



**SEABROOK CITY COUNCIL
NOTICE OF REGULAR CITY COUNCIL MEETING
TUESDAY, AUGUST 19, 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, AUGUST 19, 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*

1.2 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.

2. PRESENTATIONS

2.1 Presentation of the quarterly report from the Seabrook Volunteer Fire Department. *Nathan Douglas, Fire Chief*

2.2 Presentation of the Citywide Sign Ad Hoc Committee Recommendations Report

to City Council.

3. CONSENT AGENDA

3.1 Approve the minutes of the July 30, 2025 and August 5, 2025 City Council meetings.

4. BOARDS AND COMMISSIONS

4.1 Consider and take all appropriate action on the appointment to fill the vacancy on the Economic Development Corporation for a term to expire on January 1, 2026.

5. NEW BUSINESS

5.1 Consider and take all appropriate action on the reappointment of Steve Gillett to the Harris County 196 Subsidence District Board of Directors for a two-year term ending January 31, 2027. *Jim Sweeney, Mayor of Seabrook*

5.2 Consider and take all appropriate action on a Consumer Price Index (CPI) Adjustment to the city sanitation rates effective October 1, 2025, with Waste Management of Texas Inc. *Gayle Cook, City Manager*

5.3 Consider and take all appropriate action to approve a contract between the City of Seabrook and GovWell for permitting, zoning and code enforcement software for Fiscal Year 2025–2026, including a non-appropriation clause, in an amount not to exceed \$39,000.00 for the first year fee and implementation. *Nick Kondejewski, Chief Building Official | Floodplain Administrator*

5.4 Consider and take all appropriate action on Resolution 2025-22, Support for Phase II, Lower Clear Creek and Dickinson Bayou Watershed 203 Feasibility Study. *Jim Sweeney, Mayor of Seabrook*

A RESOLUTION TO EXPRESS SUPPORT FOR PHASE II, LOWER CLEAR CREEK AND DICKINSON BAYOU WATERSHED 203 FEASIBILITY STUDY, TO CULMINATE WITH THE CREATION OF A LIST OF PROJECTS AND FUNDING OPTIONS TO ADDRESS FLOODING AND IT'S DEVASTATING IMPACTS.

5.5 Consider and take all appropriate action on the approval of a one (1) year extension of an Interlocal Agreement between the City of Seabrook and Lakeview Police Department for the use of the Seabrook Jail Facility and telecommunication (9-1-1) operator services from October 1, 2025 to September 30, 2026, with one (1) year options to extend annually and authorize the City Manager to execute. *Rolf Nelson, Police Chief*

5.6 Consider and take all appropriate action on approval of a proposal from Duplantis Design Group, PC (DDG) for professional design services on the East Meyer Paving project, Seabrook CIP S26, in the amount of \$183,940 plus reimbursable expenses.
Brian Craig, Director of Public Works | City Engineer

5.7 Consider and take all appropriate action on a first and final reading of Ordinance 2025-16, Fiscal Year 2025 Budget Amendment No. 5. *Gayle Cook, City Manager*

5.8 Consider and take all appropriate action on the acceptance of the Citywide Ad Hoc Signage Committee Report. *Gayle Cook, City Manager*

6. DISCUSSION

6.1 Discussion of a possible city event in recognition of the U.S. Navy during 2025 Fleet Week on November 5-12, 2025

7. ROUTINE BUSINESS

7.1 Presentation of the Monthly Financial Report for July, 2025 *Michael Gibbs, Director of Finance*

7.2 Establish future meeting dates and agenda items.

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

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

I certify that this notice was posted on the bulletin board on or before Friday, August 15, 2025 no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Amanda Morales,
Deputy City Secretary





GunsandHoses
July 11, 2025





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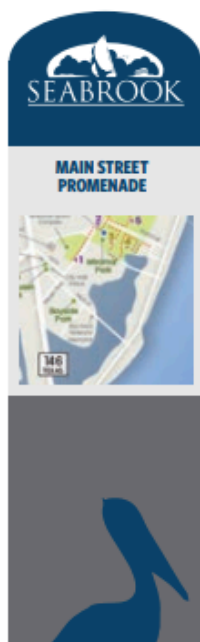




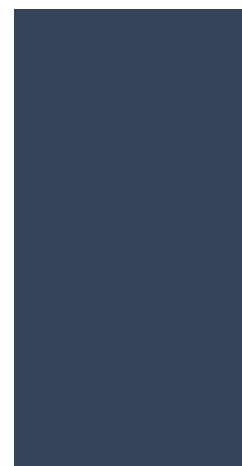


CITYWIDE SIGNAGE COMMITTEE

REPORT TO CITY COUNCIL



19 August 2025



Executive Summary

The Ad Hoc Committee for Citywide Signage was established by Resolution No. 2025-14 to evaluate existing signage throughout Seabrook, identify community needs, and develop recommendations for City Council consideration. Over the course of multiple meetings, committee members conducted field observations, gathered photographic examples, discussed city branding and navigational needs, and prioritized areas for signage improvements.



We respectfully submit the following recommendations for your consideration.

RUSSELL HATFIELD
CHAIR

JESSICA KUHLMAN
VICE-CHAIR

MEMBERS:
JIM SWEENEY
KELLYANNETTE ALSPAUGH
JOHN COGGESHALL
JENNIFER PITTS
BROOKE VILLANUEVA
DIANE GOW

Overall Signage Vision and Goals

The Committee recommends that the City pursue a Citywide Signage Master Plan that:

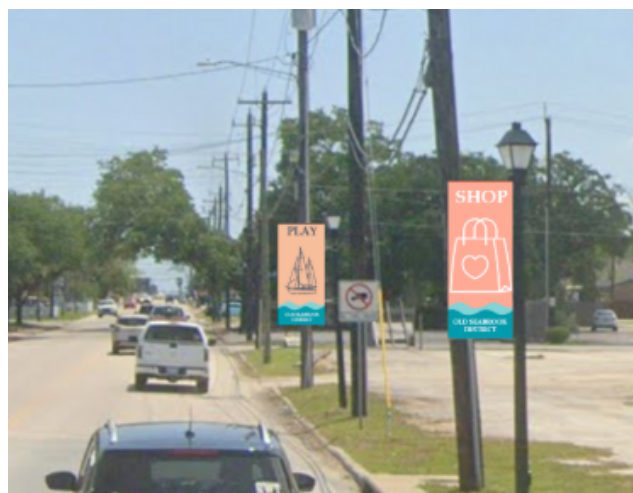
- Reflects Seabrook's coastal character and community identity
- Improves wayfinding for both residents and visitors
- Ensures consistency in design, materials, and messaging across all signage types
- Enhances safety for pedestrians, cyclists, and motorists
- Integrates Seabrook's current branding and color palettes
- Contributes to beautification and economic development efforts



Priority Signage Types and Locations



- **Citywide Logo Banners - Immediately**
- Gateway / Entry Signs
- District Identity Signage
- Wayfinding Signage (Vehicular & Pedestrian)
- Parks & Trail Signage
- City Facility Signage



Sign Type Recommendations

Citywide Logo Banners

- Banners added to existing light poles and/or other structures already in place

Gateway / Entry Signs

- Key entry corridors into Seabrook (e.g., SH 146, Repsdorph, NASA Parkway)
- Monument-style signage with strong visual identity
- Incorporate landscaping and lighting for high visibility

District Identity Signage

- Unique branding for Old Seabrook, The Point, and other key districts
- Enhance sense of place and support economic development
- Consistent materials and style while allowing for unique district features

Wayfinding Signage (Vehicular & Pedestrian)

- Clear directional signage to:
 - Parks and trails
 - Waterfront and marinas
 - Public parking areas
 - Major city facilities
- Emphasis on pedestrian-scale signage in walkable areas

Parks & Trail Signage

- Trail names, distances, and interpretive panels for:
 - Seabrook trails system
 - Birding and nature areas
- Consistent design with city branding

City Facility Signage

- Standardized signage for:
 - City Hall
 - Police Station
 - Public Works
 - Community House and other public facilities
- Ensure accessibility and compliance with ADA standards

RECOMMENDED PHASING APPROACH

**THE COMMITTEE
RECOMMENDS PHASING
SIGNAGE IMPROVEMENTS AS
FOLLOWS:**

PHASE 1 – HIGH-IMPACT PRIORITIES

- GATEWAY/ENTRY SIGNS*
- DISTRICT IDENTITY SIGNS



RECOMMENDED PHASING APPROACH

IMMEDIATE MAINTENANCE NEEDS

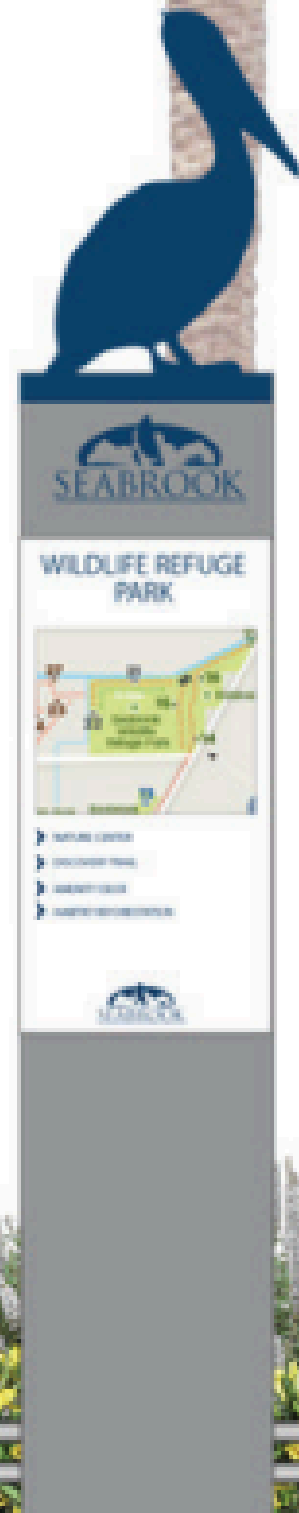
- Replace or repair damaged or outdated signage as identified during committee fieldwork



RECOMMENDED PHASING APPROACH

PHASE 2 – WAYFINDING SYSTEM

- Citywide wayfinding for vehicles and pedestrians



RECOMMENDED PHASING APPROACH

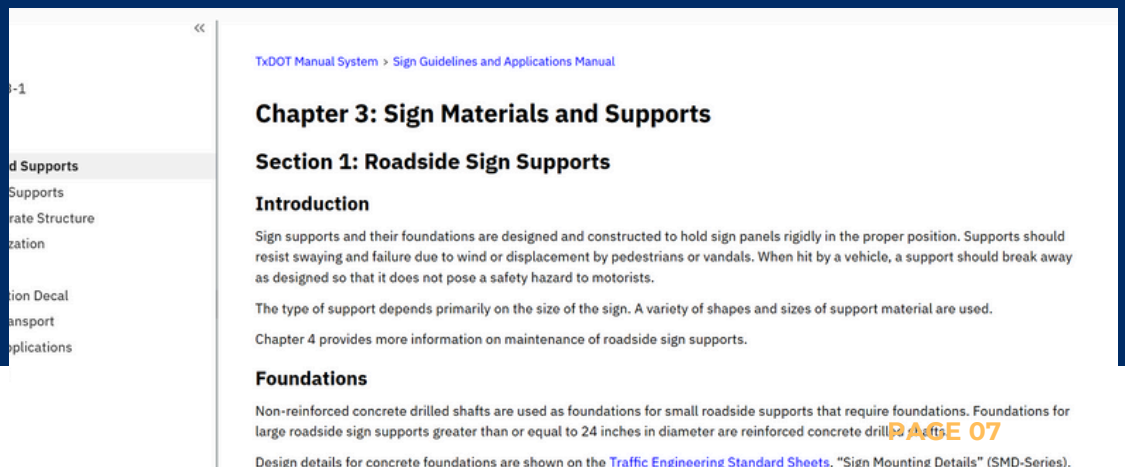
PHASE 3 – PARK, TRAIL, AND FACILITY SIGNAGE

- Enhance visitor experiences and community pride

Engagement of a Professional Signage Consultant

GIVEN THE COMPLEXITY OF CITYWIDE SIGNAGE PLANNING, THE COMMITTEE STRONGLY RECOMMENDS THE CITY ENGAGE A PROFESSIONAL SIGNAGE AND WAYFINDING CONSULTANT TO:

- CONDUCT A COMPREHENSIVE INVENTORY AND ASSESSMENT OF EXISTING SIGNAGE
- USE MOCKUPS FROM THE **2017 BRANDING AND MASTER PLAN** AS A STARTING POINT TO DEVELOP COHESIVE DESIGN STANDARDS AND PROTOTYPES
- PROVIDE COST ESTIMATES AND PHASING PLANS
- ENSURE COMPLIANCE WITH APPLICABLE REGULATIONS (TXDOT, ADA, ETC.)
- PRODUCE VISUAL CONCEPTS AND POTENTIAL BRANDING INTEGRATIONS
- SUPPORT COMMUNITY ENGAGEMENT AND PUBLIC FEEDBACK



Preliminary Scope of Work for Consultant

The Committee suggests the City's Request for Qualifications (RFQ) or Request for Proposals (RFP) for a signage consultant include, at a minimum:

- Existing conditions assessment and inventory
- Additional Concepts for Gateway and District Entry Signs *2017 Plan Concepts are **not** recommended
- Community engagement and stakeholder workshops
- Design guidelines for sign families and materials
- Preliminary conceptual designs and location plans
- Phasing plan and budget estimates
- Recommendations for maintenance and long-term sustainability
- Coordination with existing city branding and future infrastructure projects

Conclusion

City Council,

Seabrook's signage is critical not only for navigation and safety but also for showcasing the City's identity and enhancing its appeal to residents, businesses, and visitors.

The Committee believes a comprehensive, professionally guided approach will ensure long-term value and consistent aesthetics citywide.

We thank you for the opportunity to contribute to this important effort and stand ready to support the next steps as needed.



**MEETING MINUTES
JULY 30, 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 Deputy City Manager Sean Landis. Mayor Jim Sweeney declared a quorum and pledges were conducted.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no citizen comments

2. WORKSHOP SESSION

2.1 Review and discuss Fiscal Year 2025-2026 budgets for the City of Seabrook's Operations, Special Funds, Capital Improvement Program and the proposed tax rate based on the Certified Estimates Roll from Harris County Appraisal District.

