



**SEABROOK CITY COUNCIL
NOTICE OF REGULAR CITY COUNCIL MEETING
THURSDAY, NOVEMBER 7, 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 **THURSDAY, NOVEMBER 7, 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 the Final Report by the Charter Review Commission. *Charter Review Commission*

2.2 Mayor Kolupski to present Certificates of Appreciation to the members of the 2024 Charter Review Commission for their service to the City of Seabrook.

2.3 Presentation by City of Seabrook Animal Control regarding invisible fences. *Rolf Nelson, Police Chief*

3. CONSENT AGENDA

3.1 Approve the minutes of the June 27, 2017 and October 15, 2024 City Council Meetings.

3.2 Approval of a second 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.

3.3 Approval of a second 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.

4. BOARDS AND COMMISSIONS

4.1 Consider and take all appropriate action on the reappointment of Sue Thomey, Glen Halbison, and Terry Moore to the Board of Adjustment/Building Standards Commission, with terms to expire on January 1, 2027. *Rachel Lewis, City Secretary*

4.2 Consider and take all appropriate action on the reappointment of Monica Comeaux, Sally Antrobus, John Coggeshall, and Jesse Jones to the Open Space and Trails Committee, with terms to expire on January 1, 2028. *Rachel Lewis, City Secretary*

4.3 Consider and take all appropriate action on four appointments to the Planning and Zoning Commission, with one member's term to expire on January 1, 2026, and three members' terms to expire on January 1, 2028.

5. NEW BUSINESS

5.1 Present, consider and take all appropriate action to accept the 2024 Charter Review Commission Final Report and proposed recommendations for submission to voters of Seabrook, in accordance with Texas Local Government Code.

5.2 Consider and take all appropriate action regarding the approval of an Interlocal Agreement (ILA) between the City of Seabrook and Harris County Public Health granting authority to Harris County Public Health to conduct permitting and inspection activities related to the establishment of public swimming pools, spas, interactive water features, and artificial swimming lagoons under the County's "Public Aquatic

Sanitation and Safety" (PASS) program within the City's corporate limits and authorize the City Manager to execute all associated documents. *Sean Landis, Deputy City Manager | Planning and Zoning Director*

5.3 Consider and take all appropriate action on an amendment to the Public Safety Fund 2024 Budget to approve an additional \$29,980.36 for the funding of Control Station radios utilized by the Police Department, Emergency Medical Services, and the Fire Department. *Kevin Rodgers, Fire Marshal | Emergency Management Coordinator*

5.4 Consider and take all appropriate action on the approval of Resolution 2024-22, Re-Establishment of the Hotel Tax Advisory Board. *Gayle Cook, City Manager*

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, FORMALLY RE-ESTABLISHING THE HOTEL TAX ADVISORY BOARD AND IN ACCORDANCE WITH THE TEXAS LOCAL GOVERNMENT CODE.

5.5 Consider and take all appropriate action on Task Order 2024-01 with Ardurra LLC, under the Professional Services Agreement for Hazard Mitigation Grant Management Services, for the preparation and grant applications for the Seabrook Early Warning System and the NASA Water Line Relocation projects in an amount not to exceed \$17,500.00 and authorize the City Manager to execute all associated documents. *Kevin Rodgers, Fire Marshal | Emergency Management Coordinator*

5.6 Consider and take all appropriate action on a report from Council Members Jackie Rasco and Joe Machol on the Administrative Services Agreement and position of Director of Economic Development. *Buddy Hammann, Mayor Pro Tem, At-Large Position 5*

5.7 Consider and take all appropriate action on the approval of amendment #4 to the reallocation of remaining funds from the American Rescue Plan Act (ARPA) funds and amendment of the FY 2025 CIP Program to approve a contract with Foster Fence for the fence replacement at Baybrook Park (Buyboard 657-21) in an amount not to exceed \$12,898.00 and authorize the City Manager to execute all associated documents. *Brian Craig, City Engineer*

5.8 Consider and take all appropriate action on Resolution 2024-23 casting its ballot for the election of a person to the Board of Directors of the Harris Central Appraisal District. *Gayle Cook, City Manager*

5.9 Consider and take all appropriate action on approving the painting of the sails on

the mechanically stabilized earth (MSE) retaining walls with the city logo at an amount not to exceed \$21,000.00 to Texas Department of Transportation towards costs in the Advanced Funding Agreement (AFA). *Gayle Cook, City Manager*

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, City of Seabrook CIP Projects.

6.2 Monthly Financial Report for September, 2024.

6.3 Establish future meeting dates and agenda items.

7. EXECUTIVE SESSION

7.1 Conduct a Closed Session pursuant to Texas Government Code Sections:

Sec. 551.074 Personnel Matters

Annual evaluation of the performance and duties of the City Secretary.

8. 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".

9. ADJOURNMENT

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, November 1, 2024 no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Rachel Lewis, TRMC



**Seabrook Charter Review Commission
Final Report to City Council
November 5, 2024**

Commission Members:

Andrew Croce, Chair

Ann Wacker, Vice Chair

Elaine Renola

Richard Tomlinson

Lori Solt

Betty Heverly

Mike DeHart

The Seabrook Charter Review Commission, commissioned by City Council to review the City's Charter and to recommend any changes as seen necessary by the Commission, respectfully submits the following report of the Commission's findings and proposed Charter amendments to City Council to be voted upon by the electorate of the City of Seabrook at the General Election in May 2025.

The commission's goal was to recommend changes that were deemed necessary in order to improve City operations, address statutory changes, and to create better consistency within the Charter, to allow for easier interpretation in the future. The Commission received input from City Council, the City Manager and staff, the City Secretary, the City Attorney, and the Municipal Court Judge. All input was weighted equally, regardless of the source. Following the highlighted recommendations of the Commission on each Article of the Charter is a brief explanation of the Commission's reasoning for these recommendations, and the Commission's assessment of its positive, negative or neutral impact to the City's budget.

We request that this official report showing the proposed amendments be placed on the City website after City Council review, to allow citizens ample time to review all proposed changes before the May 2025 election.

No proposed changes:

Article I: Incorporation

Article III: The City Manager

Article VII: Nominations and Elections

Article X: Franchises and Public Utilities

Article XII: Historical Reference

THIS SPACE LEFT INTENTIONALLY BLANK

ARTICLE II: THE COUNCIL

Proposition 1: Section 2.01-The Council

Update and include clarification of a full term when a member vacates or is appointed to office.

Commission Explanation: Clarification was needed to determine when a term would be considered a full term for calculating term limits.

Budget Impact: There is no expected budgetary impact.

Section 2.01 - The Council.

There shall be a Council composed of a Mayor and six (6) Councilmembers, all of whom are elected by the qualified voters of the City at large. The term of office for Mayor and all Councilmembers shall be a period of four (4) years to begin with the municipal election in 2017 for the Mayor and Councilmembers in Positions 2,4,6 and in 2018 for Councilmembers in Positions 1,3,and 5. No member of Council shall be elected for more than two (2) consecutive terms. If a member of Council serves more than two (2) years of his/her term, the term shall be considered a full term for reasons of calculating term limits.

Proposition 2: Section 2.05 – Vacancies, forfeiture, filling of vacancies

Update and include clarification under section (b) “Forfeiture of Office” to clarify the City’s code of conduct ordinance must be adhered to.

Commission Explanation: The code of conduct ordinances was not previously referenced and should be included.

Budget Impact: There is no expected budgetary impact.

Section 2.05 – Vacancies, forfeiture, filling of vacancies.

(b) Forfeiture of Office: A councilmember or the Mayor shall forfeit his or her office if he or she:

- (1) Lacks at any time during his or her term of office any qualification for the office prescribed by this Charter or by law.
- (2) Violates any expressed prohibition of this Charter, or the City’s code of conduct ordinance,
- (3) Fails to discharge official duties as provided in this Charter,
- (4) Is convicted of a felony, or
- (5) Fails to attend three (3) consecutive regular Council meetings without being excused by the Council by first notifying the City Secretary of the absence; emergency absence notwithstanding. Regular Council meeting is defined as the Council meeting required in Section 2.08 in the Charter, which is held at least once each month and is identified on the agenda as “regular” scheduled meeting.

Proposition 3: Section 2.10-Rules of procedure

Amend to include the provision that two members of Council may place any ordinance or topic on the agenda of any Council meeting.

Commission Explanation: The ability of only one member of Council to place an item on the agenda does not allow for the verification that other members of Council want to consider the item.

Budget Impact: There is no expected budgetary impact.

Section 2.10 – Rules of procedure.

The Council shall, by ordinance, determine its own rules and order of business and the rules shall provide that citizens of the City shall have a reasonable opportunity to be heard at any meeting at a regular scheduled time on the agenda in regard to any matter whether or not the topic they wish to discuss is under consideration on the agenda. ~~Any Two~~ members of Council may place any ordinance or topic in writing on the agenda of any Council meeting. The Council shall provide for minutes being taken and recorded of all meetings, and such minutes shall be a public record. Voting, except of procedural motions, shall be by ayes and nays and shall be recorded in the minutes. Four (4) Councilmembers shall constitute a quorum for the purpose of transaction of business and no action of the Council, except as provided elsewhere in this charter or in state law, shall be valid or binding unless adopted by the affirmative vote of a majority of the Councilmembers present and voting aye or nay. Abstentions shall not be counted as an aye or nay vote and shall be allowed.

THIS SPACE LEFT INTENTIONALLY BLANK

ARTICLE IV: ADIMINSTRATIVE DEPARMENTS

Proposition 4: Section 4.04 – Boards, commissions, and committees

Update and replace the section for clarification of creation, eligibility, removal and vacancies, meetings and voting.

Commission Explanation: The section does not outline specific information pertaining to appointments, removals, and expectations for boards and commissions.

Budget Impact: There is no expected budgetary impact.

Section 4.04 – Boards, commissions, and committees.

~~The Council shall create, establish, or appoint, as may be required by law, circumstance, or this Charter, those Boards, Commissions, and Committees which are deemed necessary to carry out the functions and obligations of the City. The Council shall prescribe the purpose, composition, function, duties, and accountability, of each Board, Commission, and Committee, where such are not prescribed by law or this Charter. All such appointees shall be residents of the City of Seabrook, Texas. Each such appointment shall be for a three (3) year term unless restricted by law, the Charter or restricted to a shorter term by the Council.~~

- A. Creation.** The Council shall have power by ordinance to create, establish and abolish such other boards and commissions that the Council shall determine are necessary and desirable. Such ordinance shall at a minimum include:
1. Title of the Board or Commission.
 2. Purpose and duties.
 3. Number of persons comprising membership.
 4. Terms.
 5. Appointment of chairperson and vice-chairperson.
- B. Eligibility.** All Seabrook residents who have been residents of the City for one (1) year immediately prior to the date of appointment, eligible to vote in the City and who are not in arrears in the payment of any taxes or other liability due to the City, are eligible for appointment or reappointment to a Board or Commission.
- C. Removal and vacancies.** Except as otherwise provided by state law or ordinance, the Council may, upon the affirmative vote of the majority of the full membership of the Council, remove members of any Board or Commission without notice. If an individual appointed to a Board or Commission shall cease to possess any of the qualifications for appointment, shall file or announce as a candidate for any public office, or shall be convicted of a crime of moral turpitude, such individual shall immediately be considered removed and such appointment vacant. Vacancies in the appointive Board or Commission, whether by resignation, death, removal or other cause, shall be filled by Council appointment for the unexpired term.
- D. Meetings.** All meetings shall be open to the public except as otherwise permitted by law. Minutes of the meetings open to the public shall be kept and attendance, subject matter and voting shall be recorded.

E. Voting. No member of a Board or Commission shall be excused from voting unless otherwise required by law.

THIS SPACE LEFT INTENTIONALLY BLANK

ARTICLE V: FINANCIAL PROCEDURES

Proposition 5: Section 5.03 - Annual Budget

Update wording for “tasks” to state “responsibilities” and renumber section (a)

Commission Explanation: Replace wording and renumber for better ease of understanding.

Budget Impact: There is no expected budgetary impact.

Section 5.03 – Annual Budget

- (a) *Content:* The budget shall provide a complete financial plan of all City funds and activities for the ensuing five (5) fiscal years, and except as required by law or this Charter, shall be in such form as the Council may require. A budget message explaining the budget both in fiscal terms and in terms of the work programs shall be submitted with the budget. It shall outline the proposed financial policies of the City for the ensuing five (5) fiscal years, describe the important features of the budget, and indicate any major changes, from the current year in financial policies, expenditures, and revenues, with reason for such changes. It shall also summarize the City's debt position and include such other material as the City Manager deems desirable. The budget shall begin with a clear general summary of its contents; and shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing five (5) fiscal years. The proposed budget expenditures shall not exceed the total of estimated income. The budget shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding two (2) fiscal years. It shall include in separate sections:
- (1) An itemized estimate of the expense of conducting each department, division and office.
 - (2) Reasons for proposed increases or decreases of such items of expenditure compared with the current fiscal year.
 - (3) A separate schedule for each department, indicating ~~tasks~~ responsibilities to be accomplished by the department during the year, and additional desirable tasks to be accomplished if possible.
 - (4) A statement of the total probable income of the City from taxes for the period covered in the estimate.
 - (5) Tax levies, rates and collections for the preceding three (3) years and ensuing five (5) years.
 - (6) An itemization of all anticipated revenue from sources other than the tax levy.
 - (7) The amount required for interest on the City's debts, for sinking fund and for maturing serial bonds.
 - (8) The total amount of outstanding City debts, with a schedule of maturities on bond issues and/or certificates of obligation.
 - ~~(9) Such other information as may be required by the Council.~~
 - (10) Anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the City and the proposed method of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget.
 - (10) Such other information as may be required by the Council.

Proposition 6: Section 5.05 – Emergency appropriations

Update wording to replace the word “favorable” to “supermajority”

Commission Explanation: Replace wording for better ease of understanding.

Budget Impact: There is no expected budgetary impact.

Section 5.05 – Emergency appropriations.

At any time in any fiscal year, the Council may, pursuant to this section make emergency appropriations to meet a pressing need for public expenditure, for other than regular or recurring requirements, to protect the public health, safety or welfare. Such appropriation shall be by ordinance adopted by the ~~favorable~~ supermajority votes of five (5) or more of the Councilmembers qualified and serving. To the extent that there is no available unappropriated revenue and/or unencumbered fund balances to meet such appropriations, the Council may by such ordinance authorize the issuance of emergency notes, which may be renewed as necessary.

THIS SPACE LEFT INTENTIONALLY BLANK

ARTICLE VI: PLANNING AND ZONING

Proposition 7: Section 6.01 – Planning and Zoning Commission

Update to allow members of the Planning and Zoning Commission to serve on the Comprehensive Master Plan Review Commission.

Commission Explanation: The members of the Planning and Zoning Commission have knowledge which is integral to the success of the Comprehensive Master Plan Review Commission.

Budget Impact: There is no expected budgetary impact.

Section 6.01 – Planning and Zoning Commission.

The Council shall appoint a Planning and Zoning Commission which shall consist of seven (7) members. Each member shall be a qualified voter at the time of appointment and shall be a resident within the corporate limits of the City of Seabrook and shall have been a resident for a period of twelve (12) months prior to appointment. He or she ~~shall~~ may be appointed to serve on the Comprehensive Master Plan Review Commission as prescribed within Section 11.23 of this Charter and Order of Incorporation; and he or she shall hold no ~~other~~ additional positions elective, appointive, or salaried in the City government, and ~~he or she~~ shall serve without pay. The Mayor, the City Manager, the City Engineer and other ex officio members as the Council, by resolution, may provide, and shall serve as nonvoting members of the Commission. All actions of this Commission shall be in accordance with Chapter 13 of Title 28 of the Revised Civil Statutes of Texas, 1925 [V.T.C.A., Local Government Code §§ 211.001 et seq., 212.001 et seq.], as now or hereafter amended.

Proposition 8: Section 6.04 – Powers and duties

Update wording in section (c) from “map” to state “zoning map”

Commission Explanation: The wording change specifies the map for better clarity of understanding.

Budget Impact: There is no expected budgetary impact.

Section 6.04 – Powers and duties

- (a) Formulate comprehensive planning guidelines containing the Commission's recommendations for criteria for growth, development, and beautification of the City. The planning guidelines shall be forwarded to the City Manager who shall submit the planning guidelines to the Council with his or her recommendations within ninety (90) days after receipt. The Council may adopt these planning guidelines as a whole or in parts and may amend the planning guidelines after at least one (1) public hearing on the proposed action. The Council shall act on the planning guidelines, or part thereof within ninety (90) days following its submission by the City Manager. If the planning guidelines, or part thereof, should be rejected by the Council, the Planning and Zoning Commission may modify the planning guidelines, or part thereof, and again forward it to the City Manager for submission to the Council. All amendments to the comprehensive planning guidelines recommended by the Planning and Zoning Commission shall be submitted to the Council in the same manner as that outlined above, and all recommendations to the Council from any City department affecting the comprehensive planning guidelines must be accompanied by a recommendation from the Planning and Zoning Commission.
- (b) Approve or disapprove subdivision plats as provided by State law and City ordinance.

- (c) Draft and recommend to the Council for adoption an official **zoning** map of the City. Said map to be updated or required to reflect previously approved changes authorized under provisions of this Charter.
- (d) Make and recommend to the Council for adoption a zoning plan and recommend or disapprove proposed changes in such plan.
- (e) Recommend to the Council for adoption a building code which shall include the minimum standards of construction of buildings, and the minimum standards for plumbing, wiring and gas piping.
- (f) Reserved.
- (g) Perform such other duties and be vested with such other powers as the Council shall from time to time prescribe.
- (h) The guidelines to be formulated shall be supplemental to the Comprehensive Master Plan which Master Plan and guidelines shall guide and assist the Commission and the Council in interpreting and enforcing the Zoning Ordinance.

THIS SPACE LEFT INTENTIONALLY BLANK

ARTICLE VIII: INITIATIVE, REFERENDUM AND RECALL

Proposition 9: Section 8.05 – Form of Affidavit, committee of petitioners

Update to include a defined definition of “grounds for removal”

Commission Explanation: There is not defined grounds for removal and inclusion of this section would outline more specific grounds for removal in the case of a recall.

Budget Impact: There is no expected budgetary impact.

Section 8.05 – Form of Affidavit, committee of petitioners.

Any elector of the city may commence proceedings contemplated by this article by filing with the city secretary a signed and notarized affidavit which shall contain the names and addresses of no more than five (5) electors, who as a committee of petitioners, shall be regarded as responsible for the circulation and filing of the petition. The affidavit shall specify the address to which all notices to the petitioner's committee are to be sent. The affidavit shall set out in full the proposed initiative ordinance, or the ordinance to be reconsidered, or in the case of recall, shall state the name of the official whose removal is sought and a statement of the grounds for removal. A separate affidavit shall be submitted for each individual official whose recall is sought.

Grounds for recall shall include incompetence, noncompliance with this Charter, misconduct or malfeasance in office.

A. “Incompetence” shall mean gross ignorance of official duties, gross carelessness in the discharge of official duties; or inability or unfitness to promptly and properly discharge official duties because of a serious mental or physical defect that did not exist at the time of the officeholder’s election.

B. “Noncompliance with Charter” shall mean that the Mayor or Council Member did an act, failed to have particular required qualifications, was involved in specific conduct prohibited by the Charter, or clearly failed to comply with a provision containing substantive, rather than mere procedural, Charter provisions. It does not mean that a Mayor or Council Member merely did something inconsistent with some part of the Charter, failed to accomplish something the Charter allowed, made a procedural mistake, or was involved in an error or policy decision of a majority of the Council that proves to be unpopular or unwise.

C. “Misconduct” is defined as an offense that is an intentional or knowing violation of a law committed by the member of City Council while acting in an official capacity, exceeding the member’s authority by defying or overruling lawful actions done by the City Council, or ignoring the legislative will of the City Council because it does not suit his or her convenience or ideas.

D. “Malfeasance in office” shall mean a violation of the Penal Code or a penal statute in connection with the holding of a public office, theft or misappropriation of public funds, or breach of an official duty enjoined by law, or conviction of a crime involving moral turpitude.

Proposition 10: Section 8.08 – Filing and examination of petitions

Update the wording from “days” to “business days” regarding examination of petitions.

Commission Explanation: The change will allow the City Secretary 20 business days to examine submitted petitions in the event that multiple petitions are submitted at once, and or submissions which may occur just prior to holidays.

Budget Impact: There is no expected budgetary impact.

Section 8.08 – Filing and examinations of petitions.

Within twenty (20) business days after an initiative, referendum or recall petition is filed, the City Secretary shall determine whether each copy of the petition has a proper statement of the circulator and whether the petition is signed by a sufficient number of qualified voters, and contains all other information required by state law and this charter. The City Secretary shall declare any copy of the petition entirely invalid which does not have attached thereto an affidavit signed by the circulator thereof. If a copy of the petition is found to be signed by more persons than the number of signatures certified by the circulator, each signature beyond the number certified shall be disregarded. If a copy of a petition is found to be signed by fewer than the number certified, the signatures shall be accepted unless void on other grounds.

THIS SPACE LEFT INTENTIONALLY BLANK

ARTICLE IX: COURTS

Proposition 11: Section 9.02 – Judge of the Municipal Court of Record

Remove the requirement that the City Council may waive the residency requirement when appointing the Municipal Court Judge or Alternate Judge.

Commission Explanation: The residency requirement for the Municipal Court Judge was removed by a past Charter revision, so there is no need to have a requirement that the City Council may waive this residency requirement.

Budget Impact: There is no expected budgetary impact.

Section 9.02 – Judge of the Municipal Court of Record.

The Municipal Court of Record shall be presided over by a magistrate, appointed by an affirmative vote of four or more Councilmembers, known as the Presiding Judge of the Municipal Court of Record. He or she shall be an attorney at law licensed to practice in the State of Texas. The Council, by an affirmative vote of four or more members, shall appoint alternate judges as needed who shall meet the qualifications required for appointment as a Presiding Judge. ~~The City Council may waive the residency requirement when appointing a Municipal Court Presiding Judge or Alternate Judge with an affirmative vote of five (5) council members.~~ The Council shall fix the compensation of the Presiding Judge and the alternate Judge of the Municipal Court of Record. The Presiding Judge and the Alternate Judge shall be appointed for a term of four (4) years unless otherwise required by state law. Removal of a judge during his/her term requires an affirmative vote of four or more Councilmembers, unless otherwise provided by state law. At the time of passage of this Charter change: (1.) the terms of the incumbent Presiding Judge and Alternate Judge shall expire on June 7, 1996, when qualified candidates shall be appointed to the respective offices for three year terms to expire on June 7, 1999, and a like term in each office shall be filled by appointment on said date every four (4) years thereafter.

Proposition 12: Section 9.04 – Costs, process, and procedure in the Municipal Court of Record

Change the word “filed” to “coordinated” pertaining to scheduling court sessions through the City Secretary.

Commission Explanation: There is no need for filing such requests with the City Secretary, and instead there is only need for coordination with the office of the City Secretary for use of space for court proceedings.

Budget Impact: There is no expected budgetary impact.

Section 9.04 – Costs, process, and procedure in the Municipal Court of Record.

Sessions of the Municipal Court of Record shall be held at such times as the Judge(s) of the Municipal Court of Record may determine subject to confirmation by the Council. The dates of such court sessions and each change thereto should be ~~filed-coordinated~~ with the City Secretary. The style of all writs issued out of the Municipal Court of Record shall be in the name of the City, all jurors shall be residents of said City and otherwise possess the same qualifications as jurors in State courts, and they shall be summoned in the same manner as provided for in Justice Courts.

ARTICLE XI: GENERAL PROVISIONS

Proposition 13: Section 11.23 – Comprehensive Master Plan Review Commission

Update to allow members of the Planning and Zoning Commission to serve on the Comprehensive Master Plan Review Commission.

Commission Explanation: The members of the Planning and Zoning Commission have knowledge which is integral to the success of the Comprehensive Master Plan Review Commission.

Budget Impact: There is no expected budgetary impact.

Section 11.23 – Comprehensive Master Plan Review Commission

If, as or when the Comprehensive Master Plan is proposed to be amended, Council shall appoint at its next regular meeting a Comprehensive Master Plan Review Commission comprised of seven (7) citizens of the City. ~~The Commission may be comprised of up to three (3) Council appointed Planning and Zoning Commissioners, along with four (4) Council appointed members. Council may not amend the Comprehensive Master Plan unless such an amendment is recommended by the Commission.~~ Such a Commission shall be appointed no sooner than two (2) years and no later than five (5) years after the most recent ~~appointment of the Commission plan adoption.~~ The function of the Comprehensive Master Plan Review Commission is to develop a Comprehensive Master Plan that is a planning tool in keeping with the intent of Chapter 213 of the Texas Local Government Code. "Comprehensive Master Plan" as referenced in this section, is intended as an ongoing planning tool and does not constitute zoning regulations or establish zoning district boundaries.

THIS SPACE LEFT INTENTIONALLY BLANK

City of Seabrook

Dog at Large Versus Invisible Fence



City of Seabrook Ordinance Definitions 10-1

- **(1) On premises of owner. Any animal not Confined to the premises of the owner by some physical means of sufficient height , strength, length and/or manner of construction to preclude the animal from leaving the premises of the owner.**
- **Confined and confinement includes confined within a building, house, or structure or within a fenced yard or premises, so that the animal cannot escape from the building, house, structure, or fenced yard or premises without human assistance.**
- **Enclosure means a house, a building, or a fenced area as further described in section 10-6.**

Sec. 10-6. - Enclosures.

- For purposes of this chapter, to qualify as an enclosure, the fenced area or pen must have minimum dimensions of five feet by ten feet; must be of such height as to prevent entry of young children or escape by jumping by the animal; must be locked and secured such that the animal cannot climb, dig, or otherwise escape of its own volition; shall be securely locked at all times; must have secure sides to prevent an animal from escaping from the enclosure; and must provide protection from the elements for the animal contained therein.

Surrounding agencies researched

- The following cities have similar restrictions on dog at large on premises; Baytown, La Porte, League City, Pearland and Sugarland.
- The City of Friendswood has the same restrictions for dog at large on premises and the same restrictions and directions on the intent of the enclosure or fence.

The City Council of the City of Seabrook met in special session on Tuesday, June 27, 2017 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	MAYOR
ROBERT LLORENTE – arrived 6:35p	COUNCIL PLACE NO. 1
LAURA DAVIS – Ex. Abs	COUNCIL PLACE NO. 2
GARY JOHNSON	COUNCIL PLACE NO. 3
NATALIE PICHA	COUNCIL PLACE NO. 4
GLENNA ADOVASIO	COUNCIL PLACE NO. 5
VACANT	COUNCIL PLACE NO. 6
GAYLE COOK	CITY MANAGER
SEAN LANDIS	DEPUTY CITY MANAGER
STEVE WEATHERED	CITY ATTORNEY
ROBIN HICKS	CITY SECRETARY

Mayor Kolupski called the meeting to order at 6:10 p.m.

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.

Helen Burton, Chair of the Open Space and Trails Committee, spoke on trail development.

Sally Antrobus, Open Space and Trails Committee member, 526 Surf Oaks, spoke on trail development.

Debra Harper, 506 Baywood Drive, spoke on trail development.

John Coggenshall, 2715 Carmel Woods, spoke on trail development.

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

2. NEW BUSINESS

2.1 Consider and take all appropriate action on second of two readings of proposed Resolution 2017-11, "EDC Project Designation Redevelopment of 'Old Seabrook'".

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS,

APPROVING FUNDING BY THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION FOR REDEVELOPMENT OF "OLD SEABROOK" ("PROJECT") TO INCLUDE TARGETED INFRASTRUCTURE (STREETS, TRANSPORTATION, UTILITIES, DRAINAGE, SITE AND RELATED IMPROVEMENTS, ACQUISITION OF LAND, BUILDINGS, EQUIPMENT, FACILITIES, DEMOLITION OF AGING OR SUBSTANDARD BUILDINGS TO IMPROVE THE QUALITY OF COMMERCIAL ZONES, AND GENERAL MUNICIPALLY OWNED IMPROVEMENTS INCLUDING, PARKING FACILITIES); OR ANY OTHER EXPENDITURES CONSISTENT WITH THE PURPOSES AND DUTIES AS A TYPE B CORPORATION, IN AN AMOUNT NOT TO EXCEED \$750,000, AS AN AUTHORIZED PROJECT OF THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION

Motion to approve by Councilmember Picha
2nd provided by Councilmember Adovasio
Motion was approved unanimously.

3. WORKSHOP

3.1 City Council and City Staff will hear a presentation on, will review and discuss, and if necessary, take all appropriate action on the FY 2017-2018 Capital Improvements Program (CIP) projects.

Gayle Cook, City Manager, stated the binder was the CIP draft which would be slightly different, added funding. She said a few more sections were expanded and building on the trails system/hike and bike/ at the end.

Brad Matlock, Cobb Fendley, also presented.

WATER

W1 – Todville Rd 12 inch water line – extending from port road to red bluff – currently have 8” and need 12” for emergencies.

W2 – Shipyards – service area – phase 1 – connecting improvements on waterfront and getting them underneath 146 to establish service so that additional development can tie in.

W3 – shipyards – extension and adding all service for the waterfront – developer driven;

W4 – Relocating Public Works water production and moving to the left side; relocating what's at water plant 1; increase the size of the tank.

W5 – Bayou water crossing – not the City's line on the bridge, but it is the line that provides water to the city – city of Pasadena provides water via this line.

W6 – Split out of an original project tied to 146 waterline improvements.

W7 - 146 project line relocation of water lines at Bayview and continue to Repsdorph and down to Marvin Circle.

W8 – Water plant booster pumps and ground storage tank at water plant 2.

W9 – Red Oak Acres Subdivison water line.

W10 – Extend lines for all of the dead-end streets along Todville to help with fire flow.

W11 - Friendship Park water tank rehabilitation.

W12 – Elevated storage tank at Repsdorph.

W13 – All 3 water well locations conversion to surface water.

W14 – Twelve-inch line on the other side of 146 of Old Seabrook to extend across and under 146.

W15 – Extend the 12-inch line to Logan berry circle.

WASTEWATER

WW1 was removed.

WW2 - Shipyards sewer to get sewer from east side of 146 over to west side of 146.

WW3 - Provide the service within the shipyards area.

WW4 - Todville sewer line improvements.

WW5 – Project was completed.

WW6 – Wastewater treatment plant phase II

WW8 – Water end of 146 force main gravity sewer relocation.

122
123 WW9 – Begin wastewater treatment plan phase 1A.
124

125 WW10 – Begin wastewater treatment plan phase IB.
126

127 WW11 - Wastewater plant
128

129 WW12 - Wastewater plant
130

131 WW13 – Wastewater plant
132

133 **DRAINAGE**
134

135 D1 – Todville road bridge and widening Pine Gully.
136

137 D2 – El Mar ditch expansion.
138

139 D3 –Red Bluff Road drainage improvements.
140

141 D4 –Widen channel from 80 to 40 feet.
142

143 D5 – Drainage across from baseball fields to be increased.
144

145 D6 – Clean out and provide Pine Gully Road bridge and redo boardwalk on the trail.
146

147 D7 – Hester’s gully acquiring property along the area.
148

149 D8 – Surf Oaks additional drainage to outfall into the bay.
150

151 D9 –Local outfalls into the bay including Seascape and Lake Cove.
152

153 D10 – Baywood Bridge improvements.
154

155 **STREET**
156

157 S1 – Delabrook Court was completed.
158

159 S2 –Construction began and should be completed in September.
160

161 S3 – Brookwood and 3rd street to begin in 2018.
162

163 S4, S5, through S7 – Miramar streets to be rehabilitated.
164

165 S8 – Seascape II street improvements.
166

S9 – Baybrook Section 3 improvements.

S10 – Marvin Circle to be evaluated after SH 146 project completion.

FACILITIES

F1 – SCADA System

F2 – City Hall parking lot and additional parking.

F3 – Community Center near the library.

F4 – Miramar Park additional drainage.

F5 – Seabrook Sports Complex additional parking.

F6 – Smart Reader Conversion

F7 – Public safety inspection area underneath 146 at red bluff.

PARKS

P1 – Pine Gully hike and bike trail extension

P2 – Trail from CVS at 146 ditch drainage expansion

P3 – Trail down along 146 from old seabrook to west side of 146 expansion.

EDC

EDC1 – Starboard road extension from 146 back to red bluff

Upon motion duly made and seconded, Mayor Kolupski adjourned the meeting at 7:57p.m.

Approved this 7th day of November 2024.

