SEABROOK CITY COUNCIL
NOTICE OF REGULAR CITY COUNCIL MEETING
TUESDAY, AUGUST 5, 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, AUGUST 5, 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 or abusive language.

All public remarks shall be addressed to the Chair. Comments shall not be directed toward individual Councilmembers, City staff, or other members of the public.

In accordance with the Texas Open Meetings Act, members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please come to the podium and state your name and address clearly into the microphone before making your comments. Thank you.
REGISTER ONLINE TO SPEAK IN PERSON DURING PUBLIC COMMENTS:
www.seabrooktx.gov/publiccomment

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

2. PRESENTATIONS

2.1 Presentation of the Annual Review by Carother's Coastal Gardens 501(c)(3) for the Carother's Community Garden project. *Jesse Jones, PTC Member*

2.2 Presentation of the post event report for Texas Outlaw Challenge 2025. *Paul Robinson*

2.3 Presentation of a Certificate of Recognition to the Seabrook Emergency Medical Services (EMS) providers for their service during the recovery efforts of the July 4th

Central Texas Floods in and around Kerrville. *Kevin Rodgers, Fire Marshal | Emergency Management Coordinator*

3. CONSENT AGENDA

3.1 Approve the minutes of the July 15, 2025 and July 22, 2025 City Council meetings.

3.2 Consider and take all appropriate action on Resolution 2025-21, Appointment of the Clerk of the Municipal Court of Record.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, APPOINTING CLERK OF THE MUNICIPAL COURT OF RECORD AND CONTAINING FINDINGS AND PROVISIONS RELATING TO THE SUBJECT.

4. BOARDS AND COMMISSIONS

4.1 Consider and take all appropriate action on the appointment of Tom Doolin to the Economic Development Corporation for a term to expire on January 1, 2026, and the appointment of Tracy Powell to the Economic Development Corporation for a term to expire on January 1, 2027.

5. BID AWARDS

5.1 Consider and take all appropriate action on a bid award for RFQ 2025-09 for Professional Auditing Services to the firm Whitley Penn, LLP, as the external auditors to perform an independent audit of the financial statements of the city for the fiscal years ending September 30, 2025 and 2026, and 2027 and 2028 with the option to extend this contract for one or two fiscal years and authorize the City Manager to execute the contract. *Michael Gibbs, Director of Finance*

6. NEW BUSINESS

6.1 Consider and take all appropriate action on the Parks and Trails Committee recommendation to designate the northbound exit ramp of SH 146 at 10th St as the location for artwork to spend the Keep Texas Beautiful grant proceeds. *Monica Comeaux, PTC Member*

6.2 Consider and take all appropriate action on a recommendation to Council from the Parks and Trails Committee regarding expanded parking at Robinson Park. *Jesse Jones, PTC Member*

6.3 Consider and take all appropriate action to form a subcommittee consisting of three members of Council to develop guidelines, expectations, requirements, and tenure of any future Hotel Occupancy Tax Committee, if established. *Buddy Hammann, Mayor Pro Tem, At-Large Position 5, Jared Sessum, At-Large Position 2*

6.4 Consider and approve Resolution 2025-19 authorizing the submission of a 2024 grant program for ballistic helmets thought he Houston-Urban Area Security Initiative for $18,975.00. *Michael Gibbs, Director of Finance*

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS AUTHORIZING THE SUBMISSION OF A 2024 GRANT PROGRAM FOR BALLISTIC HELMETS THROUGH THE HOUSTON – URBAN AREA SECURITY INITIATIVE FOR $18,975.00; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN CONNECTION WITH THE GRANT.

6.5 Consider and approve Resolution 2025-20 authorizing the submission of a 2024 grant program for management and administration of ballistic helmets through the Houston-Urban Area Security Initiative for $998.68. *Michael Gibbs, Director of Finance*

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS AUTHORIZING THE SUBMISSION OF A 2024 GRANT PROGRAM FOR MANAGEMENT AND ADMINISTRATION ON BALLISTIC HELMETS THROUGH THE HOUSTON – URBAN AREA SECURITY INITIATIVE FOR $998.68; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN CONNECTION WITH THE GRANT.

6.6 Consider and take all appropriate action to formally accept the report of the 2025-2026 City Council Retreat, and approve the 2025-2026 Seabrook Strategic Plan. *Gayle Cook, City Manager*

7. DISCUSSION

7.1 Discussion regarding the financing and construction of Pine Gully Pier. *Buddy Hammann, Mayor Pro Tem, At-Large Position 5, Angela Cervantes, At-Large Position 4*

8. EXECUTIVE SESSION

8.1 Conduct a Closed Session per Texas Government Code Section:
551.072 Consultation with attorney regarding city property matters.

9. OPEN SESSION

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

10. ROUTINE BUSINESS

10.1 City Manager update and report to City Council on various items that require no action, including Seabrook Boards and Commissions, Transportation Projects, and City of Seabrook CIP Projects.

10.2 Establish future meeting dates and agenda items.

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

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

I certify that this notice was posted on the bulletin board on or before Friday, August 1, 2025, no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Amanda Morales, Deputy City Secretary

THE CITY OF SEABROOK TEXAS

AGREEMENT BETWEEN CITY OF SEABROOK AND CAROTHERS COASTAL GARDENS 501 (c)(3) FOR DEVELOPMENT, OPERATION AND MAINTENANCE OF PROJECT: CAROTHERS COMMUNITY GARDENS

This Agreement ("Agreement") is made and entered into this **16th day of April, 2024**, by and between the CITY OF SEABROOK, TEXAS, a Texas municipality **("City")** and CAROTHERS COASTAL GARDENS a 501c(3) not-for profit licensed to do business in the State of Texas, as sponsor and managing operator **("Operator")** of a not-for-profit community garden activity at the City's Carothers Coastal Garden land.

SECTION 1. DEFINITIONS

1. **ROUTINE MAINTENANCE**: Routine maintenance encompasses the regular upkeep and minor repairs necessary to preserve the condition of the leased premises over time as first granted to Operator. This includes tasks such as damage or safety issues with insured structures, replacing light bulbs, servicing any existing AC systems, and repairing minor plumbing or electrical issues that do not include upgrades or expansion.
2. **ELECTIVE IMPROVEMENTS:** Elective improvements refer to any alterations, renovations, or enhancements made to the City property that are not required for the basic functioning of the property as first granted to the Operator. These improvements are typically at the discretion of the Operator and may include aesthetic upgrades, non-essential repairs, or modifications tailored to the Operator's preferences. Elective improvements are initiated and funded by the Operator and may require prior written consent from the City, as specified in this Agreement.
3. **COMMUNITY GARDEN MEMBER A** Community Garden Member is an individual who has formally joined a community garden initiative as a participant or stakeholder by filling out an application and acceptance by Operator. As a member, they typically have certain rights and responsibilities, such as access to garden plots, participation and adherence to any rules or guidelines established by the community garden organization. Community Garden Members may contribute financially, through work hours, or through other forms of participation to support the maintenance and operation of the community garden.
4. **COMMUNITY GARDEN VOLUNTEER** A Garden Volunteer is an individual who offers their time, skills, and labor on a voluntary basis to support the maintenance, development, or operation of a garden, often without formal membership or obligations. Garden Volunteers may engage in tasks such as planting, weeding, watering, harvesting, or general upkeep of the garden under the direction of the garden coordinator or leadership team. Unlike Community Garden Members, Garden Volunteers may not have access to individual garden plots, although they may still play a valuable role in its success through their contributions.

SECTION 2. GENERAL

1. **PROPERTY:** The City hereby acknowledges and agrees that as part of this agreement and a continuance of the Carothers Community Garden project, the City hereby allows the usage of the public property for the term and upon the conditions set forth herein, certain property located at 502B Pine Gully Road. A portion of the public property of the Carothers Coastal Gardens acreage will be allowed to be used for a public purpose as the Carothers Community Garden.

2. **TERM:** The term of this Agreement shall be for the duration of three (3) years commencing on the effective date at the beginning of this agreement.

3. **FUNDING FOR PROJECT**

   a. **Annual Funding Allocation**: The City agrees to provide the Operator with an annual funding allocation of **$5,000.00 beginning FY 2023-24**, subject to the availability of funds in the City's budget for each subsequent fiscal year during the term of this agreement.
   b. **Contingency Clause:** The obligation of the City to provide the annual funding allocation specified herein is contingent upon the appropriation of sufficient funds by the City's governing body or other funding sources. If funds are not appropriate or become unavailable for any reason, the City shall not be liable for the provision of the annual funding allocation specified herein.
   c. **Notification:** The City shall notify the Operator in writing of the availability of funds for each fiscal year. Such notification shall specify the amount of funding allocated to the Operator for that fiscal year.
   d. **Utilization of Funds**: The Operator shall utilize the annual funding allocation provided by the City in accordance with the terms and conditions of this agreement and for the purposes specified herein:
      i. Utilities (
      ii. Improvements with the boundaries of the Community Garden
      iii. Supplies or Equipment for Community Garden

   e. **Carryover of Unspent Funds:** Any unspent funds from the annual allocation provided by the City may be carried over to subsequent fiscal years.
   f. **Audit and Reporting:** The Operator shall maintain accurate records of the utilization of funds received from the City and shall provide annual report as noted in this agreement, detailing the expenditure of funds and the achievement of objectives funded by the City.

4. USE OF PUBLIC PROPERTY

Operator shall use the public property solely for the purpose of a Community Garden, consistent with the public and educational purposes of the Carothers Coastal Gardens.

Elective Improvements:

a. **Operator Responsibilities:**
The Operator shall have the right to make reasonable **Elective Improvements** to the public property, subject to written approval of the City through the City Manager's office.

b. **City Authorization**
If the Operator should contact the City Manager's office and submit the following:

Detailed Scope of Improvement(s)

- Be specific about the nature of the improvements.
- Intended Purpose
- Timeline
- Relevant backup information and documents
- Estimated cost and proposed funding.
- Proposed vendors

c. **City's Procurement Policy**
Under the terms of this agreement, the Operator acknowledges that certain Elective Improvements may be subject to procurement procedures as with securing bond funding initially for this Pine Gully enhancement between the City and relevant authorities that debt was issued.

The Operator agrees to comply with any procurement requirements imposed by the City when undertaking such improvements. This includes but is not limited to obtaining multiple quotes or bids for the proposed improvements, adhering to specified timelines, and ensuring transparency and accountability in the procurement process.

The Operator further agrees to provide the City with any necessary documentation or information related to procurement activities upon request. Failure to comply with procurement requirements may result in consequences for the City.

5. **TITLE TO IMPROVEMENTS:** Title to Improvements that shall be placed upon the Property by Operator shall vest in City upon the completion of the Improvements, and Operator acknowledges that it shall have no right to remove such fixed or permanent improvements from the Property.

6. **MAINTENANCE AND REPAIR**

Routine Maintenance:

a. **Operator Responsibilities:** Operator shall be responsible for the routine maintenance and upkeep of the public property, including but not limited to routine trash removal, weed removal and general lawn upkeep for the gardens as specified in the original establishing Resolution 2021-14 to ensure that the area is well-maintained and free of weeds, litter, rotten produce, plant debris, rubbish, or junk items.

b. **City Responsibilities:** City will provide and pay for facility maintenance that may be deemed a building safety issue or would not keep the structure in usable condition on the following structures as established by Resolution 2021-14.

City Insured Property

502A PINE GULLY – YELLOW PARKS BUILDING (TMLIRP# 53)

502B PINE GULLY – METAL AWNING (TMLIRP# 54)

All expenditures for Routine Maintenance are subject to the securing and approving of funds for the City's responsibility either through the annual Parks Department budget or a special City Council budget allocation. Should a routine maintenance item on a city insured structure be deemed an immediate safety or health concern, the city reserves the right as in all public facilities to close or secure it until proper repairs can be made.

7. **INSPECTION AND ACCESS TO PROPERTY:** During the term of the Agreement and any renewal or extension hereof, Operator shall always permit the representatives of City access to the Property and may perform inspections on an as needed basis, with or without notice. A formal inspection shall occur at least once per year by a representative of the City and shall include but not be limited to documenting

improvements, condition of the property, safety related issues, and compliance with the City code.

8. **UTILITIES**

The utilities for the Community Garden site will be metered separately from other public property, allowing for accurate monitoring, and reporting of usage specific to that location.

The expectation for the Operator and its members and volunteers of the public property is to exercise reasonable usage and care when consuming utilities. This includes avoiding excessive use and being mindful of conserving resources responsibly.

9. **CONSIDERATIONS**: The City and the Operator hereby acknowledge that this Agreement is supported by good and valuable consideration, the sufficiency and delivery of which is hereby acknowledged. The parties agree that the Operator is responsible for all expenses not otherwise mentioned in the agreement.

SECTION 3. OPERATOR'S RESPONSIBILITIES

1. The Operator shall have the right to occupy and use the Property for the purpose of growing and harvesting legal plants and produce and operating a community gardening program for the purposes described herein under this Agreement and in accordance with the following limitations:

