 10 separate apartment units. Or a duplex has one (1) water meter to serve two (2) separate duplex units
		<i>Multi customer commercial meter:</i>	Any water meter which serves more than one (1) business or commercial enterprise. For example, a shopping plaza has one (1) water meter to serve 10 separate businesses/or shops
		<i>Single customer meter:</i>	Any water meter which serves only one (1) living unit or one (1) commercial business or store
		*** on March 8, 1988, the City of Seabrook entered into a contract with the City of Pasadena to purchase potable water; the City of Seabrook received a letter from the City of Pasadena dated August 10, 2016, which stated the base price per thousand gallons of water being sold to the City of Seabrook was increasing from .7297 to .8937; the City Council intends to adjust water rates to compensate for the increased charge from the City of Pasadena; and the City Council intends to adjust water and sewer rates sufficient to pay the debt service for the Certificates of Obligation.	



Agenda Briefing

Date of Meeting: October 15, 2024

Responsible Department: City Manager's Office

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action on a first reading of Ordinance 2024-25, Revision to Personnel Policies, *Chapter 8, Section 5 - Electronic Communications*.

Executive Summary / Background:

The purpose of this ordinance is to update the city's personnel policies in conformance with the state's decision to ban TikTok on government devices and networks, citing reasons such as concerns over data privacy, security risks, and national security threats.

- The specific changes to personnel policies, including:
 - Prohibition of TikTok installation and use on all government-issued devices (phones, laptops, tablets).
 - Restrictions on accessing TikTok via government networks (Wi-Fi, VPNs).
 - Guidelines for compliance and enforcement, including any necessary training .

Funding / Fiscal Information:

Supporting Materials Attached:

1. Chapter 8 - Section 5 Electronic Communications Policy (add prohibited technologies)
2. Ordinance No. 2024-25

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

City of Seabrook – Personnel Policies and Procedures			
ELECTRONIC COMMUNICATIONS <u>AND</u> <u>PROHIBITED TECHNOLOGIES POLICY</u>			
	Effective Date: 05/06/2008 <u>Revised:</u>		Chapter 8 Section 5

PURPOSE

This policy establishes guidelines for the appropriate use of the City’s electronic communications systems and networks by employees. It also addresses the prohibition of certain technologies as mandated by the 88th Texas Legislature to ensure the security and integrity of City data, infrastructure, and operations.

POLICY DEFINITIONS

“Electronic communications systems” as used in this Section include the City’s connection to the internet, internet email, telephone, voice mail, facsimiles, pagers, cellular phones, radios, computers and computer networks, directories, and files.

“Prohibited Technologies” Certain technologies, software applications, and platforms that are explicitly prohibited due to security concerns, including but not limited to the social media platform TikTok, in accordance with regulations established by the Texas State Legislature.

SCOPE

This policy applies to all employees, interns, and any employed individuals granted access to the City of Seabrook electronic communications systems and devices.

NO RIGHT OF PRIVACY/MONITORING. Users of City electronic communications systems may not assume they are provided any degree of anonymity and employees have no right to privacy with regard to such systems. Personal passwords are not an assurance of confidentiality. The Internet itself is not secure. To ensure proper use of its electronic communications systems, the City will monitor their use. Management staff has the ability and will, with or without advance notice, monitor and view usage, including but not limited to: employee email, voice mail and instant messages, information and material transmitted, received or stored using City systems and user Internet access and usage patterns to assure that the City's Internet resources are devoted to maintaining the highest levels of productivity, as well as proper use and compliance with this policy.

Personal Use The purpose of electronic communications equipment is to enhance the City’s accessibility to citizens and improve service delivery. Limited personal use of electronic communications is acceptable. Department directors will determine the level of access assigned to authorized users and the limits of non-business use in their respective departments.

City of Seabrook – Personnel Policies and Procedures			
ELECTRONIC COMMUNICATIONS <u>AND</u> <u>PROHIBITED TECHNOLOGIES POLICY</u>			
	Effective Date: 05/06/2008 <u>Revised:</u>		Chapter 8 Section 5

PROHIBITED TECHNOLOGIES

State-Mandated Bans. Pursuant to legislation passed by the 88th Texas Legislature, the use or installation of certain technologies deemed to be a security risk is strictly prohibited on all City-owned devices and networks. These include, but are not limited to, the following:

- TikTok: The use of TikTok is prohibited on all City-owned devices and networks due to security risks associated with the application. Employees may not download or access TikTok on any device issued by the City or connected to the City’s network.
- Other Applications:
 - TikTok
 - ByteDance Ltd.
 - Alipay
 - CamScanner
 - ShareIT
 - Tencent Holdings Ltd.
 - WeChat & WeChat Pay
 - Any subsidiary or affiliate of an entity listed above.
- The City Manager, in consultation with IT staff and legal advisors, will maintain a list of additional prohibited technologies that present similar security risks as TikTok. This list will be updated regularly and distributed to employees as needed.

Prohibited Activity Includes:

- Engaging in illegal, fraudulent, or malevolent conduct;
- Transmitting or storing material that is threatening, obscene, sexually explicit or disparaging of others based on race, national origin, sex, sexual orientation, age, disability, religious or political beliefs;
- Obtaining unauthorized access to any computer data system;
- Using another individual’s account or identity without explicit authorization;
- Activity used for outside employment or other direct financial profit;
- Conducting political campaigns or other activity; and
- Gambling or playing a game for money or other stakes.
- Posting any information electronically that does not reflect the standards and policies of the City. Under no circumstances, shall information of confidential, sensitive or otherwise proprietary nature be posted.

