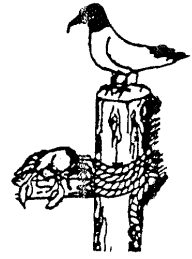




CITY OF SEADRIFT
Post Office Box 159/501 S. Main St.
Seadrift, Texas 77983
Tel: (361) 785-2251
Fax: (361) 785-2208
seadrift@seadrifftx.org



CITY OF SEADRIFT

APRIL 8, 2025

6:00 PM REGULAR MEETING

CITY COUNCIL

AGENDA PACKET

Seadrift City Hall - Council Chambers

501 S. Main St., Seadrift, TX 77983

Office: (361) 785-2251

Website: www.seadrifftx.org



Incorporated December 27, 1912
www.seadrifftx.org

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NOTICE OF CITY COUNCIL MEETING

ALL MEETINGS OF THE CITY COUNCIL ARE OPEN TO THE PUBLIC.
CLOSED SESSIONS CAN ONLY BEGIN FROM AN OPEN SESSION.

WORK SESSION AGENDA

TUESDAY, APRIL 8, 2025, AT 5:30 P.M.

SEADRIFT CITY HALL, COUNCIL CHAMBERS, 501 S. MAIN ST., SEADRIFT, TX 77983

Public notice is hereby given that the Seadrift City Council of the City of Seadrift will meet in a **Work Session** before the **Regular Meeting** on **Tuesday, April 8, 2025**, beginning at **5:30 PM** at the **Seadrift City Hall, Council Chambers, 501 S. Main St., Seadrift, TX 77983**, for the purpose of allowing the City Council to study, gather information, and discuss items. *No action will be taken during the Work Session.*

REGULAR MEETING AGENDA

TUESDAY, APRIL 8, 2025, AT 6:00 P.M.

SEADRIFT CITY HALL, COUNCIL CHAMBERS, 501 S. MAIN ST., SEADRIFT, TX 77983

Public notice is hereby given that the Seadrift City Council of the City of Seadrift will meet in a **Regular Meeting** on **Tuesday, April 8, 2025**, beginning at **6:00 PM** at the **Seadrift City Hall, Council Chambers, 501 S. Main St., Seadrift, TX 77983**, for the purpose of discussing, considering, reviewing, and taking any action needed on the following items. *The following items may be considered in order of sequence OR the order may be moved around at the discretion of the presiding officer during the meeting.*

1. **Call Meeting to Order**
 - a. Roll Call and Certification of Quorum
 - b. Invocation & Pledge of Allegiance
2. **Consent Agenda:** Approve the previous month's meeting minutes and approve bills.
3. **Department Head Monthly Reports.** Items in this section will not have any City Council action taken and are for general information only.

<ol style="list-style-type: none">a. Public Utilities, Tracey Johnsonb. Public Safety, Paul Gonzalesc. Municipal Harbor, Johnny Mikolasd. Streets & Drainage, Alysa Jarvis	<ol style="list-style-type: none">e. Solid Waste, Alysa Jarvisf. Parks & Recreation, Kenneth Reeseg. City Hall Administration, Tracey Johnson
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4. **Citizen Comments.** Rules for speakers: Speakers must sign up using the Comment Form before the City Council meeting. Speakers have an allotted time of 3 minutes to speak, but those needing a translator will be allocated 6 minutes. Speakers will need to approach the podium and state their names. No Council discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law. Individuals wishing to speak during Citizen Comments must sign up before the meeting. Comment Forms can be found at Seadrift City Hall, before the meeting in the Council Chambers, or on the City's website at <https://seadrifftx.org/minutes-and-agendas>. Comment forms must be turned in and received by City Staff, before the Call to Order at the Council Meeting.
5. **Proclamation for Child Abuse Awareness and Prevention Month**—Take any action to adopt a proclamation making April Child Abuse Prevention Month.
6. **Proclamation for Sexual Assault Awareness Month**—Take any action to adopt a proclamation making April Sexual Assault Awareness Month.

POSTED:

04/03/2025

CITY OF SEADRIFT – APRIL 8, 2025, CITY COUNCIL MEETING


7. **Falcon Point Pump Repair** – Take any action on the proposal from Mercer Controls regarding needed repairs at Falcon Point. *(Mercer Controls)*
8. **In the Oaks Subdivision Tap Allocation** – Take any action to transfer the existing allocated water taps for Swan Point Landing to the new development called In the Oaks. *(Cindy Alford)*
9. **Building Permit Variance Request for 414 S. Main St.** – Take any action regarding a variance request from the property owner on 414 S. Main St. for an extension variance for a front porch. *(Charles J. Huckabee)*
10. **Replat Request for Block 24, Lots 8 & 9** – Take any action to approve the final survey to replat Block 24, Lots 8 and 9. *(John Monford)*
11. **Wounded Warriors Donation** – Take any action to make a donation from the Hotel Motel Funds. *(Gabriela Torres)*
12. **Surplus and Sale of Equipment** – Take any action to declare the following equipment as surplus by resolution:
 - a. 1995 Trailer VIN: 1W9SL20285C114605
 - b. 1997 New Holland Tractor Model 56105 (3C71427)
13. **Service Supply Quote** – Take any action to approve Quote 2344050 for \$16,481.98 from Service Supply of Victoria. *(Tracey Johnson)*
14. **Amendment to Employee Handbook**
 - a. **Director Vehicles** – Take any action to approve an amendment to the personnel policy for the Public Works Director and Chief of Police the option to take the city vehicle home or use the city fuel for personal vehicles. *(Alysa Jarvis)*
 - b. **Hiring and Firing Authority** – Take any action to approve an amendment giving the hiring and firing authority to the Department Heads with provisions. *(Tracey Johnson)*
15. **Amendment to Ordinance WW02 Water & Wastewater Extensions** – Take any action to approve an amendment to the Water & Wastewater Extension Ordinance regarding Pro Rata Fees. *(Alysa Jarvis)*
16. **Public Officials Decorum and Procedures Policy** – Take any action to approve a Decorum and Procedures Policy for Public Officials. *(Gabriela Torres)*
17. **Police Secretary Job Description** – Take any action to approve the job description for a Police Secretary. *(Cheyenne Beaver)*
18. **Code Enforcement Job Description** – Take any action to approve the job description for a Code Enforcement Officer. *(Alysa Jarvis)*
19. **Streets Maintenance Technician Job Description** – Take any action to approve the job description for a Streets Maintenance Technician. *(Alysa Jarvis)*
20. **Budget Amendment** – Discuss and Take any action to amend the 2024-2025 FY Budget to:
 - a. Move funds from Line Item 21 (Asst. Clerk 2 Position) into the Public Safety Budget as a Police Secretary position. *(Gabriela Torres)*
 - b. Move \$3,120 from Line Item 66 (Police Lieutenant) into the Police Secretary position to raise the pay to \$17/hour. *(Gabriela Torres)*
 - c. Move the Mechanic position into the Public Works Department as a Utility Maintenance Technician Position after the contract with Rene's Water Operations ends. *(Paul Gonzales)*
21. **Wastewater Treatment Plant & SSW Building** – Take any action to approve getting bids for electrical work to be done at the Wastewater/SSW building. *(Alysa Jarvis)*

CITY OF SEADRIFT – APRIL 8, 2025, CITY COUNCIL MEETING

- 22. Dirt Pile behind Train Depot** – Take any action to approve the removal and sale of the dirt behind the Train Depot. *(Alysa Jarvis)*
- 23. FEMA Seawall Restoration Project** – Take any action to:
- a. Approve payment to SR Trident and G&W Engineers for remaining invoices from the Seawall Restoration Project from Harbor Funds. *(Alysa Jarvis)*
 - b. Approve payment of interest on the overdue invoices from SR Trident from the Seawall Restoration Project from Harbor Funds.
- 24. GLO 20-065-103-C278 Water Storage Tank** – Take any action to reallocate the remaining funds from the C278 Grant Project back to replace the Water Storage Tank with a new one. *(Gabriela Torres)*
- 25. Executive Session** – At any time the City Council may adjourn into an Executive Session as needed on any of the foregoing and following agenda items for one or more of the purposes authorized by Chapter 551 of the Texas Government Code, in accordance with the authority contained in the following sections: Sections 551.071 (Attorney Consultation), 551.072 (Real Property), 551.073 (Gifts & Donations), 551.074 (Personnel), 551.076 (Security), and 551.087 (Economic Development).
- 26. Adjournment**

CERTIFICATION

I certify that a copy of the Notice of Meeting was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.seadrifftx.org, in compliance with Chapter 551, Texas Government Code.

Signature: 
Gabriela Torres, City Secretary

Date Posted: 04/03/2025 @ 3:00 PM
Date and Time

The Seadrift City Hall Council Chambers are wheelchair-accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's Office at (361) 785-2251 or email g.torres@seadrifftx.org, two working days prior to the meeting for appropriate arrangements.



1. Call Meeting to Order

a. Roll Call and Certification of Quorum

b. Invocation & Pledge of Allegiance

2. Consent Agenda: Approve the previous month's meeting minutes and approve bills.

Fund: General Fund
Department: Revenue

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
1	Franchise Tax	\$40,000.00	\$22,262.04	\$3,726.46
2	Property Taxes (Delinquent, Penalties, and Interest)	\$30,000.00	\$19,366.67	\$2,057.60
3	Property Taxes - M&O \$0.4200/100	\$471,918.99	\$475,025.35	\$22,312.43
4	Property Taxes - Streets & Drainage	\$0.00	\$0.00	
5	Property Taxes - Debt Rate \$0.1853/100	\$208,206.17	\$209,547.87	\$9,842.68
6	Sales Tax	\$300,000.00	\$161,736.59	\$22,005.22
7	Donations	\$0.00	\$0.00	
8	Municipal Court Fines Collected	\$25,000.00	\$0.00	
9	Animal Control Fees Collected	\$10,000.00	\$13,656.00	
10	Dog Impound Fees	\$0.00	\$0.00	
11	Interest Income	\$1,500.00	\$2,516.61	\$648.21
12	Dog Tags	\$0.00	\$0.00	
13	Alcohol Licenses	\$1,000.00	\$100.00	\$100.00
14	Building Permits	\$15,000.00	\$5,037.00	\$544.00
15	Culvert Permits	\$20,000.00	\$2,123.80	
16	Dance Hall & Pool Table Permits	\$137.50	\$0.00	
17	Golf Cart Permits	\$2,500.00	\$1,140.00	\$240.00
18	Peddler Permits & Mobile Food Truck Permits	\$300.00	\$2,000.00	
19	RV Renewal Permits	\$13,500.00	\$7,900.00	\$3,800.00
20	Hotel/Motel & RV Park Occupancy Fees	\$2,000.00	\$0.00	
21	Miscellaneous Income	\$1,000.00	\$83.66	
22	Vehicle Storage/Towing/Impoundment Fees	\$0.00	\$0.00	
23	AD Powers Pavilion Rental	\$0.00	\$200.00	\$100.00
24	Civic Center Rental	\$1,500.00	\$200.00	
25	Train Depot Museum Center - Visitor Fees	\$0.00	\$0.00	
26	Street & Drainage Estimates - Customer Paid	\$0.00	\$0.00	
27	Property Cleanup - Lien Payments	\$0.00	\$0.00	
28	TML Reimbursement - Tahoe Fire	\$14,000.00	\$0.00	
29	One-Time Loan from Contingency Funds	\$11,437.00	\$0.00	
30	Police Cont. Edu. Reimbursement	\$1,500.00	\$1,671.61	\$917.30
Total General Fund Revenue:		\$1,170,499.66	\$924,567.20	\$66,293.90

Fund:
Department: Gifts & Donations

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
31a	Blue Santa Event 12-07-2024 (Remaining Funds)		\$154.79	
31b			\$0.00	
31c			\$0.00	
31d			\$0.00	
Total General Fund Revenue:		\$0.00	\$154.79	\$0.00

Fund:
Department: Grant Revenue

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
32a	Federal Funds		\$2,375,872.31	\$572,996.36
32b	State Funds		\$69,081.93	
32b	DOW Chemical Foundation - Combined Dispatch Center Support (3 Yrs.)		\$15,000.00	
Total General Fund Revenue (Not included in totals):		\$0.00	\$2,375,872.31	\$572,996.36

Fund: Utility Fund
Department: Revenue

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
33	Water Charges (Variable by consumption)	\$450,111.00	\$221,722.96	\$36,843.50
34	Water Tap Fees	\$24,500.00	\$14,000.00	\$3,500.00
35	Regulatory Fees to TCEQ	\$11,000.00	\$5,397.00	\$932.00

36	Sewer Charges	\$214,000.00	\$110,968.10	\$18,225.20
37	Sewer Tap Fees	\$15,000.00	\$14,000.00	\$3,500.00
38	Sewer Extension Projects (Customer Paid)	\$0.00	\$0.00	
39	WWTP Monthly Assessment	\$106,524.00	\$55,517.00	\$9,339.00
40	Angeli Subdivision		\$0.00	
41	Angeli Subdivision - Water Taps	\$0.00	\$0.00	
42	Angeli Subdivision - Sewer Taps	\$0.00	\$0.00	
43	Falcon Point Subdivision		\$0.00	
44	Falcon Point Subdivision - Water Taps	\$0.00	\$0.00	
45	Utility Bill - Penalties	\$15,000.00	\$8,483.74	\$1,311.09
46	Utility Bill - Transfer Charges	\$0.00	\$0.00	
47	Interest Income	\$1,500.00	\$378.67	\$58.85
48	Miscellaneous Income	\$0.00	\$0.00	
Total Utility Fund Revenue:		\$837,635.00	\$430,467.47	\$73,709.64

Fund: Solid Waste
Department: Revenue

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
49	Solid Waste Revenue	\$260,000.00	\$131,579.63	\$22,245.63
50	Solid Waste Sales Tax	\$21,400.00	\$10,874.22	\$1,838.28
51	Extra Tote Monthly Fees	\$17,500.00	\$10,514.00	\$1,743.00
52	Revenue from Cleanup Fees, Special Pickups, Etc.	\$1,000.00	\$803.07	\$413.07
53	Interest Income	\$200.00	\$116.94	\$25.68
Total Solid Waste Revenue:		\$300,100.00	\$153,887.86	\$26,265.66

Fund: Harbor Fund
Department: Revenue

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
54	Individual Leases/Stalls	\$72,100.00	\$13,649.00	
55	Commercial Leases	\$109,470.00	\$93,365.00	\$1,107.50
56	Oyster Tariffs	\$0.00	\$6,182.36	
57	Other Seafood Tariff	\$500.00	\$883.55	\$18.75
58	Non-Seafood Tariff	\$0.00	\$0.00	
59	Interest Income	\$1,500.00	\$615.31	\$54.36
Total Harbor Fund Revenue:		\$183,570.00	\$114,695.22	\$1,180.61

	2024-2025 FY Budgeted	2024-2025 FY Actual Revenue	MARCH
Total Revenue:	\$2,491,804.66	\$1,623,772.54	\$167,449.81

Fund: General Fund
Department: City Hall Office Expenses

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
1	Membership Fees	\$3,050.00	\$3,271.05	\$150.00
2	Legal Notices	\$1,750.00	\$839.63	\$0.00
3	Office Equipment and M&O	\$1,500.00	\$0.00	\$0.00
4	RICOH MPC4504 Lease (ID# 8212)	\$3,250.00	\$2,612.09	\$893.54
5	Fiber Internet	\$1,800.00	\$2,263.96	\$300.00
6	Computer M&O and Repairs	\$1,500.00	\$0.00	\$0.00
7	Website, Email, & Domain Fees	\$2,000.00	\$36.95	\$0.00
8	Postage	\$1,000.00	\$945.26	\$712.02
9	Office Supplies	\$3,500.00	\$3,078.97	\$753.51
10	Telephone Services (VOIP)	\$6,500.00	\$6,815.11	\$1,143.39
11	Cellphones for Public Officials	\$656.00	\$0.00	\$0.00
12	Codification of Ordinances	\$12,500.00	\$5,016.61	\$5,016.61
13	City Hall - Online Fax Services	\$300.00	\$84.97	\$24.99
14	Computer IT	\$7,260.00	\$3,780.00	\$755.00
15	Accounting Software Annual Fees	\$2,000.00	\$1,148.98	\$0.00
16	City Hall Building M&O	\$2,500.00	\$6,069.04	\$0.00
17	City Hall Building - Electricity	\$4,500.00	\$2,581.00	\$0.00
18	City Hall - Pest Control	\$640.00	\$320.00	\$160.00
19	Salary - City Clerk	\$47,850.71	\$23,983.52	\$3,734.72
20	Salary - Asst. Clerk 1	\$39,520.00	\$19,760.00	\$3,040.00
21	Salary - Asst. Clerk 2 (Revised 11-12-2024)	\$32,240.00	\$0.00	\$0.00
21	Salary - Public Officials	\$12,400.00	\$6,548.75	\$1,392.50
		\$188,216.71	\$89,155.89	\$18,076.28

Fund: General Fund
Department: City Secretary Expenses

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
22	Salary - City Secretary	\$58,071.25	\$29,036.80	\$4,467.20
23	Election Expenses (Ballots & Supplies)	\$1,500.00	\$261.74	\$0.00
24	ES&S AutoMark VAT Programming M&O	\$250.00	\$0.00	\$0.00
25	Election Personnel Pay	\$500.00	\$0.00	\$0.00
26	City Secretary - Training	\$1,000.00	\$1,138.58	\$45.00
		\$61,321.25	\$30,437.12	\$4,512.20

Fund: General Fund
Department: Municipal Court Expenses

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
27	Wages - Municipal Judge	\$11,250.00	\$5,625.10	\$865.40
28	Salary - Municipal Court Clerk & Police Clerk (Revised 11-12-2024)	\$45,647.54	\$22,103.14	\$2,880.00
29	Municipal Court - Training	\$1,000.00	\$1,230.00	\$0.00
30	Municipal Court - Software (FundView)	\$2,109.57	\$2,009.12	\$0.00
31	Fine Money Remitted back to State	\$9,000.00	\$2,448.01	\$0.00
32	Jury Trial Expenses	\$100.00	\$0.00	\$0.00
33	Housing of Prisoners	\$750.00	\$330.00	\$110.00
		\$69,857.11	\$33,745.37	\$3,855.40

Fund: General Fund
Department: Legal & Professional Services

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
34	City Attorney	\$30,000.00	\$20,988.00	\$7,074.00
35	Delinquent Taxes - Attorney Fees	\$4,000.00	\$3,517.15	\$196.25
36	Tax Appraisal & Collection Fees	\$10,500.00	\$9,024.79	\$0.00
37	Auditing Services	\$60,000.00	\$0.00	\$0.00
		\$104,500.00	\$33,529.94	\$7,270.25

Fund: General Fund
Department: Parks & Recreation

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
38	Salary - Mower (Part-Time at 24 Hours)	\$18,720.00	\$1,800.00	\$0.00
39	A.D. Powers Bayfront Park M&O	\$1,750.00	\$0.00	\$0.00
40	A.D. Powers Pavilion M&O	\$1,750.00	\$0.00	\$0.00
41	Train Depot M&O	\$1,250.00	\$0.00	\$0.00
42	HAHN Sports Plex: Durel Field & Birmingham Field M&O	\$2,500.00	\$267.07	\$0.00
43	Memorial Children's & Skate Park M&O	\$2,000.00	\$418.97	\$0.00
44	Civic Center M&O	\$1,000.00	\$545.85	\$343.45
45	Supplies: Flags	\$500.00	\$660.49	\$0.00
46	Parks & Recreation - Electricity	\$7,000.00	\$6,094.15	\$1,026.70
47	Train Depot - Electricity	\$2,000.00	\$222.49	\$10.66
48	Porta Potties (Bayfront)	\$2,520.00	\$1,500.00	\$250.00
49	A.D. Powers Park East Restroom - Janitorial	\$5,000.00	\$0.00	\$0.00
		\$45,990.00	\$11,509.02	\$1,630.81

Fund: General Fund
Department: General - Equipment & Vehicles

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
50	Salary - Mechanic (Pay for contract work w/ Rene's Water Operations)	\$43,663.76	\$32,955.00	\$4,620.00
51	Fuel - Gasoline	\$20,000.00	\$8,399.94	\$57.87
52	Fuel - Diesel	\$5,000.00	\$5,520.36	\$0.00
53	Vehicles - Dashcam & GPS Fees	\$4,000.00	\$0.00	\$0.00
54	Supplies for Equipment & Vehicles (Public Works/Harbor)	\$5,000.00	\$14,139.93	\$4,580.87
55	Equipment Rentals	\$1,000.00	\$138.02	\$138.02
		\$78,663.76	\$61,153.25	\$9,396.76

Fund: General Fund
Department: Permit & Code Enforcement

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
56	Commission - Building Official (60% of Permit Fees)	\$10,800.00	\$4,133.10	\$321.60
57	Code Enforcement - Demolitions	\$0.00	\$0.00	\$0.00
58	Code Enforcement - Mowing Services	\$1,500.00	\$0.00	\$0.00
59	Code Enforcement - Postage & Advertisement Cost	\$2,250.00	\$0.00	\$0.00
		\$14,550.00	\$4,133.10	\$321.60

Fund: General Fund
Department: Streets & Drainage

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
60	Streets - General M&O (Limestone, Hotmix, etc.)	\$35,000.00	\$9,350.11	\$3,176.03
61	Streets & Drainage Improvements - Property Tax	\$0.00	\$0.00	\$0.00
62	Sign Maintenance & Repair	\$1,500.00	\$251.72	\$0.00
63	Drainage Maintenance (Culverts, Pipes, Etc.)	\$12,500.00	\$403.80	\$0.00
		\$49,000.00	\$10,005.63	\$3,176.03

Fund: General Fund
Department: Public Safety

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
64	Calhoun County Dispatcher (\$5,000 Every Year for 3 Years)	\$5,000.00	\$4,289.60	\$4,289.60
65	Salary - Chief of Police	\$65,000.00	\$32,500.00	\$5,000.00
66	Salary - Police Lieutenant	\$57,200.00	\$11,250.00	\$11,250.00
67	Salary - Police Patrol Deputy	\$52,000.00	\$26,000.00	\$4,000.00
68	Salary - Animal Control	\$10,250.00	\$3,100.00	\$0.00
69	Police - Holiday Pay	\$8,000.00	\$3,018.92	\$0.00
70	Police - Comp Time Payout	\$6,000.00	\$0.00	\$0.00
71	Justice Center - M&O	\$2,500.00	\$11,250.00	\$11,250.00
72	Justice Center - Electricity	\$2,500.00	\$1,499.55	\$279.82
73	Justice Center - Telephone	\$4,500.00	\$2,459.63	\$411.08
74	Justice Center - Internet	\$1,800.00	\$900.00	\$150.00
75	Justice Center - Pest Control	\$400.00	\$100.00	\$0.00
76	Ricoh MP307 Lease # 500-50424529 (Lease Ends 09/01/2025)	\$2,500.00	\$1,145.86	\$268.29
77	Victoria Communication Services - Emergency Button	\$780.00	\$210.00	\$35.00
78	Police Training & Travel Expenses	\$4,000.00	\$94.31	\$0.00
79	Police Equipment & Supplies	\$3,700.00	\$456.94	\$0.00
80	Police Uniforms	\$4,500.00	\$287.25	\$125.47
81	Police Cellphones	\$2,100.00	\$859.25	\$185.76
82	Animal Control Supplies	\$1,500.00	\$709.02	\$0.00
83	Vehicle: 2021 Ford Explorer M&O (Asset ID: 303)	\$2,500.00	\$320.18	\$183.99
84	Vehicle: 2022 F-150 Police Truck M&O (Asset ID: 003)	\$1,500.00	\$135.67	\$0.00
85	Southern Software - Final Payment of Software	\$12,437.00	\$11,437.00	\$0.00
86	Southern Software - Annual Fees	\$3,310.00	\$0.00	\$0.00
87	Axon - Annual Fees	\$14,296.00	\$16,792.02	\$0.00
88	Volunteer Fees	\$3,000.00	\$942.00	\$0.00
89	Fire Station Building M&O	\$2,000.00	\$0.00	\$0.00
90	Fire Station - Electricity & Gas	\$2,000.00	\$166.79	\$49.69
91	Fire Fighting Apparatus M&O	\$1,500.00	\$0.00	\$0.00
92	Fire Equipment M&O	\$2,044.00	\$1,977.00	\$0.00
93	Fire Apparatus Annual PM Service	\$960.00	\$0.00	\$0.00
		\$279,777.00	\$131,900.99	\$37,478.70

Fund: General Fund & Waterworks
Department: Employee Benefits & Expenses

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
94	TMRS - City Match 5%	\$41,245.69	\$16,819.92	\$1,440.83
95	FICA	\$63,105.90	\$25,993.72	\$3,794.78
96	Employee Medical Insurance - City 100%	\$157,900.80	\$90,604.80	\$12,110.52
97	Employee Family Insurance - City 50%	\$30,222.36	\$18,780.18	\$1,298.72
98	Employee Health Deductible Reimbursement (\$1,000 per Employee)	\$16,000.00	\$4,985.09	\$1,133.31
99	Employee HRA Medical Card	\$8,000.00	\$3,416.92	\$375.03
100	Unemployment Fees	\$100.00	\$0.00	\$0.00
101	Workmens Compensation	\$2,000.00	\$264.45	\$0.00
102	Bonds	\$350.00	\$275.00	\$0.00
103	Tax Preparer Services	\$750.00	\$1,469.99	\$0.00
		\$319,674.75	\$162,610.07	\$20,153.19

Fund: General Fund & Waterworks
Department: General Properties & Insurance

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
104	Streets & Security Lighting	\$25,000.00	\$13,902.92	\$2,338.91
105	TWIA - Windstorm Insurance	\$35,000.00	\$0.00	\$0.00
106	Liability - General / Vehicles / Equipment	\$18,000.00	\$19,895.90	\$0.00
		\$78,000.00	\$33,798.82	\$2,338.91

Fund: Utility Fund
Department: Utility Billing

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
107	RVS Software Annual Fee	\$2,500.00	\$4,138.39	\$0.00
108	Utility Clerk - Training	\$900.00	\$0.00	\$0.00
109	Supplies and Postage for Utility Billing	\$5,250.00	\$2,284.15	\$367.69
110	Bank Draft Fee for Utility Bills	\$600.00	\$300.00	\$50.00
		\$9,250.00	\$6,722.54	\$417.69

Fund: Utility Fund
Department: Public Works Department

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
<i>\$1.50 Step Increase for Utility Workers who obtain a License</i>				
111	Salary - Public Works Director	\$65,000.00	\$26,903.13	\$2,880.00
112	Salary - Sewer Operator	\$55,811.25	\$27,903.38	\$4,292.80
113	Salary - Utility Worker 1	\$40,343.04	\$20,176.00	\$3,104.00
114	Salary - Utility Worker 2	\$39,179.14	\$19,593.60	\$3,014.40
115	Salary - Utility Worker 3	\$33,990.00	\$16,993.60	\$2,614.40
116	Utility - Comp Time Payout		\$0.00	\$0.00
117	Cellphone - Public Works Director & On-Call Utility Worker	\$1,750.00	\$1,210.00	\$193.95
118	Travel Expenses	\$300.00	\$0.00	\$0.00
119	Supplies & Tools	\$8,500.00	\$7,431.48	\$533.84
120	Public Works Director - Licence Renewal		\$0.00	\$0.00
<i>Renewal is every three (3) years - Up in 2027</i>				
121	Sewer Operator - Licence Renewal		\$111.00	\$0.00
<i>Renewal is every three (3) years - Up in 2027</i>				
122	Lab Testing & Reporting Expenses	\$10,000.00	\$9,418.60	\$1,282.90
123	Clothing & Boots Reimbursement (\$400 per Employee 6x)	\$2,400.00	\$892.03	\$0.00
124	Utility Workers - Training & Education	\$2,000.00	\$188.00	\$0.00
125	Public Works Director - Training	\$1,500.00	\$0.00	\$0.00
		\$260,773.43	\$130,820.82	\$17,916.29

Fund: Utility Fund
Department: Water Treatment Plant (WTP)

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
126	Water Plant - Electricity	\$35,000.00	\$21,802.68	\$5,205.18
127	Water Plant - RO Discharge - Consulting for Permit Renewal	\$3,750.00	\$0.00	\$0.00
128	Water Plant - RO Discharge & TCEQ Permit Renewal	\$3,500.00	\$4,835.75	\$0.00
129	Water Plant - Maintenance, Repair, & Operations	\$20,000.00	\$53,733.47	\$3,963.04
130	Water Plant - Contracted Repair Work	\$33,000.00	\$64,497.08	\$3,696.09
131	Water System - Pipes & Pipe Repair Work	\$8,000.00	\$33,268.46	\$24,217.10
132	Water Well #3 (E. Dallas) Maint., Repair, & Ops.	\$1,000.00	\$1,571.95	\$0.00
133	Water Well #4 (W. Cleveland) Maint., Repair, & Ops.	\$1,000.00	\$138.02	\$0.00
134	Water Meter - Maintenance, Repair & Operations	\$3,000.00	\$4,418.87	\$0.00
135	Water Tank Inspections		\$784.81	\$0.00
		\$108,250.00	\$185,051.09	\$37,081.41

Fund: Utility Fund
Department: Wastewater Treatment Plant (WWTP)

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
136	Wastewater Treatment Plant - Electricity	\$15,000.00	\$7,949.65	\$1,658.90
137	Lift Stations - Electricity	\$5,000.00	\$4,016.65	\$729.30
138	Wastewater Treatment Plant - TCEQ Permit Renewal	\$2,500.00	\$2,283.40	\$0.00
139	Wastewater Treatment Plant - Consulting for Permit Renewal	\$3,500.00	\$0.00	\$0.00
140	Wastewater Treatment Plant - Pipes & Pipe Repair Work	\$5,000.00	\$9,494.95	\$5,420.25
141	Wastewater Treatment Plant - Pumps, Instruments, etc.	\$1,750.00	\$21,490.69	\$5,136.10
142	Wastewater Treatment Plant - Sludge Disposal	\$45,000.00	\$29,952.00	\$0.00
143	Lift Stations - Maintenance, Repair, & Operations	\$5,000.00	\$4,636.53	\$0.00
		\$82,750.00	\$79,823.87	\$12,944.55

Fund: Solid Waste
Department: Solid Waste Department

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
144	Salary - Solid Waste Director	\$49,113.90	\$24,554.40	\$3,777.60
145	Salary - Solid Waste Worker 1	\$46,631.20	\$24,191.18	\$4,461.58
146	Salary - Solid Waste Worker 2	\$22,932.00	\$10,733.92	\$1,764.48
147	Solid Waste Workers - Uniform	\$2,250.00	\$1,241.55	\$140.00
148	Solid Waste - Supplies	\$1,000.00	\$718.53	\$387.89
149	Solid Waste - Travel Expenses	\$300.00	\$189.53	\$0.00
150	Vehicle - Garbage Trucks M&O (Tires & Ram Arms)	\$12,000.00	\$6,441.31	\$447.97
151	Landfill Fees	\$40,000.00	\$21,827.03	\$2,740.13
152	Garbage Sales Tax to TX Comptroller	\$21,400.00	\$10,731.64	\$1,811.42
		\$195,627.10	\$100,629.09	\$15,531.07

Fund: Harbor Funds
Department: Municipal Harbor Department

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
153	Salary - Harbor Master	\$12,000.00	\$6,000.00	\$1,000.00
154	Fish Cleaning Station - Garbage Pickup Stipend	\$5,200.00	\$4,650.00	\$400.00
155	Municipal Harbor - Electricity (Street Lights)	\$9,000.00	\$2,531.00	\$323.14
156	Municipal Harbor - General Repair (Bulkhead, Streets, Etc.)		\$834.72	\$0.00
157	Municipal Harbor - Port-O-Potty	\$2,520.00	\$2,250.00	\$250.00
158	Fish Cleaning Station - Maintenance, Repair, & Operations	\$1,874.38	\$1,010.39	\$0.00
159	Municipal Harbor - Oil Spill Response Supplies	\$1,000.00	\$624.61	\$0.00
160	Harbor Master - Supplies (Uniform, Signs, Trash Bags, Etc.)	\$750.00	\$1,275.03	\$91.75
		\$32,344.38	\$19,175.75	\$2,064.89

Fund: All Funds
Department: Grant Expenses

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
161	Grant Expenditures (Paid by Line 32 in Revenue Sheet)		\$2,386,462.04	\$0.00
162	Match Funds (Local Cost Share)		\$0.00	\$0.00
	<i>Grant Expenditures Not included in totals - Only Match Funds</i>	\$0.00	\$2,386,462.04	\$0.00

Fund: All Funds
Department: Long-Term Liabilities

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
163	2017 Fire Truck - Final Payment	\$25,535.91	\$10,000.00	\$0.00
164	2021 Ford Explorer (Asset ID: 303) - Final Payment	\$11,603.23	\$0.00	\$0.00
165	2020 Case Backhoe (Asset ID:) (Final Payment in 2026)	\$27,938.91	\$0.00	\$0.00
166	2020 Isuzu NRR Garbage Truck (Paid off - March 2025)	\$57,929.16	\$0.00	\$0.00
167	2023 International PakMor Garbage Truck	\$24,208.46	\$24,208.46	\$0.00
		\$147,215.67	\$34,208.46	\$0.00

Fund: All Funds
Department: Long-Term Liabilities

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
168	Revenue Bond CO Series 1998	\$53,985.00	\$11,992.50	\$11,992.50
169	Harbor CO Series 2010	\$48,340.00	\$27,000.00	\$4,500.00
170	WWTP CO Series 2021	\$130,063.00	\$35,531.25	\$0.00
171	Harbor System Revenue CO Series 2022	\$77,150.00	\$18,575.00	\$0.00
		\$309,538.00	\$93,098.75	\$16,492.50

Line Item:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
172	Remaining Funds	\$56,505.50		

	2024-2025 FY Budgeted Expenditures	2024-2025 FY Actual Expenditures	MARCH
Total Expenses:	\$2,491,804.66	\$1,251,509.57	\$210,658.53
<i>Difference between Revenues & Expenditures:</i>	\$0.00		

Fund: Hotel-Motel Tax Funds**Department:** Revenue

Line Item:	ID:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
1		Hotel-Motel Tax Funds	\$75,000.00	\$35,444.81	\$0.00
2		Interest Income	\$750.00	\$883.76	\$162.50
3		Donations		\$100.00	
4		Carried Forward Balance to new Fiscal Year		\$0.00	
Total Hotel Motel Tax Revenue:			\$75,750.00	\$36,328.57	\$162.50

Fund: Hotel-Motel Tax Funds**Department:** Expenditures

Line Item:	ID:	Account Name	2024-2025 FY Budgeted	YTD	MARCH
1		Train Depot/Museum/Vistor Center		\$0.00	
2		Civic Center - General M&O	\$2,750.00	\$0.00	
3		Civic Center - Renovations - Floor		\$0.00	
4		Civic Center - Additions - Kitchen in EOC		\$0.00	
5		AD Powers Pavilion M&O		\$0.00	
6		AD Powers Park M&O		\$0.00	
7		AD Powers Bayfront Park - Playground Equipment		\$0.00	
8		Sportsplex	\$7,500.00	\$0.00	
9		City - Christmas Lighting	\$1,000.00	\$0.00	
10		Chamber of Commerce - Shrimpfest Advertisement	\$7,500.00	\$0.00	
11		Historial Preservation - Minute Book	\$7,000.00	\$2,815.00	
12		Remaining Funds	\$57,000.00	\$0.00	
Total Hotel Motel Tax Expenditures			\$82,750.00	\$2,815.00	\$0.00

FUND BALANCES AS OF MARCH 31, 2025

GENERAL FUND	\$	494,517.38
HARBOR FUND	\$	495,160.00
HOTEL/MOTEL	\$	185,925.16
CONTINGENCY FUND	\$	102,154.09
PIER FUND	\$	18,902.39
COO I&S	\$	68,752.62
POLICE DEPARTMENT	\$	3,420.17
UTILITY FUND	\$	38,064.15
FALCON POINT ESCROW	\$	28,261.36
REVENUE BOND	\$	32,461.43
FIRE TRUCK ESCROW	\$	16,056.65
SOLID WASTE	\$	40,614.13
SOLID WASTE CONTINGENCY FUND	\$	28,746.84
CD'S - HARBOR FUND		
5488	\$	32,166.23
6089 (12 Month CD - Matures on June 17, 2025)	\$	27,261.11

Unpaid Bills Detail

GENERAL FUND				
	Date	Num	Description	Amount
Amazon Capital Services	04/09/2025	Inv. 1CYP-GDJ3-YMND	Stop Signs	245.99
	04/09/2025	Inv. 1MF3-QYK1-VLX6	Slow Down - Kids at play	47.88
	04/09/2025	Inv. 1FXX-97GP-WL1L	Office Supplies & Election Supplies	166.02
	04/09/2025	Inv. 1GT6-9LHR-PFJQ		79.69
	04/09/2025	Inv. 1HD7-RL3K-Y1FL	Office Supplies	24.87
	04/09/2025	Inv. 1T33-F6GK-MMGK	Police Supplies	25.87
Bayside	04/09/2025	Acct. Seadrift Police Department	Fuel - Gasoline	85.86
Gexa Energy	04/09/2025	Acct. 91844-2	Streets Light	4,056.90
Marek, Griffin & Knaupp, L.L.P.	04/09/2025		City Attorney	2,322.00
MIDCOAST PETROLEUM, LLC	04/09/2025	Inv. 183334	Fuel - Gasoline	998.50
NPE	04/09/2025	Cust. 15924	2021 Backhoe Repair & Maintenance	745.08
Quill Corporation	04/09/2025	Cust. 8016992	Office Supplies	81.54
Victoria Electric Co-Op	04/09/2025	Acct. 981494	Street Lights	126.49
Total Bills for General Fund				8,760.70

WATERWORKS				
Vendor	Date	Num		Amount
Bulchase, Inc.	04/09/2025	inv#B449642355	Lift Station - Control Panel	1,048.16
	04/09/2025	B449189720		109.20
Gexa Energy	04/09/2025		WTP & WWTP Energy	6,409.59
MIDCOAST PETROLEUM, LLC	04/09/2025		Fuel - Gasoline	998.50
NPE	04/09/2025		2021 Backhoe Repair & Maintenance	745.08
RVS Software	04/09/2025			84.96
Stanford Vacuum Services	04/09/2025	inv#856407	Sludge removal	2,520.00
		inv#856148	Sludge removal	2,880.00
Total Bills for Waterworks:				14,795.49

HARBOR				
Vendor	Date	Num		Amount
Amazon Capital Services	04/09/2025	Inv. 1XRR-7QRC-YCGW	Supplies	64.34
		Inv. 1CYP-GDJ3-TMCH	Fish Cleaning Station - Supplies	68.92
Gexa Energy	04/09/2025	Acct. 91844	Lights at Harbor	318.83
Total Bills for Harbor				452.09

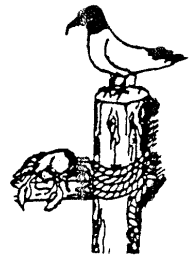
Solid Waste				
Vendor	Date	Num		Amount
Bayside Express	04/09/2025			35.00
Cintas	04/09/2025			140.00
Victoria Landfill	04/09/2025			3,154.94
Total Bills for Solid Waste				3,329.94



Incorporated December 27, 1912
www.seadrifftx.org

CITY OF SEADRIFT

Post Office Box 159/501 S. Main St.
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seadrift@seadrifftx.org



Public Officials

Mayor
n/a

Mayor Pro-Tem & Alderperson
Tracey Johnson, Public Utilities

Alderman
Kenneth Reese
Parks and Recreation

Alderman
Paul Gonzales
Public Safety

Alderman
Johnny Mikolas
Municipal Harbor

Alderman
Alysa Jarvis
*Streets & Drainage, and
Solid Waste*

City Attorney
Robert McKnight

City Secretary
Gabriela Torres

Work Session

The Seadrift City Council met in a Work Session on March 11, 2025, at the City Hall Council Chambers located at 501 S. Main St., Seadrift, TX 77983. The purpose of the work session is to allow the City Council the opportunity to study, gather information, and discuss items.

Mayor Pro-Tem Johnson opened the Work Session at 5:30 P.M.

No action is taken during the Work Session.

Mayor Pro-Tem Johnson closed the Work Session at 5:55 P.M.

Regular Meeting

The Seadrift City Council met in a Regular Meeting on March 11, 2025, at the City Hall Council Chambers located at 501 S. Main St., Seadrift, TX 77983.

Mayor Pro-Tem Johnson called the meeting to order at 6:00 P.M.

1. Call Meeting to Order

a. **Roll Call and Certification of a Quorum:** Mayor Pro-Tem Tracey Johnson called the meeting to order at 6:00 PM. The following Alderpersons were present: Tracey Johnson, Kenneth Reese, Paul Gonzales, Alysa Jarvis, and Johnny Mikolas.

b. **Invocation & Pledge of Allegiance**

Mart Maxwell gave the invocation and Mayor Pro-Tem Johnson led the Pledge of Allegiance.

2. Consent Agenda

Motion: Alderperson Jarvis made the motion to approve the consent agenda. Alderperson Gonzales seconded the motion.

Vote: The motion passed unanimously 5-0.

3. Department Head Monthly Reports

a. **Public Utilities**

City of Seadrift – March 11, 2025, Regular Meeting Minutes

Mayor Pro-Tem Johnson stated Alan's company had come out to replace two valves and made a list of the other parts they are still needing. Terrell Jones told her that they would be changing out five of the membranes.

Mayor Pro-Tem Johnson read a monthly report created by contractor Rene Rodriguez with Rene's Water Operations for February 2025: The Water System had monthly bacteria samples taken on 02/24/2025 at 308 W. Dallas, 508 E. Broadway, and 115 Virginia. There were 26 cl2 distribution samples taken and 101 lbs. of cl2 gas used. Well #3 recorded 0 gallons, Well #4 recorded 0 gallons, and the Master Meter recorded 12,294,300 gallons. Special water samples were taken on 02/06 and 02/25.

b. Public Safety

Alderperson Gonzales stated that he had helped Mayor Pro-Tem Johnson with starting the interviews for the Public Works Director position. There will be a special meeting on Thursday to hopefully appoint one of the two candidates as the Public Works Director. Alderperson Gonzales stated that the air conditioning and heating system is up and running at the police department. Alderperson Gonzales commented that citizens had reached out to him regarding an individual demolishing their home and burning it piece by piece. Alderperson Gonzales stated that he would be meeting with Fire Chief Frank Gerking and the Building Inspector Boyd Staloch to discuss either revamping or putting together to address what is allowed to be burned within our city limits.

Chief of Police Cheyenne Beaver read the monthly Police Department report for February 2025 with 164 calls for services this month for the SPD; of those calls there were 47 extra patrols, 59 traffic stops, 11 reports, and 4 arrests made by the SPD. There were 66 calls for service done by CCSO in Seadrift; 19 were for extra patrols. There were 7 EMS calls of which SPD responded to 3. There were 2 fire calls of which SPD responded to 2. Chief Beaver stated the following: "This month we have been extremely busy. I have been getting the ball rolling into the implementation process of the newly approved training and Policy company. I have taken several trainings in regard to learning the processes of this new training software as well as had several meetings regarding our Police Policy. We are happy to announce that we donated our older Police in-car computers to our Seadrift Fire Department so they will now be able to have computers to communicate with central dispatch in their vehicles as well. I am also glad to say we have posted our open Officer positions and are looking forward to adding to our team with both a full-time Officer and reserve Officers."

c. Municipal Harbor

Alderperson Mikolas stated that everything was looking good at the harbor. Alderperson Mikolas commented that Harbor Master Chris Ingram would start working on the bollards and that he was doing a good job. The cleanup of the crab traps also went well.

d. Streets & Drainage

Alderperson Jarvis stated that the Citywide Drainage project was moving along. She had spent three hours with Engineer Brian Kramer, driving around the City and looking at certain things that were concerning some citizens. Alderperson Jarvis commented that if anyone had any concerns, she could put them in touch with the project manager since he has the expertise and can answer questions better than she can. Alderperson Mikolas asked if the roads that were cut through would be getting repaved to which Engineer Brian Kramer answered yes. Alderperson Jarvis mentioned that at a previous meeting, it was asked if there was a road bond. Engineer John Mercer answered that they had a payment and performance bond. Engineer Brian Kramer commented that they would be repairing any roads that were destroyed by them.

e. Solid Waste

Alderperson Jarvis stated that the Solid Waste Crew did their routine pickups, vehicles are washed every week, pressure washed returned totes, picked up paid pickups for the roll-off, picked up the fish remains from the fish cleaning table, repaired light controls in the mechanic shop, oil in mechanic shop removed, and starting moving the brush pile to the brush area on Gates Rd.

City of Seadrift – March 11, 2025, Regular Meeting Minutes

Alderson Jarvis stated that the Public Hearing scheduled on March 18th regarding White Trash Services taking over the residential garbage pickup was started by former Mayor Jesse Hubbell. She stated that he had contacted them, and White Trash Services was asked to present a proposal to the City. Residents will have the opportunity to hear the proposal and provide input. Alderson Jarvis stated that no action would be taken at this meeting.

f. Parks & Recreation, and Civic Functions

Alderson Reese stated that the restrooms were back in service. He also commented that the Texas Water Safari would not be returning this year, but next year to the Bayfront Park. They would need to make a ramp area so they can pull their canoes up.

g. City Hall Administration

Mayor Pro-Tem Johnson thanked the city crew for their work and stated that they have been doing a good job. She stated that she appreciated their hard work.

Mayor Pro-Tem Johnson read the monthly permit report for February 2025 created by Building Inspector Boyd Staloch for: 2 permits for repair/remodel with a tax valuation increase of \$12,800, 1 permit for placement/RV/carport/portables with a tax valuation increase of \$2,650, 2 permits for fencing with a tax valuation increase of \$6,600, 2 permits for demolitions with a tax valuation decrease of \$11,000, and a total gross property increase of \$11,050.

4. Chief of Police Pinning Ceremony

A Pinning Ceremony was held for the newly appointed Chief of Police Cheyenne Beaver. Alexandra Beaver pinned her spouse's new badge while Mayor Pro-Tem Tracey Johnson swore in Chief Beaver.

Motion: No action was taken.

5. Presentation from the Texas Coalition for Affordable Power (TCAP)

Margaret Somereve, Executive Director of TCAP, gave a presentation to the City Council regarding the benefits of the City being a part of TCAP.

Motion: No action was taken.

6. Citizen Comments

- Deede McGhee stated that she along with Lacey Vasquez will be putting together a meet and greet on March 27th at 6 PM in the Civic Center for the City election candidates. If you cannot attend and want to ask questions, you can reach out on Facebook or by text to her or Lacey. Deede McGhee commented that this was a chance for residents to ask questions. She continued by stating that all candidates had confirmed to be in attendance except for two, Christy Kosser and Richard Battles.
- Lori Thomas stated that regarding Agenda Item 22, she could not agree with any payment after everything she had seen. On Agenda Item 23, she stated that she did not know what it was and was confused. Lori Thomas commented that she thought this was a “no-go”.
- Stacey Kirkham with the Seadrift Service Club thanked everybody for helping them with their beautification project at 7th and St. Louis. The next project will be repainting the bollards on the Bayfront. The Service Club was hoping that the City could purchase the paint from the Hotel-Motel budget or harbor budget. The Service Club will have its monthly meeting on the 17th in the Civic Center at 6 PM. The Service Club will also be hosting their own meet and greet on April 12th at 4 PM. They will have a moderator and will read questions. The candidates for the at-large School District will be invited. They will also invite the hospital to come to answer questions regarding the Hospital District.

7. Citizen's Comment Rules

Motion: Alderson Jarvis made the motion to adopt the rules for citizen's comments as presented. Alderson Gonzales seconded the motion.

Vote: The motion was carried unanimously 5-0.

City of Seadrift – March 11, 2025, Regular Meeting Minutes

The Citizen's Comment Form is attached.

8. Chamber of Commerce - Variance Request for Alcohol Consumption on City Property

Motion: Alderperson Mikolas made the motion to approve the variance to allow alcohol consumption for the sports events that will be held in April by the Seadrift Chamber of Commerce. Alderperson Gonzales seconded the motion.

Vote: The motion was carried unanimously 5-0.

9. FEMA PA DR-4332 PW 4450 Seawall Restoration Project

Motion: No action was taken.

10. Stone Creek RV Park

Tim Roskey with Wetfit Construction was in attendance to discuss the Stone Creek RV Park. He stated that he worked for an investment group that wants to finish the RV park. He stated that the park was designed back in October 2020, but COVID had shut some things down. The City Council back in the latter part of 2022 had discussed providing water and septic to the RV park. Tim Roskey asked the Council if they would be open to annexing the park in the future. They are at a standstill since it is not known if the City has the capacity or ability to provide water or take septic by TCEQ requirements. He stated that he had constructed the water plant at Falcon Point and the City was limited in its capacity even back then. This will be an RV park with 110 spots and a concrete swimming pool. The investment group wants to push forward and finish by the end of the year. John Mercer asked if there would be any lift stations on their property to which Tim Roskey answered that there would be two. Alderperson Jarvis asked if the City would be responsible for maintaining those. Tim Roskey answered no and everything else will be on them to maintain. The City would only maintain anything up to the property line. Tim Roskey stated that he worked with the previous Public Work Director Robert Bryant, so he was versed in the City's system. Alderperson Gonzales stated that he was concerned about if the City could provide water to the park as well as the carwash which would be discussed on the next agenda item. Mayor Pro-Tem Johnson stated that this agenda item was for discussion and the City would do its due diligence to find out if it could provide services to the park. With a new director hopefully being hired soon, getting them involved in the discussion, along with Lynn Engineering, Mercer Controls, and Alpha Water Systems, to help answer that question. Tim Roskey stated that if they cannot get City services, it will cause changes to their plans. Mayor Pro-Tem Johnson stated that she understood but until everyone can get together the City can't provide an answer.

Motion: No action was taken.

11. Daniel Industrie's proposal for the purchase of a portion of Fig Street

City Attorney Robert McKnight referenced Local Government Code Chapter 272 and stated that the property falls into the category of land that must be sold by bid, sealed bid, or public auction. Attorney McKnight commented the City needs to get a formal appraisal of the property to assess the fair market value before anything else is done.

Motion: No action was taken.

12. TDEM HMGP DR 4781 Generator Project

John Mercer with Lynn Engineering stated that TCEQ requires that you have automatic transfer switches at your treatment plants. This is so that if power goes out, it comes on immediately. Mayor Pro-Tem Johnson stated that she had spoken with someone with United Rentals regarding this and it would require a lot of work to be done at the plant. John Mercer stated that applying is not signing a contract. He continued by saying that these TDEM grants will not be funded until two to three years from now, giving the City time to save up for the match. Engineer Brian Kramer stated that the generator at the waterplant was also undersized, and John Mercer clarified that you have to selectively run things with the generator that is currently there.

City of Seadrift – March 11, 2025, Regular Meeting Minutes

Motion: Alderperson Jarvis made the motion to approve the resolution to apply for the TDEM grant opportunity (DR-4781) and to commit to the required local match if awarded for the Water Treatment Plant. Alderperson Johnson seconded the motion.

Vote: The motion passed 3-2. Ayes: Tracey Johnson, Alysa Jarvis, and Kenneth Reese; Nays: Paul Gonzales and Johnny Mikolas; Absent/Abstain: None.

Resolution 2025-03 is attached.

The Generator Project Budget is attached.

13. TDEM HMGP DR 4798 Generator Project

Motion: Alderperson Jarvis made the motion to approve the resolution to apply for the TDEM grant opportunity (DR-4781) and to commit to the required local match if awarded for the Water Treatment Plant. Alderperson Johnson seconded the motion.

Vote: The motion failed 2-3. Ayes: Tracey Johnson, and Alysa Jarvis; Nays: Paul Gonzales, Johnny Mikolas, and Kenneth Reese; Absent/Abstain: None.

14. Resolution 2025-04 Appointment of County Appraiser

Motion: Alderperson Jarvis made the motion to adopt Resolution 2025-04 that would appoint the Calhoun County Appraiser or their designee to perform tax calculations and collect taxes for the City of Seadrift. Alderperson Gonzales seconded the motion.

Vote: The motion passed unanimously 5-0.

Resolution 2025-04 is attached.

15. Cancellation of Special Election for May 3, 2025

City Secretary Gabriela Torres presented to the City Council a certificate of unopposed candidates for the Special Election on May 3, 2025. The Special Election was called to fill the vacant Mayor position. Lori Stafford Thomas was running unopposed for the vacant Mayor position.

Motion: Alderperson Jarvis made the motion to cancel the Special Election for May 3, 2025, due to unopposed candidates. Alderperson Gonzales seconded the motion.

Vote: The motion passed unanimously 5-0.

16. Appointment of Election and Alternate Election Judge for the General Election on May 3, 2025

Motion: Alderperson Gonzales made the motion to appoint Sherry Taylor as the Election Judge and Martha Bubenik as the Alternate Election Judge for the General Election on May 3, 2025.

Alderperson Jarvis seconded the motion:

Vote: The motion passed unanimously 5-0.

17. Request for a payment plan for City utility services

A property owner on 403 W. Washington Ave. made a request to be granted the ability to make payments to put utility services on his property. The property owner had indicated that they would like to make monthly payments of \$200. Water and Sewer Taps currently cost \$3,500 apiece and it would take about 3 years to pay off. No reason was given, but Mayor Pro-Tem Johnson assumed that the requestor could not afford the \$7,000 fee to have utilities installed. Mayor Pro-Tem Johnson also stated that a lien would be placed on the property until the fees were completely paid.

Motion: Alderperson Mikolas made the motion to deny the request for a payment plan for city utilities. Alderperson Gonzales seconded the motion.

Vote: The motion passed 3-2. Ayes: Tracey Johnson, Paul Gonzales, and Johnny Mikolas; Nays: Alysa Jarvis and Kenneth Reese; Absent/Abstain: None.

18. Donation of Culvert on 11th St. and Paris Ave.

Motion: Alderperson Jarvis made the motion to accept the donation of a culvert to the City on 11th and Paris Ave. Alderperson Gonzales seconded the motion:

Vote: The motion passed unanimously 5-0.

City of Seadrift – March 11, 2025, Regular Meeting Minutes

19. Electric Motor Specialists

During the Emergency Declaration that occurred in January, Mayor Pro-Tem Johnson authorized the order of two pumps for the Water Treatment Plant.

Motion: Alderperson Jarvis made the motion to authorize payment for Invoice 25A040 for \$13,766 when funds are available for the 2 pumps from Electric Motor Specialists for the Water Treatment Plant. Alderperson Reese seconded the motion.

Vote: The motion passed unanimously 5-0.

20. Matagorda Bay Mitigation Trust

a. Resolution 2025-06

Motion: Alderperson Jarvis made the motion to adopt Resolution 2025-06 to assign signatories and authorized representatives for the Matagorda Bay Mitigation Trust grant. Alderperson Reese seconded the motion.

Vote: The motion passed unanimously 5-0.

b. Resolution 2025-07

Motion: Alderperson Gonzales made the motion to adopt Resolution 2025-07 for the Matagorda Bay Mitigation Trust grant. Alderperson Johnson seconded the motion.

Vote: The motion passed unanimously 5-0.

21. FEMA PA DR-4332 Grantworks PA Contract

Motion: Alderperson Jarvis made the motion to approve Amendment 7 which would extend the contract with GrantWorks to March 6, 2026. Alderperson Gonzales seconded the motion.

Vote: The motion passed unanimously 5-0.

22. MIT 22-085-070-D328 Citywide Drainage Project

Motion: Alderperson Reese made the motion to approve payment of invoice 6060 for \$30,978.76 for Langford Community Management Services when funds are available. Alderperson Gonzales seconded the motion.

Vote: The motion passed unanimously 5-0.

23. MIT MOD 24-065-084-E760 Water Tower Project

Motion: Alderperson Reese made the motion to approve payment of invoice 6062 for \$32,779.20 for Langford Community Management Services when funds are available. Alderperson Gonzales seconded the motion.

Vote: The motion passed unanimously 5-0.

24. RESTORE 582-22-33342 Bayfront West End Improvement Project

Motion: Alderperson Reese made the motion to approve Change Order #2 for the Bayfront West End Improvement Project. Alderperson Johnson seconded the motion.

Vote: The motion passed unanimously 5-0.

25. Executive Session

Motion: No executive session was called.

26. Action on Executive Session Items

Motion: No action was taken.

27. Adjournment

Motion: Alderperson Gonzales made the motion to adjourn the meeting. Alderperson Johnson seconded the motion.

Vote: The motion passed unanimously 5-0.

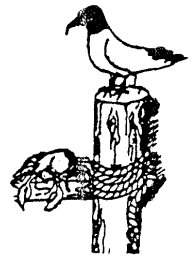
The meeting adjourned at 7:52 p.m.



Incorporated December 27, 1912
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CITY OF SEADRIFT

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Fax: (361) 785-2208
seadrift@seadrifftx.org



Public Officials

Mayor
n/a

Mayor Pro-Tem & Alderperson
Tracey Johnson, Public Utilities

Alderman
Kenneth Reese
Parks and Recreation

Alderman
Paul Gonzales
Public Safety

Alderman
Johnny Mikolas
Municipal Harbor

Alderman
Alysa Jarvis
*Streets & Drainage, and
Solid Waste*

City Attorney
Robert McKnight

City Secretary
Gabriela Torres

Work Session

The Seadrift City Council met in a Work Session on March 13, 2025, at the City Hall Council Chambers located at 501 S. Main St., Seadrift, TX 77983. The purpose of the work session is to allow the City Council the opportunity to study, gather information, and discuss items.

Mayor Pro-Tem Johnson opened the Work Session at 5:30 P.M.

No action is taken during the Work Session.

Mayor Pro-Tem Johnson closed the Work Session at 5:50 P.M.

Special Meeting

The Seadrift City Council met in a Special Meeting on March 13, 2025, at the City Hall Council Chambers located at 501 S. Main St., Seadrift, TX 77983.

Mayor Pro-Tem Johnson called the meeting to order at 6:00 P.M.

1. Call Meeting to Order

a. **Roll Call and Certification of a Quorum:** Mayor Pro-Tem Tracey Johnson called the meeting to order at 6:00 PM. The following Alderpersons were present: Tracey Johnson, Kenneth Reese, Paul Gonzales, Alysa Jarvis, and Johnny Mikolas.

b. **Invocation & Pledge of Allegiance**

Alysa Jarvis gave the invocation and Mayor Pro-Tem Johnson led the Pledge of Allegiance.

2. Citizen Comments

No comments were made.

Open Meeting closed at 6:03 PM. The City Council convened into an Executive Session at 6:04 PM.

City of Seadrift – March 13, 2025, Special Meeting Minutes

3. Executive Session

At 6:04 PM, the City Council closed the open meeting into an Executive Session under Section 551.074 for Personnel.

Executive Session closed at 7:51 PM. The Open Meeting reconvened at 7:53 PM.

4. Action on Executive Session Items

a. Public Works Director Appointment

Motion: Alderperson Gonzales made the motion to appoint Thomas Eugene Abshier as the Public Works Director. Alderperson Reese seconded the motion.

Vote: The motion passed unanimously 5-0.

5. Adjournment

Motion: Alderperson Mikolas made the motion to adjourn the meeting. Alderperson Gonzales seconded the motion.

Vote: The motion passed unanimously 5-0.

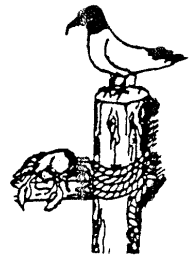
The meeting adjourned at 7:54 p.m.



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Public Officials

Mayor
n/a

Mayor Pro-Tem & Alderperson
Tracey Johnson, Public Utilities

Alderman
Kenneth Reese
Parks and Recreation

Alderman
Paul Gonzales
Public Safety

Alderman
Johnny Mikolas
Municipal Harbor

Alderman
Alysa Jarvis
*Streets & Drainage, and
Solid Waste*

City Attorney
Robert McKnight

City Secretary
Gabriela Torres

Public Hearing

The Seadrift City Council held a Public Hearing on March 18, 2025, at the City Hall Council Chambers located at 501 S. Main St., Seadrift, TX 77983.

Mayor Pro-Tem Johnson called the meeting to order at 6:00 P.M.

1. Call Meeting to Order

- a. Roll Call and Certification of a Quorum:** Mayor Pro-Tem Tracey Johnson called the meeting to order at 6:00 PM. The following Alderpersons were present: Tracey Johnson, Kenneth Reese, Paul Gonzales, Alysa Jarvis, and Johnny Mikolas.

2. White Trash Services

Doug Zelkowski with White Trash Services (WTS) gave a presentation of services they can provide, including residential trash pickup.

The presentation from WTS is attached.

3. Citizen Comments

- Terry Maddux
- Kenneth Finster
- Darlene Coates
- Roger Coates
- Lori Thomas

4. Seadrift Solid Waste Department

The City Council discussed the possibility of eliminating the Solid Waste Department and contracting with White Trash Services for residential garbage pickup.

Motion: No action was taken.

5. Adjournment

The meeting adjourned at 7:02 p.m.

3. Department Head Monthly Reports. Items in this section will not have any City Council action taken and are for general information only.

- a. Public Utilities, *Tracey Johnson***
- b. Public Safety, *Paul Gonzales***
- c. Municipal Harbor, *Johnny Mikolas***
- d. Streets & Drainage, *Alysa Jarvis***
- e. Solid Waste, *Alysa Jarvis***
- f. Parks & Recreation, *Kenneth Reese***
- g. City Hall Administration, *Tracey Johnson***

SEADRIFT POLICE DEPARTMENT

Monthly Report: March 2025

CALLS FOR SERVICE/ACTIVITIES:

138 Calls for service this month for SPD,

33 Of which were extra patrol

37 Traffic stops by SPD

15 Reports by SPD

7 Arrests by SPD

94 calls for service for CCSO in Seadrift

25 Of which were extra patrol

5 EMS calls of which 3 SPD officers responded to..

2 Fire calls of which 2 SPD officers responded to.

NEWS FROM THE CHIEF:

I would like to take a moment to show the progression of the department. We've taken the past 12 months and put them in this graph (thanks for the help, Gabby). If you look at the trends it speaks for itself in showing how the department has progressed. We've not only become more proactive as a department, but we've been able to secure the trust of the community which in turn results in more calls to us from citizens who need our help. That's part of our mission here is to gain and keep the trust of the citizens and restore the community's faith in us. I just wanted to say Thank you to the community for trusting us to keep you safe and thank you to Ofc Easley and Mrs. Annette for persevering with the increased workload and all the changes we've implemented.

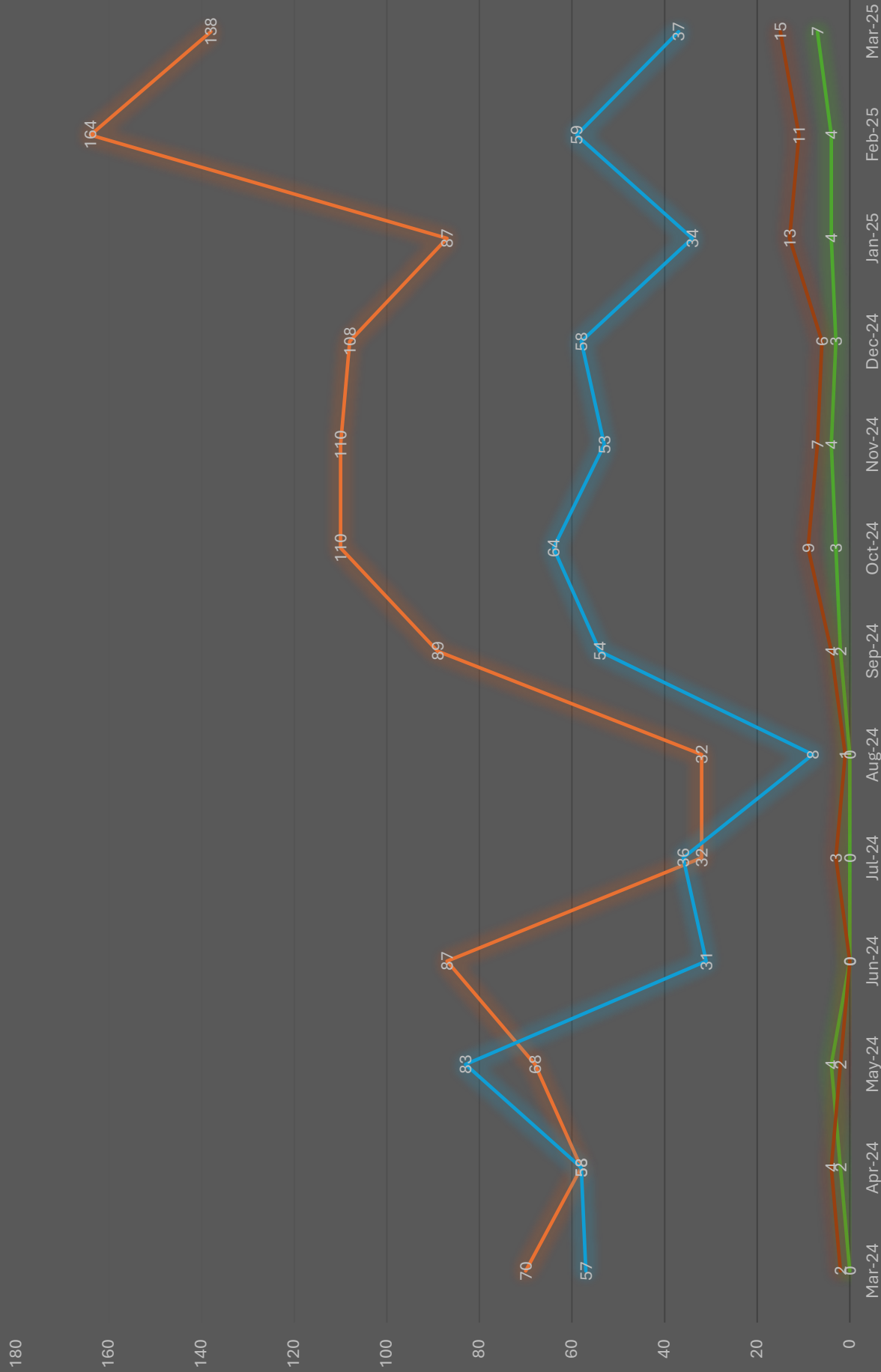
Thank you,

Chief Cheyenne N. Beaver



Seadrift Police Department Yearly Statistics

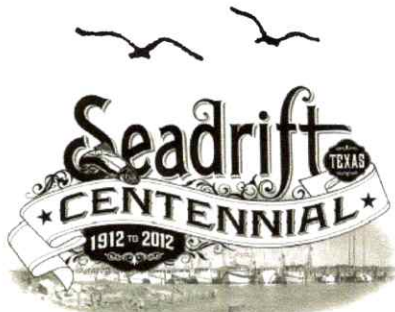
calls for service traffic stops arrests reports



These statistics have been compiled using monthly report totals for one years' time.

SOLID WASTE APRIL REPORT
FOR THE MONTH OF MARCH 2025

1. Regular Solid Waste Routes completed
2. All Truck P.M.'s completed for March
3. All trucks washed for March
4. Pressure washed PakMor/Packer's weekly
5. Pressure washed returned totes
6. Completed dumping all totes on City properties twice weekly or as needed for the month of March
7. Completed dumping of fish remains daily for the month of March
8. Removed lights from Water Building Office & ordered new lights
9. Had 2 flats repaired on International
10. Opened City Brush Area to Public
11. Cleared an area on City Property at Gates Road to re-open Brush area
12. Still removing junk next to Mechanic Shop to Gates Road City Dump
13. Completed removing City Brush to Brush Area on Gates Road
14. Had 9 special pickups for March to city roll-off



Celebrate with us December 1, 2012

CITY OF SEADRIFT

Post Office Box 159
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Tel: (361) 785-2251
Fax: (361) 785-2208



Month of March 2025

PERMIT REPORT


Permit Type	Qty	+ or -	Tax Valuation	
BUILDING CONSTRUCTION	1	+	\$ 21,000	
PLACEMENT – Manufactured Housing	0	+	\$ 0	
REPAIR/REMODEL	2	+	\$ 49,000	
PLACEMENT/RV/CARPORT/Portables	RV (0)	2	+	\$ 24,000
RV/MH PARK	0	+	\$ 0	
Sign	0	+	\$ 0	
RELOCATION in the city	0	+	\$ 0	
FENCE	1	+	\$ 600	
DEMOLITION	1	-	\$ 10,000	
Gross Property Valuation increase or decrease to City				
Increase (+) or Decrease (-)		+	\$ 84,600	

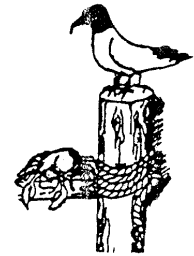
4. Citizen Comments. Rules for speakers: Speakers must sign up using the Comment Form before the City Council meeting. Speakers have an allotted time of 3 minutes to speak, but those needing a translator will be allocated 6 minutes. Speakers will need to approach the podium and state their names. No Council discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law. Individuals wishing to speak during Citizen Comments must sign up before the meeting. Comment Forms can be found at Seadrift City Hall, before the meeting in the Council Chambers, or on the City's website at <https://seadrifftx.org/minutes-and-agendas>. Comment forms must be turned in and received by City Staff, before the Call to Order at the Council Meeting.

5. Proclamation for Child Abuse Awareness and Prevention Month—Take any action to adopt a proclamation making April Child Abuse Prevention Month.

6. Proclamation for Sexual Assault Awareness Month—Take any action to adopt a proclamation making April Sexual Assault Awareness Month.




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Sexual Assault Awareness Month Proclamation 2025-01

Whereas, sexual assault affects every person of Seadrift, Texas, as a victim, survivor or as a family member, significant other, neighbor or coworker of a victim or of a survivor; and

Whereas, many citizens of Seadrift, Texas are working to provide quality services and assistance to sexual assault survivors; and dedicated volunteers help staff 24-hour hotlines, respond to emergency calls and offer support, comfort and advocacy during medical exams, criminal proceedings, and throughout the healing process; and

Whereas, Seadrift, Texas staff and volunteers of sexual assault programs are promoting prevention education by offering training to schools, churches, and civic organizations, as well as medical, mental health, law enforcement, education and criminal justice personnel regarding sexual assault issues; and

Whereas, it is vitally important that continued education efforts to provide information about prevention and services for sexual assault be supported and enhanced; and

Whereas, it is critical to intensify public awareness of sexual assault, to educate people about the need for citizen involvement in efforts to reduce sexual violence, to increase support for agencies providing sexual assault services, and to increase awareness of the healing power of creative expression; and

Whereas, The Harbor requests public support and assistance as it continues to work toward a society where all women, children and men can live in peace, free from violence and exploitation;

Now, therefore, we, the City of Seadrift, Texas do hereby proclaim the month of April 2025 as Sexual Assault Awareness Month in all of Seadrift, Texas and we commend this observation to all citizens.

Approved this 8th day of April 2025.

Tracey Johnson, Mayor Pro-Tem

Kenneth Reese, Alderman

Alysa Jarvis, Alderman

Paul Gonzales, Alderman

Johnny Mikolas, Alderman

ATTEST:

Gabriela Torres, City Secretary



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CITY OF SEADRIFT

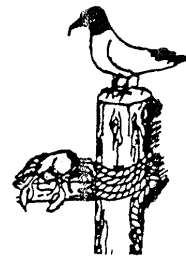
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seadrift@seadrifftx.org



Child Abuse Prevention Month Proclamation 2025-02

Whereas, child abuse prevention is a community problem and finding solutions depends on involvement among people throughout the community; and

Whereas, statistics of children who are abused and neglected escalate each year; and

Whereas, the effects of child abuse are felt by whole communities and need to be addressed by the entire community; and

Whereas, effective child abuse prevention programs succeed because of partnerships created among social service agencies, schools, religious organizations, law enforcement agencies and the business community; and

Whereas, youth-serving prevention programs offer positive alternatives for young people and encourage youth to develop strong ties to their community; and

Whereas, all citizens should become more aware of child abuse and its prevention within the community, and to become involved in supporting parents to raise their children in a safe, nurturing environment;

Now, therefore, we, the City Council of Seadrift, Texas, do hereby proclaim the month of April 2025 as **Child Abuse Prevention Month** in all of Calhoun County, Texas and we commend this observation to all citizens.

Approved this 8th day of April 2025.

Tracey Johnson, Mayor Pro-Tem

Kenneth Reese, Alderman

Alysa Jarvis, Alderman

Paul Gonzales, Alderman

Johnny Mikolas, Alderman

ATTEST:

Gabriela Torres, City Secretary

7. Falcon Point Pump Repair – Take any action on the proposal from Mercer Controls regarding needed repairs at Falcon Point. (*Mercer Controls*)

8. In the Oaks Subdivision Tap Allocation – Take any action to transfer the existing allocated water taps for Swan Point Landing to the new development called In the Oaks. (*Cindy Alford*)

9. Building Permit Variance Request for 414 S. Main St. – Take any action regarding a variance request from the property owner on 414 S. Main St. for an extension variance for a front porch. (*Charles J. Huckabee*)

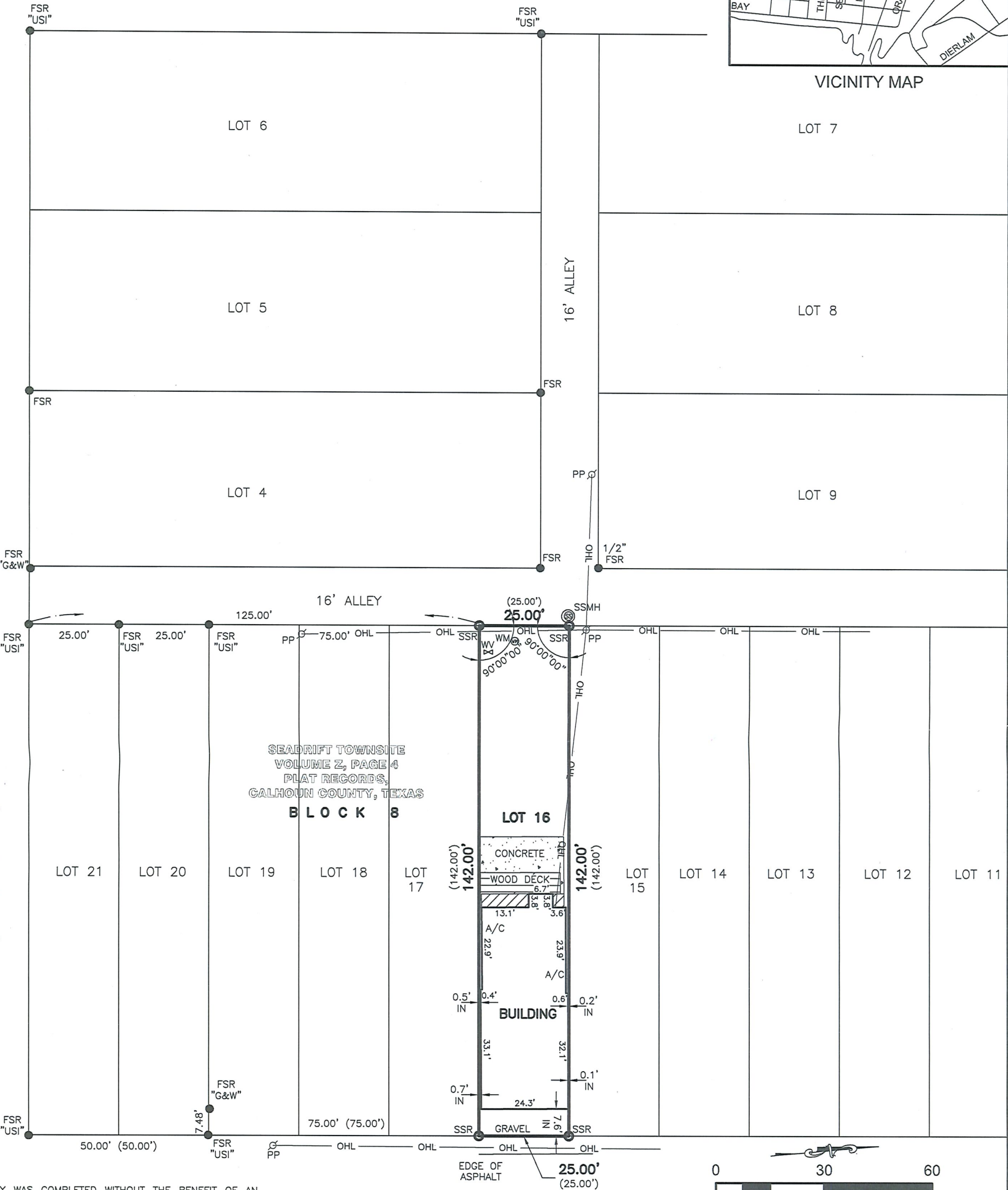
MORTGAGE LOAN INSPECTION

BEING LOT NUMBER SIXTEEN (16), IN BLOCK NUMBER EIGHT (8), OF SEADRIFT TOWNSITE, AN ADDITION TO CALHOUN COUNTY, TEXAS, ACCORDING TO THE ESTABLISHED MAP AND PLAT OF SAID ADDITION OF RECORD IN VOLUME Z, PAGE 4 OF THE PLAT RECORDS OF CALHOUN COUNTY, TEXAS.



VICINITY MAP

DALLAS AVENUE
(60' RIGHT-OF-WAY)



414 MAIN STREET
(60' RIGHT-OF-WAY)

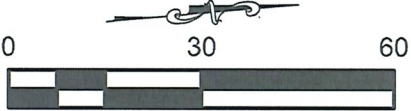
NOTE:
THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE. THERE MAY BE EASEMENTS, OR OTHER MATTERS, NOT SHOWN.

BASIS OF BEARING IS BASED ON PLAT RECORDED IN VOLUME Z, PAGE 4, PLAT RECORDS, CALHOUN COUNTY, TEXAS.

THE ABOVE PLAT WAS PREPARED FROM AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY SUPERVISION IN JANUARY, 2025 AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

ACCORDING TO THE FLOOD INSURANCE RATE MAP (FIRM) FOR THE CITY OF SEADRIFT, CALHOUN COUNTY, TEXAS, COMMUNITY PANEL NUMBER 48057C 0340E MAP REVISED OCTOBER 16, 2014, THE SUBJECT PROPERTY IS LOCATED IN ZONE X (SHADED) WHICH IS A MODERATE FLOOD HAZARD AREA FOR AREAS OF 0.2% ANNUAL CHANCE FLOOD; AREAS OF 1% ANNUAL CHANCE FLOOD WITH AVERAGE DEPTHS OF LESS THAN 1 FOOT OR WITH DRAINAGE AREAS OF LESS THAN 1 SQUARE MILE; AND AREAS PROTECTED BY LEVEES FROM 1% ANNUAL CHANCE FLOOD.

SIGNED: *Terry T. Ruddick*
URBAN SURVEYING
BY: TERRY T. RUDDICK 01/08/2025
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS NO. 4943



GRAPHIC SCALE IN FEET

LEGEND

These standard symbols will be found in the drawing.

- SSR ○ SET 5/8" STEEL REBAR WITH "USI" CAP
- FSR ● FOUND 5/8" STEEL REBAR
- PP ○ POWER POLE
- WM ⊗ WATER METER
- SSMH ⊗ SANITARY SEWER MANHOLE
- WV ⊗ WATER VALVE
- A/C AIR CONDITIONER
- OHL — OVERHEAD LINES
- (N 00°00'00" E 0.00') RECORD BEARING & DISTANCE



Land Surveying + Aerial Imaging

VICTORIA, TEXAS (361) 578-9837 FIRM # 10021100

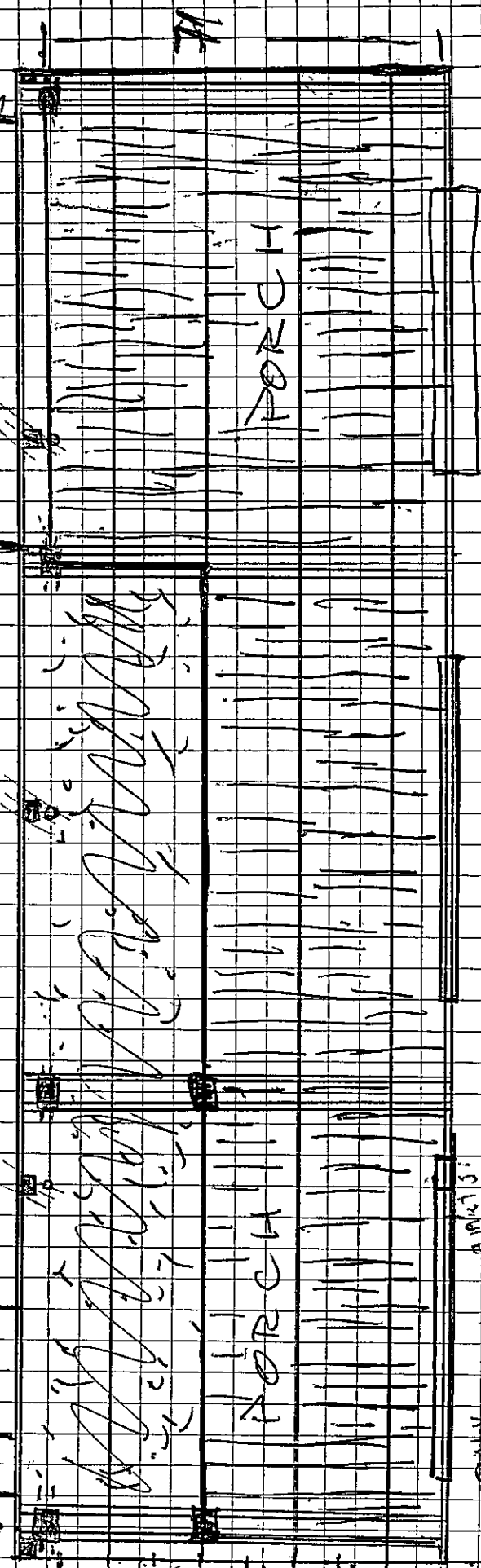
DRAWN BY: MMB
JOB NO.: S26856.00

414 S. MAIN

Stairs?
Lighting

NO cantilever
32"

241



HOUSE

2" screws (25)

2" Deck screws 8 x 1/8

3 step stringers (6)

concrete bags 90 LB

Deck
2" screws

Treated

1/2 x 8 x 8

1/2 x 8 x 16

1/4 x 6 x 8

1/5/4 x 8 (5)

1/4 x 4 x 8

1/4 x 6 x 12

HXR handle

MC says

- 10. Replat Request for Block 24, Lots 8 & 9 – Take any action to approve the final survey to replat Block 24, Lots 8 and 9. (*John Monford*)**

From: john monford
Sent: Friday, November 22, 2024 10:26 AM
To: Gabriela Torres
Subject: 305 W Dallas Ave lot size variance

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Ms. Torres:

Please forward to City Council the request to alter the lot boundaries for Lots 8 & 9, owned by Monford Manor, Inc.
We wish to replat and add 6' to Lot 8, thereby subtracting that 6' from Lot 9.

Thank you, John Monford of Monford Manor, Inc.

This email has been scanned for spam and viruses. Click [here](#) to report this email as spam.

BEARINGS SHOWN HEREON ARE TEXAS STATE PLANE SOUTH CENTRAL ZONE NAD'83 GRID.

LEGEND

- EXISTING 5/8" IRON ROD
- SET 5/8" IRON ROD WITH PLASTIC CAP
- E— OVERHEAD POWERLINE
- #— EXISTING CHAINLINK FENCE
- [] PLAT OR DEED CALL

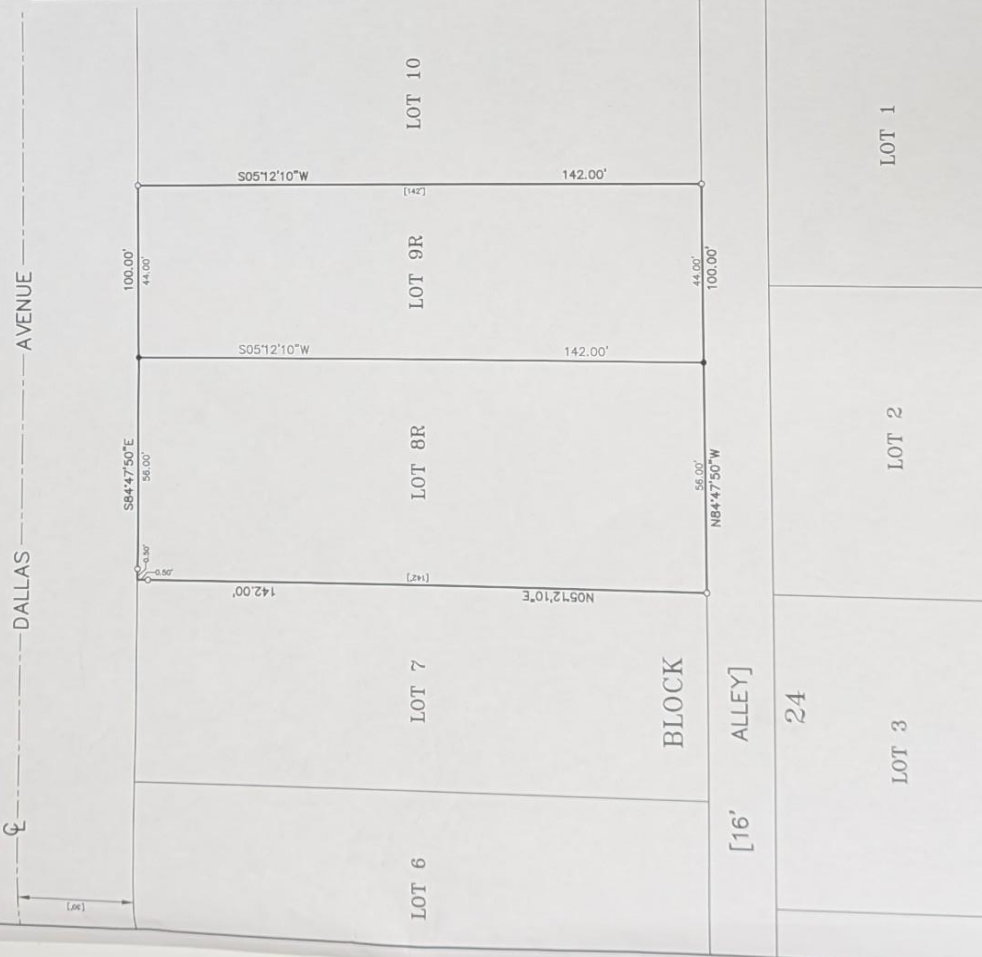
I, HENRY A. DANYSH, A REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THE PLAT SHOWN HEREON REPRESENTS THE RESULT OF A SURVEY MADE ON THE GROUND UNDER MY DIRECTION ON FEBRUARY 7, 2024.

STATE OF TEXAS
REGISTERED
HENRY A. DANYSH
5088
PROFESSIONAL LAND SURVEYOR

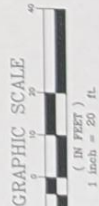
G & W ENGINEERS, INC.
 ENGINEERING • SURVEYING • PLANNING
 205 W. LIVE OAK STREET
 PORT LAVACA, TEXAS 77979
 TBPELS FIRM NO.: 10022100

REPLAT OF LOTS 8 & 9 IN BLOCK 24 OF SEADRIFT TOWNSITE

0.33 ACRE SUBDIVISION
SEADRIFT TOWNSITE, VOLUME Z, PAGE 4 C.C.P.R.
JOSE FELIX DE LA FUENTES SURVEY, A-13, CALHOUN COUNTY, TEXAS



LEGEND
O LOT 6
• LOT 7
• LOT 8
• LOT 9
• LOT 10
C.C.P.R. CALHOUN COUNTY DEED RECORDS
C.C.O.R. CALHOUN COUNTY OFFICIAL RECORDS
() PART OF RECORD



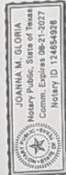
CERTIFICATE OF OWNERSHIP

I, the undersigned, being of the legal age and sound mind, and being the owner of the above described premises, do hereby certify that the above described premises are the same as those described in the foregoing instrument, and that the same are the same as those described in the foregoing instrument, and that the same are the same as those described in the foregoing instrument.

John Mayford
JOHN MAYFORD
PRESIDENT OF MAYFORD MARINE, INC.

CITY COUNCIL CERTIFICATE OF APPROVAL

I, the undersigned, being of the legal age and sound mind, and being the City Secretary of the City of Seadrift, do hereby certify that the above described premises are the same as those described in the foregoing instrument, and that the same are the same as those described in the foregoing instrument, and that the same are the same as those described in the foregoing instrument.



COUNTY CLERK CERTIFICATE

STATE OF TEXAS
COUNTY OF CALHOUN

CITY COUNCIL CERTIFICATE OF APPROVAL

I, the undersigned, being of the legal age and sound mind, and being the City Secretary of the City of Seadrift, do hereby certify that the above described premises are the same as those described in the foregoing instrument, and that the same are the same as those described in the foregoing instrument, and that the same are the same as those described in the foregoing instrument.

WITNESS MY HAND AND SEAL OF THE CITY OF SEADRIFT, TEXAS, ON THIS ____ DAY OF ____ 2025.

CITY SECRETARY

CITY OF SEADRIFT, CALHOUN COUNTY
STATE OF TEXAS

I, HENRY A. DANFORTH, A REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THE PLAT SHOWN HEREON REPRESENTS THE RESULT OF A SURVEY MADE ON THE GROUND UNDER MY DIRECTION ON DECEMBER 18, 2024.



Henry A. Danforth
HENRY A. DANFORTH
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 5088

FINAL PLAT

G & W ENGINEERS, INC.
ENGINEERING
205 W. LIVE OAK STREET
PORT LAVACA, TEXAS 77979
(361) 552-4509; PORT LAVACA (361) 552-4509; BAY CITY (361) 552-4509

FILE NO.: 11079-001-S
JOB NO.: 11079-001
SHEET NO.: 1 OF 1

DRAWN BY: J.H.D.
CHECKED BY: H.A.D.
DATE: DEC. 17, 2024
SCALE: 1" = 20'


11. Wounded Warriors Donation – Take any action to make a donation from the Hotel Motel Funds.
(Gabriela Torres)

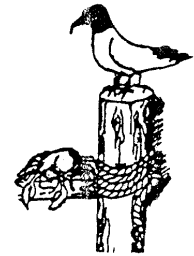
12. Surplus and Sale of Equipment – Take any action to declare the following equipment as surplus by resolution:

a. 1995 Trailer VIN: 1W9SL20285C114605

b. 1997 New Holland Tractor Model 56105
(3C71427)




CITY OF SEADRIFT
Post Office Box 159/501 S. Main St.
Seadrift, Texas 77983
Tel: (361) 785-2251
Fax: (361) 785-2208
seadrift@seadrifftx.org



RESOLUTION 2025-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEADRIFT, TEXAS DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING THE MAYOR PRO-TEM OR THEIR DESIGNEE TO EXECUTE SALE OR DISPOSAL OF SAID PROPERTY.

Whereas, the City is the owner of certain items of personal property more particularly described herein; and

Whereas, it has been determined that the aforesaid personal property is not needed or required for the City's foreseeable needs but still has some usefulness for the purpose it was originally intended and may or may not have value and therefore determined as surplus property; and

Whereas, the City desires to dispose of the surplus property identified herein and authorize the Mayor Pro-Tem to sell or dispose of said property;

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

SECTION 1. DECLARATION OF SURPLUS PROPERTY. The following property is hereby declared to be surplus and is not needed or required for the City of Seadrift's foreseeable needs but finds still has some usefulness for the purpose it was originally intended and may or may not have value and is therefore declared as surplus property.

- 1995 Recreational Vehicle (RV-Trailer) – VIN#: 1W9SL20285C114605
- 1997 New Holland Tractor Model # 56105 (3C71427)

SECTION 2. AUTHORIZATION OF SALE OR DISPOSAL. The Mayor Pro-Tem is hereby authorized to sell or dispose of said property through acceptance of bids for said property and convey title to successful bidders. If no bids are received, the Mayor Pro-Tem is authorized to sell or dispose of the said property in another manner in compliance with State law.

SECTION 3. Sale "AS IS". The sale of the surplus property is to be made "as is and without any warranties".

PASSED AND APPROVED THIS _____ DAY OF _____, 20_____.

CITY OF SEADRIFT, TEXAS

Tracey Johnson, Mayor Pro-Tem

ATTEST:

Gabriela Torres, City Secretary

13. Service Supply Quote – Take any action to approve Quote 2344050 for \$16,481.98 from Service Supply of Victoria. (*Tracey Johnson*)

Notes:

Recommended To be paid out of Line Item 172.



QUOTATION

Service Supply of Victoria, Inc.
PO Box 1519
Victoria, TX 77902
361-788-2000

Order Number	
2344050	
Order Date	Page
03/04/2025 16:24:39	1 of 2

Quote Expires On: 04/08/2025 ✓

Bill To:

CITY OF SEADRIFT
PO BOX 159
SEADRIFT, TX 77983
361 785 2251

361 785 2251

Ship To:

CITY OF SEADRIFT
PO BOX 159
SEADRIFT, TX 77983
US

Customer ID: 103194

PO Number					Ship Route	Taker			
QUOTE					132FR	UVALDO			
Quantities					Item ID	Pricing	Unit	Extended	
Ordered	Allocated	Remaining	UOM	Unit Size	Item Description	UOM	Price	Price	
20.00	0.00	20.00	EA		421 2INCH SMITH BLAIR	EA	179.6667	3,593.33	
				1.0	Smith-Blair 421/422 Top Bolt 2 Bolt Coup	1.0			
30.00	0.00	30.00	EA		0159450	EA	13.0694	392.08	
				1.0	BRASS FIT 3/4 IN BRASS UNION	1.0			
					Union				
2.00	0.00	2.00	RL		5435100	RL	134.4412	268.88	
				1.0	REHAU 235381-101 PEX 1 BLUE ROLL (100)	1.0			
					(sell By The Roll)				
10.00	0.00	10.00	EA		5178350	EA	7.6618	76.62	
				1.0	GALV NIP 2 X 4 GALV NIPPLE	1.0			
					2" Std Wt Galvanized Steel Nipple				
10.00	0.00	10.00	EA		5178550	EA	11.3824	113.82	
				1.0	GALV NIP 2 X 6 GALV NIPPLE	1.0			
					2" Std Wt Galvanized Steel Nipple				
10.00	0.00	10.00	EA		5179200	EA	24.8676	248.68	
				1.0	GALV NIP 2 X 12 GALV NIPPLE	1.0			
					2" Std Wt Galvanized Steel Nipple				
30.00	0.00	30.00	EA		5133-146	EA	121.4685	3,644.06	
				1.0	A.Y. McDonald 5133-146	1.0			
20.00	0.00	20.00	EA		5182-027	EA	88.1399	1,762.80	
				1.0	A.Y. McDonald 5182-027	1.0			
10.00	0.00	10.00	EA		41100023841003	EA	119.9441	1,199.44	
				1.0	STEEL COUPLING, 2.38"O.D., .120" X 12" S	1.0			



QUOTATION

Service Supply of Victoria, Inc.
 PO Box 1519
 Victoria, TX 77902
 361-788-2000

Order Number	
2344050	
Order Date	Page
03/04/2025 16:24:39	2 of 2

Quote Expires On: 04/08/2025

Quantities					Item ID	Pricing	Unit	Extended
Ordered	Allocated	Remaining	UOM	Unit Size	Item Description	UOM	Price	Price
10.00	0.00	10.00	EA		42102130295031	EA	181.1189	1,811.19
				1.0	COUPLING, TOP BOLT, 2.13" - 2.95" OD	1.0		
					RAN			
5.00	0.00	5.00	EA		22600060007000.	EA	142.4677	712.34
				1.0	226 SINGLE BAND FULL CIRCLE CLAMPS	1.0		
					6x7.5			
10.00	0.00	10.00	EA		22600023810000	EA	151.2462	1,512.46
				1.0	2 X 10 S/B FULL CIRCLE REPAIR CLAMP	1.0		
10.00	0.00	10.00	EA		22900023807000	EA	114.6277	1,146.28
				1.0	FULL CIRCLE COLLAR LEAK CLAMP, 2.38"	1.0		
					O.D			

Total Lines: 13

SUB-TOTAL: 16,481.98

TAX: 0.00

AMOUNT DUE: 16,481.98

U.S. Dollars

Please take our 30 second customer survey.




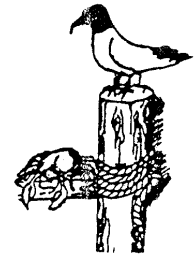
Customer Signature

14. Amendment to Employee Handbook

- a. Director Vehicles** – Take any action to approve an amendment to the personnel policy for the Public Works Director and Chief of Police the option to take the city vehicle home or use the city fuel for personal vehicles. (*Alysa Jarvis*)
- b. Hiring and Firing Authority** – Take any action to approve an amendment giving the hiring and firing authority to the Department Heads with provisions. (*Tracey Johnson*)




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AMENDMENT FOR SECTION 5.7 USE OF CITY EQUIPMENT AND VEHICLES

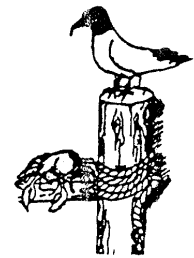
1. City Vehicles/Equipment shall be used only for official City purposes.
2. The Chief of Police and Public Work Director may use their assigned vehicles to travel to and from work on a daily basis **or may instead opt to fuel their personal vehicles at the City**

Tanks.

- a. **The Chief of Police and Public Works Director must submit monthly fuel reports to the City Secretary whether they opt to use the City's or their own personal vehicles.**
 - b. City Vehicles may not be used for personal business.
 - c. City Vehicles are for the express purpose of traveling to/from and within the City while on duty only.
3. Employees on weekend and/or Holiday duty may use the City Vehicles only for that period and for the purpose of official City purposes.
- a. City Vehicles/Equipment may not be used for personal business while on weekend and/or Holiday duty.
 - b. City Vehicles/Equipment are for the express purpose of traveling to/from and within the City while on duty only.
 - c. City vehicles/equipment may not be taken outside city limits EXCEPT when on official City business that is approved by the Department Director.
 - d. Employees who live within the city limits are allowed to go to/from residences or restaurants within the City limits for meals during the workday.
 - e. Personal animals may not be carried within any City vehicles at any time.
 - f. Members of the public may not be transported in City vehicles/equipment except under special circumstances approved by the Department Directors.
4. Refueling of personal vehicles from the City Tanks is prohibited except as stated in subsection 2 of this amendment.
5. Employees or City Officials who use their personal vehicles for official City business must refuel their personal vehicles at a retail fuel location and retain the receipt to seek reimbursement.
- a. Receipts must be turned in to the City Secretary along with a Travel Expense Report to receive reimbursement.




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AMENDMENT FOR SECTION 2.4 APPOINTMENT

- A.** Department Directors may hire employees for vacant or newly created positions by selecting based on their qualifications for the job.
- B.** The appointment of Department Directors will be reviewed and approved by the City Council.
 - a.** Review of Employment Applications and qualifications will be conducted by the Department Head.
 - b.** The Department Head may make a recommendation to the City Council.

AMENDMENT FOR SECTION 5.1. WORKING RELATIONSHIPS – DEMOTION & DISMISSALS

- C.** A Department Director may recommend the demotion or dismissal of an employee under their supervision to the Department Head at any time for just cause ascertained after careful and factual consideration. The request will be reviewed by the Department Head, Mayor, and City Attorney for approval.
 - a.** Department Directors may proceed with immediate dismissal of an employee without review/approval due to serious misconduct such as theft, violence, or gross negligence. Department Directors must immediately notify the Department Head and Mayor and create a report of the incident.
 - i.** Immediate dismissal is a critical step that emphasizes the severity of the employee's misconduct and the City's commitment to maintaining a safe and ethical work environment.
 - b.** A demotion request will not be approved if the employee is unqualified for the position to which demotion is recommended or if the demotion would require the displacement (and thus, layoff or termination) of a regular employee in the lower position.
- D.** A Department Head may recommend the demotion or dismissal of a Department Director to the City Council at any time for just cause ascertained after careful and factual consideration. The City Council will review the request and give a final determination in an open meeting.

15. Amendment to Ordinance WW02 Water & Wastewater Extensions – Take any action to approve an amendment to the Water & Wastewater Extension Ordinance regarding Pro Rata Fees. (*Alysa Jarvis*)

ORDINANCE NO. WW02-Amendment 1

AN ORDINANCE OF THE CITY OF SEADRIFT TO AMEND EXISTING ORDINANCE NO. WW02, WATER AND WASTE-WATER EXTENSIONS, BY ADDING PROVISIONS FOR PRO RATA FEES.

**NOW THEREFORE BE IT ORDAINED
BY THE CITY COUNCIL OF SEADRIFT, TEXAS**

SECTION 1: Authority and Purpose

- 1.1 This Ordinance is adopted pursuant to Local Government Code § 552.001 and Texas Water Code § 13.042 as an exercise of the City's power to regulate rates and services so that the rates may be fair, just, and reasonable and the services adequate and efficient.
- 1.2 This Ordinance amends existing Ordinance No. WW02, Water and Waste-Water Extensions, by adding provision that will allow the City to establish standards and procedures for property owners to benefit from pro rata sharing of the costs for extensions of water and waste-water services.

SECTION 2: Amendment

Ordinance No. WW02, Water and Waste-Water Extensions, is amended to include, after Section 3 and before Section 4, the following Section 3.1:

SECTION 3.1 Pro Rata Fees

- A. In the event that the cost of a water/waste-water extension is borne by one or more property owners pursuant to an agreement with the City under Section 3.B., any other property owner(s) may benefit from the extension by connecting to it (directly or via further extension) only after paying the pro rata share of the cost of all prior extensions, as well as all other applicable charges.
- B. The pro rata share shall be the proportion of (a) the pro rata payor's linear feet of frontage abutting the easement or right of way associated with the extension to (b) the total linear feet of the prior extension(s) from which the pro rata payor will benefit, then applied to the total cost of the prior extension(s) from which the pro rata payor will benefit.
- C. If the Public Works Director, after consultation with the Mayor, determines that the feet-of-frontage calculation yields a pro rata fee that is inequitable due to the size or shape of any of the properties involved in the calculation, the Public Works Director may determine the pro rata fee based on the proportion of the square footage of the pro

Page 1 of 3

rata payor's property to the square footage of all the properties involved in the calculation.

- D. The pro rata fee to be paid by a property owner shall include interest at the rate provided by Texas Finance Code § 304.003(c) as of the date(s) of payment of the cost of the extension(s) that are subject to a pro rata fee.
- E. Pro rata fees paid to the City shall in turn be paid out by the City as partial reimbursement to the property owner(s) who bore the cost of the extension from which the pro rata payor(s) benefit. Because neither such property owners, nor the City, can force any other property owner to develop property by connecting to the extension (directly or via further extension), the City in no manner represents that anyone who bears the cost of an extension will receive any amount of reimbursement from a pro rata fee.
- F. A pro rata fee shall be collected only within ten (10) years of the date of payment of the cost of an extension that is subject to a pro rata fee. If the City is unable to reimburse the property owner(s) eligible to receive a pro rata fee following reasonable attempts to locate such owner(s), the City shall refund the fee to the payor. If such payor, the pro rata fees shall be transferred to the City's water and sewer fund for expenditure.

SECTION 4: Validity

If for any reason any section, paragraph, subdivision, clause, phrase, word, or provision of this ordinance shall be held invalid or unconstitutional by final judgement of a court of competent jurisdiction, it shall not affect any other section, paragraph, subdivision, clause, phrase, word, or provision of this ordinance as it is the definite intent of this City Council that every section, paragraph, subdivision, clause, phrase, word, or provision hereof be given full force and effect for its purpose.

SECTION 5: Conflicts

Any previously enacted ordinance(s) found to be in conflict herewith are expressly repealed only to the extent that such conflict exists.

SECTION 6: Effective Date

This ordinance shall take effect immediately upon being passed and approved.

PASSED and APPROVED this ____ day of _____, 2025.

Tracey Johnson, Mayor Pro Tem

ATTEST:

Gabriela Torres
City Secretary

16. Public Officials Decorum and Procedures Policy – Take any action to approve a Decorum and Procedures Policy for Public Officials. (*Gabriela Torres*)

**CITY OF SEADRIFT
CITY COUNCIL
DECORUM AND PROCEDURES POLICY - DRAFT**

Approved (Date)

Table of Contents

Section 1. Definitions.....	4
Section 2. Type A General Law City	4
Section 3. Public Official’s Terms, City Elections, and Public Official Eligibility	4
Section 4. Council Meetings – Location.....	5
Section 5. Regular Council Meetings and Other Meeting Types – Date/Time.....	5
3) Regular Meetings:	5
4) Executive Sessions / Closed Meeting / Closed Session	6
5) Emergency Meetings	7
6) Work Sessions.....	9
7) Quorum	9
8) Calling other Meeting Types.....	10
Section 6. Presiding Officer	11
Section 7. Council Standards	11
Section 8. Council Etiquette.....	12
Section 9. Duty to Perform / Conflict of Interest.....	13
Section 10. Agenda Posting Time	13
Section 11. Agenda Items	13
Section 12. Agenda Packets	14
Section 13. Parliamentary Authority – Robert’s Rules of Order.....	15
Section 14. Citizen Appearances Before Council.....	15
Section 15. Public Official’s Resignations, Vacancies, Absences, and Removal.....	16
1) Resignations:.....	16
2) Vacancies	16
3) Absences	17
4) Removal of a Public Official	18
Section 16. Dual Office Holdings, and City Employment.....	18
3) Dual Office Holdings:	18
4) City Employment:	19
Section 17. Compensation and Expense Reimbursement for Public Officials	19
2) Mayor’s compensation:	19
3) Councilmember’s compensation:	19
4) Expense Reimbursement	20
Section 18. Appointment of Mayor Pro-Tem and Department Heads	20
Section 19. Nepotism	20
Section 20. Duties and Powers of the Mayor and City Council	21

City of Seadrift – City Council Decorum and Procedures Policy Continued

1) Mayor.....	21
2) Councilmembers	22
Section 21. City Directors and Employees' Relationship with the Council.....	23
Section 22. Amendments to this Policy	24
<i>Attachment A. Compensation for Public Officials</i>	<i>25</i>
<i>Attachment B. Flowchart for Quorum Requirements for Emergency Meetings</i>	<i>26</i>
<i>Attachment C. Flowchart for Agenda Items Approval and Denial</i>	<i>26</i>
<i>Attachment D. Agenda Item Request Form for Meetings</i>	<i>27</i>
<i>Attachment E. Comment Form for City Council Meetings</i>	<i>29</i>

City of Seadrift – City Council Decorum and Procedures Policy Continued

Section 1. Definitions

- 1) **City Employee:** Any full-time or part-time employee with the City of Seadrift who is not a Public Official. Unless identified specifically, the terms shall apply to all City Employees.
- 2) **City Director:** Any full-time position that is appointed by the governing body such as the City Secretary, Chief of Police, Public Works Director, Solid Waste Director, and Harbor Master.
- 3) **Councilmember:** A member of the City of Seadrift’s Council; can be used interchangeably with Alderman, Alderperson, and Council Person.
- 4) **Department Head:** Positions held by individual Councilmembers for certain departments who report directly to the Governing Body.
- 5) **Executive Sessions / Closed Meetings / Closed Sessions:** The terms Executive Session, closed meeting, and closed session shall be used interchangeably. This shall be defined as a meeting or a portion of a meeting closed to all but the governing body.
- 6) **Governmental Body:** Shall mean all Elected Public Officials for the City of Seadrift which includes the City Mayor and City Councilmembers.
- 7) **Presiding Officer:** Individual who facilitates the Council Meeting, usually the Mayor.
- 8) **Public Officials:** Individuals who hold a local government office in either the City Mayor or Councilmember position
- 9) **Texas Open Meetings Act (TOMA):** An act in Chapter 551 of the Texas Government Code.

Section 2. Type A General Law City

- 1) The City of Seadrift, incorporated under the Texas Constitution and Laws that were in place before January 1, 1913, is a General Law Type A City.
- 2) Type A general law cities operate under the aldermanic form of government. The term “alderman” is often used interchangeably with the term city council, and the modern name of the board of aldermen is the city council. The Governing Body for the City of Seadrift is made up of one Mayor and five council members.
- 3) The City continues to retain and exercise all the powers granted to cities by the State Constitution and other Legislative Laws, Rules, and Guidelines that were granted to cities that incorporated before January 1, 1913, to present.

Section 3. Public Official’s Terms, City Elections, and Public Official Eligibility

- 1) Texas Election Codes apply to all general, special, and primary elections held in the State of Texas. The City of Seadrift’s elections are governed by the Texas Election Code.
- 2) City elections are held each year during the month of May for Public Officials.

City of Seadrift – City Council Decorum and Procedures Policy Continued

- i) Even numbered years: Mayor and 2 Councilmembers
 - ii) Odd numbered years: 3 Councilmembers
- 3) In elections held in General Law cities, all that is necessary to be elected is to receive plurality. Meaning the number of votes cast for a candidate who receives more than any other, but does not receive an absolute majority, will receive plurality.
 - i) Example: If there are four (4) candidates for 3 Council positions, the three (3) candidates receiving the most votes are declared the winners and elected.
- 4) There are no run-off provisions for General Law cities.
- 5) To be eligible for the office of mayor of the municipality, a person must be a registered voter and must have resided within the municipal limits for at least the 12 months preceding the election day.
 - a) Residency in an area not within the municipal limits is considered as residency within the limits if the area is a part of the municipality on election day.
- 6) To be eligible for the office of alderman of the municipality, a person must be a registered voter and must reside on election day in the ward from which the person may be elected.
- 7) The Mayor and Councilmember are elected for a term of two (2) years.

Section 4. Council Meetings – Location

- 1) The Regular Meetings and Work Sessions of the City of Seadrift's City Council shall be held at Seadrift City Hall, 501 S. Main St., Seadrift, Texas in the Council Chambers.
- 2) Meetings for special occasions may be held at other locations as determined by the governmental body.

Section 5. Regular Council Meetings and Other Meeting Types – Date/Time

- 1) All meetings of the City Council of the City of Seadrift shall be open to the public, except as provided for in the Texas Open Meetings Act.
- 2) At the discretion of the Mayor, a meeting may either be canceled or changed to another date when it becomes necessary to do so. If the Mayor chooses to cancel a meeting, they should contact all councilmembers and inform them of the decision.
- 3) **Regular Meetings:**
 - i) Texas Local Government Code Stipulates that the Council shall hold at least one Texas Local Government Code Stipulates that the Council shall hold at least one regular meeting each month at a time to be fixed by the Council for such regular meetings and may hold as many additional meetings during the month as may be necessary for the transaction of the business of the City.

City of Seadrift – City Council Decorum and Procedures Policy Continued

- ii) The City Council will pass a Resolution to set the date and time for Regular Meetings each calendar year but can be amended anytime throughout the year if necessary.

4) Executive Sessions / Closed Meeting / Closed Session

- i) Executive Sessions may be held for only those matters that are provided for in the Texas Open Meetings Act. Basically, Executive Sessions fall into one of four (4) categories:
 - (1) Consultation with Attorney relating to contemplated or pending litigation;
 - (2) Acquisition or sale of real estate;
 - (3) A personnel matter involving an individual employee of the City; and
 - (4) Deliberations about security devices.
- ii) Public Officials are asked to keep any information discussed in Executive Sessions confidential.
 - (1) Members of the governing body may not record video or audio of any closed meetings on personal devices.
 - (2) Notes taken from the governing body during any closed meetings may be considered public information depending on the contents and facts surrounding its creation. The governing body will be responsible for turning in copies of their notes to the City Secretary to archive.
 - (3) Although the Texas Open Meetings Act does not prohibit a member from discussing or making statements about what occurred in a closed meeting, this does not mean that it is advisable to do so.
 - (a) Possible discussion could waive the City Council's claim of attorney-client privilege if a member revealed attorney-client communications that occurred during a closed meeting.
 - (b) Other statutes and professional obligations as well as possible civil rights violations, individual privacy concerns, and the best interest of the city and the citizens the member represents might counsel against such a course of action.
 - (4) Public Officials are asked to carefully review this issue and contact the City Attorney before publicly discussing or making any statements.
- iii) The notice posting time requirements for an Executive Session are the same as those for a regular meeting, and the subject matter to be discussed is to be described on the notice, together with a reference to the specific section of the Texas Open Meetings Act that applies.
- iv) The Texas Open Meetings Act does not specify who may or may not attend an Executive Session. Generally, a governmental body has discretion to determine who may attend closed meetings.

City of Seadrift – City Council Decorum and Procedures Policy Continued

- (1) When a governmental body holds a closed meeting to discuss a lawsuit under the attorney consultation exception, section 551.071 of the Government Code, the governmental body's attorney must be present, but an opposing party may not be present.
 - (a) A governmental body can prevent one of its members from attending a closed meeting when that member is suing the governing body or entity.
- (2) In considering whether to admit any nonmember to a closed meeting held under this section, a governmental body should consider:
 - (a) Whether the person's interests are adverse to the governmental body's;
 - (b) Whether the person's presence is necessary to the issues to be discussed; and
 - (c) Whether the governmental body may waive the attorney-client privilege by including the nonmember.
- (3) The governmental body may exclude all nonmembers from attending a closed meeting. The governmental body may also exclude staff from attending closed meetings.
 - (a) Although it is a requirement for the City Secretary to attend all city meetings, the governmental body may choose to exclude them from closed meetings.
- v) The Texas Open Meetings Act requires that any final action, decision, or vote must be taken in an open meeting. No quorum is required in an Executive Session but must be present when returning to an open meeting.
 - (1) The governing body may indicate during a closed meeting how they plan to vote on an item but may not conduct a straw vote or a formal vote.

5) Emergency Meetings

A flowchart showing quorum requirements is available in Attachment B.

- i) A city that experiences an emergency or an urgent public necessity may conduct a meeting without providing the 72-hour notice requirement that is generally required to conduct a meeting under the Texas Open Meetings Act. An emergency or urgent public necessity exists only if immediate action is required because of:
 - (1) An imminent threat to public health and safety; or
 - (2) A reasonably unforeseeable situation. *Tex. Government Code §551.045(b)* The sudden relocation of a large number of residents from the area of a declared disaster to a governmental body's jurisdiction is considered to be a reasonably unforeseeable situation for a reasonable period immediately following the relocation. *Id. at §551.045(e)*
- ii) The city must post notice of an emergency meeting or an addition of an emergency item to an already existing agenda to a properly posted meeting at least two hours before the scheduled time of the meeting. *Id. at 551.045(a)*

City of Seadrift – City Council Decorum and Procedures Policy Continued

- iii) The notice must clearly identify the emergency or urgent public necessity justifying the emergency meeting. *Id. at 551.045(c)*
- iv) The city must also provide notice of the emergency meeting or emergency item to members of certain members of the news media prior to the scheduled time of the meeting. *Id. at §§551.045(e) and 551.047*
 - (1) If the emergency meeting is due to the sudden relocation of a large number of residents from the area of the declared disaster to the city, notice to the media must be provided no later than one hour before the meeting. *Id. at §551.045(e)*
- v) A quorum is generally required at an emergency meeting before the city council can conduct any city business. However, a quorum is not required if: The city is wholly or partly located in the area of a disaster declared by the president of the United States or the governor, and a majority of the members of the city council are unable to be present at a meeting of city council as a result of the disaster. *See Tex. Government Code §418.1101*
- vi) A city council may hold a meeting via telephone conference if an emergency or public necessity exists and it is impossible or difficult for a quorum of the city council to meet at one location. *Tex. Government Code §551.125(b)*
 - (1) A notice of the meeting must be posted, specifying the location of the meeting as the same place where the meetings of the city council are usually held. *Id. at §552.125(d)*. However, the notice does not need to specify that the meeting will be held by telephone conference. *Tex. Attorney Gen. Op. No. JC-352 (2001)*.
 - (2) The meeting must be set up to provide two-way communication during the entire meeting and the identity of each speaker must be clearly stated prior to the speaker speaking. *Id. at §551.125(f)*
 - (3) Additionally, all portions of the meeting, other than closed executive sessions, must be audible to the public at the location of the meeting, must be recorded, and the recording made available to the public. *Id. at §551.125(e)*
- vii) If a catastrophe prevents a city council from holding an otherwise properly posted meeting, the council may convene at a convenient location within 72 hours of the properly posted meeting if the action is taken in good faith and not done to circumvent the Open Meetings Act. *Tex. Government Code §551.0411(b)*
 - (1) A catastrophe is defined as a condition or occurrence that interferes physically with the ability of a governmental body to conduct a meeting, including a fire, flood, earthquake, hurricane, tornado, wind, rain, snowstorm, power failure, transportation failure,

City of Seadrift – City Council Decorum and Procedures Policy Continued

interruption of communication facilities, epidemic, riot, civil disturbance, enemy attack or other actual or threatened act of lawlessness or violence. *Id. at §551.0411(c)*

- viii) If the city council is unable to convene the meeting within 72 hours, it may only subsequently convene the meeting if it provides 72-hour notice of the meeting. *Id. at §551.0411(b)*
- ix) Texas law contains no specific disaster-related exceptions from the general process of adopting city budgets and tax rates. However, a city may request the governor waive or suspend any budget and tax rate deadlines imposed by state law. *See Tex. Government Code §418.016(e)*. The governor is authorized to waive or suspend such deadlines if the waiver or suspension is reasonably necessary to cope with a disaster.
- x) If a local law, such as an ordinance or resolution, imposes a budget or tax rate adoption deadline on the city, the mayor may suspend such deadline if:
 - (1) The city is wholly or partially located in an area declared as a disaster by the United States president or the governor; and
 - (2) The mayor (or the governing body in the absence of a mayor) proclaims the city is unable to comply with the requirement because of the disaster. *Id. at §418.1075(a)*
 - (3) The deadline may not be suspended for more than 30 days after the date the mayor or the governing body, if applicable, makes the proclamation. *Id. at §418.1075(b)*

6) Work Sessions

- i) The purpose of the Work Sessions is to allow the Council to have a forum for an informal review of items of general interest to the City.
- ii) Work Sessions of the Council are held before scheduled open meetings.
- iii) A quorum is not required at Work Sessions. The Texas Open Meetings Act prohibits deliberation upon any issue that is not on the Agenda.
- iv) As in the case of Regular Meetings, all decorum and procedural issues that apply to Regular Meetings shall also apply.

7) Quorum

- i) A majority of the number of Councilmembers constitutes a quorum.
- ii) Three (3) Councilmembers constitute a quorum for a Regular Meeting.
- iii) At a Special Meeting, Emergency Meeting, or a meeting to consider the imposition of taxes, two-thirds (2/3) of the number of Councilmembers is required for a quorum.
- iv) The Mayor's attendance does not count for a quorum since they are not a voting member.

City of Seadrift – City Council Decorum and Procedures Policy Continued

8) Calling other Meeting Types

- i) Other meeting types, not including the Regular, Executive, Emergency, and Election Canvass, may be called by the Mayor on their authority to be held on other dates and other times. These meetings may be requested by a Councilmember to the Mayor, but the Mayor is not obligated to call such meeting unless three (3) members of the Council make a request. Those three (3) Councilmembers must independently make a written request to the Mayor for a specially called meeting. This written request should list the proposed agenda item or items.

City Council Meeting Types

Meeting Type	Description	Required Quorum
Regular Meeting	Required monthly meeting.	A quorum of three (3) Council members is required before any action can be taken or considered.
Work Session	The purpose of the Work Sessions is to allow the Council to have a forum for an informal review of items of general interest to the City before any scheduled Council Meetings.	No quorum is required.
Special Meeting	A specially called meeting that may be necessary for the transaction of the business of the City	A quorum of four (4) Councilmembers is required to call a Special Meeting to order and before any action can be taken or considered.
Public Hearings	A meeting where the public is invited to provide input on certain matters. No action can be taken during Public Hearings	No quorum is required.
Workshops	A Workshop is a longer, more interactive meeting or educational session. This meeting is designed to be more interactive for the City Council and attendees. No action can be taken during Workshop Meetings.	No quorum is required.
Canvass Meetings	Meeting to canvass the precinct election returns for local elections.	A quorum of two (2) will constitute a quorum for the purpose of canvassing an election. <i>Election Code, Section 67.004</i>

City of Seadrift – City Council Decorum and Procedures Policy Continued

Emergency Meetings	A city that experiences an emergency or an urgent public necessity may conduct an emergency meeting.	A quorum of four (4) is generally required, but there are exceptions. <i>Tex. Government Code §418.1101.</i>
Executive Session	Executive sessions are closed or special meetings-within-a-meeting that provide an opportunity for the City Council to convene privately. No action can be taken during Executive Sessions.	No quorum is required during an Executive Session, but a quorum for whatever meeting type must be present after the executive session is closed and before any action can be taken in an open meeting.

Section 6. Presiding Officer

- 1) The Mayor shall be the presiding officer at all meetings of the City Council and shall be recognized as the head of the City for all ceremonial purposes.
- 2) In case of the Mayor's absence or temporary disability, the Mayor Pro-Tem shall act on their behalf.
 - i) The Mayor Pro-Tem retains the power to vote even when presiding at the meeting.
- 3) Should the Mayor and Mayor Pro-Tem also be absent, the remaining Councilmembers in attendance shall select the presiding officer from those present to preside at that meeting.

Section 7. Council Standards

- 1) Public officials are agents of the public and hold offices for the benefit of the public. Each member of the City Council is bound to uphold the Constitution of the United States and of the State of Texas, to carry out applicable laws and the provisions of the City and Ordinances of the City of Seadrift on an impartial basis.
- 2) Each elected official is bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of the office regardless of personal considerations, recognizing that the public interest must be their primary concern.
- 3) Councilmembers should be independent, impartial, and responsible to the citizens, and public office shall not be used for personal gain.
- 4) The conduct of each member in both their official and private affairs should be above reproach.
- 5) Councilmembers must represent unconflicted loyalty to the interest of the citizens of the entire City. This accountability supersedes any conflicting loyalty, advocacy, or special interest group, or any individual, or membership of (or affiliation with) any company or other private or public organization.

Section 8. Council Etiquette

- 1) Councilmembers are to provide advance notice to the City Secretary in advance of an impending absence unless the absence is attributable to a sudden unanticipated event. This information is necessary in order for the staff to determine in advance whether a quorum will be available for a meeting.
- 2) Councilmembers are expected to attend all regularly scheduled meetings and to be in their seats by the time that the meeting is scheduled to start.
- 3) The Mayor is in charge of maintaining order in Council meetings.
- 4) Speaking over others or interrupting while others have the floor is not permitted.
- 5) Cell phones and other electronic devices should be turned off or should be set to vibrate during meetings.
- 6) If Councilmembers must take a call during a meeting, the call should be taken outside of the meeting room to not distract from the proceedings of the meeting, unless doing so would cause the Council to fall below a quorum.
- 7) After the Council has taken an official position on an issue, all official correspondence should reflect this position. Councilmembers who may disagree with some correspondence should reflect this position. Council members who may disagree with a position taken by the Council are free to prepare correspondence on such issues identifying the information or opinions as solely their own. No City letterhead will be used in such instances.
- 8) No official shall be empowered to grant any special consideration, treatment, advantage, or favor to any individual, group, company, or organization beyond that which is generally available to the public at large.
- 9) No official should make, encourage, or accept any ex parte or other unilateral request or communication when such is designed to influence official decisions.
- 10) Individual Councilmembers during Council meetings should not make routine inquiries about City operations or requests for information or services in a City meeting, but any such inquiries or requests should be communicated directly to the City Secretary, or to the City Attorney in the case of a legal matter, or to the Chief of Police in the case of a Police Department issue, to enable staff to properly research/investigate the issue and prepare a complete and appropriate response.
- 11) Councilmembers should remember that they are only one individual member, and discretion should be used when speaking on issues, and they should refrain from making individual statements that give the appearance of advocacy whenever issues are brought before the Council for which the full array of relevant facts has not yet been accumulated and evaluated.

Section 9. Duty to Perform / Conflict of Interest

- 1) It is considered that by seeking and accepting public office, each councilmember is bound to perform the inherent duties of their office, one of the foremost of which is to vote on every issue that is brought before the Council for a vote.
- 2) An exception to the duty to vote would be in the case of a conflict of interest. In such case, the abstaining Councilmember shall have the right to explain for the record the nature of the conflict of interest.
- 3) Abstentions from voting without declaring a conflict of interest are unacceptable.
- 4) Each Councilmember shall maintain a current statement regarding actual and potential conflicts of interest, as required by law, with the City Secretary.
- 5) Councilmembers shall disclose orally prior to the discussion and action of any agenda item any actual conflicts of interest that exist with that item.
- 6) Councilmembers shall not participate in the discussion or vote on any agenda item in which the councilmember has any conflict of interest.

Section 10. Agenda Posting Time

- 1) Agendas must be posted at designated locations in clear public view at the City of Seadrift, City Hall at least seventy-two (72) hours in advance of the time of the meeting to comply with the Texas Open Meetings Act.
 - a) The City Secretary is responsible for posting and delivering the agenda to Public Officials.
 - b) Designated locations are:
 - i) Bulletin board available 24/7 and located outside City Hall at 501 S. Main St., Seadrift, TX 77983.
 - ii) City's Official Website
 - (1) Must be displayed or easily available to be viewed on the homepage.

Section 11. Agenda Items

A flowchart showing the Agenda Item Request is in Attachment C.

- 1) The Mayor shall be responsible for the placement of agenda items.
 - a) The Mayor will review agenda items with the City Attorney and City Secretary and authorize placement on the agenda.
 - b) Draft agendas will be reviewed by the City Attorney, but final authorization for posting is the Mayor's responsibility.

City of Seadrift – City Council Decorum and Procedures Policy Continued

- 2) Any member of the City Council shall have the unabridged right to place an item on the agenda of a duly convened meeting of the council and nothing contained in this Decorum and Procedure Policy shall be construed to limit or circumscribe such right.
- 3) A Councilmember may place an item on the agenda by presenting it in writing to the City Secretary, no later than noon on the last Wednesday of each month. If a City holiday falls on that day, the previous business day will be the deadline date. The Mayor or City Secretary shall acknowledge receipt of the request. The Mayor or City Secretary may discuss with the requested council member the delay of the agenda item to the next regular meeting. However, the Councilmember may choose to direct the Mayor to place the agenda item on the upcoming Council meeting without delay. Such direction shall be noted in the agenda communication regarding the agenda item.
- 4) Requests for placement on the agenda from the public must be made via the Agenda Item Request Form or in writing. The form must be submitted to the City Secretary. This form must be turned in no later than noon on the last Wednesday of each month. If a City holiday falls on that day, the previous business day will be the deadline date. The City Secretary shall acknowledge receipt of the request. The Department Head and/or City Secretary may reach out to the requestor for clarification and prioritize the item on the agenda. The decision to allow the requestor to address the City Council and be on the agenda will be at the discretion of the City Mayor. Items submitted after the deadline will be placed on the next meeting agenda.
 - a) If there is insufficient information or backup materials provided for agenda items, the Mayor reserves the right to place the agenda item on hold until adequate information is provided.
 - b) The Request Form for Agenda Items to be placed on the Agenda is available on Attachment D.

Section 12. Agenda Packets

- 1) The City Secretary, under the direction of the Mayor, shall prepare a packet for each member of the Council containing a copy of the Agenda together with supporting material for each item to be considered by the Council.
- 2) Such packets shall be electronically or personally delivered to each Councilmember at least 72 hours prior to the Council meeting. Each Councilmember should review all the material contained therein to enable an informed decision to be made on each issue that is considered.
 - a) If packets will not be available within the required timeframe, the City Secretary will notify Councilmembers of the availability of the packets.
 - b) Any additional information that is available after the creation of the agenda packets will be emailed to the Councilmembers as soon as possible.

City of Seadrift – City Council Decorum and Procedures Policy Continued

- 3) If any Councilmember has questions about any information contained in the packet, he/she should speak with the Mayor and/or City Staff who will answer questions and provide any additional information that is available.
 - a) To make informed decisions and to have productive meetings, Councilmembers are encouraged to reach out to City Staff before meetings with questions or concerns.

Section 13. Parliamentary Authority – Robert’s Rules of Order

- 1) The rules contained in Robert’s Rules of Order Newly Revised, 12th Edition, (RONR) shall govern the governing body in all cases to which they are applicable and in which they are not inconsistent with this policy and any special rules of order the governing body may adopt.
 - a) Robert’s Rules of Order is a lengthy manual of parliamentary procedure that governs most boards of directors, which was first created in 1876 by Henry Martyn Robert as an adaptation of the rules and practices of Congress.
- 2) The City will provide copies of the RONR to Public Officials.
 - a) Public Officials will be asked to return their copies at the end of their term of office so that it may be passed down to succeeding Public Officials. This also helps save on the cost of purchasing copies each year.
- 3) Public Officials are encouraged to research and learn about the RONR.
- 4) The Mayor has the responsibility of maintaining order and ensuring that procedures are followed.

Section 14. Citizen Appearances Before Council

- 1) Members of the public may address the Council in the Citizen Comment section of the agenda.
- 2) Any person wishing to address the Council must sign in to participate before the start of the meeting using the Comment Form shown in Attachment E.
- 3) Any documents speakers wish to provide to the City Council must be submitted to the City Secretary before the meeting.
- 4) No person addressing the Council, nor a member of the audience, shall approach the City Council or City Staff beyond the podium unless called to do so by the Presiding Officer.
- 5) Speakers will have an allotted time of 3 minutes to speak, but those needing a translator will be allotted 6 minutes. Depending on time or at the discretion of the presiding officer, not all speakers may be allowed to speak.
 - a) Speakers will only be allocated 3 minutes to speak on any agenda item or give a general comment.
 - b) No Speaker may convey or donate their time to another speaker.

City of Seadrift – City Council Decorum and Procedures Policy Continued

- 6) In compliance with the Texas Open Meetings Act, the City Council may not deliberate or vote on any matter raised in Citizens' Comments.
- 7) Comments made by citizens or groups not on the agenda will be handled in the following manner by the Mayor:
 - i) Complaints or requests for services or information shall be referred to the appropriate City Staff member. The Mayor may also direct them to contact the City Secretary to find the appropriate City Staff member to contact.
 - ii) If there are existing policies in place (e.g. requests for public information, complaints on city personnel, building permits, etc.) shall be informed of those policies and directed to the appropriate City Staff member to assist them.
 - iii) If the Commenter requests Council action, the Mayor shall direct them to fill out the Agenda Item Request Form.
- 8) When Public Hearings are listed on the posted agenda, citizens wishing to speak during the Public Hearing must follow the rules set in this section to address the Council.
- 9) Any member of the public interrupting City Council proceedings, approaching the dais without permission, failing to abide by these rules of procedure, or otherwise creating a disturbance shall be deemed guilty of disrupting a meeting (Section 42.05 of the Texas Penal Code, Class B Misdemeanor) and, at the direction of the presiding officer, shall be removed from the Council Meeting.
 - a) Threats against duly elected City Officials are violations of Penal Code Section 76 and can be prosecuted as a felony.

Section 15. Public Official's Resignations, Vacancies, Absences, and Removal

1) Resignations:

- a) A Public Official's resignation must be in writing and signed.
 - i) The resignation must be delivered to the City Council, Mayor, or the City Secretary.
- b) The City Council may not refuse to accept a resignation.

2) Vacancies

- a) Vacancy occurs on the date the resignation is accepted by the City Council or the eighth (8th) day after the date of its receipt, whichever is earlier.
- b) If a Public Official submits a resignation, whether effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted or the eighth (8th) day after its receipt.
- c) For a single vacancy, an appointment is made by a majority of the "remaining" members of the City Council.

City of Seadrift – City Council Decorum and Procedures Policy Continued

- i) The Mayor also has the authority to appoint an individual to a vacancy in a municipal office but is subject to confirmation by the city council.
- ii) The Mayor may only vote on the appointment if there is a tie.
- iii) The appointee only serves until the next regular city election, at which time the office would go on the ballot for any unexpired portion of the term.
- d) If there are two (2) vacancies, the City Council must order a Special Election to fill the vacancies for the remainder of the unexpired term.
 - i) That does not mean, however, that just because two councilmembers resign simultaneously, the city is powerless to avoid a special election. As explained above, for purposes of filling a vacancy, a resignation does not occur until the council votes to accept the resignation, or until eight days have passed, whichever occurs earlier. If a city council can act prior to the passage of eight days, it may accept one resignation, fill that vacancy by appointment, then accept the second resignation, and fill that position by appointment as well. By precisely timing its actions in this way, the council avoids two vacancies from occurring simultaneously and can avoid the considerable expense of a special election.
- e) The Mayor Pro-Tem does not become the Mayor because of the Mayor's resignation.
- f) Any person eligible for the office, under Section 3 of this Policy, for either Mayor or City Council may be appointed to fill a vacancy.
- g) Public Officials who have resigned may still be able to participate in Council Meetings and cast votes as a holdover office. The Texas Constitution provides that an officer continues to perform the duties of office until their successor is duly qualified (appointed and sworn in).

3) Absences

- a) Section 22.041 of the Local Government code states that if a member of the governing body is absent for three consecutive Regular Meetings, the member's office is considered vacant unless the member is sick or has obtained a leave of absence.
- b) Section 22.038 of the Local Government Code, unexcused absences are punishable by a fine of \$3 for each council meeting missed.
- c) Excused Absences include:
 - i) Death of an immediate family member,
 - ii) Illness of a Councilmember or family member,
 - iii) Required court appearances

4) Removal of a Public Official

- a) Procedures for removing the mayor or a councilmember from office are set forth in Chapter 21 of the Local Government Code.
- b) A member of the governing body is subject to removal for incompetence, official misconduct, or intoxication. A petition for removal must be filed with a district court, may be filed by any resident of the city, and must state the alleged grounds for removal. The judge may decide to issue a citation to the member in question or may decline to do so. If the judge declines to issue a citation, the petition is dismissed at the cost of the petitioner. If the judge issues a citation to the member, the member must appear before the judge to answer the petition and may request a trial by jury. The petitioner must execute a bond in an amount fixed by the judge. The bond shall be used to pay damages and costs to the member if the alleged grounds for removal are found to be insufficient or untrue. The final judgment on the issue may be appealed by either party.
Conviction of the member for any felony or for a misdemeanor involving official misconduct will result in immediate removal, and the removed member is ineligible for reelection for two years.
- c) There is no such thing in a general law city as “recall,” which is a procedure citizens can use to vote an incumbent mayor or councilmember out of office before the expiration of his or her term.
- d) If a member of the governing body changes the member's place of residence to a location outside the corporate boundaries of the municipality, the member is automatically disqualified from holding the member's office, and the office is considered vacant.

Section 16. Dual Office Holdings, and City Employment

- 1) It will be the responsibility of the Public Official to report any intention to run for another public office to the Mayor or City Attorney.
- 2) Whether the other office holding would violate any laws will require factual consideration of the duties of each position and will be reported to the City Attorney for final determination.
- 3) **Dual Office Holdings:**
 - a) Dual office holding refers to an aspect of Texas law that prevents a person from holding two or more public offices at the same time. The restrictions on dual office holding are primarily derived from two sources:
 - i) Texas constitutional restriction on holding two civil offices of emolument (see question # 2 below); and
 - ii) Attorney general opinions and court cases that have found the dual holding of certain offices to be incompatible and therefore invalid.

City of Seadrift – City Council Decorum and Procedures Policy Continued

- b) As noted above, it is important to be aware of these issues because the acceptance of a second public office can result in an automatic resignation from a person's current public office.
- c) To hold "more than one civil office of emolument" means to hold two paid public offices. The prohibition against holding two civil offices of emolument is found in Article XVI, Section 40 of the Texas Constitution, which provides in part "No person shall hold or exercise at the same time, more than one civil office of emolument...".

4) City Employment:

- a) A member of the City Council may not simultaneously serve as an employee of the city.

Section 17. Compensation and Expense Reimbursement for Public Officials

- 1) Compensation for the Mayor and Councilmembers is determined by the City Council. In a Type A General Law city, no maximum compensation amount is fixed for the Mayor or Councilmember. The Governing Body may set the compensation at any level it chooses.

- i) Only one limitation exists: an elected officer cannot receive a pay increase that was approved during the term for which he or she is elected. Such an increase will become effective only after the next general municipal election at which the office is filled.
 - b) Compensation changes or adjustments can be discussed during budget workshops but will not be effective until the new budget fiscal year begins in October. The Mayor is prohibited from receiving a pay increase during the term for which the mayor was elected.
 - c) Attachment A to this policy shows the current compensation rates for Public Officials.

2) Mayor's compensation:

- i) The Mayor will receive compensation for attending the Regular Meeting each month as the presiding officer.
 - ii) If the Mayor Pro-Tem serves as the presiding officer, they will receive the Mayor's compensation.
 - iii) The Mayor will also receive compensation as the presiding officer for one (1) Special Meeting called during the month.
 - iv) No other meetings qualify for additional compensation.
 - v) Additional Mayor compensation can be issued if a timesheet is submitted to the City Secretary.
 - vi) No overtime is available.

3) Councilmember's compensation:

- i) A Councilmember will receive compensation for attending the Regular Meeting each month.

City of Seadrift – City Council Decorum and Procedures Policy Continued

- ii) A Councilmember will also receive compensation for attending one (1) Special Meetings called during the month.
- iii) No other meetings qualify for additional compensation.
- iv) Additional Councilmember compensation can be issued if a timesheet is submitted to the City Secretary.
- v) No overtime is available.

4) Expense Reimbursement

- i) The City will reimburse Public Officials for travel and other expenses incurred on official city business trips to meetings of the Texas Municipal League, a council of governments, and similar organizations.

Section 18. Appointment of Mayor Pro-Tem and Department Heads

- 1) The City Council serves as Department Heads, sometimes in more than one department. Department Heads are appointed or reappointed by the Mayor on or before the Regular Meeting in June each year. The Mayor also may make appointment changes at any time due to various circumstances including a Councilmember resigning or by request of the Councilmembers.
- 2) Department Heads will oversee one or more of the following departments:
 - a) Public Utilities
 - b) Solid Waste
 - c) Public Safety (Police Department, EMS & Volunteer Fire Department, and Animal Control)
 - d) Streets & Drainage
 - e) Parks & Recreation
 - f) Municipal Harbor
- 3) Department Heads have immediate oversight of their respective departments but may consult with the Mayor on more pressing or difficult issues in their department.
- 4) Procedures and duties for Department Heads will be covered more extensively in the City of Seadrift's Employee Handbook.
- 5) The City Council shall elect one of its members as Mayor Pro-Tem, who shall perform the duties of Mayor in case of the absence or inability of the Mayor.

Section 19. Nepotism

- 1) The Texas nepotism statute, Chapter 573 of the Government Code, forbids the City Council from hiring any person who is related to a member of the council within the second degree by affinity or within the third degree by consanguinity.

City of Seadrift – City Council Decorum and Procedures Policy Continued

- a) This prohibition does not apply to continuously being employed by the City for:
 - i) At least thirty (30) days, if the councilmember is appointed, or
 - ii) At least six (6) months if the councilmember is elected.
- b) An individual is allowed to continue employment with the city because the individual has been continuously employed for the requisite period of time, the member of the council who is related to the individual shall not participate in the deliberation or voting on employment matters concerning the individual if such action applies only to the particular individual and is not taken with respect to a class or category of employees.
- 2) The nepotism statute does not apply to unpaid positions.
- 3) The City Council will be required to report any possible conflicts and asked to refer to Section 9 of this policy.
- 4) Department Heads and nepotism are addressed in the City of Seadrift's Employee Handbook.

Section 20. Duties and Powers of the Mayor and City Council

1) Mayor

- a) The Mayor is the chief executive officer of the municipality. The mayor shall at all times actively ensure that the laws and ordinances of the municipality are properly carried out. The mayor shall perform the duties and exercise the powers prescribed by the governing body of the municipality.
- b) The mayor shall inspect the conduct of each subordinate municipal officer and shall cause any negligence, carelessness, or other violation of duty to be prosecuted and punished.
- c) The mayor shall give to the governing body any information and shall recommend to the governing body any measure that relates to improving the finances, police, health, security, cleanliness, comfort, ornament, or good government of the municipality.
- d) Local Government Code 52.003 gives the authority that the Mayor to require "reconsideration" of an ordinance or resolution passed by the City Council. After an ordinance or resolution is passed by the city council, it must be placed in the secretary's office for the mayor's signature. The mayor may sign the ordinance or resolution, in which case it takes effect, or the mayor may return the ordinance or resolution to the council with objections. In the case of a "return" to the city council, the council must reconsider the vote by which the ordinance or resolution was adopted.
 - i) If the Council passes the ordinance or resolution by a majority vote of the total number of members of the governing body, excluding the Mayor, the ordinance takes effect.
 - ii) If the Mayor neither signs the ordinance nor sends it back to the Council, it automatically takes effect after the fourth day.
- e) The Mayor does not have veto power over actions taken by the City Council.

City of Seadrift – City Council Decorum and Procedures Policy Continued

- f) The Mayor is the Emergency Management Director for the City by State Law. In that role, the mayor has certain emergency management powers and duties. Generally, the mayor has the same powers, on a local level, as the governor under Chapter 418 of the Government Code (The Texas Disaster Act). Id.
- i) The Mayor is the official responsible for declaring a local state of disaster or requesting that the governor declare a state of emergency.
- ii) If local disaster resources are exhausted, and assistance is needed outside a mutual aid agreement, the mayor is the official who must request that assistance from other political subdivisions or the state.
- iii) To assist with emergency management duties, the Mayor may designate an Emergency Management Coordinator to assist with emergency management purposes, The Mayor must notify the Texas Division of Emergency Management (TDEM) of their designee.
 - (1) Although the Mayor may designate an Emergency Management Coordinator, they are still the official responsible for Emergency Management.
- iv) The Mayor must complete the required FEMA Incident Command System (ICS) training. The Mayor must complete this training as soon as possible after taking office.
- g) The Mayor may administer oaths of officers of the City.
- h) The Mayor is responsible for directing and managing the daily operations of the City Government. The Mayor serves in the dual roles of administrator and political head of the City, going to City Hall on a regular basis, working with Department Heads on matters that need attention each day, and performing ceremonial duties that go with the office.

2) Councilmembers

- a) The City Council's role is to establish policies and priorities within the terms of the City and applicable State and Federal Statutes.
- b) Councilmembers are the city's legislators. Their primary duty is policymaking, which includes identifying the needs of local residents, formulating programs to meet the changing requirements of the community, and measuring the effectiveness of ongoing municipal services.
- c) The council exercises regulatory powers over the conduct and property of its citizens. It has the power to declare certain conduct to be criminal, to require that certain businesses and activities be licensed, and to tell property owners how and for what purposes they may use their property.
- d) The City Council may levy taxes, assess fees and charges, and sell bonds in order to finance the many functions of the city government. The council also has to budget the expenditure of the city's funds and then explain to the people why the municipal government is a bargain compared

City of Seadrift – City Council Decorum and Procedures Policy Continued

to the price of rampant crime, fires, disease, and all of the other problems that would flourish without proper city services.

- e) The City Council is responsible for all the city's employees and must see that they are adequately paid and provided with decent working conditions and fringe benefits.
- f) The City Council is one of the biggest purchasers in the community and must see to it that the City gets the best value possible for dollars spent.

Section 21. City Directors and Employees' Relationship with the Council

- 1) City Directors are responsible/accountable to the City Council as a whole rather than to individual Councilmembers; this includes the City Attorney and Municipal Judge. No individual Councilmember has the authority to direct the City Directors or any member of their subordinate staff.
- 2) Any information or material that the City Secretary or their staff prepares in response to a request by a single Councilmember shall be made available to the entire Council.
 - a) The Mayor shall determine if information requested by an individual Councilmember requires resources that would be detrimental to other priorities and shall decide whether the request shall be granted.
- 3) Public Officials who receive complaints from residents or wish to report issues must contact City Hall Staff first so that they can be logged and prioritized accordingly. Often these requests tend to be prioritized over other matters due to the request coming directly from a Public Official, so to maintain the integrity of the complaint process complaints should be reported to City Hall first.
- 4) Public Officials may not go onto a "scene" regardless of their role as a Department Head. This shall mean any worksite in the City being done by Public Works, traffic stops conducted by a Police Officer of any law enforcement agency, and fire/emergency calls. Public Officials may go to a "scene" requested by a City Director but must follow safety guidelines set by the City Directors. Public Officials may also not be given 24/7 access to any government building, this shall mean City Hall, Police Department, and Treatment Plants and offices.
 - a) Public Officials must schedule with Directors to access any of these offices after hours.
 - b) Public Officials will be given the access code to enter City Hall during regular business hours.
 - c) Public Officials must schedule with the Public Works Director and be accompanied by a Public Works Employee when touring any of the Treatment Plants.
 - d) No Public Officials will have access to the Police Department and may not have access to the building without a Police Officer being present. Public Officials may not be given access codes to the Police Department.

City of Seadrift – City Council Decorum and Procedures Policy Continued

- 5) In the event that Councilmembers are approached by City Employees concerning city issues, those employees should be referred to the appropriate person in the chain of command, unless the item is of such nature that doing so would frustrate the purpose of the chain of command, in that event the item shall be directed to the Mayor. If the Councilmember believes that bringing the matter to the Mayor is unwarranted, then he or she shall discuss further action with the City Attorney.
 - a) If the Councilmember is also the Department Head of that certain City Employee, they shall refer to the City of Seadrift’s Employee Handbook on what procedures to take.

Section 22. Amendments to this Policy

- 1) The City Council may amend this Policy when necessary.
- 2) Amendments to this Policy shall be typed and inserted in the proper section with the statement:
“adopted and amended by City Council (date of adoption).”
- 3) Attachments will be affixed to the rear of this Policy with the word “Attachment” on the top of the page with the statement “adopted and added by City Council (date of adoption).”

Action	Council Meeting	Date	Motion
Adoption			

Attachment A. Compensation for Public Officials

General Rules for Compensation:

1. Time must be tracked and documented on the Monthly Timesheet for Public Officials to receive additional compensation.
2. One check will be disbursed once per month for Public Officials that will include all compensation (meetings and hourly compensation).
 - a. Example: The check disbursed in April will include compensation for the Regular Meeting in March, any Special called meeting in March, and any hours documented on the Monthly Timesheet for Public Officials.
3. All compensation is subject to the Federal Income Tax and FICA.

Compensation for Mayor:

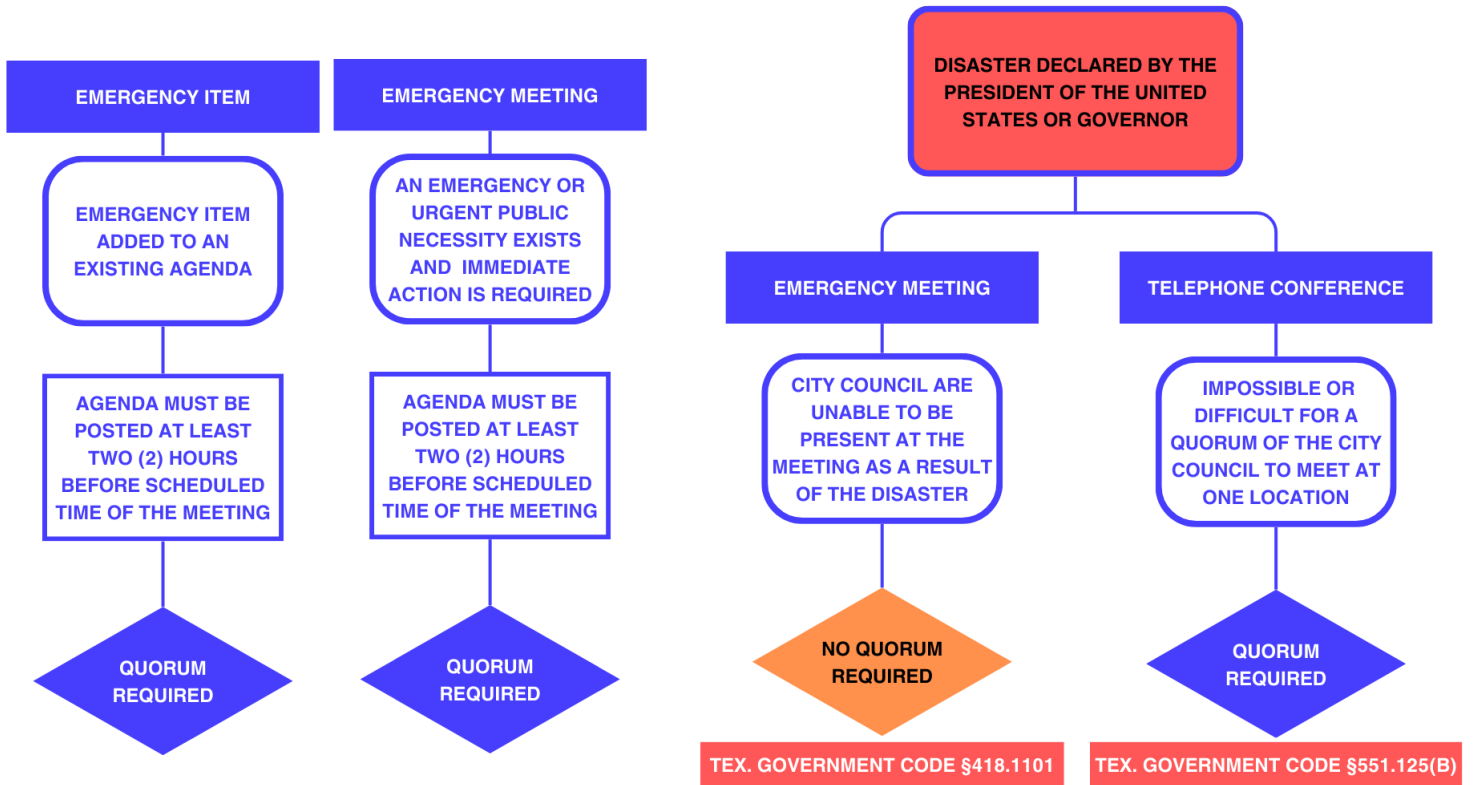
- One hundred fifty dollars (\$150.00) for each monthly Regular Meeting; must be in attendance and the presiding officer.
 - If the Mayor is absent, the Presiding Officer will receive the compensation.
- One hundred fifty dollars (\$150.00) for one (1) additional Special Meeting called; must be in attendance and the presiding officer
 - If the Mayor is absent, the Presiding Officer will receive the compensation.
- Mayor must submit a Public Official Timesheet to receive additional compensation.
 - The maximum monthly hours the Mayor will be compensated for will be forty (40) hours.
 - Mayor will have an hourly rate of seven dollars and fifty cents (\$7.50) per hour.
 - The maximum monthly compensation that the Mayor can receive will be six hundred dollars (\$600.00).

Compensation for Councilmember:

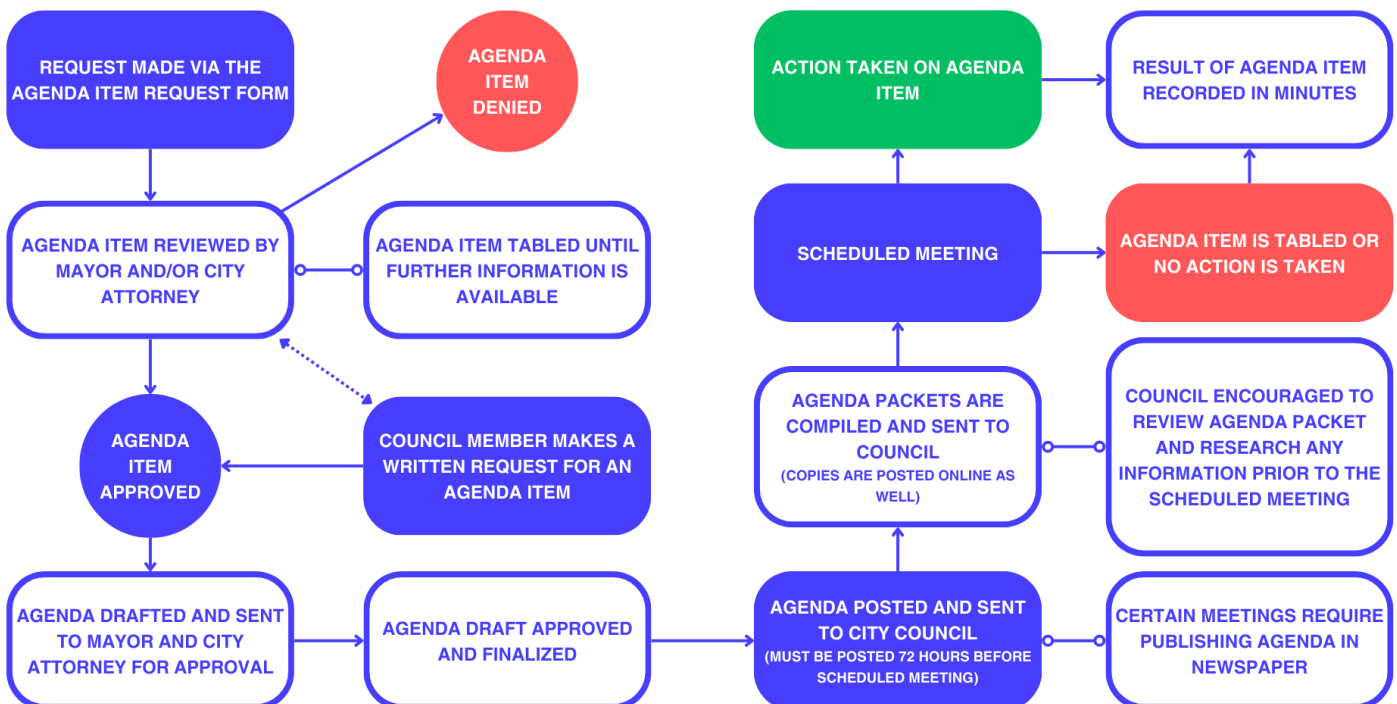
- One hundred dollars (\$100.00) for each monthly Regular Meeting; must be in attendance.
- One hundred dollars (\$100.00) for one (1) additional Special Meeting called; must be in attendance.
- Councilmember must submit a Public Official Timesheet to receive additional compensation.
 - The maximum monthly hours the Councilmember will be compensated for will be twenty (20) hours.
 - Councilmember will have an hourly rate of seven dollars and fifty cents (\$7.50) per hour.
 - The maximum monthly compensation that the Councilmember can receive will be three hundred and fifty dollars (\$350.00).

<i>Public Official</i>	<i>Regular Meeting</i>	<i>Special Meeting Called</i>	<i>Other Meeting Types</i>	<i>Total Monthly Hours to request compensation</i>	<i>Maximum compensation for Hourly Pay</i>	<i>Hourly Rate</i>	<i>Maximum Monthly Compensation</i>
Mayor	\$150.00	\$150.00	No compensation	40	\$300.00	\$7.50	\$600.00
Councilmember	\$100.00	\$100.00	No compensation	20	\$150.00	\$7.50	\$350.00

Attachment B. Flowchart for Quorum Requirements for Emergency Meetings



Attachment C. Flowchart for Agenda Items Approval and Denial



Attachment D. Agenda Item Request Form for Meetings

AGENDA ITEM REQUEST FORM FOR MEETINGS

Citizens are welcome to attend the meetings of the City of Seadrift.

All City Council meetings are open to the Public.

City of Seadrift Council Meetings – Second Tuesday of each month – 6:00 PM

Per the Texas Open Meetings Act, the notice of a meeting of a governmental body must be posted in a place readily accessible to the general public at all times for at least 72 hours before the scheduled time of the meeting.

Requests to add an agenda item must be received on the last Wednesday of each month at 12 PM.

If a holiday falls on this date, the deadline will be the business day before the holiday.

The Department Head and/or City Secretary may wish to speak with you after reviewing your request in order to receive clarification and prioritize your item on the agenda. The decision to allow you to address the City Council and be on the agenda will be at the discretion of the City Mayor. Items submitted after the deadline will be placed on the next meeting agenda. Please be aware that city holidays may affect meeting dates and the deadline for agenda submissions. Requestor will receive a copy of the final/approved Agenda when available. Please complete the information listed below and your request will be processed accordingly.

Each agenda item you are requesting will need its own request form to be completed.

MULTIPLE REQUESTS PER FORM WILL NOT BE ACCEPTED.

Name: _____	Meeting Date Requested: _____
Address: _____	Email: _____
Organization: _____	Phone: _____

REQUESTED AGENDA ITEM: *(Please summarize the subject of your request/agenda item below. Please feel free to attach additional pages for a more detailed explanation)*

This item requested is for: ☐ Information/Discussion/Update Only *(No Action to be taken)*
 ☐ Information/Discussion/Possible Action to be taken *(Please fill out section below regarding action needed to be taken and/or desired outcome)*

RECOMMENDED MOTION / DESIRED OUTCOME:

Will supporting documentation/materials be provided with this agenda item request? ☐ Yes ☐ No

City of Seadrift – City Council Decorum and Procedures Policy Continued

Completed forms and supporting documentation/materials can be submitted via:

In-Person: Seadrift City Hall, 501 S. Main St., Seadrift, TX 77983

Email: g.torres@seadrifftx.org

Mail: City of Seadrift, Attn: City Secretary, P.O. Box 159, Seadrift, TX 77983

By signing below, you acknowledge that if there are too many agenda items proposed for any agenda, the Mayor reserves the right to place your agenda item request on a future meeting agenda.

Additionally, if the Mayor feels that inadequate information or no backup materials have been provided, the Mayor reserves the right to place your agenda item request on hold until adequate information is provided for Council to best understand your request.

Signature/Title

Date

FOR CITY USE ONLY

A. Date & Time Request Received: ____ / ____ / ____ @ ____ : ____ AM / PM

B. Received By: _____ (Printed Name & Title)

C. Are all supporting documentation/materials attached? ☐ Yes ☐ No

D. Request #: _____

E. Agenda Item Approval/Denial

☐ **Request Approved**

Date of Approval: _____

Date of Council Meeting: _____

Agenda Item #: _____

☐ **Request Denied**

☐ Inadequate Information or no backup materials provided

☐ Additional research needed

☐ Request resolved without City Council action needed

☐ Requestor must follow existing policies and procedures

☐ Request is not appropriate for open council consideration (e.g. personnel, confidential, etc.)

☐ Other _____

Mayor's Signature

Date

Attachment E. Comment Form for City Council Meetings

COMMENT FORM FOR CITY COUNCIL MEETING

Section A. Speaker Information

Name: _____

Physical Address: _____

Phone: _____ Email: _____

Section B. Rules for Speakers

Rules for speakers:

- Speakers must sign up using the Comment Form before the City Council meeting.
- Speakers have an allotted time of 3 minutes to speak, but those needing a translator will be allocated 6 minutes. Depending on time or at the discretion of the presiding officer, not all speakers may be allowed to speak.
 - Speakers will only be allocated 3 minutes to speak on any agenda item or give a general comment.
 - No speaker may convey or donate their time to another speaker.
- Speakers will need to approach the podium and state their names.
- Any documents speakers wish to provide to the City Council must be submitted to the City Secretary before the meeting. Speakers should not approach the City Council without permission.
- No Council discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.
- Avoid any personal attacks or inappropriate language in your comments.
- Speakers shall not disobey lawful instructions from the presiding officer.
- Any member of the public interrupting City Council proceedings, approaching the dais without permission, failing to abide by these rules of procedure, or otherwise creating a disturbance shall be deemed guilty of disrupting a meeting (Section 42.05 of the Texas Penal Code, Class B Misdemeanor) and, at the direction of the presiding officer, shall be removed from the Council Meeting.

Meeting Date: _____

Meeting Type: ☐ Regular ☐ Special ☐ Workshop ☐ Public Hearing

Are comments related to an Agenda Item? ☐ Yes ☐ No

Agenda Item Numbers: _____

Subject of comments if not on the agenda:

Section C. Certification

I understand the rules listed above for the City of Seadrift for Council Meetings and will abide by them.

Signature

Date

17. Police Secretary Job Description – Take any action to approve the job description for a Police Secretary. (*Cheyenne Beaver*)



SEADRIFT POLICE DEPARTMENT

103 W. Dallas Avenue, Seadrift, TX 77983

Office: 361.785.2069

Email: police@seadrifttx.org

Cheyenne Beaver
CHIEF OF POLICE

POLICE SECRETARY/EVIDENCE CUSTODIAN

Hours for this position may vary but not less than 40 hours worked a week will be required; pay scale to be discussed during the pre-employment interview.

JOB DEFINITION:

Under basic supervision, the secretary handles administrative and clerical duties as directed by the Chief of Police. This position holder is the primary custodian of evidence within the department. Duties include:

- Assisting citizens with inquiries, notary documentation, and reports.
- Maintaining department files, records, and correspondence.
- Assisting Receiving, documenting, and securely storing evidence.
- Maintaining accurate records of evidence, including chain-of-custody logs.
- Ensuring compliance with legal guidelines for evidence handling.
- Conducting audits of evidence storage and assisting authorized personnel.
- Assisting in disposing of evidence in accordance with laws and agency policies with sensitive information regarding investigations.

Skill in:

Interpreting criminal laws and disseminating information, evidence, and other data compiled.

Establishing and maintaining cooperative working relationships with co-workers, officials, community groups, advocates, and representatives from local, state and federal agencies.

Operating a personal computer utilizing a variety of business software.

Communicating effectively verbally and in writing.

This role requires strong organizational skills, attention to detail, and the ability to handle sensitive information.

MINIMUM QUALIFICATIONS:

College Degree Preferred

High School Diploma or GED equivalent;

State of Texas driver's license is required

Preferred background in Law Enforcement related employment

Depending on the needs of the city, additional licenses and certifications may be required.

Police Secretary Job Duties and Responsibilities Elaborated

- Receives, edits incoming police reports including arrest, offense, and crash records
- Reviews, edits, and produces accurate arrest and police records and reports.
- Completes and mail State related forms
- Data entry of citations and warning tickets
- Prepares police reports and crime complaints for attorneys, courts, and victims.
- Prepares prosecution case reports for District Attorney's Offices
- Electronically routes police employees for court subpoenas
- Maintains police records management filing system
- Receives and processes requests for police, crash and arrest reports, background checks and public information requests
- Assists in providing accurate and clear information to the public and other departments as requested
- Learn to retain and use department policies and procedures and to explain them to the public
- Provides administrative support for the Department
- Understand and follow oral and written instructions set by either Police Chief
- Transfer mail to City Hall; distribute incoming mail
- Provide notary services for the Police Department
- Answers and direct incoming calls
- Interact with visitors and guests as they come to the Police Office
- Relaying complaints and issues to the proper channels
- Prepares monthly statistical reports
- Performs other related administrative duties as assigned by Police Chief and/or Department Head
- Essential skills include customer service, organizational, verbal, and written communication, phone etiquette, email etiquette, attention to detail, and computer literacy
- Assist in compiling information and writing grants for the Police Department
- Communicate with Vendors and grant agencies regarding grants for the Police Department
- Maintains a filing system for grants associated with the Police Department
- Assisting Receiving, documenting, and securely storing evidence.
- Maintaining accurate records of evidence, including chain-of-custody logs.
- Ensuring compliance with legal guidelines for evidence handling.
- Conducting audits of evidence storage and assisting authorized personnel.
- Assisting in disposing of evidence in accordance with laws and agency policies with sensitive information regarding investigations.

18. Code Enforcement Job Description – Take any action to approve the job description for a Code Enforcement Officer. (*Alysa Jarvis*)

Placing code enforcement under the direction of the police department can have several benefits.

Enhanced Authority: Code enforcement officers often address violations like illegal dumping, zoning issues, or unsafe building conditions. Being part of the police department can lend more authority to their actions, ensuring compliance. The aforementioned has already proven useful in having our Harbor Master work hand in hand with the Police Chief as there have been several derelict vessels removed from our harbor since the collaboration of the two departments.

Improved Collaboration: Many code violations have overlaps with public safety concerns. For example, abandoned buildings or unmaintained properties can attract criminal activity. Having code enforcement integrated with the police ensures better coordination in addressing these issues.

Streamlined Processes: Combining resources under one department can make enforcement more efficient. Police and code enforcement officers can share information, use the same reporting systems, and respond jointly to certain complaints. Certain information on the Police reporting software is secured information that is only privy to trained and vetted individuals.

Public Perception and Trust: The police department has an established relationship with the community. Including code enforcement under this umbrella can encourage residents to take code violations more seriously, knowing they are tied to public safety.

Cross-Training Opportunities: Officers can in the future be cross-trained to handle both law enforcement and code enforcement duties, enabling this person to be a back-up if Officers are in need of assistance in the area.

Locally: Generally, code enforcement is under the umbrella of a first responder entity such as the Police Department or Fire Department. Since our city does not have a full time Fire Department placing it under the Police Department umbrella would be the next logical choice. Port Lavaca code enforcement is under the direction of Port Lavaca Fire. Point Comfort code enforcement is under the direction of the Police Department. City of Edna is in the process of putting code enforcement under the umbrella of the Police Department as it is currently a stand alone department.



Incorporated December 27, 1912
www.seadrifftx.org

CITY OF SEADRIFT

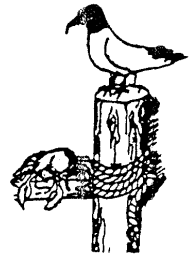
Post Office Box 159/501 S. Main St.

Seadrift, Texas 77983

Tel: (361) 785-2251

Fax: (361) 785-2208

seadrift@seadrifftx.org



CODE ENFORCEMENT OFFICER JOB DESCRIPTION

POSITION: CODE ENFORCEMENT OFFICER

EMPLOYEE CLASSIFICATION: PART-TIME

SUMMARY OF POSITION:

Performs research, investigation, enforcement, and follow-up duties on various code and ordinance violations for the City of Seadrift. Issues notices of violation and citations for non-compliance with local ordinances, codes, and permits. Prepares cases for judicial process and acts as a public information resource.

ORGANIZATIONAL RELATIONSHIPS:

This position works directly with the Public Official assigned, but is accountable to all of the City Council. Works closely with City Hall staff, and the Seadrift Police Department. This position has frequent contact with other law enforcement agencies, related agencies and organizations, and the general public.

MAJOR DUTIES:

- Enforces City ordinances and codes, including, but not limited to solid waste, environmental issues, junked and abandoned vehicles, dangerous or abandoned structures, signs, and fences.
- Issues municipal court citations for violations regarding city ordinances, codes, etc.
- Performs research and investigative work in determining the extent of violation and non-compliance, and in preparing cases for judicial processes, including photography of evidence.
- Attends court cases for the purpose of testifying and presenting evidence and assists in case preparation for the Municipal Court.
- Investigate and resolve citizen complaints received concerning suspected/potential violations.
- Initiates towing of inoperable, illegally parked, and/or abandoned vehicles on public or private property.
- Prepares, maintains, and files reports and records regarding activities, i.e., case files, inspection reports, incident reports, and citations.
- Responds to citizen inquiries both orally and in writing.

KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION:

- Knowledge of local codes and ordinances.
- Knowledge of state and federal laws and statutes, as they relate to municipal code enforcement

SEADRIFT POLICE DEPARTMENT – CHIEF OF POLICE JOB DESCRIPTION

functions or the means by which to access such.

- Considerable knowledge of inspection and investigation methods and techniques.
- Skill in both written and oral communications for effective expression of concepts and clarity in information dissemination.
- Ability to establish and maintain effective working relationships with Public Officials, support staff, the public, and other department positions.
- Ability to exercise independent judgment in both routine and non-routine situations.
- Ability to perform duties with consistent courtesy and tact in frequent public contact.
- Ability to perform under conditions of severe stress and confrontational circumstances.
- Ability to issue and receive oral and written instructions.
- Office Software: current word processing, presentation, spreadsheet, and database programs used by the City.
- Public Speaking: Attend City Council meetings and speak before an audience.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Some tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities.
- Occasional tasks may require being performed with exposure to adverse environmental conditions.

MINIMUM QUALIFICATIONS:

- State Code Enforcement Certification required or the ability to obtain within one year of hire.
- A high school diploma or GED equivalent required by the State of Texas
- A valid Texas Driver's license
- Public Sector and Code Enforcement experience preferred
- Construction trades experience preferred

19. Streets Maintenance Technician Job Description – Take any action to approve the job description for a Streets Maintenance Technician.
(Alysa Jarvis)

JOB DESCRIPTION

STREET MAINTENANCE TECHNICIAN

SUMMARY: Performs manual and machine-aided labor tasks repairing minor street damage, grading or smoothing damaged roads, maintaining city's unimproved roads, maintaining or placing street signage, and other tasks requested by the Public Works Director.

ESSENTIAL FUNCTIONS:

Repair potholes with proper road material. Grade or smooth damaged roads using proper technique and material. Maintain a map of road conditions and repairs. Install/remove/maintain city street signage including but not limited to street names, speed limits, stop signs, and park signs. Cleaning and repairing drainage systems, culverts, and storm drains. Removing debris from roads, sidewalks, and other public areas. Performing roadside landscaping tasks like clearing weeds and trimming trees that impede safe driving conditions. Assists in the repair of streetlights. Assist in painting and maintenance of fire hydrants. Drives city truck to pick up and/or deliver parts and suppliers. Unloads and inventories parts and materials delivered by vendors. Operates a variety of equipment and vehicles; cleans and maintains equipment and vehicles. Operates a variety of hand and power tools. Mows and trims grass. Performs related duties. Subject to mandatory pre-employment, random and post-accident drug and alcohol testing.

REQUIRED EDUCATION, DEGREES, CERTIFICATES AND / OR LICENSE

High school diploma or equivalent. Valid Texas Motor Vehicle Operators License.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS

Ability to operate or learn to operate equipment effectively and safely; ability to understand oral instructions. Basic knowledge in mathematics. Knowledge of work safety principles and practices.

PHYSICAL REQUIREMENTS:

Lifts and carries up to 80 pounds and pulls, pushes or drags up to 100 pounds. Sits, stands, stoops or twists for extended periods of time in possible extreme temperatures including heat, cold, temperature swings and inclement weather. Some exposure to dust, odor, electrical, mechanical, chemical, noise, toxic and confined space hazards, angry pets, insects, snakes, mosquitoes, poison ivy and oak. Required to work extended hours.

20. Budget Amendment – Discuss and Take any action to amend the 2024-2025 FY Budget to:

- a.** Move funds from Line Item 21 (Asst. Clerk 2 Position) into the Public Safety Budget as a Police Secretary position. (*Gabriela Torres*)
- b.** Move \$3,120 from Line Item 66 (Police Lieutenant) into the Police Secretary position to raise the pay to \$17/hour. (*Gabriela Torres*)
- c.** Move the Mechanic position into the Public Works Department as a Utility Maintenance Technician Position after the contract with Rene's Water Operations ends. (*Paul Gonzales*)

21. Wastewater Treatment Plant & SSW Building

– Take any action to approve getting bids for electrical work to be done at the Wastewater/SSW building.

(Alysa Jarvis)

22. Dirt Pile behind Train Depot – Take any action to approve the removal and sale of the dirt behind the Train Depot. (*Alysa Jarvis*)

23. FEMA Seawall Restoration Project – Take any action to:

- a.** Approve payment to SR Trident and G&W Engineers for remaining invoices from the Seawall Restoration Project from Harbor Funds.
(Alysa Jarvis)
- b.** Approve payment of interest on the overdue invoices from SR Trident from the Seawall Restoration Project from Harbor Funds.

Total Owed: \$368,826.70

(SR Trident: \$257,826.70 & G&W: \$110,000)

Funds to be received by FEMA: \$584,657.19

**CHECKBOOK BALANCE OF HARBOR EDA
FUNDS: \$434,824.01**

*REIMBURSEMENT FUNDS FROM THE EDA
PROJECT HAVE ALL BEEN RECEIVED.*

24. GLO 20-065-103-C278 Water Storage Tank –

Take any action to reallocate the remaining funds from the C278 Grant Project back to replace the Water Storage Tank with a new one. (*Gabriela Torres*)

The City Council voted to submit an amendment to GLO to move funds from this project to the Bayfront Restroom Project. Since then, FEMA have gone back on thier NFIP Reduction ruling and the money is no longer owed.

- Engineering is almost complete for this project.
- This project was approved by GLO and does not require an amendment or change order.
- With the project ending next year, there is not enough time to
- No match funds - 100% Paid with GLO funds
- This will replace the gray Water Storage Tank that was damaged during the freeze (75,000 gallons)

25. Executive Session – At any time the City Council may adjourn into an Executive Session as needed on any of the foregoing and following agenda items for one or more of the purposes authorized by Chapter 551 of the Texas Government Code, in accordance with the authority contained in the following sections: Sections 551.071 (Attorney Consultation), 551.072 (Real Property), 551.073 (Gifts & Donations), 551.074 (Personnel), 551.076 (Security), and 551.087 (Economic Development).

26. Adjournment