Thomas G. Kolupski
Mayor

Rachel Lewis for Robin Hicks
City Secretary



**MEETING MINUTES
OCTOBER 15, 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

Staley Hutton	2519 Loganberry Cir, Seabrook	Dogs at Large ordinance
Patricia Jones	2519 Loganberry Cir, Seabrook	Dogs at Large ordinance

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

Councilmember Hefner announced the following events:
Harvest Moon Regatta October 17, 2024 through October 20, 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

Councilmember Machol announced the Veteran's Day event on November 11, 2024
Director of Public Works Kevin Padgett announced the Fall Sweep event on November 2, 2024

2. PRESENTATIONS

2.1 Presentation of an update regarding the Seabrook Trap - Neuter - Return (TNR) Pilot Program.

Chief Rolf Nelson presented the 6-month update. He reported goals were accomplished, 50 cats cataloged, 11 were spayed, and 12 were adopted. Only one cat was put down due to health. Monica Millican with League City Pet's Alive requested the program be continued indefinitely. She stated she would also like to expand to help property owners as well.

3. CONSENT AGENDA

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

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

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.

Motion:	To Approve
Made By:	At-Large Position 4 Giangrosso

Seconded By: Mayor Pro Tem, At-Large Position 5 Hammann
Vote: **Passed** unanimously by all present

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.

Councilmember Giangrosso informed Council that interviews were conducted by the committee. The recommendation following the interviews was Mark Warfel, Helen Hanks, Kelly Bowman, and Nancy Harwell be appointed, with Mark Warfel and Kelly Bowman as members and Helen Hanks and Nancy Harwell as Alternates.

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

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.

Councilmember Hammann requested that the agreement be reconsidered and something be agreed upon. He requested modification regarding damages and responsibilities. Councilmember Machol stated he would revisit the agreement with City Manager Cook and the City Attorney to get an agreed upon document for signatures.

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."

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

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.

Jimmy Kinatader presented ordinance stating the changes were due to SB 293 passed by the Texas Legislature which banned the use of TikTok on City devices.

Motion: To Approve
Made By: Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By: At-Large Position 6 Machol
Vote: **Passed** unanimously by all present

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, Chair of the Open Space and Trails Committee, presented the request. She stated the Committee would work with staff.

Motion: To Approve

Made By: At-Large Position 1 Rasco
Seconded By: At-Large Position 6 Machol
Vote: **Passed** unanimously by all present

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 presented the plan. **See attachment A.**

Motion: To Approve
Made By: At-Large Position 4 Giangrosso
Seconded By: At-Large Position 1 Rasco
Vote: **Passed** unanimously by all present

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

City Manager Gayle Cook stated this would need to be adopted via a Resolution with details of the program. The resolution would be presented at a future meeting.

Motion: To Approve the continuation
Made By: At-Large Position 3 Tollett
Seconded By: At-Large Position 1 Rasco
Vote: **Passed** unanimously by all present

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.

City Engineer Brian Craig presented the agreement.

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

7. DISCUSSION

7.1 Discussion regarding the reestablishment of a Hotel Tax Advisory Committee.

Councilmember Rasco requested the discussion to reestablish a Hotel Tax Advisory Committee. Councilmember Tollett expressed support and requested that Councilmember Rasco bring back a plan. Councilmember Giangrosso requested hotel owners be members. Other Councilmembers also expressed support of a plan for the committee.

8. EXECUTIVE SESSION

Mayor Kolupski adjourned into a Closed Session at 6:44 pm.

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

Mayor Kolupski reconvened into Open Session at 7:57 pm and stated no action was taken.

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.

City Manager Cook gave an update. **See Attachment B.**

10.2 Establish future meeting dates and agenda items.

City Secretary Rachel Lewis announced the next Regular Meeting was scheduled for November 5, 2024 at 6:00 pm, but requested a Workshop Session take place beginning at 5:00 pm prior to the meeting.

Councilmember Machol requested the meeting be moved from November 5, 2024 due to it being Election Day.

Motion:	To Move the November 5th meeting to November 7th
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 1 Rasco
Vote:	Passed unanimously by all present

Council decided the second meeting in December would not be held due to the holidays.

Councilmember Hammann requested a report from Animal Control regarding underground fences for the next meeting.

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

The meeting was adjourned at 8:01 pm.

APPROVED:

Thomas G. Kolupski
Mayor

DATE:

ATTEST:

Rachel Lewis, TRMC
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	

[illegible]

4	Collocation on service poles by network provider					\$20 per year per service pole
Sanitation/Garbage Collection Rates Effective first full cycle after January 1, 2024						
A. Base Rate - All rates include the City's 15% Franchise Fee and 8% Billing Fee						
1	Residential ***					\$31.03 per month; additional toters (trash & recycling) \$6.15 /month
2	Commercial Hand Collect					\$78.30 per month; up to 4 additional toters (trash) \$22.88 /month
	*** Persons sixty-five (65) years of age and older shall be exempt from paying a residential sanitation charge but shall still be eligible for carts from the City. Proof of age is required for this exemption.					
B. Commercial Collection Frequency/Rate						
1	2 yd. container					1x/wk: \$95.87
						2x/wk: \$191.73
						3x/wk: \$287.60
						4x/wk: \$383.46
						5x/wk: \$479.33
						6x/wk: \$575.20
2	3 yd. container					1x/wk: \$143.80
						2x/wk: \$287.60
						3x/wk: \$431.40
						4x/wk: \$575.20
						5x/wk: \$719.00
						6x/wk: \$862.80
3	4 yd. container					1x/wk: \$191.73
						2x/wk: \$362.16
						3x/wk: \$575.20
						4x/wk: \$766.93
						5x/wk: \$958.66
						6x/wk: \$1150.39
4	6 yd. container					1x/wk: \$287.60
						2x/wk: \$415.42
						3x/wk: \$623.13
						4x/wk: \$830.84
						5x/wk: \$1038.55
						6x/wk: \$1150.39
5	8 yd. container					1x/wk: \$298.25
						2x/wk: \$468.68
						3x/wk: \$639.11
						4x/wk: \$852.14
						5x/wk: \$1065.18
						6x/wk: \$1214.31
C. Extra Pick Up Fee						
1	2 yd.					\$24.60
2	3 yd.					\$36.90
3	4 yd.					\$49.20
4	6 yd.					\$73.80
5	8 yd.					\$98.40
D. Permanent Roll-Off Bin / Compactor Rates						
	Permanent Roll-Off Bin / Compactor Rates					
	Cost Per Pick Up					
	Roll Off Size	Initial Delivery	Monthly Rental	Collection	Disposal	
	28 Cu. Yd	\$235.52	\$196.27	\$374.44	\$381.94	
	40 Cu. Yd	\$235.52	\$196.27	\$374.44	\$561.62	
E. Miscellaneous Rates						
1	Relocate Fee					\$174.94
2	Lock Per Month					\$44.67 per month
3	Commercial Overage Fee / Unusual Accumulations					\$174.92 per collection
4	Transportation and Disposal Cost of Non-Recyclables Rejected					\$59.68 per ton
5	Front Load compacted per cubic yard					\$26.58
6	Castor charge per container per month					\$32.87
Short Term Rentals						

	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.	\$50 \$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.	

**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 7th day of November, 2024.**

By: _____
Thomas G. Kolupski, Mayor

ATTEST:

By: _____
Rachel Lewis
City Secretary

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 15th day of October, 2024.

PASSED, APPROVED and ADOPTED on the second reading this 7th day of November, 2024.

BY: _____
Thom Kolupski
Mayor

ATTEST:

BY: _____
Rachel Lewis, TRMC
City Secretary

APPROVED AS TO FORM:

City Attorney



Agenda Briefing

Date of Meeting: November 7, 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 the reappointment of Sue Thomey, Glen Halbison, and Terry Moore to the Board of Adjustment/Building Standards Commission, with terms to expire on January 1, 2027.

Executive Summary / Background:

The City advertised the application process for the Board of Adjustment/Building Standards Commission due to the terms ending for three members as of January 1, 2025.

The application deadline for this Board was October 15, 2024. There were no new applicants for this Board and the only applications received were from the current members who applied for reappointment.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Glen Halbison
2. Terry Moore
3. Sue Thomey

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

Reappointment of the current members who have applied.

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Board of Adjustment/Building Standards Commissions
Date: Monday, August 26, 2024 8:11:24 AM

Application for Appointment to the Board of Adjustment/Building Standards Commissions

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

PURPOSE

The Board of Adjustment/Building Standards Commission hears and determines appeals from refusal of building permits, and to permit exceptions or variations from the zoning regulations in classes of cases or situations in accordance with the principles, conditions, and procedures specified in the zoning ordinance.

The BOA/BSC 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	Glen
LAST NAME	Halbison
PHONE NUMBER	225-394-6135
EMAIL ADDRESS	

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

STREET ADDRESS	2555 Repsdorph Road Apt. 736
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?	4 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	NO

TO THE CITY OF
SEABROOK?

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

IF YES, PLEASE INDICATE WHICH
BOARD OR COMMISSION YOU
HAVE SERVED. Board of Adjustment/Building Standards Commission

HAVE YOU ATTENDED A MEETING OF THE
BOA/BUILDING STANDARDS
COMMISSION? Yes

ARE YOU CURRENTLY A MEMBER OF THE
BOA/BUILDING STANDARDS
COMMISSION? Yes

HAVE YOU 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 No

INHIBIT YOU TO CARRY
OUT THE DUTIES OF
SERVING ON THIS
BOARD OR
COMMISSION?

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

Field not completed.

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

I am a licensed plumber, am familiar with all phases of construction, and have knowledge on steps necessary to apply for a variance. I am currently employed by the Cenikor Foundation. We have acquired several properties in the last 6 years that have been remodeled and needed variances from the cities they are within.

THE BOARD OF
ADJUSTMENT IS
CONSIDERED A QUASI-
JUDICIAL BOARD WITH
APPEALS GOING TO
DISTRICT COURT.
WHAT ARE YOUR
FEELINGS ON THE
IMPORTANCE OF THIS
ROLE FOR WHICH YOU
ARE VOLUNTEERING?

I feel that the BOA plays a crucial role in the upholding of Seabrooks zoning laws. I have sat in on meetings where variances were approved and variances were denied. All of them were a learning experience and helped this community uphold it's standards.

OBJECTIVITY AND A
KNOWLEDGE OF
MUNICIPAL
ORDINANCES IS
NECESSARY TO
ASCERTAIN WHEN A
VARIANCE IS IN THE
PUBLIC INTEREST,
DOES NOT CREATE AN
UNNECESSARY
HARDSHIP, AND
UPHOLDS THE SPIRIT
OF THE ORDINANCE
FROM WHICH YOU ARE
GRANTING A
VARIANCE. A
FINANCIAL HARDSHIP
IS NOT CONSIDERED A
REASON FOR

An unnecessary hardship is usually related to the shape or design of the property. If by upholding the zoning laws creates an issue where the property is unable to be used for that which it is designed. Granting a variance for a hardship should not alter the design of the locality.

GRANTING A
VARIANCE. PLEASE
DEFINE
“UNNECESSARY
HARDSHIP” AS IT
WOULD RELATE TO
GRANTING A
VARIANCE.

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

I love the city of Seabrook, it has a small town feel with many things to do and places to go. It is not like Kemah, over commercialized but has all the needed amenities.

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

Field not completed.

TODAY'S DATE

8/26/2024

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 Board of Adjustment/Building Standards Commissions
Date: Monday, August 19, 2024 2:37:02 PM

Application for Appointment to the Board of Adjustment/Building Standards Commissions

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

PURPOSE

The Board of Adjustment/Building Standards Commission hears and determines appeals from refusal of building permits, and to permit exceptions or variations from the zoning regulations in classes of cases or situations in accordance with the principles, conditions, and procedures specified in the zoning ordinance.

The BOA/BSC 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	Terry
LAST NAME	Moore
PHONE NUMBER	972-900-7348
EMAIL ADDRESS	

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

STREET ADDRESS	2709 N Meyer
MAILING ADDRESS	BOX 657
CITY	SeaBrook
STATE	TX
ZIP	77586
HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF SEABROOK?	10 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	NO

TO THE CITY OF
SEABROOK?

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

IF YES, PLEASE INDICATE WHICH BOARD OR COMMISSION YOU HAVE SERVED.	BOARD OF ADJUSTMENT/BUILDING STANDARDS, CHARTER REVIEW COMMISSION
--	--

HAVE YOU ATTENDED A MEETING OF THE BOA/BUILDING STANDARDS COMMISSION?	Yes
---	-----

ARE YOU CURRENTLY A MEMBER OF THE BOA/BUILDING STANDARDS COMMISSION?	Yes
--	-----

HAVE YOU 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?	YES
---	-----

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

DOES ANY POTENTIAL CONFLICT OF INTEREST EXIST WHICH MAY INTERFERE OR	NO
---	----

INHIBIT YOU TO CARRY
OUT THE DUTIES OF
SERVING ON THIS
BOARD OR
COMMISSION?

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

NONE

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

I bring a combination of skills and knowledge that would be valuable to the Board of Adjustment. My experience in managing the Historic Seabrook Cemetery and overseeing its funds for over five years has honed my attention to detail, financial acumen, and ability to navigate complex regulations. This experience has also deepened my understanding of property management and the importance of preserving community assets. Additionally, my strong commitment to transparency and fairness ensures that I approach every decision with an open mind and a focus on the best interests of the community.

THE BOARD OF
ADJUSTMENT IS
CONSIDERED A QUASI-
JUDICIAL BOARD WITH
APPEALS GOING TO
DISTRICT COURT.
WHAT ARE YOUR
FEELINGS ON THE
IMPORTANCE OF THIS
ROLE FOR WHICH YOU
ARE VOLUNTEERING?

I view this role as an opportunity to contribute to the community by ensuring that decisions are made thoughtfully, with respect for both the individual property rights and the overall vision for Seabrook's development. The quasi-judicial nature of the board requires a commitment to impartiality and a focus on the facts and merits of each case, which I take very seriously.

OBJECTIVITY AND A
KNOWLEDGE OF
MUNICIPAL
ORDINANCES IS
NECESSARY TO
ASCERTAIN WHEN A
VARIANCE IS IN THE
PUBLIC INTEREST,
DOES NOT CREATE AN
UNNECESSARY
HARDSHIP, AND
UPHOLDS THE SPIRIT
OF THE ORDINANCE
FROM WHICH YOU ARE

For example, there was a property near Taylor Lake with an unusually shaped lot that made it impossible to fit a gazebo structure. The irregular shape was a result of the lake's natural contour, not due to any city regulations. We approved a variance to accommodate their situation.

GRANTING A
VARIANCE. A
FINANCIAL HARDSHIP
IS NOT CONSIDERED A
REASON FOR
GRANTING A
VARIANCE. PLEASE
DEFINE
“UNNECESSARY
HARDSHIP” AS IT
WOULD RELATE TO
GRANTING A
VARIANCE.

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

I am deeply committed to transparency and accountability in serving the residents of Seabrook, Texas. With a strong, long-standing connection to this community, I am driven by a genuine desire to give back and a deep passion for public service. Seabrook is my forever home, and for over five years, I have taken great pride in caring for the Historic Seabrook Cemetery and managing its funds.

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

Field not completed.

TODAY'S DATE

8/19/2024

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 Board of Adjustment/Building Standards Commissions
Date: Friday, August 30, 2024 2:16:02 PM

Application for Appointment to the Board of Adjustment/Building Standards Commissions

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

PURPOSE

The Board of Adjustment/Building Standards Commission hears and determines appeals from refusal of building permits, and to permit exceptions or variations from the zoning regulations in classes of cases or situations in accordance with the principles, conditions, and procedures specified in the zoning ordinance.

The BOA/BSC 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	Sue
LAST NAME	Thomey
PHONE NUMBER	2814142201
EMAIL ADDRESS	

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

STREET ADDRESS	2641 Vermillion Road
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?	Seabrook
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	NO

TO THE CITY OF
SEABROOK?

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

IF YES, PLEASE
INDICATE WHICH
BOARD OR
COMMISSION YOU
HAVE SERVED. Board of Adjustment/Building Standards Commission

HAVE YOU ATTENDED A
MEETING OF THE
BOA/BUILDING
STANDARDS
COMMISSION? Yes

ARE YOU CURRENTLY
A MEMBER OF THE
BOA/BUILDING
STANDARDS
COMMISSION? Yes

HAVE YOU 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 No

INHIBIT YOU TO CARRY
OUT THE DUTIES OF
SERVING ON THIS
BOARD OR
COMMISSION?

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

Field not completed.

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

I've served on the Board of Adjustments and Building and Standards Commission since 1999. I'm familiar with city ordinance's and zoning laws.

THE BOARD OF
ADJUSTMENT IS
CONSIDERED A QUASI-
JUDICIAL BOARD WITH
APPEALS GOING TO
DISTRICT COURT.
WHAT ARE YOUR
FEELINGS ON THE
IMPORTANCE OF THIS
ROLE FOR WHICH YOU
ARE VOLUNTEERING?

It is important impartially review the evidence presented and evaluate if there is cause for an adjustment or if there is a plan in place to remediate the property.

OBJECTIVITY AND A
KNOWLEDGE OF
MUNICIPAL
ORDINANCES IS
NECESSARY TO
ASCERTAIN WHEN A
VARIANCE IS IN THE
PUBLIC INTEREST,
DOES NOT CREATE AN
UNNECESSARY
HARDSHIP, AND
UPHOLDS THE SPIRIT
OF THE ORDINANCE
FROM WHICH YOU ARE
GRANTING A
VARIANCE. A
FINANCIAL HARDSHIP
IS NOT CONSIDERED A
REASON FOR

An "Unnecessary Hardship" is when special conditions and circumstances exist which are peculiar to the land, structure or building, that deprives the owner rights commonly granted to other property owners and are not caused by the actions of the owner. The unnecessary hardship would occur if the literal enforcement of an ordinance would result in the owner not being able to use the property in the same way that is granted to other property owners with like property.

GRANTING A
VARIANCE. PLEASE
DEFINE
“UNNECESSARY
HARDSHIP” AS IT
WOULD RELATE TO
GRANTING A
VARIANCE.

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

Field not completed.

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

Field not completed.

TODAY'S DATE

8/30/2024

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.](#)



Agenda Briefing

Date of Meeting: November 7, 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 the reappointment of Monica Comeaux, Sally Antrobus, John Coggeshall, and Jesse Jones to the Open Space and Trails Committee, with terms to expire on January 1, 2028.

Executive Summary / Background:

The application process for appointment to the Open Space and Trails Committee was advertised by the City and the application deadline was October 15, 2024. There were no new applicants and current members whose terms were completed as of January 1, 2025 applied for reappointment.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Antrobus, Sally
2. Coggeshall, John
3. Comeaux, Monica
4. Jones, Jesse

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

Reappointment of the current members to the Committee.

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Open Space and Trails Committee
Date: Tuesday, September 10, 2024 4:37:29 PM

Application for Appointment to the Open Space and Trails Committee

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

PURPOSE

The primary purpose of the Open Space and Trails Committee is to beautify and preserve the city's natural resources and make recommendations to the City Council on parks-related items.

The Open Space and Trails Committee is composed of 7 members serving 3-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

Sally

LAST NAME

Antrobus

PHONE NUMBER	2816580300
--------------	------------

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

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

STREET ADDRESS	526 Surf Oaks Drive
----------------	---------------------

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?	Seabrook resident since 1988
---	------------------------------

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
PREVIOUSLY SERVED
ON A CITY OF
SEABROOK BOARD OR
COMMISSION?

Yes

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

Open Space & Trails Committee

HAVE YOU ATTENDED A
MEETING OF THE OPEN
SPACE & TRAILS
COMMITTEE?

Yes

ARE YOU CURRENTLY
A MEMBER OF THE
OPEN SPACE & TRAILS
COMMITTEE?

Yes

HAVE YOU 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?

Yes

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

Ecotourism Committee

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.

THE OPEN SPACE AND
TRAILS COMMITTEE
MAY WORK EACH
MONTH WITH CITY
PARKS STAFF AND
PERFORMING HANDS-
ON WORK IN THE
SEABROOK PARKS,
SUCH AS WATERING
AND TRIMMING PLANTS
AND FLOWERS;
PLANTING TREES; AND
CHECKING THAT
EQUIPMENT IS IN GOOD
WORKING ORDER.
WHAT ARE YOUR
FEELINGS ON THE
IMPORTANCE OF THIS
ROLE FOR WHICH YOU
ARE VOLUNTEERING?

Seabrook's parks staff are a major asset. Committee
volunteers work closely with staff, and as a result, everybody
wins.

THE OPEN SPACE AND
TRAILS COMMITTEE IS
DIRECTLY INVOLVED IN
A NUMBER OF CITY
EVENTS EACH YEAR,
INCLUDING AN ANNUAL
TREE PLANTING
EVENT, A MONTHLY
BIRD COUNT EVENT,
AND AN ANNUAL
CLEANUP EVENT. HAVE
YOU USED ANY OF THE
CITY'S PARKS AND
TRAILS OR
PARTICIPATED IN ANY
OF THE REGULARLY
SCHEDULED CITY
EVENTS? WHAT WAS
YOUR EXPERIENCE
LIKE?

I have used Seabrook's more natural parks, and I love them.

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

My expertise is as an editor, and my knowledge base includes broad knowledge of birds, wildlife, and plants.

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

My long experience in Seabrook's parks is helpful for "corporate memory." I was the primary author of the 2010 Seabrook Trails Master Plan and also of the 2012 Seabrook Parks Master Plan, when new master plans were needed (for effective grant applications) but Hurricane-Ike-related damage to the tax base made it impossible to pay consultants for those master plans.

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

Field not completed.

TODAY'S DATE

9/10/2024

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 Open Space and Trails Committee
Date: Wednesday, August 21, 2024 3:13:44 PM

Application for Appointment to the Open Space and Trails Committee

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

PURPOSE

The primary purpose of the Open Space and Trails Committee is to beautify and preserve the city's natural resources and make recommendations to the City Council on parks-related items.

The Open Space and Trails Committee is composed of 7 members serving 3-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.

Name	john coggeshall
------	-----------------

Phone	7137258368
-------	------------

Email

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

Street Address 2715 carmel woods dr

City Seabrook

State TX

Zip Code 77586

Are you a Registered
Voter? Yes

How long have you
been a resident of
Seabrook? 28

Have you attended a
meeting of the Open
Space and Trails
Committee? Yes

Are you currently a
member of the Open
Space and Trails
Committee? Yes

Have you previously
served on a Seabrook
board or commission? Yes

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. Master Plan Review, Open Space & Trails Committee

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.	Galveston Rosenberg Library
Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of a member of the Open Space and Trails Committee?	No
If you answered Yes or Uncertain to a potential conflict of interest, please explain	<i>Field not completed.</i>
What special skill or knowledge, such as certifications in Master gardener, arborist, or otherwise, would you bring to the Open Space and Trails Committee?	Successful grant writer, becoming an arborist (retirement project), I own a good shovel
The Open Space and Trails Committee may work each month with City parks staff and performing hands-on work in the Seabrook Parks, such as watering and trimming plants and flowers; planting trees; and checking that equipment is in good working order. What are your feelings on the importance of this role for which you are volunteering?	I don't think this should be a major consideration for OST. Health/age may prevent folks from doing much hand on work. Hands on work does benefit the city a lot (reduce workload, eyes on trails). it also increases community volunteering (folks want to help when they see you). So, it is a benefit, but not important to be a good OST member.
The Open Space and Trails Committee is	I have done all of these, and a few more not listed. I really enjoy all these activities. It makes me feel like I am doing something

directly involved in a number of City events each year, including an annual tree planting event, a monthly bird count event, and an annual cleanup event. Have you used any of the City's parks and trails or participated in any of the regularly scheduled City events? What was your experience like?

good for the community.

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.

[Additional Information for consideration for John Coggeshall on Open Space Committee.pdf](#)

Today's Date

8/21/2024

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.](#)

Additional Information for consideration for John Coggeshall on Open Space Committee

Digging in the Dirt Volunteer recognition award 2022

Certificates of Appreciation

- May 6, 2014
- March 5, 2013
- January 18, 2011

City of Seabrook Proclamation / John Coggeshall Day – July 2, 2013

- One of the greatest days in Seabrook's history!

2013 – Wrote grant and was awarded 156,000\$ from Texas Parks and Wildlife for new trail (trail by public works)

2014 – Co-wrote with Sally A. and awarded DOW community grant \$10,000\$ (bought trees and irrigation)

2019 – Co-wrote with city 138,000\$ grant from Texas Parks and Wildlife for new trail (berm trail)

2019 – Assisted Sally A. writing Keep Texas Beautiful Grant which we won

2017 – Wrote grant and was awarded 1,000\$ from Great Texas Birding Classic (for 2 Chimney Swift Towers)

2015 – Led Trash Bash for Seabrook

2011 – 2024+ - Organized and Led annual tree planting program for Seabrook

- This involved writing a grant request every year from either: TXU. Trees of Houston, Apache Oil

August 2024



PROCLAMATION HONORING JOHN COGGESHALL

WHEREAS, John Coggeshall has been a valuable member of the Open Space & Trails Committee since January 2010; and

WHEREAS, John has demonstrated on many occasions his passion for Seabrook's trails and parks and for making Seabrook a better place to live; and

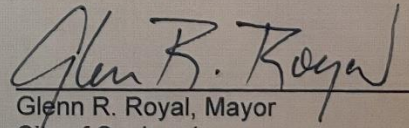
WHEREAS, John's many accomplishments include the creation of mileage markers along the trails, signage for both the natural playground at Pine Gully Park and Hester Park, contributing an accurate trail map for the trails brochure as well as the Parks Plan and the Trails Plan. Most recently, John was instrumental in the creation of a volunteers project wish list which establishes criteria for volunteer groups as well as desired projects for the parks and trails; and

WHEREAS, John sought out the acquisition of shade trees for the Pine Gully and Meador Parks through the TXU Committed to Community Growth program whose purpose is to create healthy communities through tree planting. John continues to be involved in the growth and care of these trees as well as the trees planted along the SH 146 overpass; and

WHEREAS, the City recently received the good news that Texas Parks and Wildlife had awarded a grant in the amount of \$156,000 for the extension of the trail toward SH 146. John single-handedly sought out the grant program for trails, wrote the grant, submitted it and encouraged the endorsement of our local representatives. Thanks to his efforts, the city trails are now much closer to connecting to the Armand Bayou trail system.

NOW, THEREFORE, let it be known that the City of Seabrook honors and applauds John Coggeshall for his dedication, volunteerism and service to this community and declares July 2, 2013 as **JOHN COGGESHALL DAY** in the City of Seabrook.

IN WITNESS WHEREOF, I do hereby set my hand and cause the Seal of the City of Seabrook to be affixed this 2nd day of July, 2013.


Glenn R. Royal, Mayor
City of Seabrook



From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Open Space and Trails Committee
Date: Monday, August 26, 2024 11:26:11 AM

Application for Appointment to the Open Space and Trails Committee

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

PURPOSE

The primary purpose of the Open Space and Trails Committee is to beautify and preserve the city's natural resources and make recommendations to the City Council on parks-related items.

The Open Space and Trails Committee is composed of 7 members serving 3-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

Monica

LAST NAME

Comeaux

PHONE NUMBER	832-741-1900
--------------	--------------

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

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

STREET ADDRESS	802 Irish Maple St.
----------------	---------------------

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?	12 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
PREVIOUSLY SERVED
ON A CITY OF
SEABROOK BOARD OR
COMMISSION?

Yes

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

Open Space & Trails Committee

HAVE YOU ATTENDED A
MEETING OF THE OPEN
SPACE & TRAILS
COMMITTEE?

Yes

ARE YOU CURRENTLY
A MEMBER OF THE
OPEN SPACE & TRAILS
COMMITTEE?

Yes

HAVE YOU 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.

THE OPEN SPACE AND
TRAILS COMMITTEE
MAY WORK EACH
MONTH WITH CITY
PARKS STAFF AND
PERFORMING HANDS-
ON WORK IN THE
SEABROOK PARKS,
SUCH AS WATERING
AND TRIMMING PLANTS
AND FLOWERS;
PLANTING TREES; AND
CHECKING THAT
EQUIPMENT IS IN GOOD
WORKING ORDER.
WHAT ARE YOUR
FEELINGS ON THE
IMPORTANCE OF THIS
ROLE FOR WHICH YOU
ARE VOLUNTEERING?

I am committed to the beautification of our city parks and open spaces, and available to assist with hands-on work as a member of the committee.

THE OPEN SPACE AND
TRAILS COMMITTEE IS
DIRECTLY INVOLVED IN
A NUMBER OF CITY
EVENTS EACH YEAR,
INCLUDING AN ANNUAL
TREE PLANTING
EVENT, A MONTHLY
BIRD COUNT EVENT,
AND AN ANNUAL
CLEANUP EVENT. HAVE
YOU USED ANY OF THE
CITY'S PARKS AND
TRAILS OR
PARTICIPATED IN ANY
OF THE REGULARLY
SCHEDULED CITY
EVENTS? WHAT WAS
YOUR EXPERIENCE
LIKE?

I'm actively on the trails 2-3 times per week and participate in the annual tree planting and other parks related events. It's always a fun and engaging experience to work with city staff and other local volunteers.

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

I'm the only parent with small children who utilize the parks for the playground equipment. I offer suggestions and experience related to perusing the parks in that manner, which none of the other members do. I'm also the only runner on the committee and can provide guidance on trail maintenance and development from that perspective as well.

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

I have been a member of this committee since 2014, and the members (and city staff) have seen me through several milestone life events. My commitment to this group and the members extends beyond a monthly meeting and scheduled events. I thoroughly enjoy being a member of this committee and hope I'm granted the opportunity to continue serving my city.

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

[OST Cover Letter.docx](#)

TODAY'S DATE

8/26/2024

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.](#)

August 26, 2024

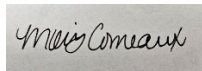
Monica Comeaux
802 Irish Maple St.
Seabrook, TX 77586
832-741-1900
monicacmx@att.net

To Whom It May Concern:

I am writing to request reappointment to the City of Seabrook Open Spaces and Trails Committee. As a current member and chair, I have the experience and knowledge of the time and dedication required to be a successful member of the committee. I work with city staff to create the monthly agenda and chair the meetings, following Robert's Rules of Order. Additionally, I volunteer monthly in the parks and at city and committee events, such as the Tree Planting Day of Awesomeness, the Trail Adventure Event, Celebration Seabrook, and other committee sponsored plantings and meetings.

I appreciate the opportunity to serve the last 10 years, and I hope to continue my membership on the committee. Thank you for your time and consideration.

Sincerely,

A rectangular box containing a handwritten signature in cursive script that reads "Monica Comeaux".

Monica Comeaux

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Open Space and Trails Committee
Date: Tuesday, September 10, 2024 4:19:59 PM

Application for Appointment to the Open Space and Trails Committee

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

PURPOSE

The primary purpose of the Open Space and Trails Committee is to beautify and preserve the city's natural resources and make recommendations to the City Council on parks-related items.

The Open Space and Trails Committee is composed of 7 members serving 3-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

Jesse

LAST NAME

Jones

PHONE NUMBER	2819322051
--------------	------------

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

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

STREET ADDRESS	1421 Todville Rd
----------------	------------------

MAILING ADDRESS	P.O. Box 963
-----------------	--------------

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

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

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

HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF SEABROOK?	38 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
PREVIOUSLY SERVED
ON A CITY OF
SEABROOK BOARD OR
COMMISSION?

Yes

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

Open Space & Trails Committee

HAVE YOU ATTENDED A
MEETING OF THE OPEN
SPACE & TRAILS
COMMITTEE?

Yes

ARE YOU CURRENTLY
A MEMBER OF THE
OPEN SPACE & TRAILS
COMMITTEE?

Yes

HAVE YOU 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?

Yes

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

Seabrook Association

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.

THE OPEN SPACE AND
TRAILS COMMITTEE
MAY WORK EACH
MONTH WITH CITY
PARKS STAFF AND
PERFORMING HANDS-
ON WORK IN THE
SEABROOK PARKS,
SUCH AS WATERING
AND TRIMMING PLANTS
AND FLOWERS;
PLANTING TREES; AND
CHECKING THAT
EQUIPMENT IS IN GOOD
WORKING ORDER.
WHAT ARE YOUR
FEELINGS ON THE
IMPORTANCE OF THIS
ROLE FOR WHICH YOU
ARE VOLUNTEERING?

I have no problem with these duties.

THE OPEN SPACE AND
TRAILS COMMITTEE IS
DIRECTLY INVOLVED IN
A NUMBER OF CITY
EVENTS EACH YEAR,
INCLUDING AN ANNUAL
TREE PLANTING
EVENT, A MONTHLY
BIRD COUNT EVENT,
AND AN ANNUAL
CLEANUP EVENT. HAVE
YOU USED ANY OF THE
CITY'S PARKS AND
TRAILS OR
PARTICIPATED IN ANY
OF THE REGULARLY
SCHEDULED CITY
EVENTS? WHAT WAS
YOUR EXPERIENCE
LIKE?

I regularly use our trail system and attend all city sponsored events.

