



**SEABROOK CITY COUNCIL
NOTICE OF REGULAR CITY COUNCIL MEETING
TUESDAY, MAY 20, 2025 - 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, MAY 20, 2025 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 quarterly report from the Seabrook Volunteer Fire Department. *Nathan Douglas, Fire Chief*

2.2 Mayor Sweeney to present a proclamation declaring May 11, 2025 through May 17, 2025 as Police Week in the City of Seabrook.

2.3 Mayor Sweeney to present a proclamation declaring May 18, 2025 through May 24, 2025 as Public Works Week in the City of Seabrook.

2.4 Mayor Sweeney to present a proclamation declaring May 18, 2025 through May 24, 2025 as Emergency Medical Services Week in the City of Seabrook.

3. CONSENT AGENDA

3.1 Approve the minutes of the May 6, 2025 and May 13, 2025 City Council meetings.

3.2 Approve and ratify the City Manager's reappointment of Ashley Gadd to the Civil Service Commission for a three (3) year term to expire June 1, 2028.

4. NEW BUSINESS

4.1 Consider and take all appropriate action on the selection of a Mayor Pro Tem. *Council*

4.2 Consider and take all appropriate action on the appointment of one member of Council to serve on the Seabrook Economic Development Corporation. *Council*

4.3 Consider and take all appropriate action on the selection of two (2) Council Members to serve on the Hotel Tax Advisory (HOT) Board. *Gayle Cook, City Manager*

4.4 Consider and take all appropriate action on the selection of Council Liaisons for area organizations. *Council*

4.5 Consider and take all appropriate action on the appointment of members of Council to board and commission interview panels. *Council*

4.6 Consider and take all appropriate action on approval of a Professional Services Agreement with Cahoon Consulting in an amount not to exceed \$16,000.00 to assist the City of Seabrook in developing a Substantial Damage Response Plan, in conjunction with efforts to achieve a class improvement under the National Flood Insurance Program (NFIP) Community Rating System (CRS); and authorize the City Manager to execute the agreement. This item is not currently budgeted and will require a budget amendment. *Sean Landis, Deputy City Manager | Planning and Zoning Director*

4.7 Consider and take all appropriate action concerning Resolution 2025-11 to apply for and accept grant funds from the State of Texas for the Houston - Urban Area Security Initiative to purchase ballistic helmets for the Seabrook Police Department officers and to authorize the Police Chief to execute all necessary actions related to the grant award. This grant will fully fund the purchase of the ballistic helmets and will not require any City of Seabrook funds. *Rolf Nelson, Police Chief*

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, AUTHORIZING THE SUBMISSION OF A 2024 GRANT PROGRAM FOR BALLISTIC HELMETS THROUGH THE HOUSTON – URBAN AREA SECURITY INITIATIVE FOR \$18,975.00; AND AUTHORIZING THE CHIEF OF POLICE TO ACT AS THE CITY’S AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY’S PARTICIPATION IN CONNECTION WITH THE GRANT.

4.8 Consider and take all appropriate action on the establishment of an Ad Hoc City Wide Signage Committee to address signage in Seabrook, to include one member from the Seabrook Economic Development Corporation, one member from City Council, one resident from Old Seabrook, one member from the Open Space and Trails Committee, and no more than five (5) members from Old Seabrook businesses.
Gayle Cook, City Manager

4.9 Consider and take all appropriate action on a recommendation to City Council from the Open Space and Trails Committee (OST) to authorize the committee to design trail map signage and awning structures at trail heads in accordance with City branding guidelines and request funding as heard at the May 1, 2025, OST meeting. This is an unbudgeted item that will require a budget amendment. *John Coggeshall, OST Member*

5. ROUTINE BUSINESS

5.1 Presentation of the Monthly Financial Report for April, 2025 *Michael Gibbs, Director of Finance*

5.2 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.

5.3 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 16, 2025, no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Rachel Lewis, TRMC





Proclamation

WHEREAS, the men and women of our police force dedicate their lives to safeguarding the residents, property, and values of the City of Seabrook, Texas; and

WHEREAS, Police Week provides an opportunity to honor the service and sacrifice of law enforcement officers who serve and protect our community; and

WHEREAS, Sunday, May 11, 2025 through Saturday, May 17, 2025 has been declared as National Police Week; and

WHEREAS, these brave individuals demonstrate unwavering commitment, integrity, and professionalism in their daily duties, often facing great risks to ensure our safety; and

WHEREAS, it is fitting to recognize their vital contributions and to reaffirm our appreciation and support for law enforcement personnel;

NOW THEREFORE, I, Jim Sweeney, Mayor of the City of Seabrook, Texas, do hereby proclaim the week of May 11, 2025 through May 17, 2025 as.

Police Week in the City of Seabrook, Texas

In Witness Whereof: I have hereto set my hand and caused the Seal of the City to be affixed hereto, this, the 20th day of May, 2025.

City of Seabrook

Jim Sweeney, Mayor



Proclamation

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of Seabrook and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels, who are responsible for rebuilding, improving, and protecting our transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in Seabrook to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association.

NOW THEREFORE, I, Jim Sweeney, Mayor of the City of Seabrook, Texas, do hereby proclaim the week of May 18, 2025 through May 24, 2025 as

Public Works Week in the City of Seabrook, Texas

In Witness Whereof: I have hereto set my hand and caused the Seal of the City to be affixed hereto, this, the 20th day of May, 2025.

City of Seabrook

Jim Sweeney, Mayor



Proclamation

WHEREAS, emergency medical services is a vital public service in Seabrook; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the week of May 18, 2025 through May 24, 2025 has been declared as National Emergency Medical Services Week; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week in the City of Seabrook.

NOW THEREFORE, I, Jim Sweeney, Mayor of the City of Seabrook in recognition of this event do hereby proclaim the week of **May 18th through May 24th, 2025** as

Emergency Medical Services Week

In Witness Whereof: I have hereto set my hand and caused the Seal of the City to be affixed hereto, this, the 20th day of May, 2025.

City of Seabrook

Jim Sweeney, Mayor



**MEETING MINUTES
MAY 6, 2025**

**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

Paul Robinson	Texas Outlaw Challenge Resolution
Glenn Royal	2301 Pin Hook Court
	Appreciation to Mayor and Council
	Welcome to new Councilmembers

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

Councilmember Hefner made the following event announcements:
Seabrook PD 5th Annual Blood Drive on May 14, 2025
Kites Over Pine Gully Park on May 17, 2025
Councilmember Machol announced the Memorial Day event.

2. PRESENTATIONS

2.1 Presentation of the Bi-Annual Report from Seabrook Economic Development Corporation.

Paul Dunpheyy presented the report. **See attachment A.**

3. CONSENT AGENDA

3.1 Approve the minutes of the April 15, 2025 City Council Meeting.

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

4. BID AWARDS

4.1 Consider and take all appropriate action on the bid award to Magna Flow Environmental LLC, for RFP #2025-5-422, Removal and Disposal of Wastewater Treatment Plant Sludge/Rags/Debris at the Main Street Wastewater Plant in the amount not to exceed \$208,725.00 and authorizing the City Manager to execute a contract.

Public Works Director Brian Craig presented the bid.

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

5. NEW BUSINESS

- 5.1 Consider and take all appropriate action on an amendment for additional items to the Public Safety Fund - City Fiscal Year Ending September 30, 2025 budget to approve a request for \$14,838.00 to install a generator stepdown transfer and purchase (2) SCBA (self-contained breathing apparatus).**

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

- 5.2 Consider and take all appropriate action on the first reading and final approval of Ordinance 2025-10, Amendment No. 2 Amending the Fiscal Year Budget 2024-25.**

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

6. OLD BUSINESS

- 6.1 Consider and take all appropriate action on the approval of a License Agreement between the City of Seabrook and Texas Markets for use of property at 1209 Main Street for a period of 6 months for once every two weeks.**

City Manager Gayle Cook presented the agreement.

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

7. DISCUSSION

- 7.1 Discussion regarding the current condition of the Seabrook Fire Station at 1850 East Meyer, Seabrook, Texas, and potential solutions for improvement.**

Councilmember Machol presented the item. He stated the building interior needed improvement and the air conditioning unit needed repair, along with the roof and generator. Mayor Kolupski stated there was already a plan in place for repairs which

would begin along with the construction of the new EMS building. City Manager Cook stated there was already a grant approved to replace the generator.

7.2 Discussion regarding the Seabrook Economic Development Corporation (SEDC) Incentive Programs, Past Agreements, Return on Investments (ROI)/Performance Requirements, and Financial Outcomes

Councilmember Machol asked the Seabrook Economic Development Corporation Chair Paul Dunphy for clarification of his past statement regarding loss of hundreds of thousands of dollars. Chairman Dunphey stated that prior to changing the policy requiring performance-based renovations, the Economic Development Corporation lost money, however this policy changed over 23 years ago. Councilmember Machol thanked him for the clarification.

8. EXECUTIVE SESSION

Mayor Kolupski adjourned into Executive Session at 6:42 pm.

8.1 Section 551.087

Conduct a closed executive session to discuss/deliberate potential financial incentive(s) and financial information received from a business prospect that the City/EDC seeks to have locate, stay, or expand, for which the City is conducting economic development negotiations, as provided by Texas Government Code Section 551.087.

- *Seabrook Plaza One*

9. OPEN SESSION

Mayor Kolupski reconvened into Open Session at 7:04 pm and stated no action was taken.

10. ROUTINE BUSINESS

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

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

10.2 Establish future meeting dates and agenda items.

City Secretary Rachel Lewis informed Council the next meeting was scheduled for May 13, 2025 at 6:00 pm.

There being no further business, Mayor Kolpski adjourned the meeting at 7:08 pm.

APPROVED:

Jim Sweeney
Mayor

DATE: _____

ATTEST:

Rachel Lewis, TRMC
City Secretary



MEETING MINUTES
MAY 13, 2025

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

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

J.P. Byers NASA Parkway, Seabrook Congratulated new officials, criticism of election

2. PRESENTATIONS

There were no presentations.

3. NEW BUSINESS

3.1 Consider and take all appropriate action on a first and final reading of Ordinance 2025-11, an ordinance canvassing the returns of the Special Bond Election.

Motion:	To Approve
Made By:	At-Large Position 2 Hefner
Seconded By:	At-Large Position 3 Tollett
Vote:	Passed unanimously by all present

3.2 Consider and take all appropriate action on a first and final reading of Ordinance 2025-12, an ordinance canvassing the returns of the General and Special Elections on May 3, 2025.

Motion:	To Approve
Made By:	At-Large Position 6 Machol
Seconded By:	At-Large Position 4 Giangrosso
Vote:	Passed unanimously by all present

3.3 Administration of the Oath of Office to newly elected Mayor, Council Position 1, Council Position 2, Council Position 4, and Council Position 6, and issuance of the Certificates of Election.

Judge Dick Gregg administered the Oath of Office and Statements of Elected Officials to newly elected Councilmembers Tyler Kubena, Jared Sessum, Angela Cervantes, and Summer Sanford. He also administered the Oath and Statement to newly elected Mayor Jim Sweeney.

4. ADJOURNMENT

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

The meeting was adjourned at 6:14 p.m.

APPROVED:

Jim Sweeney
Mayor

DATE: _____

ATTEST:

Rachel Lewis, TRMC
City Secretary

§ 143.006. IMPLEMENTATION: COMMISSION

(1) APPOINTMENT, VACANCY AND TERM OF COMMISSIONERS

There is hereby established the Commission which shall consist of three (3) members to be initially appointed by the City Manager and such appointment shall be confirmed by the City Council before any such appointments shall be effective. The initial Commission shall consist of three (3) Commissioners. One Commissioner shall be appointed for a one (1) year term, one Commissioner for a two (2) year term, and one Commissioner for a three (3) year term. Thereafter, the term of each Commissioner shall be for three (3) years, or until a successor is appointed, confirmed and qualified. Any vacancies in said Commission caused by death, resignation, or otherwise, or by failure of any appointee to qualify within ten (10) days after appointment, shall be filled in the manner hereinabove specified and such appointment shall be for the remainder of the unexpired term in the same manner as the original appointment.

(2) QUALIFICATIONS FOR COMMISSIONERS

A person appointed to the Commission must:

- a) Be of good moral character;
- b) Be a United States citizen;
- c) Be a resident of the municipality who has resided in the municipality for more than three years;
- d) Be over 25 years of age; and
- e) Not have held a public office within the preceding three years (other than prior service on the Commission).

(3) CHAIR AND VICE-CHAIR

The Commissioners shall, within ten (10) days after the qualification of the membership and annually thereafter during the month of January, elect a Chair and a Vice-Chair. When vacancies of members of the Commission occur, the replacement of Chair and Vice-Chair will be handled as follows: 1) in the event of a vacancy in the Chair position, the Vice-Chair will assume the role of Chair and an interim election will be held to elect a new Vice-Chair; 2) in the event of vacancy of the Vice-Chair position, an interim election will be held to fill that office.

(3) RESPONSIBILITIES

The Commission, acting in compliance with Chapter 143, has the authority to adopt, publish and enforce Rules relating to:

- a) The proper conduct of Commission business meetings;
- b) The proper conduct of examinations for entry level and promotional eligibility;

- c) The proper conduct of appeals of testing and examination scoring;
- d) The prescribed cause or causes for the removal or suspension of a civil service employee;
- e) The procedures for the hearing of disciplinary appeals concerning suspensions without pay, indefinite suspensions, promotional bypass; or recommended demotions; or administrative review of written promotional examination questions; and
- f) Such other matters reasonably related to the selection, promotion and discipline of civil service employees, not otherwise vested in the discretionary or managerial authority of the City Council, City Manager, Chief of Police, or Director.

(4) **QUORUM**

Two members for the Commission constitute a quorum sufficient to conduct meetings and hearings or reviews. In the absence of the third member, no action shall be approved, adopted or affirmed unless both Commissioners agree. A split vote of two Commissioners will not approve, adopt or affirm an agenda item for any appellant who has the burden of proof.

