



**SEABROOK CITY COUNCIL
NOTICE OF REGULAR CITY COUNCIL MEETING
TUESDAY, NOVEMBER 19, 2024 - 6:00 PM**

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

NOTICE IS HEREBY GIVEN THAT THE SEABROOK CITY COUNCIL WILL MEET ON **TUESDAY, NOVEMBER 19, 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 Storm Ready Community designation to Seabrook Emergency Management Services by the National Weather Service. *Dan Riley National Weather Service*

2.2 Receive a presentation from Randall Scott Architects on the proposed design for a new Seabrook Police Station in consideration of a potential 2025 bond proposition, followed by an informational update from city staff on the existing Police Station. *Randall Scott, RS Architects; Gayle Cook, City Manager; Rolf Nelson, Chief of Police*

2.3 Presentation and post-event report for Celebration Seabrook 2024. *Amanda Alvarado, Public Affairs Director*

2.4 Presentation of Quarterly Update of the Seabrook Volunteer Fire Department. *Chief Nathan Douglas*

3. DISCUSSION

3.1 Receive a presentation from the City's Financial Advisor and discussion regarding the associated ad valorem tax implications, issuance and timing of a May 2025 Bond Election covering the reconstruction of the municipal pool and the construction of a new Police Station. *John Robuck, BOK Financial Securities, Inc.*

4. CONSENT AGENDA

4.1 Approve the minutes of the November 7, 2024 Joint Workshop Session and the November 7, 2024 Regular City Council meeting.

5. BOARDS AND COMMISSIONS

5.1 Consider and take all appropriate action on five appointments to the Seabrook Economic Development Corporation, with two members' terms to expire on January 1, 2026, and three members' terms to expire on January 1, 2027. *Rachel Lewis, City Secretary*

6. SPECIFIC PUBLIC HEARING

6.1 Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Smoke and Head Shop." *Sean Landis, Deputy City Manager | Planning and Zoning Director*

6.2 Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a new definition for "(CBD) Cannabidiol Sales"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "(CBD) Cannabidiol Sales," and creating new associated parking regulations. *Sean Landis, Deputy City Manager | Planning and Zoning Director*

6.3 Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Vape Shop"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Vape Shop" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street

Parking, Loading, Ingress, and Egress,” Section 5.04 “Comprehensive Parking Regulation Matrix,” Table 5-C “Required Parking Spaces by Land Use Category” by adding “Vape Shop,” and creating new associated parking regulations. *Sean Landis, Deputy City Manager | Planning and Zoning Director*

6.4 Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 1, “In General” Section 1.10 “Definitions,” by creating a definition for “Mobile Vending”; and consider amending the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 3, “Establishment of Zoning Districts and Associated Regulations,” Section 3.15 “Comprehensive Land Use Regulation Matrix,” by adding “Mobile Vending” to Table 3-A “Uses Permitted by Right and Conditional Uses,” determining permitted use by condition or by right within the “Land Use Activity”; and consider amending the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 5, “Off-Street Parking, Loading, Ingress, and Egress,” Section 5.04 “Comprehensive Parking Regulation Matrix,” Table 5-C “Required Parking Spaces by Land Use Category” by adding “Mobile Vending,” and creating new associated parking regulations. *Sean Landis, Deputy City Manager | Planning and Zoning Director*

6.5 Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 1, “In General” Section 1.10 “Definitions,” by creating a definition for “Mobile Food Vendor”; and consider amending the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 3, “Establishment of Zoning Districts and Associated Regulations,” Section 3.15 “Comprehensive Land Use Regulation Matrix,” by adding “Mobile Food Vendor” to Table 3-A “Uses Permitted by Right and Conditional Uses,” determining permitted use by condition or by right within the “Land Use Activity”; and consider amending the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 5, “Off-Street Parking, Loading, Ingress, and Egress,” Section 5.04 “Comprehensive Parking Regulation Matrix,” Table 5-C “Required Parking Spaces by Land Use Category” by adding “Mobile Food Vendor” and creating new associated parking regulations. *Sean Landis, Deputy City Manager | Planning and Zoning Director*

6.6 Conduct a Public Hearing on a request to update the City of Seabrooks Official Zoning Map. *Sean Landis, Deputy City Manager | Planning and Zoning Director*

7. BID AWARDS

7.1 Approve the rejection of Bid Project 2024-11, Carothers Grading and Drainage Project as no bids were received. *Gayle Cook, City Manager*

8. NEW BUSINESS

8.1 Consider and take all appropriate action on the first reading of Ordinance # 2024-27 a request to amend the Code of Ordinance of the City of Seabrook, by creating a definition for “Smoke and Head Shop”. *Sean Landis, Deputy City Manager | Planning and Zoning Director*

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, “COMPREHENSIVE ZONING”, ARTICLE 1, “IN GENERAL” SECTION 1.10 “DEFINITIONS”, BY CREATING A DEFINITION FOR “SMOKE AND

HEAD SHOP”; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; AND PROVIDING FOR SEVERABILITY AND NOTICE.

8.2 Consider and take all appropriate action on the first reading of Ordinance 2024-28 a request to amend the Code of the City of Seabrook, by creating a new definition for “(CBD) Cannabidiol Sales”, and creating new associated parking regulations.
Sean Landis, Deputy City Manager | Planning and Zoning Director

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, “COMPREHENSIVE ZONING”, ARTICLE 1, “IN GENERAL” SECTION 1.10 “DEFINITIONS”, BY CREATING A NEW DEFINITION FOR “(CBD) CANNABIDIOL SALES”; AND CONSIDER AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, “COMPREHENSIVE ZONING”, ARTICLE 5, “OFF-STREET PARKING, LOADING, INGRESS, AND EGRESS”, SECTION 5.04 “COMPREHENSIVE PARKING REGULATION MATRIX”, TABLE 5-C “REQUIRED PARKING SPACES BY LAND USE CATEGORY” BY ADDING “(CBD) CANNABIDIOL SALES”, AND CREATING NEW ASSOCIATED PARKING REGULATIONS”; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; AND PROVIDING FOR SEVERABILITY AND NOTICE.

8.3 Consider and take all appropriate action on the first reading of Ordinance # 2024-29 a request to amend the Code of the City of Seabrook, by creating a definition for “Vape Shop”, adding “Vape Shop” to Table 3-A “Uses Permitted by Right and Conditional Uses, and creating new associated parking regulations. *Sean Landis, Deputy City Manager | Planning and Zoning Director*

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, “COMPREHENSIVE ZONING”, ARTICLE 1, “IN GENERAL” SECTION 1.10 “DEFINITIONS”, BY CREATING A DEFINITION FOR “VAPE SHOP”; AND CONSIDER AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, “COMPREHENSIVE ZONING”, ARTICLE 3, “ESTABLISHMENT OF ZONING DISTRICTS AND ASSOCIATED REGULATIONS”, SECTION 3.15 “COMPREHENSIVE LAND USE REGULATION MATRIX”, BY ADDING “VAPE SHOP” TO TABLE 3-A “USES PERMITTED BY RIGHT AND CONDITIONAL USES”, DETERMINING PERMITTED USE BY CONDITION OR BY RIGHT WITHIN THE “LAND USE ACTIVITY”; AND CONSIDER AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, “COMPREHENSIVE ZONING”, ARTICLE 5, “OFF-STREET PARKING, LOADING, INGRESS, AND EGRESS”, SECTION 5.04 “COMPREHENSIVE PARKING REGULATION MATRIX”, TABLE 5-C “REQUIRED PARKING SPACES BY LAND USE CATEGORY” BY ADDING “VAPE SHOP”, AND CREATING NEW ASSOCIATED PARKING REGULATIONS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; AND PROVIDING FOR SEVERABILITY AND

NOTICE.

8.4 Consider and take all appropriate action on the first reading of Ordinance 2024-32 a request to amend the Code of the City of Seabrook, by creating a definition for “Mobile Vending”, adding “Mobile Vending” to Table 3-A “Uses Permitted by Right and Conditional Uses”, and creating new associated parking regulations. *Sean Landis, Deputy City Manager | Planning and Zoning Director*

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, “COMPREHENSIVE ZONING”, ARTICLE 1, “IN GENERAL” SECTION 1.10 “DEFINITIONS”, BY CREATING A DEFINITION FOR “MOBILE VENDING”; AND CONSIDER AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, “COMPREHENSIVE ZONING”, ARTICLE 3, “ESTABLISHMENT OF ZONING DISTRICTS AND ASSOCIATED REGULATIONS”, SECTION 3.15 “COMPREHENSIVE LAND USE REGULATION MATRIX”, BY ADDING “MOBILE VENDING” TO TABLE 3-A “USES PERMITTED BY RIGHT AND CONDITIONAL USES”, DETERMINING PERMITTED USE BY CONDITION OR BY RIGHT WITHIN THE “LAND USE ACTIVITY”; AND CONSIDER AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, “COMPREHENSIVE ZONING”, ARTICLE 5, “OFF-STREET PARKING, LOADING, INGRESS, AND EGRESS”, SECTION 5.04 “COMPREHENSIVE PARKING REGULATION MATRIX”, TABLE 5-C “REQUIRED PARKING SPACES BY LAND USE CATEGORY” BY ADDING “MOBILE VENDING”, AND CREATING NEW ASSOCIATED PARKING REGULATIONS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; AND PROVIDING FOR SEVERABILITY AND NOTICE.

8.5 Consider and take all appropriate action on the first reading of Ordinance # 2024-30 a request to amend the Code of the City of Seabrook, by creating a definition for “Mobile Food Vendor”, adding “Mobile Food Vendor” to Table 3-A “Uses Permitted by Right and Conditional Uses”, and creating new associated parking regulations. *Sean Landis, Deputy City Manager | Planning and Zoning Director*

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, “COMPREHENSIVE ZONING”, ARTICLE 1, “IN GENERAL” SECTION 1.10 “DEFINITIONS”, BY CREATING A DEFINITION FOR “MOBILE FOOD VENDOR”; AND CONSIDER AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, “COMPREHENSIVE ZONING”, ARTICLE 3, “ESTABLISHMENT OF ZONING DISTRICTS AND ASSOCIATED REGULATIONS”, SECTION 3.15 “COMPREHENSIVE LAND USE REGULATION MATRIX”, BY ADDING “MOBILE FOOD VENDOR” TO TABLE 3-A “USES PERMITTED BY RIGHT AND CONDITIONAL USES”, DETERMINING PERMITTED USE BY CONDITION OR BY RIGHT WITHIN THE “LAND USE ACTIVITY”; AND CONSIDER AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, “COMPREHENSIVE ZONING”, ARTICLE 5, “OFF-STREET PARKING, LOADING, INGRESS, AND EGRESS”, SECTION 5.04 “COMPREHENSIVE PARKING REGULATION MATRIX”, TABLE 5-C “REQUIRED PARKING SPACES BY LAND USE CATEGORY” BY ADDING “MOBILE FOOD VENDOR” AND CREATING NEW ASSOCIATED PARKING REGULATIONS.

8.6 Consider and take possible action on the first reading of Ordinance 2024-31 a request to update the City of Seabrook Official Zoning Map. *Sean Landis, Deputy City Manager | Planning and Zoning Director*

AN ORDINANCE WHICH REPLACES THE CURRENT OFFICIAL CITY OF SEABROOK ZONING MAP DATED THE 2nd DAY OF APRIL, 2019; PROVIDING A PENALTY IN AN AMOUNT OF NOT MORE THAN \$2,000.00 FOR VIOLATION OF ANY PROVISIONS HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR NOTICE AND SEVERABILITY.

8.7 Consider and take all appropriate action regarding the approval of an agreement between the City of Seabrook Police Department and the State of Texas to acquire Department of Defense (DoD) equipment for criminal justice and emergency preparedness purposes through the Texas LESO Program and authorize the City Manager and Chief of Police to execute all associated documents.

Rolf Nelson, Police Chief

8.8 Consider and take all appropriate action on the first reading of Ordinance 2024-33, Amending the Park Regulations for changes in the Park Hours *Gayle Cook, City Manager*

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF SEABROOK, CHAPTER 65, "PARKS, RECREATION AND MUNICIPAL FACILITIES," ARTICLE II, "PARKS GROUNDS AND FACILITIES", DIVISION 2, "REGULATIONS"; SECTION 65-33; BY AMENDING AND UPDATING VARIOUS PARK HOURS; PROVIDING FOR A PENALTY IN AN AMOUNT OF NOT MORE THAN \$500.00 FOR VIOLATION OF ANY PROVISIONS HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR SEVERABILITY.

8.9 Consider and take all appropriate action on the first reading of Ordinance 2024-34, modifying and continuing a Civil Service Classification System to approve a program for Lateral Police Officers. *Yesenia Garza, Director of Human Resources*

AN ORDINANCE MODIFYING AND CONTINUING A CIVIL SERVICE CLASSIFICATION SYSTEM CONSISTING OF CLASSES, POSITIONS, PAY GRADES AND COMPENSATION LEVELS IN THE CLASSIFIED SERVICE OF THE SEABROOK POLICE DEPARTMENT AND TO PROVIDE FOR AND RECOGNIZE A LATERAL ENTRY PROGRAM; PROVIDING FOR A REPEAL WITH LIMITED EXTENSION; PROVIDING A SEVERABILITY CLAUSE, AN EFFECTIVE DATE, CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT AND REPLACING PREVIOUSLY ADOPTED ORDINANCES 2024-10.

8.10 Consider and take all appropriate action on the approval of a Professional Services Agreement of Kimley Horn for the Expansion of Bayside Park (CIP P28) at the Main Street Wastewater Treatment Plant site in an amount not to exceed \$83,000.00 and designate the funding source. *Gayle Cook, City Manager*

8.11 Consider and take all appropriate action on the approval of the first reading of Ordinance 2024-35, Update to Speed Limits and Zones, and establishing speed limits on State Highway 146 Frontage Roads in the City limits of the City of Seabrook until Texas Department of Transportation (TxDOT) completes engineering and traffic study. *Rolf Nelson, Police Chief*

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK, COMPLETELY UPDATING CHAPTER 90 "TRAFFIC AND VEHICLES" ARTICLE II, "SPEED RESTRICTIONS", BY ESTABLISHING NEW PROVISIONS, SPEED ZONES AND LIMITS, PROVIDING FOR A PENALTY OF A FINE NOT TO EXCEED TWO HUNDRED DOLLARS (\$200.00) OR THE MAXIMUM AMOUNT PROVIDED BY LAW FOR VIOLATION OF ANY PROVISIONS HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR SEVERABILITY.

8.12 Consider and take all appropriate action on a Proposal from Alsay Incorporated to make repairs to Water Well #3 in an amount not to exceed \$88,000.00. This is under the contract pricing of Bid Project 2020-03-324 and the approved agreement. *Brian Craig, City Engineer*

8.13 Consider and take all appropriate action for approval to proceed with project recommendations and action needed for the 2025 Bond Program and May 2025 Election for the construction of a Police Station and a Municipal Pool. *Gayle Cook, City Manager*

9. ROUTINE BUSINESS

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

9.2 Monthly Financial Report for October, 2024.

9.3 Establish future meeting dates and agenda items.

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

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR OTHER ACCOMMODATIONS OR INTERPRETIVE SERVICES, MUST BE MADE, 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (281) 291-5663 OR CITYSEC@SEABROOKTX.GOV FOR FURTHER INFORMATION.

I certify that this notice was posted on the bulletin board on or before Friday, May 12, 2023 no

later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Rachel Lewis, TRMC





BUILDING SQUIRE FOOTAGE
 PROPOSED GROSS SF : 22,203 SF

- | | | | | |
|--|---|---|---|---|
| BUILDING SUPPORT | DETENTION | PATROL | PUBLIC SPACES | SHARED SPACES |
| CID | DISPATCH | POLICE ADMINISTRATION | RECORDS | |
| CIRCULATION | EVIDENCE | POLICE ASSET BUILDING | SALLYPORT | |



SEABROOK CITY COUNCIL
JOINT CITY COUNCIL AND OPEN SPACE AND
TRAILS COMMITTEE WORKSHOP

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. Open Space and Trails Committee Members Monica Comeaux, Sally Antrobus, John Coggeshall, Jesse Jones, Debra Harper, David Popken, and Nehemiah Jackson were present. Also in attendance were: City Manager Gayle Cook and City Secretary Rachel Lewis.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no citizen comments.

2. DISCUSSION

- 2.1 Presentation regarding the TXDOT Landscape Thoroughfare Project as funded through the Green Ribbon Grant Program . *Brandon Whittaker, Clark Condon***
City Manager Gayle Cook presented the Green Ribbon Landscaping Plan. **See Attachment A.** Brandon Whittaker with Clark Condon answered questions from Council and the Open Space and Trails Committee regarding the plan and maintenance. He explained TxDOT would maintain the landscaping during construction and for one year following. After that the City would be responsible for maintenance.

Councilmember Machol stated he wanted more plantings rather than rocks and asked for an explanation for the amount of rocks. Mr. Whittaker stated they implemented the plan provided by TxDOT that aligned with their budget. He stated the plan for SH146 was above the usual TxDOT standards. He said other landscaping throughout the metro areas of Houston which had more landscaping were funded by those individual cities.

City Manager Cook stated TxDot could be reengaged regarding expanding the plans at the City's expense. She stated EDC funded the initial costs.

3. ADJOURN WORKSHOP SESSION

Motion:	To Adjourn the Workshop Session
Made By:	Council Member Tom Tollett
Seconded By:	Council Member Michael Giangrosso
Vote:	PASSED unanimously by all present

The Workshop Session was adjourned at 5:35 pm.

Signature Page:

APPROVED: _____

Thomas G. Kolupski
Mayor

DATE: _____

ATTEST: _____

Rachel Lewis, TRMC
City Secretary



MEETING MINUTES
NOVEMBER 7, 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

Kylie Wilson	2602 Loganberry Circle, Seabrook	At large animals code
JoAnn Hutton	Mont Belvieu	At large animals code

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:

Honoring Our Veterans - November 11, 2024

Clear Creek Community Theatre Broadway Cabaret - November 22-24, 2024

Tree Lighting - December 5, 2024

Casey Donahew - December 7, 2024

Breakfast With Santa - December 14, 2024

Christmas Boat Parade on December 14, 2024

2. PRESENTATIONS

2.1 Presentation of the Final Report by the Charter Review Commission. Charter Review Commission

Ann Wacker, Vice Chair of the Charter Review Commission presented the final report to Council. She answered questions specifically regarding changes to the Recall section.

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.

Mayor Kolupski presented the Certificates of Appreciation to the members of the Charter Review Commission and thanked them for their service to the City of Seabrook.

2.3 Presentation by City of Seabrook Animal Control regarding invisible fences.

Animal Control Officer Dwayne Vanselous made a presentation regarding invisible fence requirements within the City. **See Attachment A.** Council asked questions regarding the fence containing the animals and any liability to the City. Mr. Vanselous explained electric fences were only effective 65% to 70% of the time and were not effective if the battery or electricity went out. He said the fences also did not prevent children from going onto the property. Members of Council requested the code be revisited.

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."
- 3.3 Approval of a second reading of Ordinance 2024-25, Revision to Personnel Policies, *Chapter 8, Section 5 - Electronic Communications*.

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

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

- 4.2 Consider and take all appropriate action on the 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.

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

- 4.3 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.

Councilmember Hefner recommended the reappointment of the current members (Guy Rodgers, Ed Klein, and Christopher Scott Reynolds), and recommended Kyle Lesak and Byron Hanssen for consideration for appointment as the new member.

Councilmember Machol recommended the reappointment of the current members and recommended Kyle Lesak to be appointed as the new member.

City Secretary Rachel Lewis informed Council if the current members were reappointed, those members would term on January 1, 2028 and the new member would term on January 1, 2026.

Motion: To Reappoint Guy Rodgers, Scott Reynolds, and Ed Klein
Made By: At-Large Position 2 Hefner
Seconded By: Mayor Pro Tem, At-Large Position 5 Hammann
Vote: **Passed** unanimously by all present

Mayor Kolupski asked for a vote regarding the two recommended applicants Byron Hanssen and Kyle Lesak.
Votes in favor of Byron Hanssen were Councilmembers Thom Kolupski, Buddy Hammann, Rob Hefner, Michael Giangrosso, Tom Tollett and Joe Machol.
Votes in favor of Kyle Lesak included Councilmember Jackie Rasco.
Mayor Kolupski declared Byron Hanssen the new member for Planning and Zoning.

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.**

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

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.**

Assistant City Manager Sean Landis presented the agreement and stated staff recommended approval.

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

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 presented the additional expenditures. It was clarified that the monies would come out of the 2025 budget.

Motion: To Approve from funding in the 2025 Budget
Made By: Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By: At-Large Position 6 Machol

Vote: **Passed** unanimously by all present

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

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

- 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 explained the Early Warning System.
-

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

- 5.6 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.**

Councilmember Hammann requested a report regarding an Administrative Services Agreement and the position of Director of Economic Development from Councilmembers Rasco and Machol who had previously stated there was a need for this position within the City. Councilmember Rasco stated she discussed this need in April, but she had since spoken with a member of EDC who informed her that members of the Economic Development Corporation were reaching out to local businesses now.

Councilmember Machol stated he originally brought up the need because the City Manager was acting in this capacity, and it was impossible for the City Manager to effectively work two full-time positions.

Councilmember Hammann stated that EDC discussed the elimination of the position of Director of Economic Development due to the size and needs of the City of Seabrook. He encouraged Councilmembers Rasco and Machol to attend meetings of EDC to discuss the decision further.

Mayor Kolupski explained reasons the position was eliminated including the cost of \$120,000 for a full-time position versus the needs of the City.

No further action was taken on this item.

- 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.**

City Engineer Brian Craig presented the project.

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

- 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.**

Motion:	To Approve the resolution casting 5 ballots for Mike Sullivan
Made By:	At-Large Position 2 Hefner
Seconded By:	At-Large Position 6 Machol
Vote:	Passed unanimously by all present

- 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).**

Council discussed colors to paint the sails. It was determined the decisions regarding paint color would be made at a later date.

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

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.**

City Manager Gayle Cook presented the update. **See Attachment B.**

Councilmember Machol stated the sign at the Veterans Memorial and the gazebo repair looked very good. He also thanked staff for the flag replacement.

Councilmember Rasco asked for attention to replacement of road signs and gravel work at Ed White trail.

- 6.2 Monthly Financial Report for September, 2024.**

Finance Director Mike Gibbs presented the report. **See Attachment C.**

6.3 Establish future meeting dates and agenda items.

City Secretary Rachel Lewis informed Council the next Regular Meeting was scheduled for November 19, 2024.

Councilmember Rasco requested an event report for Celebration Seabrook on a future agenda.

7. EXECUTIVE SESSION

Mayor Kolupski Adjourned into Executive Session at 7:48 pm.

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

Mayor Kolupski reconvened the meeting into Open Session at 8:27 pm. He stated no action was taken.

9. ADJOURNMENT

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

Meeting was adjourned at 8:27 pm.

APPROVED:

Thomas G. Kolupski
Mayor

DATE: _____

ATTEST:

Rachel Lewis, TRMC
City Secretary

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Economic Development Corporation
Date: Thursday, August 22, 2024 6:51:02 PM

Application for Appointment to the Economic Development Corporation

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

PURPOSE

In 1992, the voters of Seabrook authorized the City to adopt a half-cent sales and use tax to pay for projects as authorized by Chapters 501, 502, and 505, Texas Local Government Code, and to pay for the principal and interest of bonds & other obligations issued to pay the costs of such projects. The Seabrook Economic Development Corporation (SEDC) was created to oversee the use of these tax monies to encourage and promote the City's economic welfare.

The SEDC comprises 5 members and 2 Council representatives 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	Gary
LAST NAME	Bell
PHONE NUMBER	2814140987
EMAIL ADDRESS	

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

STREET ADDRESS	4710 HAMBLIN CT
MAILING ADDRESS	Field not completed.
CITY	Seabrook, TX
STATE	TX
ZIP	77586
HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF SEABROOK?	Seabrook, TX
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	No

OBLIGATIONS OWED
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.

Open Space & Trails Committee, Seabrook Economic
Development Corporation

HAVE YOU ATTENDED A
MEETING OF THE
SEDC?

Yes

ARE YOU CURRENTLY
A MEMBER OF THE
SEDC?

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

Chairman, Galveston Naval Museum

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

No

BOARD OR
COMMISSION?

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

Field not completed.

THE SEABROOK
ECONOMIC
DEVELOPMENT
CORPORATION IS
RESPONSIBLE FOR
DRAFTING AN
ECONOMIC
DEVELOPMENT
STRATEGY TO
BOLSTER THE
BUSINESS CLIMATE
THROUGHOUT THE
CITY AS WELL IDENTIFY
STRATEGIES TO
COORDINATE PUBLIC,
PRIVATE, AND
ACADEMIC
RESOURCES TO
DEVELOP AND
ENHANCE BUSINESS
OPPORTUNITIES. WHAT
ARE YOUR FEELINGS
ON THE IMPORTANCE
OF THIS ROLE FOR
WHICH YOU ARE
VOLUNTEERING?

This is a very important role as Seabrook adjusts to the new opportunities resulting from the completion of SH146, the construction of several new hospitality and living developments

THE SEABROOK
ECONOMIC
DEVELOPMENT
CORPORATION
DETERMINES WHICH
PROJECTS ARE TO BE
FUNDED WITH THE
SALES TAX ALLOCATED
TOWARD ECONOMIC
DEVELOPMENT IN THE
CITY. DO YOU HAVE A
VISION FOR WHAT THE
BUSINESS LANDSCAPE

Follow the dictates of the public surveys. I am partial to offices, retail and hospitality.

SHOULD LOOK LIKE IN
THE CITY OF
SEABROOK? SHOULD
THE CORPORATION
FOCUS ON RETAIL,
RESTAURANTS,
HOTELS,
BUSINESS/OFFICE
FUNCTIONS OR SOME A
MIXTURE OF ALL?

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

Former successful small businesses (2) owner for over 20
years. Masters in Business Administration. Capt, USN,(ret).
Former Professor, Rice University

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

Current member of SEDC for several years.

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

Field not completed.

TODAY'S DATE

8/22/2024

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 Economic Development Corporation
Date: Tuesday, September 10, 2024 1:26:17 PM

Application for Appointment to the Economic Development Corporation

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

PURPOSE

In 1992, the voters of Seabrook authorized the City to adopt a half-cent sales and use tax to pay for projects as authorized by Chapters 501, 502, and 505, Texas Local Government Code, and to pay for the principal and interest of bonds & other obligations issued to pay the costs of such projects. The Seabrook Economic Development Corporation (SEDC) was created to oversee the use of these tax monies to encourage and promote the City's economic welfare.

The SEDC comprises 5 members and 2 Council representatives 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	Jonathan (JP)
LAST NAME	Byers
PHONE NUMBER	7134235898
EMAIL ADDRESS	

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

STREET ADDRESS	3663 Nasa Pkwy Apt 414
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
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	No

OBLIGATIONS OWED
TO THE CITY OF
SEABROOK?

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

No

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

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

HAVE YOU ATTENDED A
MEETING OF THE
SEDC?

No

ARE YOU CURRENTLY
A MEMBER OF THE
SEDC?

No

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

No

BOARD OR
COMMISSION?

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

Field not completed.

THE SEABROOK
ECONOMIC
DEVELOPMENT
CORPORATION IS
RESPONSIBLE FOR
DRAFTING AN
ECONOMIC
DEVELOPMENT
STRATEGY TO
BOLSTER THE
BUSINESS CLIMATE
THROUGHOUT THE
CITY AS WELL IDENTIFY
STRATEGIES TO
COORDINATE PUBLIC,
PRIVATE, AND
ACADEMIC
RESOURCES TO
DEVELOP AND
ENHANCE BUSINESS
OPPORTUNITIES. WHAT
ARE YOUR FEELINGS
ON THE IMPORTANCE
OF THIS ROLE FOR
WHICH YOU ARE
VOLUNTEERING?

I am a commercial real estate agent who supports the development of any commerce that the citizens will hold acceptable.

THE SEABROOK
ECONOMIC
DEVELOPMENT
CORPORATION
DETERMINES WHICH
PROJECTS ARE TO BE
FUNDED WITH THE
SALES TAX ALLOCATED
TOWARD ECONOMIC
DEVELOPMENT IN THE
CITY. DO YOU HAVE A
VISION FOR WHAT THE
BUSINESS LANDSCAPE

Having a mix of all of the above is Key. As of now Seabrook has a GREAT spread of mom-and-pop restaurants, privately owned inns and hotels, however there is so much more potential in this little town. I would love to see more retail that truly supports the citizens of Seabrook.

SHOULD LOOK LIKE IN
THE CITY OF
SEABROOK? SHOULD
THE CORPORATION
FOCUS ON RETAIL,
RESTAURANTS,
HOTELS,
BUSINESS/OFFICE
FUNCTIONS OR SOME A
MIXTURE OF ALL?

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

Being a commercial real estate agent gives me the opportunity to look at Seabrook directly through the eyes of commerce. I believe that the last warehouse sale was great for our city, and while there was plenty of opposition to it, I fully believe that with the development of key areas in Seabrook that we can push us into a bright future and I can assist the council in showing our citizens that potential. The 146 project took a major toll on our businesses, and it is time that we change that landscape and invite new investment into our city.

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

I am looking forward to doing my part to serve our community, for far too long I have been an armchair quarterback. I want to help our council make sound decisions that will lead us forward and become what Kemah should have been.

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 Economic Development Corporation
Date: Monday, September 16, 2024 1:15:32 PM

Application for Appointment to the Economic Development Corporation

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

PURPOSE

In 1992, the voters of Seabrook authorized the City to adopt a half-cent sales and use tax to pay for projects as authorized by Chapters 501, 502, and 505, Texas Local Government Code, and to pay for the principal and interest of bonds & other obligations issued to pay the costs of such projects. The Seabrook Economic Development Corporation (SEDC) was created to oversee the use of these tax monies to encourage and promote the City's economic welfare.

The SEDC comprises 5 members and 2 Council representatives 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	Chapman
PHONE NUMBER	281-451-5616
EMAIL ADDRESS	

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

STREET ADDRESS	3606 Elmen
MAILING ADDRESS	P O box 735
CITY	Seabrook
STATE	TX
ZIP	77586
HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF SEABROOK?	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	No

OBLIGATIONS OWED
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.

Seabrook Economic Development Corporation

HAVE YOU ATTENDED A
MEETING OF THE
SEDC?

Yes

ARE YOU CURRENTLY
A MEMBER OF THE
SEDC?

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

No

BOARD OR
COMMISSION?

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

Field not completed.

THE SEABROOK
ECONOMIC
DEVELOPMENT
CORPORATION IS
RESPONSIBLE FOR
DRAFTING AN
ECONOMIC
DEVELOPMENT
STRATEGY TO
BOLSTER THE
BUSINESS CLIMATE
THROUGHOUT THE
CITY AS WELL IDENTIFY
STRATEGIES TO
COORDINATE PUBLIC,
PRIVATE, AND
ACADEMIC
RESOURCES TO
DEVELOP AND
ENHANCE BUSINESS
OPPORTUNITIES. WHAT
ARE YOUR FEELINGS
ON THE IMPORTANCE
OF THIS ROLE FOR
WHICH YOU ARE
VOLUNTEERING?

I feel it is extremely important to stay focused on issues now
and in the future that would continue to move the city forward.

THE SEABROOK
ECONOMIC
DEVELOPMENT
CORPORATION
DETERMINES WHICH
PROJECTS ARE TO BE
FUNDED WITH THE
SALES TAX ALLOCATED
TOWARD ECONOMIC
DEVELOPMENT IN THE
CITY. DO YOU HAVE A
VISION FOR WHAT THE
BUSINESS LANDSCAPE

A good mix of all is and will continue to be vital to the city.

SHOULD LOOK LIKE IN
THE CITY OF
SEABROOK? SHOULD
THE CORPORATION
FOCUS ON RETAIL,
RESTAURANTS,
HOTELS,
BUSINESS/OFFICE
FUNCTIONS OR SOME A
MIXTURE OF ALL?

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

Living and working in the city gives me a broad perspective of the big picture and how everyone needs to work together to make things happen

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

I have been on the EDC for a number of years and would like to continue.

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

Field not completed.

TODAY'S DATE

9/16/2024

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.](#)

Application for Appointment to the Economic Development Corporation

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	Andrew Croce
Phone	8322441263
Email	[REDACTED]

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

Street Address	2703 Sea Ledge Dr
City	Seabrook
State	Texas
Zip Code	77586
Are you a Registered Voter?	Yes
How long have you been a resident of Seabrook?	15
Have you attended a meeting of the Seabrook Economic Development Corporation?	Yes
Are you currently a member of the Seabrook Economic Development Corporation?	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 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 member of the Seabrook Economic Development Corporation??	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 Seabrook Economic Development Corporation?	I have a diverse background from contractor/builder to project manager. I think the EDC needs to have vision of what we can bring to the city in terms of new business. With the 146 expansion, Seabrook lost a ton of small local businesses and with the ne highway opening soon, it will be very easy for people to bypass Seabrook all together. I think there needs to be reasons for making people want to stop and see what Seabrook has to offer
The Seabrook Economic Development Corporation is responsible for drafting an economic development	Again, we've done a lot to increase the population of Seabrook with the addition of multiple apartment complexes, but the amount of services the city can provide for those folks has not

strategy to bolster the business climate throughout the City as well identify strategies to coordinate public, private, and academic resources to develop and enhance business opportunities. What are your feelings on the importance of this role for which you are volunteering?

increased in parallel. We need to provide more for the citizens of Seabrook than just a place to live.

The Seabrook Economic Development Corporation determines which projects are to be funded with the sales tax allocated toward economic development in the City. Do you have a vision for what the business landscape should look like in the City of Seabrook? Should the Corporation focus on retail, restaurants, hotels, business/office functions or some a mixture of all?

I think we have enough storage/industrial spots already. I believe the focus needs to be on providing the services necessary for sustaining the people that live in, commute through and work in Seabrook. We are lacking in retail, restaurants, and other businesses that help keep the community active.

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.

[ACroce_resume_0723.pdf](#)

Today's Date

1/8/2024

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

I Understand and Agree

Andrew Croce

Project Manager

Summary

Project Manager with over Twenty years of overall experience with more than twelve years in executing projects to meet client expectations. Expert in coordinating project estimates, risk assessments and technical drawings to prepare for projects. Attentive in consistently analyzing real-time project data and reviewing reports for informed decision-making and ongoing support. Studious leader when assisting and training engineers with less experience.

Experience highlights

2023 – Present	Principal Project Engineer, Worley, Houston, Texas
2022 – 2022	Project Manager, Hargrove Engineers & Constructors, Pasadena, Texas
2021 – 2021	Engineering Project Manager, Avenue Technologies, Houston, Texas
2019 – 2020	Senior Project Engineer, Worley/Jacobs, Houston, Texas
2018 – 2019	Senior Project Manager, Hargrove Engineers & Constructors, Angleton, Texas
2017 – 2018	Project Manager, Middough, Inc., Houston, Texas
2012 – 2017	Project Engineer/Mechanical Engineering Manager, Preferred Engineering, Nassau Bay, Texas
2007 – 2012	Lead Test Engineer, Jacobs, Houston, Texas
2006 – 2007	Mechanical Test Engineer, Jacobs, Las Cruces, New Mexico
2004 – 2006	Field Electrical Engineer, L&M Technologies, Las Cruces, New Mexico

Education

1993	Bachelor of Science, Mechanical Engineering Technology, Wentworth Institute of Technology – Boston, Massachusetts
-------------	---

Experience detail

2023 – Present	Principal Project Engineer, Worley, Houston, Texas • Currently executing \$25MM project for bp for their offshore assets
2022 – 2022	Project Manager, Hargrove Engineers & Constructors, Pasadena, Texas • Plan and execute projects in accordance with client specifications and standards while maintaining safety and quality ▪ <u>Eastman, AT4218 Piping Design, Kingsport, Tennessee</u> – Provide piping design and mechanical engineering services for a highly confidential project entailing: - Check to ensure ~200 lines match the P&IDs, which are currently in IFD state. - Update 3D modeling of approximately 200 process lines. - Extract and Issue piping isometrics for review/approval to Eastman. - Perform pick-ups in 3D model through 2 cycles of comments - Assume that 100 process lines will require computational/formal pipe stress analysis.

- CVR, Numerous Projects, Coffeyville, KS – Provide home office Project management coordination for numerous refinery project including pipe design, pipe stress analysis, mechanical vessel design, and civil and structural design and analysis
- Chevron, Numerous Projects, Pasadena, TX – FEL2, 3 and Detailed Design
 - Overall responsibility to control and report monthly cash flow and progress
 - Assist with construction coordination
 - Produce cost and schedule reports weekly, updating clients and senior leadership on progress and roadblocks
 - Monitor contracts and service level agreements to identify potential risks and implement mitigation plans to protect the development process from unforeseen delays and costs

2021 – 2021 Engineering Project Manager, Avenue Technologies, Houston, Texas

Engineering Project Manager

- Performed project management and engineering functions for xEMU space suit development, including requirements development, hardware development, manufacturing, assembly, and testing.
- Managed the engineering team for the specific space suit subsystem assigned (xPLSS).
- Provided budgeting, forecasting and cost estimating to NASA management.
- Monitored cost performance for the subsystem development against established plans.
- Developed and maintained company and customer financial reports.
- Oversaw and developed schedules, procedures, work instructions and process flows.
- Updated the Development Plan to ensure it is in sync with schedules
- Developed risks and risk mitigation plans for rollup into the higher-level risk system
- Interacted frequently with inter-organizational disciplines, NASA System Managers, and operational customers.
- Worked with component owners to help them manage their day-to-day activities associated with their components
- Generated and updated component end-item specifications

Lead Test Engineer

- Implemented test plans and schedules, supervised test preparation, build up and test execution.
- Identified and categorized which tests were needed and prioritizing the tests already defined.
- Worked closely with test facilities coordinating the test schedules and helping determine the process for providing the test schedules to program.
- Developed and managed test schedules, including the long-term planning of integrated tests with multiple programs.
- Managed the planning, monitoring, and execution of project cost estimates, scheduling, certification activities, and hardware processing and delivery.
- Reviewed test techniques, processes, and equipment to ensure that employees were not exposed to unnecessary risks while testing hardware.
- Supported the integration and assembly of test articles and reviewed and wrote Test Reports.
- Identified test issues and effectively resolved them for test hardware, Ground Support Equipment (GSE), procedures, and team members, and I notified the Program of those decisions and findings.
- Worked to resolve conflicts between procedures and requirements.
- Discussed schedule conflicts and impacts and worked with Test Team members and Facilities to provide effective solutions.
- Worked in a team environment, provided daily status to customer (NASA) and other support personnel, and maintained a professional relationship with the NASA customer and other NASA support contractors.

2019 – 2020 Senior Project Engineer, Worley/Jacobs, Houston, Texas

- Client account and project engineer for the Marathon Texas City Refinery
- Provided estimating, proposals, and project management for small and mid-cap projects
- Provided monthly reporting on cost and schedule (including Primavera P6 and MS Project) to senior Marathon management
- Managed projects effectively to deliver finished work on time and on budget
- Calculated risks during project development and then managed the risks throughout the project's lifecycle
- Spearheaded 25 small-cap projects over the past 15 months through planning, design, and implementation phases
- Delegated engineering activities to maintain work standards, adhere to timelines and meet quality assurance targets

2018 – 2019 Senior Project Manager, Hargrove Engineers & Constructors, Angleton, Texas

- Orchestrated the execution of the largest mid-cap project in support of the May 2019 TAR for the Ascend Chocolate Bayou site
- Planned and executed the project in accordance with client specifications and standards while maintaining safety and quality

- Overall responsibility to control and report monthly cash flow and progress
- Assisted with construction coordination and project coordination between the Capital Projects Group and the TAR Group
- Produced cost and schedule reports weekly, updating the client and senior leadership on progress and roadblocks
- Monitored contracts and service level agreements to identify potential risks and implemented mitigation plans to protect the development process from unforeseen delays and costs
- Established and led a multi-disciplined design team throughout development and contract document phases for a \$12MM project
- Monitored equipment transport and disposal requirements and checked incoming products for compliance

2017 – 2018 Project Manager, Middough, Inc., Houston, Texas

- Project manager appointed for the overall development and execution of small to mid-cap projects
- Successfully managed and completed over 90 projects in the first year, on time and on budget and completed written proposals for over 150 additional projects
- Demonstrated excellent communication skills (written and verbal) and maintained specific knowledge of planning and scheduling functions and a thorough understanding of contract administration, liability, and safety issues.
- Served as the primary contact for Marathon and any other outside consultants concerning the projects
- Provided reports on status and work to adjust schedules as needed
- Monitored changes in scope and schedule and prepared Change Authorizations as required
- Supervised the preparation of proposals, project specifications and scopes, and assisted in negotiating the final contracts
- Monitored project costs and quality to ensure the profitability and technical performance of the project and developed innovative actions to correct variances to scope, budget, and schedules
- Established business and relationship development activities with Marathon

2012 – 2017 Project Engineer/Mechanical Engineering Manager, Preferred Engineering, Nassau Bay, Texas

- Monitored resource planning, cost/budget, and the utilization of personnel
- Interfaced directly with customers and industry organizations to ensure service and technical delivery and quality of our established service and product and drove technical development of new areas of services and products to enhance customer satisfaction and the overall safety footprint.
- Executed engineering projects within the business, with regards to scope, quality, efficiency, and customer satisfaction.
- Monitored all work leaving the department and interfacing with the other discipline managers to ensure proper coordination of work.
- Established practical and professional experience in many diverse areas of engineering: chemical, process, mechanical and structural.
- Proficient with P&IDs, PFDs, equipment, and instrument specifications.
- Skilled at troubleshooting problem situations.
- Responsible for coordinating, directing, and exercising the functional authority for the planning, organization, control integration and completion of engineering projects for the petrochemical industry in the Houston, TX area.
- Worked to plan and implement the engineering program, including defining the project activities, milestones and staff requirements based on the customer's requirements.
- Developed and maintained the schedule and budget for the projects.
- Provided reports on status and work to adjust schedules as needed.
- Assigned and oversaw project personnel to specific phases or aspects of projects such as design, technical plans and product testing.
- Reconciled and evaluated design changes, specifications and drawing releases.
- Prepared interim and completion project reports and interfaced with the customers to ensure the customer needs have been met.
- Continually updated the customer, project team and management with progress reports.
- Proficient with P&IDs, PFDs, equipment, and instrument specifications.
- Skilled at troubleshooting problem situations.

2007 – 2012 Lead Test Engineer, Jacobs, Houston, Texas

- As the Lead Test Engineer was responsible for reviewing relevant documents such as Project Technical Requirements Specification and Verification & Validation Document and providing input to the Systems Engineering & Integration Team.
- Authored the Qualification and Acceptance Test Plan, Master Verification Plan, and other test documents for the

program.

- Responsible for identifying and categorizing which tests were needed and worked to prioritize the already defined tests.
- Worked closely with the test facilities coordinating the test schedules and helping determine the process for providing the test schedules to program.
- Suggested ways for team members to effectively work with their customers to satisfy needs within the confines of the program requirements.
- Managed and developed test schedules, including the long-term planning of integrated tests with multiple programs.
- Managed the planning, executing, and monitoring of project cost estimates, scheduling, certification activities, and hardware processing and delivery.
- Reviewed test techniques, processes, and equipment to ensure that employees were not exposed to unnecessary risks while testing hardware.
- Responsible for supporting the integration and assembly of test articles and reviewing and writing Test Reports.
- Identified test issues and effectively resolved them for test hardware, Ground Support Equipment (GSE), procedures, and team members, and I notified the Program of those decisions and findings.
- Worked to resolve conflicts between procedures and requirements.
- Discussed schedule conflicts and impacts and worked with Test Team members and Facilities to provide effective solutions

• **2006 – 2007 Mechanical Test Engineer, Jacobs, Las Cruces, New Mexico**

- Served as a Test Conductor/Repair Engineer in the Hardware Processing Department, Depot Component Test Facility (CTF) processing (flushing, Pilot Operated and Direct Actuated Valve removal and replacement, disassembly, reassembly, failure analysis, repair, and acceptance testing) of Orbiter Primary Reaction Control System (PRCS) and Vernier Reaction Control System (VRCS) thrusters in support of Space Shuttle flight operations.
- Managed quality assurance program, including on-site evaluations, internal audits, and customer surveys.
- Led mechanical and electrical teams in delivery of flight hardware projects, resulting in Return to Flight Status for all components
- Only Mechanical Test Engineer to rebuild a thruster designated as “scrap” and have it fly on a Shuttle
- Resolved complex problems, improved operations, and provided exceptional client support.

2004 – 2006 Field Electrical Engineer, L&M Technologies, Las Cruces, New Mexico

- Responsible for analyzing the assigned jobs by reviewing the program, contract, specifications, and specific customer requirements as they applied to the assigned project.
- Determined technical and presentation approach and developed detailed work outlines as needed.
- Tracked planning, scheduling, and implementation of program projects for field installation, operation, modification and technical documentation and training.
- Responded to issues by analyzing, troubleshooting, diagnosing, and recommending solutions.
- Resolved technical issues in areas of competence.
- Interacted with management and NASA customer representatives.
- Performed material take-offs, scheduling and prioritizing of projects for the section, and establishing and tracking resource requirements for the project engineers.
- Responsible for guidance and direct supervision of twenty journeyman level electrical and twelve carpentry personnel

Technical courses

Hargrove Project Management Courses

Specialist and technical skills

Full MS Office Suite

MS Project

Aspen Capital and In-Plant Cost Estimator

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Economic Development Corporation
Date: Friday, September 27, 2024 4:38:49 AM

Application for Appointment to the Economic Development Corporation

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

PURPOSE

In 1992, the voters of Seabrook authorized the City to adopt a half-cent sales and use tax to pay for projects as authorized by Chapters 501, 502, and 505, Texas Local Government Code, and to pay for the principal and interest of bonds & other obligations issued to pay the costs of such projects. The Seabrook Economic Development Corporation (SEDC) was created to oversee the use of these tax monies to encourage and promote the City's economic welfare.

The SEDC comprises 5 members and 2 Council representatives 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	Paul
LAST NAME	Dunphey
PHONE NUMBER	2813815262
EMAIL ADDRESS	

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

STREET ADDRESS	3814 Todville Rd.
MAILING ADDRESS	3505 Daphne St. Houston Texas 77021
CITY	Seabrook
STATE	TX
ZIP	77586
HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF SEABROOK?	23 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	No

OBLIGATIONS OWED
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.

Seabrook Economic Development Corporation

HAVE YOU ATTENDED A
MEETING OF THE
SEDC?

Yes

ARE YOU CURRENTLY
A MEMBER OF THE
SEDC?

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

Public Safety

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

No

BOARD OR
COMMISSION?

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

Field not completed.

THE SEABROOK
ECONOMIC
DEVELOPMENT
CORPORATION IS
RESPONSIBLE FOR
DRAFTING AN
ECONOMIC
DEVELOPMENT
STRATEGY TO
BOLSTER THE
BUSINESS CLIMATE
THROUGHOUT THE
CITY AS WELL IDENTIFY
STRATEGIES TO
COORDINATE PUBLIC,
PRIVATE, AND
ACADEMIC
RESOURCES TO
DEVELOP AND
ENHANCE BUSINESS
OPPORTUNITIES. WHAT
ARE YOUR FEELINGS
ON THE IMPORTANCE
OF THIS ROLE FOR
WHICH YOU ARE
VOLUNTEERING?

Economic Development is a very important process in
Seabrook. Attracting and keeping businesses should be our
number one goal.

THE SEABROOK
ECONOMIC
DEVELOPMENT
CORPORATION
DETERMINES WHICH
PROJECTS ARE TO BE
FUNDED WITH THE
SALES TAX ALLOCATED
TOWARD ECONOMIC
DEVELOPMENT IN THE
CITY. DO YOU HAVE A
VISION FOR WHAT THE
BUSINESS LANDSCAPE

All

SHOULD LOOK LIKE IN
THE CITY OF
SEABROOK? SHOULD
THE CORPORATION
FOCUS ON RETAIL,
RESTAURANTS,
HOTELS,
BUSINESS/OFFICE
FUNCTIONS OR SOME A
MIXTURE OF ALL?

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

A small business owner, experience on several levels of
process in the City of Seabrook. Open minded and focused on
the best for our community

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

9/27/2024

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 Economic Development Corporation
Date: Monday, August 26, 2024 6:05:14 PM

Application for Appointment to the Economic Development Corporation

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

PURPOSE

In 1992, the voters of Seabrook authorized the City to adopt a half-cent sales and use tax to pay for projects as authorized by Chapters 501, 502, and 505, Texas Local Government Code, and to pay for the principal and interest of bonds & other obligations issued to pay the costs of such projects. The Seabrook Economic Development Corporation (SEDC) was created to oversee the use of these tax monies to encourage and promote the City's economic welfare.

The SEDC comprises 5 members and 2 Council representatives 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	Kevin
LAST NAME	Ferguson
PHONE NUMBER	2814741290
EMAIL ADDRESS	

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

STREET ADDRESS	4106 Windjammer Ct
MAILING ADDRESS	Field not completed.
CITY	Seabrook
STATE	Texas
ZIP	77586
HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF SEABROOK?	20 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	No

OBLIGATIONS OWED
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,
Charter Review Commission, Seabrook Economic
Development Corporation

HAVE YOU ATTENDED A
MEETING OF THE
SEDC?

Yes

ARE YOU CURRENTLY
A MEMBER OF THE
SEDC?

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

No

BOARD OR
COMMISSION?

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

Field not completed.

THE SEABROOK
ECONOMIC
DEVELOPMENT
CORPORATION IS
RESPONSIBLE FOR
DRAFTING AN
ECONOMIC
DEVELOPMENT
STRATEGY TO
BOLSTER THE
BUSINESS CLIMATE
THROUGHOUT THE
CITY AS WELL IDENTIFY
STRATEGIES TO
COORDINATE PUBLIC,
PRIVATE, AND
ACADEMIC
RESOURCES TO
DEVELOP AND
ENHANCE BUSINESS
OPPORTUNITIES. WHAT
ARE YOUR FEELINGS
ON THE IMPORTANCE
OF THIS ROLE FOR
WHICH YOU ARE
VOLUNTEERING?

This is an excellent opportunity for any applicant to help our prospective and established businesses gain the information and resources they need to build and thrive in our city. The successes they achieve will in turn help the City of Seabrook to maintain realistic, business-oriented policies and finance projects that will benefit both citizens and businesses here in our city.

THE SEABROOK
ECONOMIC
DEVELOPMENT
CORPORATION
DETERMINES WHICH
PROJECTS ARE TO BE
FUNDED WITH THE
SALES TAX ALLOCATED
TOWARD ECONOMIC
DEVELOPMENT IN THE
CITY. DO YOU HAVE A
VISION FOR WHAT THE
BUSINESS LANDSCAPE

The most realistic solution for our city is a mix of different types of businesses, much like diversifying a financial portfolio. Grocery, fast food, and retail along the SH146 corridor, mid-to-upscale dining and boutique stores in Old Seabrook, seafood and marina establishments along the waterfront, and office space in north Seabrook, amongst a backdrop of trees and associated greenery, all contribute to a livable, prosperous city.

SHOULD LOOK LIKE IN
THE CITY OF
SEABROOK? SHOULD
THE CORPORATION
FOCUS ON RETAIL,
RESTAURANTS,
HOTELS,
BUSINESS/OFFICE
FUNCTIONS OR SOME A
MIXTURE OF ALL?

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

I have served with the Economic Development Corporation since 2017, including during the SH146 construction years with its impacts on our local businesses, as well as for the awarding of the Livable Centers Grant and its opportunities for the city. Additionally, I was a member of the Charter Review Board in 2014-2015.

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

I served in the United States Air Force in 1993-1999.

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 Economic Development Corporation
Date: Saturday, July 20, 2024 9:30:22 PM

Application for Appointment to the Economic Development Corporation

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

PURPOSE

In 1992, the voters of Seabrook authorized the City to adopt a half-cent sales and use tax to pay for projects as authorized by Chapters 501, 502, and 505, Texas Local Government Code, and to pay for the principal and interest of bonds & other obligations issued to pay the costs of such projects. The Seabrook Economic Development Corporation (SEDC) was created to oversee the use of these tax monies to encourage and promote the City's economic welfare.

The SEDC comprises 5 members and 2 Council representatives 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.

Name	Tyler Kubena
Phone	8322363206
Email	

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

Street Address	1801 El Mar Ln
City	Seabrook
State	TEXAS
Zip Code	77586
Are you a Registered Voter?	Yes
How long have you been a resident of Seabrook?	3
Have you attended a meeting of the Seabrook Economic Development Corporation?	Yes
Are you currently a member of the Seabrook Economic Development Corporation?	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	I have not served on a Seabrook board or commission
---	---

identify which ones.

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 member of the Seabrook Economic Development Corporation??

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 Seabrook Economic Development Corporation?

I would bring a unique blend of expertise in digital media, strategic communication, and data analysis to the Seabrook Economic Development Corporation. My extensive experience working as a Digital Media Specialist and Communications Team Leader at River Pointe Church and Gateway Community Church has provided me with unique insights and opportunities to work with diverse members of large communities, volunteers, and organizations.

I have honed my skills in videography and editing, enabling me to potentially help the production of compelling multimedia content to promote Seabrook's economic initiatives and attract new businesses.

As a PBIS Data Specialist at Seabrook Intermediate, I have developed a strong ability to track and analyze data, providing valuable insights and developing data-driven strategies.

Additionally, my leadership roles in education and coaching have equipped me with the skills to collaborate effectively, lead teams, and drive community engagement, all of which are essential for fostering economic development and growth.

The Seabrook Economic Development Corporation is responsible for drafting an economic development strategy to bolster the business climate throughout the City as well identify strategies to coordinate public, private, and academic resources to develop and enhance business opportunities. What are your feelings on the importance of this role for which you are volunteering?	My wife and I both grew up and attended school in Seabrook. We have now bought a home and started a family in this city, witnessing firsthand its many changes over the decades. We firmly believe in Seabrook's potential and are eager to contribute to preserving its unique qualities while fostering opportunities for growth and enhancement. I am passionate about helping move Seabrook in a positive direction for my child, family, and the entire community. By identifying strategies to coordinate public, private, and academic resources, I would be honored to play a role in creating a thriving environment where businesses can grow and prosper, enhancing the quality of life for all residents. Volunteering for this role means contributing to a cause that has a lasting impact on the economic landscape of Seabrook. I am committed to using my skills and dedication to support this transformative process, ensuring a prosperous future for our community.
The Seabrook Economic Development Corporation determines which projects are to be funded with the sales tax allocated toward economic development in the City. Do you have a vision for what the business landscape should look like in the City of Seabrook? Should the Corporation focus on retail, restaurants, hotels, business/office functions or some a mixture of all?	My vision for the business landscape in the City of Seabrook is one that not only bolsters economic growth but also preserves and enhances the unique culture that defines our community. I believe that retail and restaurants should be the primary focus of the Seabrook Economic Development Corporation's funding efforts. These sectors are not only vital for supporting the local economy but also play a crucial role in maintaining and expanding the distinctive charm and cultural identity of Seabrook. Retail and dining establishments attract both residents and visitors, creating vibrant hubs of activity that foster community engagement and a sense of place. By investing in these areas, we can ensure that Seabrook remains a desirable destination for shopping and dining, which in turn supports other local businesses and services. While retail and restaurants should be prioritized, I also recognize the importance of a balanced approach that includes strategic investments in hotels, business, and office functions. This diversified focus can create a robust and resilient economic landscape, providing opportunities for growth and development across various sectors. Ultimately, my vision is to create a thriving business environment that enriches the lives of all Seabrook residents and preserves the unique qualities that make our city special.
Please provide any additional information you feel would be	Tyler Kubena Resume_2024.pdf

useful to the City Council in considering your application. A cover letter and/or resume may also be submitted with the application.

Today's Date

7/20/2024

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.](#)

TYLER KUBENA

History Teacher & Digital Media Specialist

CONTACT



Address

1801 El Mar Ln.
Seabrook, TX
77586



Phone

(832) 236 3206



Email

[REDACTED]

EDUCATION

Bachelor of Arts in History

University of Houston Clear Lake
2013 - 2015

SKILLS

- Organization
- Flexibility / Troubleshooting
- Group Engagement
- Project Management
- Mentoring & Leadership
- Digital Media Production
- Team Building
- Recruiting

CERTIFICATION

History (7 - 12)

2019

GT Certified

SSL Certified

ABOUT ME

Hard-working and passionate educator and digital media specialist with over twelve years of mentoring and team management experience. Possesses a creative, engaging, and flexible teaching style with the willingness to work beyond the call of duty.

EXPERIENCE

Teacher / Coach

PBIS Data Analyst / Social Studies Team Lead

Seabrook Intermediate / 2021 - Present

- Nominated for "Teacher of the Year" for 2021, 2022, 2023.
- **Leadership and Team Coordination:** Led the social studies team, coordinating efforts to improve curriculum and teaching practices.
- **Experience with PBIS (Positive Behavioral Interventions and Supports):** Utilized PBIS strategies to promote positive behavior and a supportive school climate.
- **Curriculum Development and Implementation:** Designed and executed engaging and comprehensive social studies curriculum tailored to 8th grade students.
- **Extracurricular Coaching and Mentoring:** Coached and mentored students in extracurricular activities, supporting their overall development and interests.

AP World History / World History Teacher

Cypress Ridge High School / 2019 - 2021

- Attained 'Key Teacher Award' owing to exceptional team contributions and student achievement
- Designed and implemented a curriculum from scratch for virtual and in-person students, along with corresponding instructional materials, which resulted in successful term kick-start activities

Videographer | *River Pointe Church / 2018 - 2019*

- Recruited and trained volunteers, interns and staff

Communications Team Leader | *Gateway Community Church / 2015 - 2018*

- Served all of the ministries of Gateway in accommodating the media needs of each department

Digital Media Specialist | *Gateway Community Church / 2012 - 2015*

- Produced and directed a variety of digital marketing materials

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Economic Development Corporation
Date: Friday, July 26, 2024 10:45:52 AM

Application for Appointment to the Economic Development Corporation

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

PURPOSE

In 1992, the voters of Seabrook authorized the City to adopt a half-cent sales and use tax to pay for projects as authorized by Chapters 501, 502, and 505, Texas Local Government Code, and to pay for the principal and interest of bonds & other obligations issued to pay the costs of such projects. The Seabrook Economic Development Corporation (SEDC) was created to oversee the use of these tax monies to encourage and promote the City's economic welfare.

The SEDC comprises 5 members and 2 Council representatives 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.

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 Seabrook Economic Development Corporation?	No
Are you currently a member of the Seabrook Economic Development Corporation?	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	I have not served on a Seabrook board or commission
---	---

identify which ones.

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.

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 member of the Seabrook Economic Development Corporation??

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 Seabrook Economic Development Corporation?

As a business owner and former president and treasurer of the Seabrook Association I understand the balance between growth and remaining true to the mission statement of an organization. I understand ones fiduciary responsibility for the people/clients we serve.

The Seabrook Economic Development Corporation is responsible for drafting an economic development strategy to bolster the business climate throughout the City as well identify strategies to coordinate public, private, and academic resources to

It is imperative for a small community like ours to avoid looking like every other community and to distinguish ourselves and a unique and interesting place to for businesses to locate. We must create a vision for potential investors to see what an amazing place Seabrook can be.

develop and enhance business opportunities. What are your feelings on the importance of this role for which you are volunteering?

The Seabrook Economic Development Corporation determines which projects are to be funded with the sales tax allocated toward economic development in the City. Do you have a vision for what the business landscape should look like in the City of Seabrook? Should the Corporation focus on retail, restaurants, hotels, business/office functions or some a mixture of all?

We need a mixture of all in my opinion. Probably hotels being lower on the priority list since we already have several and Margaritaville is already on the books. I would prioritize retail/restaurants as that is what brings people into the area. I have seen over the years that retail and restaurants have a hard time staying open.

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

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 Economic Development Corporation
Date: Tuesday, August 6, 2024 2:22:31 PM

Application for Appointment to the Economic Development Corporation

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

PURPOSE

In 1992, the voters of Seabrook authorized the City to adopt a half-cent sales and use tax to pay for projects as authorized by Chapters 501, 502, and 505, Texas Local Government Code, and to pay for the principal and interest of bonds & other obligations issued to pay the costs of such projects. The Seabrook Economic Development Corporation (SEDC) was created to oversee the use of these tax monies to encourage and promote the City's economic welfare.

The SEDC comprises 5 members and 2 Council representatives 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.

Name	Amy Salmeron
Phone	7132040826
Email	[REDACTED]

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

Street Address	650 N Flamingo Dr
City	Seabrook
State	TX
Zip Code	77586
Are you a Registered Voter?	Yes
How long have you been a resident of Seabrook?	10
Have you attended a meeting of the Seabrook Economic Development Corporation?	No
Are you currently a member of the Seabrook Economic Development Corporation?	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 I have not served on a Seabrook board or commission

identify which ones.

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 member of the Seabrook Economic Development Corporation??

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 Seabrook Economic Development Corporation?

I have been in commercial construction for the past 25 years working all over US. I have been employed by general contractors, 7 years at an architectural firm writing specifications, and 14 years in the commercial door and hardware industry. I am well versed in business development and have worked with various contractors, architects and end users throughout my career. I believe I can bring a fresh set of eyes and information to the EDC including how Seabrook can become more green and sustainable.

The Seabrook Economic Development Corporation is responsible for drafting an economic development strategy to bolster the business climate throughout the City as well identify strategies to coordinate

Im invested as a citizen in Seabrook. We need growth through small businesses and some chain and retail. Seabrook needs business development which to a lot of citizens, is lacking right now. I am acutely aware of the needs here in our town and would be ready to assist with providing any type of communication or relationship building with small business owners or larger investors.

public, private, and academic resources to develop and enhance business opportunities. What are your feelings on the importance of this role for which you are volunteering?

The Seabrook Economic Development Corporation determines which projects are to be funded with the sales tax allocated toward economic development in the City. Do you have a vision for what the business landscape should look like in the City of Seabrook? Should the Corporation focus on retail, restaurants, hotels, business/office functions or some a mixture of all?

I have a vision of small businesses such as mom and pop type owned shops which would include restaurants and retail. Seabrook would highly benefit from tourism and feeding off the the kemah visitors by way of small hotels, some chain restaurants, a better anchor grocery store and some low rise office. Mixed use would do well in Seabrook where living, shopping and work would be all inclusive.

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.

[AES resume-DHC04.doc](#)

Today's Date

8/6/2024

By submitting this application online, I hereby affirm that I am aware of the requirements for the

I Understand and Agree

position and certify that
I meet those
requirements.

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



Amy E Salmeron, CSI, CDT

CELL (713) 204-0826 • E-MAIL [REDACTED] LinkedIn: <https://www.linkedin.com/in/amy-e-salmeron-csi-cdt-49b9133/>

Commercial Door/Access Control Consultant / Specifications / Architectural Services Manager/Access Automation Consultant/Business Development Manager with 20+ years of experience in the Architectural / Manufacturing / Construction Industry specializing in various commercial and government Facilities including - Class A Office, Highrise Residential, Laboratories, Data Centers, K12 and University, Healthcare, Airports, Stadiums and Large Warehouse Projects.

- Sales Development
- Relationship Builder
- Educator/ Product Evangelist
- CRM Catalyst
- Product Knowledge Leader
- Design Assistance
- Specification Writing
- Content Creator
- Motivational Speaker
- Account Management

Experienced Business Development Representative cultivating strategic relationships within the AEC / End User / Security community through consultative sales supporting these practices and further developing project and standards specifications.

University of Houston - **Bachelor of Science**

Territory Aftermarket Sales (Doors, Hardware and Automatics) **MAY 2023 / PRESENT**
DH Pace, Houston, TX, Remote

- Create market awareness within territory through on-site visits with potential customers (end users) (Medical Center, SE Houston, Beaumont, Lake Charles).
- Identify new opportunities through social engagements in BOMA and IFMA.
- Assess customer requirements and identify unique needs at targeted accounts.
- Develop and implement business plans to support territory objective.

Regional Architectural Consultant **DEC 2022 / APRIL 2023**
INOX by Unison Hardware, CA, Remote

- Grow demand through marketing and generate brand awareness.
- Leverage existing client relationships for specification inclusion.
- Creation and delivery of targeted continuing educational programs.
- Developed and managed CRM accounts

National Architectural Services Manager **FEB 2017 / DEC 2022**
Dormakaba USA, Reamstown PA, Remote

- Grew US national market share for entrance systems from 5% to 8%.
- Develop strategies to address the opportunities while considering our products

and services as to how they may align with potential clients. Educated architects with consultative design assistance in congruence with code and technical support while establishing dormakaba as basis of design.

- Secured multiple project specifications through writing, substitution requests and new and existing relationships.
- Work closely with sales team in all 28 branch markets to provide project management assistance and support architectural firms in and after bidding stage.
- Strategic account and territory planning to provide increased market share growth by representation and consultation with colleagues, architects, end users, national trade shows and industry associations. Drove segment crossover within company as well as educating other sales teams in entrance systems and physical access security systems.

Architectural Sales Representative

MAR 2016/ FEB 2017

Bautex, San Marcos TX, Remote

- Business Development and consulting within the architectural, construction and building industry.
- Prospecting and data mining contacts within the architectural, general contractor, structural engineering, and design build communities. Seeking new projects within territory in Schematic Design and follow through with sales process including estimating, bidding, and project progress.
- Deliver technical sales presentations to prospective clients; develop, submit proposals and responses to RFI/RFP's issued by prospective clients.

Door Opening Consultant

SEPT 2011/ MAR 2016

ASSA ABLOY, New Haven, CT, Remote

- Develop sales by managing A&D firms through project review, code review and walkthroughs. Grow with sales team to meet the objectives of our territory strategic market plan.
- Generate new accounts and drive incremental sales at existing accounts and projects.
- Self-growth with a team of colleagues in meeting the corporate objectives of ASSA ABLOY's strategic plan and driving sales for the account-based territory.
- Top Door Hardware Sales and Door openings Count in territory 2013, 2014, and 2015, out of 3 architectural consultants. Sales exceeded 4% of gross territory sales. Opening count goal was 12000 openings per year; Successfully succeeded that by finishing each year with 21000+ openings.
- Top 3 Nationally in Door Opening Count for 2014, out of 100 consultants throughout the country, ranked No. 3 finishing with 25000+ openings.

Specification Writer/Coordinator

NOV 2004/ AUG 2011

PBK Architects, Houston, TX

- Product research given client parameters, budget, and code restrictions. Development of Firmwide Architectural Specifications, using CHPS and LEED requirements.
- Writes technical descriptions specifying material qualities and properties, utilizing knowledge of material standards.
- Project experience includes Conroe ISD Stadium and Natatorium, Katy ISD HS No. 7, Dickinson ISD Sam Vitanza Stadium, CAP - Citizens for Animal Protection, Tomball ISD Administration Building, Marathon Petroleum LLC, Texas A&M University - Penberthy Field Addition, PETEX - The University of Texas Petroleum Extension Service.

PROFESSIONAL AFFILIATIONS

Construction Documents Technologist - Member No. 1476517

Construction Specification Institute – Houston/Dallas Chapters – Member No. 1476517

Vice President Public Services – Houston Chapter C.S.I. (2021-2022)

BOMA Member

IFMA Member

ASIS

SIA

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Economic Development Corporation
Date: Thursday, July 25, 2024 3:00:18 PM

Application for Appointment to the Economic Development Corporation

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

PURPOSE

In 1992, the voters of Seabrook authorized the City to adopt a half-cent sales and use tax to pay for projects as authorized by Chapters 501, 502, and 505, Texas Local Government Code, and to pay for the principal and interest of bonds & other obligations issued to pay the costs of such projects. The Seabrook Economic Development Corporation (SEDC) was created to oversee the use of these tax monies to encourage and promote the City's economic welfare.

The SEDC comprises 5 members and 2 Council representatives 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.

Name	Summer Sanford
Phone	832-928-1011
Email	

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

Street Address	2614 Cypress Court
City	Seabrook
State	Texas
Zip Code	77586
Are you a Registered Voter?	Yes
How long have you been a resident of Seabrook?	4
Have you attended a meeting of the Seabrook Economic Development Corporation?	No
Are you currently a member of the Seabrook Economic Development Corporation?	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	I have not served on a Seabrook board or commission
---	---

identify which ones.

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.	Executive Women's Alliance, Sam Houston State University Alumni Association, HOA for Alden Bridge, Please see resume for more info
Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of a member of the Seabrook Economic Development Corporation??	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 Seabrook Economic Development Corporation?	I have leadership skills that can be put to good use and community connections to help get things done. My husband is a Dean at UHCL and we are extremely invested in the development of our community.
The Seabrook Economic Development Corporation is responsible for drafting an economic development strategy to bolster the business climate throughout the City as well identify strategies to coordinate public, private, and academic resources to	The growth of a community resides in its businesses and investment in community connection through those outlets. It is our job as citizens, to participate in looking at the future opportunities for our town as well as the current state of conditions and position the city for excellence. Our infrastructure, through the thoroughness of our city managers, city employees, and current city council members have provided us with structure we can branch out from. It's time to clean up what we currently have; and make space for what we can bring through a collected front involving all parts of our beautiful little seaside town. That was a long way of saying I think it takes a village and I'm excited to be a part of bringing positive change.

develop and enhance business opportunities. What are your feelings on the importance of this role for which you are volunteering?

The Seabrook Economic Development Corporation determines which projects are to be funded with the sales tax allocated toward economic development in the City. Do you have a vision for what the business landscape should look like in the City of Seabrook? Should the Corporation focus on retail, restaurants, hotels, business/office functions or some a mixture of all?

In a perfect world, Seabrook's citizens will have a place to live, whose city infrastructure is paid for by hotel tax, retail developments, restaurants and area businesses. Ideally, we would take advantage of the waterfront areas. Make them clean, and desirable locations for families to want to visit. Find grants supporting some of the current local establishments to get a much needed face lift (some of these places seem so run down and in desperate need of improvement). I would like to see us create opportunities that encourage new businesses to come into our area. Make it a place where investors want to come here and invest in local businesses. Currently, we are a pass through town at best that looks like time forgot in many ways. I'm looking forward to revitalizing this city in such a way that people want to stop and spend some time here, while keeping it a safe, and an up and coming place to root themselves, grow their families, and continue our culture loving, caring, and sharing.

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.

[SSanford_Resume \(2-13-2024\).pdf](#)

Today's Date

7/25/2024

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.](#)

Summer S. Sanford, MBA



2614 Cypress Ct. Seabrook, TX. 77586
Cell Phone 832-928-1011

◆ OBJECTIVE

A challenging position where inspiration, sales, leadership, and intentionality are put together to serve people and achieve growth.

◆ SKILL SET

Leadership/Accomplishments

- *Leadership experience in developing an environment for sustainable high performance*
- *Implementation of sales tracking*
- *Organizational Alignment Expert*
- *Organized and was the keynote speaker for sales conferences, personal development courses, and community events*
- *Facilitated Dr. John C. Maxwell Masterminds for those who want to grow in intentionality, performance, and connection*
- *Led a direct sales team of over 2,000 people (twice)*
- *Established team performance metrics by implementing personal management systems*
- *Pioneered the first Alumni Club for Sam Houston State University (Today, there are over 200 clubs nationwide)*

Sales Management

- *Extensive sales and sales training experience*
- *Extensive CRM experience*
- *Met and exceeded aggressive sales goals*
- *Responsible for generating new client relationships*
- *Responsible for deepening existing relationships*
- *Created environments for customer retention*
- *Designed and implemented sales tracking programs*
- *Trained large teams on behaviors that enable sales success*
- *Designed and implemented KPI's and accountability processes*
- *Created job descriptions and oversaw talent acquisition*

Summary

- *More than 20 years of management, leadership and business development*
- *Implementation of employee coaching for development and retention*
- *Strong community connections*
- *Directed high-pressure negotiations with C-suite executives*
- *Extensive community involvement including leadership roles*
- *Managed and built multiple businesses*
- *Strong focus on philanthropic efforts*
- *Strong focus on organizational accountability and connection*
- *Managed growth of large portfolios while leading large teams*

◆ WORK HISTORY

- 2022-Current *President and Founder Women and Whiskey LLC*
Implementation of sales strategies to market a captive consumer audience of women to suppliers. Responsible for building and overseeing the growing membership base and launching chapters in Texas. Streamline operations, write procedures and implement successful events for both members and suppliers. Assist and develop evolving projects that focus on membership and supplier retention and growth. Consultation services offered to assist suppliers in building stronger distribution alliances and sales strategies.
- 2022 *Woodforest Insurance Partners-Senior Vice President*
Created seminar programs from the ground up, hired talent, implemented sales training and tracking, developed CRM, worked with partners from C-suite down, created sales strategies based on demographics in Houston and surrounding areas. Developed KPI's in alignment with corporate strategic plan. Maintained and created budgets and developed strategic partnerships within the community.
- 2020-2021 *Vanto Group-Senior Sales Consultant*
Assisted in branding the consulting firm's innovation through a specific methodology that implements breakthrough performance through organizational alignment for enterprises across the globe. Working in sales and sales development with a global company.
- 2012-2019 *President-Sanford Consulting*
Assisting individuals by co-creating a vision for their future. Inspiring them to achieve through accountability, tracking their behaviors, and creating awareness of how their thoughts and words influence their outcomes. We focus on how to overcome obstacles and create systems to help with prospecting and follow up.
- 2004-2012 *Capital One Bank, Final Position: Business Banking Manager/Vice President*
Aggressive sales goals, business development through community involvement, management duties, motivational responsibilities, performance coaching, maintaining branch operations, new branch development, preparing business plans reflecting demographics and performance goals, coordinating activities across multiple branches, branding activities
- 2000-2004 *Klein Bank, Final Position: Branch Manager*
Competitive sales goals, marketing strategies, management duties, motivational responsibilities, training new employees, scheduling
- 1995-2000 *Bank of America, Final Position: Personal Banker III*
Sales quotas, marketing strategies, customer service, employee management, opening new accounts, outbound sales calls, closing loans

◆ EDUCATION AND CERTIFICATIONS

Bachelor of Arts in Biology from Sam Houston State University
Bachelor of Arts in Speech Communication from Sam Houston State University
Master Of Business Administration
Certified Dr. John C. Maxwell Coach, Mentor, and Trainer

•An established member in the community through the following organizations The Women's Resource (Advisory Board Member), The Seabrook Association (Member), Business Network International (Past President of local chapter), Sam Houston Alumni Association Board (Past Member), Sam Houston State University Alumni Club North Harris/Montgomery County (Founding President), Rotary, The Woodlands Chamber of Commerce, and Montgomery County Humane Society (Community Relations team), Executive Women's Alliance (Past Board Member), and American Business Women's Association.

Personal and professional references provided upon request

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Economic Development Corporation
Date: Monday, August 19, 2024 5:42:22 PM

Application for Appointment to the Economic Development Corporation

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

PURPOSE

In 1992, the voters of Seabrook authorized the City to adopt a half-cent sales and use tax to pay for projects as authorized by Chapters 501, 502, and 505, Texas Local Government Code, and to pay for the principal and interest of bonds & other obligations issued to pay the costs of such projects. The Seabrook Economic Development Corporation (SEDC) was created to oversee the use of these tax monies to encourage and promote the City's economic welfare.

The SEDC comprises 5 members and 2 Council representatives 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.

Name	Ann Wacker
Phone	2817948207
Email	

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

Street Address	526 Villa Drive
City	Seabrook
State	TX
Zip Code	77586
Are you a Registered Voter?	Yes
How long have you been a resident of Seabrook?	6
Have you attended a meeting of the Seabrook Economic Development Corporation?	Yes
Are you currently a member of the Seabrook Economic Development Corporation?	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	Charter Review Commission, Master Plan Review

identify which ones.

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 member of the Seabrook Economic Development Corporation??

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 Seabrook Economic Development Corporation?

I worked as a transactional attorney in business development for Chevron Corporation for almost 40 years before retiring in 2018. I am gaining institutional knowledge of Seabrook EDC matters since being appointed to the corporation 1.5 years ago.

The Seabrook Economic Development Corporation is responsible for drafting an economic development strategy to bolster the business climate throughout the City as well identify strategies to coordinate public, private, and academic resources to

I think it is extremely important to guide the future business development of the city, and ensure alignment of the stated goal of City of Seabrook as found in the Comprehensive Master Plan.

develop and enhance business opportunities. What are your feelings on the importance of this role for which you are volunteering?

The Seabrook Economic Development Corporation determines which projects are to be funded with the sales tax allocated toward economic development in the City. Do you have a vision for what the business landscape should look like in the City of Seabrook? Should the Corporation focus on retail, restaurants, hotels, business/office functions or some a mixture of all?

The Master Plan has a vision which divides the City into various districts (146 Corridor, Red Bluff District, etc). Economic development (and zoning) should align with the stated objectives. Citizens overwhelming voice support for more local restaurants and small businesses in the designated commercial zones. It would be nice to have some business/office/ER or medical clinic also.

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

I Understand and Agree

requirements.

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

**PUBLIC HEARING NOTICE
CITY COUNCIL
TUESDAY, NOVEMBER 19, 2024 – 6:00 P.M.**

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF SEABROOK WILL HOLD THE FOLLOWING PUBLIC HEARINGS ON **TUESDAY, NOVEMBER 19, 2024, AT 6:00 P.M.** IN SEABROOK CITY HALL, 1700 FIRST STREET, SEABROOK, TEXAS, TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

THESE HEARINGS ARE OPEN TO THE PUBLIC AND EVERYONE ATTENDING WILL HAVE THE OPPORTUNITY TO SPEAK FOR OR AGAINST THESE REQUESTS IN ACCORDANCE WITH THE PROCEDURES OF THE COUNCIL. ALL REQUIRED DOCUMENTS REGARDING THESE REQUESTS ARE AVAILABLE FOR REVIEW AT CITY HALL IN THE COMMUNITY DEVELOPMENT DEPARTMENT WEEKDAYS FROM 8:00 A.M. TO 5:00 P.M. PLEASE CALL (281) 291-5705 IF YOU HAVE QUESTIONS.

SPECIFIC PUBLIC HEARINGS

1. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Smoke and Head Shop."
2. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a new definition for "(CBD) Cannabidiol Sales"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "(CBD) Cannabidiol Sales," and creating new associated parking regulations.
3. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Vape Shop"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Vape Shop" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Vape Shop," and creating new associated parking regulations.
4. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Mobile Vending"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Mobile Vending" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Mobile Vending," and creating new associated parking regulations.
5. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Mobile Food Vendor"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Mobile Food Vendor" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Mobile Food Vendor" and creating new associated parking regulations.
6. Conduct a Public Hearing on a request to update the City of Seabrooks Official Zoning Map.

CERTIFICATE

I certify that this notice was posted on the bulletin board at Seabrook City Hall on Thursday, October 31, 2024, on or before 5:00 p.m. and that it will remain posted until after the completion of the hearing.

/s/ Kiarra Bellow
Administrative Assistant

**PUBLIC HEARING NOTICE
CITY COUNCIL
TUESDAY, NOVEMBER 19, 2024 – 6:00 P.M.**

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF SEABROOK WILL HOLD THE FOLLOWING PUBLIC HEARINGS ON **TUESDAY, NOVEMBER 19, 2024, AT 6:00 P.M.** IN SEABROOK CITY HALL, 1700 FIRST STREET, SEABROOK, TEXAS, TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

THESE HEARINGS ARE OPEN TO THE PUBLIC AND EVERYONE ATTENDING WILL HAVE THE OPPORTUNITY TO SPEAK FOR OR AGAINST THESE REQUESTS IN ACCORDANCE WITH THE PROCEDURES OF THE COUNCIL. ALL REQUIRED DOCUMENTS REGARDING THESE REQUESTS ARE AVAILABLE FOR REVIEW AT CITY HALL IN THE COMMUNITY DEVELOPMENT DEPARTMENT WEEKDAYS FROM 8:00 A.M. TO 5:00 P.M. PLEASE CALL (281) 291-5705 IF YOU HAVE QUESTIONS.

SPECIFIC PUBLIC HEARINGS

1. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Smoke and Head Shop."
2. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a new definition for "(CBD) Cannabidiol Sales"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "(CBD) Cannabidiol Sales," and creating new associated parking regulations.
3. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Vape Shop"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Vape Shop" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Vape Shop," and creating new associated parking regulations.
4. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Mobile Vending"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Mobile Vending" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Mobile Vending," and creating new associated parking regulations.
5. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Mobile Food Vendor"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Mobile Food Vendor" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Mobile Food Vendor" and creating new associated parking regulations.
6. Conduct a Public Hearing on a request to update the City of Seabrooks Official Zoning Map.

CERTIFICATE

I certify that this notice was posted on the bulletin board at Seabrook City Hall on Thursday, October 31, 2024, on or before 5:00 p.m. and that it will remain posted until after the completion of the hearing.

/s/ Kiarra Bellow
Administrative Assistant

**PUBLIC HEARING NOTICE
CITY COUNCIL
TUESDAY, NOVEMBER 19, 2024 – 6:00 P.M.**

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF SEABROOK WILL HOLD THE FOLLOWING PUBLIC HEARINGS ON **TUESDAY, NOVEMBER 19, 2024, AT 6:00 P.M.** IN SEABROOK CITY HALL, 1700 FIRST STREET, SEABROOK, TEXAS, TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

THESE HEARINGS ARE OPEN TO THE PUBLIC AND EVERYONE ATTENDING WILL HAVE THE OPPORTUNITY TO SPEAK FOR OR AGAINST THESE REQUESTS IN ACCORDANCE WITH THE PROCEDURES OF THE COUNCIL. ALL REQUIRED DOCUMENTS REGARDING THESE REQUESTS ARE AVAILABLE FOR REVIEW AT CITY HALL IN THE COMMUNITY DEVELOPMENT DEPARTMENT WEEKDAYS FROM 8:00 A.M. TO 5:00 P.M. PLEASE CALL (281) 291-5705 IF YOU HAVE QUESTIONS.

SPECIFIC PUBLIC HEARINGS

1. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Smoke and Head Shop."
2. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a new definition for "(CBD) Cannabidiol Sales"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "(CBD) Cannabidiol Sales," and creating new associated parking regulations.
3. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Vape Shop"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Vape Shop" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Vape Shop," and creating new associated parking regulations.
4. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Mobile Vending"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Mobile Vending" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Mobile Vending," and creating new associated parking regulations.
5. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Mobile Food Vendor"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Mobile Food Vendor" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Mobile Food Vendor" and creating new associated parking regulations.
6. Conduct a Public Hearing on a request to update the City of Seabrooks Official Zoning Map.

CERTIFICATE

I certify that this notice was posted on the bulletin board at Seabrook City Hall on Thursday, October 31, 2024, on or before 5:00 p.m. and that it will remain posted until after the completion of the hearing.

/s/ Kiarra Bellow
Administrative Assistant

PUBLIC HEARING NOTICE
CITY COUNCIL
TUESDAY, NOVEMBER 19, 2024 – 6:00 P.M.

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF SEABROOK WILL HOLD THE FOLLOWING PUBLIC HEARINGS ON **TUESDAY, NOVEMBER 19, 2024, AT 6:00 P.M.** IN SEABROOK CITY HALL, 1700 FIRST STREET, SEABROOK, TEXAS, TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

THESE HEARINGS ARE OPEN TO THE PUBLIC AND EVERYONE ATTENDING WILL HAVE THE OPPORTUNITY TO SPEAK FOR OR AGAINST THESE REQUESTS IN ACCORDANCE WITH THE PROCEDURES OF THE COUNCIL. ALL REQUIRED DOCUMENTS REGARDING THESE REQUESTS ARE AVAILABLE FOR REVIEW AT CITY HALL IN THE COMMUNITY DEVELOPMENT DEPARTMENT WEEKDAYS FROM 8:00 A.M. TO 5:00 P.M. PLEASE CALL (281) 291-5705 IF YOU HAVE QUESTIONS.

SPECIFIC PUBLIC HEARINGS

1. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Smoke and Head Shop."
2. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a new definition for "(CBD) Cannabidiol Sales"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "(CBD) Cannabidiol Sales," and creating new associated parking regulations.
3. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Vape Shop"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Vape Shop" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Vape Shop," and creating new associated parking regulations.
4. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Mobile Vending"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Mobile Vending" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Mobile Vending," and creating new associated parking regulations.
5. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Mobile Food Vendor"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Mobile Food Vendor" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Mobile Food Vendor" and creating new associated parking regulations.
6. Conduct a Public Hearing on a request to update the City of Seabrooks Official Zoning Map.

CERTIFICATE

I certify that this notice was posted on the bulletin board at Seabrook City Hall on Thursday, October 31, 2024, on or before 5:00 p.m. and that it will remain posted until after the completion of the hearing.

/s/ Kiarra Bellow
Administrative Assistant

PUBLIC HEARING NOTICE
CITY COUNCIL
TUESDAY, NOVEMBER 19, 2024 – 6:00 P.M.

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF SEABROOK WILL HOLD THE FOLLOWING PUBLIC HEARINGS ON **TUESDAY, NOVEMBER 19, 2024, AT 6:00 P.M.** IN SEABROOK CITY HALL, 1700 FIRST STREET, SEABROOK, TEXAS, TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

THESE HEARINGS ARE OPEN TO THE PUBLIC AND EVERYONE ATTENDING WILL HAVE THE OPPORTUNITY TO SPEAK FOR OR AGAINST THESE REQUESTS IN ACCORDANCE WITH THE PROCEDURES OF THE COUNCIL. ALL REQUIRED DOCUMENTS REGARDING THESE REQUESTS ARE AVAILABLE FOR REVIEW AT CITY HALL IN THE COMMUNITY DEVELOPMENT DEPARTMENT WEEKDAYS FROM 8:00 A.M. TO 5:00 P.M. PLEASE CALL (281) 291-5705 IF YOU HAVE QUESTIONS.

SPECIFIC PUBLIC HEARINGS

1. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 1, “In General” Section 1.10 “Definitions,” by creating a definition for “Smoke and Head Shop.”
2. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 1, “In General” Section 1.10 “Definitions,” by creating a new definition for “(CBD) Cannabidiol Sales”; and consider amending the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 5, “Off-Street Parking, Loading, Ingress, and Egress,” Section 5.04 “Comprehensive Parking Regulation Matrix,” Table 5-C “Required Parking Spaces by Land Use Category” by adding “(CBD) Cannabidiol Sales,” and creating new associated parking regulations.
3. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 1, “In General” Section 1.10 “Definitions,” by creating a definition for “Vape Shop”; and consider amending the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 3, “Establishment of Zoning Districts and Associated Regulations,” Section 3.15 “Comprehensive Land Use Regulation Matrix,” by adding “Vape Shop” to Table 3-A “Uses Permitted by Right and Conditional Uses,” determining permitted use by condition or by right within the “Land Use Activity”; and consider amending the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 5, “Off-Street Parking, Loading, Ingress, and Egress,” Section 5.04 “Comprehensive Parking Regulation Matrix,” Table 5-C “Required Parking Spaces by Land Use Category” by adding “Vape Shop,” and creating new associated parking regulations.
4. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 1, “In General” Section 1.10 “Definitions,” by creating a definition for “Mobile Vending”; and consider amending the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 3, “Establishment of Zoning Districts and Associated Regulations,” Section 3.15 “Comprehensive Land Use Regulation Matrix,” by adding “Mobile Vending” to Table 3-A “Uses Permitted by Right and Conditional Uses,” determining permitted use by condition or by right within the “Land Use Activity”; and consider amending the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 5, “Off-Street Parking, Loading, Ingress, and Egress,” Section 5.04 “Comprehensive Parking Regulation Matrix,” Table 5-C “Required Parking Spaces by Land Use Category” by adding “Mobile Vending,” and creating new associated parking regulations.
5. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 1, “In General” Section 1.10 “Definitions,” by creating a definition for “Mobile Food Vendor”; and consider amending the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 3, “Establishment of Zoning Districts and Associated Regulations,” Section 3.15 “Comprehensive Land Use Regulation Matrix,” by adding “Mobile Food Vendor” to Table 3-A “Uses Permitted by Right and Conditional Uses,” determining permitted use by condition or by right within the “Land Use Activity”; and consider amending the Code of the City of Seabrook Appendix A, “Comprehensive Zoning,” Article 5, “Off-Street Parking, Loading, Ingress, and Egress,” Section 5.04 “Comprehensive Parking Regulation Matrix,” Table 5-C “Required Parking Spaces by Land Use Category” by adding “Mobile Food Vendor” and creating new associated parking regulations.
6. Conduct a Public Hearing on a request to update the City of Seabrooks Official Zoning Map.

CERTIFICATE

I certify that this notice was posted on the bulletin board at Seabrook City Hall on Thursday, October 31, 2024, on or before 5:00 p.m. and that it will remain posted until after the completion of the hearing.

/s/ Kiarra Bellow
Administrative Assistant

**PUBLIC HEARING NOTICE
CITY COUNCIL
TUESDAY, NOVEMBER 19, 2024 – 6:00 P.M.**

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF SEABROOK WILL HOLD THE FOLLOWING PUBLIC HEARINGS ON **TUESDAY, NOVEMBER 19, 2024, AT 6:00 P.M.** IN SEABROOK CITY HALL, 1700 FIRST STREET, SEABROOK, TEXAS, TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

THESE HEARINGS ARE OPEN TO THE PUBLIC AND EVERYONE ATTENDING WILL HAVE THE OPPORTUNITY TO SPEAK FOR OR AGAINST THESE REQUESTS IN ACCORDANCE WITH THE PROCEDURES OF THE COUNCIL. ALL REQUIRED DOCUMENTS REGARDING THESE REQUESTS ARE AVAILABLE FOR REVIEW AT CITY HALL IN THE COMMUNITY DEVELOPMENT DEPARTMENT WEEKDAYS FROM 8:00 A.M. TO 5:00 P.M. PLEASE CALL (281) 291-5705 IF YOU HAVE QUESTIONS.

SPECIFIC PUBLIC HEARINGS

1. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Smoke and Head Shop."
2. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a new definition for "(CBD) Cannabidiol Sales"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "(CBD) Cannabidiol Sales," and creating new associated parking regulations.
3. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Vape Shop"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Vape Shop" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Vape Shop," and creating new associated parking regulations.
4. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Mobile Vending"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Mobile Vending" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Mobile Vending," and creating new associated parking regulations.
5. Conduct a Public Hearing on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Mobile Food Vendor"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Mobile Food Vendor" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Mobile Food Vendor" and creating new associated parking regulations.
6. Conduct a Public Hearing on a request to update the City of Seabrooks Official Zoning Map.

CERTIFICATE

I certify that this notice was posted on the bulletin board at Seabrook City Hall on Thursday, October 31, 2024, on or before 5:00 p.m. and that it will remain posted until after the completion of the hearing.

/s/ Kiarra Bellow
Administrative Assistant



Agenda Briefing

Date of Meeting: November 19, 2024

Responsible Department: City Manager's Office

Presenter: Gayle Cook, City Manager

Briefing Prepared By:

Strategic Focus Area:

General Information:

Approve the rejection of Bid Project 2024-11, Carothers Grading and Drainage Project as no bids were received.

Executive Summary / Background:

Background:

The City of Seabrook issued a bid invitation for the Carothers Grading and Drainage Project (Bid Project 2024-11) with the intent to proceed with improvements to the Carothers East Tract area, specifically focusing on grading and drainage work. The bid solicitation was duly advertised and remained open for the designated period. Unfortunately, despite these efforts, **no bids were received** from prospective contractors.

Recommendation:

Due to the absence of bids, the recommendation from staff is to **formally reject the bid project** in its entirety. This is necessary to clear the project from the formal bidding records and allow for alternative procurement strategies.

Next Steps:

To ensure the timely completion of the Carothers Grading and Drainage Project, staff intends to **pursue pre-bid purchasing cooperative vendors** that have undergone the competitive bidding process through cooperative purchasing agreements. By leveraging these cooperatives, the City can obtain competitive pricing while expediting the procurement process. Staff will request and review cost proposals from these pre-approved vendors to continue the project efficiently.

Action Requested:

City Council approval to:

1. **Reject all bids** for the Carothers Grading and Drainage Project (Bid Project 2024-

- 11) due to no submissions.
2. Staff to **pursue pre-bid cooperative vendors** and gather competitive cost proposals to proceed with the necessary work.

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



Agenda Briefing

Date of Meeting: November 19, 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 on the first reading of Ordinance # 2024-27 a request to amend the Code of Ordinance of the City of Seabrook, by creating a definition for “Smoke and Head Shop”.

Executive Summary / Background:

In 2012, the zoning code was modified to add "Smoke and Head Shop" as a use in the Land Use Matrix for several key reasons. This change clarified where these businesses can operate, making zoning regulations easier to understand. It also allowed for better oversight of health concerns related to tobacco and smoking products and helped enforce age restrictions to prevent minors from accessing these items. By designating specific locations for these shops, the modification helped maintain the community’s character.

Previously, the city did not define “Smoke and Head Shop,” leading to confusion. A clear definition is essential to ensure that business owners, regulators, and community members understand what these shops entail. This clarity enables the creation of tailored regulations, enhances public awareness, and provides a legal basis for enforcement, allowing local authorities to address violations effectively.

Proposed Definition:

Smoke Shop/Head Shop: A retail establishment primarily engaged in selling products related to the consumption of tobacco, cannabis, and other herbal substances. It typically offers smoking accessories such as pipes, bongs, rolling papers, and vaporizers, along with various tobacco blends and legal cannabis items, including CBD products and edibles. Additionally, smoke shops may carry merchandise associated with the use of illicit substances. These shops often sell signs, posters, and apparel that promote cannabis culture and alternative lifestyles, including clothing emblazoned with cannabis-themed graphics or slogans. Such establishments are required to comply with all

applicable local, state, and federal laws regarding the sale and distribution of both legal and illegal items, including adherence to age restrictions and licensing requirements.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Ordinance #2024-27
2. Planning and Zoning Commission Official Report
3. City Staff Presentation

Prior Action / Review by Council, Boards, Commissions:

At the Planning and Zoning Commission meeting on October 24, 2024, the commission unanimously recommended approval of this item, with Ayes from Renola, Reynolds, Klein, and Justus. Rodgers and Thompson were absent from the meeting.

Staff Recommendation:

ORDINANCE NO. 2024-27
DEFINE SMOKE AND HEAD SHOP

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 1, "IN GENERAL" SECTION 1.10 "DEFINITIONS", BY CREATING A DEFINITION FOR "SMOKE AND HEAD SHOP"; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; AND PROVIDING FOR SEVERABILITY AND NOTICE.

WHEREAS, the City Council of the City of Seabrook is continually reviewing the provisions of the City Code of Ordinances relating to land use and other circumstances which generally impact the health, safety and well-being of residents, citizens and inhabitants; and

WHEREAS, the Planning and Zoning Commission of the City of Seabrook has conducted a public hearing, received input from staff and is of the opinion and has issued its final report that the amendments hereto are necessary for the public safety, health and welfare and for protection of the residents; and

WHEREAS, the City Council and the Planning and Zoning Commission of the City of Seabrook have studied the present provisions of the Code of Ordinances of the City of Seabrook and have determined the need to update the provisions relative to permitted land uses; and

WHEREAS, the Planning and Zoning Commission recommended approval of this amendment at its meeting of October 24, 2024, and has made its final report; and

WHEREAS, all public notices have been posted, published and all required hearings on this matter have been held in accordance with the Comprehensive Zoning Ordinance and law; now, therefore,

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

SECTION 1. FINDINGS OF FACT.

That 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 CODE, APPENDIX A, ARTICLE 1, SECTION 1.10. "DEFINITIONS".

The Seabrook City Code, Appendix A, Section 1.10 "Definitions" is hereby amended to create definition of "Smoke and Head Shop" as follows:

Smoke and Head Shop:

A retail establishment primarily engaged in selling products related to the consumption of tobacco, cannabis, and other herbal substances. It typically offers smoking accessories such as pipes, bongs, rolling papers, and vaporizers, along with various tobacco blends and legal cannabis items, including CBD products and edibles. Additionally, smoke shops may carry merchandise associated with the use of illicit substances. These shops often sell signs, posters, and apparel that promote cannabis culture and alternative lifestyles, including clothing emblazoned with cannabis-themed graphics or slogans. Such establishments are required to comply with all applicable local, state, and federal laws regarding the sale and distribution of both legal and illegal items, including adherence to age restrictions and licensing requirements.

SECTION 3. INCORPORATION INTO THE CODE, PENALTY CLAUSE.

This Ordinance is hereby incorporated and made a part of the Seabrook City Code. Violation of this ordinance is subject to the penalty section of said Code and Ordinance, Section 1-15 "General Penalty and 11.06, "Criminal Enforcement" which provides that any person who shall violate any provision of this Ordinance shall be deemed guilty of an offense and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day of violation shall constitute a separate offense.

SECTION 4. REPEAL OF CONFLICTING ORDINANCES.

All ordinances or parts of ordinances in conflict or inconsistent with this Ordinance are hereby expressly repealed.

SECTION 5. 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 or 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.

[Signatures on Following Page]

SECTION 6. 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, APPROVED, AND ADOPTED on first reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this 19th day of November, 2024.

PASSED, APPROVED, AND ADOPTED, as revised on final reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this 3rd day of December, 2024.

BY: _____
Thomas G. Kolupski, Mayor

ATTEST:

By: _____
Rachel Lewis
City Secretary

APPROVED AS TO FORM:

David Olson
City Attorney

Planning & Zoning Commission OFFICIAL REPORT

The Planning and Zoning Commission of the City of Seabrook met on October 24, 2024 to hold a meeting to consider:

3.2 Consider and take all appropriate action on a request to amend the Code of Ordinance of the City of Seabrook, Appendix A, "Comprehensive Zoning", Article 1, "In General", Section 1.10 "Definitions", by creating a definition for "Smoke and Head Shop".

THE PLANNING & ZONING COMMISSION MADE THE FOLLOWING RECOMMENDATION:

APPROVAL ☒ APPROVAL WITH AMENDMENTS/CONDITIONS (SEE BELOW) ☐ DENIAL ☐
by a concurring vote of a majority of members of the Planning and Zoning Commission present at the meeting on October 24, 2024, as designated below and as certified by the signature of the Chairman.
This document is not valid unless signed by the Chairman/Presiding Commissioner.

<u>VOTE:</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>INITIAL</u>
Gary Renola	<i>GR</i>				
Darrell Picha				✓	
Scott Reynolds	<i>SR</i>				
Ed Klein	<i>EK</i>				
Guy Rodgers				✓	
Rhonda Thompson				✓	
Jared Justus	<i>JJ</i>				

Gary T. Renola
Gary T. Renola, Chairman
Planning & Zoning Commission

ATTEST:
Kiarra Bellow
Kiarra Bellow
Administrative Coordinator

City Council Meeting

November 19, 2024

Request

A request to amend the Code of Ordinance of the City of Seabrook, Appendix A, “Comprehensive Zoning”, Article 1, “In General”, Section 1.10 “Definitions”, by creating a definition for a “Smoke and Head Shop”.

Recommendation

Proposed Definitions:

Smoke Shop/Head Shop: A retail establishment primarily engaged in selling products related to the consumption of tobacco, cannabis, and other herbal substances. It typically offers smoking accessories such as pipes, bongs, rolling papers, and vaporizers, along with various tobacco blends and legal cannabis items, including CBD products and edibles. Additionally, smoke shops may carry merchandise associated with the use of illicit substances. These shops often sell signs, posters, and apparel that promote cannabis culture and alternative lifestyles, including clothing emblazoned with cannabis-themed graphics or slogans. Such establishments are required to comply with all applicable local, state, and federal laws regarding the sale and distribution of both legal and illegal items, including adherence to age restrictions and licensing requirements.

Recommendation

At the Planning and Zoning Commission meeting on October 24, 2024, the commission unanimously recommended approval of this item, with Ayes from Renola, Reynolds, Klein, and Justus. Rodgers and Thompson were absent from the meeting.