WHAT SPECIAL SKILL OR KNOWLEDGE WOULD YOU BRING TO THIS BOARD OR COMMISSION?	Texas Master Gardener, Member Texas Nursery & Landscap Assn., Class II Nursery and Floral License.
PLEASE PROVIDE ANY ADDITIONAL INFORMATION YOU FEEL WOULD BE USEFUL TO THE CITY OF SEABROOK CITY COUNCIL IN CONSIDERING YOUR APPLICATION	Currently working with Staff to develop Carothers Coastal Gardens, Currently Garden Manager for Carothers Community Garden.
IF YOU HAVE A RESUME OR COVER LETTER TO SUBMIT WITH YOUR APPLICATION, YOU MAY UPLOAD IT HERE	<i>Field not completed.</i>
TODAY'S DATE	9/10/2024
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.](#)



Agenda Briefing

Date of Meeting: November 7, 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 four appointments to the Planning and Zoning Commission, with one member's term to expire on January 1, 2026, and three members' terms to expire on January 1, 2028.

Executive Summary / Background:

There are 4 appointments needed for the Planning and Zoning Commission. This Commission has 3-year terms. Three current members are due to term on January 1, 2025 and the appointments for these positions will expire on January 1, 2028.

There is one current vacant position and appointment for this position will need to be filled to term on January 1, 2026.

Funding / Fiscal Information:

N/A

Supporting Materials Attached:

1. Brian Anderson
2. Byron Hanssen
3. Ed Klein (current member)
4. Kyle Lesak
5. Randy Miller
6. Stacy Phelps
7. Chris Scott Reynolds (current member)
8. Guy Rodgers (current member)
9. Joyce Rowton

Prior Action / Review by Council, Boards, Commissions:

Council appointed a new member earlier this year for a vacated position on this Commission.

Staff Recommendation:

Staff recommends appointment for the vacant position to term on January 1, 2026 and the three expiring positions to term on January 1, 2028.

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Planning and Zoning Commission (PZ)
Date: Monday, August 19, 2024 4:54:39 PM

Application for Appointment to the Planning and Zoning Commission (PZ)

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

PURPOSE

The Planning and Zoning Commission accepts or rejects plats of proposed subdivisions; reviews and endorses the zoning of land; drafts codes of conduct over platting and segmenting of land and presents them to the Council; offers adoptions of building codes that include the minimum standards of building construction, plumbing, wiring, and gas piping to Council; and performs other duties and be vested with powers as Council allows. The Planning and Zoning Commission has 7 regular members serving 3-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.

Name	Brian Anderson
Phone	3465301618
Email	

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

Street Address	4006 Lakepointe Forest Drive
City	Seabrook
State	Texas
Zip Code	77586
Are you a Registered Voter?	Yes
How long have you been a resident of Seabrook?	14
Have you attended a meeting of the Planning and Zoning Commission?	No
Are you currently a member of the Planning and Zoning Commission?	No
Have you previously served on a Seabrook board or commission?	No
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.	I have not served on a Seabrook board or commission
Have you previously	No

served on a board or commission for another city or organization?

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 a Planning and Zoning 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 Commission?

Broad range of knowledge due to numerous positions held within my working career.

What are your thoughts or philosophy on Seabrook's growth and its future?

The growth of Seabrook and it's infrastructure will be reliant on the amount and type of businesses that it can attract, from both social and commercial

What do you see as the most significant planning-related issue to the City (short term and long term) and how do you think the Commission could help to provide solutions?

Need to attract more commercial businesses, Seabrook has limited grocery stores and just lately seems to have too much haulage firms, this is obviously a problem for the infrastructure.

What do you feel are some of the factors, both positive and negative, which go into making a residential neighborhood a good place to live?

Law and order will always be the first factor, however for the older generation places to dine out and socialize is a key to a healthy society.

What do you feel are some factors, positive and negative, that contribute to a good commercial or industrial area?	Location of industrial areas should not have an effect on the local population with either noise or traffic issues. All industrial areas should not be easily visible from public roads etc.
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.	<i>Field not completed.</i>
Today's Date	8/19/2024
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 Planning and Zoning Commission (PZ)
Date: Thursday, June 13, 2024 4:13:08 PM

Application for Appointment to the Planning and Zoning Commission (PZ)

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

Purpose

The Planning and Zoning Commission accepts or rejects plats of proposed subdivisions; reviews and endorses the zoning of land; drafts codes of conduct over platting and segmenting of land and presents them to the Council; offers adoptions of building codes that include the minimum standards of building construction, plumbing, wiring, and gas piping to Council; and performs other duties and be vested with powers as Council allows.

The Planning and Zoning Commission has 7 regular members serving 3-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.

Name	Byron Hanssen
Phone	2816836344
Email	

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

Street Address	3705 Nasa Pkwy
City	Seabrook
State	TX
Zip Code	77586
Are you a Registered Voter?	Yes
How long have you been a resident of Seabrook?	31
Have you attended a meeting of the Planning and Zoning Commission?	Yes
Are you currently a member of the Planning and Zoning Commission?	No
Have you previously served on a Seabrook board or commission?	Yes
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.	BOA/Building Standards, Civil Service 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.	Seabrook
Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of a Planning and Zoning Commissioner?	No
If you answered Yes or Uncertain to a potential conflict of interest, please explain	<i>Field not completed.</i>
What special skill or knowledge would you bring to the Commission?	• Proficient in reading and analyzing state codes and city ordinances. • Familiar with the City of Seabrook Comprehensive Master Plan and prior surveys. • Experienced small business manager and advisor. • Attended the State of The Bay conference. • Resident of Seabrook for over 30+ years.
What are your thoughts or philosophy on Seabrook's growth and its future?	• Seabrook's growth and future are intricately tied to its identity as a coastal community. Being primarily a bedroom community, it's crucial to engage and collaborate with the community to steer growth in line with residents' wishes and needs.
What do you see as the most significant planning-related issue to the City (short term and long term) and how do you think the Commission could help	• The primary planning challenge in Seabrook involves balancing growth while safeguarding its coastal charm. With over 60% of land already developed, the focus shifts to in-fill projects. To address these projects, it's vital to engage the community effectively. Preparing for these issues involves leveraging community input to guide business incentives and shape ordinances accordingly.

to provide solutions?

What do you feel are some of the factors, both positive and negative, which go into making a residential neighborhood a good place to live?

• Some of the factors that make a residential neighborhood a good place to live is a focus on quality of life. Security of person, place, and possessions. Spaces for recreational activities. Amenities such as grocery stores, restaurants, healthcare services and other conveniences. Commuting distance to work. And quality infrastructure such as roads, sidewalks, and reliable utilities.

What do you feel are some factors, positive and negative, that contribute to a good commercial or industrial area?

• Some of the aspects that contribute to a productive commercial or industrial area begins with a focus on access to resources such as transportation networks, skilled workforce, and reliable utilities. Mindful regulation around these areas to balance economic development incentives with environmental preservation and maintaining the area's attractiveness.

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

6/13/2024

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 Planning and Zoning Commission (PZ)
Date: Tuesday, September 3, 2024 10:40:12 AM

Application for Appointment to the Planning and Zoning Commission (PZ)

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

PURPOSE

The Planning and Zoning Commission accepts or rejects plats of proposed subdivisions; reviews and endorses the zoning of land; drafts codes of conduct over platting and segmenting of land and presents them to the Council; offers adoptions of building codes that include the minimum standards of building construction, plumbing, wiring, and gas piping to Council; and performs other duties and be vested with powers as Council allows. The Planning and Zoning Commission has 7 regular members serving 3-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	Edward
LAST NAME	Klein
PHONE NUMBER	7132482661
EMAIL ADDRESS	

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

STREET ADDRESS	2529 Du Lac Trace
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?	Seabrook
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	No

TO THE CITY OF
SEABROOK?

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

Yes

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

Planning & Zoning Commission

HAVE YOU ATTENDED A
MEETING OF THE
PLANNING & ZONING
COMMISSION?

Yes

ARE YOU CURRENTLY
A MEMBER OF THE
PLANNING & ZONING
COMMISSION?

Yes

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

Yes

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

Yes

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

Galveston County Master Gardener Board of Directors

DOES ANY POTENTIAL
CONFLICT OF
INTEREST EXIST WHICH
MAY INTERFERE OR
INHIBIT YOU TO CARRY
OUT THE DUTIES OF

No

SERVING ON THIS
BOARD OR
COMMISSION?

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

Field not completed.

WHAT ARE YOUR
THOUGHTS OR
PHILOSOPHY ON
SEABROOK'S GROWTH
AND ITS FUTURE?

Seabrook should retain it's small town atmosphere and exercise it's growth potential with new single family homes and businesses that residents can utilize.

WHAT DO YOU SEE AS
THE MOST SIGNIFICANT
PLANNING-RELATED
ISSUE TO THE CITY
(SHORT TERM AND
LONG TERM) AND HOW
DO YOU THINK THE
COMMISSION COULD
HELP TO PROVIDE
SOLUTIONS?

The commission should refrain from small lot residential development projects to control increased density. The commission also should continue it's awareness of the Port of Houston growth into Seabrook and take action to control imminent domain of adjacent property.

WHAT DO YOU FEEL
ARE SOME OF THE
FACTORS, BOTH
POSITIVE AND
NEGATIVE, THAT GO
INTO MAKING A
RESIDENTIAL
NEIGHBORHOOD A
GOOD PLACE TO LIVE?

Positive: low density, active HOAs, location near businesses and parks.
Negative: increased apartment rentals, associated crime.

WHAT DO YOU FEEL
ARE SOME FACTORS,
POSITIVE AND
NEGATIVE, THAT
CONTRIBUTE TO A
GOOD COMMERCIAL
OR INDUSTRIAL AREA?

Positive: Low noise and emission levels, traffic not impacting residents, attractive buildings and landscape.
Negative: Adjacent residential and commercial properties impacting quality of life.

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

Engineering background, former City Council member (4 years), current PnZ member (2+ years), and HOA experience (11.5 years).

COMMISSION?

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

Field not completed.

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

Field not completed.

TODAY'S DATE

9/3/2024

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 Planning and Zoning Commission (PZ)
Date: Tuesday, August 6, 2024 6:02:28 PM

Application for Appointment to the Planning and Zoning Commission (PZ)

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

PURPOSE

The Planning and Zoning Commission accepts or rejects plats of proposed subdivisions; reviews and endorses the zoning of land; drafts codes of conduct over platting and segmenting of land and presents them to the Council; offers adoptions of building codes that include the minimum standards of building construction, plumbing, wiring, and gas piping to Council; and performs other duties and be vested with powers as Council allows. The Planning and Zoning Commission has 7 regular members serving 3-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.

Name	Kyle Lesak
Phone	9795330430
Email	

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

Street Address	3105 Sea Channel Dr
City	Seabrook
State	TX
Zip Code	77586
Are you a Registered Voter?	Yes
How long have you been a resident of Seabrook?	17
Have you attended a meeting of the Planning and Zoning Commission?	Yes
Are you currently a member of the Planning and Zoning Commission?	No
Have you previously served on a Seabrook board or commission?	No
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.	I have not served on a Seabrook board or commission
Have you previously	No

served on a board or commission for another city or organization?

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 a Planning and Zoning 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 Commission?

I am a Certified Professional Landman, holding the highest designation for Landmen nationwide. This designation requires a Bachelors Degree, 10 years of Landwork (minerals, surface, rights-of way), and adhering to a code of ethics. For the past 16 years I have worked with Oil and Gas companies, Utility companies, renewable energy companies, Pipeline companies, an governmental agencies on surface and mineral land use agreements, relocation agreements, etc.

What are your thoughts or philosophy on Seabrook's growth and its future?

For the past 17 years I have seen the city change some good, some bad. Growth is good

What do you see as the most significant planning-related issue to the City (short term and long term) and how do you think the Commission could help to provide solutions?

Re-zoning of Residential areas into light commercial, or mixed use developments

What do you feel are some of the factors, both positive and

Schools, Amenities, affordability, safety and security. Not sure what a negative factor is that would make a neighborhood a good place to live.

negative, which go into making a residential neighborhood a good place to live?

What do you feel are some factors, positive and negative, that contribute to a good commercial or industrial area?

Industrial- being away from neighborhoods and access to major thoroughfares. Commercial -ease of ingress/egress. Location. High visibility.

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.

[Lesak - Seabrook Z and P.pdf](#)

Today's Date

8/6/2024

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.](#)



AAPL - American
Association of Professional
Landmen
11,250 followers
[View full page](#)

AAPL - American Association of Professional Landmen

11,250 followers
3mo •

Let's continue National Volunteer Week by announcing [Kyle Lesak, CPL](#), as AAPL's 2023-24 Community Service Award winner!

Kyle is vice president of business development for [Percheron, LLC](#), a nationwide integrated land services provider. He joined Percheron in April 2008 and has worked and managed title, lease acquisition, due diligence, right of way and curative projects across Texas, Louisiana, Oklahoma, New Mexico and Arkansas. Kyle lives in Seabrook, Texas, with his wife Jennise and two daughters, Hayden (10) and Lennon (7). He enjoys playing golf, watching sports, traveling, cooking and, of course, volunteering!

Kyle is currently serving AAPL in his second three-year term on the Field Landman Seminar Committee. Kyle has served the [Houston Association of Professional Landmen \(HAPL\)](#) as a director, assistant treasurer, treasurer and 3rd vice president and currently serves as 2nd vice president. He is a member of the HAPL Service Committee, Golf Committee and is the current chairman for the Luncheon Committee. He is a past chairman of the Audit Committee and Newsletter Committee. In addition to raising a family, excelling in his full-time job and all his roles with AAPL and HAPL, Kyle still makes time to serve multiple communities year after year.

He serves on the board of directors for WashFest Inc., a 501(c)(3) charitable organization that benefits local charities and scholarships for pediatric cancer survivors. Ran by Kyle, the washer tournament has had over 1,000 teams participate throughout the past 13 years! WashFest began as a one-day washer tournament that has now grown into a fully functional non-profit organization run by a committee local to East Bernard, Texas. The board is committed to helping raise money and awareness for local charities, including the [SNOWDROP FOUNDATION INC.](#) WashFest has raised over \$700,000 for charities, scholarships and community events!

For the past 13 years, Kyle has played pitcher – and loudest cheerleader – at the HAPL Service Committee's Brookwood Softball Game, where he also traditionally cooks hotdogs for the community's residents following the game. Kyle has spent 5 years on the [Houston Livestock Show and Rodeo's](#) Breeders Greeters Volunteer Committee. Kyle serves as the caller for HAPL's Goldberg Tower BBQ and Bingo Event, always bringing a special flare for making the games lively and exciting. To top it all off, Kyle volunteered at [Texas Children's Hospital](#) as an elf for the hospital's Christmas wonderland this past December.

Congratulations, Kyle, for this Special Award for Community Service. To say it's well-deserved would be an understatement! You make the energy industry proud and help give landmen a good name.

We look forward to honoring Kyle and all the incredible work he has done at our upcoming Annual Meeting this June in Boston. <https://bit.ly/3TWFHWz>

[#PoweringTheProfession](#) [#AmericasLandmen](#) [#NationalVolunteerWeek](#)
[#ThankYou](#)



2023-24 COMMUNITY SERVICE AWARD WINNER



From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Planning and Zoning Commission (PZ)
Date: Tuesday, February 13, 2024 1:50:44 PM

Application for Appointment to the Planning and Zoning Commission (PZ)

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	Randy Miller
------	--------------

Phone	2813893836
-------	------------

Email	
-------	-------------

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

Street Address	5710 Neal Dr
----------------	--------------

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

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

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

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

How long have you been a resident of Seabrook?	50
--	----

Have you attended a meeting of the Planning and Zoning Commission?	Yes
--	-----

Are you currently a member of the Planning and Zoning	No
---	----

Commission?

Have you previously served on a Seabrook board or commission?	Yes
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.	Master Plan Review
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.	<i>Field not completed.</i>
Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of a Planning and Zoning Commissioner?	No
If you answered Yes or Uncertain to a potential conflict of interest, please explain	<i>Field not completed.</i>
What special skill or knowledge would you bring to the Commission?	I have lived in Seabrook since 1973, and became a property owner in 1981, and have seen the changes and growth the City has accomplished. While I was employed, I was trained in industrial accident investigations, in 2022 I served on the Master Plan Review Board, I feel I have knowledge of Seabrook, along with communication and teamwork skills.
What are your thoughts or philosophy on Seabrook's growth and	I think Seabrook has a lot of potential for growth, once the 146 project is complete, developers will be more inclined to invest here. With the Point and Old Seabrook properties being prime areas for future entertainment and restaurants development that

its future?

would attract people and businesses to Seabrook.

What do you see as the most significant planning-related issue to the City (short term and long term) and how do you think the Commission could help to provide solutions?

I see growth as the biggest issue, how do we promote it and help it expand.
I'll say that transportation, or traffic in the city is a factor that's slows growth, if people can't get to it, they won't come. But we don't have a lot of choices when it comes to expanding our roadways in Seabrook. The one area I do see is Red Bluff between Toddville and 146, I believe this may be a county responsibility? But if that road was opened up say 4 lanes with turn lanes, along with straightening it out, would make a lot of property more desirable.

What do you feel are some of the factors, both positive and negative, which go into making a residential neighborhood a good place to live?

Positive: City amenities, parks, trails, splash pad, pool, library. Quality restaurants, availability of quality grocery stores. Active code enforcement that provides uniformity to neighbor hoods. Reasonable building codes and enforcement. Negative: Businesses that cause noise and odor, and City traffic conditions.

What do you feel are some factors, positive and negative, that contribute to a good commercial or industrial area?

What I have witnessed at City meetings, residents of Seabrook are not supportive of anything that is associated with properties / areas labeled as industrial.
But there is room and locations for them. I feel the best "industrial" businesses for Seabrook, should be away from, or out of sight of residential areas, odor free, and do not disturb the neighborhoods with noise.

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.

[PNZ cover letter.docx](#)

Today's Date

2/13/2024

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

I Understand and Agree

requirements.

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 Planning and Zoning Commission (PZ)
Date: Monday, July 22, 2024 9:33:53 AM

Application for Appointment to the Planning and Zoning Commission (PZ)

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

PURPOSE

The Planning and Zoning Commission accepts or rejects plats of proposed subdivisions; reviews and endorses the zoning of land; drafts codes of conduct over platting and segmenting of land and presents them to the Council; offers adoptions of building codes that include the minimum standards of building construction, plumbing, wiring, and gas piping to Council; and performs other duties and be vested with powers as Council allows. The Planning and Zoning Commission has 7 regular members serving 3-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.

Name	Stacy Gauna Phelps
Phone	8322743358
Email	

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

Street Address	2526 Loganberry Circle
City	Seabrook
State	Texas
Zip Code	77586
Are you a Registered Voter?	Yes
How long have you been a resident of Seabrook?	25
Have you attended a meeting of the Planning and Zoning Commission?	Yes
Are you currently a member of the Planning and Zoning Commission?	No
Have you previously served on a Seabrook board or commission?	No
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.	I have not served on a Seabrook board or commission
Have you previously	No

served on a board or commission for another city or organization?

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

Seabrook

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of a Planning and Zoning 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 Commission?

In addition to residing in Seabrook for 25 years I've also been a small business owner for 25 years. My business is not located in Seabrook so there's no potential conflict; however my skills as a small business owner would be very valuable to the Commission. In addition to being a small business owner, my degree is in Accounting so I have a keen eye for detail and a strong understanding of financial statements and budgets. These skills are essential for reviewing proposals and understanding the financial implications of zoning decisions. My experience as a small business owner has provided me with practical insights into the challenges and opportunities faced by local entrepreneurs. This perspective enables me to assess zoning requests from a business-friendly standpoint.

What are your thoughts or philosophy on Seabrook's growth and its future?

I believe the P&Z Commission has an obligation to remember and uphold the City's Vision and Mission Statement as well as the Master Comprehensive Plan for the City. The City of Seabrook has so much potential, but I believe the Master Plan has been disregarded for too long.

What do you see as the most significant planning-related issue to the City (short term and long term) and how do you think the Commission could help

It's imperative that Seabrook becomes small business friendly. The City has earned the reputation of being difficult to work with - I think the P&Z Commission has the ability to change that perspective and can become attractive to the types of businesses that residents would like to see in Seabrook.

to provide solutions?

What do you feel are some of the factors, both positive and negative, which go into making a residential neighborhood a good place to live?

There are many factors homeowners take in to consideration when deciding if a residential neighborhood is a good place to live. Factors such as safety and security, the quality of the schools, affordability, crime rate, amenities, and environmental quality.

What do you feel are some factors, positive and negative, that contribute to a good commercial or industrial area?

I believe the top factors are: clear and consistent zoning regulations, adequate roads and infrastructure, sustainable practices that minimize the environmental impact, and the integration of green space that enhance the aesthetic appeal of the area are the top factors that contribute to a good commercial / industrial area.

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

7/22/2024

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 Planning and Zoning Commission (PZ)
Date: Tuesday, September 3, 2024 3:28:35 PM

Application for Appointment to the Planning and Zoning Commission (PZ)

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

PURPOSE

The Planning and Zoning Commission accepts or rejects plats of proposed subdivisions; reviews and endorses the zoning of land; drafts codes of conduct over platting and segmenting of land and presents them to the Council; offers adoptions of building codes that include the minimum standards of building construction, plumbing, wiring, and gas piping to Council; and performs other duties and be vested with powers as Council allows. The Planning and Zoning Commission has 7 regular members serving 3-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	Christopher Scott
LAST NAME	Reynolds
PHONE NUMBER	2817319626
EMAIL ADDRESS	

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

STREET ADDRESS	3918 Breezeway Dr
MAILING ADDRESS	Field not completed.
CITY	Seabrook
STATE	TX
ZIP	77586
HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF SEABROOK?	Seabrook
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	No

TO THE CITY OF
SEABROOK?

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

Yes

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

Planning & Zoning Commission

HAVE YOU ATTENDED A
MEETING OF THE
PLANNING & ZONING
COMMISSION?

Yes

ARE YOU CURRENTLY
A MEMBER OF THE
PLANNING & ZONING
COMMISSION?

Yes

HAVE YOU 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?

Yes

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

Contract Consultant

DOES ANY POTENTIAL
CONFLICT OF
INTEREST EXIST WHICH
MAY INTERFERE OR
INHIBIT YOU TO CARRY
OUT THE DUTIES OF

No

SERVING ON THIS
BOARD OR
COMMISSION?

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

Field not completed.

WHAT ARE YOUR
THOUGHTS OR
PHILOSOPHY ON
SEABROOK'S GROWTH
AND ITS FUTURE?

Seabrook should continue to welcome change and growth while maintaining its small town feel,

WHAT DO YOU SEE AS
THE MOST SIGNIFICANT
PLANNING-RELATED
ISSUE TO THE CITY
(SHORT TERM AND
LONG TERM) AND HOW
DO YOU THINK THE
COMMISSION COULD
HELP TO PROVIDE
SOLUTIONS?

Seabrook planning is moving into a developed environment with very limited new development opportunities. This will lead to increasing requests to modify current zoning areas as well as including new issues such as AirBNBs, Port expansions and business associated with the local industries as well as other needs for the community to be attractive to residents and business partners

WHAT DO YOU FEEL
ARE SOME OF THE
FACTORS, BOTH
POSITIVE AND
NEGATIVE, THAT GO
INTO MAKING A
RESIDENTIAL
NEIGHBORHOOD A
GOOD PLACE TO LIVE?

Meeting the needs for its residents. That will be different for every demographic living in the community, from short term residents to long term residents. Also the challenge will be attract the broad needs for the financial stability of the community and supporting infrastructure.

WHAT DO YOU FEEL
ARE SOME FACTORS,
POSITIVE AND
NEGATIVE, THAT
CONTRIBUTE TO A
GOOD COMMERCIAL
OR INDUSTRIAL AREA?

The positive factors should be able to have an infrastructure that meets the needs of the community. This includes utilities, roads, street level appearance, support of local business growth and work force development. The negatives will be working within the relationships of the Port of Houston, Harris county, and other entities such as the Railroad or TexDOT to achieve these goals.

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

I bring the experience of previous work on the P & Z Board as well as my activities with a broad range of the local community.

COMMISSION?

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

I am always happy to be involved and work with others to
achieve the "best" solutions.

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

Field not completed.

TODAY'S DATE

9/3/2024

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 Planning and Zoning Commission (PZ)
Date: Monday, August 19, 2024 1:49:07 PM

Application for Appointment to the Planning and Zoning Commission (PZ)

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

PURPOSE

The Planning and Zoning Commission accepts or rejects plats of proposed subdivisions; reviews and endorses the zoning of land; drafts codes of conduct over platting and segmenting of land and presents them to the Council; offers adoptions of building codes that include the minimum standards of building construction, plumbing, wiring, and gas piping to Council; and performs other duties and be vested with powers as Council allows. The Planning and Zoning Commission has 7 regular members serving 3-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.

Name	Guy Raymond Rodgers
Phone	7135942219
Email	

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

Street Address	1010 3rd ST.
City	Seabrook
State	TX
Zip Code	77586
Are you a Registered Voter?	Yes
How long have you been a resident of Seabrook?	25
Have you attended a meeting of the Planning and Zoning Commission?	Yes
Are you currently a member of the Planning and Zoning Commission?	Yes
Have you previously served on a Seabrook board or commission?	Yes
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, Master Plan Review, Planning & Zoning Commission
Have you previously	No

served on a board or commission for another city or organization?

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 a Planning and Zoning 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 Commission?

I have worked with the city for the last ten years as a member of various boards. i have been on PnZ since 03/2021

What are your thoughts or philosophy on Seabrook's growth and its future?

we are running out of space and need to develop the last open spaces carefully.

What do you see as the most significant planning-related issue to the City (short term and long term) and how do you think the Commission could help to provide solutions?

the last of the remaining open spaces need to carefully be looked at thru zoning.

What do you feel are some of the factors, both positive and negative, which go into making a residential neighborhood a good place to live?

How the communities are supported, weather thru the city services, commercial business and involved citizens which surround them. it takes all these entities to support a good safe, secure and vibrant community.

What do you feel are some factors, positive and negative, that contribute to a good commercial or industrial area?

Commercial business's need to be the type that the local population can support and receive a positive return from. not business's that will bring in the wrong people from outside our communality.
Seabrook is unique that our Industrial area is location away for some of our residential communities. the city does need some industrial area's which contribute to the solid tax base. however, this needs to be done carefully as not to hinder our residential communities.

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

8/19/2024

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 Planning and Zoning Commission (PZ)
Date: Friday, July 26, 2024 11:54:18 AM

Application for Appointment to the Planning and Zoning Commission (PZ)

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

PURPOSE

The Planning and Zoning Commission accepts or rejects plats of proposed subdivisions; reviews and endorses the zoning of land; drafts codes of conduct over platting and segmenting of land and presents them to the Council; offers adoptions of building codes that include the minimum standards of building construction, plumbing, wiring, and gas piping to Council; and performs other duties and be vested with powers as Council allows.

The Planning and Zoning Commission has 7 regular members serving 3-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.

Name	Joyce Rowton
Phone	8322658142
Email	

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

Street Address	2518 Breaux Trace
City	SEABROOK
State	TX
Zip Code	77586
Are you a Registered Voter?	Yes
How long have you been a resident of Seabrook?	21
Have you attended a meeting of the Planning and Zoning Commission?	No
Are you currently a member of the Planning and Zoning Commission?	No
Have you previously served on a Seabrook board or commission?	No
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.	I have not served on a Seabrook board or commission
Have you previously	Yes

served on a board or commission for another city or organization?

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

The Seabrook Association, past president and treasurer

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of a Planning and Zoning 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 Commission?

As a past president of the Seabrook Association it was critical to be open minded to all thoughts, even ones we may disagree with. There are all types of people living in our community and we need to be able to see a vision for all of our residents.

What are your thoughts or philosophy on Seabrook's growth and its future?

I would personally love to see the Clear Lake waterfront developed with retail, restaurants, office space and residential condos (no/limited rental units). A boardwalk where you can walk, jog or ride bikes. I would also love to see Old Seabrook provide ways to walk safely through the area and to clean it up. Some of it looks old and unkept.

What do you see as the most significant planning-related issue to the City (short term and long term) and how do you think the Commission could help to provide solutions?

The balance between growth and retaining the charm that makes Seabrook so unique. I think be able to see the positives and negatives in all ideas is important. Nothing is perfect, the commission should be making unbiased recommendations.

What do you feel are some of the factors, both positive and negative, which go into making a residential

Positive factors are retail and restaurants in the area, good parks, schools, places of worship. Negative is an overcrowded community with traffic congestion, high crime, poor air quality.

neighborhood a good place to live?

What do you feel are some factors, positive and negative, that contribute to a good commercial or industrial area?

Positive factors are economic growth due to an increase in tax revenue and population growth as employees will want to live close to work.. Negative factors noise, pollution and traffic congestion.

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

7/26/2024

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.](#)



Agenda Briefing

Date of Meeting: November 7, 2024

Responsible Department: Community Development

Presenter: Sean Landis, Deputy City Manager | Planning and Zoning Director

Briefing Prepared By: Sean Landis

Strategic Focus Area:

General Information:

Consider and take all appropriate action regarding the approval of an Interlocal Agreement (ILA) between the City of Seabrook and Harris County Public Health granting authority to Harris County Public Health to conduct permitting and inspection activities related to the establishment of public swimming pools, spas, interactive water features, and artificial swimming lagoons under the County's "Public Aquatic Sanitation and Safety" (PASS) program within the City's corporate limits and authorize the City Manager to execute all associated documents.

Executive Summary / Background:

The city has identified a pressing need for enhanced support in the permitting and inspection processes for public pools and water features. As our community grows and the demand for recreational facilities increases, our current resources within the Code Enforcement Department are insufficient to ensure that all facilities meet health and safety standards. To address these challenges, this agenda item seeks to formalize a request for assistance from Harris County Public Health, whose expertise in public health matters related to water safety will be invaluable.

Harris County Public Health has the capacity and authority to effectively oversee the necessary inspections, thereby streamlining the process and enhancing compliance and safety measures. Importantly, the County will perform this service at no expense to the city. It is recommended that the City Council approve the request for their assistance in the permitting and inspection of public pools and water features. This partnership aims to optimize resource use and ensure the safety and well-being of our residents, strengthening our public health efforts in managing recreational facilities.

As part of the proposed agreement, Harris County Public Health requires the City to adopt the following measures: first, the City will comply with the Texas Department of State Health Services regulations regarding artificial swimming lagoons and interactive water features, as outlined in the Texas Health and Safety Code and the Texas Administrative Code. This includes regulations under Chapter 341.064, which focus on

the elimination and prevention of health hazards through proper planning and operation of these facilities.

Second, the City will adopt the "Rules for Regulation of Swimming Pools and Spas in the Unincorporated Areas of Harris County, Texas," along with any subsequent amendments. Additionally, the Local Health Authority of Harris County will be designated as the Health Authority for this agreement.

Furthermore, unless exempted or modified by the County Rules, all public swimming pools, spas, interactive water features, and artificial swimming lagoon establishments within the City's corporate limits will be required to procure and maintain a valid Harris County Public Health PASS permit. Importantly, the City will ensure that no rules or ordinances conflict with the State or County Rules and will provide reasonable notice to the County of any potential conflicts, allowing for appropriate actions to be determined. If the agreement is approved, city staff will prepare an amendment to the city code for consideration at a future City Council meeting. This collaboration with Harris County Public Health will significantly enhance our ability to manage the permitting and inspection processes effectively, ensuring a safer environment for our community.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Interlocal Agreement - Public Pools PASS

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

Staff recommends approval of this item.

INTERLOCAL AGREEMENT

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This Interlocal Agreement ("Agreement") is made and entered into by and between Harris County ("County"), a body corporate and politic under the laws of the State of Texas, and the City of Seabrook ("City"), a municipal corporation situated in Harris County.

RECITALS:

The City desires for the County to conduct public swimming pools, spas, interactive water features and artificial swimming lagoons establishment activities under the County's "Public Aquatic Sanitation and Safety," (PASS) program such as permitting and inspection for persons and/or locations operating public swimming pools, spas, interactive water features and artificial swimming lagoons within the City's corporate limits;

The County, acting through Harris County Public Health, agrees to conduct public swimming pools, spas, interactive water features and artificial swimming lagoons activities, provided that the City adopts certain rules and practices and abides by the terms of this Agreement.

TERMS:

I.

The County, acting through Harris County Public Health and pursuant to its PASS Program, agrees to establish a PASS Program and provide the following services as they may apply to public swimming pools, spas, interactive water features and artificial swimming lagoons establishments located within the City's corporate limits during the term of this Agreement. These services may include, but are not limited to, the following:

1. Certification for the issuance of the County's PASS Permit;
2. Inspection of all public pools, spas, artificial swimming &/or surfing lagoons, and interactive water features; and
3. Upon request, documentation and notice via an emailed report, of the PASS Program activities within the City;

II.

The City agrees, and it is expressly understood that as compensation for those services provided by the County, the County shall collect and retain any fees received from applicants for all public pools, spas, artificial swimming &/or surfing lagoons, and interactive water feature activities conducted under the County's "PASS Program," pursuant to this Agreement. The County is an

independent contractor under the terms of this Agreement and is not an officer, agent, servant, or employee of the City.

III.

