



**SEABROOK CITY COUNCIL
NOTICE OF REGULAR CITY COUNCIL MEETING
TUESDAY, AUGUST 18, 2026 - 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 18, 2026 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. PRESENTATIONS

1.1 Presentation by Gulf Coast Protection District (GCPD) *Natalia Alanis, Community Relations Specialist*

1.2 Presentation to recognize the Seabrook Rotary Club for their donation to the City of Seabrook for the refurbishment of the Miramar Rotary Pavilion. *Scott Stillman, Seabrook Rotary*

2. 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. Any disruptive or abusive behavior will result in the removal of the speaker from the Council chamber.

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

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

2.2 City Manager update and report to City Council on various items that require no action, including Seabrook Boards and Commissions, Transportation Projects, Capital Projects, and other city projects.

3. CONSENT AGENDA

3.1 Approve the minutes of the August 4, 2026 and August 5, 2026 City Council Meetings.

4. NEW BUSINESS

4.1 Consider and take all appropriate action on Resolution 2026-14 adopting a Code of Ethics and Conduct for City of Seabrook Boards, Commissions, Committees, and Corporations. *Jim Sweeney, Mayor of Seabrook, Angela Cervantes, At-Large Position 4*

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, ADOPTING A CODE OF ETHICS AND CONDUCT FOR MEMBERS OF CITY OF SEABROOK BOARDS, COMMISSIONS, COMMITTEES, AND CORPORATIONS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

4.2 Consider and take all appropriate action on Resolution 2026-15 approving the City of Seabrook Investment Policy.

A RESOLUTION ADOPTING THE INVESTMENT POLICY FOR THE CITY OF SEABROOK IN ACORDANCE WITH STATE LAW AND THE PUBLIC FUNDS INVESTMENT ACT (PFIA).

4.3 Consider and take all appropriate action on Resolution 2026-16 approving an Interlocal Cooperation Contract between the City of Seabrook, Texas Municipal Court and the Texas Department of Public Safety for use of the Texas Conviction Reporting (TXCR) system, and authorizing the City Manager to execute the Contract on behalf of the City. *Cristina Duran, Director of Municipal Court*

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, APPROVING AN INTERLOCAL COOPERATION CONTRACT BETWEEN THE CITY OF SEABROOK, TEXAS (MUNICIPAL COURT) AND THE TEXAS DEPARTMENT OF PUBLIC SAFETY FOR USE OF THE TEXAS CONVICTION REPORTING (TXCR) SYSTEM, PURSUANT TO CHAPTER 791, TEXAS GOVERNMENT CODE; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT; AND PROVIDING AN EFFECTIVE DATE.

4.4 Consider and take all appropriate action on Resolution 2026-17 authorizing an increase in the suggested voluntary donation to support the Public Safety Task Force from \$3 to \$5. *Gayle Cook, City Manager*

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, INCREASING THE SUGGESTED VOLUNTARY MONTHLY CONTRIBUTION TO THE PUBLIC SAFETY FUND FROM THREE DOLLARS (\$3.00) TO FIVE DOLLARS (\$5.00); ADOPTING AMENDED AND RESTATED POLICIES AND PROCEDURES FOR THE PUBLIC SAFETY FUND; UPDATING THE ELIGIBLE DEPARTMENT LIST TO INCLUDE THE SEABROOK EMERGENCY MEDICAL SERVICES (EMS)

DEPARTMENT; PROVIDING FOR ADMINISTRATION, ACCOUNTING, IMPLEMENTATION, SEVERABILITY, AND AN EFFECTIVE DATE; AND SUPERSEDING RESOLUTION NO. 2012-01.

4.5 Consider and take all appropriate action on the approval of Task Order # 6 with Duplantis Design Group (DDG) under the Professional Services Agreement (PSA) in an amount not to exceed \$135,120.00 to design CIP S-33 1st Street Reconstruction Project, and authorize the City Manager to execute the amendment and all associated documents. *Jesus Olivo, Assistant Public Works Director*

4.6 Consideration and possible action to designate the City's annual Fourth of July Kids' Parade as "The Nancy Jones Kids' Parade." *Gayle Cook, City Manager*

4.7 Consider and take all appropriate action regarding the property and structure at 3709 NASA Parkway, including consideration of the desired disposition, use, or other action. *Gayle Cook, City Manager*

5. EXECUTIVE SESSION

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

551.072 Deliberate and consider the purchase, exchange, lease or value of real property located in the City of Seabrook, Texas;

551.071 Consultation with attorney regarding legal matters.

6. OPEN SESSION

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

7. ROUTINE BUSINESS

7.1 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 Wednesday, August 12, 2026, no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Rachel Lewis, TRMC







**MEETING MINUTES
AUGUST 4, 2026**

**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, Jared Sessum, Angela Cervantes, Summer Sanford, Melanie Deemer, Guy Rodgers, Byron Hanssen. Also in attendance were: City Manager Gayle Cook, City Secretary Rachel Lewis, and Deputy City Manager Sean Landis. Pledges were conducted.

1. BOARDS AND COMMISSIONS

1.1 Consider and take all appropriate action on the appointment of a member to the Planning & Zoning Commission for a term to expire on December 31, 2028.

Councilmembers Cervantes and Rodgers recommended Robert Zeller for appointment.

Motion:	To Approve Robert Zeller for appointment
Made By:	At-Large Position 4 Cervantes
Seconded By:	At-Large Position 1 Rodgers
Vote:	Passed with Councilmembers Rodgers, Sessum, Hanssen, Cervantes, and Deemer voting in favor, and Councilmember Sanford voting opposed.

2. PRESENTATIONS

2.1 Presentation of the 2026 event report by Keels & Wheels.

Patty Eng with Keels & Wheels presented the post-event report. She presented an overview and special features of the event. She stated there were 6000 attendees who came from 50 miles or more from 30 different states. She went over the marketing, HOT Fund expenditures, and sponsors. She also discussed the hotel impact.

2.2 Presentation of the quarterly report by the Seabrook Volunteer Fire Department.

Assistant Chief Andy Castiglione with the Seabrook Volunteer Fire Department presented the report. He reported that the SVFD:

- Responded to 216 calls with an average response time of 5 minutes and 3 seconds
- 60% of calls were emergency medical service calls
- Approximately 80% of membership hold a Texas Department of State Health Services Certification
- Responded to 8 fire calls and 7 water rescues

3. PUBLIC COMMENTS AND ANNOUNCEMENTS

Amy Cerafatti	1511 Palo Duro Canyon Dr., League City, TX	PUD
Celeste Rudd	2537 Wild Oak Forrest, Seabrook, TX	PUD
Ed Klein	2529 Du Lac Trace, Seabrook, TX	PUD
Melanie Bentley	1434 Cottage Cove Ct., Seabrook, TX	PUD
Jeff Gillis	2309 Water Way, Seabrook, TX	PUD
Kevin Lilly	1825 Wallington Ln., Seabrook, TX	PUD
Kelly Stewart	2510 Hollybrook, Seabrook, TX	PUD
Jeremiah Marichalar	2510 Hollybrook, Seabrook, TX	PUD and Economic Development
Joe Machol	Seabrook, TX	Pool Contract
Gary Renola	4530 Tharp, Seabrook, TX	PUD
Billy Henry	4428 Shady Lake Drive, Seabrook, TX	PUD
Scott Reynolds	3918 Breezey, Seabrook, TX	PUD
Veronica Braumbugh	229 Le Beau Ln., Seabrook, TX	PUD

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

Councilmember Deemer announced the following events:

Movie Night at Meador Park on August 8, 2026

Community Open House on August 12, 2026

Pelican Bay Ribbon Cutting on August 22, 2026

Bingo With Badges on August 28, 2026

3.2 City Manager update and report to City Council on various items that require no action, including Seabrook Boards and Commissions, Transportation Projects, Capital Projects, and other city projects.

City Manager Gayle Cook updated Council on the following:

- Boards and Commissions
- Community Open House on August 12, 2026
- Sound Study — Rail Spur
- Pine Gully Pier
- East Meyer Project CIP S26
- EMS and EOC Building FAC25
- Demolition of Wastewater Plant WW19
- Bayside Park CIP #P26

- Pelican Bay Pool CIP #P24
- Rural Street Preventive Maintenance

4. CONSENT AGENDA

4.1 Approve the minutes of the July 21, 2026 Regular City Council Meeting

Motion:	To Approve the Consent Agenda
Made By:	At-Large Position 6 Sanford
Seconded By:	At-Large Position 1 Rodgers
Vote:	Passed unanimously by all present

5. NEW BUSINESS

5.1 Consider and take all appropriate action on the approval of North Meyer Avenue Amendment #1 to Task Order # 3 with Duplantis Design Group (DDG) under the Professional Services Agreement (PSA) in an amount of \$5,000 to add TxDOT permitting to the original engineering contract and authorize the City Manager to execute the amendment and all associated documents.

Motion:	To Approve
Made By:	At-Large Position 3 Hanssen
Seconded By:	At-Large Position 5 Deemer
Vote:	Passed unanimously by all present

5.2 Consider and take all appropriate action on the ratification of a performance agreement to assist with Commercial Façade Improvements at 2120 NASA Parkway between Omkar Group Seabrook, LP dba SpringHill Suites by Marriott – Seabrook and the Seabrook Economic Development Corporation in the amount not to exceed \$40,000.00.

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

5.3 Consider and take all appropriate action on Task Order #5 for professional design services under the Master Professional Services Agreement (PSA) between the City of Seabrook and Duplantis Design Group (DDG) for the drainage analysis of Baywood Drive and Pine Gully Road and the development of improvement projects in an amount not to exceed \$50,000 and authorize the City Manager to execute all associated documents.

Motion:	To Approve
Made By:	At-Large Position 5 Deemer
Seconded By:	At-Large Position 3 Hanssen
Vote:	Passed unanimously by all present

6. OLD BUSINESS

6.1 Consider and take all appropriate action on the acceptance and approval of the Annual Comprehensive Financial Report and Single Audit for Fiscal Year 2024-2025, conducted by Whitley Penn, LLP.

Motion:	To Approve
Made By:	At-Large Position 3 Hanssen
Seconded By:	At-Large Position 1 Rodgers
Vote:	Passed unanimously by all present

Motion:	To Amend the motion to Include a requirement for staff to report to Council on a quarterly basis regarding efforts in completing the new procurement standard operating procedures.
Made By:	Mayor of Seabrook Sweeney
Seconded By:	At-Large Position 5 Deemer
Vote:	Passed unanimously by all present

6.2 Consider and take all appropriate action on a request for approval of a Preliminary Planned Unit Development (Preliminary PUD) to create a Local Support Multi-Tenant Distribution Center, consisting of an approximately 464,400 square foot warehouse and an approximately 205,200 square foot warehouse.