City of Seabrook – Personnel Policies and Procedures			
ELECTRONIC COMMUNICATIONS <u>AND</u> <u>PROHIBITED TECHNOLOGIES POLICY</u>			
	Effective Date: 05/06/2008 <u>Revised:</u>		Chapter 8 Section 5

- City-owned Devices. The download & use of prohibited technologies, except where approved exceptions apply, is prohibited on all city-owned devices, including cell phones, tablets, desktop (office & home) computers, laptop computers, and other internet capable devices. City of Seabrook shall identify track and control city-owned devices to prohibit the installation of or access to all prohibited technologies.

Electronic communications may be monitored to:

- Provide a workplace that is free of unlawful discrimination;
- Control the presence of inappropriate material;
- Ensure that resources are being used properly; and
- Investigate complaints of improper use.
- Network Restrictions. The City of Seabrook shall configure all firewalls to block access to prohibited technologies on all city's infrastructure, including local networks (LAN), wide area networks (WAN) and VPN Connections except for allowed exceptions below. This block of network traffic applies to city owned devices, personal devices of employees and personal devices of the public who use City's Wireless.

Records Retention Electronic communication is considered a record under the Texas Local Government Record Act and all electronic documents are subject to retention guidelines set by the City's local government control schedules.

Copyright Restriction Employees must follow applicable copyright laws. If any doubt exists regarding copyright status of material, contact the copyright owner to obtain Director's written permission prior to use. Any software or other material, including music, downloaded into a City computer may be used only in ways consistent with the licenses and copyrights of the vendor, author or owner of the material. Prior written authorization from the Department Director is required before introducing any software into the City's computer system. Employees may not download entertainment software, games or any other software unrelated to their work.

Software Regulations

- All pieces of software shall be registered with the software publisher when acquired by a department or the City.
- City employees may use or install only City authorized software approved by their department on City-owned hardware. The use of unlicensed software copies and unauthorized or expired bulletin board or shareware software is forbidden. Any personally owned software installed on the machine must be accompanied by the original license and approved by the Department Head.
- Software purchased for Local Area Networks (LANs) shall be available only to the maximum number of simultaneous operators as specified by the license. Under no

City of Seabrook – Personnel Policies and Procedures			
ELECTRONIC COMMUNICATIONS <u>AND</u> <u>PROHIBITED TECHNOLOGIES POLICY</u>			
	Effective Date: 05/06/2008 <u>Revised:</u>		Chapter 8 Section 5

circumstances is a City employee allowed to utilize an application from the LAN server for which he/she does not have a valid license.

- Employees are prohibited from giving copies of software that the City has acquired to non-City employees.

Employee's Responsibility. The person in whose name a City provided Internet, email or other electronic communications system account is issued is responsible at all times for its proper use, regardless of the user's location. Exchanges that occur in the course of conducting City business on the City's electronic communications systems will be considered a communication of the City and held to the same standards as formal letters.

PROCEDURE

Any employee who violates this policy may be subject to discipline, up to and including termination as so determined by the employee's Supervisor and/or Department Director.

	City of Seabrook – Personnel Policies and Procedures			
	Last Published Date:			
	ELECTRONIC COMMUNICATIONS POLICY			
NEW SECTION	Effective Date: 05/06/2008		Chapter 8 Section 5	

**CITY OF SEABROOK
ORDINANCE NO. 2024-25**

**REVISION TO PERSONNEL POLICIES BY
AMENDING CHAPTER 8 “EMPLOYEE COMMUNICATIONS”, SECTION 5
“ELECTRONIC COMMUNICATIONS”**

AN ORDINANCE OF THE CITY OF SEABROOK, TEXAS, AMENDING THE CITY OF SEABROOK “PERSONNEL POLICIES”, CHAPTER 8 “EMPLOYEE COMMUNICATIONS”, SECTION 5 “ELECTRONIC COMMUNICATIONS” BY REPLACING THE SECTION WITH AN UPDATED “ELECTRONIC COMMUNICATIONS AND PROHIBITED TECHNOLOGIES” POLICY AND MAKING VARIOUS FINDINGS AND PROVISIONS RELATED TO THE SUBJECT.

WHEREAS, the City Manager is charged under Section 3.04 of the City Charter to be responsible to the City Council for the administration of all City affairs placed under his/her charge by Charter or Council, specifically including to direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by Charter or by law; and

WHEREAS, the City Charter, Section 4.06 “Personnel System” provides that the City Manager shall prepare personnel rules which may be adopted, with or without amendment by Ordinance of City Council; and

WHEREAS, the City of Seabrook “Personnel Policies” requires updates and amendments to the “Electronic Communications” Policy by replacing it with an updated “Electronic Communications and Prohibited Technologies” Policy; and

WHEREAS, the “Electronic Communications and Prohibited Technologies” Policy will establish guidelines and procedures for the appropriate use of electronic communications and the prohibition of certain technologies as mandated by Senate Bill 1893 of the 88th Texas Legislature, and is attached hereto as Exhibit “A”, pending City Council review; and

WHEREAS, the City Council of the City of Seabrook, Texas deems it is in the public’s interest to accept the amendment proposed and adoption of the Personnel Policy with this revision.