Questions?



Agenda Briefing

Date of Meeting: November 19, 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 on the first reading of Ordinance 2024-28 a request to amend the Code of the City of Seabrook, by creating a new definition for “(CBD) Cannabidiol Sales”, and creating new associated parking regulations.

Executive Summary / Background:

In 2023, the city council approved modifications to the zoning code to include a specific definition for Cannabidiol (CBD) Sales, responding to the growing demand for CBD products and the need for clear regulatory guidelines within the community. This update also involved amending the land use matrix to officially add CBD Sales as a recognized use in the C2, C3, and LI zoning districts, allowing these retail establishments to be appropriately located within designated areas and ensuring alignment with the city's overall planning goals and community standards.

The recommended modification of the definition for CBD Sales and the addition of this use to the parking regulations of the zoning ordinance are necessary to address the unique operational characteristics of CBD retail establishments. In 2023, the city neglected to create specific parking standards for this type of business, which led to concerns about accommodating the anticipated customer volume and shopping patterns associated with CBD sales.

Proposed New Definition:

(CBD) Cannabidiol Sales:

A retail establishment primarily engaged in the sale of products containing cannabidiol (CBD), derived from hemp or cannabis plants. Such products may include CBD oils and tinctures for sublingual or oral consumption, CBD edibles like gummies, chocolates, and beverages, as well as CBD topicals such as creams, balms, and lotions for skin application. The shop may also offer CBD capsules and supplements containing specific

dosages of CBD, as well as CBD vaping products, including e-liquids or cartridges designed for vaporization. However, a CBD Shop shall not sell or display tobacco products (cigarettes, cigars, loose tobacco), cannabis paraphernalia (pipes, bongs, rolling papers), accessories that facilitate smoking (lighters, grinders, storage containers), or novelty items associated with tobacco smoking culture. Such establishments are required to comply with all applicable local, state, and federal laws regarding the sale and distribution of both legal and illegal items, including adherence to age restrictions and licensing requirements.

Current Definition:

(CBD) Cannabidiol sales means the sale of Cannabinoid hemp products to include: extracts, oils, topical creams, pills, capsules and food or beverages that are intended for human consumption or application, for their cannabinoid content. Excluded from this definition, is the sale of smoking and tobacco products and accessories, and other products, devices and components reasonably assumed to be used for smoking and/or the inhalation of any substances. Tobacco products may include, but are not limited to, cigarettes, cigars, loose leaf tobacco, tobacco pipes, electronic smoking devices and accessories, vaporizers and accessories and any other product, device or component used in the inhalation of tobacco, nicotine or other substance.

Proposed Parking Regulations:

(CBD) Cannabidiol Sales:

1 space per 300 square feet of gross floor area.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Ordinance #2024-28
2. Planning and Zoning Commission Official Report
3. City Staff Presentation

Prior Action / Review by Council, Boards, Commissions:

At the Planning and Zoning Commission meeting on October 24, 2024, the commission unanimously recommended approval of this item, with Ayes from Renola, Reynolds, Klein, and Justus. Rodgers and Thompson were absent from the meeting.

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.

**ORDINANCE NO. 2024-28
(CBD) CANNABIDIOL SALES**

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 1, "IN GENERAL" SECTION 1.10 "DEFINITIONS", BY CREATING A NEW DEFINITION FOR "(CBD) CANNABIDIOL SALES"; AND CONSIDER AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 5, "OFF-STREET PARKING, LOADING, INGRESS, AND EGRESS", SECTION 5.04 "COMPREHENSIVE PARKING REGULATION MATRIX", TABLE 5-C "REQUIRED PARKING SPACES BY LAND USE CATEGORY" BY ADDING "(CBD) CANNABIDIOL SALES", AND CREATING NEW ASSOCIATED PARKING REGULATIONS"; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; AND PROVIDING FOR SEVERABILITY AND NOTICE.

WHEREAS, the City Council of the City of Seabrook is continually reviewing the provisions of the City Code of Ordinances relating to land use and other circumstances which generally impact the health, safety and well-being of residents, citizens and inhabitants; and

WHEREAS, the Planning and Zoning Commission of the City of Seabrook has conducted a public hearing, received input from staff and is of the opinion and has issued its final report that the amendments hereto are necessary for the public safety, health and welfare and for protection of the residents; and

WHEREAS, the City Council and the Planning and Zoning Commission of the City of Seabrook have studied the present provisions of the Code of Ordinances of the City of Seabrook and have determined the need to update the provisions relative to permitted land uses; and

WHEREAS, the Planning and Zoning Commission recommended approval of this amendment at its meeting of October 24, 2024, and has made its final report; and

WHEREAS, all public notices have been posted, published and all required hearings on this matter have been held in accordance with the Comprehensive Zoning Ordinance and law; now, therefore,

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

SECTION 1. FINDINGS OF FACT.

That 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 CODE, APPENDIX A, ARTICLE 1, SECTION 1.10. "DEFINITIONS".

The Seabrook City Code, Appendix A, Section 1.10 "Definitions" is hereby amended to create a new definition of "(CBD) Cannabidiol Sales" as follows:

(CBD) Cannabidiol sales:

~~[Means the sale of Cannabinoid hemp products to include: extracts, oils, topical creams, pills, capsules and food or beverages that are intended for human consumption or application, for their cannabinoid content. Excluded from this definition, is the sale of smoking and tobacco products and accessories, and other products, devices and components reasonably assumed to be used for smoking and/or the inhalation of any substances. Tobacco products may include, but are not limited to, cigarettes, cigars, loose leaf tobacco, tobacco pipes, electronic smoking devices and accessories, vaporizers and accessories and any other product, device or component used in the inhalation of tobacco, nicotine or other substance.]~~

(CBD) Cannabidiol Sales:

A retail establishment primarily engaged in the sale of products containing cannabidiol (CBD), derived from hemp or cannabis plants. Such products may include CBD oils and tinctures for sublingual or oral consumption, CBD edibles like gummies, chocolates, and beverages, as well as CBD topicals such as creams, balms, and lotions for skin application. The shop may also offer CBD capsules and supplements containing specific dosages of CBD, as well as CBD vaping products, including e-liquids or cartridges designed for vaporization. However, a CBD Shop shall not sell or display tobacco products (cigarettes, cigars, loose tobacco), cannabis paraphernalia (pipes, bongs, rolling papers), accessories that facilitate smoking (lighters, grinders, storage containers), or novelty items associated with tobacco smoking culture. Such establishments are required to comply with all applicable local, state, and federal laws regarding the sale and distribution of both legal and illegal items, including adherence to age restrictions and licensing requirements.

SECTION 3. AMENDMENT TO THE CODE, APPENDIX A, ARTICLE 5, SECTION 5.04, TABLE 5-C "REQUIRED PARKING SPACES BY LAND USE CATEGORY".

The Seabrook City Code, Appendix A, Section 5.04, Table 5-C "Required Parking Spaces by Land Use Category" is hereby amended as follows:

<u>Land Use Activity</u>	<u>Required Parking</u>
---------------------------------	--------------------------------

<u>(CBD) Cannabidiol Sales:</u>	<u>1 space per 300 square feet of gross floor area.</u>
--	--

138 ATTEST:

139

140

141 By: _____

142 Robin Lenio, TRMC

143 City Secretary

144

145

146

147 APPROVED AS TO FORM:

148

149 By: _____

150 David Olson

151 City Attorney

Planning & Zoning Commission OFFICIAL REPORT

The Planning and Zoning Commission of the City of Seabrook met on October 24, 2024 to hold a meeting to consider:

3.3 Consider and take all appropriate action on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a new definition for "(CBD) Cannabidiol Sales"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "(CBD) Cannabidiol Sales," and creating new associated parking regulations.

THE PLANNING & ZONING COMMISSION MADE THE FOLLOWING RECOMMENDATION:

APPROVAL ☒ APPROVAL WITH AMENDMENTS/CONDITIONS (SEE BELOW) ☐ DENIAL ☐
by a concurring vote of a majority of members of the Planning and Zoning Commission present at the meeting on October 24, 2024, as designated below and as certified by the signature of the Chairman.
This document is not valid unless signed by the Chairman/Presiding Commissioner.

<u>VOTE:</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>INITIAL</u>
Gary Renola	<i>GR</i>				
Darrell Picha				☒	
Scott Reynolds	<i>SR</i>				
Ed Klein	<i>EK</i>				
Guy Rodgers				☒	
Rhonda Thompson				☒	
Jared Justus	<i>JJ</i>				

Gary T. Renola

Gary T. Renola, Chairman
Planning & Zoning Commission

ATTEST:
Kiarra Bellow

Kiarra Bellow
Administrative Coordinator

City Council Meeting

November 19, 2024

Code Sections to be Modified

- 1.) A request to amend the Code of Ordinance of the City of Seabrook, Appendix A, “Comprehensive Zoning”, Article 1, “In General”, Section 1.10 “Definitions”, by creating a new definition for a “(CBD) Cannabidiol Sales”.

- 2.) A request to amend the Code of Ordinance of the City of Seabrook, Appendix A, “Comprehensive Zoning”, Article 3 “Establishment of Zoning Districts and Associated Regulations”, Article 5, “Off-Street Parking, Loading, Ingress, and Egress”, Section 5.04 “Comprehensive Parking Regulation Matrix, Table 5-C “Required Parking Spaces by Land Use Category” by adding “(CBD) Cannabidiol Sales” and creating new associated parking regulations.

Recommendations

1.) **Proposed Definitions:**

(CBD) Cannabidiol Sales:

A retail establishment primarily engaged in the sale of products containing cannabidiol (CBD), derived from hemp or cannabis plants. Such products may include CBD oils and tinctures for sublingual or oral consumption, CBD edibles like gummies, chocolates, and beverages, as well as CBD topicals such as creams, balms, and lotions for skin application. The shop may also offer CBD capsules and supplements containing specific dosages of CBD, as well as CBD vaping products, including e-liquids or cartridges designed for vaporization. However, a CBD Shop shall not sell or display tobacco products (cigarettes, cigars, loose tobacco), cannabis paraphernalia (pipes, bongs, rolling papers), accessories that facilitate smoking (lighters, grinders, storage containers), or novelty items associated with tobacco smoking culture. Such establishments are required to comply with all applicable local, state, and federal laws regarding the sale and distribution of both legal and illegal items, including adherence to age restrictions and licensing requirements.

Recommendations

Current Definition:

(CBD) Cannabidiol sales means the sale of Cannabinoid hemp products to include: extracts, oils, topical creams, pills, capsules and food or beverages that are intended for human consumption or application, for their cannabinoid content. Excluded from this definition, is the sale of smoking and tobacco products and accessories, and other products, devices and components reasonably assumed to be used for smoking and/or the inhalation of any substances. Tobacco products may include, but are not limited to, cigarettes, cigars, loose leaf tobacco, tobacco pipes, electronic smoking devices and accessories, vaporizers and accessories and any other product, device or component used in the inhalation of tobacco, nicotine or other substance.

Recommendations

2.) Proposed Parking Regulations:

(CBD) Cannabidiol Sales:

1 space per 300 square feet of gross floor area.

Recommendation

At the Planning and Zoning Commission meeting on October 24, 2024, the commission unanimously recommended approval of this item, with Ayes from Renola, Reynolds, Klein, and Justus. Rodgers and Thompson were absent from the meeting.

Questions?



Agenda Briefing

Date of Meeting: November 19, 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 on the first reading of Ordinance # 2024-29 a request to amend the Code of the City of Seabrook, by creating a definition for “Vape Shop”, adding “Vape Shop” to Table 3-A “Uses Permitted by Right and Conditional Uses, and creating new associated parking regulations.

Executive Summary / Background:

To recognize changed or changing conditions or circumstances in a particular locality; and to recognize a change in public plans or policies that affects properties.

Background/Issue:

1.) Proposed Definition:

Vape Shop:

A retail establishment primarily engaged in the sale of electronic cigarettes (e-cigarettes), vape pens, and related accessories, as well as various types of e-liquids and vaping products. This includes devices that vaporize a liquid solution (e-liquid) for inhalation, such as e-cigarettes and vape pens, alongside e-liquids that typically consist of propylene glycol, vegetable glycerin, flavorings, and optional nicotine. The shop may also offer various accessories, including coils, batteries, and chargers, as well as ancillary services related to vaping. A Vape Shop shall not sell or display the following items: tobacco products (cigarettes, cigars, loose tobacco), cannabis paraphernalia (pipes, bongs, rolling papers), accessories that facilitate the use of cannabis products (lighters, grinders), or novelty items associated with the tobacco smoking culture. Such establishments are required to comply with all applicable local, state, and federal laws regarding the sale and distribution of both legal and illegal items, including adherence to age restrictions and licensing requirements.

2.) Proposed Parking Regulations:

Vape Shop:

1 space per 300 square feet of gross floor area.

3.) Proposed Land Use Matrix Modifications:

Sec. 3.15. - Comprehensive land use regulation matrix.

TABLE 3-A

Uses Permitted by Right and Conditional Uses ¹

X = Use by right. C = Conditional use permit required. PUD = Planned unit development. * = Active sales office required.

<i>Land Use</i>	<i>R-</i>	<i>R-</i>	<i>R-</i>	<i>R-</i>	<i>C-</i>	<i>C-</i>	<i>C-</i>	<i>WADMM</i>	<i>POD</i>	<i>STCOD</i>	<i>OSMHLI146146</i>
<i>Activity</i>	<i>LD</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>U</i>	<i>2</i>	<i>3</i>	<i>-S -M</i>
<i>Vape Shop</i>								<i>C X</i>			<i>X C C</i>

Funding / Fiscal Information:

Supporting Materials Attached:

1. Ordinance #2024-29
2. Planning and Zoning Commission Official Report
3. City Staff Presentation

Prior Action / Review by Council, Boards, Commissions:

At the Planning and Zoning Commission meeting on October 24, 2024, the commission unanimously recommended approval of this item, with Ayes from Renola, Reynolds, Klein, and Justus. Rodgers and Thompson were absent from the meeting.

Staff Recommendation:

**ORDINANCE NO. 2024-29
VAPE SHOP**

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 1, "IN GENERAL" SECTION 1.10 "DEFINITIONS", BY CREATING A DEFINITION FOR "VAPE SHOP"; AND CONSIDER AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 3, "ESTABLISHMENT OF ZONING DISTRICTS AND ASSOCIATED REGULATIONS", SECTION 3.15 "COMPREHENSIVE LAND USE REGULATION MATRIX", BY ADDING "VAPE SHOP" TO TABLE 3-A "USES PERMITTED BY RIGHT AND CONDITIONAL USES", DETERMINING PERMITTED USE BY CONDITION OR BY RIGHT WITHIN THE "LAND USE ACTIVITY"; AND CONSIDER AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 5, "OFF-STREET PARKING, LOADING, INGRESS, AND EGRESS", SECTION 5.04 "COMPREHENSIVE PARKING REGULATION MATRIX", TABLE 5-C "REQUIRED PARKING SPACES BY LAND USE CATEGORY" BY ADDING "VAPE SHOP", AND CREATING NEW ASSOCIATED PARKING REGULATIONS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; AND PROVIDING FOR SEVERABILITY AND NOTICE.

WHEREAS, the City Council of the City of Seabrook is continually reviewing the provisions of the City Code of Ordinances relating to land use and other circumstances which generally impact the health, safety and well-being of residents, citizens and inhabitants; and

WHEREAS, the Planning and Zoning Commission of the City of Seabrook has conducted a public hearing, received input from staff and is of the opinion and has issued its final report that the amendments hereto are necessary for the public safety, health and welfare and for protection of the residents; and

WHEREAS, the City Council and the Planning and Zoning Commission of the City of Seabrook have studied the present provisions of the Code of Ordinances of the City of Seabrook and have determined the need to update the provisions relative to permitted land uses; and

WHEREAS, the Planning and Zoning Commission recommended approval of this amendment at its meeting of October 24, 2024, and has made its final report; and

WHEREAS, all public notices have been posted, published and all required hearings on this matter have been held in accordance with the Comprehensive Zoning Ordinance and law; now, therefore,

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

SECTION 1. FINDINGS OF FACT.

That 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 CODE, APPENDIX A, ARTICLE 1, SECTION 1.10. "DEFINITIONS".

The Seabrook City Code, Appendix A, Section 1.10 "Definitions" is hereby amended to create definition of "Vape Shop" as follows:

Vape Shop:

A retail establishment primarily engaged in the sale of electronic cigarettes (e-cigarettes), vape pens, and related accessories, as well as various types of e-liquids and vaping products. This includes devices that vaporize a liquid solution (e-liquid) for inhalation, such as e-cigarettes and vape pens, alongside e-liquids that typically consist of propylene glycol, vegetable glycerin, flavorings, and optional nicotine. The shop may also offer various accessories, including coils, batteries, and chargers, as well as ancillary services related to vaping. A Vape Shop shall not sell or display the following items: tobacco products (cigarettes, cigars, loose tobacco), cannabis paraphernalia (pipes, bongs, rolling papers), accessories that facilitate the use of cannabis products (lighters, grinders), or novelty items associated with the tobacco smoking culture. Such establishments are required to comply with all applicable local, state, and federal laws regarding the sale and distribution of both legal and illegal items, including adherence to age restrictions and licensing requirements.

SECTION 3. AMENDMENT TO THE CODE, APPENDIX A, ARTICLE 3, SECTION 3.15, TABLE 3-A "USES PERMITTED BY RIGHT AND CONDITIONAL USES".

The Seabrook City Code, Appendix A, Section 3.15, Table 3-A "Uses Permitted by Right and Conditional Uses" is hereby amended as follows:

Land Use Activity	R-LD	R-1	R-2	R-3	C-1	C-2	C-3	WAD	MMU	POD ₂	STCOD ₃	OS	MH	LI	146-S	146-M
<u>Vape Shop</u>						<u>C</u>	<u>X</u>							<u>X</u>	<u>C</u>	<u>C</u>

SECTION 4. AMENDMENT TO THE CODE, APPENDIX A, ARTICLE 5, SECTION 5.04, TABLE 5-C “REQUIRED PARKING SPACES BY LAND USE CATEGORY”.

The Seabrook City Code, Appendix A, Section 5.04, Table 5-C “Required Parking Spaces by Land Use Category” is hereby amended as follows:

<u>Land Use Activity</u>	<u>Required Parking</u>
<u>Vape Shop</u>	<u>1 space per 300 square feet of gross floor area.</u>

SECTION 5. INCORPORATION INTO THE CODE, PENALTY CLAUSE.

This Ordinance is hereby incorporated and made a part of the Seabrook City Code. Violation of this ordinance is subject to the penalty section of said Code and Ordinance, Section 1-15 “General Penalty and 11.06, “Criminal Enforcement” which provides that any person who shall violate any provision of this Ordinance shall be deemed guilty of an offense and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day of violation shall constitute a separate offense.

SECTION 6. REPEAL OF CONFLICTING ORDINANCES.

All ordinances or parts of ordinances in conflict or inconsistent with this Ordinance are hereby expressly repealed.

SECTION 7. 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 or 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 8. 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.

[Signatures on Following Page]

PASSED, APPROVED, AND ADOPTED on first reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this 19th day of November, 2024.

PASSED, APPROVED, AND ADOPTED, as revised on final reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this 3rd day of December, 2024.

BY: _____
Thomas G. Kolupski, Mayor

ATTEST:

By: _____
Rachel Lewis
City Secretary

APPROVED AS TO FORM:

By: _____
David Olson
City Attorney

Planning & Zoning Commission OFFICIAL REPORT

The Planning and Zoning Commission of the City of Seabrook met on October 24, 2024 to hold a meeting to consider:

3.4 Consider and take all appropriate action on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Vape Shop"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Vape Shop" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Vape Shop," and creating new associated parking regulations.

THE PLANNING & ZONING COMMISSION MADE THE FOLLOWING RECOMMENDATION:

APPROVAL ☐ APPROVAL WITH AMENDMENTS/CONDITIONS (SEE BELOW) ☒ DENIAL ☐
by a concurring vote of a majority of members of the Planning and Zoning Commission present at the meeting on October 24, 2024, as designated below and as certified by the signature of the Chairman.
This document is not valid unless signed by the Chairman/Presiding Commissioner.

Recommendation to approve with a modification that C3 and LI would be by right usage and 146M, 146S, and C2 would be conditional usage.

<u>VOTE:</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>INITIAL</u>
Gary Renola	<u>GR</u>				
Darrell Picha				<u>✓</u>	
Scott Reynolds	<u>SR</u>				
Ed Klein	<u>EK</u>				
Guy Rodgers				<u>✓</u>	
Rhonda Thompson				<u>✓</u>	
Jared Justus	<u>JJ</u>				

Gary T. Renola
Gary T. Renola, Chairman
Planning & Zoning Commission

ATTEST:
Kiarra Bellow
Kiarra Bellow
Administrative Coordinator

City Council Meeting

November 19, 2024

Code Sections to be Modified

- 1.) A request to amend the Code of Ordinance of the City of Seabrook, Appendix A, “Comprehensive Zoning”, Article 1, “In General”, Section 1.10 “Definitions”, by creating a definition for a “Vape Shop”.
- 2.) A request to amend the Code of Ordinance of the City of Seabrook, Appendix A, “Comprehensive Zoning”, Article 3 “Establishment of Zoning Districts and Associated Regulations”, Section 3.15 “Comprehensive Land Use Regulation Matrix”, by adding “Vape Shop” to Table 3-A “Uses Permitted by Right and Condition Uses”, determining permitted use by conditional use or by right within the “Land Use Activity”.
- 3.) A request to amend the Code of Ordinance of the City of Seabrook, Appendix A, “Comprehensive Zoning”, Article 3 “Establishment of Zoning Districts and Associated Regulations”, Article 5, “Off-Street Parking, Loading, Ingress, and Egress”, Section 5.04 “Comprehensive Parking Regulation Matrix, Table 5-C “Required Parking Spaces by Land Use Category” by adding “Vape Shop” and creating new associated parking regulations.

Recommendations

1.) Proposed Definitions:

Vape Shop: A retail establishment primarily engaged in the sale of electronic cigarettes (e-cigarettes), vape pens, and related accessories, as well as various types of e-liquids and vaping products. This includes devices that vaporize a liquid solution (e-liquid) for inhalation, such as e-cigarettes and vape pens, alongside e-liquids that typically consist of propylene glycol, vegetable glycerin, flavorings, and optional nicotine. The shop may also offer various accessories, including coils, batteries, and chargers, as well as ancillary services related to vaping. A Vape Shop shall not sell or display the following items: tobacco products (cigarettes, cigars, loose tobacco), cannabis paraphernalia (pipes, bongs, rolling papers), accessories that facilitate the use of cannabis products (lighters, grinders), or novelty items associated with the tobacco smoking culture. Such establishments are required to comply with all applicable local, state, and federal laws regarding the sale and distribution of both legal and illegal items, including adherence to age restrictions and licensing requirements.

Recommendations

2.) Proposed Parking Regulations:

Vape Shop:

1 space per 300 square feet of gross floor area.

Recommendations

3.) Proposed Land Use Matrix Modifications:

Sec. 3.15. - Comprehensive land use regulation matrix.

TABLE 3-A

Uses Permitted by Right and Conditional Uses ¹

X = Use by right. C = Conditional use permit required.

PUD = Planned unit development.

* = Active sales office required.

Land Use Activity	R-LD	R-1	R-2	R-3	C-1	C-2	C-3	WAD	MMU	POD ²	STCO D ³	OS	MH	LI	146-S	146-M
Vape Shop						C	X							X	C	C

Recommendation

At the Planning and Zoning Commission meeting on October 24, 2024, the commission unanimously recommended approval of this item, with Ayes from Renola, Reynolds, Klein, and Justus. Rodgers and Thompson were absent from the meeting.

Questions?



Agenda Briefing

Date of Meeting: November 19, 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 on the first reading of Ordinance 2024-32 a request to amend the Code of the City of Seabrook, by creating a definition for “Mobile Vending”, adding “Mobile Vending” to Table 3-A “Uses Permitted by Right and Conditional Uses”, and creating new associated parking regulations.

Executive Summary / Background:

To recognize changed or changing conditions or circumstances in a particular locality; and to recognize a change in public plans or policies that affects properties.

Background/Issue:

1.) Proposed Definition:

Mobile Vending:

The operation of a mobile unit, such as a cart, trailer, or vehicle, that is designed to sell goods and provide services directly to consumers in designated areas. This use encompasses a wide range of retail activities, including the sale of merchandise such as clothing, crafts, electronics, and other consumer goods, as well as the provision of services such as repairs, grooming, or entertainment.

2.) Proposed Parking Regulations:

Mobile Vending:

Two customer parking spaces for every Mobile Vending Unit.

3.) Proposed Land Use Matrix Modifications:

Sec. 3.15. - Comprehensive land use regulation matrix.

TABLE 3-A

Uses Permitted by Right and Conditional Uses ¹

X = Use by right. C = Conditional use permit required. PUD = Planned unit development. * = Active sales office required.

<i>Land Use</i>	<i>R-</i>	<i>R-</i>	<i>R-</i>	<i>R-</i>	<i>C-</i>	<i>C-</i>	<i>C-</i>	<i>WADMM</i>	<i>POD</i>	<i>STCOD</i>	<i>OSMHLI146146</i>
<i>Activity</i>	<i>LD</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>U</i>	<i>2</i>	<i>3</i>	<i>-S -M</i>
<i>Mobile Vending</i>					<i>C</i>	<i>C</i>	<i>C</i>	<i>C</i>	<i>C</i>	<i>C</i>	<i>C C C</i>

Funding / Fiscal Information:

Supporting Materials Attached:

1. Ordinance #2024-32
2. Planning and Zoning Commission Official Report
3. City Staff Presentation

Prior Action / Review by Council, Boards, Commissions:

At the Planning and Zoning Commission meeting on October 24, 2024, the commission unanimously recommended approval of this item, with Ayes from Renola, Reynolds, Klein, and Justus. Rodgers and Thompson were absent from the meeting.

Staff Recommendation:

**ORDINANCE NO. 2024-32
MOBILE VENDING**

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 1, "IN GENERAL" SECTION 1.10 "DEFINITIONS", BY CREATING A DEFINITION FOR "MOBILE VENDING"; AND CONSIDER AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 3, "ESTABLISHMENT OF ZONING DISTRICTS AND ASSOCIATED REGULATIONS", SECTION 3.15 "COMPREHENSIVE LAND USE REGULATION MATRIX", BY ADDING "MOBILE VENDING" TO TABLE 3-A "USES PERMITTED BY RIGHT AND CONDITIONAL USES", DETERMINING PERMITTED USE BY CONDITION OR BY RIGHT WITHIN THE "LAND USE ACTIVITY"; AND CONSIDER AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 5, "OFF-STREET PARKING, LOADING, INGRESS, AND EGRESS", SECTION 5.04 "COMPREHENSIVE PARKING REGULATION MATRIX", TABLE 5-C "REQUIRED PARKING SPACES BY LAND USE CATEGORY" BY ADDING "MOBILE VENDING", AND CREATING NEW ASSOCIATED PARKING REGULATIONS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; AND PROVIDING FOR SEVERABILITY AND NOTICE.

WHEREAS, the City Council of the City of Seabrook is continually reviewing the provisions of the City Code of Ordinances relating to land use and other circumstances which generally impact the health, safety and well-being of residents, citizens and inhabitants; and

WHEREAS, the Planning and Zoning Commission of the City of Seabrook has conducted a public hearing, received input from staff and is of the opinion and has issued its final report that the amendments hereto are necessary for the public safety, health and welfare and for protection of the residents; and

WHEREAS, the City Council and the Planning and Zoning Commission of the City of Seabrook have studied the present provisions of the Code of Ordinances of the City of Seabrook and have determined the need to update the provisions relative to permitted land uses; and

WHEREAS, the Planning and Zoning Commission recommended approval of this amendment at its meeting of October 24, 2024, and has made its final report; and

WHEREAS, all public notices have been posted, published and all required hearings on this matter have been held in accordance with the Comprehensive Zoning Ordinance and law; now, therefore,

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

SECTION 1. FINDINGS OF FACT.

That 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 CODE, APPENDIX A, ARTICLE 1, SECTION 1.10. "DEFINITIONS".

The Seabrook City Code, Appendix A, Section 1.10 "Definitions" is hereby amended to create definition of "Mobile Vending" as follows:

Mobile Vending:

The operation of a mobile unit, such as a cart, trailer, or vehicle, that is designed to sell goods and provide services directly to consumers in designated areas. This use encompasses a wide range of retail activities, including the sale of merchandise such as clothing, crafts, electronics, and other consumer goods, as well as the provision of services such as repairs, grooming, or entertainment.

SECTION 3. AMENDMENT TO THE CODE, APPENDIX A, ARTICLE 3, SECTION 3.15, TABLE 3-A "USES PERMITTED BY RIGHT AND CONDITIONAL USES".

The Seabrook City Code, Appendix A, Section 3.15, Table 3-A "Uses Permitted by Right and Conditional Uses" is hereby amended as follows:

Land Use Activity	R-LD	R-1	R-2	R-3	C-1	C-2	C-3	WAD	MMU	POD ₂	STCOD ₃	OS	MH	LI	146-S	146-M
<u>Mobile Vending</u>					<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>		<u>C</u>	<u>C</u>	<u>C</u>

SECTION 4. AMENDMENT TO THE CODE, APPENDIX A, ARTICLE 5, SECTION 5.04, TABLE 5-C "REQUIRED PARKING SPACES BY LAND USE CATEGORY".

The Seabrook City Code, Appendix A, Section 5.04, Table 5-C "Required Parking Spaces by Land Use Category" is hereby amended as follows:

Land Use Activity**Required Parking**

Mobile Vending **Two customer parking spaces for every Mobile Vending Unit.**

SECTION 5. INCORPORATION INTO THE CODE, PENALTY CLAUSE.

This Ordinance is hereby incorporated and made a part of the Seabrook City Code. Violation of this ordinance is subject to the penalty section of said Code and Ordinance, Section 1-15 "General Penalty and 11.06, "Criminal Enforcement" which provides that any person who shall violate any provision of this Ordinance shall be deemed guilty of an offense and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day of violation shall constitute a separate offense.

SECTION 6. REPEAL OF CONFLICTING ORDINANCES.

All ordinances or parts of ordinances in conflict or inconsistent with this Ordinance are hereby expressly repealed.

SECTION 7. 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 or 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 8. 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, APPROVED, AND ADOPTED on first reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this 19th day of November, 2024.

PASSED, APPROVED, AND ADOPTED, as revised on final reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this 3rd day of December, 2024.

BY: _____

Thomas G. Kolupski, Mayor

ATTEST:

By: _____
Rachel Lewis
City Secretary

APPROVED AS TO FORM:

By: _____
David Olson
City Attorney

Planning & Zoning Commission OFFICIAL REPORT

The Planning and Zoning Commission of the City of Seabrook met on October 24, 2024 to hold a meeting to consider:

3.5 Consider and take all appropriate action on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Mobile Vending"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Mobile Vending" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Mobile Vending," and creating new associated parking regulations.

THE PLANNING & ZONING COMMISSION MADE THE FOLLOWING RECOMMENDATION:

APPROVAL ☒ **APPROVAL WITH AMENDMENTS/CONDITIONS (SEE BELOW)** ☐ **DENIAL** ☐
by a concurring vote of a majority of members of the Planning and Zoning Commission present at the meeting on October 24, 2024, as designated below and as certified by the signature of the Chairman.
This document is not valid unless signed by the Chairman/Presiding Commissioner.

Recommendation to approve with land use as presented.

<u>VOTE:</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>INITIAL</u>
Gary Renola	<i>GR</i>				
Darrell Picha					
Scott Reynolds	<i>SR</i>				
Ed Klein	<i>EK</i>				
Guy Rodgers					
Rhonda Thompson					
Jared Justus	<i>JJ</i>				

G. T. Renola

Gary T. Renola, Chairman
Planning & Zoning Commission

ATTEST:
Kiarra Bellow

Kiarra Bellow
Administrative Coordinator

City Council Meeting

November 19, 2024

Code Sections to be Modified

- 1.) A request to amend the Code of Ordinance of the City of Seabrook, Appendix A, “Comprehensive Zoning”, Article 1, “In General”, Section 1.10 “Definitions”, by creating a definition for a “Mobile Vending”.
- 2.) A request to amend the Code of Ordinance of the City of Seabrook, Appendix A, “Comprehensive Zoning”, Article 3 “Establishment of Zoning Districts and Associated Regulations”, Section 3.15 “Comprehensive Land Use Regulation Matrix”, by adding “Mobile Vending” to Table 3-A “Uses Permitted by Right and Condition Uses”, determining permitted use by conditional use or by right within the “Land Use Activity”.
- 3.) A request to amend the Code of Ordinance of the City of Seabrook, Appendix A, “Comprehensive Zoning”, Article 3 “Establishment of Zoning Districts and Associated Regulations”, Article 5, “Off-Street Parking, Loading, Ingress, and Egress”, Section 5.04 “Comprehensive Parking Regulation Matrix, Table 5-C “Required Parking Spaces by Land Use Category” by adding “Mobile Vending” and creating new associated parking regulations.

Recommendations

1.) Proposed Definitions:

Mobile Vending: The operation of a mobile unit, such as a cart, trailer, or vehicle, that is designed to sell goods and provide services directly to consumers in designated areas. This use encompasses a wide range of retail activities, including the sale of merchandise such as clothing, crafts, electronics, and other consumer goods, as well as the provision of services such as repairs, grooming, or entertainment.

Recommendations

2.) Proposed Parking Regulations:

Mobile Vending:

Two customer parking spaces for every Mobile Vending Unit.

Recommendations

3.) Proposed Land Use Matrix Modifications:

Sec. 3.15. - Comprehensive land use regulation matrix.

TABLE 3-A

Uses Permitted by Right and Conditional Uses ¹

X = Use by right. C = Conditional use permit required. PUD = Planned unit development. * = Active sales office required.

Land Use Activity	R-LD	R-1	R-2	R-3	C-1	C-2	C-3	WAD	MMU	POD ²	STCO D ³	OS	MH	LI	146-S	146-M
Mobile Vending					C	C	C	C	C	C	C	C		C	C	C

Recommendation

At the Planning and Zoning Commission meeting on October 24, 2024, the commission unanimously recommended approval of this item, with Ayes from Renola, Reynolds, Klein, and Justus. Rodgers and Thompson were absent from the meeting.

Questions?



Agenda Briefing

Date of Meeting: November 19, 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 on the first reading of Ordinance # 2024-30 a request to amend the Code of the City of Seabrook, by creating a definition for “Mobile Food Vendor”, adding “Mobile Food Vendor” to Table 3-A “Uses Permitted by Right and Conditional Uses”, and creating new associated parking regulations.

Executive Summary / Background:

In 2019, the City Council adopted an ordinance that established a permit process for mobile food vendors, responding to community requests for more dining options. Residents expressed a strong interest in increasing culinary variety, prompting the Council to act.

Prior to this ordinance, the city had not addressed zoning regulations for mobile food vendors, including defining the use, establishing parking requirements, and incorporating them into the land use matrix.

Background/Issue:

1.) Proposed Definition:

Mobile Food Vendor:

A business or individual that sells foods and beverages from a movable setup, such as a food truck, cart, or trailer. These vendors typically operate at various locations, including street fairs, parks, festivals, construction sites, private parties, and busy urban areas.

2.) Proposed Parking Regulations:

Mobile Food Vending:

Two customer parking spaces for every Mobile Food Vending Unit.

3.) Proposed Land Use Matrix Modifications:

Sec. 3.15. - Comprehensive land use regulation matrix.

TABLE 3-A

Uses Permitted by Right and Conditional Uses ¹

X = Use by right. C = Conditional use permit required. PUD = Planned unit development. * = Active sales office required.

<i>Land Use Activity</i>	<i>R- LD</i>	<i>R-1</i>	<i>R-2</i>	<i>R-3</i>	<i>C-1</i>	<i>C-2</i>	<i>C-3</i>	<i>W</i>	<i>ADMM</i>	<i>PO</i>	<i>STC</i>	<i>OD</i>	<i>OS</i>	<i>MHL</i>	<i>I146</i>	<i>I46</i>
									<i>U</i>	<i>D</i> ²	³				<i>-S</i>	<i>-M</i>
<i>Mobile Food Vendor</i>					X			X	X	X	X	X			X	X
<i>(Permit Required)</i>								X	X							

Funding / Fiscal Information:

Supporting Materials Attached:

1. Ordinance #2024-30
2. Planning and Zoning Commission Official Report
3. City Staff Presentation

Prior Action / Review by Council, Boards, Commissions:

At the Planning and Zoning Commission meeting on October 24, 2024, the commission unanimously recommended approval of this item, with Ayes from Renola, Reynolds, Klein, and Justus. Rodgers and Thompson were absent from the meeting.

Staff Recommendation:

ORDINANCE NO. 2024-30
MOBILE FOOD
VENDOR

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 1, "IN GENERAL" SECTION 1.10 "DEFINITIONS", BY CREATING A DEFINITION FOR "MOBILE FOOD VENDOR"; AND CONSIDER AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 3, "ESTABLISHMENT OF ZONING DISTRICTS AND ASSOCIATED REGULATIONS", SECTION 3.15 "COMPREHENSIVE LAND USE REGULATION MATRIX", BY ADDING "MOBILE FOOD VENDOR" TO TABLE 3-A "USES PERMITTED BY RIGHT AND CONDITIONAL USES", DETERMINING PERMITTED USE BY CONDITION OR BY RIGHT WITHIN THE "LAND USE ACTIVITY"; AND CONSIDER AMENDING THE CODE OF THE CITY OF SEABROOK APPENDIX A, "COMPREHENSIVE ZONING", ARTICLE 5, "OFF-STREET PARKING, LOADING, INGRESS, AND EGRESS", SECTION 5.04 "COMPREHENSIVE PARKING REGULATION MATRIX", TABLE 5-C "REQUIRED PARKING SPACES BY LAND USE CATEGORY" BY ADDING "MOBILE FOOD VENDOR" AND CREATING NEW ASSOCIATED PARKING REGULATIONS.

WHEREAS, the City Council of the City of Seabrook is continually reviewing the provisions of the City Code of Ordinances relating to land use and other circumstances which generally impact the health, safety and well-being of residents, citizens and inhabitants; and

WHEREAS, the Planning and Zoning Commission of the City of Seabrook has conducted a public hearing, received input from staff and is of the opinion and has issued its final report that the amendments hereto are necessary for the public safety, health and welfare and for protection of the residents; and

WHEREAS, the City Council and the Planning and Zoning Commission of the City of Seabrook have studied the present provisions of the Code of Ordinances of the City of Seabrook and have determined the need to update the provisions relative to permitted land uses; and

WHEREAS, the Planning and Zoning Commission recommended approval of this amendment at its meeting of October 24, 2024, and has made its final report; and

WHEREAS, all public notices have been posted, published and all required hearings on this matter have been held in accordance with the Comprehensive Zoning Ordinance and law; now, therefore,

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

SECTION 1. FINDINGS OF FACT.

That 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 CODE, APPENDIX A, ARTICLE 1, SECTION 1.10. “DEFINITIONS”.

The Seabrook City Code, Appendix A, Section 1.10 “Definitions” is hereby amended to create definition of “Mobile Food Vendor” as follows:

Mobile Food Vendor:

A business or individual that sells foods and beverages from a movable setup, such as a food truck, cart, or trailer. These vendors typically operate at various locations, including street fairs, parks, festivals, construction sites, private parties, and busy urban areas.

SECTION 3. AMENDMENT TO THE CODE, APPENDIX A, ARTICLE 3, SECTION 3.15, TABLE 3-A “USES PERMITTED BY RIGHT AND CONDITIONAL USES”.

The Seabrook City Code, Appendix A, Section 3.15, Table 3-A “Uses Permitted by Right and Conditional Uses” is hereby amended as follows:

Land Use Activity	R-LD	R-1	R-2	R-3	C-1	C-2	C-3	WAD	MMU	POD ₂	STCOD ₃	OS	MH	LI	146-S	146-M
<u>Mobile Food Vendor</u>					<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>		<u>X</u>	<u>X</u>	<u>X</u>
<u>(Permit Required)</u>																

SECTION 4. AMENDMENT TO THE CODE, APPENDIX A, ARTICLE 5, SECTION 5.04, TABLE 5-C “REQUIRED PARKING SPACES BY LAND USE CATEGORY”.

The Seabrook City Code, Appendix A, Section 5.04, Table 5-C “Required Parking Spaces by Land Use Category” is hereby amended as follows:

<u>Land Use Activity</u>	<u>Required Parking</u>
<u>Mobile Foods Vendor</u>	<u>Two customer parking spaces for every Mobile Food Vending Unit.</u>

SECTION 5. INCORPORATION INTO THE CODE, PENALTY CLAUSE.

This Ordinance is hereby incorporated and made a part of the Seabrook City Code. Violation of this ordinance is subject to the penalty section of said Code and Ordinance, Section 1-15 “General Penalty and 11.06, “Criminal Enforcement” which provides that any person who shall violate any provision of this Ordinance shall be deemed guilty of an offense and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day of violation shall constitute a separate offense.

SECTION 6. REPEAL OF CONFLICTING ORDINANCES.

All ordinances or parts of ordinances in conflict or inconsistent with this Ordinance are hereby expressly repealed.

SECTION 7. 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 or 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 8. 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, APPROVED, AND ADOPTED on first reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this 19th day of November, 2024.

PASSED, APPROVED, AND ADOPTED, as revised on final reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this 3rd day of December, 2024.

BY: _____

Thomas G. Kolupski, Mayor

[Signatures on Following Page]

126 ATTEST:

127
128
129 By: _____

130 Rachel Lewis
131 City Secretary
132

133
134 APPROVED AS TO FORM:
135
136

137 By: _____

138 David Olson
139 City Attorney

Planning & Zoning Commission OFFICIAL REPORT

The Planning and Zoning Commission of the City of Seabrook met on October 24, 2024 to hold a meeting to consider:

3.6 Consider and take all appropriate action on a request to amend the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 1, "In General" Section 1.10 "Definitions," by creating a definition for "Mobile Food Vendor"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 3, "Establishment of Zoning Districts and Associated Regulations," Section 3.15 "Comprehensive Land Use Regulation Matrix," by adding "Mobile Food Vendor" to Table 3-A "Uses Permitted by Right and Conditional Uses," determining permitted use by condition or by right within the "Land Use Activity"; and consider amending the Code of the City of Seabrook Appendix A, "Comprehensive Zoning," Article 5, "Off-Street Parking, Loading, Ingress, and Egress," Section 5.04 "Comprehensive Parking Regulation Matrix," Table 5-C "Required Parking Spaces by Land Use Category" by adding "Mobile Food Vendor" and creating new associated parking regulations.

THE PLANNING & ZONING COMMISSION MADE THE FOLLOWING RECOMMENDATION:

APPROVAL ☐ APPROVAL WITH AMENDMENTS/CONDITIONS (SEE BELOW) ☒ DENIAL ☐
by a concurring vote of a majority of members of the Planning and Zoning Commission present at the meeting on October 24, 2024, as designated below and as certified by the signature of the Chairman.
This document is not valid unless signed by the Chairman/Presiding Commissioner.

Recommendation to approve with the removal of
"Prepared" from the definition.

<u>VOTE:</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>INITIAL</u>
Gary Renola	<u>GTR</u>				
Darrell Picha				<u>✓</u>	
Scott Reynolds	<u>SR</u>				
Ed Klein					
Guy Rodgers				<u>✓</u>	
Rhonda Thompson				<u>✓</u>	
Jared Justus	<u>JJ</u>				

G. T. Renola
Gary T. Renola, Chairman
Planning & Zoning Commission

ATTEST:
Kiarra Bellow
Kiarra Bellow
Administrative Coordinator

City Council Meeting

November 19, 2024

Code Sections to be Modified

- 1.) A request to amend the Code of Ordinance of the City of Seabrook, Appendix A, “Comprehensive Zoning”, Article 1, “In General”, Section 1.10 “Definitions”, by creating a definition for a “Mobile Food Vendor”.
- 2.) A request to amend the Code of Ordinance of the City of Seabrook, Appendix A, “Comprehensive Zoning”, Article 3 “Establishment of Zoning Districts and Associated Regulations”, Section 3.15 “Comprehensive Land Use Regulation Matrix”, by adding “Mobile Food Vendor” to Table 3-A “Uses Permitted by Right and Condition Uses”, determining permitted use by conditional use or by right within the “Land Use Activity”.
- 3.) A request to amend the Code of Ordinance of the City of Seabrook, Appendix A, “Comprehensive Zoning”, Article 3 “Establishment of Zoning Districts and Associated Regulations”, Article 5, “Off-Street Parking, Loading, Ingress, and Egress”, Section 5.04 “Comprehensive Parking Regulation Matrix, Table 5-C “Required Parking Spaces by Land Use Category” by adding “Mobile Food Vendor” and creating new associated parking regulations.

Recommendations

1.) Proposed Definitions:

Mobile Food Vendor:

A business or individual that sells foods and beverages from a movable setup, such as a food truck, cart, or trailer. These vendors typically operate at various locations, including street fairs, parks, festivals, construction sites, private parties, and busy urban areas.

Recommendations

2.) Proposed Parking Regulations:

Mobile Food Vendor:

Two customer parking spaces for every Mobile Food Vending Unit.

Recommendations

3.) Proposed Land Use Matrix Modifications:

Sec. 3.15. - Comprehensive land use regulation matrix.

TABLE 3-A

Uses Permitted by Right and Conditional Uses ¹

X = Use by right. C = Conditional use permit required. PUD = Planned unit development. * = Active sales office required.

Land Use Activity	R-LD	R-1	R-2	R-3	C-1	C-2	C-3	WAD	MMU	POD ²	STCO D ³	OS	MH	LI	146-S	146-M
Mobile Food Vendor (Permit Required)					X	X	X	X	X	X	X	X		X	X	X

Recommendation

At the Planning and Zoning Commission meeting on October 24, 2024, the commission unanimously recommended approval of this item, with Ayes from Renola, Reynolds, Klein, and Justus. Rodgers and Thompson were absent from the meeting.

Questions?



Agenda Briefing

Date of Meeting: November 19, 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 possible action on the first reading of Ordinance 2024-31 a request to update the City of Seabrook Official Zoning Map.

Executive Summary / Background:

Appendix A, “Comprehensive Zoning”, Article 2, “Administration”, Section 2.05 “Official Zoning Map”, requires the creation of an Official Zoning Map. The last update to the Official Zoning Map occurred on April 2nd, 2019.

Sec. 2.05. - Official zoning map.

2.05.01. Official zoning map established: The boundaries of the zoning districts established within the City of Seabrook shall be drawn on an official zoning map, adopted as part of this ordinance, and incorporated as a part of this ordinance by this reference thereto.

2.05.02. Location of the official zoning map: One original of the official zoning map shall be filed in the office of the city secretary and labeled as the official zoning map of the City of Seabrook, Texas. This copy shall be the official zoning map and shall bear the signature of the mayor and attestation of the city secretary. This copy shall not be changed in any manner except by ordinance. In case of any questions regarding boundary interpretation or land use classification, this copy, together with any amending ordinances, shall be controlling.

2.05.03. Director of administration [city manager] to retain copy: An additional copy of the original zoning district map shall be placed in the office of the director of administration [city manager]. Said copy shall be used for reference and shall be maintained up to date by posting thereon all subsequent amendments. Reproductions of the official zoning map may be made for informational purposes.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Ordinance #2024-31
2. Planning and Zoning Commission Official Report
3. Official Zoning Map 2024

Prior Action / Review by Council, Boards, Commissions:

At the Planning and Zoning Commission meeting on October 24, 2024, the commission unanimously recommended approval of this item, with Ayes from Renola, Reynolds, Klein, and Justus. Rodgers and Thompson were absent from the meeting.

Staff Recommendation:

ORDINANCE NO. 2024-31
ADOPTION OF AN UPDATED SEABROOK OFFICIAL ZONING MAP

AN ORDINANCE WHICH REPLACES THE CURRENT OFFICIAL CITY OF SEABROOK ZONING MAP DATED THE 2nd DAY OF APRIL, 2019; PROVIDING A PENALTY IN AN AMOUNT OF NOT MORE THAN \$2,000.00 FOR VIOLATION OF ANY PROVISIONS HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR NOTICE AND SEVERABILITY.

WHEREAS, the City of Seabrook, Texas is authorized by Chapter 211 of the Texas Local Government Code to promulgate rules and regulations governing the regulation of land use, structures, businesses and related activities; and

WHEREAS, the official zoning map was last updated on the 2nd day of April, 2019; and

WHEREAS, the City Council of the City of Seabrook, in relation to creation of the official zoning map, have studied the present provisions of the Code of Ordinances of the City of Seabrook and have determined the need to update the official zoning map; now therefore,

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

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

A new official zoning map for the City of Seabrook as shown in Attachment A is hereby adopted and replaces the current official zoning map which was adopted on the 2nd day of April, 2019. The new official zoning map reflects all zoning district changes through Ordinance No. 2024-15.

SECTION 3. INCORPORATION INTO THE CODE, PENALTY CLAUSE.

This Ordinance is hereby incorporated and made a part of the Code of the City of Seabrook. Violation of this Ordinance is subject to the penalty section of said Code of Ordinances, Section 1-15 "General penalty; continuing violations" which provides that any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day of violation shall constitute a separate offense.

SECTION 4. REPEAL OF CONFLICTING ORDINANCES.

All ordinances or parts of ordinances in conflict or inconsistent with this Ordinance are hereby expressly repealed.

SECTION 5. 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 or 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 6. 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 first reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this 19th day of November, 2024.

PASSED, APPROVED, AND ADOPTED on final reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this 3rd day of December, 2024.

Thomas G. Kolupski
Mayor

[Additional Signatures on the Following Page]

ATTEST:

Rachel Lewis
City Secretary

APPROVED AS TO FORM:

David Olson
City Attorney

Planning & Zoning Commission OFFICIAL REPORT

The Planning and Zoning Commission of the City of Seabrook met on October 24, 2024 to hold a meeting to consider:

3.1 Consider and take possible action a request to update the City of Seabrook Official Zoning Map.

THE PLANNING & ZONING COMMISSION MADE THE FOLLOWING RECOMMENDATION:

APPROVAL ☒ APPROVAL WITH AMENDMENTS/CONDITIONS (SEE BELOW) ☐ DENIAL ☐
by a concurring vote of a majority of members of the Planning and Zoning Commission present at the meeting on October 24, 2024, as designated below and as certified by the signature of the Chairman.
This document is not valid unless signed by the Chairman/Presiding Commissioner.

<u>VOTE:</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>INITIAL</u>
Gary Renola	<i>GTR</i>				
Darrell Picha				✓	
Scott Reynolds	<i>SR</i>				
Ed Klein	<i>EC</i>				
Guy Rodgers				✓	
Rhonda Thompson				✓	
Jared Justus	<i>JJ</i>				

Gary T. Renola

Gary T. Renola, Chairman
Planning & Zoning Commission

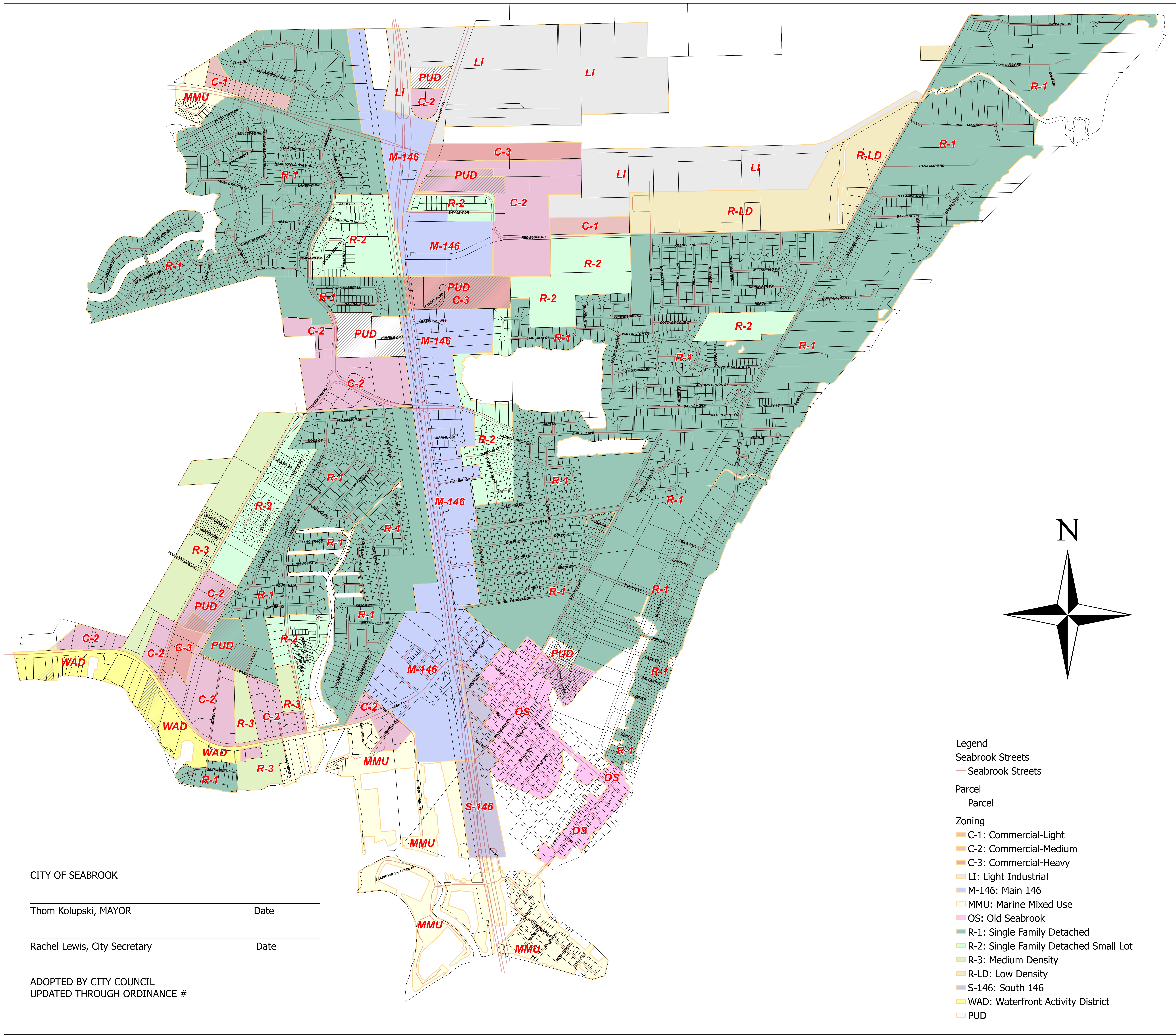
ATTEST:-
Kiarra Bellow

Kiarra Bellow
Administrative Coordinator

Official Zoning Map

City of Seabrook, Texas

December 3, 2024





Agenda Briefing

Date of Meeting: November 19, 2024

Responsible Department: Police Department

Presenter: Rolf Nelson, Police Chief

Briefing Prepared By: Rolf Nelson

Strategic Focus Area:

General Information:

Consider and take all appropriate action regarding the approval of an agreement between the City of Seabrook Police Department and the State of Texas to acquire Department of Defense (DoD) equipment for criminal justice and emergency preparedness purposes through the Texas LESO Program and authorize the City Manager and Chief of Police to execute all associated documents.

Executive Summary / Background:

Joining the Texas Law Enforcement Support Office (LESO) program can provide several key benefits for law enforcement agencies. Here are some justifications for participation:

1. **Access to Resources:** The LESO program allows agencies to acquire excess military equipment and supplies at little to no cost. This can include vehicles, medical supplies, and tactical gear, which can enhance operational capabilities.
2. **Cost Savings:** By obtaining equipment through the LESO program, agencies can significantly reduce their expenses. This allows funds to be redirected toward training, community programs, or other critical needs.
3. **Improved Public Safety:** Access to military-grade equipment can improve response times and effectiveness in critical situations, potentially increasing public safety and law enforcement effectiveness.
4. **Community Relations:** By utilizing excess military equipment responsibly and transparently, agencies can build trust with the community, showing that they are committed to public safety while being fiscally responsible.
5. **Training and Support:** Participation in the LESO program often comes with access to training and support from military personnel, which can enhance the skills of law enforcement officers.
6. **Disaster Response Preparedness:** Equipment acquired through the program can

be invaluable in disaster response situations, helping agencies to better serve their communities in times of crisis.

7. **Interagency Collaboration:** Being part of the LESO program can foster collaboration with other agencies, sharing best practices and resources, which can lead to improved regional safety efforts.
8. **Accountability and Oversight:** The program includes strict guidelines and oversight, ensuring that equipment is used responsibly and in a manner that aligns with community standards and expectations.

Overall, joining the Texas LESO program can empower law enforcement agencies to better serve their communities, optimize resource allocation, and enhance their operational readiness.

Funding / Fiscal Information:

Supporting Materials Attached:

1. LESO Application - Seabrook PD
2. Tx SPO - Seabrook PD
3. LESO Addendum to SPO - Seabrook PD
4. Tx LESO Cert for Controlled Prop - Seabrook PD

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037-3092

CLEAR FORM

Law Enforcement Support Office (LESO)
Application for Participation / Authorized Screeners Letter

(This form is for State/Local Law Enforcement Agencies (LEA) only)

*Indicates Required Fields

SECTION 1:

*Agency Name: Seabrook Police Department Originating Agency Identifier (ORI) #: (if applicable) TX1011700
*Agency Physical Address: 1400 Cook St *City: Seabrook
*State: TX *Zip Code: 77586 *NCIC P.O. Box or Address (if different than above i.e., terminal location)
*Phone #: (281) 291-5610 *Email: rnelson@seabrooktx.gov Note: Email is needed for automated system notifications.

Agency MUST have at least 1 full-time officer to participate in the program. Indicate the number of compensated officers with arrest and apprehension authority. Part-time field MUST be filled in: N/A, 0 or - is acceptable. *Full-time: 33 *Part-time: 0

RTD Screener - RTD Screeners MUST be employed by the aforementioned LEA. Individuals identified below may request access to act as an authorized "RTD Screener" on behalf of this Law Enforcement Agency. Agency MUST have at least 1 RTD Screener. Enter "XXXXX" or "N/A" into all screener fields not used.

#1 *Official Title / Rank Chief of Police *First Name Rolf *Last Name Nelson

*Email rnelson@seabrooktx.gov *Phone Number (281) 291-5609 POC (Aircraft/Small Arms/Vehicle) Yes - Vehicle

#2 *Official Title / Rank Sergeant *First Name Will *Last Name Haskett

*Email whaskett@seabrooktx.gov *Phone Number (281) 291-5750 POC (Aircraft/Small Arms/Vehicle) N/A

#3 *Official Title / Rank N/A *First Name N/A *Last Name N/A

*Email N/A *Phone Number POC (Aircraft/Small Arms/Vehicle)

#4 *Official Title / Rank N/A *First Name N/A *Last Name N/A

*Email N/A *Phone Number POC (Aircraft/Small Arms/Vehicle)

#5 *Official Title / Rank N/A *First Name N/A *Last Name N/A

*Email N/A *Phone Number POC (Aircraft/Small Arms/Vehicle)

#6 *Official Title / Rank N/A *First Name N/A *Last Name N/A

*Email N/A *Phone Number POC (Aircraft/Small Arms/Vehicle)

#7 *Official Title / Rank N/A *First Name N/A *Last Name N/A

*Email N/A *Phone Number POC (Aircraft/Small Arms/Vehicle)

SECTION 2:**RESERVED FOR LAW ENFORCEMENT AGENCY USE ONLY**

Law Enforcement Agency/Activity - The LESO Program defines this as a Governmental agency/activity whose primary function is the enforcement of applicable Federal, State and Local laws and whose compensated Law Enforcement officers have the powers of arrest and apprehension.

I certify that my agency meets the definition of a "Law Enforcement Agency/Activity" as described above. I certify that all information contained in this application is valid and accurate. I understand that I must provide my State Coordinator an application to update my agency participant information if the following information changes: a) Chief Law Enforcement Official (CLEO) changes, b) Agency physical address changes, c) RTD Screener additions/deletions, d) that my agency is abiding by the current version of the LESO approved State Plan of Operation (SPO) and any SPO Addendum(s) and e) that my agency has a signed copy of the SPO and any SPO Addendum(s) on file.

☒ I am signing this document as the CLEO of this law enforcement agency.

*(Check only one): ☐ In my official position or as Acting/Interim, I am authorized to sign documents on behalf of the CLEO for this agency. If checked, please provide appropriate documentation (i.e., current department policy, agency memorandum or other suitable documentation that provides such signature authority to the individual holding that official position).

By signing this application, I certify that my Agency will comply with U.S. Code 2576a for all controlled property, which states; With the authorization of the relevant local governing body or authority, that my agency has adopted publically available protocols for the appropriate use of controlled property, the supervision of such use, and the evaluation of the effectiveness of such use, including auditing and accountability policies; and that it provides annual training to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property. I certify under penalty of perjury that the foregoing is true and correct. Making a false statement may result in judicial actions or prosecution under 18 USC § 1001.

Chief of Police

*TITLE

Rolf

*PRINTED FIRST NAME:

Nelson

*PRINTED LAST NAME:

rnelson@seabrooktx.gov

*EMAIL

*SIGNATURE

10/31/2024

*DATE

SECTION 3:**RESERVED FOR STATE COORDINATORS OFFICE USE ONLY**

By signing this application, I certify that as the State Coordinator/State Point of Contact, I have determined that: a) the agency meets the definition of a "Law Enforcement Agency/Activity" as described in Section 2, b) that all information contained in this application is valid and accurate, c) that the LEA is abiding by the current version of the LESO approved State Plan of Operation (SPO) and any SPO Addendum(s) and d) that the LEA has a signed copy of the SPO and any SPO Addendum(s) on file.

*PRINTED NAME FIRST & LAST

*SIGNATURE

*DATE

SECTION 4:**RESERVED FOR LESO USE ONLY**

NOTICE FOR DLA DISPOSITION SERVICES PERSONNEL: Regulatory guidance outlining Screener Identification and Authorization must be accomplished in accordance with DOD 4160.21-M, Volume 3, Enclosure 5, Section 3 (k). In accordance with the aforementioned reference, the LESO Program authorizes the individuals identified in Section 1 of this form to screen excess property at your facilities as authorized participants in the LESO Program. This authorized screener letter supersedes all previously issued screener letters for this Law Enforcement Agency/Activity and is valid only on or after the date signed by authorized LESO signatory. Only two individuals authorized to screen per visit; however, additional personnel may assist receiving material previously screened and approved for transfer.

*This agency is authorized to screen items via the LESO Program under authorized Agency DODAAC:

LESO Notes:

*Screener letter is valid one year from this date. Note: After one year from the LESO signatory date, the screener letter is no longer valid. LEAs may request a new screener letter through their SC/SPOC.

*SIGNATURE

State Plan of Operation (SPO) between:

The State of TEXAS and the

(State/United States Territory)

Seabrook Police Department

Law Enforcement Agency (LEA)

1) PURPOSE This State Plan of Operation (SPO) is entered into between the State/United States (U.S.) Territory and Law Enforcement Agency (as identified above), to set forth the terms and conditions which will be binding on the parties with respect to Department of Defense (DoD) excess personal property conditionally transferred pursuant to 10 USC § 2576a, in order to promote the efficient, expeditious transfer of property and to ensure accountability of the same.

2) AUTHORITY The Secretary of Defense (SECDEF) is authorized by 10 USC § 2576a to transfer to Federal and State Law Enforcement Agencies (LEAs), personal property that is excess to the needs of the DoD, including small arms and ammunition, that the Secretary determines is suitable to be used by such agencies in law enforcement activities, with preferences for counter-drug/counter-terrorism, disaster-related emergency preparedness or border security activities, under such terms prescribed by the Secretary. The SECDEF has delegated program management authority to the DLA. The DLA Disp Svcs LESO administers the program in accordance with (IAW) 10 USC § 2576a, 10 USC § 280, DoDM 4160.21 and DLA 4140.11. The DLA defines "law enforcement activities" as activities performed by governmental agencies whose primary function is the enforcement of applicable federal, State, and local laws and whose compensated law enforcement officers have powers of arrest and apprehension.

3) GENERAL TERMS AND CONDITIONS "DoD excess personal property" also known as "items", "equipment", "program property", or "property". "DLA Disposition Services Law Enforcement Support Office" also known as "1033 Program", "LESO Program", "the program", or "LESO". "State or U.S. Territory" also known as "the State", "State Coordinator (SC)", "State Point of Contact (SPOC)", or "SC/SPOC". "Law Enforcement Activities" also known as "agencies in law enforcement activities", "Law Enforcement Agency (LEA)", "program participant", or "State/LEA".

a) Property made available under this agreement is not for personal use and is for the use of authorized program participants only. All requests for property shall be based on bona fide law enforcement requirements. Authorized participants who receive property from the program will not loan, donate, or otherwise provide property to other groups or entities (i.e., public works, county garage, schools, etc.) that are not otherwise authorized to participate in the program. Property will not be obtained by program participants for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan. To receive such property, on an annual basis the LEA shall certify that they have:

i) Obtained authorization of the relevant local governing body authority (i.e., city council, mayor, etc.).

ii) Adopted publicly available protocols for the appropriate use of controlled property, the supervision, and the evaluation of the effectiveness of such use, including auditing and accountability policies.

iii) Annual training in place and provides it to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property, including respect for the rights of citizens under the Constitution of the U.S. and de-escalation of force.

b) All costs associated with the transportation, turn-in, transfer, repair, maintenance, insurance, disposal, repossession or other expenses related to property are the sole responsibility of the State/LEA. The State/LEA shall also be responsible to reimburse the U.S. Government (USG) for costs incurred in retrieving and/or repossessing property impermissibly transferred by the State/LEA to unauthorized participants.

c) The State/LEA will maintain and enforce regulations designed to impose adequate security and accountability measures for controlled property to mitigate the risk of loss or theft of property. Program participants shall implement controls to ensure property made available under this agreement is used for official law enforcement use only. The State/LEA shall take appropriate administrative and/or disciplinary action against individuals that violate provisions of the Memorandum of Agreement (MOA) between the Federal Government and the State/U.S. Territory and/or this SPO, including unauthorized use of property.

d) All property transferred to the State/LEA via the program is on an as-is, where-is basis.

e) LESO reserves the right to recall property issued to a State/LEA at any time.

f) General use of definitions/terms:

i) Demilitarization (DEMIL code)-a code assigned to DoD property that indicates the degree of required physical destruction, identifies items requiring specialized capabilities or procedures, and identifies items which do not require DEMIL but may require Trade Security Controls (TSC). Program participants are not authorized to conduct physical demilitarization of property.

ii) "Controlled property"-items with a DEMIL code of B, C, D, E, F, G, and Q (with an Integrity Code of "3"). Title and ownership of controlled property remains with the DoD in perpetuity and will not be relinquished to the State/LEA. When a State/LEA no longer has a legitimate law enforcement use for controlled property, they shall notify the LESO, and the property will be transferred to another program participating State/LEA (via standard transfer process) or returned to DLA Disp Svcs for disposition.

iii) "Non-controlled" property"-items with a DEMIL code of A or Q (with an Integrity Code of "6"). These items are conditionally transferred to the State/LEA and will remain on State/LEA accountable inventory for one year from the ship date. However, after one year from the ship date, DLA will relinquish ownership and title for the property to the State/LEA without issuance of further documentation. During this one year period, the State/LEA remains responsible for the accountability and physical control of the property and the LESO retains the right to recall the property. Participants should return any property in this one year period that becomes excess to their needs or they otherwise determine is not serviceable.

(1) The LEA receives title and ownership of DEMIL "A" and "Q6" property as governmental entities. Title and ownership of this property does not pass from DoD to any private individual or State/LEA official in their private capacity. Such property shall be maintained and ultimately disposed of IAW provisions in State and local laws that govern public property.

(2) Sales/gifting of DEMIL "A" and "Q6" property after one year from the ship date inconsistent with State/local law may constitute grounds to deny future participation in the program.

(3) After one year from ship date, DEMIL "A" and "Q6" property may be transferred, cannibalized for usable parts, sold, donated, or scrapped.

(4) Once the property is no longer on the LEA accountable inventory, the property is no longer subject to the annual physical inventory requirements and will not be inventoried during a LESO Program Compliance Review (PCR).

g) All physical transfers of property require LESO approval. Program participants will not physically transfer property until the LESO approval process is complete. Program participants may request their SC/SPOC approval to temporarily conditionally loan property to another program participant (if mission requires). If the SC/SPOC approves the temporary conditional loan, it shall be done using an acceptable Equipment Custody Receipt (ECR). At the end of the temporary conditional loan, the item (s) shall be returned to the original LEA for accountability. All requests for conditional loans will be based on bona fide law enforcement requirements.

h) The program may authorize digital signatures on required program documentation.

i) The State/LEA is not required to maintain insurance on controlled property, aircraft or other property with special handling requirements that remain titled to DoD. However, the State/LEA will be advised that if they elect to carry insurance and the insured property is on the program inventory at the time of loss or damage, the recipient will submit a check made payable to DLA for insurance proceeds received in excess of their actual costs of acquiring and rehabilitating the property prior to its loss, damage, or destruction.

4) STATE PLAN OF OPERATION The State shall:

a) Assist in training LEAs with enrollment, property requests, transfers, turn-ins, and disposal procedures.

b) Adhere to the requirements outlined in the MOA between the Federal Government and the State/U.S. Territory and ensure MOA amendments or modifications are incorporated into this SPO and program participants are notified and acknowledge responsibility to comply with changes.

c) Submit a SPO to LESO that shall address procedures for determining LEA eligibility, allocation, equitable distribution of property, accountability, inventory, training, and education, State-level internal PCRs, export control requirements, procedures for turn-in, transfer, and disposal and other responsibilities concerning property.

d) Enter into written agreement with each LEA, via the LESO-approved SPO, to ensure program participants acknowledge the terms, conditions, and limitations applicable to property. This SPO must be signed by the current Chief Law Enforcement Official (CLEO) (or designee) and the current SC/SPOC.

e) Provide program participants the following information:

i) The LESO Program State POCs:

State Coordinator (SC): Rolando Ayala

State Point of Contact (SPOC): John Riddick III

State Point of Contact (SPOC): Patricia Deaver

State Point of Contact (SPOC): N/A

ii) SC/SPOC Facility Information:

Physical Mailing Address: 5805 N. Lamar Blvd

Email: TEXASLESOPROGRAM@DPS.TEXAS.GOV

Phone Number: (512) 424-7590

Website: <https://www.dps.texas.gov/section/texas-leso-program/texas-leso-program>

Hours of Operation: 7:30 AM to 5:00 PM CST

iii) Funding to administer the LESO Program at the State-level is provided via:

iv) The Governor of the State of Texas has appointed the Texas Department of Public Safety to conduct management and oversight of this program. All funding and staffing will be provided by the Texas Department of Public Safety

5) PROPERTY ACCOUNTING SYSTEM The State will maintain access to Federal Excess Property Management Information System (FEPMIS) (or current property accounting system), to ensure LEAs maintain property books, to include, but not limited to, transfers, turn-ins, and disposal requests from an LEA or to generate these requests at the State-level and forward all approvals to the LESO for action. The State will:

a) Conduct quarterly reconciliations of State property records.

b) Ensure at least one person per LEA maintains access to the property accounting system. Users may be “active” or “inactive” in the system, so long as they are registered. Ensure registered users are employees of the State/LEA.

c) Ensure LEAs receive and account for property in the property accounting system within 30 days.

6) LESO WEBSITE The State shall access the LESO website for timely and accurate guidance, information, and links concerning the program and ensure that all relevant information is passed to the program participants.

7) ANNUAL TRAINING 10 USC § 280 provides that the SECDEF, in cooperation with the U.S. Attorney General, shall conduct an annual briefing of law enforcement personnel of each State (including law enforcement personnel of the political subdivisions of each State). Individuals who wish to attend are responsible for funding their own travel expenses. The briefing will include information on training, technical support, equipment, and facilities that are available to civilian law enforcement personnel from the DoD. The state shall provide program participants training material as discussed during the annual LESO training which includes information on property management best practices to include (but not limited to) searching for property, accounting for property on inventory, transfer and turn-in of property when it is no longer needed or serviceable.

8) ENROLLMENT The LESO shall establish and implement program eligibility criteria IAW 10 USC § 2576a, DLA Instructions and Manuals and this SPO and retains final approval/disapproval authority for application packages forwarded by the State. Non-governmental law enforcement entities such as private railroad police, private security, private academies, correctional departments, prisons, or security police at private schools/colleges are not eligible to participate. Fire departments (by definition) are not eligible to participate and should be referred to the DLA Fire Fighter program administered by USDA. Law enforcement agencies requesting program participation shall have at least one full-time law enforcement officer. Program property may only be issued to full-time/part-time law enforcement officers. Non-compensated reserve officers are not authorized to receive property. State law enforcement training facilities/ academies may be authorized to participate in the program given their primary function is the training of bona fide State/local law enforcement officers. Law enforcement training facilities/academies will be reviewed on a case-by-case basis. The State shall:

a) Validate the authenticity of state/LEAs that are applying for program participation. Only submit to the LESO those application packages that the SC/SPOC recommends/certifies are government agencies whose primary function is the enforcement of applicable federal, State, and local laws and whose compensated officers have the powers of arrest and apprehension. If the State forwards an unauthorized participant application package, this may result in a formal suspension of the State.

b) Have sole discretion to disapprove state/LEA application packages in their State. The SC/SPOC should provide notification to the LESO when application packages are disapproved at the State-level.

c) Ensure that screeners listed in the application package are employees of the LEA. A screener may only screen property for two LEAs. Contractors may not conduct screening on behalf of a LEA.

d) Make recommendation on what constitutes a “full-time” or “part-time” law enforcement officer.

e) Ensure LEAs update their account information annually, or as needed. This may require the LEA to submit an updated application package. An updated application package shall be submitted for (but is not limited to) the following: a change in CLEO, the addition or removal of a screener, a change in the LEA physical address or contact information, etc.

f) Provide the LEA a comprehensive program overview once approved by the LESO for enrollment. The overview will be done within 90-days of a LEA being approved to participate.

9) PROPERTY ALLOCATION

a) The LESO shall:

i) Upon receipt of a SC/SPOC validated request for property through the RTD website, will review and give preference to requisitions indicating that the requested property will be used in the counter-drug, counter-terrorism, disaster-related emergency preparedness, or border security activities of the requesting LEA. Program participants that request vehicles used for disaster-related emergency preparedness, such as high-water rescue vehicles, should receive the highest preference.

ii) Require additional justification for small arms, aircraft, ammunition, and vehicles and to the greatest extent possible, ensure fair and equitable distribution of property based on current LEA inventory and justification for property.

iii) Reserve the right to determine and/or adjust allocation limits, to include the type, quantity and location of property allocated to the State/LEA. Generally, no more than one item (per part-time/full-time officer) will be allocated. Quantity exceptions may be granted by the LESO on a case-by-case basis based on the justification provided by the LEA. Currently, the following allocation limits apply:

- (1) Robots: one (of each type) for every ten officers (full-time/part-time).
- (2) High Mobility Multipurpose Wheeled Vehicle (HMMWV)/Up-Armored HMMWV (UAH): one vehicle for every three officers (full-time/part-time).
- (3) Mine Resistant Ambush Protected (MRAP) / Armored Vehicles: two vehicles per LEA.
- (4) Small arms: one (of each type) per officer (full-time/part-time).

(a) LESO may authorize over allocations of small arms in preparation for inevitable scenarios, i.e., training, equipment downtime (damage, routine maintenance, inspections) or other law enforcement needs. The chart below is the standard for small arms acceptable over-allocations:

Small Arms Acceptable Over-Allocations	
# of Officers	# by type
1-10	2 or less
11-25	3 or less
26-100	5 or less
101-299	8 or less
300 or more	10 or less

(b) In instances where small arm allocation amounts exceed the “acceptable over-allocation” levels, the LESO will coordinate with States to verify accuracy of the officer count. If small arm allocation is still beyond acceptable levels, LESO may authorize one of the following:

- 1) an exception to policy, 2) a transfer, or 3) a turn-in.

b) The State shall:

i) Assist the LEA in the use of electronic screening of property via the RTD website and shall access the RTD website a minimum of once daily (Monday-Friday) to review and process LEA requests for property. Property justifications shall be validated to ensure they meet the intent of 10 USC § 2576a as suitable for use by agencies in law enforcement activities. Prior to approving a request or transfer, review the LEAs property allocation report to prevent over allocation.

ii) Upon receipt of a valid LEA request for property, provide a recommendation to the LESO on the preference to be given to those requisitions for property that will be used in counter-drug, counter-terrorism, disaster-related emergency preparedness or border security activities of the recipient agency. Requests for vehicles used for disaster-related emergency preparedness, such as high-water rescue vehicles, should receive the highest preference. The State shall consider the fair and equitable distribution of property based on current LEA inventory and LEA justifications for property. The State shall ensure the type and quantity of property being requested by LEAs is reasonable and justifiable given the number of officers (full-time/part-time) and prior requisitions for similar items they have received (both controlled and non-controlled property). Generally, no more than one of any item per officer (full- time/part-time) will be allocated.

10) PROPERTY MANAGEMENT Certain controlled equipment shall have a documented chain of custody (i.e., an acceptable ECR), including a signature of the recipient. Controlled property requiring an ECR: small arms (including parts and accessories), aircraft, vehicles, optics, and robots. It is encouraged to utilize ECRs for all controlled property. LEAs may request cannibalization on aircraft or vehicles. Cannibalization requests shall be submitted to the State for review. Cannibalization must be approved by the LESO prior to any cannibalization actions. The cannibalized end item shall be returned to DLA Disp Svcs within the timeframes determined by the LESO.

a) Aircraft-Aircraft will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan and shall be reported to the LESO at the end of their useful life. All aircraft are considered controlled property, regardless of DEMIL code. Aircraft that are no longer needed or serviceable shall be reported to the General Services Administration (GSA) for final disposition by the LESO Program Aircraft Specialist.

b) Vehicles-Program participants that request vehicles used for disaster-related emergency preparedness, such as high-water rescue vehicles, should receive the highest preference. Vehicles will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan and vehicles that are considered controlled property will be returned to DLA Disp Svcs at the end of their useful life. DLA Disp Svcs Field Activity/Site will identify qualifying DEMIL A or Q6 vehicles and may issue (upon LEA request) a Standard Form (SF) SF-97 to the LEA upon physical transfer of the vehicle. The LEA may modify the vehicle during the one year conditional transfer period.

c) Ammunition-LESO will support the U.S. Army (USA), in allocating ammunition to program participants. Ammunition obtained via the program will be for training use only. At the time of request, the LEA will certify in writing that the ammunition will be used for training use/purposes only. The USA will issue approved transfers directly to the State/LEA. The State/LEA is responsible for funding all packing, crating, handling, and shipping costs for ammunition. The LEA will make reimbursements directly to the USA. Ammunition will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan. Ammunition obtained via the program shall not be sold. Ammunition will be treated as a consumable item and not tracked in any DLA inventory system or inspected during PCRs. LESO shall track and maintain necessary records of ammunition that has been transferred to LEAs and will post all requests, approvals, and denials on the LESO public website.

d) Small arms:

i) Small arms will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan and shall be returned to DLA Disp Svcs at the end of their useful life. Cannibalization of small arms is not authorized.

ii) Temporary modifications to small arms are authorized; permanent modifications to small arms are not authorized (i.e., drilling holes in the lower receiver of a small arm). In cases of temporary modifications, all parts are to be retained and accounted for in a secured location under the original serial number for the small arm until final disposition is determined. If the modified small arm is transferred to another LEA, all parts will accompany the small arm to the receiving LEA.

iii) Small arms will be issued utilizing an acceptable ECR which obtains certain information about the property being issued to include (but is not limited to) the signature of the law enforcement officer who is accepting responsibility for the small arm(s), the serial number of the small arm, the date in which the law enforcement officer took possession of the small arm, etc.

iv) Small arms that are not carried on an officer's person or in the officer's immediate physical vicinity will be secured using "two levels of physical security". Two levels of physical security meaning two distinct lockable barriers, each specifically designed to render a small arm inaccessible and unusable to unauthorized persons. Lockable barriers meeting this description may be either manual or electronic.

v) Program participants no longer requiring program small arm(s) shall request authorization to transfer the small arm to another participating LEA or request authorization to turn-in/return the small arm. Transfers and turn-in requests shall receive final approval from the LESO; small arms will not physically move until the LESO provides official notification that the approval process is complete. When turning-in small arms to Anniston Army Depot, the LEA shall follow LESO turn-in guidance.

vi) Local destruction (DEMIL) of small arms is not authorized.

vii) Lost, Stolen or Destroyed (LSD) small arms:

(1) Program participants with multiple instances of LSD small arms in a five-year window will be assessed by DLA Disp Svcs to determine if a systemic problem exists IAW DLAI 4140.11.

(2) DLA OIG investigations may be initiated if small arms are improperly disposed of or become LSD while in program inventory. The State/LEA may be required to reimburse DLA the fair market value of the small arms when negligence, willful misconduct, or a violation of the MOA between the Federal Government and the State/U.S. Territory and/or this SPO is confirmed at the conclusion of the Financial Liability Investigation of Property Loss (FLIPL).

(a) Reimbursement will be within 60-days of the completion of the FLIPL.

(b) Title will never transfer to the recipient regardless of the status of the small arm.

(c) Payments due to DLA Disp Svcs, based upon the findings of the FLIPL, may be paid by one of three methods: 1) credit card via pay.gov, 2) cashier/ business check, or 3) wire transfer.

(3) In instances of LSD small arm recovery, DoD retains title in perpetuity and the small arm shall be immediately relinquished/surrendered back to the program.

11) PROGRAM COMPLIANCE REVIEWS (PCR)

a) The LESO shall:

- i) Conduct PCRs to ensure that the SC/SPOC, and all LEAs within a State are compliant with the terms and conditions of the program as required by 10 USC § 2576a, the MOA between the Federal Government and the State/U.S. Territory and/or this SPO and any DLA Instructions and manuals regarding the program. PCRs are conducted to ensure property accountability, program compliance, and program eligibility.
- ii) Conduct PCRs for participating States every 2 years, providing training to the State/LEA as needed.
- iii) Reserve the right to conduct no notice PCRs, or require an annual review, or similar inspection, on a more frequent basis for any State/LEA.
- iv) Intend to physically inventory 100% of property selected for review at each LEA during a PCR. The use of ECRs in lieu of physical inspection is discouraged during PCRs. Extensive use of the ECR (without prior coordination with LESO) may result in a non-compliance finding during the PCR.
- v) Intend to review as much property as possible during a PCR.
 - (1) The goal is to review 20% of a State's overall small arms inventory.
 - (2) The goal for inventory selections (at LEAs selected for review) is 15% of an LEAs general property to include non-controlled property (DEMIL code A and Q6).
- vi) Select LEAs not visited during the last three regularly scheduled PCR cycles (as applicable).
- vii) Recommend corrective actions (which may include suspending a State/LEA from program participation) for findings of non-compliance identified during a PCR.
 - (1) The LESO shall issue corrective actions (with suspense dates) to the State, which will identify what is needed to rectify the identified deficiencies within the State/LEA.
 - (2) If the State/LEA fails to correct identified deficiencies within the LESO suspense dates, the LESO may move to restrict, suspend, or terminate the State/LEA from program participation.
 - (3) States found non-compliant for a PCR will be suspended for a minimum of 60-days and will not be reinstated until the State successfully passes a LESO-conducted PCR.
- viii) Ensure the State/LEA understand that property shall be transferred to a participating agency with SC/SPOC and LESO approval or returned to DLA Disp Svcs when no longer needed or serviceable.

b) The State shall:

- i) Assist the LESO as required, prior to, during and upon completion of the PCR.
- ii) Assist in the coordination of the PCR daily schedule of events and forward the schedule to LEAs that have been selected for review.
- iii) Contact LEAs that have been selected for the PCR via phone, email or in person to ensure they are aware of the schedule and are prepared for the PCR.

iv) Receive inventory selections from the LESO and forward them to the selected LEAs. The State shall ensure the LEA physically gathers the selected property in a central location (to the greatest extent possible) which will allow the LESO to physically inventory the property efficiently during the PCR.

v) Coordinate the use of any ECR with the LESO prior to the PCR.

vi) Ensure LEAs understand property shall be transferred to a participating agency with SC and LESO approval or returned to DLA Disp Svcs when deemed no longer needed or serviceable.

vii) Conduct State-level (internal) PCRs of participating LEAs to ensure property accountability, program compliance and program eligibility utilizing a PCR checklist provided by the LESO, or equivalent (for uniformity purposes).

(1) Ensure a State-level (internal) PCR of at least 8% of LEAs with program inventory is completed annually (3% of which will be focused on program participants with no controlled property). Results of the State-level (internal) PCR will be kept on-file with the State. Documentation shall be provided to the LESO for each LEA that received a State-level PCR.

(2) The State-level (internal) PCR will include, at minimum:

(a) A review of the dually-signed SPO, ensuring it is uploaded to the property accounting system.

(b) A review of the LEA application package to confirm authenticity and eligibility of the LEA.

(c) An inventory of property selected for review at each LEA.

(d) A review of each selected LEA files for any of the following which may include turn- in/transfer DD Form 1348-1A, ECR, small arm documentation, FLIPL documents, exception to policy letters, approved cannibalization requests, or other pertinent documentation as required.

(3) Request that the LESO restrict, suspend, or terminate an LEA based on findings during State- level internal PCR or due to non-compliance with terms of the MOA between the Federal Government and the State/U.S. Territory and/or this SPO, DLA Instruction/Manual or any statute or regulation regarding the program.

(4) Notify the LESO and initiate an investigation into any questionable activity or action involving property issued to a LEA that comes to the attention of the State and is otherwise within the authority of the Governor/State to investigate. Upon conclusion of any such investigation, take appropriate action and/or make appropriate recommendations on restriction, suspension, or termination of the State/LEA to the LESO. The SC may suspend or terminate a State/LEA participation in the program at any time for non-compliance.

12) ANNUAL PHYSICAL INVENTORY Each State/LEA is required to conduct an annual physical inventory of all property on the active property book and provide certification in the property accounting system. DEMIL "A" and "Q6" property records will not be closed during the annual physical inventory period.

In the State of TEXAS, the annual physical inventory and certification in the property accounting system process starts on July 1st and must be completed by August 31. The State shall:

a) Provide training to LEAs to properly conduct the annual physical inventory and complete the certification of property in the property accounting system.

b) Ensure an approved and current SPO is uploaded in the property accounting system for each LEA.

c) Validate the annual physical inventory certifications submitted by LEAs.

- d) Adhere to annual physical inventory certification requirements as identified by the LESO. Physical inventories and certification statements will be maintained on file IAW the DLA records schedule.
- e) Annually certify property is utilized and is within allocation limits IAW the MOA between the Federal Government and the State/U.S. Territory and this SPO .
- f) Recommend suspension of program participants who fail to complete or submit the certified annual physical inventory.

13) REPORTING LOST, STOLEN, OR DESTROYED (LSD) PROPERTY Any property identified as LSD on a LEA current inventory, shall be reported to the State/LESO. A FLIPL (aka the DD Form 200) shall be submitted to the State/LESO for LSD property. Program participants agree to cooperate with investigations into LSD property by any federal, state, or local investigative body and, when requested, assist with recovery of LSD property.

- a) LSD controlled property shall be reported to the State/LESO within 24-hours. Program participants may be required to provide their SC/SPOC additional documentation which may include (but is not limited to):
 - 1) Comprehensive police report, 2) NCIC report/entry, and 3) Contact information for the Civilian Governing Body (CGB) over the LEA involved, to include: Title, Name, Email, and mailing address.
- b) LSD property with a DEMIL code of “A” and “Q6” shall be reported to the State/LESO within 7-days.

14) RESTRICTION, SUSPENSION OR TERMINATION Program participants are required to abide by the terms and conditions of the MOA between the Federal Government and the State/U.S. Territory and this SPO in order to maintain active program participation status. If a State/LEA fails to comply with any term or condition of the MOA, SPO, DLA Instruction or Manual, federal statute or regulation, the State/LEA may be suspended, terminated, or placed on restricted status. Restriction, suspension, or termination notifications will be in writing and will identify remedial measures required for reinstatement (if applicable). Suspension-A specified period in which an entire State/LEA is prohibited from requesting or receiving additional property through the program. Additional requirements may be implemented, to include the State/LEA requirement to return specifically identified controlled property. Suspensions will be for a minimum of 60-days. Termination-The removal of a State/LEA from program participation. The terminated State/LEA shall transfer or turn-in all controlled property previously received through the program at the expense of the State/LEA involved. Restricted Status-A specified period in which a State/LEA is restricted from receiving an item or commodity due to isolated issues with the identified item or commodity. Restricted status may also include restricting a State/LEA from all controlled property.

- a) State termination-The SC/SPOC will coordinate with LESO to identify a realistic timeframe to complete the transfer or turn-in of all property. The LESO retains final authority to determine timeframe requirements.
- b) LEA termination-The SC/SPOC will coordinate with LESO to identify a realistic timeframe to complete the transfer or turn-in of all property. The LESO retains final authority to determine timeframe requirements.
- c) In the event of a termination, the State/LEA will make every attempt to transfer the property of the terminated State/LEA to an authorized State/LEA, as applicable, prior to requesting a turn-in of the property to DLA Disp Svcs. In cases that require a repossession or turn-in of property, the State/LEA will bear all expenses related to the repossession, turn-in or transfer of property to DLA Disp Svcs.
- d) The State shall:
 - i) Suspend LEAs for a minimum of 60-days in all situations relating to the suspected or actual abuse of property or requirements and/or repeated non-compliance related to the terms and conditions of this SPO. Suspension may lead to termination. The State shall also issue corrective action guidance to the LEA with

suspense dates to rectify issues and/or discrepancies that caused the restriction, suspension, or termination. The State shall require the LEA to submit results on completed police investigations and/or reports on LSD property to include the LEA CAP. The LESO retains final discretion on reinstatement requests. Reinstatement to full participation from a restriction, suspension or termination is not automatic.

ii) Initiate corrective action to rectify suspensions or terminations of the LEA for non-compliance to the terms and conditions of the program. The State shall also make contact (until resolved) with suspended LEAs to ensure corrective actions are rectified within required timeframes provided by the LESO.

iii) Require the LEA to complete and submit results on completed police investigations or reports regarding LSD property. The State will submit all documentation to LESO upon receipt.

iv) Provide documentation to LESO when actionable items are rectified for the State/LEA.

v) Request that the LESO suspend or terminate an LEA based upon their findings during State-level internal PCR or due to non-compliance with any term of this SPO, DLA Instruction/Manual or any statute or regulation regarding the program.

vi) Notify the LESO and initiate an investigation into any questionable activity or action involving property issued to an LEA that comes to the attention of the State and is otherwise within the authority of the Governor/State to investigate. Upon conclusion of any such investigation, take appropriate action and/or make appropriate recommendations on restriction, suspension, or termination of the LEA to the LESO. The SC may revoke or terminate concurrence for LEA participation in the program at any time.

vii) Provide written request to the LESO for reinstatement of an LEA for full participation status at the conclusion of a restriction or suspension period. Written verification shall be provided that the SC/SPOC has validated the LEA CAP.

15) RECORDS MANAGEMENT The LESO, SC/SPOC, and LEAs participating in the program will maintain program records IAW the DLA records schedule. Records for property acquired through the program have retention controls based on the DEMIL code. Property records will be filed, retained, and destroyed IAW DLA records schedule. Records may include but are not limited to: DD Form 1348-1A for transfers, turn-ins, requisitions, Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) Forms 5 and 10.

16) TRADE SECURITY CONTROL (TSC) and COMPLIANCE WITH EXPORT CONTROL

REGULATIONS Items transferred to program participants, including DEMIL A and Q (with an Integrity Code of 6) property, may be subject to export control restrictions. Program participants shall comply with U.S. export control laws and regulations if they contemplate further transfers of any property. Once title transfers, LEAs should consult with the Department of State (DoS) and Department of Commerce (DoC) export control regulators about the type of export controls that may apply to items, regardless of DEMIL code. Program participants may request a formal Commodity Classification from the DoC, Bureau of Industry and Security (BIS), or submit a general correspondence request to the DoS, Directorate of Defense Trade Controls. Information on managing exports of CCL items can be found at the U.S. DoC Bureau of Industry and Security website. Program participants shall notify all subsequent purchasers or transferees, in writing, of their responsibility to comply with U.S. export control laws and regulations.

17) NOTICES Any notices, communications, or correspondence related to this SPO shall be provided by email, the U.S. Postal Service (USPS), express service, or facsimile to the appropriate DLA office. The LESO may (from time to time) make unilateral modifications or amendments to the provisions of the MOA between the Federal Government and the State/U.S. Territory and/or this SPO. Notice of these changes will be provided to the State in writing. Unless the State takes immediate action to terminate the MOA between the Federal Government and the State/U.S. Territory and/or this SPO, such modifications or amendments will become binding. In such cases, reasonable opportunity will (insofar as practicable) be afforded the State/LEA to conform to changes affecting their operations.

18) ANTI-DISCRIMINATION By signing or accepting property, the State/LEA pledges agreement to comply with provisions of the national policies prohibiting discrimination: 1) On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) as implemented by DoD regulations 32 CR Part 195, 2) On the basis of age, in the Age Discrimination Act of 1975 (42 USC 6101, et seq.) as implemented by Department of Health and Human Services regulations in 45 CFR Part 90 and 3) On the basis of handicap, in Section 504 of the Rehabilitation Act of 1973, P.L. 93-112, as amended by the Rehabilitation Act Amendments of 1974, P.L. 93-516 (29 USC 794), as implemented by Department of Justice (DoJ) regulations in 28 CFR Part

41 and DoD regulations at 32 CFR Part 56. These elements are the minimum essential ingredients for establishment of a satisfactory business agreement between the State and the DoD.

19) INDEMNIFICATION CLAUSE The State/LEA is required to maintain adequate liability insurance to cover damages or injuries to persons or property relating to the use of property issued under the program. Self-insurance by the State/LEA is considered acceptable. The USG assumes no liability for damages or injuries to any person(s) or property arising from the use of property issued under the program. It is recognized that State and local law generally limit or preclude the State/LEA from agreeing to open ended indemnity provisions. However, to the extent permitted by State and local laws, the State/LEA shall indemnify and hold the USG harmless from any and all actions, claims, debts, demands, judgments, liabilities, cost, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of, or damage to property and injuries, illness or disabilities to, or death of any and all persons whatsoever, including members of the general public, or to the property of any legal or political entity including States, local and interstate bodies, in any manner caused by or contributed to by the State/LEA, its agents, servants, employees, or any person subject to its control while the property is in the possession of, used by, or subject to the control of the State/LEA, its agents, servants, or employees after the property has been removed from USG control.

20) TERMINATION This SPO may be terminated by either party, provided the other party receives a thirty (30) day notice (in writing) or as otherwise stipulated by Public Law. The undersigned SC hereby agrees to comply with all provisions set forth herein and acknowledges that any violation of the terms and conditions of this SPO may be grounds for immediate termination and possible legal consequences, to include pursuit of criminal prosecution if so warranted.

21) AGREEMENT OF PARTIES The parties below agree to enter this agreement as of the last date below:

Governor-appointed SC/SPOC, State of: TEXAS

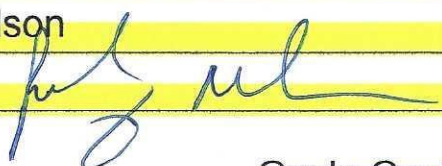
Full Name (Print): Rolando Ayala

Signature (Sign):  Date (MM/DD/YYYY): 09/09/2024

Chief Law Enforcement Official (CLEO) (or designee): Rolf Nelson

Title (Print): Chief of Police

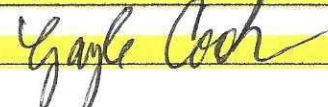
Full Name (Print): Rolf Nelson

Signature (Sign):  Date (MM/DD/YYYY): 10/31/2024

Civilian Governing Body Official (CGB) (or designee): Gayle Cook

Title (Print): City Manager

Full Name (Print): Gayle Cook

Signature (Sign):  Date (MM/DD/YYYY): 10/31/2024



**DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037-3092**

GPL

August 15, 2022

MEMORANDUM FOR LAW ENFORCEMENT SUPPORT OFFICE (LESO) PROGRAM PARTICIPATING LAW ENFORCEMENT AGENCY (LEA)

SUBJECT: Addendum to LESO Program State Plan of Operation (SPO)

This addendum amends the existing State Plan of Operation (dated February 2021) between the State and Law Enforcement Agency (LEA) and is herein referred to as the SPO Addendum. The SPO Addendum implements requirements found within Presidential Executive Order (EO) 14074 (Section 12), signed on May 25, 2022. In accordance with current SPO-Paragraph 17, notice is being provided of a unilateral change to the SPO. Unless an LEA takes immediate action to terminate the current SPO, the modifications or amendments will become binding.

1) ROLES AND RESPONSIBILITIES The State Shall:

- a) Ensure each LESO Program participating Law Enforcement Agency (LEA) has signed the LESO- approved SPO Addendum no later than January 1, 2023. The SPO Addendum will be signed by the Chief Law Enforcement Official (CLEO) (or assigned designee) and the current State Coordinator (SC) (or authorized State Point of Contact [SPOC]).
- b) Provide LESO with a comprehensive list of LEAs who do not sign the SPO Addendum by January 1, 2023. LESO will restrict the LEA to ensure LEA may not request or receive "controlled" property as defined within this addendum.