The City further agrees to the following as part of and during the term of this Agreement:

1. Adopt the Texas Department of State Health Services Tex. Health & Safety Code Ann. § 341.064(n), (o), Artificial Swimming Lagoons pursuant to Tex. Health & Safety Code Ann. §341.064(g) and "interactive water features and fountains" maintained for public recreation pursuant to Tex. Health & Safety Code Ann. § 341.0695. These Rules are written in accordance with and pursuant to Texas Administrative Code, Title 25 Chapter 265 Subchapters (K), (L) and (M) as amended, entitled Standards for Artificial Swimming Lagoon. 25 Tex. Adm. Code §§265.151-265.174; Standards for Public Pools and Spas. 25 Tex. Adm. Code §§ 265.181-265.208; and Standards for Interactive water features and fountains. 25 Tex. Adm. Code §§265.301-265.308, such State Rules being adopted by reference as if set forth herein at length;
Chapter 341.064(g) of the Texas Health and Safety Code provides for the elimination and prevention of health hazards by regulating the planning and operation of swimming pools, spas and artificial swimming lagoons under good public health engineering and safety practices, Tex. Health & Safety Code Ann. § 341.064, as amended. The rules established in Texas Administration Code Title 25, Chapter 265, Subchapter (K), (L) and (M), and Chapter 757 implement Texas Health and Safety Code, §§ 341.064, 341.0695, and are considered good public health engineering and safety practices. 25 Tex. Adm. Code §§ 265.151-265.174, 265.181-265.208 and 265.301-265.308, as amended.
2. Adopt for applicability in the City the rules and requirements in the "RULES FOR REGULATION OF SWIMMING POOLS AND SPAS IN THE UNINCORPORATED AREAS OF HARRIS COUNTY, TEXAS" promulgated by the Commissioners Court of Harris County, Texas, and becoming effective on October 1, 2024, and any amendments to it (hereinafter the "County Rules"), such County Rules being adopted by reference as if set forth herein at length;
3. Designate the Local Health Authority of Harris County as Health Authority for this Agreement;
4. Unless exempted or modified by the County Rules, require all public swimming pools, spas, interactive water features and artificial swimming lagoons establishments within the City's corporate limits to procure and maintain a valid Harris County Public Health PASS permit; and,

5. The City will not pass or maintain a rule or ordinance that conflicts with the State or County Rules. The City will provide the County reasonable notice of any rules or ordinances that may conflict with the State Rules or the County Rules so that the County can determine an appropriate course of action, if any.

IV.

The City understands that Harris County Public Health, as part of its regular PASS Program, provides testimony and support for misdemeanor court proceedings in Justice of the Peace Court handled by the District Attorney's Office. By way of example and not limitation, the City is responsible for enforcement when a city ordinance is passed that prohibits certification of a public swimming facility based on flood plain considerations or when a structure does not meet occupancy standards.

V.

The term of this Agreement is for one (1) year, renewable automatically. Renewal occurs automatically each year at noon on October 1 unless one Party gives notice of termination to the other Party at least thirty (30) calendar days before any upcoming renewal date, in which case the term of this Agreement shall end at noon on that renewal date. Either Party may terminate this Agreement upon giving the other Party at least thirty (30) calendar days prior written notice of the intent to terminate this Agreement. Notice of termination shall be in writing and sent to the other party, per the contacts listed in Section VI.

VI.

No Personal Liability; No Waiver of Immunity.

1. Nothing in the Agreement is construed as creating any personal liability on the part of any officer, director, employee, or agent of any public body that may be a Party to the Agreement, and the Parties expressly agree that the execution of the Agreement does not create any personal liability on the part of any officer, director, employee, or agent of the County.
2. The Parties agree that no provision of this Agreement extends the County's liability beyond the liability provided for in the Texas Constitution and the laws of the State of Texas.
3. Neither the execution of this Agreement nor any other conduct of either Party relating to this Agreement shall be considered a waiver by the County of any right, defense, or immunity on behalf of itself, its employees or agents under the Texas Constitution or the laws of the State of Texas.

VII.

No Third Party Beneficiaries.

This Agreement shall be for the sole and exclusive benefit of the Parties and their legal successors and assigns. The County is not obligated or liable to any party other than the District for the performance of this Agreement. Nothing in the Agreement is intended or shall be deemed or construed to create any additional rights or remedies upon any third party. Further, nothing contained in the Agreement shall be construed to or operate in any manner whatsoever to confer or create rights or remedies upon any third party, increase the rights or remedies of any third party, or the duties or responsibilities of the County with respect to any third party. for the performance of this Agreement. Nothing in the Agreement is intended or shall be deemed or construed to create any additional rights or remedies upon any third party. Further, nothing contained in the Agreement shall be construed to or operate in any manner whatsoever to confer or create rights or remedies upon any third party, increase the rights or remedies of any third party, or the duties or responsibilities of the County with respect to any third party.

VIII.

All notices and communications under this Agreement must be mailed by certified mail, return receipt requested, or delivered to the parties at the following addresses:

FOR THE COUNTY: Commissioners Court of Harris County Harris County
Administration Building 1001 Preston, 9th Floor
Houston, Texas 77002
Attention: Clerk of Commissioners Court

FOR THE CITY: City of Seabrook
1700 1st St
Seabrook, TX 77586

These addresses may be changed upon giving prior written notice of the change. A copy of any notification of communication hereunder shall also be forwarded to the following address:

Harris County Public Health
1111 Fannin St.
Houston, Texas 77002
Attention: Director, Environmental Public Health Division

IX.

The City affirmatively consents to disclose its e-mail addresses provided to the County. This consent is intended to comply with the Texas Public Information Act, TEX requirements. Texas Gov't Code ANN.§ 552.137, as amended, and shall survive termination of this Agreement. This

consent shall apply to e-mail addresses provided by the City and the City's agents acting on the City's behalf. It shall apply to any e-mail address provided in any form for any reason, whether related to this Agreement or otherwise.

XI.

This instrument contains the entire Agreement between the parties relating to the rights herein granted and the assumed obligations. No amendment or modification of the Agreement is valid or binding unless in writing and executed by the County and the City.

XII.

The parties have executed this Agreement in multiple originals, each having full force and effect.

[signature page to follow]

APPROVED AS TO FORM:
CHRISTIAN D. MENEFEE
Harris County Attorney

HARRIS COUNTY

By: _____
Shannon Fleming
Senior Assistant County Attorney
C.A. File No. _____

By: _____
LINA HIDALGO
County Judge
Date Signed: _____

Approved:
Harris County Public Health

By: _____
Ericka Brown, MD, MBA, FACHE
Harris County Public Health
Division Director, Community Health & Wellness
Local Health Authority

APPROVED:

THE CITY OF SEABROOK

By: _____
Rachel Lewis
City Secretary

By: _____
Gayle Cook
City Manager
Date Signed: _____



Agenda Briefing

Date of Meeting: November 7, 2024

Responsible Department: Emergency Services

Presenter: Kevin Rodgers, Fire Marshal | Emergency Management Coordinator

Briefing Prepared By: Kevin Rodgers

Strategic Focus Area: The control station radios are at the end of life and most cannot be repaired should something happen to them. These radios are a function of dispatch, police, fire and ems and are needed for public safety.

General Information:

Consider and take all appropriate action on an amendment to the Public Safety Fund 2024 Budget to approve an additional \$29,980.36 for the funding of Control Station radios utilized by the Police Department, Emergency Medical Services, and the Fire Department.

Executive Summary / Background:

The Public Safety Committee has heard, considered and approved a recommendation to the City Council for adding to the 2024 budget expenditures for the following items:

\$29,980.36 - The replacement of existing end of life control station radios, (7) 800MHz and (3) VHF radios. The cost includes new radios, additional equipment and install.

Funding / Fiscal Information:

Public Safety Fund

Supporting Materials Attached:

1. 10-21-24 Radio Request

Prior Action / Review by Council, Boards, Commissions:

Public Safety Fund 3rd Amendment

Staff Recommendation:

Approval of 3rd amendment to the 2024 Public Safety Fund in the amount not exceed \$29,980.36

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.

Public Safety Fund Purchase Plan Request Form

Date of Request:

10/21/2024

Submitter:

Kevin Rodgers

Presenter:

Kevin Rodgers

Description/Subject:

Control Station Radios

Purpose/Need:

I am asking for the funds to replace the current EF Johnson radios that are in the racks at City Hall and at the Fire Station. The radios are 10+ years old and at end of life. Most likely if parts are needed for repair we will not be able to get them. There are (7) 800MHz radios and 3 VHF radios.

Estimated Cost:

\$ 29,980.36

Impacted Parties:

Dispatch, Fire and EMS

Miscellaneous Comments:

Task Force Approved YES NO

DATE: 10/21/2024

Seabrook Police Department
Seabrook Volunteer Fire Department
Seabrook Office of Emergency Management
Seabrook Public Works
Seabrook Emergency Medical Service
Community Emergency Response Team

Yes	☒	No	☐
Yes	☒	No	☐
Yes	☒	No	☐
Yes	☒	No	☐
Yes	☒	No	☐
Yes	☒	No	☐


Chairman Signature

DATE: 10/21/2024

Dailey & Wells Communications, Inc.

3440 E. Houston St., San Antonio, TX 78219



Bill To:

Kevin Rodgers
City of Seabrook, TX
E-Mail Invoices To: payables@seabrooktx.gov
1700 1st Street
Seabrook, TX 77586
12812915787
kridders@seabrooktx.gov

Ship To:

City of Seabrook, TX
1700 1st Street
Seabrook, TX 77586

Quotation

Quote Number: 2024-3214
Terms: Net 30 Days
Quote Date: 03/12/2024
Valid Until: 04/11/2024
Print Date: 09/05/2024

Quote Title: Replace Dispatch Control Station Radios & Interface Cables

Replace 10 (all) of the existing EF Johnson 800MHz and VHF control station radios with Tait TM9400 radios.

Sales Person:

Michael Lee Lockwood
michael.lockwood@dwcomm.com
+1 (281) 713-0405

800MHz Control Station Radio

Line	Qty.	Part Number	Description	List Price	Unit Price	Ext. Price
1	7	T02-00065-1001	TCH3 Local Control Head 8ky Kit Blk	\$ 320.00	\$ 236.80	\$ 1,657.60
2	7	TM9400K5DA-T	MOBILE, TM9400, 762-870M 35W, M-UHF, ALM	\$ 1,253.00	\$ 927.22	\$ 6,490.54
3	7	T02-00026-2001	MOUNTING KIT, U-CRADLE	\$ 27.00	\$ 19.98	\$ 139.86
4	7	T02-00026-1004	CABLE, INSTALL KIT, M-UHF, 30-50W	\$ 81.00	\$ 59.94	\$ 419.58
5	7	TMAS152	SFE Key - P25 Trunking Services Phase 2 Includes TMAS050 P25 CAI, TMAS055 P25 Trunking, TMAS091 P25 Phase 2 Trunking	\$ 1,407.00	\$ 1,041.18	\$ 7,288.26
6	7	TMAS100	SFE - LINK LAYER AUTHENTICATION	\$ 120.00	\$ 88.80	\$ 621.60
7	7	TMAS109	SFE - SINGLE KEY AES, DES, ARC4 ENC	\$ 61.00	\$ 45.14	\$ 315.98
8	7	TMAS060	SFE - TAIT RADIO API Customer to supply 12VDC power supply for radio.	\$ 162.00	\$ 119.88	\$ 839.16
9	7		N-Female to Mini-U Male RF Adapter	\$ 17.50	\$ 12.95	\$ 90.65
10	7	Telex IP224/TAIT-TM-MP	Telex IP224/TAIT-TM	\$ 225.50	\$ 214.23	\$ 1,499.61

Subtotal: \$ 19,362.84

Total: \$ 19,362.84

VHF Control Station Radio

Line	Qty.	Part Number	Description	List Price	Unit Price	Ext. Price
1	3	T02-00065-1001	TCH3 Local Control Head 8ky Kit Blk	\$ 320.00	\$ 236.80	\$ 710.40
2	3	TM9400B1BA-T	MOBILE, TM9400, 136-174M 25W, M-UHF, ALM	\$ 1,070.00	\$ 791.80	\$ 2,375.40
3	3	T02-00026-2001	MOUNTING KIT, U-CRADLE	\$ 27.00	\$ 19.98	\$ 59.94
4	3	T02-00026-1002	CABLE, INSTALL KIT, M-UHF, 25W	\$ 44.00	\$ 32.56	\$ 97.68
5	3	TMAS060	SFE - TAIT RADIO API Customer to supply 12VDC power supply for radio.	\$ 162.00	\$ 119.88	\$ 359.64
6	3		N-Female to Mini-U Male RF Adapter	\$ 17.50	\$ 12.95	\$ 38.85
7	3	NC-01-224-TAITTM94-5	Telex IP224/TAIT-TM	\$ 225.50	\$ 166.87	\$ 500.61

Subtotal: \$ 4,142.52

Total: \$ 4,142.52

Labor

Line	Qty.	Part Number	Description	List Price	Unit Price	Ext. Price
1	1	Services	Labor - Professional Services	\$ 6,475.00	\$ 6,475.00	\$ 6,475.00
			Installation of 10 Tait TM9400 Radios and Interface to existing Telex IP-224 radio gateways; Existing 12VDC power supply and antenna to be used; Update C-Soft console configuration.			

Dailey & Wells Communications, Inc.

3440 E. Houston St., San Antonio, TX 78219



L3HARRIS

DAILEY-WELLS

Subtotal: \$ 6,475.00

Total: \$ 6,475.00

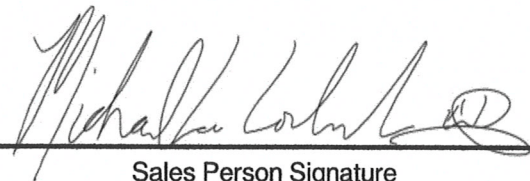
Shipping is Pre-Paid and Added to Invoice UNLESS OTHERWISE QUOTED

Quotation Totals

Currency: US Dollar

Subtotal: \$ 29,980.36

Total: \$ 29,980.36



Handwritten signature of Michael Lee, Sales Person, over a horizontal line.

Sales Person Signature

Dailey & Wells Communications, Inc.

3440 E. Houston St., San Antonio, TX 78219



Purchase Order to be issued to:
Dailey & Wells Communications, Inc.
3440 E. Houston St.
San Antonio, TX 78219

Dailey Wells Communications, Inc. is registered with:
Wide Area Workflow (WAWF)
System For Award Management (SAM)

Dailey Wells Communications, Inc. is registered as a:
Certified SBE - Small Business Enterprise
Certified MBE - Minority Business Enterprise
Certified ABE - Asian American Business Enterprise
Commodity Codes: NAICS 334220, NAICS 334515

Tax ID: 74-1873279
CAGE Code: 0EC35
DUNNS: 010551315

The Purchase Order must include the following references:

- Quote Number
- Contract Name and/or Number; All orders must contain valid model number, quantity, and price for each item
- Frequencies must be supplied with order if applicable
- Requested Delivery Date
- If related to Grant Funding, important to provide Grant name, Agency, deadline and product receipt deadline, when applicable
- Shipping will default to Best Way, 5 day ground, unless otherwise specific
- Special shipping/delivery instructions (ex. Delivery lift gate required) must be noted if applicable; Non Standard packing will be billed to the customer
- Bill to and Ship to addresses must be included.

This document contains confidential, proprietary, and competitive sensitive information. All information provided shall not be disclosed nor duplicated for any purpose other than to evaluate this quote. Disclosure, reproduction, or use of any part thereof shall not be made without prior written approval from Dailey & Wells Communications.

These items/technical data are controlled by the United States government and shall not be exported from the United States nor shared with a Foreign National without prior approval from the United States government. Delivery is dependent upon receipt of an export license, where applicable.

TOTAL PRICE excludes installation, programming, taxes (if applicable), and shipping (if applicable) unless i) items are itemized herein, ii) otherwise agreed to by both parties in writing, or iii) the quote is issued under an existing contract noted on quote and purchase order.



Agenda Briefing

Date of Meeting: November 7, 2024

Responsible Department: City Manager's Office

Presenter: Gayle Cook, City Manager

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:

Consider and take all appropriate action on the approval of Resolution 2024-22, Re-Establishment of the Hotel Tax Advisory Board.

Executive Summary / Background:

The presented resolution to reestablish the Hotel Tax Advisory Board, is a directive by City Council action on October 15, 2024.

The purpose of reinstating the board is to provide dedicated oversight and recommendations on the use of hotel occupancy tax (HOT) funds and ensuring the City is focusing on initiatives by these grants that promote tourism and local economic growth as permitted under Texas law (Chapter 351 of the Texas Local Government Code).

The Board will be responsible for hearing input or presentations from entities applying for the grant of Hotel Occupancy Tax (HOT) funds and also to hear follow-up post event presentations/reports and offer recommendations to City Council for final approval.

City staff will assist in setting up training all appointed members by inside or outside consultant and assisting with guides for members to use as a basis of sound recommendations to the City Council. The Board will be purely advisory in nature and therefore not subject to the Open Meetings Act with posted agendas.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Resolution 2024-22

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

RESOLUTION 2024-22

RE-ESTABLISHMENT OF THE HOTEL TAX ADVISORY BOARD

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, FORMALLY RE-ESTABLISHING THE HOTEL TAX ADVISORY BOARD AND IN ACCORDANCE WITH THE TEXAS LOCAL GOVERNMENT CODE.

WHEREAS, the City of Seabrook previously established a Hotel Tax Committee by Resolution No. 2000-28 and amended the bylaws by Resolution No. 2005-18; and

WHEREAS, the City dissolved the previous Hotel Tax Committee through Resolution No. 2009-04, and its duties were absorbed by other committees, City Council and city staff; and

WHEREAS, the City Council finds that re-establishing a dedicated Hotel Tax Advisory Board is favorable to provide focused recommendations on the use of hotel occupancy tax revenues with regard to applications or requests for funds to promote tourism and local economic development, as outlined in Chapter 351 of the Texas Local Government Code; and

WHEREAS, the City Council of Seabrook has the authority under the Texas Local Government Code to establish advisory board.

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

Section 1. Re-establishment of the Hotel Tax Advisory Board The Hotel Tax Advisory Board is hereby re-established as a formal advisory board to the City of Seabrook. The primary function of the Board shall be to advise and make recommendations to the City Council concerning the applications for expenditure of hotel occupancy tax funds for the promotion of tourism, conventions, and related activities, as authorized by Chapter 351 of the Texas Local Government Code.

Section 2. Board Composition The Hotel Tax Advisory Board shall be composed of seven (7) voting members, appointed by the City Council. When a member named to the Board represents an entity, the entity may name another of its members to serve on the Board in lieu of the person named by the City. All members shall be appointed by simple majority of City Council. All members appointed to the Board shall not be in arrears in the payment of any taxes or other liabilities due the City. Each member will serve at the will of the City Council without a term and may be removed or replaced at any time.

If the Mayor or Council Member appointed to the Board ceases to be a member of the City Council, they shall continue to serve on the Board until their successor is appointed to serve by the city Council. If any other member of the Board is unable to serve or ceases to be qualified to

serve, or if the member is no longer a member of the entity appointed as a member, then the entity named as a member to the Board shall appoint a successor member to serve on the Board. If the entity does not appoint a successor member to serve within sixty (60) days from the date of vacancy, the City Council may fill the vacancy with the appointment of another entity or person of their choice. If a citizen member is unable to serve or ceases to be eligible to serve, the City Council may appoint a successor.

Members shall consist of the following, the appointment of whom shall be confirmed by the City Council:

- i. Two (2) Council Members
- ii. Two (2) Lodging Facility Representatives
- iii. Two (2) Citizens
- iv. One (1) City Staff / Finance Director /or designee by City Manager

Staff Liaison: One (1) Designated Staff /Tourism and Special Events Coordinator

(The City Manager assigned staff liaison shall be responsible for the day-to-day administration of the grant program, organization of the advisory Board agendas, and processing of approved recommendations by City Council.)

Section 3. Members Not to Hold Other Public Offices No member of the Board shall hold any other public office or be compensated by the government of the City except the Mayor, City Council or staff.

Section 4. Meetings, Quorum and Authority The Hotel Tax Advisory Board shall meet on as needed basis for proper advisory on allocation of funds. Four (4) board members shall constitute a quorum.

The board has no authority to make decisions binding on the city. The board's functions are purely advisory and not subject to the Open Meetings Act.

Section 5. Duties and Responsibilities

- i. To receive, review and evaluate application from entities requesting HOT Funds; and
- ii. To receive, review and evaluate post-event presentation and report from entities that have received HOT Funds; and
- iii. No expenditures of hotel tax revenues shall be made without prior approval by the City Council; and
- iv. Any other function or duty directed by the City Council regarding the Board.

Section 6. Election of Officers The appointment of a Chair, Vice-Chair and Secretary shall be done at the first meeting following the appoints of the new Board. Each officer shall serve a one-year term, with eligibility for re-election.

Section 7. Rules and Procedures The Board may adopt rules and procedures to govern their proceedings, and to carry out the purposes for which the Board is created, not inconsistent with state law.

Section 8. Compliance with Texas Local Government Code All actions, recommendations, and activities of the Hotel Tax Advisory Board shall conform to the requirements and restrictions of Chapter 351 of the Texas Local Government Code, as well as any other applicable state laws.

Section 9. Effective Date This resolution shall become effective immediately upon its passage and approval by the City Council of Seabrook, Texas.

PASSED AND APPROVED this _____ day of _____, 2024.

Thomas Kolupski
Mayor

ATTEST:

Rachel Lewis
City Secretary

APPROVED AS TO FORM:

David Olson
City Attorney



Agenda Briefing

Date of Meeting: November 7, 2024

Responsible Department: City Manager's Office

Presenter: Kevin Rodgers, Fire Marshal | Emergency Management Coordinator

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action on Task Order 2024-01 with Ardurra LLC, under the Professional Services Agreement for Hazard Mitigation Grant Management Services, for the preparation and grant applications for the Seabrook Early Warning System and the NASA Water Line Relocation projects in an amount not to exceed \$17,500.00 and authorize the City Manager to execute all associated documents.

Executive Summary / Background:

The requested proposal will provide services to begin the Benefit Cost Analysis (BCA) and research necessary for an application to formally be submitted on the Seabrook Early Warning System and NASA Water Line Relocation projects under the following Notice of Funding Opportunity (NOFO)

Hazard Mitigation Grant Program (HMGP) April 2024, Severe Storms, FEMA DR-4781
Hazard Mitigation Grant Program (HMGP) Hurricane Beryl, FEMA DR-4798

Under Work Authorization 2024-02, Ardurra will provide professional services to support Seabrook's application process for hazard mitigation funding. This includes technical assistance and coordination with City staff on project scope, cost estimations, and compliance to ensure the successful submission and follow-up of the grant applications.

Scope of Services:

Ardurra's services include:

1. **Project Scope and Cost Review:** Collaboration with City staff to define scope and review cost estimates based on the City's Capital Improvement Plan.
2. **Application Process Completion:** Preparing application sections, including

eligibility, project description, objectives, and damage history.

3. **Environmental and Historical Compliance:** Ensuring alignment with Environmental Historical Preservation (EHP) requirements.
4. **Mapping and Documentation:** Development of GIS maps, project design drawings, and photographic documentation.
5. **Budget and Cost-Benefit Analysis (BCA):** Preparing budget worksheets and conducting a BCA based on historical damage data.
6. **Submission of Draft and Final Applications:** Coordinating with City staff to address feedback, finalize, and submit applications.
7. **Agency Responses:** Addressing up to two requests for information from TDEM and/or FEMA.

Funding / Fiscal Information:

Fund 28 - Capital Improvement Fund

Supporting Materials Attached:

1. Ardurra Scope of Services -Seabrook - Work Authorization 2024-02

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

APPENDIX B
WORK AUTHORIZATION
404 HAZARD MITIGATION GRANT
GRANT MANAGEMENT ASSISTANCE
Number: _2024-02

Project Name: Seabrook Early Warning System and NASA Water Line Relocation
GRANT MANAGER will provide professional services and technical assistance to support the 404 Hazard Mitigation Grant applications for the Seabrook Early Warning System (SBK10) and NASA Water Line Relocation at Mud Bayou (SBK20) Projects.

1.1 Grant Management

The GRANT MANAGER is to provide assistance and support for grants management and administration as needed for 404 Hazard Mitigation Program and application process. The GRANT MANAGER will perform services and work necessary to complete the following objectives and tasks:

- 1.1.1 Project Scope Review for 404 application projects – Grant Manager will meet with City staff as needed to define the proposed scope of work to be completed for each grant application.
- 1.1.2 Project Initial Cost Estimate & Schedule Review – Grant Manager will develop the initial grant project cost estimates and completion schedules for input into the grant applications. Project costs will be based upon estimates provided from the City's Capital Improvement Plan (CIP) or as provided by City staff and adjusted as necessary.
- 1.1.3 Application Process – Grant manager will complete the following sections of the grant application based upon understanding obtained by meeting with City staff.
 - i. Project eligibility, clear project description including major elements of the project such as contracting, construction, close-out, and Period of Performance (POP).
 - ii. Project objectives including solution hazard reduction, outcome, millstones, and Level of Effort (LOE), project staff and management.
 - iii. Damage History, Project Location and Population and Structures Affected by Project
 - iv. Environmental Historical Preservation (EHP) Compliance
- 1.1.4 Maps – Grant Manager will develop the maps needed to support the grant applications based upon the project descriptions and locations provided in the CIP and meetings with City staff. City staff will provide a detailed map and listing for the location of early warning system equipment.
 - i. GIS Maps
 - ii. Drawings/ Design
 - iii. Photos
- 1.1.5 Complete Budget Worksheet – this will be based upon cost estimates provided within the CIP and City staff and revised as necessary

- 1.1.6 BCA – Full BCA will be provided and based upon cost estimates from the CIP and will utilized previously determined damages (if applicable). A determination will be made to utilize historic versus predicted damages based upon available data.
- 1.1.7 All Completed Forms (6) – Grant Manager will complete all drafts of supporting forms for execution by the City.
- 1.1.8 Draft and Final Grant Applications – Draft grant applications shall be provided for City staff review. Upon completion of their review comments from City staff will addressed and incorporated into the final grant applications. Grant Manager will coordinate the submittal of the final grant applications on the City's behalf.
- 1.1.9 Response to requests for information from TDEM and/or FEMA will limited to two responses.

1.2 Work Authorizations

Each work authorization shall be provided its own separate defined scope of services, budgetary limit and schedule. This work authorization shall be for the completion of the tasks indicated above.

2.0 COMPENSATION:

Payments to GRANT MANAGER shall be based on hourly rates provided as **Attachment C** of the contract with the City. The Not to Exceed limit for Work Authorization 2021-04 shall be \$8,700 per application or a total of \$17,400. Notice to proceed will be authorized upon the execution of this work authorization.

3.0 TIME OF PERFORMANCE

The services of the GRANT MANAGER shall commence on November 8, 2024. Draft applications shall be provided for City review by January 15, 2025. Final applications shall be uploaded by February 14, 2025. Response to comments on submitted grant applications shall be provided as needed.

ACCEPTANCE:

The foregoing Work Authorization is accepted on the terms set forth as indicated by the signatures below

GRANT MANAGER

CITY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Agenda Briefing

Date of Meeting: November 7, 2024

Responsible Department: City Manager's Office

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

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action on a report from Council Members Jackie Rasco and Joe Machol on the Administrative Services Agreement and position of Director of Economic Development.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. EDC Bylaws

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

1
2 **BYLAWS OF THE**
3 **SEABROOK ECONOMIC DEVELOPMENT CORPORATION**
4

5 **ARTICLE ONE**

6 **OFFICE AND AGENT**

7 The principal office and agent of the Seabrook Economic Development Corporation (hereinafter
8 referred to as the "Corporation") in the State of Texas shall be located at 1700 First Street, Seabrook, Texas or
9 other location as may be determined by the Board of Directors, approved by City Council of the City of
10 Seabrook, and recorded with the Secretary of State.

11
12
13 **ARTICLE TWO**

14 **PURPOSE**

15 2.01 The Corporation is a non-profit corporation specifically governed by Section 4B of the Texas
16 Development Corporation Act of 1979, (Chapters 501-502, 505, Texas Local Government Code (hereinafter
17 referred to the "Act.")). The Corporation shall have all of the powers enumerated in the Act, except as limited
18 by these Bylaws, its Articles of Incorporation, or determination of the City Council.

19
20 2.02 The purpose of the Corporation is to use economic development resources to encourage and promote the
21 general economic welfare of the City, its residents and businesses as authorized by the Act, as it may be
22 amended.

23
24
25 **ARTICLE THREE**

26 **MEMBERS**

27 The Corporation shall have no members and is a non-stock corporation. The word "member" may be used in
28 these Bylaws in reference to those appointed to serve as Directors or on committees, but does not imply or
29 confer any corporate membership or ownership status.

30
31
32 **ARTICLE FOUR**

33 **BOARD OF DIRECTORS**
34

Management of the Corporation

4.01 The business and affairs of the Corporation and all corporate powers shall be exercised by or under authority of the Board of Directors (the "Board"), appointed by the governing body of the City of Seabrook, and subject to applicable limitations imposed by the Texas Non-Profit Corporation Act, the Texas Business Corporation Act, the Texas Development Corporation Act, its Articles of Incorporation, or these Bylaws. The Board may, by contract, resolution, or otherwise, provide general or limited special power and authority to the officers and employees of the Corporation to transact the general business or any special business of the Corporation, and may give powers of attorney to agents of the Corporation to transact any special business requiring such authorization.

Number, Qualifications, and Tenure of Directors

4.02 The authorized number of Directors of this Board shall be seven (7). The City Council shall appoint the Directors of the Corporation in accordance with the Act and the City's Home Rule Charter, as each may be amended. The membership of the Board of Directors shall include the Mayor and one additional member of City Council. At least five (5) Directors of the Board shall not be officers or employees of the City of Seabrook or members of its City Council, and these five (5) Directors shall be referred to as "Public Members" and/or as "Public Directors" of the Board of Directors.

The terms of office for the Directors of the Board are as follows: (a) The term of Directors who are also members of the City Council, shall be two (2) years; such two (2) year[s] term to run concurrently with the respective Council member's term of elected office; (b) The terms of Public Members shall be by appointment by the City Council for staggered two (2) year terms. Beginning in January 2025, three (3) members will be appointed for two-year terms. In January 2026, two (2) members will be appointed for two-year terms. Thereafter, appointments will continue every two years in even-numbered years.

Any Director who is a member of the governing body of the City shall cease to be a Director at the time he or she ceases to be a member of the City Council. A director may be removed by the City Council at any time without cause. Each director shall be a resident of the City of Seabrook.

Vacancies

4.03 Any vacancy occurring on the Board of Directors shall be filled by appointment by the City Council of the City. All interviews by the City Council to fill vacancies for directors shall be conducted in open meetings. A director appointed to fill a vacancy shall be appointed for the unexpired term of his or her predecessor in office.

69 **Ex Officio Representatives of the Board**

70 4.04 The City Manager shall serve as an ex officio representative of the Board and may attend all meetings of
71 the Board or its Committees including executive sessions, if allowed by law. He or she shall not have the
72 power to vote. In addition, the Board of Directors may appoint representatives from area organizations to serve
73 as ex officio, non-voting members of the Board.

74
75 **General Duties of the Board**

76 4.05 The Board is hereby required to perform the following duties:

- 77
78 a. The Board shall develop or cause to be developed, an overall economic development plan for
79 the City, which shall include and set short-term goals and long-term goals that the Board deems
80 necessary to accomplish its purpose as stated in Section 2.01 hereof.

81
82 This plan shall require approval by the City Council of the City and may include the following elements:

- 83
84 1. An economic development strategy to bolster the business climate throughout the City.
85 2. Strategies to fully utilize the assets of the City that enhance economic development.
86 3. Identification of strategies to coordinate public, private, and academic resources to
87 develop and enhance business opportunities.
88 4. Assurance of accountability of all tax monies expended by the Corporation for
89 implementation of the overall economic development plan.
90 5. Identification and implementation of strategies for economic development.
91 6. An annual work plan outlining the anticipated activities, tasks, projects, and programs
92 to be undertaken by the Board during the upcoming fiscal year. The annual work plan
93 shall be submitted with the Corporation's annual budget, as outlined in Section 7.02 of
94 these Bylaws.

- 95
96 b. The Board shall review the overall economic development plan at least once each year to ensure
97 that said plan is up-to-date with the current economic climate.

- 98
99 c. The Board shall expend, in accordance with State law, any tax funds received by it on economic
100 development as allowed by law, to:

- 101
102 1. Pay the costs of projects found by the Board to be required or suitable for use for
103 professional and amateur (including children's) sports, athletic, entertainment, tourist,
104 convention, and public park purposes and events, including stadiums, ball parks,

auditoriums, amphitheaters, concert halls, learning centers, parks and park facilities, and related space improvements, museums, exhibition facilities, and related store, restaurant, concession, and automobile parking facilities, related area transportation facilities, and related roads, streets, and water and sewer facilities, and other related improvement that enhance any of those items; or

2. Pay the principal of, interest on, and other costs relating to bonds or other obligations issued by the Corporation to pay the costs of the projects or to refund bonds or other obligations.