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

SECTION 1. FINDINGS.

The findings and recitations set out in the preamble to this Ordinance are found to be true and correct and they are adopted by the City Council and made a part of hereof for all purposes.

SECTION 2. ADOPTION.

The “Personnel Policies” of the City of Seabrook, Chapter 8 “Employee Communications”, Section 5 “Electronic Communications” is hereby amended by replacing with an updated “Electronic Communications and Prohibited Technologies” policy; in said Chapter with provisions

as specifically delineated in Exhibit “A”, attached hereto and incorporated by reference for all purposes; and

SECTION 3. SEVERABILITY.

In the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Seabrook, Texas declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

SECTION 4. NOTICE

The City Secretary shall give notice of the enactment of this Ordinance by promptly publishing it or its descriptive caption and penalty after final passage in the official newspaper of the City; the Ordinance to take effect upon publication.

PASSED AND APPROVED on the first reading this _____ day of _____, 2024.

PASSED, APPROVED and ADOPTED on the second reading this _____ day of _____, 2024.

BY: _____
Thom Kolupski
Mayor

ATTEST:

BY: _____
Rachel Lewis, TRMC
City Secretary

APPROVED AS TO FORM:

City Attorney



Agenda Briefing

Date of Meeting: October 15, 2024

Responsible Department: City Manager's Office

Presenter: Monica Comeaux, OST Member

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action on a recommendation from the Open Space and Trails (OST) Committee to direct staff to plan and organize a Groundbreaking Ceremony in November for the East Tract of Carothers Coastal Gardens improvements as approved at the October 3, 2024 OST meeting.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. 10-03-2024 OST Recommendation Form

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

THE OPEN SPACE AND TRAILS COMMITTEE OFFICIAL REPORT

The Open Space and Trails Committee of the City of Seabrook met on "DATE" to hold a meeting to consider:

Request for a

Motion to recommend that

THE OPEN SPACE AND TRAILS COMMITTEE MADE THE FOLLOWING RECOMMENDATION:

APPROVAL ☐ APPROVAL WITH AMENDMENTS/CONDITIONS (SEE BELOW) ☐ DENIAL ☐

By a concurring vote of a majority of members of the Open Space and Trails Committee present at the meeting on "DATE", as designated below and as certified by the signature of the Committee Chairperson. **This document is not valid unless signed by the Committee Chairperson/Presiding Commissioner.**

Staff plans a groundbreaking ceremony for Carothers in November.

VOTE:

AYE

NAY

ABSTAINED

ABSENT

INITIAL

Sally Antrobus

✓

John Coggeshall

✓

Monica Comeaux

✓

Debra Harper

✓

Nehemiah Jackson

✓

Jesse Jones

✓

David Popken

✓

JA

mmc

ah

gj

gj

Monica Comeaux

Monica Comeaux, Committee Chairperson
Open Space and Trails Committee

ATTEST:

Amanda Morales

Amanda Morales
Deputy City Secretary



Agenda Briefing

Date of Meeting: October 15, 2024

Responsible Department: City Manager's Office

Presenter: John Coggeshall, OST Member

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action on a recommendation from the Open Space and Trails (OST) Committee to plant trees near the intersection of Red Bluff and Lakeside as approved at the August 1, 2024 OST meeting.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. 2024-08-01 OST Request
2. City Council presentation Oct 24 Trees along Red Bluff

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

THE OPEN SPACE AND TRAILS COMMITTEE OFFICIAL REPORT

The Open Space and Trails Committee of the City of Seabrook met on **August 1, 2024**, to hold a meeting to consider:

Request for a

Motion to support

THE OPEN SPACE AND TRAILS COMMITTEE MADE THE FOLLOWING RECOMMENDATION:

APPROVAL ☐ APPROVAL WITH AMENDMENTS/CONDITIONS (SEE BELOW) ☐ DENIAL ☐

By a concurring vote of a majority of members of the Open Space and Trails Committee present at the meeting on **August 1, 2024**, as designated below and as certified by the signature of the Committee Chairperson. This document is not valid unless signed by the Committee Chairperson/Presiding Commissioner.

tree planting program on Red Bluff @ Lakeside.

VOTE:

AYE

NAY

ABSTAINED

ABSENT

INITIAL

Sally Antrobus

✓

John Coggeshall

✓

Monica Comeaux

✓

Debra Harper

✓

Nehemiah Jackson

✓

Jesse Jones

✓

David Popken

✓

SA

JC

mme

CH

NJ

JJ

DP

Monica Comeaux

Monica Comeaux, Committee Chairperson
Open Space and Trails Committee

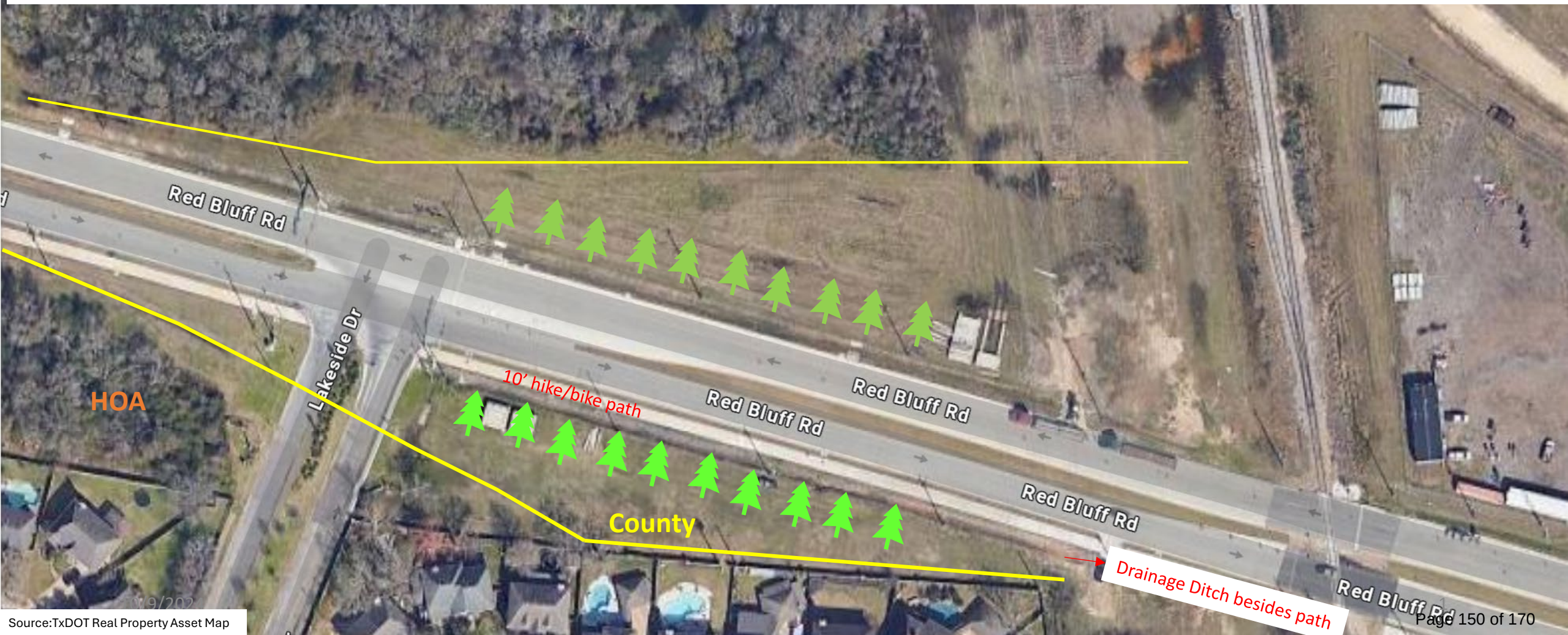
ATTEST

Amanda Morales

Amanda Morales
Deputy City Secretary

Open Space and Trails project to plant trees along new Red Bluff pedestrian trail

- Open Space is collaborating with Trees for Houston, LakePointe Forest HOA, County, and Centerpoint to plant 20 15G native trees on county land between Lakeside and
- Trees main purpose is to shade the trail (eventually)
- Trees will be along as close to the trail as possible (CenterPoint and county easements will be followed (*20 feet easement and species selection must be approved*))
- Trees will be planted in a row to minimize impacts to the county mowing
- Trees for Houston will provide trees and water
- OpenSpace volunteers will plant, mulch, eventually fertilize and prune
- Also considering trees on other side of Red Bluff, same basic area





20 FEET



20 FEET



Agenda Briefing

Date of Meeting: October 15, 2024

Responsible Department: City Secretary's Office

Presenter:

Briefing Prepared By: Rachel Lewis

Strategic Focus Area:

General Information:

Consider and take all appropriate action on the continuation of the Seabrook Trap-Neuter-Return project at Seabrook Point.

Executive Summary / Background:

The Seabrook Trap-Neuter-Return pilot project took place over the past six months. The Cats of Seabrook Point group is recommending that the project continue.

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

A pilot project was approved by Council over six months ago, and program updates were made each quarter.

Staff Recommendation:



Agenda Briefing

Date of Meeting: October 15, 2024

Responsible Department: City Manager's Office

Presenter: Brian Craig, City Engineer

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action on the approval of an Interlocal Agreement (ILA) between the City of Seabrook and Harris County Public Health for participation in the Wastewater-Based Epidemiology Program and authorize the City Manager to execute all associated documents.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. Wastewater Proposal One Pager (4)
2. Seabrook ILA Data Article

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

HCPH's Wastewater-Based Epidemiology Program

Background

Wastewater-based infectious disease surveillance systems monitor and test untreated wastewater to detect the presence of pathogens and chemicals that are shed by persons into the municipal sewer system. While clinical laboratory testing detects individual cases of disease, sampling and analysis performed on wastewater collections, provides aggregate disease data from homes and institutions that share a common sewer system. Following the outbreak of COVID-19, wastewater surveillance has shown to be an important complement to existing public health surveillance.