2) MODIFICATION TO DEFINITION OF "CONTROLLED" PROPERTY This SPO Addendum adds the below items to the "controlled" property definitions currently found in the 2021 SPO. These items are added pursuant to EO 14074 which reestablishes EO 13688. In 2017, the Law Enforcement Equipment Working Group (established by EO 13688), further added, deleted and refined the definitions of "controlled" items in their annual equipment list review. Provisions within the 2021 MOA applicable to "controlled" property apply to the items listed below (regardless of DEMIL and/or DEMIL Integrity Code). Title and ownership of the "controlled" property listed below remains with the DoD in perpetuity and will not be relinquished to the LEA (regardless of DEMIL and/or Integrity Code). The LESO retains final authority to determine what items qualify as "controlled" property. The below items listed in Section 1.2 of Law Enforcement Equipment Working Group (LEEWG) Recommendations (as modified in 2017), will be managed and issued as controlled property unless other restrictions or conditions are noted:

- a) *Manned Aircraft, Fixed Wing*: Powered aircraft with a crew aboard, such as airplanes, that use a fixed wing for lift. (Note: These items were previously listed as controlled in LESO Program. Any aircraft without commercial application are prohibited).
- b) *Manned Aircraft Rotary Wing*: Powered aircraft with a crew aboard, such as helicopters, that use a rotary wing for lift. (Note: These items were previously listed as controlled in LESO Program. Any aircraft without commercial application are prohibited).

c) *Unmanned Aerial Vehicles*: A remotely piloted powered aircraft without a crew onboard. (Note: These items are not currently issued in the LESO Program).

d) *Armored Vehicles, Wheeled*: Any wheeled vehicle either purpose-built or modified to provide ballistic protection to its occupants, such as a Mine-Resistant Ambush Protected (MRAP) vehicle or an Armored Personnel Carrier (APC). These vehicles are sometimes used by law enforcement personnel involved in dangerous operating conditions, including active shooter or similar high-threat situations. These vehicles often have weapon-firing ports. (Note: These vehicles were previously considered controlled due to DEMIL code and are now prohibited unless certification requirements in Section 3 are met).

e) *Tactical Vehicles, Wheeled*: A vehicle purpose-built to operate on- and off- road in support of military operations, such as a High Mobility Multi-purpose Wheeled Vehicle (HMMWV), 2.5-ton truck, 5-ton truck, or a vehicle with a breaching or entry apparatus attached. These vehicles are sometimes used by law enforcement in rough terrain or inclement weather for search and rescue operations, as well as other law enforcement functions. This excludes commercially available vehicles not tactical in nature, such as pick-up trucks or SUVs. (Note 1: This is LEEWG modified definition from 2017. Note 2: All tactical vehicles will now be considered controlled, and title will not pass. Note 3: Armored vehicles in this category will be considered prohibited unless certification requirements in Section 3 are met).

f) *Command and Control Vehicles*: Any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident. Command and control vehicles provide a variety of capabilities to incident Commander, including, but not limited to, the provision for enhanced communications and other situational awareness capabilities. Command and Control Vehicles are similar to a recreational vehicle and can accommodate multiple people at multiple workstations in the command center. This category does not include SUVs and is not intended for other types of vehicles that could serve as a command-and-control center. (Note 1: This is the LEEWG modified definition from 2017. Note 2: Armored vehicles in this category will be considered prohibited unless certification requirements in Section 3 are met).

g) *Specialized Firearms and Ammunition Under .50-Caliber (excludes firearms and ammunition designed for regularly assigned duties) and less lethal launchers*: Weapons and corresponding ammunition for specialized operations or assignment. This includes launchers specifically designed and built to launch less lethal projectiles. This excludes weapons such as service issued handguns, rifles or shotguns that are issued or approved by the agency to be used by all sworn officers/deputies during the course of regularly assigned duties. (Note 1: This is the LEEWG modified definition from 2017. Note 2: The LESO Program only issues weapons under .50 caliber that are designed for regularly assigned duties).

h) *Explosives and Pyrotechnics*: Includes “flash bangs” as well as explosive breaching tools often used by special operations units. (Note: These items were previously prohibited in the LESO Program and are now specifically prohibited in EO 14074).

i) *Breaching Apparatus*: Tools designed to provide rapid entry into a building or through a secured doorway. These tools may be mechanical in nature (a battering ram connected to a vehicle or a propellant), ballistic (slugs), or explosive. This category does not include dual purpose tools such as a sledgehammer or bolt cutter. (Note: This is the LEEWG modified definition from 2017).

j) *Riot/Crowd Control Batons*: Non-expandable of greater length (more than 24 inches) than service- issued types and are intended to protect its wielder during crowd control situations by providing distance from assailants. This category includes all batons with advanced features such as tear gas discharge, electronic or “stun” capabilities. (Note: This is the LEEWG modified definition from 2017).

k) *Riot Helmets*: Helmets designed to protect the wearer's face and head from injury during melees from projectiles including rocks, bricks, liquids, etc. Riot helmets include a visor which protects the face. (Note 1: The LEEWG removed these items from the controlled list in 2017. Note 2: LESO does not issue Kevlar helmets based on DoD policy).

l) *Riot/Crowd Control Shields*: Shields intended to protect wielders from their head to their knees in crowd control situations. Most are designed for the protection of the user from projectiles including rocks, bricks, and liquids. Some afford limited ballistic protection as well. (Note: This is the LEEWG modified definition from 2017).

3) PROHIBITED ITEMS THAT MAY BE ISSUED FOR LIMITED PURPOSES EO 14074 lists the below items as "prohibited" for issue under the LESO Program; however, identifies specific authorized uses for these "prohibited" items if requested, utilized and annually certified as being used only in authorized manners. When utilized in an authorized manner (as indicated in the below example descriptions), the items are categorized as "controlled" property.

a) *Long Range Acoustic Devices (LRAD) that do not have commercial application*- LRADs are capable of directing sound over great distances at extreme volume in more geographical precision than an ordinary speaker. Certain LRAD capabilities which are aimed at dispersing individuals or groups as a kinetic use-of-force shall not be used. Examples of LRAD capabilities that shall not be used include (but are not limited to) attention commanding alert tones, powerful warning tones and/or deterrent tones.

i) *Authorized uses*- LRADs may only be utilized as a public address system for commercial purposes. Any other use is not authorized.

ii) *Annual Certification Requirements*- During the LESO Program annual inventory, LEAs with LRADs must certify that the LRAD is utilized exclusively as a public address system for commercial purposes. An LEAs signature on the SPO Addendum agreeing to these new terms will serve as initial certification.

iii) LEAs that do not have a current SPO Addendum on file by January 1, 2023, or who fail to annually certify the LRAD is being used in an authorized manner must return LRAD(s) to DLA Disposition Services.

b) *Vehicles that do not have commercial application*- This includes all tracked and armored vehicles, such as a Mine-Resistant Ambush Protected (MRAP), Armored Personnel Carrier (APC), or Armored HMMWV. (Note: This category excludes vehicles with commercial application, such as pick-up trucks, non-armored HMMWVs, 2.5-ton trucks, 5-ton trucks, or SUVs. The LESO Program identifies/defines vehicles with "commercial application" as items with a DEMIL Code of "A" or DEMIL "Q" (with an Integrity Code of 6) that may be sold to the general public under DoD sales programs).

i) *Authorized uses*- EO 14074 allows limited transfer of vehicles that do not have commercial application if the LEA certifies that the vehicle will be used exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti- terrorism preparedness, protection, prevention, response, recovery, or relief. Any other use of these vehicles is not authorized.

ii) *Annual Certification Requirements*- During the LESO Program annual inventory, LEAs with these vehicles must certify that the vehicle(s) is utilized exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti- terrorism preparedness, protection, prevention, response, recovery, or relief. An LEAs signature on the SPO Addendum agreeing to these new terms will serve as initial certification.

iii) LEAs that do not have a current SPO Addendum on file by January 1, 2023, or who fail to annually certify that the vehicle(s) use is exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief must return vehicle(s) to DLA Disposition Services.

4) ACQUIRING (OR RETAINING) CONTROLLED PROPERTY The State shall:

a) Review, verify and only submit to LESO for approval, requests for controlled property by LEAs who have current SPO and SPO Addendum on file with the state.

b) Ensure LEAs return controlled property to DLA Disposition Services if the Department of Justice (DOJ) determines or a Federal, State, Tribal, local, or territorial court enters a final judgment finding that the LEA has engaged in a pattern or practice of civil rights violations.

c) Ensure that prior to requesting/acquiring any controlled property, the LEAs:

i) Provide written or electronic notification to the local community of its intent to request controlled property. The notification must be translated into appropriate languages to inform individuals with limited English proficiency. The LESO Program would *recommend* that LEAs provide a notice of intent to request controlled property to the local community on or before January 1, 2023, and at the beginning of each fiscal year (October 1st) thereafter. This notification should include a comprehensive list of any controlled property that may be requested throughout the year. If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published.

ii) Provide written or electronic notification to the city council or appropriate local Civilian Governing Body (CGB) of its intent to request controlled property and allow “reasonable opportunity to review” (normally 30-days). The LESO Program would *recommend* that LEAs provide a notice of intent to the CGB on or before January 1, 2023, and at the beginning of each fiscal year (October 1st) thereafter. This notification should include a comprehensive list of any controlled property that may be requested throughout the year. If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published. Requests for controlled property must comport with all applicable approval requirements of the CGB.

(1) The above requirement includes elected Sheriffs who also shall notify their CGB or city or county government within their jurisdiction.

(2) In cases of disagreement between requesting LEAs and CGB, the Governor appointed LESO Program State Coordinator (SC) will obtain an advisory opinion from the States Attorney General’s Office on whether CGBs are authorized by state law to deny the request.

iii) *Campus LEAs operating in Institutions of Higher Education (IHE)*- LEAs operating in IHEs otherwise referred to as “Campus Police” or “Campus LEAs” must also adhere to the requirements identified below:

(1) Obtain the IHE Board of Governors (or an equivalent body) *explicit approval* for the acquisition of controlled property. Such approval must be evidenced in the Campus LEAs request submitted to the LESO Program. Silence or inaction by the Campus LEAs Board of Governors does not constitute evidence of approval, and the “reasonable opportunity to review” (normally 30-days) standard does not apply to Campus LEA applications.

(2) Certify that their policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students.

(3) Campus LEAs who receive controlled vehicles are required to remove the militaristic appearance (i.e., painting the vehicle a different color).

5) REGIONAL SHARING AGREEMENTS LESO Program participants who are part of a regional sharing agreement must also adhere to the following requirements. LEAs shall:

a) Provide information regarding the size of the region, including the number and size of the LEA with access to the requested controlled property and the estimated population served.

b) Ensure any controlled property providing support in a regional sharing agreement is utilized in accordance with the LESO Program SPO and this SPO Addendum.

c) Ensure that only LESO Program participants within the regional sharing agreement utilize the controlled property. Agencies/activities who are not LESO Program participants may not utilize or direct the use of controlled property obtained via the LESO Program.

d) Obtain SC/SPOC approval to temporarily conditionally loan property to another LESO Program participant within the regional sharing agreement (if mission requires). If the SC/SPOC approves the temporary conditional loan, it shall be done using an acceptable Equipment Custody Receipt (ECR). At the end of the temporary conditional loan, the item (s) shall be returned to the original LEA for accountability. All requests for conditional loans will be based on bona fide law enforcement requirements.

i) The LESO Program participant with controlled property on their inventory must certify that the other LESO Program participant in the regional sharing agreement requesting the property under a conditional loan:

(1) Has adopted requisite protocols (in Section 6 below) or will adopt those protocols before their personnel use the controlled property,

(2) Have provided requisite training (in Section 7 below) or will provide that training before their personnel use the controlled property, and

(3) Will adhere to the information collection and retention requirements (in Section 8 below).

ii) The LEA conditionally loaning the controlled property will remain accountable to the LESO Program to ensure the above provisions are met.

6) POLICIES/PROCEDURES LEAs must establish policies/procedures that are consistent with the standards listed below, in order to request or maintain controlled property. LEAs must:

a) Adopt and comply with general policing standards.

i) *Community Policing*- LEA policies/procedures should reflect the concept that trust and mutual respect between police and the communities they serve are critical to public safety. Community policing fosters relationships between law enforcement and the local community which promotes public confidence in LEAs therefore increasing LEA ability to investigate crimes and keep the peace.

ii) *Constitutional Policing*- LEA policies/procedures must emphasize that all police work should be carried out in a manner consistent with the requirements of the U.S. Constitution and federal law. Policies/procedures must include First, Fourth, and Fourteenth Amendment principles in law enforcement activity, as well as compliance with Federal and State civil rights laws. LEA certified law enforcement officers receive training on the rights embodied by such Constitutional Amendments and how these amendments inform policing policies/procedures.

iii) *Community Input and Impact*- LEA policies/procedures must identify mechanisms that LEAs will use to engage the communities they serve to inform them and seek their input about LEAs actions, role in, and relationships with the community. LEAs should make particular efforts to seek the input of communities where controlled property is likely to be used so as to mitigate the effect that such use may have on public confidence in the police. This could be achieved through the LEAs regular interactions with the public through community forums, town halls, or meetings with the Chief, or community outreach divisions.

b) Adopt and comply with controlled property standards.

i) *Appropriate Use of Controlled Property*- LEA policies/procedures must define appropriate use of controlled property; officers who are authorized to use controlled property must be trained on these policies/procedures. LEAs should examine scenarios in which controlled property will likely be deployed, the decision-making processes that will determine whether controlled property is used, and the potential that both use and misuse of controlled property could create fear and distrust in the community. Policies/procedures should consider whether measures can be taken to mitigate that effect (i.e., keep armored vehicles at a staging area until needed) and any alternatives to the use of such property and tactics to minimize negative effects on the community, while preserving officer safety.

ii) *Supervision of Use*- LEA policies/procedures must specify appropriate supervision of personnel operating or utilizing controlled property. Supervision must be tailored to the type of controlled property being used and the nature of the engagement or operation during which the property will be used. Policies/procedures must describe when a supervisor of appropriate authority is required to be present and actively overseeing the property being used.

iii) *Effectiveness Evaluation*- LEA policies/procedures must articulate that the LEA will regularly monitor and evaluate the effectiveness and value of controlled property to determine whether continued deployment and use is warranted on operational, tactical, and technical grounds. LEAs should routinely review after-action reports and analyze any data on, for example, how often controlled property is used or whether controlled property is used more frequently in certain law enforcement operations or in particular locations or neighborhoods.

iv) *Auditing and Accountability*- LEA must establish policies/procedures that are designed to prevent misuse, unauthorized use and/or loss of controlled property. LEA will hold personnel accountable to agree and comply with State, local, Tribal and Federal controlled property use policies/procedures.

v) *Transparency and Notice*- LEA policies/procedures must articulate that LEA will engage the community regarding controlled property, policies/procedures governing its use, and review of "significant incidents" (as defined in Section 8), with the understanding that there are reasonable limitations on disclosures of certain information and law enforcement sensitive operations and procedures.

c) Must adopt and comply with record-keeping requirements for controlled property.

i) Upon LESO request, LEAs must provide a copy of the general policing standards and specific controlled property standards that were adopted, to include any related policies/procedures.

ii) *Record-Keeping Requirement*- LEAs must retain comprehensive training records, either in the personnel file of the officer who was trained or by the LEAs training division or equivalent entity, for a period of at least three (3) years, and must provide a copy of these records, upon LESO request.

7) TRAINING LEAs that request or have acquired controlled property via the LESO Program must establish written policies/procedures for controlled property use, and all personnel who are authorized to use the controlled property will be trained on these policies/procedures. LEAs must:

a) Provide annual training on general policing standards to personnel who may use the controlled property.

b) Provide annual training on property standards to personnel who may use the controlled property.

c) Provide controlled property operational and technical training to personnel and ensure personnel are proficient prior to using controlled property.

d) Provide scenario-based training to personnel that combines constitutional and community policing principles with controlled property specific training. LEA personnel authorizing or directing the use of controlled property should have enhanced scenario-based training to examine, deliberate, and review the circumstances in which controlled property should or should not be used.

8) DOCUMENTATION REQUIRED FOR "SIGNIFICANT INCIDENTS" LEAs must collect and retain the information (described below) when any law enforcement activity involves a "Significant Incident" which requires (or results in) the use of controlled property on the LEAs inventory. A "Significant Incident" is defined as any law enforcement operation or action that involves: 1) a violent encounter among civilians or between civilians and the police, 2) a use-of-force that causes death or serious bodily injury, 3) a demonstration or other public exercise of First Amendment rights, or 4) an event that draws, or could be reasonably expected to draw, a large number of attendees or participants, such as those where advanced planning is needed. LEAs must:

a) Collect and retain documentation for controlled property used in a "Significant Incident" for a minimum of three (3) years after the incident has occurred. The LEA must provide documentation to LESO upon request.

i) Documentation should also be made available to the community the LEA serves in accordance with applicable policies/procedures with exemptions made concerning the disclosure of any sensitive information.

b) No new report or format is required for "Significant Incident" reports so long as information is easily accessible and organized. The required information may already exist in a police report, operations plan, officer daily log, incident report, after-action report or described in a use-of-force report. If required information (annotated below) is contained in a pre-existing reports, the LEA must simply ensure that the report includes information that controlled property was used. Required information is listed below:

i) Name and quantity of controlled property used, including relevant details such as make/model/serial number of controlled property used.

- ii) Description of the LEA action/operation involving the controlled property.
- iii) Identification of LEA personnel who used and directed the use of the controlled property.
- iv) Identify or describe civilians who were the subject or target of LEA action/operation. For large crowds or multiple persons, the LEA must provide general description of the civilians (i.e., a crowd of approximately 250 people).
- v) Result of the action/operation in which controlled property was used (i.e., arrests, citations, injuries or fatalities, use-of-force, victim extraction, or property damage).

9) ANNUAL CERTIFICATIONS By signing the SPO Addendum, the LEA agrees to the below certification statements. In addition, the LEA must annually certify compliance with the below certification statements during the Annual LESO Program Inventory. LEAs must:

- a) Certify they have authorization from their CGB to participate in the LESO Program.
- b) Certify they have provided their CGB and local community a comprehensive list of controlled property that may be requested through the LESO Program.
 - i) Notification may be made electronically or in writing and must be translated into appropriate languages to inform individuals with limited English proficiency. It is recommended this notification be done on an annual basis.
 - ii) If controlled property is not identified in the comprehensive list provided to the CGB and local community, an updated notification to CGB and local community must be made. The CGB and local community will be afforded 30-days to review what additional items are being requested.
- c) Certify the request for controlled property comports/complies with all applicable approval requirements of the CGB.
- d) Certify they have adopted and comply with controlled property standards (i.e., appropriate use, supervision of use, effectiveness evaluation, auditing/accountability of use, transparency/notice of use, and record-keeping requirements.
- e) Certify they have provided annual training to personnel on the maintenance, sustainment, and appropriate use of controlled property, including respect for the rights of citizens under the Constitution of the United States and de-escalation of force.
- f) (*LEAs with LRADs*) Certify that the LRAD is utilized exclusively as a public address system for commercial purposes.
- g) Certify that controlled property vehicle(s) are utilized exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief.
- h) Certify that controlled property requiring a license (or other authorization), is only utilized by personnel who hold license (or other authorization) to operate such property.
- i) Certify that controlled property will be returned to DLA Disposition Services when no longer needed.
- j) Certify that they are abiding by the current LESO Program SPO and SPO Addendum and maintain a signed copy of these documents on file.

k) Certify the Application for Participation on-file with LESO Program is current and accurately reflects the number of officers in the agency when fully staffed. (Note: If Application for Participation is not accurate, LEA must provide an updated Application for Participation to State Coordinators Office).

l) Certify they are compliant with LESO Program allocation limits. (Note: Property allocation limits are based on the number of officers at an LEA when fully staffed).

m) Certify that they agree to return the controlled property if the Department of Justice (DOJ) determines or a Federal, State, Tribal, local, or territorial court enters a final judgment finding that the LEA has engaged in a pattern or practice of civil rights violations.

n) *Campus LEAs (as described in Section 4)* must also certify that their policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students.

o) *Program participants who are part of a regional sharing agreement (as described in Section 5)*, must also certify that the other LESO Program participant in the regional sharing agreement requesting the property under a conditional loan: 1) Have adopted requisite protocols in (as described in Section 6) or will adopt those protocols before their personnel use the controlled property, 2) Have provided requisite training (as described in Section 7) or will provide that training before their personnel use the controlled property, and 3) Will adhere to the information collection and retention requirements (as described in Section 8).

10) SAVINGS CLAUSE/INTERPRETATION Nothing in this SPO Addendum shall be construed to impair or otherwise affect the requirements under the existing SPO between the State and LEA (dated February 2021), unless expressly amended herein. To the extent there is a disagreement concerning the interpretation of this SPO Addendum or the extent this SPO Addendum affects requirements under the existing SPO, the disagreement shall be resolved at the exclusive discretion of the LESO Program.

11) AGREEMENTS OF PARTIES By signing this SPO Addendum, the State and LEA acknowledges and accepts these changes. The SPO Addendum must be signed by LEAs no later than January 1, 2023, to remain eligible for LESO Program participation. The changes contained in this SPO Addendum are acknowledged and accepted by the following.

Governor-appointed State Coordinator State of TEXAS

Title (Print): State Coordinator

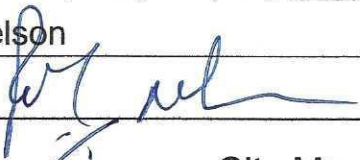
Name (Print): Rolando Ayala

Signature (Sign):  Date (MM/DD/YYYY): 09/09/2024

Law Enforcement Agency Name: Seabrook Police Department

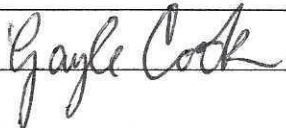
Chief Law Enforcement Official (CLEO) Title (Print): Chief of Police

Name (Print): Rolf Nelson

Signature (Sign):  Date (MM/DD/YYYY): 10/31/2024

Civilian Governing Body (CGB) Title (Print): City Manager

Name (Print): Gayle Cook

Signature (Sign):  Date (MM/DD/YYYY): 10/31/2024



Certification of Notification for Law Enforcement Agency to Potentially Acquire Controlled Property

To: Texas LESO Program Manager
Texas Department of Public Safety
5805 N. Lamar Blvd MSC 0218
Austin, Texas 78752

I do, hereby certify that the Seabrook Police Department
has notified the public and the Civilian Governing Body (CGB) that it may potentially request and acquire any controlled property deemed necessary contained on the comprehensive list outlined below, from the Law Enforcement Support Office (LESO) Program within the following fiscal year.

Hereafter, the law enforcement agency named above, will notify the public and the Civilian Governing Body (CGB) no later than July 1 of each consecutive year, by providing an updated comprehensive list of controlled property that it may potentially request and acquire in the following fiscal year.

Weapons (pistols, shotguns, long rifles), Weapon modification kits, Weapon parts, Training Weapons. Aircraft (Fixed & Rotary), Aircraft parts, Armored Vehicles (MRAPs, Peacekeepers, Armored HMMWVs & NTAVs), Vehicle parts, Weapon-mounted optics & lasers, Handheld Optics & lasers, Night Vision Devices (including thermal equipment), Optical & sighting equipment (range finders, boresights etc), Tactical cargo vehicles (HMMWV, Cargo trucks), Watercraft, Unmanned Ground Vehicles (all robots), Wheel assemblies, Tools (hand, pneumatic & power), Purpose-built Handheld Breaching Equipment, Decontamination Equipment, Computers & peripherals, Camouflage & deception equipment, Radio & Telephone Equipment, Generators, Lighting & observation towers, Riot gear (helmets, face shields, fixed batons over 2 ft., wearable gear & shields), Capability Sets, and Camera Sets.

Signed and certified, this 31st day of October 2022.

Chief Law Enforcement Official (CLEO)

Rolf Nelson, Chief of Police

(Print Name & Official Title)

(Signature)

ORDINANCE NO. 2024-33

UPDATED PARKS REGULATIONS

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF SEABROOK, CHAPTER 65, “PARKS, RECREATION AND MUNICIPAL FACILITIES,” ARTICLE II, “PARKS GROUNDS AND FACILITIES”, DIVISION 2, “REGULATIONS”; SECTION 65-33; BY AMENDING AND UPDATING VARIOUS PARK HOURS; PROVIDING FOR A PENALTY IN AN AMOUNT OF NOT MORE THAN \$500.00 FOR VIOLATION OF ANY PROVISIONS HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.

WHEREAS, the City Council of the City of Seabrook understand the need for sufficient hours and enjoyment of city facilities in the city network; and

WHEREAS, the addition of approved solar lighting in Meador Park has made a need for clarification of hours; and

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

SECTION 1. AMENDMENT TO THE CODE.

That Section 65-33 be amended and Section 65-37 be added to Article II, Division 2 :

“ARTICLE II. - PARKS GROUNDS AND FACILITIES

DIVISION 2. - REGULATIONS

Sec. 65-33. - Use of City Park Facilities and trails.

- A. *Entrance of use fees:* Patrons shall not enter or use any park area for which an entrance or use fee has been established, unless such person has paid the required fee or is otherwise authorized to enter. Entrance permits or passes shall be displayed to entrance attendants on request. Entrance permits or passes shall be available for sale at the Public Works Facility or City Hall. Daily entrance fees may be accepted on site.

- B. *Reservations fees.* Patrons shall not use or occupy a facility or area for which a specifically required reservation fee has been paid for such use. All reservations are made available at City Hall and the Public Works Facility for observation by the public.
- C. ~~*Park hours:* Hours for use shall be posted at the designated entrance at each park. City Park facility rentals shall not extend beyond posted park hours unless approved by City Manager or designee.~~
- D. *Age limit restriction:* Children under 12 must be supervised by an adult at City Park facilities and trails.
- E. *Occupancy limit.* The City may establish and post maximum occupancies or as deemed by the City Manager or designee for any park area. Patrons shall not enter into or remain in an area or facility for which an occupancy limit has been established when such action will have the effect of exceeding the established occupancy limits.
- F. *Closed areas.* The City Manager or designee may close park areas to public entry or otherwise restrict use until such time as it is determined that the area or facility can be made available for public use. Entering any posted protected areas is prohibited.
- G. *Abandoned or unattended property.*
- (1) No person shall abandon personal property at any park, trail, or any public/governmental right-of-way. Abandoned property shall be subject to removal, impoundment, or other disposition as determined by the City, in conformity to law.
 - (2) No person shall leave personal property unattended at any park, trail, or any public/governmental right-of-way in such a manner as to create a hazardous or unsafe condition. Such property may be subject to removal and impoundment, or other disposition as determined by the City, in conformity to law.
- H. *Peace and quiet.* Patrons shall preserve the peace and quiet enjoyment of parks by observing all ordinances and state laws governing noise unless authorized to the contrary by the City Manager or designee.
- (1) Patrons shall, absent emergency circumstances make sound audible from its source to a distance of 100 feet to a person with average and normal hearing, or engage in disorderly conduct under state law.
 - (2) Patrons shall not operate devices in violation of local ordinances prohibiting sound audible from its source to a distance of 100 feet to a

person with average and normal hearing, or discharge potentially dangerous or projective devices, weapons or fireworks.

Sec. 65-34. - Prohibited acts.

The following conduct is prohibited in the City of Seabrook Parks:

I. Drug Free Zone:

- (A) Possession, use, or distribution of a controlled substance within qualifying Drug Free Zones declared by the City of Seabrook, in compliance with Health-Safety Code 483.134. (The City of Seabrook “playgrounds”, for purposes of this section, are open to the public, intended for recreation, and contain three or more play stations intended for the recreation of children and/or as provided for under Chapter 481, Section 481.134 of the Health & Safety Code. Notwithstanding the foregoing, it is the intent of the City of Seabrook not to limit the drug free zones to “playgrounds”, but also to prohibited areas in relation to schools, video arcade facilities, and youth center and related premises for locations/areas evidenced by maps on file with the City, pursuant to Section 481.135 of the Health and Safety Code. Possession, use, or distribution of a controlled substance within qualifying Drug Free Zones, as declared by the City of Seabrook, in compliance with Health & Safety Code 483.134 is prohibited and shall be prosecuted as provided by law). A current depiction of Drug Free Zones is attached hereto and will be updated as applicable by filing revised maps/listing in the City records.

II. ALCOHOL:

- (A) Sale, possession with intent to sell or the consumption of alcoholic beverages is prohibited where in violation of the Texas Alcoholic Beverage Code in the following public areas, unless authorized by City Manager or designee or otherwise as provided by law:
 - (1) Within enclosed areas of public swimming or wading pools;
 - (2) Within the public playing grounds boundaries of athletic fields; or
 - (3) In any other public areas as designated by the City of Seabrook.

- (B) Notwithstanding subsection (A) above, the City may prosecute related violations of this Section under other applicable criminal statutes with the penalties for violation as proscribed by such statutes.

III. VANDALISM:

- (A) Any action involving deliberate destruction of or damage to public or private property.

IV. FIRES, FIREWOOD, FIREWORKS, FIREARMS, AND ANY PROJECTIVE DEVICES:

- (A) Build, or maintain a fire in any park or trail, except in a device provided, maintained or designated for such purposes as authorized by the City.
 - (1) During periods of extreme fire hazard, the City Manager or designee may prohibit or restrict fires and smoking in designated areas.
- (B) Cut, gather, or collect wood or other combustible material at any park or trail.
- (C) Possession or use of any kind of fireworks in any park or trail.
- (C) The illegal possession or use of any firearms or potentially dangerous or projectile devices in all parks or trails.

V. SMOKING:

- (A) All areas within the Municipal Swimming Pool complex except on the grass area. Additionally smoking shall be regulated as provided by Section 65-103 of this Chapter.

VI. MOTOR VEHICLES:

- (A) Operation of any “motor-driven vehicle” defined as including, but not limited to, motorcycles, motorbikes, mini bikes, go-carts, “off highway vehicles”, (as defined by Section 663.001, Transportation Code), and similar vehicles, in, on or across any City Park or trails except in those places established for public parking.

- (1) City officials, employees and members of the fire department or emergency medical service while conducting public business are expressly exempt from this section.
- (2) The City Manager or designee may authorize motor vehicles to drive or park in a park for trail on specific instance basis.
- (B) Exceed the minimum speed of ten miles per hour for any motor vehicles within the park.
- (C) Parking along access roads, right-of-ways, non-paved or grass areas.
- (D) Unattended or abandoned vehicles in City Parks' parking lots after posted hours or in unauthorized areas.
 - (1) Vehicles may be subject to towing and impoundment.

VII. GLASS CONTAINERS:

- (A) Glass containers on park grounds or trails.

VIII. TRAIL USE:

- (A) Motor Vehicles on trails or paths (as provided for and defined in Sec. 65-34 VI. "Motor Vehicles").
 - (1) Bicyclists are allowed on all hike and bike trails but shall yield to joggers and/or walkers. Joggers shall yield to walkers.

IX. CAMPING AND OVERNIGHT USE:

- (A) Camp or remain overnight at any Seabrook Parks and Recreation Department park facility, trails, or wildlife refuge, except by obtaining a permit from the City.
 - (1) Person under the age of 18 years authorized to be in a park facility between the hours of 10pm and 6am shall be accompanied or supervised by an adult. The ratio of adults to minors shall not be less than one adult for every ten minors.

(2) Campers shall be required to leave park in existing or better condition than found.

(B) Temporary structure, including recreational vehicles, tents, travel trailers, construction trailers, flatbed trailers, boat trailer, boat, any tow trailer or any motor vehicle at any Seabrook Parks and Recreation Department park facility, wildlife refuge, trails, or any public/governmental right-of-way .

X. AFTER PARK HOURS:

(A) Attempt to gain access past any erected barricade, gate or other device intended to restrict park access.

(B) Be on park premises or trails in violation of posted hours for use (as provided for and defined in Sec. ~~65-33~~65-37).

Secs. 65-37—65-70. - Reserved.

Section 65-37

PARK HOURS

Meador Park. The normal hours of operation shall be from 5:00 a.m. to 11:00 p.m. where the park trail has been illuminated with city approved lights on trail system.

All Other Parks. The opening and closing times for all parks other than those specifically described above in (A) this Section shall be as follows:

(A) 6:00 a.m. – 11:00 p.m. on Fridays and Saturdays

(B) 6:00 a.m. - 10:00 p.m. on Sundays through Thursdays

SECTION 2. INCORPORATION INTO THE CODE; PENALTY CLAUSE.

This Ordinance is hereby incorporated and made a part of the Code of the City of Seabrook. Violation of this Ordinance is subject to the penalty section of said Code and Ordinance, Section 1.15, “General Penalty, Continuing Violations” which provides that any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$500.00. Each day of violation shall constitute a separate offense. The penalty for alcohol offenses shall be as proscribed by the Texas Alcoholic Beverage Code.

SECTION 3. REPEAL OF CONFLICTING ORDINANCES.

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 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, APPROVED, AND ADOPTED on final reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this ____ day of _____ 2024.

PASSED, APPROVED, AND ADOPTED on final reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this ____ day of _____ 2024.

By: _____
Thomas G. Kolupski
Mayor

ATTEST:

By: _____
Rachel Lewis, TRMC
City Secretary

APPROVED AS TO FORM:

By: _____
David W. Olson, City Attorney



Agenda Briefing

Date of Meeting: November 19, 2024

Responsible Department: Human Resources

Presenter: Yesenia Garza, Director of Human Resources

Briefing Prepared By: Yesenia Garza

Strategic Focus Area:

General Information:

Consider and take all appropriate action on the first reading of Ordinance 2024-34, modifying and continuing a Civil Service Classification System to approve a program for Lateral Police Officers.

Executive Summary / Background:

Throughout the past several years, the City of Seabrook Police Department has experienced staffing shortages and challenges from time to time in attracting qualified candidates to fill vacant sworn officer positions. In particular, few qualified Lateral Police Officers have applied for vacant positions. This, along with the fact several senior officers are beginning to retire, has created an imbalance of experience within the Department.

Recently, the City has received notice of such retirements. The City has also advertised to fill vacant sworn officer positions for several testing periods with no qualified lateral applicants applying. As a result, staff is recommending adding the lateral Police Officers program to attract applicants .

A key strategy to bridging the gap in overall job experience between current officers and new officers entails use of Lateral Officers. A Lateral Officer is someone who has a minimum of (2) years of recent law enforcement experience and holds a Texas Commission on Law Enforcement (TCOLE) certification. The recommended hiring incentive programs aims to attract qualified, experienced officers from other agencies to apply for vacant sworn positions.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Ordinance 2024-34

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

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

**CITY OF SEABROOK
ORDINANCE 2024 -34**

AN ORDINANCE MODIFYING AND CONTINUING A CIVIL SERVICE CLASSIFICATION SYSTEM CONSISTING OF CLASSES, POSITIONS, PAY GRADES AND COMPENSATION LEVELS IN THE CLASSIFIED SERVICE OF THE SEABROOK POLICE DEPARTMENT; PROVIDING FOR A REPEAL WITH LIMITED EXTENSION; PROVIDING A SEVERABILITY CLAUSE, AN EFFECTIVE DATE, CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT AND REPLACING PREVIOUSLY ADOPTED ORDINANCES 2024-10.

RECITALS

WHEREAS, on September 20, 2011 by Ordinance No. 2011-13, the City Council of the City of Seabrook, Texas adopted a Civil Service Compensation Plan, including the classifications and salaries for the sworn personnel positions with the Police Department of the City of Seabrook; and

WHEREAS, on October 1, 2013 the City Council of the City of Seabrook replaced Ordinance No. 2011-13 with the passage of Ordinance No. 2013-21, which contained updates to the Civil Service Classification, Provisions and Salary Scale; and

WHEREAS, on June 3, 2014 the City Council of the City of Seabrook replaced Ordinance No. 2013-21 with the passage of Ordinance No. 2014-11, which contained updates to the Civil Service Classification, Provisions and Salary Scale; and

WHEREAS, on August 20, 2019 the City Council of the City of Seabrook replaced Ordinance No. 2014-11 with the passage of Ordinance No. 2019-16, which removed the position of Police Captain and to increase the number of officers in the position of Sergeant from six (6) to seven (7) officers, but did not approve updated exhibits and attachments; and

WHEREAS, on January 21, 2020, the City Council of the City of Seabrook replaced Ordinance No. 2019-16, with the passage of Ordinance No. 2020-06, which contained updates and revisions to the Civil Service Classification, Provisions and Salary Scale; and which maintained all regulations regarding civil service in one combined ordinance; and

WHEREAS, on October 18, 2022, the City Council of the City of Seabrook replaced Ordinance No. 2020-06, with the passage of Ordinance No. 2022-20, which contained updates and revisions to the Civil Service Classification, Provisions and Salary Scale; and which maintained all regulations regarding civil service in one combined ordinance; and

WHEREAS, on December 19, 2023, the City Council of the City of Seabrook replaced Ordinance No. 2022-20, with the passage of Ordinance No. 2023-32, which contained updates and revisions to the Civil Service Classification by increasing the number officers in the position of Lieutenant from two to three; and

WHEREAS, on April 2, 2024, the City Council of the City of Seabrook replaced Ordinance No. 2023-32, with the passage of Ordinance No. 2024-10, which decreased the number of officers in the position of Sergeant from seven (7) to six (6) officers; and

WHEREAS, it is the intent of the City Council of the City of Seabrook, acting upon the recommendations of the City Manager, to update and revise the exhibits and new attachments to include the latest Seabrook Police Compensation Plan for all classifications as recommended by City Manager, and

WHEREAS, the City Council has the authority as the “Governing Body”, under Chapter 143 and specifically § 143 Subchapter C – Compensation, to set base rates of pay by ordinance as defined in that section for classified positions; and

WHEREAS, the City Council of the City of Seabrook recognizes that recruiting persons with prior full time paid law enforcement experience is an asset to the City of Seabrook and to the citizens; and

WHEREAS, the City Council has the authority under § 143.041(c)(1) of the Texas Local Government Code to set seniority pay for classified positions and it is the intent of the City Council of the City of Seabrook to authorize lateral entry pay into the City’s Civil Service base pay structure to help the Seabrook Police Department to remain competitive in the market for recruitment and retention efforts; and

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

Section 1.- Adoption of a Municipal Civil Service System

This ordinance is enacted following the adoption of a municipal civil service system for Seabrook Police Officers pursuant to Texas Local Government Code Chapter 143 "Municipal Civil Service", (Civil Service) by the citizens of Seabrook in a referendum election on May 7, 2011. The provisions of Civil Service were fully implemented and in effect on or after October 30, 2011 as required by law.

The Council makes the following findings:

- (A) The City adopted Texas Local Government Code Chapter 143 "Municipal Civil Service", applies to members of the classified service in the Seabrook Police Department.
- (B) Chapter 143 (Municipal Civil Service) provides that the City Council shall establish the classifications for the Police Department and the number of positions within each classification.
- (C) This Ordinance reconfirms the existing classifications as noted below and updates the pay to include Special Seniority Pay to enable the City to hire officers who have prior full-time paid law enforcement experience consistent with the requirements of Chapter 143 and current labor market conditions for law enforcement personnel commissioned by the City of Seabrook, Texas.

Section 2. - Classifications

The Seabrook Police Department classified civil service shall consist of the following classifications and the number of positions in each classification:

<u>FLSA</u>	<u>Title</u>	<u>Number of Positions</u>
N	Lieutenant	3
N	Sergeant	6
N	Police Officer	23
TOTAL		32

Section 3 - Compensation

The base salary rate, pay grade and step pay for each classification and position are set forth in the City of Seabrook Police Compensation Plan as set forth in **Exhibit “A”**, included and approved within the budget for the Seabrook Police Department in the City’s annual budget in accordance with City policies.

Classified police officer positions appointed after January 1, 2025 shall be eligible for Special Seniority pay for lateral entry if they have at least two (2) years continuous service as a paid, full-time certified peace officer with the authority to enforce laws, investigate crimes, make arrests, respond to calls for service, carry a firearm, and use discretion as part of their assigned duties, and who has been employed as such with an agency. A lateral entry applicant shall not have more than a three (3)-year break in service from the time the applicant left the prior law enforcement agency and the time the applicant applied with the Seabrook Police Department.

The starting pay for lateral entry officers with prior law enforcement experience of at least two (2) years shall be placed at the step in the police pay schedule commensurate with their qualified complete years of experience up to, but not exceeding, the rate of pay specified in the City’s top step of the police officer step pay plan.

Previous Seabrook Police Officers who are re-appointed as Police Officers are ineligible for Special Seniority Pay as described above, and if reappointed, he or she will be placed in the same salary step they held at the time of their resignation.

Departmental Seniority Impact: The Lateral Entry Program described in this Sub-section is for seniority pay purposes only to determine placement into the existing pay schedule. Actual work experience in another law enforcement agency will not be considered for promotional eligibility requirements, departmental seniority or transfers. Departmental seniority for lateral officers and re-appointed officers will begin on their most recent Civil Service hire date with the Seabrook Police Department.

Requirements: Lateral Entry Officers are held to the same standards hiring standards as set forth by the City of Seabrook’s Civil Service Commission Local Rules. The Chief of Police shall make the final determination as to whether an applicant meets the criteria for credit for prior experience and/or pay step for a Lateral Entry Officer and the Chief’s decision shall be final and non-appealable to the Civil Service Commission or to any court.

The City Council reserves the right, in its discretion, to reduce, modify, freeze, or eliminate the Compensation Plan as adopted by ordinance.

Section 4. Additional Compensation

All classified personnel shall also be paid additional compensation consisting of longevity pay, educational incentive pay, and certification pay in accordance with the rates set forth in Exhibit “B”, all set forth in the City budget ordinance addressing the Seabrook Police Department.

Section 5 – Rules, Policies and Procedures

Classified Civil Service personnel shall follow and comply with the Seabrook Personnel Policies as adopted by Resolution 2008-08 as it exists now or is hereafter amended relating to any personnel policy or employment benefit issue that is not specifically addressed in the City of Seabrook Civil Service Rules and Regulations or required by Chapter 143 of the Texas Local Government Code.

Section 6 - Adoption

Should any part of this ordinance be held invalid by a court of competent jurisdiction, the remaining parts shall be severable and shall continue to be in full force and effect.

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

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

CITY OF SEABROOK

BY: _____
Thomas G. Kolupski
Mayor

ATTEST:

BY: _____
Rachel Lewis, City Secretary



RE: *EXHIBIT A - Professional Services Proposal*
Bayside Park

Date: October 30, 2024

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “the Consultant”) is pleased to submit this EXHIBIT A to the City of Seabrook (“the City” or “the Client”) for providing professional services for the above referenced project. Our project understanding, scope of services, and fee are below.

PROJECT UNDERSTANDING

It is Kimley-Horn’s understanding that the City intends to enter into a professional services agreement with the Consultant for Site Analysis, Schematic Design, and Stakeholder Input services related to the design of the Proposed Park Space Expansion and Main Street Enhancements (“the Site”). The Scope of Services below was prepared based on our understanding of the tasks required and conversations with the Client. Design is comprised of:

Former Wastewater Treatment Plant Site / Proposed Park Space Expansion

- Restroom facility:
 - Concept Option 1: Evaluate feasibility to renovate the existing 2 story office building for restrooms on the 2nd story, including code-compliant public accessibility.
 - Concept Option 2: Floating Building able to rise and fall with water level, tethered to shoreline, including code-compliant public accessibility.
- Pavilion: +/-6,000 SF, open-air pavilion with elevated platform stage, with lighting and power
- Open lawn style seating around the Pavilion
- Boardwalk and overlook
- Food Truck and dining area
- Educational signage
- Streetscape improvements adjacent to Main Street, consistent in character to Main Street Enhancements
- Sidewalk circulation
- Landscape areas
- Site amenities, including site furnishings, screening, fencing, and lighting
- Screen wall around lift station

Main Street Enhancements

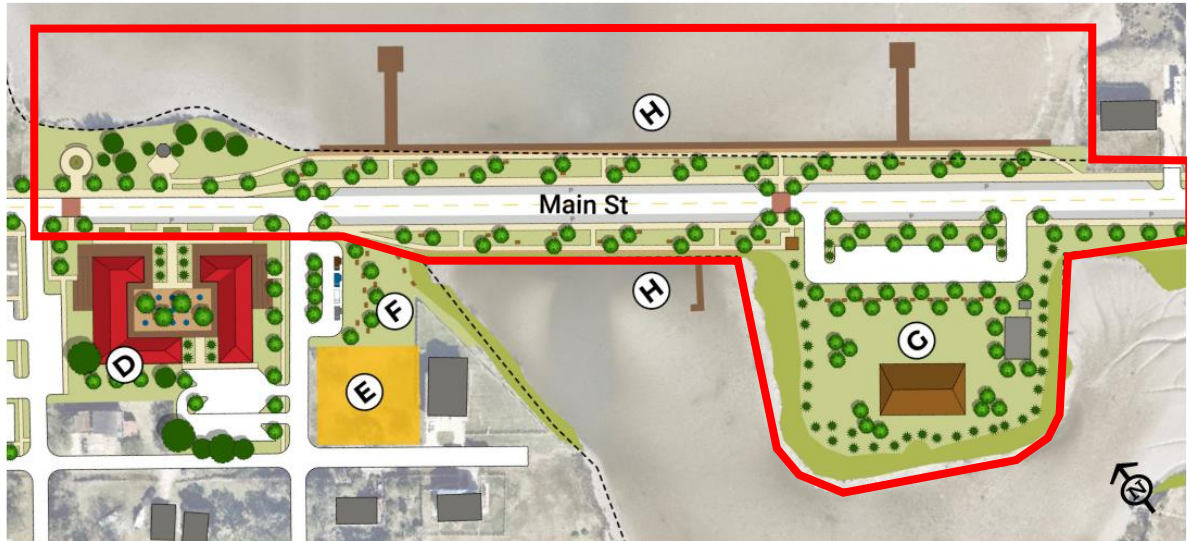
- Streetscape improvements adjacent to Main Street from Bryan Avenue to Todville Road, including:
 - Water front amenities
 - Boardwalk with fishing pier and overlooks on north side
 - Main Street identity components compatible with future extension beyond Bryan Avenue:
 - Sidewalk circulation
 - Gathering spaces
 - Landscape areas

- Site amenities, including light poles, banners, site furnishings and planting

Design assumptions include:

- This scope is limited to schematic design only. It is our understanding the City will engage Kimley-Horn for design development, construction documents, bidding and construction phase services upon a later date.
- It is our understanding the Former Wastewater Treatment Plant demolition plan (to be prepared by others) will include the demolition of all structures onsite, except the office building and lift station.
- The Client will establish a Stakeholder Input group (up to approx. 10 people) of local officials and residents to provide guidance, input and design approval of Kimley-Horn's work. Client will manage coordination of the Stakeholder Input group and Kimley-Horn will only communicate with the Stakeholders at designated Stakeholder Input meetings. Client is responsible for resolving differences in Stakeholder input/direction to Kimley-Horn. The Client will coordinate all Stakeholder Input, and Joint Council/EDC meeting invitations, location, and logistics.
- The proposed restroom facility is not anticipated to be LEED certified project
- The site is located in the floodplain (Zone VE) and will be subject to federal, state and local floodplain design criteria.
- There will be no offsite utility improvements, drainage studies, or traffic studies required.
- Survey and geotechnical investigation will be prepared at a later date. Design and estimates will not be able to rely up on this information and may be subject to change.
- Because a recent topographic will not be provided, preliminary detention design and floodplain accommodations provided in this scope of services will be conceptual and estimated based only on the available information provided by the Client. Once a topographic survey is provided at a later stage in the project, design may change based on the information within the topographic survey.
- Opinion of Probable Construction Costs - Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids, or actual costs will not vary from its cost estimates.
- The construction budget is unknown at this time. We have estimated our design work effort based on a \$1M-\$2M Main Street Enhancement scope and \$2M-\$4M Park Space Expansion scope.

SITE LOCATION



INFORMATION PROVIDED BY THE CITY

Consultant shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- Any previously prepared surveys, reports, or documents with bearing on our scope of services;
- Copies of all plans and surveys previously prepared for the project area in both sealed PDF and CAD format;
- Copies of plans prepared by demolition engineer for the wastewater treatment plant project area in both PDF and CAD format;
- Current title commitment;
- Access to the Site;
- A signed copy of this Agreement (Required).

SCOPE OF SERVICES

Upon approval of this proposal, Consultant will commence the following tasks:

Task 1 – Project Management

The Consultant will perform the following services:

- A. Kickoff Meeting – one (1) virtual meeting to discuss scope, our understanding, client objectives and gather information.
- B. Data Collection
 - a. Site Visit – Up to one (1) half day visit

- b. Consultant will work with the City Project Manager to collect the following available data: the above listed 'Information provided by City,' City's understanding of regulatory requirements, Record Drawings, existing plans / policies / standards, and information regarding facilities, roadway and public improvements both existing and proposed.
- c. Project Management
 - a. Coordination with the City Project Manager. Coordination will include email correspondence and phone calls.
 - b. Communicate project status with the City with the monthly invoice and with weekly project status updates. It is assumed the project will last up to 5 months.
 - c. One (1) virtual meeting with City Engineer to discuss Former Wastewater Treatment site background and demolition process / timeline.
 - d. Up to three (3) virtual meetings (as needed)

Meetings:

- A. One (1) kickoff meeting - virtual
- B. One (1) Site visit – in person
- C. Three (3) meetings (as needed) – virtual

Task 2 – Site Analysis and Limited Due Diligence

The Consultant will prepare a limited due diligence review of the site documenting in pdf exhibits the existing conditions, opportunities and constraints, and regulatory limitations in reference to the proposed improvements. The Consultant will prepare a powerpoint presentation for purposes of a Stakeholder Input Meeting 1 (see Task 4, Item A). This task does not include effort for revisions to the presentation in advance of the meeting.

Meetings:

- A. Refer to Task 4

Deliverables:

- A. Limited due diligence exhibit
- B. Powerpoint presentation for Stakeholder Input Meeting 1

Task 3 – Schematic Design

Based on the Site Analysis, Limited Due Diligence findings and Stakeholder Input Meeting 1, the Consultant will prepare up to two (2) options for the preliminary layout for the Site (Option 1 Renovate the existing office building and Option 2 Floating Building). The plans will illustrate the general scope, scale, theme, and relationship of various design components. Deliverable will include:

- Two (2) plan view options of the Proposed Park Space Expansion site and Main Street Enhancements

Through a sub-consultant, PGAL, herein referred to as "Architect," will work with the City to prepare two (2) options for the restroom facility and for the pavilion. As part of their team, the Architect will include architecture, structural engineering, and electrical engineering. Deliverables will include:

- Floor plans
- Building Elevations

- Exterior Renderings
- Site Plan Exhibit

The Consultant will prepare an Opinion of Probable Construction Costs (OPCC) for each Option.

The Consultant will prepare a powerpoint presentation for purposes of a Stakeholder Input Meeting 2 to get feedback on the two Options, which will result in a recommendation to a Joint Council and EDC presentation (see Task 4).

Following Stakeholder Input Meeting 2 (Task 4, Item B), the Consultant will present the two Options at a Joint Council and EDC presentation (Task 4, Item C), share the recommendations and feedback from the Stakeholders Input group, and request approval to proceed with one selected option for the Park Space Expansion, restroom building and Main Street Enhancements.

Based on feedback from Stakeholder Input Meeting 2 and the Joint Council and EDC Presentation, the Consultant will refine the selected one (1) option for the final deliverable. Final deliverables will include:

- One (1) Illustrative Master Plan of the selected Proposed Park Space Expansion site and Main Street Enhancements Option
- Up to three (3) hand-drawn, color perspective sketches illustrating proposed improvements
- One (1) Civil Engineering conceptual grading, floodplain, and detention analysis exhibit
- One (1) updated OPCC

The Consultant will prepare a powerpoint presentation for purposes of the Final Presentation to present the final Option (see Task 4, item D). The City will determine participants in the Final Presentation meeting.

Meetings:

- A. Refer to Task 4

Deliverables:

- A. Powerpoint presentation for Stakeholder Input Meeting 2
- B. Powerpoint presentation for Stakeholder Input Meeting 3

Task 4 – Stakeholder Input Meetings

Kimley-Horn will attend Stakeholder Input Meetings and Joint Council / EDC Presentation as identified below. The purpose of these meetings are as identified in Task 2 & 3. This task includes effort for attendance only.