Members of Council discussed a list of changes to be made to the Preliminary Planned Unit Development (Preliminary PUD) to include:

- City restrictions on hazardous materials handling and storage
- Per City Regulations, Restrict shipping containers to containers on truck only for delivery or pickup with no stacked storage containers
- Consider using the C-1 zone as the development setback- approximately 278 feet.
- Delay groundbreaking until the Port Southern Access Road construction is completed, including the new 146 intersection.
- Once project is completed, ensure no truck traffic onto RedBluff/Todville through proper signage and GPS directions.
- Plant mature trees in the new planting areas.
- Utilize proper fencing and, if possible, move the fencing closer to inside of the property to allow for an animal crossing areas and trail path for residents.
- Add Wing Walls to reduce the southward sound leakage.
- Add all of the Planning & Zoning Commission recommendations.
- Investigate reduction of lighting after dark to avoid light leakage.

- Investigate possible green space on the rooftop to avoid interfering with migratory bird patterns.

Motion: To Approve a Preliminary Planned Unit Development
Made By: At-Large Position 5 Deemer
Seconded By: At-Large Position 1 Rodgers
Vote: **Passed** with Councilmembers Rodgers, Sessum, Hanssen, Deemer, and Sanford voting in favor, and Councilmember Cervantes voting opposed.

Motion: To Amend the motion with changes listed
Made By: At-Large Position 6 Sanford
Seconded By: At-Large Position 2 Sessum
Vote: **Passed** unanimously by all present.

7. EXECUTIVE SESSION

Mayor Sweeney stated No Executive Session would be held.

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

551.072 Deliberate and consider the purchase, exchange, lease or value of real property located in the City of Seabrook, Texas;

8. OPEN SESSION

No Closed Session was held.

9. ROUTINE BUSINESS

9.1 Establish future meeting dates and agenda items.

Mayor Sweeney asked Council if they would be available for a 5:00 pm joint meeting with the Parks & Trails Committee on August 18, 2026. A quorum of Council stated they would be in attendance.

Deputy City Secretary Mandy Morales informed Council of the Special City Council Workshop on August 5, 2026, at 6:00 pm, a Regular City Council meeting on August 18, 2026, at 6:00 pm and a Special City Council meeting on August 19, 2026, at 6:00 pm.

There being no further business, Mayor Sweeny adjourned the meeting at 8:43 p.m.

Signature Page:

APPROVED: _____
Jim Sweeney
Mayor

DATE: _____

ATTEST: _____
Rachel Lewis, TRMC
City Secretary



**MEETING MINUTES
AUGUST 5, 2026**

**SEABROOK CITY COUNCIL
SPECIAL CITY COUNCIL BUDGET WORKSHOP**

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, Jared Sessum, Angela Cervantes, Summer Sanford, Melanie Deemer, Guy Rodgers, and Byron Hanssen. Also in attendance were: City Manager Gayle Cook, City Secretary Rachel Lewis, and directors from all City departments. Pledges were conducted.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no citizen comments.

2. WORK SESSION

2.1 Discussion and Comprehensive Review of the Proposed Fiscal Year 2026-2027 Annual Budget

City Council will conduct an in-depth review and discussion of the proposed Fiscal Year 2026-2027 Budget, with a focus on all major financial components of the municipal government. This work session will include presentation and evaluation of projected revenues and expenditures, departmental funding needs, and strategic priorities to ensure fiscal responsibility and alignment with City goals. Specific areas of discussion will include:

- a. General Fund – Overview of operating revenues and expenditures, department budgets, personnel costs, and other general governmental activities**
- b. Enterprise Fund – Review of utility fund including water, wastewater, and sanitation**
- c. Special Revenue and Dedicated Funds – Review of restricted funds such as grants, hotel occupancy tax (HOT), and other program-specific funding sources**
- d. Capital Improvement Program (CIP) – Review of multi-year infrastructure investments and capital projects, including funding sources**

City Manager Gayle Cook presented the proposed Fiscal Year budget and Strategic Plan, providing an overview of all City funds and the key dates associated with the budget development and adoption process.

She reviewed projected revenues and significant revenue changes for the upcoming fiscal year. She explained that the City receives approximately 22 percent of residents' total property tax bills and noted a reduction in property values, the requirement to adopt the no-new-revenue tax rate, and a decrease in business tax revenue resulting from recent state legislation.

She then reviewed the proposed expenditures, highlighting employee step increases, health insurance costs, and property insurance premiums. Ms. Cook also presented the City's fund balance reserves and discussed the major budget items and anticipated expenditures for each department.

During discussion, Council requested that the proposed budget include an additional \$3,500 for Council training and dues to account for increased costs. Council also requested information regarding a potential 2.5 percent increase to water utility rates and the use of an outside agency to identify and collect short-term rental (STR) information.

3. ADJOURN MEETING

Hearing no further business, Mayor Sweeney adjourned the meeting at 7:39 pm.

APPROVED:

Jim Sweeney
Mayor

DATE: _____

ATTEST:

Rachel Lewis, TRMC
City Secretary



Agenda Briefing

Date of Meeting: August 18, 2026

Responsible Department: City Secretary's Office

Presenter: Jim Sweeney, Mayor of Seabrook, Angela Cervantes, At-Large Position 4

Briefing Prepared By: Rachel Lewis

Strategic Focus Area:

General Information:

Consider and take all appropriate action on Resolution 2026-14 adopting a Code of Ethics and Conduct for City of Seabrook Boards, Commissions, Committees, and Corporations.

Executive Summary / Background:

The proposed **Boards, Commissions, Committees, & Corporations Code of Ethics & Conduct** applies the same principle of clear expectations to the City's appointed officials.

Board and commission members perform an important role in City government. They advise the City Council, consider matters affecting residents and applicants, and perform responsibilities assigned by state law, the City Charter, ordinances, resolutions, and adopted bylaws. Because these members act in an official capacity on behalf of the City, the public's confidence in these bodies depends upon members conducting themselves with integrity, professionalism, fairness, and respect.

A separate Code of Ethics & Conduct for appointed officials is important because it:

- **Establishes consistent expectations.** Members are provided clear standards regarding professionalism, civility, conflicts of interest, meeting decorum, confidentiality, attendance, social media, and interactions with City staff and the public.
- **Clarifies the role of boards and commissions.** Unless authority is specifically granted by law, Charter, ordinance, or resolution, boards and commissions generally serve in an advisory capacity. The proposed Code makes clear that City Council remains the City's policy-making authority and that appointed bodies should operate within the authority assigned to them.
- **Protects the City and its decision-making process.** Members are expected to base recommendations and decisions on applicable law, facts, adopted policies, the record before them, and the best interests of the City rather than personal

relationships, financial interests, political pressure, or outside influence.

- **Provides guidance to appointed members.** Many residents who volunteer for boards and commissions may be serving in municipal government for the first time. A written Code gives every member the same understanding of responsibilities and expectations from the beginning of their service.
- **Promotes public confidence.** Clear standards demonstrate that individuals appointed to represent the City are expected to conduct City business ethically, professionally, transparently, and respectfully.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Resolution 2026-14
2. Board & Commission Code of Ethics & Conduct

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

RESOLUTION NO. 2026-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, ADOPTING A CODE OF ETHICS AND CONDUCT FOR MEMBERS OF CITY OF SEABROOK BOARDS, COMMISSIONS, COMMITTEES, AND CORPORATIONS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Seabrook recognizes that members appointed to serve on the City's boards, commissions, committees, and corporations perform an important public service and are entrusted with the responsibility of representing the interests of the citizens of Seabrook; and

WHEREAS, maintaining the public's confidence in local government requires that appointed members conduct themselves with integrity, professionalism, fairness, respect, and accountability in the performance of their duties; and

WHEREAS, the City Council finds that establishing a uniform Code of Ethics and Conduct will promote ethical decision-making, encourage public trust, provide consistent expectations for appointed members, and support the effective operation of the City's advisory and governing bodies; and

WHEREAS, the City Council desires to formally adopt a Code of Ethics and Conduct applicable to members serving on City of Seabrook boards, commissions, committees, and corporations, and to require compliance with the standards set forth therein.

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

Section 1. The City of Seabrook Boards, Commissions, Committees, and Corporations Code of Ethics and Conduct, attached hereto as **Exhibit "A,"** is hereby approved and adopted in its entirety.

Section 2. All members appointed to serve on City of Seabrook boards, commissions, committees, and corporations shall conduct themselves in accordance with the provisions of the adopted Code of Ethics and Conduct and any applicable federal, state, and local laws, ordinances, policies, and bylaws governing their service.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Seabrook, Texas, on this 18th day of August, 2026.

Jim Sweeney, Mayor

ATTEST:

Rachel Lewis, City Secretary

Exhibit A

City of Seabrook

Boards, Commissions, Committees, & Corporations
Code of Ethics & Conduct



Adopted by the Seabrook City Council by
Resolution No. 2026-14 on August 18, 2026

Member Expectations

The Seabrook City Council believes that effective municipal governance requires appointed members of the City's boards, commissions, corporations, and committees to conduct themselves with integrity, professionalism, and respect. Members serve an important role in advising the City Council and carrying out duties assigned by state law, City Charter, ordinance, or resolution. The public's confidence in these bodies depends upon the ethical conduct of every member.

Members are appointed by the City Council and, unless otherwise provided by law, serve at the pleasure of the City Council. Nothing in this Code limits the authority granted to the Council by the Charter or applicable law regarding appointments or removals.

Each appointed member shall strive to:

- Place the interests of the City above personal interests.
- Conduct themselves with honesty, fairness, and integrity.
- Attend meetings prepared and actively participate.
- Respect differing viewpoints.
- Treat fellow members, City Council, City staff, applicants, and the public with dignity and respect.
- Follow all applicable laws, ordinances, bylaws, and City policies.
- Promote public confidence in local government through ethical conduct.

1. Act in the Interest of the Public

Members shall faithfully perform the duties of their office and act in the best interests of the citizens of Seabrook. Members shall avoid actions that undermine public confidence in the integrity of City of Seabrook government.

2. Compliance with Laws

Members shall comply with:

- Federal law
- State law
- The Texas Open Meetings Act
- The Texas Public Information Act

- City Charter
 - City ordinances
 - Board bylaws
 - This Code of Ethics & Conduct
-

3. Professional Conduct

Members shall conduct themselves in a professional, respectful, and courteous manner at all times.

Members shall:

- Listen respectfully to others.
- Refrain from personal attacks.
- Avoid disruptive behavior.
- Maintain civility during meetings and public interactions.
- Accept differences of opinion without hostility.

Members shall not retaliate against other members, applicants, residents, or City employees for expressing different viewpoints, making lawful complaints, public information requests, or participating in governmental processes protected by law. Disagreement on issues is expected. Personal conflict is not.

4. Respect for the Decision-Making Process

Members shall respect the governmental process established by law.