Discussion regarding the FY 2025–2026 budgets for the City of Seabrook's Operations, Special Funds, Capital Improvement Program and the proposed tax rate (See Attachment A)

- Andy Castiglione with SVFD discussed using the Public Safety Fund to purchase a boat for SVFD use.
- Council agreed to have staff update a survey regarding increasing the \$3.00 utility fee that funds the Public Safety Fund and bring it back to Council at a later date.
- Council member Cervantes requested to apply funds from the Park Improvement Fund to improve the condition of the skate park at Meador Park.
- Chief Nelson discussed using the Crime District Fund to purchase a boat for Police Department use.

2.2 Discussion regarding the dates for future budget meetings.

The next Regular City Council meeting will be August 5, 2025 at 6:00 p.m.

3. ADJOURN MEETING

Hearing no further discussion, Mayor Pro Tem Hammann adjourned the meeting at 7:21 p.m.

APPROVED:

Jim Sweeney
Mayor

DATE: _____

ATTEST:

Rachel Lewis, TRMC
City Secretary



**MEETING MINUTES
AUGUST 5, 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, Deputy City Secretary Amanda Morales, and Deputy City Manager Sean Landis. Mayor Jim Sweeney declared a quorum and pledges were conducted.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

The following citizens gave public comments:

Katrina McGuire	1818 Wallington	Seabrook, Texas	HOT Tax Committee Dissolution
Jose Cervantes	2534 Loganberry	Seabrook, Texas	Pine Gully Pier

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

Councilmember Kubena gave the following updates:

- **First Responder Day** – Wednesday, August 6, 11:00 a.m. - 12:00 p.m. Evelyn Meador Branch Library.
- **Movie Night at Meador Park – “A Minecraft Movie”** – Saturday, August 9, 7:00 p.m. - 9:30 p.m. Rex L. Meador Park.
- Mayor Sweeney mentioned that there will be a school supply driver on Saturday, August 9, 2025 during movie night.

2. PRESENTATIONS

2.1 Presentation of the Annual Review by Carother's Coastal Gardens 501(c)(3) for the Carother's Community Garden project.

Jesse Jones presented the Annual Review by Carother's Coastal Gardens 501(c)(3) for the Carother's Coastal Gardens project (**See Attachment A**).

2.2 Presentation of the post event report for Texas Outlaw Challenge 2025.

Paul Robinson presented the Texas Outlaw Challenge Post Event Report (**See Attachment B**).

2.3 Presentation of a Certificate of Recognition to the Seabrook Emergency Medical Services (EMS) providers for their service during the recovery efforts of the July 4th Central Texas Floods in and around Kerrville.

Emergency Coordinator Kevin Rodgers presented a Certificate of Recognition giving recognition to the Seabrook Emergency Services providers for their services during the recovery efforts of the July 4th Central Texas Floods.

3. CONSENT AGENDA

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

3.1 Approve the minutes of the July 15, 2025 and July 22, 2025 City Council meetings.

3.2 Consider and take all appropriate action on Resolution 2025-21, Appointment of the Clerk of the Municipal Court of Record.

4. BOARDS AND COMMISSIONS

4.1 Consider and take all appropriate action on the appointment of Tom Doolin to the Economic Development Corporation for a term to expire on January 1, 2026, and the appointment of Tracy Powell to the Economic Development Corporation for a term to expire on January 1, 2027.

Councilmember Cervantes voiced her disapproval of the nomination process regarding the appointment of EDC members.

Motion:	To Approve
Made By:	At-Large Position 6 Sanford
Seconded By:	Mayor Pro Tem, At-Large Position 5 Hammann
Vote:	Passed with At-Large Position 1 Kubena, At-Large Position 2 Sessu Position 3 Tolett, At-Large Position 5 Hammann and At-Large Positi voting in favor, and At-Large Position 4 Cervantes voting opposed.

5. BID AWARDS

5.1 Consider and take all appropriate action on a bid award for RFQ 2025-09 for Professional Auditing Services to the firm Whitley Penn, LLP, as the external auditors to perform an independent audit of the financial statements of the city for the fiscal years ending September 30, 2025 and 2026, and 2027 and 2028 with the option to extend this contract for one or two fiscal years and authorize the City Manager to execute the contract.

Mayor Jim Sweeney recused himself from this agenda item.

Motion:	To Approve
Made By:	At-Large Position 3 Tollett
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 Parks and Trails Committee recommendation to designate the northbound exit ramp of SH 146 at 10th St as the location for artwork to spend the Keep Texas Beautiful grant proceeds.

Parks & Trails Committee Member John Coggeshall gave a presentation regarding the Parks & Trails Committee's recommendation to designate the northbound exit ramp of SH 146 at 10th Street as the location for artwork to spend the Keep Texas Beautiful grant proceeds (**See Attachment C**).

Motion:	To Approve
Made By:	None
Seconded By:	At-Large Position 3 Tollett
Vote:	Passed unanimously by all present

6.2 Consider and take all appropriate action on a recommendation to Council from the Parks and Trails Committee regarding expanded parking at Robinson Park.

Parks & Trails Committee member Jesse Jones presented the Parks & Trails Committee recommendation to expand parking at Robinson Park (**See Attachment D**).

Motion:	To Approve
Made By:	At-Large Position 6 Sanford
Seconded By:	At-Large Position 3 Tollett
Vote:	Passed unanimously by all present

6.3 Consider and take all appropriate action to form a subcommittee consisting of three members of Council to develop guidelines, expectations, requirements, and tenure of any future Hotel Occupancy Tax Committee, if established.

The following members of Council were nominated to a subcommittee to develop guidelines, expectations, requirements and tenure of any future Hotel Occupancy Tax Committee:

- Angela Cervantes
 - Jared Sessum
 - Buddy Hammann
-

Motion: To Approve
Made By: At-Large Position 3 Tollett
Seconded By: At-Large Position 6 Sanford
Vote: **Passed** unanimously by all present

6.4 Consider and approve Resolution 2025-19 authorizing the submission of a 2024 grant program for ballistic helmets thought he Houston-Urban Area Security Initiative for \$18,975.00.

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

6.5 Consider and approve Resolution 2025-20 authorizing the submission of a 2024 grant program for management and administration of ballistic helmets through the Houston-Urban Area Security Initiative for \$998.68.

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

6.6 Consider and take all appropriate action to formally accept the report of the 2025-2026 City Council Retreat, and approve the 2025-2026 Seabrook Strategic Plan.

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

7. DISCUSSION

7.1 Discussion regarding the financing and construction of Pine Gully Pier.

Councilmember Hamman presented a history of Pine Gully Pier and the cost of rebuilding the pier.

Mayor Sweeney updated the Council regarding an email he received from the County regarding grant funds to assist with rebuilding the pier.

Councilmember Cervantes discussed options for funding for rebuilding the pier, including:

- EDC funds
- Bays and Waterways exemption for utilizing HOT tax funds for pier projects
- \$4 million from Port of Houston

- Grant request from Texas Parks & Wildlife

Council instructed staff to review potential funding sources available and bring back to Council at a later date.

8. EXECUTIVE SESSION

Mayor Sweeney adjourned the City Council meeting into Executive Session at 7:51 p.m.

- 8.1 Conduct a Closed Session per Texas Government Code Section: 551.072 Consultation with attorney regarding city property matters.**

9. OPEN SESSION

Council reconvened into open session at 8:01 p.m.

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 updated Council regarding various items **(See Attachment E)**.

- 10.2 Establish future meeting dates and agenda items.**

Deputy City Secretary Amanda Morales informed Council of the next regular City Council meeting on August 19, 2025 at 6:00 p.m.

The meeting was adjourned at 8:10 p.m.

APPROVED:

Jim Sweeney
Mayor

DATE: _____

ATTEST:

Rachel Lewis, TRMC
City Secretary

Application Form

Information

Which Boards would you like to apply for?

Economic Development Corporation: Submitted

Profile

Robert L Zeller
First Name Middle Initial Last Name

[Redacted]
Home Address

Seabrook TX 77586
City State Postal Code

[Redacted]
Email Address

Mobile: (281) 384-0706
Primary Phone

Occidental Vice President
Employer Job Title

Candidate Requirements

How long have you been a resident of the City of Seabrook?

7 years

Are you registered to vote in the City of Seabrook?

☒ Yes ☐ No

Do you have a felony conviction for which you have not been pardoned?

☐ Yes ☒ No

Are you currently in arrears on any city taxes, utility charges, or other obligations owed to the City of Seabrook?

☐ Yes ☒ No

Are you an adversary party to a pending litigation against the City of Seabrook?

☐ Yes ☒ No

Experience

Have you previously served on a City of Seabrook board or commission?

☐ Yes ☒ No

If yes, Please indicate which board(s) or commission(s) you have served. *

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

Question applies to Economic Development Corporation

Have you attended a meeting of the SEDC?

☐ Yes ☒ No

Question applies to Economic Development Corporation

Are you currently a member of the SEDC?

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☒ Yes ☐ No

If yes, Please indicate which cities/organizations you have served

City of League City Planning & Zoning 2005-2008

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of serving on this board or commission? *

☒ No

Question applies to Economic Development Corporation

Are you familiar with the City's Comprehensive Master Plan and zoning ordinance? *

☒ Yes

Question applies to Economic Development Corporation

In your view, how should the EDC's funding priorities align with the City's broader development goals?

Of course, EDC funding priorities must align with the City's broader development goals and should be consistent with the Comprehensive Master Plan 2040 (published in 2022). However, in my view, recent EDC funding has not been consistent with broader development goals. Instead of chosen through a disciplined review process, such as a stage-gate process, there is an appearance of a lack of discipline or process. Communication and transparency must be paramount so that the best decisions for the residents, business owners, developers, and the City are made.

Question applies to Economic Development Corporation

Part of the roles as an EDC member is to work with partnering agencies. Could you share your experience with some of your current or past community connections? (Check all that apply) *

☒ Corporate executive (non-local HQ)

Question applies to Economic Development Corporation

Please list any professional experience or expertise that would support the mission of the Seabrook EDC. *

- ☒ Technology, transportation, energy, or utilities
- ☒ Entrepreneurship or consulting

Question applies to Economic Development Corporation

What special skill or knowledge would you bring to the Seabrook Economic Development Corporation? You may also use this space to expand on any selections from the previous two questions.

I am a Co-Founder of a new business unit with Occidental, focusing on low carbon solutions. Besides leading nearly 100 scientists, engineers, and technicians who are innovating and developing new processes and products to support our new businesses and markets, I lead our technology equity investment program. Our portfolio has nurtured companies from seed investments to IPOs. I currently serve as a board member of TerraLithium LLC and on the Scientific Advisory Board of Pure Lithium Corporation. During my tenure with the City of League City P&Z Board, I assisted in developing and updating several ordinances, including the Planned Unit Development (PUD) and Mixed-Use ordinances, and participated in many foundational decisions that has led to their current success. This experience gave me the perspective of balance between the needs and desires of residents, business owners, and developers, as well as the needs for a city looking for future revenue and growth.

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

☒ I Agree

[Redacted]

[Redacted]

☒ [Redacted]

[Redacted]

☒ [Redacted]

[Redacted]

☒ [Redacted]

[Redacted]

☒ [Redacted]



PROFILE

Industry-recognized **technology and innovation leader** with practical experience and strategic vision to accomplish the impossible.

Awarded the prestigious **2022 Winthrop-Sears Medal** recognizing exceptional innovation and entrepreneurship in the sciences field, and specifically for his contributions to low carbon technologies and business solutions.

Recipient of the **2017 American Institute of Chemical Engineers (AIChE) Management Division Award** that "recognizes an outstanding individual who has made a substantial contribution to the management and leadership of engineers and scientists involved in the field of chemical engineering."

Earned a **Ph.D. in Chemical Engineering** from Case Western Reserve University, an elite research and academic institution focusing on the electrochemical sciences (GPA 4.0/4.0).

CONTACT

PHONE:
281-384-0706

EMAIL:
[REDACTED]

DR. ROBERT L. ZELLER III, P.E.

Vice President
Occidental

Resident of Seabrook, TX since 2018

Profile: [Dr Robert L Zeller III | LinkedIn](#)

QUALIFICATIONS

Decades of Experience in innovation and problem solving, with an uncanny ability to quickly discern new businesses/concepts and their future business value.

Co-Founder of Oxy Low Carbon Ventures. Formed a new opportunistic business unit within Occidental to develop and implement a strategy in the low carbon space.

EXPERIENCE

Proven 36-year track record in developing successful businesses and new chemical processes from the laboratory through commercial operation.

- As a *Scientist*, developed a patented hypophosphorous acid manufacturing "disruptive" technology based upon bipolar electrodialysis principles and led the design, start-up, and successful operation of the commercial plant.
- As a *Plant Engineer*, developed a process to purify sodium sulfate into detergent grade quality that included both bench and pilot plant testing and subsequent commercial implementation.
- As a *Chemical Executive*, successfully transitioned a new technology from pilot testing to a world-scale commercial plant that produces a key raw material for the manufacture of HFO-1234yf, a next generation refrigerant, and started up 6 weeks after mechanical completion.
- As a *co-Founder and Executive*, built a portfolio of low carbon investments and developed new low carbon markets that has increased in value well into the \$B's, accomplished through active portfolio engagement, coaching, and leadership.

Named Inventor on over 20 US Patents, including several that have been successfully implemented and commercialized with business success

Invited speaker and panelist on Carbon Management topics

- Ex: COP25 in Madrid, COP26 in Glasgow, Climate Week 2021

Planning and Zoning Commissioner – Vice Chair, City of League City, TX (Jan 2005 to May 2008)

From: noreply@civicplus.com
To: [City Secretary](#); [Marketing](#)
Subject: Online Form Submittal: Application for Appointment to the Economic Development Corporation
Date: Tuesday, August 6, 2024 2:22:31 PM

Application for Appointment to the Economic Development Corporation

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

PURPOSE

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

The SEDC comprises 5 members and 2 Council representatives serving 2-year terms.

REQUIREMENTS

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

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

APPOINTMENT

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

QUESTIONS

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

Name	Amy Salmeron
Phone	7132040826
Email	[REDACTED]

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

Street Address	[REDACTED]
City	Seabrook
State	TX
Zip Code	77586
Are you a Registered Voter?	Yes
How long have you been a resident of Seabrook?	10
Have you attended a meeting of the Seabrook Economic Development Corporation?	No
Are you currently a member of the Seabrook Economic Development Corporation?	No
Have you previously served on a Seabrook board or commission?	No
Have you ever served a full or partial term on Seabrook City Council?	No

If you have served on a Seabrook board or commission please	I have not served on a Seabrook board or commission
---	---

identify which ones.

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

No

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

Seabrook

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of a member of the Seabrook Economic Development Corporation??

No

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

Field not completed.

What special skill or knowledge would you bring to the Seabrook Economic Development Corporation?

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

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

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

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

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

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

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

[AES resume-DHC04.doc](#)

Today's Date

8/6/2024

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

I Understand and Agree

position and certify that
I meet those
requirements.

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



Amy E Salmeron, CSI, CDT

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

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

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

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

University of Houston - **Bachelor of Science**

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

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

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

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

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

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

• Seabrook, TX • 77586 • CELL (713) 204-0826 • E-MAIL [REDACTED]

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

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

Architectural Sales Representative

MAR 2016/ FEB 2017

Bautex, San Marcos TX, Remote

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

Door Opening Consultant

SEPT 2011/ MAR 2016

ASSA ABLOY, New Haven, CT, Remote

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

Specification Writer/Coordinator

NOV 2004/ AUG 2011

PBK Architects, Houston, TX

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

PROFESSIONAL AFFILIATIONS

Construction Documents Technologist - Member No. 1476517

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

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

BOMA Member

IFMA Member

ASIS

SIA

Application Form

Information

Which Boards would you like to apply for?

Economic Development Corporation: Submitted

Profile

Michelle Brown
First Name Last Name

[Redacted]
Home Address

Seabrook TX 77586
City State Postal Code

[Redacted]
Email Address

Home: (409) 444-2747
Primary Phone

Knack RCM Vice President of Transformation
Employer Job Title

Candidate Requirements

How long have you been a resident of the City of Seabrook?

8 years

Are you registered to vote in the City of Seabrook?

☒ Yes ☐ No

Do you have a felony conviction for which you have not been pardoned?

☐ Yes ☒ No

Are you currently in arrears on any city taxes, utility charges, or other obligations owed to the City of Seabrook?

☐ Yes ☒ No

Are you an adversary party to a pending litigation against the City of Seabrook?

☐ Yes ☒ No

Experience

Have you previously served on a City of Seabrook board or commission?

☐ Yes ☒ No

If yes, Please indicate which board(s) or commission(s) you have served. *

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

Question applies to Economic Development Corporation

Have you attended a meeting of the SEDC?

☒ Yes ☐ No

Question applies to Economic Development Corporation

Are you currently a member of the SEDC?

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of serving on this board or commission? *

☒ No

Question applies to Economic Development Corporation

Are you familiar with the City's Comprehensive Master Plan and zoning ordinance? *

☒ Somewhat

Question applies to Economic Development Corporation

In your view, how should the EDC's funding priorities align with the City's broader development goals?

The Economic Development Committee's funding priorities should align directly with the City's broader goals for growth and improvement. I believe the EDC should fund projects that bring in industries aligned with the Master Plan, but also look beyond just industrial or energy sectors. We need to diversify so we're not overly reliant on any one business sector. In my opinion, it's also essential to invest in practical infrastructure upgrades, like cleaning up key corridors, to make space for new growth. And above all, I think we need to prioritize small business support, because local ownership strengthens our neighborhoods and brings life back to areas that need it.

Question applies to Economic Development Corporation

Part of the roles as an EDC member is to work with partnering agencies. Could you share your experience with some of your current or past community connections? (Check all that apply) *

- ☒ Local small/large business owner
- ☒ Corporate executive (non-local HQ)

Question applies to Economic Development Corporation

Please list any professional experience or expertise that would support the mission of the Seabrook EDC. *

- ☒ Marketing, PR, tourism, or retail
- ☒ Technology, transportation, energy, or utilities
- ☒ Healthcare, HR, or social services
- ☒ Entrepreneurship or consulting

Question applies to Economic Development Corporation

What special skill or knowledge would you bring to the Seabrook Economic Development Corporation? You may also use this space to expand on any selections from the previous two questions.

I'm a strategic, no-nonsense leader with over 30 years of experience driving operations, transformation, and performance improvement across Fortune 100 and 500 companies. I also own a successful business consulting firm, where I help organizations scale smartly, simplify complexity, and deliver real results. Beyond the corporate world, I've co-founded four small businesses and helped turn around three others from near closure to sustained profitability, giving me a deep, hands-on understanding of the challenges entrepreneurs face, especially in evolving local markets. My commitment to Seabrook's business community runs deep. I have been volunteering to help local business owners. That engagement has enabled me to see, firsthand, the grit and potential of our small business ecosystem. I am committed to building strong businesses and even stronger communities. I believe in thoughtful growth, practical solutions, and collaboration that leads to lasting impact. I'm excited about the opportunity to contribute to Seabrook's continued progress and work alongside others who share a vision for a vibrant, inclusive future.

[Redacted]

Upload a Resume

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

☒ I Agree

[Redacted]

[Redacted]

☒ [Redacted]

[Redacted]

☒ [Redacted]

[Redacted]

☒ [Redacted]

[Redacted]

☒ [Redacted]

Michelle Brown

Houston, Texas

409-444-2747

www.linkedin.com/in/michellebrown

Professional Profile:

Accomplished operations leader with over thirty years of diverse experience driving efficiency, growth, and exceptional customer experiences across various industries, including healthcare, financial services, transactional processing, customer service, business consulting, big box retail, logistics, and supply chain management. Demonstrated expertise in developing, prioritizing, and executing strategic operating plans that align with organizational goals and objectives. Proven record of improving operational processes, enhancing service delivery, and fostering a culture of continuous improvement. Adept at leading cross-functional teams and leveraging data-driven insights to make informed decisions contributing to organizational success. Committed to delivering unmatched value to customers while optimizing resources and maximizing profitability.

Core Competencies:

Operations Leadership | Lean Six Sigma | Scrum Master | Business Strategy Design | Customer Experience | Contact Center Operations | Balanced Score Card Design | Program Design and Management | Technology Integration | Operations Standardization | Results Driven | Collaborative Leadership | Training and Mentoring

Professional Experience:

Centric Consulting and Sholar Brown Performance Solutions, LLC

National Process Excellence Practice

2016- present (variable dates)

- Specializing in operational design for new business startups, mergers/acquisitions, and business transformation. Combined YOY value: 12M- revenue and cost
- Led multiple large-scale business transformation projects that have linked business process improvements to technology solutions and organizational change.
 - B2B and B2C client engagements included: Process definition, standardization, optimization, and automation for the following processes: "Lead to Order," "Order to Cash," "Procure to Pay," and "Order to Delivery." Additional projects include: "Recruit to Onboard," "Customer Inquiry to Resolution" (Call Center and Warranty/Customer Complaints), and "Product Development to Launch."
 - Technology solution selection and processing optimization projects included: ERP, eCommerce, Salesforce, Process Automation (Workflow and RPA), and Warehouse/Inventory Management
- Defined and documented current state process(s) and workflow leveraging Root Cause and Waste analysis, facilitated Kaizen and Future state design workshops.
- Facilitated organizational strategy development workshops leveraging SWOT and Hoshin Planning methods.
- Conducted assessments of enterprise architecture to define capability gaps and risks
- Designed and implemented prioritized roadmaps that enabled leadership to move from strategy to execution.

Amazon Pharmacy

Regional Fulfillment Site Leader- West Region

2022-2023

- Responsible for leading four Amazon Pharmacy fulfillment centers, ~350 clinical and operational associates, and a combined fill/ ship volume of over 95k prescriptions per week, ~12.5M in inventory per site.
- Operational improvements included increasing Top-Line Total Packets Per Hour (TPH) from 16.6 to 18.6, Packet TPH from 29 TPH to 30.8, Bulk TPH from 22.1 to 26.3, and refrigerated medications TPH from 7.2 to 10.7. Reducing Indirect Spending from 40% to approximately 34% (as a combined network goal).
- Improved site-level fulfillment productivity by 18% by reducing machine downtime and manual processing. Improved medication dispense automation from 78% to 87%; improved manual tray fills from 32.5 fills per hour to 42 fills per hour; improved shipments per hour per FTE from 23 to 45. Reduced production backlog from 7.2 days to a steady state of 3.5 days. Improved medication packet builds from 35 units per hour per FTE to 60 per hour per FTE.
- Mentored three lead pharmacists to Lean Six Sigma certification. Projects resulted in quality and productivity improvements that included a 60% reduction in false positive evaluations for medication debris (improved First Time Yield) and a decrease in automation errors that reduced packet repair rates from 1.08 to .38

- Reduced medication fill dwell time (order to ship) by 69% from 12 hours to a steady state of 4.4 hours, with the lowest dwell time being 1.2 hours for bulk fill prescriptions.
- Improved Critical Pull Time success rates and time lost because of inventory holds by leveraging only lean flow techniques. Results from 86.75% to 93.83% of all orders achieved CPT success. Reduced hard stop downtime by 67% from 9200 defects to 3500 defects monthly.

Village MD

Vice President of MSO Shared Services and Customer Contact Center 2020-2022

- Designed, launched, and led five MSO Shared Services operations. Operations scaled from supporting ~600 employees/physicians and 135 clinics in 2021 to ~2,100 employees/physicians and ~300 clinics in Q1 2022. Shared Services operations scaled from ~130 associates to ~400 and a 35M budget within 12 months.
- Led Shared Services organizational maturity from "Launch" to "Stabilization" within 12 months.
- Designed, launched, and led a multi-market Customer Service Contact Center that supported 180 clinics across nine markets, accepting 42k calls per week and supported by over 350 associates.
- Designed and implemented Avaya telephony platform that integrated Chat, Salesforce CRM (Gen 1), web-based scheduling, Workforce management, quality, and escalation management. Effectively scaled call volume capacity from 22k weekly calls to over 42k within nine months. Reduced Cost Per Call by \$3.50, resulting in over 6M in Year 1 cost savings.
- Implemented a Workforce Management monitoring system that enabled the organization to scale from 120 FTE in a single location to over 330 FTE within multiple remote and onsite locations.
- Improved "Service Level" from 49% to 83%; decreased "Average Speed to Answer" from 109 seconds to 14 seconds; reduced customer escalation resolution TAT from 22 days to 3 days; improved call quality scores from 84% to 89% while increasing call quality monitoring sample size by 3x
- Established a "Center of Excellence" that created multiple training programs (new hire, refresher, and remediation) for Shared Services associates. Over 500 work instructions and operational protocols were created within nine months and were leveraged over 550k times.
- Improved MoM Annual Wellness Visit scheduling from ~880 scheduled encounters per month to over 2200 scheduled encounters per month without adding FTE.
- Designed end-to-end Specialist Referral management operations that included: Cross-functional process definition, technology enablement (solution selection), and BPO support. Interim results: Increased capacity from 1k Referrals per month supporting 25 clinics to 14k Referrals processed per month for 65 clinics.
- Enabled "straight-through processing" methods for patient Referrals at "time of service." Result: Reduced volume by 33% while improving patient satisfaction because of reduced wait time. Reduced TAT for STAT referral processing from 72 hours to 24 hours. Reduced Specialist network referral leakage by 30% (Cardiology cohort)
- Credentialing Transformation: Consolidated multiple databases into a single source of truth and designed a workflow management tool that improved credentialing processing capacity from ~10k opportunities to credential and enrolled a provider to ~27k opportunities. Reduced Provider enrollment cycle time by 25% and eliminated over 3.8M in held claims, and reduced timely filing write-offs by 18%
- Additional Credentialing transformation results included: Development of a secure "single source of truth" repository for all document storage, standardization of document retention rules that align with regulatory requirements, defined data structure and migration rules between technology systems, creation of data reconciliation protocols, validation standards, and daily operational reporting to support work prioritization and adherence to regulatory requirements
- Designed and implemented a delegated health plan onboarding roadmap, including database scorecards and project plans. Fifteen delegated services and six Direct Contracting Entities (DCE) were successfully onboarded within 12 months of the new program launch.
- Designed claims processing operations to include configuring and implementing a claims processing system that processed over 550K claims within ten months. This processing capability enabled the effective implementation of six Direct Contract Entities (DCE) and two delegated Health Plans

ACCRETIVE HEALTH- R1 RCM

Vice President of Process Excellence: Front-End Revenue Cycle and Patient Experience 2013-2016

- Responsible for leading a team of consultants that standardized, optimized, and automated patient access activities and transactional processing from "Order Intake" to "Discharge Not Final Billed" across ~60 hospitals. Product design leader for Patient Access technology requirements: Order intake, Medical Necessity verification, Pre-registration, Patient check-in, updated data capture, scheduling, prior authorization, and denials management.

- Created work cell design and patient flow process (s), improving financially cleared Pre-Registrations from 90% to 99% < within two months. Increased Pre-Registrations per FTE from 46 to 65 and reduced Patient Reduced Wait Time from an average of 13 minutes to 6 minutes. Improved Patient Sat scores from 85%-96%, reduced Registration time from 13 minutes to eight minutes per transaction, and reduced cost per transaction by \$5.00
- Increased Pre-Registration capacity by 90% while reducing FTE requirements by .5. Reduce Authorization Denials of CPT codes by 50% per CPT group and 80% reduction by defect category. Improved ED Financial Screening Rates by 85% while improving alternate funding source outcomes by 34%, improved point-of-service Collections -Deferred savings by \$1.4M and 24% improvement in cash collected per encounter, Improved DNFB from ~7.2 days to ~5.1 days and \$4.5M in backlog billing.
- Front-End Model Line Redesign: Cost out 1.3M - Improved Point-of-Service Registrations from three per hour to ~10 within four months. Improved Net Promoter Score by 60% for "Patient Experience and Delivering Value."
- Improved Net Promoter Score by 60% for "Patient Experience and Delivering Value."
- Created end-to-end and front-end-focused metrics to measure all hospital performance in a rack and stack method to identify best practices, entitlement, and improvement opportunities.