Key Benefits

EARLY WARNING SYSTEM

Detect outbreaks and surges in a community before clinical data, allowing for prompt public health response

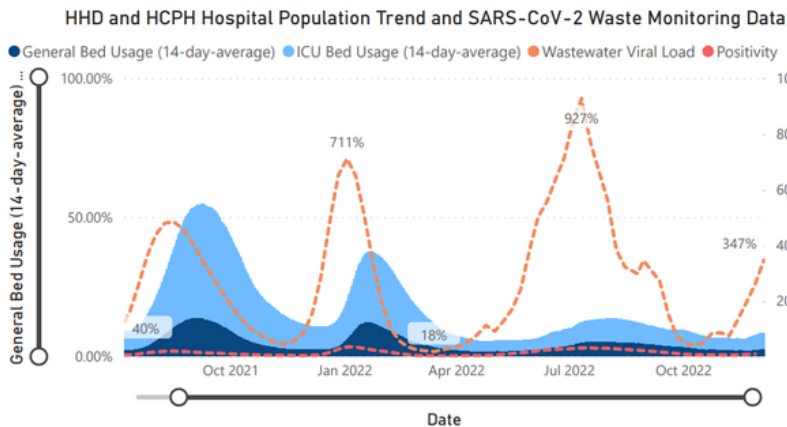
EQUITABLE MONITORING

Provides a more equitable approach to obtaining positivity rates in underserved communities, including the Hispanic and Black communities, disproportionately affected by COVID-19 and other diseases

DATA-DRIVEN DECISIONS

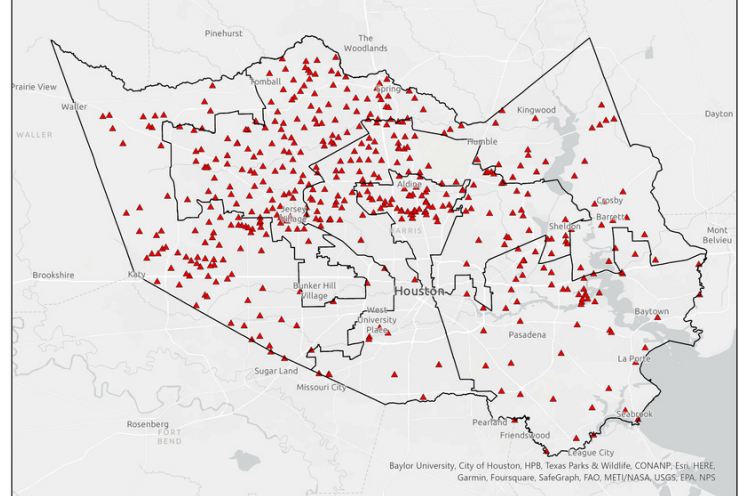
Aid health authorities in making data-driven decisions to effectively protect communities

Wastewater Data Lead-Time and Harris County's Vast Wastewater Network



The orange dash represents wastewater viral load and the blue, ICU bed usage. Wastewater data has proven to have a significant lead-time on clinical and hospital data, as displayed. Because of wastewater surveillance's ability to help predict potential disease surges in an area, and in this case, Harris County, it can be an invaluable public health tool to help prepare public health and hospital systems.

Active Wastewater Treatment Plants in Harris County



With over 465 active wastewater treatment plants (WWTPs), displayed in the figure above, Harris County is a prime candidate for the establishment of a comprehensive wastewater surveillance program.

This vast wastewater network services a population of nearly 5 million residents.

Sampling Device and Laboratory Testing



Automatic Refrigerated Sampler

Placement and installation of an automatic refrigerated sampler, purchased by Harris County, will be located near the point of influent. Historically, this has been done at on-site lift stations or near the bar-screens. Preliminary site visits are recommended to ensure all criteria for sampling are met, i.e. feasible sampler placement to meet pump specs. and a functioning power outlet.

PCR Testing & Target

Polymerase Chain Reaction (PCR) Testing will be used to test for many pathogens, including but not limited to: SARS-CoV-2, Human Adenovirus B, Influenza, Hepatitis A, Noroviruses, Mpox, and Respiratory syncytial virus, or RSV.



Methodology

SAMPLE COLLECTION	LAB ANALYSIS	DATA ANALYSIS	DATA VISUALIZATION
Field technicians employed with Harris County will pick up from every partner-site twice a week. This will require access to enter the plant each morning and, unless there are technical issues, should take around ten minutes.	Samples retrieved will then be delivered to Houston Health Department (HHD) and Baylor University Labs for analyses.	Lab results will be sent every week and shared with respective partner sites. This data will be used to better understand disease trends in respective areas and the county at large.	The data will be visualized on a public-facing dashboard in which the public, and health officials, can be informed on disease values and trends in their communities.

Outcomes



PARTNERSHIPS

Once a site has been visited and it has been determined to be a good fit for the program, an agreement between the parties will be drafted in the form of an Interlocal Agreement (ILA). It isn't until the ILA is signed and approved that HCPH will have the samplers delivered to the site and begin sampling.

We are excited at the prospect of partnership with your organization and the value that it will bring to our program as well as the service that it will be to your community.

For any questions or concerns, please contact: James Hatch at james.hatch@phs.hctx.net or Kendra Davis at kendra.davis@phs.hctx.net

INTERLOCAL AGREEMENT
BETWEEN HARRIS COUNTY AND
PINE GULLY WASTEWATER TREATMENT PLANT (PGWWTP)

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

THIS INTERLOCAL AGREEMENT (the "Agreement") is entered into upon signature by all parties ("Effective Date") by and between **Harris County, Texas** ("County"), a body corporate and politic under the laws of the State of Texas, by and through Harris County Public Health ("HCPH") and **Pine Gully Wastewater Treatment Plant (PGWWTP)** ("District"), a conservation and reclamation district operating under and governed by the provisions of Chapters 49 and 54, Texas Water Code, as amended, pursuant to the Interlocal Cooperation Act, Tex. Gov't Code Ann. §791.001 et seq. County and District are referred to herein collectively as the "Parties" and individually as a "Party."

RECITALS:

WHEREAS, County has developed a wastewater based epidemiology ("WBE") program;

WHEREAS, District desires to use County's WBE program to gain valuable insight into epidemiological trends in its jurisdiction;

WHEREAS, Parties desire to exchange wastewater surveillance data to enhance their understanding of epidemiological trends in the area and to use the data as an indicator to monitor disease outbreaks; and

WHEREAS, Parties find that collaborating will primarily serve a public purpose.

NOW, THEREFORE, the Parties, in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

T E R M S:

ARTICLE I. PURPOSE

The purpose of this Agreement is to describe each Party's role for the coordination of wastewater testing, analysis, and subsequent exchange of information between the Parties through the WBE program, a program developed by HCPH designed to test and analyze wastewater data. This data will be shared between the Parties, and the Parties will use the information to efficiently allocate resources and coordinate outreach to improve the health of residents and to mitigate future disease

surges. The specific Scope of Work for this project is found in Attachment A, attached hereto and incorporated herein by reference.

ARTICLE II. DISTRICT DUTIES

During the term of this Agreement, the District agrees to:

- A. Allow the County to access its wastewater facilities and collect influent wastewater samples (the "Samples"), subject to the presence and supervision of the District's Operator.
- B. Appoint a point of contact for County to coordinate supervised site visits in order to collect Samples at regular intervals, but not less than once per week.
- C. Secure, store, and use the data elements listed in Attachment A (the "Data") in a manner that complies with federal, state, and local law.

ARTICLE III. COUNTY DUTIES

During the term of this Agreement, the County agrees to:

- A. Collect Samples from District wastewater facilities at regular intervals and in coordination with and under the supervision of the District's Operator, but not more than twice per week. District shall provide County with the contact information for its Operator for purposes of this Agreement.
- B. Promptly test Samples using its wastewater testing program.
- C. Promptly provide the Data to District at regular intervals.
- D. Promptly inform District if there is an expected or ongoing outage to the data receiving process.
- E. The County will handle all aspects of the installation, maintenance, and removal of wastewater samplers. Installation will be coordinated with the wastewater treatment plant's operators to select a mutually convenient time, typically aimed for the morning hours. The District will not be responsible for any part of the installation or maintenance process. In the event that the District elects to discontinue participation in the program, as stated in Article IV below, a 30-day notice is required to allow the County sufficient time to arrange for the removal of the sampler. Notwithstanding the foregoing, the County may, at its discretion, accommodate a reduced notice period of 30 days if requested. During both installation and removal, the County will adhere to all relevant safety and compliance protocols.

ARTICLE IV. TERM AND TERMINATION

The term of this Agreement commences on the Effective Date and lasts until a year minus a day from the Effective Date ("Initial Term"), unless sooner terminated pursuant to the terms herein contained. This Agreement will automatically renew on the same terms and conditions for four additional one-year terms (each a "Renewal Term") unless it is terminated by either Party by giving the other Party prior written notice of its intention to terminate not less than thirty (30) days prior to the expiration of the term of this Agreement. Notwithstanding the foregoing, either Party may terminate this Agreement at any time during the Initial Term or any Renewal Term, with or without cause, upon thirty (30) days' written notice to the other Party.

ARTICLE V. LIMIT OF APPROPRIATION

- A. It is agreed that the Parties will not charge a fee for any information disclosed pursuant to this Agreement.
- B. Each Party is responsible for its costs for performance under this Agreement.
- C. Nothing in this Agreement will be construed as obligating a Party to expend funds or to provide resources or be involved in any obligation for future payment of money or provision of resources.
- D. Any funds appropriated under this Agreement will be from current revenue.

ARTICLE VI. NOTICE

All notices and communications permitted or required under this Agreement are to be mailed by United States Postal Service, certified mail, return-receipt requested, to the following addresses:

FOR HARRIS COUNTY: **All notices and communications must be mailed as follows:**

FOR THE COUNTY: 1111 Fannin Street
Houston, TX 77002
Attention: Executive Director

FOR THE DISTRICT: 5001 Park Drive
Seabrook, TX 77586

These addresses may be changed upon giving prior written notice to the other Party. All mailed notices and communications which have been properly addressed are deemed given and complete upon depositing them in the United States Mail.

ARTICLE VII. SAMPLER SPECIFICATIONS

A. Wastewater Sampler Equipment

- i. HCPH will acquire and place the wastewater sampler in the District/City.
- ii. There are at least two different models that may be placed, with specifications as follows:
 - a. Teledyne Sampler: The sampler measures 32 inches in length, 29 inches in width, and 52 inches in height. These dimensions make it suitable for installation in various locations, including compact spaces. <https://store.teledyneisco.com>
 - b. Hach Sampler: The sampler has dimensions of 30 inches in length, 32 inches in width, and 51 inches in height. This sampler size has suitable space for sample collection and storage. <https://www.hach.com/>

B. Wastewater Sampler Equipment Placement

- i. The sampler(s) will be placed according to the following considerations:
 - a. Strategic Positioning: Samplers are strategically positioned at the influent of the wastewater facility. Placing the sampler at this location ensures easy access to raw, pretreated water, allowing for accurate sampling and analysis. HCPH will ensure that the vinyl tubing is not near the pump and only submerged five (5) inches into the influent.
 - b. Accessibility: Placement of the samplers at the influent also facilitates the sampling process, as it eliminates the need to transport samples over long distances, minimizing the risk of contamination or sample degradation.