Meetings:

- A. Stakeholder Input Meeting 1 (assumes one in person, 2 hour meeting)
- B. Stakeholder Input Meeting 2 (assumes one in person, 2 hour meeting)
- C. Joint Council and EDC Presentation (assumes one in person, 2 hour meeting)
- D. Final Presentation (assumes one in person, 2 hour meeting)

ADDITIONAL SERVICES

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Such additional services shall include but are not limited to the following:

- A. Additional renderings
- B. 3D modeling
- C. Additional meetings or presentations
- D. Additional effort based on an extended project schedule
- E. Archaeological or Environmental Permitting / Studies
- F. Revisions due to changes in regulations
- G. Revisions to Documents after design approval other than clarifications

SCHEDULE

The Consultant will work to prepare a mutually agreed upon schedule with the City.

FEE AND EXPENSES

Kimley-Horn will perform the tasks noted below on a lump sum (LS) basis. The services in this agreement will be billed as follows.

PROFESSIONAL SERVICES

Task 1 Project Management	\$ 10,000 LS
Task 2 Site Analysis and Limited Due Diligence	\$ 6,000 LS
Task 3 Schematic Design:	
A) Park Space Expansion	\$ 53,000 LS
B) Main Street Enhancements	\$ 5,000 LS
Task 4 Stakeholder Input and Council Meetings	<u>\$ 9,000 LS</u>

Subtotal \$ 83,000

Fees will be invoiced monthly based upon the percentage of services performed as of the invoice date. Payment will be due within 30 days of your receipt of the invoice.

CLOSURE

In addition to the matters set forth in this EXHIBIT A, our scope of services shall include and be subject to, and only to, the terms and conditions in the City of Seabrook Professional Services Agreement. As used in the Professional Services Agreement, the term “the Consultant” shall refer to Kimley-Horn and Associates, Inc., and the term “the Client” or “the City” shall refer to the City of Seabrook. Fees and times stated in this Proposal are valid for sixty (60) days after the date of this EXHIBIT A.



Agenda Briefing

Date of Meeting: November 19, 2024

Responsible Department: City Manager's Office

Presenter: Rolf Nelson, Police Chief

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:

Consider and take all appropriate action on the approval of the first reading of Ordinance 2024-35, Update to Speed Limits and Zones, and establishing speed limits on State Highway 146 Frontage Roads in the City limits of the City of Seabrook until Texas Department of Transportation (TxDOT) completes engineering and traffic study.

Executive Summary / Background:

This ordinance proposes establishing speed limits on State Highway 146 within the city limits of Seabrook, until an engineering and traffic study is conducted by the Texas Department of Transportation (TxDOT). The ordinance outlines new speed limits for both southbound and northbound traffic on specific sections of the highway and provides penalties for violations.

TxDOT has informed the city they have not completed their engineering and traffic investigation to determine safe and reasonable speed limits on the SH 146, and the blank speed limit signs reflect that void. The blank signs have introduced a public safety enforcement concern as well as interpretation in the municipal court.

The Chief of Police has made a temporary request to set southbound and northbound frontage roads temporarily at 45 mph until TxDOT presents the study.

The recommendations are incorporated into the proposed ordinance.

Key provisions of the ordinance include the following:

- Speed Limit Changes (post highway construction)

Along SH 146 Southbound and Northbound Frontage Lanes from the north city limit to the south city limit line, a distance of approximately 3.10 miles, the speed limit shall be 45 miles per hour until an eighty-five (85) percentile speed, and traffic and

engineering investigations made by Texas Department of Transportation is made and is posted by the state.

Along the SH 146 main lanes Southbound and Northbound from the north city limit to the south city limit, a distance of approximately 3.10 miles, the speed limit shall be 55 miles per hour until an eighty-five (85) percentile speed, and traffic and engineering investigations made by Texas Department of Transportation is made and/or signage is posted by the state.

Signage: The City Manager delegated to the Chief of Police has authorized TxDOT to ensure appropriate speed limit signs are installed with this recommendation on the frontage roads.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Ord 2024-35 Update of Speed Limits

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

Approval of first reading of Ordinance 2024-35 as presented.

**CITY OF SEABROOK
ORDINANCE NO. 2024-35**

UPDATE TO SPEED LIMITS AND ZONES

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK, COMPLETELY UPDATING CHAPTER 90 “TRAFFIC AND VEHICLES” ARTICLE II, “SPEED RESTRICTIONS”, BY ESTABLISHING NEW PROVISIONS, SPEED ZONES AND LIMITS, PROVIDING FOR A PENALTY OF A FINE NOT TO EXCEED TWO HUNDRED DOLLARS (\$200.00) OR THE MAXIMUM AMOUNT PROVIDED BY LAW FOR VIOLATION OF ANY PROVISIONS HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR SEVERABILITY.

WHEREAS, the City Council of the City of Seabrook has been informed by Texas Department of Transportation that traffic studies and results are not available and that the local municipality may request temporary limits until which time the State return the findings; and

WHEREAS, the City Council of the City of Seabrook has determined the necessity for this Ordinance to comply with the provisions of Section 545.356, based upon the no results of an engineering and traffic investigation, to set the speed limit to 45 miles per hour for the SH 146 service roads hereafter, in order to preserve the health, safety and well-being of the residents, citizens and inhabitants of the City;

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

SECTION 1. FINDINGS OF FACT.

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

SECTION 2. COMPLIANCE WITH TRANSPORTATION CODE.

Due to no results of engineering and traffic investigations conducted by the Texas Department of Transportation at this time, and the highway being fully functional, the following amended speed limits hereafter indicated for vehicles are hereby determined and declared to be reasonable and safe; and such speed limits are hereby fixed at the rate of speed indicated for vehicles traveling upon the named streets and highways, or parts thereof, described in the amendments below until which time Texas Department of Transportation return such findings and studies to revise.

THIS SPACE INTENTIONALLY LEFT BLANK

SECTION 3. AMENDMENT TO THE CODE.

The Seabrook City Code, Chapter 90 “Traffic and Vehicles”, Article II. “Speed Restrictions”, is hereby updated and revised for comprehensive amendment as follows:

ARTICLE II. - SPEED RESTRICTION

Sec. 90-33. – Enumeration of Limits

The maximum speed limits on the following roads, streets, boulevards and highways or portions of same, shall be as follows:

Major Roads

NASA Road 1 (formerly F.M. 528), for its entire length within the city, being from the western city limits to its intersection with State Highway 146, 45 miles per hour.

Red Bluff Road, from the west city limits to State Highway 146, a distance of approximately 0.90 mile, 45 miles per hour.

Red Bluff Road, from a point 400 feet west of Park Drive to Todville Road, 35 miles per hour.

Repsdorph Road, for its entire length, a distance of 1.40 miles, 35 miles per hour.

Todville Road, from a point 600 feet north of East Meyer Avenue to the north city limits, a distance of 1.60 miles, 35 miles per hour.

El Mar Lane, between Bahama Drive and North Meyer Avenue of 25 miles per hour.

~~Along SH 146, two-way west frontage road, from the 2455 feet north of Red Bluff Road (north city limit of the City of Seabrook) to the 1821 feet north of Red Bluff Road, a distance of approximately 0.120 mile; the speed limit shall be 35 miles per hour.~~

~~Along SH 146, one-way west frontage road, from the 1821 feet north of Red Bluff Road to the 960 feet south of Red Bluff Road, a distance of approximately 0.527 mile, the speed limit shall be 35 miles per hour.~~

Along SH 146 Southbound and Northbound Frontage Lanes from the north city limit to the south city limit line, a distance of approximately 3.10 miles, the speed limit shall be 45 miles per hour until an eighty-five (85) percentile speed, and traffic and engineering investigations made by Texas Department of Transportation is made and is posted by the state.

~~Along SH 146 main lane from 1367 feet south of Red Bluff Road to the 68 feet south of Seabrook Circle, a distance of approximately 0.320 mile; the speed limit shall be 50 miles per hour.~~

~~Along SH 146 main lane from 68 feet south of Seabrook Circle, to the south city limit of the City of Seabrook, a distance of approximately 2.416 miles; the speed limit shall be 45 miles per hour.~~

Along the SH 146 main lanes Southbound and Northbound from the north city limit to the south city limit, a distance of approximately 3.10 miles, the speed limit shall be 55 miles per hour until an eighty-five (85) percentile speed, and traffic and engineering investigations made by Texas Department of Transportation is made and/or signage is posted by the state.

SECTION 3. PENALTY CLAUSE; INCLUSION INTO THE CODE.

This Ordinance is hereby incorporated into and made a part of the Seabrook City Code. Any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not more than Two Hundred Dollars (\$200.00) per offense or the maximum amount provided by law. Each day of violation shall constitute a separate offense.

SECTION 4. REPEAL OF CONFLICTING ORDINANCES.

All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extents of such inconsistency or conflict, hereby repealed.

SECTION 5. SEVERABILITY.

In the event any clause, phrase, provision, sentence, or any 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 or 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 6. NOTICE BY PUBLICATON

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 and posting of signs in accordance with law.

SECTION 7. NOTICE BY ERECTION OF SIGNS

This Ordinance shall become effective upon appropriate erection of speed zone signage to establish and provide additional notice of the establishment of the subject school zones speed limit during school-designated times as provided for herein.

THIS SPACE INTENTIONALLY LEFT BLANK

SECTION 8. COMPLIANCE WITH TEXAS TRANSPORTATION CODE

The City Manager/assign shall comply with the requirements of Section 545.356(d) of the Texas Transportation Code by not later than February 1 of each year, publishing on the City internet website and submit to the department a report that compares for each of the two previous calendar years: (1) the number of traffic citations issued by peace officers of the municipality and the alleged speed of the vehicles, for speed limit violations on the highway or part of the highway; (2) the number of warning citations issued by peace officers of the municipality on the highway or part of the highway; and (3) the number of vehicular accidents that resulted in injury or death and were attributable to speed limit violations on the highway or part of the highway and/or report to City Council the need for further revision of all limits set lower than the 30 mph prima facie speed limits established by statute.

PASSED, APPROVED, AND ADOPTED on first reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this ___th day of ____, 20

PASSED, APPROVED, AND ADOPTED, as revised on final reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this ___th day of ____, 20

By: _____
Thomas G. Kolupski
Mayor

ATTEST:

By: _____
Rachel Lewis, TRMC
City Secretary

APPROVED AS TO FORM:

David Olson
City Attorney



Agenda Briefing

Date of Meeting: November 19, 2024

Responsible Department: Public Works

Presenter: Brian Craig, City Engineer

Briefing Prepared By: Brian Craig

Strategic Focus Area:

General Information:

Consider and take all appropriate action on a Proposal from Alsay Incorporated to make repairs to Water Well #3 in an amount not to exceed \$88,000.00. This is under the contract pricing of Bid Project 2020-03-324 and the approved agreement.

Executive Summary / Background:

This item is being presented to City Council for approval because the contract for the rehabilitation of Well #3 exceeds the \$50,000 threshold. Although the project has already been bid, Council authorization is required to proceed with the contract award.

In June of 2020, procurement policies were met to secure Alsay, Incorporated for water well inspection and repair services. Preventative Maintenance inspection performed in September 2024 revealed the need to perform repairs to Well #3 in order to continue to provide water supply capacities to the public during emergency situations and to avoid water pressure loss and prevent public health issues during contracted supply outage events. The column assembly, bearings, and bowl assembly were found to be outside of factory tolerance, and require replacement. All aspects of the proposal except motor replacement is recommended by Staff.

Funding / Fiscal Information:

Funding will be out of Water Budget 902-6090 Water System Major.

Supporting Materials Attached:

1. Alsay Agreement 2020-03-324
2. BFC Quote

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

Recommend approval of quote for Well #3 work

**CITY OF SEABROOK
WATER WELL INSPECTION AND REPAIR SERVICES
PROJECT #2020-03-324**

This Agreement ("Agreement") is entered into by and between the undersigned, Alsay Incorporated, ("Contractor"), registered office at 6615 Gant Rd., Houston, Texas 77066-1998, and the City of Seabrook ("City"), Texas, a home-rule municipal corporation of the State of Texas, located at 1700 First Street, Seabrook, Texas, 77586.

The purpose of this Agreement is to provide for the inspection, assessment, and repair of various, (3), water wells around the City, (all as specifically referenced in the Request for Proposal Project #2020-03-324, attached hereto, ("Project") which is incorporated herein by reference. Specifically, the subject water wells are located at (1) 2027 Humble Drive; (2) 2501 Humble Drive; and (3) 2613 S. Red Bluff Road.

Section 1. Services: Contractor will perform the designated services for the Project, as delineated in the Request for Proposal, "Scope of Work", including performing a comprehensive evaluation conforming with the rules and regulations for public water systems as established by TCEQ in Title 30 Texas Administrative Code (30 TAC), Chapter 290, as set forth therein ("Services"), which is attached hereto and incorporated for all purposes. The Services under this Agreement shall be completed as detailed in the Request for Proposal and as provided herein. The cost of Services by Contractor, consistent with the terms of the Project, as referenced in Contractor's Proposal, shall be as follows (subject to adjustment for the tests requested/approved by City and performed by Contractor) :

- a. Predictive well maintenance analysis and report to include data summary, conclusion, performance test report, vibration analysis, static water level, well production rate, and recommended repairs for each well site –

\$500 per test

- b. Inspection services to include visual investigation of the equipment, motor, shaft, column, piping, downhole survey, detailed water quality, and bowl and screen analysis –

\$8,500.00 per Well

- c. Repair services including mobilization and hourly service charges for personnel and equipment –

\$400.00 hour

The terms and conditions of this Agreement take precedence over Contractor's Proposal and all exhibits and attachments. Services shall not be initiated or performed until all required insurance and bonds, as made the basis of Request for Proposal Project, have been approved by City.

Section 2. Term and Termination: This Agreement shall be for a term of three (3) years, to begin on June 3, 2020, and shall terminate on June 2, 2023. The Agreement may be renewed for two (2) additional one (1) year terms with the mutual consent of both parties, not

less than 30 days prior to the expiration of the initial term. This Agreement may be terminated, upon thirty (30) days written notice, by the City without cause or by the Contractor for cause. This Agreement may be terminated immediately by the City for cause, as determined by City. Upon termination, City shall pay Contractor, at the rate set out above, for Services satisfactorily performed up through the date of termination. Notwithstanding any provision in this Agreement to the contrary, City will not be required to pay or reimburse Contractor for any services performed or for expenses incurred by Contractor after the date of the termination notice that could have been avoided or mitigated by Contractor.

Section 3. Compensation: Contractor shall be paid for the services and reimbursable travel expenses, if any, as set forth herein. City shall pay Contractor in accordance with the Texas Government Code, Chapter 2251 which shall control payment requirements between the parties, as provided by statute. Contractor must submit invoices for all Services, which invoices must include dates and hours of service and details of services provided. Invoices shall be submitted, not later than the second (2nd) and fourth (4th) Friday of each month, to the City Project Manager or designee. Payment for delivery of Services rendered shall not be unreasonably withheld or delayed. The City shall be under no obligation to pay for Services rendered without prior authorization. Upon resolution of any disputed charges, Contractor shall submit an amended invoice covering any remaining charges to City.

Section 4. Travel: Contractor shall not be reimbursed for travel conducted in the pursuit of this Agreement.

Section 5. Limit of Appropriation and Fiscal Funding: The Contractor clearly understands and agrees, such understanding and agreement being of the absolute essence to this Agreement, that the City shall have available the amount budgeted by the City to discharge any and all liabilities which may be incurred by the City pursuant to this Agreement and that the total maximum compensation that the Contractor may become entitled to hereunder and the total maximum sum that the City shall become liable to pay to the Contractor hereunder shall not under any conditions, circumstances, or interpretations, hereof, exceed the said total maximum sum provided for in this section without prior written permission and approval by an authorized official from the City, as provided herein. The City's fiscal year is October 1 through September 30. If this Agreement extends beyond September 30th, there shall be a fiscal funding determination. If, for any reason, funds are not appropriated to continue the contract in the new fiscal year, this Agreement shall become null and void on the last day of the current appropriation of funds without penalty of any kind or form to the City.

Section 6. Relationship of the Parties: Contractor is an independent contractor and is not an employee, partner, joint venture, or agent of City. Contractor understands and agrees that he/she will not be entitled to any benefits generally available to City of Seabrook employees. Contractor shall be responsible for all expenses necessary to carry out the services under this agreement, and shall not be reimbursed by City for such expenses except as otherwise provided in this Agreement.

Section 7. Authority of City Project Manager: All Services to be performed by the Contractor hereunder shall be performed to the satisfaction of the City's project manager, namely City Manager or designee. The City's project manager shall decide any and all questions which may arise as to the quality or acceptability of the Services performed by the Contractor, and the decisions of the City's project manager in such cases shall be final and binding on both parties. However, nothing contained herein shall be construed to authorize the City's project manager to alter, vary or amend this Agreement.

Section 8. Intellectual Property: This Agreement shall be an agreement for services and the parties intend and consider any work created as a result of this Agreement, including any and all documentation, images, products or results, to be a work for hire under federal copyright law. Ownership of the work shall belong to and remain the exclusive property of City. The work may be edited at any time within the City's discretion. If the work would not be considered a work-for-hire under applicable law, Contractor hereby assigns, transfers, and conveys any and all rights, title and interest to City, including without limitation all copyrights, patents, rights of reproduction, rights to ownership, and right to secure registrations, renewals, reissues and extensions thereof. As the sole copyright holder of the work, City maintains and asserts the rights to use, reproduce, make derivative works from, and/or edit the work in any form of medium, expression or technology now known or hereafter developed, at any time within the City's discretion. Contractor shall not sell, disclose or obtain any other compensation for the Services provided herein. If the work is one to which the provisions of 17 U.S.C. § 106A apply, the Contractor hereby waives and appoints City to assert on the Contractor's behalf, but without obligation on the City to do so, the Contractor's moral rights or any equivalent rights regarding the form or extent of any alteration to the work (including, without limitation, removal or destruction) or the making of any derivative works based on the work, including, without limitation, photographs, drawings or other visual reproductions of the work, in any medium, for City purposes.

Section 9. Confidentiality: During the term of this Agreement, Contractor may come in contact with confidential information of City. Contractor agrees to treat as confidential the information or knowledge that becomes known to Contractor during performance of this Agreement and not to use, copy, or disclose such information to any third party unless authorized in writing by City. This provision does not restrict the disclosure of any information that is required to be disclosed under applicable law. Contractor shall promptly notify City of any misuse or unauthorized disclosure of its confidential information and upon expiration of this Agreement shall return to City all confidential information in Contractor's possession or control. Contractor shall further comply with all City information security policies that may apply and shall not make any press releases, public statements or advertisement referring to the Services provided under this agreement or the engagement of Contractor without the prior written approval of City.

Section 10. Warranties and Representations: Contractor warrants and agrees that Contractor shall perform the Services and conduct all operations in conformity with all applicable federal, state, and local laws, rules, regulations, and ordinances. For any Service performed on premises owned or controlled by City, Contractor warrants and agrees that Contractor will perform the Services in compliance with all City rules, including but not limited to, prohibitions related to tobacco use, alcohol, and other drugs.

Section 11. Licenses/Certifications: Contractor agrees to obtain, at its own cost, any and all approvals, licenses, filings, registrations and permits required by federal, state or local laws, regulations or ordinances, required for the performance of the Services.

Section 12. Performance/Qualifications and Assignment: Contractor agrees and represents that Contractor has the personnel, experience, and knowledge necessary to qualify Contractor for the particular duties to be performed under this Agreement. Contractor warrants that all services performed under this Agreement shall be performed consistent with generally prevailing professional or industry standards. The City and the Contractor bind themselves and their successors, executors, administrators, and assigns to this Agreement and to the successors, executors, administrators and assigns of the other party, in respect to all covenants

of this Agreement. Contractor shall not assign, sublet or transfer its or his interest or duties in this Agreement without the written consent of City. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body, which may be a party hereto.

Section 13. Conflict of Interest: Contractor warrants, represents, and agrees that Contractor presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with Contractor's performance of the services hereunder. Contractor further warrants and affirms that no relationship or affiliation exists between Contractor and City that could be construed as a conflict of interest with regard to this Agreement. Pursuant to Section 2252.908, Texas Government Code, if this Agreement requires an action or vote by the City Council or has a value of at least \$1 million, Contractor further warrants that Contractor has submitted a disclosure of interested parties to the CITY.

Section 14. Insurance: For the entire term of the Agreement ("Term"), Contractor shall maintain Comprehensive General Liability insurance coverage of \$1,000,000 per occurrence, \$2,000,000 in the aggregate or professional malpractice insurance (whichever applies). Contractor shall also maintain the following insurance: (i) Worker's Compensation coverage with statutory limits for the State of Texas, including Employers Liability coverage of \$500,000 per accident; (ii) Commercial Automobile Liability coverage of \$1,000,000 Combined Single Limit; (iii) for engineers and architects only: Professional Liability coverage of \$5,000,000 per occurrence; and (iv) for builders only: Builder's Risk coverage in the amount of the construction cost, including protection against named windstorm and flood. All policies must contain a waiver of subrogation against City. Comprehensive General Liability and Commercial Automobile Liability policies must name City as Additional Insured. Contractor shall pay all insurance deductibles and deductibles must not exceed \$10,000 unless approved in advance by City. Contractor shall provide City Insurance Policy Endorsements and any additional coverage evidence requested by City evidencing these insurance requirements prior to the start of work. The Contractor shall notify the City in the event of any change in the required coverage or cancellation, and shall give such notices not less than 30 days prior to the change or cancellation. The Contractor shall provide replacement evidence of coverage, as determined adequate by City commensurate with the requirements of this Agreement, prior to such change or cancellation. The Contractor agrees to waive all the Contractors, its officers, employees, agents, assigns, and successors' rights of subrogation, except as provided by law, against the City, its officers, employees, and elected representatives for injuries, including death, property damage, or other loss covered by insurance and the Contractor will provide a waiver of subrogation endorsement against the City. The City must be named or listed on the endorsement. **COVERAGES SHALL BE WITH A COMPANY (WITH AT LEAST AN A- BEST RATING) ACCEPTABLE TO THE CITY PURCHASING AND RISK MANAGEMENT DIVISION AND A COPY OF THE CERTIFICATE OF COVERAGE SHALL BE DELIVERED TO THE CITY ON OR BEFORE THE DATE OF THIS AGREEMENT.**

Section 15. Indemnification: THE CONTRACTOR, TO THE FULLEST EXTENT PROVIDED BY LAW, HEREBY AGREES TO AND SHALL INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY, ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, DEMANDS, CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS AND ATTORNEYS' FEES, FOR INJURY TO OR DEATH OF ANY PERSON, FOR LOSS OF USE OR REVENUE, OR FOR DAMAGE TO ANY PROPERTY ARISING OUT OF OR IN CONNECTION WITH THE ACTUAL OR ALLEGED MALFUNCTION, DESIGN OR WORKMANSHIP IN THE MANUFACTURE OF EQUIPMENT, THE FULFILLMENT OF

CONTRACT, OR THE BREACH OF ANY EXPRESS OR IMPLIED WARRANTIES UNDER THIS CONTRACT. SUCH INDEMNITY SHALL APPLY WHERE THE CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS OR LIABILITY ARISE IN PART FROM (I) THE JOINT NEGLIGENCE OF THE CITY AND THE CONTRACTOR, AND/OR THEIR RESPECTIVE OFFICERS, AGENTS AND/OR EMPLOYEES OR (II) THE SOLE NEGLIGENCE OF THE CONTRACTOR, ITS OFFICERS, AGENTS AND EMPLOYEES. IT IS THE EXPRESSED INTENTION OF THE PARTIES HERETO, BOTH CONTRACTOR AND THE CITY, THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH IS INDEMNITY BY CONTRACTOR TO INDEMNIFY AND PROTECT THE CITY FROM THE CONSEQUENCE OF (I) THE CITY'S OWN NEGLIGENCE WHERE THAT NEGLIGENCE IS A CONCURRING CAUSE WITH THAT OF THE CONTRACTOR OF THE INJURY, DEATH OR DAMAGE AND/OR (II) THE CONTRACTOR'S OWN NEGLIGENCE WHERE THAT NEGLIGENCE IS THE SOLE CAUSE OF THE INJURY, DEATH, OR DAMAGE. FURTHERMORE, THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL HAVE NO APPLICATION TO ANY CLAIM, LOSS, DAMAGE, CAUSE OF ACTION, SUIT AND LIABILITY WHERE IN INJURY, DEATH OR DAMAGE RESULTS FROM THE SOLE NEGLIGENCE OF THE CITY UNMIXED WITH THE FAULT OF ANY OTHER PERSON OR ENTITY. IN THE EVENT ANY ACTION OR PROCEEDING IS BROUGHT AGAINST THE CITY BY REASON OF ANY OF THE ABOVE, THE CONTRACTOR AGREES AND COVENANTS TO DEFEND THE ACTION OR PROCEEDING BY COUNSEL ACCEPTABLE TO THE CITY. THE INDEMNITY PROVIDED FOR HEREIN SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS AGREEMENT.

Section 16. Release. The Contractor releases, relinquishes, and discharges the City, its Council members, officials, officers, agents, employees, and volunteers from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to, sickness or death of the Contractor or its employees and any loss of or damage to any property of the Contractor or its employees that is caused by or alleged to be caused by, arises out of, or is in connection with the Contractor's work to be performed hereunder.

Both the City and the Contractor expressly intend that this release shall apply regardless of whether said claims, demands, and causes of action are covered, in whole or in part, by insurance and in the event of injury, sickness, death, loss, or damage suffered by the Contractor or its employees, but not otherwise, this release shall apply regardless of whether such loss, damage, injury, or death was caused in whole or in part by the City, any other party released hereunder, the Contractor, or any third party.

Section 17. Force Majeure: Neither City nor Contractor will be liable for any failure, breach, loss, damage or delay in the performance of this Agreement due to any cause beyond its reasonable control, including, an act of war, an act of God, earthquake, flood, embargo, riot, sabotage, labor shortage or dispute, governmental act or failure of the Internet (not resulting from the negligence or willful misconduct of Contractor), provided that the delayed party: (a) gives the other party prompt notice of such cause, and (b) uses its reasonable commercial efforts to promptly correct such failure or delay in performance.

Section 18. Notices: Any notice given under this contract by either party to the other may be given by personal delivery in writing or by mail, registered or certified postage prepaid with return receipt requested. Mailed notices shall be addressed to the addresses of the parties as they appear in the contract. Notices delivered personally shall be deemed communicated at the time of actual receipt. Mailed notice shall be deemed communicated three (3) days after mailing.

Section 19. Texas Family Code Child Support Certification: Pursuant to Section 231.006, Texas Family Code, Contractor certifies that it is not ineligible to receive the award of or payments under the Agreement and acknowledges that the Agreement may be terminated and payment may be withheld if this certification is inaccurate.

Section 20. Eligibility to Receive Payment: Contractor certifies that, as a matter of State law, it is not ineligible to enter into the Agreement and receive payments pursuant to the Agreement and acknowledges that the Agreement may be immediately terminated, and payment withheld if this representation is inaccurate.

Section 21. Prohibition Against Business with Iran, Sudan or Foreign Terrorists Organizations: Contractor warrants, covenants, and represents that Contractor is not engaged in business with Iran, Sudan, or any company identified on the list referenced in Section 2252.152, Texas Government Code

Section 22. Jurisdiction: City and Contractor agree that any dispute under this Agreement shall be brought in a court of competent jurisdiction exclusively in Harris County, Texas, and that this Agreement shall be governed by Texas law, except for the conflict of law provisions.

Section 23. Prohibition on Boycotting Israel. Pursuant to Section 2270.002, Texas Government Code, City may not enter into a contract for goods or services unless the contract contains a written verification that the contractor: (1) does not boycott Israel; and (2) will not boycott Israel during the term of this Agreement. By executing the House Bill 89 Verification Form, attached hereto and incorporated herein for all purposes, Contractor verifies that Contractor does not boycott Israel or will not boycott Israel during the term of this Agreement.

Section 24. No Indemnification by City. Notwithstanding anything herein to the contrary, including any documents or exhibits that may be attached or incorporated by reference, it is specifically stipulated, agreed and acknowledged by Contractor/subcontractors/assigns, that under no circumstances shall the City ever be required, obligated, interpreted or determined to hold and save Contractor harmless, or for City to provide indemnification to Contractor or any party/3rd party as a result of this Agreement, it being specifically understood that the City has not created a sinking fund for any such purposes, as required by Texas Constitution Article 11, Section 7. Contractor acknowledges that City takes the position that such indemnification is not permitted by state law.

Section 25. Entire Agreement: This Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements, and understanding, oral or written between the parties relating to this Agreement. This Agreement may not be modified except by mutual written agreement of the parties executed subsequent to this agreement.

Section 26. Severability: In the event that any provision(s) of this Agreement shall for any reason be held invalid, illegal, or unenforceable, the invalidity, illegality or unenforceability of that provision(s) shall not affect any other provision(s) of this Agreement, and it shall further be construed as if the invalid, illegal, or unenforceable provision(s) had never been a part of this Agreement.

Section 27. Authority: Contractor warrants and represents that Contractor has full power and authority to enter into and perform this agreement and to make the grant of rights contained

herein. The person signing on behalf of City represents that he/she has authority to sign this agreement on behalf of City.

[EXECUTION PAGE FOLLOWS]

Contractor

By: Charlie Liesberger

Name: Charlie Liesberger

Title: Assistant Secretary

Date: 5/21/2020

City of Seabrook

By: Thomas G. Kolupski

Name: Thomas G Kolupski

Title: Mayor

Date: 6/3/2020

Note: Modification of this Form requires approval by the Office of the City Attorney.



City of Seabrook Request for Proposal Project #2020-03-324
Engineering Services: Inspection and Assessment of Water Wells

Sealed Request for Proposals for Water Well Inspection and Repair Services, Seabrook Project 2020-03-324 will be accepted until 2:00 PM on April 21, 2020 by the Purchasing Coordinator, Ashish Patel, 1700 First Street, Seabrook, Texas 77586, from vendors licensed in the state of Texas to provide services for the inspection and assessment of Potable Water Wells. Bids must be received and time stamped by the Purchasing Coordinator prior to the aforementioned time, when they will be publicly opened and read aloud in City Council Chambers. No late bids will be accepted. Bidding documents may be obtained at Seabrook City Hall or by contacting the Purchasing Coordinator, Ashish Patel through email apatel@seabrooktx.gov.

A mandatory pre-bid Conference and site visit is scheduled on April 14, 2020 at 2:00 PM to discuss the city's requirements under this RFP and see the project site.

PUBLISHED: Thursday, April 2, 2020
 Thursday, April 9, 2020

Table of Contents

I.	General Information	1
A.	INTENT	1
B.	RECEIPT AND OPENING OF BIDS	1
C.	BID MODIFICATION	1
D.	SCHEDULE CHANGES AND OTHER ADDENDUMS	1
E.	METHOD OF AWARD	2
F.	CONDITIONS OF WORK	2
G.	LAWS AND REGULATIONS	2
H.	CONFLICT OF INTEREST	2
I.	PROHIBITION ON CONTRACTS WITH CERTAIN COMPANIES	3
J.	PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL	3
K.	DISCLOSURE OF INTERESTED PARTIES	3
L.	NON-TRANSFERABLE AGREEMENT	4
M.	INDEMNIFICATION	4
N.	INSURANCE	5
O.	BID BOND	5
P.	PAYMENT AND PERFORMANCE BOND	5
Q.	TERM, RENEWAL, TERMINATION	6
R.	RATE OF PAY	7
S.	INVOICES AND PAYMENT	7
II.	Scope of Work	8
A.	INTENT	8
B.	PROJECT SPECIFICS	8
C.	EVALUATION CRITERIA	9
D.	INSTRUCTIONS FOR RESPONDING	10
FORM:	VENDOR INFORMATION FORM	
FORM:	HOUSE BILL 89 VERIFICATION FORM	

City of Seabrook RFP Timeline

<u>EVENT</u>	<u>DATE</u>
Issuance of RFP	04/02/2020
Published	04/02/2020 04/09/2020
Mandatory Site Visit (Pre-Bid Meeting)	04/14/2020
Response Due Date (2:00 PM)	04/21/2020
Response Opening (2:00 PM)	04/21/2020

Checklist of Documents to Return in Sealed Bid

- _____ Conflict of Interest Questionnaire (if needed)
- _____ Proposer's Residency Certification
- _____ House Bill 89 Verification Form

I. General Information

A. INTENT

The City of Seabrook seeks competitive bids from Professional vendors to inspect and repair water wells within the City of Seabrook.

B. RECEIPT AND OPENING OF BIDS

The City of Seabrook, (hereinafter called "CITY") invites bids on the form attached hereto. Sealed bids shall be submitted, **including one (1) marked original and one (1) marked duplicate** on the original forms and clearly marked with bid number and description. This form must be fully completed and signed by an authorized agent when submitted. The name and address of BIDDER shall be marked on the outside of the submitted bid packet, as well as the bid number and name. Any variance in any item must be specified clearly under the Exceptions to Bidder's Proposal by Bidder in order to be valid. Any exceptions may be just cause for disqualification.

Any bid received after the time and date specified shall not be considered.

C. BID MODIFICATIONS

Any BIDDER may modify their bid by sealed written communication at any time, provided such communication is received by Ashish Patel at 1700 First Street, Seabrook, Texas 77586, **prior to the due date, April 21, 2020 at 2:00 PM.**

No changes or alterations to the bid will be accepted after the due date, however, under certain circumstances, a BIDDER may be able to withdraw a BID if it contains a substantial mistake that would cause a great hardship if enforced against the BIDDER.

D. SCHEDULE CHANGES AND OTHER ADDENDUMS

CITY shall not provide interpretation of the meaning of the plans, specifications, or other pre-bid documents to any BIDDER orally. Such communication **must be submitted to the city in writing.** Every request for such interpretation should be in writing addressed to the Purchasing Coordinator, 1700 First Street, Seabrook, TX 77586, or emailed to Ashish Patel, apatel@seabrooktx.gov. All requests must be received at least three (3) days prior to the scheduled time for the receipt of bids.

Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the enclosed specifications which, if issued, will be submitted to all prospective BIDDERS not more than three (3) working days prior to the scheduled time for receipt of bids. Failure of any BIDDER to receive any such addenda or interpretation shall not relieve BIDDER from any obligation of the submitted bid. All addenda issued shall become part of the contract documents and must be acknowledged as received on the submitted document.

E. METHOD OF AWARD

Contract will be awarded to the best responsible bidder in compliance with Texas Local Government Code, Chapter 252.043.

All proposals received as specified will be evaluated by the City of Seabrook's Evaluation Committee in accordance with criteria set forth below. The evaluation process will have five steps.

1. Proposals will be reviewed to ensure compliance; non-compliant proposals will be rejected.
2. Proposals will be evaluated according to the evaluation criteria.
3. Shortlisted proposers may be selected for interview. Any necessary clarification will be sought at this time.
4. Following the interview, if needed, the successful Proposer will be notified and contract development/negotiations will begin.
5. Once City and the successful Proposer have approved the Contract, it will go to City Council for award.

The following criteria will be used by the evaluation committee to evaluate the proposal:

Percent	Description
40	Experience
20	Existing Client References/Work Performance
20	Personnel/Capacity to Perform
20	Cost

F. CONDITIONS OF WORK

Each Proposer must inform himself fully of the conditions relating to the services of the contract and the employment of labor thereon. Failure to do so will not relieve a successful Proposer of their obligation to furnish all services and labor necessary to carry out the provisions of the contract.

G. LAWS AND REGULATIONS

The Proposer's attention is directed to the fact that all applicable state laws, federal laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over such services shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though therein written out in full.

The successful Proposer shall be responsible for the receipt and payment of any local, state, or federal permits required for the Proposal, if applicable.

H. CONFLICT OF INTEREST

Chapter 176 of the Texas Local Government Code requires that any person who enters or seeks to enter into a contract for the sale or purchase of property, goods or services with a local

government entity and who has an employment or other business relationship with a local government officer or a family member of an officer, as described by Texas Local Government Code Section 176.006 shall file a complete Conflict of Interest Questionnaire with the Purchasing Coordinator within seven (7) days after the latter: 1) the date the person begins discussions or negotiations to enter into a contract, including submission of a bid or proposal, or 2) the date the person becomes aware of facts that require the statement to be filed. The Conflict of Interest Questionnaire (Form CIQ) is available from the City of Seabrook Purchasing Department by emailing Ashish Patel, apatel@seabrooktx.gov. Completed Conflict of Interest Questionnaire's may be mailed or delivered to the Purchasing Coordinator, 1700 First Street, Seabrook, TX 77586. Please consult your own legal advisor if you have questions regarding the statute or this form.

I. PROHIBITION ON CONTRACTS WITH CERTAIN COMPANIES

Pursuant to Section 2252.151 of the Texas Government Code, as of September 1, 2017, a governmental entity may not enter into a contract with companies that engage in business with Iran, Sudan, or known foreign terrorist organizations. These companies will be identified on a list prepared and maintained by the Texas State Comptroller.

J. PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL

Pursuant to Section 2270 of the Texas Government Code, as of September 1, 2017, a governmental entity may not enter into a contract for goods or services unless the contract contains a written verification from the company that it does not boycott Israel and will not boycott Israel during the term of the contract. A completed House Bill 89 Verification Form include will be required prior to award of contract.

K. DISCLOSURE OF INTERESTED PARTIES

Pursuant to Section 2252 of the Texas Local Government Code, as of January 1, 2016, most business entities entering into a contract with a local government that requires approval of the governing body must submit a Disclosure of Interested Parties (Form 1295) to the local government prior to the execution of the contract. The Texas Ethics Commission (TEC) has created a website application for business entities to submit the required information, and requires that the form be filed electronically. Prior to a Contract being submitted to City Council, the successful Proposer must complete Form 1295 on the TEC website, with a hard copy submitted the City. This form is **NOT** required unless there is a contract between the vendor and the City and should NOT be included with the SOQ.

The only exceptions to this requirement will be:

- Publicly traded companies, including wholly owned subsidiaries
- Electric Utilities
- Gas Utilities

L. NON-TRANSFERABLE AGREEMENT

The successful Proposer shall not assign or transfer, whether by an assignment or novation, any of its rights, duties, benefits, obligations, liabilities, or responsibilities under the Contract resulting from this SOQ without the prior written consent of the City Manager who is hereby authorized to give such consent by the City Council of the City; provided, however, that assignments to banks or other financial institutions may be made without consent of the City. Furthermore, in the event of a merger, consolidation or transfer of all or substantially all of the assets of successful Proposer, the surviving or resulting corporation or transferee of assets shall be bound by and shall have the benefit of the provisions of the Contract only upon the prior written consent of the City Manager. No assignment or novation of the Contract shall be valid unless the assignment or novation expressly provides that the assignment of any of the Contractor's rights or benefits under the Contract is subject to a prior lien for labor performed, services rendered, and materials, tools, and equipment supplied for the performance of the work under the Contract in favor of all persons, firms, or corporations rendering such labor or services or supplying such materials, tools, or equipment.

M. INDEMNIFICATION

THE CONTRACTOR HEREBY AGREES TO AND SHALL INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY, ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, DEMANDS, CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS AND ATTORNEYS' FEES, FOR INJURY TO OR DEATH OF ANY PERSON, FOR LOSS OF USE OR REVENUE, OR FOR DAMAGE TO ANY PROPERTY ARISING OUT OF OR IN CONNECTION WITH THE ACTUAL OR ALLEGED MALFUNCTION, DESIGN OR WORKMANSHIP IN THE MANUFACTURE OF EQUIPMENT, THE FULFILLMENT OF CONTRACT, OR THE BREACH OF ANY EXPRESS OR IMPLIED WARRANTIES UNDER THIS CONTRACT. SUCH INDEMNITY SHALL APPLY WHERE THE CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS OR LIABILITY ARISE IN PART FROM (I) THE JOINT NEGLIGENCE OF THE CITY AND THE CONTRACTOR, AND/OR THEIR RESPECTIVE OFFICERS, AGENTS AND/OR EMPLOYEES OR (II) THE SOLE NEGLIGENCE OF THE CONTRACTOR, ITS OFFICERS, AGENTS AND EMPLOYEES. IT IS THE EXPRESSED INTENTION OF THE PARTIES HERETO, BOTH CONTRACTOR AND THE CITY, THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH IS INDEMNITY BY CONTRACTOR TO INDEMNIFY AND PROTECT THE CITY FROM THE CONSEQUENCE OF (I) THE CITY'S OWN NEGLIGENCE WHERE THAT NEGLIGENCE IS A CONCURRING CAUSE WITH THAT OF THE CONTRACTOR OF THE INJURY, DEATH OR DAMAGE AND/OR (II) THE CONTRACTOR'S OWN NEGLIGENCE WHERE THAT NEGLIGENCE IS THE SOLE CAUSE OF THE INJURY, DEATH, OR DAMAGE. FURTHERMORE, THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL HAVE NO APPLICATION TO ANY CLAIM, LOSS, DAMAGE, CAUSE OF ACTION, SUIT AND LIABILITY WHERE IN INJURY, DEATH OR DAMAGE RESULTS FROM THE SOLE NEGLIGENCE OF THE CITY UNMIXED WITH THE FAULT OF ANY OTHER PERSON OR ENTITY. IN THE EVENT ANY ACTION OR PROCEEDING IS BROUGHT AGAINST THE CITY BY REASON OF ANY

OF THE ABOVE, THE CONTRACTOR AGREES AND COVENANTS TO DEFEND THE ACTION OR PROCEEDING BY COUNSEL ACCEPTABLE TO THE CITY. THE INDEMNITY PROVIDED FOR HEREIN SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS AGREEMENT.

N. INSURANCE

The successful Proposer shall keep and maintain during the term of the Contract resulting from this RFP, a comprehensive general liability policy, with the City named as Additional Named Insured, with limits of:

1. Workers' Compensation and employer's liability in amounts required by law
2. Commercial General Liability of not less than \$1,000,000.00 (combined single limit bodily injury and property damage per occurrence).
3. Comprehensive Automobile Liability insurance covering all owned, non-owned or hired automobiles to be used by the Contractor, with coverage at the minimum State of Texas requirements.
4. Professional Liability, Errors, Omissions in an amount to be determined.

A copy of current Certificates of Insurance should be included with your Proposal. Within ten (10) business days of execution of contract, an Insurance Policy Endorsement with City named as additional insured will be required. No work can begin until this is accepted by City.

Thirty (30) days prior notice of policy cancellation shall be provided to the City. The successful Proposer shall furnish the City with an Insurance Policy Endorsement evidencing such coverage. Such insurance shall include contractual liability insuring the indemnity agreements contained in this Proposal.

O. BID BOND

If the amount of the Proposal exceeds \$50,000, such Proposal shall be accompanied by a Bid Bond from an approved Surety company licensed to operate in the State of Texas to act as Surety, or a bonding company furnishing a certificate from the Texas State Board of Insurance Commissioners in the amount of five percent (5%) of the greatest amount Proposed and made payable without recourse to City of Seabrook. Said Proposal security shall serve as a guarantee that the successful Proposer will enter into a Contract with City and execute any additional required bonds within ten (10) business days after Council approval of Contract. Bid Bonds must be enclosed in the same envelope with the Proposal. Proposals without Bid Bonds may not be considered. All Bid Bonds will be retained by the City until the successful Proposer has executed the Contract and submitted required payment and performance bonds. Thereafter, all Bid Bonds, except that of successful Proposer if no additional bonds are required, will be returned within ten (10) business days.

P. PAYMENT AND PERFORMANCE BONDS

The City will require the contractor, prior to beginning any work, to execute bonds with the City. After City Council approval of the Contract, the successful bidder shall provide:

- **PERFORMANCE BOND:** If the amount proposed is \$100,000 or greater, the performance bond shall be 100% of that amount. If the amount shown is less than \$100,000 a performance bond is not required. The performance bond shall be for a one-year term. A new bond shall then be submitted each year if the contract is renewed. The performance bond is solely for the protection of the City; in the amount of the contract; and conditioned on the faithful performance of the work in accordance with the plans, specifications, and contract documents.
- **PAYMENT BOND:** If the amount shown on your proposal Cost Sheet is \$50,000 or greater, the payment bond shall be 100% of that amount. If the amount shown is less than \$50,000 a payment bond is not required. The payment bond shall be for a one-year term. A new bond shall then be submitted each year if the contract is renewed. The payment bond is solely for the protection and use of payment bond beneficiaries who have a direct contractual relationship with the prime contractor or a subcontractor to supply public work labor or material, and in the amount of the contract.

A bond required must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1, Vernon's Texas Insurance Code).

The bond must clearly and prominently display on the bond or on an attachment to the bond:

- the name, mailing address, physical address, and telephone number, including the area code, of the surety company to which any notice of claim should be sent; or
- the toll-free telephone number maintained by the Texas Department of Insurance under Subchapter B, Chapter 521, Insurance Code, and a statement that the address of the surety company to which any notice of claim should be sent may be obtained from the Texas Department of Insurance by calling the toll-free telephone number.

The City does not require a contractor for any construction contract to obtain a surety bond from any specific insurance or surety company, agent, or broker.

Q. TERM, RENEWAL AND TERMINATION

The Contract resulting from this Proposal shall have a term of the number of days within which, or the dates by which, the work is to be completed and ready for final payment. This term is to be determined in the contract negotiation process and included therein.

The successful Proposer shall perform in accordance with the terms and conditions of the resulting Contract. Charges of poor performance shall be documented by the City and submitted to the successful Proposer for corrective action. If continued poor performance is communicated, this will be deemed as a breach of these specifications and shall be the cause for immediate termination of the Contract. The City of Seabrook reserves the right to terminate the

contract for any reason by notifying the contractor in writing thirty (30) days prior to the termination date.

If any section, sentence, phrase, clause, or any part of any section, sentence, phrase, or clause, of the Contract shall, for any reason, not be legally or factually valid, such invalidity shall not affect the remaining portions of the Contract.

R. RATE OF PAY

All salaries to be paid as a result of the Contract awarded from this RFP shall be in compliance with all existing and future National, State and Local laws, ordinances and regulations, which in any manner affect the fulfillment of the Contract and compliance with same. The actual salaries shall be paid at the discretion of the Contract.

S. INVOICE AND PAYMENT

Proposer shall include Purchase Order number on corresponding invoice. Invoices will be emailed to payables@seabrooktx.gov or mailed to:

CITY OF SEABROOK
ATTN: ACCOUNTS PAYABLE
1700 FIRST STREET
SEABROOK, TX 77586

Pursuant to the Prompt Payment Act, the City of Seabrook shall pay for services within thirty (30) days of receipt of invoices and acceptance of all work. Acceptance by the City of Seabrook shall constitute all services required being received to the City's satisfaction.

II. Scope of Work

A. INTENT

The City of Seabrook ("City") seeks qualified water well inspection and repair firm(s) for the inspection and assessment of various (3) water wells around the City. Required services include performing a comprehensive evaluation conforming with the rules and regulations for public water systems as established by TCEQ in Title 30 Texas Administrative Code (30 TAC), Chapter 290:

- The interior and exterior condition of three (3) water wells of varying age, depth and configuration;
- The structural integrity and condition of the wells.

The inspection should include preparation of a conditions report, with recommendations for maintenance, repair and/or replacement of wells if needed.

B. PROJECT SPECIFICS

The current project is expected to include at minimum:

- Licensed inspection of the water wells.
- Preliminary report assessing the existing facilities and presenting recommended repairs or replacement needed to address maintenance and safety concerns.
- Emergency pump and well repairs.
- Well plugging.
- Electric logging.
- Camera services.
- Disinfection and water testing.
- Well cleaning.
- Flow and proficiency testing.

The City seeks the following minimum qualifications for Well Inspection companies:

- Conducted at least sixty (60) inspections of potable municipal water wells.
- Field inspector must have at least ten (10) years of water well inspection experience.
- Proposal shall include project references for at least five recent projects and the resume of the field inspector and report preparer.
- All equipment entering the water must be disinfected in accordance with AWWA standards for potable water wells.

1. Reports

Written reports shall be provided for each well and contain a complete assessment including the items listed above, and a representative selection of color photographs from both the

interior and exterior surfaces as an appendix to the report. The report must contain detailed recommendations for any safety, sanitary, or rehabilitation requirements along with estimated costs for budgetary purposes.

The City requires two (2) hard copies, and one (1) digital copy of the report. The digital copy should include copies of all photographs taken, and one (1) DVD containing a video inspection of the wells.

Location Specifications

Location/Description	Year Constructed	Last Major Maintenance
Well #1: 2027 Humble Drive	1967	2008
Well #2: 2501 Humble Drive	1973	2010
Well #3: 2613 S. Red Bluff Road	1984	2017

SELECTION PROCESS

SOQ's will be reviewed by an evaluation committee made up of City Staff. Following evaluations, the Evaluation Committee may schedule Interviews with prospective firms. The Evaluation Committee will make an award recommendation to the Seabrook City Council, who must approve all contracts. The City reserves the right to make multiple awards, splitting inspections between up to three vendors.

C. EVALUATION CRITERIA

Firms will be evaluated based solely on qualifications. Qualifications will be determined based on the following:

I. Experience:

Include information related to the Proposer's ability to satisfy the technical components described here. This information should include verifiable experience on similar projects in the last five years including project location, date, description, and description of services provided.

II. Existing Client References:

Provide references, including contact information, for at least five (5) clients. Please include recent, applicable projects performed for each structure type, including project description, design and description of services and client contact information.

III. Personnel:

Provide documentation exhibiting experience of personnel, such as resumes, of personnel who will work on City project(s).