UNIVERSAL AMERICAN
Vice President of Corporate Performance Improvement
2010-2013

- Managed twenty-five associates with a \$1.7M budget across four teams: Metrics and Reporting, Operational Quality and PMO, Operational Excellence, and Customer Experience Program Management
- Lead OpEx projects that delivered ~\$5.6M in combined savings within 18 months; 30 leaders were trained in OpEx and delivered ~\$2.9M in savings; over 40% of the workforce was trained on OpEx fundamentals and within 12 months of program launch the program delivered over 750k in savings.
- Created a quality testing program that eliminated Annual Communication errors and reduced CMS ERRATA for the 2013 annual enrollment season from ~25 to zero.
- Reduced CTM member complaints and brought UAM from the lowest national performance rating to the national average within nine months of implementation. Reduced CTM Rate from 60.3 per 100k to 27.5 per 100k
- Optimized annual Chart Chase Strategy that resulted in a .15 lift to the 2013 Clinical STAR Rating

KeyCorp
Senior Vice President of Operations Excellence and Strategy
2008-2010

- Responsible for establishing, creating, and leading four operational functions within Consumer Credit Risk Operations, including Compliance/Audit, Strategic Sourcing and Vendor Relations, Process Improvement and Operational Strategy, and Strategic Project Management and Finance, in addition to the development and oversight of a \$26.6M budget.
- Led the organizational Maturity from "Launch" to "Stabilization" within 24 months.
- Improved OCC ratings from "Less than Satisfactory" to "Fully Satisfactory" within nine months
- Developed pricing and supplier strategies that effectively fulfilled operational requirements and optimized future state business performance. Estimated Cost Savings 8M.
- Developed and administered White Belt- and Green Belt-Level Lean Six Sigma training content. Within 12 months - 200 frontline associates received the eight-hour White Belt training, with a 30-day retention score of 80%; 30 Executive- and mid-level leaders received two-week Green Belt training. Wave 1 certification (15 candidates) with savings +\$1.2M Transformed financial reporting into transactional/cost-for-services model, which allowed for economic measurement and expense management at the process level.
- Developed and implemented a "Bright Ideas" program to engage frontline associates in ongoing process improvement efforts. Within five months, this program had saved ~\$350K, and within 12 months, it had saved over \$2.4 million.
- Facilitated annual operations strategy (Hoshin Planning) development workshops, including the identification of technology, compliance, and process improvement projects to execute against that strategy.

Education and Certifications:

Bachelor of Science- Criminology
Lean Six Sigma Master Black Belt
Kaizen Facilitator for Rapid Improvement
Balance Score Card Trainer
Certified Scrum Master

Florida State University
George Group
International Standards for LSS
Balanced Scorecard Institute
SSGI



Agenda Briefing

Date of Meeting: August 19, 2025

Responsible Department: City Manager's Office

Presenter: Jim Sweeney, Mayor of Seabrook

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:

Consider and take all appropriate action on the reappointment of Steve Gillett to the Harris County 196 Subsidence District Board of Directors for a two-year term ending January 31, 2027.

Executive Summary / Background:

The City of Seabrook received correspondence from the General Manager of the Harris-Galveston Subsidence District regarding the expiration of the current term for Mr. Steve Gillett, who serves as a Director on the Subsidence District Board. This Director position is appointed jointly by the President of the Clear Lake City Water Authority and the mayors of Deer Park, Galena Park, La Porte, Nassau Bay, and Seabrook, in accordance with Texas Water Code Sec. 8801.051(h).

Mr. Gillett's term expired on **January 31, 2025**. By statute, a Director with an expired term continues to serve until reappointed or replaced. The position has a two-year term expiring on January 31 of odd-numbered years, with the next full term ending January 31, 2027.

Current Status:

To complete a reappointment, a majority (four out of six) of the appointing entities must submit written nominations. To date, the General Manager has confirmed receipt of three (3) reappointment nominations for Mr. Gillett from:

- The President of the Clear Lake City Water Authority
- The Mayor of the City of Deer Park
- The Mayor of the City of La Porte

No nomination has yet been submitted from Seabrook, Galena Park, or Nassau Bay.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Seabrook 2024-10-23 Gillett Steve

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

Staff recommends that City Council consider and take action on the reappointment of Mr. Steve Gillett to the Harris-Galveston Subsidence District Board for a term ending January 31, 2027, in order to fulfill the joint appointment requirements and maintain continuous representation for the region.



October 23, 2024

Mayor Thom Kolupski
1700 First St.
Seabrook, TX 77586

Dear Mayor Kolupski,

As General Manager of the Subsidence District, it is my responsibility to notify you when the term of office of a Director on the Subsidence District Board, who is appointed jointly by the President of the Clear Lake Water Authority and the mayors of the cities of Deer Park, Galena Park, La Porte, Nassau Bay, and Seabrook, is about to expire.

These entities are required to appoint one Director to the Subsidence District Board from Harris County (Sec. 8801.051(h)). All appointed Directors to the Subsidence District Board must be residents of, and qualified voters in, the District.

The term of office of **Mr. Steve Gillett**, will expire on January 31, 2025. The term of this position is two years and expires on January 31 of **odd** years. A Director with an expired term will continue to serve until reappointed or replaced.

Please send a letter confirming your reappointment of Mr. Gillett, or confirming a new appointment, either of which would be for two years, expiring on January 31, 2027. It can be sent to the address listed below, or via email to eroach@subsidence.org, as we must have this in writing.

Your interest in and support of the Subsidence District has been of great value to the District, and I look forward to working with you and your staff in the future. Please contact me at 281-486-1105 if you have any questions concerning the board appointments.

Sincerely yours,

Michael J. Turco
General Manager





Agenda Briefing

Date of Meeting: August 19, 2025

Responsible Department: City Manager's Office

Presenter: Gayle Cook, City Manager

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action on a Consumer Price Index (CPI) Adjustment to the city sanitation rates effective October 1, 2025, with Waste Management of Texas Inc.

Executive Summary / Background:

Pursuant to the terms of the existing waste collection and recycling services agreement, Waste Management of Texas, Inc. (WM) submitted a request for a 3.1% rate adjustment to all customers based on increases in the Consumer Price Index (CPI). This item seeks approval of the proposed fee changes.

The City of Seabrook's contract with Waste Management of Texas, Inc. contains a rate modification provision allowing annual adjustments effective October 1 of each year. This adjustment is based on two factors:

1. Consumer Price Index (CPI-G&T) – 90% weight
2. Fuel Index – 10% weight
- 3.

These adjustments are applied to the base service rates in *Schedule A* of the contract.

This 3.31% rate increase reflects national CPI trends for waste services and fuel price changes. The adjustment is contractually required and ensures Waste Management's operating costs remain aligned with market conditions. Costs will be passed through to customers, preserving cost recovery for the City.

Residential:

Billing Cycle of October 15 - November 15, 2025: First bill Residential and Light Commercial will see increased rates

Commercial:

Billing for Dumpster Charges on October 1, 2025: First bill Commercial will see increased rates

Funding / Fiscal Information:

Supporting Materials Attached:

1. Seabrook- 2025 PI Notification

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



WASTE MANAGEMENT

5324 Old Vista Road
Pasadena, Texas 77505
800-800-5804

August 1, 2025

Gayle Cook
City Manager
City of Seabrook
1700 First Street
Seabrook, TX 77586

Re: Notice of October 1st Price Adjustment

Dear Mrs. Cook,

Pursuant to section “9., Modification of Rates”, of the Municipal Solid Waste between the City of Seabrook and Waste Management of Texas, Inc., “Commencing on January 1, 2024, and continuing annually on October 1st thereafter,

	Weight (%)	Previous Year Average	Current Year Average	Percent Change	Weighted Percent
CPI- G&T	90%	7207.530	7504.516	4.12%	3.71%
Fuel	10%	115.610	110.980	-4.00%	-0.40%
Total Adjustment					3.31%

9. **MODIFICATION TO RATES:**

9.01 **CPI Adjustment.** Commencing on October 1, 2025 and October 1st thereafter (the “Adjustment Date”), the service rates set forth in the Rate Schedule in **Schedule A**, as adjusted hereunder, shall be automatically increased by ninety percent (90%) of the percentage increase of the Consumer Price Index, series CUSR0000SEHG02 CPI-U Garbage & Trash Collection Services in US City Average, all urban consumers, not seasonally adjusted, as published by the United States Department of Labor, Bureau of Labor Statistics (“CPI-U”) <https://data.bls.gov/cgi-bin/srgate> then. The CPI-U adjustment will be calculated using the change in the 12-month annual average of monthly CPI-U index values between the May to April period of the year immediately prior to the adjustment date, and the May to April period of the year before. Once that average is determined, then the average change for the 12-month period during the prior year will be subtracted and that sum will be multiplied by 90%. Adjustments to the Contractor’s service rates shall be made in units of one cent (\$0.01). Fractions less than one cent (\$0.01) shall not be considered when making adjustments.

USE THIS FOR August 2025 CPI						These are reported number (published May 13th)								CUUR0000SEHG02	
May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	Total	Average		
587.431	589.812	596.167	597.347	596.997	597.569	601.631	602.164	606.773	610.551	610.015	611.073	7207.530	600.628		
May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25				
609.538	611.946	614.089	615.880	619.640	621.632	627.127	627.807	629.803	641.938	642.053	643.063	7504.516	625.376		
22.11	22.13	17.92	18.53	22.64	24.06	25.50	25.64	23.03	31.39	32.04	31.99	Difference	24.749		
3.763%	3.753%	3.006%	3.103%	3.793%	4.027%	4.238%	4.258%	3.795%	5.141%	5.252%	5.235%		0.04120		
													%	4.120	

9.02 **Fuel Adjustments** Commencing on October 1, 2025 and October 1st thereafter (the “Adjustment Date”), the service rates set forth in the Rate Schedule in Schedule A, as adjusted hereunder, shall be automatically increased or decreased **by ten percent (10%) of the percentage increase or decrease of the Natural Gas Texas Commercial (N3020TX3M, as published by the United States Energy Information Administration. <https://www.eia.gov/dnav/ng/hist/n3020tx3m.htm>** The Natural Gas fuel adjustment will be calculated using the change in the 12-month annual average of monthly EIA fuel index values between May to April period of the year immediately prior to the adjustment date, and the May to April period of the year before. Adjustments to the Contractor’s service rates shall be made in units of one cent (\$0.01). Fractions less than one cent (\$0.01) shall not be considered when making adjustments.

May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	Total	Average
9.540	9.260	10.150	10.590	10.180	10.040	9.650	9.440	8.960	9.240	9.150	9.410	115.610	9.634
May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25		
9.570	9.750	9.810	9.770	10.090	10.510	0.000	10.120	9.430	10.110	10.940	10.880	110.980	9.248
0.03	0.49	-0.34	-0.82	-0.09	0.47	-9.65	0.68	0.47	0.87	1.79	1.47	Difference	-0.386
0.314%	5.292%	-3.350%	-7.743%	-0.884%	4.681%	100.000%	7.203%	5.246%	9.416%	19.563%	15.622%		0.04005
													% -4.005

Please review the revised, “Schedule A, Base Rates”, that will become effective October 1, 2025.

As always, Waste Management appreciates the opportunity to serve the city of Seabrook, and we will continue to do everything in our power to earn your business.

Sincerely,

Shanna Lopez
Public Sector, Senior Account Executive
Waste Management of Texas, Inc.
(281) 627-4671
smarti10@wm.com

SCHEDULE “A”
Base Rates
City of Seabrook, Texas
Effective October 1, 2025
(All Rates Include the City’s 15% Franchise Fee and 8% Billing Fee)

Residential Unit (Waste/Recycle/Bulk/Brush) =\$32.06/per month
Additional Cart = \$6.35 per month

Light Commercial Unit Collection=2x per week collection \$80.89/per month (each additional cart \$23.64 per month up to a maximum of 4 Polycarts)

Monthly Commercial Unit Rates

Container Size/Type	Weekly Collection Frequency						
	1	2	3	4	5	6	Extra P/U
2 yd FEL Container	\$99.04	\$198.08	\$297.12	\$396.15	\$495.20	\$594.24	\$25.41
3 yd FEL Container	\$148.56	\$297.12	\$445.68	\$594.24	\$742.80	\$891.36	\$38.12
4 yd FEL Container	\$198.08	\$374.15	\$594.24	\$792.32	\$990.39	\$1,188.47	\$50.83
6 yd FEL Container	\$297.12	\$429.17	\$643.76	\$858.34	\$1,072.93	\$1,188.47	\$76.24
8yd FEL Container	\$308.12	\$484.19	\$660.26	\$880.35	\$1,100.44	\$1,254.50	\$101.66

Permanent Roll-Off Bin/Compactor Rates

			Cost Per Pick Up	
Roll Off Size	Initial Delivery	Monthly Rental	Collection	Disposal
28 Cubic Yard	\$243.32	\$202.77	\$386.83	\$394.58
40 Cubic Yard	\$243.32	\$202.77	\$386.83	\$580.21

Miscellaneous Services:

Front Load Compacted per Cubic Yard	\$27.46
Set of Castors per Month	\$33.96
Lock per Month	\$46.15
Relocate Fee	\$180.73
Unusual Accumulations	\$180.71
Transportation and Disposal Cost of Non-Recyclables Rejected	\$59.68 Per Ton



Agenda Briefing

Date of Meeting: August 19, 2025

Responsible Department: Community Development

Presenter: Nick Kondejewski, Chief Building Official | Floodplain Administrator

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:

Consider and take all appropriate action to approve a contract between the City of Seabrook and GovWell for permitting, zoning and code enforcement software for Fiscal Year 2025–2026, including a non-appropriation clause, in an amount not to exceed \$39,000.00 for the first year fee and implementation.

Executive Summary / Background:

From previous City Council direction and staff recommendations, a search was conducted for upgraded permit software to replace the City's current system. This effort was reflected in the proposed FY2026 Budget, which includes the anticipated expenditure for this new system.

Staff, in collaboration with the Finance Department, conducted extensive research to identify a solution that would not only meet the needs of Building Permits and Plan Review, but also serve multiple other City departments. After reviewing several platforms, the recommended solution is Govwell software.

Govwell offers a comprehensive, multi-use platform designed to manage and track permits, inspections, planning and zoning applications, and code enforcement actions. Key features include:

- **Integrated Public Portal:** Allows applicants and residents to track application status and communicate directly with City staff.
- **Workflow Management:** Supports fully electronic storage and routing of applications and related documents.
- **Multi-Department Capability:** Enhances collaboration and efficiency across

Building, Planning, Zoning, and Code Enforcement.

The resolution before City Council proposes entering into an agreement with Govwell and initiating preliminary data integration prior to October 1, 2025. This early work will ensure a smooth transition and minimize service disruption. However, no fiscal impact will occur until the final adoption of the FY2026 Budget.

