



**SEABROOK CITY COUNCIL  
NOTICE OF REGULAR CITY COUNCIL MEETING  
TUESDAY, FEBRUARY 1, 2022 - 6:00 PM**

For city information visit [WWW.SEABROOKTX.GOV](http://WWW.SEABROOKTX.GOV)  
For SH 146 updates visit [www.sh146.com](http://www.sh146.com)

NOTICE IS HEREBY GIVEN THAT THE SEABROOK CITY COUNCIL WILL MEET ON **TUESDAY FEBRUARY 1, 2022 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.

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

**PLEDGE OF ALLEGIANCE**

**1. PUBLIC COMMENTS AND ANNOUNCEMENTS**

*At this time we would like to listen to any member of the audience on any subject matter, whether or not that item is on the agenda. All comments are limited to a maximum of four minutes for each speaker, shall be limited to City business or City-related business or matters of general public interest, and shall not include any personal attacks. In accordance with the Texas Open Meetings Act, members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please come to the podium and state your name and address clearly into the microphone before making your comments. Thank you.*

**REGISTER ONLINE TO SPEAK IN PERSON DURING PUBLIC COMMENTS:** [www.seabrooktx.gov/speaker-registration](http://www.seabrooktx.gov/speaker-registration)

**1.1** Mayor, City Council and/or members of the City staff may make

announcements about City/Community events. *City Council*

## **2. CONSENT AGENDA**

2.1 Approve the acceptance of the new public infrastructure consisting of water, sanitary sewer, storm sewer, and streets for Old Seabrook Village Section B. *Brian Craig, City Engineer and Assistant Director of Public Works*

**ATTACHMENT(S):** [Agenda Briefing](#) [Project Completion Confirmation Infrastructure Acceptance Request](#)

2.2 Approve an Interlocal Cooperative Purchasing Agreement between the City of Seabrook and Sourcewell for selection of a vendor who can provide a prefabricated concrete building for completion of CIP P15, "Bayport Restroom".  
*Michael Gibbs, Director of Finance*

**ATTACHMENT(S):** [Agenda Briefing](#) [Interlocal Agreement](#)

2.3 Approve the minutes of the January 18, 2022 regular City Council meeting.  
*Robin Lenio, City Secretary*

**ATTACHMENT(S):** [January 18 2022 minutes](#)

## **3. DISCUSSION**

3.1 Discuss, consider, and if necessary, take all appropriate action regarding a review of Hotel Occupancy Tax (HOT) revenue to determine if HOT Sponsorships for FY21-22 can be fully funded, as discussed and requested by City Council at the August 17, 2021 City Council meeting. *LeaAnn Petersen, Director of Community & Visitor Relations and Michael Gibbs, Director of Finance*

**ATTACHMENT(S):** [Agenda Briefing](#) [Supporting Information](#)

3.2 Presentation on City of Seabrook's Volunteer Policy and Procedures for discussion, consideration, and if necessary, all appropriate action on the Volunteer Policy and Procedures. *LeaAnn Petersen, Director of Community & Visitor Relations, and Joe Machol, City Council Position 6*

**ATTACHMENT(S):** [2018 Volunteer Policy](#)

## **4. NEW BUSINESS**

4.1 Consider and take all appropriate action on first and final reading of Ordinance 2022-03, "Amending the Budget for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021 for the Seabrook General Fund". *Michael Gibbs, Director of Finance*

**ATTACHMENT(S):** [Agenda Briefing](#) [Ordinance 2022-03](#) [Attachment A](#)

AN ORDINANCE AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE GENERAL FUND, SPECIAL REVENUE, CAPITAL, CRIME DISTRICT AND ECONOMIC DEVELOPMENT BUDGETS FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2020 AND ENDING ON SEPTEMBER 30, 2021, FOR THE CITY OF SEABROOK

**4.2** Consider and take all appropriate action on first and final reading of Ordinance 2022-04, "Amendment No. 1 amending the Budget for the Fiscal Year beginning October 1, 2021 and ending September 30, 2022 for City Department Encumbrances". *Michael Gibbs, Director of Finance*

**ATTACHMENT(S):** [Agenda Briefing](#) [Ordinance 2022-04](#) [Attachment A](#)

AN ORDINANCE AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022 BY AUTHORIZING CERTAIN ADDITIONS IN THE AMOUNT OF \$734,056 FOR GENERAL, ENTERPRISE, HOTEL TAX, CRIME DISTRICT, PUBLIC SAFETY, PUBLIC SAFETY VEHICLE EQUIPMENT REPLACEMENT AND GENERAL FUND VEHICLE EQUIPMENT REPLACEMENT FUND; AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO FACILITATE THE CHANGES IDENTIFIED; AND FINDING AVAILABLE UNENCUMBERED FUNDS FOR THE SUPPLEMENTAL APPROPRIATION AND/OR RESERVE REDUCTION

**4.3** Consider and take all appropriate action on first reading of Ordinance 2022-05, "Amendment to Update Chapter 34, 'Fire Prevention and Protection'". *Kevin Rodgers, Fire Marshal and Assistant Director of Emergency Services*

**ATTACHMENT(S):** [Agenda Briefing](#) [Ordinance 2022-05](#)

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF SEABROOK, BY UPDATING CHAPTER 34 "FIRE PREVENTION AND PROTECTION," ARTICLE III. "STANDARDS," DIVISION 2., BY REVISING PROVISIONS OF THE ADOPTED INTERNATIONAL "FIRE CODE AND LIFE SAFETY CODE OF 2015", ("CODE"), AS PROVIDED HEREIN; REVISING DIVISION 3, SECTION 34-146, ET. SEQ. "OPEN BURNING", BY AMENDING PROVISIONS FOR THE RESTRICTION ON BURNING RUBBISH, DEBRIS OR TRASH; PROVIDING FOR DELETION OF REFERENCED SECTIONS FOR TRENCH BURNING PERMITS; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2000 FOR VIOLATION OF ANY PROVISION HEREOF BY

INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

**4.4** Consider and take all appropriate action on first and final reading of Ordinance 2022-06, "Ordering the General City Election to be held on May 7, 2022 and a June 4, 2022 Run Off Election, if necessary". *Robin Lenio, City Secretary*

**ATTACHMENT(S):** [Ordinance 2022-06](#) [Notice of Election](#)

AN ORDINANCE CALLING AND ESTABLISHING PROCEDURES FOR THE GENERAL CITY OFFICERS' ELECTION FOR COUNCIL POSITIONS 1, 3 AND 5 TO BE HELD ON MAY 7, 2022; AND FOR A RUN OFF ELECTION ON JUNE 4, 2022, IF REQUIRED, AND MAKING OTHER PROVISIONS RELATED TO THESE ELECTIONS

**4.5** Consider and take all appropriate action on Resolution 2022-04, "Committing Fund Balance". *Gayle Cook, City Manager*

**ATTACHMENT(S):** [Agenda Briefing](#) [Resolution 2022-04](#)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, ESTABLISHING COMMITTED FUND BALANCE IN THE GENERAL FUND IN THE AMOUNT OF \$2,781,850.00 IN ACCORDANCE WITH GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT 54 AND CITY OF SEABROOK RESOLUTION 2011-15, ESTABLISHING FUND BALANCE POLICY

**4.6** Consider and take all appropriate action on the Special Counsel Engagement Agreement with Robert Brown of Brown & Hofmeister, L.L.P. *Gayle Cook, City Manager*

**ATTACHMENT(S):** [Engagement Letter](#)

**4.7** Consider and take all appropriate action on the appointment of Richard Cucco, Scott Reynolds, and/or Guy Rodgers to open positions on the Planning & Zoning Commission with terms to expire January 1, 2025. *City Council*

**ATTACHMENT(S):** [Cucco Application](#) [Reynolds Application](#) [Rodgers Application](#)

**5. ROUTINE BUSINESS**

5.1 Update on the 2022 Seabrook General Election. *Robin Lenio, City Secretary*

5.2 Update and report on various items that require no action, including SH 146 Expansion Project, City of Seabrook CIP Projects, and City of Seabrook Grant Administration. *Gayle Cook, City Manager*

5.3 Establish future meeting dates and agenda items. *City Council*

**ATTACHMENT(S):** [Calendar](#)

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.

I certify that this notice was posted on the bulletin board on or before Friday, January 28, 2022 no later than 5:00 p.m. and that this notice will remain posted until the meeting has ended.

Robin Lenio, TRMC  
City Secretary