(5) **MEETINGS**

Meetings of the Commission will be scheduled as needed to conduct the business of the Commission. The Commission shall conduct its meeting in such place as designated by the posted Notice of Meeting. The Commission shall conduct all meetings in compliance with the provisions of Section 551.001 et seq. of the Government Code (Open Meetings Act).

A meeting shall be called by the Director at the request of the Chair, or at the written request of any two (2) Commissioners. Notice of Meeting of the Commission shall be given by the Director to the Commissioners at least seventy-two (72) hours preceding the day of the meeting, except in case of emergency or urgent public necessity, in which case two (2) hours notice shall be given in accordance with the provisions of the Government Code. The Director shall also give the same notice to the Chief of Police and shall see that the Notice of Meeting is posted.

In all matters of procedure not controlled by the provision of the Local Government Code, the order of business and conduct of meeting shall be in conformity with Robert's Rules of Order. The Commission may, by majority vote, make Rules of procedure for the administration of Chapter 143 of the Local Government Code. The Chair may alter the order of business at his/her discretion.

The Director shall assist the Chair in preparing the agenda for a Commission meeting. Any Commissioner may place an item on the agenda with a written notice to the Director prior to the time of posting.

§ 143.007. REMOVAL OF COMMISSIONER

- (1) A Commissioner may tender his or her resignation in writing at any time to the City Manager. A Commissioner may be removed from office by the City Council for misconduct in office or otherwise in accordance with Chapter 143.
- (2) If a Commissioner is absent for three (3) meetings during a twelve (12) month period without being excused by the Commission by first notifying the Director of the absence, emergency absence notwithstanding, , the absent Commissioner may be automatically deemed to have submitted a resignation and if accepted by the City Manager, the position shall be deemed vacant without further action.
- (3) Upon the occurrence of any of these events, a request shall thereafter be made by the Director to the City Manager for a replacement appointment of such vacant Commissioner.



Agenda Briefing

Date of Meeting: May 20, 2025

Responsible Department: City Manager's Office

Presenter: Gayle Cook, City Manager

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:

Consider and take all appropriate action on the selection of two (2) Council Members to serve on the Hotel Tax Advisory (HOT) Board.

Executive Summary / Background:

The City Council is requested to consider the appointment of two (2) members of the City Council to serve on the Hotel Occupancy Tax (HOT) Advisory Board. This action is necessary to replace the two current Council Member representatives, Michael Giangrosso and Jackie Rasco, who are concluding their service on City Council.

On November 7, 2024, City Council adopted **Resolution 2024-22**, re-establishing the Hotel Occupancy Tax Advisory Board in accordance with Chapter 351 of the Texas Local Government Code. The Board's role is to evaluate applications and make recommendations to City Council regarding the use of HOT funds for promoting tourism, conventions, and related activities.

The Board is composed of seven (7) voting members:

- Two (2) Council Members
- Two (2) Lodging Facility Representatives or business owners in Seabrook
- Two (2) Citizens

- One (1) City Staff member (Finance Director or designee)

The two outgoing Council Member representatives must be replaced to maintain the Board's full composition.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Resolution 2024-22 Establishing HOT Board

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.

RESOLUTION 2024-22

RE-ESTABLISHMENT OF THE HOTEL TAX ADVISORY BOARD

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 4. (Added by City Council 11-07-2024) Members Not to Have Conflicts of Interest No member of the Board shall be currently affiliated with, associated with, or foresee any potential affiliation or association with an entity that applies for or intends to apply for Hotel Occupancy Tax funds. If a conflict of interest arises during a member's term, that member shall immediately become ineligible to serve and must resign from the board.

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

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

Section 5. Duties and Responsibilities

- i. To receive, review and evaluate application from entities requesting HOT Funds; and
- ii. To receive, review and evaluate post-event presentation and report from entities that have received HOT Funds; and
- iii. To recommend and prioritize requests for such funds and projects and advise the City Council regarding the Board's recommendations as authorized by the Texas Tax Code, Chapter 351); and
- iv. No expenditures of hotel tax revenues shall be made without prior approval by the City Council; and
- v. Any other function or duty directed by the City Council regarding the Board.

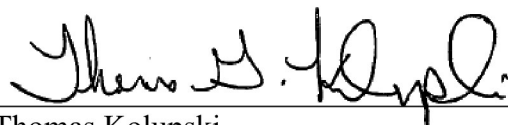
Section 6. Election of Officers The appointment of a Chair, Vice-Chair and Secretary shall be done at the first meeting following the appointments of the new Board. Each officer shall serve a one-year term, with eligibility for re-election.

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

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

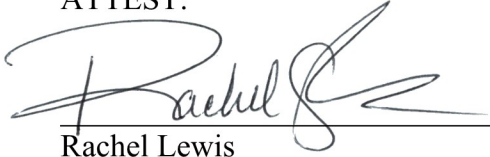
Section 9. Effective Date This resolution shall become effective immediately upon its passage and approval by the City Council of Seabrook, Texas.

PASSED AND APPROVED this 7th day of November 2024.



Thomas Kolupski
Mayor

ATTEST:



Rachel Lewis
City Secretary



APPROVED AS TO FORM:

/s/ David Olson

David Olson
City Attorney

ORGANIZATION / BACKGROUND	CURRENT COUNCIL LIAISON	POSSIBLE COUNCIL ALTERNATE (optional)	CURRENT STAFF LIAISON	MEETING DATES AND TIMES
Bay Area Houston Convention and Visitors Bureau The BAHCVB and each city shall work together and coordinate their retrospective marketing activities to avoid duplication of efforts and to increase marketing efficiency. Gives insight on events/special promotions happening in the local area. The center offers lodging, dining, shopping, attractions and recreational information, as well as maps, coupons, discount tickets and souvenirs	Mike Giangrosso <i>This position does not have to be a Council position, it may also be a city staff member</i>	Mayor Thom Kolupski <i>The mayor for each city serves in an ex-officio capacity and is encouraged to come to each board meeting</i>	Lexie Graham (appointed by Council) <i>Additional Council appointed board positions include Community Hotelier (currently Rushi Patel) and Community Tourism Partner (currently Julie Howell with Lakewood Yacht Club)</i>	Monthly meetings 2 nd Wednesday of each month 11:00am Date and time subject to change to accommodate board members
Bay Area Houston Economic Partnership BAHEP has been dedicated to defining the future for the people who live and work in its service area of southeast Texas. Utilizing a collaborative committee structure, BAHEP engages approximately 270 investor companies, business professionals, local governments, and educational institutions to bring about prosperity and a high quality of life. Leadership is a quality that defines the Bay Area Houston Economic Partnership. BAHEP is trusted to provide exceptional leadership in advocating for regional economic interests, innovative partnerships, and collaborations	Joe Machol	Buddy Hammann	Appointed at the Discretion of the CM	Various committees meet throughout the month. Link to BAHEP calendar: www.bayareahouston.com/con tent/calendar/calendar
Bay Area Houston Transportation Partnership Enhance regional mobility by advocating for improved infrastructure and air quality, reducing traffic congestion, and cultivating relationships with communities, business leaders, and elected/appointed officials that result in positive transportation solutions	Thom Kolupski	Mike Giangrosso	Appointed at the Discretion of the CM	Monthly luncheon Last Thursday of the month 11:30am

ORGANIZATION / BACKGROUND	CURRENT COUNCIL LIAISON	POSSIBLE COUNCIL ALTERNATE (optional)	CURRENT STAFF LIAISON	MEETING DATES AND TIMES
Clear Lake Area Chamber of Commerce The mission of the Chamber is to be Champions for Business Success & Quality of Life in the Clear Lake Area Community by upholding values of accountability, inclusion, transparency, integrity, innovation, and member-focus	Tom Tollett	Jackie Rasco	Appointed at the Discretion of the CM	General Membership Luncheon Last Wednesday of Every Month 11:30am
Economic Alliance Port Region The Economic Alliance Houston Port Region is a regional Economic Development Corporation whose mission is to create a vibrant regional economy. Our goal is to be the most sought-after region in the entire world for potential employers and their employees. We accomplish this by offering top-notch economic development services to site locators, brokers, private industry, and our member cities & communities from inception of a project to groundbreaking	Thom Kolupski	Buddy Hammann	Appointed at the Discretion of the CM	Various committees meet throughout the month. Link to Port Region calendar: www.allianceportregion.com/events-2/

Houston Galveston Area Council (HGAC) H-GAC is the regional organization through which local governments consider issues and cooperate in solving area wide problems. Through H-GAC, local governments also initiate efforts in anticipating and preventing problems, saving public funds. The 13-county H-GAC service region is growing, becoming more diverse, and constantly changing. In order to address the needs of citizens and businesses, local governments are providing leadership to guide regional development wisely and manage change constructively	Thom Kolupski	Mike Giangrosso	Appointed at the Discretion of the CM	Board of Directors Meetings 3 rd Tuesday of the month Various committees meet throughout the month. Link to HGAC calendar: www.h-gac.com/calendar/default.aspx
Seabrook Economic Development Corporation The purpose of the Corporation is the promotion and development of new and expanded industrial and manufacturing enterprises in the City of Seabrook to promote and encourage employment in the public welfare	Buddy Hammann	N/A	N/A	2 nd Thursday of every month 7:00pm

Board Commission Interview Panels

Board of Adjustment/Building Standards	Buddy Hammann	
Economic Development Corporation		Tom Tollett
Ethics Review Commission	Buddy Hammann	
Open Space & Trails		Tom Tollett
Planning & Zoning		
HOT Committee		



Agenda Briefing

Date of Meeting: May 20, 2025

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 approval of a Professional Services Agreement with Cahoon Consulting in an amount not to exceed \$16,000.00 to assist the City of Seabrook in developing a Substantial Damage Response Plan, in conjunction with efforts to achieve a class improvement under the National Flood Insurance Program (NFIP) Community Rating System (CRS); and authorize the City Manager to execute the agreement. This item is not currently budgeted and will require a budget amendment.

Executive Summary / Background:

The Substantial Damage Response Plan is a key component in advancing the City's efforts to improve its CRS class rating under the NFIP, which can result in reduced flood insurance premiums for residents. Cahoon Consulting has experience in this specialized area and will provide the technical expertise necessary to complete the plan in accordance with FEMA and CRS requirements.

FEMA mandates communities participating in the National Flood Insurance Program (NFIP) to have a Substantial Damage Response Plan to ensure they are prepared to properly assess and manage buildings that have been significantly affected by flooding or other disasters. A building is considered substantially damaged when the cost of restoring it to its pre-damage condition equals or exceeds 50% of its market value. The plan helps local officials identify, inspect, and document substantially damaged structures in a timely and consistent manner following a disaster event. It ensures that any reconstruction or repair work complies with current floodplain management regulations, which typically means elevating, relocating, or otherwise modifying the structure to reduce future flood risk. This proactive approach supports community resilience, helps property owners rebuild safely, and ensures continued compliance with NFIP requirements. Maintaining a Substantial Damage Plan is also essential for a community to remain in good standing with the NFIP, which allows residents to retain access to federally backed flood insurance and certain forms of disaster assistance. Cahoon Consulting (Consultant) shall provide the following professional services to

assist the City of Seabrook (City) in developing a Substantial Damage Response Plan (SDRP) in conjunction with a modification for a class improvement in the National Flood Insurance Program (NFIP) Community Rating System (CRS) program.

Task 1: Substantial Damage Response Plan (SDRP)

1. Prepare and submit to FEMA an Information Sharing Access Agreement (ISAA), authorizing City staff and the Consultant to obtain the City's latest NFIP flood insurance data, including repetitive loss, claims, and policy information.
2. Submit AW-501 forms for repetitive loss updates to FEMA Region 6.
3. Coordinate efforts with City staff to develop the SDRP, including the following elements:
 - a. A Standard Operating Procedure (SOP) for determining substantial damage that meets FEMA and ISO requirements, along with a plan for City staff to follow after major events.
 - b. Use of building data from the Harris County Appraisal District to populate an RSDE-similar spreadsheet in accordance with CRS guidelines.
 - c. Consideration of mitigation alternatives for substantially damaged properties.
 - d. Development of public notice templates regarding substantial damage determinations.
4. Submit the SDRP to the Insurance Services Office, Inc. (ISO) for a review.
5. Submit the final SDRP to FEMA for record keeping.

Task 2: CRS Modification

1. Review of the City's documentation from the 2024 CRS Cycle Visit.
2. Schedule a kickoff meeting with City staff to discuss potential CRS activities based on the Consultant's recommendations (included in the Proposal).
3. Coordinate with City staff to gather, revise, or create necessary documentation.
4. Submit documentation for courtesy reviews, as needed. Submit the modification documentation to ISO.

Task 3: CRS Support

1. Attend City Council meeting(s) to educate new members about the CRS, including data on flood insurance savings for citizens and the purpose of the SDRP (and/or other relevant documentation).

Timeline

Upon authorization to commence work via a signed contract and Notice to Proceed:

Task 1 will be completed within 45 days.

Task 2 will be completed within 180 days.

Task 3 will be completed at the client's request.

Budget

The total budget for this project shall not exceed \$16,000.00.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Cahoon Proposal
2. Cahoon Proposal Addendum
3. FEMA Substantial Damage Plan Guidance Document

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

The City of Seabrook does not currently have the internal resources necessary to develop a comprehensive Substantial Damage Response Plan (SDRP) without the assistance of a qualified consultant. Preparing an SDRP requires specialized knowledge of FEMA regulations, NFIP compliance standards, and the Community Rating System (CRS) framework, as well as the ability to coordinate and process complex datasets related to flood insurance claims, repetitive loss properties, and property valuation. City staff are currently tasked with a wide range of responsibilities related to daily operations, permitting, emergency management, and ongoing floodplain management duties. The technical requirements of developing an SDRP, such as drafting a FEMA and ISO-compliant Standard Operating Procedure (SOP), interpreting data from the Harris County Appraisal District, and preparing CRS creditable documentation, demand time and expertise that exceed the City's current capacity. Retaining a consultant with experience in NFIP, CRS, and substantial damage evaluation will ensure the Plan is developed efficiently, meets federal and ISO standards, and enhances the City's ability to respond effectively after future flood events. **Staff recommends approval of this item.**

Proposal for the City of Seabrook Community Rating System Modification

Presented by



March 19, 2025

INTRODUCTION

The City of Seabrook (City) has been participating in the Community Rating System (CRS) since 2002. At the City's five-year cycle visit in 2023, the City earned a total of 1,592 points which was a lesser amount than the credit earned in the previous cycle visit in 2018, but enough to keep them at a class 7. Cahoon Consulting (Consultant) proposes to assist the City in submitting a modification to the CRS program to achieve a class improvement.