Funding / Fiscal Information:

\$39,000.00 First Year with Implementation FY 2026

\$24,000.00 Additional Reoccurring Software Costs Annually with annual escalator

Supporting Materials Attached:

1. GovWell Permit Software

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

Staff recommends City Council approve an agreement with Govwell to implement the new permit and workflow software solution, enabling improved efficiency, transparency, and public communication across multiple departments.

GOVWELL ORDER FORM - Seabrook, TX

This Order Form, dated as of the Effective Date, is entered into by and between GovWell Technologies Inc. (“GovWell”) and the customer identified below (“Customer”), and is subject to the Terms of Service (as defined below), which are incorporated by reference herein.

Customer: City of Seabrook, TX	Effective Date:
Customer Contact: Nick Kondejewski	Contact Email: nickk@seabrooktx.gov
Contact Phone: 281-291-5638	Billing Contact:
Billing Email:	Billing Phone:

1. SOFTWARE MODULES, LICENSES, AND SUPPORT.

Beginning on the Effective Date, GovWell will make available to Customer the following software modules:

Software Module	Description	Price (Annual)
Building Permits & Inspections	Manage building permits, inspections, and plan review. Includes online portal for improving access and transparency to the public.	\$10,000
Code Enforcement	Online citizen complaints + code enforcement case management.	\$6,000
Planning & Zoning	Online planning & zoning applications, workflow management, and plan review.	\$6,000
Contractor Licenses	Manage contractor license applications and renewals.	\$2,000
TOTAL:		\$24,000

Licenses: GovWell will provide unlimited user licenses to Customer.

Support: GovWell will provide email, phone, and chat-based support to Customer Monday through Friday, 9am to 5pm EST. GovWell will provide responses to all Customer inquiries within 1 business day.

2. IMPLEMENTATION & DATA MIGRATION SERVICES

Beginning on the Effective Date, GovWell will provide implementation services to Customer to ensure the successful launch and adoption of the software. These implementation services may include, but are not limited to: GIS integration, integration with payment processing software, data migration, system configuration, system modifications, and staff training.

Service	Description	Price (one-time)
Implementation - Standard	Full-service configuration of system, including: • Online forms / applications • Workflows for each record type • Document templates (Permit cards, COs, notices of violation) • Inspection templates • Reports • Staff training	\$7,000
Data Migration (Raw Data + Files) - Standard	Migration of historical data to GovWell including data in CSV, Excel, PDF and JPG format. Customer is responsible for exporting the data in the aforementioned format(s) and providing it to GovWell, and GovWell is responsible for importing it. To ensure a successful migration of files, Customer is additionally responsible for providing GovWell data in a CSV or Excel format that details an explicit connection between files and other records - e.g. a CSV file specifying that file "ABC.pdf" is connected to Building Permit #24-0001. Modules included: • Building Permits & Inspections • Code Enforcement • Planning & Zoning • Contractor Licenses	\$8,000
TOTAL:		\$15,000

3. SUMMARY OF FEES AND TERMS

Item	Description
Year 1 cost	\$39,000
Annual Recurring Services - Year 2	\$24,000
Annual Uplift	5% (not applicable during initial term)
Initial Term Invoice Schedule	Annual, invoiced on signing
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date

4. INITIAL TERM

Initial Term: Three (3) years, beginning on the Effective Date.

5. NON-APPROPRIATION CLAUSE

The parties acknowledge that this agreement is subject to the appropriation of funds by the governing body of the City of Seabrook, Texas for the 2025–2026 fiscal year. If funds are not appropriated or are insufficient for the continuation of this agreement during that fiscal year, the City of Seabrook shall have the right to terminate this agreement with GovWell without penalty or further obligation. The City of Seabrook shall provide written notice to GovWell of such termination as soon as practicable.

This clause shall not be construed to affect any obligation of the City of Seabrook to make payments for services rendered by GovWell prior to the date of termination.

- 6. TERMS OF SERVICE.** The parties expressly acknowledge and agree that this Order Form, any appendices attached, and any amendments hereto signed by the parties, is subject to and conditioned upon Customer’s agreement to the Terms of Service located at <http://www.govwelltech.com/terms> (as amended from time to time, the “**Terms of Service**”). By signing below, Customer expressly acknowledges and agrees that it has reviewed the Terms of Service and agrees to be bound thereby. In the event of any inconsistency or conflict between the terms of this Order Form and the Terms of Service, the terms of this Order Form shall take precedence and govern solely with respect to the specific services, fees, and terms outlined herein, unless otherwise stated in the Terms of Service. All other provisions of the Terms of Service shall remain in full force and effect. Customer further acknowledges and agrees that by signing below, the person signing this Order Form has the authority to execute this Order Form on behalf of Customer. This Order Form may not be amended or modified, except in a writing signed by both Customer and GovWell.

AGREED AND ACCEPTED on behalf of the parties by their duly authorized representatives as of the Order Form Effective Date.

CUSTOMER:

GOVWELL TECHNOLOGIES INC.:

By (Signature):

By (Signature):

Name (Printed):

Name (Printed):

Title:

Title:

Date signed:

Date signed:



Agenda Briefing

Date of Meeting: August 19, 2025

Responsible Department: City Manager's Office

Presenter: Jim Sweeney, Mayor of Seabrook

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:

Consider and take all appropriate action on Resolution 2025-22, Support for Phase II, Lower Clear Creek and Dickinson Bayou Watershed 203 Feasibility Study.

Executive Summary / Background:

The City of Seabrook has been approached to express support for the *Phase II, Lower Clear Creek and Dickinson Bayou Watershed 203 Feasibility Study*, a regional initiative led by the City of League City in partnership with Galveston County. This study follows the completion of Phase I, which was adopted by the United States Congress in the Water Resource Development Act of 2022. The Phase II study will further evaluate flood mitigation strategies, culminating in a prioritized list of potential projects and funding options to address flooding impacts across the region.

Funding Considerations:

The City of Seabrook is not in a financial position to contribute any local funding toward this particular project at this time. The leadership teams from League City and Galveston County have been in direct communication with Seabrook's leadership regarding the scope and goals of the study. Based on the preliminary design concepts, there are no anticipated adverse impacts to the City of Seabrook from participation in or completion of the feasibility study.

Purpose of the Resolution:

The resolution is being brought forward solely as a formal statement of support for the regional effort. This action does not commit the City to any financial contribution but demonstrates our cooperative stance with neighboring jurisdictions and regional stakeholders.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Resolution 2025-22

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

Staff recommends approval of the resolution to express the City's support for the Phase II feasibility study, with the understanding that the City's role at this time is limited to non-financial participation and collaboration.

**CITY OF SEABROOK
RESOLUTION 2025-22**

**A RESOLUTION TO EXPRESS SUPPORT FOR PHASE II,
LOWER CLEAR CREEK AND DICKINSON BAYOU
WATERSHED 203 FEASIBILITY STUDY, TO
CULMINATE WITH THE CREATION OF A LIST OF
PROJECTS AND FUNDING OPTIONS TO ADDRESS
FLOODING AND ITS DEVASTATING IMPACTS.**

WHEREAS, lives and properties located in the Clear Creek and Dickinson Bayou Watersheds are threatened by the devastating effects of immense flooding as were felt during Hurricane Carla, Tropical Storm Claudette, Tropical Storm Allison, and more recently, Hurricane Harvey, which damaged hundreds of thousands of homes in the Greater Houston area; and

WHEREAS, communities located within these two watersheds—such as Alvin, Brookside Village, Manvel, Pearland, Clear Lake Shores, Friendswood, Kemah, League City, El Lago, Houston, Nassau Bay, Pasadena, Seabrook, Shoreacres, Taylor Lake Village, Webster, Dickinson, Santa Fe, Texas City, Galveston County, Brazoria County, Fort Bend County, and Harris County, among others—have been at the center of some of the nation’s deadliest and costliest storms on record; and

WHEREAS, catastrophic flooding remains a significant regional challenge, the amelioration of which requires efforts and contributions by all governmental entities impacted; and

WHEREAS, Phase I of the Lower Clear Creek and Dickinson Bayou Study was completed and adopted by the United States Congress in the Water Resource Development Act of 2022; and

WHEREAS, stakeholders have met with and received approval from the United States Army Corps of Engineers to initiate Phase II, titled the “Lower Clear Creek and Dickinson Bayou Watershed 203 Feasibility Study,” and the eventual funding of life- and property-saving regional projects.

NOW, THEREFORE BE IT RESOLVED, THE CITY COUNCIL OF SEABROOK, TEXAS, hereby expresses its support of the Lower Clear Creek and Dickinson Bayou Watershed 203 Feasibility Study and the eventual recommendations for flood mitigation in the Clear Creek and Dickinson Bayou Watersheds; and

BE IT FURTHER RESOLVED, THE CITY COUNCIL OF SEABROOK, TEXAS, hereby encourages stakeholder governmental entities at the local, state, and national levels to commit to contributing funding for such an assessment and creation of a list of shovel-ready projects.

BE IT FURTHER RESOLVED, THE CITY COUNCIL OF SEABROOK, TEXAS, directs that a copy of this Resolution be forwarded upon its passage to the governing bodies as well as the offices of the State Representatives, State Senators, U.S. Representatives, and U.S. Senators with constituents in the Clear Creek and Dickinson Bayou Watersheds.

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 August 19, 2025.

CITY OF SEABROOK, TEXAS

BY: _____
Jim Sweeney
Mayor

ATTEST:

Rachel Lewis, TRMC
City Secretary



Agenda Briefing

Date of Meeting: August 19, 2025

Responsible Department: Police Department

Presenter: Rolf Nelson, Police Chief

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action on the approval of a one (1) year extension of an Interlocal Agreement between the City of Seabrook and Lakeview Police Department for the use of the Seabrook Jail Facility and telecommunication (9-1-1) operator services from October 1, 2025 to September 30, 2026, with one (1) year options to extend annually and authorize the City Manager to execute.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. Interlocal agreement - LVPD

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

INTERLOCAL AGREEMENT - EXTENSION
FOR PUBLIC SAFETY
DISPATCHING AND JAIL SERVICES
FOR LAKEVIEW POLICE DEPARTMENT
TO SERVICE THE CITIES OF EL LAGO AND TAYLOR LAKE VILLAGE

THIS AGREEMENT, is entered into by and between the LAKEVIEW POLICE DEPARTMENT, a 501(c)(1) existing in Harris County, Texas, (herein after called "LAKEVIEW") and the CITY OF SEABROOK, TEXAS, a home rule Municipal Corporation, existing in Harris County, Texas (herein after called "SEABROOK").

WHEREAS, LAKEVIEW is desirous of providing its two cities, El Lago and Taylor Lake Village with contracted jail and dispatch 9-1-1 services; and

WHEREAS, the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, authorizes local governments within the State of Texas to contract with one another for the purpose of providing various governmental functions and the delivery of various governmental services, including detention and dispatch services; and

WHEREAS, SEABROOK has facilities and trained personnel for police, fire, and EMS dispatch operations including a 911 Public Safety Answering Point (PSAP) and a municipal jail facility, and

WHEREAS, the parties are agreeable to enter into said agreement to provide jail facilities and dispatch services in accordance with the terms and conditions set forth herein, and

WHEREAS, LAKEVIEW does not have jail facilities or trained personnel for dispatch operations or a PSAP, and

WHEREAS, SEABROOK and LAKEVIEW find it may be mutually beneficial to enter into this agreement

NOW THEREFORE, for the consideration herein after stated, SEABROOK and LAKEVIEW do hereby agree as follows.

Term Extension

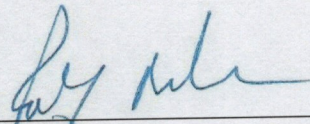
Agree to extend the terms of this contract for a period of one year commencing OCTOBER 1, 2025, and continuing until SEPTEMBER 30, 2026. This Agreement may be extended in additional one (1) year periods with mutual consent of both parties.

Additionally, this extension increases the cost of services in accordance with the original agreement to \$90,712.50

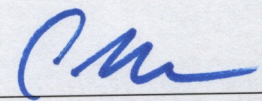
Authority. The undersigned officers and/or agents of the parties here to are the properly authorized officials and have the necessary authority to execute this agreement on behalf of the parties hereto, and each party hereby certifies to the other that any necessary resolutions extending said authority have been passed and are now in full force and effect.

This contract is hereby signed and fully executed, on this 4th day of August 2025.

SEABROOK POLICE DEPARTMENT

By: 
Printed Name: Rolf Nelson

LAKEVIEW POLICE DEPARTMENT

By: 
Printed Name: Carl Nunn

CITY OF SEABROOK

By: _____
Printed Name: _____



Agenda Briefing

Date of Meeting: August 19, 2025

Responsible Department: Public Works

Presenter: Brian Craig, Director of Public Works | City Engineer

Briefing Prepared By: Brian Craig

Strategic Focus Area:

General Information:

Consider and take all appropriate action on approval of a proposal from Duplantis Design Group, PC (DDG) for professional design services on the East Meyer Paving project, Seabrook CIP S26, in the amount of \$183,940 plus reimbursable expenses.

Executive Summary / Background:

The East Meyer Avenue Paving Project is identified and prioritized in the City's Capital Improvement Plan (CIP). The City has allocated \$10 million in Certificates of Obligation for street construction and repairs. Based on the City's AI-assisted asset management system, East Meyer Avenue has been identified as the next highest priority project due to its traffic volume and current pavement condition.

The project scope includes the full removal of the existing asphalt pavement and base, with replacement by lime-stabilized subgrade and reinforced concrete pavement, covering approximately one mile from Todville Road westward to the lane split of East Meyer Avenue. This work is expected to significantly improve roadway life expectancy, ride quality, and safety.

The services will render a cost estimate that will be shared with City Council and the CIP updated prior to bidding or applying for grants for further decisions on the construction phase of this CIP project.

Funding / Fiscal Information:

Supporting Materials Attached:

1. DDG - NE 25-1594 East Meyer Road Paving - City of Seabrook Proposal REV01

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

Staff recommends proceeding with the design phase now to ensure the project is ready for construction bidding and/or eligible for external funding opportunities by 2026. Advancing the design at this stage will also allow the City to be in position to leverage potential state or federal grant programs to supplement the Certificates of Obligation funding.



BROAD VISION. EXPERT FOCUS.

July 18, 2025

DDG Project # 25-1594

PROFESSIONAL DESIGN SERVICES PROPOSAL

Prepared for:
City of Seabrook
East Meyer Avenue Paving
Seabrook, TX

WWW.DDGPC.COM



July 18th, 2025

Brian Craig
City of Seabrook
1700 1st Street
Seabrook, TX 77586
bcraig@seabrooktx.gov

East Meyer Avenue Paving

DDG Project #25-1594

Dear Brian,

Please allow this letter to serve as our proposal to provide professional design services for the proposed East Meyer Avenue Paving project located in Seabrook, TX.