Members shall:

- Participate in meetings in good faith.
 - Respect the authority of the Chair during meetings.
 - Follow parliamentary procedures.
 - Support orderly meetings.
 - Recognize the City Council as the City's final policy-making authority unless otherwise provided by law.
-

5. Decisions Based Upon Merit

Members shall base recommendations and decisions solely upon:

- Applicable law
- Facts presented
- Adopted City policies
- Evidence in the record
- The best interests of the City

Personal relationships, financial interests, political pressure, or outside influence shall not improperly affect decisions.

Members serving on quasi-judicial boards shall avoid ex parte communications, refrain from publicly commenting on pending matters before their board, avoid prejudging applications or appeals, and base decisions solely upon the evidence presented during official proceedings and applicable law.

6. Conflicts of Interest

Members shall avoid both actual conflicts of interest and the appearance of conflicts.

Conflict of Interest is defined as having a financial interest, direct or indirect, (including any interest by reason of ownership of stock in any corporation or other entity) in any contract with the City, or be financially interested, directly or indirectly, in the sale by the city of any land, or rights or interest in any land, materials, supplies, or services, except on behalf of the city as a local public official or appointee. Actual financial benefit includes the receipt of actual financial benefit from the transaction with the City. This shall not include a financial benefit received through ownership in a corporation or other entity transacting with the City where the ownership interest is less than one percent of the total capital stock of the corporation. See Article IV – “Code of Ethics” in the City of Seabrook Code of Ordinances for further definitions.

Whenever required by law, members shall disclose conflicts and abstain from all participation in discussions. When a conflict arises, members shall contact the City Secretary’s Office immediately to complete the required affidavit. Additionally, members will be expected to recuse themselves from all decisions wherein a conflict of interest exists.

Recusal requires the member to physically step down from the dais or meeting table to signify their recusal and not participate in the discussion or vote.

Examples of situations requiring disclosure or recusal include, but are not limited to:

- Participation in matters affecting a member’s employer, client, or financial interest.
- Use of board title in political, campaign, or lobbying activities.

- Public or social media commentary on pending matters that could compromise impartiality.
-

7. Gifts and Favors

No member shall accept or solicit any gift or favor that might reasonably tend to influence him or her in the discharge of his or her official duties. Members shall not represent that they have authority to bind the city by contract or otherwise, unless authorized by action of the City Council or City Charter.

The acceptance of a gift or benefit, the value of which is \$50.00 or less, and for which the acceptance of the gift is not a violation of the law, shall not be a violation.

8. Use of Position

Members shall never use their appointment, title, or position to:

- Obtain special privileges.
 - Secure personal benefit.
 - Benefit family members.
 - Benefit private businesses.
 - Influence City employees outside normal governmental processes.
-

9. Confidential Information

Members shall protect confidential information acquired through their service.

Information discussed during Executive Session or otherwise made confidential by law shall never be disclosed unless authorized by the City Attorney.

10. Use of Public Resources

Public property, equipment, facilities, and resources shall be used only for legitimate City purposes.

Members shall exercise good stewardship of taxpayer resources.

11. Working Relationships

Members shall maintain positive and professional relationships with:

- City Council
- Fellow board members
- City employees
- Applicants
- Consultants
- Volunteers
- Members of the public

Members shall not direct City employees or interfere with administrative operations.

Questions for staff should generally be directed through the assigned staff liaison or the City Manager unless otherwise authorized.

Members shall not publicly criticize individual employees. Concerns regarding staff performance should be directed to the City Manager.

12. Compliance with Board Bylaws

Some City boards, commissions, corporations, and committees have adopted bylaws, rules of procedure, or other governing documents.

Members are expected to become familiar with and comply with all governing documents applicable to the body on which they serve.

When state law, City ordinance, or adopted bylaws establish a higher standard than this Code, the higher standard shall govern.

13. Attendance

Members are expected to attend all meetings.

If unable to attend, members shall notify the Chair or City staff liaison as soon as practical.

Repeated absences may be considered by the City Council when evaluating continued service.

14. Meeting Decorum

Members shall:

- Be prepared.
 - Remain attentive.
 - Avoid side conversations.
 - Allow others to finish speaking.
 - Speak respectfully.
 - Follow the direction of the Chair.
 - Help maintain an orderly meeting.
-

15. Electronic Devices

Electronic devices should be used during meetings only for City business.

Members shall avoid texting, emailing, or engaging in social media during meetings.

16. Executive Session

Executive Sessions are confidential.

Members shall not:

- Record
- Photograph
- Broadcast
- Livestream
- Transmit
- Discuss Executive Session outside the meeting

except as authorized by law.

17. Open Meetings Act

Members shall comply with the Texas Open Meetings Act.

Members shall avoid communications, whether in person, electronically, by text message, email, social media, or otherwise, that could constitute an unlawful deliberation outside a properly posted meeting.

Members must complete Open Meetings Act training as required by state law and to consult the City Secretary or staff liaison whenever questions arise.

18. Public Information Act

Members should recognize that communications relating to City business, including emails, text messages, and electronic documents, constitute public records.

Members shall cooperate with requests necessary for the City's compliance with the Texas Public Information Act.

19. Social Media

Members are individually responsible for their own social media activity.

Members should avoid statements that could reasonably be interpreted as representing their official position of the City.

Members should exercise caution to avoid discussions that may violate the Texas Open Meetings Act.

20. Media Relations

All media inquiries shall be referred to the City Manager and/or the Public Affairs Department.

When interacting with the media, members shall not represent that they are speaking on behalf of the City unless authorized by City Council, City Charter, or applicable policy.

21. Role of Boards, Commissions, Corporations, and Committees

Boards, commissions, corporations, and committees exist to perform duties established by law, ordinance, resolution, or adopted bylaws.

Unless otherwise provided by law, recommendations made by advisory bodies are advisory only.

Members shall recognize that legislative authority rests with the City Council and shall respect the Council's decisions once made.

Primary Function

Unless specifically granted by the City Charter or a separate ordinance, all City of Seabrook Boards and Commissions serve in an advisory capacity only. Their primary function is to provide recommendations, expertise, and community input to the City.

Limitation on Authority

Boards and commissions of the City of Seabrook serve in an advisory capacity only, unless otherwise expressly authorized by the City Charter, ordinance, or resolution.

Pursuant to Chapter 2.04 of the Seabrook Municipal Code (Boards, Commissions and Committees Generally), boards generally will have no executive, administrative, judicial, or operational functions.

Accordingly, boards, commissions, and individual members shall not:
Be empowered with authority on behalf of the City to decide matters of City policy.

- Oversee or enter into any contract; procure materials or services.
- Recruit, hire, direct, manage, review or terminate staff, or involve themselves in any other way in personnel matters.
- Assign work to staff or require reports outside the established board liaison process.
- Seek, inquire about, or negotiate regarding the purchase, sale or lease of property.
- Use the Board as a vehicle for political activity or to engage in political activity such as lobbying or campaigning on an issue.
- Have any authority to raise funds or solicit revenues, nor incur indebtedness, nor to expend City resources of any type.
- Represent the City to any state, county, city, special district or school district, agency or commission, nor to any other organization or members of the public, on any matter unless specifically authorized to do so by City Council.
- Interfere with the administrative authority of the City Manager or designee.

All authority of the City is vested in the Mayor and City Council acting collectively, consistent with the City Charter.

22. Training

Members appointed or reappointed to any City of Seabrook board, commission, corporation, or committee shall complete the following training requirements within **sixty (60) days** of being sworn into office:

- Texas Open Meetings Act Training; and
- Texas Public Information Act Training.

Members are responsible for completing all required training within the prescribed timeframe and shall provide proof of completion to the City Secretary's Office.

Failure to complete required training within the state-mandated ninety (90) days may be considered by the City Council when determining whether a member remains qualified to continue serving on the board, commission, corporation, or committee. The City Council may take any action it deems appropriate and authorized by law, including those remedies set forth in Section 23 of this Code.

In addition to required training, members are encouraged to participate in any orientation or educational opportunities provided by the City to enhance their understanding of their roles and responsibilities. Members should remain informed regarding applicable laws, ethics requirements, City policies, adopted bylaws, and the duties and responsibilities of the board, commission, corporation, or committee on which they serve.

23. Violations and Enforcement

This Code establishes the ethical and professional expectations for appointed members serving the City of Seabrook.

Any alleged violation of this Code may be brought to the attention of the City Council for review.

Following notice, the City Council may determine whether a violation has occurred and may take any action it deems appropriate and authorized by law, including but not limited to:

- Counseling;
- Issuing a verbal or written reprimand;
- Public censure;

- Requesting the member's resignation; or
- Removing the member from the board, commission, corporation, or committee to which they were appointed.

Nothing in this Code shall limit the authority of the City Council as provided by state law, the City Charter, or City ordinances.

Members serve at the discretion of Mayor and Council and may be removed without cause or under these conditions:

- Failure to attend a significant number of meetings without reasonable excuse (as defined in the uniform bylaws).
- Misconduct or unethical behavior. Failure to meet eligibility requirements. Actions contrary to the best interests of the City.

24. Interpretation

Questions regarding the interpretation of this Code may be referred to the City Secretary.

25. Applicability

This Code applies to every person appointed by the Seabrook City Council to serve on any City board, commission, corporation, or committee, including future bodies established by the City Council unless otherwise provided by law.

26. Implementation

This Code of Ethics & Conduct shall be provided to every newly appointed member during the appointment process.

The City Council may amend this Code by resolution as necessary.



Agenda Briefing

Date of Meeting: August 18, 2026

Responsible Department: Finance

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action on Resolution 2026-15 approving the City of Seabrook Investment Policy.

Executive Summary / Background:

The Texas Public Funds Investment Act (PFIA), Chapter 2256 of the Texas Government Code, requires the City to maintain a written investment policy governing the investment of public funds and to review its investment policy annually.

Historically, the City of Seabrook's Investment Policy has been approved each year as part of the City's budget. Resolution No. 2026-15 provides for the Investment Policy to be formally considered and adopted as a separate document, consistent with the requirements of the PFIA. The resolution specifically recognizes both the requirement for a separate investment policy and the requirement for an annual review.

The annual review provides City Council an opportunity to confirm that the City's policies and procedures for investing public funds remain appropriate and consistent with state law.

The City's Investment Policy establishes the framework for managing City funds with an emphasis on preservation of principal, liquidity, security, and responsible investment returns, while ensuring sufficient funds are available to meet the City's daily cash-flow requirements.

The City's investment objectives, in order of priority, emphasize safety of principal, liquidity, public trust, and return on investment.

Annual Council review of the Investment Policy is an important financial accountability measure. The policy establishes requirements addressing authorized investments, diversification, collateralization, safekeeping, investment maturities, internal controls, training, conflicts of interest, and reporting.