SCOPE OF WORK

The Consultant met with Nick Kondejewski and Alana Rohlf on March 6, 2024, to discuss the City's 2023 CRS cycle visit which resulted in the City maintaining a class 7. The City is interested in pursuing a modification to advance to the next class. Since the class did not change from the recent cycle visit, a modification can be submitted at any time. The Consultant will review the 2023 cycle visit submittal to determine what will be necessary to make a class improvement. A cursory review of ISO's verification report from the 2023 cycle visit revealed activities where the Consultant believes improvements can be made to increase the CRS points:

- Activity 330, Outreach Projects
- Activity 360, Property Protection Assistance
- Activity 370, Flood Insurance Promotion
- Activity 430, Higher Regulatory Standards
- Activity 450, Stormwater Management
- Activity 510, Repetitive Loss Area Analysis and Substantial Damage Response Plan
- Activity 610, Flood Warning and Response

The project will consist of strategic collaboration with City staff such as the Building Department, Engineering Department, Public Works Department, and Emergency Management Office. The goal of the project will not be to simply qualify for the next class, but to provide a "credit cushion" such that the City is not in danger of losing credit in any given activity that would result in a retrograde to the previous class.

COST ESTIMATE

The Consultant proposes a cost estimate of \$16,000 to assist the City of Seabrook in a CRS modification. This estimate is based on the time projected to develop and complete the tasks associated with each CRS activity that will garner enough points to qualify for the next class(es). Development of certain activities, such as the Repetitive Loss Area Analysis and the Substantial Damage Response Plan (Activity 510), is more labor intensive and time consuming; however, the credit gained for successful execution of these plans is substantial.

The Consultant will work with the City until all documentation has been finalized and ISO issues a draft verification report. Since all documentation is evaluated by a third party and is subject to individual review, the final rating cannot be guaranteed by the Consultant; however, the Consultant will be able to estimate potential points and pledges to assist the City in every effort in order to achieve its desired goal. The Consultant has been successful in achieving class improvements in modifications or cycle visits for the communities listed below, and the numbers to the side represent the previous class rating to the new class rating:

- City of League City (8 to 6)
- City of Galveston (8 to 6)
- City of Pearland (6 to 5)
- City of Shoreacres (9 to 7)
- City of Friendswood (7 to 5)
- City of La Porte (8 to 5)
- City of Nassau Bay (7 to 6)
- City of Dickinson (8 to 7)
- City of Taylor Lake Village (8 to 7)
- City of Jamaica Beach (8 to 7)
- City of Jersey Village (7 to 5)
- City of Denton (8 to 5)

Scope of Work for the City of Seabrook

Consultant Consulting (Consultant) shall provide the following professional services to assist the City of Seabrook (City) in developing a Substantial Damage Response Plan in conjunction with a modification for a class improvement in the National Flood Insurance Program (NFIP) Community Rating System (CRS) program.

Task 1: Substantial Damage Response Plan (SDRP)

1. Prepare and submit to FEMA an Information Sharing Access Agreement (ISAA) to include authorization for City staff and Consultant to obtain the City's latest NFIP flood insurance data including repetitive loss, claims, and policy information.
2. Submit AW-501s for repetitive loss updates to FEMA R6.
3. Coordinate efforts with City staff to develop SDRP that includes the following:
 - a. An SOP for determining substantial damage that satisfies FEMA and ISO as well as a plan for City staff to follow after major events in the future.
 - b. Building data from Harris County Appraisal District to populate RSDE-similar spreadsheet according to CRS guidelines.
 - c. Consideration of mitigation alternatives for substantially damaged properties.
 - d. Templates for notices to the public regarding substantial damage.
4. Submit SDRP to ISO for a courtesy review.
5. Submit SDRP to FEMA for their records.

Task 2: CRS Modification

1. Review City's documentation from the 2023 CRS Cycle Visit.
2. Schedule kickoff meeting with City staff to discuss potential CRS activities based on Consultant's recommendations (included in Proposal).
3. Coordinate with City staff to gather/revise/create documentation.
4. Submit documentation for courtesy reviews, as needed.
5. Submit modification documentation to ISO.

Task 3: CRS Support

1. Attend City Council meeting(s) to educate new members about the CRS including data on flood insurance savings to citizens and purpose of SDRP (and/or other documentation).

Timeline

When authorized to commence work via a signed contract and Notice to Proceed, Task 1 will be completed within 45 days. Task 2 will be completed within 180 days. Task 3 will be completed per client's request.

Budget

All payments shall be paid to the Consultant in lump sum and within 30 days upon receipt of the Consultant's invoice. Milestones and payments will be included as part of the contract.



SUBSTANTIAL DAMAGE MANAGEMENT PLAN (SDP)

Prepared for: [COMMUNITY'S GOVERNING BODY]

Prepared by: [COMMUNITY]

Date: [DATE]

TABLE OF CONTENTS

TABLE OF CONTENTS	i
ACRONYMS	iii
INTRODUCTION	1
PURPOSE	1
OVERVIEW OF SIX-STEP PLANNING PROCESS (See CRS #3)	2
1. VULNERABILITY ASSESSMENT	3
a. Review of Substantial Damage Regulations and Definitions	3
b. Identify Risk	5
i. Flood History	5
ii. Prior Substantial Damage	5
c. Properties Vulnerable to Substantial Damage	5
i. Structure Inventory	5
ii. Mapping of Structure Inventory	5
iii. Other Considerations	6
iv. General Description of Structure Inventory	7
2. SUBSTANTIAL DAMAGE MANAGEMENT TEAM	8
a. Large Event Assistance	8
b. Outside Resources	9
3. POST-FLOOD ACTIONS	10
a. Team Training	10
b. Communications Plan	10
i. Communication with Elected Officials	10
ii. Communication with the Public	10
c. Field Inspection and Damage Determination Processes	11
i. Assessing the Damage	11
ii. Conducting Substantial Damage Determinations	13
iii. Complying with Procedures for Substantially Damaged Structures	14
iv. Consulting the Local Attorney	14
v. Updating the State and FEMA	14
4. PROPERTY DATABASE	16
a. Simple Database	16
b. SDE Database (See CRS SDP2)	16
5. PRE-FLOOD ACTIONS	18
a. Education and Outreach	18
b. Mitigation Considerations (See CRS SDP3)	19
6. PLAN MAINTENANCE	20
a. Annual Evaluation and Reporting (See CRS #4)	20
b. Communicating the SDP (See CRS #5)	20
c. Updating the SDP (See CRS #6)	20
d. Adherence to the Privacy Act	20
CRS ACTIVITY POINTS	21

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i

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Green Text – Reference Information for the Community Rating System

Appendix A: Substantial Damage Estimator Records
Appendix B: Potential Substantial Damage Structures List
Appendix C: Potential Substantial Damage Structures Map
Appendix D: SDE Planning and Preparation Checklists
Appendix E: SDE Template Documents
Appendix F: Residential Field Worksheet
Appendix G: Non-Residential Field Worksheet
Appendix H: Sample Stand Alone Damage Assessment Worksheet
Appendix I: Sample Notice to Post on Structures
Appendix J: Sample Press Release

Appendix may change based on community and necessary/ available documentation.

- **Appendix A** is suggested to utilize FEMA SDE software to track substantial damages and place a summarized output of data here.
- **Appendix B** is intended to house documentation of the list of all occupied structures within the SFHA which risk substantial damage.
- **Appendix C** is intended to include a map of the structures listed and documented in Appendix B.
- **Appendix D** is intended to contain checklists to be utilized for post-disaster planning and field preparations.
- **Appendix E** may include all additional documents which can be altered to fit a specific disaster or event.
- **Appendices F through J** were provided in the 2024 State of Missouri Flood Damage Assessment Packet and are included at the end of this template.

ACRONYMS

CRS	Community Rating System
CSD	Cumulative Substantial Damage
CSI	Cumulative Substantial Improvement
FEMA	Federal Emergency Management Agency
GIS	Geographical Information System
ICC	Increased Cost of Compliance
NFIP	National Flood Insurance Program
RL	Repetitive Loss
SD	Substantial Damage
SDE	Substantial Damage Estimate/Estimator
SDP	Substantial Damage Management Plan
SEMA	Missouri State Emergency Management Agency
SFHA	Special Flood Hazard Area; 1%-annual-chance floodplain
SI	Substantial Improvement

INTRODUCTION

Briefly introduce the plan and describe the community's motivation for its development. Sample introductory language can include the following:

The following Substantial Damage Management Plan (SDP) has been prepared by [COMMUNITY] to assist with meeting requirements of the Federal Emergency Management Agency (FEMA) National Flood Insurance Program (NFIP) regarding substantial damages (SD) and substantial improvements (SI). As a member of the NFIP, [COMMUNITY] is required to evaluate substantially damaged properties following any hazardous event, such as flooding, windstorms, fires, and other events that cause damage to a structure. As the administering agency for [COMMUNITY'S] Floodplain Management Ordinance, the [COMMUNITY] Planning Department has prepared this SDP to identify potentially vulnerable structures and plan for post-event actions, should the structures be substantially damaged.

Describe the formal process by which the community's governing body received the plan and by which the plan is made available to the state and the Federal Emergency Management Agency (FEMA) if requested. Sample language can include the following:

This plan was submitted to the [COMMUNITY'S GOVERNING BODY] on [DATE] by the [AGENCY/PERSON] via [DELIVERY METHOD (EMAIL, FAX, ETC.)] (See CRS #5). This plan is available for transmittal to SEMA's Floodplain Management Section and FEMA Region VII, if requested (See CRS #7).

Describe the key sections of the plan. Sample language can include the following:

This plan provides the [COMMUNITY'S] definitions of SD/SI, assesses vulnerable areas, identifies the roles and responsibilities of the [COMMUNITY'S] Substantial Damage Management Team, explains procedures for estimating and determining substantial damage, describes the process the [COMMUNITY] uses to track substantial damage and substantial improvement, outlines steps to take before and after a disaster, and details procedures for annual reporting. This report also outlines mitigation methods that could be applied to these at-risk areas to proactively reduce flood damage.

PURPOSE

This section of the SDP allows for further discussion on the community's motivation for undertaking a strategy for managing substantial damage. Use this section to further elaborate on the purpose of the plan, as needed. Sample language can include the following:

This SDP will help the [COMMUNITY] manage and mitigate the impact of substantial damage from natural disasters. This plan helps increase awareness of flood risk areas, identifies vulnerable structures and neighborhoods, and ensures that there is a strategy in place for making damage determinations and enforcing the substantial damage requirements if a flood occurs. In addition, the plan fosters communication with residents and elected officials and helps develop long-term actions to mitigate properties and reduce future losses. If a flood does occur, the effort will be paid back many times over in efficiency, minimizing future damage, and building community resiliency.

An SDP furthermore ensures compliance with FEMA and NFIP regulations, enabling the [\[COMMUNITY\]](#) to maintain eligibility for federal flood insurance and assistance. It standardizes procedures for assessing damage, supports enforcement of building codes, and helps earn Community Rating System (CRS) credits for insurance discounts. This plan further includes annual reporting procedures to ensure continuous improvement and adaptation.

OVERVIEW OF SIX-STEP PLANNING PROCESS (See CRS #3)

The planning process for preparing the [\[COMMUNITY\]](#) Substantial Damage Management Plan was based on CRS planning requirements. This guidance is structured around a six-step planning process. The table below shows how the six-step planning process aligns with the sections of this document.

Planning Steps	Planning Tasks	Section within Plan Document
Step 1. Assess Vulnerability	a. Review Regulations	Section 1a.
	b. Identify Risk	Section 1b.
	c. List and Map Structures	Section 1c.
Step 2. Assemble a Team	a. Identify Staff and Needs	Section 2a.
	b. Organize Team	Section 2b.
Step 3. Identify Post-Flood Actions	a. Coordination and Communication	Section 3a.
	b. Substantial Damage Determination Process	Section 3b.
Step 4. Build a Database	a. Collect Basic Building Information	Section 4a.
	b. Pre-Populate FEMA's SDE Software (See CRS SDP2)	Section 4b.
Step 5. Identify Pre-Flood Actions	a. Engage the public	Section 5a.
	b. Explore mitigation alternatives (See CRS SDP3)	Section 5b.
Step 6. Implement and Update the Plan	a. Annual evaluation reports	Section 6a.
	b. Periodic update of the Plan	Section 6b.

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Green Text – Reference Information for the Community Rating System

1. VULNERABILITY ASSESSMENT

During the first step of the SDP development process, [COMMUNITY] reviewed its current floodplain ordinance and regulatory authorities to ensure that the substantial damage regulations met or exceeded NFIP requirements. Additionally, [COMMUNITY] examined the areas within community where substantial damage is likely to occur and identified specific structures that are at risk of substantial damage.

a. Review of Substantial Damage Regulations and Definitions

[COMMUNITY] has adopted the State of Missouri Model Floodplain Ordinance. The Ordinance can be found within [CITE SPECIFIC DOCUMENT (SUCH AS (UNIFIED DEVELOPMENT ORDINANCE)) AND SPECIFIC SECTION WITHIN DOCUMENT], located at [WEBSITE LINK, IF APPLICABLE].