The proposed design services contained herein are based on the information provided from email correspondence, internet based site reconnaissance.

This document once executed will serve as the design service contract between your organization and DDG inclusive of the following attachments:

- 01 – Project Overview + Quote + Scope & Deliverables**
- 02 – Assumptions & Exclusions**
- 03 – Standard Rate Sheet + Terms & Conditions**
- 04 – Additional Documents**

DDG appreciates the opportunity to provide these services to you and is excited about being a part of the design team. If acceptable, please sign in the space provided.

This proposal shall be considered valid for sixty (60) days from the proposal date.

Sincerely,

A handwritten signature in blue ink that reads 'B Ballard'.

Brandon Ballard
Houston Civil Engineering Lead
Duplant Design Group, PC

ACCEPTANCE OF PROPOSAL

By signing below, I hereby certify that I am authorized to sign this agreement on behalf of the company listed above and that I have read and familiarized myself with this agreement and all attachments identified herein.

X: _____

Date: _____

01 PROJECT OVERVIEW + QUOTE + SCOPE & DELIVERABLES

PROJECT OVERVIEW

The project will consist of a road base and pavement replacement for an approximately one mile stretch of East Meyer Avenue located in Seabrook, TX. The existing asphalt road and base will be removed and replaced with an assumed six inches of lime stabilized subgrade and eight inches of reinforced concrete pavement. The Authority Having Jurisdiction (AHJ) for the proposed improvements will be the City of Seabrook.

DESIGN SERVICES QUOTE

CIVIL ENGINEERING SERVICES

Preparation of Plans (Lump Sum)	\$ 85,000
Preparation of Design Data (Lump Sum)	\$ 5,000
Bid Phase Services (Lump Sum)	\$ 10,000
Construction Administration (Hourly Estimate)	\$ 15,000

Subconsultants:

Geotechnical Services (Raba Kistner)	\$ 39,000
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TOTAL: \$154,000

SURVEYING SERVICES

Topographic Survey (Lump Sum)	\$ 29,940
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TOTAL: \$29,940

OVERALL PROJECT TOTAL

\$183,940
+ reimbursable expenses

REIMBURSABLE EXPENSES

Reimbursable expenses will be invoiced in addition to the above listed design fees per the Standard Rate Sheet in Section 03. Rates are subject to change. DDG reserves the right to change the rate sheet periodically. If DDG is being compensated based on an hourly agreement, DDG will bill the client based on the new rates established on the modified rate sheet.

CIVIL ENGINEERING SCOPE & DELIVERABLES

PREPARATION OF PLANS

Plans and document production will include the following:

- Cover Sheet – We will provide a cover sheet for the project construction plans, which shows a vicinity map, project title, index of sheets, list of governing agencies, project information and any pertinent signature blocks.
- Demolition Plan - Provide a plan showing features to be removed and/or abandoned.
- Site Plan - The site plan will be developed from the provided site base provided by the client. The site plan will provide the location of the proposed road configuration, as well as dimensional control for the proposed improvements.
- Grading Plan - The grading plan will establish proposed grades within the project.
- Erosion Control Plans – The erosion control plans will be prepared in compliance with the most recent EPA or state requirements and establish site specific erosion and sedimentation best management practices to ensure the site is in compliance with all EPA and/or state stormwater control requirements.
- Detail Sheets – The detail sheets will support the proposed improvements shown on the site, grading, and erosion control plans.
- The fees for preparation of onsite plans do not include the entitlement of these plans. These fees are solely to produce the documents.

PREPARATION OF DESIGN DATA

- Stormwater Quality Management Plan – DDG will prepare a detailed, site specific Stormwater Quality Management Plan for the project in accordance with the governing general permit for construction activities.

BID PHASE SERVICES

DDG will provide the following:

- Prepare all required front end specifications required to solicit bids in accordance with the Texas Public Bid Law.
- Coordinate the bidding date, time, and process for bidding the project in the instruction and invitation for bidders.
- Distribute invitations, plans and specifications to bidding contractors and track documents and questions.
- Receive and answer RFI's from bidding general contractors and issue addenda to the documents as required.
- Attend and conduct one (1) Pre-Bid Conference in association with the Owner's representative.
- Be responsible for directing and managing any bidding process with the design team providing clarifications.
- Formally receive bids while complying with the Texas Public Bid law.
- Evaluate a reasonable number of material substitution requests.

CONSTRUCTION ADMINISTRATION

Civil scope of construction administration will include the following tasks detailed below. Site meetings and visits will be provided on an as needed basis or as requested by Client/Owner/General Contractor. DDG has estimated five site meetings/visits as part of this scope. Minimally, DDG will provide a Substantial Completion Determination Site Visit with associated observation report. Should services require further detailed involvement, additional services may be required.

- Schedule Review of Civil Portion with Site Visits - The construction representative shall visit the project site in order to determine in general if the contractor's progress is commensurate with the construction schedule and shall report back to the engineer and client with his findings. Two site visits included.

- Respond to Exterior Request for Information/RFIs (Up to 10) - The construction representative shall receive requests for Information (RFIs) from the contractor through the client or client's representative. If clarifications and interpretations of the contract documents are required, the construction representative shall consult with the project engineer before responding with said clarifications and interpretations as discussed.
- Review and Comment for Exterior Shop Drawings/Product Data Submittals - The construction representative, under the supervision of the engineer, may receive review for completeness and adherence to the contract documents, the contractors' submittals such as shop drawings, product data and samples and shall be authorized to accept or reject such submittals.
- Construction Kick-Off Meetings – The construction representative may be requested at the beginning of the project to attend one construction kick-off meeting scheduled by the client or contractor along with subcontractors and the testing agency to field any questions or concerns relative to the civil portion of the work. *(As necessary and inclusive of assumed site visits.)*
- Pre-Pour General Observations - The construction representative can make site visits prior to scheduled concrete pours in order to observe and determine if, in general, the work in place is in conformance with the engineer's design intent before the contractor pours. Such things as reinforcement, grading*, form placement, joint placement and subgrade can be observed for general conformance with the contract documents. A general observation of grading will be provided. It will not include a survey or detailed assessment of the grading of the forms. *(As necessary and inclusive of assumed site visits.)*
- Subgrade Proof Roll Observation - Proof-rolling is used in earthwork and pavement construction to verify uniform behavior and stability of the subgrade before placement of fill. The construction representative can be present to observe proof-rolling of the subgrade soils after the topsoil is removed to identify areas which may require additional excavation or rework and monitoring of excavating operations to determine when acceptable materials have been exposed.
- Substantial Completion Determination Site Visit – This site visit can be conducted by the construction representative to make a determination and recommendation to the engineer whether or not the civil portion of the project is substantially complete. It should be noted that contractor warranties are usually tied to the date of substantial completion, therefore, it is prudent to make this observation as thorough as possible.

Certify Completion of Construction (Punch List/General Conformance) - The construction representative may be required to make one or multiple site visits in order to determine if the civil portion of the project is complete and has been constructed in general conformance with the contract documents. The construction representative will compile any punch list items that are outstanding and shall make a punch list document complete with photos and/or an exhibit plan and a written summary that can be distributed to all involved parties that have outstanding work.

GEOTECHNICAL ENGINEERING SCOPE & DELIVERABLES

GEOTECHNICAL SERVICES

DDG's subconsultant (Raba Kistner) will provide the following services:

- Field Study
 - Eleven (11) roadway borings will be performed to a depth of 15 feet (below existing ground surface elevation, or auger refusal, whichever occurs first) spaced at approximately 500 foot intervals along the roadway alignment. Boring locations will alternate between the existing pavement and the existing road right-of-way.
 - Traffic control will be required to safely route traffic around the drilling crew during the field work activities and is included in this scope of work.
- Laboratory Testing
 - Upon completion of the subsurface exploration, a general testing program will be designed to define the moisture condition, classification, strength, and shrink/swell characteristics of the subsurface soil samples which is anticipated to include moisture content determinations, Atterberg Limits, percent passing No. 200 sieve, grain size analyses, unit dry weights, and unconfined compressive strength tests. However, the

actual type and number of tests will be based on the subsurface conditions encountered in the borings.

- Testing will be performed in general accordance with applicable ASTM standards and samples will be kept for 30 days upon submittal of the final report.
- For pavement design analysis, the California Bearing Ratio (CBR) will be assumed based on the classification of the subgrade soils to estimate their strength characteristics.
- Geologic Fault Review
 - A desktop fault study will be conducted of the proposed roadway alignment to determine if there is an active surface fault that crosses the new roadway improvements.
 - A review of available fault maps and geologic literature will be conducted followed by a site visit to identify any visual potential fault scarp.
 - A Phase I Geologic Fault Study will be recommended if potential fault activity is suspected.
- Engineering Analyses and Report
 - The results of the field and laboratory studies will be reviewed by our staff of engineers and will be presented in a draft geotechnical report which will be finalized after we receive Client comments. The geotechnical report will include the following information:
 - A summary of the field and laboratory sampling and testing program
 - Boring logs and laboratory testing results
 - A review of the general site conditions including a description of the site, the subsurface stratigraphy, groundwater conditions, and the presence and condition of fill materials, if encountered
 - Groundwater considerations
 - Pavement subgrade preparation and pavement design in accordance with AASHTO standards for roads and HCD guidelines
 - Seismic site review
 - Desktop fault review

SURVEYING SCOPE & DELIVERABLES

TOPOGRAPHIC SURVEY

Surveying services shall consist of providing professional design services and furnishing personnel to perform the following surveying services:

- Conduct a Topographic Survey from the intersection of East Meyer Avenue & Todville Road to the lane split of East Meyer Avenue approximately +/-1 mile to the West of the intersection. The survey shall locate the above ground features, visible utilities, natural ground elevations, sewer/drainage, and cross sections of ditches as needed to produce a representative DTM. The limits of survey shall consist of within the apparent Right-of-Way along East Meyer Avenue.

02 PROJECT ASSUMPTIONS & EXCLUSIONS

PROJECT ASSUMPTIONS

The project assumptions below are believed to be reasonably accurate at the time this proposal was prepared based on the information available. These items are not to be deemed as statements of fact by only assumed parameters used in the preparation of the fees associated with this project. Changes to these parameters during the course of the projects may result in decreased or increased fees.

- DDG will utilize the survey as described in this proposal as the basis of design for the proposed roadway improvements.
- DDG assumes three coordination sets will be completed through the duration of the project, 50% and 90% Construction Document Coordination, and Issue for Construction. Additional review/pricing submittals may require additional fees.
- DDG assumes there are no environmental issues/wetland impacts related to the site. The Owner is responsible for notifying the design team of these items or providing a current, site-specific Phase 1 ESA. The proposal does not include any TCEQ or USACE documentation, permits, or approvals. Wetlands determination and documentation is assumed to be completed by a separate consultant.
- DDG assumes that only a topographic survey will be required for the design of the proposed improvements.
- Boundary survey and Platting of the project site is not included in this proposal.
- DDG assumes that the improvements will consist of the removal and replacement of the road base and pavement. Drainage and utility design are not included in this proposal.
- DDG assumes the civil plans will not require phased construction/permitting documents. DDG will provide one civil plan set for the project. Individual phasing of the work is the responsibility of the Owner and Contractor.

PROJECT EXCLUSIONS

Items below are excluded and shall either be provided to DDG by the owner or are not needed for the project. In any instance these items are not included in DDG's scope of services.

- Site structural design elements are not included in this proposal.
- 3rd party representation
- Value engineering services
- Regulatory and environmental services
- Wetlands mitigation
- ALTA/Boundary survey
- Platting
- Sewer treatment plant design and coordination
- Zoning variance coordination or other discretionary entitlements
- Offsite improvements
- Traffic impact analysis
- LEED certification design & coordination
- TXDOT permitting
- Site signage
- Pylon Monument Sign Design
- Traffic signal design or modifications are not included in this proposal.
- Landscape architecture services
- Items not specifically included in the scope above are excluded. DDG's scope is as written in this proposal.

03 STANDARD RATE SHEET + TERMS & CONDITIONS

LABOR CATEGORIES

Executive	\$255.00/hr	Environmental Scientist II	\$127.00/hr
Senior Principal	\$230.00/hr	Environmental Scientist I	\$112.00/hr
Principal	\$205.00/hr	Regulatory Specialist III	\$168.00/hr
Business Unit Leader/BULIT	\$195.00/hr	Regulatory Specialist II	\$148.00/hr
Administration	\$80.00/hr	Regulatory Specialist I	\$127.00/hr
Intern	\$80.00/hr	Field Scientist III	\$148.00/hr
Inspector	\$87.00/hr	Field Scientist II	\$127.00/hr
Senior Project Manager	\$168.00/hr	Field Scientist I	\$112.00/hr
Project Manager	\$148.00/hr	Drone Pilot	\$120.00/hr
Assistant Project Manager	\$127.00/hr	Marine Crew	\$195.00/hr
Senior Design Manager	\$195.00/hr	Hydrographer	\$117.00/hr
Senior Design Professional	\$168.00/hr	Marine Crew Chief	\$122.00/hr
Design Professional	\$148.00/hr	Land Crew	\$185.00/hr
Design Specialist	\$127.00/hr	Land Crew Chief	\$112.00/hr
Senior CAD Designer	\$127.00/hr	Junior Crew Chief	\$95.00/hr
CAD Designer	\$112.00/hr	Survey Tech IV	\$127.00/hr
CAD Technician	\$92.00/hr	Survey Tech III	\$112.00/hr
Design Technician	\$127.00/hr	Survey Tech II	\$97.00/hr
Architecture Draftsman	\$92.00/hr	Survey Tech I	\$87.00/hr
Designer	\$127.00/hr	Senior PLS	\$195.00/hr
GIS Manager	\$153.00/hr	PLS	\$148.00/hr
GIS Specialist	\$112.00/hr	LSI	\$127.00/hr
GIS Analyst	\$92.00/hr	Land/Marine Crew Manager	\$138.00/hr
Environmental Scientist III	\$168.00/hr	Survey Coordinator	\$122.00/hr

REIMBURSABLE ITEMS

Vehicle Travel for Project (subject to change based on IRS guidance)	IRS Rate
Transportation, Lodging + Subsistence for Out-of-Town Travel	Cost
Printing	Cost
Photographs, Telecopier, Shipping + Materials	Cost
Filing/Recording/Permitting Fees	Cost
Deposition/Trial Testimony by Principal, PE, AIA, PLS	Rate x 1.5
Subconsultant Services	Cost + 10%
Pipeline Detectors	
RD8100	\$75.00/day
Drone	\$250.00 / 1/2 Day + \$500.00 / Full Day
Hydro/Marine	
Magnetometer	\$200.00 / day
Applanix IMU	\$300.00 / day
Single Beam	\$200.00 / day
Sub-Bottom Profiler	\$650.00 / day
Side Scan Sonar	\$425.00 / day
Special Rental Equipment	Rental Cost
All-Terrain Vehicle	\$100.00 / Day
12' Aluminum Boat	\$35.00 / day
24' Crew Boat	\$550.00 - 650.00 / day
26' Crew Boat	\$650.00 - 750.00 / day

EFFECTIVE: AUGUST 2024

* ALL RATES ARE SUBJECT TO CHANGE

TERMS & CONDITIONS

ARTICLE 1 - PAYMENT FOR SERVICES

Client agrees to pay DDG for the performance of the services an amount determined as provided in attachments.

