



**SEABROOK CITY COUNCIL
NOTICE OF REGULAR CITY COUNCIL MEETING
TUESDAY, JULY 15, 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, JULY 15, 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 or abusive language.

All public remarks shall be addressed to the Chair. Comments shall not be directed toward individual Councilmembers, City staff, or other members of the public.

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 Hear a presentation from the Hotel Occupancy Tax (HOT) Advisory Board regarding the FY 2025-2026 event funding requests. *Kelly Hudson, HOT Advisory Committee Citizen*

3. CONSENT AGENDA

3.1 Approve the minutes of the July 1, 2025 City Council Meeting.

4. BOARDS AND COMMISSIONS

4.1 Consider and take all appropriate action concerning the appointment and removal of Hotel Occupancy Tax Committee members. *Buddy Hammann, Mayor Pro Tem, At-Large Position 5, Tom Tollett, At-Large Position 3*

5. BID AWARDS

5.1 Consider and take all appropriate action on the Bid Award and Contract for Project 2024-12-344, *Seabrook EMS Station Addition & Renovation*, to JLA Construction Solutions for an amount of \$2,669,840.00 and authorize the City Manager to execute contract. Award includes Total Base Bid and Add Alternates 1, 2, 3, 7, and 8. *Gayle Cook, City Manager*

5.2 Consider and take all appropriate action on the approval of Bid Project 2025-06-405, *Carothers Grading Drainage Project 2025*, in an amount not to exceed \$117,431.00 to Eitale Construction and authorize the City Manager to execute a contract.

6. NEW BUSINESS

6.1 Consider and take all appropriate action on the 2025 Hotel Occupancy Tax (HOT) applications and allocations as recommended by the HOT Advisory Board for the FY2026 Funding Year October 1, 2025 through September 20, 2026.

6.2 Consider and take all appropriate action on a 90-Day Temporary Use Extension Agreement between the City of Seabrook and Driver and Rescue, LLC (Barge295).

7. OLD BUSINESS

7.1 Consider and take all appropriate action on approval of Resolution 2025-18, Amending Hotel Occupancy Tax Advisory Board Section, Members Not to Have Conflict of Interest.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, AMENDING THE HOTEL TAX ADVISORY BOARD RESOLUTION AND PROVIDING FOR INFORMATION IN THE SECTION FOR MEMBERS TO NOT HAVE CONFLICT OF INTEREST AND IN ACCORDANCE WITH THE TEXAS LOCAL GOVERNMENT CODE.

8. ROUTINE BUSINESS

8.1 Presentation of the Monthly Financial Report for June, 2025 *Michael Gibbs, Director of Finance*

8.2 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.

8.3 Establish future meeting dates and agenda items.

9. EXECUTIVE SESSION

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

551.087 Deliberation regarding economic development negotiations;

551.071 Consultation with attorney on matters in which the City Attorney has a duty to advise City Council in closed executive session.

10. OPEN SESSION

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

11. ADJOURN MEETING

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, July 11, 2025, no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Rachel Lewis, TRMC





HOTEL OCCUPANCY TAX ADVISORY BOARD

FY25/26 HOT SPONSORSHIP RECOMMENDATIONS

WHAT IS HOT?

Under Texas Tax Code, Seabrook may collect up to 7% of the paid price of a hotel room. This includes bed and breakfast businesses and short-term rentals. The city must report these taxes and separate the revenue and expenditures from the general fund. These funds are regulated and may only be used for qualifying expenditures.

THESE FUNDS ARE REGULATED AND MAY ONLY BE USED FOR QUALIFYING EXPENDITURES.

- 1 Every expenditure must DIRECTLY enhance & promote tourism & the convention/hotel industry**
- 2 Every expenditure must clearly fit into one of nine statutorily provided categories**

THE 9 HOT CATEGORIES

- 1** Funding the establishment, improvement or maintenance of a convention center or visitor center.
- 2** Paying the administrative costs for facilitating convention registration.
- 3** Paying for advertising, solicitations and promotions that attract tourists and convention delegates to the city.
- 4** Expenditures that promote the arts.
- 5** Funding historical or preservation programs.
- 6** Funding certain expenses, including promotional expenses, directly related to a sporting event within counties with a population under 1 million.
- 7** Funding the enhancement or upgrading of existing sports facilities or sports fields for certain municipalities.
- 8** Funding transportation systems for tourists.
- 9** Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.

EVENTS

The following events have requested to receive Hotel
Occupancy Tax (HOT) Sponsorship Funding from the
City of Seabrook for the 2025/2026 Fiscal Year:

BAY AREA HOUSTON BALLET & THEATER

KEELS & WHEELS CONCOURSE D'ELEGANCE

SEABROOK LUCKY TRAILS

SEABROOK SALTWATER DERBY

TEXAS OUTLAW CHALLENGE

SECOND ANNUAL FALL FEST AT BARGE295

YACHTY GRAS

HOT SPONSORSHIP APPLICATIONS

EVENT OR PROGRAM	FY23/24 ALLOCATION	FY24/25 ALLOCATION	FY25/26 REQUEST	FY25/26 RECOMMENDATION	DIFFERENCE FY24/25 - FY25/26
Bay Area Houston Ballet & Theater	\$1,500	\$3,000	\$6,000	\$6,000	+\$3,000
Keels & Wheels Concours D'Elegance	\$37,500	\$37,500	\$50,000	\$50,000	+\$12,500
Seabrook Lucky Trails	\$37,500	\$35,000	\$35,000	\$35,000	\$0
Seabrook Saltwater Derby	\$7,500	\$10,000	\$10,000	\$10,000	\$0
Texas Outlaw Challenge	\$30,000	\$30,000	\$30,000	\$10,000	-\$20,000
Fall Fest at Barge 295	\$0	\$10,000	\$38,500	\$38,500	+\$28,500
Yachty Gras	\$0	\$10,000	\$10,000	\$10,000	\$0
TOTAL	\$114,000	\$135,500	\$179,500	\$159,500	+\$24,000

BAHBT - 50TH ANNUAL SEASON

10/1/2025 - 5/3/2026

**FUNDS
REQUESTED \$6,000**

+ \$3,000 FROM FY24/25

**FUNDS
RECOMMENDED \$6,000**

ADDITIONAL FUNDING

CITY OF LEAGUE CITY	_____	\$20,000
CITY OF NASSAU BAY	_____	TBD
CITY OF HOUSTON	_____	\$66,178
ADDITIONAL SPONSORSHIPS	—	\$80,000
TOTAL	_____	\$166,178



15 ROOMS
FY24/25



TEX. TAX CODE § 351.101(A)(3)
PAYING FOR ADVERTISING, SOLICITATIONS, AND
PROMOTIONS THAT ATTRACT TOURISTS AND
CONVENTION DELEGATES TO THE CITY OR ITS VICINITY.

TEX. TAX CODE § 351.101(A)(4)
EXPENDITURES THAT PROMOTE THE ARTS.

KEELS & WHEELS

APRIL 25-26, 2026

FUNDS REQUESTED \$50,000
+ \$12,500 FROM FY24/25

FUNDS RECOMMENDED \$50,000

ADDITIONAL FUNDING

CITY OF NASSAU BAY	_____	\$50,000
ADDITIONAL SPONSORSHIPS	—	\$450,000
TOTAL	_____	\$500,000



IN-KIND CHARITABLE DONATIONS: \$23,440

DONATED TICKETS AND BOOTH SPACE

- ANTIQUE & CLASSIC BOAT SOCIETY
- BAY AREA PET ADOPTIONS
- CITIZENS AGAINST DERELICT DUMPING (DEAD BOAT SOCIETY)
- SKELETON CREW ADVENTURES (VETERANS)
- HOUSTON REGIONAL VETERAN'S CHAMBER OF COMMERCE
- GALVESTON BAY SAIL & POWER SQUADRON
- SEA SCOUTS
- US COAST GUARD AUXILIARY



168 ROOMS (MULTI-NIGHT STAYS)
FY24/25



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TEX. TAX CODE § 351.101(A)(4)

EXPENDITURES THAT PROMOTE THE ARTS.

SEABROOK LUCKY TRAILS

MARCH 13 - 15, 2026

**FUNDS
REQUESTED \$35,000**

NO CHANGE FROM FY24/25

**FUNDS
RECOMMENDED \$35,000**

ADDITIONAL FUNDING

CITY OF KEMAH	_____	\$35,000
CITY OF LUMBERTON	_____	TBD
TOTAL	_____	\$35,000



DONATES PROCEEDS

• BRIDGE OVER TROUBLED WATERS



19 ROOMS (MULTI-NIGHT STAYS)

FY24/25



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PAYING FOR ADVERTISING, SOLICITATIONS, AND PROMOTIONS THAT ATTRACT TOURISTS AND CONVENTION DELEGATES TO THE CITY OR ITS VICINITY.

TEX. TAX CODE § 351.101(A)(6)

FUNDING CERTAIN EXPENSES, INCLUDING PROMOTIONAL EXPENSES, DIRECTLY RELATED TO A SPORTING EVENT WITHIN COUNTIES WITH A POPULATION OF UNDER 1 MILLION.

SEABROOK SALTWATER DERBY

9/26/2026 - 9/27/2026

**FUNDS
REQUESTED \$10,000**

NO CHANGE FROM FY24/25

**FUNDS
RECOMMENDED \$10,000**

ADDITIONAL FUNDING

ADDITIONAL SPONSORSHIPS — \$15,000

TOTAL — \$15,000



DONATES PROCEEDS

- CCISD SCHOLARSHIPS
- BAY AREA LITTLE LEAGUE
- SHINER'S HOSPITAL FOR CHILDREN
- SEABROOK ROCKS



52 ROOMS (MULTI-NIGHT STAYS)

FY23/24 *EVENT HAS NOT TAKEN PLACE 2025



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TEXAS OUTLAW CHALLENGE

6/24/2026 - 6/28/2026

FUNDS REQUESTED \$30,000
NO CHANGE FROM FY24/25

FUNDS RECOMMENDED \$10,000
- \$20,000 FROM FY24/25

ADDITIONAL FUNDING

CITY OF KEMAH	\$25,000
CITY OF NASSAU BAY	\$15,000
CITY OF LEAGUE CITY	\$2,500
CITY OF DICKINSON	TBD
TOTAL	\$42,500



DONATES TO 2 CHARITIES/YEAR

- GALVESTON - HOUSTON FAMILIES EXPLORING DOWN SYNDROME
- HOME - HELP OUR MILITARY ENDURE



ESTIMATE PROVIDED

FY23/24 *HAVE NOT RECEIVED 2025 DATA (DUE AUGUST 20TH)

ACCOMMODATIONS

- Event is a 4 night evening-stay activity
- **Non-Local: Vendors + Visiting Weekend Spectators = 100 Rooms (estimate) = 400 Room Nights**
- **Non-Local: Registrations (from Registration Form): 50 boats = 100 (Captain and 1st Mate) + 284 Crew = 384 Non-Local Guests**
- 384 persons is represented by 50 couples, and 284 singles
 - o COUPLES: 50 divided by 2 = 25 rooms (couples) x 4 night event-stay = **100 room nights**
 - o SINGLES: 284 rooms - (55% sharing a room) = 156 rooms x 4 night event-stay = **624 room nights**
- Fishing Tournament: 150 participants and vendors (estimate 30 rooms for 2 nights) = **60 room nights**
- Average room night cost including taxes = \$150
- **TOTAL ACCOMODATIONS = (200+100+624+60) = 984 Room nights x \$150. = \$147,600**



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SECOND ANNUAL FALL FEST

11/7/2025 - 11/9/2025

FUNDS REQUESTED \$38,500
+\$28,500 FROM FY24/25

FUNDS RECOMMENDED \$38,500



15 ROOMS
FY24/25



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EXPENDITURES THAT PROMOTE THE ARTS.