3. Fund any other Project(s) authorized by law.

d. The Board may contract with the City of Seabrook, or with another entity, for administrative services. The Board may plan and direct its work through a designated employee of the City of Seabrook, or other contractual entity, who will be charged with the responsibility of carrying out the Corporation's plan and program as adopted by the Board.

e. The Board shall make a detailed annual report to the City Council once each year. This report shall include, but not be limited to, the following:

1. A review of all expenditures made by the Board in connection with their activities involving direct economic development as defined in this Section together with a report of all other expenditures made by the Board.

2. A review of the accomplishments of the Board in the area of direct economic development.

3. The policies and strategy followed by the Board in relation to direct economic development, together with any new or proposed changes in said policies and strategy.

4. The activities of the Board for the budget year addressed in said annual report, together with any proposed change in said activity or activities as they relate to direct economic development.

5. A review of the activities of the Board in areas of endeavors other than direct economic development, together with any proposed changes in these activities.

6. An annual report for consideration for review and acceptance by the City Council.

f. The Board shall be accountable to the City Council for all activities undertaken by them or on their behalf, and shall report on all activities of the Board, whether discharged directly by the

Board or by any person, firm, corporation, agency, association or other entity on behalf of the Board. A mid-year report, shall be made by the Board to the City Council, and shall include, but not be limited to the following:

1. Accomplishments to date as compared with the overall plan or strategy for direct economic development.
2. Anticipated short-term challenges during the next six-month reporting period, together with recommendations to meet short-term challenges.
3. Long-term issues to be addressed over the succeeding twelvemonth period or longer period of time, together with recommendations to meet such issues with emphasis to be placed on direct economic development.
4. A recap of all budgeted expenditures for the first six (6) months of the fiscal year, together with a recap of unused budgeted funds and any commitment made on said unused funds.

Implied Duties

4.06 The Corporation is authorized to do that which the Board deems desirable to accomplish any of the purposes or duties set out in Sections 2.01 and 4.05 of these Bylaws and in accordance with State law.

Meetings

4.07 The Board shall hold regular meetings, generally, once a month. The Chairperson may call special meetings when, in his/her judgment, such meetings are necessary. All meetings of the Corporation shall be held at City Hall or another facility within the city. If there is no business to discuss, the Chair shall notify the Directors. All meetings of the Board shall provide notice and be conducted as provided for and in accordance with the requirements of the Texas Open Meetings Act, Texas Government Code Chapter 551, as amended.

4.08 No meetings of the Board of Directors shall be held outside the boundaries of the City.

Attendance

4.09 Regular attendance at the Board meetings is required of each Director and the attendance record of each Director shall be submitted to the Council prior to any reappointment to the Board. The following number of absences may constitute the need for replacement of a Director: three (3) consecutive absences or attendance reflecting unexcused absences; or absences constituting fifty percent (50%) of the regularly scheduled meetings over any twelve (12) month period. In the event replacement for unexcused absences is indicated, the Chair will counsel the Director, and **if there are recurring absences** subsequently, the Chairperson shall

174 submit, in writing to the City Secretary, to be forwarded to the City Council, a request to consider replacing
175 the Director in question.

176
177 **Quorum**

178 4.10 For the purposes of convening a meeting and transacting the business of the Corporation at any meeting,
179 a majority of the appointed members of the Board shall constitute a quorum. If there is an insufficient number
180 of Directors present to convene a meeting and transact business, the presiding officer shall adjourn the meeting.

181
182 **Compensation**

183 4.11 The Directors shall serve without compensation, but shall be reimbursed as allowed by State law and
184 approved by the Board, for actual or commensurate costs of travel, lodging, and/or incidental expenses
185 incurred while performing official business of the Board.

186
187 **Voting; Action of the Board of Directors**

188 4.12 Directors must be present in order to vote at any meeting. Unless otherwise provided in these Bylaws, the
189 Corporation's Articles of Incorporation, or State law, the act of a simple majority of the Directors present at
190 any meeting is sufficient to constitute action of the Board and authorize the Chair of the Board to take further
191 action. For any vote or item presented for action to the Board, for which a Director is aware of a conflict of
192 interest or potential conflict of interest, with regard to any particular vote, the Director shall bring the same to
193 the attention of the Board, file any affidavit required to be filed by state law, and shall abstain from discussion
194 and voting. Any Director may bring any apparent conflict of interest to the attention of the Board before any
195 vote shall be taken regarding that particular matter. In absence of a conflict of interest, each Director present
196 at the meeting shall vote for or against each question brought before the Board.

197
198 **Board's Relationship with City Council**

199 4.13 In accordance with State law, the City Council shall require the Corporation to be responsible for the
200 proper discharge of the duties assigned in this Article. All policies for program administration shall be
201 submitted for City Council approval, and the Board shall administer said programs accordingly. The Board
202 shall determine its policies and direction within the limitations of the duties herein imposed, by applicable
203 laws, the Corporation's Articles of Incorporation, these Bylaws, contracts entered into with the City, and budget
204 and fiduciary responsibilities.

205
206 **Administration of Economic Development Programs**

207 4.14 The Corporation may, with approval of the City Council, contract with the City of Seabrook, or with
208 another entity or individual, for full or part-time employees as needed to carry out the programs of the

209 Corporation. These employees shall perform those duties outlined in state law, and any employees may be
210 included within the City's retirement and insurance plans, provided the Corporation reimburses the City for
211 these costs.

212
213 4.15 The Corporation and the City may agree in writing for the provision of required administrative services
214 necessary for the operation of the Corporation, whether in addition to or in place of any Corporation
215 employees. The Corporation shall reimburse the City for the City's actual costs. The Board shall make any
216 request for services of the City in writing to the City Manager. The City Manager may approve any request
217 for assistance when he/she finds the requested services are available within the administrative departments of
218 the City, and that the Board has agreed to reimburse the administrative department's budget for the costs of the
219 services provided.

220
221 4.16 The Board is authorized to hire its own legal counsel.

222
223 4.17 The Corporation may, with approval of the City Council, contract with any qualified and appropriate
224 person, association, corporation, or governmental entity to perform and discharge designated tasks which will
225 aid or assist the Board in the performance of its duties. However, no contract shall ever be approved or entered
226 into which seeks or attempts to divest the Board of Directors of its discretion and policy-making functions in
227 discharging the duties hereinabove set forth.

228
229
230 **ARTICLE FIVE**

231 **OFFICERS**

232
233 **Officers of the Corporation**

234 5.01 The elected officers of the Corporation shall be Chairperson (Chair), Vice Chairperson (Vice-Chair),
235 Secretary, and Treasurer. The Board may resolve to elect one or more Assistant Secretaries or one or more
236 Assistant Treasurers as it may consider desirable. Officers shall have the authority and perform the duties of
237 their office as the Board may prescribe or as the Secretary or Treasurer may delegate to his or her respective
238 Assistant. No Director shall hold more than one office at any time.

239
240 **Selection of Officers**

241 5.02 The officers shall be elected by the Board and shall serve for a term of one (1) year. The term of office of
242 each officer shall always be for a period of one (1) year; provided, however, each officer shall continue to
243 serve until the election of his or her successor unless the Director has been replaced. The Mayor shall not
244 serve as an officer. Elections shall be held at the annual meeting of the Board.

EDC Bylaws

245
246 **Vacancies**

247 5.03 A vacancy in any office, which occur by reason of death, resignation, disqualification, removal, or
248 otherwise, may be filled by appointment by the Board of Directors for the unexpired portion of the term of
249 that office, in the same manner as other officers are elected by the Board.
250

251 **Chair**

252 5.04 The Chair shall be the presiding officer of the Board. In general, the Chair shall perform all duties incident
253 to the office, and other duties as shall be prescribed by the Board of Directors. The Chair shall also have the
254 following specific authority:

- 255
256 a. To preside over all meetings of the Board;
257 b. To vote on all matters coming before the Board;
258 c. To call a special meeting of the Board, upon notice to all Board members when, in his judgment,
259 a meeting is necessary;
260 d. To cancel any regularly scheduled meeting of the Board when there is no business to discuss,
261 provided s/he gives notice to the Board and to the public of the cancellation, as provided in
262 Section 4.07 hereof.

263
264 In addition to the above-mentioned duties and authority, the Chair shall sign, with the Secretary of the Board,
265 any resolutions, policies, deeds, mortgages, bonds, contracts, or other instruments, which the Board of
266 Directors has approved and unless execution of said document has been expressly delegated to some other
267 officer or agent of the Corporation by appropriate Board resolution, by a specific provision of these Bylaws.
268 All instruments are subject to the approval of the City Council, which approval shall be noted thereon. In
269 general, the Chair shall perform all duties incident to the office, and other duties as prescribed by the Board.
270
271

272 **Vice Chair**

273 5.05 In the absence of the Chair, or in the event of his or her inability to act, the Vice Chair shall perform the
274 duties of the Chair. When so acting, the Vice Chair shall have all powers of shall perform the duties of the
275 Chair. When so acting, the Vice Chair shall have all powers of and be subject to all the same restrictions as the
276 Chair. The Vice Chair shall also perform other duties as may be assigned to him or her by the Chair as provided
277 by law.
278

279 **Secretary**

280 5.06 The Secretary shall be the custodian of the records and seal of the Corporation, and shall keep a register
281 of the current mailing address and street address, if different, of each Director. The Secretary shall cause to be
282 kept, a record of the minutes of all meetings of the Board, of any committee of the Board, and all records of
283 the Corporation, with the City Secretary in accordance with State law.

284 **Treasurer**

285
286 5.07 The Treasurer shall cause to be kept, at the Corporation's registered office, a record of all receipts and
287 expenditures of the funds of the Corporation. The Treasurer shall perform all the duties incident to that office
288 and other duties as may be assigned by the Chair of the Board.

289 **Assistant Secretaries and Assistant Treasurers**

290
291 5.08 The Assistant Secretaries and Assistant Treasurers, shall perform the duties assigned by the Chair or the
292 Board.

293 **ARTICLE SIX**

294 **COMMITTEES**

295
296 **Standing Committees**

297
298
299 6.01 The Board of Directors may appoint standing committees with duties and powers as the Board deems
300 appropriate.

301 **Special Committees**

302
303
304 6.02 The Board of Directors may determine that other committees are necessary or appropriate to assist the
305 Board of Directors, and shall designate, subject to Board approval, the Directors of the respective committees.

306 **Limitation on Committee Authority**

307
308 6.03 No committee shall have the independent authority to act for or in place of the Board of Directors or to
309 expend any funds, but shall act only in an advisory capacity, and shall report back to the Board as directed.

310
311 6.04 The designation and appointment of any committee, and delegation to that committee of any authority,
312 shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed
313 upon it or upon him or her by law.

315 **Term of Office of Committee Members**

316 6.05 Each member of a committee shall serve until the next annual appointment of the Board of Directors and
317 until his or her successor is appointed, unless the committee is terminated sooner, the member has ceased to
318 serve on the Board of Directors, or is removed from the committee.

319
320 6.06 Any committee member may be removed from a committee by the Board whenever in its judgment the
321 best interests of the Corporation would be served by removal.

322
323
324 **Vacancies on Committees**

325 6.07 Vacancies in the membership of any committee may be filled in the same manner as the original
326 appointments.

327
328
329 **ARTICLE SEVEN**

330 **FINANCIAL ADMINISTRATION**

331
332 The Corporation's financial administration shall be conducted as follows:

333
334 **Fiscal Year**

335 7.01 The fiscal year of the Corporation shall begin on October 1 and end on September 30 of the following
336 year.

337
338 **Budget**

339 7.02 A budget for the forthcoming fiscal year shall be submitted to, and approved by, the Board of Directors
340 and the City Council of the City of Seabrook. Once a budget is approved, this constitutes approval for the
341 Corporation to expend Corporation funds in accordance with the budget. The budget may be amended, subject
342 to the same approval requirements, to allow for changes in economic development priorities or to respond to
343 an economic development opportunity.

344
345 **Contracts**

346 7.03 As provided in Article Five above, the Chair and Secretary shall execute any contracts or other
347 instruments, which the Board has approved and authorized to be executed; provided, however, the Board may,
348 by appropriate resolution, authorize any other officer or officers or any other agent or agents, to enter into
349 contracts or execute and deliver any instrument in the name and on behalf of the Corporation. Such authority
350 may be confined to specific instances or defined in general terms.

351 When appropriate, the Board may grant a specific or general power of attorney to carry out some action on
352 behalf of the Board; provided, however, no power of attorney may be granted unless an appropriate resolution
353 of the Board authorizes the same to be performed, subject to approval by City Council.
354

355 **Checks and Drafts**

356 7.04 No check, draft, order for the payment of money or evidence of indebtedness shall be prepared or signed
357 unless same is in accordance with the approved Corporation budget, or an approved budget amendment. All
358 checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the
359 name of the Corporation shall be approved by the Board and signed by two officers of the Corporation or their
360 designees.

361
362 **Deposits**

363 7.05 All funds of the Corporation shall be deposited, on a regular basis, to the credit of the Corporation in a
364 local bank, which shall be federally insured and shall be selected following the procedures and requirements
365 for selecting a depository as set forth in Chapter 105 of the Texas Local Government Code.

366
367 **Gifts**

368 7.06 The Corporation may accept any contribution, gift, bequest, or device for the general purpose or for any
369 special purpose of the Corporation.

370
371 **Purchasing**

372 7.07 All purchases made and contracts executed by the Corporation shall be made in accordance with the
373 requirements of the Texas Constitution and laws of the State of Texas.

374
375 **Investments**

376 7.08 Temporary and idle funds, which are not needed for immediate obligations of the Corporation, may be
377 invested in any legal manner as provided in Chapter 2256 of the Texas Government Code, (the Public Funds
378 Investment Act).

379
380 **Bonds**

381 7.09 The Corporation is authorized to issue bonds for appropriate projects, provided they are issued in
382 accordance with all applicable state laws, and with the approval of the Seabrook City Council, after review
383 and comment by the City's bond counsel and financial advisor.
384

385 **Uncommitted Funds**

386 7.10 Any funds of the Corporation that are uncommitted at the end of the fiscal year shall be considered a part
387 of the Fund Balance of the Corporation. The undesignated Fund Balance may be designated for any legal
388 purpose, provided both the Corporation's Board of Directors and the City Council approve the commitment.
389 This designation may include the establishment of a Permanent Reserve Fund, which shall be accumulated for
390 the purpose of using the interest earnings of the Fund to finance operation of the Corporation.

391 **Monthly Reports**

392
393 7.11 The City financial office will provide to the Board of Directors a monthly report of all matters required,
394 permitted, or done pursuant to this Article or any contract.

395 **Annual Audit; Bonding Requirements for Third Party Audits**

396
397 7.12 An annual audit of the Corporation's books and funds shall be prepared by a competent independent audit
398 firm as soon as practical following the end of each fiscal year. The Corporation audit shall generally be
399 completed in conjunction with the City's audit. Provided, however, that the Corporation may contract with a
400 third party to perform the Corporation's financial and accounting requirements, including the annual audited
401 financial statement, with the approval and consent of the City Council. The City of Seabrook, or any other
402 contractual entity providing financial services to the Corporation, shall provide to the Board of Directors an
403 annual audited financial statement of all funds.

404
405 7.13 If the Corporation independently contracts with an entity other than the City for financial accounting and
406 auditing services, the entity shall be required to provide an official bond in the sum of not less than One
407 hundred Thousand Dollars (\$100,000.00). Such bond shall be procured from a regularly accredited surety
408 company authorized to do business in the state. A copy of the bond shall be filed with the Corporation and
409 with the City Secretary.

410
411 7.14 If the Corporation's audit is not completed with the City's, and the Corporation does not elect to contract
412 for financial services, the Chair, Vice Chair, and Treasurer of the Board shall each give an official bond in the
413 sum on not less than One Hundred Thousand Dollars (\$100,000.00). The bonds referred to in this section shall
414 be considered for the faithful accounting of all monies and things of value coming into the hands of such
415 officers. The bonds shall be procured from some regularly accredited surety company authorized to do business
416 in the state. The premiums shall be paid by the Corporation. A copy of each officer's bond shall be filed with
417 the City Secretary.

418
419 **ARTICLE EIGHT**

421 **BOOKS AND RECORDS**

422 The Corporation shall keep correct and complete books and records of all actions of the Corporation, including
423 books and records of accounts and the minutes of meetings of the Board of Directors and of any committee
424 having any authority of the Board and to the City Council. Members of the City Council and Directors of the
425 Corporation may inspect the books of the Corporation, and any information that may be designated by law as
426 public information shall be open to public inspection at any reasonable time. The Texas Public Information
427 Act, Chapter 552, Texas Government Code, shall apply to any disclosure of the Corporation's records.

428
429
430 **ARTICLE NINE**

431 **SEAL**

432 The Board of Directors shall obtain a corporate seal which shall bear the words "Corporate Seal of Seabrook
433 Economic Development Corporation"; thereafter, the Board may use the corporate seal and may later alter said
434 seal as necessary, without changing the corporate name; however, these Bylaws shall not be construed to
435 require the use of the corporate seal.

436
437
438 **ARTICLE TEN**

439 **AMENDMENTS TO BYLAWS**

440 10.01 These Bylaws may be amended or repealed, or new Bylaws may be adopted by an affirmative vote of
441 not less than five (5) of the authorized Directors serving on the Board; provided however, that at least ten (10)
442 days prior to the meeting at which action is taken, written notice setting forth the proposed action shall have
443 been given to all Directors, and public notice regarding the action has been given according to the requirements
444 of State law.

445 10.02 No amendment or new Bylaw shall become effective until approved by the City Council.

446
447
448 **ARTICLE ELEVEN**

449 **DISSOLUTION**

450 Dissolution of the Corporation may be effected as provided for in the Act.

451
452
453 **ARTICLE TWELVE**

454 **INDEMNITY**

455 12.01 The Corporation hereby agrees to indemnify and hold harmless each current or former Director or
456 Officer of the Corporation from and against any costs, expenses (including attorney's fees), fines, settlements,
EDC Bylaws

judgments, liabilities, and other amounts, actually and reasonably incurred in any action, suit, or proceeding to which he or she is made a party by reason of holding this position in accordance with the limitations imposed by law; provided, however, an Officer or Director shall not be eligible for indemnification if he/she is finally adjudicated to be liable for gross negligence or intentional/willful misconduct with respect to the matter for which indemnity is sought. The indemnification herein provided shall also extend to good faith expenditures incurred in anticipation or, or preparation for, threatened or proposed litigation. The Board of Directors may, in proper case, extend this indemnification to cover the good faith settlement of any action, suit, or proceedings, whether formally instituted or not.

12.02 The Corporation is authorized to secure independent insurance or to participate in and be included in the coverage provided by the City of Seabrook through the Texas Municipal League Insurance Risk Pool, or other insurance program.

12.03 Furthermore, to the extent allowed by law, the Corporation agrees to indemnify and hold harmless and defend the City of Seabrook, its officers, agents, and its employees, from and against liability for any and all claims, liens, suits, demands, and/or actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses, including court costs and attorneys' fees and other reasonable costs arising out of or resulting from the Corporation's activities, and from any liability arising out of or resulting from the intentional acts or negligence, including all causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of the Corporation, including but not limited to its officers, agents, employees, licensees, invitees, and other persons.

12.04 With respect to the above indemnity, the City of Seabrook and the Corporation will provide each other with prompt and timely notice of any event covered that in any way, directly or indirectly, contingently or otherwise, affects or might affect the Corporation or the City of Seabrook, and the City shall have the right to compromise and defend the same to the extent of its own interests. It is further agreed that this indemnity clause shall be an additional remedy to the City of Seabrook and not an exclusive remedy.

12.05 Furthermore, as set out in the Act, the Corporation, a Director of the Corporation, the City creating the Corporation, a member of the governing body of the City, or an employee of the Corporation or City is not liable for damages arising from the performance of a governmental function of the Corporation or City. For the purposes of Chapter 101, Civil Practice and Remedies Code, the Corporation is a governmental unit and its actions are governmental functions.

492 **ARTICLE THIRTEEN**

493 **MISCELLANEOUS**

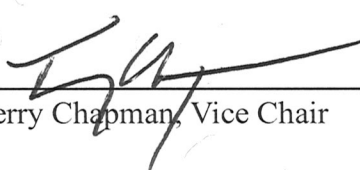
494
495 **Relation to Articles of Incorporation**

496 These Bylaws are subject to, and governed by, the Corporation's Articles of Incorporation, and
497 applicable State statutes under which the Corporation is organized.

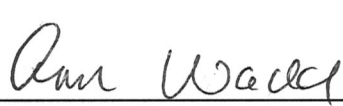
498
499 **CERTIFICATE**

500 This is to certify that the foregoing is a true and correct copy of the amended Bylaws of the Corporation
501 and that these Bylaws were duly amended and adopted by the Board of Directors of the Corporation on the
502 date set forth below.

503
504 Adopted as amended, by an affirmative vote of the Board of Directors, as reflected in the minutes of
505 this meeting, on the 8th day of August, 2024.

506
507
508
509
510 
511 _____
512 Terry Chapman, Vice Chair
513
514

515 ATTEST:

516
517 
518 _____
519 Ann Wacker, Secretary
520



Agenda Briefing

Date of Meeting: November 7, 2024

Responsible Department: City Manager's Office

Presenter: Brian Craig, City Engineer

Briefing Prepared By: Brian Craig

Strategic Focus Area:

General Information:

Consider and take all appropriate action on the approval of amendment #4 to the reallocation of remaining funds from the American Rescue Plan Act (ARPA) funds and amendment of the FY 2025 CIP Program to approve a contract with Foster Fence for the fence replacement at Baybrook Park (Buyboard 657-21) in an amount not to exceed \$12,898.00 and authorize the City Manager to execute all associated documents.

Executive Summary / Background:

To provide an update and obtain approval for reallocating the remaining American Rescue Plan Act (ARPA) funds towards enhancing recreational facilities through fencing improvements around the City's tennis and basketball courts, in alignment with ARPA guidelines. Previous allocated items did not require all the estimated costs in the last allocation update.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Baybrook Park Fence Repair
2. ARPA Funding 10-28-2024

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



Quote: 1CM23OCT24

To: City of Seabrook

Attention: Kevin Padgett

Project: Baybrook Park Fence Repair - Buyboard 657-21

Date: 10/23/2024

Foster Fence will provide the following:

- Demo/Replace 240 linear ft of galvanized chain link fence fabric along Todville road. new 7ga tension wire on bottom.
Existing posts and top rail
- Demo/Replace one 2-3/8" sch40 line posts.
- Replace chain link fabric, hinges and fulcrum latch on three single swing gates.

Total - \$12,898.00* - Tax not included

Estimated Taxes (if applicable) - \$0.00

***Quotes are good for 30 days**

Estimator: Carter Morby - 713-204-8671 - cmorby@fosterfence.com

Members of: Avetta, ISNetworld, Houston Area Safety Council and C3 Accredited

Exclusions - unless specifically included in quote:

(281) 456-7273
(281) 456-0221 Fax

FOSTER FENCE LTD
P.O. BOX 96116
Houston, TX 77213

www.fosterfence.com
info@fosterfence.com



- * Demolition, clearing & grubbing, spoil removal
- * Electrical work, access controls, and conduits
- * Fence and controls grounding.
- * Engineered drawings.
- * Fence or fire department permitting.
- * Property surveying and site layout. The final location of the fence installation is to be verified with the customer/agent and Foster Fence staff before starting the installation.
- * Tree protection, silt fence, temporary fence.
- * Hand digging, hydro-excavation, core drilling, rock drilling, probing.
- * Concrete & asphalt breaks.
- * Signage, bollards, concrete mow strip.
- * Painting, staining, galvanizing after fabrication.
- * Utility locates beyond 811 One call, location of water lines. Private utility lines are not covered by 811. Locating private lines is the responsibility of the property owner.
- * OQ training, OSHA 30 Training, site or hazard specific training greater than 30 minutes
- * Remobilizations, down time, standby time.
- * OCIP, CCIP, Builders Risk, Payment and Performance Bonds

Commerical Conditions

- * All projects requiring special fabrication as well as contracts with a value greater than \$75,000 will require signed and approved submittals before Foster Fence, Ltd. proceeds with construction.
- * Lead times are projected after submittals are approved.
- * Terms - Net 30, unless otherwise expressly negotiated
- * All standy/down time in excess of 30 minutes will be billed at a rate of \$400 per hour.
- * Restocking fee for standard stock materials 25%, non-stock materials 100%
- * Foster Fence Ltd. agrees to guarantee all materials to be free from defects in materials and workmanship for a period of one year from installation. This guarantee does not cover abuse, Acts of God, Nature, or other external source.

CUSTOMER SIGNATURE

DATE

Page 176 of 226



Agenda Briefing

Date of Meeting: November 7, 2024

Responsible Department: City Manager's Office

Presenter: Gayle Cook, City Manager

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:

Consider and take all appropriate action on Resolution 2024-23 casting its ballot for the election of a person to the Board of Directors of the Harris Central Appraisal District.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. 2025 Ballot HCAD

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

Certification of Ballot - City of Seabrook

CASTING ITS VOTE TO APPOINT DIRECTORS
TO THE HARRIS CENTRAL APPRAISAL DISTRICT'S BOARD OF DIRECTORS

I, _____, certify that on the _____ day of _____, 2024, the governing body of **City of Seabrook** did by resolution cast its 5 votes as indicated below on this Certification of Ballot for the person(s) listed below to be appointed to the Harris Central Appraisal District's Board of Directors. There will be **five directors** appointed to the board through this voting process involving all taxing units eligible to vote.

You may cast your votes for one or more candidates or distribute them amongst the candidates listed below for any number of directorships. (Section 6.03 (c)).

You are not required to cast any or all of your votes for the candidate that you nominated.

(PLEASE PLACE an "X" NEXT TO THE CANDIDATE(S) OF YOUR CHOICE AND LIST THE NUMBER OF VOTES YOU ARE CASTING FOR THE CANDIDATE(S))

NAME	MARK WITH "X"	NUMBER OF VOTES <u>5</u>
Cassandra Auzenne Bandy	_____	_____
Jonathan Cowen	_____	_____
Martina Lemond Dixon	_____	_____
Bill Frazer	_____	_____
Melissa Noriega	_____	_____
Jim Robinson	_____	_____
Paul Shanklin	_____	_____
Mike Sullivan	_____	_____

I further certify that a true and correct copy of the resolution casting such ballot is attached hereto.

WITNESS MY HAND this _____ day of _____, 2024

Presiding Officer

ATTEST:

Witness



**Harris Central Appraisal District
OFFICE OF CHIEF APPRAISER**

TO: TO THE GOVERNING BODY AND/OR THE PRESIDING OFFICER OF

City of Seabrook

SERVED BY THE HARRIS CENTRAL APPRAISAL DISTRICT

FROM: ROLAND ALTINGER, CHIEF APPRAISER

SUBJECT: VOTING BALLOT FOR THE ELECTION TO APPOINT FIVE (5)
DIRECTORS TO THE HARRIS CENTRAL APPRAISAL DISTRICT BOARD
OF DIRECTORS

DATE: October 17, 2024

As you know, the taxing units are following a new procedure to select appraisal district directors this year as directed by SB 2 (Texas Property Tax Code Sections See 6.0301 and 6.03). All taxing units have completed the process that the law specifies for selecting a nominee. We are now entering the phase whereby the taxing units that are qualified to vote under Section 6.03(d) will select the directors from among the nominated candidates for the five (5) open seats on the appraisal district's board of directors. This letter begins this final step in the process of appointing five directors.

Before October 30, the chief appraiser is required to prepare a voting ballot listing alphabetically by surname all candidates submitted by all taxing units, including the nominee of the conservation and reclamation districts, that were timely submitted. The chief appraiser is then required to send that ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote. The names of all candidates officially nominated are reflected on the enclosed "Certification of Ballot" form.

Pursuant to voting entitlement calculations made pursuant to Texas Property Tax Code Section 6.03(d), **City of Seabrook** has **5** votes.

To assist in the election procedure, please find enclosed a Certification of Ballot and a suggested form of resolution for casting vote(s) for the candidate(s). The governing body of each taxing unit

is entitled to cast its votes for a candidate(s) of its choice from the names appearing on the appropriate Certification of Ballot.

A taxing unit's votes may be cast for one candidate or may be distributed among any of the candidates listed on the Certification of Ballot. See Property Tax Code Section 6.03 (c). **Please be certain to write down the number of votes you wish to cast for the candidate(s) for whom you are casting your votes.**

Each governing body that casts its votes for one or more of the candidates must formally adopt a resolution naming the person or persons for whom it votes, the number of votes cast for each person, and submit a certified copy to the chief appraiser. ***The vote must be by resolution.***

The resolution, or a certified copy thereof, together with the completed Certification of Ballot, must be delivered to Roland Altinger, Chief Appraiser, 13013 Northwest Freeway, Houston, Texas 77040, or mailed to P. O. Box 920975, Houston, Texas 77292-0975 ***to arrive before 5:00 p.m. on December 16, 2024.*** The outside of the envelope should be marked "Ballot for Board of Directors." Ballots that arrive after that day and time will not be counted.

Resolutions and the Certification of Ballot may be submitted via e-mail to cguerra@hcad.org. However, if they are submitted via e-mail, the original must also be mailed to the address shown above via regular first-class mail.

The five candidates receiving the most votes will be appointed to the board of directors for a term beginning January 1, 2025. S.B. 2 requires that in this first election the taxing units elect three members to three-year terms and two members to a one-year term. The attached voting resolution states that the three candidates receiving the highest votes will serve three-year terms and the two candidates receiving the fourth and fifth highest vote totals will serve a one-year term.

It is important to note that a very specific voting time limit applies to some governing bodies of taxing units because they are each entitled to cast at least 5% (237) of the total votes (4,745).

Specifically, Section 6.03(k-1) states, "[T]he governing body of each taxing unit entitled to cast at least five percent of the total votes must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body. The governing body must submit its vote to the chief appraiser not later than the third day following the date the resolution is adopted."

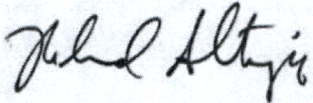
In counting votes cast in the final election involving all voting taxing units entitled to vote, the Tax Code requires the chief appraiser to separate the ballots returned by the Conservation and Reclamation Districts. Pursuant to Section 6.03(k), the candidate who receives the most votes of the Conservation and Reclamation Districts is considered to have received all the votes cast by the Conservation and Reclamation Districts. The other candidates receiving votes from the Conservation and Reclamation Districts who did not receive the most votes cast are considered to have received no votes from the Conservation and Reclamation Districts.

The chief appraiser will count the votes as specified under the provisions contained within the Texas Property Tax Code. The chief appraiser will then declare the results and notify the winners, the nominees, and the presiding officers of each taxing unit before December 31, 2024.

A tie vote will be resolved by a method of chance chosen by the chief appraiser.

If you have questions about the board selection process, please call me at 713-957-5299.

Sincerely,

A handwritten signature in black ink, appearing to read "Roland Altinger".

Roland Altinger, RPA
Chief Appraiser

Attachments

cc: HCAD Board Members
Tax Assessors
Attorneys



Agenda Briefing

Date of Meeting: November 7, 2024

Responsible Department: City Manager's Office

Presenter: Gayle Cook, City Manager

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:

Consider and take all appropriate action on approving the painting of the sails on the mechanically stabilized earth (MSE) retaining walls with the city logo at an amount not to exceed \$21,000.00 to Texas Department of Transportation towards costs in the Advanced Funding Agreement (AFA).

Executive Summary / Background:

In 2016, the update and approval of the city's comprehensive master plan, "2035 Comprehensive Master Plan" developed implementation plans on SH 146 expansion project. One implementation plan within the comprehensive plan is within the SH 146 Corridor District outlined for the city to coordinate with TxDOT to incorporate Seabrook specific design enhancements into the design of the freeway construction.

From that plan, city council and SEDC met and approved to solicit a design firm to develop enhancement options for the highway project to incorporate Seabrook specific branding elements. Through a series of joint meetings, the boards met to develop concept plans and then ultimately refine and define a final project.

The plan set presented to TXDOT by the city's designer at the time only specified that the City's logo be painted the City' navy blue color.

The City staff have received comments that the City Council would like for the sails to be painted and this item will ask for a vote on this addition to the TXDOT painting contractor scope resulting in an additional cost of \$21,000.00. To request the addition will be a change order after letting of the project.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Quote - Painting Sails

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.