DDG shall invoice Client monthly for services performed during the prior month. DDG's invoices are due and payable net (30) thirty days from the date of the invoice. In the event payment is not received within this term, DDG retains the right to stop all work on the project. DDG stopping work does not relieve Client of payment obligations. Interest will accrue on all invoices past due more than thirty days at an interest rate of 1½ percent per month from the thirtieth day on any unpaid balance, plus attorney's fees for collections. Payment of DDG invoices is not to be contingent upon Client receiving funds from any Third-Party Source and Client's reliance on same shall not be deemed as cause for delay of payment beyond the terms herein.

If Client should question any charge on any invoice, Client shall so notify DDG within ten business days of the receipt of the invoice. If the leadership of DDG and Client are unsuccessful at resolving Client's question, then the matter may be addressed as provided in Article 9. In the event Client should question any charge on any invoice as aforesaid, Client shall nonetheless pay all amounts shown on such invoice which are not in dispute.

Reimbursable expenses (such as travel and accommodations, overnight mail and delivery services, special supplies, and other direct project charged incurred on behalf of the Client), and time required beyond the scope of the items described in Attachments A will be billed in accordance DDG's current rate sheet.

Assisting with project filing or correspondence, archiving old projects and general project organization will be billed as a function of the quoted professional services and not require additional fees. Those tasks may include preparation of various reports, transmittals, contracts, and other project related documents, including coordination with DDG staff on tasks, project status, billing, invoicing, accounts receivable and contract amendments.

ARTICLE 2 - TERMINATION

Client may terminate this contract within five days written notice for convenience. Either DDG or Client may terminate this contract for cause if the other party breaches any material provision hereof and does not cure such breach within ten days after receipt of written notice from the non-breaching party.

In the event of any termination of this contract, regardless of the cause of such termination, Client shall remain liable for the payment of all unpaid charges in accordance with the provisions of this contract for services performed prior to the effective date of termination, as well as for costs and expenses incurred and for services rendered in bringing the work to an orderly conclusion (including third party cancellation charges, if any).

ARTICLE 3 - INSURANCE

DDG shall provide, during the period when it is performing services hereunder, the following minimum insurance as applicable to its operations:

1. Workers' Compensation with statutory limits and Employer's Liability Insurance with a limit of \$1,000,000.00.
2. Comprehensive General Liability Insurance on standard bureau form with a combined single limit for bodily injury and property damage of \$2,000,000 each occurrence and \$4,000,000 general aggregate.
3. Comprehensive Automobile Liability Insurance (including owned, non-owned and hired automobiles) with a combined single limit for bodily injury and property damage of \$1,000,000 per accident.
4. Professional Liability Insurance with a combined single limit of \$3,000,000 each occurrence and \$5,000,000 aggregate.
5. If requested, DDG shall furnish certificates of insurance to Client evidencing the coverages indicated above. If the Client request to be named as an additional insured, DDG will provide a certificate evidencing the Client as additional insured if the policy allows the request.
6. DDG reserves the right to invoice Client as a reimbursable expense for the cost associated with a request to increase coverage limits for a particular project.

ARTICLE 4 - STANDARD OF CARE

DDG shall perform the services hereunder in accordance with that degree of professionalism, skill and judgment normally exercised by professional firms performing services of a similar nature. No warranties, express or implied, are made or intended by DDG with respect to the performance of services to the Client.

ARTICLE 5 - TECHNICAL DATA

It is understood that certain electronic files may be transferred between DDG and Client as an aid in the exchange of information during the design process. Such electronic files shall not be regarded as the final product. Hard copies of the final, sealed originals of completed drawings shall govern over electronic files.

Copies of all information, data, designs, plans, drawings, and specifications developed by DDG exclusively for the project and supplied or delivered to Client pursuant to this contract shall be the property of DDG. DDG grants Client a license to utilize the technical data for the purpose of the project pursuant to this contract assuming payments to DDG are in accordance with this agreement. The reuse or modification of these documents by the Client or a third party related to the Client without consent of DDG is prohibited. Client shall indemnify and hold DDG harmless from all claims, damages and expenses including attorney's fees, arising out of the Client's reuse without the permission of DDG.

ARTICLE 6 - ADDITIONAL SERVICES

DDG shall be entitled to additional compensation in the event (i) changes occur in services as requested or approved by Client, (ii) delays or changes in Client provided information or inaccuracies or deficiencies therein which affect services, (iii) changes to laws, codes, regulations or any other federal, state or local requirements or the requirements of any authority having authority to issue permits required for the project which affect services, and (iv) acts of God and any other events outside of DDG's reasonable control.

ARTICLE 7 - PROJECT SCHEDULES

Once DDG has received a fully executed contract, DDG will work towards completion of the project on an agreed upon schedule with the Client. It is acknowledged by DDG and Client that the project schedule is dependent upon factors and entities beyond the control of DDG or the Client, therefore, as the project progresses DDG and the Client shall collectively analyze and review the progression of the project. Additional time to complete DDG's task under the contract will be granted when third party decisions warrant additional time. Also, it is acknowledged between DDG and the Client the timeliness of reviews and approvals from permitting and approval authorities having jurisdiction over DDG's work may cause the project schedule to be compromised and DDG cannot be held responsible for this uncontrollable condition. Certain aspects outside of DDG's control may impact the project schedule, and therefore DDG is not guaranteeing or warranting strict compliance with any schedule. DDG and its Client are aware that many factors outside of DDG's control may affect DDG's ability to complete the services to be provided under the Terms and Conditions and that DDG will perform its services with reasonable diligence and expediency consistent with sound professional practices.

ARTICLE 8 – OPINIONS OF PROBABLE COST

DDG acknowledges Client may request DDG to assist with the development of an opinion of probable cost for the project. DDG will utilize experience with other similar projects to develop an opinion of probable cost, however, it shall be understood by Client actual cost to construct the project may vary significantly from DDG's opinion. Factors which may affect this opinion include but are not limited to local market conditions, availability of required material and trades and time of year the project is put out to bid among other potential factors. If the Client requires more assurance as to the actual cost of the project, Client shall consult with a construction estimating specialist.

ARTICLE 9 – DISPUTE RESOLUTION

Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to good faith meeting between Client and DDG leadership within 15 days of a claim, dispute, etc. If no Agreement is reached, then the parties hereby agree to mediation as a condition precedent to litigation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the jurisdiction of where the Project is located unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. Claims, disputes, and other matters that are not resolved by mediation shall be the subject to and decided by litigation unless the parties mutually agree otherwise.

ARTICLE 10 - ENTIRE AGREEMENT

This document constitutes the entire agreement between DDG and Client with respect to the services and supersedes all prior written and oral statements, commitments, and undertakings with respect to the services. It is understood and agreed that (a) there are no representations or warranties of any kind except as expressly set forth herein and (b) no waivers or revisions to this contract shall be effective unless made in writing and signed by an authorized representative of each party.

No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and DDG. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supersedes all previous agreements, arrangements, or understandings between the parties whether written or oral in connection with or incidental to the Project.

ARTICLE 11 - GOVERNING LAW AND SEVERABILITY

This contract shall be governed, administered and interpreted in accordance with the laws of the State of Louisiana, excluding its conflict of law provisions.

If any word, phrase, clause, article, or other provision of this contract is adjudicated or found to be unenforceable, the said word, phrase, clause, article, or other provision shall be deleted or modified, as necessary to render all the remainder of this contract valid and enforceable. All such deletions or modifications shall be the minimum necessary to affect the foregoing.

ARTICLE 12 – LIMITATION OF LIABILITY

Based on the fees of service by DDG and the relative risk and benefits to the Client and DDG, the Client agrees to the following:

1. In recognition of the relative risks and benefits of the project to both the Client and DDG, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the consultant and DDG's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert-witness fees and costs, so that the total aggregate liability of DDG and DDG's officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$50,000, or DDG total fee for services rendered on this project, whichever is lessor. It is intended that this limitation apply to all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
2. This shall apply to any claims arising from the Client or anyone associated with the Client due to claims against DDG, including but not limited to for negligence and professional errors and omissions.
3. Under no circumstances shall DDG be liable for lost profits, costs associated with delays in the project due to changed conditions or for cost associated with the means and methods of the contractor or his failure to perform the work in accordance with the construction documents.

ARTICLE 13 – HEADINGS

The headings preceding the text of the several articles hereof are inserted for convenience of reference and shall not constitute part of this contract nor affect its meaning, content, effect, nor be referred to in any interpretation thereof.

ARTICLE 14 – DESCRIPTION OF CLIENT:

The Client confirms and agrees that the Client has authority to enter into this Agreement on its own behalf and on behalf of all parties related to the Client who may have an interest in the Project.

ARTICLE 15 – COUNTERPARTS

This contract may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall be but one and the same document.

ARTICLE 16 – DDG PERSONNEL RESPONSIBILITY/CONSTRUCTION ACTIVITIES

The following are basic responsibilities of DDG:

(I) DDG shall not have control over, charge of, or responsibility for the contractors' construction means, methods, techniques, sequences, procedures, or safety programs in connection with the construction activities. (II) DDG is not responsible for the contractor's failure to perform the construction activities. (III) DDG shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing construction activities on the project. (iv) DDG cannot reject work performed at the construction site but is obligated to recommend the rejection of poor-quality work to the Owner when condition of said work is reasonably obvious (v) Review of all major material submittals and fabrication shop drawings is for general compliance. The contractor is responsible for compliance with the contract documents despite any submittal review response or comments.

ARTICLE 17– FIELD OBSERVATIONS/SAFETY

If the scope of services in the proposal includes construction field observations, DDG shall visit the project site at intervals appropriate to the stage of construction or as agreed to in writing by the Client and DDG, in order to observe the general progress and quality of the work completed by the contractor. Such visits and observations are not intended to be an exhaustive check or a detailed inspection of the contractor's work but rather are to allow DDG to become generally familiar with the work in progress and to determine in general if the work is proceeding in accordance with the contract documents.

Should DDG provide construction field observations at the job site during construction, Client agrees that, in accordance with the generally accepted construction practice, the contractor will be solely and completely responsible for working conditions on the job site, including the safety of all persons and property during the performance of the work, and for compliance with OSHA regulations. These requirements will apply continuously and will not be limited to normal working hours. Any monitoring of the contractor's procedures conducted by DDG does not include review of the adequacy of the contractor's safety measures in, on, adjacent to, or near the construction site.

04 ADDITIONAL DOCUMENTS

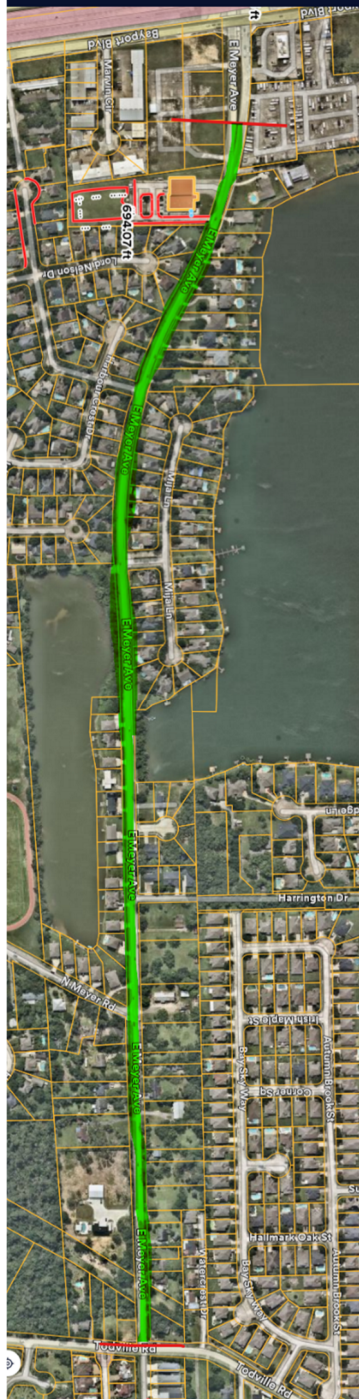


Figure 1: East Meyer Avenue Project Limits



Agenda Briefing

Date of Meeting: August 19, 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 a first and final reading of Ordinance 2025-16, Fiscal Year 2025 Budget Amendment No. 5.

Executive Summary / Background:

The Seabrook Fire Station has experienced ongoing issues with its original HVAC system installed at the time of construction. Several years ago, the City contracted work to upgrade the dorm room air conditioning and address primary HVAC concerns.

Recently, the upgraded dorm room units, combined with the existing building construction, created an indoor dew point condition that resulted in mold growth at a rate beyond the capability of routine building maintenance to control. For the safety of personnel, all fire station staff were relocated, and emergency remediation services were engaged immediately.

A claim was submitted to the City's insurance carrier; however, coverage was denied based on the specific circumstances of the loss. All remediation work has now been completed as an emergency expenditure.

F

Funding / Fiscal Information:

Financial Impact:

- **Emergency Remediation Services (Completed):** \$15,000

- **Repairs to Dorm Rooms & Hallway (Quoted): \$22,492**
Scope of work includes sheetrock replacement, ceiling painting, baseboards, sealing, insulation, and flooring for all four dorm rooms and hallway entry.