ADDITIONAL FUNDING

ADDITIONAL SPONSORSHIPS — \$0

TOTAL ————— \$0

YACHTY GRAS

10/1/2025 - 5/31/2026

FUNDS
REQUESTED **\$10,000**

NO CHANGE FROM FY24/25

FUNDS
RECOMMENDED **\$10,000**

ADDITIONAL FUNDING

CITY OF KEMAH ————— \$10,000

ADDITIONAL SPONSORSHIPS — \$5,000

TOTAL ————— \$15,000



DONATES PROCEEDS

- BIKER'S AGAINST DRUNK DRIVERS
- PUNCH 4 PARKINSON'S
- SEA SCOUTS
- DASH GORDON FOUNDATION
- GALVESTON BAY FOUNDATION
- SISTERS HELPING SISTER
- SHRINERS CHILDRENS



APPLICANT ONLY PROVIDED HOTEL OCCUPANCY % CHANGE DURING THE EVENT FY24/25

Hotel	Percentage of Occupancy
Comfort Suites Seabrook	51% occupied
Quality Inn	no increase
Spring Hill	no increase
Holiday Inn Express	93.75% occupied
Hampton Inn & Suites	Did not provide
Captain Inn & Suites	65% Occupied
Kemah Edge Water	Approx 50%
Seaside Hotel & RV Park	47% occupied
The Galloping Seahorse	100% (1 house)



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Thank You





MEETING MINUTES
JULY 1, 2025

SEABROOK CITY COUNCIL
REGULAR CITY COUNCIL MEETING

Mayor Jim Sweeney called the Seabrook Council Meeting to order at 6:00 p.m. in the Council Chambers in Seabrook City Hall. Present were City Councilmembers Jim Sweeney, Buddy Hammann, Tyler Kubena, Jared Sessum, Tom Tollett, Angela Cervantes, Summer Sanford. Also in attendance were: City Manager Gayle Cook, City Secretary Rachel Lewis, and City Attorney David Olson. Mayor Jim Sweeney declared a quorum and pledges were conducted.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

Rick King 1306 Marina Bay Drive, Kemah Appreciation for help with Barge 295 and church services

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

Councilmember Kubena announced the following events:

EDC Anniversary Celebration for Damn Fine Coffee and Fried Pies on July 2, 2025

4th of July Parade on July 4, 2025

Painting With the Police on July 9, 2025

Water Wars on July 12, 2025

2. EXECUTIVE SESSION

Mayor Sweeney adjourned into Executive Session at 6:09 pm.

2.1 Sec. 551.071 Consultation with attorney on matters in which the City Attorney has a duty to advise City Council in closed executive session.

3. OPEN SESSION

Mayor Sweeney reconvened into Open Session at 7:01 and stated no action was taken.

4. PRESENTATIONS

4.1 Promotional ceremony before Council of police officers Daniel Kirby and Jason Emerson, who were recently promoted to sergeant.

This item took place prior to the Executive Session with no objections noted.

Police Chief Rolf Nelson conducted the promotional ceremony for officers Daniel Kirby and Jason Emerson before Council.

4.2 Presentation to recognize the Seabrook Rotary Club for their donation to the City of Seabrook for picnic tables and benches.

Mayor Sweeney recognized the Seabrook Rotary Club and expressed appreciation on behalf of the City of Seabrook. He was presented a contribution of \$6875.00 by the Rotary Club.

- 4.3 **Hear a presentation from Driver & Rescue, LLC on the agreement between the City of Seabrook and Driver & Rescue Club LLC, lessee of the property located at 2613 1/2 NASA Parkway (operating as 'The Yard' at Barge295) for temporary conditional exceptions to codes and ordinances due to Hurricane Beryl damage to the primary structure of the Barge.**

Patrick Robinson with Driver & Rescue presented the request to extend the agreement, and thanked the City for allowing the temporary agreement. He stated the Barge 295 had officially reopened and invited all to the reopening on July 12, 2025.

5. **CONSENT AGENDA**

- 5.1 **Approve the minutes of the June 17, 2025 and the June 24, 2025 City Council meetings.**

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

6. **NEW BUSINESS**

- 6.1 **Consider and take all appropriate action on the renewal of a service agreement between the City of Seabrook and Unifirst for facility mats and Public Works uniforms. The service agreement is for 36 months.**

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

- 6.2 **Consider and take all appropriate action on any amendments to an agreement between the City of Seabrook and Driver & Rescue Club LLC, lessee of the property located at 2613 ½ NASA Parkway (operating as 'The Yard' at Barge295) for any continuation of temporary conditional exceptions to various codes and ordinances and providing for an extension time.**

City Manager Gayle Cook presented the agreement, which was valid until July 27, 2025. Councilmember Hammann recommended that any supplement to the agreement should be valid only to October 1, 2025, and emphasized that no provisions should be granted that would contravene FEMA regulations.

Motion:	To instruct staff to create a supplement to the agreement which specifically addresses temporary bathrooms, shade structures, and wash stations
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 3 Tollett
Vote:	Passed unanimously by all present

6.3 Consider and take all appropriate action regarding Resolution 2024-22, Re-establishment of the Hotel Tax Advisory Board, including direction on whether the Board should review and provide recommendations on all line items within the Hotel Tax Special Fund or limit its recommendations solely to the "Events" line item, and interpretation of Section 4 regarding "Conflict of Interest".

Councilmember Sessum presented the item and explained that the Committee sought additional guidance regarding these matters. Councilmember Cervantes stated that the Committee initially understood they would be able to provide advice and make recommendations concerning the allocation of HOT funds beyond merely reviewing event applications. Councilmember Tollett requested further clarification regarding the specific areas in which the Committee seeks increased input. Mayor Sweeney indicated that he would prefer the Committee to first present their initial recommendations for events to the Council before any additional responsibilities are assigned. Following this, the Committee can compile a list of areas they wish to undertake.

City Attorney David Olson discussed the issue of conflict of interest, noting his desire for the related provisions to be more aligned with statutory requirements. He advised that if such a conflict arose, the affected member would be required to file an affidavit with the Secretary of the Committee. He also stated that he would prepare language to amend the resolution accordingly. Additionally, Attorney Olson addressed the current meeting structure, noting that the Committee presently convened virtually. Since the Committee functions solely in an advisory capacity, the Council may determine the format of the meetings. A resolution to formalize this structure would be brought back to the Council for consideration. No further action was taken.

6.4 Consider and take all appropriate action on approval of the Celebration Seabrook - October 11, 2025, authorizing expenditures from the Hotel Occupancy Tax (HOT) Special Fund, in an amount not to exceed \$45,000.00 in the FY 2026 budget.

City Manager Cook presented the item along with a financial overview. She stated that staff required confirmation from the Council regarding the inclusion of the event in the Fiscal Year 2026 budget. She explained that the Economic Development Corporation (EDC) allocated \$10,000 toward the event, and staff would seek sponsorships to cover the remaining costs. The total budget for the event was projected to be \$45,000, with sponsorship contributions expected to reimburse the expenditures incurred within the budget. She further clarified that the event was partially funded with HOT funds, and therefore, a post-event report would be submitted to the Council.

Councilmember Cervantes expressed the view that HOT funds should not be utilized for this event, citing that it did not effectively attract a significant number of tourists to stay in local hotels.

Public Affairs Director Amanda Alvarado provided an explanation of the event's organizational structure. Councilmember Hammann recommended discontinuing the event for next year; he also noted that only three staff members were available to manage it and suggested that alternative ideas be proposed to enhance the event's success if held in the future. Councilmember Tollett concurred and requested that local businesses be involved in the planning process. Council agreed the event would not be placed in the upcoming budget.

Motion:	To Approve
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 1 Kubena

Vote: **Failed** unanimously by all present

6.5 Consider and take all appropriate action on a first and final reading of Ordinance 2025-14, Fiscal Year 2025 Budget Amendment No. 4.

Finance Director Mike Gibbs presented the amendment and stated that the amount of \$18,336 was allocated to cover the demolition of the Hardesty property. Deputy City Manager Sean Landis provided a historical overview of the relocation of the fence associated with the Carothers property, for which an amount of \$22,388 was proposed as part of the other amendment in the ordinance.

Motion: To Approve but amend the budget for \$18,336 only
Made By: At-Large Position 3 Tollett
Seconded By: At-Large Position 6 Sanford
Vote: **Passed** unanimously by all present

6.6 Consider and take all appropriate action on approval of Resolution 2025-16, Submission of Grant Application for U.S. Department of Transportation Safe Streets and Roads (SS4A).

City Manager Cook presented the resolution.

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

7. DISCUSSION

7.1 Discussion regarding exploring a contract with Harris County for the administration of the City of Seabrook May 2, 2026 General Election.

City Secretary Rachel Lewis presented the item and recommended that a contract be pursued to have Harris County conduct the May, 2026 City of Seabrook election. Council directed staff to pursue a contract for consideration for the May 2026 election, and to include the \$40,000 as the budgeted expense for elections in FY 2026.

8. ROUTINE BUSINESS

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

City Manager Cook presented the update. **See attachment A.**

8.2 Establish future meeting dates and agenda items.

City Secretary Lewis informed Council the next Regular Council meeting was scheduled for July 15, 2025 at 6:00 pm, and a Special Budget Meeting was scheduled for July 22, 2025 at 6:00 pm.

Hearing no further business, Mayor Sweeney adjourned the meeting at 8:16 pm.

APPROVED:

Jim Sweeney
Mayor

DATE: _____

ATTEST:

Rachel Lewis, TRMC
City Secretary



Agenda Briefing

Date of Meeting: July 15, 2025

Responsible Department: Purchasing

Presenter: Gayle Cook, City Manager

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:

Consider and take all appropriate action on the Bid Award and Contract for Project 2024-12-344, *Seabrook EMS Station Addition & Renovation*, to JLA Construction Solutions for an amount of \$2,669,840.00 and authorize the City Manager to execute contract. Award includes Total Base Bid and Add Alternates 1, 2, 3, 7, and 8.

Executive Summary / Background:

Seven (7) construction firms participated in the bidding process. Each bid was checked for mathematical errors and/or bid irregularities. The project was bid with a base bid and five (5) add alternates.

The base bid includes a 3,900 square foot new addition within one story and attached to the existing Seabrook Volunteer Fire Station. The addition contains a training room that will double as an emergency operation center (EOC) for the city as well as (4) additional sleeping rooms, restrooms, offices and storage spaces for the EMS Department.

BASE BID \$2,669,840.00 * INCLUDES \$200,000.00 CONTINGENCY

Alternate Bids were added to Bid Package for certain updates and renovations to existing Fire Station:

Add Alternate 1:	\$ 55,118.76	Replace Existing Windows in existing Fire Station
Add Alternate 2:	\$ 9,643.20	Replace Carpet (Red) in the Red Room in existing Fire Station Training Room
Add Alternate 3:	\$ 17,466.00	Replace Kitchen Countertops in existing Fire Station
Add Alternate 7:	\$ 3,800.00	Replace carpet with rubber base in Dayroom in existing Fire Station
Add Alternate 8:	\$ 26,752.00	Replace insulation on all duct works HVAC
ALT TOTAL	\$ 112,779.96	

GRAND TOTAL: \$2,782,619.96

Funding / Fiscal Information:

The Capital Improvement -Special Fund allocated bond proceeds totaling \$2,479,848.00 for this project.