The policy also requires an annual independent review by an external auditor to provide assurance that investment activities comply with established policies and procedures and to help protect public funds from fraud, error, misrepresentation, market changes, or

imprudent actions.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Resolution 2026-15 Investment Policy

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

CITY OF SEABROOK
RESOLUTION NO. 2026-15

ANNUAL ADOPTION OF THE CITY'S INVESTMENT
POLICY

A RESOLUTION ADOPTING THE INVESTMENT POLICY FOR THE CITY OF SEABROOK IN ACCORDANCE WITH STATE LAW AND THE PUBLIC FUNDS INVESTMENT ACT (PFIA).

WHEREAS, the City of Seabrook's Investment Policy has been approved each year as part of its Budget; and

WHEREAS, the PFIA requires each City to adopt its Investment Policy as a separate document; and

WHEREAS, the PFIA requires an annual review, now, therefore

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

That the City of Seabrook hereby formally adopts an Investment Policy as shown on Exhibit A which is hereby attached and made part of this resolution.

AND IT IS SO ORDERED

PASSED, APPROVED AND ADOPTED THIS 1st DAY OF SEPTEMBER, 2026.

Jim Sweeney, Mayor

ATTEST:

Rachel Lewis
City Secretary

City of Seabrook Investment Policy

1. POLICY

It is the policy of the City of Seabrook (the "City") to invest public funds in a manner which will preserve the principal and maintain liquidity through limitations and diversification seeking the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds.

2. PURPOSE

The purpose of this investment policy is to comply with all the statutes governing the investment of the City's funds and Chapter 2256 of the Government Code ("Public Funds Investment Act") which requires the City to adopt a written investment policy regarding the investment of its funds and funds under its control. The policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the City's funds.

3. SCOPE

This investment policy applies to all financial assets of the City of Seabrook. These funds are accounted for in the City of Seabrook's Comprehensive Annual Financial Report and include:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Debt Service Fund
- Any new fund created by the City, unless specifically exempted from this Policy by the City Council or by law.

The City may consolidate cash balances from various funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

4. INVESTMENT STRATEGY BY FUND TYPE

- **Operating Funds:** Operating funds will have as their primary objective to assure that anticipated daily cash requirements are matched with adequate investment liquidity. The secondary objective is to create a portfolio that will minimize volatility during changing economic cycles. There should also be a marketability of the investment if the need arises to liquidate the investment before maturity.
- **Debt Service Funds:** Investment strategies for debt service funds shall have as their primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity which exceeds the debt service payment date or funds shall be maintained in an investment pool to be available for debt service payments.
- **Capital Project and Special Purpose Funds:** These funds will have as their primary objective to assure that anticipated cash outflows are matched with adequate investment liquidity. These portfolios should have liquid securities to allow for unanticipated project expenditures or accelerated project outlays due to a better than expected or changed

construction schedule. The stated final maturity dates of securities held should not exceed the estimated project completion date.

5. **PRUDENCE**

Investments shall be made with judgment and care-under circumstances then prevailing-which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable income to be derived.

- The standard of prudence to be used by investment officials shall be the “Prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
- The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific investment’s credit risk or market price changes, provided that these deviations are reported immediately and the appropriate action is taken to control adverse developments.

6. **OBJECTIVE**

The primary objectives, in priority order of the City of Seabrook’s investment activities shall be:

- **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City of Seabrook shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- **Liquidity:** The City of Seabrook’s investment portfolio will remain sufficiently liquid to enable the City of Seabrook to meet all operating requirements which might be reasonably anticipated.
- **Public Trust:** All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment Officials shall avoid any transaction that might impair public confidence in the City’s ability to govern effectively. The governing body recognizes that in a diversified portfolio, occasional measured losses due to market volatility are inevitable, and must be considered within the context of the overall portfolio’s investment return, provided that adequate diversification has been implemented.
- **Return of Investment:** The City of Seabrook’s investment portfolio shall be designed with the objective of attaining a rate of return throughout the budgetary and economic cycles, commensurate with the City of Seabrook’s investment risk constraints and the cash flow characteristics of the portfolio.

7. **DELEGATION OF AUTHORITY**

Authority to manage the City of Seabrook’s investment program is derived from the following: Ordinances, Resolutions and other acts of Council. Management responsibility for the investment

program is hereby delegated to the Investment Officer, who shall establish written procedures for the operation of the investment program consistent with this policy.

8. *TRAINING*

Investment Officers shall attend at least one investment training session within 12 months after taking office or assuming duties, and shall attend an investment training session not less than once in a two-year period and receive not less than 8 hours of instruction relating to investment responsibilities from an independent source to insure the quality and capability of investment management in compliance with Public Funds Investment Act. For the purposes of this policy, an "independent source" is defined as a professional organization, an institute of higher learning or any other sponsor other than a Business Organization with whom the City may engage in investment transactions. Independent sources that may provide investment training include the Government Treasurer's Organization of Texas, the University of North Texas, the Government Finance Officers Association of Texas, or the Texas Municipal League. Training shall be in accordance with the Public Funds Investment Act and shall include education in investment controls, security risks, market risks, and compliance with statutes governing the investment of public funds. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Finance Director is the designated Investment Officer.

9. *ETHICS AND CONFLICTS OF INTEREST*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Council any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial or investment positions that could be related to the performance of the City of Seabrook, particularly with regard to the time of purchases and sales.

10. *AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS*

The Finance Officer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized by the State of Texas. They may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Officer with the following: audited financial statements, proof of National Association of Security Dealers certification, trading resolution, proof of state registration and certification of having read the City of Seabrook's investment policy and depository contracts.

An annual review of financial condition and registrations of qualified bidders will be conducted by the Finance Officer.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the City of Seabrook invests.

11. AUTHORIZED AND SUITABLE INVESTMENTS

The City of Seabrook is empowered by statute to invest in the following types of securities:

- U.S. Treasury Bills, Notes or Bonds, and other securities which are guaranteed as to principal and interest by the full faith and credit of the State of Texas or the United States of America or their respective agencies and instrumentalities.
- Collateralized or fully insured certificates of deposit and/or approved savings instruments at FDIC insured banks in the State of Texas, consistent with the City's current bank depository agreement.
- Repurchase agreements, if secured by U.S. Treasury Bills, Notes or Bonds
- Public Funds Investment Pool as set forth under the Interlocal Corporation Act, Article 4413 (34C).

12. PROCUREMENT

Authorized investments may be made only after competitive bids are solicited from at least three sources, with the exception of a) transactions with local government investment pools, and b) treasury and agency securities purchased at issue through an approved broker/dealer or financial institution.

13. MONITORING

Monitoring shall be conducted quarterly when investment reports are compiled to ensure investments are in compliance with credit rating requirements according to PFIA and the liquidation of such investments if the minimum rating during this period is not satisfied.

Affected obligations under "Authorized and Suitable Investments" in this policy and their minimum rating requirements are:

- **Investment Pools:** Rated not less than AAA or an equivalent rating by at least one nationally recognized rating service.

14. COLLATERALIZATION

Collateralization will be required on three types of investments: certificates of deposit, other approved savings instruments at an FDIC insured bank and repurchase (and reverse) agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest.

The City of Seabrook chooses to limit collateral to the following:

- Obligations of the United States or its agencies and instrumentalities;
- Direct obligations of the State of Texas or its agencies;
- Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States;
- Obligations of states, agencies, counties, cities and other political subdivisions of any state having been rated as investment quality by nationally recognized investment rating firms and having received a rating of not less than "A" or its equivalent.
- Certificates of deposit issued by state and national banks domiciled in this state that are:
 - Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor; or
 - Secured by obligations that are described by subdivisions A-D of this subsection, which are intended to include all direct agency or instrumentality issued mortgage-backed securities rated "AAA" by a nationally recognized rating agency and that have a market value of not less than the principal amount of the certificate;

- Fully collateralized direct repurchase agreements having a defined termination date, secured by obligations described in subdivision 1 of this subsection, pledged with a third party selected or approved by the City of Seabrook and placed through a primary government securities dealer, as defined by the Federal Reserve, or a bank domiciled in this state;
- Certificates of deposit issued by savings and loan associations domiciled in this state that are:
 - Guaranteed or insured by the Federal Savings and Loan Insurance Corporation or its successor; or
 - Secured by obligations that are described by subdivisions A-D of this subsection which are intended to include all direct federal agencies or instrumentality issued mortgage-backed securities that have a market value of not less than the principal amount of the certificates; and
- Such other investments as may be authorized by Texas Revised Civil Statutes, article 842a -2, as amended.

15. SAFEKEEPING AND CUSTODY

All security transactions including collateral for repurchase agreements, entered into by the City of Seabrook shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Finance Director and evidenced by safekeeping receipts.

16. DIVERSIFICATION

The City of Seabrook will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the City's total investment portfolio will be invested in a single security type or with a single financial institution. The City may invest up to 100% of its investment portfolio in U.S. Treasury securities, CD's and authorized investment pools.

17. MAXIMUM MATURITIES

To the extent possible, the City of Seabrook will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than two (2) years from the date of purchase. However, the City may collateralize its repurchase agreements using longer dated investments not to exceed five (5) years to maturity.

Reserve funds may be invested in securities exceeding two (2) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

18. INTERNAL CONTROL

The Finance Officer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees or Investment Officers of the City. Controls and managerial emphasis deemed most important that shall be employed where practical are:

- Control of collusion.
- Separation of duties.
- Separation of transaction authority from accounting and record keeping.
- Custodian safekeeping receipts records management.

- Avoidance of physical delivery securities.
- Clear delegation of authority.
- Documentation on investment bidding events.
- Written confirmation of telephone transactions.
- Reconciliation and comparisons of security receipts with the investment subsidiary records.
- Compliance with investment policies.
- Accurate and timely reports.
- Validation of investment maturity decisions with supporting cash flow data.
- Adequate training and development of Investment Officers.
- Verification of all interest income and security purchase as sell computations.
- Review of financial condition of all brokers, dealers and depository institutions.
- Staying informed about market conditions, changes, and trends that require adjustments in investment strategies.

19. PERFORMANCE STANDARD

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

20. PERFORMANCE BENCHMARK

The City of Seabrook's investment strategy is passive. Given this strategy, the basis used by the Finance Officer to determine whether market yields are being achieved, shall be by the (e.g. six-month U.S. Treasury Bill and the average Fed Funds rate.)

21. REPORTING

The Director of Finance is charged with the responsibility of submitting to City Council a report no less than quarterly detailing the investment activity and returns for all funds and investments.

Reports will:

- Describe in detail the investment position of the entity on the date of the report;
- Be prepared and signed by all investment officers of the entity;
- Contain a summary statement of each pooled fund group that states the beginning and ending market value for the reporting period and fully accrued interest.
- State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
- State the maturity date of each separately invested asset that has a maturity date;
- State the account or fund or pooled group fund in the state agency or local government for which each individual investment was acquired; and
- State the compliance of the investment portfolio as it relates to the investment strategy stated in the City's investment policy and relevant provisions of the Public Funds Investment Act.