- **a.** **Annual Review:** The Operator shall present to City Council a formal annual performance review each **June** on:
  - a. the activities and accomplishments of the Operator
  - b. level of participation by Seabrook residents
  - c. any significant change in the Operator's purpose, goals, objectives in relation to establishment Resolution 2021-14 and this agreement
- **b.** **Community Garden Member Participation:** Operator shall assign approximately 80% of gardening plots for City of Seabrook residents. For the purpose of this agreement, Seabrook residents are citizens that reside within the city limits proper.
- **c.** **Garden Access to Public:** City shall provide a combination lock to the facility and to serve the citizenry, the garden shall be open to the public upon request and there shall be appropriate signage that states "Garden Access" and contact information.
- **d.** **Accidents:** The Operator will notify the City immediately if any incidents occur at the Property which require medical attention or whenever public safety personnel are called to assist in any circumstance.
- **e.** **Fundraising Events:** The Operator may conduct fundraising events on the public property (but must comply with the special event process if it is triggered or they are utilizing other park property for an event, Chapter 65 – *Parks, Recreation and Municipal Facilities, Division 2, and all future amendments*).
- **f.** **Hold Harmless Waivers:** The Operator will secure and maintain on file a valid hold harmless agreement approved by the City with respect to each Community Garden Member admitted entering onto the Property. The individual Hold Harmless Agreements signed by the Community Garden Member will include full name and address of each member on the approved form. The individual Hold Harmless Agreements will be renewed annually and submitted to the City by ***June 1st*** each calendar year.
- **g.** **Other Activities:** The City maintains the right to disallow any specific activity which it deems to be contrary to the best interests of the City of Seabrook on the Property and shall notify the Operator of such disallowance in writing.

h. **Content Coverage:** Any loss or damage to equipment (contents) and or materials owned by the Operator shall be the full responsibility of the Operator. The City will have no liability for losses.

i. **Outside Vendors:** Any outside vendor engaged by the Operator to perform work in the Garden shall be in accordance with the City's procurement policies in accordance with local, county, state, or federal laws.

j. **Damages:** Damage to City owned property caused by the Operator shall be the responsibility of the Operator.

k. **Work Order Requests:** Requests by the Operator for support for Routine Maintenance on City Covered Property Items to City staff shall be made through the City Manager's Office.

l. **Signage:** Operator shall ensure any City signage on the Property remains visible and shall not obscure such signage, nor permit others to do the same without prior written consent of the City.

SECTION 4. LIABILITY AND COMPLIANCE

1. **PROVISION REGARDING TAX-EXEMPT BONDS** City has financed this public property with proceeds from tax-exempt bonds (the "Bonds"). The City reserves the right to terminate the agreement without notice if, at its sole discretion, termination is deemed necessary to maintain the tax-exempt status of the Bonds.

2. **BACKGROUND CHECKS FOR VOLUNTEERS ENGAGING WITH MINORS** Operator shall require any Community Garden Member or Community Garden Volunteer participating in activities on the Property involving direct contact with minors to complete a background check. The background check can be initiated by the Operator and kept on file by the Operator.

   Each year along with the Hold Harmless Agreements, the Operator is to disclose the individuals that background checks have been performed for the City's record. The Operator will be responsible for all personal and private data of the member or volunteer, the City will just require the number and names of authorized individuals.

   Ongoing Monitoring and the right to conduct additional periodic background checks as deemed necessary or triggered by specific events shall be stated in the Operator's authorization document and signed by the member or volunteer.

3. **CONFLICTS OF INTEREST:** No officer or employee of the City shall have any interest, direct or indirect, in this Agreement or in the proceeds thereof. During the term of this agreement, the Operator and 501 (c)(3) board members of the

Operator's organization shall not accept employment or an obligation which is inconsistent under this agreement.

4. **OPERATOR'S ACKNOWLEDGEMENTS AND REPRESENTATIONS:** Operator represents to and covenants with City that the representations made by it are true and correct and that Operator shall use the Property only for such purposes as described.

5. **FINANCIAL TRANSPARENCY:** The Operator and the City agree that any all financial documents (including any all records of donations), receipts and information shall be available to each party at any time.

6. **RELATIONSHIP OF THE PARTIES:** The Operator shall be an independent contractor of its activities on the Property and shall not be an agent of the City of Seabrook. The City is granting the Operator the right to use the Property for gardening purposes only, and it is not the intent of the parties that a Landlord/Tenant relationship is created by this Agreement, nor is it the intent that this Agreement creates any third-party beneficiaries. It is also not the intent that no commercial or property value benefit be derived from the current Operator.

7. **REVENUE GENERATING ACTIVITIES AND PRIVATE USE:** The City shall be notified before any revenue-generating activities are conducted by the Operator on the public property and it must receive prior approval from the City. The City reserves the right to assess whether these activities constitute private business use of the proceeds of the Bonds. Any activities determined by the City of the Operator to result in private business use may be prohibited from taking place on the property at the discretion of the City.

8. **THIRD PARTY REPRESENTATIONS AND USE OF CITY LOGO:** The Operator shall not use the City logo as representation or imply association as a representative of the City for soliciting funds, grants, or other income.

9. **SOVEREIGN IMMUNITY:** The City does not waive its right of sovereign immunity, its police power to provide for the public interest and safety, nor its municipal authority to provide for and protect its assets by entering into this Agreement.