Deficit for the Project, if approved, is recommended to transfer Budget Stabilization Special Fund to Capital Improvement- Special Fund. The current projected balance available for transfer is \$800,436.00

To date, professional engineering and architectural services by actual amounts or encumbered have reduced the proceeds by - \$250,900.00 leaving a balance of \$2,176,148.00

Base Bid Only + \$0 Contingency used \$2,469,840.00 Additional Funds Required:
\$ 293,692.00

OPTION 1:

Base Bid + Contingency \$2,669,840.00 Additional Funds Required
\$ 493,692.00

OPTION 2:

Alternate Adds + Base Bid + Contingency
\$ 606,471.00

FF&E

Owner Provided items
\$ 50,000.00

Supporting Materials Attached:

1. Bid Tab Evaluation Sheet 2024-12-344

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

BID TABULATION SHEET								
PROJECT: Seabrook EMS Addition & Renovation								
PROJECT NUMBER: 224052								
OWNER: City of Seabrook, Texas								
BIDS DUE DATE: May 29, 2025								
AT: 2:00 PM CST								
ADDENDA DATES: Addendum 1 (4/24/25); Addendum 2 (4/29/25); Addendum 3 (5/2/25); Addendum 4 (5/5/25); Addendum 5 (5/8/25); Addendum 6 (5/9/25); Addendum 7 (5/15/25)								
Addedum 8 (5/19/25); Addendum 9 (5/22/25); Addednum 10 (5/22/25)								

Contractor	Axis Builders	CMC Delelopment Construction	E Contractors	Contreras Building Group	Horizon International	JLA Construction Solutions	Nash Industries	Sincere Developers
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Bid Bond (Yes / No)	Yes	No	Yes		Yes	Yes	Yes	Yes
Addenda Acknowledgement (10) (Yes / No)	Yes	Yes	Yes		Yes	Yes	Yes	Yes
Calendar Days	187	275	365		264	240	240	244

Base Bid (including \$200,000 contingency)	\$2,593,000	\$2,830,000	\$3,550,000	INCOMPLETE	\$2,921,300	\$2,669,840	\$3,209,739	\$2,799,511.86
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Alternate No. 1 Replace existing windows	\$68,971	\$73,000	No Bid		\$62,000	\$55,118.76	\$56,500	\$90,354.88
Alternate No. 2 Replace carpert in existing training room	\$9,528	\$9,000	\$20,096		\$12,848	\$9,643.20	\$7,200	\$8,006.54
Alternate No. 3 Replace kitchen countertops	\$20,211	\$65,000	\$4,835		\$67,349	\$17,466	\$4,000	\$5,577.60
Alternate No. 4 Expand kitchen pantries	\$20,913	\$22,000	\$11,962		\$24,611	\$19,065	\$11,500	\$15,904.00
Alternate No. 5 Re-paint all walls and ceilings in existing fire station	\$51,421	\$4,000	\$14,942		\$20,027	\$25,751.21	\$52,200	\$20,553.12
Alternate No. 6 Drilled Piers in lieu of auger cast piles	\$33,235	\$186,000	\$167,846		No Change	\$141,142.50	\$192,000	\$6,942.00
Alternate No. 7 Replace carpet and rubber base in exisitng dayroom	\$2,735	\$4,000	\$3,631		\$4,219	\$3,800	\$2,000	\$2,334.08
Alternate No. 8 Replace all insulation on existing supply, return and outside air ductwork	\$33,235	\$46,000	No Bid		\$22,000	\$26,752	\$24,500	\$24,289.44

Total with all Alternates accepted (excluding Alternate No. 5 & 6)	\$2,748,593	\$3,049,000	\$3,590,524		\$3,114,327	\$2,801,685	\$3,315,439	\$2,945,978
--	-------------	-------------	-------------	--	-------------	-------------	-------------	-------------

Note: This is a Competitive Sealed Proposals project. The Owner will evaluate and rank each proposal prior to awarding the project.

PROPOSAL EVALUATION SHEET									
PROJECT: Seabrook EMS Addition & Renovation PROJECT NO.: 224052.00 OWNER: City of Seabrook BIDS DUE: May 29, 2025 AT: 2:00 PM CST									
Criteria	Value	Axis Builders	CMC Development Construction	E Contractors	Contreras	Horizon International	JLA Construction Solutions	Nash Industries	Sincere Developers
NOTES:	Bid Package Submittal:			high bid	Incomplete			high bid	
Cost Proposal	Base Bid	\$2,593,000	\$2,830,000	\$3,550,000		\$2,921,300	\$2,669,840	\$3,209,739	\$2,799,512
	Including Alternates	\$2,748,593	\$3,049,000	\$3,590,524		\$3,114,327	\$2,801,685	\$3,315,439	\$2,945,978
	50%	50.0	45.4	31.5		43.7	48.5	38.1	46.0
NOTES:	Experience:	fire station renovations, new build logistics; church renovations and additions	renovations, improvements	provided relevant projects with case studies		recommends requesting Greg Solinsky; several fire station projects	no previous fire stations; hospitals, care facilities, airports, city buildings	no previous fire stations; a lot of renovations	no previous fire stations; all commercial; no apparent renovation experience
Relevant Experience	Company Experience (5)	4.0	4.0	5.0		5.0	5.0	5.0	4.0
	Representative Projects (10)	8.0	8.0	10.0		8.0	8.0	8.0	8.0
	15%	12.0	12.0	15.0		13.0	13.0	13.0	12.0
Project Management Ability	Superintendent Experience (10)	7.0	9.0	7.0		8.0	10.0	10.0	
	Project Manager Experience (10)	8.0	9.0	6.0		8.0	9.0	10.0	
	20%	15.0	18.0	13.0		16.0	19.0	20.0	0.0
NOTES:	References:	2 fire, 1 church	2 city officials, 1 tx parks and wildlife	renovation projects		city fire contracts	commercial projects	long term contract work	unable to contact references
Past Performance	Timely Completion (3)	2.8	2.8	1.5		1.5	3.0	3.0	
	Cooperation with Owner (3)	2.8	2.8	1.5		2.0	3.0	3.0	
	Conflict Resolution (1)	0.8	0.8	0.4		0.8	1.0	1.0	
	Project Closeout (3)	2.5	2.8	2.0		2.0	3.0	3.0	
	Overall Experience (3)	2.8	3.0	1.5		2.5	2.8	3.0	
	Construction Process (1)	0.8	0.8	0.5		0.8	0.8	1.0	
	Responsiveness (1)	1.0	0.8	0.5		0.8	0.8	1.0	
	15%	13.5	13.8	7.9		10.4	14.4	15.0	0.0
NOTES:		request routine check ins; several changes in management	always had supervision present on site; very responsive	several project delays; only recommend based on project scope and complexity		completed several renovations and new builds	a few lingering punch list items but overall happy with timeliness	several renovations across the county	unable to contact references
Did Contractor Follow Proposal Format	Bid Form	Yes	Yes	Yes		Yes	Yes	Yes	Yes
	Bid Bond - 5% of total amount bid	Yes	No	Yes		Yes	Yes	Yes	Yes
	Certificate of Insurance	Yes	No	Yes		Yes	Yes	Yes	Yes
	Bidder Questionnaire	Yes	Yes	Yes		Yes	Yes	Yes	Yes
	Notarized Texas Ethics Commission Form 1295	Yes	Yes	Yes		Yes	Yes	Yes	Yes
	Bidder's Certification	Yes	Yes	Yes		Yes	Yes	Yes	Yes
	Exceptions to Specifications	No	No	No		Yes - N/A	Yes - N/A	Yes - N/A	Yes - N/A
	House Bill 89 Verification form	Yes	Yes	Yes		Yes	Yes	Yes	Yes
	Yes or No								
FINAL NOTES:		overall positive experience; very responsive; no formal software; could improve scheduling; has relevant fire station renovation experience	superintendent always on site; overall positive experience; renovation experience, only one fire station project			didn't cut corners, overall positive experience; several fire station projects; several renovations and repairs	overall positive experience, quick, responsive, tight timelines; renovation and addition experience - no fire stations	8-10 year contract relationship with no negative comments; overall positive experience	unable to contact references
Total Score	100%	90.5	89.2	67.4		83.1	94.9	86.1	58.0
Ranking		2	3	6		5	1	4	7



Agenda Briefing

Date of Meeting: July 15, 2025

Responsible Department: City Manager's Office

Presenter:

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:

Consider and take all appropriate action on the approval of Bid Project 2025-06-405, *Carothers Grading Drainage Project 2025*, in an amount not to exceed \$117,431.00 to Eitale Construction and authorize the City Manager to execute a contract.

Executive Summary / Background:

The project received two (2) bids, both of which were reviewed for mathematical accuracy and references. Bidder One, Eitale Construction, was found to have a mathematical discrepancy in their bid total.

It is noted that neither bidder attended the City of Seabrook's pre-bid meeting; a copy of the sign-in sheet is attached for reference.

To ensure due diligence in the bid award decision, the vendor has been requested to appear before City Council at the time of the bid award.

Funding / Fiscal Information:

This item will be funded from remaining proceeds in the Bond - Special Fund for Carothers Coastal Gardens and sufficient funding for either bid is available.

Supporting Materials Attached:

1. Bid Tabulation and Pre-Bid Sign-In
2. Bid Package
3. Eitale Constuction Bid

4. Smith and Branson Construction Bid

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

The most responsible bidder



BID OPENING
RFP 2025-06-405
CAROTHERS GRADING AND DRAINAGE PROJECT
6/26/2025

It should be noted that figures shown on an initial bid tab represent those compiled at the time of bid opening and per the terms and conditions of the bid solicitation. Other evaluation factors exist and must be considered before an award recommendation is completed.

Company Name	Bid Bond	Base Bid
Eitale Construction	✓	117,431
Smith and Branson Construction	✓	200,688.65



Bid Opening Sign In
RFP 2025-06-405
CAROTHERS GRADING AND DRAINAGE PROJECT
6/26/2025

Name	Company	Email	Phone
Rebecca Horton	City of Seabrook	chorton@seabrook	281-291-5671
Jazmyn Daniels	City of Seabrook	jdaniels@seabrook	281-291-5677
Jesse W. Jones	Parks & Trails	jesswjones@yahoo.com	281-932-2051
Jesse Olivis	City of Seabrook		
Brian Craig	Seabrook	brcraig@seabrooktx.gov	281-291-5719
Mike Lybbs	Seabrook	mlybbs@seabrooktx	281-291-5732

RFP# 2025-06-405 Carothers Grading and Drainage Project 2025

Carothers Coastal Gardens is an approximately 4.65 acre park property owned by the City of Seabrook, located adjacent to Pine Gully Park on Galveston Bay.

This current Request For Proposal is to transform approximately two (2) acres of the existing property into a public garden. This portion of the development plan is to correct any existing drainage problems by creating two swales along each property line towards the bay. In addition, a series of 18" berms to add topography to the landscape will be created. In between the berms will be an intertwined network of trails. Actual trail surfaces are NOT included in this RFP. Berms will be constructed using dirt material already stockpiled on the property.

Site Notes:

All SWPPP drainage protocols shall be adhered to.

Special attention should be paid to assure that the entire area will drain to the bay.

There is an abandoned asphalt tennis court to be removed and the material properly disposed of.

Upon completion of the dirt work, all disturbed areas are to be hydro-mulched with Bermuda/Fescue mix or similar.