Project No.	0389-05-116	Change Order No.	P-299
CSJ	0389-05-116	Title	Painting Seabrook Sail Boats
Project Name	SH146 - Seabrook/Kemah	Date	09/05/2024
County	Harris	Additional days to perform work	

Summary

Item	Description	Unit	Qty	Unit Price	Amount
New Item 01	Painting Seabrook Sail boats	Unit	1.00	20,716.54	20,716.54

Total 20,716.54

Name, Title


Signature



Agenda Briefing

Date of Meeting: November 7, 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, 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: November 7, 2024

Responsible Department: City Secretary's Office

Presenter:

Briefing Prepared By: Michael Gibbs

Strategic Focus Area:

General Information:

Monthly Financial Report for September, 2024.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. FY24 September Monthly Report

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

City of Seabrook, Texas

September Monthly Financial Report

Fiscal Year Ending September 30, 2024

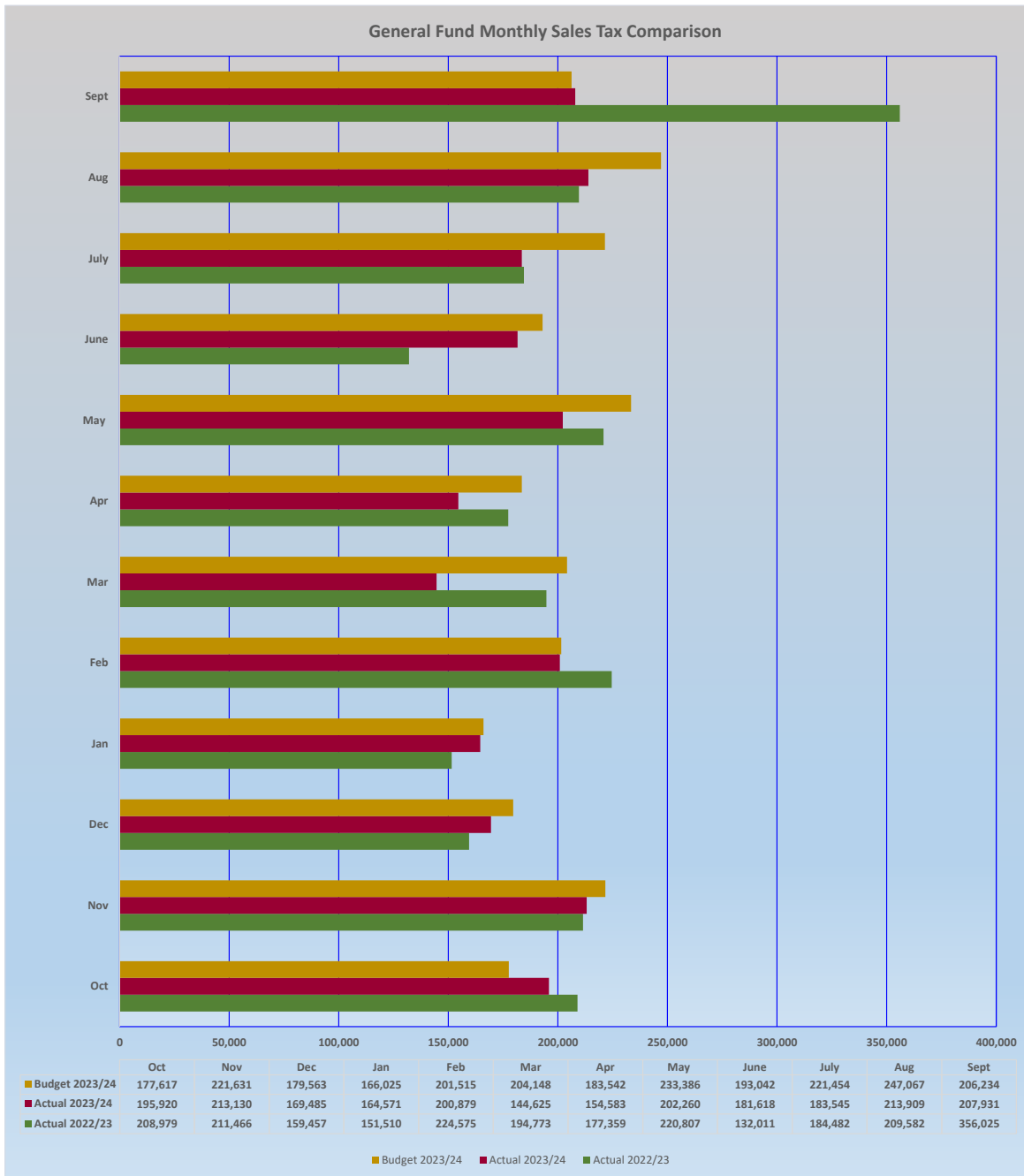


"The City of Seabrook is responsive, innovative and fiscally sound in delivering services that preserve, protect and enhance quality of life."

CITY OF SEABROOK
GENERAL FUND - MONTHLY REPORT
September 30, 2024

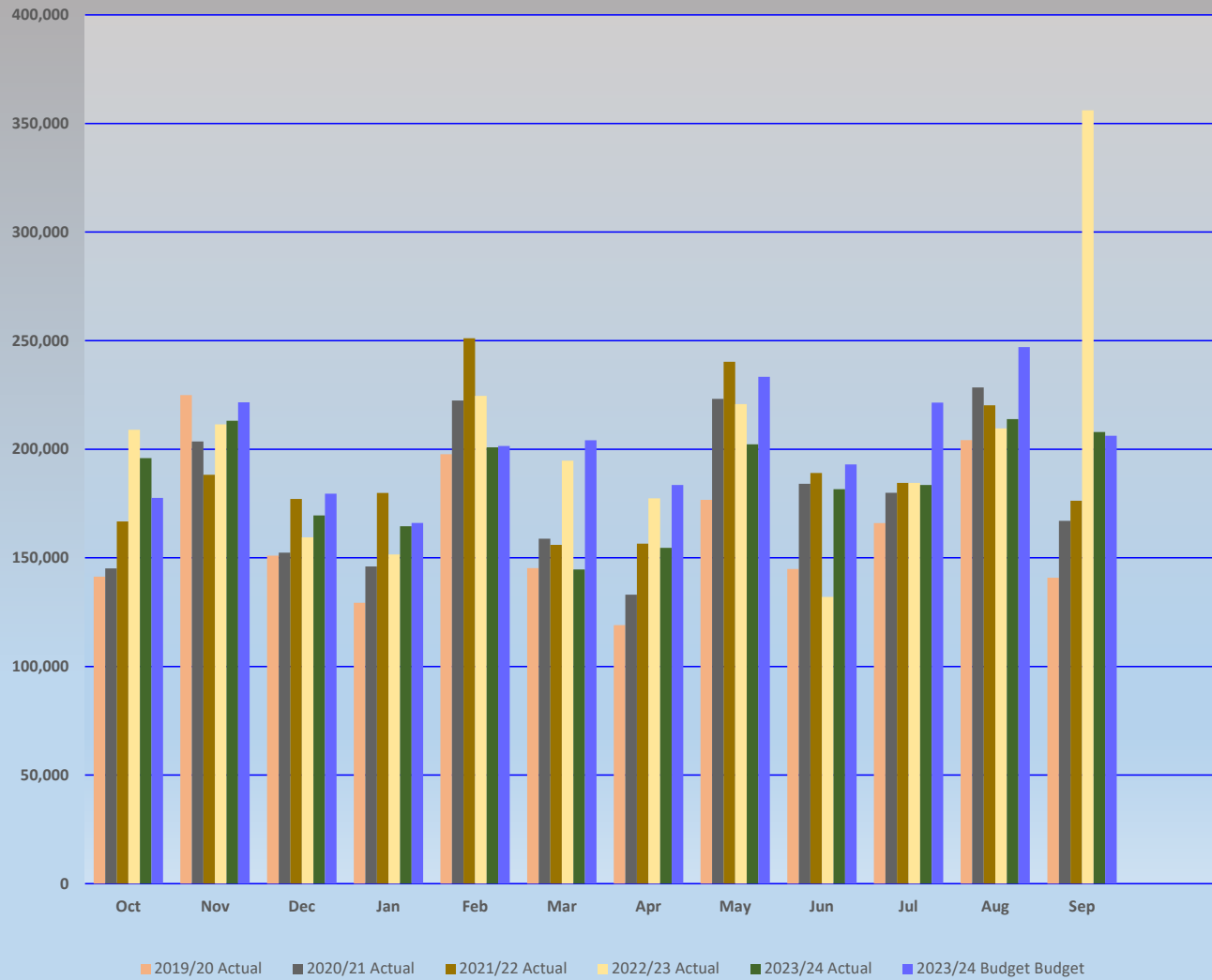
ANNUAL				FISCAL YEAR-TO-DATE		
FORECAST	BUDGET	FORE VS BUD	GENERAL FUND	ACTUAL	BUDGET	ACT VS BUD
		FAV/(UNFAV)				FAV/(UNFAV)
		VARIANCE				VARIANCE
REVENUES						
6,580,876	6,957,067	(376,191)	AD Valorem Taxes	6,580,876	6,957,067	(376,191)
2,362,229	2,585,725	(223,496)	Sales Tax	2,362,229	2,585,725	(223,496)
705,085	730,013	(24,928)	Franchise Tax	705,085	730,013	(24,928)
151,751	112,937	38,814	Intergovernmental	151,751	112,937	38,814
287,323	500,000	(212,677)	Licenses & Permits	287,323	500,000	(212,677)
387,768	429,917	(42,149)	Charges for Services	387,768	429,917	(42,149)
505,198	450,998	54,200	Fines & Forfeitures	505,198	450,998	54,200
502,280	329,377	172,903	Interest Revenue	502,280	329,377	172,903
123,594	125,000	(1,406)	Industrial District Payment	123,594	125,000	(1,406)
495,136	475,710	19,426	Other Revenue	495,136	475,710	19,426
2,383,642	2,383,642	0	Transfers In	2,383,642	2,383,642	0
406,712	406,712	0	Use of Prior Year Funds	406,712	406,712	0
14,891,592	15,487,096	(595,505)	Total Revenues	14,891,592	15,487,097	(595,505)
EXPENDITURES*						
10,037,639	10,669,686	632,047	Personnel Services	10,037,643	10,669,690	632,047
306,875	369,694	62,819	Materials & Supplies	306,875	369,692	62,817
3,741,159	3,780,655	39,496	Services	3,741,160	3,780,656	39,496
320,031	322,441	2,410	Capital Outlay	320,031	322,441	2,410
331,578	331,578	0	Transfers Out	0	331,578	331,578
14,737,283	15,474,050	736,772	Total Expenditures	14,405,709	15,474,056	736,770
FUND BALANCE						
9,161,495	9,161,495	0	Beginning Balance Estimate	9,161,495	9,161,495	0
154,310	13,046	141,264	Change in Fund Balance	485,884	13,041	472,843
9,315,804	9,174,541	141,264	Ending Balance	9,647,378	9,174,536	472,843

	Current Year Actual September	Current Year Budget September	Change Budget to Actual	% Change Budget to Actual	Prior Year Actual September	Change Actual to Actual	% Change Actual to Actual
TAXES - CURRENT	6,512,928	6,843,067	(330,138)	-4.82%	5,981,817	531,111	8.88%
PRIOR YEAR CUR TAX	-	-	-	0.00%	0	-	0.00%
TAXES - DELINQUENT	17,307	75,000	(57,693)	-76.92%	9,888	7,420	75.04%
PRIOR YEAR DEL TAX	-	-	-	0.00%	0	-	0.00%
PENALTY & INTEREST/TAXES	50,640	39,000	11,640	29.85%	53,823	(3,183)	-5.91%
AD VALOREM	6,580,876	6,957,067	(376,191)	-5.41%	6,045,528	535,348	8.86%
SALES TAX	2,229,589	2,435,225	(205,636)	-8.44%	2,431,025	(201,436)	-8.29%
MIXED BEVERAGE TAX	132,640	150,500	(17,860)	-11.87%	120,555	12,085	10.02%
SALES TAX	2,362,229	2,585,725	(223,496)	-8.64%	2,551,580	(189,351)	-7.42%
FRANCHISE TAX - PRIVATE	705,085	730,013	(24,928)	-3.41%	748,000	(42,915)	-5.74%
FRANCHISE-PUBLIC ENTERPRISE	-	-	-	0.00%	0	-	0.00%
FRANCHISE TAX	705,085	730,013	(24,928)	-3.41%	748,000	(42,915)	-5.74%
EMERGENCY MGT GRANT	-	-	-	0.00%	0	-	0.00%
FED/STATE DISASTER REIMBURSEMENT	-	-	-	0.00%	130,128	(130,128)	-100.00%
TPWD WILDLIFE GRANT	-	-	-	0.00%	0	-	0.00%
GRANT	-	-	-	0.00%	18,240	(18,240)	-100.00%
REIMBURSEMENT FROM EDC	110,000	112,937	(2,937)	-2.60%	288,942	(178,942)	-61.93%
INTERGOVERNMENTAL	41,751	112,937	(71,186)	-63.03%	437,310	(395,559)	-90.45%
LICENSES & PERMITS	287,323	500,000	(212,677)	-42.54%	276,691	10,632	3.84%
LICENSES & PERMITS	287,323	500,000	(212,677)	-42.54%	276,691	10,632	3.84%
AMBULANCE REVENUE	292,006	294,398	(2,392)	-0.81%	171,096	120,910	70.67%
DISPATCH & ANIMAL CONTROL	64,175	36,666	27,509	75.03%	36,666	27,509	75.03%
PARK FEES	22,837	48,353	(25,516)	-52.77%	20,800	2,037	9.79%
POOL RECEIPTS	-	23,000	(23,000)	-100.00%	20,861	(20,861)	-100.00%
PLAT FEES	4,500	20,000	(15,500)	-77.50%	11,560	(7,060)	-61.07%
CHARGES FOR SERVICES	387,768	429,917	(42,149)	-9.80%	269,983	117,784	43.63%
DOT FINES	3,129	26,802	(23,673)	-88.33%	3,620	(491)	-13.57%
OMNI FEES	852	1,000	(148)	-14.85%	890	(39)	-4.37%
COURT FINES	500,866	420,096	80,770	19.23%	295,510	205,356	69.49%
MUN COURT-TIME PAYMENT FEE	351	3,100	(2,749)	-88.69%	902	(552)	-61.13%
FINES & FORFEITURES	505,198	450,998	54,200	12.02%	300,923	204,275	67.88%
INTEREST EARNINGS	502,280	329,377	172,903	52.49%	302,775	199,505	65.89%
INTEREST REVENUE	502,280	329,377	172,903	52.49%	302,775	199,505	65.89%
INDUSTRIAL DISTRICT PAYMENT	123,594	125,000	(1,406)	-1.12%	128,662	(5,068)	-3.94%
INDUSTRIAL DISTRICT PAYMENT	123,594	125,000	(1,406)	-1.12%	128,662	(5,068)	-3.94%
LEASE OF FIRE STATION	301,226	328,610	(27,384)	-8.33%	328,610	(27,384)	-8.33%
OTHER REVENUE	103,505	39,000	64,505	165.40%	84,649	18,856	22.28%
CITY EVENTS REVENUE	90,405	108,000	(17,595)	-16.29%	100	90,305	90304.75%
OTHER REVENUE	495,136	475,710	19,426	4.08%	413,359	81,776	19.78%
TRANSFER TO OTHER FUNDS	-	-	-	0.00%	0	-	0.00%
SANITATION FRANCHISE TRANSFER	431,578	431,578	-	0.00%	372,629	58,949	15.82%
REIMBURSEMENT FROM ENTERPRISE	1,952,064	1,952,064	-	0.00%	2,034,153	(82,089)	-4.04%
TRANSFERS IN	2,383,642	2,383,642	-	0.00%	2,406,782	(23,140)	-0.96%
TRANSFER (TO)	-	-	-	0.00%	0	-	0.00%
TRANSFER FROM/(TO) CAPITAL PROJECTS	(331,578)	(331,578)	-	0.00%	-372,629	41,051	-11.02%
TRANSFERS OUT	(331,578)	(331,578)	-	0.00%	-372,629	41,051	-11.02%
USE OF PRIOR YEAR FUNDS	406,712	406,712	-	0.00%	1,264,643	(857,931)	-67.84%
USE OF PRIOR YEAR FUNDS	406,712	406,712	-	0.00%	1,264,643	(857,931)	-67.84%



	Sales Tax			Actual to Prior Year	% Actual to Prior Year	Current Year Actual to Budget	% Current Year to Budget
	2022/23	2023/24	2023/24				
	Actual	Actual	Budget				
October	208,979	195,920	177,617	(13,059)	-6.25%	18,303	10.30%
November	211,466	213,130	221,631	1,664	0.79%	(8,501)	-3.84%
December	159,457	169,485	179,563	10,029	6.29%	(10,078)	-5.61%
January	151,510	164,571	166,025	13,061	8.62%	(1,454)	-0.88%
February	224,575	200,879	200,515	(23,695)	-10.55%	364	0.18%
March	194,773	144,625	204,148	(50,148)	-25.75%	(59,524)	-29.16%
April	177,359	154,583	184,542	(22,776)	-12.84%	(29,959)	-16.23%
May	220,807	202,260	233,386	(18,546)	-8.40%	(31,125)	-13.34%
June	132,011	181,618	183,042	49,607	37.58%	(1,424)	-0.78%
July	184,482	183,545	221,454	(937)	-0.51%	(37,909)	-17.12%
August	209,582	213,909	247,067	4,326	2.06%	(33,159)	-13.42%
September	356,025	207,931	206,234	(148,094)	0.00%	1,697	0.00%
Totals	2,431,025	2,232,458	2,425,225	(198,568)	-8.17%	(192,768)	-7.95%

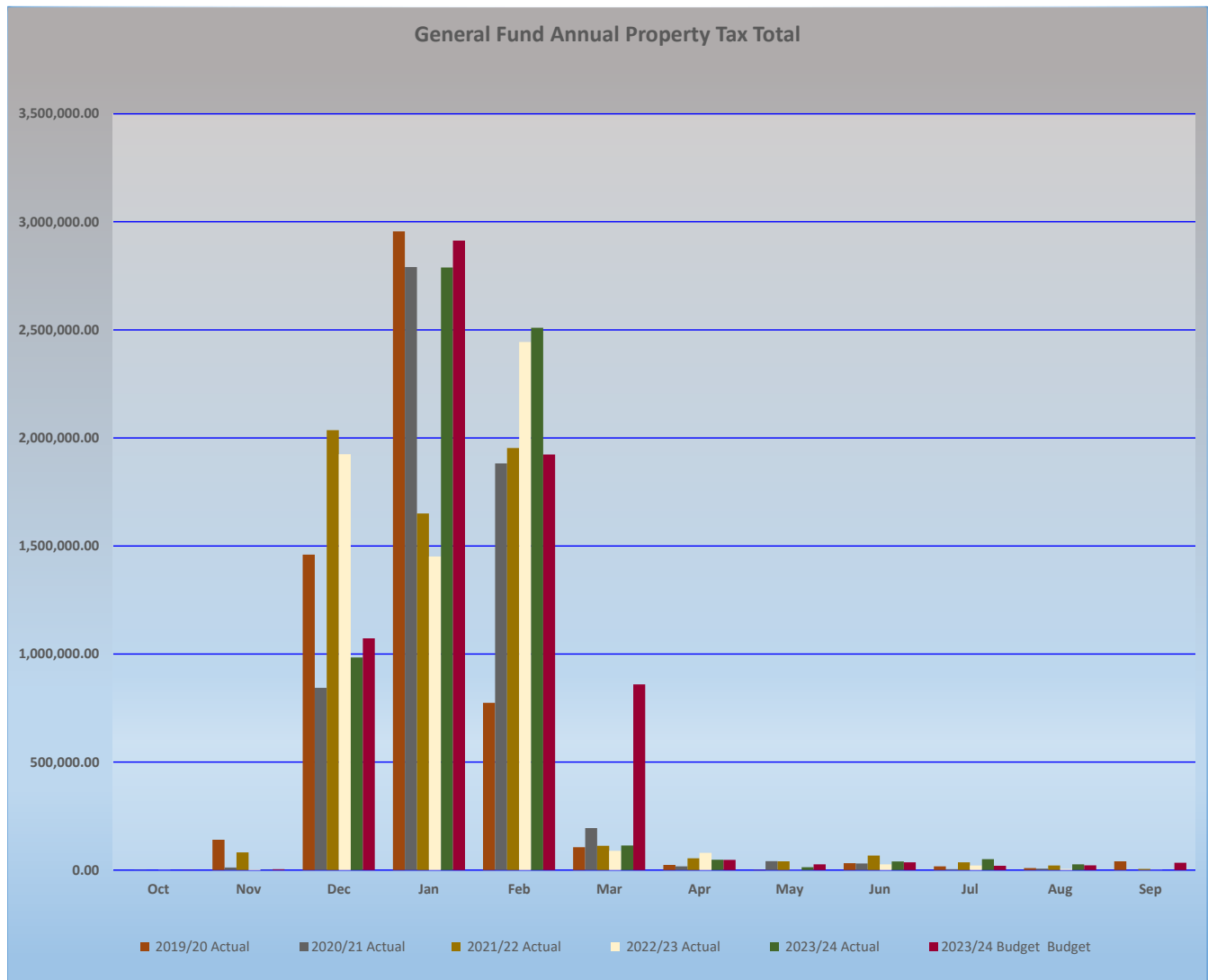
General Fund Annual Sales Tax Total



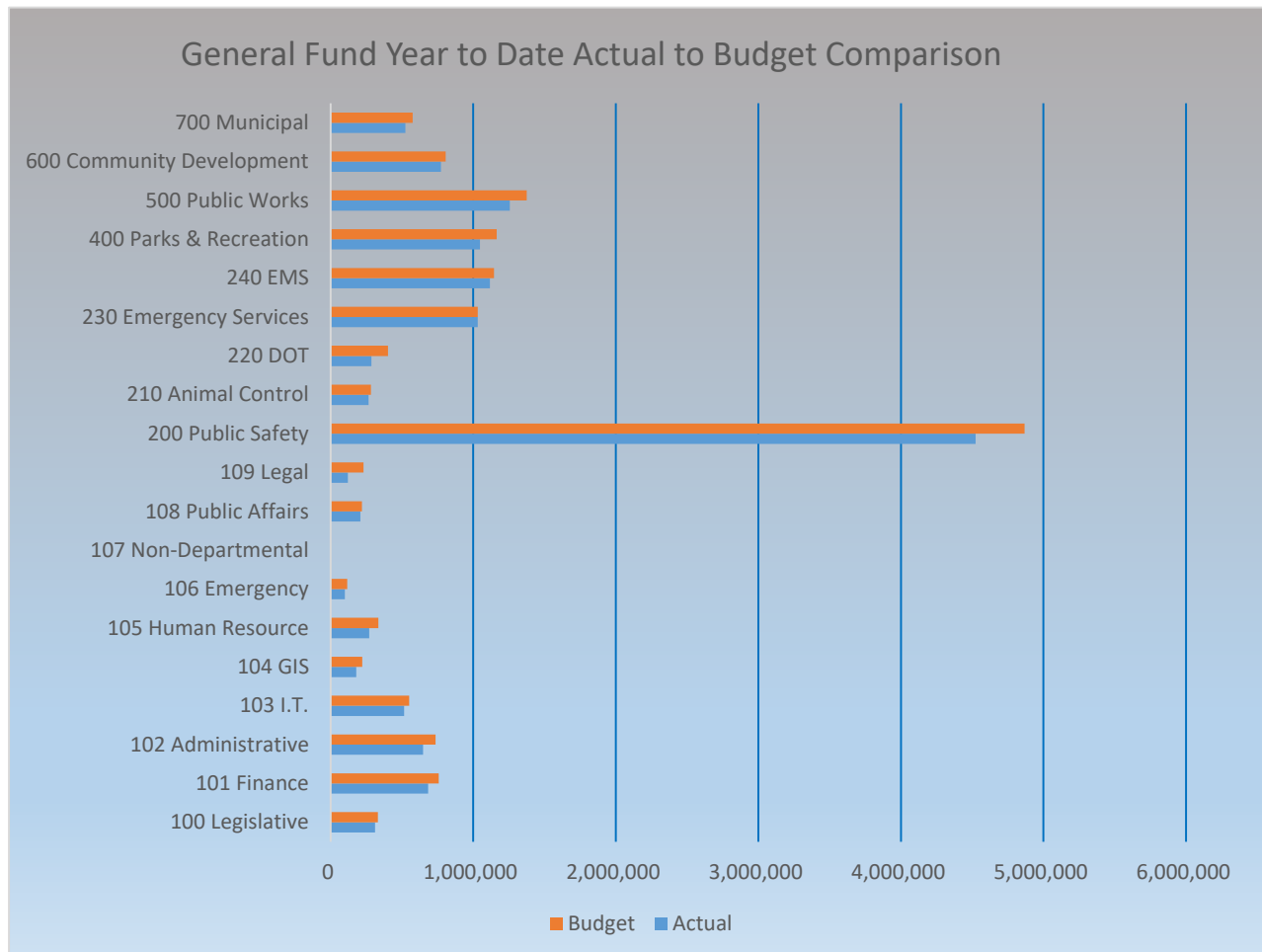
Annual Sales Tax Comparison					
	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	Actual	Actual	Actual	Actual
October	141,341	145,108	166,770	208,979	195,920
November	224,972	203,552	188,209	211,466	213,130
December	151,016	152,368	177,351	159,457	169,485
January	129,278	146,031	179,869	151,510	164,571
February	197,726	222,449	251,364	224,575	200,879
March	145,275	158,810	155,958	194,773	144,625
April	119,047	133,014	156,548	177,359	154,583
May	176,708	223,227	240,286	220,807	202,260
June	144,852	184,071	189,052	132,011	181,618
July	165,975	179,978	184,494	184,482	183,545
August	204,224	228,456	220,228	209,582	213,909
September	140,848	167,046	176,273	356,025	207,931
Totals	1,941,262	2,144,110	2,286,402	2,431,025	2,232,458

Property Tax

	2023/24 Budget	2023/24 Actual	YTD Actual to Budget	YTD % Actual to Budget	2022/23 Actual	Actual to Prior Year	% Actual to Actual
October	33	-	(33)	-100.00%	21	(21)	-100.00%
November	3,980	8	(3,971)	-99.79%	2,981	(2,973)	-99.72%
December	1,071,859	983,949	(87,910)	-8.20%	1,924,676	(940,727)	-48.88%
January	2,913,026	2,788,445	(124,581)	-4.28%	1,450,789	1,337,656	92.20%
February	1,923,637	2,509,975	586,338	30.48%	2,444,312	65,663	2.69%
March	859,807	113,678	(746,129)	-86.78%	89,412	24,265	27.14%
April	47,014	47,666	652	1.39%	79,851	(32,185)	-40.31%
May	26,606	13,526	(13,080)	-49.16%	15	13,511	88364.29%
June	36,059	39,703	3,644	10.11%	26,586	13,117	49.34%
July	19,670	50,673	31,002	157.61%	20,895	29,777	142.51%
August	21,739	26,247	4,507	20.73%	5,199	21,048	404.82%
September	33,636	-	-	0.00%	790	-	0.00%
Totals	6,901,692	6,547,624	-354,068	-5.13%	6,039,539	529,132	8.76%



EXPENDITURES*	Actual	Budget	Variance	
100 Legislative	310,734	330,607	19,873	6.01%
101 Finance	683,019	758,249	75,230	9.92%
102 Administrative	647,687	735,034	87,347	11.88%
103 I.T.	515,084	550,843	35,758	6.49%
104 GIS	179,362	220,603	41,241	18.69%
105 Human Resource	270,115	334,268	64,153	19.19%
106 Emergency	98,596	115,202	16,606	14.41%
107 Non-Departmental	258	0	(258)	#DIV/0!
108 Public Affairs	207,981	218,814	10,833	4.95%
109 Legal	120,497	229,400	108,903	47.47%
200 Public Safety	4,523,997	4,867,549	343,552	7.06%
210 Animal Control	265,237	282,301	17,064	6.04%
220 DOT	285,317	401,376	116,059	28.92%
230 Emergency Services	1,031,403	1,031,296	(107)	-0.01%
240 EMS	1,116,841	1,145,584	28,743	2.51%
400 Parks & Recreation	1,046,655	1,165,123	118,468	10.17%
500 Public Works	1,256,725	1,375,468	118,743	8.63%
600 Community Development	773,454	805,968	32,515	4.03%
700 Municipal	524,177	574,795	50,618	8.81%
900 Disaster	548,571	0	0	0
Total	14,405,711	15,142,480	#####	8.49%



CITY OF SEABROOK
GENERAL FUND - MONTHLY REPORT
September 30, 2024

ANNUAL				FISCAL YEAR-TO-DATE			
<u>FORECAST</u>	<u>BUDGET</u>	FORE VS BUD	<u>GENERAL FUND</u>	<u>ACTUAL</u>	<u>BUDGET</u>	ACT VS BUD	
		FAV/(UNFAV)				FAV/(UNFAV)	
		<u>VARIANCE</u>				<u>VARIANCE</u>	
PERSONNEL SERVICES							
230,396	240,628	10,232	100 Legislative	230,396	240,628	10,232	
439,733	470,891	31,158	101 Finance	439,733	470,891	31,158	
332,288	344,901	12,612	102 Administrative	332,288	344,901	12,612	
339,668	361,887	22,219	103 I.T.	339,668	361,887	22,219	
141,173	159,349	18,176	104 GIS	141,173	159,349	18,176	
233,962	280,759	46,797	105 Human Resource	233,962	280,759	46,797	
71,927	77,605	5,678	106 Emergency	71,927	77,605	5,678	
108	0	(108)	107 Non-Departmental	108	0	(108)	
85,318	107,750	22,432	108 Public Affairs	85,318	107,750	22,432	
41,673	44,475	2,802	109 Legal	41,673	44,475	2,802	
3,985,694	4,183,356	197,662	200 Public Safety	3,985,694	4,183,356	197,662	
224,025	233,607	9,582	210 Animal Control	224,025	233,607	9,582	
274,263	375,936	101,673	220 DOT	274,263	375,936	101,673	
71,927	74,330	2,403	230 Emergency Services	71,927	74,330	2,403	
896,699	915,114	18,415	240 EMS	896,699	915,114	18,415	
704,734	767,386	62,652	400 Parks & Recreation	704,734	767,386	62,652	
784,283	815,322	31,039	500 Public Works	784,283	815,322	31,039	
658,320	681,989	23,669	600 Community Development	658,320	681,989	23,669	
480,918	534,405	53,487	700 Municipal	480,918	534,405	53,487	
40,535	0	(40,535)	900 Hurricane	40,535	0	(40,535)	
10,037,639	10,669,686	632,047	Total Expenditures	10,037,643	10,669,690	632,047	

CITY OF SEABROOK
GENERAL FUND - MONTHLY REPORT
September 30, 2024

ANNUAL				FISCAL YEAR-TO-DATE		
		FORE VS BUD FAV/(UNFAV)				ACT VS BUD FAV/(UNFAV)
FORECAST	BUDGET	VARIANCE	GENERAL FUND	ACTUAL	BUDGET	VARIANCE
MATERIALS & SUPPLIES						
1,572	2,300	728	100 Legislative	1,572	2,300	728
15,614	22,010	6,396	101 Finance	15,614	22,010	6,396
1,293	1,550	257	102 Administrative	1,293	1,550	257
1,576	3,000	1,424	103 I.T.	1,576	3,000	1,424
8,026	16,879	8,853	104 GIS	8,026	16,879	8,853
1,594	2,550	956	105 Human Resource	1,594	2,550	956
437	625	188	106 Emergency	437	625	188
0	0	0	107 Non-Departmental	0	0	0
4,398	4,400	2	108 Public Affairs	4,398	4,398	0
0	0	0	109 Legal	0	0	0
96,834	103,768	6,933	200 Public Safety	96,834	103,768	6,933
4,970	8,610	3,640	210 Animal Control	4,970	8,610	3,640
6,117	11,940	5,823	220 DOT	6,117	11,940	5,823
2,646	3,314	668	230 Emergency Services	2,646	3,314	668
33,957	41,681	7,724	240 EMS	51,700	56,031	4,331
47,858	69,983	22,124	400 Parks & Recreation	47,858	69,983	22,124
44,050	46,134	2,084	500 Public Works	44,050	46,134	2,084
11,073	10,001	(1,072)	600 Community Development	11,073	10,001	(1,072)
5,949	6,600	651	700 Municipal	5,949	6,600	651
0	0	0	900 Hurricane	1,169	0	(1,169)
287,964	355,344	67,380	Total Expenditures	306,875	369,692	62,817