Agenda Briefing

Date of Meeting: August 18, 2026

Responsible Department: Municipal Court

Presenter: Cristina Duran, Director of Municipal Court

Briefing Prepared By: Cristina Duran

Strategic Focus Area:

General Information:

Consider and take all appropriate action on Resolution 2026-16 approving an Interlocal Cooperation Contract between the City of Seabrook, Texas Municipal Court and the Texas Department of Public Safety for use of the Texas Conviction Reporting (TXCR) system, and authorizing the City Manager to execute the Contract on behalf of the City.

Executive Summary / Background:

The Texas Department of Public Safety (DPS) is replacing its current conviction reporting process with the secure Texas Conviction Reporting (TXCR) system, effective January 1, 2027. To continue meeting the Municipal Court's statutory requirement to report qualifying convictions to DPS within seven days, the City must execute an Interlocal Cooperation Contract with DPS by December 31, 2026. Under the agreement, DPS will provide TXCR access, training, technical support, and data validation at no cost to the City, while the Municipal Court must limit system access to authorized users, require multi-factor authentication, submit convictions electronically through TXCR, and promptly notify DPS of user changes. The contract is a standard, non-negotiable DPS form reviewed by the City Attorney, is governed by Texas law, remains in effect until terminated by either party with 30 days' written notice, and has no fiscal impact. Staff recommends approval of the Resolution authorizing the Presiding Judge to execute the Contract on behalf of the City.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Resolution 2026-16
2. Exhibit A

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:
Consent

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

RESOLUTION NO. 2026-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, APPROVING AN INTERLOCAL COOPERATION CONTRACT BETWEEN THE CITY OF SEABROOK, TEXAS (MUNICIPAL COURT) AND THE TEXAS DEPARTMENT OF PUBLIC SAFETY FOR USE OF THE TEXAS CONVICTION REPORTING (TXCR) SYSTEM, PURSUANT TO CHAPTER 791, TEXAS GOVERNMENT CODE; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Seabrook, Texas (the "City"), is a home-rule municipality operating a Municipal Court, and the Municipal Court is required to report certain criminal convictions to the Texas Department of Public Safety ("DPS") pursuant to Chapter 543, Subchapter C, Texas Transportation Code; and

WHEREAS, DPS is legislatively required to apply all court-reported convictions to a driver's record within seven (7) days of final disposition, and DPS has developed the Texas Conviction Reporting ("TXCR") system, a secure web-based application, to replace the current paper and unsecured electronic file submission processes for conviction reporting; and

WHEREAS, DPS has notified the City that, effective January 1, 2027, all final convictions submitted to DPS for processing must be transmitted through the TXCR system, and that use of the TXCR system requires execution of a TXCR Interlocal Cooperation Contract (the "Contract") between the Municipal Court and DPS, a substantial copy of which is attached hereto as **Exhibit "A"** and incorporated herein for all purposes; and

WHEREAS, the City and DPS are authorized to enter into the Contract pursuant to Chapter 791, Texas Government Code (the Interlocal Cooperation Act), and DPS is authorized to contract for use of the TXCR system pursuant to Chapter 543, Subchapter C, Texas Transportation Code; and

WHEREAS, under the Contract, DPS will provide the Municipal Court access to the TXCR system at no cost, and the Municipal Court will comply with the access, security, and reporting requirements set forth therein, including the seven-day conviction reporting deadline established by Section 543.203, Texas Transportation Code; and

WHEREAS, the City Council finds that approval of the Contract and authorization of its execution are necessary and in the best interest of the City and its citizens to ensure continued compliance with state law and the timely reporting of convictions to the Texas Department of Public Safety.

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

SECTION 1. The Interlocal Cooperation Contract between the City of Seabrook, Texas (Municipal Court), and the Texas Department of Public Safety for use of the Texas Conviction Reporting (TXCR) system is hereby approved.

SECTION 2. The Presiding Judge or his/her designee, is hereby authorized to execute the Contract on behalf of the City and to take all actions reasonably necessary to carry out the intent of this Resolution, including the designation of authorized Municipal Court users of the TXCR system in accordance with the terms of the Contract.

SECTION 3. A substantial copy of the Contract is attached hereto as **Exhibit "A"** and incorporated herein for all purposes.

SECTION 4. This Resolution shall become effective immediately upon its passage and approval.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Seabrook, Texas, on this 18th day of August, 2026.

Jim Sweeney, Mayor

ATTEST:

Rachel Lewis, City Secretary

Exhibit A
INTERLOCAL COOPERATION CONTRACT

I. CONTRACTING PARTIES AND AUTHORITY

The Department of Public Safety (DPS) and the _____ Municipal _____ Court of _____
Seabrook, Texas [City or County] are contracting under the authority of Texas Government Code Chapter 791 (the Interlocal Cooperation Act).

DPS certifies that it has the authority to contract for the Texas Conviction Reporting (TXCR) application by the authority granted in Tex. Transp. Code Chapter 543, Subchapter C.

II. BACKGROUND AND PURPOSE

DPS is legislatively required to apply all court-reported convictions to a driver record within seven days of the final disposition of conviction. Texas courts send more than 180,000 conviction records monthly. To secure personally identifiable information (PII) of drivers who are convicted in Texas courts, DPS developed a secure web-based application for Texas courts to submit electronic convictions onto a Texas driver's record and eliminate mailed or unsecured upload of conviction records.

Furthermore, DPS and Federal Motor Carrier Safety Administration's (FMCSA) common goal is to ensure and improve public safety by reducing crashes, injuries, and fatalities involving Commercial Motor Vehicles (CMV). One of the components of this effort is the appropriate and timely reporting of moving violation convictions for Commercial Driver License (CDL) holders and operators of CMVs. For DPS to be successful in its endeavor to bolster the foundation and support the priorities of the CDL program, it must have the proper tools to accomplish these goals.

III. STATEMENT OF SERVICES

DPS responsibilities are as follows.

- Provide access to the TXCR over the internet from a publicly accessible site based on authorized access granted by DPS to Court reporting personnel.
- Ensure the TXCR site is secure and meets Criminal Justice Information System (CJIS) security requirements as defined by the Federal Bureau of Investigation (FBI).
- Allow submission of convictions individually using a web-form that matches the bulk file format for ease of entry. Bulk file format will be provided to Court.
- TXCR will validate conviction data prior to inclusion to the driver's record and if data cannot be validated, will reject the submission with an opportunity for Court to correct and resubmit.
- Provide historical reports for Court to assist with timely reporting, reducing rejects and ensuring accuracy of conviction reporting.
- Provide training to Court, and include training materials and procedures on the TXCR site for 24/7 access by Court.
- TXCR Contractor will assist Court users by providing a toll-free telephone number and email, Monday through Friday from 7:00am to 8:00pm, except holidays.

Court responsibilities are as follows.

- Do not share the TXCR site information with unauthorized persons.
- Have only two authorized court personnel with access to TXCR, unless additional personnel are authorized by DPS based on business need.
- Authorized users must use Multi-Factor Authentication (MFA) to access TXCR and will be required to download an application to a cell phone to receive the MFA code before access is granted.
- Must use TXCR to upload individual convictions using a web-form or bulk upload of convictions in a pre-defined format approved by DPS. Paper forms will not be accepted.
- Must notify DPS immediately upon termination or resignation of an authorized user to allow DPS disable the account and prevent unauthorized use of TXCR.
- Submit conviction reports to TXCR within seven days from the date of conviction in compliance with Tex. Transp. Code Chapter 543, Section 543.203.

IV. CONTRACT AMOUNT AND BASIS FOR CALCULATING COSTS

DPS will provide TXCR to Court at no cost.

V. TERM OF CONTRACT AND AMENDMENTS

This contract is effective on the date of execution and will not expire except upon written request of either party with 30 calendar days' written notice. This contract may only be amended by mutual written agreement of the parties.

Any alterations, additions, or deletions to the terms of the Contract that are required by changes in federal or state law or regulations are automatically incorporated into the contract without written amendment hereto, and shall become effective on the date designated by such law or by regulation.

VI. GENERAL TERMS AND NOTICE

This Contract is governed by and construed under and in accordance with the laws of the State of Texas. The Court understands and agrees that it will comply with all local, state, and federal laws in the performance of this Contract, including administrative rules adopted by DPS.

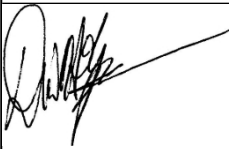
The respective party will provide any required notice as noted in this section. Either party may change its information by giving the other party written notice and the effective date of the change.

Court	Department of Public Safety
Attn.: Dick H. Gregg, III, Presiding Judge	Enforcement & Compliance Service Attn: Conviction Reporting 5805 North Lamar Blvd., Bldg A Austin, Texas 78752-0001 (512) 424-5809 [fax] Data.Submission@dps.texas.gov (512) 424-2031
Address: 1700 1 st Street	
Address: Seabrook, Texas 77586	
Fax: 281-291-5645	
Email: dgregg@seabrooktx.gov	
Phone: 281-291-5674	

VII. CERTIFICATIONS

The parties certify that (1) the contract is authorized by the governing body of each party; and (2) the purpose, terms, rights, and duties of the parties are stated within the Contract.

The undersigned signatories have full authority to enter into this Contract on behalf of the respective Parties.

Court Authorized Signatory
 Presiding Judge
Signature and Title
Date: 08/05/2026

Department of Public Safety
Signature of Driver License Division Chief or Designee
Date:

*An additional page may be attached if more than one signature is required to execute this Contract on behalf of the Court. Each signature block must contain the person's title and date.



Agenda Briefing

Date of Meeting: August 18, 2026

Responsible Department: Emergency Services

Presenter: Gayle Cook, City Manager

Briefing Prepared By: Kevin Rodgers

Strategic Focus Area: Public Safety Task Force Fund

General Information:

Consider and take all appropriate action on Resolution 2026-17 authorizing an increase in the suggested voluntary donation to support the Public Safety Task Force from \$3 to \$5.

Executive Summary / Background:

The City of Seabrook established the Public Safety Fund to provide an additional funding source for public safety equipment and related needs. The fund is supported through voluntary contributions made by City utility customers. Under the existing resolution, participating utility customers contribute \$3 per month through their utility bill.

The existing resolution also identifies the public safety entities and departments associated with the fund. Since its adoption, the City's emergency medical service structure has changed. The Clear Lake Emergency Medical Corps (CLEMC), which is referenced in the existing resolution, is no longer the City's ambulance service provider. Emergency medical services are now provided by Seabrook EMS.

1. Increase the voluntary monthly contribution from **\$3 to \$5** for participating utility customers; and
2. Update the participating public safety entities and departments by replacing the outdated reference to **Clear Lake Emergency Medical Corps (CLEMC)** with **Seabrook EMS**.

The contribution will remain **voluntary**. Utility customers who do not wish to participate may opt out of the Public Safety Fund contribution through the City's Utility Billing Department.