NOREX
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1220 East Main Street
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CLIENT	
City of Seabrook	
PROJECT NAME	
Proposed Park and Trails	
STREET ADDRESS	
Carothers Property(Pine Gully Rd)	
CITY, STATE, ZIP	
Seabrook, TX 77586	
DESIGN BY	REVIEWED BY
AJM	WAS
DATE	
04/24/23	

REVISION LIST

- 1) 04/25/24
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- 2) ##
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- 3) ##
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- 5) ##

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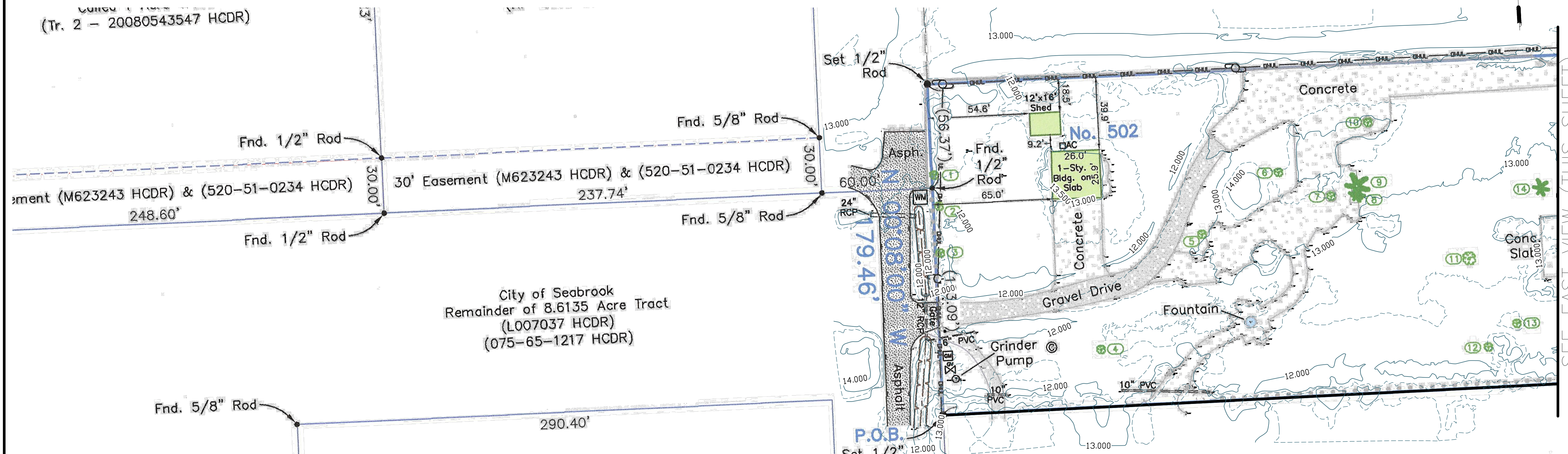
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SHEET NAME

EXISTING PROPERTY

SHEET NUMBER

DR-1.1



EXISTING EAST VIEW

N 89°52'00" E 1,337.22'

Gravel Drive (1,070.87' Rod to Rod)

Foot Bridge

Demolished Tennis Court

Dirt Pad

Conc. Slab

4.578 Acre Portion
of 8.6135 Acre Tract
(L007037 HCDR)
(075-65-1217 HCDR)

S 89°36'00" W 1,035.43'

Set 1/2" Rod (Point on Line)

Set 1/2" Rod (Point on Line)

Zone "AE" BFE 13'

Zone "AE" BFE 15'

Zone "VE" BFE 18'

Zone "VE" BFE 19'

Rip-Rap Beach

See WEST VIEW (THIS SHEET)

SHEET 1
SCALE: 1"=30'

SHEET 1

SCALE: 1"=30'

1. ADJUST GRADE AROUND STORM PIPES AS NECESSARY TO PROVIDE ADEQUATE COVERAGE OVER PIPES.
2. RECOMMEND INSTALLING 4" MITERED DRAIN OR SIMILAR AT INLET AND OUTLET OF 4" PVC DRAINAGE PIPE.
PART#/MANUFACTURER: 4MD3P-B / DRAINAGE SOLUTIONS, INC.
3. ALL PROPOSED STORM PIPE TO HAVE SMOOTH INNER WALL. HDPE MAY BE USED ILO PVC.
4. PROVIDE THE FOLLOWING FOR EXCAVATED SWALES/DITCH:
 - INSTALL HYDROMULCH AT ALL EXCAVATED AREAS WITHIN 48 HOURS OF CONSTRUCTION.
 - UNTIL GRASS IS ESTABLISHED, GRASS SWALES MUST BE INSPECTED WITHIN 24 HOURS AFTER EACH STORM OF 0.5 INCH OR GREATER OR DAILY DURING PROLONGED RAINFALL EVENTS.
 - AFTER GRASS HAS BEEN ESTABLISHED, SWALE SHOULD BE CHECKED MONTHLY MINIMUM.

 4" DRAINAGE PIPE
 SWALE/DITCH/POND TOB
 DITCH/SWALE FLOW LINE
 PROPOSED ELEV.
 DRAINAGE DIRECTION ARROW
 PAVING

SECTION A-A
TYP. TRAIL SECTION

NTS

Diagram illustrating a cross-section of a trail section, labeled "SECTION B-B TRAIL SECTION". The diagram shows a cross-section of a trail with various materials and dimensions:

- GRASS:** Indicated on the left side of the trail.
- CRUSHED GRANITE PATH:** The main surface material of the trail.
- Dimensions:**
 - $6" (<.05') \text{ MIN.}$: Minimum depth of the crushed granite path.
 - $8' \text{ TYP.}$: Typical width of the crushed granite path.
 - $5' (<.4') \text{ TYP.}$: Typical width of the shoulder area.
 - $2' \text{ TYP.}$: Typical width of the shoulder area.
 - $3" (<.25') \text{ TYP.}$: Typical depth of the shoulder area.
- SMALL SWALE:** A small depression or ditch at the bottom of the shoulder area.

NTS

RECOMMEND INSTALLING 4" MITERED DRAIN OR SIMILAR AT INLET AND OUTLET OF 4" PVC DRAINAGE PIPE. PART#/MANUFACTURER: 4MD3P-B / DRAINAGE SOLUTIONS, INC.

4" PVC SECTION

NTS

FLOOD ZONE INFORMATION

THIS LOT LIES IN ZONE AE AND VE. SPECIAL FLOOD HAZARD AREAS.

FLOOD ZONE AND ELEVATION DETERMINED BY GRAPHIC PLOTTING ONLY. FLOOD INFORMATION PROVIDED HEREON IS BASED ON SCALING THE LOCATION TO THE SUBJECT TRACT ON THE FLOOD INSURANCE RATE MAPS. THE INFORMATION SHOULD BE USED TO DETERMINE FLOOD INSURANCE RATES ONLY AND IS NOT INTENDED TO IDENTIFY SPECIFIC FLOODING CONDITIONS. WE DO NOT ASSUME RESPONSIBILITY FOR EXACT DETERMINATION.

GENERAL NOTES:

1. USE CAUTION WORKING AROUND EXISTING TREES TO REMAIN. DO NOT DISTURB ROOTS. RE-ROUTE SWALES AS NEEDED TO AVOID DAMAGE TO TREES AND ROOTS.
2. CONTRACTOR SHALL ADEQUATELY PROTECT EXISTING STRUCTURES, UTILITIES, TREES, SHRUBS, AND PERMANENT OBJECTS WHICH ARE NOT SCHEDULED TO BE REMOVED AS A PART OF THIS PROJECT.
3. EXISTING UTILITY INFORMATION SHOWN IS NOT GUARANTEED TO BE ACCURATE AND ALL INCLUSIVE. ALL EXISTING UTILITY LOCATIONS ARE APPROXIMATE AND SHOULD BE VERIFIED BY THE CONTRACTOR IN ADVANCE OF HIS CONSTRUCTION.
4. ANY DAMAGE TO EXISTING PUBLIC UTILITIES MUST BE REPAIRED IMMEDIATELY. THE CONTRACTOR MUST NOTIFY THE APPROPRIATE UTILITY OWNER, WHO WILL MAKE THE REPAIRS AT THE CONTRACTOR'S EXPENSE.
5. CONTRACTOR/OWNER SHALL OBTAIN ALL CONSTRUCTION PERMITS AND PERMISSION PRIOR TO THE COMMENCEMENT OF WORK.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE STORAGE OF MATERIAL AND EQUIPMENT IN A SAFE AND WORKMAN LIKE MANNER TO PREVENT INJURIES, DURING AND AFTER WORKING HOURS UNTIL PROJECT COMPLETION.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ADEQUATE AND POSITIVE DRAINAGE AT ALL TIMES DURING CONSTRUCTION OF PROPOSED FACILITIES.
8. ACCESS TO ALL EXISTING STREETS AND DRIVEWAYS SHALL BE MAINTAINED AT ALL TIMES.
9. SURFACE RESTORATION: AT THE END OF ALL CONSTRUCTION PROJECTS, THE CONTRACTOR SHALL RESTORE THE EXISTING FACILITIES EQUAL TO OR BETTER THAN EXISTING SITE CONDITIONS PRIOR TO CONSTRUCTION. ALL DISTURBED AREA SHALL BE SEEDED PROPERLY.

10. CONTRACTOR SHALL PROTECT ALL TREES ADJACENT TO WORK AREA. NO TREES SHALL BE REMOVED WITHOUT PERMISSION OF OWNER.
11. ALL DISTURBED EASEMENTS OR OTHER DISTURBED AREAS AS A RESULT OF CONSTRUCTION WORK SHALL BE FERTILIZED AND HAVE VEGETATION RESTORED.
12. EXCAVATE MUCK, ORGANIC MATERIAL AND UNSUITABLE SOIL PRIOR TO PLACING FILL. PLACE SUITABLE MATERIAL AND COMPACT TO 85% STANDARD PROCTOR DENSITY.
13. EXCAVATED SOIL MAY REMAIN ON-SITE TEMPORARILY TO SETTLE.
14. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ADEQUATE FLAGMEN, SIGNING, STRIPING AND WARNING DEVICES, ETC., DURING CONSTRUCTION BOTH DAY AND NIGHT.

SITE NOTES:

1. ADJUST GRADE AROUND STORM PIPES AS NECESSARY TO PROVIDE ADEQUATE COVERAGE OVER PIPES.
2. 4" MITERED DRAIN OR SIMILAR TO BE USED AT INLET AND OUTLET OF 4" PVC DRAINAGE PIPE.
PART#/MANUFACTURER: 4MD3P-B / DRAINAGE SOLUTIONS, INC.
3. ALL PROPOSED STORM PIPE TO HAVE SMOOTH INNER WALL.
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 - AFTER GRASS HAS BEEN ESTABLISHED, SWALE SHOULD BE CHECKED MONTHLY MINIMUM.