10. **INDEMNITY: THE OPERATOR AGREES TO INDEMNIFY AND HOLD HARMLESS CITY, ITS OFFICERS, AGENTS, EMPLOYEES AND VOLUNTEERS FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS, CAUSES OF ACTION, LOSSES, DAMAGES, LIABILITIES KNOW OR UNKNOWN, AND ALL COSTS AND EXPENSES, INCLUDING ATTORNEY'S FEES, IN CONNECTION WITH ANY INJURY OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF OR IN ANY WAY CONNECTED WITH THIS AGREEMENT.**

11. **INSURANCE REQUIRED:** The Operator will maintain current Commercial General Liability Insurance Policy with limits of $1,000,000 per occurrence, with the City named as an additional named insured, and Operator will provide the City's Risk Manager with a current copy of each such policy.

A Certificate of Insurance in an acceptable format and in compliance with this subsection is attached to this Agreement as ***Exhibit C***. Failure of the Operator to maintain Commercial General Liability Insurance could result in the immediate termination of the agreement. The City shall have the right to make reasonable increases to the minimum required limits of liability during the term of this Agreement or any renewal or extension hereof. Operator shall be responsible for all deductibles and self-insured retentions under its insurance policies.

12. **COMPLIANCE WITH LAWS:** Operator, by exercising the rights granted herein, shall not discriminate, or permit discrimination against any person or group of persons in any manner on the grounds of race, color, sex, sexual orientation, religion, national origin or ancestry, age, physical handicap, or disability. Non-compliance with such assurances shall constitute a breach of this Agreement, and in the event of non-compliance, City may take appropriate action to enforce compliance and, at its option, may terminate this Agreement or seek judicial enforcement thereof. Applicable Law. This Agreement shall be governed by and construed and enforced in accordance with all federal state, county and city laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies in any manner affecting performance of the agreement, and venue shall lie in Harris County, Texas. Notices. All notices regarding this Agreement shall be addressed from one party to the other according to the following: 1) City of Seabrook, City Manager, 1700 First Street, Seabrook, TX; 2) Carothers Coastal Gardens Non-Profit, 15150 Middlebrook Dr, Houston, Texas 77585

13. **TERMINATION**

a. **Termination by Mutual Agreement:** This agreement may be terminated by mutual written agreement of both parties. Any such termination shall specify the effective date of termination and any other relevant terms or conditions agreed upon by the parties.

b. **Termination for Cause:** Either party may terminate this agreement for cause upon written notice to the other party if the other party materially breaches any provision of this agreement and fails to cure such breach within 30 days after receiving written notice specifying the nature of the breach.

c. **<u>Termination for Convenience:</u>** The City reserves the right to terminate this agreement for its convenience upon 30 days' written notice to Carothers Coastal Garden 501(c)(3).

d. **<u>Termination Due to Funding Constraints:</u>** If funding for this agreement is reduced or discontinued by the City, either party may terminate this agreement upon 30 days' written notice to the other party.

e. **<u>Effect of Termination:</u>** Upon termination of this agreement for any reason:

a. Operator shall promptly cease all activities under this agreement and return any property or materials provided by City.

b. The Operator shall pay the City for any services satisfactorily performed up to the effective date of termination, subject to any applicable deductions or adjustments as provided for in this agreement.

c. Both parties shall cooperate in good faith to effectuate an orderly transition of responsibilities and obligations arising from the termination of this agreement.

d. Survival of Certain Provisions: Termination of this agreement shall not affect any rights or obligations of the parties that by their nature should survive termination, including but not limited to confidentiality, indemnification, and dispute resolution provisions.

14. **<u>AMENDMENTS</u>:** No modification to this agreement shall be effective unless and until such modification is evidenced by writing signed by all parties.

IN WITNESS WHEREOF the parties hereto have subscribed their names the date first written above.

CITY:	**OPERATOR:**
City of Seabrook	**CAROTHERS COASTAL GARDENS 501(c)(3)**

04/11/2024

By: Thomas G. Kolupski

Thomas Kolupski
Mayor

4/30/24

By: Jesse W. Jones

Name: Jesse W. Jones
Title: President
Carothers Coastal Gardens 501(c)(3)