C. Wastewater Sampler Requirements

- i. The Sampler requires the following to operate as intended:
 - a. Power Supply: The sampler requires uninterrupted access to a power outlet. These power outlets should be easily accessible and located in proximity to the sampling site to minimize the need for long extension cords or additional wiring.
 1. Power Requirements (Hz): 50 - 60 Hz
 2. Power Requirements (Voltage): 115 V
 3. Power Supply: 115 V

4. Extension Cord Usage: In cases where the existing power outlet is not within reach of the sampler, an extension cord may be used to connect the sampler to the power source.
- D. High-quality extension cords rated for outdoor use to prevent electrical hazards and ensure reliable power transmission are required. HCPH will provide the appropriate extension cord if the District does not have one available for use.
- i. Reliability: Given the critical nature of sampling operations, a reliable power supply is essential to maintain continuous refrigeration and pump operations. Backup power sources or contingency plans should be in place to mitigate the risk.
- E. Wastewater Sampler Equipment Components
- i. Refrigeration Unit: Each sampler is equipped with a refrigeration unit to maintain sample integrity and prevent degradation due to temperature fluctuations. This feature is crucial for preserving the quality of the samples, especially in environments with varying temperatures.
 - a. Sampling Mechanism: The samplers utilize a pump system connected to $\frac{3}{4}$ inch tubing, which is submerged in the influent. The pump draws water from the influent and fills a sample container located within the unit. This automated sampling process ensures consistent and reliable sample collection over time.
 - b. Sampling Frequency: Sampling occurs at regular intervals, with samples being collected once every hour over 24 hours. This frequent sampling schedule allows for comprehensive monitoring of water quality parameters, capturing any fluctuations or trends that may occur throughout the day.
- F. Wastewater Sample Collection Process
- i. Sample Retrieval: After each 24-hour sampling cycle, a trained field technician retrieves the samples from the samplers. During this process, the technician carefully inspects the samplers for any signs of malfunction or irregularities, ensuring that the sampling equipment is functioning properly.
 - ii. Maintenance and Resetting: Following sample retrieval, the technician performs routine maintenance tasks and resets the sampler for the next sampling cycle. This proactive approach to equipment maintenance helps minimize downtime and ensures continuous operation of the sampling system.

ARTICLE VIII. DATA SHARING

- A. Data Sharing. HCPH will share District's collected data in a timely manner, adhering to a secure file transfer protocol (SFTP) as a safety measure for file access, file sharing, and file management between both parties. Districts will share facility service area maps and flow

rate data with HCPH in a timely manner. HCPH will ensure data integrity and accuracy before any public dissemination.

- B. Public-Facing Dashboard. HCPH will create and maintain a public-facing dashboard that displays general trends derived from the wastewater surveillance data. The dashboard will include visual representations of data trends, such as graphs and color-coded maps, to enhance public understanding. To protect privacy, only aggregate data points related to individual districts will be presented.
- C. Data Use and Privacy. Wastewater data is inherently deidentified and cannot be linked to any specific individual. The data provided to HCPH is aggregated and does not contain personally identifiable information. All data shared publicly will be aggregated to protect the identity and privacy of individuals. HCPH will share data with partnering districts prior to it being published on the dashboard. HCPH will adhere to all relevant data privacy laws and regulations in the handling and dissemination of data.
- D. Review and Updates. The effectiveness of the public messaging and dashboard will be reviewed periodically by HCPH and Districts. This article may be updated as needed, with the consent of all parties, to reflect changes in public health priorities or data utilization practices.
- E. Duration and Termination. Upon termination of the Agreement according to the terms contained herein all public messaging and dashboard updates will cease. The wastewater data collection is ongoing, with samples being collected weekly from each site. Data for the entire sampling period will be archived and available for viewing.

ARTICLE IX. GENERAL PROVISIONS

- A. Amendment. This Agreement may be amended only by an instrument in writing that is signed by the Parties. Amendments will be effective on the date stipulated therein.
- B. Change in Law. If federal or state laws or regulations or other federal or state requirements are amended or judicially interpreted so that a Party cannot reasonably fulfill this Agreement, and if the Parties cannot agree to an amendment that would enable substantial continuation of this Agreement, the Parties will be discharged from any further obligations under this Agreement upon ten (10) business days' written notice.
- C. Counterparts. This Agreement may be executed in one or more counterparts, each of which is deemed an original and all of which together constitute one and the same agreement.
- D. Integration. This Agreement constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous, oral or written, understandings between the Parties with respect to the subject matter hereof.