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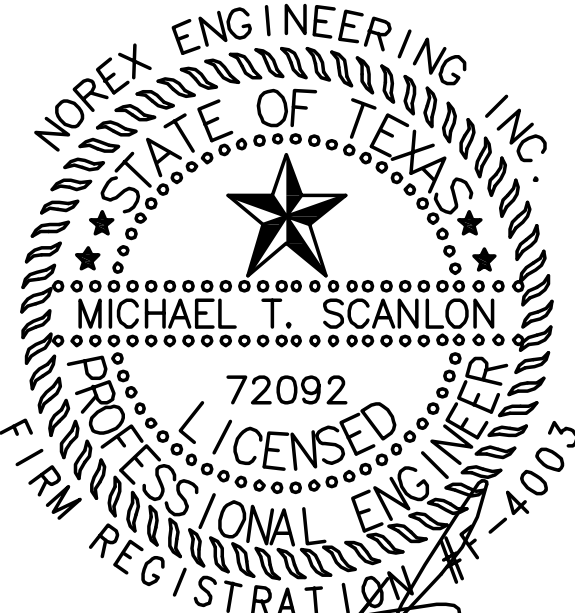
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City of Seabrook
PROJECT NAME
Proposed Park and Trails
STREET ADDRESS
Carothers Property(Pine Gully Rd)
CITY, STATE, ZIP
Seabrook, TX 77586
DESIGN BY
AJM
REVIEWED BY
WAS/SMH
DATE
04/24/23

REVISION LIST	
1)	04/25/24
2)	06/06/24
3)	##
4)	##
5)	##

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SHEET NAME
GRADING NOTES

SHEET NUMBER
DR-1.4

SHEET 4
SCALE: NTS

STORMWATER POLLUTION PREVENTION PLAN

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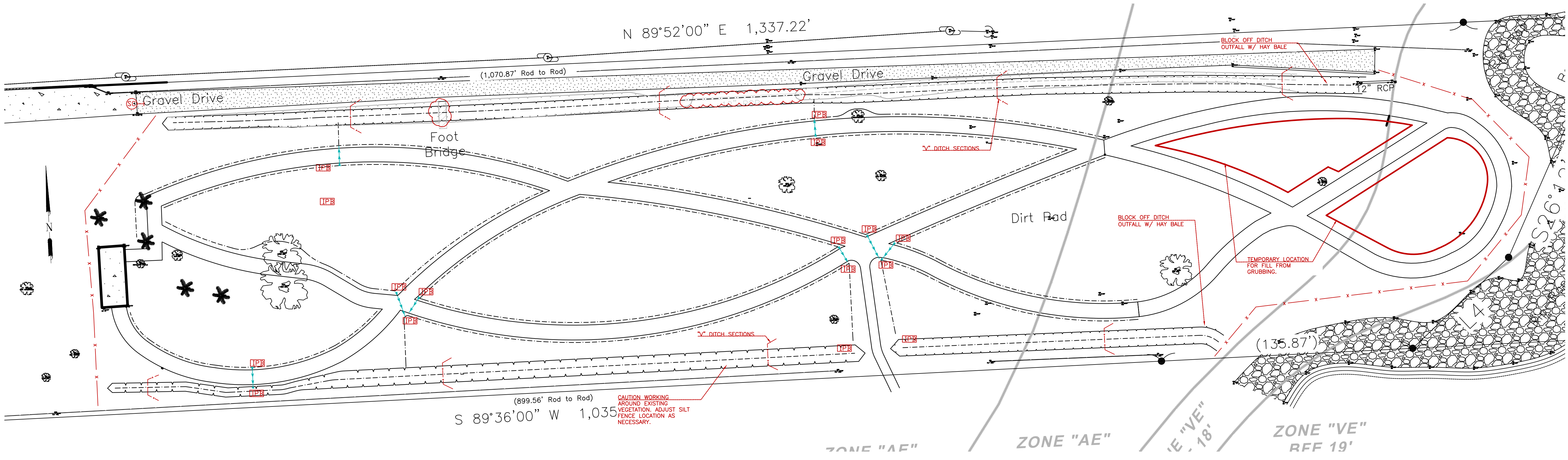
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SHEET NAME
SWPPP

SHEET NUMBER
DR-1.5

LEGEND

- EXISTING WATER LINE, FIRE HYDRANT & GATE VALVE
- EXISTING SANITARY SEWER LINE & MANHOLE
- EXISTING STORM SEWER LINE & MANHOLE
- PROPOSED STORM SEWER INLET
- STABILIZED CONSTRUCTION ACCESS
- REINFORCED FILTER FABRIC BARRIER
- INLET PROTECTION BARRIER



SHEET 5
SCALE: 1"=30'

SWPPP NOTES

- a. After approval of this plan set and during the development of the project, the contractor shall be responsible for adjusting the erosion control measures (silt fences, straw bales, etc.) to prevent soil erosion and storm water pollution. The City of Seabrook Floodplain/Stormwater Coordinator shall have final approval before any changes are made on-site.
- b. All subcontractors shall be educated to follow Storm Water Pollution Prevention requirements.
- c. All contractors and subcontractors involved with storm water pollution prevention shall obtain a copy of the Storm Water Pollution Prevention Plan (SWPPP) and the State of Texas National Pollution Discharge Elimination Systems general permit (NPDES Permit) and become familiar with their contents.
- d. All storm water pollution prevention measures presented on this plan, and in the SWPPP, shall be put in place before any soil is disturbed.
- e. Structural BMP's shall be inspected and maintained at least every 7 days and within 24 hours after any rainfall of more than .5 inches. Records are required to be maintained off-site.
- f. If necessary, the contractor shall clear a 5' to 10' wide area along the perimeter of the property in order to install silt fencing. In no case should a lot be cleared, grubbed, or graded prior the installation of silt fencing.
- g. Silt fencing & sediment devices shall be repaired or replaced if they show signs of undermining, or shall be replaced if the show signs of deterioration. Sediment shall be removed from the silt fencing when it reaches one-third to one-half the height of the silt fence.
- h. The construction entrances shall be maintained in a condition which will prevent tracking or flow of mud onto a right-of-way. This may require periodic top dressing (fluffing) of the construction entrances as conditions demand.
- i. Regular scraping and sweeping of streets, sidewalks and flow lines must be conducted. All material spilled, dropped, washed or tracked from vehicles onto roadways or into storm drains must be removed immediately.
- j. If soil stockpiling is employed on this site, silt fences shall be used to help contain the sediment. Earth materials and landscaping materials such as sod, sand for landscaping and mortar work, rock, mulch shall not be stockpiled, placed or stored on driveways, streets, sidewalks, curb lines or storm water flow lines.
- k. Construction supplies (e.g. trusses and lumber), roll off containers, dumpsters, portable toilets, trailers, etc. shall not be stored on the streets or sidewalks or other impervious surfaces. These items shall be stored on the construction site or staging areas.
- l. Sanitary facilities shall be located on natural ground and at least 25 feet from any storm sewer inlet or water body and shall be serviced regularly.
- m. No rubbish, trash, garbage or other similar materials shall be discharged into drainage ditches or waters of the state. All construction sites shall be cleaned and maintained on a daily basis and shall provide a designated area for trash disposal.
- n. Temporary parking and storage area shall be kept in good condition and suitable for parking and storage. This may require periodic top dressing of stabilizing material as conditions demand.
- o. All seeded/hydro-mulch areas shall be watered weekly to ensure that a good stand is maintained. Areas should be fertilized and reseeded as needed.
- p. Disturbed portions of the site where construction activity will cease for at least 21 days shall be temporarily seeded within 7 days.
- q. Disturbed portions of the site where construction activity has permanently stopped shall be permanently seeded. These areas shall be seeded no later than 7 days after the last construction activity occurring in these areas. Refer to the landscaping plan.
- r. Contractors or subcontractors shall be responsible for removing sediment in the detention pond and any sediment that may have collected in the storm sewer drainage systems after the stabilization of the site.
- s. All off-site construction shall have its own silt fencing and BMP's installed. Site shall be stabilized at the end of each working day; this includes backfilling of trenches for storm drains & utility construction and placement of gravel or bituminous paving for road construction.
- t. A Final Certificate of Occupancy shall not be issued until all disturbed areas have been permanently stabilized and erosion and sediment control devices have been removed.
- u. The grass and weeds on-site shall be maintained to a height of less than 12" throughout the construction phase of the project.
- v. All Post-BMP's will be inspected annually by a Texas Registered Engineer with the report sent to the Floodplain/Stormwater Coordinator. Also note how Post-BMP's will be maintained annually.

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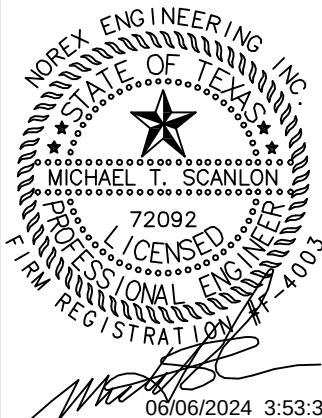
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4)	##
5)	##

ENGINEER'S SEAL



SHEET NAME
SWPPP NOTES

SHEET NUMBER
DR-1.6

6	SHEET 6
	SCALE: NTS

NOREX ENGINEERING DISCLAIMS ANY RESPONSIBILITY FOR THE ADEQUACY OF THE DESIGN DEPICTED IN THIS DRAWING UNTIL IT HAS SUCCESSFULLY COMPLETED ALL NECESSARY CONSTRUCTION INSPECTIONS AND RECEIVED THE ENGINEER'S CERTIFICATION.

THIS DOCUMENT AND THE DESIGNS INCORPORATED HEREIN ARE NOT TO BE USED OR COPIED IN WHOLE OR IN PART FOR ANY OTHER PROJECTS OR PURPOSES WITHOUT THE EXPRESS WRITTEN AUTHORIZATION OF NOREX ENGINEERING, INC.

CLIENT
City of Seabrook
PROJECT NAME
Proposed Park and Trails
STREET ADDRESS
Carothers Property(Pine Gully Rd)
CITY, STATE, ZIP
Seabrook, TX 77586
DESIGN BY
AJM
REVIEWED BY
WAS/SMH
DATE
04/24/23

REVISION LIST

1) 04/25/24
2) 06/06/24
3) ##
4) ##
5) ##

ENGINEER'S SEAL



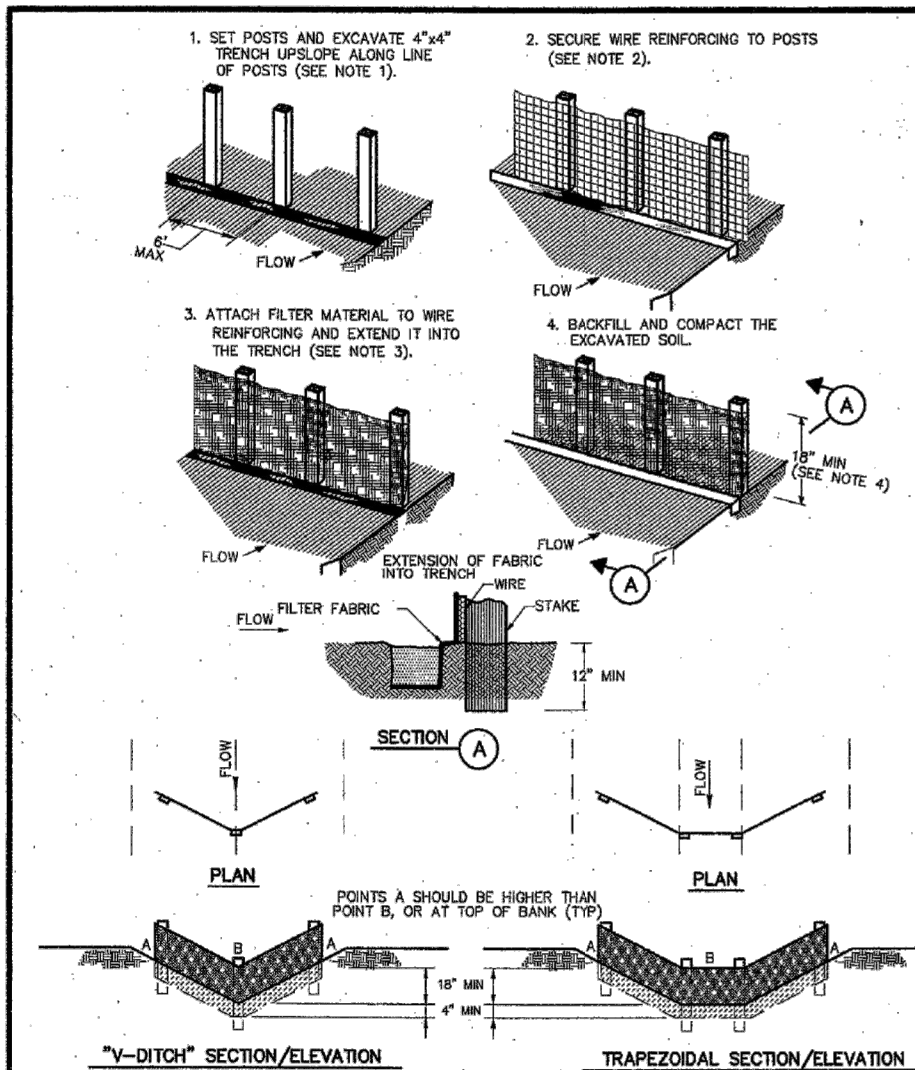
06/06/2024 3:53:40 PM
Seal valid for permitting 1 year after signature date, for this address/project only.