04/11/2024

AERIAL PHOTOGRAPH AND BOUNDARY **Exhibit A**

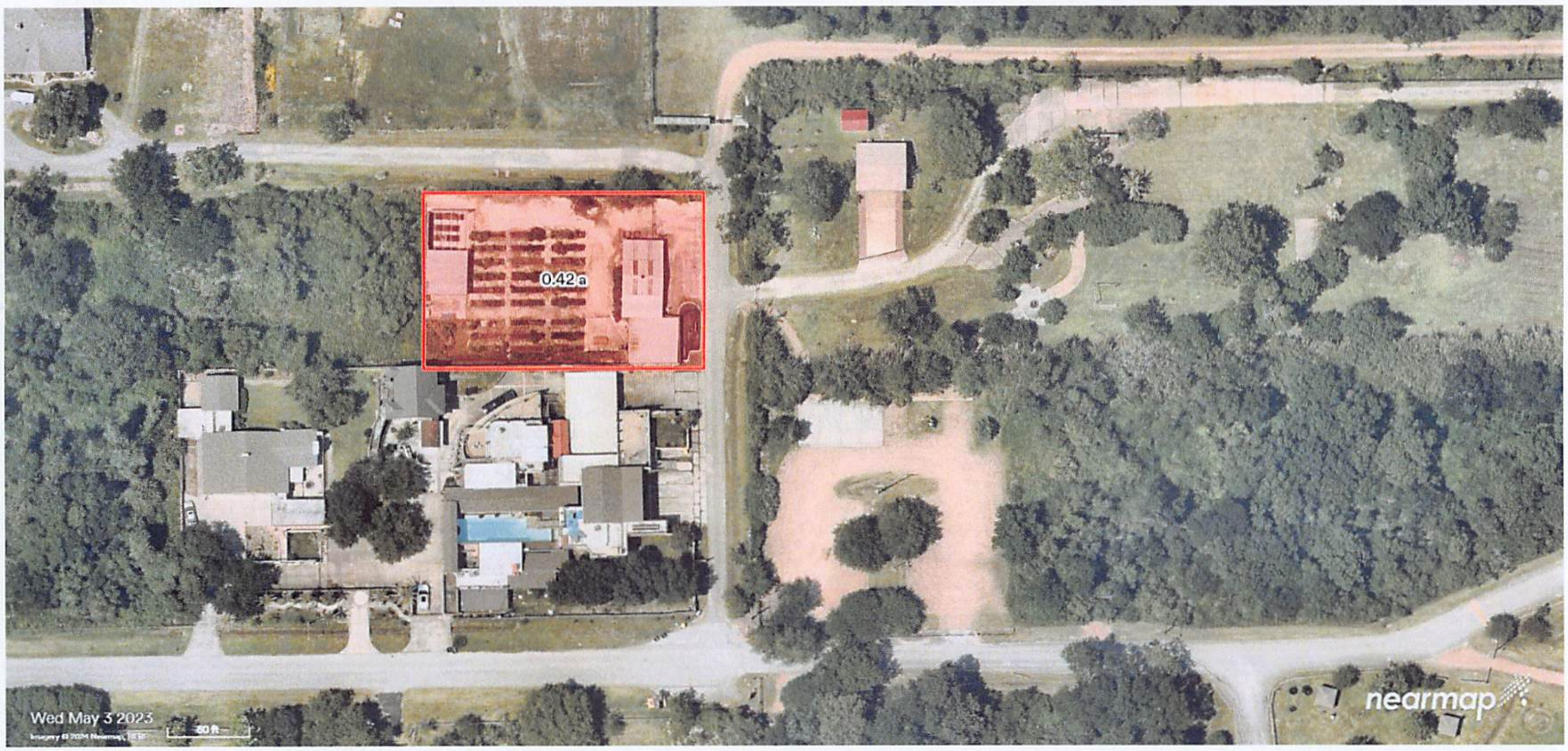


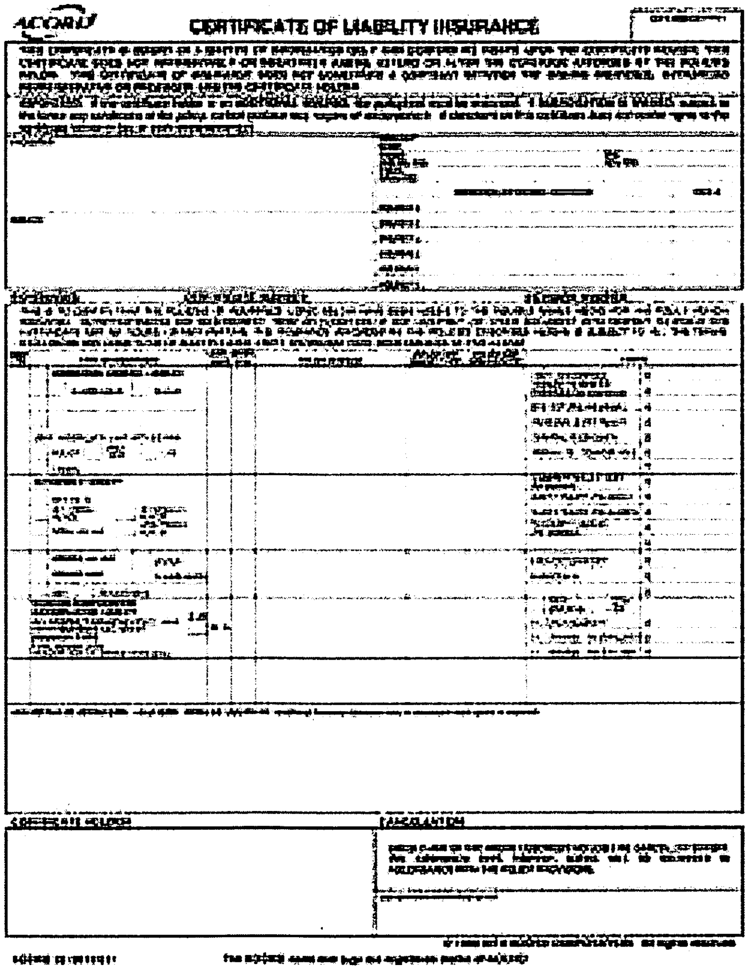
EXHIBIT B

RESOLUTION 2021-21

CITY COUNCIL –ESTABLISHING CAROTHERS COASTAL COMMUNITY GARDEN

EXHIBIT C

CERTIFICATE OF INSURANCE



SEABROOK

MEETING MINUTES
JULY 15, 2025

SEABROOK CITY COUNCIL
REGULAR CITY COUNCIL MEETING

Mayor Jim Sweeney called the Seabrook Council Meeting to order at 6:00 p.m. in the Council Chambers in Seabrook City Hall. Present were City Councilmembers Jim Sweeney, Buddy Hammann, Jared Sessum, Tom Tollett, Angela Cervantes, and Summer Sanford. Also in attendance were: City Manager Gayle Cook, City Attorney David Olson, and City Secretary Rachel Lewis. Mayor Sweeney declared a quorum and pledges were conducted.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

Paul Robinson	Texas Outlaw Challenge	Event highlights
Josh Parella	650 N. Flamingo, Seabrook	Election procedures
Joe Machol	Seabrook, Texas	Fire Station, flags, Carothers fence, information requests
Kylie Wilson	2602 Loganberry Circle, Seabrook	HOT Board
Kelly Stewart	2510 Hollybrook, Seabrook	HOT Board

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

Councilmember Sanford announced the following events:
Movie Night at Meador Park on July 19, 2025
First Responders Day on August 6, 2025
Movie Night at Meador Park on August 9, 2025

2. PRESENTATIONS

2.1 Hear a presentation from the Hotel Occupancy Tax (HOT) Advisory Board regarding the FY 2025-2026 event funding requests.

Kelly Hudson Stewart presented the HOT Board recommendations for funding. **See Attachment A.**

3. CONSENT AGENDA

3.1 Approve the minutes of the July 1, 2025 City Council Meeting.

Motion:	To Approve the Consent Agenda
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 2 Sessum
Vote:	**Passed** unanimously by all present

4. BOARDS AND COMMISSIONS