[SECTION NUMBER] of the [COMMUNITY'S] [ORDINANCE NAME] includes definitions for SD/SI, (which [INCLUDES/DOES NOT INCLUDE] Cumulative Substantial Improvement). [SECTION NUMBER] designates the [TITLE (EXAMPLE, CITY ENGINEER)] as the [COMMUNITY'S] Floodplain Administrator and explains the related duties and responsibilities.

The Ordinance includes the following definitions:

- Cumulative Improvement (See CRS #2).
 - a) A structure may be improved (remodeled or enlarged) without conforming to current requirements for elevation so long as the cumulative value of all work done within the last _____ calendar years does not exceed fifty (50) percent of the structure's current market value. If the cumulative value of the improvement exceeds fifty (50) percent of the structure's current market value, the structure must be brought into compliance with Article 4, Section B(1) which requires elevation of residential structures to one (1) foot above the base flood elevation or the elevation/floodproofing of non-residential structures to one (1) foot above the base flood elevation.

Communities that are receiving or requesting CRS credit for Cumulative Substantial Improvement must refer to and explain that definition here and also describe the community's process for tracking damage and improvements cumulatively. Likewise, for a community that is requesting/receiving credit for having a lower threshold for substantial improvement (element LSI), that definition and any applicable procedures must be integrated into the community's substantial damage management plan and included in this section of the plan document.

- **"Repetitive Loss"** means flood-related damages sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, equals or exceeds twenty-five percent of the market value of the structure before the damage occurred (See CRS #1).
- **"Substantial-Damage"** means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. The term includes Repetitive Loss buildings (see definition) (See CRS #1).

For the purposes of this definition, “repair” is considered to occur when the first repair or reconstruction of any wall, ceiling, floor, or other structural part of the building commences.

The term does not apply to:

- a) Any project for improvement of a building required to comply with existing health, sanitary, or safety code specifications which have been identified by the Code Enforcement Official and which are solely necessary to assure safe living conditions, or
 - b) Any alteration of a “historic structure” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.”
 - c) Any improvement to a building.
- **“Substantial Improvement”** means any combination of reconstruction, alteration, or improvement to a building, taking place for a 10-year period, in which the cumulative percentage of improvement equals or exceeds fifty percent of the current market value of the building. For the purposes of this definition, an improvement occurs when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the building. This term includes structures, which have incurred “repetitive loss” or “substantial damage”, regardless of the actual repair work done **(See CRS #1)**.

The term does not apply to:

- a) Any project for improvement of a building required to comply with existing health, sanitary, or safety code specifications which have been identified by the Code Enforcement Official and which are solely necessary to assure safe living conditions, or
 - b) Any alteration of a “historic structure” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.”
- **“Substantially Improved Existing Manufactured Home Parks Or Subdivisions”** is where the repair, reconstruction, rehabilitation or improvement of the streets, utilities and pads equals or exceeds 50 percent of the value of the streets, utilities and pads before the repair, reconstruction or improvement commenced **(See CRS #1)**.

Use this section to acknowledge any other pertinent ordinances as needed, such as those related to permit application processes, floodway development standards, floodproofing certification processes, duties of the local floodplain manager, enforcement of substantial damage, etc.

b. Identify Risk

i. Flood History

Provide a brief description of the primary flood risk and related flood damage history. Flood risk descriptions can be found in the Flood Insurance Study, the community's Local Hazard Mitigation Plan, or the U.S. Geological Survey National Water Information System.

According to the Flood Insurance Study for [COUNTY, MO], dated [DATE], runoff from [REGION] eventually drains into [WATERBODY]. Major floods occurred on [WATERBODY] in [YEAR(S)].

The [COMMUNITY] is located within the [WATERSHED(S)], both of which ultimately flow to the [WATERBODY].

The primary tributaries that experience flooding within the [COMMUNITY] include [LIST TRIBUTARIES].

ii. Prior Substantial Damage

If available, the community should provide a short description and history of prior damage determinations, including the source of the damage, the number of affected structures, the damage determination method used, and the post-event actions taken (such as compliance or mitigation). In place of a description, communities that track cumulative substantial damage may include a local database for tracking damage in the plan. The tracking database should include a list of buildings that were damaged and the extent of the damage. Communities may also provide records from FEMA's Substantial Damage Estimator to show prior damage determinations.

Copies of the [COMMUNITY'S] substantial damage records from the FEMA SDE [VERSION] software can be found in Appendix [APPENDIX NUMBER].

c. Properties Vulnerable to Substantial Damage

i. Structure Inventory

Appendix [APPENDIX NUMBER] contains the [COMMUNITY'S] list of structures within the SFHA.

Further describe other pertinent details as needed, such as whether certain structures were included/excluded from the list, and why.

ii. Mapping of Structure Inventory

Following a disaster event, [COMMUNITY] utilizes [GIS/PAPER MAPS/ETC.] to assist with determining substantial damage estimations. Exported copies of the maps showing the SFHA overlays are included in Appendix [APPENDIX NUMBER].

The inventory should include any structures in the community that are susceptible to being substantially damaged in a flood, which could include but are not limited to:

buildings in the mapped floodplain, buildings below the base flood elevation, buildings within a repetitive loss area, properties where previous substantial damage determinations have been made, and/or building that could meet the cumulative substantial improvement definition, if applicable.

Communities that have completed the Repetitive Loss Area Analysis (RLAA) will have already completed a map identifying the affected structures. The RLAA inventory can be used to meet this requirement; however, the substantial damage management plan must include all buildings in the community subject to potential substantial damage, even those that are not on the repetitive loss inventory. Likewise, all structures subject to substantial damage shall be included on the substantial damage list even if they are not on the repetitive loss inventory.

Due to the federal Privacy Act, public documents cannot be used to display structures determined to be susceptible to substantial damage through the use of FEMA flood insurance claim data or prior disaster assistance payments. In these instances, the map should only include general areas instead of specific structures.

Communities can use GIS to develop generalized maps showing potential substantial damage areas.

Communities that currently track cumulative substantial damage can use the inventory of structures with prior damage determination as part of the list required in this step.

iii. Other Considerations

[COMMUNITY] tracks cumulative substantial damage using the FEMA SDE [VERSION] software.

Describe further details as needed.

[COMMUNITY] tracks [LIST ELEMENTS] electronically using internal software.

Describe further details as needed.

[COMMUNITY] maintains a separate spreadsheet and set of maps to track the substantial damage and/or requested substantial improvements to repetitive loss properties within [COMMUNITY] limits to ensure privacy is maintained for these properties.

Use this section to describe additional considerations related to flooding, such as mapped areas of localized flood risk, urban flooding areas, small ponding areas, watershed drainageways, etc., as applicable. These locally mapped and regulated floodplain areas must be included in the substantial damage management plan.

Include adopted procedures for tracking cumulative damage and/or other improvements, if applicable.

iv. General Description of Structure Inventory

The building inventory in [COMMUNITY] consists of [PERCENT] residential and [PERCENT] non-residential.

The residential buildings in the [COMMUNITY] include [SINGLE-FAMILY/MANUFACTURED HOMES/MULTI-FAMILY, ETC.] types.

Approximately [PERCENT] of the [COMMUNITY] is zoned as residential, [PERCENT] is zoned as commercial, [PERCENT] is zoned as industrial, [PERCENT] is zoned as agricultural, and [PERCENT] is zoned as mixed-use.

The list of properties that could be substantially damaged due to floods can be included in the substantial damage management plan itself or provided as a separate document to attach to this plan.

It should be noted that subsequent Step 4 will require the list of properties developed under Task 1 to be populated with relevant building data needed to complete a damage assessment, such as address, owner, square footage, and building construction attributes. Therefore, a single populated database can meet the requirements of both Step 1 and Step 4. **SEE CRS SDP2:** It should further be noted that additional SDP2 credits (50 points) can be attained by a community by pre-populating FEMA's Substantial Damage Estimator (SDE) with data on all properties with the potential to be substantially damaged.

2. SUBSTANTIAL DAMAGE MANAGEMENT TEAM

Describe the roles of various community departments, such as development services, building inspections, permitting, etc. in tracking substantial improvements. Describe departmental duties as they relate to floodplain management, ordinances, etc. Consider departmental communication responsibilities as they relate to relaying information on substantial damages to elected officials, business owners, residents, and the public.

Describe specific staff roles in the floodplain management process. Key community staff members may include, but are not limited to, the Floodplain Administrator/City Engineer, permit services staff, inspectors, certified floodplain managers, public relations, and the CRS Coordinator, for example.

Sample language can include the following:

The following [COMMUNITY] staff have primary responsibility for post-disaster response:

- [COMMUNITY] Floodplain Administrator – Oversees staff and gives final approval for any properties deemed to be substantially damaged. Conduct field reviews for permit applications as needed to verify repairs and level of damage are in accordance with the floodplain ordinance.
- [COMMUNITY] Engineering Staff – Identify areas that may be affected based on available rain and river gauge data, as well as field reconnaissance and customer requests. Work with inspectors to field verify and target outreach in these areas. Provide additional support for the review and issuance of permits for flood repairs as needed. Conduct field reviews for permit applications as needed to verify repairs and level of damage are in accordance with the floodplain ordinance.
- [COMMUNITY] Permitting Staff – Review and issue permits for flood repairs.
- [COMMUNITY] Inspectors – Field verify and identify structures in need of permits for repairs. Place door hangers and outreach materials as appropriate to notify of the need to request a permit for repairs. Additionally, field verify repair work is conducted in accordance with permits, consult with permittees on corrective actions needed to comply with permit and issue notices of violation as needed. Issue stop work orders for unpermitted work within the floodplain.
- [COMMUNITY] Public Information Officer – Provide updated outreach materials regarding flood cleanup safety and the need for permits via website, local and social media.

a. Large Event Assistance

In addition to the identification of specific resources, this section should also demonstrate that the community has identified sufficient personnel to handle the substantial damage work following a major event, in terms of required work effort, including additional clerical or administrative effort.

[COMMUNITY'S] Substantial Damage Management Staff utilizes the FEMA-generated equation (# Affected Structures in SFHA x time (minutes) per inspection / # of teams =

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8

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Total Time Needed for all Substantial Damage Inspections) to determine the amount of time and number of staff necessary to evaluate all affected structures in the SFHA. This equation helps staff determine if additional assistance is needed to complete the substantial damage field inspections on time, especially after a large-scale disaster event.

b. Outside Resources

Describe the roles of outside resources and/or additional staff support related to the floodplain management process.

The following additional resources may be contacted in the event that the Substantial Damage Management staff determine *[COMMUNITY'S]* staff are unable to complete post-disaster activities in a timely manner:

SEMA Floodplain Management Section/State NFIP Coordinator's Office

Karen McHugh or Linda Olsen
(573) 526-9129 or (573) 526-9115

FEMA Region VII Office

Todd Tucker, Ally Bishop, or Christopher Parsons
(816) 283-7528 or (913) 837-5220 or (816) 283-7980

Missouri Mutual Aid Program

Address: 2302 Militia Drive P.O. Box 116 Jefferson City, Missouri 65102
(573) 526-9100 or (573) 634-7966

Through this program, Missouri will allow emergency volunteers to be certified by the State Emergency Management Agency. Extra volunteers may also be provided and deployed from other nearby states through the Emergency Management Assistance Compact (EMAC), in case of an emergency. See additional information here:

[Mutual Aid for Building Departments: Region 7 \(fema.gov\)](https://www.fema.gov/mutual-aid-for-building-departments-region-7)

As a requirement of NFIP participation, *[COMMUNITY]* has developed a set of Floodplain Management Administrative Procedures that incorporate administrative actions related to substantial damage and are included in Appendix D of this SDP.

3. POST-FLOOD ACTIONS

During the third step of the SDP development process, [COMMUNITY] developed clear directives and strategies for [COMMUNITY'S] post-event actions. This section details how [COMMUNITY] will ensure that the following essential components of substantial damage management are addressed: team training, communication with local officials and property owners, field inspection and damage determination processes, and compliance with ordinances and procedures when a structure is determined to have been substantially damaged.

a. Team Training

The community can devise and conduct its own training sessions or rely on existing federal and state substantial damage training. SEMA's Training & Exercise Management System (STEMS) offers many training opportunities throughout the year. See [STEMS \(sematraining.com\)](https://sema.dps.mo.gov/programs/floodplain/workshops.php) to register for any upcoming trainings. SEMA also offers multiple workshops each year for FEMA's SDE software (see <https://sema.dps.mo.gov/programs/floodplain/workshops.php>). Additionally, FEMA's Emergency Management Institute (EMI) also offers independent study and online training on substantial damage and substantial improvement. The community should determine what combination of training best suits the needs of its substantial damage management team. Sample language can include the following:

The [COMMUNITY] staff responsible for substantial damage management are outlined in Section 2 of this plan. All staff are trained not only in the SDP process but also in the roles and responsibilities of each team member before, during, and after a flood. The training is provided [FREQUENCY] and utilizes materials generated internally from information available from [SOURCE, SUCH AS FEMA, OR THE STATE].

b. Communications Plan

i. Communication with Elected Officials

Describe any routine communication requirements, such as status updates to elected officials, which may be required by the community. Sample language can include the following:

[TITLE, SUCH AS FLOODPLAIN MANAGER] is responsible for communicating with elected officials regarding flood events and disaster-related damages. This communication must occur in a timely manner following an event so that the elected officials will be prepared to properly respond to community concerns. The elected officials should be provided with Information related to the substantial damage inspection process, and cleanup, repair, rebuild, and improvement expectations and requirements.

ii. Communication with the Public

It may prove helpful to supply the public with guidance and assistance on topics such as cleanup, repairs, and how the damage assessment and determination process is likely to unfold.