SHEET NAME
SWPPP DETAIL

SHEET NUMBER

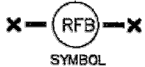
DR-1.7

6 SHEET 7
SCALE: NTS

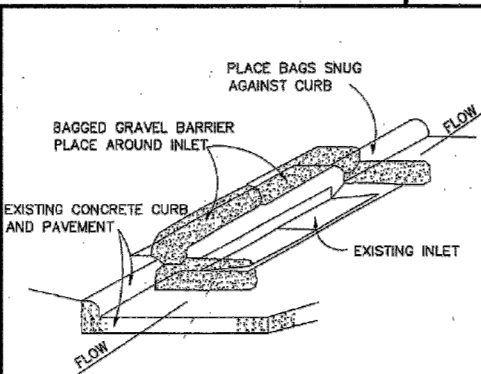


CONSTRUCTION NOTES:

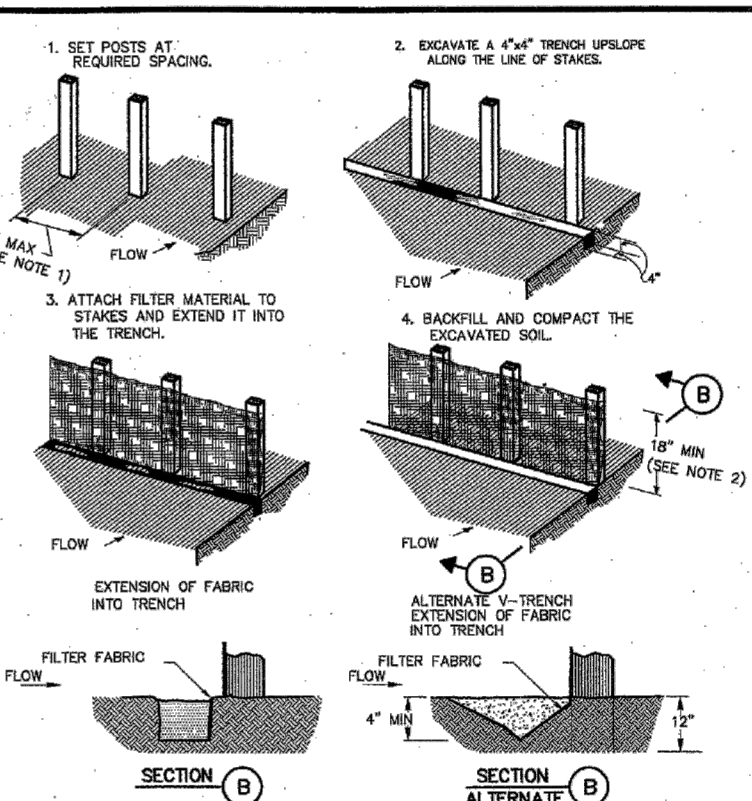
1. SET 2 INCH BY 2 INCH WOODEN STAKES SPACED A MAX OF 6 FEET APART AND EMBEDDED A MIN OF 12 INCHES.
2. WOVEN WIRE REINFORCING TO BE FASTENED SECURELY TO BARRIER POSTS WITH STAPLES.
3. FILTER CLOTH TO BE FASTENED SECURELY TO WOVEN WIRE REINFORCING, WITH TIES SPACED EVERY 24 INCHES AT TOP AND MIDSECTION.
4. MINIMUM HEIGHT OF FILTER SHOULD BE 18 INCHES AND A MAXIMUM OF 36 INCHES ABOVE NATURAL GROUND.
5. WHEN TWO SECTIONS OF FILTER CLOTH ADJOIN EACH OTHER THEY SHALL BE OVERLAPPED 6 INCHES AT THE POSTS, AND FOLDED.
6. SEE COH STANDARD SPECIFICATION FOR FILTER FABRIC BARRIER.



REINFORCED FILTER FABRIC BARRIER



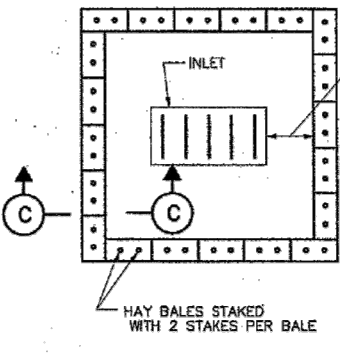
INLET PROTECTION BARRIER
(FOR STAGE II INLETS)
BAGGED GRAVEL BARRIER



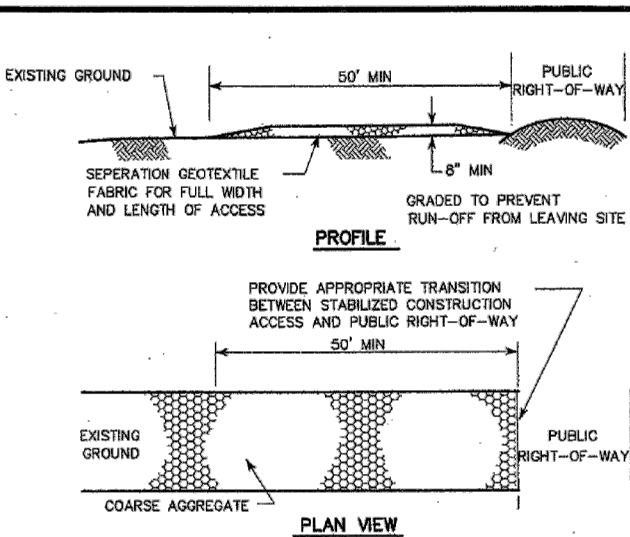
CONSTRUCTION NOTES:

1. 2 INCH THICK BY 2 INCH WOODEN STAKES TO BE SET AT MAX SPACING OF 3 FEET AND EMBEDDED A MIN OF 8 INCHES. IF PREASSEMBLED BARRIER WITH SUPPORT NETTING IS USED, SPACING OF POST MAY BE INCREASED TO 8 FEET MAX.
2. ATTACH FILTER FABRIC TO WOODEN STAKES. FILTER FABRIC BARRIER SHALL HAVE A MIN HEIGHT OF 18 INCHES AND MAX HEIGHT OF 36 INCHES ABOVE NATURAL GROUND.
3. WHEN TWO SECTIONS OF FILTER CLOTH ADJOIN EACH OTHER THEY SHOULD BE OVERLAPPED 6 INCHES AT THE POSTS, AND FOLDED.
4. SEE COH STANDARD SPECIFICATION FOR FILTER FABRIC BARRIER.

FILTER FABRIC BARRIER



HAY BALE INLET PROTECTION BARRIER

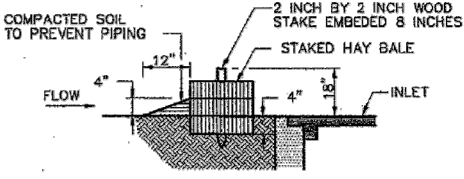
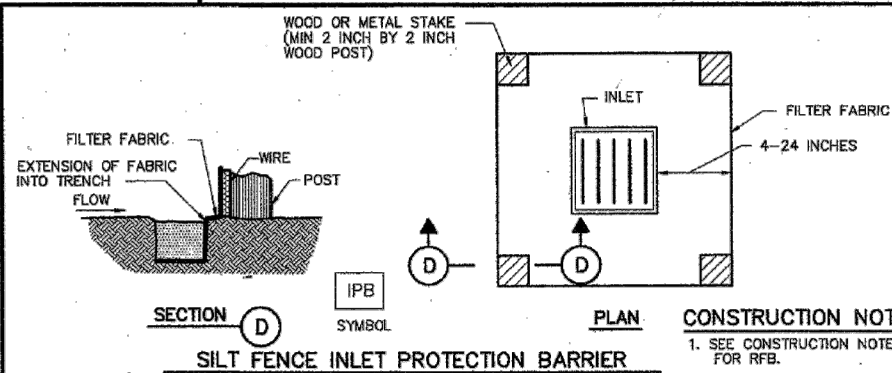


CONSTRUCTION NOTES:

1. LENGTH SHALL BE AS SHOWN ON THE CONSTRUCTION DRAWINGS, BUT NOT LESS THAN 50 FEET.
2. THICKNESS SHALL BE NOT LESS THAN 8 INCHES.
3. WIDTH SHALL BE NOT LESS THAN FULL WIDTH OF ALL POINTS OF INGRESS OR EGRESS.
4. STABILIZATION FOR OTHER AREAS SHALL HAVE THE SAME AGGREGATE THICKNESS AND WIDTH REQUIREMENTS AS THE STABILIZED CONSTRUCTION ACCESS, UNLESS OTHERWISE SHOWN ON THE CONSTRUCTION DRAWINGS.
5. STABILIZED AREA MAY BE WIDENED OR LENGTHENED TO ACCOMMODATE A WASHING AREA. AN OUTLET SEDIMENT TRAP MUST BE PROVIDED FOR THE WASHING AREA.
6. COH STANDARD SPECIFICATION FOR STABILIZED CONSTRUCTION ACCESS.
7. STABILIZED CONSTRUCTION ACCESS SHALL BE MAINTAINED FREE OF SEDIMENT FOR THE DURATION OF THE PROJECT.



STABILIZED CONSTRUCTION ACCESS



SECTION C

CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS AND ENGINEERING

STORM WATER POLLUTION PREVENTION PLAN DETAILS
(NOT TO SCALE)

APPROVED: [Signature]
CITY ENGINEER

APPROVED: [Signature]
DIRECTOR OF PUBLIC WORKS AND ENGINEERING

EFF DATE: JULY-01-2010 DWG NO: 01571-01

BID SHEET

Unit prices requested shall include its pro rata share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price bid represents the total bid. Any bid not conforming to this requirement may be rejected. Special attentions is drawn to this condition, as the unit prices will be used to determine the amount of any change orders resulting from an increase or decrease in quantities.

Bid Tabulation

Description	Quantity	Unit	Unit Price	Total Cost
BASE BID				
Mobilization (5% max of base bid)	1	LS	5,800. ⁰⁰	5,800. ⁰⁰
Tree protection (if needed)	15	EA	600. ⁰⁰	9,000. ⁰⁰
Tree removal (if needed)	11	EA	1,600. ⁰⁰	4,800. ⁰⁰
Demolition, removal and offsite disposal of existing tennis court pad material (materials consisting of concrete, aspha	285	CY	96.50	27,500. ⁰⁰
Demolition, removal and offsite disposal of existing reinforced concrete	95	LF	43.20	4,104. ⁰⁰
On-site Soil Excavation, Relocation and Grading per plan (including and trail base grading)	580	CY	204.13	40,827.50
4" PVC (or HDPE) drainage inlets and outlets; installed notes.	110	LF	12.73	1,400.30
Hydromulch**	2.08	AC	4,000. ⁰⁰	8,000. ⁰⁰
SWPPP (per plan)	1	LS	16,000. ⁰⁰	16,000. ⁰⁰
BASE BID TOTAL				117,431.⁰⁰
BID ALTERNATES				
Off-site Soil Excavation and Relocation; price by CY (off-site material at City facility within 2 miles of project site)	1	CY	41.17	

** City to define seeding type.

BID SHEET

Unit prices requested shall include its pro rata share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price bid represents the total bid. Any bid not conforming to this requirement may be rejected. Special attentions is drawn to this condition, as the unit prices will be used to determine the amount of any change orders resulting from an increase of decrease in quantities.