4.1 Consider and take all appropriate action concerning the appointment and removal of Hotel Occupancy Tax Committee members.

Councilmember Hammann presented the item and proposed that the HOT Committee be suspended until a well-defined and clear direction for its future was established. Councilmember Cervantes questioned the idea of dissolving the committee, stating that such action appeared personal and inappropriate. Councilmember Sessum recommended convening a joint meeting between the HOT Committee and the City Council to collaboratively determine an appropriate resolution. Councilmember Tollett noted that the committee had no further business to consider until the following year.

Motion:	To Call the Question
Made By:	At-Large Position 6 Sanford
Seconded By:	Mayor Pro Tem, At-Large Position 5 Hammann
Vote:	**Passed** with Councilmembers Sweeney, Tollett, Hammann, Sessum and Sanford voting in favor, and Councilmember Cervantes voting opposed.

Motion:	To Disolve the HOT Committee
Made By:	At-Large Position 3 Tollett
Seconded By:	Mayor Pro Tem, At-Large Position 5 Hammann
Vote:	**Passed** with Councilmembers Sweeney, Tollett, Hammann, and Sanford voting in favor, and Councilmembers Sessum and Cervantes voting opposed.

5. BID AWARDS

5.1 Consider and take all appropriate action on the Bid Award and Contract for Project 2024-12-344, *Seabrook EMS Station Addition & Renovation,* to JLA Construction Solutions for an amount of $2,669,840.00 and authorize the City Manager to execute contract. Award includes Total Base Bid and Add Alternates 1, 2, 3, 7, and 8.

City Manager Cook presented the bid.

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

5.2 Consider and take all appropriate action on the approval of Bid Project 2025-06-405, *Carothers Grading Drainage Project 2025,* in an amount not to exceed $117,431.00 to Eitale Construction and authorize the City Manager to execute a contract.