Sample outreach materials are available from the State NFIP Coordinator, FEMA, and other communities and it is recommended that these be obtained in advance, tailored to

the community's particular needs, and included in the plan. Resources include:

- SEMA's *Quick Guide for Floodplain Management in Missouri* helps local officials and citizens understand why and how Missouri communities must manage development in floodplains to protect people and property (see [Missouri Quick Guide -- PRINT Version \(mo.gov\)](#)).
- SEMA's Website for Floodplain Management/Floodplain Insurance Programs provides significant resources NFIP and insurance questions (see [Missouri Floodplain Management/Floodplain Insurance Programs | SEMA \(mo.gov\)](#)).
- SEMA's *After the Flood Quick Guide* is a resource for homeowners and residents who have experienced a recent flood event (see [Argh! I Just Flooded! Now What? \(mo.gov\)](#)).
- The Missouri Department of Natural Resources (MoDNR) also has a webpage dedicated to how to respond and recover from all natural disasters. This site is also to residents who have recently experienced flooding. ([Disaster Response and Recovery | Missouri Department of Natural Resources \(mo.gov\)](#)).
- The Missouri Floodplain and Stormwater Managers Association (MfSMA) also provides floodplain management resources and tools (see [MfSMA - Training & Education Opportunities](#)).

Sample language can include the following:

[TITLE, SUCH AS FLOODPLAIN MANAGER] is responsible for communicating with the public, including affected residents and business owners, following an event. Following a disaster, the *[COMMUNITY]* will send a letter to property owners located within the SFHA informing them of upcoming damage inspections and permitting requirements. An inspection notice letter is included in Appendix *[APPENDIX NUMBER]*.

c. Field Inspection and Damage Determination Processes

This section details the process following a substantial damage event in *[COMMUNITY]*, which includes assessing the situation, conducting substantial damage determinations, complying with procedures for substantially damaged structures, consulting the local attorney, and updating the state and FEMA.

i. Assessing the Damage

Sample language can include the following:

After an event, the *[TITLE, SUCH AS FLOODPLAIN MANAGER]*, is responsible for touring the damaged areas within the SFHA as soon as safely feasible and coordinating building inspections with the *[TITLE, SUCH AS EMERGENCY MANAGER]*.

Field inspections will be conducted as soon as possible after an event, before the structures are cleaned off, so that high water marks and flood depths can be more accurately documented for the structure.

Initial screenings are performed by *[DESCRIBE PROCESS, SUCH AS WALKING*

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11

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ALONG IMPACTED AREAS AND VIEWING STRUCTURES FROM STREET, FOR EXAMPLE]. Damages are estimated based on the high-water mark (in the case of a flood) or other characteristics such as roof damage (in the case of a high-wind event). Additionally, photos are taken of affected structures [INCLUDE EXTRA INSTRUCTIONS AS NEEDED].

A [TYPE OF MATERIAL, SUCH AS A PRINTED MAP, OR A TABLET] is brought to the initial screenings and the inspectors record the locations of the damaged structures and high-water marks [ADD OTHER DETAILS AS NEEDED, SUCH AS THE DEVELOPMENT OF A PHOTO LOG].

The plan should identify who will be doing these initial field inspections and how they will be conducted. The plan should be specific in terms of guiding the deployment of resources, keeping in mind that certain areas may be more likely to be immediately accessible following an event.

The plan should also detail the process by which the recorded information will be incorporated into community records.

Sample language can include the following:

During the initial screening, each observed [STRUCTURE/AREA] is marked according to its damage-screening designation as follows: [DESCRIBE SPECIFIC CATEGORICAL DAMAGE DEFINITIONS, SEE GUIDANCE NOTE BELOW].

The plan should discuss specific procedures for the initial survey of damaged structures, based on damage levels set by the community. One option, for example, is to roughly categorize buildings by the extent of damage observed, such as:

- Obvious substantial damage (more than 60% damaged),
- Potential substantial damage (40% to 60% damaged), and
- Not substantially damaged (less than 40% damaged).

A subsequent step could be to prioritize resources to the top two levels of damage and re-visit the less-damaged buildings later, if needed. Remember, communities that track cumulative substantial damage must have a process in place to make damage assessments, document the damage, and track the damage. That process should be detailed in the substantial damage management plan.

The plan should explain how damaged structures are to be identified on a map and what types of notes need to be taken on each structure to prepare for damage determination field work. The map and list of damaged buildings, in turn, will be used to help prioritize work and identify how many team members will be needed. The list of properties and the map completed in Step 1 will help the community think through how it wants this process to work.

Sample language can include the following:

During the initial screenings, [DESCRIBE THE PROCESS OF NOTIFYING OWNERS THAT DAMAGE HAS OCCURRED, SUCH AS POSTING NOTICES ON DOORS OR USING DOOR HANGERS]. An example of the [COMMUNITY'S] public notice is included in Appendix F.

In compliance with FEMA regulations, no permits are issued by the [COMMUNITY] for structure repair on affected structures until a damage determination is completed.

ii. Conducting Substantial Damage Determinations

Sample language can include the following:

[COMMUNITY'S] strategy for conducting substantial damage assessments consists of determining the cost of the damage, determining the structure's market value, comparing the cost of damage and market value to the substantial damage threshold adopted in the local ordinance, and requiring owners to obtain permits and bring substantially damaged building into compliance.

Following a damage event, [COMMUNITY] inspection teams walk the SFHA and perform field inspections in their assigned areas. More experienced staff are assigned to areas that are designated as experiencing a greater degree of damage. Appendix [APPENDIX NUMBER] includes a copy of a FEMA-created worksheet that the [COMMUNITY] uses during substantial damage field assessments, along with guidance on estimating damages and percentages. A list of items that should be considered during the substantial damage estimate is included in Appendix [APPENDIX NUMBER].

The substantial damage plan should identify who does what to implement the strategy, who has the final say on decisions, how long it is expected to take, what steps will be taken to coordinate with utility companies, and more.

The substantial damage management plan should estimate the time needed to finish assessing the extent to which buildings are damaged, which may be considerable. It should also specify how residents are to be made aware of the expected time frame for damage determinations and permitting, so they can plan their repair, recovery, and mitigation measures.

Damage estimates need to include all costs required to return structures to their pre-damaged condition, regardless of an owner's intention to do so or not.

If a structure is determined to be unsafe during the inspection, the structure will be posted with a notice attached directly to the affected structure. A copy of such notice is included in Appendix [APPENDIX NUMBER].

Following field inspections, [COMMUNITY] staff contacts [COMMUNITY PROPERTY ASSESSOR'S OFFICE] to request the market value of affected structures. This information is recorded with the substantial damage determination.

Upon completion of the field inspections and market value research, [COMMUNITY] utilizes the FEMA SDE [VERSION] software to estimate repair costs. If the repair costs from the [INDIVIDUAL EVENT/CUMULATIVE TRACKING] are determined to be greater than or equal to 50% of the market value of the structure, then the structure is considered to be substantially damaged.

If the community tracks substantial damage and improvements cumulatively, the estimated repair costs are added to any previous cost of damage or improvement that the structure has incurred over the previous 10-year period.

The community permit official should review permit procedures and there should be a clear understanding that no permit is to be issued for building repair until a damage determination has been made.

To ensure that damage determinations are completed, the plan should assemble checklists, forms, and templates for inspection notices, permit applications, and other documentation that will be needed. Examples of these documents can be obtained from state substantial damage documents or from various FEMA publications. The procedure for notifying residents of the damage determination should be explained in the plan.

iii. Complying with Procedures for Substantially Damaged Structures

The plan should explain how residents will be notified of their damage determination, how the appeals process will work, and who will ensure compliance. FEMA recommends that letters be sent to property owners to communicate substantial damage determinations. The letter should also provide property owners with direction on how to bring their structures into compliance. This letter is a requirement for owners who choose to file Increased Cost of Compliance (ICC) claims to help defray the cost of bringing flood-damaged buildings into compliance. An ICC claim will require that specific information be included in the substantial damage letter.

This section of the plan should identify **HOW** the community will ensure compliance with the procedures for substantially damaged structures. Reference the section of your local floodplain management ordinance which addresses penalties for violation (see Article 6 of the SEMA's Model Floodplain Management Ordinances).

Communities that have prepared the permit documents and guidance letters before an event have the most success with compliance, quick recovery, and mitigation. These materials should be part of the plan.

iv. Consulting the Local Attorney

The [COMMUNITY'S] [TITLE, SUCH AS FLOODPLAIN ADMINISTRATOR] shall contact the [COMMUNITY'S] Attorney's Office to inform them that [ADD DETAILS AS NECESSARY (FIELD INSPECTORS ARE ENTERING PRIVATE PROPERTY, SUBSTANTIAL DAMAGE DETERMINATIONS ARE IN PROCESS, VARIANCES MAY BE REQUESTED BY PROPERTY OWNERS, ETC.)].

This section should detail the process by which the community attorney is made aware of the substantial damage regulations, the community's enforcement procedure, and the determination process. The attorney should be made aware of field inspectors needing to enter private property. The attorney may be needed to defend substantial damage determinations or enact a community moratorium.

Penalties for non-compliance should be clearly stated in the plan. Reference the section of your local floodplain management ordinance which addresses penalties for violation (see Article 6 of the SEMA's Model Floodplain Management Ordinances).

v. Updating the State and FEMA

Within [NUMBER] days following an event, the [COMMUNITY'S] [TITLE, SUCH AS

ENVIRONMENTAL SPECIALIST] submits electronic copies of any substantial damage documents to both SEMA and FEMA Region VII.

The community's plan must include a procedure for transmitting updates to the State NFIP Coordinator and the FEMA Regional Office, if such updates are requested. Although it is not required for CRS credit, it would be helpful if the plan included a process and schedule for automatically submitting periodic updates to those two entities. To make things simpler after a flood, the plan could identify in advance which person in which community office would have responsibility for developing such updates, and at what point (for example, 30 days after the flood, 90 days post-flood, and 180 days post-flood), contact information for the NFIP state office and the FEMA Region, and how such an update is to be transmitted (email, hard copy, etc.).

4. PROPERTY DATABASE

A substantial damage database can be as simple as a table, either in a hard copy or digital format, if the community has only a handful of buildings at risk of substantial damage. For communities with more at-risk structures, a stand-alone digital spreadsheet or a part of a layer of the community GIS system likely would be a better alternative.

SEE CRS SDP2: FEMA's SDE tool provides another streamlined way to store and retrieve extensive property-based data. Communities that use FEMA's SDE to fulfill the Step 4 requirement may also be eligible for SDP2 credit. Communities that wish to request SDP2 credit in the future can save time by organizing and populating their basic, Step 4 database so that it is consistent with the format of FEMA's SDE software.

Choose either a. Simple Database or b. FEMA SDE Database for inclusion in the plan, depending on the options as noted above.

a. Simple Database

Beyond the basic information listed below, communities should include in the database any additional items that will help them manage their substantial damage potential. This could include fair market value, lowest-floor and/or first-floor elevations, or other similar items. Be sure to document the source of the property information such as County Assessor, etc.

Information regarding lowest-floor and first-floor can be obtained from the Elevation Certificate (see [Understanding Elevation Certificates | FEMA.gov](#)).

Sample language can include the following:

In Step 1, [COMMUNITY] developed a list and map of properties that could be substantially damaged, included in Appendix [APPENDIX NUMBER]. In this step, [COMMUNITY] developed that list into a basic database of information needed to complete a damage determination for each of the buildings, in the event of damage.

The substantial damage property database includes the following fields:

- Building ownership;
- Property identification number (if available);
- Building address;
- Building type (residential, non-residential, etc.);
- Number of stories;
- Foundation type; and
- Area (square footage).

b. SDE Database (See CRS SDP2)

Beyond the basic information listed below, communities should include in the database any additional items that will help them manage their substantial damage potential. This could include fair market value, lowest-floor and/or first-floor elevations, or other similar items. Sample language can include the following:

Note, communities MAY NOT include NFIP repetitive loss or claims data in the substantial damage database. The NFIP policy information that is supplied to the community is protected by the federal Privacy Act. The database may, however, note which properties are included in a “repetitive loss area”.

Data that the community has not been able to locate, or is planning to acquire in the future, should be discussed in the plan. For example, some communities do not use property index numbers, or square footage may not be available from records. In those situations, a short explanation of the missing data should be made in the plan. It is assumed that communities will expand or otherwise improve their databases for the required annual evaluation report or at the time of a scheduled plan update. Additional building or property information should be included in the database as it becomes available.

Sample language can include the following:

In Step 1, [COMMUNITY] developed a list and map of properties that could be substantially damaged included in Appendix [APPENDIX NUMBER]. In this step, [COMMUNITY] developed this list into a comprehensive database and loaded it into FEMA’s SDE. Included in the database are all properties located within the SFHA.

Copies of the SDE [VERSION] records are included in Appendix [APPENDIX NUMBER].

5. PRE-FLOOD ACTIONS

Developing this SDP requires [\[COMMUNITY\]](#) to take at least one action to educate the community about substantial damage and/or substantial improvement requirements.

a. Education and Outreach

During this step of the planning process, the community can determine which pre-event actions it wants to take; engage the local public information officer in planning those actions; and prepare needed handouts and education materials in advance. Examples of these items can be found in substantial damage guidance booklets.

As previously noted, additional resources include:

- SEMA's *Quick Guide for Floodplain Management in Missouri* helps local officials and citizens understand why and how Missouri communities must manage development in floodplains to protect people and property (see [Missouri Quick Guide -- PRINT Version \(mo.gov\)](#)).
- SEMA's Website for Floodplain Management/Floodplain Insurance Programs provides significant resources NFIP and insurance questions (see [Missouri Floodplain Management/Floodplain Insurance Programs | SEMA \(mo.gov\)](#)).
- SEMA's *After the Flood Quick Guide* is a resource for homeowners and residents who have experienced a recent flood event (see [Argh! I Just Flooded! Now What? \(mo.gov\)](#)).
- The Missouri Department of Natural Resources (MoDNR) also has a webpage dedicated to how to respond and recover from all natural disasters. This site is also to residents who have recently experienced flooding. ([Disaster Response and Recovery | Missouri Department of Natural Resources \(mo.gov\)](#)).
- The Missouri Floodplain and Stormwater Managers Association (MfSMA) also provides floodplain management resources and tools (see [MfSMA - Training & Education Opportunities](#)).

Step 5 must include at least one of the following actions the community will take to educate the community about substantial damage/improvement requirements.

Although this is not an exhaustive list, some examples of pre-event actions are listed below:

- Annual substantial damage training for the members of the substantial damage team;
- A community public meeting on substantial damage and mitigation options;
- Information about substantial damage and substantial improvement provided via newsletters, social media, information kiosks, etc.;
- Distribution of handouts or letters to property owners; and
- Communication with elected officials about community responsibilities regarding substantial damage and, if applicable, about cumulative substantial damage.

Sample language can include the following:

[In an effort to engage with the community and provide education to the public related to](#)

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18

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substantial damage/improvement requirements, [COMMUNITY] has adopted the following practices: [LIST ACTIONS]

Templates for these materials are provided in Appendix [APPENDIX NUMBER].

b. Mitigation Considerations (See CRS SDP3)

One of the principal ways by which a community can address substantial damage before a flood or other event is by taking mitigation actions or encouraging property owners to do so.

If a community systematically considers mitigation alternatives for each of the substantial damage buildings, neighborhoods, or areas identified in Step 1, it may receive additional CRS credit under sub-element SDP3.

Sample language can include the following:

[COMMUNITY] has not yet identified mitigation actions to address the inventory of potentially substantially damaged buildings.

Alternatively, sample language can include the following:

[COMMUNITY] has identified mitigation alternatives for each of the substantial damage properties, as follows [DESCRIBE MITIGATION ALTERNATIVES FOR EACH PROPERTY].

6. PLAN MAINTENANCE

This section describes how the [COMMUNITY] will implement and update the plan, to include procedures for annual evaluation and reporting, communicating the SDP to the [GOVERNING BOARD, SUCH AS CITY COUNCIL], updating the SDP, and adherence to the Privacy Act.

a. Annual Evaluation and Reporting (See CRS #4)

On an annual basis, the [TITLE, SUCH AS FLOODPLAIN ADMINISTRATOR], is responsible for evaluating the SDP and preparing an annual report. The annual evaluation process includes a review of the six planning steps, including: [LIST ITEMS].

The annual report documents the evaluation process by identifying which portions of the SDP remain valid and effective, explaining whether pre-event action items need to be updated, providing a description of what was implemented (or not) during the reporting period, and recommending changes, if necessary. Any flood damage that occurs during the reporting period are also documented in the annual evaluation report.

A sample annual evaluation report is available through the CRS Resources website. This fillable evaluation report template is available here: [sdp_eval_template.docx \(live.com\)](#).

b. Communicating the SDP (See CRS #5)

On a [FREQUENCY] basis, the annual evaluation report and updated SDP (if developed), are presented to and shared with the [COMMUNITY'S] [GOVERNING BOARD, SUCH AS CITY COUNCIL] and posted on the [WEBSITE/PLATFORM].

Credit criterion (5) requires that the plan be submitted to the community's governing body, but other avenues for promoting awareness of the substantial management issues and engaging local officials should be considered and discussed in the plan.

c. Updating the SDP (See CRS #6)

During the annual evaluation of the SDP, the [COMMUNITY'S] [TITLE, SUCH AS FLOODPLAIN ADMINISTRATOR] determines if an update to the SDP is needed. The SDP is updated at least once every five years unless the [TITLE, SUCH AS FLOODPLAIN ADMINISTRATOR] determines the SDP needs to be updated more frequently. Any flood damage or substantial damage that occurs requires an update to the SDP.

It is recommended that the SDP be reviewed and updated at least every five years. Special consideration should be given to updating the plan after a flood or other hazardous event.

d. Adherence to the Privacy Act

If there is any personally identifiable information in the SDP, the supporting data to the SDP, or the annual evaluation report, a summary report is prepared as aggregate data that adheres to the Privacy Act. The summary report is then shared with [GOVERNING BODY, SUCH AS CITY COUNCIL] during one of the [GOVERNING BODY] meetings and posted to the [COMMUNITY'S] website.

CRS ACTIVITY POINTS

Through the NFIP's Community Rating System (CRS) Activity 512.d, a community may receive up to 140 points for the preparation and implementation of a substantial damage management plan (SDP). Three levels of credit are available. The maximum credit is a total 140 points, the sum of these three components:

Credit Element	Credit Points	Description
SDP 1	Up to 40	Base credit for development of an SDP. This credit must be obtained before a community is eligible for the other two levels.
SDP 2	Up to 50	Pre-population of the FEMA Substantial Damage Estimator (SDE) software with data on all properties with the potential to be substantially damaged.
SDP 3	Up to 50	Consideration of pre-event mitigation alternatives for all properties with the potential to be substantially damaged.

CRS credit is dependent upon the community's following an appropriate process. Both the steps for developing a substantial damage management plan and the content of the plan are important for CRS credit. Seven basic criteria must be met to receive SDP1 credit:

- 1. Use appropriate definitions for Substantial Damage.** The SDP must be developed using a definition of substantial damage that meets or exceeds the NFIP definition.
- 2. Address Cumulative Substantial Improvements and/or lower Substantial Damage thresholds, if applicable.** If a community is receiving credit for Cumulative Substantial Improvement (CSI) under CRS Activity 430, then the SDP must reference the community's Cumulative Substantial Damage (CSD) definition credited under Activity 430 and describe the process for tracking CSI. If a community is receiving credit for having a lower threshold for Substantial Improvement, then the definition of the lower Substantial Improvement must be referenced.
- 3. Use the CRS six-step planning process to generate the plan.** The SDP must be the outcome of the CRS-defined six-step planning process. All steps, outlined in the next section are required, but steps 2-5 do not have to be completed in the order listed. When the six-step process is followed, the seven credit criteria will be met.
- 4. Prepare an annual SDP evaluation report.** The annual evaluation report must review the plan's pre-event action items, describe which of those items were implemented (or not implemented), and recommend changes, as appropriate. The report should highlight any flood damage that occurred since the previous report, address any changes or improvements to the plan resulting from the event, discuss any updates to the database of properties at risk of substantial damage, and note any changes to the community's regulations that affect substantial damage or substantial improvements.
- 5. Inform elected officials.** The SDP does not need formal approval or adoption by the City Council, but a copy of the SDP must be submitted to the City Council, along with each annual evaluation report and any updates to the SDP. However, if either the SDP or annual report are prepared using sensitive or confidential data obtained by FEMA, then a summary report must be prepared for the City Council in lieu of the SDP or annual report.

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21

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6. Revise and update the SDP, as appropriate, and make current versions available.

The most current version of the SDP, including review of the six planning steps, must be provided to FEMA during the CRS cycle verification visit. If no update or revision has been made to the SDP, the annual evaluation report is required to be submitted indicating that the previous version of the SDP remains in effect.

7. Make the SDP available to the Missouri State Emergency Management Agency (SEMA) and FEMA.

A copy of the current SDP must be provided to the SEMA NFIP Coordinator and the FEMA Region VII Office, if requested.

Appendix F: Residential Field Worksheet

RESIDENTIAL/MANUFACTURED HOMES SDE DAMAGE INSPECTION WORKSHEET

Building Address

Owner First Name: _____ Owner Last Name: _____

Street Number: _____ Street Name: _____

City: _____ Zip Code: _____

Mailing Address **Check here if same as above:** _____ (IF KNOWN)

If different: Write mailing address here: _____
Have Right of Entry form returned Yes No
Initial here to give right to enter _____
Date permission given to enter _____

Additional Structure Information: (BEFORE DAMAGE OCCURRED) CHECK ONE in Each Category

Quality of Construction: (When first built) _____ Low _____ Average _____ Excellent

Resident type: _____ Single Family _____ Town or Row House _____ Manufactured House

Foundation: _____ Continuous Wall w/Slab (Standard) _____ Basement _____ Crawlspace _____

Piles _____ Slab-on-Grade _____ Piers and Posts

Superstructure: _____ Stud-Framed (Standard) _____ Common Brick _____ ICF _____ Masonry

Roof Covering: _____ Shingles – Asphalt (Standard) _____ Wood _____ Clay tile _____ Standing Seam
(Metal)

_____ Slate

Exterior Finish: _____ Siding or Stucco (Standard) _____ Brick Veneer _____ EIFS

_____ Common brick, structural _____ None

HVAC System: _____ Heating and/or Cooling _____ NONE _____

Story: _____ One Story (Standard) _____ Two or More Stories

Depth of Flood Above ground: _____ (estimated to nearest foot) IF KNOWN

Depth of Flood Above First Floor (estimated to nearest foot) _____ IF KNOWN

No Physical Damage (Check here if none). _____

Duration of Flood: _____ Hours _____ Days

Date Damage Occurred (MM/DD/YYYY) _____

CAUSE of DAMAGE _____ Fire _____ Flood _____ Flood & Wind _____ Seismic _____ Wind

Has NFIP Insurance: _____ YES; _____ NO (IF KNOWN)

Has Photos: _____ Yes; _____ No How Many photos _____

Additional Structure Information: (NOTES) (Ex. Has brick fireplace. All wood floors)

Depreciation Rating: (Wear & Tear) 1. Requires Extensive Repairs, 2. Requires some Repairs, 3. Average Condition 4. Above Average Condition 5. Excellent Condition

NOTES:

<u>ELEMENT PERCENTAGES</u>	<u>% DAMAGED</u>
Foundation	_____
Superstructure	_____
Roof Covering	_____
Exterior Finish	_____
Interior Finish	_____
Doors & Windows	_____
Cabinets & Countertops	_____
Floor Finish	_____
Plumbing	_____
Electrical	_____
Appliances	_____
HVAC	_____
Skirting/Forms/Piers (MH only)	_____

Inspectors Name: _____ **Date of Inspection:** _____
MO/DD/YR

Inspectors Phone: _____

ANY NOTES: (No one sees this form but officials)

Appendix G: Non-Residential Field Worksheet

NON-RESIDENTIAL SDE DAMAGE INSPECTION WORKSHEET

Building Address

Owner First Name: _____ Owner Last Name: _____

Street Address: _____

City: _____ Zip Code: _____

Mailing Address

Check here if same as above: _____

If different: Write mailing address here: _____
Have Right of Entry form returned Yes No
Initial here to give right to enter _____
Date permission given to enter _____

Year of Construction _____ Number of Stories _____, 1 Story _____, 2 thru 4 _____, 5 or More _____

Structure Use _____

Circle one: Foundation: _____ Continuous Wall w/Slab (Standard) _____ Basement

_____ Crawlspace Piles _____ Slab-on-Grade _____ Piers and Posts

Superstructure: _____ Stud-Framed (Standard) _____ Common Brick _____ ICF _____ Masonry

Roof Covering: _____ Shingles – Asphalt (Standard) _____ Wood _____ Clay tile _____ Standing
Seam (Metal) _____ Slate

Interior: _____

HVAC System: _____ Heating and/or Cooling _____ Where located? _____

Electrical _____

Plumbing _____

Depth of Flood above ground: _____ (estimated to nearest 0.5 foot)

Depth of Flood Above First Floor (estimated to nearest 0.5 foot) _____

No Physical Damage (Check here if none).

Duration of Flood: _____ Days: _____ Or Hours _____

Inspectors Name: _____ Date of Inspection: _____
(MM/DD/YYYY)

Latitude: _____ Longitude: _____

Quality of Construction: _____ Low _____ Budget _____ Average _____ Good _____ Excellent

Depreciation Rating: Check one:

____ 1.Very Poor condition ____ 2.Requires Extensive Repairs ____ 3.Requires Some Repairs
____ 4.Average Condition ____ 5.Above Average Condition ____ 6.Excellent condition ____ 7.Other

Depreciation Explanation (Write here).

ELEMENT PERCENTAGES	% DAMAGED
---------------------	-----------

Foundation	_____
------------	-------

Superstructure	_____
----------------	-------

Roof Covering	_____
---------------	-------

Plumbing	_____
----------	-------

Electrical	_____
------------	-------

Interiors	_____
-----------	-------

HVAC	_____
------	-------

NOTES:

Appendix H: Sample Stand Alone Damage Assessment Worksheet (long hand version)

1. **Address:** _____

2. **Owner:** _____

Telephone Number _____

3. **Occupant:** _____

Telephone Number _____

4. **Insurance Coverage (Optional):**

Company _____ Policy Number: _____

Building: \$ _____ Contents: \$ _____

5. **Special Flood Hazard Area:**

Community I.D. #: _____

FIRM Panel: _____ FIRM Date: _____

Flood zone: _____ Base Flood Elevation _____

Existing Lowest Floor Elevation: _____ (if available)

6. **Duration of Flooding:** Days _____ Hours _____

7. **High Water Mark:**

A) Exterior Walls _____ ft.

B) Interior Walls _____ ft.

8. **Type of Structure:**

A) Exterior:

- | | |
|----------------------------|---------------------------|
| 1) Plywood/Hardboard _____ | 5) Brick _____ |
| 2) Stucco _____ | 6) Concrete Block _____ |
| 3) Siding/Shingles _____ | 7) Other (describe) _____ |
| 4) Masonry Veneer _____ | _____ |

B) Manufactured/Mobile Home:

- 1) Dimensions: a) single wide _____ size _____ x _____
b) double wide _____ size _____ x _____
- 2) Skirting: yes _____ no _____

9. Description of Structure:

- A) 1 story _____ 2 story _____ Tri-level _____
1 1/2 story _____ Bi-level _____ 3 or more _____
- B) Garage: attached _____ detached _____
Carport: attached _____ detached _____
- C) Roofing:
Metal/corrugated or ribbed _____ Composition shingles _____
Other: Describe _____
- D) Foundation:
Slab-on-grade _____
Crawlspace _____
Basement _____ (Finished __Unfinished __)
Poured walls _____
Block walls _____
Post-piers-piles _____
- E) Heating and Cooling:
Forced air _____
Boiler _____
Wall furnace or baseboard _____
Heat Pump _____
Fireplace/wood burning stove _____
Other _____
- F) Plumbing: Number of bathrooms: _____
- G) Built-In Appliances:
List: _____

10. Description of Damage:

- A) Plumbing:
1) Is it exposed? _____
2) Does it need repair? _____
- B) HVAC/Electrical
1) Water depth _____ ft.
2) Damaged _____ (Repairable _____ Replaced _____)

Use corresponding numbers given below to answer C-F below:

- | | |
|-----------------------|--------------------------|
| 1. Settlement/cracked | 2. Partially missing |
| 3. Sagging | 4. Dislodged/destroyed |
| 5. Submerged | 6. Include all the above |
| 7. No damage | 8. Other: describe _____ |

C) Foundation _____

D) Exterior Walls _____

E) Interior Walls _____

F) Roof _____

11. Overall condition of structure:

- | | |
|----------------------------|-----------------------------------|
| A) Minor damage _____ | B) Major Damage _____ |
| C) Totally destroyed _____ | D) Structure off foundation _____ |

12. Determination of Substantial Damage

Percent Damage = $\frac{\text{Cost of Repair}}{\text{Market Value}}$ = _____

In the event that the percent damage is equal to or greater than 50%, the building is substantially damaged.

_____ This building is substantially damaged and therefore must be elevated or floodproofed so that the lowest floor is protected at or above the elevation of the base flood.

_____ This building is not substantially damaged. This building can be repaired without having to be mitigated.

_____ This is a properly elevated structure and may be reconstructed at its existing elevation.

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

NOTICE

Because this building is located in a floodplain and was damaged by flooding, a damage assessment must be conducted by the (city or county).

Before occupying this building or doing any repair work you must call the (city or county) community's Floodplain Administrator at (____) _____ to schedule an inspection.

Failure to obtain reconstruction approval may result in a penalty.

Appendix J: Sample Press Release

RESIDENTS IN (COMMUNITY) WITH FLOOD DAMAGE REMINDED OF PERMIT REQUIREMENTS

As property owners in (community) contemplate clean up and repairs following recent flooding, the (community permit office) is reminding residents to obtaining local permits before repairing or rebuilding flood-damaged structures.

The permits are required as part of local government participation in the National Flood Insurance Program, providing eligibility for flood insurance, flood disaster assistance, state and federal grants and loans, and buyout funds for flood-prone property.

Local floodplain management ordinances require that permits be obtained for any construction or development activity in a floodplain area, including the repair or reconstruction of structures damaged by flooding.

Special conditions apply to substantially damaged buildings - those in which the total cost of repairs is 50 percent or more of the structure's pre-flood market value. If a building is found to be substantially damaged, regulations require that repairs not begin until compliance with the local floodplain ordinance is demonstrated. In some cases, that may require repairs that include elevating or flood-proofing the structure to reduce the potential for future flood damage.

The cost to repair must be calculated for full repair to "pre-damaged" condition, even if the owner elects to do less. The total cost to repair includes structural and finish materials as well as labor. If labor and materials have been donated they must still be assigned a value. If local building codes require the structure to be repaired according to certain standards, these additional costs must be included in the full repair cost for the structure.

State and federal assistance may be available to property owners to reduce the chances of future flood damage. Mitigation assistance may cover costs of relocation, or for elevating or purchasing flood-damaged structures. Flood insurance may also provide up to \$30,000 to protect a structure from future flood damage.

Property owners and residents with flood-damaged buildings should [contact \(local building and zoning administrator\)](#) for more information on repair and reconstruction permits.

**CITY OF SEABROOK
RESOLUTION 2025-11**

**SUBMISSION OF GRANT APPLICATION TO THE
STATE OF TEXAS FOR THE HOUSTON – URBAN AREA SECURITY
INITIATIVE TO PURCHASE BALLISTIC HELMETS**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, AUTHORIZING THE SUBMISSION OF A 2024 GRANT PROGRAM FOR BALLISTIC HELMETS THROUGH THE HOUSTON – URBAN AREA SECURITY INITIATIVE FOR \$18,975.00; AND AUTHORIZING THE CHIEF OF POLICE TO ACT AS THE CITY’S AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY’S PARTICIPATION IN CONNECTION WITH THE GRANT.

WHEREAS, the City of Seabrook finds it in the best interest of the citizens of Seabrook, that the ballistic helmet grant be operated for 2024; and

WHEREAS, the City of Seabrook agrees that in the event of loss or misuse of the Houston – Urban Area Security Initiative funds, City of Seabrook assures that the funds will be returned to the Houston – Urban Area Security Initiative in full.

WHEREAS, the City of Seabrook designates Police Chief, Rolf Nelson, as the grantee’s authorized official. The authorized official is given the authority to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS: The City of Seabrook approves submission of the grant application for the Ballistic Helmets grant to the Houston – Urban Area Security Initiative.

Section 1. The City Council hereby passes this resolution authorizing the submission of the grant application to the State of Texas through the Houston – Urban Area Security Initiative for funds to assist in fully funding thirty-three (33) Ballistic Helmets for Seabrook Police Department personnel.

Section 2. The City Council hereby authorizes Police Chief, Rolf Nelson, to enter into and sign any required applications and associated documents for this program.

ADOPTED BY VOTE OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, with a quorum present, by an affirmative vote of a majority of the Councilmembers present, in accordance with Seabrook City Charter Section 2.10, at a regular meeting held on May 20, 2025.

APPROVED:

Jim Sweeney
Mayor

ATTEST:

Rachel Lewis, TRMC
City Secretary



Agenda Briefing

Date of Meeting: May 20, 2025

Responsible Department: City Secretary's Office

Presenter: Gayle Cook, City Manager

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action on the establishment of an Ad Hoc City Wide Signage Committee to address signage in Seabrook, to include one member from the Seabrook Economic Development Corporation, one member from City Council, one resident from Old Seabrook, one member from the Open Space and Trails Committee, and no more than five (5) members from Old Seabrook businesses.

Executive Summary / Background:

To seek City Council approval for the formation of an **ad hoc committee** tasked with conducting a **high-level review and discussion** on the overall **signage needs** across the city and its districts whereas City Council could further commission professional consulting services with the input from the report or findings of the ad hoc committee.

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Economic Development Corporation Meeting January 9, 2025

Kimley Horn Professional Services Proposal for \$93,000.00 for Gateway, Wayfinding and Park signage

PASSED

City Council Meeting January 23, 2025

Kimley Horn Professional Services Proposal for \$93,000.00

NO ACTION

Minutes: Council discussed ways to reduce the costs of the plan. In-house planning would be needed for significant cost reduction. Council gave staff direction negotiate a reduction of service and a proposal including in-house planning.

Staff Recommendation:

Seabrook Trailhead Signs

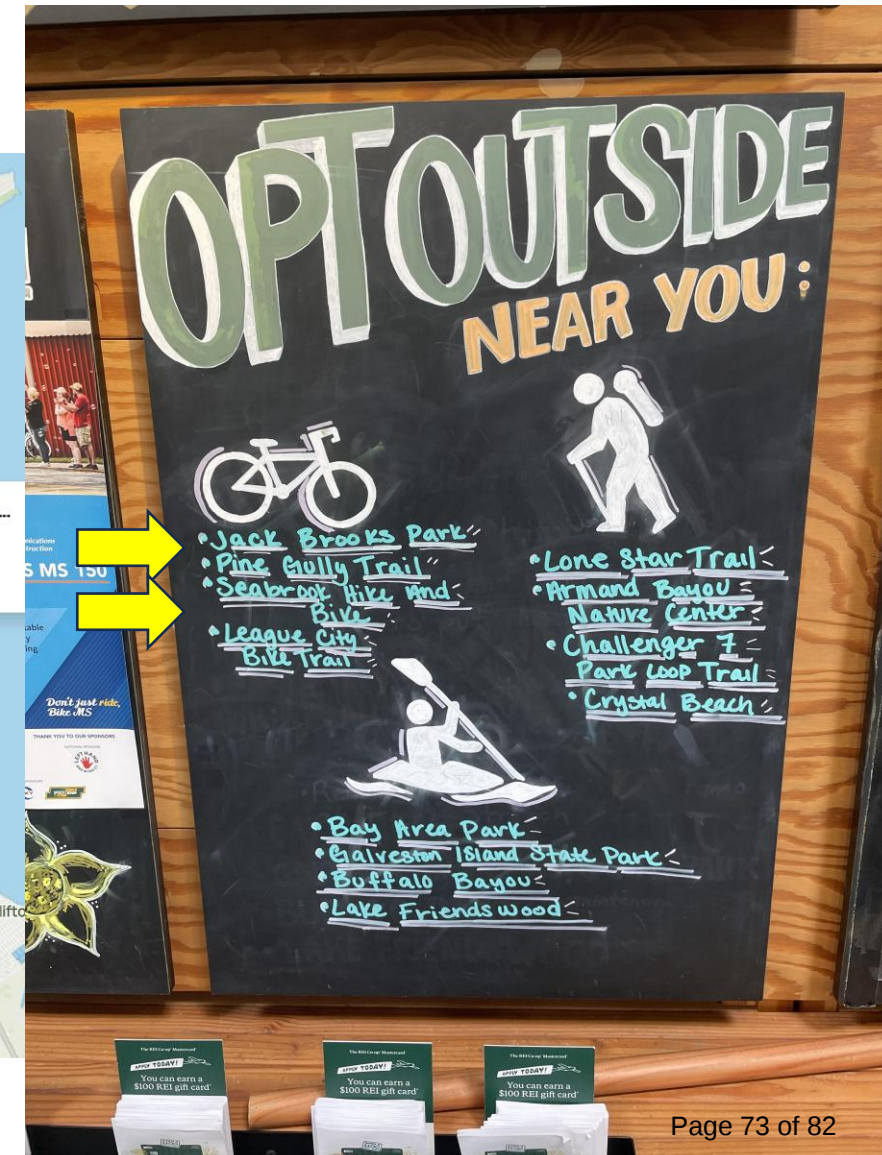
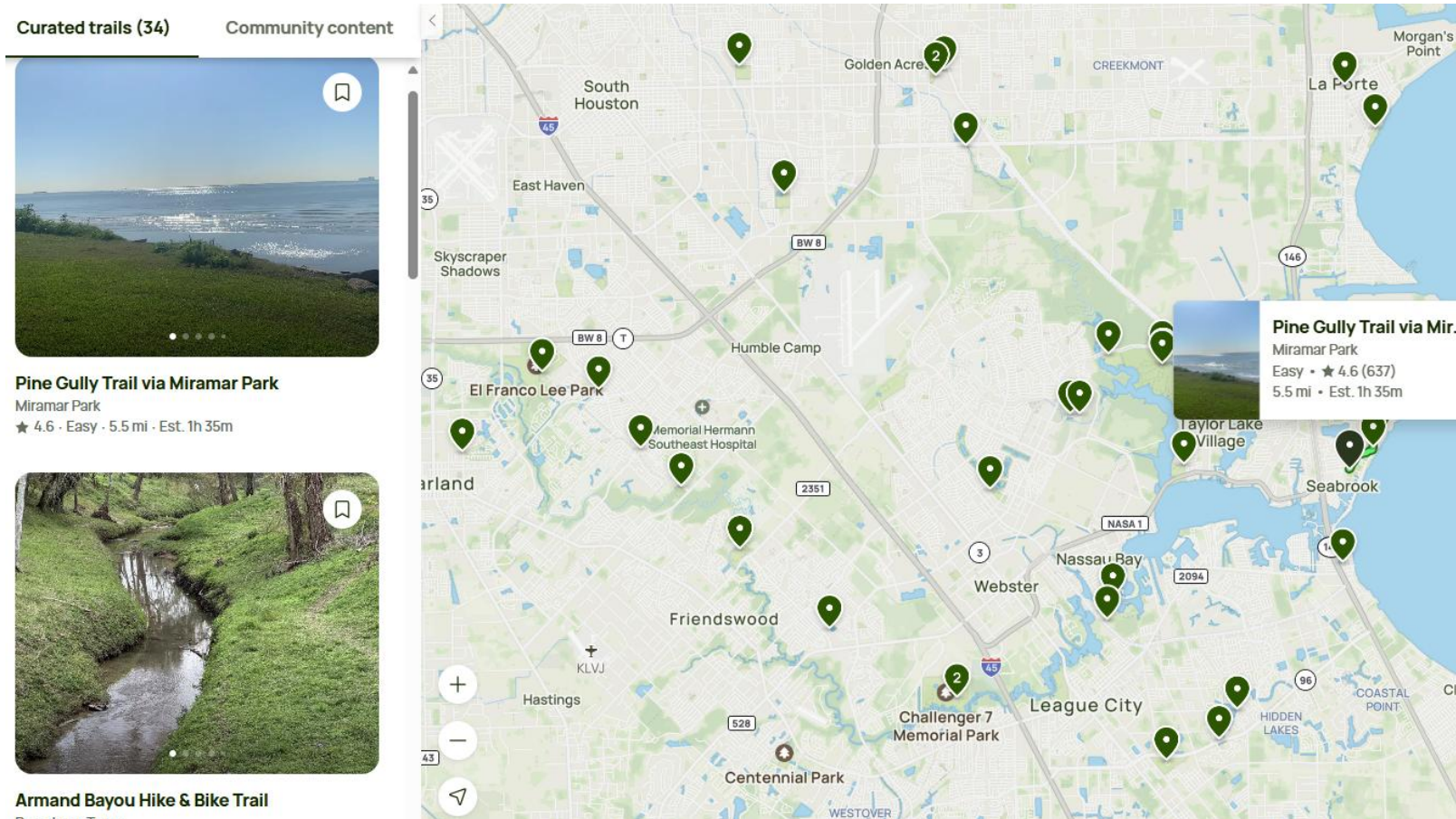
John Coggeshall , Open Space and Trails member
May 2025

Seabrook Trail System

Very few communities in the Greater Houston Area have a trail system equivalent to the quality of Seabrook's.

- Highest rated trail system SE Greater Houston (34 trails rated)
 - Based on AllTrails App user ratings {4.6} 2/1/25
- Armand Bayou and Exploration Green closest in ratings

REI @ Baybrook Mall



Benefits of Seabrook Trail System

- Citizens love it
 - *Additional elaboration not required*
- Draws day visitors

Economic Benefits of Trails

Trails stimulate the economies of surrounding communities. As tourists come to experience the trail, they also bring money into the area. According to the [Institute for Tourism and Recreation Research](#), during the summer of 2017, visitors to Mt. Helena who used the trail system brought over \$4 million into the area.

Meetup

Q Search events

Houston, TX

Q

Seabrook Trails Hike 8.5 Miles



Hosted By
Ali



Details

Join us to explore The NASA area at Seabrook.

Let's welcome Ali as one of hats new hike leaders, she has hiked with us many times and has offered to lead this hike. Let's help her make it a good one.

The hike: We'll follow the trails through Seabrook to visit most of the parks in this small

SAT, JAN 18 - 9:00 AM CST
Seabrook Trails Hike 8.5 Miles

Attendees (120)

Meeting Place: Look for the group in The parking lot.

Bathrooms: At the start

The Trail: some shade at the start then mostly open, the trail is light gravel & dirt.

Current Trail Conditions: A ~30 yard section of the trail is under construction and the detour is muddy. Conditions have been wet so the trails may have mud or standing water as well.

Trail Map: Please find it in the "Photos" section of this event post.

Forecast: <https://forecast.weather.gov/MapClick.php?lat=29.5663&lon=-95.0216&format=txt>

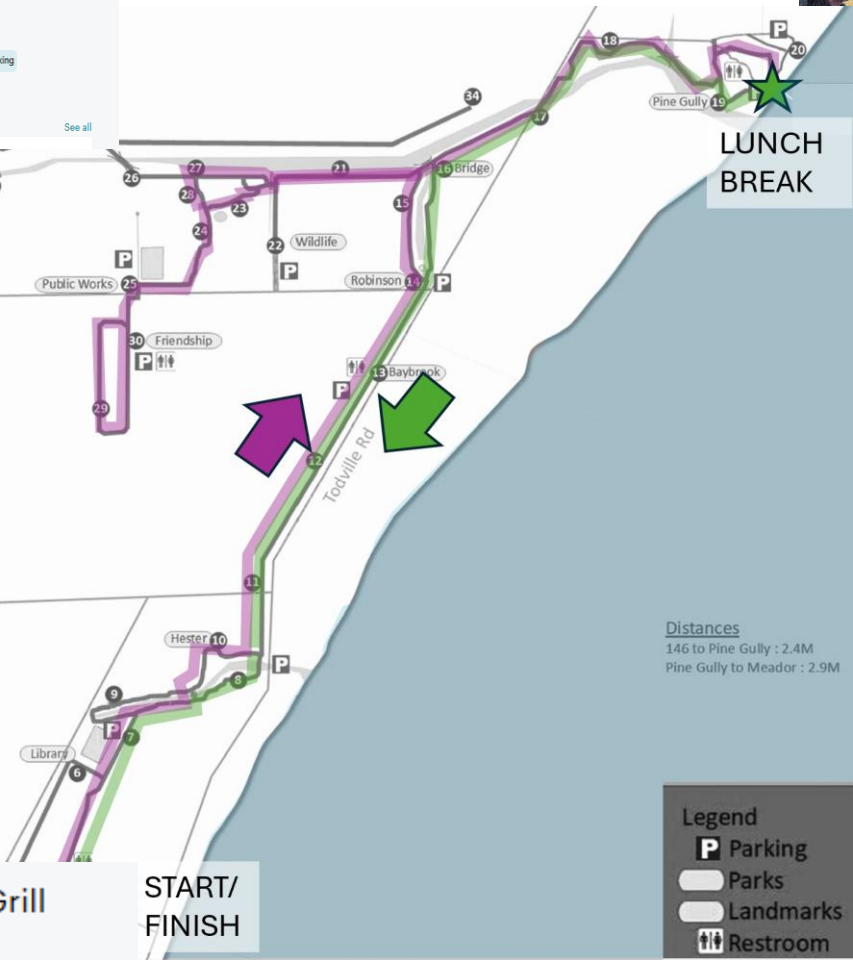
Optional After Hike event: Tookie's Seafood Bar & Grill
1106 Bayport Blvd, Seabrook, TX 77586
<https://tookiesseafood.com/>

About HATS:
HATS organizers are not guides nor do we have any special training. We are here to come up with hiking ideas and get the hike started. Expect the same risks and take the same precautions you would take if you were hiking alone, including the fitness level make long hikes. Then enjoy the hike among friends.
What to bring on a hike and more about HATS.
<https://www.hatsandmore.org/><https://www.hatsandmore.org/>

Events in Houston, TX Fitness Walking Adventure Camping Hiking

Day Visitors

Drew their own map from OST's map



Start at Meador



60 Went to Tookie's Seafood



Optional After Hike event: Tookie's Seafood Bar & Grill
1106 Bayport Blvd, Seabrook, TX 77586
<https://tookiesseafood.com/>

Break at Pine Gully



120 Hikers

Day Visitor Inputs to OST

- About 50% of the trail users on the weekends are from out of town (*John's swag*)

Unofficial survey data (talking to hikers)

- Frequent Compliments
 - Overall beauty
 - Bird watching is great
 - On the Greater Coastal Birding Trail (4 bird biomes : Coastal, Woodlands, Prairie, Marsh)
 - Cleanliness
 - Not along roads (sound, safety, heat)
- Frequent complaint
 - Mosquitoes (See Alltrail reviews)
- Suggestions for improvements from out-of-town hikers
 - Trail Signs (Map)
 - More Trails

Seabrook Trails : How to Draw More Day Visitors

- 1) Connect Seabrook Trails to Pasadena Trails and Armand Bayou
 - *In work, nothing more Seabrook can do, waiting on UP & TxDot*

Connected trail systems tend to be more popular than separate trail systems for several reasons:

- 1.Enhanced Accessibility
- 2.Variety of Experiences
- 3.Longer Route Options
- 4.Community Building
- 5.Improved Safety
- 6.Economic Benefits

American Trails web site

Improve the Seabrook Trails

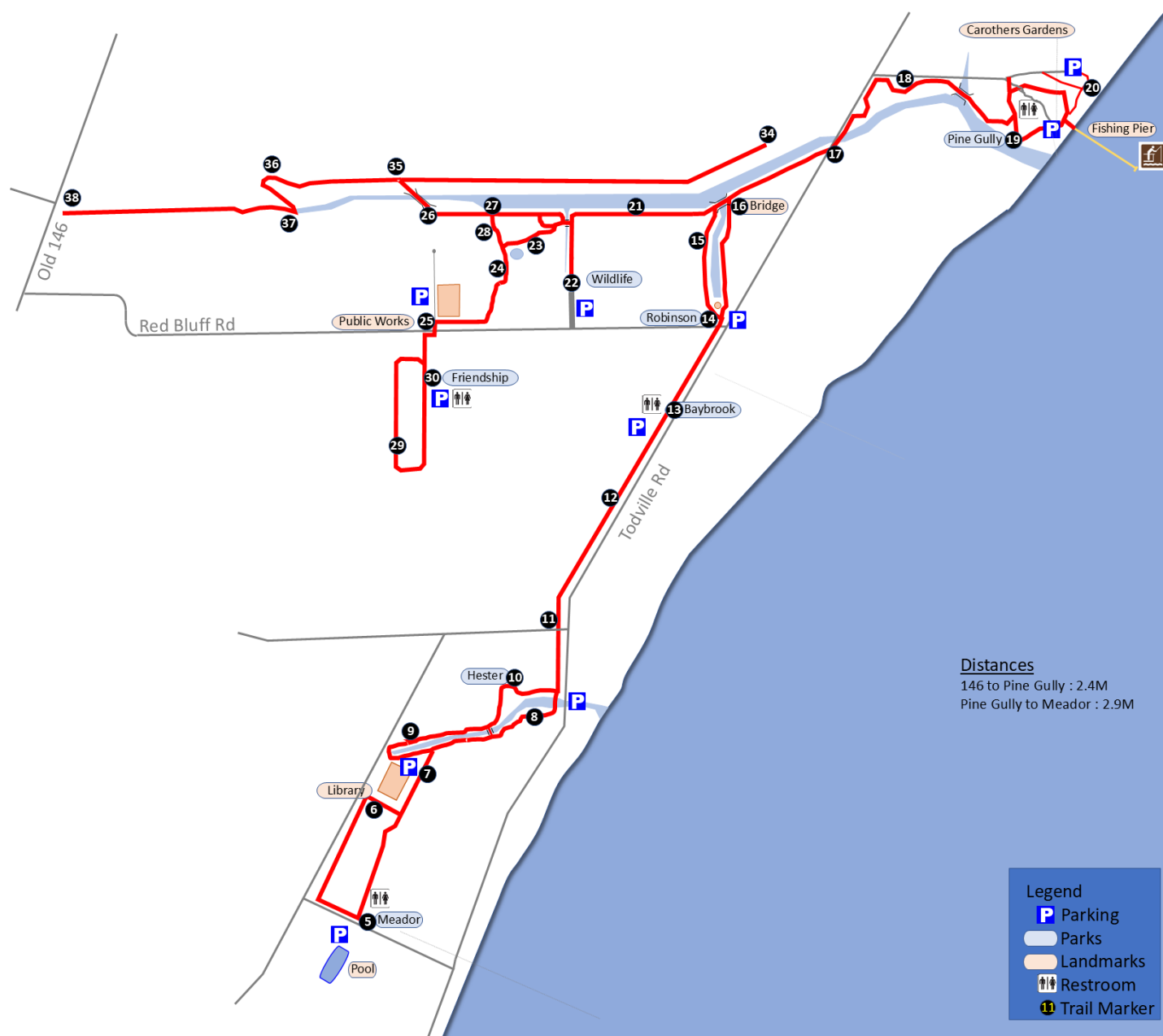
Seabrook Trail system is currently very good. There are adequate bathrooms, parking and water. Working on shade!

But we could develop trail signs at parking areas for visitors to orient themselves so they enjoy the hike more

- Trail signs benefit the tourist the most, Seabrookians already know the routes
- *Pine Gully, Public Works, Meador to start*
- *Current signs are old and could be improved for hikers*

Current Trail Signs





Trail Map should focus on

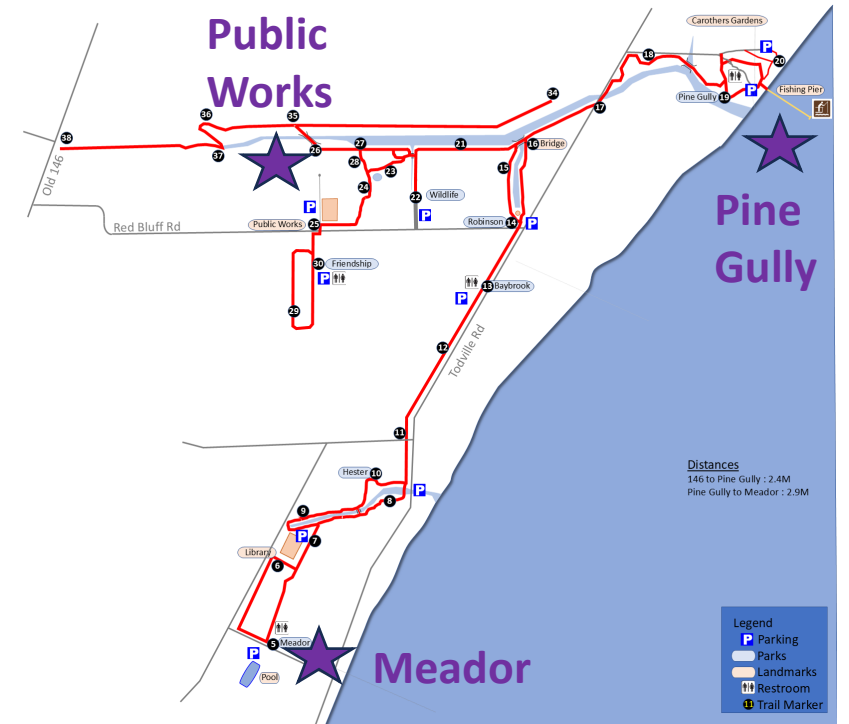
- Trail route
- Bathroom
- Water
- Parking

- OST + volunteers would finalize design and install trailhead signs
- If popular, 2 more trail signs will be added



Trailhead Signs Need

- Good Map (will be 36 x 36)
- Roof (shade , protects Map)



May 2025

May 2025							June 2025						
Su Mo Tu We Th Fr Sa							Su Mo Tu We Th Fr Sa						
4	5	6	7	1	2	3	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
29	30						29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 27	28	29	30	May 1 6:00pm Open Space and Trails Committee Meeting (Public Works Facility)	2	3 Keels & Wheels Election Day
4 Keels & Wheels	5	6 6:00pm Regular City Council Meeting (City Hall)	7	8 6:00pm Seabrook Economic Development Board of Directors Meeting (Council Chamber)	9	10
11	12	13 6:00pm Election Canvass/Reception (City Hall)	14 8:00am PD Annual Blood Drive	15 6:00pm Seabrook Planning & Zoning Commission Meeting (Council Chamber)	16	17
18	19	20 6:00pm Regular City Council Meeting (City Council Chamber)	21	22	23	24
25	26 10:00am Remembering Our Fallen	27	28	29	30	31

June 2025

June 2025							July 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	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 1	2	3 6:00pm Regular City Council Meeting (City Hall)	4	5 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 6:00pm Movie Night at Meador Park
15	16	17 6:00pm Regular City Council Meeting (City Council Chamber)	18 8:00am	19 6:00pm Seabrook Planning & Zoning Commission Meeting (Council Chamber)	20	21
22 Texas Outlaw Challenge	23	24	25	26	27	28
29	30	Jul 1	2	3	4	5