CITY OF SEABROOK
GENERAL FUND - MONTHLY REPORT
September 30, 2024

ANNUAL				FISCAL YEAR-TO-DATE		
		FORE VS BUD FAV/(UNFAV)				ACT VS BUD FAV/(UNFAV)
FORECAST	BUDGET	VARIANCE	GENERAL FUND	ACTUAL	BUDGET	VARIANCE
SERVICES						
78,767	87,679	8,912	100 Legislative	78,767	87,679	8,912
227,672	265,348	37,676	101 Finance	227,672	265,348	37,676
314,106	388,583	74,477	102 Administrative	314,106	388,583	74,477
173,840	185,956	12,116	103 I.T.	173,840	185,956	12,116
26,981	41,192	14,211	104 GIS	26,981	41,192	14,211
34,560	50,959	16,399	105 Human Resource	34,560	50,959	16,399
26,232	36,972	10,740	106 Emergency	26,232	36,972	10,740
150	0	(150)	107 Non-Departmental	150	0	(150)
118,265	106,666	(11,599)	108 Public Affairs	118,265	106,666	(11,599)
78,823	184,925	106,102	109 Legal	78,823	184,925	106,102
441,469	580,425	138,957	200 Public Safety	441,469	580,425	138,957
29,810	33,652	3,842	210 Animal Control	29,810	33,652	3,842
4,937	13,500	8,563	220 DOT	4,937	13,500	8,563
893,241	890,063	(3,178)	230 Emergency Services	893,241	890,063	(3,178)
91,294	97,290	5,996	240 EMS	91,294	97,290	5,996
204,873	236,155	31,282	400 Parks & Recreation	204,873	236,155	31,282
397,651	483,271	85,620	500 Public Works	397,651	483,271	85,620
54,311	64,229	9,918	600 Community Development	54,311	64,229	9,918
37,310	33,790	(3,520)	700 Municipal	37,310	33,790	(3,520)
506,868	0	(506,868)	900 Hurricane	506,868	0	(506,868)
3,741,159	3,780,655	39,496	Total Expenditures	3,741,160	3,780,656	39,496

CITY OF SEABROOK
GENERAL FUND - MONTHLY REPORT
September 30, 2024

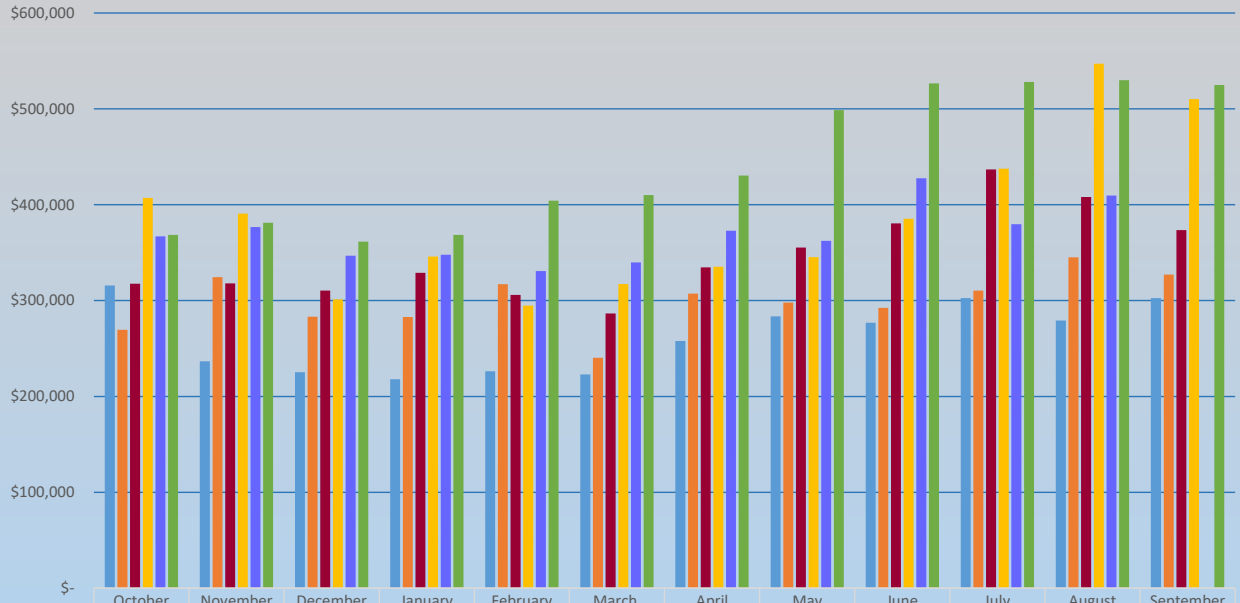
ANNUAL							FISCAL YEAR-TO-DATE		
<u>FORECAST</u>	<u>BUDGET</u>	FORE VS BUD	<u>GENERAL FUND</u>	<u>ACTUAL</u>	<u>BUDGET</u>	ACT VS BUD		<u>VARIANCE</u>	
		FAV/(UNFAV)				FAV/(UNFAV)			
		<u>VARIANCE</u>							
CAPITAL									
0	0	0	100 Legislative	0	0	0			
0	0	0	101 Finance	0	0	0			
0	0	0	102 Administrative	0	0	0			
0	0	0	103 I.T.	0	0	0			
3,183	3,184	1	104 GIS	3,183	3,184	1			
0	0	0	105 Human Resource	0	0	0			
0	0	0	106 Emergency	0	0	0			
0	0	0	107 Non-Departmental	0	0	0			
0	0	0	108 Public Affairs	0	0	0			
0	0	0	109 Legal	0	0	0			
0	0	0	200 Public Safety	0	0	0			
6,433	6,432	(1)	210 Animal Control	6,433	6,432	(1)			
0	0	0	220 DOT	0	0	0			
63,589	63,589	0	230 Emergency Services	63,589	63,589	0			
77,149	77,149	(0)	240 EMS	77,149	77,149	(0)			
89,189	91,599	2,410	400 Parks & Recreation	89,189	91,599	2,410			
30,741	30,741	0	500 Public Works	30,741	30,741	0			
49,749	49,749	0	600 Community Development	49,749	49,749	0			
0	0	0	700 Municipal	0	0	0			
0	0	0	900 Hurricane	0	0	0			
320,031	322,441	2,410	Total Expenditures	320,033	322,443	2,410			

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
September 30, 2024

ANNUAL				FISCAL YEAR-TO-DATE		
		FORE VS BUD FAV/(UNFAV)				ACT VS BUD FAV/(UNFAV)
FORECAST	BUDGET	VARIANCE	ENTERPRISE FUND	ACTUAL	BUDGET	VARIANCE
REVENUES						
4,916,559	5,754,401	(837,842)	Water Sales	4,916,559	5,754,401	(837,842)
3,725,682	4,041,222	(315,540)	Sewer Service Charge	3,725,682	4,041,222	(315,540)
3,008,854	3,151,250	(142,396)	Sanitation Service Charge	3,008,854	3,151,250	(142,396)
1,225	6,000	(4,775)	Permits & Fees	1,225	6,000	(4,775)
112,737	86,036	26,701	Interest Income	112,737	86,036	26,701
244,230	270,983	(26,753)	Other Revenue	244,230	270,983	(26,753)
195,459	195,460	(1)	Transfers In	195,459	195,460	(1)
261,200	261,200	0	Prior Year Funds	261,200	261,200	0
12,465,947	13,766,552	(1,300,605)	Total Revenues	12,465,947	13,766,552	(1,300,605)
EXPENDITURES						
1,432,896	1,617,722	184,826	Personnel Services	1,455,553	1,617,722	162,169
64,286	79,290	15,004	Materials & Supplies	64,624	79,290	14,666
6,470,446	7,273,280	802,834	Services	6,470,784	7,273,280	802,496
526,293	719,581	193,288	Infrastructure Maintenance	512,783	719,581	206,798
163,578	171,509	7,931	Capital Outlay	150,068	171,509	21,441
1,573,159	1,559,650	(13,510)	Debt Payments	1,559,650	1,559,650	0
2,397,152	2,383,642	(13,510)	Transfers Out	2,383,642	2,383,642	0
94,587	0	(94,587)	Hurricane	23,333	0	(23,333)
12,722,397	13,804,674	1,082,277	Total Expenditures	12,620,436	13,804,674	1,184,238
FUND BALANCE						
2,687,972	2,687,972	0	Beginning Balance Estimate	2,687,972	2,687,972	0
(256,450)	(38,122)	(218,328)	Change in Fund Balance	(154,489)	(38,122)	(116,368)
2,431,522	2,649,850	(218,328)	Ending Balance	2,533,483	2,649,850	(116,368)

	Current Year Actual September	Current Year Budget September	Change Budget to Actual	% Change Budget to Actual	Prior Year Actual September	Change Actual to Actual	% Change Actual to Actual
WATER SERVICE	4,490,429	5,332,254	-841,825	-15.79%	4,602,931	(112,502)	-2.44%
WATER SERVICE-EL JARDIN	0	-	0	0.00%	-	-	0.00%
WATER SERVICE-EL LAGO	345,156	365,987	-20,831	-5.69%	359,210	(14,053)	-3.91%
WATER TAP FEES	40,249	19,000	21,249	111.84%	22,119	18,130	81.97%
PENALTIES-UTILITIES	40,725	37,160	3,565	9.59%	50,113	(9,388)	-18.73%
WATER SALES	4,916,559	5,810,561	-894,002	-15.39%	5,034,373	(117,813.72)	-2.34%
LICENSES & PERMITS	1,225	6,000	-4,775	-79.58%	975	250	25.64%
PERMITS & FEES	1,225	6,000	-4,775	-79.58%	975	250	25.64%
INTEREST EARNINGS	56,359	43,750	12,609	28.82%	33,347	23,012	69.01%
INTEREST INCOME	56,359	43,750	12,609	28.82%	33,347	23,012	69.01%
OTHER REVENUE	20,282	20,000	282	1.41%	24,853	(4,571)	-18.39%
GAIN IN SALE ON FIXED ASSETS	0	-	0	0.00%	-	-	0.00%
OTHER REVENUE	20,282	20,000	282	1.41%	24,853	(4,571)	-18.39%
TRANS FRM/(TO) OTHER FUNDS	97,730	97,730	-1	0.00%	96,934	796	0.82%
TRANSFERS IN	97,730	97,730	-1	0.00%	96,934	796	0.82%
USE OF PRIOR YEAR FUNDS	0	-	0	0.00%	-	-	0.00%
USE OF PRIOR YEAR FUNDS	0	-	0	0.00%	-	-	0.00%
SEWER SERVICE	3,675,719	3,980,776	-305,057	-7.66%	3,848,164	(172,446)	-4.48%
SEWER SERVICE	16,516	32,446	-15,930	-49.10%	12,308	4,208	34.18%
PENALTIES - UTILITIES	33,447	28,000	5,447	19.45%	31,563	1,884	5.97%
SEWER SERVICE CHARGE	3,725,682	4,041,222	-315,540	-7.81%	3,892,036	(166,354)	-4.27%
INTEREST EARNINGS	46,702	35,000	11,702	33.43%	27,773	18,929	68.16%
INTEREST INCOME	46,702	35,000	11,702	33.43%	27,773	18,929	68.16%
OTHER REVENUE	0	-	0	0.00%	-	-	0.00%
OTHER REVENUE	0	-	0	0.00%	-	-	0.00%
TRANSFER FROM EDC	97,730	97,730	-1	0.00%	96,934	796	0.82%
TRANSFERS IN	97,730	97,730	-1	0.00%	96,934	796.00	0.82%
FRANCHISE FEES	419,903	393,318	26,586	6.76%	422,135	(2,232)	-0.53%
COMMERCIAL SANITATION	1,330,619	1,334,918	-4,299	-0.32%	1,394,418	(63,799)	-4.58%
RESIDENTIAL SANITATION	1,247,004	1,146,775	100,230	8.74%	1,211,347	35,657	2.94%
PENALTIES-UTILITIES	11,328	10,347	981	9.48%	10,316	1,012	9.81%
SANITATION SERVICE CHARGES	3,008,854	2,885,357	123,497	4.28%	3,038,216	(29,361.94)	-0.97%
INTEREST EARNINGS	9,676	6,920	2,756	39.83%	5,574	4,102	73.60%
INTEREST INCOME	9,676	6,920	2,756	39.83%	5,574	4,102	73.60%
SALE OF BAGS	0	440	-440	-100.00%	-	-	0.00%
SANITATION BILLING FEES	223,949	214,746	9,202	4.29%	225,139	(1,190)	-0.53%
OTHER REVENUE	223,949	215,186	8,763	4.07%	225,139	(1,190)	-0.53%

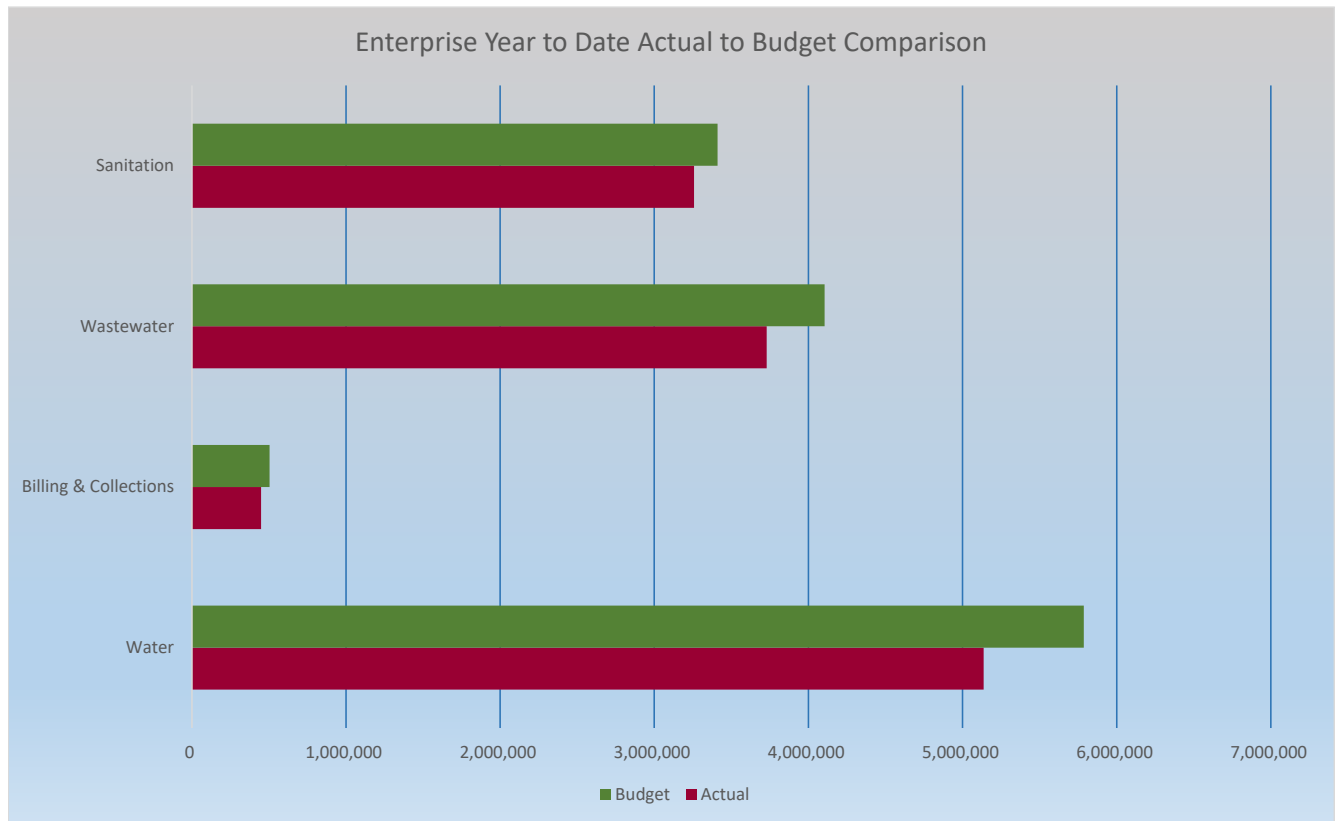
Monthly Water Billing



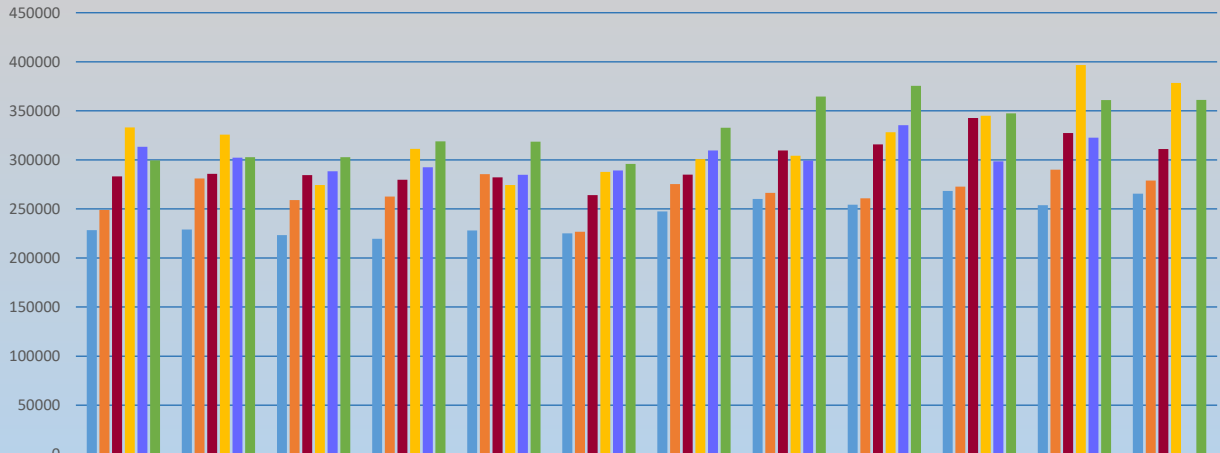
	October	November	December	January	February	March	April	May	June	July	August	September
2019/20 Actual	\$315,720	\$236,628	\$225,409	\$218,041	\$226,296	\$223,083	\$257,819	\$283,636	\$276,900	\$302,459	\$279,257	\$302,551
2020/21 Actual	\$269,576	\$324,399	\$283,240	\$282,913	\$316,990	\$240,409	\$307,245	\$297,755	\$292,384	\$310,361	\$345,076	\$326,986
2021/22 Actual	\$317,516	\$317,858	\$310,357	\$328,841	\$305,878	\$286,653	\$334,601	\$355,190	\$380,400	\$436,735	\$408,066	\$373,415
2022/23 Actual	\$407,050	\$390,703	\$301,109	\$345,877	\$294,694	\$317,122	\$335,139	\$345,298	\$385,272	\$437,601	\$547,152	\$510,183
2023/24 Actual	\$366,908	\$376,595	\$346,792	\$347,694	\$330,790	\$339,714	\$372,790	\$362,263	\$427,609	\$379,615	\$409,550	\$-
2023/24 Budget	\$368,446	\$381,203	\$361,400	\$368,474	\$404,222	\$409,971	\$430,385	\$498,684	\$526,587	\$528,129	\$529,868	\$524,885

2019/20 Actual 2020/21 Actual 2021/22 Actual 2022/23 Actual 2023/24 Actual 2023/24 Budget

EXPENDITURES*	Actual	Budget	Variance	
Water	5,137,671	5,785,923	648,253	11.20%
Billing & Collections	448,871	504,124	55,253	10.96%
Wastewater	3,728,532	4,105,107	376,574	9.17%
Sanitation	3,258,697	3,409,519	150,822	4.42%
Total	12,573,771	13,804,673	#####	8.92%



Monthly Sewer Billing



	October	November	December	January	February	March	April	May	June	July	August	September
2019/20 Actual	\$228,384	\$228,950	\$223,291	\$219,583	\$228,077	\$225,138	\$247,471	\$260,116	\$254,262	\$268,383	\$253,771	\$265,621
2020/21 Actual	\$248,895	\$281,061	\$258,966	\$262,683	\$285,522	\$226,747	\$275,341	\$266,407	\$260,840	\$272,650	\$289,946	\$278,907
2021/22 Actual	\$283,135	\$285,860	\$284,449	\$279,739	\$282,145	\$264,066	\$284,934	\$309,636	\$315,818	\$342,694	\$327,328	\$311,140
2022/23 Actual	\$333,135	\$325,764	\$274,335	\$311,253	\$274,392	\$287,801	\$300,797	\$304,181	\$328,137	\$345,057	\$396,705	\$378,418
2023/24 Actual	\$313,411	\$302,228	\$288,471	\$292,510	\$284,795	\$289,165	\$309,676	\$299,372	\$335,351	\$298,542	\$322,596	\$-
2023/24 Budget	\$299,493	\$302,769	\$302,792	\$318,856	\$318,640	\$295,888	\$332,693	\$364,613	\$375,480	\$347,451	\$361,016	\$361,085

2019/20 Actual 2020/21 Actual 2021/22 Actual 2022/23 Actual 2023/24 Actual 2023/24 Budget

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
September 30, 2024

ANNUAL				FISCAL YEAR-TO-DATE			
		FORE VS BUD				ACT VS BUD	
		FAV/(UNFAV)				FAV/(UNFAV)	
<u>FORECAST</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>ENTERPRISE FUND</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	
PERSONNEL SERVICES							
22,656	0	(22,656)	900 Hurricane	22,656	0	(22,656)	
696,170	760,867	64,697	902 Water	696,170	760,867	64,697	
232,045	252,179	20,134	905 Billing	232,045	252,179	20,134	
504,682	604,676	99,994	912 Sewer	504,682	604,676	99,994	
0	0	0	922 Sanitation	0	0	0	
1,455,553	1,617,722	162,169	Total Expenditures	1,455,553	1,617,722	162,169	

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
September 30, 2024

ANNUAL				FISCAL YEAR-TO-DATE			
		FORE VS BUD				ACT VS BUD	
		FAV/(UNFAV)				FAV/(UNFAV)	
<u>FORECAST</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>ENTERPRISE FUND</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	
SUPPLIES							
338	0	(338)	900 Hurricane	338	0	(338)	
16,692	20,965	4,273	902 Water	16,692	20,965	4,273	
31,126	39,015	7,889	905 Billing	31,126	39,015	7,889	
16,468	19,310	2,842	912 Sewer	16,468	19,310	2,842	
0	0	0	922 Sanitation	0	0	0	
64,624	79,290	14,666	Total Expenditures	64,624	79,290	14,666	

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
September 30, 2024

ANNUAL				FISCAL YEAR-TO-DATE		
<u>FORECAST</u>	<u>BUDGET</u>	FORE VS BUD	<u>ENTERPRISE FUND</u>	<u>ACTUAL</u>	<u>BUDGET</u>	ACT VS BUD
		FAV/(UNFAV)				FAV/(UNFAV)
		<u>VARIANCE</u>				<u>VARIANCE</u>
SERVICES						
58,082	0	(58,082)	900 Hurricane	338	0	(338)
2,454,513	2,933,433	478,921	902 Water	2,454,513	2,933,433	478,921
185,701	212,930	27,229	905 Billing	185,701	212,930	27,229
1,027,721	1,173,583	145,862	912 Sewer	1,027,721	1,173,583	145,862
2,802,512	2,953,334	150,822	922 Sanitation	2,802,512	2,953,334	150,822
6,528,528	7,273,280	744,752	Total Expenditures	6,470,784	7,273,280	802,496

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
September 30, 2024

ANNUAL				FISCAL YEAR-TO-DATE		
		FORE VS BUD				ACT VS BUD
		FAV/(UNFAV)				FAV/(UNFAV)
<u>FORECAST</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>ENTERPRISE FUND</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>
INFRASTRUCTURE MAINTENANCE						
13,510	0	(13,510)	900 Hurricane	0	0	0
170,794	264,240	93,446	902 Water	170,794	264,240	93,446
0	0	0	905 Billing	0	0	0
341,988	455,341	113,352	912 Sewer	341,988	455,341	113,352
0	0	0	922 Sanitation	0	0	0
526,293	719,581	193,288	Total Expenditures	512,783	719,581	206,798

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
September 30, 2024

ANNUAL				FISCAL YEAR-TO-DATE			
		FORE VS BUD				ACT VS BUD	
		FAV/(UNFAV)				FAV/(UNFAV)	
<u>FORECAST</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>ENTERPRISE FUND</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	
CAPITAL							
13,510	0	(13,510)	900 Hurricane	0	0	0	
94,497	101,415	6,917	902 Water	94,497	101,415	6,917	
0	0	0	905 Billing	0	0	0	
55,571	70,095	14,524	912 Sewer	55,571	70,095	14,524	
0	0	0	922 Sanitation	0	0	0	
163,578	171,509	7,931	Total Expenditures	150,068	171,509	21,441	

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
September 30, 2024

ANNUAL				FISCAL YEAR-TO-DATE		
<u>FORECAST</u>	<u>BUDGET</u>	FORE VS BUD	<u>ENTERPRISE FUND</u>	<u>ACTUAL</u>	<u>BUDGET</u>	ACT VS BUD
		FAV/(UNFAV)				FAV/(UNFAV)
		<u>VARIANCE</u>				<u>VARIANCE</u>
DEBT PAYMENTS						
13,510	0	(13,510)	900 Hurricane	0	0	0
779,825	779,825	0	902 Water	779,825	779,825	0
0	0	0	905 Billing	0	0	0
779,825	779,825	0	912 Sewer	779,825	779,825	0
0	0	0	922 Sanitation	0	0	0
1,573,159	1,559,650	(13,510)	Total Expenditures	1,559,650	1,559,650	0

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
September 30, 2024

ANNUAL				FISCAL YEAR-TO-DATE		
<u>FORECAST</u>	<u>BUDGET</u>	FORE VS BUD	<u>ENTERPRISE FUND</u>	<u>ACTUAL</u>	<u>BUDGET</u>	ACT VS BUD
		FAV/(UNFAV)				FAV/(UNFAV)
		<u>VARIANCE</u>				<u>VARIANCE</u>
TRANSFERS OUT						
13,510	0	(13,510)	900 Hurricane	0	0	0
925,179	925,179	0	902 Water	925,179	925,179	0
0	0	0	905 Billing	0	0	0
1,002,278	1,002,278	0	912 Sewer	1,002,278	1,002,278	0
456,185	456,185	0	922 Sanitation	456,185	456,185	0
2,397,152	2,383,642	(13,510)	Total Expenditures	2,383,642	2,383,642	0

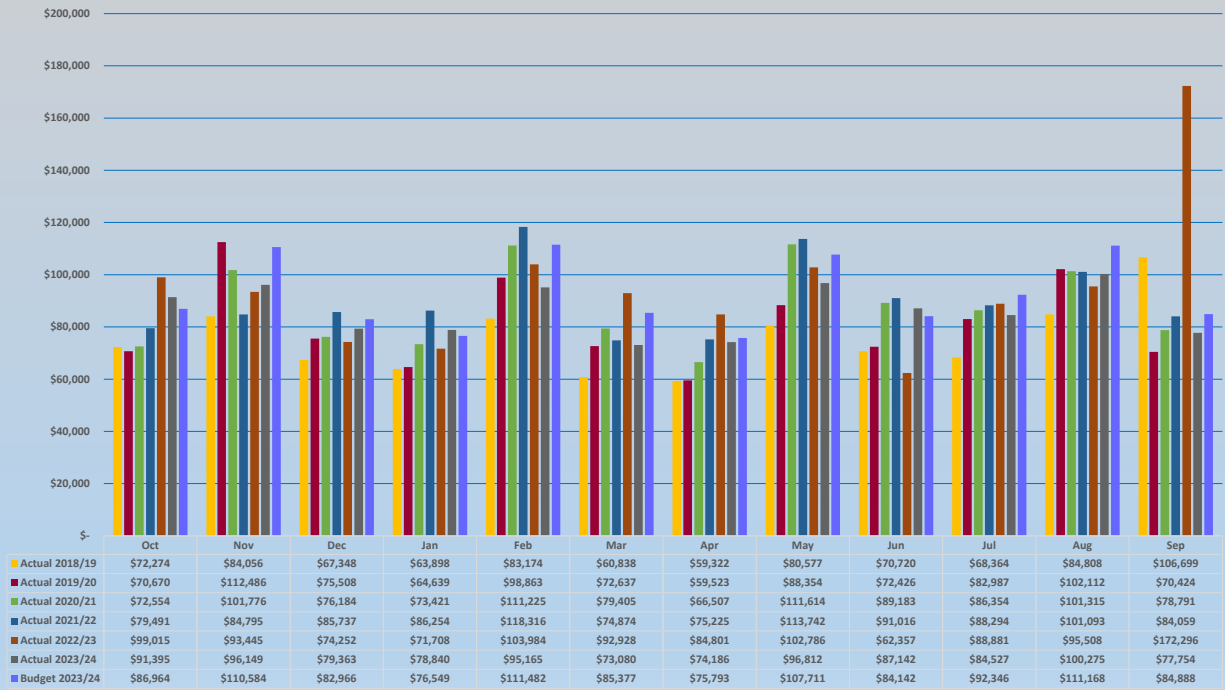
CITY OF SEABROOK
HOTEL/MOTEL FUND - MONTHLY REPORT
September 30, 2024

ANNUAL				FISCAL YEAR-TO-DATE		
FORECAST	BUDGET	FORE VS BUD	HOTEL/MOTEL FUND	ACTUAL	BUDGET	ACT VS BUD
		FAV/(UNFAV)				FAV/(UNFAV)
		VARIANCE				VARIANCE
REVENUES						
550,064	534,058	16,006	Hotel Occupancy Tax	550,064	534,058	16,006
82,870	27,515	55,355	Interest Income	82,870	27,515	55,355
8,886	0	8,886	Seabrook Festival Revenue	8,886	0	8,886
0	8,175	(8,175)	Pelican Revenue	0	8,175	(8,175)
0	0	0	Other Revenue	0	0	0
0	0	0	Use of Prior Funds	0	0	0
641,820	569,748	72,072	Total Revenues	641,820	569,748	72,072
EXPENDITURES						
151,587	183,531	31,944	Personnel Services	151,587	183,531	31,944
5,873	1,500	(4,373)	Materials & Supplies	5,873	1,500	(4,373)
240,812	375,553	134,741	Services	240,812	375,553	134,741
0	0	0	Capital Outlay	0	0	0
398,273	560,584	162,311	Total Expenditures	398,273	560,584	162,311
FUND BALANCE						
1,420,941	1,420,941	0	Beginning Unreserved Fund Bal	1,420,941	1,420,941	0
243,547	9,164	234,383	Change in Fund Balance	243,547	9,164	234,383
1,664,488	1,430,105	234,383	Ending Unreserved Fund Bal	1,664,488	1,430,105	234,383

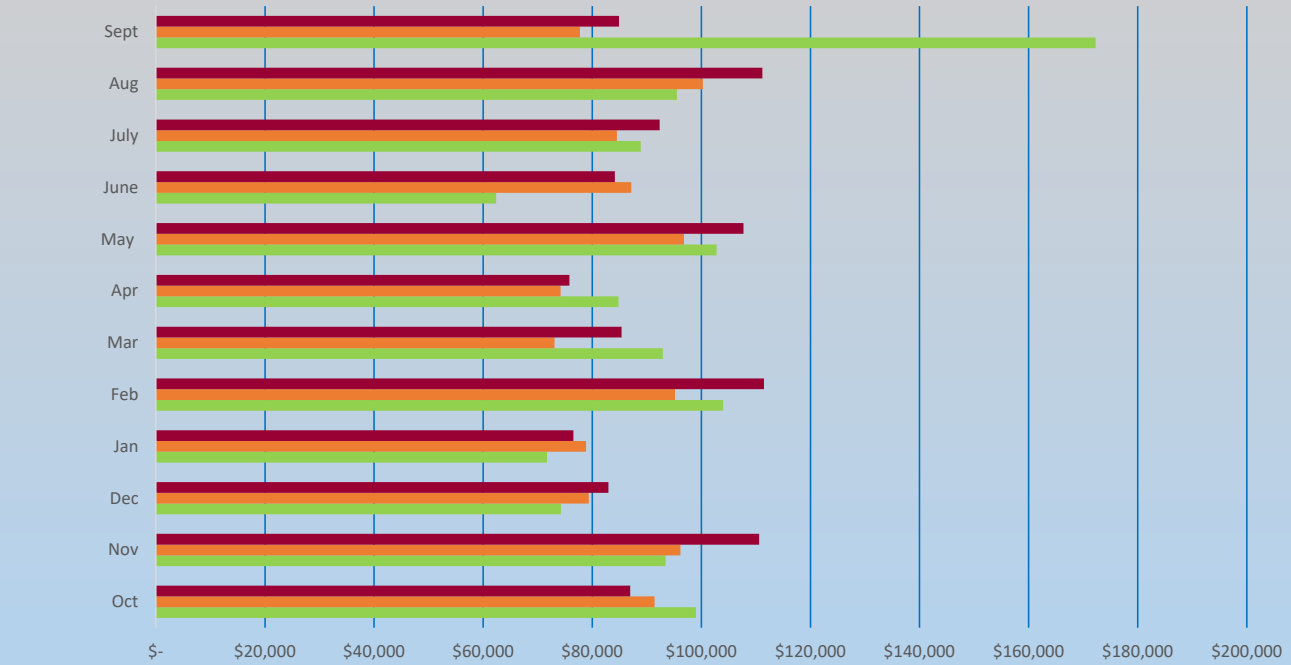
CITY OF SEABROOK
SEDC - MONTHLY REPORT
September 30, 2024

