



**SEABROOK CITY COUNCIL
NOTICE OF SPECIAL CITY COUNCIL MEETING
TUESDAY, JUNE 24, 2025 - 6:00 PM**

For city information visit www.seabrooktx.gov
For agendas visit www.seabrooktx.gov/agendas

NOTICE IS HEREBY GIVEN THAT THE SEABROOK CITY COUNCIL WILL MEET ON **TUESDAY, JUNE 24, 2025 AT 6:00 PM** IN THE CITY HALL CITY COUNCIL CHAMBERS, 1700 1ST STREET, SEABROOK, TEXAS, **TO DISCUSS, CONSIDER, AND IF APPROPRIATE, TAKE ACTION** WITH RESPECT TO THE ITEMS LISTED BELOW.

PLEDGE OF ALLEGIANCE

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

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

REGISTER ONLINE TO SPEAK IN PERSON DURING PUBLIC COMMENTS:
www.seabrooktx.gov/publiccomment

2. NEW BUSINESS

2.1 Consider and take all appropriate action on Task Order 2 Witt O'Briens Professional Services Agreement (PSA) including an amount not to exceed \$15,750.00 for City application to the US DOT SS4A Grant Program. *Gayle Cook, City Manager*

3. ADJOURN REGULAR SESSION AND ENTER INTO WORKSHOP SESSION

4. WORKSHOP DISCUSSION

4.1 Receive report, hold discussion, and provide input to staff regarding the proposed Five Year Capital Improvement Program (CIP) for Fiscal Years 2025-26 through 2029-30

5. ADJOURN WORKSHOP SESSION AND ENTER INTO REGULAR SESSION

6. ADJOURNMENT

THE CITY COUNCIL RESERVES THE RIGHT TO HEAR ANY OF THE ABOVE DESCRIBED AGENDA ITEMS THAT QUALIFY FOR AN EXECUTIVE SESSION IN AN EXECUTIVE SESSION BY PUBLICLY ANNOUNCING THE APPLICABLE SECTION NUMBER OF THE OPEN MEETINGS ACT, (CHAPTER 551 OF THE TEXAS GOVERNMENT CODE) THAT JUSTIFIES EXECUTIVE SESSION TREATMENT.

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

I certify that this notice was posted on the bulletin board on or before Friday, June 20, 2025 no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Rachel Lewis, TRMC



APPENDIX A
Task Order 2

GRANT WRITER WORK AUTHORIZATION

Pursuant and subject to the above captioned Professional Services Agreement (PSA) dated 3/21/2025
2025 between **City of Seabrook** (CLIENT) Witt O'Brien's, LLC (CONSULTANT). CLIENT hereby requests that
CONSULTANT performs the work described below upon the terms set forth :

CLIENT PROVIDED

Work Site :

Scope of Work to Be Performed : City's Application to the US DOT SS4A Grant Program

Project planning and management, including timeline and deliverables established based on grant requirements; Review existing grant data and interview/meet with City of Seabrook representatives; and Grant application development, draft, and final version for submission: write grant application; complete required submission forms; validate project and grant requirements; assemble documentation.

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

Date and Time to Commence : June 16, 2025

Date and Time to Complete : June 30, 2025

Invoice Mailing Instructions :

payables@seabrooktx.gov

Other Requirements or Variance from PSA (if any)

CONSULTANT PROVIDED

Compensation: Not to Exceed \$15,750.00

Billing Terms: 30 days

Scope of Work : Appendix A **Professional Services Proposal Attached**

ACCEPTANCE:

The foregoing WORK AUTHORIZATION is accepted on the terms set forth as indicated by the signatures below

CONSULTANT:

Witt O'Brien's, LLC

CLIENT:

CITY OF SEABROOK

By:

By:

Printed Name:

Printed Name :

Title:

Title:

Date:

Date :

June 17, 2025

Gayle Cook
City Manager
City of Seabrook
1700 First Street
Seabrook, TX 77586

RE: US Department of Transportation (US DOT) Safe Streets and Roads for All (SS4A) Grant Program

Dear City Manager Cook,

Witt O'Brien's is pleased to provide the following scope and pricing information for SS4A grant writing services for the City of Seabrook.

Who is the Team?

Witt O'Brien's senior leadership is at the forefront of national thought leadership, simultaneously addressing multiple federal funding streams. Our Community Service practice utilizes internally developed comprehensive tools, templates, methods, and processes to quickly and effectively implement complex, regulatory-compliant programs. Our integrated program management approach ensures appropriate oversight and coordination of all critical and necessary program functions by all relevant stakeholders.

- Jason Mistlebauer, Project Manager (Grant Writer as needed)
- Ingrid Ault, Grant Writer (Lead)
- Emily Winburn, Grant Writer (as needed)

What is the Cost?

Proposed Engagement Terms – Grant Writing Services

Given the application deadline of June 26, 2025, Witt O'Brien's proposes an approximate 2-week engagement with the City of Seabrook to support the submission of the City's application to the US DOT SS4A Grant Program. Our fees will be based on the rate schedule below and invoiced on a time-and-materials basis for the work performed by Witt O'Brien's project team, not to exceed \$15,750 and/or 90 hours from Monday, June 16, 2025, through Monday, June 30, 2025. The scope includes:

- Project planning and management, including timeline and deliverables established based on grant requirements;
- Review existing grant data and interview/meet with City of Seabrook representatives; and
- Grant application development, draft, and final version for submission: write grant application; complete required submission forms; validate project and grant requirements; assemble documentation.

Estimated allocation of hours by position/team member:

- Project Manager: 30 hours x \$225/hr = \$6,750
- Grant Writer: 60 hours x \$150/hr = \$9,000

The following rate schedule is the same one from Witt O'Brien's awarded proposal and included in the executed contract between the City of Seabrook and Witt O'Brien's.

Position	Rate
Project Manager	\$225
Grant Writer	\$150



Agenda Briefing

Date of Meeting: June 24, 2025

Responsible Department: City Manager's Office

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Receive report, hold discussion, and provide input to staff regarding the proposed Five Year Capital Improvement Program (CIP) for Fiscal Years 2025-26 through 2029-30

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation: