



**SEABROOK CITY COUNCIL  
NOTICE OF REGULAR CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 1, 2026 - 6:00 PM**

For city information visit [www.seabrooktx.gov](http://www.seabrooktx.gov)  
For agendas visit [www.seabrooktx.gov/agendas](http://www.seabrooktx.gov/agendas)

NOTICE IS HEREBY GIVEN THAT THE SEABROOK CITY COUNCIL WILL MEET ON **TUESDAY, SEPTEMBER 1, 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** Mayor Sweeney to present a proclamation declaring September 14, 2026 through September 18, 2026 as Disability Rights Voting Week in the City of Seabrook.

**1.2** Presentation and ceremonial administration of the Oath of Office and badge pinning ceremony for newly promoted Sergeant Kimberly Boniface.

**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](http://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. BID AWARDS**

**3.1** Consider and take all appropriate action on awarding RFP 2026-11 Fire Rescue Boat to Triade Marine Industrial Supply with a base bid of \$152,450.00, making them the best value bidder for the project and authorizing the City Manager to execute the contract. *Kevin Rodgers, Fire Marshal | Emergency Management Coordinator*

### **4. CONSENT AGENDA**

**4.1** Approve the minutes of the August 18, 2026 Joint Meeting with the Parks & Trails Commission, and August 18, 2026 Regular City Council meetings.

**4.2** Consider and take all appropriate action regarding Resolution 2026-19 declaring certain City vehicles and equipment as surplus and authorizing their submission for auction or disposal.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, DECLARING CERTAIN CITY-OWNED VEHICLES AND EQUIPMENT AS SURPLUS PROPERTY; AUTHORIZING THE SALE AND DISPOSITION OF SUCH PROPERTY THROUGH PUBLIC AUCTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

### **5. NEW BUSINESS**

**5.1** Consider and take all appropriate action on the approval of a one (1) year extension of an Interlocal Agreement between the City of Seabrook and Lakeview Police Department for the use of the Seabrook Jail Facility and telecommunication (9-1-1) operator services from October 1, 2026 to September 30, 2027, with one (1) year options to extend annually and authorize the City Manager to execute. *Rolf Nelson, Police Chief*

**5.2** Consider and take all appropriate action on the approval of an extension of an Interlocal Agreement between the City of Seabrook and the City of Clear Lake Shores, Texas for animal control services for October 1, 2026 and September 30, 2027, and authorizing the City Manager to execute the agreement. *Rolf Nelson, Police Chief*

**5.3** Consider and take all appropriate action on the approval of the 2026-05 Task Order with Cobb Fendley under the Professional Services Agreement (PSA) in an amount of \$209,000 to design CIP W-32 Baybrook Waterline Project and authorize the City Manager to execute. *Jesus Olivo, Assistant Public Works Director*

**5.4** Consider and take all appropriate action to authorize staff to develop a scope of services and solicit proposals from qualified event logistics and management firms for the planning and execution of a new annual City event, and to bring the proposals and associated funding requirements back to City Council for consideration. *Angela Cervantes, At-Large Position 4, Guy Rodgers, At-Large Position 1*

**5.5** Consider and take all appropriate action on the Economic Development

Corporation Administrative Services Agreement between the City of Seabrook and the Seabrook Economic Development Corporation for Fiscal Year 2026-2027. *Rick Guerrero, Director of Economic Development*

**5.6** Consider and take all appropriate action on Resolution 2026-18 adopting a comprehensive records management policy. *Rachel Lewis, City Secretary*

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, ADOPTING A COMPREHENSIVE RECORDS MANAGEMENT POLICY FOR THE CITY OF SEABROOK; ADOPTING THE CITY OF SEABROOK RECORDS MANAGEMENT MANUAL AS EXHIBIT "A"; THE CITY OF SEABROOK EMAIL AND ELECTRONIC COMMUNICATIONS MANUAL AS EXHIBIT "B"; AND THE CITY OF SEABROOK RECORDS DISASTER RECOVERY MANUAL AS EXHIBIT "C"; ESTABLISHING REQUIREMENTS FOR THE CREATION, MAINTENANCE, RETENTION, PROTECTION, DISPOSITION, AND RECOVERY OF CITY RECORDS; PROVIDING FOR ADMINISTRATION AND COMPLIANCE; PROVIDING FOR THE REPEAL OR SUPERSESSION OF CONFLICTING POLICIES; AND PROVIDING AN EFFECTIVE DATE.**

## **6. DISCUSSION**

**6.1** Discuss the pre-construction and post-construction ambient sound level studies conducted near the intersection of Red Bluff Road and State Highway 146, including the study findings, and provide direction to staff regarding potential next steps. *Matt Cott, Behrens & Associates*

## **7. EXECUTIVE SESSION**

**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**

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

## **9. ROUTINE BUSINESS**

**9.1** 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](mailto:CITYSEC@SEABROOKTX.GOV) FOR FURTHER INFORMATION.

I certify that this notice was posted on the bulletin board on or before Wednesday, August 26, 2026, no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Rachel Lewis, TRMC





# Proclamation

**WHEREAS** there are over 61 million people with disabilities of all ages living in communities throughout the United States; AND

**WHEREAS** there are over 38 million Americans with disabilities who are eligible voters; AND

**WHEREAS** making sure people with disabilities have access to voting is essential if these policies are to meet the real needs of people with disabilities in our communities; AND

**WHEREAS** voting is one way for the disability community to have a say in the people and policies that impact our communities; AND

**WHEREAS** REV UP, which stands for “Register! Educate! Vote! Use your Power!” is a national effort to build the power of the disability community; AND

**WHEREAS** members of national disability rights community are organizing the 9th annual Disability Voting Rights Week September 14 to 18, 2026

**NOW THEREFORE**, I, Jim Sweeney, Mayor of the City of Seabrook do hereby proclaim the week of **September 14<sup>th</sup> through September 18<sup>th</sup>, 2026** as

## **Disability Voting Rights Week**

In Witness Whereof: I have hereto set my hand and caused the Seal of the City to be affixed hereto, this, the 1<sup>st</sup> day of September, 2026.

City of Seabrook

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**Jim Sweeney, Mayor**



## *Agenda Briefing*

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**Date of Meeting:** September 1, 2026

**Responsible Department:** Emergency Services

**Presenter:** Kevin Rodgers, Fire Marshal | Emergency Management Coordinator

**Briefing Prepared By:** Kevin Rodgers

**Strategic Focus Area:**

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**General Information:**

Consider and take all appropriate action on awarding RFP 2026-11 Fire Rescue Boat to Triade Marine Industrial Supply with a base bid of \$152,450.00, making them the best value bidder for the project and authorizing the City Manager to execute the contract.

**Executive Summary / Background:**

On January 15, 2026, the Public Safety Task Force Committee met, discussed and approved the request by the Seabrook Volunteer Fire Department for the proposed purchase of a new rescue boat to replace the current rescue boat that has reached the end of its service life and is increasingly unreliable due to age, mechanical issues and outdated safety features. Replacing it is essential to ensure rapid, dependable response to water rescues, flooding incidents, and marine emergencies.

**Funding / Fiscal Information:**

2026 Public Safety funds

**Supporting Materials Attached:**

1. Combined.Evaluation Form RFP 2026-11 SVFD Rescue Boat
2. Triade-Qt-tm2507-0536-\_SRR\_650-\_City\_of\_Seabrook\_Texas-For\_RFP\_2026-11
3. Triade-City\_of\_Seabrook\_Required\_Forms

**Prior Action / Review by Council, Boards, Commissions:**

City Council approved the budget request by the Public Safety Task Force Committee at the February 17, 2026 City Council meeting.

**Staff Recommendation:**

Staff recommends Councils approval of the bid award and authorizing the City Manager to execute the contract.

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.

Seabrook Volunteer Fire Department Rescue Boat  
2026-11  
GRADING/EVALUATION FORM  
Evaluation Committee- Nathan Douglas, Lindsay Price, Kevin Rodgers, Rebecca Howton

|                    |  |  |
|--------------------|--|--|
| 8/13/2026          |  |  |
| Reviewer: Combined |  |  |

| CRITERIA                                          |            |                             |                                |
|---------------------------------------------------|------------|-----------------------------|--------------------------------|
| Respondant:                                       | MAX Points | Novielli Boat Builders, Inc | Triad Marine Industrial Supply |
| Price                                             | 120        | 45                          | 110                            |
| Quality of Materials Supplied                     | 80         | 70                          | 78                             |
| References                                        | 40         | 20                          | 40                             |
| Quantitiy of Boats of this type produced per year | 40         | 28                          | 39                             |
| Warranty                                          | 80         | 50                          | 40                             |
| Proximity of Respondant to the City of Seabrook   | 40         | 7                           | 40                             |
| Total                                             | 400        | 220                         | 347                            |
| Additional Notes                                  |            |                             |                                |



Seabrook Volunteer Fire Department Rescue Boat  
2026-11  
GRADING/EVALUATION FORM  
Evaluation Committee- Nathan Douglas, Lindsay Price, Kevin Rodgers, Rebecca Howton

Date: 8/7/26  
Reviewer: Lindsay Price

| CRITERIA                                          |            |                             |                                |
|---------------------------------------------------|------------|-----------------------------|--------------------------------|
| Respondant:                                       | MAX Points | Novielli Boat Builders, Inc | Triad Marine Industrial Supply |
| Price                                             | 30         | 10                          | 30                             |
| Quality of Materials Supplied                     | 20         | 20                          | 20                             |
| References                                        | 10         | 5                           | 10                             |
| Quantitiy of Boats of this type produced per year | 10         | 10                          | 10                             |
| Warranty                                          | 20         | 10                          | 10                             |
| Proximity of Respondant to the City of Seabrook   | 10         | 0                           | 10                             |
| Total                                             | 100        | 55                          | 90                             |
| Additional Notes                                  |            | Located in Florida          |                                |

**Seabrook Volunteer Fire Department Rescue Boat**  
**2026-11**  
**GRADING/EVALUATION FORM**  
**Evaluation Committee- Nathan Douglas, Lindsay Price, Kevin Rodgers, Rebecca Howton**

|                           |
|---------------------------|
| Date: 8/12/26             |
| Reviewer: Douglas, Nathan |

| CRITERIA                                          |            |                             |                                            |
|---------------------------------------------------|------------|-----------------------------|--------------------------------------------|
| Respondant:                                       | MAX Points | Novielli Boat Builders, Inc | Triad Marine Industrial Supply             |
| Price                                             | 30         | 15                          | 30                                         |
| Quality of Materials Supplied                     | 20         | 20                          | 20                                         |
| References                                        | 10         | 5                           | 10                                         |
| Quantitiy of Boats of this type produced per year | 10         | 5                           | 10                                         |
| Warranty                                          | 20         | 20                          | 0                                          |
| Proximity of Respondant to the City of Seabrook   | 10         | 5                           | 10                                         |
| Total                                             | 100        | 70                          | 80                                         |
| Additional Notes                                  |            |                             | I reached out to two references.<br>10/10. |

Seabrook Volunteer Fire Department Rescue Boat  
2026-11

GRADING/EVALUATION FORM

Evaluation Committee- Nathan Douglas, Lindsay Price, Kevin Rodgers, Rebecca Howton

|                     |
|---------------------|
| Date: 8/12/2026     |
| Reviewer: K Rodgers |

| CRITERIA                                          |            |                             |                                |
|---------------------------------------------------|------------|-----------------------------|--------------------------------|
| Respondant:                                       | MAX Points | Novielli Boat Builders, Inc | Triad Marine Industrial Supply |
| Price                                             | 30         | 10                          | 25                             |
| Quality of Materials Supplied                     | 20         | 15                          | 20                             |
| References                                        | 10         | 5                           | 10                             |
| Quantitiy of Boats of this type produced per year | 10         | 5                           | 10                             |
| Warranty                                          | 20         | 10                          | 20                             |
| Proximity of Respondant to the City of Seabrook   | 10         | 2                           | 10                             |
| Total                                             | 100        | 47                          | 95                             |
| Additional Notes                                  |            |                             |                                |

Seabrook Volunteer Fire Department Rescue Boat  
2026-11

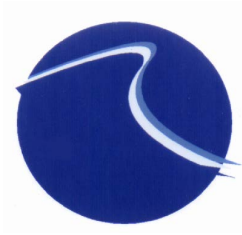
GRADING/EVALUATION FORM

Evaluation Committee- Nathan Douglas, Lindsay Price, Kevin Rodgers, Rebecca Howton

|                          |  |  |
|--------------------------|--|--|
| Date: 8/10/2026          |  |  |
| Reviewer: Rebecca Howton |  |  |

CRITERIA

| Respondant:                                       | MAX Points | Novielli Boat Builders, Inc | Triad Marine Industrial Supply |
|---------------------------------------------------|------------|-----------------------------|--------------------------------|
| Price                                             | 30         | 10                          | 25                             |
| Quality of Materials Supplied                     | 20         | 15                          | 18                             |
| References                                        | 10         | 5                           | 10                             |
| Quantitiy of Boats of this type produced per year | 10         | 8                           | 9                              |
| Warranty                                          | 20         | 10                          | 10                             |
| Proximity of Respondant to the City of Seabrook   | 10         | 0                           | 10                             |
| Total                                             | 100        | 48                          | 82                             |
| Additional Notes                                  |            | Not in Texas                |                                |



**QT-2507-0536-SRR 650 - Seabrook Texas-RFP# 2026-11**

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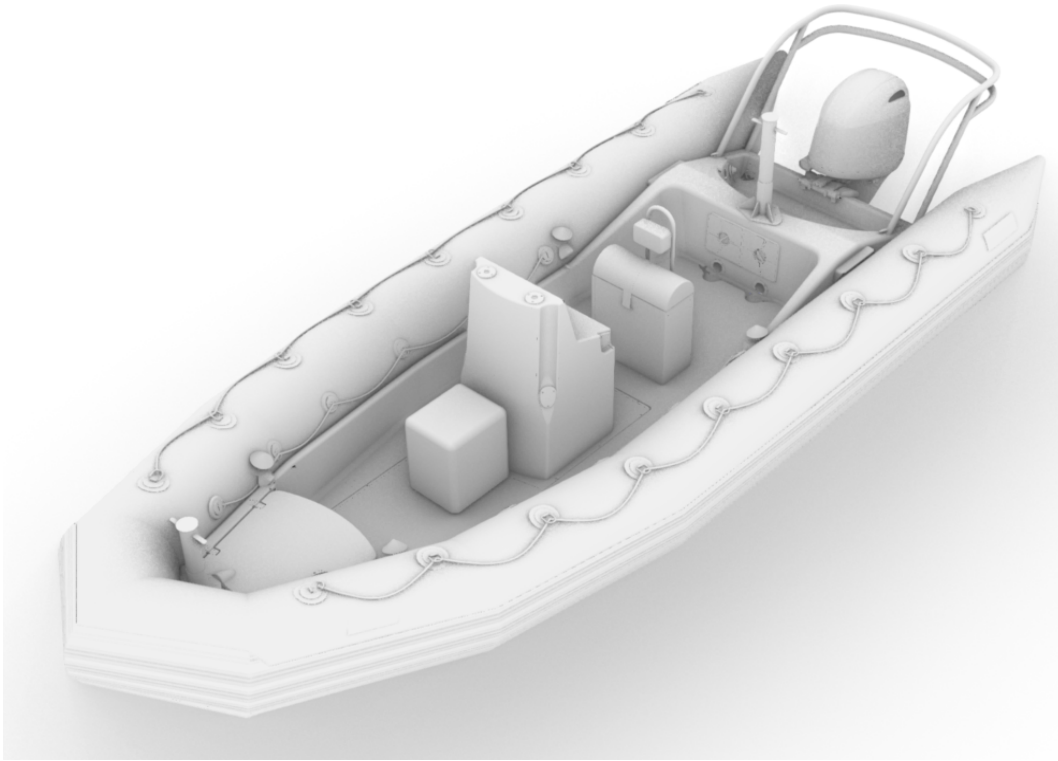
|              |               |                         |
|--------------|---------------|-------------------------|
| <b>From:</b> | Triad Marine  | Tina L Miller           |
|              | Phone Number: | 281-334-0815            |
|              | Email:        | tmiller@triadmarine.com |

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|            |            |                                |
|------------|------------|--------------------------------|
| <b>To:</b> | Purchaser: | City of Seabrook- Seabrook VFD |
|            | Name:      | Attn: Purchasing               |

**Date: 08/04/2026**

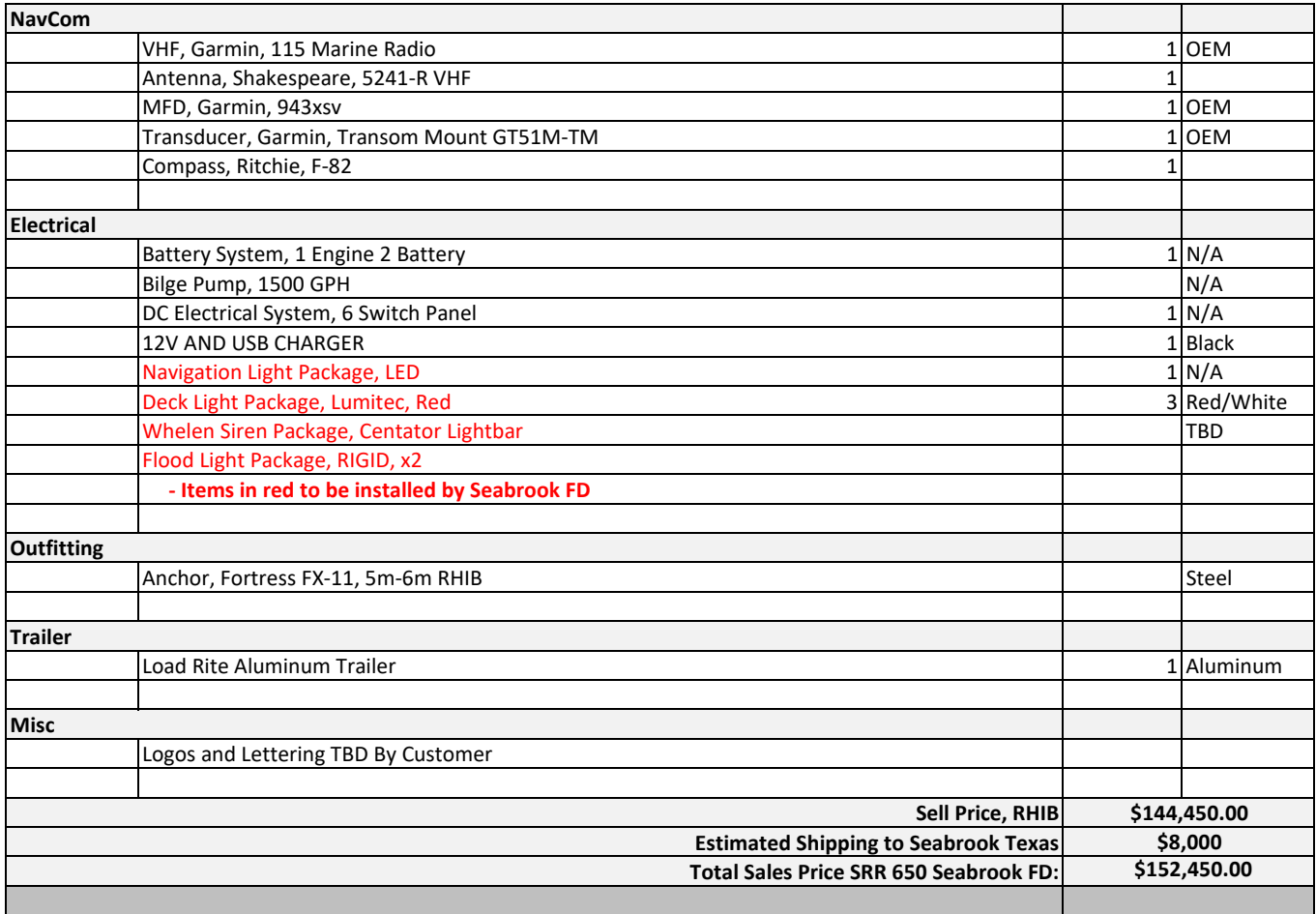
Triad Marine is pleased to present the following quote for the SRR 650. Accompanying the quote are general assembly renderings of your vessel, showing basic configuration.





## 1. Price and Configuration

| <b>Hull</b>               |                                                                     |   |               |
|---------------------------|---------------------------------------------------------------------|---|---------------|
|                           | SRR 650, Fiberglass Hull                                            | 1 | Grey          |
|                           |                                                                     |   |               |
| <b>Collar</b>             |                                                                     |   |               |
|                           | Collar, SRR 650, Air Holding, Round, CSM, RED,                      | 1 | TBD           |
|                           |                                                                     |   |               |
| <b>Collar Accessories</b> |                                                                     |   |               |
|                           | Auto-Inflate System, Air Holding Collar                             | 1 | N/A           |
|                           | Step Tread Package, Diamond                                         | 1 | Black or Grey |
|                           |                                                                     |   |               |
| <b>Console</b>            |                                                                     |   |               |
|                           | Console, Fiberglass, Small (No T-Top, No Front Seat)                | 1 | Grey          |
|                           | - Seabrook Fire to build T-top                                      |   |               |
|                           | Yeti Cooler Front Seat                                              | 1 | TBD           |
|                           |                                                                     |   |               |
| <b>Structural</b>         |                                                                     |   |               |
|                           | Tow Post, SRR 650, Black                                            | 1 | Black         |
|                           | - both bow and aft tow posts included                               |   |               |
|                           | Rope Guard,SRR 650                                                  | 1 | Black         |
|                           |                                                                     |   |               |
| <b>Propulsion</b>         |                                                                     |   |               |
|                           | Yamaha 150 HP Outboard Engine                                       | 1 | Grey          |
|                           | - PreRig, Single 150 HP Yamaha 25" Shaft Digital Shift and Throttle |   |               |
|                           | Stainless Steel Propeller                                           | 1 | Stainless     |
|                           |                                                                     |   |               |
| <b>Fuel System</b>        |                                                                     |   |               |
|                           | Fuel System, SRR 650, Single Engine, 63 Gallons, EPA                | 1 | N/A           |
|                           |                                                                     |   |               |
| <b>Seating</b>            |                                                                     |   |               |
|                           | Leaning Bolste                                                      | 1 | Black         |
|                           |                                                                     |   |               |





## 2. Terms and Conditions

### Price:

All prices are in USD, taxes not shown. No sales tax to be charged if customer can provide Sales and Tax Resale/Exemption Certificate. Sales and Resale/Exemption Certificate must be provided to Triad Marine at time of order.

**Tariffs and trade regulations can change frequently. We reserve the right to modify our pricing to account for any changes in tariffs or government regulations that may affect the price of our products. Customers will be informed of any such changes with justification, upon ZNA price impact determination. Remedy will be mutually agreed before shipping.**

### Shipping Terms:

Incoterms 2020 DAP, Seabrook Texas

### TRIAD Proposed Payment Schedule:

25% At Time of Order (CUSTOM ORDER)

Balance, Net 30

### Delivery:

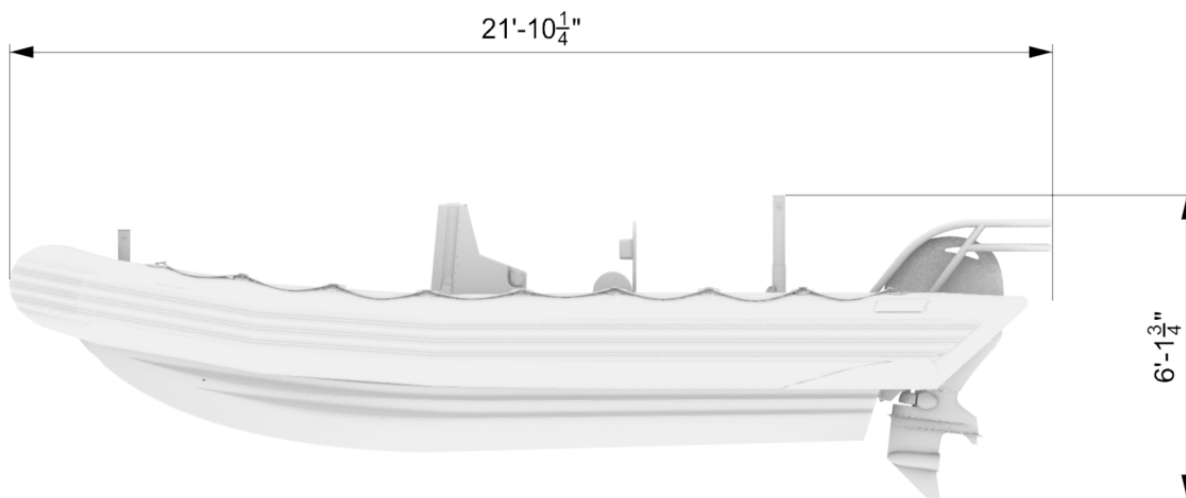
Estimate Date of Readiness to be Shipped: 12-18 Months from Date of PO

### Validity:

Prices shown on this quote sheet are valid for 90 Days from Date of Quote.

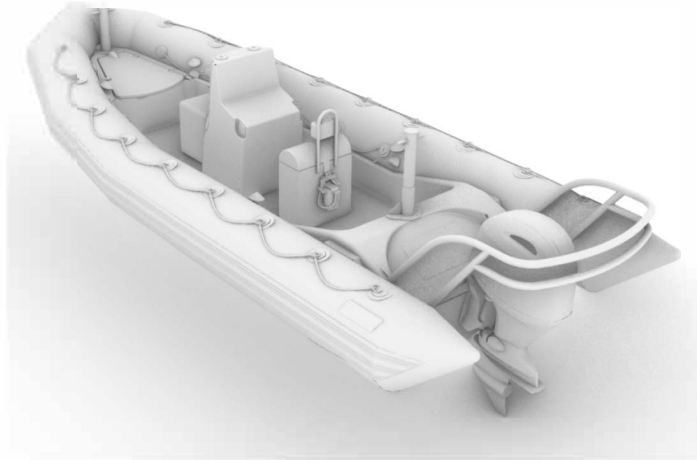
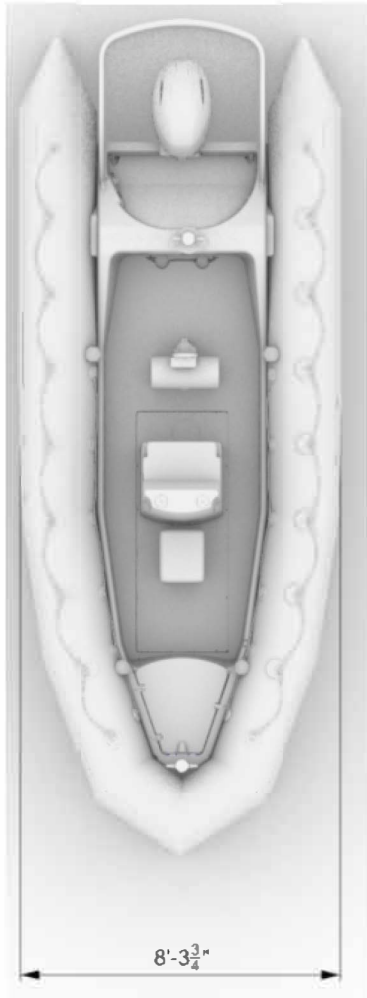
### General Selling Conditions:

1. All custom orders are NOT returnable.
2. Payments must be made via ACH or Check
3. **Packaging, freight, and shipping fees are estimates. The actual amount will be provided at time of invoicing.**
4. Late payments are subject to a 2% per month late fee.
5. Factory storage in excess of 30 days may incur additional fees.
6. Claims for damaged goods must be filed with Triad Marine within 10 days of receipt. Claims made after 10 days may be rejected.





# **ZODIAC** **MILPRO SRR650**





# Triad Marine & Industrial Supply, Inc.

1155 FM 518

Kemah, Texas 77565

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Triad Marine & Industrial Supply, Inc.

1155 FM 518 Rd.

Kemah, TX 77565

Phone: 281-334-0815

Email: [tmiller@triadmarine.com](mailto:tmiller@triadmarine.com)

Respondent to the City of Seabrook for

RFP 2026-11

Rescue Boat for the Seabrook Volunteer Fire Department



# Triad Marine & Industrial Supply, Inc.

1155 FM 518

Kemah, Texas 77565

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## ***The History and Services of Triad Marine***

Triad Marine was opened in November of 1992 to sell and service inflatable boats and life rafts to customers along the Texas Gulf Coast. Since then, Triad has grown and now serves a worldwide customer base. We have remained under the same ownership since day one, and most of our employees have been with us for over 15 years.

Our technicians are the best trained in the industry. We are factory-certified and trained to meet the most complex service requirements. In addition, we are a United States Coast Guard-certified life raft repack station.

Our commercial customer base is very diverse and now includes state and local government agencies, several foreign Navies and Coast Guards, and all branches of the United States Military, a past President of the United States, commercial fishermen, offshore supply boats, oil platforms, and cruise ships. To effectively serve this diverse clientele, we are heavily invested in safety training. We also have a large leisure customer base that includes the recreational boating community and recreational vehicle owners.

We are proud of our unique business. Our employees are highly trained, focused, and dedicated to making sure that all of our customers get the attention necessary to meet their needs.



# Triad Marine & Industrial Supply, Inc.

1155 FM 518

Kemah, Texas 77565

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## **A**

COVER LETTER

## **B**

TABLE OF CONTENTS

## **C**

STATEMENT OF PROJECT  
UNDERSTANDING

## **D**

ACKNOWLEDGEMENT OF PROFESSIONAL UNDERSTANDING

## **E**

LOCATION OF WORK

## **F**

CURRENT AND PAST PROJECTS

## **G**

COMPANY WORKLOAD

## **H**

CANCELLED PROJECTS



# Triad Marine & Industrial Supply, Inc.

1155 FM 518

Kemah, Texas 77565

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## Project Understanding Statement

**The Goal:** Procure, rig, and deliver a Zodiac Milpro SRR 650 Rigid Hull Inflatable Boat (RHIB) powered by a Yamaha F150 Outboard motor to the Seabrook Volunteer Fire Department within a 12- to 18-month timeline.

### Core Deliverables

- **Vessel Platform:** One Zodiac Milpro SRR 650 RHIB with a heavy-duty military-grade Hypalon collar.
- **Propulsion System:** One Yamaha F150 OB completely installed, rigged, and tested.
- **Operational Readiness:** Integration of department-specified emergency lighting, sirens, and marine rescue electronics included.
- **Final Delivery:** Secure transport and handover to Seabrook VFD within a 12 to 18-month deadline.

### Project Boundaries

- **Included:** Hull procurement, motor integration, safety testing, and delivery.
- **Excluded:** Post-delivery maintenance contracts, routine fuel, and formal crew coxswain certification training.





# Triad Marine & Industrial Supply, Inc.

1155 FM 518

Kemah, Texas 77565

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## PROFESSIONAL SERVICE AGREEMENT

I, Tina L Miller, acknowledge receipt of the request for bid for a Rescue Boat for the City of Seabrook VFD, dated \_July 22, 2026. I certify that I have reviewed and approved the terms for RFP 2026-11.

*Tina L Miller*  
8/31/26



# Triad Marine & Industrial Supply, Inc.

1155 FM 518

Kemah, Texas 77565

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## Location of Service Agreement

The SRR 650 will be built at Zodiac MilPro in Stevensville, Maryland, and delivered to Triad Marine after project completion.

Triad Marine will inspect and test the SRR 650 and, upon approval, will deliver it to the Seabrook VFD.

Triad Marine will be your service provider and warranty station.

**Triad Marine & Industrial Supply, Inc.**  
**Customer Sales History**  
**For the Period From Jan 1, 2025 to Dec 31, 2026**

Filter Criteria includes: 1) Customer IDs: Multiple IDs. Report order is by Customer ID. Report is printed in Summary Format.

| Customer ID         | Name                       | Bill To Contact | Amount    |
|---------------------|----------------------------|-----------------|-----------|
| ATASCOCITA FD       | ATASCOCITA FIRE DEPARTM    |                 | 13,366.52 |
| AUSTIN FIRE DEPT.   | AUSTIN FIRE DEPT. ADMIN.   | TERESA REDDY    | 215.86    |
| BECHTEL             | BECHTEL                    |                 | 1,305.30  |
| BEXAR COUNTY ESD 7  | BEXAR CAOUNTY ESD7         | NATHAN LAFIELD  | 395.00    |
| BOERNE FIRE DEPT.   | CITY OF BOERNE             |                 | 792.10    |
| CENTERPOINT VFD     | CENTERPOINT VFD            |                 | 67,228.00 |
| CHANNELVIEW FIRE    | CHANNELVIEW FIRE/HC ESD    |                 | 3,200.45  |
| CITY OF ARLINGTON   | CITY OF ARLINGTON          |                 | 34,952.00 |
| CITY OF AUSTIN      | FINANCE & ADMIN SVCS       |                 | 13,954.02 |
| CITY OF BROKEN ARR  | CITY OF BROKEN ARROW       |                 | 200.00    |
| CITY OF BRYAN       | CITY OF BRYAN              |                 | 1,442.30  |
| CITY OF CARROLLTON  | CITY OF CARROLLTON         | DAN HALL        | 1,097.30  |
| CITY OF CEDAR HILL  | CITY OF CEDAR HILL         |                 | 73.11     |
| CITY OF CEDAR PARK  | CITY OF CEDAR PARK         |                 | 31,692.93 |
| CITY OF CONROE      | CITY OF CONROE             |                 | 43,051.95 |
| CITY OF CORPUS CR F | CITY OF CORPUS CHRISTI FIR |                 | 101.89    |
| CITY OF COWETA      | CITY OF COWETA             |                 | 202.50    |
| CITY OF DALLAS      | CITY OF DALLAS             | Leslie Thomason | 267.11    |
| CITY OF EAGLE PASS  | CITY OF EAGLE PASS         |                 | 34,721.00 |
| CITY OF HOUSTON     | CITY OF HOUSTON FIRE DEP   |                 | 10,241.48 |
| CITY OF HURST-FIRE  | CITY OF HURST FIRE DEPART  |                 | 4,910.39  |
| CITY OF KATY        | CITY OF KATY               |                 | 3,820.12  |
| CITY OF KERRVILLE   | CITY OF KERRVILLE-FIRE DE  |                 | 500.00    |
| CITY OF LONGVIEW    | CITY OF LONGVIEW           |                 | 26,665.00 |



**Triad Marine & Industrial Supply, Inc.**  
**Customer Sales History**  
**For the Period From Jan 1, 2025 to Dec 31, 2026**

Filter Criteria includes: 1) Customer IDs: Multiple IDs. Report order is by Customer ID. Report is printed in Summary Format.

| Customer ID         | Name                      | Bill To Contact | Amount    |
|---------------------|---------------------------|-----------------|-----------|
| CITY OF MCKINNEY    | CITY OF MCKINNEY          |                 | 166.71    |
| CITY OF NEW BRAUNF  | CITY OF NEW BRAUNFELS     |                 | 4,952.56  |
| CITY OF ROUND ROCK  | CITY OF ROUND ROCK        |                 | 307.56    |
| CITY OF SAN ANGELO  | CITY OF SAN ANGELO        |                 | 63,353.00 |
| CITY OF SAN ANTONIO | CITY OF SAN ANTONIO       | TERRI CANAL     | 19,866.36 |
| CITY OF SAN MARCOS  | CITY OF SAN MARCOS        |                 | 28,720.74 |
| CITY OF SHERTZ      | CITY OF SHERTZ - FIRE     |                 | 2,493.11  |
| CITY OF SUGAR LAND  | CITY OF SUGAR LAND        |                 | 424.00    |
| CITY OF TEXARKANA T | CITY OF TEXARKANA TX      |                 | 33,279.00 |
| COLLEGE STATION FI  | COLLEGE STATION FIRE DEP  |                 | 141.54    |
| COMFORT VFD         | COMFORT VFD               |                 | 33,758.00 |
| COMMUNITY VOLUNTE   | COMMUNITY VOLUNTEER FIR   |                 | 123.45    |
| COWSKIN FIRE        | COWSKIN FIRE DEPARTMENT   |                 | 6,153.81  |
| CROSBY FIRE DEPT    | CROSBY FIRE DEPARTMENT    | RUSSELL WHITE   | 1,853.39  |
| CY-FAIR VFD         | HARRIS COUNTY ESD #9      |                 | 1,017.65  |
| CYPRESS CREEK FIRE  | CYPRESS CREEK FIRE DEPA   |                 | 3,834.59  |
| DICKINSON VFD       | DICKINSON VFD             |                 | 274.20    |
| DIVIDE VFD          | DIVIDE VFD                |                 | 5,279.00  |
| DPS                 | TX DEPT. OF PUBLIC SAFETY |                 | 14,196.70 |
| FORT HOOD FIRE DEP  | FORT HOOD FIRE & EMERGE   |                 | 22,481.46 |
| FORT HOOD W6QM MI   | W6QM MICC-FDO FORT HOO    |                 | 71,822.00 |
| FREESTONE COUNTY    | FREESTONE COUNTY          |                 | 12,597.10 |
| GALVESTON FD        | GALVESTON FIRE DEPARTME   |                 | 1,425.27  |
| GALVESTON HISTORI   | GALVESTON HISTORICAL FO   | MARK SCIPINICO  | 90.00     |

**Triad Marine & Industrial Supply, Inc.**  
**Customer Sales History**  
**For the Period From Jan 1, 2025 to Dec 31, 2026**

Filter Criteria includes: 1) Customer IDs: Multiple IDs. Report order is by Customer ID. Report is printed in Summary Format.

| Customer ID        | Name                      | Bill To Contact   | Amount     |
|--------------------|---------------------------|-------------------|------------|
| GALVESTON PILOTS   | GALVESTON TEXAS CITY PIL  |                   | 1,525.90   |
| HARBOR DOCKING     | HARBOUR DOCKING & TOWIN   |                   |            |
| HARRIS COUNTY      | HARRIS COUNTY AUDITOR     |                   | 2,030.30   |
| HARRIS COUNTY ESD  | HARRIS COUNTY ESD 17      | JAMES CONE        | 20,459.50  |
| HARRIS COUNTY ESD  | HARRIS COUNTY ESD 80      | RANDY FOSTER      | 9,758.00   |
| HOUSTON PD - CLP   | CITY OF HOUSTON, POLICE D | SHERIDAN SIMOND   | 2,112.04   |
| JAMAICA BEACH VFD  | JAMAICA BEACH VFD         |                   | 4,683.10   |
| JOHNSON CITY ESD 1 | JOHNSON COUNTY ESD 1      |                   | 106,440.00 |
| LEWISVILLE FD      | LEWISVILLE FD             |                   | 1,197.50   |
| MISSOURI CITY FIRE | MISSOURI CITY FIRE RESCUE |                   | 129.00     |
| MONTGOMERY CNTY    | MONTGOMERY COUNTY ESD     |                   | 6,816.35   |
| MONTGOMERY COUNT   | MONTGOMERY COUNTY SHE     | SGT. KELLEY SMITH | 592.17     |
| N A FIRE TRUST     | N A FIRE TRUST            |                   | -600.00    |
| NOCONA FIRE        | NOCONA RURAL VFD          |                   | 36,304.05  |
| PONDEROSA FIRE DE  | PONDEROSA FIRE DEPT       |                   | 12,419.00  |
| PULASKI            | PULASKI COUNTY OFFICE OF  |                   | 180.00     |
| REEVES COUNTY ESD  | REEVES COUNTY ESD 1       |                   | 50.00      |
| ROCKWALL MARINE    | ROCKWALL MARINE           |                   | 1,394.00   |
| ROUND ROCK FD      | ROUND ROCK FIRE DEPARTM   |                   | 2,371.70   |
| SEABROOK FIRE DEPT | SEABROOK FIRE DEPT.       |                   | 1,327.50   |
| SMITH COUNTY ESD 2 | SMITH COUNTY ESD 2        |                   | 34,952.00  |
| STONEWALL VFD      | STONEWALL VFD             |                   | 32,169.00  |
| TEEX, FINANCIAL    | TX A&M ENGINEERING EXTN   |                   | 30,594.01  |
| TEXAS ARMY NG      | TEXAS ARMY NATIONAL GUA   |                   | 1,085.00   |

**Triad Marine & Industrial Supply, Inc.**  
**Customer Sales History**  
**For the Period From Jan 1, 2025 to Dec 31, 2026**

Filter Criteria includes: 1) Customer IDs: Multiple IDs. Report order is by Customer ID. Report is printed in Summary Format.

| Customer ID         | Name                      | Bill To Contact  | Amount     |
|---------------------|---------------------------|------------------|------------|
| TEXAS DPS           | TEXAS DPS                 |                  | 66,899.71  |
| TEXAS DPS- TMU      | TEXAS DPS - TMU           | Greg Bowers-Vest | 767.50     |
| TEXAS MILITARY DEPT | TEXAS MILITARY DEPARTMEN  |                  | 13,235.46  |
| THE WOODLANDS TO    | THE WOODLANDS TOWNSHIP    |                  | 2,834.65   |
| TPWD - COLLEGE STA  | TPWD - COLLEGE STATION    |                  | 1,843.15   |
| TPWD - KERVILLE     | TPWD - KERVILLE, R5, D5   |                  | 930.55     |
| TPWD - MARINE THEF  | TPWD - MARINE THEFT INVES |                  | 685.42     |
| TPWD - SPECIAL OPE  | TPWD Special Operations   |                  | 4,102.24   |
| TPWD- REGION 7      | TPWD REGION 7, DISTRICT 4 |                  | 310.00     |
| TPWD-AUSTIN         | TPWD                      | CHRISTINA BROWN  | 263,892.19 |
| TPWD-Beaumont       | TPWD BEAUMONT             |                  | 1,797.18   |
| TPWD-DISTRICT 5     | TPWD DISCTRICK 5          |                  |            |
| TPWD-LAREDO R-5 D-  | TPWD-LAREDO R5, D3        |                  | 1,656.16   |
| TPWD-LAREDO R-5 D-  | TPWD-LAREDO R5, D4        |                  | 671.56     |
| TPWD-LED, R7-D3     | TEXAS PARKS AND WILDLIFE  |                  | 2,490.58   |
| TPWD-R4, D2         | TPWD REGION 4, DISTRICT 2 |                  | 1,866.75   |
| TPWD-REGION 4, D 3  | TPWD REGION 4, DISTRICT 3 |                  | 4,712.92   |
| TPWD-UVALDE R-5 D-  | TPWD - UVALDE, R-5/D-2    |                  | 1,861.00   |
| TPWF                | TEXAS PARKS & WILDLIFE FO |                  | 1,500.92   |
| TRAVIS              | TRAVIS COUNTY             |                  | 31,823.85  |
| TRAVIS COUNTY ESD   | TRAVIS COUNTY ESD #1      |                  | 34,114.00  |
| TRAVIS COUNTY ESD   | TRAVIS COUNTY ESD #6      | MATT BENSON      | 10,468.00  |
| TX DOT - NHMO       | TX DOT NORTH HARRIS MAIN  |                  | 1,640.25   |
| TX DOT- GALVESTON   | TEXAS DOT - GALVESTON     |                  | 1,670.80   |

Triad Marine & Industrial Supply, Inc.  
Customer Sales History  
For the Period From Jan 1, 2025 to Dec 31, 2026

Filter Criteria includes: 1) Customer IDs: Multiple IDs. Report order is by Customer ID. Report is printed in Summary Format.

| Customer ID         | Name                     | Bill To Contact    | Amount             |
|---------------------|--------------------------|--------------------|--------------------|
| TX PARKS - DICKINSO | TEXAS PARKS AND WILDLIFE |                    | 6,065.85           |
| TX PARKS - LA MARQU | TEXAS PARKS AND WILDLIFE | ROBERT KANA        | 2,923.19           |
| TX PARKS - LAW ENFO | TX PARKS LAW ENFORCEME   |                    | 2,449.05           |
| TX PARKS - MAIN     | TEXAS PARKS AND WILDLIFE |                    | 8,016.74           |
| TX PARKS-PORT OCO   | TX PARKS-PORT OCONNER    | RICK RAGUSIN       | 2,687.95           |
| US ARMY COPRS OF E  | US ARMY CORPS OF ENGINE  |                    | 2,668.25           |
| USMC                | USMC                     |                    | 5,398.35           |
| VILLAGE FIRE DEPT   | VILLAGE FIRE DEPT        |                    | 236.00             |
| WASHINGTON COUNT    | WASHINGTON COUNTY EMS    |                    | 31,574.00          |
| WILLIAMSON COUNTY   | WILLIAMSON COUNTY        |                    | 1,836.55           |
| WISE COUNTY AUDITO  | WISE COUNTY AUDITOR      | RANDALL PREUNINGER | 5,008.00           |
|                     | Report Totals            |                    | <u>1,451,636.4</u> |



# Triad Marine & Industrial Supply, Inc.

1155 FM 518

Kemah, Texas 77565

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## CURRENT AND PROJECTED WORKLOAD

### Current Workload

#### 1. Sales Operations & Distribution

- **Dealer Inventory Management:** Processing and staging incoming inventory for premiere brands like Zodiac Nautic, Zodiac MilPro, and Achilles Inflatable Boats.
- **Propulsion & Rigging Sales:** Outfitting leisure and commercial boat hulls with Yamaha and Tohatsu outboard motors.
- **Safety Equipment Distribution:** Managing retail and fulfillment operations for specialized marine electronics, including EPIRBs, PLBs, and AIS distress signals.

#### 2. Service & Maintenance Operations

- **U.S. Coast Guard Inspections:** Managing the daily volume of life raft repacking and certified safety inspections at their authorized USCG repack station.
- **Inflatable Hull Repairs:** Utilizing factory-certified technicians to fulfill fiberglass, aluminum, and multi-layer fabric (CSM/Hypalon) patch and structural repairs.

### Projected Workload

#### 1. Seasonal Demand & Commercial Pipeline

- **Recertification Peak Season:** Forecasting high-volume life raft servicing surges tied to commercial fishing seasons, cruise ship schedules, and offshore oil platform compliance deadlines.
- **Government & Military Procurement:** Fulfilling multi-boat orders, such as rescue packages for municipal fire departments or state/federal law enforcement agencies.

- **Leisure Market Fluctuations:** Scaling retail sales and spring-preparation ahead of the recreational coastal boating season.

## **2. Resource & Capacity Allocation**

- **Technician Training Hours:** Budgeting continuing education time for service staff to secure upcoming factory certifications for new leisure or commercial life raft lines
- **HazMat Logistics Planning:** Managing capacity and specialized freight scheduling for shipping and receiving high-volume motor freight Liferrafts and survival equipment

**3. Daily Adjustments:** Each and every day brings new and different things that need immediate attention. We are well-versed in making adjustments as needed.



# Triad Marine & Industrial Supply, Inc.

1155 FM 518

Kemah, Texas 77565

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## Canceled Contracts or Awards

Triad Marine has never had a canceled or rejected contract or award, nor have we had any legal proceedings involving Municipal clients or awards.



SEABROOK CITY COUNCIL  
JOINT CITY COUNCIL AND PARKS & TRAILS  
COMMITTEE MEETING

---

Mayor Jim Sweeney called the Seabrook Council Meeting to order at 5:02 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. Parks & Trails Committee Chair Monica Flores called the Joint Meeting to order at 5:02 p.m. Present were Committee members Jesse Jones, David Popken, Monica Flores, Debra Harper, Nehemiah Jackson, and John Coggeshall. Also in attendance were: City Manager Gayle Cook, City Secretary Rachel Lewis, and Deputy City Manager Sean Landis. Mayor Jim Sweeney declared a quorum of Council, and Committee Chair Flores declared a quorum of the Parks & Trails Committee.

**1. PUBLIC COMMENTS AND ANNOUNCEMENTS**

Kylie Wilson 2602 Loganberry Circle Hanssen Property

**2. DISCUSSION**

- 2.1 Discuss the property and structure located at 3709 NASA Parkway and provide recommendations regarding the future disposition, use, and/or development of the Ruth Hanssen donated property.**

***Councilmember Hanssen recused himself from discussion of this item and removed himself from the room.***

Council and the Parks & Trails Committee discussed the potential use of the property as a pocket park, as recommended by the Committee. Images of the property and the existing building were reviewed. Deputy City Manager Sean Landis recommended demolition of the building due to its current condition. Discussion also included the possibility of constructing a welcome center on the property in the future, should funding become available. The Parks & Trails Committee requested that the large tree located near the entrance to the property be preserved.

- 2.2 Discuss and provide recommendations regarding the planning and prioritization of Parks and Trails capital projects:**

- Berm Extension Trail
- Carothers West Tract Trail Loop
- Carothers Coastal Garden Shoreline Enhancement
- Robinson Parking Lot Expansion
- Shade Structure at Friendship Park

***Councilmember Hanssen returned to the room for discussion of this item.***

Council and the Parks & Trails Committee discussed planned trail closures by the Port of Houston Authority and potential interim trail options. City Manager Gayle Cook stated that the Port was supportive of the proposed trail option; however,



plans for the area had changed and the existing pond areas would remain in place.

Potential trail options for the Carothers West Tract were also discussed, including a proposed trail loop and approximately four acres of property owned by the City.

The Parks & Trails Committee discussed recommendations for shoreline enhancements at Carothers Coastal Garden, including opportunities to provide public access to the water and related public safety considerations. As the Committee had not yet reached a consensus on a recommendation, Mayor Sweeney requested that the item be brought back to Council once a consensus had been reached.

Council also heard recommendations regarding expansion of the Robinson Park parking lot, including the potential use of permeable drainage pavers and associated maintenance considerations.

City Manager Gayle Cook presented staff's concepts for a shade structure over the bleacher area adjacent to the soccer fields at Friendship Park.

### 3. ADJOURN MEETING

Hearing no further business, Mayor Sweeney adjourned the meeting at 5:52 pm.

Hearing no further business, Parks & Trails Chair Monica Flores adjourned the Parks & Trail meeting at 5:52 pm.

APPROVED:

\_\_\_\_\_  
Jim Sweeney  
Mayor

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Rachel Lewis, TRMC  
City Secretary

\_\_\_\_\_  
Monica Flores  
Chair, Parks & Trails Committee

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Amanda Morales, Deputy City Secretary



**MEETING MINUTES  
AUGUST 18, 2026**

**SEABROOK CITY COUNCIL  
REGULAR CITY COUNCIL MEETING**

---

Mayor Jim Sweeney called the Seabrook Council Meeting to order at 6:01 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 City Attorney David Olson. Pledges were conducted.

**1. PRESENTATIONS**

**1.1 Presentation by Gulf Coast Protection District (GCPD)**

Roger Gunther, President of the Gulf Coast Protection District, provided an overview of the District, its affiliations, history, and mission. He stated that the District encompasses five counties—Harris, Chambers, Jefferson, Galveston, and Orange—representing approximately 5.7 million residents and \$554 billion in annual economic activity.

Mr. Gunther reviewed the history of major storms affecting the region and discussed the resulting economic impacts and loss of life. He provided an update on the Coastal Texas Project, including the Galveston Bay Barrier System, Galveston Bay shoreline improvements, and island protection measures. He also discussed current and upcoming projects, engineering and design efforts, federal funding, stakeholder engagement, and the creation of the Coastal Texas Research Council.

**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, President of the Seabrook Rotary Club, presented a donation in the amount of \$19,750 to the City of Seabrook to support the refurbishment of Miramar Rotary Pavilion.

**2. PUBLIC COMMENTS AND ANNOUNCEMENTS**

|                |                        |                                           |
|----------------|------------------------|-------------------------------------------|
| Kylie Wilson   | 2602 Loganberry Circle | Planned Unit Development                  |
| Natalie Barry  | 2225 Water Way         | Planned Unit Development                  |
| Angie Williams | 1513 Lake Mija         | Planned Unit Development                  |
| Bill Henry     | 4428 Shady Lake        | Planned Unit Development                  |
| Joe Machol     | Seabrook               | Fine collection, procurement, water rates |
| Will Smith     | 2305 Lord Nelson       | Water main                                |

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

Councilmember Deemer presented the following events:

Pelican Bay Pool Ribbon Cutting on August 22, 2026

Bingo With Badges on August 28, 2026

Councilmember Sessum announced a Seabrook Volunteer Fire Department hosted Blood Drive

**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.**

City Manager Gayle Cook updated Council on the following:

Parks & Trails, Economic Development Corporation, Civil Service Commission

Pine Gully Pier demolition

East Meyer Avenue construction

EMS and EOC building addition

Wastewater Treatment Plant demolition

Carothers Garden East Tract Trail System

Bayside Park design

Pelican Bay Pool opening

**3. CONSENT AGENDA**

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

---

|              |                                          |
|--------------|------------------------------------------|
| Motion:      | To Approve the Consent Agenda            |
| Made By:     | At-Large Position 6 Sanford              |
| Seconded By: | At-Large Position 3 Hanssen              |
| Vote:        | <b>Passed</b> unanimously by all present |

---

**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.**

---

|              |                                          |
|--------------|------------------------------------------|
| Motion:      | To Approve                               |
| Made By:     | At-Large Position 2 Sessum               |
| Seconded By: | At-Large Position 1 Rodgers              |
| Vote:        | <b>Passed</b> unanimously by all present |

---

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

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

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- 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.**
- 

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

---

- 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.**

City Manager Cook informed Council that Public Affairs would provide messaging to inform the public about the program, including information regarding the option to opt out.

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Motion: To Approve  
Made By: At-Large Position 2 Sessum  
Seconded By: At-Large Position 6 Sanford  
Vote: **Passed** unanimously by all present

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- 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 1<sup>st</sup> Street Reconstruction Project, and authorize the City Manager to execute the amendment and 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

---

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

Motion: To Approve  
Made By: At-Large Position 2 Sessum  
Seconded By: At-Large Position 1 Rodgers  
Vote: **Passed** unanimously by all present

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- 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.

***Councilmember Hanssen recused himself from consideration of this item and removed himself from the room.***

City Manager Cook explained that City resources would be focused on Bayside Park during the near future.

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|              |                                               |
|--------------|-----------------------------------------------|
| Motion:      | To Approve                                    |
| Made By:     | At-Large Position 6 Sanford                   |
| Seconded By: | At-Large Position 5 Deemer                    |
| Vote:        | <b>There was no vote taken on this motion</b> |

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|              |                                                       |
|--------------|-------------------------------------------------------|
| Motion:      | To Postpone until more information could be presented |
| Made By:     | At-Large Position 6 Sanford                           |
| Seconded By: | At-Large Position 5 Deemer                            |
| Vote:        | <b>Passed</b> unanimously by all present              |

---

5. **EXECUTIVE SESSION**

Mayor Sweeney did not adjourn into Executive Session so Executive Session items were not considered.

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**

No Executive Session was held.

7. **ROUTINE BUSINESS**

***Councilmember Hanssen returned to the meeting.***

7.1 **Establish future meeting dates and agenda items.**

City Secretary Rachel Lewis informed Council the next Regular Meeting was scheduled for September 1, 2026 at 6:00 pm.

There being no further business, Mayor Sweeney adjourned the meeting at 7:10 pm.

APPROVED: \_\_\_\_\_  
Jim Sweeney  
Mayor

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Rachel Lewis, TRMC  
City Secretary



## *Agenda Briefing*

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**Date of Meeting:** September 1, 2026

**Responsible Department:** Finance

**Presenter:**

**Briefing Prepared By:** Rebecca Howton

**Strategic Focus Area:** CITY SERVICES

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**General Information:**

Consider and take all appropriate action regarding Resolution 2026-19 declaring certain City vehicles and equipment as surplus and authorizing their submission for auction or disposal.

**Executive Summary / Background:**

From time to time, the City replaces vehicles and equipment that have reached the end of their useful service life, become obsolete, are no longer economically feasible to repair, or are otherwise no longer required for municipal operations. Once replacement assets are placed into service, the retired vehicles and equipment no longer provide operational value and may result in unnecessary storage, maintenance, and liability costs.

The City has identified various vehicles and pieces of equipment that are no longer needed for municipal purposes. Staff has reviewed these assets and determined they are appropriate to be declared surplus.

Upon Council authorization, the surplus assets will be prepared for sale and marketed through a competitive public auction platform or other disposal method permitted by Texas law to maximize the City's return while maintaining a transparent and accountable disposal process. Texas law authorizes municipalities to dispose of surplus property through competitive public sale processes, including public auction

**Funding / Fiscal Information:**

FUNDS: 681 PUBLIC SAFETY VEHICLE EQUIPMENT REPLACEMENT FUND  
(VERF)

684 GENERAL FUND VEHICLE EQUIPMENT REPLACEMENT FUND  
(VERF)

The sale of surplus vehicles and equipment is expected to generate one-time revenue for the City. Because auction values are market-driven, the exact amount of proceeds cannot be determined in advance. Net proceeds from the sale will be deposited into the appropriate City fund in accordance with applicable accounting practices and City policy.

**Supporting Materials Attached:**

1. RESOLUTION 2026-19
2. Exhibit A

**Prior Action / Review by Council, Boards, Commissions:**

NA

**Staff Recommendation:**

Staff recommends approval



## **RESOLUTION 2026-19**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, DECLARING CERTAIN CITY-OWNED VEHICLES AND EQUIPMENT AS SURPLUS PROPERTY; AUTHORIZING THE SALE AND DISPOSITION OF SUCH PROPERTY THROUGH PUBLIC AUCTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Seabrook, Texas (the “City”) owns certain vehicles, equipment, and other personal property that are no longer necessary or useful for the efficient operation of City departments; and

**WHEREAS**, City staff has identified certain City-owned vehicles and equipment as surplus property and recommends that such property be disposed of in accordance with applicable law and City policies; and

**WHEREAS**, the vehicles and equipment recommended for disposition are more particularly described in **Exhibit “A,”** attached hereto and incorporated herein for all purposes; and

**WHEREAS**, the City Council finds that the sale and disposition of the property identified in Exhibit “A” through public auction is in the best interest of the City and will provide for the efficient disposition of property that is no longer needed for municipal purposes;

**WHEREAS**, certain surplus property may be damaged, obsolete, inoperable, have no reasonable resale value, or otherwise be unsuitable for sale at public auction, and the City Council finds that such property should be disposed of in a lawful and appropriate manner when sale is not practical or economically beneficial to the City;

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

#### **SECTION 1. DECLARATION OF SURPLUS PROPERTY**

The City Council hereby finds and declares that the City-owned vehicles and equipment identified in **Exhibit “A”** are no longer necessary for municipal purposes and are hereby declared surplus property.

#### **SECTION 2. AUTHORIZATION FOR SALE AND DISPOSITION**

The City Manager, or designee, is hereby authorized to submit the surplus property identified in Exhibit “A” for sale through public auction and to take all actions reasonably necessary to facilitate the sale, transfer, and disposition of such property in accordance with applicable law and City policies.

### **SECTION 3. CONDITION OF PROPERTY**

All surplus property authorized for sale pursuant to this Resolution shall be sold “AS IS, WHERE IS,” without warranty or guarantee by the City as to the condition, fitness, merchantability, or suitability of the property for any particular purpose.

### **SECTION 4. UNSOLD PROPERTY**

The City Manager, or designee, is hereby authorized to dispose of any surplus property identified in **Exhibit “A”** that is determined to be damaged, obsolete, inoperable, to have no reasonable resale value, or otherwise to be unsuitable or impractical for sale at public auction. Such property may be recycled, salvaged, discarded, destroyed, or otherwise disposed of in a manner determined to be in the best interest of the City and in accordance with applicable law and City policies.

### **SECTION 5. EFFECTIVE DATE**

This Resolution shall become effective immediately upon its passage and approval by the City Council.

**PASSED AND APPROVED** by the City Council of the City of Seabrook, Texas, on this 1<sup>st</sup> day of September, 2026.

APPROVED:

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Jim Sweeney, Mayor

ATTEST:

---

Rachel Lewis, City Secretary

## Exhibit A

| Asset # | Unit # | Acquired Date | Original Cost | Department Name | Description of Item                  | Auction | Dispose |
|---------|--------|---------------|---------------|-----------------|--------------------------------------|---------|---------|
| 812     | 50065  | 3/3/2016      | \$21,535.00   | STREETS         | 2015 FORD F150 SUPERCAB              | yes     | no      |
| 823     |        | 6/21/2016     | \$28,649.00   | COMM DEVL       | 2016 FORD F150                       | yes     | no      |
| 829     | P18    | 11/29/2016    | \$29,190.25   | POLICE          | 2017 FORD EXPLORER                   | yes     | no      |
| 826     | P12    | 8/16/2016     | \$28,032.00   | POLICE          | 2016 DODGE CHARGER                   | yes     | no      |
| 785     | 40006  | 3/4/2015      | \$29,135.75   | PARKS           | 2015 FORD 250 TRANSIT VAN            | yes     | no      |
| 265     |        | 4/1/2000      | \$32,939.00   | STREETS         | 2000 KUBOTA MINI EXCAVATOR           | yes     | no      |
| 831     |        | 9/30/2016     | \$11,310.53   | PARKS           | JOHN DEER ZTRAK MOWER                | yes     | no      |
| 830     |        | 9/30/2016     | \$7,899.43    | PARKS           | JOHN DEER ZTRAK MOWER                | yes     | no      |
|         | 40027  |               |               | PARKS           | 52" SCAG MOWER                       | yes     | no      |
|         | 40020  |               |               | PARKS           | 72" SCAG MOWER                       | yes     | no      |
|         |        |               |               | POLICE          | 12' CONFERENCE ROOM TABLE & 9 CHAIRS | yes     | no      |
|         |        |               |               | ADMIN           | Miscellaneous office supplies        | Yes     | no      |
|         |        |               |               | IT              | Miscellaneous IT Equipment           | yes     | no      |

|  |  |  |  |        |                                       |    |     |
|--|--|--|--|--------|---------------------------------------|----|-----|
|  |  |  |  | POLICE | Confrence room table with no hardware | no | yes |
|  |  |  |  | IT     | Lot of old hand sets and recievers    | no | yes |
|  |  |  |  | COURT  | Inoperable Kisok                      | no | yes |



## *Agenda Briefing*

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**Date of Meeting:** September 1, 2026

**Responsible Department:** Police Department

**Presenter:** Rolf Nelson, Police Chief

**Briefing Prepared By:**

**Strategic Focus Area:**

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**General Information:**

Consider and take all appropriate action on the approval of a one (1) year extension of an Interlocal Agreement between the City of Seabrook and Lakeview Police Department for the use of the Seabrook Jail Facility and telecommunication (9-1-1) operator services from October 1, 2026 to September 30, 2027, with one (1) year options to extend annually and authorize the City Manager to execute.

**Executive Summary / Background:**

The City will be bringing forward Extension #2 of the Interlocal Agreement for Jail and Dispatch Services with the Lakeview Police Department, which provides services to the Cities of El Lago and Taylor Lake Village. The agreement provides for Seabrook to furnish 24-hour dispatch/PSAP services and access to the City's municipal jail and allows the agreement to be extended in one-year periods by mutual consent.

The collaboration has continued to work well for all parties, with no significant operational concerns identified. Staff recommends approval of Extension #2 to continue the successful partnership and provision of jail and dispatch services.

**Funding / Fiscal Information:**

Funds are by Invoice and into General Fund Revenues

**Supporting Materials Attached:**

1. Contract\_Dispatch -Jail FY26-27 - Signed

**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.

## **INTERLOCAL AGREEMENT – EXTENSION**

### **FOR PUBLIC SAFETY DISPATCHING AND JAIL SERVICES FOR LAKEVIEW POLICE DEPARTMENT TO SERVICE THE CITIES OF EL LAGO AND TAYLOR LAKE VILLAGE**

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

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

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

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

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

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

**WHEREAS**, SEABROOK and LAKEVIEW find it mutually beneficial to enter into this agreement.

**NOW, THEREFORE**, for the consideration stated above, SEABROOK and LAKEVIEW agree as follows:

#### **TERM EXTENSION #2**

Agree to extend the terms of this contract for a period of one (1) year commencing October 1, 2026, and continuing until September 30, 2027. This Agreement may be extended in additional one (1) year periods with the mutual consent of both parties.

Additionally, this extension increases the cost of services in accordance with the original agreement to **\$92,980.31**.

**Authority.** The undersigned officers and/or agents of the parties certify that they are the properly authorized officials and have the necessary authority to execute this agreement on behalf of their respective parties, and that any required resolutions extending such authority have been duly adopted and remain in full force and effect.

This contract is hereby signed and fully executed on this 28<sup>th</sup> day of July, 2026.

SEABROOK POLICE DEPARTMENT

LAKEVIEW POLICE DEPARTMENT

By: R. Nelson, Chief of Police

By: Carl Nunn, Chief of Police

Printed Name: R. Nelson

Printed Name: Carl Nunn

CITY OF SEABROOK

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_





## *Agenda Briefing*

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**Date of Meeting:** September 1, 2026

**Responsible Department:** City Manager's Office

**Presenter:** Rolf Nelson, Police Chief

**Briefing Prepared By:**

**Strategic Focus Area:**

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**General Information:**

Consider and take all appropriate action on the approval of an extension of an Interlocal Agreement between the City of Seabrook and the City of Clear Lake Shores, Texas for animal control services for October 1, 2026 and September 30, 2027, and authorizing the City Manager to execute the agreement.

**Executive Summary / Background:**

The City will be bringing forward Extension #1 of the Interlocal Agreement with the City of Clear Lake Shores for Animal Control and Animal Shelter Services. Under the agreement, Seabrook provides animal control response and access to its animal shelter for Clear Lake Shores, including animal capture, transportation, temporary housing, and other related services.

The initial agreement runs through September 30, 2026, and provides for one-year extensions by mutual consent. Beginning October 1, 2026, the agreement establishes an annual base fee of \$8,000, subject to a 3% annual increase, for up to 12 calls for service, with additional fees for services exceeding those levels.

The arrangement has worked well and provides an efficient regional partnership for animal control services. Staff recommends approval of Extension #1 to continue the agreement with Clear Lake Shores and they have communicated for an extension.

**Funding / Fiscal Information:**

General Fund Revenue

**Supporting Materials Attached:**

1. Animal\_Control\_Interlocal\_Extension\_2026-2027

2. Seabrook Animal Control 2026

**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.

**FIRST EXTENSION OF INTERLOCAL AGREEMENT  
FOR ANIMAL CONTROL AND ANIMAL SHELTER SERVICES**

This First Extension of Interlocal Agreement for Animal Control and Animal Shelter Services ("Extension") is entered into by and between the City of Seabrook, Texas ("Seabrook"), and the City of Clear Lake Shores, Texas ("Clear Lake Shores"), collectively the "Parties." The Parties previously entered into an Interlocal Agreement for Animal Control and Animal Shelter Services ("Agreement"), with an initial term ending September 30, 2026.

**EXTENSION**

- 1. Extension Term.** Pursuant to Section 7 of the Agreement, the Parties mutually agree in writing to extend the Agreement for one additional one-year term beginning October 1, 2026, and ending September 30, 2027.
- 2. Compensation.** For the extension term, Clear Lake Shores shall pay Seabrook a base sum of \$8,240.00, reflecting the 3% annual adjustment provided in Section 5 of the Agreement. All fees and charges for additional services beyond the base service level shall continue to be governed by the Agreement.
- 3. Ratification of Agreement.** Except as expressly extended by this Extension, all terms, conditions, duties, rights, rates for additional services, termination provisions, and other provisions of the Agreement remain unchanged and in full force and effect.
- 4. Authority and Effective Date.** Each person signing this Extension represents that he or she is authorized to execute it on behalf of the respective Party. This Extension becomes effective upon execution by both Parties and applies to the extension term stated above.

**IN WITNESS WHEREOF,** the Parties have executed this First Extension through their duly authorized representatives.

**CITY OF SEABROOK, TEXAS**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF CLEAR LAKE SHORES, TEXAS**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*First Extension - Animal Control and Animal Shelter Services*

## **INTERLOCAL AGREEMENT FOR ANIMAL CONTROL AND ANIMAL SHELTER SERVICES**

STATE OF TEXAS  
COUNTY OF HARRIS §  
COUNTY OF GALVESTON §

This Interlocal Agreement for Animal Control and Animal Shelter Services ("Agreement") is entered into by and between the City of Seabrook, Texas, a home-rule municipality located in Harris County, Texas ("Seabrook"), and the City of Clear Lake Shores, Texas, a general law municipality located in Galveston County, Texas ("Clear Lake Shores"), pursuant to Chapter 791 of the Texas Government Code (Interlocal Cooperation Act). Seabrook and Clear Lake Shores may be referred to individually as a "Party" and collectively as the "Parties."

### **1. RECITALS**

WHEREAS, it is in the best interest of the citizens of Seabrook and Clear Lake Shores to cooperate, where possible, in the provision of governmental functions and services where such cooperation will result in a more efficient, higher quality and/or more cost-effective provision of such function; and

WHEREAS, the Parties are authorized to enter an Interlocal Cooperation Agreement under chapter 791 of the Texas Government code for the provision of governmental functions and services; and

WHEREAS, Seabrook has an animal shelter located at 1100 Red Bluff, Seabrook, Texas 77586. ("the Shelter") that, from time to time, has excess capacity to shelter animals and perform usual municipal animal control operations; and

WHEREAS, Clear Lake Shores needs occasional animal control services and shelter facilities; and

WHEREAS, Seabrook agrees to enter into an agreement to assist in the provision of animal control services in the form of personnel for call outs and animal shelter facilities as requested by Clear Lake Shores and available in Seabrook's shelter; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Parties agree as follows:

### **2. DEFINITIONS**

Unless the context clearly indicates otherwise, the following words and phrases are used in this

Agreement shall have the following meaning:

"Animal" shall mean any small, domesticated creature, including, but not limited to, dogs, cats, birds, fish, mammals, reptiles, insects, and fowls.

"Animal Control Services" shall mean the services provided by a Party in response to a complaint or report that are necessary to effectively carry out an animal control program. Animal Control Services shall include, but not be limited to: the humane capture and sheltering of stray, unrestrained, homeless, abandoned, or unwanted animals and the humane transportation of captured animals to the Animal Shelter; response to calls regarding wild animals in residences; response to calls regarding animal bites and scratches, including the initial investigation of such incidents; and the capture of biting animals for state-mandated rabies quarantine observation.

"Animal Call" shall mean calls made by City of Clear Lake Shores Police Department to Seabrook Dispatch to request Seabrook Animal Control Services. \*Calls shall go through each respective city's dispatch service for call intake.

"Animal Shelter" shall mean the Responding Entity's animal shelter facilities that keep or legally impound stray, homeless, abandoned, or unwanted animals on behalf of their respective cities.

"Emergency or Disaster" shall mean an event or set of circumstances resulting from disasters caused by all hazards, whether natural or man-made, and to provide support for search and rescue operations for persons and property, including Animals and/or Livestock, in distress which:

(a) demands immediate action to preserve public health, protect life, protect property, or to provide relief to the community overtaken by such occurrences; or

(b) reaches such a dimension or degree of destructiveness as to warrant any Participating Entity's mayor or the governor of the State of Texas to declare a state of emergency or disaster.

"Livestock" shall mean as set forth in the Texas Agriculture Code Section 1.003(3) and shall include cattle, horses, mules, asses, sheep, goats, or domestic game birds.

### **3. SEABROOK'S OBLIGATIONS**

Seabrook agrees to provide animal control services and provide animal shelter facilities to Clear Lake Shores for all Animal Control Services occurring in areas located within the corporate city limits of Clear Lake Shores, Texas as reflected on the current city limit map as of the date of this agreement.

Seabrook will dispatch an Animal Control Officer in response to a request for Animal Control Services and the city agrees to transport all captured animals to the Shelter, provided however, that wild animals may be released back into their natural habitat.

Seabrook agrees to perform animal control and animal shelter services for Clear Lake Shores as more particularly described in Exhibit "A" attached hereto and incorporated herein ("Services").

Seabrook shall follow its policies regarding providing medical and veterinary care for sick or injured animals.

Seabrook during an Emergency or Disaster cannot guarantee that normal operations personnel will be available and would respond if possible.

#### **4. CLEAR LAKE SHORES' OBLIGATIONS**

Clear Lake Shores shall fully cooperate with City in the provision of Animal Control Services, including but not limited to furnishing any and all information in its possession about the ownership of a suspected rabid animal including rabies Vaccination Certificates maintained by a department of the City of Clear Lake Shores; any history of the animal; the name and address of any person reporting an animal bite or scratch; the name and address of any possible victims of an animal bite or scratch; and the name and address of any person believed to an animal which the City of Clear Lake Shores or a resident has called the City to capture or remove.

Clear Lake Shores agrees to assist with the apprehension of any animal if necessary and will be dispatched to Clear Lake Shores law enforcement by the Seabrook Animal Control Officer.

Clear Lake Shores agrees to file all criminal or civil charges, in the appropriate court, for any violations of Clear Lake Shores' rules and regulations or for any violations of State Statutes, at the sole discretion of the representative from the City of Clear Lake Shores.

Clear Lake Shores agrees to pay all fees associated with impoundment not at Seabrook Shelter, testing, medical treatment or final disposition of any animal; for any product or services provided by the Animal Shelter as set forth in this agreement; and for any product or service provided by a person other than Seabrook when required.

Clear Lake Shores agrees to secure a means for secondary mutual aid services in the event of an Emergency or Disaster.

#### **5. COMPENSATION**

**Payment for Basic Services.** It is agreed and understood that Seabrook shall provide services to the City of Clear Lake Shores as herein described for the sum of **\$8,000.00** for the remainder of fiscal year 2026 (through September 30, 2026) of service beginning on or about **February 20, 2026** ("Effective Date").

**Adjustments.** Beginning October 1, 2026, if extended, it is agreed and understood that Clear Lake Shores may elect to continue services and pay the base sum of **\$ 8,000.00** for each year thereafter, subject to adjustment an increase of **3%** annually each year thereafter unless otherwise agreed.

The initial annual sum of **\$ 8,000.00** is based on access for services up to 12 calls for service that generate personnel and equipment dispatch into the city limits of Clear Lake Shores.

**Payment for Additional Services.** For each additional call for service beyond the initial 12 for the first term and any extensions aligning with fiscal year, Clear Lake Shores shall pay:

1. Animal Control Service Calls over 12 within a fiscal year -There will be an additional fee of \$200.00 per call for service that generates personnel and equipment dispatched into the city limits of Clear Lake Shores .
2. Shelter Service is over 12 within a fiscal year - There will be an additional charge of \$ 25.00 per day.
3. Court Time for Seabrook Animal Control Officer – Billed at Actual FTE hourly compensation with benefits
4. Actual Costs – Any costs above personnel and equipment will be billed at actual costs for items associated with quarantine, specialized medical care, testing and/or products

## **6. INDEMNIFICATION**

To the extent allowed by law, each Party agrees to release, defend, indemnify, and hold harmless the other (and its officers, agents, and employees) from and against all claims or causes of action for injuries (including death), property damage (including loss of use), and any other losses, demands, suits, judgements and costs , including reasonable and documented attorney's fees and expenses, in any way arising out , related to, or resulting from its performance under this Agreement or caused by its negligent acts or omissions ( or those of its respective officer, agents, employees, or any other third parties for who it is legally responsive) in connection with performing this Agreement.

## **7. TERM AND RENEWAL**

This Agreement shall commence on the Effective Date and continue for an initial term ending September 30, 2026. Prior to the end of the Initial Term, the cities may re-evaluate the service provided through this Agreement by mutual consent, expressed in writing, extend this Agreement for one-year terms.

## **8. TERMINATION**

This Agreement may be terminated:

- A. By mutual written agreement of the Cities;
- B. By either City for convenience upon thirty (30) days' written notice;
- C. By either City for non-appropriation of funds.

## **8. LIABILITY AND IMMUNITY**

It is expressly understood and agreed that, in the execution of this Agreement, neither City waives, nor shall deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in exercise of governmental powers and functions. Each Party shall be responsible for its own acts and omissions to the extent permitted by Texas law. Nothing herein shall be construed as a waiver of governmental immunity.

## **9. GOVERNING LAW AND VENUE**

This Agreement shall be governed by the laws of the State of Texas. Venue shall lie in a court of competent jurisdiction in the county of Galveston.

## **10. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the Parties and may be amended only by written agreement.

## **11. REMEDIES**

No right or remedy granted herein or reserved to the cities is exclusive of any other right or remedy herein by law or equity provided or permitted but each shall be cumulative of every other right or remedy given hereunder. No covenant or condition of the Agreement may be waived without first obtaining consent of the cities in writing. Forbearance or indulgence by either city shall not constitute a waiver of any covenant or condition to be performed pursuant to the Agreement.

## **12. SEVERABILITY**

If any of the terms, sections, subsections, sentences, clauses, phrases, provisions, covenants, conditions or any other part of this Agreement are for any reason held to be invalid, void or unenforceable, the remainder of the terms, section, subsections, sentences, clauses, phrases, provision, covenants, conditions or any other part of this Agreement shall remain in full forces and effect and shall in no way be affected, impaired or invalidated.

## **13. AUTHORITY**

This Agreement is made for each City as an Interlocal Cooperative Agreement pursuant to Chapter 791 of the Texas Government Code.

IN WITNESS WHEREOF, the cities entered into the Agreement on this date first written above.



CITY OF SEABROOK, TEXAS

Signature:  Digitally signed by 529f6971-b8cf-4d45-888b-2a32ca0c420c  
Date: 2026.02.04 09:09:33 -06'00'

By: Gayle Cook

Title: City Manager

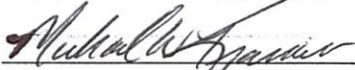
Date: 2/4/2026

ATTEST:

By: Amanda Morales Digitally signed by  
Amanda Morales  
Date: 2026.02.04  
09:19:41 -06'00'

Name: Amanda Morales

CITY OF CLEAR LAKE SHORES, TEXAS

Signature: 

By: Michael W. Krawm

Title: City Administrator

Date: 2-4-2026

ATTEST:

By: 

Name: Christy Stroup

## **EXHIBIT "A"**

### **SCOPE OF ANIMAL CONTROL AND ANIMAL SHELTER SERVICES**

#### **Animal Control Services:**

- Response to calls regarding stray, aggressive, injured, or dangerous animals.
- Response to animal bites, scratches, and rabies quarantine requirements.
- Humane capture, handling, and transportation of animals.
- Coordination with law enforcement and emergency responders.
- Emergency and after-hours response as resources allow.

#### **Animal Shelter Services:**

- Temporary housing and care of impounded animals.
- Rabies observation and quarantine as required by law.
- Owner redemption, adoption coordination, or humane euthanasia in accordance with Texas law.
- Recordkeeping and reporting related to animals received from Clear Lake Shores.

Services shall be provided in accordance with Seabrook ordinances, policies, and applicable state law.



## *Agenda Briefing*

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**Date of Meeting:** September 1, 2026

**Responsible Department:** Public Works

**Presenter:** Jesus Olivo, Assistant Public Works Director

**Briefing Prepared By:** Jesus Olivo

**Strategic Focus Area:** Infrastructure

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**General Information:**

Consider and take all appropriate action on the approval of the 2026-05 Task Order with Cobb Fendley under the Professional Services Agreement (PSA) in an amount of \$209,000 to design CIP W-32 Baybrook Waterline Project and authorize the City Manager to execute.

**Executive Summary / Background:**

CIP Project W32 – Baybrook will replace existing asbestos-cement (AC/ACO) water lines throughout the Baybrook neighborhood while increasing water system capacity in areas currently served by water lines smaller than 6 inches. The project will abandon existing 6-inch and 8-inch AC water lines and install new 8-inch water lines to improve system reliability, capacity, and long-term service.

The project builds on the successful completion of a similar waterline replacement project, W31 – Seascape, completed last year. The Baybrook project will apply a similar approach to address aging AC infrastructure and provide upgraded waterline capacity for the neighborhood.

**Funding / Fiscal Information:**

Fund 29 WW/SS CO 202016

**Supporting Materials Attached:**

1. Proposal - Baybrook Water Line
2. Task Order 2026-5

**Prior Action / Review by Council, Boards, Commissions:**

**Staff Recommendation:**

Staff Recommends Approval

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.



August 5, 2026

Mr. Brian Craig  
Public Works Director/City Engineer  
City of Seabrook  
1100 Red Bluff  
Seabrook, Texas 77586

Re: Proposal for Engineering Services  
Seabrook – Baybrook Water Line  
CobbFendley Project No. \_\_\_\_\_

Dear Mr. Craig:

Cobb, Fendley & Associates, Inc. (CobbFendley) is pleased to submit this proposal to provide Professional Engineering Services for the Baybrook Water Line Project in Seabrook, Texas. CobbFendley proposes to provide the Scope of Services for the Compensation as outlined in Attachments A and B, respectively.

Thank you for the opportunity to submit this proposal. Please advise if you have any questions or require additional information.

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Amber Hurd".

Amber Hurd, P.E.  
Vice President, Department Manager

Attachments

This proposal accepted by:

CITY OF SEABROOK, TEXAS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Authorization

**ATTACHMENT A**  
**SCOPE OF SERVICES**

Cobb, Fendley & Associates, Inc.  
Proposal for Professional Engineering Services  
Baybrook Water Line Improvements

**PROJECT DESCRIPTION AND LIMITS**

This project is a part of the City's Capital Improvement Project (CIP) list as it relates to water system improvements. Baybrook Water Line is known as CIP No. W32. The purpose of this project is to replace existing asbestos concrete (AC) water lines throughout the neighborhood and to increase the capacity in water lines less than 6-inches.

This project will abandon the existing 6-inch and 8-inch AC water lines and install approximately 6,530 linear feet of new 8-inch water line. The limits included are listed below:

- Sandcrane Drive from Park Drive to Plover Drive
- Plover Drive from South Heron Drive to Killdeer Drive
- Spoonbill Drive from South Heron Drive to Killdeer Drive
- Kingfish Drive from South Heron Drive to Killdeer Drive
- Egret Drive from South Heron Drive to Killdeer Drive
- Killdeer Drive from Plover Drive to Egret Drive
- Seabird Drive from Red Bluff Road to Killdeer Drive
- South Heron Drive from Plover Drive to HCFCD Channel

Engineering services include surveying, water line design, traffic control plans, storm water pollution prevention plans, geotechnical investigation, construction materials testing, and utility coordination.

*Exhibit A – Baybrook Water Line Overall Exhibit*  
*Exhibit B – Opinion of Probable Construction Cost*

**SUBCONSULTANTS**

CobbFendley shall subcontract the geotechnical and construction materials testing services. Below is a list of the consultants that we anticipate on using for this project:

- Geotechnical Services – Geotest Engineering, Inc.
- Construction Materials Testing – Mutually Agreed Upon Subconsultant to be Determined During Construction

A proposal for Geotechnical Services is attached to this document.

## GENERAL REQUIREMENTS

CobbFendley shall prepare all work in accordance with the latest version of applicable City of Seabrook's (City) procedures, specifications, manuals, guidelines, standard drawings, and standard specifications or previously approved special provisions and special specifications. When design criteria are not identified in City manuals, CobbFendley shall notify the City and refer to State approved manuals, which include: *Roadway Design Manual*, *Hydraulic Design Manual*, the *Texas Manual on Uniform Traffic Control Devices* (TMUTCD), *Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges (latest Edition)*, and other State approved manuals.

CobbFendley shall notify the client and secure permission to enter private property to perform any surveying, engineering, or geotechnical activities needed outside of current right-of-way. CobbFendley shall contact each property owner prior to any entry onto the owner's property and shall request concurrence from the client prior to each entry.

The Engineer shall coordinate with the City throughout the PS&E development and with any local entity having jurisdiction or interest in the project (e.g. City, County, TxDOT, HCFCD, etc.).

The Engineer shall invoice according to Descriptions shown in Attachment A. The Engineer shall submit each invoice in a format acceptable to the City.

## **A. BASIC SERVICES**

### **DESIGN**

#### **I. WATER LINE DESIGN**

- a. Plan and Profiles** - CobbFendley will provide construction plan and profile drawings using CADD standards as required by the City. The drawings will consist of a plan and profile view of existing features and proposed improvements. The construction drawings will contain line work that depicts existing surface features and surface utilities obtained from survey, existing visible subsurface utilities, and existing and proposed right-of-way lines. Plan and Profile sheets will be prepared on 22"x34" format sheets.

Plan view will include:

1. Roadway centerline alignments
2. Existing pavement edges
3. Right-of-way dimensions
4. Existing utilities and structures
5. Benchmark information
6. Proposed water line alignments as they relate to the project centerlines, approx. 6,530 linear feet of replaced water line
7. Starting and ending locations as well as the connection to the existing water main
8. Proposed water valve, services lines, and fire hydrant locations

Profile view will include:

1. Existing and grade lines for pavement and natural ground along the project centerline and edge of apparent right-of-ways
2. Visible existing utilities and structures
3. Proposed utilities and structures

#### **II. TRAFFIC CONTROL PLAN**

CobbFendley will prepare Traffic Control detail sheets in accordance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD) for Streets and Highways (latest edition).



### **III. STORMWATER POLLUTION PREVENTION PLAN (SW3P)**

CobbFendley will prepare SW3P detail sheets based on the latest NPDES, and City of Seabrook Stormwater Quality Standards to minimize the potential impact to receiving waterways.

### **IV. UTILITY COORDINATION**

CobbFendley will perform the utility and investigation work involving the research and identification of private and public utilities within the project limits. This will include:

1. Researching the existence of public utilities such as sanitary, storm sewer, and water lines within the project limits
2. Request any additional information from private (CenterPoint Energy, AT&T and Others within the project area) and pipeline utilities, regarding locations of facilities within the proposed project limits
3. Coordinate with other governmental entities, specifically Harris County, which are impacted by the project(s) and obtain necessary approvals, signatures or letters of no objection.
4. Identify potential conflicts between the existing utilities and the proposed project improvements
5. Communicate with utility companies on plans for relocations and provide updated project design information

### **V. SUMMARY**

The full plan set will include at a minimum:

1. Cover Sheet
2. General Construction Notes
3. Overall Project Layout
4. Survey Control
5. Plan and Profiles
6. Traffic Control Plan Details
7. Storm Water Pollution Prevention Plan Details
8. Detail Sheets
9. Harris County Review Sheets

## **VI. MILESTONE SUBMITTALS**

CobbFendley shall prepare plans and submit for approval from the City. CobbFendley shall provide the following information at each submittal:

### **a. 60% Milestone Submittal:**

Digital Copy of the following items in .pdf format:

- Set of 22"x34" Plans for review
- Contract Front End Documents and Technical Specifications
- Opinion of Probable Construction Cost

### **b. 90% Milestone Submittal:**

Digital Copy of the following items in .pdf format:

- Set of 22"x34" Plans for review
- Contract Front End Documents and Technical Specifications
- Revised supporting documents from 60% review comments
- Opinion of Probable Construction Cost

### **c. Final Submittal:**

Digital Copy of the following items in .pdf format:

- Set of 22"x34" Plans for review
- Contract Front End Documents and Technical Specifications – Bid Ready
- Revised supporting documents from 90% review comments
- Opinion of Probable Construction Cost
- Construction Schedule

## **VII. PROJECT MANUAL, SPECIFICATIONS AND GENERAL NOTES**

CobbFendley will prepare a Project Manual including the City of Seabrook's standard front-end documents, standard specifications, special specifications, special provisions and the general note items for inclusion in the plans and bidding documents.

## **VIII. PROJECT MANAGEMENT**

This task is to provide the overall management of the contract which includes:

1. Project scheduling
2. Project invoicing
3. Monthly progress reports
4. Progress review meetings (limited to once a month)
5. Coordination with sub-consultants

## **BID PHASE**

CobbFendley shall provide Bid Phase services. These services shall include:

1. Provide the Client with signed and sealed construction plans and specifications bid documents
2. Distribute digital plans and specifications for contractors on CivCast, an internet-based bidding system, and maintain a planholder's list.
3. Attend Pre-Bid meeting and attend the Bid Opening.
4. Respond in writing to questions from Bidders and prepare Addenda as necessary
5. Prepare Engineer's Recommendation of Award Letter that includes the following required content:
  - a. Check for math errors and reconcile any mathematical discrepancies
  - b. Review for unbalanced bid items and determine responsiveness and responsibility of low bidders.
  - c. Provide Bid Tabulation
  - d. Review of bidder's financial standing and references provided
  - e. Explanation of discrepancies between the Opinion of Probable Construction Cost and bids
  - f. Recommendation to award
6. Produce and transmit for execution with the Notice of Intent to Award (NOI).

Note: The Client will advertise the bid within one local newspaper. Upon Award of Contract by City Council the Client will route and obtain all necessary signatures for execution of the contract and will notify all parties.

## **CONSTRUCTION ADMINISTRATION**

CobbFendley shall provide Construction Administration services. These services shall include:

1. Attend and conduct pre-construction meeting
2. Prepare and submit monthly progress reports for monthly meetings, as required
3. Consultant shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the portion of Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, Consultant shall not be required to make

exhaustive or continuous on-site inspections to check the quality or quantity of the Work.

4. Review Contractors Pay Applications and submit to the Client for approval
5. Coordinate with City Staff, Contractor, and Inspector on a weekly basis to communicate construction progress and schedule
6. Calculate quantities and assist in preparing change orders
7. Review and approval of submittals and shop drawings
8. Responding to requests for information (RFIs)
9. Attend Substantial Completion Inspection and Prepare Punchlist
10. Attend Final Completion Inspection
11. Prepare Record Drawings (*Based on Contractors Mark-ups*) and submit to the Client

## **B. ADDITIONAL SERVICES**

### **I. SURVEY**

CobbFendley, as the project surveyor shall:

1. Establish horizontal and vertical project control within the project limits.
2. Collect cross-section data within the project limits. Cross sections shall consist of natural ground, sidewalk edges, back of curb, gutter, crown of road, and any visible grade breaks in between.
3. Perform a One-Call request for existing utilities prior to conducting field survey. Surveyor shall keep a record of all correspondence.
4. Locate all pipelines and associated markers, vents, and test leads. Provide the following Information for each line (Company Name, Contact Number, Pipe Material (if provided), Depth (if toned/probed by owner, not the surveyor), and Product Type as indicated on record drawings provided to surveyor or verified by the Texas Railroad Commission GIS Online Maps.
5. Locate existing overhead and visible indication of underground utilities. Surveyor is not performing subsurface excavation or field utility designation.
6. Surveyor will also collect measure downs and pipe sizes and direction of sanitary and storm sewer utilities.
7. Locate topographical features and existing improvements (e.g., mailboxes (including type), traffic speed bumps or dips, streetlights, street signs, landscaping limits, widths of driveways, curb and gutter, driveway joints nearest to ROW line, etc.).
8. Locate trees 8" in diameter and larger. Provide tree species and trunk caliper size in inches as well as the drip line.
9. Tie in pavement limits, including type.

## **II. GEOTECHNICAL INVESTIGATION**

The Geotechnical Investigation will be performed by Geotest Engineering, Inc. in accordance with the attached proposal.

## **III. CONSTRUCTION MATERIALS TESTING**

Construction Materials Testing will be performed by a mutually agreed upon subconsultant to be determined during construction.

**EXCLUSIONS FROM THE SCOPE OF SERVICES:**

The services described above are the identified Basic and Additional Services for this assignment. Other items that may arise during the course of the project that the Client may wish to add to the scope of services shall be deemed as SUPPLEMENTAL SERVICES. CobbFendley shall undertake such additional services as assigned by the Client upon written direction from the Client. Examples of such items are as follows:

1. Sanitary Sewer Design
2. Infrastructure design for adjacent properties
3. Acquisition Services
4. Agency, application, or approval fees
5. Splitting Project into multiple bid packages
6. Bidding Project more than once
7. Public Meetings
8. Urban Forestry Services – Tree Preservation Plan
9. Obtaining Construction Permits
10. Construction Management and Inspection
11. Any other services not specifically included within the description of the Basic or Additional Services described above.

**ATTACHMENT B**  
**BASIS OF COMPENSATION**

Cobb, Fendley & Associates, Inc.  
Proposal for Professional Engineering Services  
Baybrook Water Line

**A. BASIC SERVICES**

The Compensation to be paid to CobbFendley for providing the BASIC SERVICES rendered under this agreement shall be based on Lump sum fees for overall phases of the work as shown below. Reimbursable items and subconsultants will be subject to a 10% administration charge.

|                                                          |                  |
|----------------------------------------------------------|------------------|
| 1. DESIGN ( <i>Lump Sum</i> ).....                       | \$80,900         |
| 2. BID PHASE SERVICES ( <i>Lump Sum</i> ).....           | \$7,500          |
| 3. CONSTRUCTION ADMIN. SERVICES ( <i>Lump Sum</i> )..... | \$20,800         |
| <b>Subtotal (<i>Lump Sum</i>).....</b>                   | <b>\$109,200</b> |

**Reimbursable Expenses**

|                                                                                     |         |
|-------------------------------------------------------------------------------------|---------|
| 1.     Reproduction, mileage, delivery charges, etc. ( <i>Not to Exceed</i> ) ..... | \$2,000 |
|-------------------------------------------------------------------------------------|---------|

**B. ADDITIONAL SERVICES**

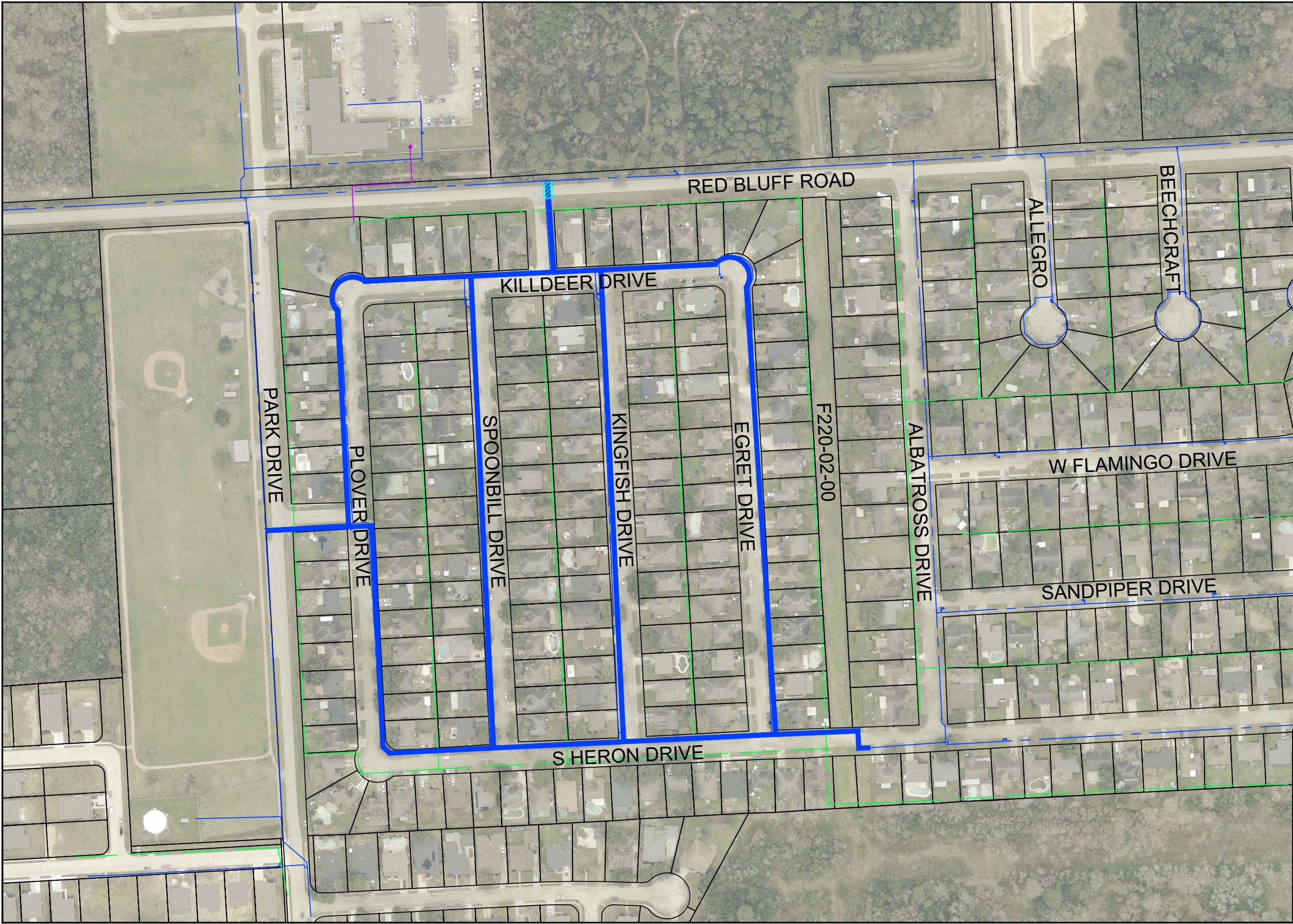
|                                                                      |                 |
|----------------------------------------------------------------------|-----------------|
| 1. Survey by CobbFendley ( <i>Lump Sum</i> ).....                    | \$77,300        |
| 2. Geotechnical Investigation by Geotest - (incl 10% markup).....    | \$16,500        |
| 3. Construction Materials Testing Services - (incl 10% markup) ..... | \$4,000         |
| <b>Subtotal, Additional Services .....</b>                           | <b>\$97,800</b> |

**TOTAL, Basic & Additional Services Including Reimbursables ..... \$209,000**

The Compensation for any other Supplemental Services which the City desires to be added to the Scope of Services of the project shall be negotiated. Reimbursable items are included. Subconsultant invoices will be subject to a 10% administration charge. Services will be charged according to those personnel directly involved in providing the service and will be rounded to the nearest half hour.

This proposal/supplement is in accordance with the Terms and Conditions outlined in the Professional Services Agreement executed on October 11, 2004 between the City of Seabrook and CobbFendley.





0 100' 200'  
SCALE: 1"=200'

**LEGEND**

- PARCELS
- PROP. 8" WATER LINE
- ▨ PROP. STEEL CASING
- EXIST. FORCE MAIN
- EXIST. GRAVITY SEWER
- EXIST. WATER MAIN

CITY OF  
SEABROOK,  
TEXAS

CobbFendley  
Texas Registration No. 274  
1920 Country Place Parkway, Suite 400  
Pearland, Texas 77584  
281.993.4952 | fax 281.993.8086  
www.cobbfendley.com

EXHIBIT A  
BAYBROOK WATER LINE



**Exhibit B**

**Client: City of Seabrook**

**Project Name: Baybrook Water Line**

**Opinion of Probable Construction Cost**

| <b>Item No.</b>                | <b>Item Description</b>                                                                                                                          | <b>Unit</b> | <b>Quantity</b> | <b>Unit Price</b> | <b>Extended Price</b> |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------------|-----------------------|
| 1                              | Mobilization (No Greater Than 5% of Total Bid)                                                                                                   | LS          | 1               | \$ 40,000.00      | \$ 40,000.00          |
| 2                              | Cut, Plug & Abandon Existing Water Line, Complete in Place                                                                                       | EA          | 3               | \$ 1,000.00       | \$ 3,000.00           |
| 3                              | 8-Inch PVC Water Line, Complete in Place                                                                                                         | LF          | 6,530           | \$ 65.00          | \$ 424,450.00         |
| 4                              | 16" Steel Casing, Complete in Place                                                                                                              | LF          | 45              | \$ 150.00         | \$ 6,750.00           |
| 5                              | Fire Hydrant Assembly, Complete in Place                                                                                                         | EA          | 12              | \$ 7,500.00       | \$ 90,000.00          |
| 6                              | 12-Inch by 8-Inch Tapping Sleeve & Valve                                                                                                         | EA          | 2               | \$ 6,500.00       | \$ 13,000.00          |
| 7                              | 8-Inch Wet Connection, Complete in Place                                                                                                         | EA          | 1               | \$ 1,500.00       | \$ 1,500.00           |
| 8                              | 8-Inch Gate Valves, AWWA C509, Mechanical Joint, Resilient Wedge, NRS Open Counterclockwise with Valve Boxes and Concrete Pad, Complete in Place | EA          | 21              | \$ 2,500.00       | \$ 52,500.00          |
| 9                              | Water Service Connections, Long Side and Short Side, Excluding Meter Replacement, Complete in Place                                              | EA          | 162             | \$ 1,000.00       | \$ 162,000.00         |
| 10                             | SWPPP Measures, in Accordance with Drawings and Specifications                                                                                   | LS          | 1               | \$ 3,000.00       | \$ 3,000.00           |
| 11                             | Traffic Control and Regulation, in Accordance with Drawings and Specifications                                                                   | LS          | 1               | \$ 5,000.00       | \$ 5,000.00           |
| <b>SUBTOTAL</b>                |                                                                                                                                                  |             |                 |                   | <b>\$ 801,200.00</b>  |
| <b>15% CONTINGENCY</b>         |                                                                                                                                                  |             |                 |                   | <b>\$ 120,180.00</b>  |
| <b>TOTAL CONSTRUCTION COST</b> |                                                                                                                                                  |             |                 |                   | <b>\$ 921,380.00</b>  |



# GEOTEST ENGINEERING, INC.

Geotechnical Engineers & Materials Testing

5600 Bintliff Drive

Houston, Texas 77036

Telephone: (713) 266-0588

Fax: (713) 266-2977

**Proposal No. 1140766099**

August 4, 2026

Mr. Charlie Wood, P.E.  
Municipal Project Engineer  
CobbFendley  
1920 Country Place Parkway, Suite 400  
Pearland, Texas 77584

**Re: Proposal for Geotechnical Services  
Baybrook Water Line Project  
Seabrook, Texas**

Dear Mr. Wood:

In accordance with your request on July 29, 2026, Geotest Engineering, Inc., is pleased to submit this proposal for the referenced project. The project includes design and construction of proposed 8-inch waterline in Seabrook, Texas. It is our understanding that the proposed waterline will be at a maximum depth of 10 feet and will be installed by both open-cut and trenchless method of constructions.

## Purpose and Scope

The purpose of this investigation is to explore subsurface soil and water level conditions for the proposed water line project. The scope of this investigation is based on the information provided to us on July 29, 2026. The scope will include the following:

- Coordinating with utility locators to get areas for the proposed borings cleared.
- Drilling and sampling
  - five (5) soil borings to depths of 15 to 20 feet in the proposed project area. The number, depth and locations of borings is as suggested by Cobb Fendley.

*The Proposed Plan of Borings is Shown in Figure-1.*

- Grouting all boreholes using non-shrink cement bentonite grout after completion of drilling and water level measurements.

- Performing appropriate laboratory tests on selected representative soil samples to develop the engineering properties of the soil.
- Performing engineering analyses to develop geotechnical recommendations including open-cut/trenchless construction, pipe bedding, pavement repair including subgrade recommendations, groundwater control and construction considerations.
- Prepare a geotechnical investigation report including field and laboratory data and geotechnical recommendations listed above.

*It is our understanding that your surveyors will tie-in our borings after completion of the drilling.*

#### Project Schedule

We should be able to start the fieldwork within one (1) week after receiving your written authorization. It is estimated that the fieldwork will be completed in about one (1) week, barring bad weather. The laboratory tests will be completed in about two (2) weeks. A geotechnical report, which will include field and laboratory data and geotechnical recommendations, will be submitted in about ten (10) weeks after receiving your written authorization.

#### Cost

Based on the scope of work outlined above, the cost of the field investigation, laboratory testing, engineering analyses and geotechnical report will be a lump sum amount of \$14,991.00. The cost breakdown is given in Attachment No.1 for additional information only. The invoices will be billed on a Lump Sum basis based on percentage completion. This cost is based on the assumption that the site is accessible to a truck mounted drilling rig and no site clearance will be required.

We appreciate the opportunity to propose on this project. We hope that this proposal meets your approval. If you have any questions, please call us at (713) 266-

Mr. Charlie Wood, P.E.  
Page 3

**Proposal No. 1140766099**  
August 04, 2026

0588. Please indicate your formal acceptance by signing one copy of this letter in the space below and returning one original to us.

Sincerely,  
**GEOTEST ENGINEERING, INC.**  
**TBPE Registration No. F-410**



Rony Nishanth Peremu, E.I.T.  
Assistant Project Manager



Naresh Kolli, P.E.  
Sr. Project Manager

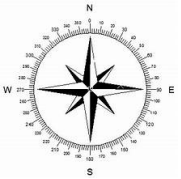
NK\RP\ego  
Copies Submitted: (1-PDF)  
Figure-1- Plan of Borings  
Attachment No. 1 – Cost Breakdown  
PC38\Geotechnical\Proposals\40766099.DOC

ACCEPTED BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



**PROPOSED PLAN OF BORINGS**

| Legend                                                                                                  | Geotest Engineering, Inc                      |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------|
|  <b>15' BORING</b> | Baybrook Waterline Project<br>Seabrook, Texas |
|  <b>20' BORING</b> |                                               |

**ATTACHMENT NO. 1**  
**COST BREAKDOWN**

|                                                                                                               | <u><b>Quantity</b></u> | <u><b>Unit</b></u> | <u><b>Unit Cost</b></u> | <u><b>Amount</b></u> |
|---------------------------------------------------------------------------------------------------------------|------------------------|--------------------|-------------------------|----------------------|
| <b><u>Field Investigation</u></b>                                                                             |                        |                    |                         |                      |
| Mob and Demob of Truck Mounted Drilling Rig                                                                   | 1                      | LS                 | \$746.00                | \$746.00             |
| Drilling and Continous Sampling (0'-50')                                                                      | 85.0                   | ft.                | \$28.00                 | \$2,380.00           |
| Grouting of Completed Bore Holes                                                                              | 85.0                   | ft.                | \$13.00                 | \$1,105.00           |
| Marking borings, Utility Clearance for Boring Locations, Field Coordination for drilling and Borehole Logging | 18.0                   | hr.                | \$96.00                 | \$1,728.00           |
| Coring (4" Diameter to 6" thickness)                                                                          | 4.0                    | ea.                | \$127.00                | \$508.00             |
| Coring, Additional Thickness (Over 6" to 12")                                                                 | 12.0                   | in.                | \$12.00                 | \$144.00             |
| Vehicle Charge                                                                                                | 10.0                   | hr.                | \$15.00                 | \$150.00             |
| Traffic Control (on minor streets)                                                                            | 2.0                    | day                | \$1,100.00              | \$2,200.00           |
|                                                                                                               |                        |                    | <b>Subtotal</b>         | <b>\$8,961.00</b>    |
| <b><u>Laboratory Testing</u></b>                                                                              |                        |                    |                         |                      |
| Liquid and Plastic Limits                                                                                     | 9                      | ea.                | \$76.00                 | \$684.00             |
| Moisture Content Only                                                                                         | 34                     | ea.                | \$12.00                 | \$408.00             |
| Mechanical Sieve Analysis, through No. 200 Sieve                                                              | 5                      | ea.                | \$69.00                 | \$345.00             |
| Percent Passing No. 200 Sieve                                                                                 | 4                      | ea.                | \$59.00                 | \$236.00             |
| Unconsolidated Undrained Triaxial Compression                                                                 | 9                      | ea.                | \$77.00                 | \$693.00             |
|                                                                                                               |                        |                    | <b>Subtotal</b>         | <b>\$2,366.00</b>    |
| <b><u>Engineering Services</u></b>                                                                            |                        |                    |                         |                      |
| Sr. Engineer, P.E.                                                                                            | 2.00                   | hr.                | \$218.00                | \$436.00             |
| Graduate Engineer                                                                                             | 24.00                  | hr.                | \$122.00                | \$2,928.00           |
| Support Personnel, Word Processing                                                                            | 4.00                   | hr.                | \$75.00                 | \$300.00             |
|                                                                                                               |                        |                    | <b>Subtotal</b>         | <b>\$3,664.00</b>    |
|                                                                                                               |                        |                    | <b>Total</b>            | <b>\$14,991.00</b>   |



**TASK ORDER NO. 2026-05**

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

**CLIENT PROVIDED INFORMATION:**

Work Site: Baybrook Subdivision

Scope of Work to Be Performed: Design CIP #32 Baybrook Water Line Project

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

Date and Time to **"As Requested"**

Date and Time to Complete: 120 from NTP

Invoice Mailing Instructions: [payables@seabrooktx.gov](mailto:payables@seabrooktx.gov)

Other Requirements or Variance from PSA (if any): \_\_\_\_\_

**CONSULTANT PROVIDED INFORMATION:**

Compensation: \$ \$209,000

Billing Terms: 30 days

Scope of Work/Proposal: Attached

**ACCEPTANCE :**

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

**CONSULTANT:** Cobb, Fendley & Associates, Inc.

By(Signature):  Digitally signed by  
Amber Hurd  
Date: 2026.08.07  
10:39:30-05'00'

Printed Name: Amber Hurd, P.E.

Title: Vice President, Department

Date: 8/7/2026

**CLIENT: CITY OF SEABROOK**

By(Signature):

Printed Name:

Title:

Date:



## *Agenda Briefing*

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**Date of Meeting:** September 1, 2026

**Responsible Department:** City Manager's Office

**Presenter:** Rick Guerrero, Director of Economic Development

**Briefing Prepared By:**

**Strategic Focus Area:**

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**General Information:**

Consider and take all appropriate action on the Economic Development Corporation Administrative Services Agreement between the City of Seabrook and the Seabrook Economic Development Corporation for Fiscal Year 2026-2027.

**Executive Summary / Background:**

This agreement has been approved by the SEDC for FY 2027 and is being brought forward for ratification and approval by the City Council.

**Funding / Fiscal Information:**

**Supporting Materials Attached:**

1. SEDC\_City Staffing Service Agreement FY2026-2027

**Prior Action / Review by Council, Boards, Commissions:**

**Staff Recommendation:**



**STAFFING SERVICES AGREEMENT  
SEABROOK ECONOMIC DEVELOPMENT CORPORATION  
AND CITY OF SEABROOK, TEXAS  
FY 2026-2027**

THE STATE OF TEXAS   §  
                                  §  
COUNTY OF HARRIS   §

This Staffing Services Agreement ("Agreement") is made and entered into by and between the City of Seabrook, Texas (the "City") and the Seabrook Economic Development Corporation ("EDC").

WHEREAS, pursuant to The Texas Development Corporation Act, Texas Local Government Code Chapters 501, 502 and 505 (the "Act"), the City created the EDC and collects, on behalf of the EDC, an additional sales and use tax of which a portion may be used by the EDC to pay certain administrative costs; and

WHEREAS, the EDC desires to utilize the services and support of City staff in furtherance of its work and the projects it undertakes to eliminate duplication and to promote economy and efficiency in the use of the additional sales tax revenues it receives; and

WHEREAS, the City has determined that providing personnel and services to the EDC will be mutually beneficial to the City and the EDC, will promote local economic development, and stimulate business and commercial activity within the City, all in furtherance of the purposes of the EDC; now, therefore,

FOR AND IN CONSIDERATION of the mutual covenants, agreements, and benefits accruing herein to each party, the City and the EDC hereby agree as follows:

1. The EDC will utilize City employees to perform the following services for and on behalf of the EDC:
  - a. Preparing all financial and investment reports and keeping all financial books and records required by the SEDC's Bylaw. Providing all necessary budgeting, accounting, financial management and investment management through the City's Finance Department.
  - b. Preparing a budget for the forthcoming year for review and approval by the Board and City Council;
  - c. Providing executive and administrative support, review and oversight by various City departments including but not limited to City Manager, City Secretary, Community Development, Administrative Support, Human Resources, Planning & Zoning Commission.

- d. Providing for a repository of records, office and conference space.
  - e. Providing for project management services.
  - f. Providing technology support of hardware, software and phone systems through the City's Information Technology Department and GIS / Data services;
  - g. Any other reasonable services in furtherance of the purposes of the EDC and authorized by the Act.
2. The City and EDC acknowledge that from time to time conflicts between a city employee's primary responsibilities to the City and requests for services from the EDC may arise. The City and the EDC encourage employees to bring conflicts to the attention of the City Manager, who shall consult with the EDC President as necessary to prioritize demands and resolve any conflicts.

3. Consideration

After having reasonably estimated the amount of time City employees are anticipated to spend performing services for and on behalf of the EDC during the term of this Agreement, the parties have agreed that EDC will reimburse the City in the amount of Two hundred sixty-eight, three hundred eighty-one dollars and no cents (**\$268,381**), as presented in the Fiscal Year 2026-2027 EDC and City budgets. (Reference Exhibit A). Such reimbursement is predicated on the approval of the budget by both the EDC Board and City Council and is contingent upon such amount being collected in sales and use tax dollars for the fiscal year.

4. Term

The term of this Agreement shall be for one (1) year commencing October 1, 2026, no matter when actually executed. Provided, further, either party may terminate this Agreement by giving thirty (30) days advance written notice thereof to the other.

5. Right to Hire Third Parties

EDC specifically reserves the right to hire third parties to perform any or all of the services described herein.

6. Notice

All notices and communications regarding the term of this Agreement to any party shall be in writing. If mailed, any notice or communication shall be deemed to have been received three (3) days after the date of its deposit into the United States mail, first class, postage prepaid. Unless otherwise provided in this Agreement, all notices shall be delivered to the following address:

City of Seabrook  
Attention: City Manager  
1700 First Street  
Seabrook, Texas 77586

Seabrook Economic Development Corporation  
Attention: President, Board of Directors  
1700 First Street  
Seabrook, Texas 77586

Either party may designate a different address by giving the other parties at least ten (10) days written notice in the manner prescribed above.

7. Parties in Interest

This Agreement shall be for the sole and exclusive benefit of the City and the EDC and shall not be construed to confer any benefit or right upon any other parties.

8. Severability

In the event any clause, phrase, provision, sentence, or part of this Agreement shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Agreement as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional.

9. Entire Agreement

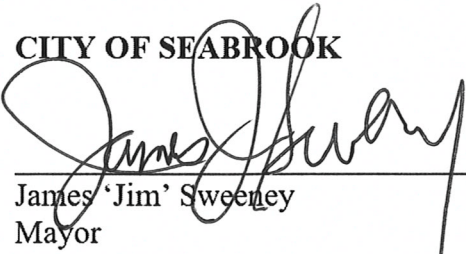
This Agreement contains the entire agreement between the parties and supersedes all other negotiations and agreements with respect to the matters addressed herein, whether written or oral.

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized officers of the City of Seabrook, Texas and the Seabrook Economic Development Corporation, as of 13<sup>th</sup> day of August, 2026.

ATTEST:

  
Rachel Lewis, TRMC  
City Secretary

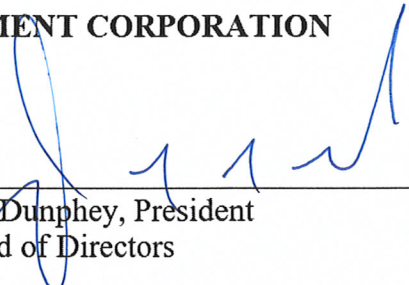
**CITY OF SEABROOK**

  
James 'Jim' Sweeney  
Mayor

**SEABROOK ECONOMIC DEVELOPMENT CORPORATION**

ATTEST:

  
Ann Wacker, Secretary  
Board of Directors

  
Paul Dunphey, President  
Board of Directors

**SEDC - ADMINISTRATIVE SERVICES DEPT 102**

**FY 2026-2027**

**PERSONNEL (Salaries include year end adj + longevity )**

**ADMINISTRATIVE SERVICES CALCULATION FY 2026-27 SEDC**

|       | EDC DIRECTOR | MARKETING  | ADMIN ASST | ACCOUNTING | GIS       | TOTAL      |
|-------|--------------|------------|------------|------------|-----------|------------|
| TOTAL | 152,733.06   | 140,346.47 | 78,600.76  | 176,876.81 | 67,336.29 | 615,893.39 |
| FTE   | 1.00         |            |            |            |           |            |

EDC ADMINISTRATIVE SERVICES

|                    |            |           |           |           |    |               |
|--------------------|------------|-----------|-----------|-----------|----|---------------|
| SPLIT DISTRIBUTION | 152,733.06 | 35,086.62 | 62,880.61 | 17,681.68 | -  | \$ 268,381.97 |
|                    | 100%       | 25%       | 80%       | 10%       | 0% |               |



## *Agenda Briefing*

---

**Date of Meeting:** September 1, 2026

**Responsible Department:** City Secretary's Office

**Presenter:** Rachel Lewis, City Secretary

**Briefing Prepared By:** Rachel Lewis

**Strategic Focus Area:** Promote accountability, transparency, regulatory compliance, and organizational efficiency through effective management and protection of City records.

---

**General Information:**

Consider and take all appropriate action on Resolution 2026-18 adopting a comprehensive records management policy.

**Executive Summary / Background:**

The City creates and maintains records in many formats, including paper documents, electronic files, emails, and other electronic communications. Texas law requires local governments to maintain a records management program and retain and dispose of records in accordance with applicable requirements.

The proposed resolution adopts a comprehensive Records Management Policy, Email and Electronic Communications Policy, and Records Disaster Recovery Policy.

Together, these documents establish consistent Citywide procedures for managing records throughout their lifecycle, including retention and lawful destruction, management of electronic communications, and protection and recovery of essential records following a disaster or other disruption.

Adoption of these policies will strengthen the City's overall records management program, promote consistent practices across departments, support compliance with state records laws and retention requirements, improve the City's ability to locate and produce records, and help ensure critical City records are protected and recoverable.

**Funding / Fiscal Information:**

NA

**Supporting Materials Attached:**

1. Resolution 2026-18
2. Exhibit A - Records Management Manual
3. Exhibit B - Email & Electronic Communications Manual

4. Exhibit C- Records Disaster Recovery Manual

**Prior Action / Review by Council, Boards, Commissions:**

**Staff Recommendation:**

Staff recommends approval of the resolution adopting the City's comprehensive records management, electronic communications, and records disaster recovery policies.

## **RESOLUTION NO. 2026-18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, ADOPTING A COMPREHENSIVE RECORDS MANAGEMENT POLICY FOR THE CITY OF SEABROOK; ADOPTING THE CITY OF SEABROOK RECORDS MANAGEMENT MANUAL AS EXHIBIT “A”; THE CITY OF SEABROOK EMAIL AND ELECTRONIC COMMUNICATIONS MANUAL AS EXHIBIT “B”; AND THE CITY OF SEABROOK RECORDS DISASTER RECOVERY MANUAL AS EXHIBIT “C”; ESTABLISHING REQUIREMENTS FOR THE CREATION, MAINTENANCE, RETENTION, PROTECTION, DISPOSITION, AND RECOVERY OF CITY RECORDS; PROVIDING FOR ADMINISTRATION AND COMPLIANCE; PROVIDING FOR THE REPEAL OR SUPERSESSON OF CONFLICTING POLICIES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Seabrook, Texas (the “City”) recognizes that the proper management of public records is essential to the efficient, transparent, and accountable operation of municipal government; and

**WHEREAS**, records created, received, maintained, or used in the transaction of official City business constitute important evidence of the policies, decisions, procedures, operations, and activities of the City and must be appropriately maintained and protected throughout their applicable retention periods; and

**WHEREAS**, Chapter 203 of the Texas Local Government Code requires local governments to establish and maintain an active and continuing records management program for the economical and efficient management of local government records; and

**WHEREAS**, the City Council desires to maintain a comprehensive records management program consistent with applicable federal and state laws, rules, regulations, and records retention schedules established by the Texas State Library and Archives Commission (“TSLAC”); and

**WHEREAS**, the increasing creation and use of electronic records, email, text messages, social media content, instant messaging, electronic approvals, cloud-based systems, and other forms of electronic communication require clear standards regarding the identification, retention, preservation, security, and disposition of records documenting official City business; and

**WHEREAS**, the City Council further recognizes the importance of protecting vital, essential, permanent, and historically significant City records from hurricanes, flooding, fire, cyber incidents, utility failures, water intrusion, mold, accidental damage, and other disasters or disruptions that could result in the loss of or damage to public records; and

**WHEREAS**, the City has developed a comprehensive records management framework consisting of the **City of Seabrook Records Management Manual**, attached hereto as **Exhibit “A”**; the **City of Seabrook Email and Electronic Communications Manual**, attached hereto as **Exhibit “B”**; and the **City of Seabrook Records Disaster Recovery Manual**, attached hereto as **Exhibit “C”**; and

**WHEREAS**, the City Council finds that adoption and implementation of these Manuals will promote consistent records management practices throughout all City departments and offices, protect the integrity and accessibility of City records, support compliance with applicable law, and improve the City’s ability to preserve and recover essential records.



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

## **SECTION 1. FINDINGS**

The findings and recitations set forth in the preamble of this Resolution are hereby found to be true and correct and are incorporated herein for all purposes.

## **SECTION 2. ADOPTION OF RECORDS MANAGEMENT POLICY**

The City Council hereby adopts a comprehensive records management policy for the City of Seabrook consisting of the following documents, each of which is incorporated into this Resolution as though fully set forth herein:

**Exhibit “A” – City of Seabrook Records Management Manual**

**Exhibit “B” – City of Seabrook Email and Electronic Communications Manual**

**Exhibit “C” – City of Seabrook Records Disaster Recovery Manual**

Collectively, these documents shall establish the City’s policies, procedures, responsibilities, and standards for the creation, maintenance, classification, retention, preservation, protection, disposition, security, accessibility, and recovery of City records.

## **SECTION 3. APPLICABILITY AND COMPLIANCE**

The provisions of the Manuals adopted by this Resolution shall apply to all City departments, offices, employees, elected officials, appointed officials, boards, commissions, committees, corporations, volunteers, contractors, and other persons creating, receiving, maintaining, or possessing records on behalf of the City, to the extent applicable to their duties and responsibilities.

City records shall be managed in accordance with the adopted Manuals, applicable records retention schedules, the Texas Local Government Records Act, the Texas Public Information Act, and all other applicable federal, state, and local laws.

The requirements of the Manuals apply to City records regardless of physical form, format, storage location, or technology used to create or maintain the record, including paper records, electronic records, email, text messages, instant messages, electronic communications, social media content, photographs, audio and video recordings, databases, maps, drawings, and records maintained through third-party or cloud-based systems.

## **SECTION 4. RECORDS MANAGEMENT OFFICER**

The City Secretary, as the City’s designated Records Management Officer, shall be responsible for administering and overseeing the City’s records management program and the implementation of the Manuals adopted by this Resolution.



The Records Management Officer is authorized to establish procedures, forms, guidance, training requirements, and administrative practices reasonably necessary to implement and maintain the City's records management program and to promote compliance throughout the organization.

City departments and personnel shall cooperate with the Records Management Officer in the identification, maintenance, retention, preservation, disposition, protection, and recovery of City records.

## **SECTION 5. ADMINISTRATIVE UPDATES**

The City Secretary, acting as Records Management Officer, is authorized to make non-substantive administrative revisions to the Manuals as reasonably necessary to maintain accuracy, update departmental or organizational references, correct citations, incorporate revised records retention schedules, address changes in technology or administrative processes, or maintain compliance with changes in applicable law or requirements established by TSLAC or other governmental authorities.

Any material change that substantially alters City policy or establishes significant new obligations shall be presented to the City Council for consideration and approval.

## **SECTION 6. RECORDS RETENTION AND DISPOSITION**

No City record shall be destroyed except in accordance with applicable law, the City's adopted records retention schedules, and the procedures established in the City of Seabrook Records Management Manual.

Records subject to a pending Public Information Act request, litigation hold, subpoena, audit, investigation, claim, or other legal or administrative requirement shall not be destroyed until the applicable hold or requirement has been formally released, regardless of whether the record has otherwise satisfied its applicable retention period.

## **SECTION 7. ELECTRONIC COMMUNICATIONS**

City business conducted through email, text messaging, instant messaging, social media, personal devices, personal accounts, or other electronic communication platforms shall be managed based upon the content and function of the information and not solely upon the device, account, platform, or medium through which the information was created or transmitted.

All persons subject to the Manuals are responsible for ensuring that records documenting official City business are appropriately retained and maintained in accordance with the City of Seabrook Email and Electronic Communications Manual and applicable law.

## **SECTION 8. RECORDS DISASTER PREPAREDNESS AND RECOVERY**

City departments shall take reasonable measures to protect City records from loss, damage, destruction, unauthorized alteration, and disruption and shall comply with the preparedness, response, recovery, and continuity procedures established in the City of Seabrook Records Disaster Recovery Manual.

Priority shall be given to the protection and recovery of vital records, records necessary for continuity of City operations, permanent and historically significant records, and other records identified as essential to City operations or legal obligations.

## **SECTION 9. TRAINING AND IMPLEMENTATION**

The City Secretary is authorized to develop and coordinate appropriate records management training and guidance for City personnel and other individuals subject to the requirements of the Manuals.

Department directors and supervisors shall assist in implementing the adopted policies within their respective departments and shall ensure that personnel under their supervision are informed of and comply with applicable records management requirements.

## **SECTION 10. CONFLICTING POLICIES**

All prior resolutions, policies, procedures, administrative directives, or portions thereof that conflict with the provisions of this Resolution or the Manuals adopted herein are hereby superseded to the extent of the conflict.

Nothing in this Resolution shall be interpreted to authorize the destruction, alteration, withholding, or disposal of any record in violation of applicable federal or state law.

## **SECTION 11. SEVERABILITY**

If any section, subsection, sentence, clause, phrase, or provision of this Resolution or the Manuals adopted herein is determined by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall not affect the validity of the remaining portions, and the City Council hereby declares that it would have adopted the remaining portions without the invalid provision.

## **SECTION 12. EFFECTIVE DATE**

This Resolution and the policies and Manuals adopted herein shall become effective immediately upon passage and approval by the City Council of the City of Seabrook, Texas.

**PASSED AND APPROVED** by the City Council of the City of Seabrook, Texas, on this 1st day of September, 2026.

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Jim Sweeney  
Mayor

ATTEST:

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Rachel Lewis, TRMC  
City Secretary



## CITY OF SEABROOK, TEXAS

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### **Records Management Policy and Procedures Manual**

#### **Administrative Policy**

Administered by the Office of the City Secretary  
Records Management Officer

September 1, 2026

## Article 1 – Purpose, Policy, and Applicability

### **Purpose**

The purpose of this Policy is to establish a comprehensive records management program for all City departments and to ensure that records are created, maintained, retained, protected, and disposed of in accordance with applicable law and approved retention schedules.

### **Policy**

All records created or received in the conduct of City business are the property of the City of Seabrook and shall be managed in accordance with this Policy regardless of format.

### **Applicability**

This Policy applies to every department, office, board, commission, committee, corporation, employee, elected official, volunteer, consultant, contractor, and vendor maintaining records on behalf of the City.

## Article 2 – Definitions

**Government Record** – Any recorded information, regardless of format or medium, that is created, received, maintained, or retained in the transaction of official City business. Government records may exist in paper, electronic, audiovisual, photographic, or other formats and are subject to applicable records retention requirements unless specifically exempt by law.

**Master Record** – The official record copy designated by the City or department as the authoritative version of a record. The master record is responsible for satisfying all legal, administrative, fiscal, historical, and records retention requirements, while duplicate copies may be disposed of when no longer needed.

**Convenience Copy** – A duplicate or unofficial copy of a record maintained solely for reference, informational, or working purposes. Convenience copies are not considered the official record and may be destroyed when they are no longer useful, provided the master record is properly maintained.

**Transitory Information** – Information of temporary usefulness that does not document official City business or establish a record of governmental actions or decisions. Examples include routine reminders, duplicate notifications, drafts not documenting substantive changes, and other short-term communications that have no ongoing administrative, legal, fiscal, or historical value.

**Vital Record** – A record that is essential to the continued operation of the City during and after an emergency or disaster. Vital records protect the legal and financial rights of the City and its residents and support the restoration of critical governmental functions.

**Department Records Liaison** – An employee designated by a department director to coordinate records management activities within the department. The liaison serves as the primary point of contact with the City Secretary's Office and is responsible for assisting with records inventories,

retention schedule compliance, records disposition, employee training, and implementation of records management policies and procedures.

## Article 3 – Records Management Organization

The City Secretary serves as the Records Management Officer (RMO) and administers the City's Records Management Program.

Each Department Director shall designate a Department Records Liaison.

Department Directors are responsible for compliance within their departments.

Employees shall create, complete and accurately store official records in approved City repositories.

## Article 4 – Department Responsibilities

Each department is responsible for managing the records created or received in the course of conducting official City business in accordance with this Policy and applicable state law. At a minimum, departments shall:

### **Maintain Current Records Inventories**

Regularly identify and maintain an accurate inventory of records under the department's custody, including record types, formats, locations, and designated retention periods, to facilitate efficient records management and disposition.

### **Follow Approved Retention Schedules**

Retain records in accordance with the City of Seabrook's adopted records retention schedules and the applicable Texas State Library and Archives Commission (TSLAC) schedules. Records shall not be destroyed, transferred, or altered except as authorized by the approved retention schedule and applicable law.

### **Protect Confidential and Sensitive Information**

Safeguard records containing confidential, sensitive, or restricted information by implementing appropriate physical, electronic, and administrative security measures. Access to such records shall be limited to authorized personnel in accordance with state and federal law.

### **Cooperate During Public Information Act Requests, Audits, and Litigation Holds**

Promptly identify, preserve, and provide responsive records when requested by the City Secretary, City Attorney, auditors, or other authorized officials. Departments shall immediately suspend the destruction of any records subject to a litigation hold, audit, investigation, or pending Public Information Act request until released by the appropriate authority.

### **Participate in Annual Records Reviews**

Conduct periodic reviews of departmental records to verify compliance with retention schedules, identify records eligible for disposition, ensure proper storage and organization, and support the City's ongoing records management program.

## Article 5 – Records Retention

Retention periods shall follow the applicable Texas State Library and Archives Commission schedules and any applicable federal requirements.

No record shall be destroyed before expiration of its retention period or while subject to a legal hold.

## Article 6 – Electronic Records

Electronic records shall be managed with the same level of care and compliance as paper records and maintained in accordance with this Policy and applicable retention schedules.

Official electronic records shall be created, stored, and maintained in City-approved software systems. Approval of electronic records systems shall be coordinated through the Information Technology Department and the City Secretary's Office to ensure compliance with City security standards, records retention requirements, and applicable law.

Departments shall preserve record integrity by maintaining required metadata, when applicable, and using appropriate version control to ensure the official record is retained.

Electronic records maintained by third-party vendors or cloud-based systems shall remain accessible to the City and support records retention requirements, legal holds, and compliance with the Texas Public Information Act.

## Article 7 – Email and Electronic Communications

Email, text messages, instant messages, electronic approvals, social media content, and other forms of electronic communication that document the transaction of City business are considered government records when they meet the definition of a government record under this Policy.

**Government Records-** Electronic communications that document decisions, approvals, policies, transactions, or other official City business shall be retained in accordance with the applicable records retention schedule, regardless of the device or platform used to create or receive them.

**Content-Based Retention-** Retention requirements are determined by the content and purpose of the communication, not by its format or method of transmission. Communications of a transitory nature that do not document official City business may be disposed of when no longer needed in accordance with this Policy.

## Article 8 – Public Information, Legal Holds, and Litigation

Departments shall immediately suspend the destruction or disposition of any records that may be responsive to a Texas Public Information Act request, litigation hold, audit, investigation, or other official legal proceeding, regardless of the applicable retention period.

Records subject to a legal hold shall remain intact and accessible until the hold is formally released by the City Attorney, City Secretary, or other appropriate authority. Once the hold is released, records may be managed and disposed of in accordance with the approved records retention schedule.

## Article 9 – Vital Records and Disaster Recovery

Departments shall protect records from unauthorized access, disclosure, alteration, loss, or destruction by implementing reasonable physical, electronic, and administrative safeguards appropriate to the sensitivity of the information.

Confidential, sensitive, and personally identifiable information shall be maintained in a secure manner and handled in accordance with applicable federal and state laws, City policies, and industry best practices.

Access to confidential or restricted records shall be limited to authorized personnel whose job duties require such access. Departments shall take appropriate measures to prevent unauthorized use or disclosure of protected information.

## Article 10 – Records Disposition

Records shall be retained for the periods established by the City's approved records retention schedules and may be destroyed only after all applicable retention requirements have been satisfied.

Records eligible for destruction shall be reviewed and approved by the Records Management Officer to ensure compliance with applicable retention schedules and legal requirements. The City Secretary will maintain all records of destruction required by law.

## Article 11 – Training, Compliance, and Audits

The City shall provide records management training to ensure employees understand their responsibilities under this Policy and applicable law. All employees shall receive records management awareness training, while Department Records Liaisons should receive additional training specific to their responsibilities. The Records Management Officer may conduct periodic compliance reviews to evaluate adherence to this Policy and applicable records retention requirements and may recommend corrective actions when necessary.

## Appendices

### Records Destruction Authorization Form

Draft



**Exhibit B**



**CITY OF SEABROOK, TEXAS**

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**Email and Electronic Communications  
Policy and Procedures Manual**

**Administrative Policy**

Administered by the Office of the City Secretary  
Records Management Officer

September 1, 2026

## Article 1 – Purpose, Authority, and Scope

### **Purpose**

This policy establishes the City's standards for the creation, use, retention, management, and disposition of email and other electronic communications in accordance with the Texas Local Government Records Act, applicable Texas State Library and Archives Commission (TSLAC) rules, and City records management requirements.

### **Applicability**

This policy applies to all City departments, employees, elected officials, boards, commissions, committees, corporations, contractors, volunteers, and any individual creating or maintaining email on behalf of the City.

## Article 2 – General Guidelines

City email systems and other electronic communication platforms are provided primarily for the conduct of official City business. This includes City-issued email accounts, text messages, instant messages, collaboration platforms, and content created, received, or maintained through official City social media accounts. Communications created or received through these systems may be monitored, are subject to the Texas Public Information Act, and must be retained or disposed of in accordance with applicable records retention laws, the City's records management policies, and the Texas State Library and Archives Commission (TSLAC) retention schedules.

## Article 3 – Electronic Content as an Official City Record

Electronic communications documenting City business are official government records when they are created, received, maintained, or used in the transaction of official City business and serve as evidence of the City's policies, decisions, procedures, operations, or other governmental activities. Retention is based on the content, purpose, and function of the record—not the medium or platform in which it exists. Emails, social media posts, comments, direct messages, photographs, videos, and other electronic communications that document decisions, approvals, policies, transactions, or other official City activities shall be retained in accordance with the applicable Texas State Library and Archives Commission (TSLAC) records retention schedule.

Employees are responsible for ensuring that official records contained in email and City-managed social media accounts are properly maintained and remain accessible for the required retention period, regardless of whether they are stored in an email system, a

social media platform, or another approved records management system. Departments shall ensure that social media content subject to retention requirements is preserved in an accessible format, including records that may otherwise be edited or deleted from the platform.

## Article 4 – Scope and Applicability

This policy applies to all email and official social media content created, received, transmitted, retained, or disposed of in the conduct of official City business, regardless of whether it is sent, received, or maintained through a City-issued account, a City-managed social media account, a personal email account, or a personal device. The policy also applies to electronic communications accessed or transmitted using mobile devices, tablets, laptops, or other electronic devices when conducting City business.

All employees, elected officials, appointed officials, board and commission members, volunteers, contractors, and other individuals acting on behalf of the City are responsible for complying with this policy when creating, receiving, managing, or maintaining email that documents official City business.

## Article 5 – Email Retention Requirements

Users shall classify and retain email, text messages, and other electronic communications according to the City's adopted records Texas State Library and Archives Commission (TSLAC) retention schedules.

| Record Series                       | Minimum Retention                                              |
|-------------------------------------|----------------------------------------------------------------|
| Policy Correspondence (GR1000-26a)  | 4 years if implementing policy                                 |
| General Correspondence (GR1000-26b) | 2 years (PD email correspondence will be retained for 4 years) |
| Transitory Information (GR1000-50)  | Administratively Valuable                                      |

## Article 6 – Social Media Retention Requirements

Social media content created, received, or maintained by the City in the conduct of official business constitutes a government record when it meets the definition of a government record under Texas law. This includes, but is not limited to, posts, comments, replies, direct messages, photographs, videos, stories, live streams, and any associated metadata documenting official City business.

Records maintained on social media platforms shall be retained in accordance with the applicable Texas State Library and Archives Commission (TSLAC) Local Government Retention Schedules. The required retention period is determined by the content and function of the record, not by the social media platform on which it was created or stored.

Departments are responsible for ensuring that official City social media records are preserved in an accessible format for the required retention period, including records that may be edited or deleted from the platform. Appropriate methods may include exporting, archiving, or using approved records management software.

## Article 7 – User Access and Responsibilities

Management reserves the right to access City email when necessary for legitimate governmental purposes. Users are responsible for properly filing, retaining, and disposing of email records. Supervisor of the Information Technology Department shall ensure departing employees' email records are appropriately reviewed and preserved.

## Article 8 – Maintenance and Disposition

Email shall be maintained and destroyed using the same documentation and approval requirements applicable to all other City records. No email subject to an ongoing Public Information Act request, litigation hold, audit, or investigation may be deleted.

## Article 9 – Training and Compliance

The Records Management Officer, in coordination with Department Directors, shall provide training covering email creation, filing, retention, naming conventions, retrieval, disposition, applicable laws, and City procedures.

Exhibit C



# CITY OF SEABROOK, TEXAS

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## **Records Disaster Recovery Manual**

Administered by the Office of the City Secretary  
Records Management Officer

September 1, 2026

# 1. Purpose

This manual establishes the policies, responsibilities, and procedures for protecting, responding to, and recovering City records following a disaster or emergency. It is intended to ensure continuity of government operations and preservation of public records in accordance with Texas law and City policy.

# 2. Authority

This manual is administered by the City Secretary in the role of Records Management Officer and applies to all City departments maintaining official records.

# 3. Scope

Applies to paper and electronic records, maps, plans, photographs, audiovisual media, and other official records regardless of format.

# 4. Definitions

## **Disaster**

Any natural, technological, or human-caused event that threatens, damages, destroys, or renders inaccessible City records, facilities, equipment, or information systems, thereby disrupting normal government operations. Disasters may include, but are not limited to, hurricanes, flooding, fire, severe weather, utility failures, cyber incidents, hazardous material incidents, structural failures, vandalism, or other emergencies.

## **Essential Records**

Records that are necessary for the City to continue critical governmental operations during and immediately following an emergency or disaster. These records support essential functions such as emergency response, public safety, financial operations, legal authority, and continuity of government. Essential records must be identified, protected, and readily accessible to ensure uninterrupted delivery of vital City services.

## **Vital Records**

Records that are indispensable to the legal, financial, administrative, and operational continuity of the City of Seabrook. Vital records are those that cannot be replaced through ordinary means and are necessary to protect the rights of the City, its residents,

employees, and stakeholders, or to resume normal operations following a disaster. While all vital records are considered essential, not all essential records are classified as vital.

### **Records Recovery Team**

A designated group of City personnel responsible for coordinating and overseeing the protection, stabilization, assessment, recovery, restoration, and documentation of records affected by a disaster or emergency. The Records Recovery Team works in coordination with department leadership, Information Technology, Facilities, emergency management personnel, and any contracted recovery specialists to ensure records are recovered safely, efficiently, and in accordance with applicable laws, regulations, and City policies.

### **Department Records Liaison**

An employee designated by each City department to serve as the primary point of contact for records management and disaster recovery activities. The Department Records Liaison is responsible for maintaining the department's records inventory, identifying essential and vital records, assisting with preparedness planning, coordinating records protection and recovery efforts during emergencies, and communicating with the City Secretary and the Records Recovery Team regarding records-related issues.

## **5. Roles and Responsibilities**

**City Manager:** Provides executive direction during emergencies.

**City Secretary / Records Management Officer:** Coordinates records recovery efforts, maintains this manual, and prioritizes recovery.

**Department Directors:** Ensure departmental preparedness and designate Records Liaisons.

**Department Records Liaisons:** Maintain inventories of vital records and coordinate recovery within their departments.

**Information Technology:** Restores electronic systems, data backups, and other technology resources necessary to resume City operations.

## **6. Vital Records Program**

Each department shall identify records essential for legal compliance, financial accountability, protection of citizens, and continuity of operations. Vital records inventories should be reviewed annually.

## 7. Risk Assessment

Each department shall periodically evaluate potential hazards that could damage, destroy, or limit access to City records. The purpose of the assessment is to identify risks, determine their potential impact on essential records, and implement reasonable measures to reduce or prevent damage.

Departments should consider threats including:

**Hurricanes and severe weather**, which may result in flooding, wind damage, or prolonged power outages.

**Flooding and water intrusion** caused by heavy rainfall, storm surge, roof leaks, plumbing failures, or sprinkler activation.

**Fire and smoke damage**, including damage resulting from firefighting efforts.

**Utility failures**, such as extended interruptions to electrical power, communications, heating, ventilation, or air conditioning systems.

**Cybersecurity incidents**, including ransomware, malware, unauthorized access, or other events affecting electronic records.

**Mold and environmental conditions** caused by excessive moisture, humidity, or inadequate climate control.

**Accidental damage**, including spills, mishandling, equipment failures, or construction activities.

Following the assessment, departments should identify vulnerabilities affecting vital records and implement appropriate mitigation measures, such as improving storage conditions, relocating records from high-risk areas, strengthening cybersecurity protections, and ensuring electronic records are routinely backed up and recoverable. Risk assessments should be reviewed periodically and updated as departmental operations or facilities change.

## 8. Prevention and Preparedness



## **Maintain Current Records Inventories**

Each department shall maintain a current and accurate inventory of all official records under its custody, regardless of format, including paper records, electronic records, maps, photographs, audio and video recordings, and other media.

## **Store Records in Approved Storage Areas**

All City records shall be stored in locations that provide appropriate protection from unauthorized access, environmental hazards, and physical damage. Departments shall use only approved storage areas that meet City records management standards for security, fire protection, environmental controls, and accessibility. Records shall not be stored in areas prone to flooding, excessive moisture, temperature extremes, pest infestation, or other conditions that could accelerate deterioration or increase the risk of loss.

## **Protecting Permanent Records from Water and Environmental Damage**

Records designated as permanent or historically significant shall receive the highest level of protection due to their enduring administrative, legal, historical, or archival value. Permanent records maintained in paper format should, whenever practical, be stored above ground level and away from plumbing, windows, exterior walls, sprinkler risers, or other potential sources of water intrusion. Storage areas should maintain stable temperature and humidity levels and be protected from excessive sunlight, dust, mold, insects, and other environmental hazards.

Permanent records may be maintained in either paper or electronic format in accordance with the City's Records Management Program and applicable law. When the official record is maintained electronically, duplicate paper copies are not required unless otherwise required by law, the approved records retention schedule, or operational necessity. Electronic permanent records shall be protected through appropriate backup, security, and disaster recovery measures to ensure their long-term preservation, integrity, and accessibility.

## **Maintain Disaster Recovery Supplies**

Departments shall maintain or have immediate access to basic disaster recovery supplies necessary to stabilize and protect records following an emergency. Supplies may include plastic sheeting, waterproof tarps, nitrile gloves, flashlights, batteries, absorbent materials, fans, boxes, labels, waterproof markers, evidence tape, cameras for documentation, personal protective equipment, and other materials identified by the Records Recovery Team. Recovery supplies shall be inspected periodically to ensure they remain complete, serviceable, and readily available when needed.

## **Review Emergency Contact Lists Annually**

The City Secretary shall maintain an emergency contact list for personnel involved in records recovery, including Records Recovery Team members, Department Records Liaisons, Information Technology staff, Facilities personnel, emergency management representatives, and approved records recovery vendors or contractors. Departments shall review and verify contact information at least annually and promptly update the City Secretary whenever personnel assignments, telephone numbers, email addresses, vendor contacts, or other critical information changes. Maintaining accurate contact information helps ensure a timely and coordinated response during emergencies and disasters.

## **9. Disaster Response Procedures**

The safety of City employees, emergency responders, contractors, and the public shall always take precedence over the protection or recovery of records. Under no circumstances shall any employee enter a damaged building, records storage area, or other affected location until emergency response personnel, Facilities personnel, or other authorized officials have determined that the area is safe for entry.

Once the affected area has been declared safe, the department shall immediately notify the City Secretary and provide an initial assessment of the incident. The Department Records Liaison, in coordination with the Records Recovery Team, shall document the extent of damage through written observations, photographs, and inventory of affected records and equipment. This documentation should include the location of damaged records, the apparent cause of the damage, the types of records affected, and any immediate threats to their preservation.

Following stabilization, records recovery activities shall be prioritized based on the department's identified essential and vital records and the operational needs of the City. Essential records required to continue critical government functions shall receive the highest priority, followed by permanent and other records necessary to restore normal business operations. Recovery efforts shall be coordinated through the Records Recovery Team and documented throughout the process to ensure accountability, maintain chain of custody where appropriate, and support any insurance or disaster assistance claims.

## **10. Records Recovery Procedures**

### **Paper Records**

Paper records are among the most vulnerable records during a disaster due to their susceptibility to water, mold, fire, smoke, and physical damage. Recovery efforts should begin as soon as it is safe to enter the affected area to minimize permanent deterioration.

The Department Records Liaison shall first identify and prioritize essential and vital paper records for recovery. Wet records should be handled carefully to avoid tearing or further damage and should never be separated if pages are stuck together. Records should be kept in the same order in which they were found whenever possible to preserve their integrity and filing sequence.

If records are only slightly damp, they should be air dried in a clean, well-ventilated area using fans to circulate air without directing airflow directly onto the records. Records should be spread out individually or stood upright with absorbent paper between sections as appropriate. If large quantities of records are saturated and cannot be dried within approximately 48 hours, they should be stabilized through commercial freeze-drying or another approved recovery method arranged through the City's records recovery vendor.

Throughout the recovery process, all actions shall be documented, including the condition of the records, recovery methods used, and any records determined to be permanently damaged or beyond recovery.

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## **Bound Volumes**

Bound volumes, including minute books, ordinance books, resolution books, historical ledgers, and other permanently bound records, require specialized handling due to the potential for damage to bindings, pages, and covers.

Wet bound volumes should be handled carefully and supported from underneath to prevent the spine from separating. Books should never be forced open if water damaged. If only slightly damp, they may be stood upright on absorbent material with pages fanned slightly to promote drying. Interleaving absorbent paper between every few pages may be appropriate for some volumes but should not overfill the book or distort the binding.

For heavily saturated or historically significant volumes, the City Secretary should consult a professional records conservation or restoration vendor before attempting recovery. Freeze-drying or vacuum freeze-drying is often the preferred method for recovering valuable bound records because it minimizes distortion, mold growth, and ink migration.

Permanent bound volumes shall receive the highest recovery priority due to their legal, historical, and archival value.

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## Maps and Drawings

Engineering drawings, plats, architectural plans, utility maps, survey documents, and other oversized records require special handling because they are easily torn, stretched, or distorted when wet.

Maps and drawings should always be handled with two or more people when necessary to prevent tearing. They should never be folded during recovery. Wet documents should be carefully unrolled only if they naturally separate without force. If tightly rolled or adhered together, they should be stabilized and evaluated by a professional conservation vendor.

Whenever practical, maps should be dried flat on clean surfaces covered with absorbent materials. Oversized records should be protected from direct sunlight, excessive heat, and strong airflow that could cause curling or additional damage.

Departments should ensure that electronic copies of critical engineering drawings, utility maps, and infrastructure plans are maintained whenever possible to support continuity of operations if original documents are damaged.

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## Photographs

Photographs, negatives, slides, and other photographic materials are highly susceptible to permanent damage from water, mold, fingerprints, and improper handling.

Photographs should be handled only by their edges while wearing clean nitrile or cotton gloves to avoid transferring oils or contaminants to the image surface. Wet photographs should never be stacked together, as image emulsions can permanently bond if allowed to dry while touching.

Whenever possible, photographs should be individually air dried face-up on clean, non-stick surfaces in a cool, well-ventilated environment. Historic or irreplaceable photographs should be referred to a professional photographic conservation specialist whenever significant damage has occurred.

Departments maintaining historical photographs should ensure digital preservation copies exist whenever feasible to reduce the risk of permanent information loss.

# 11. Electronic Records Recovery

The recovery of electronic records shall be coordinated through the Information Technology (IT) Department in collaboration with the City Secretary, Department Records

Liaisons, and the Records Recovery Team. Electronic records are critical to the continuity of City operations and include, but are not limited to, email, databases, financial systems, document management systems, geographic information systems (GIS), permitting software, public safety records, shared network drives, cloud-based applications, scanned documents, websites, and other digital information maintained by the City.

Following a disaster or system disruption, IT shall first assess the extent of the damage or outage and determine the status of servers, network infrastructure, workstations, cloud services, storage devices, and backup systems. Before restoration begins, IT shall verify that the affected systems are secure, free from ongoing threats such as malware or ransomware, and suitable for recovery.

Electronic records shall be restored using only verified backup copies or approved redundant storage systems. Prior to restoration, backup files shall be validated to confirm their integrity, completeness, and usability. Restoration from unverified, unauthorized, or potentially compromised sources is prohibited to protect the integrity and security of City records.

Recovery efforts shall follow documented recovery priorities established by the City, beginning with systems and records necessary to support essential governmental functions. Priority should generally be given to:

1. Public safety and emergency response systems.
2. Financial, payroll, and utility billing systems.
3. Legislative and legal records, including agendas, minutes, ordinances, resolutions, contracts, and records required by law.
4. Public records necessary to provide essential services to residents and businesses.
5. Department-specific operational records required to resume normal City functions.
6. Historical and archival records.

Throughout the restoration process, IT shall maintain detailed documentation identifying the systems restored, backup sources used, restoration dates and times, personnel involved, any data that could not be recovered, and any corrective actions taken. This documentation shall become part of the City's disaster recovery records and may be used for audits, insurance claims, after-action reviews, or future planning.

Department Records Liaisons shall work with IT to verify that restored records are complete, accessible, and functioning properly before systems are returned to normal operation. Any missing, corrupted, or incomplete records shall be reported immediately so that additional recovery efforts can be undertaken if possible.

If electronic records cannot be restored using standard backup procedures, the City may engage qualified data recovery specialists or software vendors to assist in recovering critical information. All recovery activities shall comply with the City's cybersecurity

policies, records retention requirements, confidentiality obligations, and applicable federal and Texas laws governing the protection of sensitive information.

Following restoration, IT and the affected department shall conduct a post-recovery review to verify the successful recovery of electronic records, identify any remaining issues, evaluate the effectiveness of recovery procedures, and recommend improvements to strengthen the City's preparedness for future incidents.

## 12. Alternate Operations

To ensure the continuity of essential government services during an emergency or disaster, each City department shall identify alternate work locations, procedures, and methods for accessing essential records when normal facilities or information systems are unavailable. Continuity planning should enable departments to resume critical operations as quickly as practical while protecting employees, City assets, and official records.

Alternate work locations may include other City-owned facilities, temporary office space, mobile workstations, approved remote work arrangements, or other locations designated by the City Manager or Emergency Management personnel. Departments shall ensure that alternate locations are suitable for conducting essential business, provide appropriate security for City records, and comply with applicable information security and confidentiality requirements.

Each department shall identify the essential records needed to perform its critical functions and determine how those records will be accessed if the primary work location becomes inaccessible. Access methods may include secure cloud-based applications, electronic document management systems, network backups, off-site storage facilities, approved remote access technologies, or duplicate copies maintained in accordance with the City's Records Management Policy. Departments should avoid relying solely on records maintained at a single physical location whenever practical.

Department Records Liaisons shall work with the Information Technology Department and the City Secretary to ensure that essential electronic records can be securely accessed from alternate locations and that staff understand the procedures for retrieving both electronic and paper records during an emergency. Employees shall use only City-approved equipment, software, and secure communication methods when accessing City records from alternate locations.

Departments shall periodically review and test their alternate operations procedures as part of continuity planning exercises, tabletop drills, or disaster recovery testing. Following any activation of alternate operations, the department shall evaluate the effectiveness of its response, identify any deficiencies, and recommend improvements to strengthen future continuity and records recovery efforts.

The objective of alternate operations is to ensure that the City of Seabrook can continue providing critical services, maintain access to essential and vital records, and restore normal business operations as efficiently and securely as possible following a disruption.

## 13. Recovery Priorities

Following a disaster or emergency, records recovery efforts shall be conducted in a systematic and prioritized manner to ensure the timely restoration of critical government functions while protecting records that are essential to the City of Seabrook's legal, operational, financial, and historical interests. The City Secretary, in coordination with the Records Recovery Team, Department Records Liaisons, Information Technology, and department leadership, shall determine recovery priorities based on the severity of the incident, operational needs, and available resources.

Departments shall recover records according to the following priority levels unless unique circumstances require an alternate approach.

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### **Priority 1 – Vital Records**

Vital records shall receive the highest recovery priority because they are essential to protecting the legal rights of the City, its residents, employees, elected officials, and business partners, and are necessary to resume critical governmental operations.

Examples of vital records may include:

- City Charter and Code of Ordinances
- City Council agendas, minutes, ordinances, and resolutions
- Active contracts and interlocal agreements
- Emergency operations plans
- Personnel records necessary for payroll and employee benefits
- Financial and accounting records
- Utility billing and customer account records
- Information Technology system backups
- Property ownership and legal records
- Election records required by state law
- Public safety records necessary for emergency response

Recovery of these records shall begin immediately after the affected area has been declared safe and stabilized.

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## **Priority 2 – Active Operational Records**

Active operational records are those required for the day-to-day delivery of City services and the continuation of essential departmental functions. While they may not all qualify as vital records, prolonged loss of these records would significantly impair City operations.

Examples include:

- Current project files
- Active permits and development records
- Utility service records
- Court case files
- Inspection records
- Purchasing and procurement documents
- Active public information requests
- Current budget documents
- Department work orders
- Current correspondence and administrative files

Recovery of these records should begin immediately after vital records have been stabilized or restored.

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## **Priority 3 – Permanent Archival Records**

Permanent archival records possess enduring administrative, legal, fiscal, or historical value and are designated for permanent retention under the City's records retention schedule. Although these records may not be immediately required for daily operations, they represent the permanent institutional memory of the City and require careful preservation.

Examples include:

- Historical City Council records
- Annexation records
- Historical photographs
- Permanent engineering drawings
- Historic maps and plats
- Significant legal opinions
- Records documenting major City projects
- Historical publications and commemorative materials



Because many archival records are irreplaceable, recovery methods should emphasize preservation over speed. Professional conservation services should be utilized whenever appropriate.

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#### **Priority 4 – Remaining Administrative Records**

Administrative records that do not directly support essential operations or permanent historical documentation shall be recovered after higher-priority records have been stabilized. These records continue to have value for business operations and retention compliance but generally present less immediate operational risk if temporarily unavailable.

Examples include:

- Routine correspondence
- Reference materials
- Convenience copies
- Completed administrative files
- Older project records
- General office records
- Department reference manuals
- Non-essential working papers

If these records are extensively damaged and can be recreated or are nearing the end of their required retention period, departments should consult the City Secretary before expending significant resources on recovery. Any records approved for destruction must be handled in accordance with the City's Records Management Policy and the applicable Texas State Library and Archives Commission (TSLAC) retention schedules.

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#### **Reassessment of Priorities**

Recovery priorities may be adjusted during an incident based on the City's operational needs, the extent of damage, available personnel, regulatory requirements, and recommendations from the City Manager, City Secretary, or Records Recovery Team. Departments shall continuously assess recovery progress and communicate changing priorities as additional information becomes available.

All recovery activities shall be documented, including records recovered, recovery methods used, records determined to be unrecoverable, and any deviations from

established priorities. This documentation shall become part of the City's disaster recovery records and be used to improve future preparedness and response efforts.

This prioritization framework ensures that the City of Seabrook restores critical services first, protects records that are essential to governance and legal compliance, preserves historically significant records for future generations, and efficiently returns all departments to normal operations following a disaster.

## 14. Training and Exercises

The effectiveness of the City's Records Disaster Recovery Program depends upon employees understanding their responsibilities before a disaster occurs. To ensure an organized, timely, and effective response, the City of Seabrook shall provide regular training and practical exercises to employees who have records management and disaster recovery responsibilities.

The City Secretary shall coordinate records disaster recovery training in collaboration with Department Records Liaisons, the Information Technology Department, Facilities, and other appropriate departments. Departments are encouraged to provide general awareness training to all employees so they understand how to safeguard records and report incidents that may threaten City records.

The City shall conduct disaster recovery exercises periodically, with at least one tabletop exercise every two years, or more frequently as determined by the City Secretary or City Manager. Tabletop exercises are discussion-based scenarios that allow participants to walk through realistic disaster situations, evaluate decision-making processes, clarify responsibilities, identify resource needs, and test communication and coordination procedures without interrupting normal City operations.

The City Secretary shall periodically review this Records Disaster Recovery Manual to ensure it reflects current organizational structure, technology, records management practices, and operational needs. Revisions shall be made as necessary to strengthen the City's preparedness and ensure continued compliance with applicable Texas laws, records retention requirements, and City policies.

## 15. Plan Maintenance

To ensure the manual remains accurate, effective, and reflective of current City operations, it shall be reviewed at least annually and updated whenever significant organizational, operational, technological, or regulatory changes occur.

The annual review shall evaluate the effectiveness of the manual and verify that all information remains current, including departmental responsibilities, records inventories, essential and vital records designations, emergency contact information, recovery priorities, alternate work locations, vendor contact information, and disaster recovery procedures. Departments shall cooperate with the City Secretary by providing updated information and identifying any changes affecting their records management or continuity of operations responsibilities.

Departments shall promptly notify the City Secretary whenever changes occur that may affect the accuracy of this manual, including changes in key personnel, emergency contacts, records storage locations, essential or vital records, recovery procedures, or vendor information. Updates should be incorporated into the manual as soon as practical rather than waiting for the next annual review.

The current version of the Records Disaster Recovery Manual shall be maintained by the City Secretary and made available to Department Directors, Department Records Liaisons, members of the Records Recovery Team, Information Technology, Facilities, and other personnel with disaster recovery responsibilities. Electronic copies should be stored in secure locations with appropriate backup and access controls, and printed copies should be maintained at designated locations where they can be accessed during an emergency if electronic systems are unavailable.

## Appendices

- A. Emergency Contact List
- B. Records Damage Assessment Form



## *Agenda Briefing*

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**Date of Meeting:** September 1, 2026

**Responsible Department:** City Manager's Office

**Presenter:**

**Briefing Prepared By:**

**Strategic Focus Area:**

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**General Information:**

Discuss the pre-construction and post-construction ambient sound level studies conducted near the intersection of Red Bluff Road and State Highway 146, including the study findings, and provide direction to staff regarding potential next steps. *Matt Cott, Behrens & Associates*

**Executive Summary / Background:**

As part of the settlement between the City of Seabrook and the Port of Houston Authority, the City received funding designated for future sound mitigation initiatives associated with operational impacts in the vicinity of the Port of Houston exterior rail line. Following receipt of those funds, the City Council adopted a resolution reserving the funds for future sound mitigation purposes until sufficient technical information could be developed to determine whether practical and cost-effective mitigation measures existed.

The City's evaluation extended beyond the Port rail operations alone. Following construction of the Port of Houston exterior rail spur, a significant electrical transmission substation was also constructed near the intersection of Red Bluff Road and State Highway 146. Construction of the substation required the removal of a substantial tree line that previously existed between nearby neighborhoods and the transportation corridor. Although a sound wall was incorporated into the substation project, the removal of mature vegetation and the introduction of new electrical infrastructure created additional community concerns regarding potential changes to the ambient sound environment.

Recognizing that multiple infrastructure projects had occurred within the same general timeframe and geographic area, the City determined that evaluating only one potential sound source would not provide an accurate understanding of existing conditions. Accordingly, the City retained an independent acoustical consultant to establish ambient sound conditions after construction of the Port rail spur but prior to operation of the electrical substation. The resulting April 2024 study established a baseline that reflected

the completed rail spur improvements while documenting ambient conditions before the substation became operational.

Once the CenterPoint substation became operational, the City commissioned a second ambient sound study in July 2026 using the same monitoring locations. The purpose of the follow-up study was not solely to evaluate the substation, but rather to compare overall ambient sound conditions following completion of both major infrastructure projects and to assist the City in determining whether measurable changes had occurred that would warrant further evaluation of potential sound mitigation measures.

Because the monitoring area is influenced by multiple sound sources—including Port-related rail operations, State Highway 146 traffic, Red Bluff Road traffic, the electrical substation, landscaping activities, and other intermittent community sounds—the studies were intended to measure the **combined ambient sound environment** rather than attribute measured sound levels to any single source. The studies therefore provide Council with an objective basis for determining whether additional technical analysis or evaluation of mitigation alternatives is warranted.

### **Funding / Fiscal Information:**

### **Supporting Materials Attached:**

1. SLS Report 4.16.24
2. SLS Report 7.23.26
3. Presentation

### **Prior Action / Review by Council, Boards, Commissions:**

### **Staff Recommendation:**



# CenterPoint Substation Ambient Sound Level Survey Report

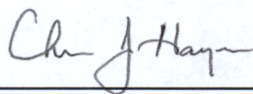
**April 16, 2024**

Prepared for:

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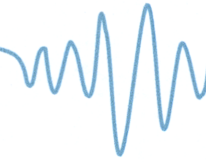
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Oakland, California ~ Johnson City, Tennessee

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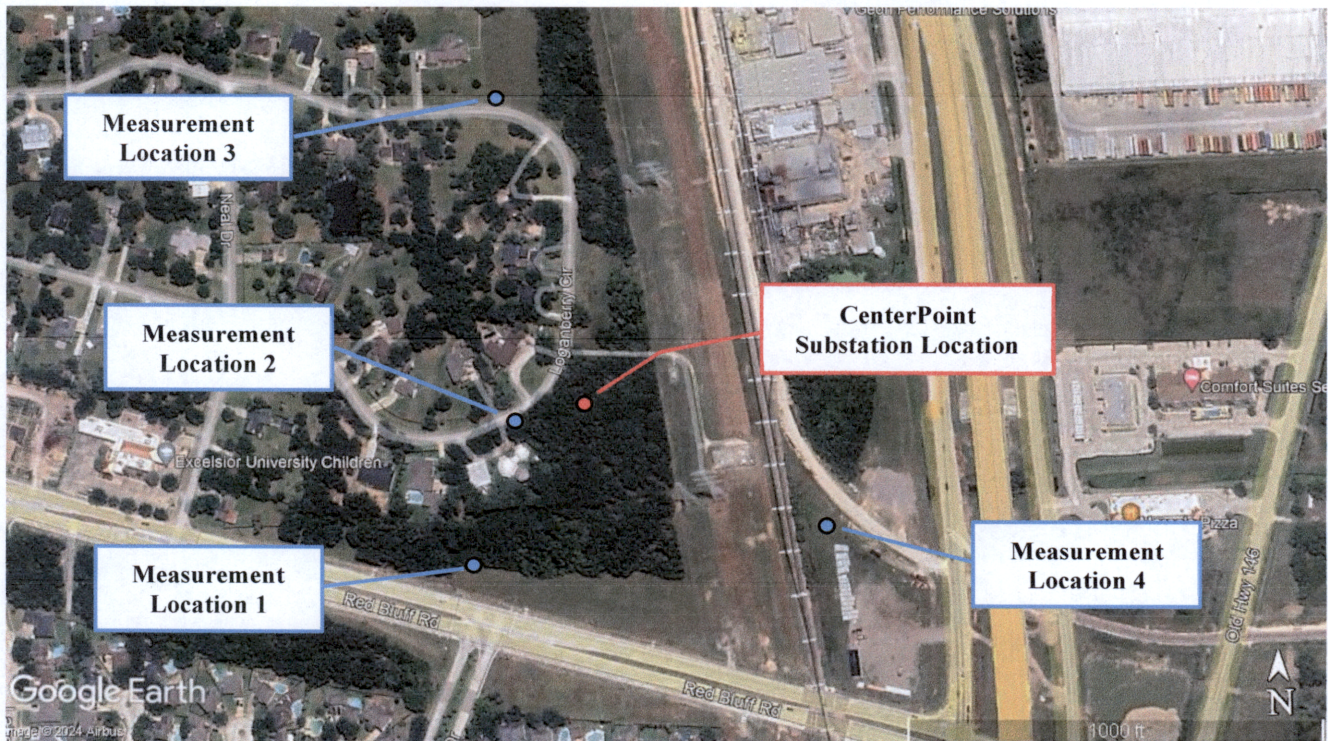
[www.environmental-noise-control.com](http://www.environmental-noise-control.com) ~ [www.drillingnoisecontrol.com](http://www.drillingnoisecontrol.com)





## 1. Introduction

The purpose of this study is to document the measured ambient sound levels adjacent to the CenterPoint utility substation under construction located in the City of Seabrook, Texas (29.590691° N, -95.032067° W). The survey was conducted to record and document the ambient sound levels prior to the operation of the substation. Four sound level meters were deployed at the locations shown in Figure 1-1 to conduct the study.



**Figure 1-1 City of Seabrook, TX – Utility Substation Site & Sound Measurement Locations**

Coordinates for the sound measurement locations are as follows:

Measurement Location 1 – 29.589709° N, -95.032891° W  
Measurement Location 2 – 29.590718° N, -95.032500° W  
Measurement Location 3 – 29.592964° N, -95.032714° W  
Measurement Location 4 – 29.589929° N, -95.030209° W





## 2. Noise Fundamentals

Sound is most commonly experienced by people as pressure waves passing through air. These rapid fluctuations in air pressure are processed by the human auditory system to produce the sensation of sound. The rate at which sound pressure changes occur is called the frequency. Frequency is usually measured as the number of oscillations per second or Hertz (Hz). Frequencies that can be heard by a healthy human ear range from approximately 20 Hz to 20,000 Hz. Toward the lower end of this range are low-pitched sounds, including those that might be described as a “rumble” or “boom”. At the higher end of the range are high-pitched sounds that might be described as a “screech” or “hiss”.

Environmental noise generally derives, in part, from a combination of distant noise sources. Such sources may include common experiences such as distant traffic, wind in trees, and distant industrial or farming activities. These distant sources create a low-level “background noise” in which no particular individual source is identifiable. Background noise is often relatively constant from moment to moment, but varies slowly from hour to hour as natural forces change or as human activity follows its daily cycle.

Superimposed on this low-level, slowly varying background noise is a succession of identifiable noisy events of relatively brief duration. These events may include the passing of single-vehicles, aircraft flyovers, screeching of brakes, and other short-term events. The presence of these short-term events causes the noise level to fluctuate. Detailed acoustical definitions are provided in Appendix A.

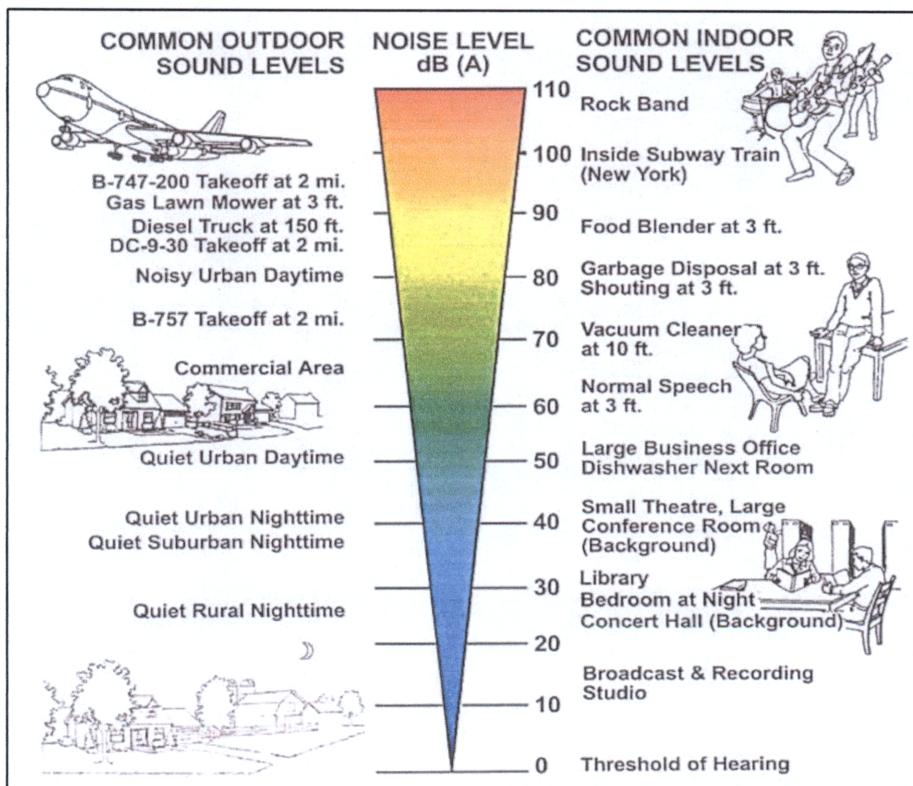


Figure 2-1 Typical Indoor and Outdoor Sound Levels





## 3. Sound Level Survey

### 3.1 Sound Level Survey Procedure

Four Type 1 sound level meters were deployed adjacent to the site to conduct the ambient sound level survey. The sound level meters conform to Type 1 as per ANSI S1.4 *Specification for Sound Level Meters* with a tolerance of approximately  $\pm 1.5$  dBA. The microphone associated with the sound level meters were placed approximately 5 feet above the ground and at least 10 feet from any reflective surfaces at the location shown in Figure 1-1. The sound level meters were calibrated before and after the measurement period and were within 0.5 dB of the calibration level. The instrumentation details are presented in Table 3-1.

**Table 3-1 Instrumentation Details**

| Location | Instrument        | Manufacturer/Model       | Serial Number |
|----------|-------------------|--------------------------|---------------|
| 1        | Sound Level Meter | Svantek Model 971        | 87101         |
| 2        | Sound Level Meter | Svantek Model 971        | 60717         |
| 3        | Sound Level Meter | Svantek Model 971        | 72576         |
| 4        | Sound Level Meter | Svantek Model 971        | 87104         |
|          | Calibrator        | Quest Technologies QC-10 | QI9040120     |

### 3.2 Sound Level Survey Results

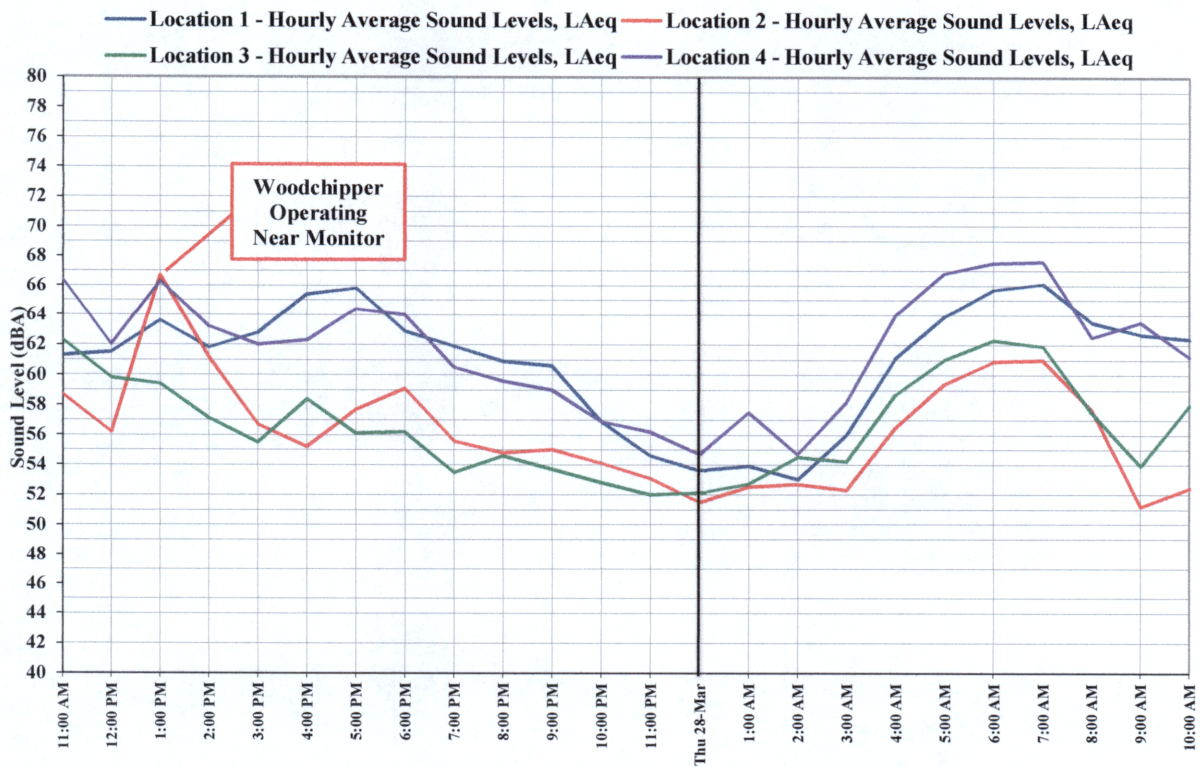
The measured sound level data is presented as one-hour average A-weighted ( $L_{eq}$  dBA) sound levels graphically in Figure 3-1 for the four measurement locations. The sound level data is also presented in one-hour average A-weighted sound levels as well in tabular form in Appendix B. Table 3-2 below shows 24-hour average ambient sound level survey results in dBA. At the time of deployment and retrieval of the sound measurement equipment, wall construction activity was ongoing near measurement location 3.

**Table 3-2 Measured Ambient Average  $L_{Aeq}$  Sound Levels**

| Measurement Location | 24-Hour Average |
|----------------------|-----------------|
| Location 1           | 62.3            |
| Location 2           | 58.3            |
| Location 3           | 57.8            |
| Location 4           | 63.2            |

Data tables of temperature, dewpoint, humidity, wind speed, wind direction, barometric pressure, and rainfall are shown in 0. The weather data was sourced from [www.wunderground.com](http://www.wunderground.com).





March 27 - March 28, 2024

Figure 3-1 Measured A-Weighted Hourly Average Sound Levels



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**Appendix A    Glossary of Acoustical Terms**

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**Ambient Noise**

The all-encompassing noise associated with a given environment at a specified time, usually a composite of sound from many sources both near and far.

**Average Sound Level**

See Equivalent-Continuous Sound Level.

**A-Weighted Sound Level, dB(A)**

The sound level obtained by use of A-weighting. Weighting systems were developed to measure sound in a way that more closely mimics the ear's natural sensitivity relative to frequency so that the instrument is less sensitive to noise at frequencies where the human ear is less sensitive and more sensitive at frequencies where the human ear is more sensitive.

**Community Noise Equivalent Level (CNEL)**

A 24-hour A-weighted average sound level which takes into account the fact that a given level of noise may be more or less tolerable depending on when it occurs. The CNEL measure of noise exposure weights average hourly noise levels by 5 dB for the evening hours (between 7:00 pm and 10:00 pm), and 10 dB between 10:00 pm and 7:00 am, then combines the results with the daytime levels to produce the final CNEL value. It is measured in decibels, dB.

**Day-Night Average Sound Level (Ldn)**

A measure of noise exposure level that is similar to CNEL except that there is no weighting applied to the evening hours of 7:00 pm to 10:00 pm. It is measured in decibels, dB.

**Daytime Average Sound Level**

The time-averaged A-weighted sound level measured between the hours of 7:00 am to 7:00 pm. It is measured in decibels, dB.

**Decay Rate**

The time taken for the sound pressure level at a given frequency to decrease in a room. It is measured in decibels per second, dB/s.

**Decibel (dB)**

The basic unit of measurement for sound level.

**Direct Sound**

Sound that reaches a given location in a direct line from the source without any reflections.

**Divergence**

The spreading of sound waves from a source in a free field, resulting in a reduction in sound pressure level with increasing distance from the source.

**Energy Basis**

This refers to the procedure of summing or averaging sound pressure levels on the basis of their squared pressures. This method involves the conversion of decibels to pressures, then performing the necessary arithmetic calculations, and finally changing the pressure back to decibels.





## **Equivalent-Continuous Sound Level (Leq)**

The average sound level measured over a specified time period. It is a single-number measure of time-varying noise over a specified time period. It is the level of a steady sound that, in a stated time period and at a stated location, has the same A-Weighted sound energy as the time-varying sound. For example, a person who experiences an Leq of 60 dB(A) for a period of 10 minutes standing next to a busy street is exposed to the same amount of sound energy as if he had experienced a constant noise level of 60 dB(A) for 10 minutes rather than the time-varying traffic noise level. It is measured in decibels, dB.

## **Fast Response**

A setting on the sound level meter that determines how sound levels are averaged over time. A fast sound level is always more strongly influenced by recent sounds, and less influenced by sounds occurring in the distant past, than the corresponding slow sound level. For the same non-steady sound, the maximum fast sound level is generally greater than the corresponding maximum slow sound level. Fast response is typically used to measure impact sound levels.

## **Field Impact Insulation Class (FIIC)**

A single number rating similar to the impact insulation class except that the impact sound pressure levels are measured in the field.

## **Field Sound Transmission Class (FSTC)**

A single number rating similar to sound transmission class except that the transmission loss values used to derive this class are measured in the field.

## **Flanking Sound Transmission**

The transmission of sound from a room in which a source is located to an adjacent receiving room by paths other than through the common partition. Also, the diffraction of noise around the ends of a barrier.

## **Frequency**

The number of oscillations per second of a sound wave.

## **Hourly Average Sound Level (HNL)**

The equivalent-continuous sound level, Leq, over a 1-hour time period.

## **Impact Insulation Class (IIC)**

A single number rating used to compare the effectiveness of floor/ceiling assemblies in providing reduction of impact-generated sound such as the sound of a person's walking across the upstairs floor.

## **Impact Noise**

The noise that results when two objects collide.

## **Impulse Noise**

Noise of a transient nature due to the sudden impulse of pressure like that created by a gunshot or balloon bursting.

## **Insertion Loss**

The decrease in sound level measured at the location of the receiver when an element (e.g., a noise barrier) is inserted in the transmission path between the sound source and the receiver.





## **Inverse Square Law**

A rule by which the sound intensity varies inversely with the square of the distance from the source. This results in a 6dB decrease in sound pressure level for each doubling of distance from the source.

## **Masking**

The process by which the threshold of hearing for one sound is raised by the presence of another sound.

## **Maximum Sound Level (Lmax)**

The greatest sound level measured on a sound level meter during a designated time interval or event.

## **NC Curves (Noise Criterion Curves)**

A system for rating the noisiness of an occupied indoor space. An actual octave-band spectrum is compared with a set of standard NC curves to determine the NC level of the space.

## **Noise Isolation Class (NIC)**

A single number rating derived from the measured values of noise reduction between two enclosed spaces that are connected by one or more partitions. Unlike STC or NNIC, this rating is not adjusted or normalized to a measured or standard reverberation time.

## **Noise Reduction**

The difference in sound pressure level between any two points.

## **Noise Reduction Coefficient (NRC)**

A single number rating of the sound absorption properties of a material. It is the average of the sound absorption coefficients at 250, 500, 1000, and 2000 Hz, rounded to the nearest multiple of 0.05.

## **Normalized Noise Isolation Class (NNIC)**

A single number rating similar to the noise isolation class except that the measured noise reduction values are normalized to a reverberation time of 0.5 seconds.

## **Octave**

The frequency interval between two sounds whose frequency ratio is 2. For example, the frequency interval between 500 Hz and 1,000 Hz is one octave.

## **Octave-Band Sound Level**

For an octave frequency band, the sound pressure level of the sound contained within that band.

## **One-Third Octave**

The frequency interval between two sounds whose frequency ratio is  $2^{1/3}$ . For example, the frequency interval between 200 Hz and 250 Hz is one-third octave.

## **One-Third-Octave-Band Sound Level**

For a one-third-octave frequency band, the sound pressure level of the sound contained within that band.

## **Outdoor-Indoor Transmission Class (OITC)**

A single number rating used to compare the sound insulation properties of building façade elements. This rating is designed to correlate with subjective impressions of the ability of façade elements to reduce the overall loudness of ground and air transportation noise.



**Peak Sound Level (Lpk)**

The maximum instantaneous sound level during a stated time period or event.

**Pink Noise**

Noise that has approximately equal intensities at each octave or one-third-octave band.

**Point Source**

A source that radiates sound as if from a single point.

**RC Curves (Room Criterion Curves)**

A system for rating the noisiness of an occupied indoor space. An actual octave-band spectrum is compared with a set of standard RC curves to determine the RC level of the space.

**Real-Time Analyzer (RTA)**

An instrument for the determination of a sound spectrum.

**Receiver**

A person (or persons) or equipment which is affected by noise.

**Reflected Sound**

Sound that persists in an enclosed space as a result of repeated reflections or scattering. It does not include sound that travels directly from the source without reflections.

**Reverberation**

The persistence of a sound in an enclosed or partially enclosed space after the source of the sound has stopped, due to the repeated reflection of the sound waves.

**Room Absorption**

The total absorption within a room due to all objects, surfaces and air absorption within the room. It is measured in Sabins or metric Sabins.

**Slow Response**

A setting on the sound level meter that determines how measured sound levels are averaged over time. A slow sound level is more influenced by sounds occurring in the distant past than the corresponding fast sound level.

**Sound**

A physical disturbance in a medium (e.g., air) that is capable of being detected by the human ear.

**Sound Absorption Coefficient**

A measure of the sound-absorptive property of a material.

**Sound Insulation**

The capacity of a structure or element to prevent sound from reaching a receiver room either by absorption or reflection.

**Sound Level Meter (SLM)**

An instrument used for the measurement of sound level, with a standard frequency-weighting and standard exponentially weighted time averaging.



**Sound Power Level**

A physical measure of the amount of power a sound source radiates into the surrounding air. It is measured in decibels.

**Sound Pressure Level**

A physical measure of the magnitude of a sound. It is related to the sound's energy. The terms sound pressure level and sound level are often used interchangeably.

**Sound Transmission Class (STC)**

A single number rating used to compare the sound insulation properties of walls, floors, ceilings, windows, or doors. This rating is designed to correlate with subjective impressions of the ability of building elements to reduce the overall loudness of speech, radio, television, and similar noise sources in offices and buildings.

**Source Room**

A room that contains a noise source or sources.

**Spectrum**

The spectrum of a sound wave is a description of its resolution into components, each of different frequency and usually different amplitude.

**Tapping Machine**

A device used in rating different floor constructions against impacts. It produces a series of impacts on the floor under test, 10 times per second.

**Tone**

A sound with a distinct pitch.

**Transmission Loss (TL)**

A property of a material or structure describing its ability to reduce the transmission of sound at a particular frequency from one space to another. The higher the TL value the more effective the material or structure is in reducing sound between two spaces. It is measured in decibels.

**White Noise**

Noise that has approximately equal intensities at all frequencies.

**Windscreen**

A porous covering for a microphone, designed to reduce the noise generated by the passage of wind over the microphone.

**X-Percentile-Exceeded Sound Level**

The A-Weighted sound level equaled or exceeded by a fluctuating sound level x percent of a stated time period. E.g., the letter symbol L10 represents the sound level which exceeded for more than 30 minutes in an hour, L25 is the sound level exceeded for more than 15 minutes in an hour, L8 is the sound level exceeded for more than 5 minutes in an hour, and L2 is the sound level exceeded for more than 1 minute in an hour.





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**Appendix B   Tables of Measured Sound Pressure Levels**

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| Measured Hourly Average Sound Levels, LAeq |            |            |            |            |
|--------------------------------------------|------------|------------|------------|------------|
| Time                                       | Location 1 | Location 2 | Location 3 | Location 4 |
| 11:00 AM                                   | 61.3       | 58.7       | 62.3       | 66.4       |
| 12:00 PM                                   | 61.5       | 56.2       | 59.8       | 62         |
| 1:00 PM                                    | 63.6       | 66.7       | 59.4       | 66.3       |
| 2:00 PM                                    | 61.8       | 61.1       | 57.1       | 63.2       |
| 3:00 PM                                    | 62.8       | 56.7       | 55.5       | 62         |
| 4:00 PM                                    | 65.4       | 55.2       | 58.4       | 62.3       |
| 5:00 PM                                    | 65.8       | 57.7       | 56.1       | 64.4       |
| 6:00 PM                                    | 62.9       | 59.1       | 56.2       | 64         |
| 7:00 PM                                    | 61.9       | 55.6       | 53.5       | 60.5       |
| 8:00 PM                                    | 60.9       | 54.8       | 54.6       | 59.6       |
| 9:00 PM                                    | 60.6       | 55         | 53.7       | 59         |
| 10:00 PM                                   | 56.9       | 54.1       | 52.8       | 56.9       |
| 11:00 PM                                   | 54.6       | 53.1       | 52         | 56.2       |
| <b>Thu 28-Mar</b>                          | 53.6       | 51.5       | 52.1       | 54.7       |
| 1:00 AM                                    | 53.9       | 52.5       | 52.7       | 57.5       |
| 2:00 AM                                    | 53.0       | 52.7       | 54.5       | 54.7       |
| 3:00 AM                                    | 56.0       | 52.3       | 54.2       | 58.2       |
| 4:00 AM                                    | 61.1       | 56.5       | 58.7       | 64         |
| 5:00 AM                                    | 63.9       | 59.4       | 61         | 66.8       |
| 6:00 AM                                    | 65.7       | 60.9       | 62.3       | 67.5       |
| 7:00 AM                                    | 66.1       | 61         | 61.9       | 67.6       |
| 8:00 AM                                    | 63.5       | 57.7       | 57.5       | 62.5       |
| 9:00 AM                                    | 62.7       | 51.2       | 53.9       | 63.5       |
| 10:00 AM                                   | 62.4       | 52.4       | 58         | 61.2       |





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**Appendix C    Weather Data**

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**Wednesday, March 27<sup>th</sup>, 2024**

| Time     | Temperature | Dew Point | Humidity | Wind | Wind Speed | Wind Gust | Pressure | Precip. | Condition     |
|----------|-------------|-----------|----------|------|------------|-----------|----------|---------|---------------|
| 12:54 AM | 59 °F       | 41 °F     | 51 %     | NNE  | 12 mph     | 17 mph    | 29.90 in | 0.0 in  | Partly Cloudy |
| 1:54 AM  | 55 °F       | 43 °F     | 63 %     | NNE  | 6 mph      | 0 mph     | 29.90 in | 0.0 in  | Fair          |
| 2:54 AM  | 55 °F       | 43 °F     | 63 %     | N    | 9 mph      | 0 mph     | 29.91 in | 0.0 in  | Fair          |
| 3:54 AM  | 54 °F       | 43 °F     | 67 %     | N    | 7 mph      | 0 mph     | 29.93 in | 0.0 in  | Fair          |
| 4:54 AM  | 54 °F       | 43 °F     | 67 %     | N    | 8 mph      | 0 mph     | 29.93 in | 0.0 in  | Fair          |
| 5:54 AM  | 54 °F       | 43 °F     | 67 %     | N    | 7 mph      | 0 mph     | 29.94 in | 0.0 in  | Fair          |
| 6:54 AM  | 54 °F       | 43 °F     | 67 %     | NNE  | 7 mph      | 0 mph     | 29.96 in | 0.0 in  | Fair          |
| 7:54 AM  | 54 °F       | 43 °F     | 67 %     | NNE  | 8 mph      | 0 mph     | 29.99 in | 0.0 in  | Fair          |
| 8:54 AM  | 55 °F       | 41 °F     | 58 %     | NE   | 9 mph      | 15 mph    | 30.01 in | 0.0 in  | Fair          |
| 9:54 AM  | 55 °F       | 41 °F     | 58 %     | NE   | 10 mph     | 0 mph     | 30.05 in | 0.0 in  | Fair          |
| 10:54 AM | 61 °F       | 41 °F     | 48 %     | NNE  | 7 mph      | 0 mph     | 30.05 in | 0.0 in  | Fair          |
| 11:54 AM | 61 °F       | 41 °F     | 48 %     | N    | 12 mph     | 0 mph     | 30.06 in | 0.0 in  | Fair          |
| 12:54 PM | 61 °F       | 43 °F     | 52 %     | N    | 9 mph      | 0 mph     | 30.06 in | 0.0 in  | Fair          |
| 1:54 PM  | 64 °F       | 43 °F     | 45 %     | NNW  | 12 mph     | 17 mph    | 30.06 in | 0.0 in  | Partly Cloudy |
| 2:54 PM  | 63 °F       | 46 °F     | 55 %     | NW   | 13 mph     | 0 mph     | 30.05 in | 0.0 in  | Mostly Cloudy |
| 3:54 PM  | 64 °F       | 50 °F     | 59 %     | SSW  | 3 mph      | 0 mph     | 30.00 in | 0.0 in  | Mostly Cloudy |
| 4:54 PM  | 68 °F       | 48 °F     | 49 %     | NW   | 6 mph      | 0 mph     | 30.01 in | 0.0 in  | Mostly Cloudy |
| 7:54 PM  | 59 °F       | 50 °F     | 72 %     | ENE  | 6 mph      | 0 mph     | 30.05 in | 0.0 in  | Fair          |
| 8:54 PM  | 59 °F       | 50 °F     | 72 %     | N    | 3 mph      | 0 mph     | 30.07 in | 0.0 in  | Fair          |
| 9:54 PM  | 59 °F       | 48 °F     | 67 %     | CALM | 0 mph      | 0 mph     | 30.10 in | 0.0 in  | Fair          |
| 11:54 PM | 55 °F       | 50 °F     | 82 %     | CALM | 0 mph      | 0 mph     | 30.12 in | 0.0 in  | Fair          |



# Behrens and Associates, Inc.

Environmental Noise Control



Thursday, March 28<sup>th</sup>, 2024

| Time     | Temperature | Dew Point | Humidity | Wind | Wind Speed | Wind Gust | Pressure | Precip. | Condition |
|----------|-------------|-----------|----------|------|------------|-----------|----------|---------|-----------|
| 12:54 AM | 52 °F       | 48 °F     | 88 %     | CALM | 0 mph      | 0 mph     | 30.12 in | 0.0 in  | Fair      |
| 1:54 AM  | 52 °F       | 48 °F     | 88 %     | NNW  | 3 mph      | 0 mph     | 30.13 in | 0.0 in  | Fair      |
| 2:54 AM  | 50 °F       | 46 °F     | 87 %     | CALM | 0 mph      | 0 mph     | 30.12 in | 0.0 in  | Fair      |
| 3:54 AM  | 50 °F       | 46 °F     | 87 %     | CALM | 0 mph      | 0 mph     | 30.11 in | 0.0 in  | Fair      |
| 4:54 AM  | 48 °F       | 46 °F     | 93 %     | CALM | 0 mph      | 0 mph     | 30.12 in | 0.0 in  | Fair      |
| 5:54 AM  | 50 °F       | 46 °F     | 87 %     | CALM | 0 mph      | 0 mph     | 30.13 in | 0.0 in  | Fair      |
| 6:54 AM  | 50 °F       | 48 °F     | 94 %     | CALM | 0 mph      | 0 mph     | 30.16 in | 0.0 in  | Fair      |
| 7:54 AM  | 52 °F       | 48 °F     | 88 %     | NW   | 3 mph      | 0 mph     | 30.20 in | 0.0 in  | Fair      |
| 8:54 AM  | 59 °F       | 52 °F     | 77 %     | CALM | 0 mph      | 0 mph     | 30.21 in | 0.0 in  | Fair      |
| 9:54 AM  | 63 °F       | 50 °F     | 63 %     | E    | 3 mph      | 0 mph     | 30.22 in | 0.0 in  | Fair      |
| 10:54 AM | 68 °F       | 48 °F     | 49 %     | VAR  | 3 mph      | 0 mph     | 30.22 in | 0.0 in  | Fair      |
| 11:54 AM | 68 °F       | 50 °F     | 52 %     | ESE  | 8 mph      | 0 mph     | 30.22 in | 0.0 in  | Fair      |
| 12:54 PM | 70 °F       | 50 °F     | 49 %     | ESE  | 6 mph      | 0 mph     | 30.21 in | 0.0 in  | Fair      |
| 1:54 PM  | 72 °F       | 46 °F     | 41 %     | SSE  | 5 mph      | 0 mph     | 30.19 in | 0.0 in  | Fair      |
| 3:54 PM  | 73 °F       | 50 °F     | 44 %     | SSE  | 12 mph     | 0 mph     | 30.13 in | 0.0 in  | Fair      |
| 4:54 PM  | 72 °F       | 48 °F     | 43 %     | ESE  | 17 mph     | 0 mph     | 30.12 in | 0.0 in  | Fair      |
| 5:54 PM  | 72 °F       | 52 °F     | 50 %     | ESE  | 13 mph     | 0 mph     | 30.11 in | 0.0 in  | Fair      |
| 6:54 PM  | 68 °F       | 52 °F     | 56 %     | SSE  | 13 mph     | 0 mph     | 30.13 in | 0.0 in  | Fair      |
| 7:54 PM  | 64 °F       | 50 °F     | 59 %     | SSE  | 10 mph     | 0 mph     | 30.13 in | 0.0 in  | Fair      |
| 8:54 PM  | 63 °F       | 52 °F     | 68 %     | SE   | 8 mph      | 0 mph     | 30.13 in | 0.0 in  | Fair      |
| 9:54 PM  | 61 °F       | 54 °F     | 77 %     | SSE  | 6 mph      | 0 mph     | 30.15 in | 0.0 in  | Fair      |
| 10:54 PM | 59 °F       | 54 °F     | 82 %     | SE   | 6 mph      | 0 mph     | 30.15 in | 0.0 in  | Fair      |
| 11:54 PM | 57 °F       | 54 °F     | 88 %     | SSE  | 7 mph      | 0 mph     | 30.14 in | 0.0 in  | Fair      |

# CenterPoint Substation Post-Construction Sound Level Survey Report

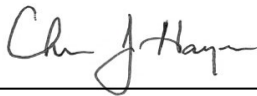
July 23, 2026

Prepared for:

City of Seabrook, TX  
City Hall  
1700 1<sup>st</sup> Street  
Seabrook, TX 77586

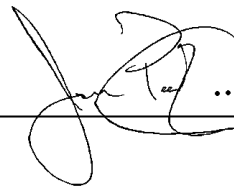
Prepared by:

Behrens and Associates, Inc.  
2320 Alaska Avenue  
El Segundo, CA 90245



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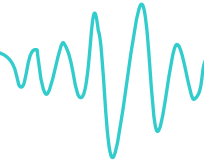
Chris J. Hayes  
Operations Coordinator ~ Midwest  
Lead Acoustical Technician



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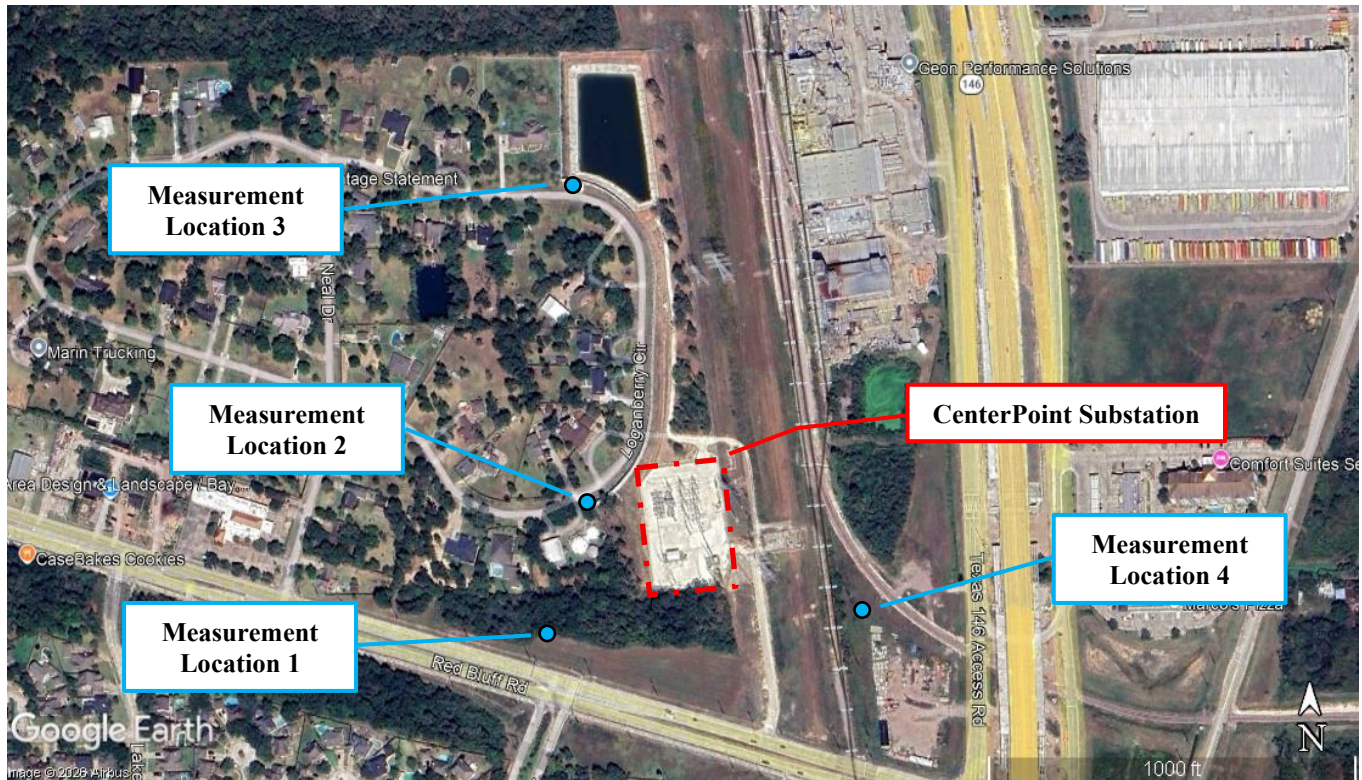
Jason Peetz  
Engineering Manager





## 1. Introduction

The purpose of this study is to document the measured sound levels adjacent to the CenterPoint utility substation located in the City of Seabrook, Texas (29.590691° N, -95.032067° W). The survey was conducted to record and document the post-construction sound levels now that the substation is operational. Four sound level meters were deployed at the locations shown in Figure 1-1 to conduct the study.



**Figure 1-1 City of Seabrook, TX – Utility Substation Site & Sound Measurement Locations**

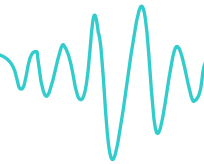
Coordinates for the sound measurement locations are as follows:

Measurement Location 1 – 29.589709° N, -95.032891° W

Measurement Location 2 – 29.590718° N, -95.032500° W

Measurement Location 3 – 29.592964° N, -95.032714° W

Measurement Location 4 – 29.589929° N, -95.030209° W



## 2. Noise Fundamentals

Sound is most commonly experienced by people as pressure waves passing through air. These rapid fluctuations in air pressure are processed by the human auditory system to produce the sensation of sound. The rate at which sound pressure changes occur is called the frequency. Frequency is usually measured as the number of oscillations per second or Hertz (Hz). Frequencies that can be heard by a healthy human ear range from approximately 20 Hz to 20,000 Hz. Toward the lower end of this range are low-pitched sounds, including those that might be described as a “rumble” or “boom”. At the higher end of the range are high-pitched sounds that might be described as a “screech” or “hiss”.

Environmental noise generally derives, in part, from a combination of distant noise sources. Such sources may include common experiences such as distant traffic, wind in trees, and distant industrial or farming activities. These distant sources create a low-level “background noise” in which no particular individual source is identifiable. Background noise is often relatively constant from moment to moment, but varies slowly from hour to hour as natural forces change or as human activity follows its daily cycle.

Superimposed on this low-level, slowly varying background noise is a succession of identifiable noisy events of relatively brief duration. These events may include the passing of single-vehicles, aircraft flyovers, screeching of brakes, and other short-term events. The presence of these short-term events causes the noise level to fluctuate. Detailed acoustical definitions are provided in Appendix A.

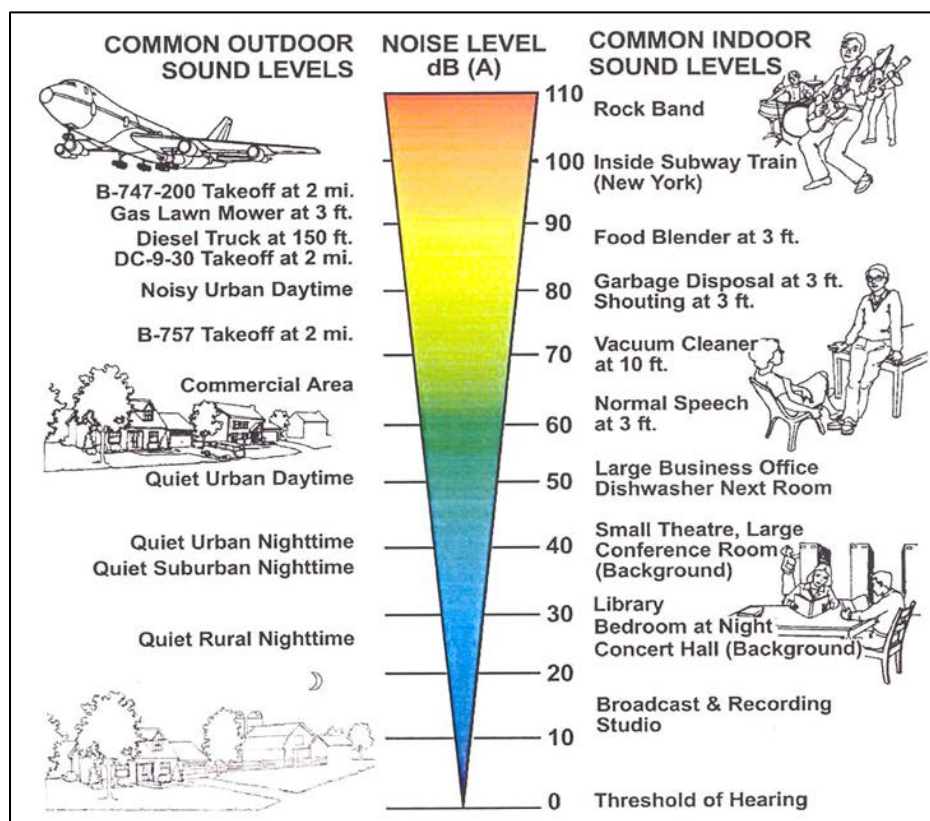
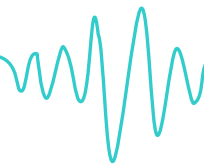


Figure 2-1 Typical Indoor and Outdoor Sound Levels



## 3. Post-Construction Sound Level Survey

### 3.1 Sound Level Survey Procedure

Four Class 1 sound level meters were deployed adjacent to the site to conduct the sound level survey. The sound level meters conform to Class 1 as per ANSI/ASA S1.4/IEC *Specification for Sound Level Meters* with a tolerance of approximately  $\pm 1.5$  dBA. The microphone associated with the sound level meters were placed approximately 5 feet above the ground and at least 10 feet from any reflective surfaces at the locations shown in Figure 1-1. The sound level meters were calibrated before and after the measurement period and were within 0.5 dB of the calibration level. The instrumentation details are presented in Table 3-1.

**Table 3-1 Instrumentation Details**

| Location | Instrument        | Manufacturer/Model | Serial Number |
|----------|-------------------|--------------------|---------------|
| 1        | Sound Level Meter | Svantek Model 971  | 51622         |
| 2        | Sound Level Meter | Svantek Model 971  | 56972         |
| 3        | Sound Level Meter | Svantek Model 971  | 55474         |
| 4        | Sound Level Meter | Svantek Model 971  | 51620         |
|          | Calibrator        | Svantek Model SV33 | 112423        |

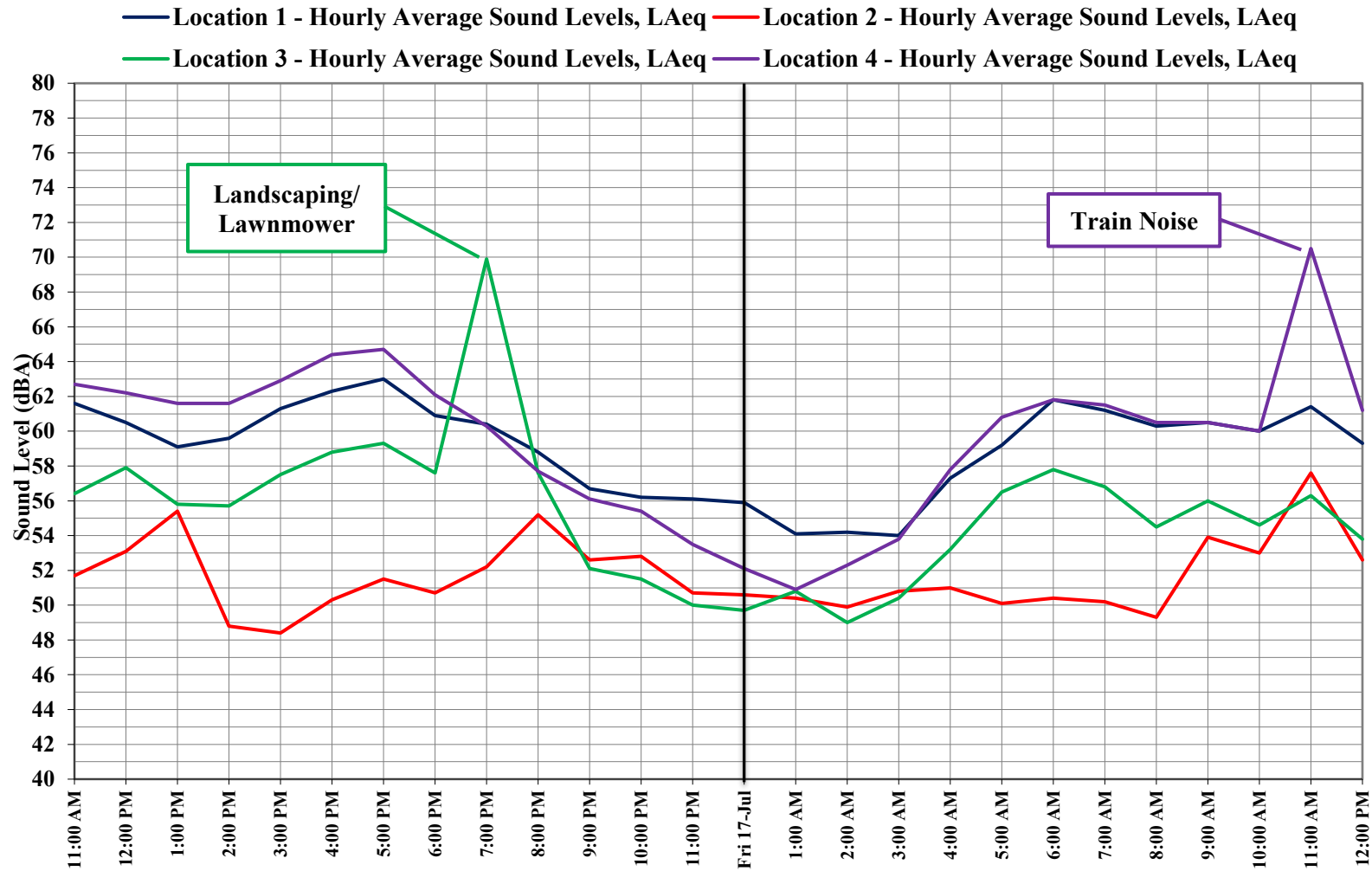
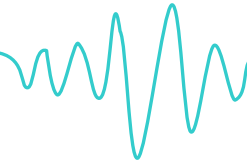
### 3.2 Sound Level Survey Results

The measured sound level data is presented as one-hour average A-weighted ( $L_{eq}$  dBA) sound levels graphically in Figure 3-1 for the four measurement locations. The sound level data is also presented in one-hour average A-weighted sound levels as well in tabular form in Appendix B. Table 3-2 below shows 26-hour average sound level survey results in dBA.

**Table 3-2 Measured 26-Hour Average  $L_{Aeq}$  Sound Levels**

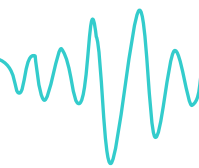
| Measurement Location | 26-Hour Average |
|----------------------|-----------------|
| Location 1           | 59.7            |
| Location 2           | 52.3            |
| Location 3           | 58.7            |
| Location 4           | 61.8            |

Data tables of temperature, dewpoint, humidity, wind speed, wind direction, barometric pressure, and rainfall are shown in Appendix C. The weather data was sourced from a weather station located in Houston, TX via [www.wunderground.com](http://www.wunderground.com).



July 16 - July 17, 2026

Figure 3-1 Measured A-Weighted Hourly Average Sound Levels

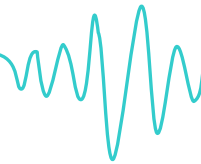


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## **Appendix A   Glossary of Acoustical Terms**

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**Ambient Noise**

The all-encompassing noise associated with a given environment at a specified time, usually a composite of sound from many sources both near and far.

**Average Sound Level**

See Equivalent-Continuous Sound Level.

**A-Weighted Sound Level, dB(A)**

The sound level obtained by use of A-weighting. Weighting systems were developed to measure sound in a way that more closely mimics the ear's natural sensitivity relative to frequency so that the instrument is less sensitive to noise at frequencies where the human ear is less sensitive and more sensitive at frequencies where the human ear is more sensitive.

**Community Noise Equivalent Level (CNEL)**

A 24-hour A-weighted average sound level which takes into account the fact that a given level of noise may be more or less tolerable depending on when it occurs. The CNEL measure of noise exposure weights average hourly noise levels by 5 dB for the evening hours (between 7:00 pm and 10:00 pm), and 10 dB between 10:00 pm and 7:00 am, then combines the results with the daytime levels to produce the final CNEL value. It is measured in decibels, dB.

**Day-Night Average Sound Level (Ldn)**

A measure of noise exposure level that is similar to CNEL except that there is no weighting applied to the evening hours of 7:00 pm to 10:00 pm. It is measured in decibels, dB.

**Daytime Average Sound Level**

The time-averaged A-weighted sound level measured between the hours of 7:00 am to 7:00 pm. It is measured in decibels, dB.

**Decay Rate**

The time taken for the sound pressure level at a given frequency to decrease in a room. It is measured in decibels per second, dB/s.

**Decibel (dB)**

The basic unit of measurement for sound level.

**Direct Sound**

Sound that reaches a given location in a direct line from the source without any reflections.

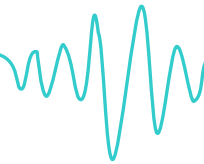
**Divergence**

The spreading of sound waves from a source in a free field, resulting in a reduction in sound pressure level with increasing distance from the source.

**Energy Basis**

This refers to the procedure of summing or averaging sound pressure levels on the basis of their squared pressures. This method involves the conversion of decibels to pressures, then performing the necessary arithmetic calculations, and finally changing the pressure back to decibels.





## **Equivalent-Continuous Sound Level (Leq)**

The average sound level measured over a specified time period. It is a single-number measure of time-varying noise over a specified time period. It is the level of a steady sound that, in a stated time period and at a stated location, has the same A-Weighted sound energy as the time-varying sound. For example, a person who experiences an Leq of 60 dB(A) for a period of 10 minutes standing next to a busy street is exposed to the same amount of sound energy as if he had experienced a constant noise level of 60 dB(A) for 10 minutes rather than the time-varying traffic noise level. It is measured in decibels, dB.

## **Fast Response**

A setting on the sound level meter that determines how sound levels are averaged over time. A fast sound level is always more strongly influenced by recent sounds, and less influenced by sounds occurring in the distant past, than the corresponding slow sound level. For the same non-steady sound, the maximum fast sound level is generally greater than the corresponding maximum slow sound level. Fast response is typically used to measure impact sound levels.

## **Field Impact Insulation Class (FIIIC)**

A single number rating similar to the impact insulation class except that the impact sound pressure levels are measured in the field.

## **Field Sound Transmission Class (FSTC)**

A single number rating similar to sound transmission class except that the transmission loss values used to derive this class are measured in the field.

## **Flanking Sound Transmission**

The transmission of sound from a room in which a source is located to an adjacent receiving room by paths other than through the common partition. Also, the diffraction of noise around the ends of a barrier.

## **Frequency**

The number of oscillations per second of a sound wave.

## **Hourly Average Sound Level (HNL)**

The equivalent-continuous sound level, Leq, over a 1-hour time period.

## **Impact Insulation Class (IIC)**

A single number rating used to compare the effectiveness of floor/ceiling assemblies in providing reduction of impact-generated sound such as the sound of a person's walking across the upstairs floor.

## **Impact Noise**

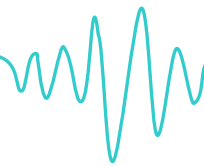
The noise that results when two objects collide.

## **Impulse Noise**

Noise of a transient nature due to the sudden impulse of pressure like that created by a gunshot or balloon bursting.

## **Insertion Loss**

The decrease in sound level measured at the location of the receiver when an element (e.g., a noise barrier) is inserted in the transmission path between the sound source and the receiver.



## **Inverse Square Law**

A rule by which the sound intensity varies inversely with the square of the distance from the source. This results in a 6dB decrease in sound pressure level for each doubling of distance from the source.

## **Masking**

The process by which the threshold of hearing for one sound is raised by the presence of another sound.

## **Maximum Sound Level (Lmax)**

The greatest sound level measured on a sound level meter during a designated time interval or event.

## **NC Curves (Noise Criterion Curves)**

A system for rating the noisiness of an occupied indoor space. An actual octave-band spectrum is compared with a set of standard NC curves to determine the NC level of the space.

## **Noise Isolation Class (NIC)**

A single number rating derived from the measured values of noise reduction between two enclosed spaces that are connected by one or more partitions. Unlike STC or NNIC, this rating is not adjusted or normalized to a measured or standard reverberation time.

## **Noise Reduction**

The difference in sound pressure level between any two points.

## **Noise Reduction Coefficient (NRC)**

A single number rating of the sound absorption properties of a material. It is the average of the sound absorption coefficients at 250, 500, 1000, and 2000 Hz, rounded to the nearest multiple of 0.05.

## **Normalized Noise Isolation Class (NNIC)**

A single number rating similar to the noise isolation class except that the measured noise reduction values are normalized to a reverberation time of 0.5 seconds.

## **Octave**

The frequency interval between two sounds whose frequency ratio is 2. For example, the frequency interval between 500 Hz and 1,000 Hz is one octave.

## **Octave-Band Sound Level**

For an octave frequency band, the sound pressure level of the sound contained within that band.

## **One-Third Octave**

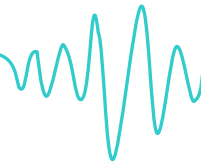
The frequency interval between two sounds whose frequency ratio is  $2^{1/3}$ . For example, the frequency interval between 200 Hz and 250 Hz is one-third octave.

## **One-Third-Octave-Band Sound Level**

For a one-third-octave frequency band, the sound pressure level of the sound contained within that band.

## **Outdoor-Indoor Transmission Class (OITC)**

A single number rating used to compare the sound insulation properties of building façade elements. This rating is designed to correlate with subjective impressions of the ability of façade elements to reduce the overall loudness of ground and air transportation noise.

**Peak Sound Level (Lpk)**

The maximum instantaneous sound level during a stated time period or event.

**Pink Noise**

Noise that has approximately equal intensities at each octave or one-third-octave band.

**Point Source**

A source that radiates sound as if from a single point.

**RC Curves (Room Criterion Curves)**

A system for rating the noisiness of an occupied indoor space. An actual octave-band spectrum is compared with a set of standard RC curves to determine the RC level of the space.

**Real-Time Analyzer (RTA)**

An instrument for the determination of a sound spectrum.

**Receiver**

A person (or persons) or equipment which is affected by noise.

**Reflected Sound**

Sound that persists in an enclosed space as a result of repeated reflections or scattering. It does not include sound that travels directly from the source without reflections.

**Reverberation**

The persistence of a sound in an enclosed or partially enclosed space after the source of the sound has stopped, due to the repeated reflection of the sound waves.

**Room Absorption**

The total absorption within a room due to all objects, surfaces and air absorption within the room. It is measured in Sabins or metric Sabins.

**Slow Response**

A setting on the sound level meter that determines how measured sound levels are averaged over time. A slow sound level is more influenced by sounds occurring in the distant past than the corresponding fast sound level.

**Sound**

A physical disturbance in a medium (e.g., air) that is capable of being detected by the human ear.

**Sound Absorption Coefficient**

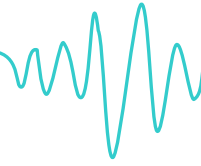
A measure of the sound-absorptive property of a material.

**Sound Insulation**

The capacity of a structure or element to prevent sound from reaching a receiver room either by absorption or reflection.

**Sound Level Meter (SLM)**

An instrument used for the measurement of sound level, with a standard frequency-weighting and standard exponentially weighted time averaging.

**Sound Power Level**

A physical measure of the amount of power a sound source radiates into the surrounding air. It is measured in decibels.

**Sound Pressure Level**

A physical measure of the magnitude of a sound. It is related to the sound's energy. The terms sound pressure level and sound level are often used interchangeably.

**Sound Transmission Class (STC)**

A single number rating used to compare the sound insulation properties of walls, floors, ceilings, windows, or doors. This rating is designed to correlate with subjective impressions of the ability of building elements to reduce the overall loudness of speech, radio, television, and similar noise sources in offices and buildings.

**Source Room**

A room that contains a noise source or sources.

**Spectrum**

The spectrum of a sound wave is a description of its resolution into components, each of different frequency and usually different amplitude.

**Tapping Machine**

A device used in rating different floor constructions against impacts. It produces a series of impacts on the floor under test, 10 times per second.

**Tone**

A sound with a distinct pitch.

**Transmission Loss (TL)**

A property of a material or structure describing its ability to reduce the transmission of sound at a particular frequency from one space to another. The higher the TL value the more effective the material or structure is in reducing sound between two spaces. It is measured in decibels.

**White Noise**

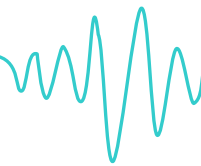
Noise that has approximately equal intensities at all frequencies.

**Windscreen**

A porous covering for a microphone, designed to reduce the noise generated by the passage of wind over the microphone.

**X-Percentile-Exceeded Sound Level**

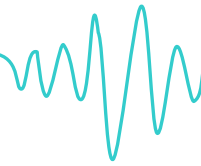
The A-Weighted sound level equaled or exceeded by a fluctuating sound level x percent of a stated time period. E.g., the letter symbol L10 represents the sound level which exceeded for more than 30 minutes in an hour, L25 is the sound level exceeded for more than 15 minutes in an hour, L8 is the sound level exceeded for more than 5 minutes in an hour, and L2 is the sound level exceeded for more than 1 minute in an hour.



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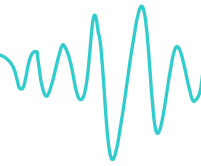
**Appendix B    Tables of Measured Sound Pressure Levels**

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| Measured Hourly Average Sound Levels, LAeq |            |            |            |            |
|--------------------------------------------|------------|------------|------------|------------|
| Time                                       | Location 1 | Location 2 | Location 3 | Location 4 |
| 11:00 AM                                   | 61.6       | 51.7       | 56.4       | 62.7       |
| 12:00 PM                                   | 60.5       | 53.1       | 57.9       | 62.2       |
| 1:00 PM                                    | 59.1       | 55.4       | 55.8       | 61.6       |
| 2:00 PM                                    | 59.6       | 48.8       | 55.7       | 61.6       |
| 3:00 PM                                    | 61.3       | 48.4       | 57.5       | 62.9       |
| 4:00 PM                                    | 62.3       | 50.3       | 58.8       | 64.4       |
| 5:00 PM                                    | 63.0       | 51.5       | 59.3       | 64.7       |
| 6:00 PM                                    | 60.9       | 50.7       | 57.6       | 62.1       |
| 7:00 PM                                    | 60.4       | 52.2       | 69.9       | 60.3       |
| 8:00 PM                                    | 58.8       | 55.2       | 57.6       | 57.7       |
| 9:00 PM                                    | 56.7       | 52.6       | 52.1       | 56.1       |
| 10:00 PM                                   | 56.2       | 52.8       | 51.5       | 55.4       |
| 11:00 PM                                   | 56.1       | 50.7       | 50         | 53.5       |
| <b>Fri 17-Jul</b>                          | 55.9       | 50.6       | 49.7       | 52.1       |
| 1:00 AM                                    | 54.1       | 50.4       | 50.8       | 50.9       |
| 2:00 AM                                    | 54.2       | 49.9       | 49         | 52.3       |
| 3:00 AM                                    | 54.0       | 50.8       | 50.4       | 53.8       |
| 4:00 AM                                    | 57.3       | 51         | 53.2       | 57.8       |
| 5:00 AM                                    | 59.2       | 50.1       | 56.5       | 60.8       |
| 6:00 AM                                    | 61.8       | 50.4       | 57.8       | 61.8       |
| 7:00 AM                                    | 61.2       | 50.2       | 56.8       | 61.5       |
| 8:00 AM                                    | 60.3       | 49.3       | 54.5       | 60.5       |
| 9:00 AM                                    | 60.5       | 53.9       | 56         | 60.5       |
| 10:00 AM                                   | 60.0       | 53         | 54.6       | 60         |
| 11:00 AM                                   | 61.4       | 57.6       | 56.3       | 70.5       |
| 12:00 PM                                   | 59.3       | 52.6       | 53.8       | 61.2       |

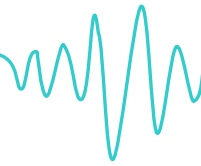




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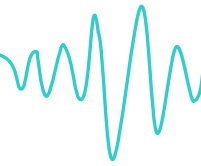
**Appendix C    Weather Data**

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Thursday, June 16<sup>th</sup>, 2026

| Time     | Temperature | Dew Point | Humidity | Wind | Wind Speed | Wind Gust | Pressure | Precip. | Condition     |
|----------|-------------|-----------|----------|------|------------|-----------|----------|---------|---------------|
| 12:53 AM | 80 °F       | 75 °F     | 85 %     | E    | 5 mph      | 0 mph     | 30.02 in | 0.0 in  | Mostly Cloudy |
| 1:53 AM  | 79 °F       | 76 °F     | 90 %     | E    | 5 mph      | 0 mph     | 30.01 in | 0.0 in  | Mostly Cloudy |
| 2:53 AM  | 78 °F       | 76 °F     | 93 %     | ESE  | 6 mph      | 0 mph     | 29.99 in | 0.0 in  | Mostly Cloudy |
| 3:53 AM  | 79 °F       | 76 °F     | 90 %     | SE   | 6 mph      | 0 mph     | 29.99 in | 0.0 in  | Mostly Cloudy |
| 4:53 AM  | 78 °F       | 76 °F     | 93 %     | SSE  | 7 mph      | 0 mph     | 29.99 in | 0.0 in  | Mostly Cloudy |
| 5:53 AM  | 78 °F       | 76 °F     | 93 %     | SSE  | 7 mph      | 0 mph     | 30.00 in | 0.0 in  | Mostly Cloudy |
| 6:53 AM  | 79 °F       | 77 °F     | 94 %     | SSE  | 6 mph      | 0 mph     | 30.02 in | 0.0 in  | Mostly Cloudy |
| 7:53 AM  | 81 °F       | 78 °F     | 91 %     | SSE  | 5 mph      | 0 mph     | 30.03 in | 0.0 in  | Cloudy        |
| 8:53 AM  | 84 °F       | 78 °F     | 82 %     | SSE  | 8 mph      | 0 mph     | 30.04 in | 0.0 in  | Cloudy        |
| 9:53 AM  | 85 °F       | 77 °F     | 77 %     | SSE  | 9 mph      | 0 mph     | 30.04 in | 0.0 in  | Cloudy        |
| 10:53 AM | 88 °F       | 76 °F     | 67 %     | SSE  | 9 mph      | 0 mph     | 30.05 in | 0.0 in  | Cloudy        |
| 11:53 AM | 90 °F       | 75 °F     | 61 %     | S    | 9 mph      | 0 mph     | 30.05 in | 0.0 in  | Mostly Cloudy |
| 12:53 PM | 91 °F       | 75 °F     | 59 %     | SSE  | 13 mph     | 0 mph     | 30.04 in | 0.0 in  | Mostly Cloudy |
| 1:53 PM  | 91 °F       | 76 °F     | 61 %     | S    | 13 mph     | 0 mph     | 30.03 in | 0.0 in  | Mostly Cloudy |
| 2:53 PM  | 91 °F       | 75 °F     | 59 %     | SSE  | 12 mph     | 0 mph     | 30.02 in | 0.0 in  | Mostly Cloudy |
| 3:53 PM  | 91 °F       | 75 °F     | 59 %     | S    | 15 mph     | 0 mph     | 30.00 in | 0.0 in  | Mostly Cloudy |
| 4:53 PM  | 91 °F       | 75 °F     | 59 %     | S    | 13 mph     | 0 mph     | 30.00 in | 0.0 in  | Mostly Cloudy |
| 5:53 PM  | 90 °F       | 75 °F     | 61 %     | S    | 16 mph     | 0 mph     | 29.99 in | 0.0 in  | Mostly Cloudy |
| 6:53 PM  | 87 °F       | 76 °F     | 69 %     | S    | 14 mph     | 23 mph    | 29.99 in | 0.0 in  | Mostly Cloudy |
| 7:53 PM  | 85 °F       | 76 °F     | 74 %     | S    | 9 mph      | 0 mph     | 30.01 in | 0.0 in  | Mostly Cloudy |
| 8:53 PM  | 84 °F       | 76 °F     | 76 %     | SSE  | 10 mph     | 0 mph     | 30.01 in | 0.0 in  | Mostly Cloudy |
| 9:53 PM  | 83 °F       | 77 °F     | 82 %     | SE   | 7 mph      | 0 mph     | 30.02 in | 0.0 in  | Mostly Cloudy |
| 10:53 PM | 82 °F       | 77 °F     | 85 %     | SE   | 7 mph      | 0 mph     | 30.04 in | 0.0 in  | Mostly Cloudy |
| 11:53 PM | 82 °F       | 76 °F     | 82 %     | SSE  | 7 mph      | 0 mph     | 30.05 in | 0.0 in  | Partly Cloudy |



Friday, July 17<sup>th</sup>, 2026

| Time     | Temperature | Dew Point | Humidity | Wind | Wind Speed | Wind Gust | Pressure | Precip. | Condition     |
|----------|-------------|-----------|----------|------|------------|-----------|----------|---------|---------------|
| 12:53 AM | 81 °F       | 76 °F     | 85 %     | SE   | 5 mph      | 0 mph     | 30.05 in | 0.0 in  | Partly Cloudy |
| 1:53 AM  | 80 °F       | 76 °F     | 87 %     | SE   | 5 mph      | 0 mph     | 30.05 in | 0.0 in  | Partly Cloudy |
| 2:53 AM  | 80 °F       | 76 °F     | 87 %     | SE   | 3 mph      | 0 mph     | 30.05 in | 0.0 in  | Partly Cloudy |
| 3:53 AM  | 80 °F       | 77 °F     | 90 %     | SE   | 5 mph      | 0 mph     | 30.05 in | 0.0 in  | Partly Cloudy |
| 4:53 AM  | 80 °F       | 77 °F     | 90 %     | SE   | 6 mph      | 0 mph     | 30.04 in | 0.0 in  | Partly Cloudy |
| 5:53 AM  | 80 °F       | 77 °F     | 90 %     | SSE  | 6 mph      | 0 mph     | 30.05 in | 0.0 in  | Partly Cloudy |
| 6:53 AM  | 80 °F       | 77 °F     | 90 %     | SSE  | 5 mph      | 0 mph     | 30.06 in | 0.0 in  | Partly Cloudy |
| 7:53 AM  | 82 °F       | 77 °F     | 85 %     | SSE  | 5 mph      | 0 mph     | 30.07 in | 0.0 in  | Fair          |
| 8:53 AM  | 85 °F       | 78 °F     | 80 %     | S    | 10 mph     | 0 mph     | 30.08 in | 0.0 in  | Fair          |
| 9:53 AM  | 85 °F       | 76 °F     | 74 %     | S    | 12 mph     | 0 mph     | 30.09 in | 0.0 in  | Partly Cloudy |
| 10:53 AM | 89 °F       | 75 °F     | 63 %     | S    | 10 mph     | 0 mph     | 30.08 in | 0.0 in  | Partly Cloudy |
| 11:53 AM | 91 °F       | 74 °F     | 57 %     | S    | 8 mph      | 0 mph     | 30.09 in | 0.0 in  | Partly Cloudy |
| 12:53 PM | 91 °F       | 72 °F     | 53 %     | S    | 6 mph      | 0 mph     | 30.08 in | 0.0 in  | Partly Cloudy |
| 1:53 PM  | 91 °F       | 74 °F     | 57 %     | SSW  | 9 mph      | 0 mph     | 30.08 in | 0.0 in  | Mostly Cloudy |
| 2:53 PM  | 92 °F       | 77 °F     | 62 %     | S    | 12 mph     | 0 mph     | 30.07 in | 0.0 in  | Partly Cloudy |
| 3:53 PM  | 92 °F       | 74 °F     | 55 %     | S    | 14 mph     | 0 mph     | 30.06 in | 0.0 in  | Mostly Cloudy |
| 4:53 PM  | 92 °F       | 75 °F     | 58 %     | SSE  | 15 mph     | 0 mph     | 30.05 in | 0.0 in  | Partly Cloudy |
| 5:53 PM  | 90 °F       | 76 °F     | 63 %     | S    | 17 mph     | 0 mph     | 30.03 in | 0.0 in  | Partly Cloudy |
| 6:53 PM  | 89 °F       | 76 °F     | 65 %     | SSE  | 14 mph     | 20 mph    | 30.02 in | 0.0 in  | Partly Cloudy |
| 7:53 PM  | 86 °F       | 75 °F     | 70 %     | S    | 9 mph      | 0 mph     | 30.02 in | 0.0 in  | Partly Cloudy |
| 8:53 PM  | 85 °F       | 77 °F     | 77 %     | SSE  | 7 mph      | 0 mph     | 30.03 in | 0.0 in  | Fair          |
| 9:53 PM  | 83 °F       | 77 °F     | 82 %     | SSE  | 7 mph      | 0 mph     | 30.04 in | 0.0 in  | Fair          |
| 10:53 PM | 82 °F       | 77 °F     | 85 %     | SSE  | 8 mph      | 0 mph     | 30.05 in | 0.0 in  | Fair          |
| 11:53 PM | 81 °F       | 77 °F     | 88 %     | SSE  | 6 mph      | 0 mph     | 30.05 in | 0.0 in  | Partly Cloudy |



**ENVIRONMENTAL**  
NOISE CONTROL

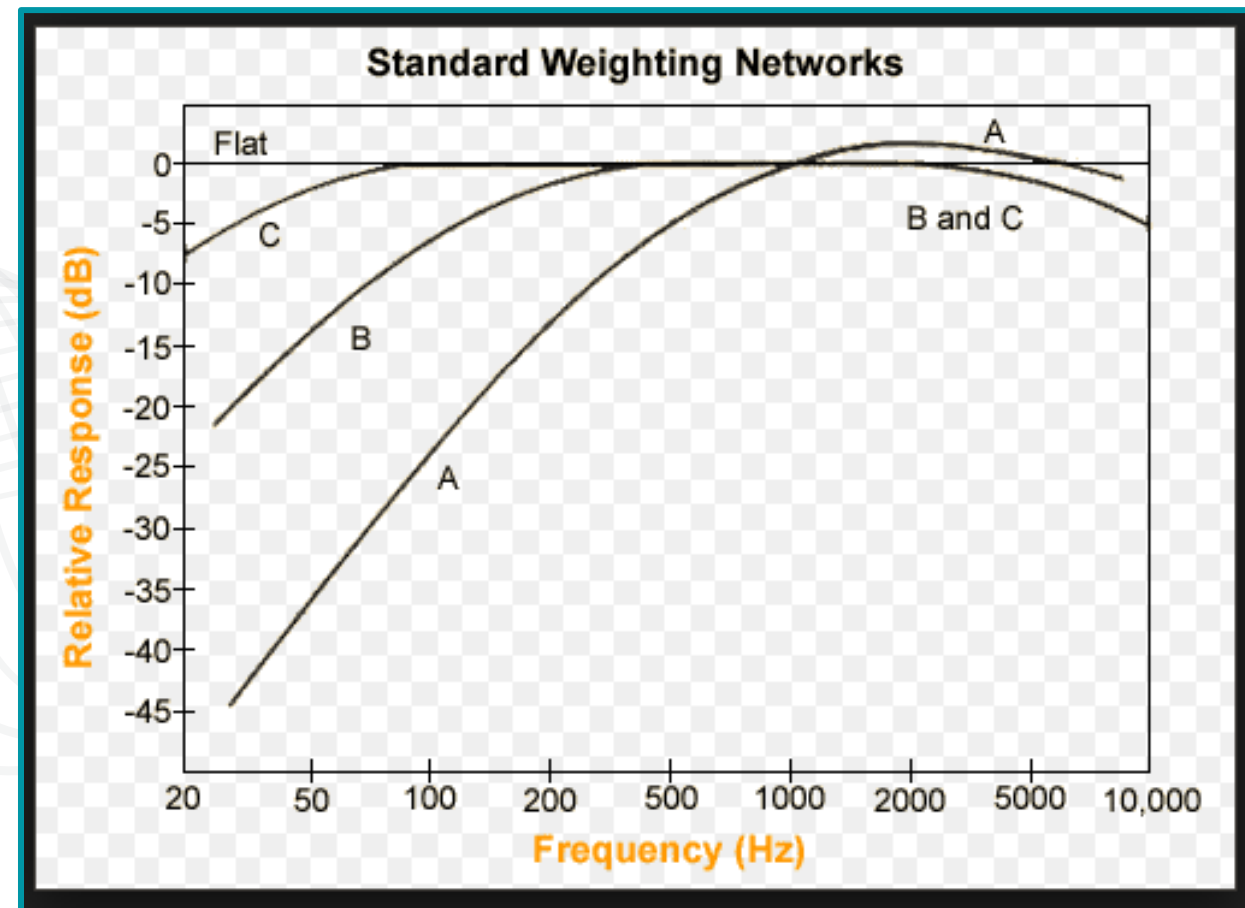
# **CITY OF SEABROOK, TX**

# Approach to Assess the Facility

- The purpose of both studies were to document the measured sound levels adjacent to the CenterPoint utility substation located in the City of Seabrook, Texas (29.590691° N, -95.032067° W). The surveys were conducted to record and document both the PRE and POST-OPERATION of the Port of Houston Rail Line sound levels as a comparison to address whether and significant measurable impacts are present during Port of Houston Rail Line operations. Four sound level meters were deployed adjacent to the site during both surveys to collect data.
- Measurement data was collected in dBA with 1-minute, hourly and daily averages being presented.
- A review of the data was completed and discussed along with the feasibility of any potential sound control mitigation that could be implemented and whether any potential costs could be justified with any potential reductions.

# What is “dBA”?

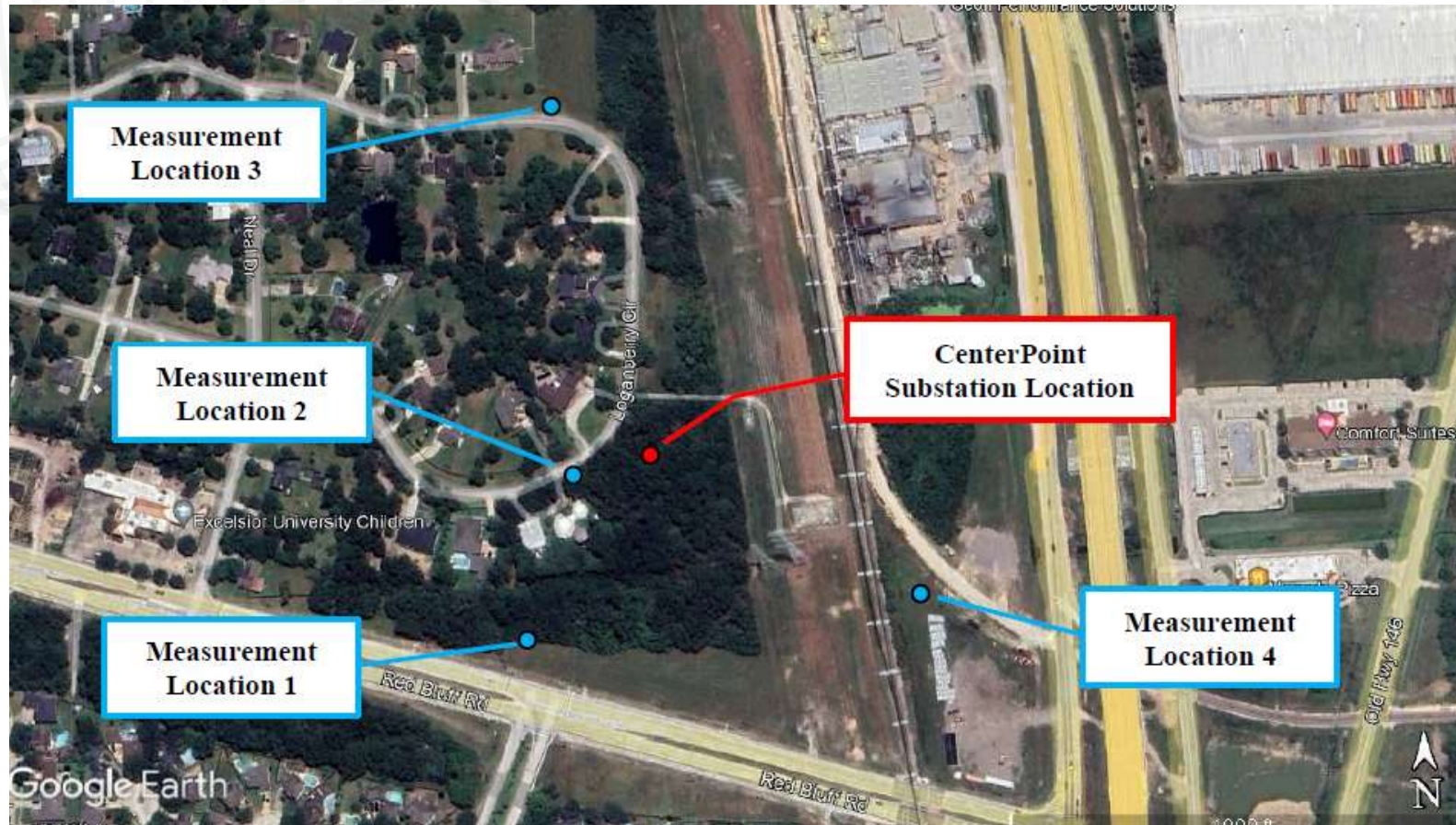
- Our sensation of pitch determined by frequency of pressure wave (Hz)
- Audible range for humans is 20Hz to 20kHz
- Sound usually composed of all different frequencies
- Weighting networks allow noise to be represented with different emphases on certain frequencies with **dBA** the most common as it mimics the sensitivity of the human ear





# MEASUREMENT LOCATIONS

- Measurement period 1 started March 27<sup>th</sup>, 2026.
- Measurement period 2 started July 16<sup>th</sup>, 2026.



# Data Comparison

## Pre-Rail Operation Data (Averages)

Table 3-2 Measured Ambient Average LAeq Sound Levels

| Measurement Location | 24-Hour Average |
|----------------------|-----------------|
| Location 1           | 62.3            |
| Location 2           | 58.3            |
| Location 3           | 57.8            |
| Location 4           | 63.2            |

## Post-Rail Operation Data (Averages)

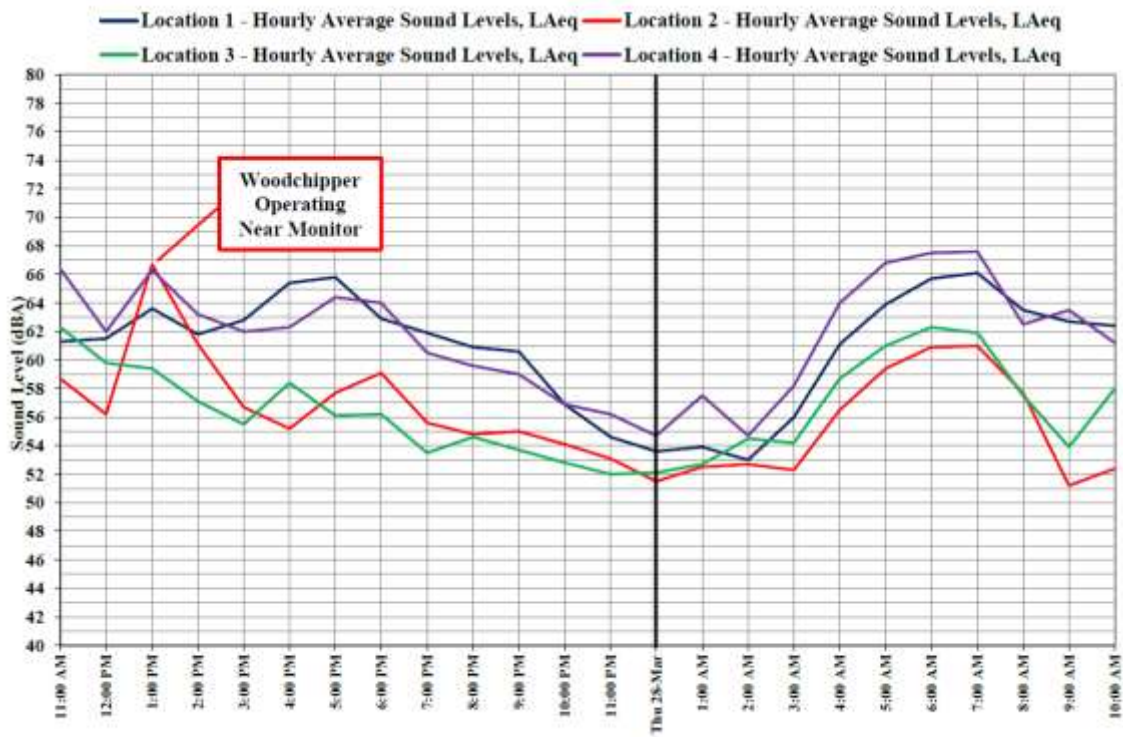
Table 3-2 Measured 26-Hour Average LAeq Sound Levels

| Measurement Location | 26-Hour Average |
|----------------------|-----------------|
| Location 1           | 59.7            |
| Location 2           | 52.3            |
| Location 3           | 58.7            |
| Location 4           | 61.8            |

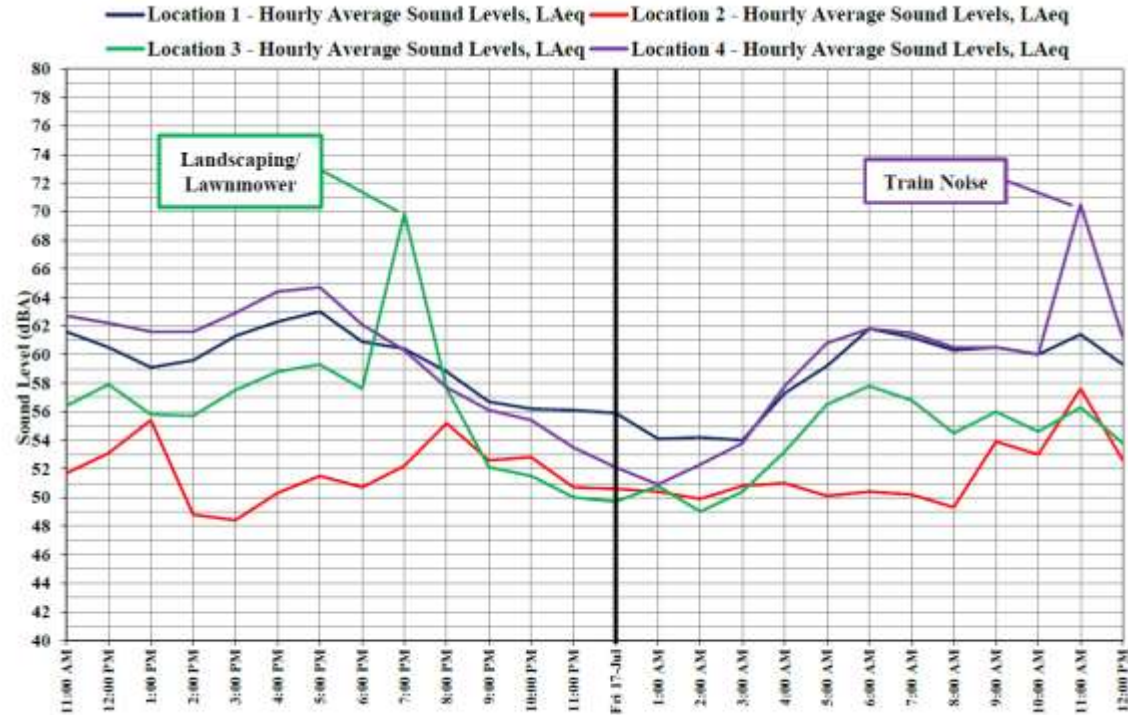
| Data Description            | Loc 1 | Loc 2 | Loc 3 | Loc 4 |
|-----------------------------|-------|-------|-------|-------|
| Pre-Rail Operation Average  | 62.3  | 58.3  | 57.8  | 63.2  |
| Post-Rail Operation Average | 59.7  | 52.3  | 58.7  | 61.8  |
| Increase (or Decrease)      | -2.6  | -6    | 0.9   | -1.4  |



# Hourly Averages, Pre and Post Construction

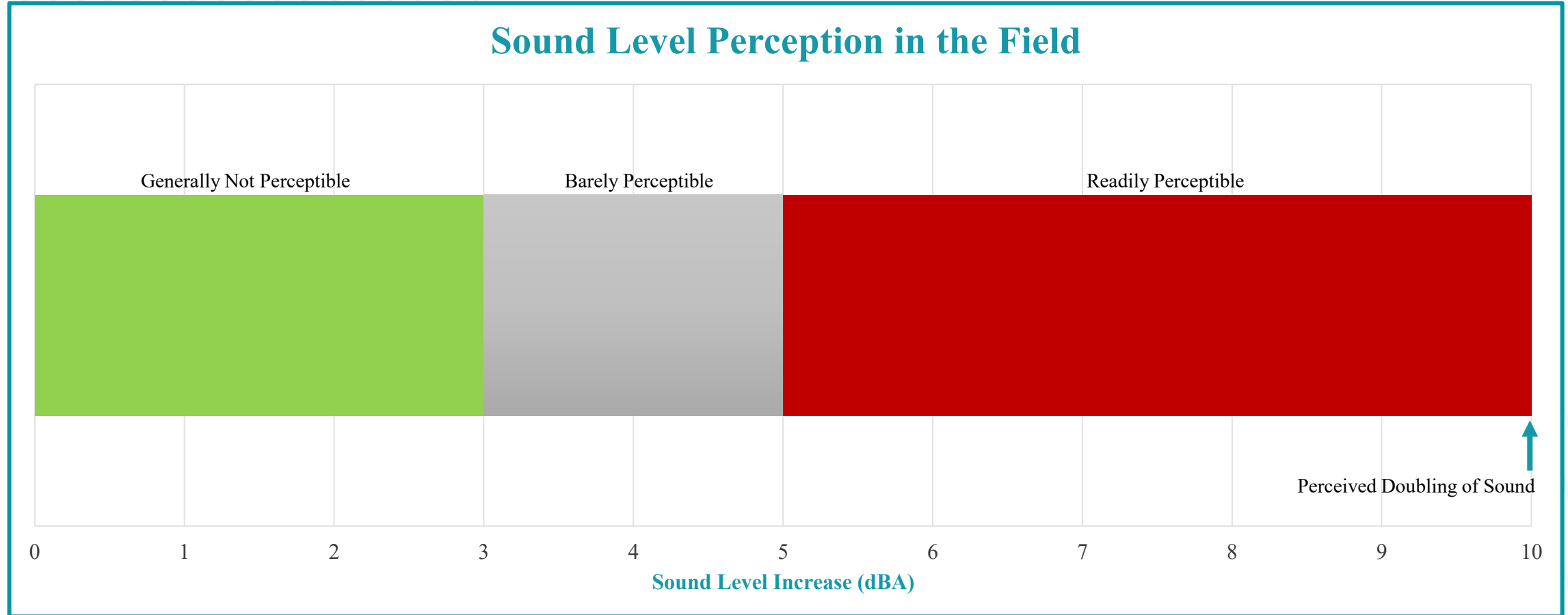


March 27 - March 28, 2024  
Figure 3-1 Measured A-Weighted Hourly Average Sound Levels



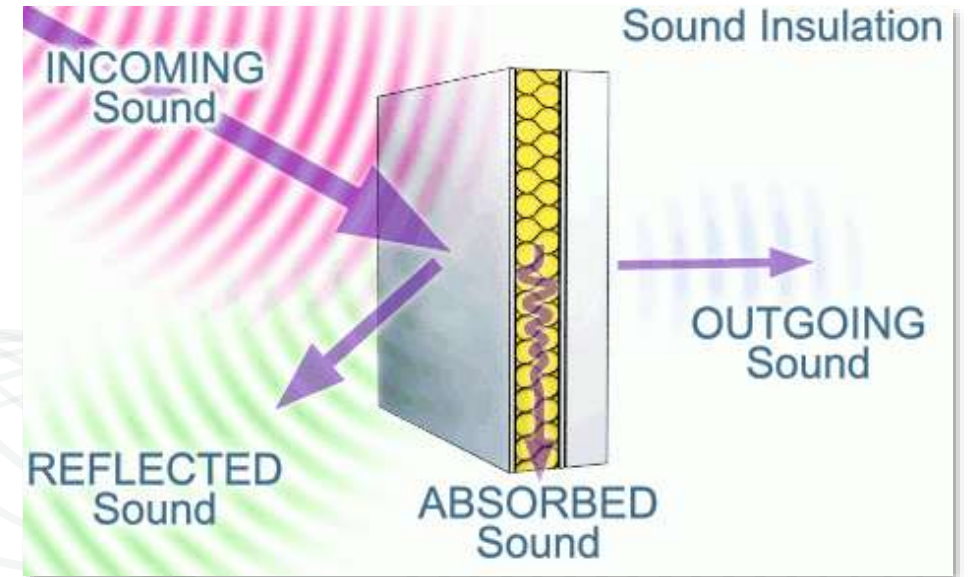
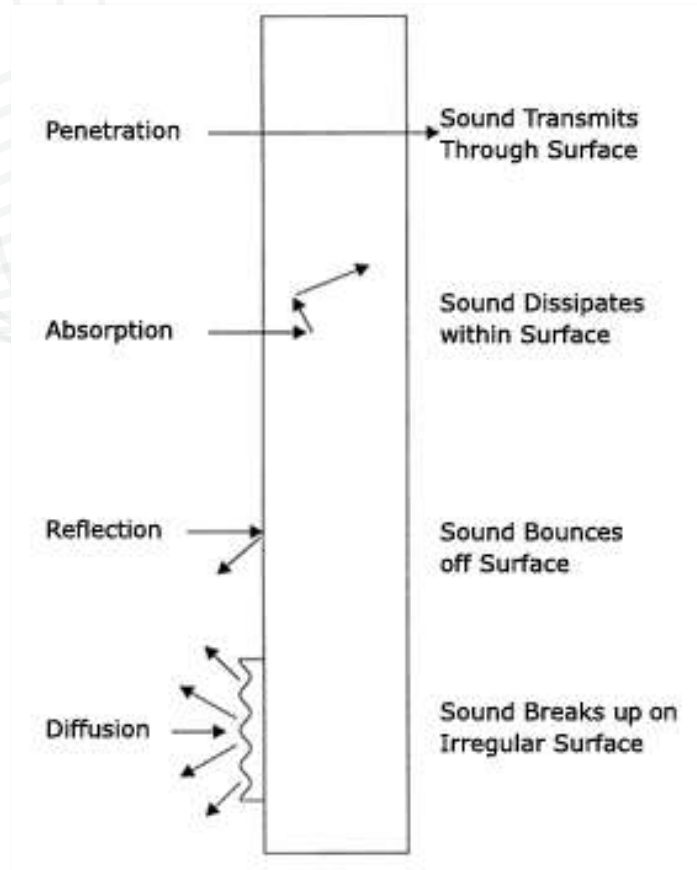
July 16 - July 17, 2026  
Figure 3-1 Measured A-Weighted Hourly Average Sound Levels

# Human Perception of Sound and What Any Changes in Sound Levels Mean



# Potential for Sound Control

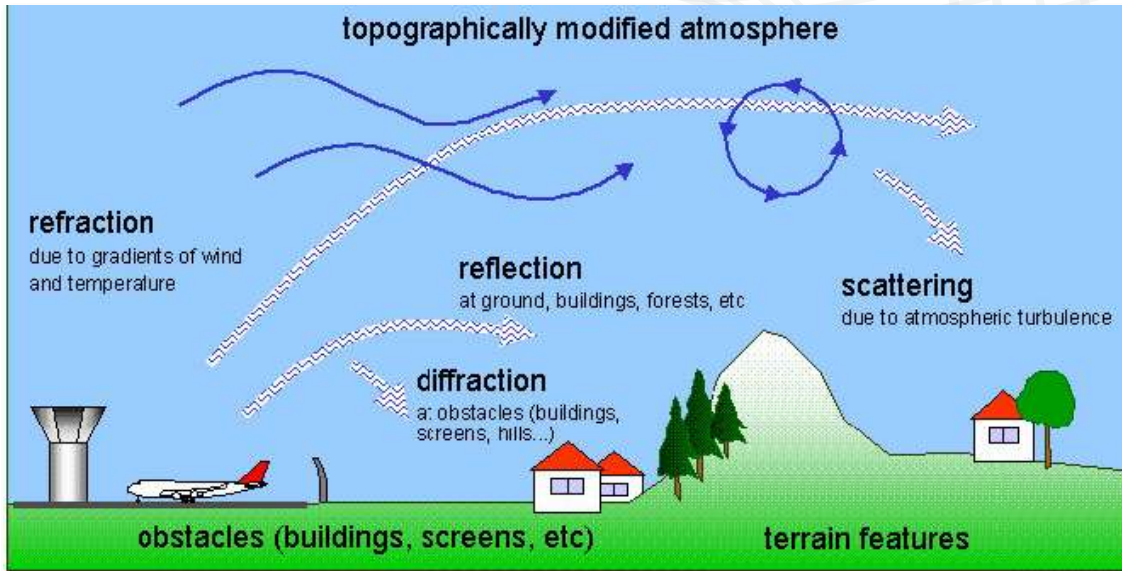
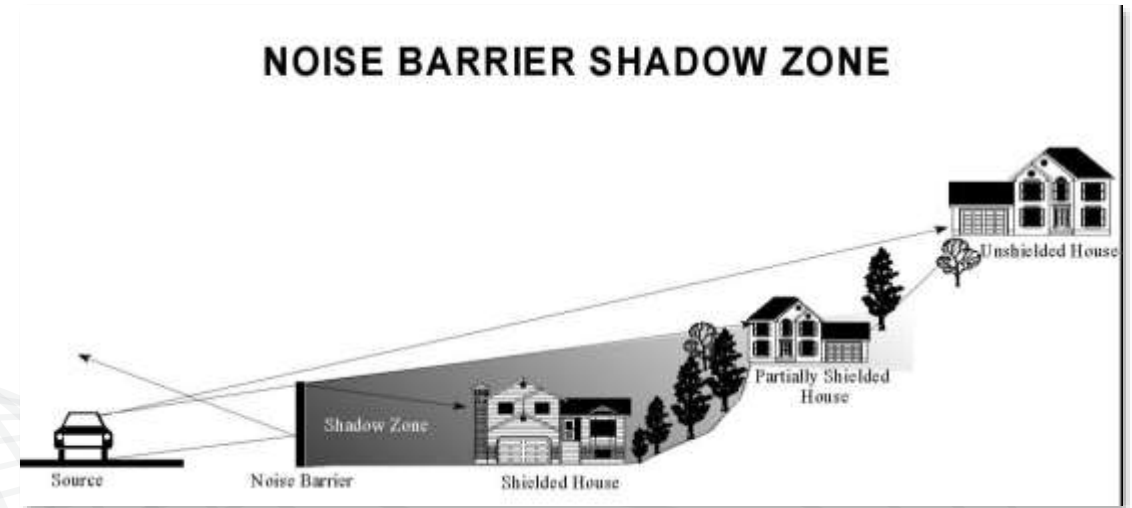
- **STC Rating** - STC stands for Sound Transmission Class, which is the measurement used to calculate the effectiveness of soundproofing materials in reducing sound transmission between rooms. STC is measured roughly by the **decibel reduction** in noise a material/partition can provide, abbreviated 'dB'.



- **NRC Rating** - A Noise Reduction Coefficient is an average rating of how much sound an acoustic product can **absorb**. (How much quieter a product can make your space.)

# Mitigation Overview

- Temporary vs. Permanent
- Source, Receiver, and Path Mitigation





# Temporary Sound Control Options





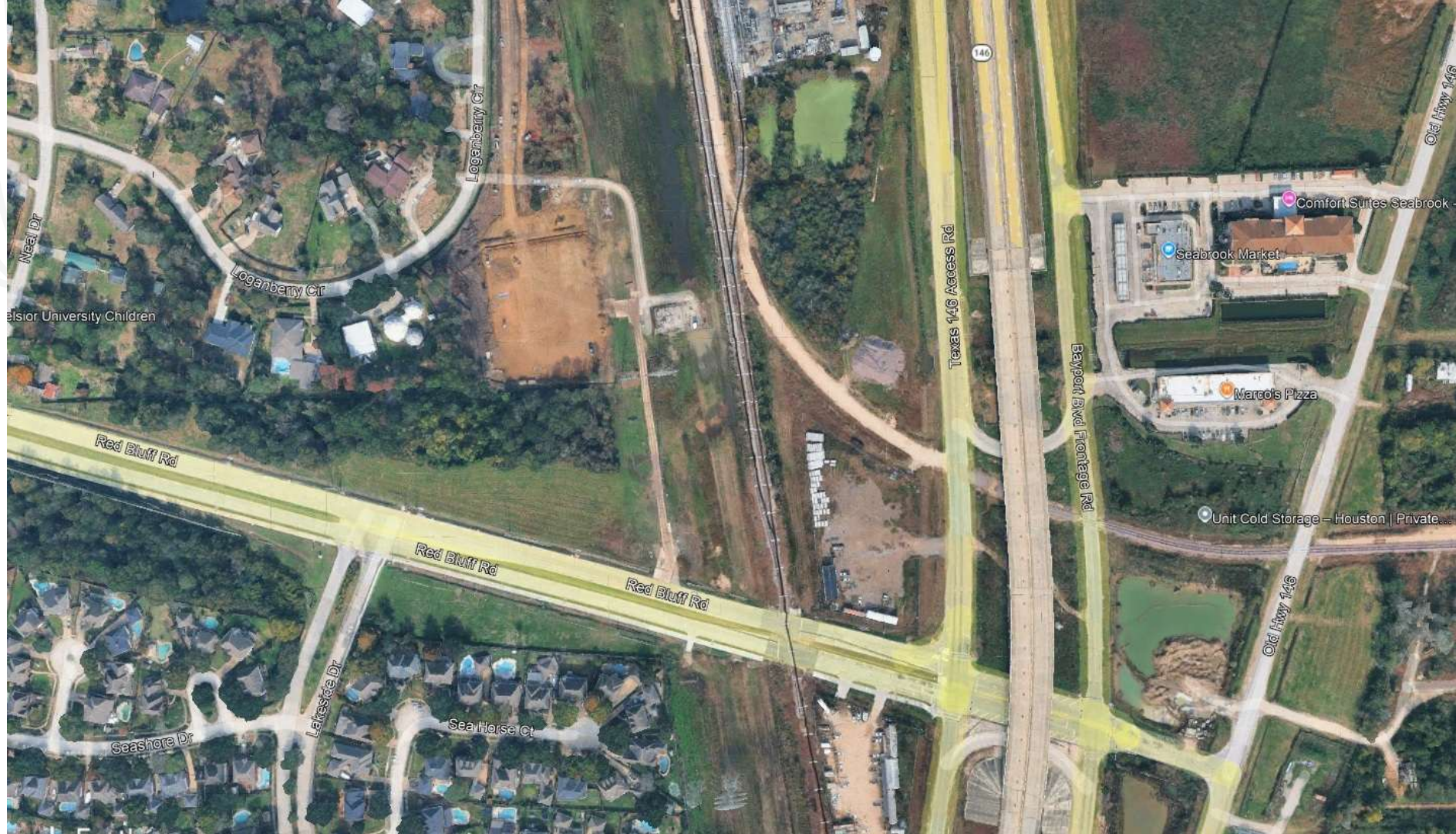
# Permanent Sound Control Options







# Feasibility and Effectiveness for Sound Control











# 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<br>6:00pm Regular City Council Meeting (City Hall)                                                      | 2         | 3<br>6:00pm Parks & Trails Committee Meeting (Public Works Facility)                    | 4      | 5                                      |
| 6      | 7      | 8                                                                                                             | 9         | 10<br>6:00pm Seabrook Economic Development Board of Directors Meeting (Council Chamber) | 11     | 12<br>8:00am Kids' Fish (Bayside Park) |
| 13     | 14     | 15<br>5:00pm Special Budget Meeting (City Hall)<br>6:00pm Regular City Council Meeting (City Council Chamber) | 16        | 17<br>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                                      |

# October 2026

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

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