Total Unanticipated Expenditures: \$37,492

Supporting Materials Attached:

1. Ord 2025-16 Budget Amendment No 5 FY2025 Fire Station Repairs
2. Attachment A FY25 Budget Amendment No 5

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

Staff recommends approval of a FY2025 budget amendment to fund the unanticipated costs associated with the emergency remediation and necessary repairs to the Seabrook Fire Station dormitory areas.

**CITY OF SEABROOK
ORDINANCE NO. 2025-16**

**AMENDMENT NO. 5
AMENDING THE BUDGET FOR THE FISCAL YEAR
BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025
FOR CITY DEPARTMENT ENCUMBRANCES**

AN ORDINANCE AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025 BY AUTHORIZING CERTAIN ADDITIONS IN THE AMOUNT OF \$38,000.00 FOR GENERAL FUND; AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO FACILITATE THE CHANGES IDENTIFIED; AND FINDING AVAILABLE UNENCUMBERED FUNDS FOR THE SUPPLEMENTAL APPROPRIATION AND/OR RESERVE REDUCTION.

WHEREAS, the City Council of the City of Seabrook Approved Budget Ordinance 2024-19 on September 24, 2024; and

WHEREAS, the City Council is authorized by law to make changes in the City budget for supplemental appropriations or reductions, and;

WHEREAS, the City Manager has certified there are unencumbered fund balances available for appropriation in excess of those appropriated for specific expenditures in the budget for supplemental appropriation and/or transfer; and

WHEREAS, such expenditures will occur subsequent to the adoption of the 2024/25 budget and will require formal appropriations; and

WHEREAS, said amendments are necessary to appropriate funds to repair work for the Seabrook Fire Station, 1850 E. Meyer, for emergency remediation and renovation building repair work because of HVAC issues; and

WHEREAS, the City Council finds it in the public interest to amend the total Fiscal Year 2024/25. Operating Budget for the General Fund by adjusting various budget accounts as outlined in **Exhibit "A"**

WHEREAS, the City Council of the City of Seabrook finds and determines that this budget amendment complies with all requirements under its Charter and laws;

THIS SPACE INTENTIONALLY LEFT BLANK

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

THAT, the 2024/25 Adopted Budget for the City of Seabrook for the period beginning on October 1, 2024 and ending on September 30, 2025 is hereby amended by decreasing and increasing various funds and department line items in the total amount of \$38,000.00 as set out in **Exhibit “A”, Budget Amendment #5** to FY 2025 attached hereto and incorporated herein.

PASSED, AND APPROVED with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10, on first and final reading this **19th day of August, 2025.**

James J. Sweeney
Mayor

ATTEST:

Rachel Lewis, TRMC
City Secretary

APPROVED AS TO FORM:

David Olson
City Attorney

2025-16 Budget Amendment #5
General Fund and Carothers Fund

Attachment A

AMENDMENT NO. 5 TO THE BUDGET OF THE CITY OF SEABROOK, TEXAS FOR THE FISCAL YEAR 2024-25

Department	Fund	General Ledger Account Number	General Ledger Account Name	Expenditure Budget Amendment Description	2024-25 Budget	Amendment Amount	2024-25 Amended Budget
	General	230-6050	Facility	HVAC Mold Remediation	\$ -	\$ 38,000	\$ 38,000
	General	001-2000	Budgetary Fund Balance	Reserves used to fund amended items		\$ (38,000.00)	\$ (38,000)
Total General Fund Amendment							\$ 38,000



Agenda Briefing

Date of Meeting: August 19, 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 acceptance of the Citywide Ad Hoc Signage Committee Report.

Executive Summary / Background:

The Ad Hoc Committee for Citywide Signage was established by City Council to review the City's signage program, evaluate existing conditions, and provide recommendations for a cohesive, consistent, and community-reflective signage strategy. The committee's work included reviewing existing signage inventory, evaluating the 2017 Master Branding Plan, conducting field observations, and gathering feedback on design and placement priorities.

The committee has now completed its work and is submitting its final report and recommendations to City Council. The report reflects that the logical next step is to move forward with engaging a design consultant, utilizing the drawings and concepts outlined in the 2017 Master Branding Plan as a starting point. This will allow the City to advance toward implementation while building upon prior work and investments.

However, the committee emphasized that certain elements of the 2017 plan—particularly the gateway sign designs—were too conceptual and do not fully reflect the character, culture, and identity of the Seabrook community. The report recommends that additional design development be undertaken, including expanded stakeholder and community input, to ensure the final designs resonate with residents and visitors and create a sense of place.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Citywide Signage Committee Report 8-19-25 (2)

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.

CITYWIDE SIGNAGE COMMITTEE

REPORT TO CITY COUNCIL



19 August 2025

Executive Summary

The Ad Hoc Committee for Citywide Signage was established by Resolution No. 2025-14 to evaluate existing signage throughout Seabrook, identify community needs, and develop recommendations for City Council consideration. Over the course of multiple meetings, committee members conducted field observations, gathered photographic examples, discussed city branding and navigational needs, and prioritized areas for signage improvements.



We respectfully submit the following recommendations for your consideration.

RUSSELL HATFIELD
CHAIR

JESSICA KUHLMAN
VICE-CHAIR

MEMBERS:
JIM SWEENEY
KELLYANNETTE ALSPAUGH
JOHN COGGESHALL
JENNIFER PITTS
BROOKE VILLANUEVA
DIANE GOW

Overall Signage Vision and Goals

The Committee recommends that the City pursue a Citywide Signage Master Plan that:

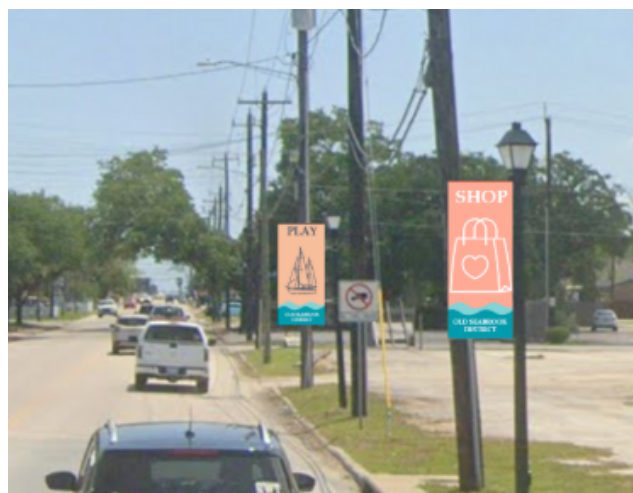
- Reflects Seabrook's coastal character and community identity
- Improves wayfinding for both residents and visitors
- Ensures consistency in design, materials, and messaging across all signage types
- Enhances safety for pedestrians, cyclists, and motorists
- Integrates Seabrook's current branding and color palettes
- Contributes to beautification and economic development efforts



Priority Signage Types and Locations



- **Citywide Logo Banners - Immediately**
- Gateway / Entry Signs
- District Identity Signage
- Wayfinding Signage (Vehicular & Pedestrian)
- Parks & Trail Signage
- City Facility Signage



Sign Type Recommendations

Citywide Logo Banners

- Banners added to existing light poles and/or other structures already in place

Gateway / Entry Signs

- Key entry corridors into Seabrook (e.g., SH 146, Repsdorph, NASA Parkway)
- Monument-style signage with strong visual identity
- Incorporate landscaping and lighting for high visibility

District Identity Signage

- Unique branding for Old Seabrook, The Point, and other key districts
- Enhance sense of place and support economic development
- Consistent materials and style while allowing for unique district features

Wayfinding Signage (Vehicular & Pedestrian)

- Clear directional signage to:
 - Parks and trails
 - Waterfront and marinas
 - Public parking areas
 - Major city facilities
- Emphasis on pedestrian-scale signage in walkable areas

Parks & Trail Signage

- Trail names, distances, and interpretive panels for:
 - Seabrook trails system
 - Birding and nature areas
- Consistent design with city branding

City Facility Signage

- Standardized signage for:
 - City Hall
 - Police Station
 - Public Works
 - Community House and other public facilities
- Ensure accessibility and compliance with ADA standards

RECOMMENDED PHASING APPROACH

**THE COMMITTEE
RECOMMENDS PHASING
SIGNAGE IMPROVEMENTS AS
FOLLOWS:**

PHASE 1 – HIGH-IMPACT PRIORITIES

- GATEWAY/ENTRY SIGNS*
- DISTRICT IDENTITY SIGNS



RECOMMENDED PHASING APPROACH

IMMEDIATE MAINTENANCE NEEDS

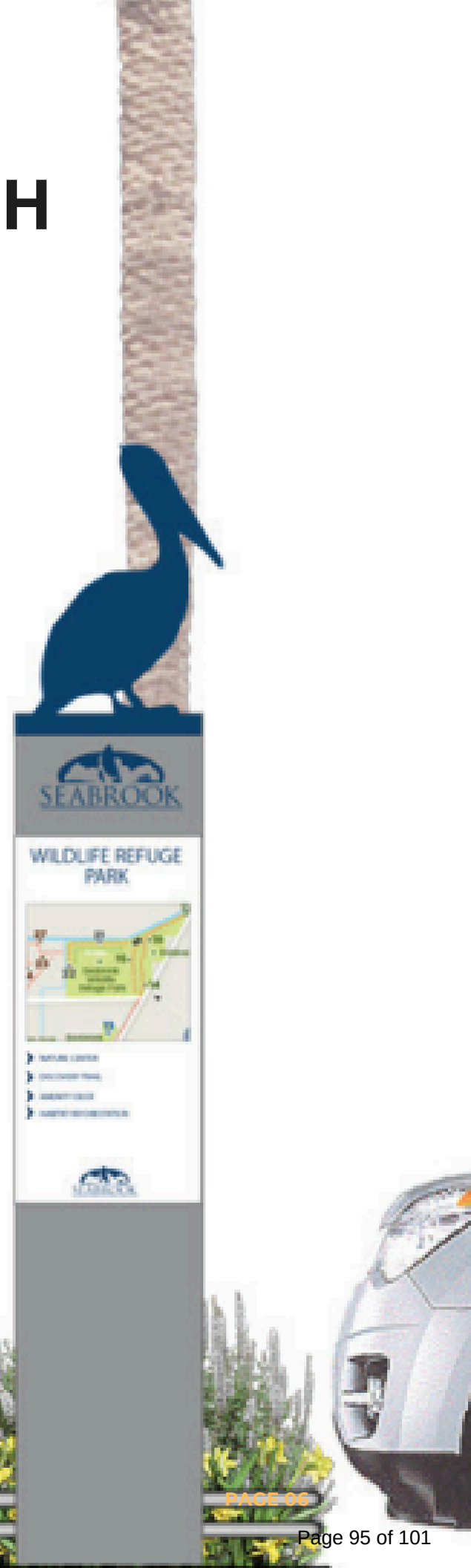
- Replace or repair damaged or outdated signage as identified during committee fieldwork



RECOMMENDED PHASING APPROACH

PHASE 2 – WAYFINDING SYSTEM

- Citywide wayfinding for vehicles and pedestrians



RECOMMENDED PHASING APPROACH

PHASE 3 – PARK, TRAIL, AND FACILITY SIGNAGE

- Enhance visitor experiences and community pride

Engagement of a Professional Signage Consultant

GIVEN THE COMPLEXITY OF CITYWIDE SIGNAGE PLANNING, THE COMMITTEE STRONGLY RECOMMENDS THE CITY ENGAGE A PROFESSIONAL SIGNAGE AND WAYFINDING CONSULTANT TO:

- CONDUCT A COMPREHENSIVE INVENTORY AND ASSESSMENT OF EXISTING SIGNAGE
- USE MOCKUPS FROM THE **2017 BRANDING AND MASTER PLAN** AS A STARTING POINT TO DEVELOP COHESIVE DESIGN STANDARDS AND PROTOTYPES
- PROVIDE COST ESTIMATES AND PHASING PLANS
- ENSURE COMPLIANCE WITH APPLICABLE REGULATIONS (TXDOT, ADA, ETC.)
- PRODUCE VISUAL CONCEPTS AND POTENTIAL BRANDING INTEGRATIONS
- SUPPORT COMMUNITY ENGAGEMENT AND PUBLIC FEEDBACK



Preliminary Scope of Work for Consultant

The Committee suggests the City's Request for Qualifications (RFQ) or Request for Proposals (RFP) for a signage consultant include, at a minimum:

- Existing conditions assessment and inventory
- Additional Concepts for Gateway and District Entry Signs *2017 Plan Concepts are **not** recommended
- Community engagement and stakeholder workshops
- Design guidelines for sign families and materials
- Preliminary conceptual designs and location plans
- Phasing plan and budget estimates
- Recommendations for maintenance and long-term sustainability
- Coordination with existing city branding and future infrastructure projects

Conclusion

City Council,

Seabrook's signage is critical not only for navigation and safety but also for showcasing the City's identity and enhancing its appeal to residents, businesses, and visitors.

The Committee believes a comprehensive, professionally guided approach will ensure long-term value and consistent aesthetics citywide.

We thank you for the opportunity to contribute to this important effort and stand ready to support the next steps as needed.

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 27	28	29	30	31	Aug 1	2
3	4	5 6:00pm City Council Meeting (City Hall)	6	7 5:00pm Open Space and Trails Committee Meeting (Public Works Facility)	8	9 6:00pm Movie Night at Meador Park
10	11	12	13	14 6:00pm Seabrook Economic Development Board of Directors Meeting	15	16
17	18	19 5:00pm Special City Council Meeting (City) 6:00pm Regular City Council Meeting (City)	20	21 6:00pm Seabrook Planning & Zoning Commission Meeting (Council Chamber)	22	23
24	25	26	27 6:30pm Volunteer Appreciation Dinner (Community House)	28	29	30
31	Sep 1	2	3	4	5	6

September 2025

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 31	Sep 1	2 6:00pm Regular City Council Meeting (City Hall)	3	4 5:00pm Open Space and Trails Committee Meeting (Public Works Facility)	5	6
7	8	9	10	11 6:00pm Seabrook Economic Development Board of Directors Meeting (Council Chamber)	12	13 10:00am Kids' Fish
14	15	16 6:00pm Regular City Council Meeting (City Council Chamber)	17	18 6:00pm Seabrook Planning & Zoning Commission Meeting (Council Chamber)	19	20
21	22	23 6:00pm SPECIAL COUNCIL MEETING - Final Adoption FY26 (Council Chambers)	24	25	26	27 8:00am Seabrook Saltwater Derby
28	29	30	Oct 1	2	3	4