ANNUAL				FISCAL YEAR-TO-DATE		
		FORE VS BUD FAV/(UNFAV)				ACT VS BUD FAV/(UNFAV)
<u>FORECAST</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>SEDC</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>
			REVENUES			
1,034,689	1,109,972	(75,283)	Sales Tax	1,034,689	1,109,972	(75,283)
0	0	0	Grant Proceeds	0	0	0
218,343	158,519	59,824	Interest Income	218,343	158,519	59,824
2,195	1,200	995	Other Revenue	2,195	1,200	995
0	0	0	Loan Repayment	0	0	0
1,255,227	1,269,691	(14,464)	Total Revenues	1,255,227	1,269,691	(14,464)
			EXPENDITURES			
0	0	0	Personnel Services	0	0	0
1,518	150	(1,368)	Materials & Supplies	1,518	150	(1,368)
185,888	703,351	517,463	Services	185,888	703,351	517,463
305,459	305,459	0	Transfers Out	305,459	305,459	0
492,865	1,008,960	516,095	Total Expenditures	492,865	1,008,960	516,095
			FUND BALANCE			
3,152,409	3,152,409	0	Beginning Balance Estimate	3,152,409	3,152,409	0
762,363	260,731	501,632	Change in Fund Balance	762,363	260,731	501,632
3,914,772	3,413,140	501,632	Ending Balance	3,914,772	3,413,140	501,632

EDC Annual Sales Tax Comparison by Month



EDC Monthly Sales Tax Comparison



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
■ Budget 2023/24	\$86,964	\$110,584	\$82,966	\$76,549	\$111,482	\$85,377	\$75,793	\$107,711	\$84,142	\$92,346	\$111,168	\$84,888
■ Actual 2023/24	\$91,395	\$96,149	\$79,363	\$78,840	\$95,165	\$73,080	\$74,186	\$96,812	\$87,142	\$84,527	\$100,275	\$77,754
■ Actual 2022/23	\$99,015	\$93,445	\$74,252	\$71,708	\$103,984	\$92,928	\$84,801	\$102,786	\$62,357	\$88,881	\$95,508	\$172,296

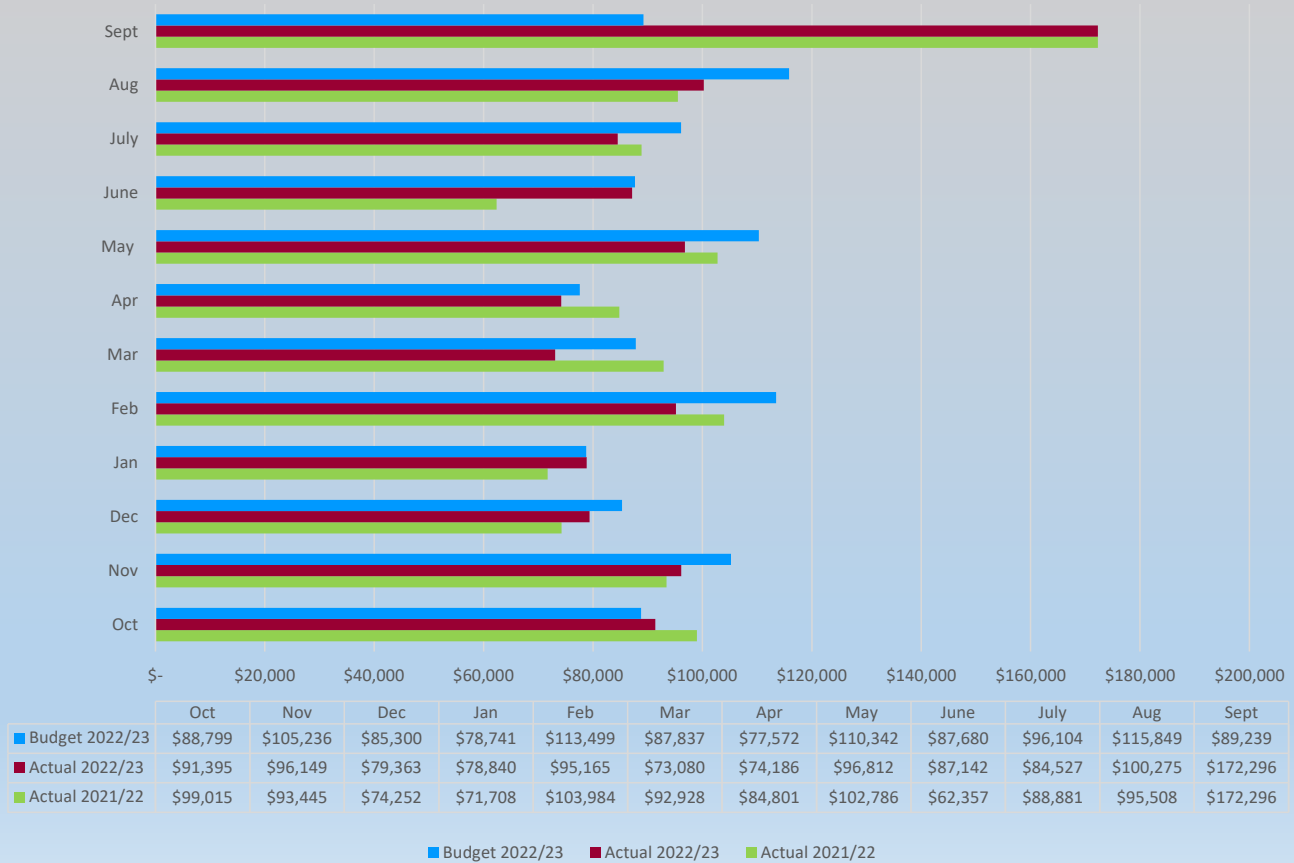
■ Budget 2023/24 ■ Actual 2023/24 ■ Actual 2022/23

EDC Sales Tax				Actual to Prior Year	% Actual to Prior Year	Current Year Actual to Budget	% Current Year to Budget
	2022/23	2023/24	2023/24				
	Actual	Actual	Budget				
October	99,015	91,395	95,161	(7,620)	-7.70%	(3,766)	-3.96%
November	93,445	96,149	92,214	2,704	2.89%	3,935	4.27%
December	74,252	79,363	73,268	5,112	6.88%	6,095	8.32%
January	71,708	78,840	71,339	7,132	9.95%	7,501	10.51%
February	103,984	95,165	119,809	(8,819)	-8.48%	(24,644)	-20.57%
March	92,928	73,080	79,655	(19,848)	-21.36%	(6,575)	-8.25%
April	84,801	74,186	80,804	(10,614)	-12.52%	(6,617)	-8.19%
May	102,786	96,812	111,980	(5,973)	-5.81%	(15,168)	-13.54%
June	62,357	87,142	88,351	24,785	39.75%	(1,209)	-1.37%
July	88,881	87,142	90,614	(1,739)	-1.96%	(3,472)	-3.83%
August	95,508	100,275	108,614	4,768	4.99%	(8,339)	-7.68%
September	172,296	77,754	84,511	(94,542)	-54.87%	(6,757)	-8.00%
Totals	1,141,959	1,037,304	1,096,321	(104,656)	-9.16%	(59,017)	-5.38%

CITY OF SEABROOK
CRIME DISTRICT - MONTHLY REPORT
September 30, 2024

ANNUAL			CRIME DISTRICT	FISCAL YEAR-TO-DATE		
FORECAST	BUDGET	FORE VS BUD FAV/(UNFAV) VARIANCE		ACTUAL	BUDGET	ACT VS BUD FAV/(UNFAV) VARIANCE
			REVENUES			
1,034,689	1,136,199	(101,510)	Sales Tax	1,034,689	1,136,199	(101,510)
61,335	25,537	35,798	Interest Income	61,335	25,537	35,798
2,475	0		Other Revenue	2,475	0	
1,098,498	1,161,736	(65,713)	Total Revenues	1,098,498	1,161,736	(65,713)
			EXPENDITURES			
556,231	656,878	100,647	Personnel Services	556,231	656,878	100,647
7,006	13,623	6,617	Materials & Supplies	7,006	13,623	6,617
320,354	328,874	8,520	Services	320,354	328,874	8,520
0	0	0	Capital	0	0	0
272,344	272,344	0	Transfers Out	272,344	272,344	0
1,155,935	1,271,719	115,784	Total Expenditures	1,155,935	1,271,719	115,784
			FUND BALANCE			
1,140,307	1,140,307	0	Beginning Balance Estimate	1,140,307	1,140,307	0
(57,437)	(109,983)	52,546	Change in Fund Balance	(57,437)	(109,983)	52,546
1,082,870	1,030,324	52,546	Ending Balance	1,082,870	1,030,324	52,546

Crime District Monthly Sales Tax Comparison



Crime District Sales Tax				Actual to Prior Year	% Actual to Prior Year	Current Year Actual to Budget	% Current Year to Budget
	2022/23	2023/24	2023/24				
	Actual	Actual	Budget				
October	99,015	91,395	95,043	(7,620)	-7.70%	(3,648)	-3.84%
November	93,445	96,149	93,429	2,704	2.89%	2,720	2.91%
December	74,252	79,363	73,257	5,112	6.88%	6,107	8.34%
January	71,708	78,840	71,413	7,132	9.95%	7,428	10.40%
February	103,984	95,165	119,759	(8,819)	-8.48%	(24,594)	-20.54%
March	92,928	73,080	80,354	(19,848)	-21.36%	(7,275)	-9.05%
April	84,801	74,186	79,928	(10,614)	-12.52%	(5,741)	-7.18%
May	102,786	96,812	106,529	(5,973)	-5.81%	(9,716)	-9.12%
June	62,357	87,142	90,589	24,785	39.75%	(3,447)	-3.80%
July	88,881	87,142	92,891	(1,739)	-1.96%	(5,749)	-6.19%
August	95,508	100,275	110,588	4,768	4.99%	(10,312)	-9.32%
September	172,296	77,754	87,759	(94,542)	0.00%	(10,005.03)	0.00%
Totals	1,141,959	1,037,304	1,101,537	(104,656)	-9.16%	(64,233)	-5.83%

Crime District Annual Sales Tax Comparison by Month



TEXPOOL REPORT

MONTH OF SEPTEMBER 30, 2024

5.1637%

	BEGINNING BALANCE	TRANSFER IN/(OUT)	INT EARNED (Posted July)	ENDING BALANCE	PURPOSE OF FUND
GENERAL FUND - UNRESTRICTED	6,819,534.45	(687,108.24)	37,779.53	6,170,205.74	Working capital
GENERAL FUND - RESTRICTED	1,600,000.00	0.00	incl in above	1,600,000.00	
SEIZURE	53,441.18	0.00	226.81	53,667.99	Solely to purchase equipment for Law Enforcement
CHILD SAFETY PROGRAMS	2,147.33	0.00	9.11	2,156.44	Reserved for Child Safety/School Zones
DEBT SERVICE FUND	2,991,021.47	(775,000.00)	9,630.04	2,225,651.51	Restricted for General fund reserves & yearly debt service
FEDERAL SEIZURE	6,529.80	0.00	27.71	6,557.51	Criminal Investigation - Federal Funds
STEP FUND	49,540.38	0.00	210.26	49,750.64	
PUBLIC SAFETY	160,649.84	0.00	681.82	161,331.66	Public Safety Needs
HOTEL/MOTEL FUND	1,643,310.66	0.00	6,974.44	1,650,285.10	Restricted for promotion of tourism
CAPITAL IMPACT FEES	4,671,486.62	(312,000.00)	19,783.84	4,379,270.46	Water & sewer lines extensions & expansions
ENTERPRISE FUND - UNRESTRICT	1,685,914.04	(185,390.91)	7,641.67	1,508,164.80	Working capital
ENTERPRISE FUND - RESTRICTED	300,000.00	0.00	incl in above	300,000.00	Customer liability
GENERAL CAPITAL PROJECTS	3,500,252.19	(79,000.00)	14,844.77	3,436,096.96	General Fund CIP
CAPITAL PROJECT BONDS	4,651,925.11	(715,000.00)	18,008.50	3,954,933.61	2016A CO WW Plant, Clarifier & Todville 2016 Sewer
WTR/SWR BONDS	333,216.50	0.00	1,414.21	334,630.71	Funds transferred from Bond Mkt Acct to allow liquidity
IT BONDS	0.00	0.00	0.00	0.00	Fiber Optics
PD & GF BONDS	0.00	0.00	0.00	0.00	Public Works Facility
PD & GF BONDS (GEN FUND Reserve)	(0.00)	0.00	0.00	(0.00)	Public Works Facility funds provided by GF Reserve
FIRE BONDS	4,395,325.21	(94,000.00)	18,641.54	4,319,966.75	GO Series 2024
STREET BONDS	10,209,814.64	0.00	43,331.89	10,253,146.53	CO Series 2024
DRAINAGE BONDS	947,491.75	0.00	4,021.29	951,513.04	Drainage CO Funds 50/50 Split County Projects
CAROTHERS	252,886.82	0.00	1,073.29	253,960.11	Carother Facility & Park
PARK FEES	8,301.08	0.00	35.23	8,336.31	Reserved for acquisition & development of park land
ANIMAL	8,344.93	0.00	35.42	8,380.35	Animal Shelter Needs - Donation
CRIME DISTRICT	1,283,013.63	(22,695.33)	5,348.97	1,265,667.27	Funds transferred from Bond Mkt Acct to allow liquidity
SEDC II - UNRESTRICTED	4,272,909.79	26,246.92	18,972.03	4,318,128.74	Seabrook Economic Development Corporation II
SEDC II - RESTRICT FOR EMERGENCY	180,000.00	0.00	incl in above	180,000.00	Emergency Reserve
MUNI COURT - SECURITY FUND	20,010.94	0.00	84.93	20,095.87	Funds from fines to be used for security
COURT - TIME PAYMENT FEES	15,953.13	0.00	67.71	16,020.84	Funds from fines to be used to improve court
MUNI COURT - TECHNOLOGY FUND	1,109.03	0.00	4.71	1,113.74	Fund court on technology
PUBLIC SAFETY VERF	568,631.14	22,695.33	2,509.67	593,836.14	Public Safety Vehicle Equipment Replacement
PEG Fund	58,554.01	0.00	248.51	58,802.52	Public Education and Government Access
GE VERF	1,074,809.51	21,252.23	4,651.84	1,100,713.58	
STABILIZATION FUND	903,866.48	0.00	3,836.14	907,702.62	Highway 146 Project
WATER RATE STABILIZATION	0.00	0.00	0.00	0.00	
TOTAL TEXPOOL FUND	52,669,991.66	(2,800,000.00)	220,095.88	\$50,090,087.54	

The investment portfolio of the City of Seabrook is in compliance with the investment strategies expressed in the City's Investment Policy and relevant provisions of Chapter 2256 of the Local Government Code.

Michael Gibbs

Finance Director

Kathryn Shannahan



Monthly Newsletter: October 2024

ANNOUNCEMENTS

We welcome the following entities who joined TexPool in September 2024:

TexPool

Clovercreek MUD
McDade ISD
Hempstead EDC Type A
Frio County ESD 1
Caldwell County MUD 7
Pittsburg ISD
Lake Pointe MUD

TexPool Prime

Clovercreek MUD
McDade ISD
Hempstead EDC Type A
Frio County ESD 1
Caldwell County MUD 7
Pittsburg ISD
Lake Pointe MUD

Upcoming Events

October 15 2024 - October 18 2024
**Texas Association of County Auditors
Fall Conference 2024
Georgetown, TX**

October 30 2024 - November 2 2024
**Government Finance Officers Association
of Texas (GFOAT) Fall Conference
San Marcos, TX**

TexPool Advisory Board Members

Patrick Krishock David Landeros
Belinda Weaver Sharon Matthews
Deborah Lauder milk Dina Edgar
Valarie Van Vlack

Overseen by the State of Texas Comptroller
of Public Accounts Glenn Hegar

Operated under the supervision of the Texas
Treasury Safekeeping Trust Company

Economic and Market Commentary: Sky High

October 1, 2024

The Chicken Little predictions that the Federal Reserve easing cycle would lead to an exodus of assets from liquidity products have been proven wrong. In fact, some liquidity products appear to be gaining assets since the Fed cut rates by 50 basis points in mid-September to a range of 4.75-5%.

It's another case of the disconnect between some media pundits and investors. The former want their opinions heard, and bad news gets more attention. The latter simply want the highest possible return across their portfolio, whether they invest in liquidity products to offset riskier holdings or for future deployment to other investment opportunities.

Historically, in a falling-rate environment, yields of cash management products lag the direct security market. Why? Because some of their holdings have locked in higher rates, and most of those won't mature until later, at some point in the next 12 months—referred to as a laddered strategy. In contrast, some securities in the direct market—especially overnight securities and those with floating rates—trace Fed moves immediately. History is only a guide, of course, but we think this will be the case as the easing continues.

Some cynics channeling Henny Penny—the original name of that apocalyptic-minded chicken in the European folk tale—characterize the magnitude of the half-point reduction as a mortal blow. We think that actually helps cash-like vehicles because the decline in their

(continued page 6)

Performance as of September 30, 2024

	TexPool	TexPool Prime
Current Invested Balance	\$30,875,405,325	\$13,844,868,615
Weighted Average Maturity**	26 Days	39 Days
Weighted Average Life**	88 Days	75 Days
Net Asset Value	1.00029	1.00060
Total Number of Participants	2,893	620
Management Fee on Invested Balance	0.0450%	0.0550%
Interest Distributed	\$128,557,330.74	\$60,574,168.48
Management Fee Collected	\$1,025,582.71	\$630,820.30
Current S&P Global Rating	AAAm	AAAm

Month Averages

Average Invested Balance	\$30,302,150,543	\$13,955,489,859
Average Monthly Rate*	5.16%	5.28%
Average Weighted Average Maturity**	31	38
Average Weighted Average Life**	96	75

**This average monthly rate for TexPool Prime for each date may reflect a waiver of some portion or all of each of the management fees.*

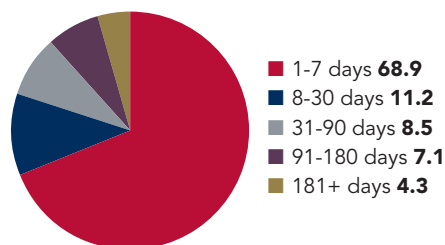
***See page 2 for definitions.*

Past performance is no guarantee of future results.



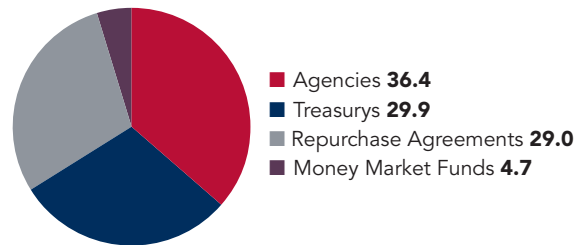
Portfolio by Maturity (%)

As of September 30, 2024



Portfolio by Type of Investment (%)

As of September 30, 2024



Portfolio Asset Summary as of September 30, 2024

	Book Value	Market Value
Uninvested Balance	\$367.09	\$367.09
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	112,828,581.37	112,828,581.37
Interest and Management Fees Payable	-128,585,557.60	-128,585,557.60
Payable for Investments Purchased	-75,000,000.00	-75,000,000.00
Accrued Expenses & Taxes	-35,183.61	-35,183.61
Repurchase Agreements	8,982,767,000.00	8,982,767,000.00
Mutual Fund Investments	1,467,085,200.00	1,467,085,200.00
Government Securities	11,275,953,500.62	11,278,347,731.17
US Treasury Bills	7,565,593,486.77	7,572,994,548.50
US Treasury Notes	1,674,797,930.61	1,673,969,716.95
Total	\$30,875,405,325.25	\$30,884,372,403.87

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool. The only source of payment to the Participants is the assets of TexPool. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

Participant Summary

	Number of Participants	Balance
School District	635	\$8,848,134,265.94
Higher Education	60	\$1,639,462,019.26
County	201	\$3,116,622,969.77
Healthcare	94	\$1,631,871,741.83
Utility District	939	\$4,847,932,182.16
City	509	\$8,299,690,650.29
Emergency Districts	113	\$436,819,726.44
Economic Development Districts	94	\$206,871,856.56
Other	248	\$1,767,976,407.34

**Definition of Weighted Average Maturity and Weighted Average Life

WAM is the mean average of the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid, (b) would be repaid upon a demand by TexPool, or (c) are scheduled to have their interest rate readjusted to reflect current market rates. Securities with adjustable rates payable upon demand are treated as maturing on the earlier of the two dates set forth in (b) and (c) if their scheduled maturity is 397 days or less; and the later of the two dates set forth in (b) and (c) if their scheduled maturity is more than 397 days. The mean is weighted based on the percentage of the amortized cost of the portfolio invested in each period.

WAL is calculated in the same manner as WAM, but is based solely on the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid or (b) would be repaid upon a demand by TexPool, without reference to when interest rates of securities within TexPool are scheduled to be readjusted.



Daily Summary

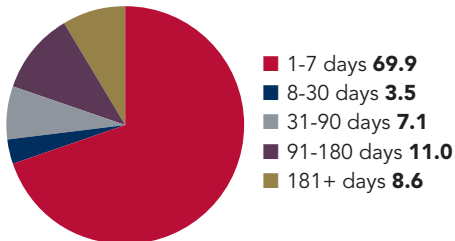
Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Invested Balance	NAV	WAM Days	WAL Days
9/1	5.2968%	0.000145117	\$30,295,015,407.15	1.00019	36	100
9/2	5.2968%	0.000145117	\$30,295,015,407.15	1.00019	36	100
9/3	5.2838%	0.000144762	\$30,304,288,267.16	1.00012	34	101
9/4	5.2659%	0.000144272	\$30,319,867,909.61	1.00016	34	100
9/5	5.2763%	0.000144556	\$30,274,151,656.87	1.00016	34	100
9/6	5.2824%	0.000144724	\$30,193,587,770.12	1.00016	34	100
9/7	5.2824%	0.000144724	\$30,193,587,770.12	1.00016	34	100
9/8	5.2824%	0.000144724	\$30,193,587,770.12	1.00016	34	100
9/9	5.2727%	0.000144458	\$30,107,714,988.62	1.00018	32	99
9/10	5.2705%	0.000144398	\$30,270,278,391.18	1.00020	32	98
9/11	5.2668%	0.000144295	\$30,141,865,651.78	1.00017	31	97
9/12	5.2645%	0.000144232	\$29,991,606,575.95	1.00016	32	96
9/13	5.2691%	0.000144360	\$30,135,270,531.07	1.00022	33	95
9/14	5.2691%	0.000144360	\$30,135,270,531.07	1.00022	33	95
9/15	5.2691%	0.000144360	\$30,135,270,531.07	1.00022	33	95
9/16	5.2719%	0.000144436	\$30,244,096,716.23	1.00025	30	93
9/17	5.2719%	0.000144435	\$30,274,045,062.30	1.00024	31	95
9/18	5.2700%	0.000144383	\$30,301,287,825.99	1.00029	30	94
9/19	5.1637%	0.000141471	\$30,199,868,157.25	1.00033	30	94
9/20	4.9868%	0.000136624	\$30,124,713,688.61	1.00029	31	95
9/21	4.9868%	0.000136624	\$30,124,713,688.61	1.00029	31	95
9/22	4.9868%	0.000136624	\$30,124,713,688.61	1.00029	31	95
9/23	4.9828%	0.000136515	\$30,042,126,097.69	1.00032	29	93
9/24	4.9764%	0.000136339	\$30,074,544,614.78	1.00033	29	94
9/25	4.9757%	0.000136321	\$31,003,010,865.93	1.00031	28	91
9/26	4.9793%	0.000136419	\$30,895,122,840.47	1.00030	27	91
9/27	4.9754%	0.000136312	\$30,598,162,848.62	1.00030	28	91
9/28	4.9754%	0.000136312	\$30,598,162,848.62	1.00030	28	91
9/29	4.9754%	0.000136312	\$30,598,162,848.62	1.00030	28	91
9/30	4.9843%	0.000136555	\$30,875,405,325.25	1.00029	26	88
Average:	5.1637%	0.000141471	\$30,302,150,542.55	1.00024	31	96



TEXPOOL Prime

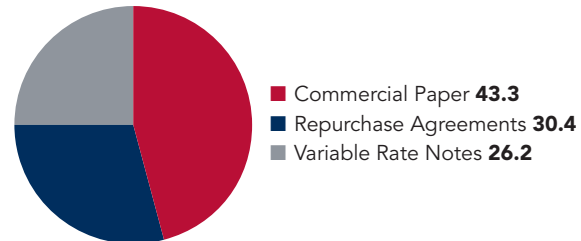
Portfolio by Maturity (%)

As of September 30, 2024



Portfolio by Type of Investment (%)

As of September 30, 2024



Portfolio Asset Summary as of September 30, 2024

	Book Value	Market Value
Uninvested Balance	-\$289.02	-\$289.02
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	16,415,755.21	16,415,755.21
Interest and Management Fees Payable	-60,574,177.91	-60,574,177.91
Payable for Investments Purchased	0.00	0.00
Accrued Expenses & Taxes	-20,862.13	-20,862.13
Repurchase Agreements	4,223,319,000.00	4,223,319,000.00
Commercial Paper	8,028,729,189.03	8,036,367,533.99
Mutual Fund Investments	0.00	0.00
Government Securities	0.00	0.00
Variable Rate Notes	1,637,000,000.00	1,637,633,035.75
Total	\$13,844,868,615.18	\$13,853,139,995.89

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool Prime. The assets of TexPool Prime are the only source of payments to the Participants. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services

Participant Summary

	Number of Participants	Balance
School District	169	\$4,429,438,505.63
Higher Education	19	\$1,002,888,851.41
County	54	\$980,678,808.01
Healthcare	23	\$564,379,138.52
Utility District	80	\$530,610,527.86
City	120	\$2,968,374,402.87
Emergency Districts	36	\$111,191,351.42
Economic Development Districts	24	\$58,561,633.49
Other	95	\$3,198,705,936.04



TEXPOOL Prime

Daily Summary

Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Prime Invested Balance	NAV	WAM Days	WAL Days
9/1	5.4315%	0.000148809	\$14,278,172,890.64	1.00027	40	76
9/2	5.4315%	0.000148809	\$14,278,172,890.64	1.00027	40	76
9/3	5.4265%	0.000148671	\$14,263,804,569.69	1.00036	37	72
9/4	5.4075%	0.000148152	\$14,248,256,924.37	1.00038	39	76
9/5	5.4085%	0.000148178	\$14,277,664,134.75	1.00043	38	75
9/6	5.4105%	0.000148234	\$14,198,496,431.42	1.00034	39	75
9/7	5.4105%	0.000148234	\$14,198,496,431.42	1.00034	39	75
9/8	5.4105%	0.000148234	\$14,198,496,431.42	1.00034	39	75
9/9	5.4123%	0.000148281	\$13,943,012,161.65	1.00044	38	76
9/10	5.4101%	0.000148222	\$13,877,056,974.07	1.00042	37	76
9/11	5.4095%	0.000148205	\$13,786,540,810.84	1.00041	37	75
9/12	5.4077%	0.000148155	\$13,713,115,052.11	1.00041	37	75
9/13	5.4066%	0.000148127	\$13,730,979,177.92	1.00036	38	75
9/14	5.4066%	0.000148127	\$13,730,979,177.92	1.00036	38	75
9/15	5.4066%	0.000148127	\$13,730,979,177.92	1.00036	38	75
9/16	5.4111%	0.000148249	\$13,814,448,287.00	1.00052	35	72
9/17	5.4178%	0.000148434	\$13,768,750,173.68	1.00053	35	72
9/18	5.4176%	0.000148428	\$14,184,992,799.04	1.00049	34	69
9/19	5.2244%	0.000143134	\$14,072,627,603.10	1.00059	35	70
9/20	5.1264%	0.000140450	\$13,866,201,561.38	1.00048	40	76
9/21	5.1264%	0.000140450	\$13,866,201,561.38	1.00048	40	76
9/22	5.1264%	0.000140450	\$13,866,201,561.38	1.00048	40	76
9/23	5.0467%	0.000138266	\$13,811,241,318.82	1.00062	38	76
9/24	5.0530%	0.000138437	\$13,862,394,598.30	1.00061	39	76
9/25	5.0509%	0.000138381	\$13,932,479,015.00	1.00064	38	75
9/26	5.0354%	0.000137957	\$14,045,961,304.78	1.00064	38	74
9/27	5.0366%	0.000137990	\$13,758,034,715.36	1.00051	40	76
9/28	5.0366%	0.000137990	\$13,758,034,715.36	1.00051	40	76
9/29	5.0366%	0.000137990	\$13,758,034,715.36	1.00051	40	76
9/30	5.0496%	0.000138346	\$13,844,868,615.18	1.00060	39	75
Average:	5.2797%	0.000144651	\$13,955,489,859.40	1.00046	38	75

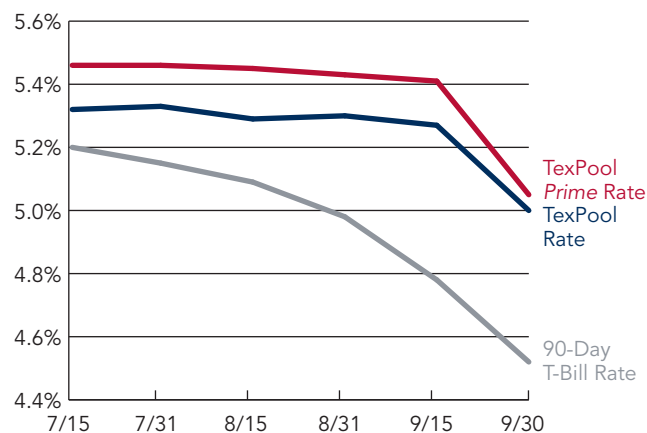


Participant Services
1001 Texas Ave. Suite 1150
Houston, TX 77002

yields traditionally has been proportional to the cut. Had the Fed trimmed the target range by a quarter-point, liquidity yields likely would have a spread of around 12 basis points initially. As it stands, that difference is closer to 25 basis points due to the oversized cut and gets more attractive out the inverted yield curve. No wonder the inflows. And no, the sky is not falling.

The Fed has tacitly declared victory over inflation, and the August Personal Consumption Expenditures (PCE) report supports that. Core PCE, which strips out volatile elements such as energy and food prices, rose only 0.1% from July against expectations for a 0.2% gain. But inflation might reverse course if the port workers across the Eastern seaboard go on strike. The Fed typically ignores exogenous events as being too temporary to warrant a monetary policy response. But the disruption to supply chains is not easily predictable. While it likely won't be as disruptive as the pandemic, it probably would be worse than the interference caused by the cargo ship stuck in the Suez Canal, terrorist attacks in the Red Sea and the tragedy in Baltimore combined. If a strike by longshoremen is prolonged, inflation could rise to the point that the Fed could hold rates at one of the year's last meetings.

TexPool & TexPool Prime vs. 90-Day Treasury Bill



90-Day Treasury Bill is a short-term debt instrument backed by the national government. These are used to collect immediate cash to meet outstanding obligations.

Any private investor can invest in a Treasury bill. The 90-Day Treasury Bill is a weighted average rate of the weekly auctions of 90-Day Treasury Bills.

Past performance is no guarantee of future results.

Tips for Preventing Financial Fraud

With cyber-crime and other social engineering attacks on the rise, TexPool offers tips, resources, and other suggestions to help protect your participating entity from potential financial fraud. Please visit the Financial Fraud Prevention page on [TexPool.com](https://www.texpool.com) to learn more.



Agenda Briefing

Date of Meeting: November 7, 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:

1. November 2024
2. December 2024

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

November 2024

November 2024							December 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	1	2	3	4	5	6	7
10	11	12	13	14	8	9	8	9	10	11	12	13	14
17	18	19	20	21	15	16	15	16	17	18	19	20	21
24	25	26	27	28	22	23	22	23	24	25	26	27	28
					29	30	29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 27	28	29	30	31	Nov 1	2
3	4	5	6	7 5:00pm Open Space and Trails Committee 5:00pm City Council Workshop (City Hall) 6:00pm City Council Meeting	8	9
10	11 11:00am Veterans Day Event (Bay Area Veterans Memorial)	12	13 5:30pm GCMCA Meeting (T-Bone Tom's, Kemah)	14 6:00pm Seabrook Economic Development Board of Directors Meeting (Council Chamber)	15	16
17	18	19 6:00pm Regular City Council Meeting (City Council Chamber)	20	21 6:00pm Seabrook Planning & Zoning Commission Meeting (Council Chamber)	22	23
24	25	26	27	28	29	30

December 2024

December 2024							January 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 1	2	3 6:00pm Regular City Council Meeting (Council Chambers)	4	5 5:00pm Open Space and Trails Committee Meeting (Public Works Facility) 6:00pm Tree Lighting (Community House)	6	7
8	9	10	11	12 6:00pm Seabrook Economic Development Board of Directors Meeting (Council Chamber)	13	14 9:00am Breakfast With Santa (Community House)
15	16	17	18	19 6:00pm Seabrook Planning & Zoning Commission Meeting (Council Chamber)	20	21
22	23	24	25	26	27	28
29	30	31	Jan 1, 25	2	3	4