- E. News Releases or Pronouncements. News releases and publications pertaining to this Agreement that are made by a Party must be approved in writing by all Parties prior to public dissemination. Notwithstanding the foregoing, disclosure of information and/or this Agreement as may be required by the Texas Public Information Act shall not require prior notice or agreement between the Parties.
- F. No Implied Authority. Any authority delegated to one Party by another Party is limited to the terms of this Agreement. No Party shall rely upon implied authority, and specifically, there is no delegated authority under this Agreement to:
- a. Make public policy;
 - b. Promulgate, amend, or disregard any Party's programs or policies; or
 - c. Unilaterally communicate or negotiate, on behalf of the other Party, with any member of the U.S. Congress or any member of its staff, any member of the Texas Legislature or any member of its staff, or any federal or state agency.
- G. NO WAIVER OF SOVEREIGN IMMUNITY. THE PARTIES EXPRESSLY AGREE THAT NO PROVISION OF THIS AGREEMENT IS IN ANY WAY INTENDED TO CONSTITUTE A WAIVER BY THE PARTIES OF ANY IMMUNITIES FROM SUIT OR FROM LIABILITY THAT THEY MAY HAVE BY OPERATION OF LAW.
- H. Insurance. HARRIS COUNTY is self-insured in accordance with its limited liabilities under the Texas Torts Claims Act as set forth in the Texas Civil Practice and Remedies Code, Chapters 101, 104, 108. Harris County has provided documentation of the self-insured letter as Attachment B, attached hereto and incorporated herein by reference.
- I. Severability. If any provision of this Agreement is held invalid, illegal, or unenforceable:
- a. such provision will be severed from this Agreement;
 - b. the validity, legality, and enforceability of the remaining provisions of this Agreement will not be affected or impaired in any way; and
 - c. the Parties shall negotiate in good faith in an attempt to agree to a substitute provision that is valid, legal, and enforceable and which carries out the Parties' intentions to the greatest lawful extent under this Agreement.
- J. Survivability. The termination of this Agreement for any reason will not release any Party from its obligations to comply with federal and state laws regarding the use and disclosure of the information exchanged under this Agreement.
- K. No Intended Third-Party Beneficiaries. Nothing contained in this Agreement is intended nor

will it be construed to create rights running to the benefit of third parties, unless otherwise expressly provided in this Agreement.

- L. Assignment. This Agreement is not assignable.

[EXECUTION PAGE FOLLOWS]

PINE GULLY WASTEWATER
TREATMENT PLANT (PGWWTP)

By: _____
Gayle Cook
City Manager
Date: _____

HARRIS COUNTY

By: _____
Lina Hidalgo
County Judge
Date: _____

APPROVED AS TO FORM:
CHRISTIAN D. MENESEE COUNTY
ATTORNEY

By: _____
Shannon Fleming
Senior Assistant County Attorney
C.A.O. Case File No.: 24GEN0044

ATTACHMENT A

Scope of Work

Wastewater surveillance provides early detection of emerging diseases to improve public health interventions. When combined with other surveillance data including clinical cases, hospital bed utilization, and laboratory testing, wastewater surveillance data can give a broader scope of disease surveillance to public health departments. Considering the geographical size, population density, and diversity of Harris County, consistent sampling of wastewater for SARS-CoV-2 and potentially other types of pathogens or markers would provide invaluable insights into the health of the community. Led by local public health departments, wastewater surveillance operations must be conducted in collaboration with area wastewater treatment plants.

Wastewater surveillance has proven to be a reliable method of passive monitoring for the presence of viral or bacterial caseloads of pathogens in the wastewater influent, shed by infected individuals. Wastewater monitoring serves to estimate disease burden at a community level, providing data that signifies areas that are most at risk and need increased testing/vaccinations. Wastewater surveillance provides a more equitable approach to obtaining positivity rates in underserved communities, including the Hispanic and African American communities, disproportionately affected by COVID-19 and other emerging diseases. Each Party will foster a collaborative research relationship with the other that is focus on development of wastewater epidemiology and testing initiative.

ATTACHMENT B
Self-Insured Letter

(follows behind)

ORDER OF COMMISSIONERS COURT
Authorizing execution of an
Agreement

The Commissioners Court of Harris County, Texas, convened at a meeting of said Court at the Harris County Administration Building in the City of Houston, Texas, on _____, 2024, with all members present except _____

A quorum was present. Among other business, the following was transacted:

ORDER AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN HARRIS
COUNTY AND PINE GULLY WASTEWATER TREATMENT PLANT (PGWWTP)

Commissioner _____ introduced an order and moved that Commissioners Court adopt the order. Commissioner __seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

Vote of the Court	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Judge Hidalgo	☐	☐	☐
Comm. Ellis	☐	☐	☐
Comm. Garcia	☐	☐	☐
Comm. Ramsey, P.E.	☐	☐	☐
Comm. Briones	☐	☐	☐

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that County Judge is hereby authorized to execute for and on behalf of Harris County an Agreement with Pine Gully Wastewater Treatment Plant (PGWWTP) District to exchange wastewater surveillance data and all related appurtenances.

All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purposes of this order.



Agenda Briefing

Date of Meeting: October 15, 2024

Responsible Department: City Manager's Office

Presenter: Jackie Rasco, At-Large Position 1

Briefing Prepared By:

Strategic Focus Area:

General Information:

Discussion regarding the reestablishment of a Hotel Tax Advisory Committee.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



Agenda Briefing

Date of Meeting: October 15, 2024

Responsible Department: City Secretary's Office

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

City Manager update and report to City Council on various items that require no action, including Seabrook Boards and Commissions, Transportation Projects, SH 146 Recap and City of Seabrook CIP Projects.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



Agenda Briefing

Date of Meeting: October 15, 2024

Responsible Department: City Secretary's Office

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Establish future meeting dates and agenda items.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation: