

Surfside Beach City Council Meeting

Tuesday December 10, 2024

Village of Surfside Beach

1304 Monument Drive

Surfside Beach, TX 77541

An agenda information packet is available for public inspection on the website at www.surfsidetx.org

NOTICE IS HEREBY GIVEN that the City Council of the Village of Surfside Beach will conduct a Council meeting scheduled for **7:00 p.m. on Tuesday December 10, 2024**. To view the meeting electronically please use the following website:

<https://us02web.zoom.us/j/84253545017?pwd=VHFGMXRoZmJHNG5lcDBISlJ3MldjUT09>

Meeting ID: 842 5354 5017 Passcode: 1304

The City Council reserves the right to meet in closed session on any agenda item, should the need arise and if applicable, pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

COUNCIL MEETING:

- 1) CALL TO ORDER, QUORUM IN ATTENDANCE
- 2) INVOCATION, PLEDGE OF ALLEGIANCE
- 3) Swearing in of Marsha Hines as Alderman filling a partial term.
- 4) Mayor/council/department head reports.
- 5) Business of visitors not on the agenda.
- 6) ALL ITEMS UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE SELF-EXPLANATORY, AND THE COUNCIL WILL ENACT THEM WITH ONE MOTION. UNLESS A COUNCIL MEMBER SO REQUESTS, NO SEPARATE DISCUSSION OF THESE ITEMS WILL OCCUR.

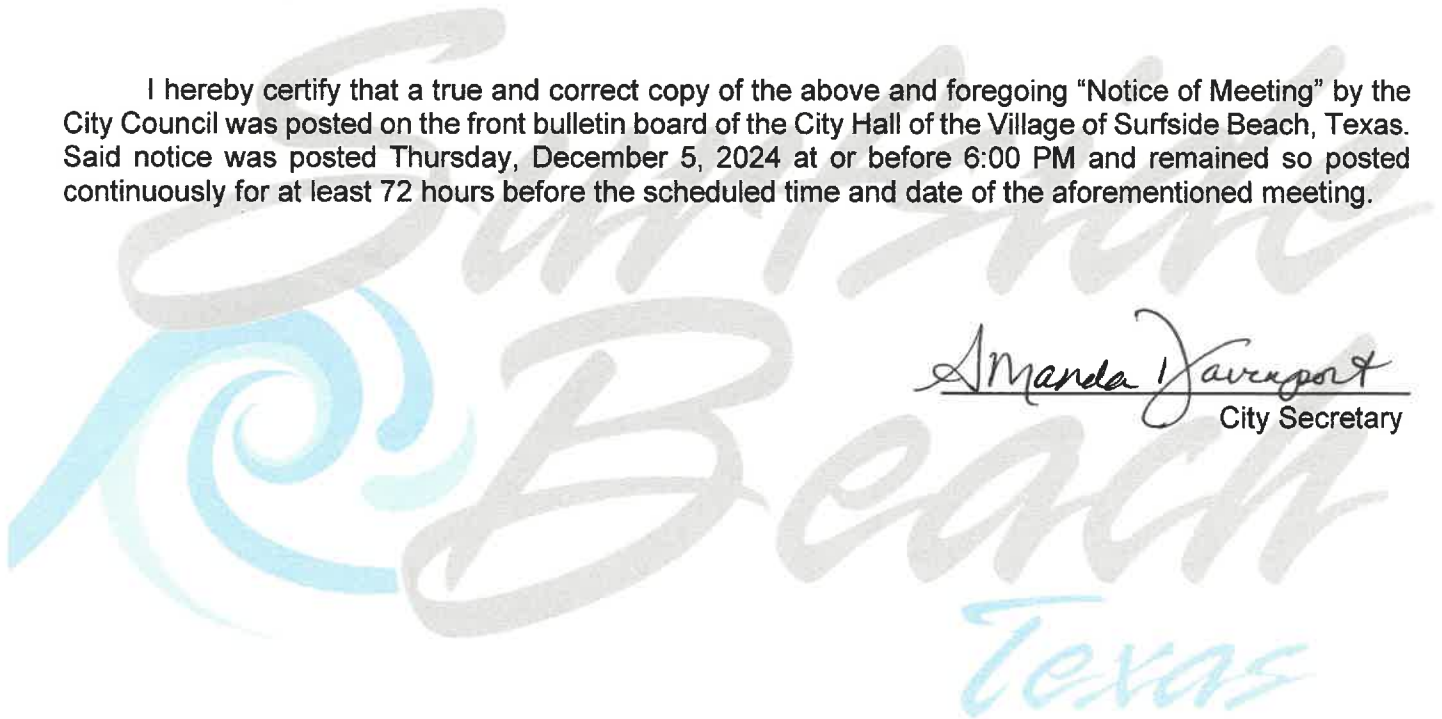
CONSENT AGENDA:

- A. Consider approval of minutes from the Council meeting on November 12, 2024.
 - B. Consider approval of accounts payable from November 2024.
 - C. Consider approval of St. Patrick's day committee Stahlman Park reservation on 2/28/24 and 3/1/24 and a waiver for cannon fire and street closure for the parade on March 15, 2024.
- 7) Discuss and take possible action on a City organizational chart to reflect current chain of command and have it posted to the website. *Parsch*
 - 8) Discuss and take possible action to increase the Stahlman Park deposit fee. *Green-Prats*
 - 9) Discuss and take possible action to adopt guidelines from the Texas Comptroller's TRANSPARENCY STAR program and to start providing the required documentation to qualify for a Traditional Finances Transparency Star. *Gerber*
 - 10) Discuss and take possible action to increase the sewer and water rates for the Village of Surfside Beach residents. *Parsch*

- 11) **Executive Session:** The City Council may convene into closed executive session pursuant to Texas Government Code, Sec. 551.074 PERSONNEL MATTERS, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee unless the officer or employee who is subject of the deliberations or hearing request a public hearing, specifically to discuss the vacant police chief position; AND Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
- 12) Action, if any, out of executive session.
- 13) Adjourn

I hereby certify that a true and correct copy of the above and foregoing "Notice of Meeting" by the City Council was posted on the front bulletin board of the City Hall of the Village of Surfside Beach, Texas. Said notice was posted Thursday, December 5, 2024 at or before 6:00 PM and remained so posted continuously for at least 72 hours before the scheduled time and date of the aforementioned meeting.


City Secretary



Minutes of Regular Meeting of the City Council

Tuesday, November 12, 2024 – 7:00 PM

Village of Surfside Beach

1304 Monument Drive

Surfside Beach, TX 77541

1) CALL TO ORDER, QUORUM IN ATTENDANCE

Meeting was called to order by Mayor Parsch at 7:00 p.m.

2) INVOCATION, PLEDGE OF ALLEGIANCE

Alderman Jalifi gave the invocation and Mayor Parsch led the pledge.

3) Mayor/council/department head reports

Mayor Parsch – Introduced himself and thanking those for helping with his first month in transition. Discussed the Freeport water issue; Beryl issues, financials, municipal citation warrants and recruitment.

John Gerber – appreciate everyone on Council;

Erick Ingram- Public works daily reports; reduced the consumption of water from Freeport; monthly activity reports;

Kelly Marsh – gave the monthly activity report for the Police Department; hiring officers;

Oscar Jalifi – Thanks to Zach for taking the Mayor vacant position.

Kedlarchuk – Thanks to Zach; discussed the Gulflink project.

Jennie Green-Prats – suggested two meetings a month for a while.

Cahoon – reported on the monthly activity of the EMS department;

Josh Hart – reported the monthly activity for the Building/Code Enforcement department, the crabbing pier repair and Stahlman Park drainage;

Dortha Pekar – reported on the refurbishment of the Battle of Velasco Monument

4) Business of visitors not on the agenda.