Bid Tabulation

Description	Quantity	Unit	Unit Price	Total Cost
BASE BID				
Mobilization (5% max of base bid)	1	LS	\$9,554.60	\$9,554.60
Tree protection (if needed)	15	EA	\$100	\$1,500.00
Tree removal (if needed)	11	EA	\$4,175.50	\$45,930.50
Demolition, removal and offsite disposal of existing tennis court pad material (materials consisting of concrete, asphalt and sand)	285	CY	\$80.10	\$22,828.50
Demolition, removal and offsite disposal of existing reinforced concrete pipe	95	LF	\$82.15	\$7,804.25
On-site Soil Excavation, Relocation, Compaction and Grading per plan (includes swales, ditches and trail base grading)	580	CY	\$175.56	\$101,824.80
4" PVC (or HDPE) drainage pipe with mitered inlets and outlets; installed per plans and notes.	110	LF	\$42.00	\$4,620.00
Hydromulch**	2.08	AC	\$2,579.00	\$5,356.00
SWPPP (per plan)	1	LS	\$1,268.00	\$1,268.00
BASE BID TOTAL				\$200,488.65
BID ALTERNATES				
Off-site Soil Excavation and Relocation; price by CY (off-site material at City facility within 2 miles of project site)	1	CY	\$210.80	\$210.80

** City to define seeding type.



Agenda Briefing

Date of Meeting: July 15, 2025

Responsible Department: City Manager's Office

Presenter:

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:

Consider and take all appropriate action on the 2025 Hotel Occupancy Tax (HOT) applications and allocations as recommended by the HOT Advisory Board for the FY2026 Funding Year October 1, 2025 through September 20, 2026.

Executive Summary / Background:

On July 7, 2025, the HOT Advisory Board met to review and discuss Hotel Tax funding applications for FY 2026. The City of Seabrook collects a 7% Hotel Occupancy Tax from hotels, bed & breakfasts, and other lodging facilities. The revenue from the HOT fund may be used only to directly promote arts, tourism and the hotel and convention industry. The application provides applicant the specific eligible uses of HOT funds under state law requirements outlining the City of Seabrook packet and policy and provides guidance.

This funding cycle, City received seven applications.

Funding / Fiscal Information:

Supporting Materials Attached:

1. FY25-26 HOT Sponsorship City Council Presentation
2. FY12-25 HOT Allocations

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.



HOTEL OCCUPANCY TAX ADVISORY BOARD

FY25/26 HOT SPONSORSHIP RECOMMENDATIONS

WHAT IS HOT?

Under Texas Tax Code, Seabrook may collect up to 7% of the paid price of a hotel room. This includes bed and breakfast businesses and short-term rentals. The city must report these taxes and separate the revenue and expenditures from the general fund. These funds are regulated and may only be used for qualifying expenditures.

THESE FUNDS ARE REGULATED AND MAY ONLY BE USED FOR QUALIFYING EXPENDITURES.

- 1 Every expenditure must DIRECTLY enhance & promote tourism & the convention/hotel industry**
- 2 Every expenditure must clearly fit into one of nine statutorily provided categories**

THE 9 HOT CATEGORIES

- 1** Funding the establishment, improvement or maintenance of a convention center or visitor center.
- 2** Paying the administrative costs for facilitating convention registration.
- 3** Paying for advertising, solicitations and promotions that attract tourists and convention delegates to the city.
- 4** Expenditures that promote the arts.
- 5** Funding historical or preservation programs.
- 6** Funding certain expenses, including promotional expenses, directly related to a sporting event within counties with a population under 1 million.
- 7** Funding the enhancement or upgrading of existing sports facilities or sports fields for certain municipalities.
- 8** Funding transportation systems for tourists.
- 9** Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.

EVENTS

The following events have requested to receive Hotel
Occupancy Tax (HOT) Sponsorship Funding from the
City of Seabrook for the 2025/2026 Fiscal Year:

BAY AREA HOUSTON BALLET & THEATER

KEELS & WHEELS CONCOURSE D'ELEGANCE

SEABROOK LUCKY TRAILS

SEABROOK SALTWATER DERBY

TEXAS OUTLAW CHALLENGE

SECOND ANNUAL FALL FEST AT BARGE295

YACHTY GRAS

HOT SPONSORSHIP APPLICATIONS

EVENT OR PROGRAM	FY23/24 ALLOCATION	FY24/25 ALLOCATION	FY25/26 REQUEST	FY25/26 RECOMMENDATION	DIFFERENCE FY24/25 - FY25/26
Bay Area Houston Ballet & Theater	\$1,500	\$3,000	\$6,000	\$6,000	+\$3,000
Keels & Wheels Concours D'Elegance	\$37,500	\$37,500	\$50,000	\$50,000	+\$12,500
Seabrook Lucky Trails	\$37,500	\$35,000	\$35,000	\$35,000	\$0
Seabrook Saltwater Derby	\$7,500	\$10,000	\$10,000	\$10,000	\$0
Texas Outlaw Challenge	\$30,000	\$30,000	\$30,000	\$10,000	-\$20,000
Fall Fest at Barge 295	\$0	\$10,000	\$38,500	\$38,500	+\$28,500
Yachty Gras	\$0	\$10,000	\$10,000	\$10,000	\$0
TOTAL	\$114,000	\$135,500	\$179,500	\$159,500	+\$24,000

BAHBT - 50TH ANNUAL SEASON

10/1/2025 - 5/3/2026

**FUNDS
REQUESTED \$6,000**

+ \$3,000 FROM FY24/25

**FUNDS
RECOMMENDED \$6,000**

ADDITIONAL FUNDING

CITY OF LEAGUE CITY	_____	\$20,000
CITY OF NASSAU BAY	_____	TBD
CITY OF HOUSTON	_____	\$66,178
ADDITIONAL SPONSORSHIPS	—	\$80,000
TOTAL	_____	\$166,178



15 ROOMS
FY24/25



TEX. TAX CODE § 351.101(A)(3)

PAYING FOR ADVERTISING, SOLICITATIONS, AND
PROMOTIONS THAT ATTRACT TOURISTS AND
CONVENTION DELEGATES TO THE CITY OR ITS VICINITY.

TEX. TAX CODE § 351.101(A)(4)

EXPENDITURES THAT PROMOTE THE ARTS.

KEELS & WHEELS

APRIL 25-26, 2026

FUNDS REQUESTED \$50,000
+ \$12,500 FROM FY24/25

FUNDS RECOMMENDED \$50,000

ADDITIONAL FUNDING

CITY OF NASSAU BAY	_____	\$50,000
ADDITIONAL SPONSORSHIPS	—	\$450,000
TOTAL	_____	\$500,000



IN-KIND CHARITABLE DONATIONS: \$23,440

DONATED TICKETS AND BOOTH SPACE

- ANTIQUE & CLASSIC BOAT SOCIETY
- BAY AREA PET ADOPTIONS
- CITIZENS AGAINST DERELICT DUMPING (DEAD BOAT SOCIETY)
- SKELETON CREW ADVENTURES (VETERANS)
- HOUSTON REGIONAL VETERAN'S CHAMBER OF COMMERCE
- GALVESTON BAY SAIL & POWER SQUADRON
- SEA SCOUTS
- US COAST GUARD AUXILIARY



168 ROOMS (MULTI-NIGHT STAYS) FY24/25



TEX. TAX CODE § 351.101(A)(3)

PAYING FOR ADVERTISING, SOLICITATIONS, AND PROMOTIONS THAT ATTRACT TOURISTS AND CONVENTION DELEGATES TO THE CITY OR ITS VICINITY.

TEX. TAX CODE § 351.101(A)(4)

EXPENDITURES THAT PROMOTE THE ARTS.

SEABROOK LUCKY TRAILS

MARCH 13 - 15, 2026

**FUNDS
REQUESTED \$35,000**

NO CHANGE FROM FY24/25

**FUNDS
RECOMMENDED \$35,000**

ADDITIONAL FUNDING

CITY OF KEMAH	_____	\$35,000
CITY OF LUMBERTON	_____	TBD
TOTAL	_____	\$35,000



DONATES PROCEEDS

• BRIDGE OVER TROUBLED WATERS



19 ROOMS (MULTI-NIGHT STAYS)

FY24/25



TEX. TAX CODE § 351.101(A)(3)

PAYING FOR ADVERTISING, SOLICITATIONS, AND PROMOTIONS THAT ATTRACT TOURISTS AND CONVENTION DELEGATES TO THE CITY OR ITS VICINITY.

TEX. TAX CODE § 351.101(A)(6)

FUNDING CERTAIN EXPENSES, INCLUDING PROMOTIONAL EXPENSES, DIRECTLY RELATED TO A SPORTING EVENT WITHIN COUNTIES WITH A POPULATION OF UNDER 1 MILLION.

SEABROOK SALTWATER DERBY

9/26/2026 - 9/27/2026

**FUNDS
REQUESTED \$10,000**

NO CHANGE FROM FY24/25

**FUNDS
RECOMMENDED \$10,000**

ADDITIONAL FUNDING

ADDITIONAL SPONSORSHIPS — \$15,000

TOTAL — \$15,000



DONATES PROCEEDS

- CCISD SCHOLARSHIPS
- BAY AREA LITTLE LEAGUE
- SHINER'S HOSPITAL FOR CHILDREN
- SEABROOK ROCKS



52 ROOMS (MULTI-NIGHT STAYS)

FY23/24 *EVENT HAS NOT TAKEN PLACE 2025



TEX. TAX CODE § 351.101(A)(3)

PAYING FOR ADVERTISING, SOLICITATIONS, AND PROMOTIONS THAT ATTRACT TOURISTS AND CONVENTION DELEGATES TO THE CITY OR ITS VICINITY.

TEX. TAX CODE § 351.101(A)(6)

FUNDING CERTAIN EXPENSES, INCLUDING PROMOTIONAL EXPENSES, DIRECTLY RELATED TO A SPORTING EVENT WITHIN COUNTIES WITH A POPULATION OF UNDER 1 MILLION.

TEXAS OUTLAW CHALLENGE

6/24/2026 - 6/28/2026

FUNDS REQUESTED \$30,000
NO CHANGE FROM FY24/25

FUNDS RECOMMENDED \$10,000
- \$20,000 FROM FY24/25

ADDITIONAL FUNDING

CITY OF KEMAH	\$25,000
CITY OF NASSAU BAY	\$15,000
CITY OF LEAGUE CITY	\$2,500
CITY OF DICKINSON	TBD
TOTAL	\$42,500



DONATES TO 2 CHARITIES/YEAR

- GALVESTON - HOUSTON FAMILIES EXPLORING DOWN SYNDROME
- HOME - HELP OUR MILITARY ENDURE



ESTIMATE PROVIDED

FY23/24 *HAVE NOT RECEIVED 2025 DATA (DUE AUGUST 20TH)

ACCOMMODATIONS

- Event is a 4 night evening-stay activity
- **Non-Local: Vendors + Visiting Weekend Spectators = 100 Rooms (estimate) = 400 Room Nights**
- **Non-Local: Registrations (from Registration Form): 50 boats = 100 (Captain and 1st Mate) + 284 Crew = 384 Non-Local Guests**
- 384 persons is represented by 50 couples, and 284 singles
 - o COUPLES: 50 divided by 2 = 25 rooms (couples) x 4 night event-stay = **100 room nights**
 - o SINGLES: 284 rooms - (55% sharing a room) = 156 rooms x 4 night event-stay = **624 room nights**
- Fishing Tournament: 150 participants and vendors (estimate 30 rooms for 2 nights) = **60 room nights**
- Average room night cost including taxes = \$150
- **TOTAL ACCOMODATIONS = (200+100+624+60) = 984 Room nights x \$150. = \$147,600**



TEX. TAX CODE § 351.101(A)(3)

PAYING FOR ADVERTISING, SOLICITATIONS, AND PROMOTIONS THAT ATTRACT TOURISTS AND CONVENTION DELEGATES TO THE CITY OR ITS VICINITY.

TEX. TAX CODE § 351.101(A)(6)

FUNDING CERTAIN EXPENSES, INCLUDING PROMOTIONAL EXPENSES, DIRECTLY RELATED TO A SPORTING EVENT WITHIN COUNTIES WITH A POPULATION OF UNDER 1 MILLION.

SECOND ANNUAL FALL FEST

11/7/2025 - 11/9/2025

FUNDS REQUESTED \$38,500
+\$28,500 FROM FY24/25

FUNDS RECOMMENDED \$38,500



15 ROOMS
FY24/25



TEX. TAX CODE § 351.101(A)(3)
PAYING FOR ADVERTISING, SOLICITATIONS, AND PROMOTIONS THAT ATTRACT TOURISTS AND CONVENTION DELEGATES TO THE CITY OR ITS VICINITY.

TEX. TAX CODE § 351.101(A)(4)
EXPENDITURES THAT PROMOTE THE ARTS.

ADDITIONAL FUNDING

ADDITIONAL SPONSORSHIPS — \$0

TOTAL ————— **\$0**

YACHTY GRAS

10/1/2025 - 5/31/2026

FUNDS
REQUESTED **\$10,000**

NO CHANGE FROM FY24/25

FUNDS
RECOMMENDED **\$10,000**

ADDITIONAL FUNDING

CITY OF KEMAH ————— \$10,000

ADDITIONAL SPONSORSHIPS — \$5,000

TOTAL ————— \$15,000



DONATES PROCEEDS

- BIKER'S AGAINST DRUNK DRIVERS
- PUNCH 4 PARKINSON'S
- SEA SCOUTS
- DASH GORDON FOUNDATION
- GALVESTON BAY FOUNDATION
- SISTERS HELPING SISTER
- SHRINERS CHILDRENS



APPLICANT ONLY PROVIDED HOTEL OCCUPANCY % CHANGE DURING THE EVENT FY24/25

Hotel	Percentage of Occupancy
Comfort Suites Seabrook	51% occupied
Quality Inn	no increase
Spring Hill	no increase
Holiday Inn Express	93.75% occupied
Hampton Inn & Suites	Did not provide
Captain Inn & Suites	65% Occupied
Kemah Edge Water	Approx 50%
Seaside Hotel & RV Park	47% occupied
The Galloping Seahorse	100% (1 house)



TEX. TAX CODE § 351.101(A)(3)

PAYING FOR ADVERTISING, SOLICITATIONS, AND
PROMOTIONS THAT ATTRACT TOURISTS AND
CONVENTION DELEGATES TO THE CITY OR ITS VICINITY.



Thank You



Event/Program	HOT CATEGORY	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Bay Access Sailing Programs	SPORTING EVENT			\$ 10,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00	\$ 24,000.00	\$ 20,000.00	\$ 15,000.00		\$ 239,000.00
Bay Area Houston Ballet & Theater	ARTS & CULTURE					\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ 8,000.00	\$ 6,000.00	\$ 2,000.00	\$ 5,000.00	\$ 2,000.00	\$ 1,500.00	\$ 3,000.00	\$ 43,500.00
Fall Festival & Pat Green Concert	EVENT HOSTING & PROMOTION														\$ 10,000.00	\$ 10,000.00
Gulf Coast Film Festival	ARTS & CULTURE			\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00			\$ 31,000.00
JFest Southwest	SPORTING EVENT		\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 12,000.00	\$ 13,000.00	\$ 12,000.00	\$ 9,000.00		\$ 163,000.00
Keels & Wheels Concours D'Elegance	ARTS & CULTURE	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 37,500.00	\$ 37,500.00	\$ 675,000.00
Seabrook Lucky Trails	SPORTING EVENT	\$ 10,000.00	\$ 15,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00	\$ 50,000.00	\$ 50,000.00	\$ 37,500.00	\$ 35,000.00	\$ 392,500.00
Seabrook Saltwater Derby	SPORTING EVENT		\$ 2,937.00	\$ 10,536.26	\$ 5,000.00	\$ -	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 7,500.00	\$ 10,000.00	\$ 110,973.26
Texas Outlaw Challenge	SPORTING EVENT		\$ 12,500.00	\$ 12,500.00	\$ 20,000.00	\$ 22,500.00	\$ 25,000.00	\$ 30,000.00	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00	\$ 50,000.00	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00	\$ 372,500.00
Yachty Gras Grand Boat Parade	EVENT HOSTING & PROMOTION	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 1,500.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 12,500.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 10,000.00		\$ 10,000.00	\$ 95,500.00



Agenda Briefing

Date of Meeting: July 15, 2025

Responsible Department: City Manager's Office

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action on a 90-Day Temporary Use Extension Agreement between the City of Seabrook and Driver and Rescue, LLC (Barge295).

Executive Summary / Background:

7/1/2025 Driver and Rescue, LLC (Barge295) appeared before City Council for an additional extension of temporary exceptions. The provision was granted by vote for a 90-day extension and the agreement that will be presented is for City Council consideration to ratify the decision and establish end date.

Historical:

7/22/2024 City Council Meeting - Agreement approved between the City of Seabrook and Driver and Rescue, LLC

8/6/2024 City Council Meeting - Agreement / Approval amended for additional temporary conditional exceptions to codes and ordinances due to Hurricane Beryl damage to allow allow cover charge/ticket sales as well as a temporary tent to be erected during temporary agreement

1/7/2025 City Council Meeting - Temporary Agreement approved from 7/22/2024 - 1/22/2025 extended 6 months until 7/22/2025

Funding / Fiscal Information:

Supporting Materials Attached: None

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 2025-18

AMENDING HOTEL OCCUPANCY TAX ADVISORY BOARD SECTION MEMBERS NOT TO HAVE CONFLICT OF INTEREST

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, AMENDING THE HOTEL TAX ADVISORY BOARD RESOLUTION AND PROVIDING FOR INFORMATION IN THE SECTION FOR MEMBERS TO NOT HAVE CONFLICT OF INTEREST 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 re-established a dedicated Hotel Tax Advisory Board 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 provides that further information be provided in the Members Not to Have Conflicts of Interest.

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. Members Not to Have Conflicts of Interest (Added by City Council 11-07-2024 and Revised by City Council 7-15-2025) No member of the Board shall be currently affiliated with, associated with, or foresee any potential future affiliation or association with an entity that applies for or intends to apply for Hotel Occupancy Tax funds. For purposes of this Section, a Board member has an affiliation or association with such entity if that Board member is on the board of directors, has a management role, or otherwise participates in fundraising for such entity. A person who solely volunteers for the entity during events eligible for hotel occupancy tax funds shall not by itself constitute a conflict of interest. If any Board member has an affiliation or association, as described in this Section, that Board member would be considered to have a conflict of interest. If such a conflict of interest arises during a member's term, that member shall file, before a vote or decision on any matter involving the business entity, a conflict of interest affidavit and abstain from any deliberation or vote concerning such entity. Exhibit A

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 appoints of the new Board. Each officer shall serve a one-year term, with eligibility for re-election.

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

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

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

PASSED AND APPROVED this _____ day of _____, 2024.

Thomas Kolupski
Mayor

ATTEST:

Rachel Lewis
City Secretary

APPROVED AS TO FORM:

David Olson
City Attorney

CONFLICT OF INTEREST AFFIDAVIT

HOTEL TAX ADVISORY BOARD

THE STATE OF TEXAS §

§

COUNTY OF HARRIS §

I, _____, as a member of the Hotel Tax Advisory Board of the City of Seabrook, Texas, make this affidavit and hereby on oath state the following:

I, and/or _____ (**name of relative and relationship [within first degree]**), have an affiliation or association with a business entity seeking a recommendation from the Hotel Tax Advisory Board for HOT funding. Such affiliation or association is considered a conflict of interest under rules established by the City Council of the City of Seabrook. The business entity or real property is:

Name

Address

Upon the filing of this affidavit with the official record keeper for the City, I affirm that I shall abstain from any discussion, vote, or decision involving this business entity and from any further participation in this matter whatsoever.

Signed this _____ day of _____ 2025.

Signature of Public Official

Title

BEFORE ME, the undersigned authority, this day personally appeared _____ (**Name of Affiant**) and by oath stated that the facts hereinabove stated are true and correct to the best of his/her knowledge or belief.

SWORN TO AND SUBSCRIBED before me this _____ day of _____ 2025.

Notary Public In and For the State of Texas

My Commission Expires: _____

July 2025

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 29	30	Jul 1 9:00am Ensure Received Publication Affidavits 10:30am Parks & Trails 7/10/2025 Agenda 3:00pm Canceled: Staff Meeting (City Hall)	2 9:00am PRESENT FY26 BUDGET AND 9:30am Meeting with Stingrays (upstairs 3:00pm FW: SEDC Anniversary	3	4	5
6	7	8	9 8:30am Agenda Conference Call (Microsoft Teams 6:00pm GCMCA Meeting- Hosted by City of Clear Lake	10 9:00am BayTran Full BOD Meeting (https://us06web.zoom.us/j/83270288181?pwd=lrMeBSmwZC0yFhCP66LbLdhkbaNbV)	11	12
13	14	15 2:00pm Staff Meeting (City Hall Upstairs Conference Room) - Gayle Cook 6:00pm Council Meeting - Amanda Morales	16 2:00pm PIA Meeting (PD Conference Room) - Rachel Lewis	17 11:00am Employee Ice Cream & Hot Dog Social (Seabrook Community House) - Kiarra Bellow	18	19
20	21 11:00am Quarterly audit of minutes for all boards and commissions	22 6:00pm HOLD Budget Workshop #2 - City Council Workshop for FY2026 Budget (Council Chambers) - Gayle Cook	23	24	25	26
27	28	29 8:00am HOLD Budget Workshop #3 - If Needed (Council 2:00pm Staff Meeting (City Hall Upstairs Conference Room) -	30	31	Aug 1	2

August 2025

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 27	28	29	30	31	Aug 1 9:00am Ensure Received Publication Affidavits From Last Month	2
3	4	5	6	7	8	9
10	11	2:00pm Staff Meeting (City Hall Upstairs Conference Room) - Gayle Cook	11:30am Salt Grass Chapter - Aug Meeting [In-person] (12223 Southwest	14	11:30am State of the Ports (Houston Marriott South at Hobby Airport (9100	16
17	18	5:00pm HOLD Budget Presentation @ 6:00pm Council Meeting - Amanda Morales	20	21	22	23
24	25	2:00pm Staff Meeting (City Hall Upstairs Conference Room) - Gayle Cook	27	28	29	30
31	Sep 1	2	3	4	5	6