Funding / Fiscal Information:

Increasing the voluntary contribution from \$3 to \$5 represents an additional \$2 per month per participating utility account, or \$24 annually per participating account. Actual additional revenue to the Public Safety Fund will depend on the number of utility customers who elect to participate or opt out of the voluntary contribution.

Funds collected through the program will continue to be accounted for within the Public Safety Fund and used in accordance with the purposes and procedures established by the governing resolution.

Supporting Materials Attached:

1. Resolution 2026-17

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

City staff recommends approval and allows the City Manager to execute the proposal and implement the increase.

**CITY OF SEABROOK
RESOLUTION 2026-17**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, INCREASING THE SUGGESTED VOLUNTARY MONTHLY CONTRIBUTION TO THE PUBLIC SAFETY FUND FROM THREE DOLLARS (\$3.00) TO FIVE DOLLARS (\$5.00); ADOPTING AMENDED AND RESTATED POLICIES AND PROCEDURES FOR THE PUBLIC SAFETY FUND; UPDATING THE ELIGIBLE DEPARTMENT LIST TO INCLUDE THE SEABROOK EMERGENCY MEDICAL SERVICES (EMS) DEPARTMENT; PROVIDING FOR ADMINISTRATION, ACCOUNTING, IMPLEMENTATION, SEVERABILITY, AND AN EFFECTIVE DATE; AND SUPERSEDING RESOLUTION NO. 2012-01.

WHEREAS, the City Council adopted Resolution No. 2012-01 on January 17, 2012, establishing policies and procedures for purchases funded through the Public Safety Fund and identifying City public-safety departments and partner entities eligible to submit purchase requests; and

WHEREAS, the City currently provides utility customers an opportunity to make a suggested voluntary monthly contribution of three dollars (\$3.00) to support public-safety purposes, and the City Council desires to increase the suggested amount to five dollars (\$5.00); and

WHEREAS, the City now provides emergency medical services through the Seabrook Emergency Medical Services (EMS) Department, and the City Council desires to replace the reference to Clear Lake Emergency Medical Corp. in the Purchase Plan with the Seabrook Emergency Medical Services (EMS) Department; and

WHEREAS, the City Council desires to modernize the Public Safety Fund policies by clearly preserving the voluntary nature of contributions, separating voluntary contributions from mandatory utility charges, strengthening accounting and reporting, aligning expenditure requests with current purchasing and budget practices, and clarifying eligible and ineligible uses; and

WHEREAS, the City Council finds that the increased suggested contribution and the amended and restated policies serve a municipal purpose and are in the best interest of the health, safety, and welfare of the residents of the City of Seabrook.

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

SECTION 1. RECITALS. The facts and matters stated in the recitals of this Resolution are hereby found to be true and correct and are incorporated into this Resolution for all purposes.

SECTION 2. INCREASE IN SUGGESTED VOLUNTARY CONTRIBUTION. The suggested voluntary monthly contribution to the Public Safety Fund is hereby increased from three dollars (\$3.00) to five dollars (\$5.00). The effective date shall be in the first billing cycle of the Fiscal Year 2026-2027.

SECTION 3. VOLUNTARY NATURE OF PROGRAM. The contribution is voluntary and is not a mandatory utility rate, fee, charge, tax, or assessment. A customer may opt out of participation in accordance with City procedures. Nonpayment of the voluntary contribution shall not result in denial or termination of City utility service, a late-payment penalty, or any other utility-related penalty. Any bill, form, or electronic payment interface that presents the contribution shall identify it clearly as voluntary.

SECTION 4. AMENDED AND RESTATED POLICIES. The City Council hereby adopts the Amended and Restated Public Safety Fund Policies and Procedures attached to this Resolution as **Exhibit A** and incorporated herein for all purposes.

SECTION 5. ADMINISTRATION AND IMPLEMENTATION. The City Manager, or the City Manager's designee, is authorized to take all reasonable and necessary actions to implement this Resolution, including updates to billing systems, customer notices, forms, accounting procedures, budget documents, purchasing workflows, and public information materials, consistent with this Resolution and applicable law.

SECTION 6. SUPERSESSION. Resolution No. 2012-01 is superseded and replaced by this Resolution and **Exhibit A** as of the effective date. Actions lawfully taken, obligations incurred, and expenditures approved under Resolution No. 2012-01 before the effective date remain valid unless otherwise directed by the City Council.

SECTION 7. SEVERABILITY. If any provision of this Resolution or **Exhibit A** is held invalid or unenforceable, the remaining provisions shall remain in effect to the fullest extent permitted by law.

SECTION 8. EFFECTIVE DATE. This Resolution shall become effective on _____, 2026, or upon completion of the administrative and billing-system changes necessary to implement the increased suggested contribution, whichever occurs later.

PASSED, APPROVED, AND ADOPTED on this ____th Day of August, 2026.

CITY OF SEABROOK

Jim Sweeney
Mayor

ATTEST:

Rachel Lewis, TRMC
City Secretary

EXHIBIT A
AMENDED AND RESTATED PUBLIC SAFETY FUND
POLICIES AND PROCEDURES

1. Purpose and Governance

The Public Safety Fund is a restricted City fund intended to supplement, and not routinely replace, resources otherwise provided for public safety. The Public Safety Task Force (Task Force) shall serve in an advisory capacity by reviewing eligible expenditure requests and forwarding recommendations to the City Council. The City Council retains final authority over appropriations and expenditures from the Fund.

2. Voluntary Contribution Administration

- The contribution must be clearly identified as voluntary and separate from mandatory utility rates, fees, charges, taxes, and assessments.
- Customers may opt out of participation through procedures established by the City, and nonpayment of the contribution shall not affect utility service or trigger a utility-related penalty.
- The City should provide clear program information when utility service is established and periodically thereafter, including how to participate or opt out and the public-safety purposes supported by the Fund.
- Amounts received shall be deposited and accounted for in the Public Safety Fund established by the City Finance Department.
- Any administrative cost charged to the Fund must be specifically authorized through the City budget or other Council action and must be reasonable and documented.

3. Purchase Plan - Eligible Departments and Requestors

A written request for an expenditure from the Public Safety Fund may be submitted by the Department Head, or the Department Head's designee, by any of the following:

1. Seabrook Police Department
2. Seabrook Volunteer Fire Department
3. Seabrook Office of Emergency Management
4. Seabrook Emergency Medical Services (EMS) Department
5. BayCERT

4. Purchase Plan - Expenditure Request Requirements

Each request should be submitted on a form or through an administrative workflow approved by the City Manager and should include, as applicable:

- a description of the proposed purchase, project, program, training, or initiative and the public-safety need it addresses;
- the requesting department and responsible staff contact;
- the estimated total cost and requested amount from the Public Safety Fund;
- the proposed purchase or implementation timeline;
- available grants, matching-fund opportunities, donations, or other funding sources; and
- any other information reasonably requested by the Task Force, Finance Department, Purchasing staff, City Manager, or City Council.

5. Review Criteria

The Task Force should evaluate requests using the following criteria:

- the request directly enhances or supports public safety, emergency response, preparedness, resilience, or community risk reduction;

- the request is supplemental in nature and is not primarily intended to replace a standard base-budget obligation;
- the estimated cost is reasonable and sufficient information is available for fiscal review and procurement;
- the request is operationally supportable, including any ongoing maintenance, licensing, training, technology, or replacement implications;
- the request is consistent with City purchasing, budgeting, asset-management, information-technology, and other applicable administrative requirements; and
- the request provides a demonstrable public benefit and represents a prudent use of voluntarily contributed funds.

6. Review and Approval Process

The Task Force shall review eligible requests that may recommend approval, modification, deferral, or denial. Recommended expenditures shall be forwarded through the City Manager for placement before the City Council or for inclusion in an adopted budget or capital plan, as appropriate. The City Council shall make the final determination regarding material expenditures from the Fund, except for expenditures that have been delegated by ordinance, resolution, adopted budget, purchasing policy, or other lawful Council action.

Administrative changes that do not materially alter an approved purpose or exceed authorized funding may be handled by the City Manager or designee within existing authority. Material changes in scope, purpose, or funding shall be returned for approval in the same manner as the original request.

7. Authorized Uses

Subject to approval and available funds, Public Safety Fund resources may be used for supplemental public-safety purposes, including:

- vehicles, apparatus, equipment, tools, protective equipment, and related accessories;
- communications, dispatch, information technology, cybersecurity, data, and public-safety technology;
- specialized training, certifications, exercises, and preparedness activities;
- emergency-preparedness supplies, response equipment, and community risk-reduction or public-safety education initiatives;
- one-time program or project startup costs that directly advance public safety;
- matching funds or local share requirements for grants and intergovernmental public-safety programs; and
- reasonable maintenance or support necessary to place or keep a Fund-financed asset in service, when specifically approved within the applicable budget or purchasing authority.

8. Generally Ineligible Uses

Unless the City Council expressly determines that a specific supplemental use is appropriate and lawful, the Public Safety Fund should not be used for:

- regular payroll, routine employee benefits, or recurring staffing costs;
- ordinary recurring operating expenses that are customarily funded through a department's base budget;
- debt service or unrelated general governmental costs;
- expenditures that do not have a clear public-safety purpose; or
- purposes prohibited by law, City policy, grant conditions, or donor restrictions applicable to the funds.

9. Fund Accounting, Reserve, and Carryforward

Voluntary contributions and other amounts designated for the Public Safety Fund shall be tracked separately in the City's accounting records. Unspent balances shall remain dedicated to the Public Safety Fund and carry forward from fiscal year to fiscal year unless the City Council lawfully directs otherwise.

The City Council may establish a reserve target, minimum balance, or annual set-aside to support unexpected public-safety needs, grant matches, replacement planning, or other approved contingencies. Any reserve methodology should be reviewed periodically as part of the City's budget and financial planning process.

10. Reporting and Periodic Review

The Finance Department should provide periodic reporting sufficient to show contributions received, expenditures, commitments, and available fund balance. The City Manager should include the Public Safety Fund in the annual budget process or another regular Council review cycle so that the contribution level, authorized uses, reserve approach, and Purchase Plan can be evaluated and updated as needed.

11. Compliance and Administrative Procedures

All expenditures remain subject to applicable law, the City Charter, adopted budget, purchasing requirements, contracting authority, ethics requirements, grant conditions, records-retention requirements, and other City policies. The City Manager may establish forms and administrative procedures consistent with these Policies and Procedures.



Agenda Briefing

Date of Meeting: August 18, 2026

Responsible Department: Public Works

Presenter: Jesus Olivo, Assistant Public Works Director

Briefing Prepared By: Jesus Olivo

Strategic Focus Area: Infrastructure.

General Information:

Consider and take all appropriate action on the approval of Task Order # 6 with Duplantis Design Group (DDG) under the Professional Services Agreement (PSA) in an amount not to exceed \$135,120.00 to design CIP S-33 1st Street Reconstruction Project, and authorize the City Manager to execute the amendment and all associated documents.

Executive Summary / Background:

As part of the City's ongoing Capital Improvement Program (CIP) planning process, staff continues to evaluate roadway conditions and prioritize infrastructure investments based upon the needs of the City's transportation system.

The draft CIP previously identified Moskowitz as the next roadway reconstruction project. Following development of that draft, staff conducted additional review of roadway conditions, traffic volume, roadway classification, deterioration, and the function of individual streets within the City's transportation network.

Based upon this additional analysis, staff determined that First Street warrants a higher reconstruction priority than reflected in the original CIP sequencing. First Street's combination of traffic volume, roadway function, and existing degradation supports advancing the project ahead of Moskowitz.

This change is being presented to City Council because it differs from the sequencing contained in the draft CIP and represents staff's updated recommendation based upon the additional roadway analysis.

First Street Reconstruction

The proposed project consists of the reconstruction of approximately **1,210 linear feet of First Street from SH 146 to North Meyer Avenue**. The existing asphalt pavement and base would be removed and replaced with an assumed six inches of lime-stabilized subgrade and six inches of reinforced concrete pavement. The project also includes sidewalk and drainage improvements within the corridor.

The project limits are illustrated on page 12 of the engineering proposal and extend east

from SH 146 along First Street to North Meyer Avenue.

Professional Design Services

Duplantis Design Group (DDG) has submitted a proposal dated August 4, 2026, to provide professional design services for the First Street improvements.

The engineering scope also includes a geotechnical investigation consisting of three roadway borings, pavement coring, laboratory testing, evaluation of subsurface conditions, pavement design recommendations, and a desktop geologic fault review.

Reason for Revised CIP Priority

The City's CIP is intended to be a planning tool that responds to changing infrastructure conditions and improved information. Project sequencing should therefore be periodically reassessed as additional roadway data and analysis become available.

While the draft CIP identified Moskowitz as the next roadway project, the subsequent review identified First Street as having a more immediate need based upon its traffic volume, roadway classification, existing deterioration, and overall role within the City's transportation network.

Advancing First Street does not remove Moskowitz from the City's future capital needs. Rather, it adjusts the sequencing so that the City's next roadway investment addresses the project currently demonstrating the greater overall need.

This recommendation allows the City to move forward with engineering, geotechnical investigation, surveying, drainage evaluation, permitting, and preparation of construction documents while incorporating the revised project priority into the City's Capital Improvement Program.

Funding / Fiscal Information:

Finance to set.

Supporting Materials Attached:

1. Draft Task Order form -1st St. Reconstruction Project
2. NE 26-1569 City of Seabrook 1st Street Improvements Proposal

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

Staff recommends approval.

TASK ORDER NO. _____

Pursuant and subject to the above captioned Professional Services Agreement (PSA) dated between **City of Seabrook** (CLIENT) and _____ (CONSULTANT). CLIENT hereby requests that CONSULTANT performs the work described below upon the terms set forth:

CLIENT PROVIDED INFORMATION:

Work Site: _____

Scope of Work to Be Performed: _____

Drawings, plans, specifications (are) (are not) attached :

Date and Time to **“As Requested”**

Date and Time to Complete: _____

Invoice Mailing Instructions: payables@seabrooktx.gov

Other Requirements or Variance from PSA (if any): _____

CONSULTANT PROVIDED INFORMATION:

Compensation: \$ _____

Billing Terms: _____

Scope of Work/Proposal: _____

ACCEPTANCE :

The foregoing TASK ORDER is accepted on the terms set forth as indicated by the signatures below.

CONSULTANT: _____

By(Signature):

Printed Name:

Title:

Date:

CLIENT: CITY OF SEABROOK

By(Signature):

Printed Name:

Title:

Date:



BROAD VISION. EXPERT FOCUS.

August 4, 2026

DDG Project # 26-1569

PROFESSIONAL DESIGN SERVICES PROPOSAL

Prepared for:
City of Seabrook
1st Street Improvements
Seabrook, Texas

WWW.DDGPC.COM



August 4th, 2026

Brian Craig, P.E.
Public Works Director
City Engineer
City of Seabrook
1700 1st Street
Seabrook, TX 77586
bcraig@seabrooktx.gov

1st Street Improvements

DDG Project #26-1569

Dear Mr. Craig, P.E.,

Please allow this letter to serve as our proposal to provide professional design services for the proposed 1st Street improvements located in Seabrook, Texas.

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,

Brandon Ballard, PE
Civil Engineering Lead + Associate
Duplantis 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 the reconstruction of approximately 1,210 linear feet of 1st Street from SH 146 to North 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 six inches of reinforced concrete pavement. Also included in this project are sidewalk and drainage improvements from SH 146 to North Meyer Avenue. The Authority Having Jurisdiction (AHJ) for the proposed improvements will be the City of Seabrook and TxDOT.

DESIGN SERVICES QUOTE

CIVIL ENGINEERING SERVICES

Preparation of Plans (Lump Sum)	\$ 62,000
Preparation of Design Data (Lump Sum)	\$ 14,000
Permitting (Hourly Estimate)	\$ 5,000
Bid Phase Services (Lump Sum)	\$ 10,000
Construction Administration (Hourly Estimate)	\$ 15,000
Subconsultants:	
Geotechnical Services (Raba Kistner) (Lump Sum)	\$ 16,320
TOTAL:	\$122,320

SURVEYING SERVICES

Topographic & Route Survey (Lump Sum)	\$ 12,800
TOTAL:	\$12,800

OVERALL PROJECT TOTAL

\$135,120
+ 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

- Drainage Evaluation – DDG will evaluate the existing drainage infrastructure in conjunction with the proposed sidewalk between SH 146 and Main Street and make any necessary improvements as required.
- 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.

PERMITTING

- TxDOT Permitting – DDG submit the sidewalk plans to TxDOT within their ROW on SH 146. DDG will respond to any and all comments through approval.

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 8) - 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.)*
- 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
 - Three (3) 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.
 - Prior to drilling, the existing pavement will be cored to define the existing pavement structures such as asphalt thickness, base and subbase thickness and characteristics. The underlying subgrade soils will then be sampled at continual 2-ft intervals to termination depth. Cohesive subsurface soils will be sampled with a 3-in diameter, thin-walled tube (ASTM D1587). Granular soils will be sampled with a split-barrel sampler while performing Standard Penetration Test (ASTM D1586). Representative portions of the recovered soil samples will be sealed, identified, packaged, and transported to our laboratory for subsequent testing and classification.
 - Water level readings will be recorded for the open boreholes during drilling and at drilling completion. If free water is encountered during drilling, the RKL logger will temporarily suspend drilling operations and obtain water level measurements in the open borehole at 5 minute intervals over a 15 minute time interval. Water level

measurements will also be recorded at completion of drilling prior to backfilling the boreholes with non-shrink cement bentonite grout.

- 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 (not included in this scope of work).
- 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 HCED guidelines
 - Seismic site review
 - Desktop fault review

SURVEYING SCOPE & DELIVERABLES

THE SURVEYOR SHALL BE PROVIDED THE FOLLOWING:

- Any recorded documents affecting the property being surveyed and containing information to which the survey shall refer,
- Any recorded easements benefiting the property,
- Any recorded easements, servitudes or covenants burdening the property,
- Any unrecorded documents affecting the property being surveyed and containing information to which the survey shall refer, if desired by the client.

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

TOPOGRAPHIC SURVEY SCOPE OF WORK

- Conduct a Topographic Survey of the subject property. The survey shall locate the above ground features, improvements, natural ground elevations and cross sections of ditches as needed to produce a representative DTM. The limits of survey shall consist of the areas within the survey limit line as defined as 1st Street from apparent existing right-of-way to apparent existing right-of-way between Hwy 146 to North Meyer Avenue.

- Only above ground visible utility structures and appurtenances will be located during the course of the survey. If the location of underground utilities is required, DDG can provide Subsurface Utility Engineering (SUE) as an add service.

ROUTE SURVEY SCOPE OF WORK

- Conduct a route survey of the apparent corridor right of way within the scope of the project. The survey shall include an investigation and evaluation of the major factors influencing the location of boundaries and rights-of-way and the recovery of monuments that define the location and extent of one or more boundaries or rights-of-way.

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.

- Should you, the client, elect to hire a 3rd party construction manager, DDG may be required to submit additional service fees to manage this process.
- DDG assumes that the improvements will consist of the removal and replacement of the road base and pavement, sidewalk improvements, and drainage improvements as required from SH 146 to North Meyer Avenue.
- DDG will utilize the survey as described in this proposal as the basis of design for the proposed roadway and sidewalk 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 a topographic survey and a route survey to determine the apparent right of way will be sufficient for the design of the proposed improvements.
- DDG will utilize the geotechnical recommendations described in this proposal for the proposed improvements.
- Platting of the project site is 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.

- 3rd Party Representation
- Value Engineering services
- Environmental + Regulatory Services
- Architecture Services
- Landscape Architecture Services
- Structural Services
- Platting
- Utilities Design
- Zoning Variance Coordination or Other Discretionary Entitlements
- Offsite Improvements
- Traffic Impact Analysis
- Traffic Signal Design or Modifications
- LEED Certification Design & Coordination
- Pylon Monument Sign Design
- 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



STANDARD RATE SHEET

LABOR CATEGORIES

Executive	\$260.00/hr	Field Scientist II	\$130.00/hr
Vice President	\$250.00/hr	LSI	\$130.00/hr
Business Unit Leader III	\$230.00/hr	Regulatory Specialist I	\$130.00/hr
Senior Principal	\$230.00/hr	Senior CAD Designer	\$130.00/hr
Business Unit Leader II	\$220.00/hr	Survey Tech Manager	\$130.00/hr
Marine Crew	\$215.00/hr	Survey Technician IV	\$130.00/hr
Business Unit Leader I	\$200.00/hr	Construction Representative III	\$125.00/hr
Lead	\$200.00/hr	Drone Pilot	\$125.00/hr
Senior Design Manager	\$200.00/hr	Marine Crew Chief	\$125.00/hr
Land Crew	\$195.00/hr	Survey Coordinator	\$125.00/hr
Senior PLS	\$195.00/hr	Coastal Inspector	\$120.00/hr
Senior Design Professional	\$180.00/hr	Construction Representative II	\$120.00/hr
Senior Project Manager	\$180.00/hr	Hydrographer	\$120.00/hr
Regulatory Specialist III	\$160.00/hr	CAD Designer	\$115.00/hr
Design Professional	\$155.00/hr	Environmental Scientist I	\$115.00/hr
Environmental Scientist III	\$155.00/hr	Field Scientist I	\$115.00/hr
Field Scientist III	\$155.00/hr	Land Crew Chief	\$115.00/hr
Project Manager	\$155.00/hr	Survey Technician III	\$115.00/hr
GIS Manager	\$155.00/hr	GIS Specialist	\$115.00/hr
Regulatory Specialist II	\$150.00/hr	Construction Representative I	\$110.00/hr
PLS	\$150.00/hr	Survey Technician II	\$100.00/hr
Land Crew Manager	\$140.00/hr	CAD Technician	\$95.00/hr
Marine Crew Manager	\$140.00/hr	GIS Analyst	\$95.00/hr
Assistant Project Manager	\$130.00/hr	Junior Crew Chief	\$95.00/hr
Design Specialist	\$130.00/hr	REVIT/Architectural Draftsman	\$95.00/hr
Design Technician	\$130.00/hr	Survey Technician I	\$90.00/hr
Designer	\$130.00/hr	Administration	\$80.00/hr
Environmental Scientist II	\$130.00/hr	Intern	\$80.00/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: SEPTEMBER 2025

* 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

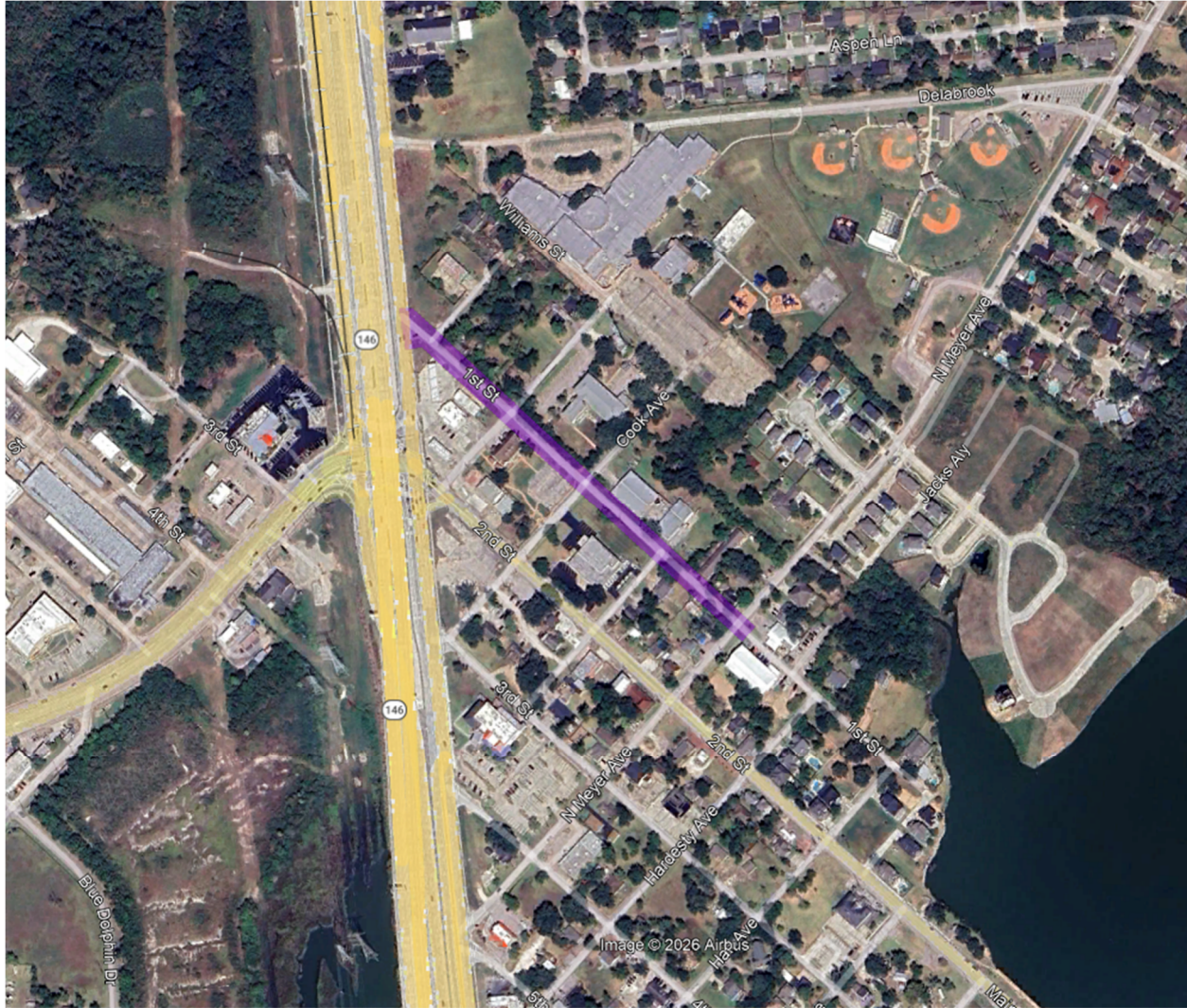


Figure 1: 1st Street Project Limits



Agenda Briefing

Date of Meeting: August 18, 2026

Responsible Department: City Manager's Office

Presenter: Gayle Cook, City Manager

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consideration and possible action to designate the City's annual Fourth of July Kids' Parade as "The Nancy Jones Kids' Parade."

Executive Summary / Background:

For many years, Nancy Jones dedicated countless volunteer hours to organizing and growing Seabrook's annual Fourth of July Kids' Parade. Her leadership helped establish the event as a cherished community tradition that encourages children and families to celebrate Independence Day while fostering civic pride and neighborhood involvement.

On July 16, 2019, the Seabrook City Council formally recognized Nancy Jones for her years of dedication as organizer of the Seabrook Fourth of July Kids' Parade, acknowledging her outstanding volunteer service and contributions to the community.

The Kids' Parade remains a signature component of the City's annual Fourth of July celebration and continues to welcome children with decorated bicycles, wagons, scooters, and other non-motorized entries before joining the larger Independence Day festivities.

Naming the parade in Ms. Jones' honor would provide a lasting tribute to her commitment, recognize the impact of volunteerism in Seabrook, and preserve the legacy of an individual whose service has positively influenced generations of local families.

Funding / Fiscal Information:

Minimal. Costs would primarily consist of updating promotional materials, event signage, the City's website, and future printed publications as existing materials are replaced.

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.



Agenda Briefing

Date of Meeting: August 18, 2026

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 regarding the property and structure at 3709 NASA Parkway, including consideration of the desired disposition, use, or other action.

Executive Summary / Background:

The City of Seabrook owns the property located at 3709 NASA Parkway, which was donated to the City following the passing of Ruth Hanssen. Since receiving the property, the City has been considering its long-term use, including whether the property should be retained as a public asset and incorporated into the City's park system.

The Parks and Trails Committee has discussed the property and recommended that the City retain the donated property and transform the site into a pocket park. Conceptual planning materials have also been developed illustrating a potential passive waterfront park that would emphasize the property's existing natural features. The conceptual materials generally favor modest improvements and preservation of the natural setting rather than extensive development.

The conceptual planning materials are intended to assist with discussion and evaluation of the property. They have not been adopted as a final City plan and do not constitute authorization for construction, expenditures, or funding.

In addition to determining the future use of the land, the City must determine what to do with the existing residential structure located on the property.

Staff has viewed the property and structure. Based on that preliminary review, the existing residence appears to require significant improvements and modifications before it could be utilized as a facility accommodating the general public. These improvements could include structural and building-related work as well as ADA accessibility improvements.

The last available HCAD value for the existing structure is approximately \$70,000. Based on that value, the FEMA substantial-improvement threshold of 50 percent would be approximately \$35,000. Based on staff's preliminary observation, that amount does not appear sufficient to complete all of the structural improvements and ADA upgrades that may be necessary to convert the residence into a public-use facility. However, the City has not obtained formal plans, contractor bids, or detailed cost estimates for rehabilitation of the structure.

The City also does not currently have a formal cost estimate for development of the property as a pocket park. The ultimate cost would depend significantly on Council's direction regarding the property, the existing structure, and the desired level of improvements.

EARLIER JOINT DISCUSSION

Earlier in this meeting, the City Council and Parks and Trails Committee met in joint session to discuss the Hanssen property, the Committee's recommendation, the potential pocket park concept, the existing structure, and considerations associated with converting the property to public use.

That joint discussion was intended to provide City Council with background and an opportunity to hear and discuss the Parks and Trails Committee's recommendation. No formal City Council action was taken during the joint session.

PURPOSE OF THIS ITEM

This item is being presented during the regular City Council meeting so that City Council may take formal action and provide staff with direction regarding the next steps for both the property and the existing structure at 3709 NASA Parkway.

Staff is specifically requesting Council direction regarding:

- The Property: Whether the City should retain the donated property and move forward with additional planning and evaluation for its potential development as a pocket park or proceed with disposal of the property; and
- The Existing Structure: Whether staff should further evaluate rehabilitation and potential public use of the existing residence, pursue removal of the structure, or take another course of action as directed by Council.

Council's direction on these two matters is necessary before staff proceeds with additional work or incurs costs associated with developing detailed plans, obtaining professional evaluations or cost estimates, pursuing demolition or rehabilitation alternatives, or developing a proposed park project.

Funding / Fiscal Information:

No identified funding has been allocated for this project at this time and will need further consideration based on direction of the City Council.

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



Agenda Briefing

Date of Meeting: August 18, 2026

Responsible Department: City Secretary's Office

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Establish future meeting dates and agenda items.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. Calendar

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

August 2026

August 2026							September 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	6	7	1	2	3	4	5
9	10	11	12	13	14	8	13	14	8	9	10	11	12
16	17	18	19	20	21	15	20	21	15	16	17	18	19
23	24	25	26	27	28	22	27	28	22	23	24	25	26
30	31					29			29	30			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26	27	28	29	30	31	Aug 1
2	3	4 6:00pm Regular City Council Meeting (City Hall)	5 6:00pm Budget Workshop (City Hall)	6 6:00pm Parks & Trails Committee Meeting (Public Works Facility)	7	8
9	10 8:30am Agenda Conference Call (Microsoft Teams Meeting)	11	12	13 6:00pm Seabrook Economic Development Board of Directors Meeting	14	15
16	17	18 5:00pm Joint Meeting with P&T (City Hall) 6:00pm Regular City Council Meeting (City Hall)	19 6:00pm Budget Workshop (City Hall)	20 6:00pm Seabrook Planning & Zoning Commission Meeting (Council Chamber)	21	22
23	24	25	26	27	28	29
30	31	Sep 1	2	3	4	5

September 2026

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1 6:00pm Regular City Council Meeting (City Hall)	2	3 6:00pm Parks & Trails Committee Meeting (Public Works Facility)	4	5
6	7	8	9	10 6:00pm Seabrook Economic Development Board of Directors Meeting (Council Chamber)	11	12 8:00am Kids' Fish (Bayside Park)
13	14	15 5:00pm Special Budget Meeting (City Hall) 6:00pm Regular City Council Meeting (City Council Chamber)	16	17 6:00pm Seabrook Planning & Zoning Commission Meeting (Council Chamber)	18	19
20	21	22	23	24	25	26
27	28	29	30	Oct 1	2	3