Peggy and Norm Llewellyn inquired about FEMA for Beryl damages;

Richard Sublett again reported Coral Court is still torn up

5) ALL ITEMS UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE SELF-EXPLANATORY, AND THE COUNCIL WILL ENACT THEM WITH ONE MOTION. UNLESS A COUNCIL MEMBER SO REQUESTS, NO SEPARATE DISCUSSION OF THESE ITEMS WILL OCCUR.

CONSENT AGENDA:

A. Consider approval of minutes from the Council meeting on October 8, 14 & 17, 2024.

B. Consider approval of accounts payable from October 2024.

Motion was made by Jalifi to approve the consent agenda. Motion was seconded by Green-Prats and approved unanimously.

- 6) Discuss and take possible action to appoint Anthony Scharp as the Emergency Management Coordinator.**

Motion was made by Jalifi to appoint Anthony Scharp as the EMS Coordinator pending any violation of employment law. Motion was seconded by Gerber and passed unanimously.

- 7) Discuss and take possible action to increase the garbage rates by 3.80% due to the Waste Connections rate increase.**

Motion was made by Green-Prats to raise the garbage rates by 3.80 %. Motion was seconded by Jalifi and passed unanimously.

- 8) Discuss and take possible action on a City organizational chart to reflect current chain of command and post to the website.**

Mayor Parsch stated this would be completed and posted by the next meeting.

- 9) Discuss and take possible action on a Resolution designating Mayor Parsch to act for and on behalf of the Village of Surfside Beach in dealing with the Texas General Land Office.**

Motion was made by Jalifi to approve Parsch as the designated signor for the Village with the Texas General Land Office. Motion was seconded by Green-Prats and passed unanimously.

- 10) Discuss and take possible action to enter into an agreement with KM&L for the FY 2024 financial audit.**

Motion was made by Jalifi to contract with KM&L for the 2024 FY Audit. Motion was seconded by Green-Prats and passed unanimously.

- 11) Discuss and take possible action authorizing Mayor Parsch to sign a Proclamation and letter of support for the Village of Surfside Beach to be recognized as a Tourism Friendly Texas Certified Community.**

Motion was made by Jalifi to allow Mayor Parsch to sign the Proclamation and letter of support. Motion was seconded by Kedlarchuk and passed unanimously.

- 12) Discuss and take possible action to increase the HOT taxes from 5% to 7% as allowed in the Tx Tax Code 351.105.**

Motion was made by Gerber (for the sake of discussion) to increase the HOT tax. Motion dies for lack of second. Much discussion ensued from both Council and audience members, concerning lawful usage of funds and loss of

revenue for vacation homeowners due to increased taxes.

- 13) Discuss and take possible action to increase the Stahlman Park deposit fee.**

Motion was made by Green-Prats to table this item. Motion was seconded by Jalifi and passed unanimously.

- 14) Discuss and take possible action to pay the Mammoth Dive Academy for services rendered in good faith.**

This item was moved to Executive Session.

- 15) Discuss the need to hire a City Administrator for the future and continuity of government services in Surfside.**

Gerber would like to see the Village hire a City Administrator for the sake of continuity and all municipal operations overseen by someone with experience in the field.

- 16) Discuss and take possible action on an update regarding the comparison of HOT revenues collected by the Village to those reported to the State Comptroller.**

Discussion only from Mr. Steve Porter and the need for a Village zip code to make HOT taxes easier to identify and collect.

- 17) Discuss and take possible action to approve a policy on prohibited technology on city owned devices.**

Motion was made by Jalifi to approve a prohibited technology ordinance. Motion was seconded by Green-Prats and approved unanimously.

- 18) Executive Session: The City Council may convene into closed executive session pursuant to Texas Government Code, Sec. 551.074 PERSONNEL MATTERS, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee unless the officer or employee who is subject of the deliberations or hearing request a public hearing, specifically to discuss appointment to the Council vacant position.**

Council recessed into executive session at 09:39 p.m. and reconvened into regular session at 10:14 p.m.

Motion was made by Jalifi to invite Ritter, Davenport and Marsh into executive session. Motion was seconded Gerber and passed unanimously.

19) Action, if any, out of executive session.

Motion was made by Green-Prats to appoint Marsha Hines as Alderman to fulfill the vacancy created by Zach Parsch who was appointed last month as interim Mayor. Motion was seconded by Jalifi and passed unanimously.

Adjourn at 10:16 p.m.

Passed and approved this 10th day of December 2024.

Zach Parsch
Mayor

Amanda Davenport,
City Secretary

Zach Parsch (interim)
Mayor

Village of Surfside Daily Operations
(Public Works, Beach & Parks, Building, Roads, Police, EMS, Courts, Safety/Risk/Emergency Services, Human Resources, Budgets)

Village of Surfside Future & Forward Looking
(Tourism, Grants, Village Liaison w/ State & Federal Agencies and other Municipalities)

TBD
City Manager or City Administrator

Amanda Davenport
City Secretary

Toni Truly
Finance Director

Janet Solis
HR – Court Admin - Safety/Risk

Kelly Marsh
Chief - PD & EMS

Josh Hart
Building Official

Toby Bolinger
Beach & Parks Director

Erick Ingram
Public Works Director

Amber Calzada
Customer Service Rep

Mindy Barnard
Accounting Clerk

Misty Griffith
Deputy Court Clerk

Charlie Cahoon
EMS Director

David Calhoun
Code Enforcement

Brian Shirley
Beach Leader

John Foster
Utilities Superintendent

Barron Munoz
Tourism Specialist

5
Full time PD

7
Full time EMS

Marcus Matejowsky
Parks Leader

5
Full time crew

15
Seasonal crew

Breana Wied
Utilities Clerk

4
Full time crew

2
Part time crew

Elected Position
Appointed Position

General Business

Zach Parsch (interim)
Mayor

**Village of Surfside
Future & Forward
Looking**
(Tourism, Grants,
Village Liaison w/ State
& Federal Agencies and
other Municipalities)

Village of Surfside Daily Operations

(Public Works, Beach & Parks, Building, Roads, Police, EMS, Safety/Risk/Emergency Services, Human Resources, Budgets)

City Secretary

Accountable as Secretary & tourism plus HOT budget line items associated with tourism. Leader for future improvements to increase tourism & tax revenue associated. Primary contact for Surfside Beach for external state & federal agencies (GLO, TDEM, TCEQ, HGAC, etc.). Village liaison with other municipalities to leverage ideas and best practices. Point of contact for grant \$\$

City Manager or City Administrator

Public Works

Accountable for operations and maintenance of water supply and sewage collection & disposal. Accountable for all budget line items related to both income (water meters) and expenses for these operations. Accountable for all employees in Public Works

Beach & Parks

Accountable for operations and maintenance of beach and parks. Accountable for all budget line items related to both income (beach passes) and expenses for these operations. Accountable for all employees in Beach & Parks

Building Official

Accountable for issue of permits and code enforcement. Primary point of contact on large building repairs, construction, and misc. projects as related to other departments (i.e. Stahlman repairs)

Chief of PD/EMS

Accountable for public safety of residents and visitors

HR - Courts - Safety

HR: Accountable for city policies and procedures involving all employees
Courts: Management of all court activities
Safety/Risk: Primary point of contact for FEMA & TML

Finance/Budgets

Accountable for all accounting, bill payment, payroll, and any activities associated with financial budgets, loans, grants, etc.

General Business

Amanda Davenport

From: Jon Gerber
Sent: Tuesday, December 3, 2024 4:09 PM
To: Amanda Davenport
Subject: Transparency

Discuss and take possible action to adopt guidelines from the Texas Comptroller's TRANSPARENCY STAR program and to start providing the required documentation to qualify for a Traditional Finances Transparency Star

(Please add this to the upcoming Agenda for me
Thank you,
Alderman At Large
Jonathan Gerber)

Traditional Finances Guidelines
comptroller.texas.gov



Sent from my iPhone

 **Transparency**

Transparency Stars

Traditional Finances Guidelines

The landscape for financial transparency has changed. Taxpayers are demanding more, be it in the form of downloadable datasets, new visual representations of information or even simple bulleted lists of key figures. Increased transparency through these means allows taxpayers to understand public services and spending decisions to a greater extent than ever before.

Follow the guidelines below and add the required documentation to your entity's website to qualify for a Traditional Finances Transparency Star.

Finance Summary

Post a summary table or listing separately from audits and financial reports with the following items for the most recently completed fiscal year:

- Expenditures as total and per capita, per student or per user as applicable.
- Revenues from all entity funds expressed as total and per capita, per student or per user as applicable.
- Total full-time equivalent positions for all personnel.
- Revenues from property taxes as total and per capita, per student or per user as applicable.
- Revenues from sales taxes as total and per capita, per student or per user as applicable.

You may wish to include additional pieces of data that provide context reflective of standards or conventions particular to your entity type. You may use the optional Traditional Finances Summary Form [comptroller.texas.gov/transparency/local/stars/docs/finance-summary.pdf] to complete the Summary section.

Visualizations

Post data visualizations to your transparency page showing the following:

- Time trend for at least five years showing revenues and expenditures per capita, per student or per user as applicable.
- Time trend for at least five years showing property tax rate(s) per \$100 valuation.

You may wish to include explanations or subsets of these trends in the visualizations or post additional visualizations that provide context reflective of standards or conventions particular to your entity type.

See the sidebar for templates you may use to create required visualizations. The visualizations must be posted on the page itself or must be a direct link and — like all the required information on the transparency page or section — easy to view and interpret.

Documents

Post the following documents for easy download:

- **Budgets for last five fiscal years.** The adopted budgets for the current fiscal year and the four preceding fiscal years are required.
- **Annual financial reports (AFRs or ACFRs) for last five fiscal years.** Reports for the five most recently completed fiscal years' audits are required.

Note: To be current, the AFR must be posted within 12 months of the end of each fiscal year.

Downloadable Data

Make the following available for download in a spreadsheet or other machine-readable format to aid in researching your entity's finances:

- **Raw format budget for the current fiscal year.**

Raw format budget should meet the following requirements:

- Raw and fixed budget should correspond when viewed side-by-side.
- Be posted in a downloadable spreadsheet or other machine-readable format.
- Identify by name the accounts and divisions of all monies held and/or funded.
- Show and indicate all revenues and expenditures within a local government's budget, with separate grand totals for each category.
- Allow users to perform analysis on the raw budget data.
- Show all combined accounts (enterprise funds, general fund, debt, etc.).

- **Raw format check registers for three complete fiscal years.**

At least three fiscal years of consecutive check registers ending with the most current (no older than 90 days) check register are required. The Comptroller's office also recommends consolidating older check registers by fiscal year to simplify the posts.

Raw format check registers should meet the following requirements:

- Include monthly, quarterly or annual totals for all expenditures.
- Open or procedurally generated registers must have totals on user interface if not available in exported CSV.
- Be posted in spreadsheet or other machine-readable format.

- Include fields for date, payee, amount and purpose for each entry in the register.
 - Purpose should provide a general description of the transaction (e.g., electric bill, office supplies).
 - Payee fields may be truncated.
- Include electronic fund transfers and payroll direct deposits, as well as bank drafts for bond or loan payments if applicable.

See our FAQ [comptroller.texas.gov/transparency/local/stars/faq.php] for tips on posting your check registers.

Other Information

Your transparency site should also include the following:

- General contact information such as an address and a phone number for the local government's main office.
- Contact names, phone numbers and/or email addresses for elected officials.
 - A general group email address that is sent to multiple people at once is acceptable.
- An application and instructions for open records requests or public information requests.