IV. Cost:

Provide estimated cost amounts for the following:

- a. Predictive well maintenance analysis and report to include data summary, conclusion, performance test report, vibration analysis, static water level, well production rate, and recommended repairs for each well site

- b. Inspection services to include visual investigation of the equipment, motor, shaft, column, piping, downhole survey, detailed water quality, and bowl and screen analysis

- c. Repair services including mobilization and hourly service charges for personnel and equipment

D. INSTRUCTIONS FOR RESPONDING

1. Required Contents. The most qualified Proposer should have extensive experience in municipal projects and as detailed in the Scope of Work. The qualifications and commitment of the key personnel assigned is critically important in the qualification of a firm. Please provide the following in your proposal:
 - a. Cover letter and introduction including the name, phone number and email address of the person(s) authorized to represent the company regarding all matters related to the RFP.
 - b. Table of Contents - clearly identify what part of the RFP is being addressed in each section of the submittal.
 - c. Statement of Project Understanding.
 - d. Location of office(s) at which work will be performed.

- e. A description of the candidate firm/team, including brief history, number of employees and their disciplines, philosophy regarding client and customer service, location, years in business and any other information that may be useful to the decision making process.
 - f. A description of how the candidate envisions being able to provide services to the City of Seabrook and a demonstrated understanding of the high expectations of the City and its residents.
 - g. An organizational chart identifying team members and their areas of responsibility.
 - h. Resumes of Key Personnel who will be assigned to provide services to the City of Seabrook and who have the experience and level of expertise required along with current license numbers for Professionals who will be responsible for leading the team in their area of expertise with a statement committing the aforementioned staff.
 - i. List current and past projects similar to this completed by your firm, with emphasis on municipal or other government projects. List should include a brief description of the project. For at least 5, please include contact information for reference checks.
 - j. Information regarding the candidate firm's current and projected workload and its ability to meet project schedules and be available.
 - k. Describe any contracts for services awarded to your firm that have been canceled or terminated for unsatisfactory performance in any respect and a phone number and contact person for that organization. Please also provide a description of any legal proceedings involving your firm related any municipal client or municipal projects that were unresolved or active January 1, 2010, to present.
2. Additional Information. At your option, provide in your proposal any contractual language, terms, conditions, considerations, or contingencies your company would request or require to be included in the negotiated contract between the City and the selected submitter, should your company be awarded the final inspection contract. Approval of such language, terms, conditions, considerations, or contingencies offered by a submitter remains with the City.

VENDOR INFORMATION FORM

THIS REQUEST FOR PROPOSAL IS SUBMITTED TO THE CITY OF SEABROOK, TEXAS FOR HMGP APPLICATION AND ENGINEERING FOR WASTEWATER SYSTEM RETROFIT:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT PERSON NAME: _____

CONTACT PERSON TITLE: _____

TELEPHONE: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

LEGAL STATUS OF CORPORATION (CIRCLE ONE):

INDIVIDUAL PARTNERSHIP CORPORATION LIMITED LIABILITY COMPANY

House Bill 89 Verification Form

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) _____, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Company Name

Signature of Authorized Official

Title of Authorized Official

Date



Quotation

Quote Prepared by:

Brandon Upton

brandon.upton@alsaywater.com

www.alsaywater.com

Office 281-444-6960

Cell 832-799-0812

IT'S ALL ABOUT THE WATER.

6615 Gant Road

Houston, TX 77066

Quoted To:	Site Address:	Quote Info
City of Seabrook	Well #3	Date: 11/08/24
ATTN: Brian Craig		Quote# : 110824BU
1100 Red Bluff Rd, Seabrook	Contact Information:	Seabrook Well 3 Rehab
TX 77586	Email: bcraig@seabrooktx.gov	
	Phone: 281-291-5719	

LINE ITEM SUMMARY

LINE	QTY	DESCRIPTION	NET PRICE	EXT. PRICE
1	1	(Post Cleaning) Camera Survey	\$ 1,500.00	\$ 1,500.00
2	1	Mob and Demob Install Rig	\$ 5,625.00	\$ 5,625.00
3	15	20' x 8" Column Pipe	\$ 1,430.00	\$ 21,450.00
4	2	10' x 8" Column Pipe	\$ 785.40	\$ 1,570.80
5	15	20' x 2-1/2 x 1-1/2 Inner Column Assembly	\$ 1,430.00	\$ 21,450.00
6	2	10' x 2-1/2 x 1-1/2 Inner Column Assembly	\$ 1,150.60	\$ 2,301.20
7	17	Rubber Spiders	\$ 30.00	\$ 510.00
8	1	1-1/2" x 52" x 3/8" Keyway	\$ 2,100.00	\$ 2,100.00
9	1	5' x 8" Suction Pipe	\$ 1,550.00	\$ 1,550.00
10	1	Complete Top Special Assembly	\$ 2,325.00	\$ 2,325.00
11	1	400' of 1/4" SS Airline	\$ 1,600.00	\$ 1,600.00
12	1	1-1/2" x 2-1/2 Tension bearing	\$ 2,625.00	\$ 2,625.00
13	1	New 12-H-150 (6 Stage) 1350 GPM @ 350' TDH Bowl Assembly	\$ 23,022.00	\$ 23,022.00
14	1	New 150 Hp, 1800 RPM, 460v Motor	\$ 36,716.00	\$ 36,716.00
15	3	Bac-T Samples (Per) Min. 3 samples required	\$ 100.00	\$ 300.00
16			\$ -	\$ -
17			\$ -	\$ -
18			\$ -	\$ -
19			\$ -	\$ -

exclude



: Alsay Inc. # 672-22

Lead Time: 4-6 Weeks

QUOTE VALID FOR 30 DAYS - SALES TAX TO BE ADDED IF TAX EXEMPT CERT IS NOT SUPPLIED



Total: \$ 124,645.00

New Total = \$87,929

Company:
Name:
Date: 11/08/2024

**Pump:**

Size: 12-H-150 (stages: 6) Dimensions:
Type: VERT.TURB.ENCLOSED Suction: ---
Synch Speed: 1800 rpm Discharge: ---
Dia: 9.42 in Vertical Turbine:
Curve: CV12-H-1504P6CY Eye Area: 21.2 in²
Impeller: 12-H-150 Bowl Size: 12.7 in
Specific Speeds: Ns: 2600 Max Lateral: 1.14 in
Nss: 8000 Thrust K Factor: 9.7 lb/ft

Search Criteria:

Flow: 1350 US gpm Near Miss: ---
Head: 350 ft Static Head: 0 ft

Fluid:

Name: Water
SG: 1 Vapor Pressure: 0.256 psi a
Density: 62.4 lb/ft³ Atm Pressure: 14.7 psi a
Viscosity: 1.1 cP
Temperature: 60 °F Margin Ratio: 1

Pump Limits:

Temperature: 180 °F Sphere Size: 0.77 in
Wkg Pressure: 240 psi g Power: 417 hp

Motor:

Standard: NEMA Size: 150 hp
Enclosure: WP-I Speed: 1800 rpm
Frame: 444
Sizing Criteria: Max Power on Design Curve

Pump Selection Warnings:

None

--- Duty Point ---

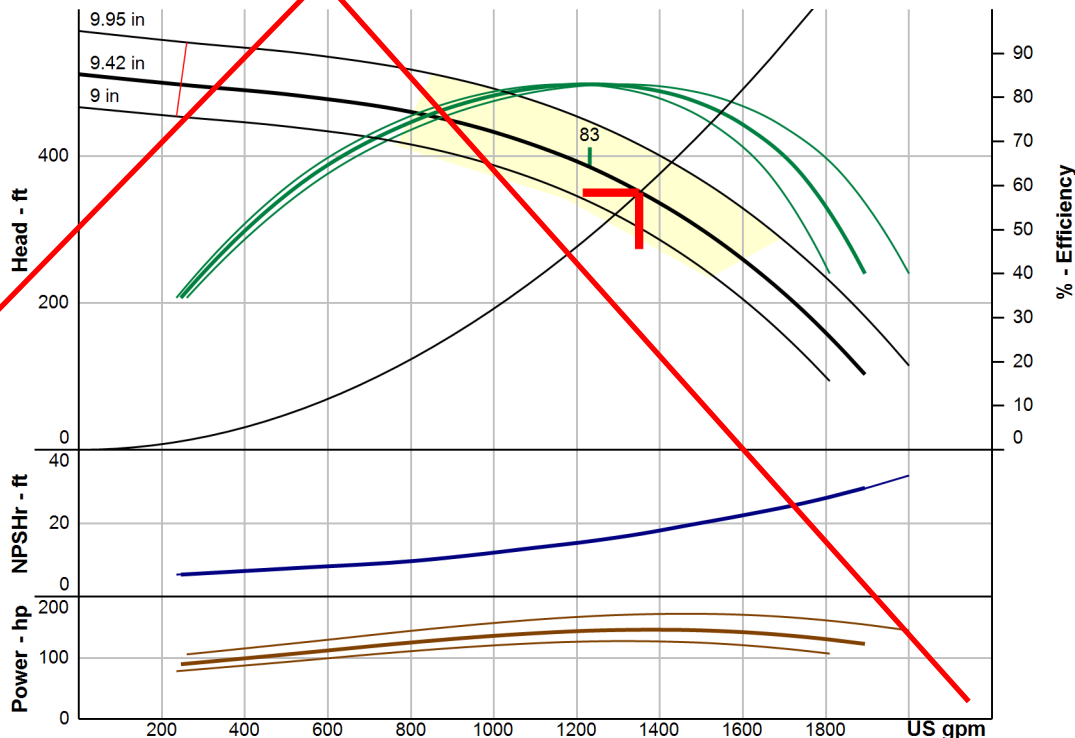
Flow: 1350 US gpm
Head: 352 ft
Eff: 82.2%
Power: 146 hp
NPSHr: 17 ft
Speed: 1770 rpm

--- Design Curve ---

Shutoff Head: 512 ft
Shutoff dP: 222 psi
Min Flow: 246 US gpm
BEP: 83% @ 1231 US gpm
NOL Power:
146 hp @ 1353 US gpm

--- Max Curve ---

Max Power:
172 hp @ 1430 US gpm



UNLESS OTHERWISE SPECIFIED: [1] LIMITS AND PERFORMANCE BASED ON STANDARD MATERIALS. [2] PERFORMANCE SHOWN MEETS HI 14.6-2011 GRADE 1B TOLERANCES AT THE RATED CONDITION WITHIN THE SELECTION WINDOW. [3] NPSHR AT 1ST STAGE IMPELLER CENTERLINE.

Performance Evaluation:

Flow US gpm	Speed rpm	Head ft	Efficiency %	Power hp	NPSHr ft
1620	1770	250	72.2	141	22.6
1350	1770	352	82.2	146	17
1080	1770	418	81.8	139	13.1
810	1770	459	74.8	126	9.75
540	1770	482	60.6	108	7.9



Agenda Briefing

Date of Meeting: November 19, 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 for approval to proceed with project recommendations and action needed for the 2025 Bond Program and May 2025 Election for the construction of a Police Station and a Municipal Pool.

Executive Summary / Background:

This item is to seek direction from the City Council on the 2 recommended city facility projects from the City's CIP program. To refine the drawings and cost estimates for a bond proposition additional work will be needed and this item will give direction at this will of City Council if such professional services should be extended and/or sought for such propositions.

1. Police Station - Relocation and construction of a new facility near the Roundabout on City-owned property

2. Municipal Pool - Demo of Old Pools and Construction of new lap pool and water feature(s)

Next Steps:

Bond Election - May 3, 2025

this is an upcoming stage for 2025 Bond Program

If Council calls a Bond Election in February, the propositions will be included in the May 3, 2025 ballot for Seabrook Voters

City Council Calling a Bond Election by deadline in February 2025

this is an upcoming stage for 2025 Bond Program

City Council must call a bond election, if they elect to do so.

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

City of Seabrook, Texas

October Monthly Financial Report

Fiscal Year Ending September 30, 2025

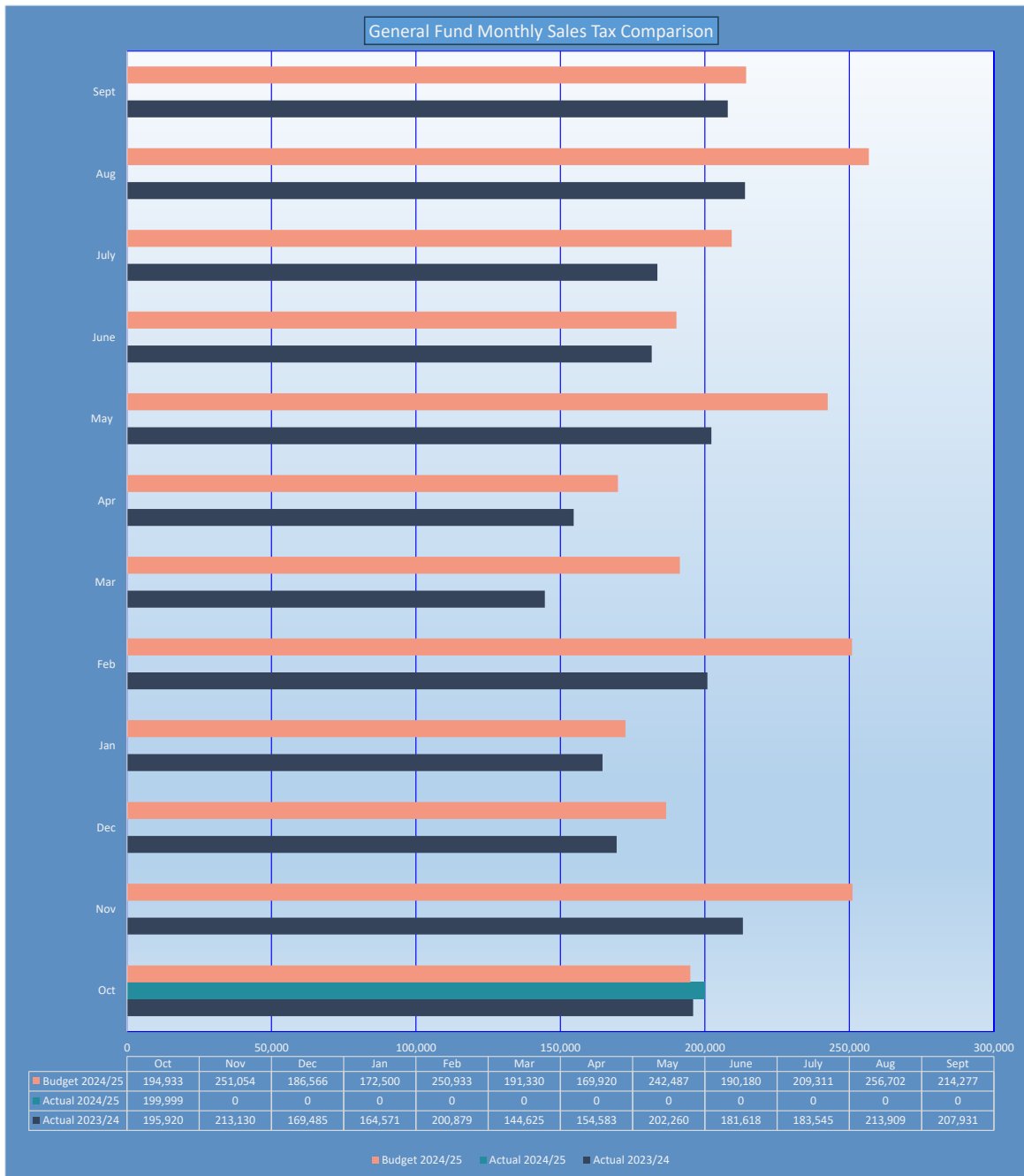


"The City of Seabrook is responsive, innovative and fiscally sound in delivering services that preserve, protect and enhance quality of life."

CITY OF SEABROOK
GENERAL FUND - MONTHLY REPORT
October 31, 2024

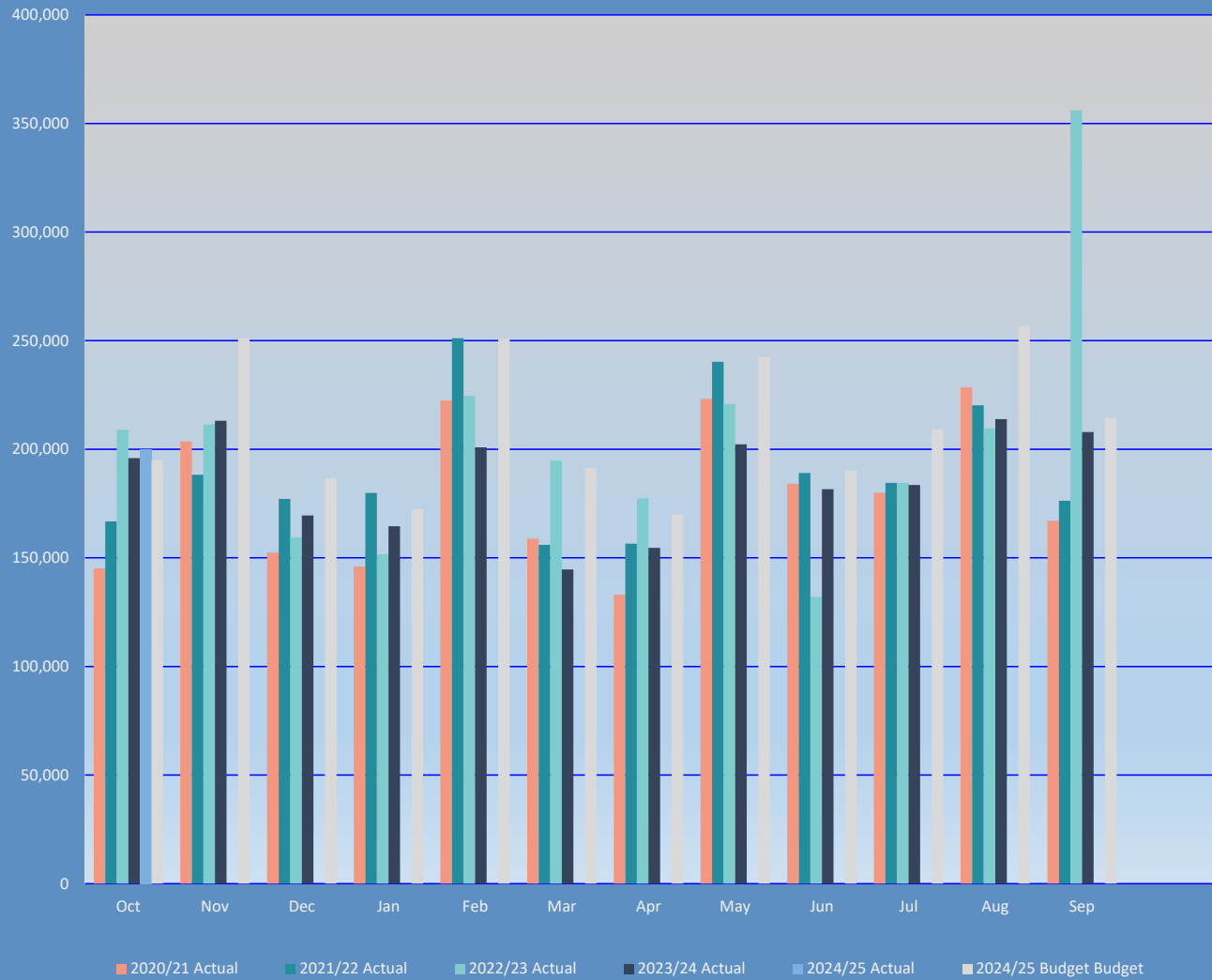
ANNUAL				FISCAL YEAR-TO-DATE		
		FORE VS BUD FAV/(UNFAV)				ACT VS BUD FAV/(UNFAV)
FORECAST	BUDGET	VARIANCE	GENERAL FUND	ACTUAL	BUDGET	VARIANCE
REVENUES						
7,030,611	7,032,067	(1,456)	AD Valorem Taxes	97	1,553	(1,456)
2,677,885	2,680,692	(2,807)	Sales Tax	209,600	212,407	(2,807)
726,724	730,013	(3,289)	Franchise Tax	40,788	44,077	(3,289)
110,055	109,720	335	Intergovernmental	9,479	9,143	335
534,429	500,000	34,429	Licenses & Permits	57,763	23,333	34,429
376,045	398,917	(22,872)	Charges for Services	5,218	28,090	(22,872)
468,802	450,998	17,804	Fines & Forfeitures	59,515	41,711	17,804
468,997	470,500	(1,503)	Interest Revenue	32,597	34,100	(1,503)
118,000	118,000	0	Industrial District Payment	0	0	0
478,332	475,710	2,622	Other Revenue	41,625	39,003	2,622
2,848,007	2,848,007	(0)	Transfers In	397,982	397,982	(0)
383,870	383,870	0	Use of Prior Year Funds	383,870	383,870	0
16,221,757	16,198,493	23,263	Total Revenues	1,238,533	1,215,270	23,263
EXPENDITURES*						
11,030,518	11,123,574	93,056	Personnel Services	804,674	897,730	93,056
364,695	369,224	4,529	Materials & Supplies	21,049	25,578	4,529
3,429,448	3,864,960	435,511	Services	239,228	674,739	435,511
389,943	402,435	12,492	Capital Outlay	18,208	30,700	12,492
443,296	443,296	0	Transfers Out	443,296	443,296	0
15,657,901	16,203,486	545,588	Total Expenditures	1,526,454	2,072,043	545,588
FUND BALANCE						
9,184,336	9,184,336	0	Beginning Balance Estimate	9,184,336	9,184,336	0
563,856	(4,993)	568,849	Change in Fund Balance	(287,921)	(856,773)	568,852
9,748,192	9,179,344	568,849	Ending Balance	8,896,415	8,327,563	568,852

	Current Year Actual October	Current Year Budget October	Change Budget to Actual	% Change Budget to Actual	Prior Year Actual October	Change Actual to Actual	% Change Actual to Actual
TAXES - CURRENT	-	-	-	0.00%	0	-	0.00%
PRIOR YEAR CUR TAX	-	-	-	0.00%	0	-	0.00%
TAXES - DELINQUENT	81	1,370	(1,289)	-94.09%	17	64	364.72%
PRIOR YEAR DEL TAX	-	-	-	0.00%	0	-	0.00%
PENALTY & INTEREST/TAXES	16	184	(168)	-91.37%	3	12	353.87%
AD VALOREM	97	1,553	(1,456)	-93.76%	21	76	362.91%
SALES TAX	199,999	194,933	5,065	2.60%	208,979	(8,980)	-4.30%
MIXED BEVERAGE TAX	9,601	17,474	(7,873)	-45.05%	11,853	(2,252)	-19.00%
SALES TAX	209,600	212,407	(2,807)	-1.32%	220,832	(11,232)	-5.09%
FRANCHISE TAX - PRIVATE	40,788	44,077	(3,289)	-7.46%	69,793	(29,005)	-41.56%
FRANCHISE-PUBLIC ENTERPRISE	-	-	-	0.00%	0	-	0.00%
FRANCHISE TAX	40,788	44,077	(3,289)	-7.46%	69,793	(29,005)	-41.56%
EMERGENCY MGT GRANT	-	-	-	0.00%	0	-	0.00%
FED/STATE DISASTER REIMBURSEMENT	-	-	-	0.00%	0	-	0.00%
TPWD WILDLIFE GRANT	-	-	-	0.00%	0	-	0.00%
GRANT	-	-	-	0.00%	0	-	0.00%
REIMBURSEMENT FROM EDC	9,479	9,143	335	3.67%	24,079	(14,600)	-60.63%
INTERGOVERNMENTAL	-	-	-	0.00%	24,079	(24,079)	-100.00%
LICENSES & PERMITS	57,763	23,333	34,429	147.56%	28,751	29,011	100.90%
LICENSES & PERMITS	57,763	23,333	34,429	147.56%	28,751	29,011	100.90%
AMBULANCE REVENUE	-	19,347	(19,347)	-100.00%	0	-	0.00%
DISPATCH & ANIMAL CONTROL	1,417	3,641	(2,225)	-61.09%	3,056	(1,639)	-53.64%
PARK FEES	2,301	3,425	(1,124)	-32.82%	1,742	559	32.09%
POOL RECEIPTS	-	-	-	0.00%	0	-	0.00%
PLAT FEES	1,500	1,676	(176)	-10.50%	0	1,500	0.00%
CHARGES FOR SERVICES	5,218	28,090	(22,872)	-81.42%	4,798	420	8.76%
DOT FINES	200	3,109	(2,909)	-93.57%	541	(341)	-63.02%
OMNI FEES	105	75	29	39.21%	61	43	71.13%
COURT FINES	59,163	38,230	20,933	54.76%	23,274	35,889	154.20%
MUN COURT-TIME PAYMENT FEE	47	296	(249)	-84.03%	57	(9)	-16.43%
FINES & FORFEITURES	59,515	41,711	17,804	42.69%	23,933	35,582	148.67%
INTEREST EARNINGS	32,597	34,100	(1,503)	-4.41%	19,895	12,702	63.85%
INTEREST REVENUE	32,597	34,100	(1,503)	-4.41%	19,895	12,702	63.85%
INDUSTRIAL DISTRICT PAYMENT	-	-	-	0.00%	0	-	0.00%
INDUSTRIAL DISTRICT PAYMENT	-	-	-	0.00%	0	-	0.00%
LEASE OF FIRE STATION	26,852	27,384	(532)	-1.94%	27,384	(532)	-1.94%
OTHER REVENUE	530	1,116	(586)	-52.50%	4,769	(4,239)	-88.89%
CITY EVENTS REVENUE	14,243	10,500	3,743	35.64%	0	14,243	0.00%
OTHER REVENUE	41,625	39,003	2,622	6.72%	32,153	9,472	29.46%
TRANSFER TO OTHER FUNDS	-	-	-	0.00%	0	-	0.00%
SANITATION FRANCHISE TRANSFER	36,941	36,941	0	0.00%	31,052	5,889	18.96%
REIMBURSEMENT FROM ENTERPRISE	185,788	185,788	(0)	0.00%	169,513	16,275	9.60%
TRANSFERS IN	397,982	397,982	(0)	0.00%	200,565	197,417	98.43%
TRANSFER (TO)	-	-	-	0.00%	0	-	0.00%
TRANSFER FROM (TO) CAPITAL PROJECTS	(443,296)	(443,296)	-	0.00%	0	(443,296)	0.00%
TRANSFERS OUT	(443,296)	(443,296)	-	0.00%	0	(443,296)	0.00%
USE OF PRIOR YEAR FUNDS	383,870	383,870	-	0.00%	1,264,643	(880,773)	-69.65%
USE OF PRIOR YEAR FUNDS	383,870	383,870	-	0.00%	1,264,643	(880,773)	-69.65%



	Sales Tax			Actual to Prior Year	% Actual to Prior Year	Current Year Actual to Budget	% Current Year to Budget
	2023/24	2024/25	2024/25				
	Actual	Actual	Budget				
October	195,920	199,999	194,933	4,079	2.08%	5,065	2.60%
November	213,130	-	251,054	-	0.00%	-	0.00%
December	169,485	-	186,566	-	0.00%	-	0.00%
January	164,571	-	172,500	-	0.00%	-	0.00%
February	200,879	-	250,933	-	0.00%	-	0.00%
March	144,625	-	191,330	-	0.00%	-	0.00%
April	154,583	-	169,920	-	0.00%	-	0.00%
May	202,260	-	242,487	-	0.00%	-	0.00%
June	181,618	-	190,180	-	0.00%	-	0.00%
July	183,545	-	209,311	-	0.00%	-	0.00%
August	213,909	-	256,702	-	0.00%	-	0.00%
September	207,931	-	214,277	-	0.00%	-	0.00%
Totals	195,920	199,999	194,933	4,079	2.08%	5,065	2.60%

General Fund Annual Sales Tax Total

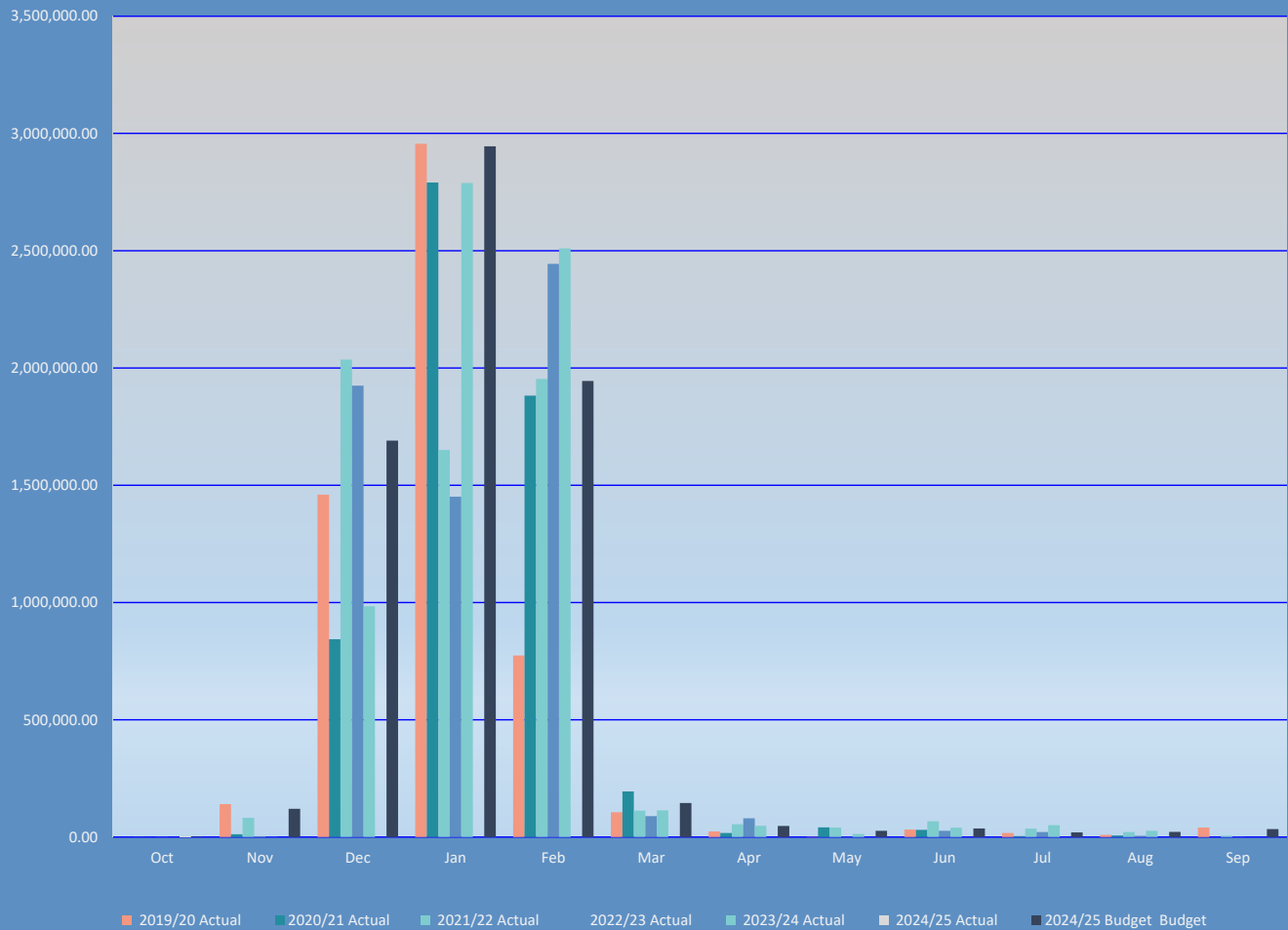


Annual Sales Tax Comparison					
	2020/21	2021/22	2022/23	2023/24	2024/25
	Actual	Actual	Actual	Actual	Actual
October	145,108	166,770	208,979	195,920	199,999
November	203,552	188,209	211,466	213,130	-
December	152,368	177,351	159,457	169,485	-
January	146,031	179,869	151,510	164,571	-
February	222,449	251,364	224,575	200,879	-
March	158,810	155,958	194,773	144,625	-
April	133,014	156,548	177,359	154,583	-
May	223,227	240,286	220,807	202,260	-
June	184,071	189,052	132,011	181,618	-
July	179,978	184,494	184,482	183,545	-
August	228,456	220,228	209,582	213,909	-
September	167,046	176,273	356,025	207,931	-
Totals	2,144,110	2,286,402	2,431,025	2,232,458	199,999

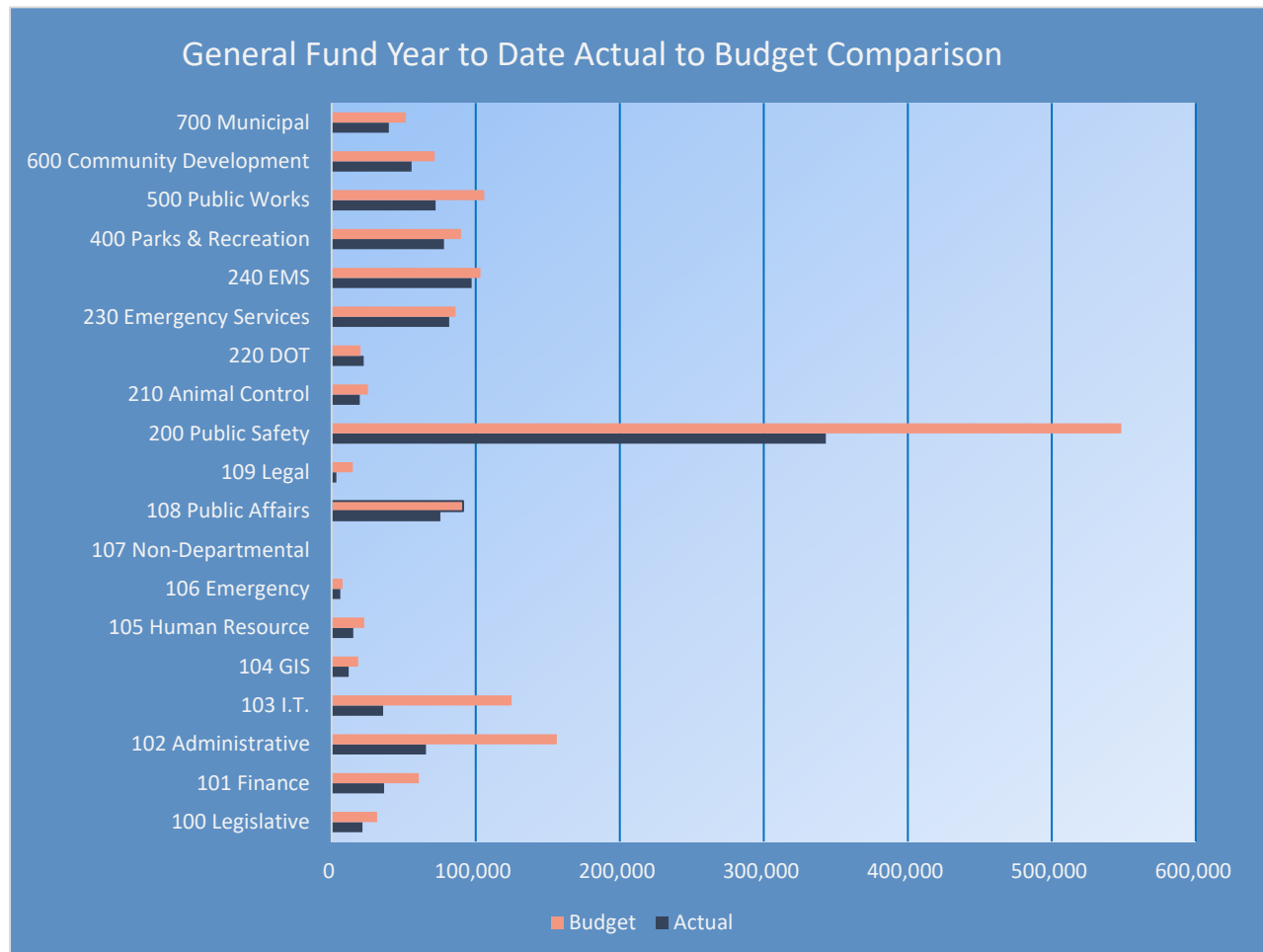
Property Tax

	2024/25 Budget	2024/25 Actual	YTD Actual to Budget	YTD % Actual to Budget	2023/24 Actual	Actual to Prior Year	% Actual to Actual
October	1,553	97	(1,456)	-93.76%	-	97	0.00%
November	120,441	-	-	0.00%	8	-	0.00%
December	1,690,168	-	-	0.00%	983,949	-	0.00%
January	2,944,901	-	-	0.00%	2,788,445	-	0.00%
February	1,944,494	-	-	0.00%	2,509,975	-	0.00%
March	144,758	-	-	0.00%	113,678	-	0.00%
April	47,351	-	-	0.00%	47,666	-	0.00%
May	26,846	-	-	0.00%	13,526	-	0.00%
June	36,389	-	-	0.00%	39,703	-	0.00%
July	19,792	-	-	0.00%	50,673	-	0.00%
August	21,739	-	-	0.00%	26,247	-	0.00%
September	33,636	-	-	0.00%	-	-	0.00%
Totals	1,553	97	-1,456	-93.76%	0	97	#DIV/0!

General Fund Annual Property Tax Total



EXPENDITURES*	Actual	Budget	Variance	
100 Legislative	21,282	31,479	10,198	32.39%
101 Finance	36,372	60,459	24,087	39.84%
102 Administrative	65,458	156,203	90,745	58.09%
103 I.T.	35,727	124,937	89,210	71.40%
104 GIS	11,734	18,307	6,573	35.90%
105 Human Resource	14,913	22,475	7,563	33.65%
106 Emergency	5,901	7,516	1,615	21.49%
107 Non-Departmental	0	0	0	#DIV/0!
108 Public Affairs	75,413	91,261	15,848	17.37%
109 Legal	3,245	14,660	11,415	77.86%
200 Public Safety	343,114	548,229	205,114	37.41%
210 Animal Control	19,486	25,170	5,685	22.58%
220 DOT	22,160	19,979	(2,181)	-10.92%
230 Emergency Services	81,567	85,984	4,417	5.14%
240 EMS	97,208	103,346	6,138	5.94%
400 Parks & Recreation	77,949	89,783	11,834	13.18%
500 Public Works	72,196	105,952	33,756	31.86%
600 Community Development	55,466	71,470	16,005	22.39%
700 Municipal	39,664	51,537	11,874	23.04%
900 Disaster	4,307	0	0	0
Total	1,083,160	1,628,749	549,895	33.76%



CITY OF SEABROOK
GENERAL FUND - MONTHLY REPORT
October 31, 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						
258,635	260,745	2,110	100 Legislative	14,985	17,095	2,110
487,473	491,907	4,434	101 Finance	33,775	38,209	4,434
358,852	348,927	(9,925)	102 Administrative	37,396	27,471	(9,925)
373,297	374,289	992	103 I.T.	27,919	28,910	992
165,151	168,219	3,068	104 GIS	11,262	14,330	3,068
279,851	288,057	8,206	105 Human Resource	11,962	20,167	8,206
77,745	77,997	252	106 Emergency	5,781	6,033	252
0	0	0	107 Non-Departmental	0	0	0
122,845	126,556	3,711	108 Public Affairs	6,142	9,853	3,711
48,429	47,656	(773)	109 Legal	3,245	2,472	(773)
4,432,083	4,471,470	39,387	200 Public Safety	314,875	354,262	39,387
240,663	244,566	3,903	210 Animal Control	16,176	20,079	3,903
244,017	241,043	(2,974)	220 DOT	22,067	19,093	(2,974)
97,103	98,822	1,719	230 Emergency Services	5,781	7,500	1,719
964,055	967,848	3,793	240 EMS	77,299	81,092	3,793
792,485	803,233	10,748	400 Parks & Recreation	60,321	71,069	10,748
848,814	856,247	7,433	500 Public Works	63,441	70,874	7,433
702,765	711,220	8,455	600 Community Development	53,021	61,476	8,455
536,259	544,776	8,517	700 Municipal	39,227	47,743	8,517
0	0	0	900 Hurricane	0	0	0
11,030,518	11,123,574	93,056	Total Expenditures	804,674	897,730	93,056

CITY OF SEABROOK
GENERAL FUND - MONTHLY REPORT
October 31, 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>GENERAL FUND</u>		<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>		
MATERIALS & SUPPLIES									
2,131	2,100	(31)	100 Legislative		31	0	(31)		
23,524	26,110	2,586	101 Finance		(713)	1,874	2,586		
1,451	1,550	99	102 Administrative		0	99	99		
2,971	3,000	29	103 I.T.		0	29	29		
12,540	13,100	560	104 GIS		207	766	560		
887	950	63	105 Human Resource		0	63	63		
2,423	2,530	107	106 Emergency		0	107	107		
0	0	0	107 Non-Departmental		0	0	0		
2,889	3,150	261	108 Public Affairs		0	261	261		
0	0	0	109 Legal		0	0	0		
97,426	98,169	743	200 Public Safety		6,767	7,510	743		
8,446	8,610	164	210 Animal Control		255	420	164		
9,611	10,000	389	220 DOT		65	454	389		
5,359	5,314	(45)	230 Emergency Services		839	794	(45)		
37,892	36,000	(1,892)	240 EMS		5,852	4,269	(1,583)		
76,317	76,957	640	400 Parks & Recreation		4,957	5,597	640		
46,012	47,234	1,222	500 Public Works		1,335	2,557	1,222		
12,655	12,100	(555)	600 Community Development		1,076	521	(555)		
7,219	7,100	(119)	700 Municipal		377	258	(119)		
0	0	0	900 Hurricane		0	0	0		
349,755	353,974	4,219	Total Expenditures		21,049	25,578	4,529		

CITY OF SEABROOK
GENERAL FUND - MONTHLY REPORT
October 31, 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						
118,241	126,360	8,119	100 Legislative	6,265	14,384	8,119
230,064	247,130	17,066	101 Finance	3,310	20,376	17,066
321,213	409,285	88,072	102 Administrative	28,062	116,134	88,072
196,938	285,127	88,189	103 I.T.	7,808	95,997	88,189
40,399	43,345	2,946	104 GIS	0	2,946	2,946
35,619	34,913	(706)	105 Human Resource	2,951	2,245	(706)
32,196	33,452	1,256	106 Emergency	120	1,376	1,256
0	0	0	107 Non-Departmental	0	0	0
133,042	144,919	11,876	108 Public Affairs	69,271	81,148	11,876
165,813	178,000	12,187	109 Legal	0	12,187	12,187
402,687	567,671	164,984	200 Public Safety	21,473	186,457	164,984
37,564	39,182	1,618	210 Animal Control	2,518	4,136	1,618
9,046	9,450	404	220 DOT	28	432	404
867,944	870,689	2,745	230 Emergency Services	69,648	72,393	2,745
95,220	99,150	3,930	240 EMS	7,628	11,559	3,930
234,526	234,973	447	400 Parks & Recreation	10,370	10,817	447
427,769	452,871	25,102	500 Public Works	4,858	29,960	25,102
56,045	64,151	8,106	600 Community Development	550	8,656	8,106
20,817	24,293	3,476	700 Municipal	60	3,536	3,476
4,307	0	(4,307)	900 Hurricane	4,307	0	(4,307)
3,429,448	3,864,960	435,511	Total Expenditures	239,228	674,739	435,511

CITY OF SEABROOK
GENERAL FUND - MONTHLY REPORT
October 31, 2024

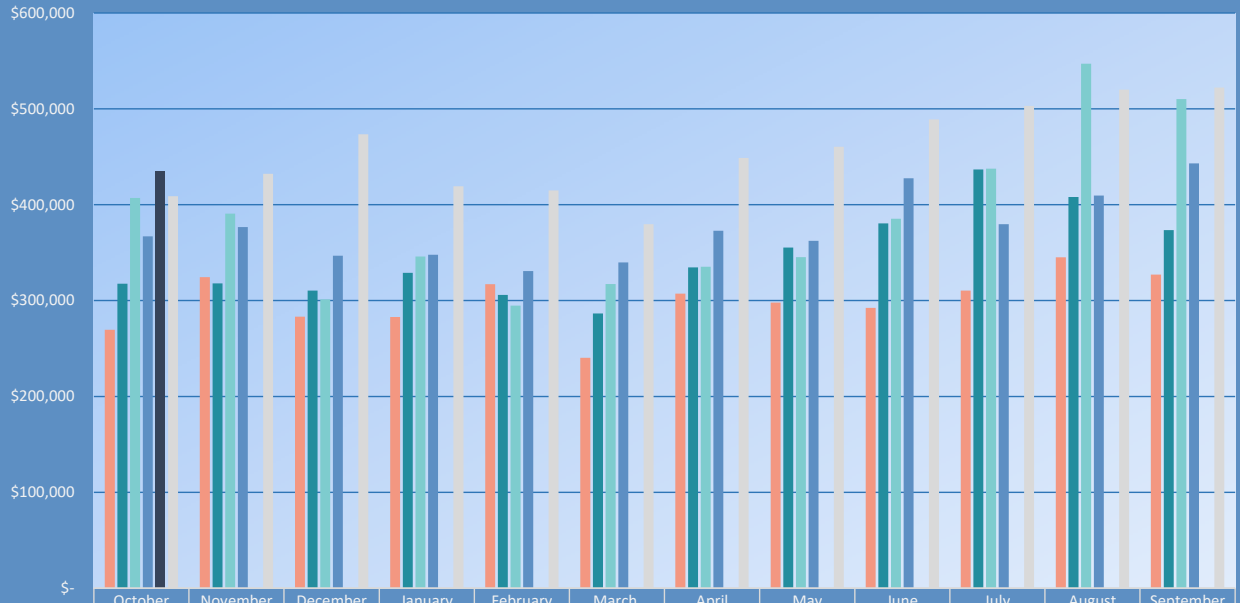
ANNUAL							FISCAL YEAR-TO-DATE		
<u>FORECAST</u>	<u>BUDGET</u>	FORE VS BUD	<u>GENERAL FUND</u>	<u>ACTUAL</u>	<u>BUDGET</u>	ACT VS BUD		<u>VARIANCE</u>	
		FAV/(UNFAV)				FAV/(UNFAV)			
		<u>VARIANCE</u>							
CAPITAL									
0	0	0	100 Legislative	0	0	0			
0	0	0	101 Finance	0	0	0			
137,501	150,000	12,500	102 Administrative	0	12,500	12,500			
0	0	0	103 I.T.	0	0	0			
3,183	3,183	(0)	104 GIS	265	265	(0)			
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			
6,432	6,432	(0)	210 Animal Control	536	536	(0)			
0	0	0	220 DOT	0	0	0			
63,591	63,589	(2)	230 Emergency Services	5,299	5,297	(2)			
77,152	77,149	(3)	240 EMS	6,429	6,427	(3)			
61,518	61,517	(1)	400 Parks & Recreation	2,300	2,299	(1)			
30,742	30,741	(1)	500 Public Works	2,562	2,561	(1)			
9,826	9,826	(0)	600 Community Development	819	819	(0)			
0	0	0	700 Municipal	0	0	0			
0	0	0	900 Hurricane	0	0	0			
389,943	402,435	12,492	Total Expenditures	18,210	30,702	12,492			

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
October 31, 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						
5,945,035	5,894,169	50,866	Water Sales	491,309	440,444	50,866
4,130,160	4,100,977	29,183	Sewer Service Charge	339,077	309,894	29,183
3,171,107	3,170,444	663	Sanitation Service Charge	252,617	251,954	663
5,540	6,000	(460)	Permits & Fees	0	460	(460)
88,196	89,678	(1,482)	Interest Income	6,378	7,859	(1,482)
273,312	273,659	(347)	Other Revenue	21,348	21,695	(347)
196,944	196,944	0	Transfers In	16,412	16,412	0
100,000	100,000	0	Prior Year Funds	100,000	100,000	0
13,910,294	13,831,871	78,423	Total Revenues	1,227,141	1,148,717	78,423
EXPENDITURES						
1,590,629	1,614,522	23,893	Personnel Services	117,759	141,652	23,893
77,390	78,005	615	Materials & Supplies	5,184	5,799	615
7,110,764	7,159,204	48,440	Services	256,825	305,265	48,440
554,462	560,000	5,538	Infrastructure Maintenance	16,107	21,645	5,538
156,509	156,509	(0)	Capital Outlay	3,042	3,042	(0)
1,559,176	1,554,948	(4,228)	Debt Payments	129,579	125,350	(4,228)
2,672,753	2,672,753	(0)	Transfers Out	222,729	222,729	(0)
675	0	(675)	Hurricane	0	0	0
13,722,358	13,795,941	73,582	Total Expenditures	751,225	825,483	74,257
FUND BALANCE						
2,687,972	2,687,972	0	Beginning Balance Estimate	2,687,972	2,687,972	0
187,936	35,930	152,006	Change in Fund Balance	475,915	323,235	152,681
2,875,908	2,723,902	152,006	Ending Balance	3,163,887	3,011,207	152,681

	Current Year Actual October	Current Year Budget October	Change Budget to Actual	% Change Budget to Actual	Prior Year Actual October	Change Actual to Actual	% Change Actual to Actual
WATER SERVICE	433,554	408,890	24,664	6.03%	403,588	29,965	7.42%
WATER SERVICE-EL JARDIN	-	-	0	0.00%	-	-	0.00%
WATER SERVICE-EL LAGO	37,873	25,274	12,598	49.85%	33,601	4,272	12.71%
WATER TAP FEES	13,456	2,021	11,435	565.90%	2,559	10,897	425.83%
PENALTIES-UTILITIES	6,427	4,259	2,168	50.92%	3,033	3,394	111.90%
WATER SALES	491,309	440,444	50,866	11.55%	442,781	48,528.30	10.96%
LICENSES & PERMITS	-	460	-460	-100.00%	375	(375)	-100.00%
PERMITS & FEES	-	460	-460	-100.00%	375	(375)	-100.00%
INTEREST EARNINGS	3,189	3,819	-630	-16.51%	2,112	1,077	50.97%
INTEREST INCOME	3,189	3,819	-630	-16.51%	2,112	1,077	50.97%
OTHER REVENUE	2,625	1,914	711	37.16%	1,450	1,175	81.03%
GAIN IN SALE ON FIXED ASSETS	-	-	0	0.00%	-	-	0.00%
OTHER REVENUE	2,625	1,914	711	37.16%	1,450	1,175	81.03%
TRANS FRM/(TO) OTHER FUNDS	8,206	8,206	0	0.00%	8,078	128	1.59%
TRANSFERS IN	8,206	8,206	0	0.00%	8,078	128	1.59%
USE OF PRIOR YEAR FUNDS	-	-	0	0.00%	-	-	0.00%
USE OF PRIOR YEAR FUNDS	-	-	0	0.00%	-	-	0.00%
SEWER SERVICE	332,954	303,577	29,378	9.68%	332,030	924	0.28%
SEWER SERVICE	1,186	3,381	-2,195	-64.93%	1,569	(384)	-24.45%
PENALTIES - UTILITIES	4,937	2,936	2,001	68.15%	2,482	2,454	98.88%
SEWER SERVICE CHARGE	339,077	309,894	29,183	9.42%	336,082	2,995	0.89%
INTEREST EARNINGS	2,676	3,039	-363	-11.93%	1,765	912	51.67%
INTEREST INCOME	2,676	3,039	-363	-11.93%	1,765	912	51.67%
OTHER REVENUE	-	-	0	0.00%	-	-	0.00%
OTHER REVENUE	-	-	0	0.00%	-	-	0.00%
TRANSFER FROM EDC	8,206	8,206	0	0.00%	8,078	128	1.59%
TRANSFERS IN	8,206	8,206	0	0.00%	8,078	128.25	1.59%
FRANCHISE FEES	35,106	34,624	482	1.39%	32,966	2,141	6.49%
COMMERCIAL SANITATION	113,137	115,288	-2,151	-1.87%	110,725	2,413	2.18%
RESIDENTIAL SANITATION	102,852	100,860	1,992	1.98%	93,449	9,404	10.06%
PENALTIES-UTILITIES	1,520	1,181	340	28.75%	697	824	118.30%
SANITATION SERVICE CHARGES	252,617	251,954	663	0.26%	237,835	14,781.19	6.21%
INTEREST EARNINGS	513	1,001	-489	-48.80%	348	165	47.42%
INTEREST INCOME	513	1,001	-489	-48.80%	348	165	47.42%
SALE OF BAGS	-	50	-50	-100.00%	-	-	0.00%
SANITATION BILLING FEES	18,723	19,731	-1,008	-5.11%	17,582	1,142	6.49%
OTHER REVENUE	18,723	19,781	-1,058	-5.35%	17,582	1,142	6.49%

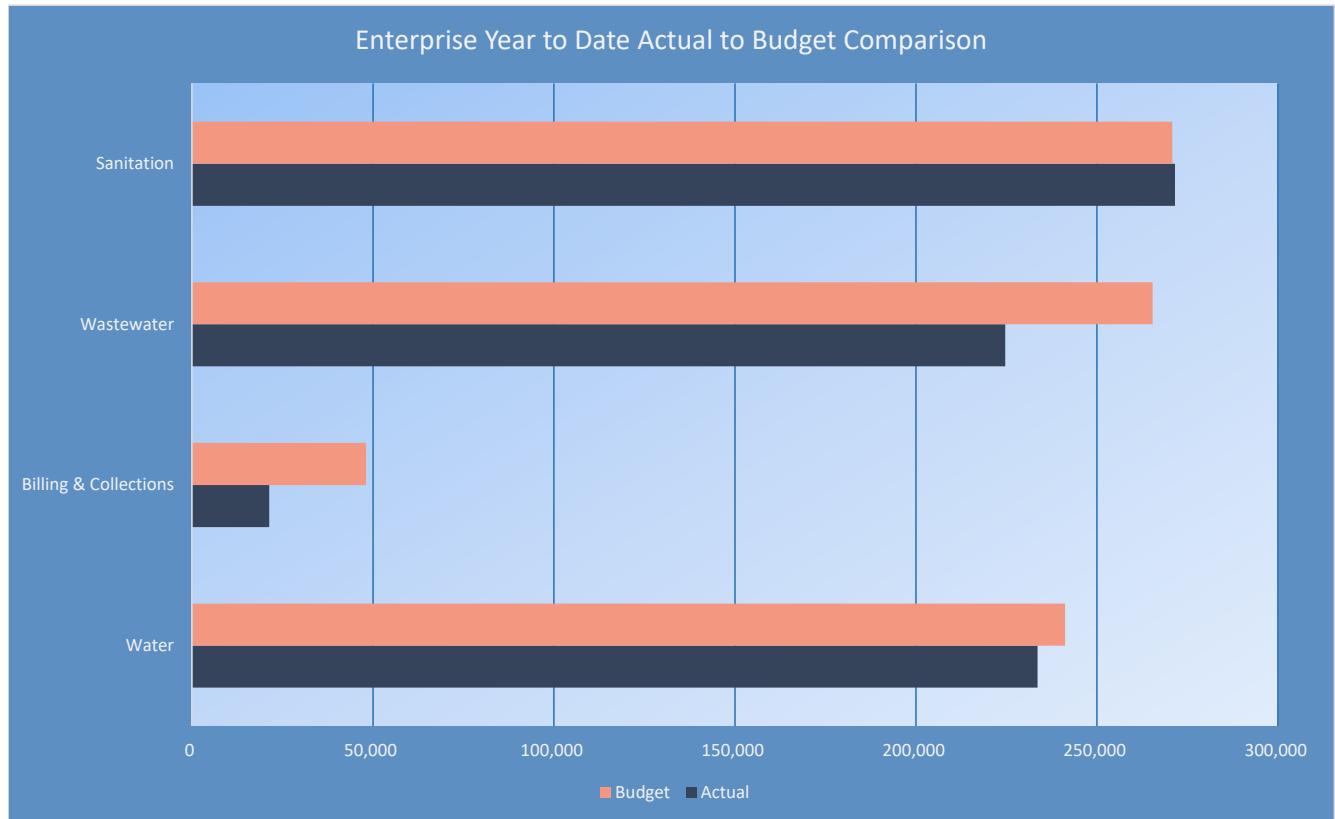
Monthly Water Billing



	October	November	December	January	February	March	April	May	June	July	August	September
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	\$443,158
2024/25 Actual	\$435,013	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
2024/25 Budget	\$408,890	\$432,243	\$473,495	\$419,181	\$414,818	\$379,668	\$448,850	\$460,445	\$489,079	\$502,976	\$520,154	\$522,224

■ 2020/21 Actual
 ■ 2021/22 Actual
 ■ 2022/23 Actual
 ■ 2023/24 Actual
 ■ 2024/25 Actual
 ■ 2024/25 Budget

EXPENDITURES*	Actual	Budget	Variance	
Water	233,597	241,205	7,608	3.15%
Billing & Collections	21,370	48,104	26,734	55.57%
Wastewater	224,698	265,384	40,686	15.33%
Sanitation	271,561	270,789	(772)	-0.29%
Total	751,226	825,482	74,256	9.00%



Monthly Sewer Billing



CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
October 31, 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							
0	0	0	900 Hurricane	0	0	0	
746,023	753,939	7,916	902 Water	58,206	66,122	7,916	
262,114	267,029	4,915	905 Billing	18,085	23,000	4,915	
582,491	593,554	11,063	912 Sewer	41,468	52,531	11,063	
0	0	0	922 Sanitation	0	0	0	
1,590,629	1,614,522	23,893	Total Expenditures	117,759	141,652	23,893	

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
October 31, 2024

ANNUAL				FISCAL YEAR-TO-DATE			
		FORE VS BUD	ENTERPRISE FUND			ACT VS BUD	
FORECAST	BUDGET	FAV/(UNFAV)		ACTUAL	BUDGET	FAV/(UNFAV)	
		VARIANCE				VARIANCE	
SUPPLIES							
0	0	0	900 Hurricane	0	0	0	
22,296	22,465	169	902 Water	1,286	1,454	169	
35,251	35,130	(121)	905 Billing	2,905	2,784	(121)	
19,843	20,410	567	912 Sewer	993	1,560	567	
0	0	0	922 Sanitation	0	0	0	
77,390	78,005	615	Total Expenditures	5,184	5,799	615	

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
October 31, 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						
675	0	(675)	900 Hurricane	0	0	0
2,936,053	2,948,666	12,613	902 Water	2,939	15,552	12,613
205,887	227,827	21,940	905 Billing	380	22,320	21,940
983,238	997,898	14,660	912 Sewer	19,463	34,123	14,660
2,985,585	2,984,813	(772)	922 Sanitation	234,043	233,270	(772)
7,111,439	7,159,204	47,765	Total Expenditures	256,825	305,265	48,440

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
October 31, 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						
0	0	0	900 Hurricane	0	0	0
295,979	285,000	(10,979)	902 Water	16,107	5,128	(10,979)
0	0	0	905 Billing	0	0	0
258,483	275,000	16,517	912 Sewer	0	16,517	16,517
0	0	0	922 Sanitation	0	0	0
554,462	560,000	5,538	Total Expenditures	16,107	21,645	5,538

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
October 31, 2024

ANNUAL				FISCAL YEAR-TO-DATE			
		FORE VS BUD	ENTERPRISE FUND			ACT VS BUD	
FORECAST	BUDGET	FAV/(UNFAV)		ACTUAL	BUDGET	FAV/(UNFAV)	
		VARIANCE				VARIANCE	
CAPITAL							
0	0	0	900 Hurricane	0	0	0	
21,415	21,415	(0)	902 Water	1,368	1,368	(0)	
0	0	0	905 Billing	0	0	0	
135,095	135,095	(0)	912 Sewer	1,675	1,674	(0)	
0	0	0	922 Sanitation	0	0	0	
156,509	156,509	(0)	Total Expenditures	3,042	3,042	(0)	

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
October 31, 2024

ANNUAL				FISCAL YEAR-TO-DATE			
		FORE VS BUD	ENTERPRISE FUND			ACT VS BUD	
FORECAST	BUDGET	FAV/(UNFAV)		ACTUAL	BUDGET	FAV/(UNFAV)	
		VARIANCE				VARIANCE	
DEBT PAYMENTS							
0	0	0	900 Hurricane	0	0	0	
779,583	777,474	(2,109)	902 Water	64,790	62,681	(2,109)	
0	0	0	905 Billing	0	0	0	
779,594	777,474	(2,120)	912 Sewer	64,790	62,670	(2,120)	
0	0	0	922 Sanitation	0	0	0	
1,559,176	1,554,948	(4,229)	Total Expenditures	129,579	125,350	(4,229)	

CITY OF SEABROOK
ENTERPRISE FUND - MONTHLY REPORT
October 31, 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						
0	0	0	900 Hurricane	0	0	0
1,066,817	1,066,817	0	902 Water	88,901	88,901	0
0	0	0	905 Billing	0	0	0
1,155,718	1,155,718	(0)	912 Sewer	96,310	96,310	(0)
450,218	450,218	(0)	922 Sanitation	37,518	37,518	(0)
2,672,753	2,672,753	(0)	Total Expenditures	222,729	222,729	(0)

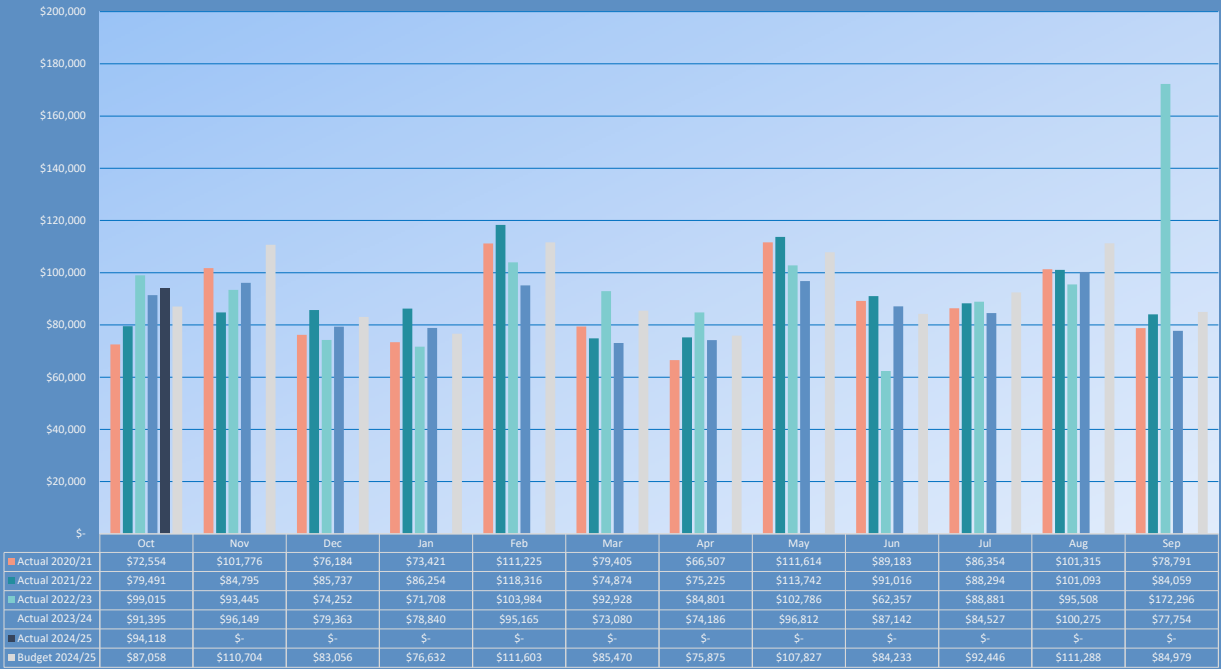
CITY OF SEABROOK
HOTEL/MOTEL FUND - MONTHLY REPORT
October 31, 2024

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						
632,592	566,263	66,329	Hotel Occupancy Tax	161,896	95,567	66,329
35,737	31,336	4,401	Interest Income	6,886	2,485	4,401
11,972	0	11,972	Seabrook Festival Revenue	11,972	0	11,972
8,168	8,175	(7)	Pelican Revenue	0	7	(7)
0	0	0	Other Revenue	0	0	0
0	0	0	Use of Prior Funds	0	0	0
688,468	605,774	82,694	Total Revenues	180,754	98,060	82,694
EXPENDITURES						
194,629	194,943	314	Personnel Services	14,691	15,005	314
1,826	1,800	(26)	Materials & Supplies	56	30	(26)
312,105	313,438	1,333	Services	56,688	58,021	1,333
0	0	0	Capital Outlay	0	0	0
508,560	510,181	1,621	Total Expenditures	71,435	73,057	1,621
FUND BALANCE						
424,213	424,213	0	Beginning Unreserved Fund Bal	424,213	424,213	0
179,908	95,593	84,315	Change in Fund Balance	109,318	25,003	84,315
604,121	519,806	84,315	Ending Unreserved Fund Bal	533,531	449,216	84,315

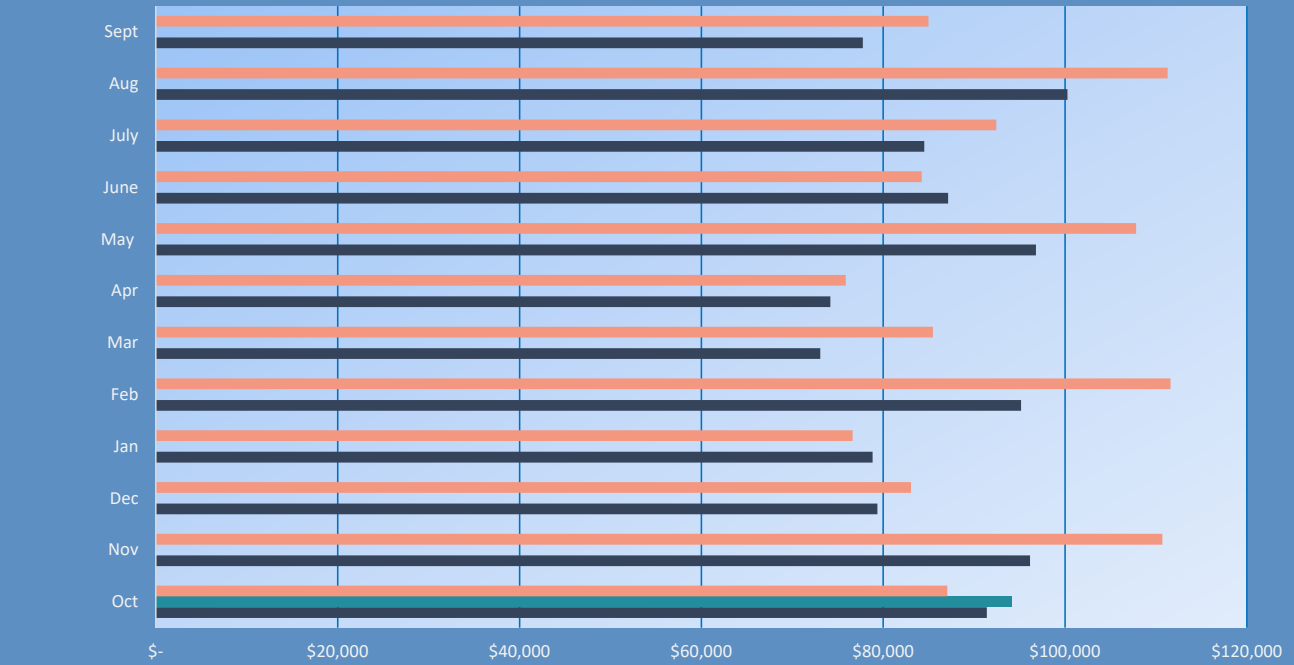
CITY OF SEABROOK
SEDC - MONTHLY REPORT
October 31, 2024

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						
1,118,231	1,111,171	7,060	Sales Tax	94,118	87,058	7,060
0	0	0	Grant Proceeds	0	0	0
190,650	186,290	4,360	Interest Income	18,901	14,540	4,360
1,199	1,200	(1)	Other Revenue	0	1	(1)
0	0	0	Loan Repayment	0	0	0
1,310,081	1,298,661	11,420	Total Revenues	113,019	101,599	11,420
EXPENDITURES						
0	0	0	Personnel Services	0	0	0
446	500	54	Materials & Supplies	0	54	54
1,842,911	1,861,621	18,710	Services	28,601	47,311	18,710
310,690	310,690	(0)	Transfers Out	25,891	25,891	(0)
2,154,047	2,172,811	18,764	Total Expenditures	54,492	73,256	18,764
FUND BALANCE						
4,139,771	4,139,771	0	Beginning Balance Estimate	4,139,771	4,139,771	0
(843,966)	(874,150)	30,184	Change in Fund Balance	58,527	28,343	30,184
3,295,805	3,265,621	30,184	Ending Balance	4,198,298	4,168,114	30,184

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	\$87,058	\$110,704	\$83,056	\$76,632	\$111,603	\$85,470	\$75,875	\$107,827	\$84,233	\$92,446	\$111,288	\$84,979
Actual 2023/24	\$94,118	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Actual 2022/23	\$91,395	\$96,149	\$79,363	\$78,840	\$95,165	\$73,080	\$74,186	\$96,812	\$87,142	\$84,527	\$100,275	\$77,754

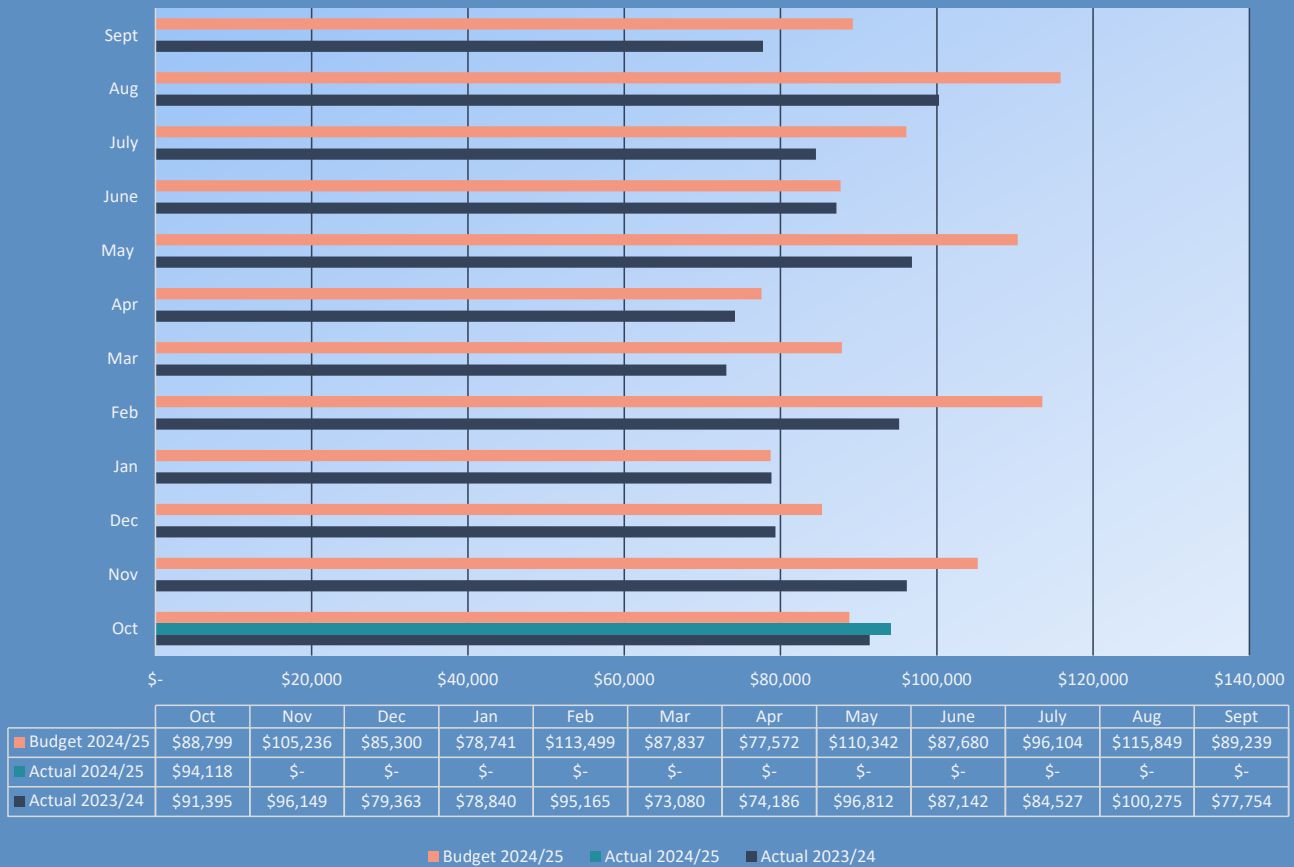
■ Budget 2023/24
 ■ Actual 2023/24
 ■ Actual 2022/23

	EDC Sales Tax			Actual to Prior Year	% Actual to Prior Year	Current Year Actual to Budget	% Current Year to Budget
	2023/24	2024/25	2024/25				
	Actual	Actual	Budget				
October	91,395	94,118	87,058	2,723	2.98%	7,060	8.11%
November	96,149	-	110,704	-	0.00%	-	0.00%
December	79,363	-	83,056	-	0.00%	-	0.00%
January	78,840	-	76,632	-	0.00%	-	0.00%
February	95,165	-	111,603	-	0.00%	-	0.00%
March	73,080	-	85,470	-	0.00%	-	0.00%
April	74,186	-	75,875	-	0.00%	-	0.00%
May	96,812	-	107,827	-	0.00%	-	0.00%
June	87,142	-	84,233	-	0.00%	-	0.00%
July	87,142	-	92,446	-	0.00%	-	0.00%
August	100,275	-	111,288	-	0.00%	-	0.00%
September	77,754	-	84,979	-	0.00%	-	0.00%
Totals	91,395	94,118	87,058	2,723	2.98%	7,060	8.11%

CITY OF SEABROOK
CRIME DISTRICT - MONTHLY REPORT
October 31, 2024

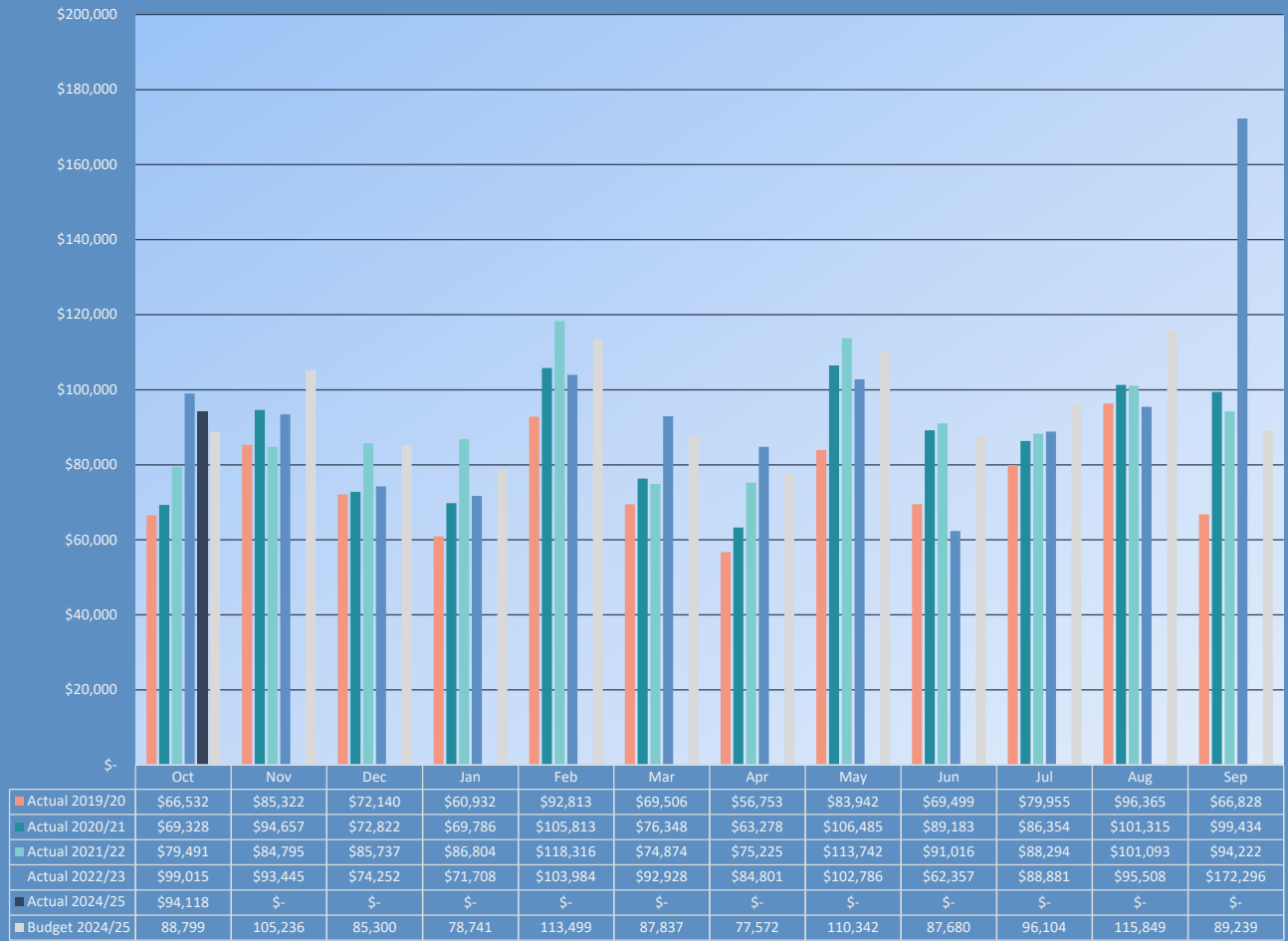
ANNUAL				FISCAL YEAR-TO-DATE		
FORECAST	BUDGET	FORE VS BUD	CRIME DISTRICT	ACTUAL	BUDGET	ACT VS BUD
		FAV/(UNFAV)				FAV/(UNFAV)
		VARIANCE				VARIANCE
REVENUES						
1,141,518	1,136,199	5,319	Sales Tax	94,118	88,799	5,319
30,895	27,943	2,952	Interest Income	5,187	2,235	2,952
0	0		Other Revenue	0	0	
1,172,413	1,164,142	8,271	Total Revenues	99,305	91,034	8,271
EXPENDITURES						
700,482	719,801	19,319	Personnel Services	39,460	58,778	19,319
12,832	13,623	791	Materials & Supplies	356	1,148	791
162,747	164,879	2,132	Services	3,107	5,239	2,132
0	0	0	Capital	0	0	0
272,326	272,344	18	Transfers Out	22,695	22,713	18
1,148,387	1,170,647	22,260	Total Expenditures	65,619	87,878	22,260
FUND BALANCE						
1,596,767	1,596,767	0	Beginning Balance Estimate	1,596,767	1,596,767	0
24,026	(6,505)	30,531	Change in Fund Balance	33,686	3,155	30,531
1,620,793	1,590,262	30,531	Ending Balance	1,630,453	1,599,922	30,531

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
	2023/24 Actual	2024/25 Actual	2024/25 Budget				
October	91,395	94,118	88,799	2,723	2.98%	5,319	5.99%
November	96,149	-	105,236	-	0.00%	-	0.00%
December	79,363	-	85,300	-	0.00%	-	0.00%
January	78,840	-	78,741	-	0.00%	-	0.00%
February	95,165	-	113,499	-	0.00%	-	0.00%
March	73,080	-	87,837	-	0.00%	-	0.00%
April	74,186	-	77,572	-	0.00%	-	0.00%
May	96,812	-	110,342	-	0.00%	-	0.00%
June	87,142	-	87,680	-	0.00%	-	0.00%
July	87,142	-	96,104	-	0.00%	-	0.00%
August	100,275	-	115,849	-	0.00%	-	0.00%
September	77,754	-	89,239	-	0.00%	-	0.00%
Totals	91,395	94,118	88,799	2,723	2.98%	5,319	5.99%

Crime District Annual Sales Tax Comparison by Month



TEXPOOL REPORT

MONTH OF OCTOBER 31, 2024

4.9130%

	BEGINNING BALANCE	TRANSFER IN/(OUT)	INT EARNED (Posted July)	ENDING BALANCE	PURPOSE OF FUND
1 GENERAL FUND - UNRESTRICTED	6,073,681.28	(567,620.17)	32,596.99	5,538,658.10	Working capital
1 GENERAL FUND - RESTRICTED	1,600,000.00	0.00	incl in above	1,600,000.00	
5 SEIZURE	53,667.99	0.00	223.94	53,891.93	Solely to purchase equipment for Law Enforcement
7 CHILD SAFETY PROGRAMS	0.00	0.00	0.00	0.00	Reserved for Child Safety/School Zones
8 DEBT SERVICE FUND	2,224,332.16	0.00	9,281.51	2,233,613.67	Restricted for General fund reserves & yearly debt service
9 FEDERAL SEIZURE	6,557.51	0.00	27.36	6,584.87	Criminal Investigation - Federal Funds
12 STEP FUND	49,750.64	0.00	207.60	49,958.24	
14 PUBLIC SAFETY	161,331.66	0.00	673.19	162,004.85	Public Safety Needs
15 HOTEL/MOTEL FUND	1,650,285.10	0.00	6,886.17	1,657,171.27	Restricted for promotion of tourism
19 CAPITAL IMPACT FEES	4,379,270.46	0.00	18,273.45	4,397,543.91	Water & sewer lines extensions & expansions
20 ENTERPRISE FUND - UNRESTRICT	1,428,164.80	90,640.26	6,377.50	1,525,182.56	Working capital
20 ENTERPRISE FUND - RESTRICTED	300,000.00	0.00	incl in above	300,000.00	Customer liability
28 GENERAL CAPITAL PROJECTS	3,436,096.96	200,000.00	14,364.50	3,650,461.46	General Fund CIP
29 CAPITAL PROJECT BONDS	4,134,933.61	301,000.00	17,294.00	4,453,227.61	2016A CO WW Plant, Clarifier & Todville 2016 Sewer
30 WTR/SWR BONDS	334,630.71	0.00	1,396.32	336,027.03	Funds transferred from Bond Mkt Acct to allow liquidity
31 IT BONDS	0.00	0.00	0.00	0.00	Fiber Optics
32 PD & GF BONDS	0.00	0.00	0.00	0.00	Public Works Facility
32 PD & GF BONDS (GEN FUND Reserve)	(0.00)	0.00	0.00	(0.00)	Public Works Facility funds provided by GF Reserve
33 FIRE BONDS	4,319,966.75	(100,000.00)	18,012.68	4,237,979.43	GO Series 2024
35 STREET BONDS	10,253,146.53	0.00	42,783.48	10,295,930.01	CO Series 2024
36 DRAINAGE BONDS	951,513.04	0.00	3,970.39	955,483.43	Drainage CO Funds 50/50 Split County Projects
41 CAROTHERS	253,960.11	0.00	1,059.70	255,019.81	Carother Facility & Park
42 PARK FEES	8,336.31	0.00	34.79	8,371.10	Reserved for acquisition & development of park land
44 ANIMAL	8,380.35	0.00	34.97	8,415.32	Animal Shelter Needs - Donation
50 CRIME DISTRICT	1,265,667.27	(22,695.37)	5,186.57	1,248,158.47	Funds transferred from Bond Mkt Acct to allow liquidity
70 SEDC II - UNRESTRICTED	4,318,128.74	55,727.44	18,884.21	4,392,740.39	Seabrook Economic Development Corporation II
70 SEDC II - RESTRICT FOR EMERGENCY	180,000.00	0.00	incl in above	180,000.00	Emergency Reserve
77 MUNI COURT - SECURITY FUND	20,095.87	0.00	83.85	20,179.72	Funds from fines to be used for security
78 COURT - TIME PAYMENT FEES	16,020.84	0.00	66.85	16,087.69	Funds from fines to be used to improve court
79 MUNI COURT - TECHNOLOGY FUND	1,113.74	0.00	4.65	1,118.39	Fund court on technology
81 PUBLIC SAFETY VERF	593,836.14	22,695.37	2,572.61	619,104.12	Public Safety Vehicle Equipment Replacement
83 PEG Fund	58,802.52	0.00	245.37	59,047.89	Public Education and Government Access
84 GE VERF	1,100,713.58	20,252.47	4,681.51	1,125,647.56	
85 STABILIZATION FUND	907,702.62	0.00	3,787.59	911,490.21	Highway 146 Project
86 WATER RATE STABILIZATION	0.00	0.00	0.00	0.00	
TOTAL TEXPOOL FUND	50,090,087.29	(0.00)	209,011.75	\$50,299,099.04	

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

Assistant Director of Finance



Monthly Newsletter: November 2024

ANNOUNCEMENTS

We welcome the following entities who joined TexPool in October 2024:

TexPool

Ward County Irrigation District 3
Parkside on the River MUD 2
Robertson County ESD
City of Bovina
Montgomery County MUD 170
Orange County Appraisal District
The Colony MUD 1G

TexPool Prime

Ward County Irrigation District 3
City of Borger
Parkside on the River MUD 2
Robertson County ESD
City of Bovina
Montgomery County MUD 170
Orange County Appraisal District
The Colony MUD 1G

Upcoming Events

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: Fuzzy picture

November 1, 2024

A common misconception about liquidity market products is that they are only concerned with short-term economic developments because daily liquidity is a defining feature. But cash managers seek to gain higher yields than deposit products by investing across a longer time horizon, often out to a year. Noise in the data and news is no less impactful for liquidity vehicles than it is for bonds and stocks. Well, there's plenty of that to go around now: the general election, impact of storms, Federal Reserve decisions, interest rates, inflation and more. It reminds me of the television static that used to frustrate viewers of everything from Saturday morning cartoons to the evening news to (most importantly!) sporting events.

The presidential election is obviously creating significant interference, but whoever wins is likely to implement inflationary policies. To the extent that basic economic tenants still apply in this odd economy, lower taxes (especially on personal income) tend to increase spending/capital expenditures and demand. To overly simplify for the sake of space: Harris' proposal is to reduce taxes for Americans outside of the richest 1%, while Trump's plan is to extend or favorably modify his Tax Cuts and Jobs Act of 2017. And then, of course, is the long-term impact of expanding the national debt, which the projected fiscal plans of both will likely do, to differing degrees.

The Federal Open Market Committee meeting that ends Nov. 7 is more critical for the front end of the yield curve. Intriguingly, the uncertainty here stems as much from the Fed's 50 basis-point cut in

(continued page 6)

Performance as of October 31, 2024

	TexPool	TexPool Prime
Current Invested Balance	\$31,011,711,068	\$13,316,790,524
Weighted Average Maturity**	36 Days	46 Days
Weighted Average Life**	93 Days	74 Days
Net Asset Value	1.00013	1.00032
Total Number of Participants	2,900	628
Management Fee on Invested Balance	0.0450%	0.0550%
Interest Distributed	\$128,291,567.85	\$56,621,743.91
Management Fee Collected	\$1,096,445.87	\$624,309.45
Current S&P Global Rating	AAAm	AAAm

Month Averages

Average Invested Balance	\$30,765,880,740	\$13,364,976,710
Average Monthly Rate*	4.91%	4.99%
Average Weighted Average Maturity**	31 Days	47 Days
Average Weighted Average Life**	90 Days	79 Days

**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.*

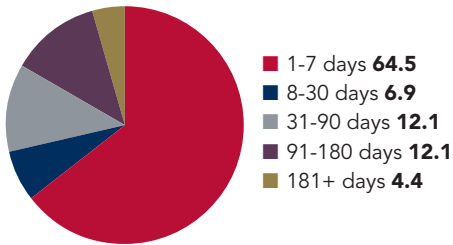
***See page 2 for definitions.*

Past performance is no guarantee of future results.



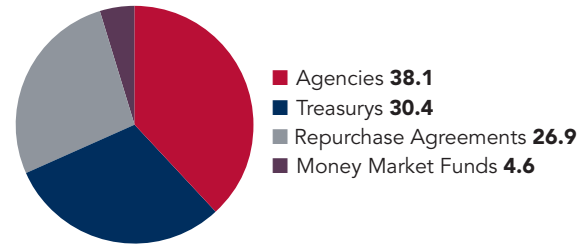
Portfolio by Maturity (%)

As of October 31, 2024



Portfolio by Type of Investment (%)

As of October 31, 2024



Portfolio Asset Summary as of October 31, 2024

	Book Value	Market Value
Uninvested Balance	\$577.32	\$577.32
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	102,668,044.49	102,668,044.49
Interest and Management Fees Payable	-128,291,561.48	-128,291,561.48
Payable for Investments Purchased	-1,201,868,106.75	-1,201,868,106.75
Accrued Expenses & Taxes	-35,369.98	-35,369.98
Repurchase Agreements	8,660,668,000.00	8,660,668,000.00
Mutual Fund Investments	1,467,085,200.00	1,467,085,200.00
Government Securities	12,294,877,958.88	12,295,576,352.17
US Treasury Bills	8,141,794,818.23	8,145,393,662.59
US Treasury Notes	1,674,811,507.31	1,674,684,816.45
Total	\$31,011,711,068.02	\$31,015,881,614.81

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	\$8,844,857,627.35
Higher Education	60	\$1,612,205,908.81
County	201	\$3,051,411,405.69
Healthcare	94	\$1,735,120,913.57
Utility District	942	\$4,728,034,904.19
City	510	\$8,472,815,766.95
Emergency Districts	114	\$426,823,474.17
Economic Development Districts	94	\$209,177,166.75
Transit/Toll Authorities	15	\$693,246,019.27
River/Port Authorities	18	\$325,216,248.58
Other	217	\$912,802,372.37

**Definition of Weighted Average Maturity and Weighted Average Life

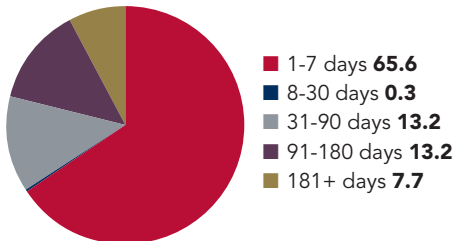
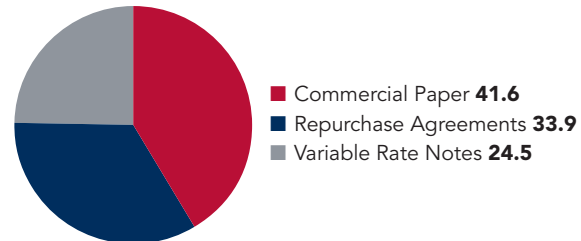
WAM is the mean average of the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid, (b) would be repaid upon a demand by TexPool, or (c) are scheduled to have their interest rate readjusted to reflect current market rates. Securities with adjustable rates payable 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
10/1	5.0059%	0.000137149	\$31,128,146,855.90	1.00029	26	87
10/2	5.0296%	0.000137796	\$31,049,321,079.97	1.00029	25	87
10/3	4.9710%	0.000136191	\$31,002,630,566.99	1.00026	26	86
10/4	4.9553%	0.000135761	\$30,941,301,989.14	1.00020	26	86
10/5	4.9553%	0.000135761	\$30,941,301,989.14	1.00020	26	86
10/6	4.9553%	0.000135761	\$30,941,301,989.14	1.00020	26	86
10/7	4.9417%	0.000135389	\$30,820,974,990.70	1.00019	25	84
10/8	4.9267%	0.000134977	\$30,768,579,169.88	1.00020	27	84
10/9	4.9252%	0.000134938	\$30,646,248,475.90	1.00018	30	87
10/10	4.9116%	0.000134564	\$30,480,074,451.15	1.00018	32	91
10/11	4.9073%	0.000134446	\$30,569,833,746.23	1.00015	33	92
10/12	4.9073%	0.000134446	\$30,569,833,746.23	1.00015	33	92
10/13	4.9073%	0.000134446	\$30,569,833,746.23	1.00015	33	92
10/14	4.9073%	0.000134446	\$30,569,833,746.23	1.00015	33	92
10/15	4.8929%	0.000134052	\$30,533,650,473.61	1.00018	32	90
10/16	4.9113%	0.000134557	\$30,679,767,774.81	1.00018	32	91
10/17	4.9094%	0.000134505	\$30,732,310,930.55	1.00016	32	92
10/18	4.9018%	0.000134296	\$30,642,722,097.54	1.00014	34	93
10/19	4.9018%	0.000134296	\$30,642,722,097.54	1.00014	34	93
10/20	4.9018%	0.000134296	\$30,642,722,097.54	1.00014	34	93
10/21	4.8945%	0.000134097	\$30,562,589,703.63	1.00012	33	91
10/22	4.8887%	0.000133937	\$30,577,697,797.41	1.00012	32	92
10/23	4.8922%	0.000134033	\$30,474,190,999.34	1.00011	35	93
10/24	4.8902%	0.000133977	\$30,408,620,955.74	1.00013	35	93
10/25	4.8749%	0.000133559	\$30,941,734,553.95	1.00006	35	92
10/26	4.8749%	0.000133559	\$30,941,734,553.95	1.00006	35	92
10/27	4.8749%	0.000133559	\$30,941,734,553.95	1.00006	35	92
10/28	4.8878%	0.000133912	\$30,910,902,098.37	1.00010	33	89
10/29	4.8714%	0.000133464	\$31,061,589,501.60	1.00012	35	93
10/30	4.8673%	0.000133350	\$31,036,685,141.30	1.00014	35	93
10/31	4.8617%	0.000133197	\$31,011,711,068.02	1.00013	36	93
Average:	4.9130%	0.000134604	\$30,765,880,740.05	1.00016	32	90

**TEXPOOL Prime****Portfolio by Maturity (%)***As of October 31, 2024***Portfolio by Type of Investment (%)***As of October 31, 2024***Portfolio Asset Summary as of October 31, 2024**

	Book Value	Market Value
Uninvested Balance	-\$437.20	-\$437.20
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	22,609,481.11	22,609,481.11
Interest and Management Fees Payable	-56,622,013.99	-56,622,013.99
Payable for Investments Purchased	0.00	0.00
Accrued Expenses & Taxes	-20,066.40	-20,066.40
Repurchase Agreements	4,525,959,000.00	4,525,959,000.00
Commercial Paper	7,187,864,560.36	7,191,661,671.36
Mutual Fund Investments	0.00	0.00
Government Securities	0.00	0.00
Variable Rate Notes	1,637,000,000.00	1,637,557,632.95
Total	\$13,316,790,523.88	\$13,321,145,267.83

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	\$4,255,447,436.76
Higher Education	19	\$1,041,619,491.21
County	54	\$951,488,291.30
Healthcare	23	\$575,013,690.99
Utility District	83	\$524,615,990.30
City	122	\$2,477,223,177.56
Emergency Districts	37	\$114,929,231.21
Economic Development Districts	24	\$53,683,118.91
Transit/Toll Authorities	10	\$1,003,943,408.39
River/Port Authorities	8	\$755,551,284.30
Other	79	\$1,562,343,657.34



TEXPOOL Prime

Daily Summary

Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Prime Invested Balance	NAV	WAM Days	WAL Days
10/1	5.0626%	0.000138701	\$13,768,269,846.14	1.00059	41	77
10/2	5.0855%	0.000139330	\$13,773,686,006.74	1.00058	41	76
10/3	5.0407%	0.000138101	\$13,516,019,328.67	1.00059	44	80
10/4	5.0113%	0.000137295	\$13,409,409,446.41	1.00035	46	81
10/5	5.0113%	0.000137295	\$13,409,409,446.41	1.00035	46	81
10/6	5.0113%	0.000137295	\$13,409,409,446.41	1.00035	46	81
10/7	4.9966%	0.000136892	\$13,406,771,025.52	1.00039	44	79
10/8	4.9909%	0.000136738	\$13,558,975,379.81	1.00039	47	81
10/9	4.9946%	0.000136839	\$13,523,169,265.37	1.00040	47	81
10/10	4.9859%	0.000136599	\$13,481,793,858.62	1.00039	47	81
10/11	4.9792%	0.000136417	\$13,351,473,905.41	1.00020	50	82
10/12	4.9792%	0.000136417	\$13,351,473,905.41	1.00020	50	82
10/13	4.9792%	0.000136417	\$13,351,473,905.41	1.00020	50	82
10/14	4.9792%	0.000136417	\$13,351,473,905.41	1.00020	50	82
10/15	4.9786%	0.000136399	\$13,319,794,384.71	1.00037	47	79
10/16	4.9388%	0.000135309	\$13,494,928,354.45	1.00037	46	77
10/17	5.0412%	0.000138114	\$13,353,857,859.91	1.00036	46	78
10/18	4.9876%	0.000136647	\$13,294,874,452.02	1.00023	47	77
10/19	4.9876%	0.000136647	\$13,294,874,452.02	1.00023	47	77
10/20	4.9876%	0.000136647	\$13,294,874,452.02	1.00023	47	77
10/21	4.9832%	0.000136527	\$13,284,090,449.30	1.00034	49	79
10/22	4.9747%	0.000136293	\$13,274,144,247.50	1.00034	50	80
10/23	4.9750%	0.000136302	\$13,266,658,278.35	1.00031	49	79
10/24	4.9778%	0.000136378	\$13,319,362,505.06	1.00033	49	78
10/25	4.9578%	0.000135830	\$13,110,461,447.26	1.00021	51	79
10/26	4.9578%	0.000135830	\$13,110,461,447.26	1.00021	51	79
10/27	4.9578%	0.000135830	\$13,110,461,447.26	1.00021	51	79
10/28	4.9727%	0.000136237	\$13,236,131,156.30	1.00031	48	76
10/29	4.9690%	0.000136137	\$13,272,734,662.49	1.00032	47	75
10/30	4.9672%	0.000136089	\$13,296,969,235.82	1.00033	47	75
10/31	4.9731%	0.000136250	\$13,316,790,523.88	1.00032	46	74
Average:	4.9902%	0.000136717	\$13,364,976,710.56	1.00033	47	79



Participant Services
1001 Texas Ave. Suite 1150
Houston, TX 77002

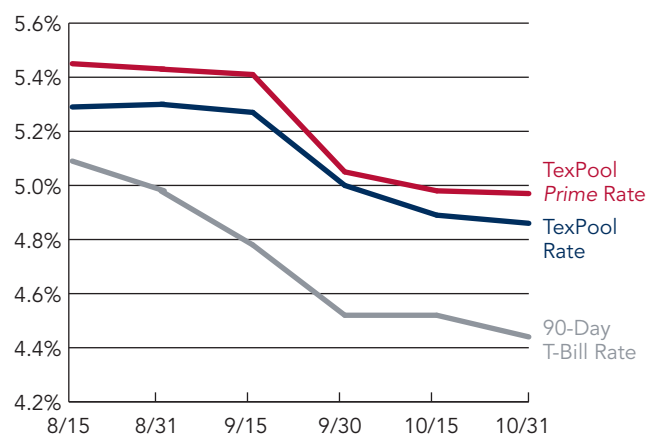
September as it does from parsing of the recent data. While Fed Chair Jerome Powell probably doesn't have buyer's remorse, some policymakers seem to regret the magnitude of that reduction, based on the flurry of speeches and appearances since. Yes, the data had softened, and the markets gave them the opportunity for the large cut, but few expected the combination of a rebounding jobs market and sticky inflation. We think voters would like to skip a move next week, but the supersized slash essentially demands they do something to save credibility. But if they do lower the target range by a quarter point, which we expect, they could hold rates steady in December before easing again in January and then continuing that pattern of cut/not cut for multiple meetings.

Determining that won't be easy. The devastating hurricanes and Boeing strike clouded the October payroll report, which showed the nation added only 12,000 jobs. But the unemployment rate remained at 4.1%, indicating the labor market remains strong. Also, third quarter GDP carried the previous quarter's banner with solid 2.8% annual growth. The large 3.7% increase in consumer expenditures was an eye-opener. Spending at that level going into the holiday season should support price pressures, which might already have paused their projected descent. The September CPI and PCE reports were little changed from August readings.

Thankfully, the picture for the liquidity markets has little obscuring "snow." The longer the Fed takes to lower rates, the longer yields should remain elevated. Investors seem to be anticipating this, with inflow throughout the industry. But it is hard to tell how everything will play out. The sooner the signal improves, the better.

At the end of the month, yields on 1-, 3-, 6- and 12-month U.S. Treasuries were 4.67%, 4.55%, 4.47% and 4.29%, respectively.

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 to learn more.

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 City Council Workshop (City Hall) 6:00pm City Council Meeting 6:00pm Open Space and Trails Committee	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 6:00pm Tree Lighting (Community House) 6:00pm Open Space and Trails Committee Meeting (Public Works Facility)	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