Finance Director Mike Gibbs presented the bid submissions alongside state statutes concerning the bidding process. He advised that the bids raised several concerns, including mathematical inaccuracies, prior discussions with a board member, and the scope of the project. After correcting the mathematical discrepancies, the total bid amount $208,000. The contractor was questioned regarding the $90,000 discrepancy; he responded that he could complete the work for $117,431. He clarified that although the bid was submitted in 2023, he understood that he would be bound by the quoted amount of $117,431.

Motion:	To Approve
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 3 Tollett
Vote:	**Passed** with Councilmembers Sweeney, Hammann, Sessum, Sanford, and Tollett voting in favor, and Councilmember Cervantes opposed.

6. NEW BUSINESS

6.1 Consider and take all appropriate action on the 2025 Hotel Occupancy Tax (HOT) applications and allocations as recommended by the HOT Advisory Board for the FY2026 Funding Year October 1, 2025 through September 20, 2026.

Councilmember Sanford requested that the Texas Outlaw Challenge be allocated additional funding should a significant event be scheduled to take place in Seabrook. Councilmember Tollett expressed his support for providing the originally requested amount to the Texas Outlaw Challenge, citing observations that event attendees had historically utilized local hotels.

Motion:	To Approve with an amendment to increase the amount for the Texas Outlaw Challenge by $20,000 if events are held in Seabrook
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 6 Sanford
Vote:	**Passed** unanimously by all present

6.2 Consider and take all appropriate action on a 90-Day Temporary Use Extension Agreement between the City of Seabrook and Driver and Rescue, LLC (Barge295).

Motion:	To Approve with an amendment for restroom compliance
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 3 Tollett
Vote:	**Passed** unanimously by all present

7. OLD BUSINESS

7.1 Consider and take all appropriate action on approval of Resolution 2025-18, Amending Hotel Occupancy Tax Advisory Board Section, Members Not to Have Conflict of Interest.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS,

AMENDING THE HOTEL TAX ADVISORY BOARD RESOLUTION AND PROVIDING FOR INFORMATION IN THE SECTION FOR MEMBERS TO NOT HAVE CONFLICT OF INTEREST AND IN ACCORDANCE WITH THE TEXAS LOCAL GOVERNMENT CODE.
Mayor Sweeney pulled the item for consideration.

8. ROUTINE BUSINESS

8.1 Presentation of the Monthly Financial Report for June, 2025
Finance Director Mike Gibbs presented the report. **See attachment B**.

8.2 City Manager update and report to City Council on various items that require no action, including Seabrook Boards and Commissions, Transportation Projects, and City of Seabrook CIP Projects.
City Manager Cook presented the update. **See Attachment C**.

8.3 Establish future meeting dates and agenda items.
City Secretary Rachel Lewis informed Council that a Special Budget Workshop was scheduled for July 22, 2025 at 6:00 pm., a possible Budget Workshop may be held on July 29 2025 at 6:00 pm if needed, and the next Regular Meeting was scheduled for August 5, 2025 at 6:00 pm.

9. EXECUTIVE SESSION
Mayor Sweeney adjourned into Executive Session at 6:44 pm.
This item took place after the Consent Agenda.

9.1 Conduct a Closed Session pursuant to Texas Government Code Sections:
551.087 Deliberation regarding economic development negotiations;
551.071 Consultation with attorney on matters in which the City Attorney has a duty to advise City Council in closed executive session.

10. OPEN SESSION
Mayor Sweeney reconvened into Open Session at 7:41 pm stating no action was taken and proceeded to Item 4.1.

11. ADJOURN MEETING
Hearing no further business, Mayor Sweeney adjourned the meeting at 8:25 pm.

APPROVED: ______________________________ DATE: ____________________
Jim Sweeney
Mayor

ATTEST: ______________________________
Rachel Lewis, TRMC
City Secretary

MEETING MINUTES
JULY 22, 2025

SEABROOK CITY COUNCIL
REGULAR CITY COUNCIL MEETING

Mayor Jim Sweeney called the Seabrook Council Meeting to order at 6:00 p.m. in the Council Chambers in Seabrook City Hall. Present were City Councilmembers Jim Sweeney, Buddy Hammann, Tyler Kubena, Jared Sessum, Tom Tollett, Angela Cervantes, and Summer Sanford. Also in attendance were City Manager Gayle Cook, City Secretary Rachel Lewis, and Deputy City Manager Sean Landis. Pledges were conducted.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

Paul Robinson	Texas Outlaw Challenge	Event suggestion on Main Street

2. WORKSHOP SESSION

2.1 Discuss Draft Strategic Plan

City Manager Gayle Cook went over the plan. **See Attachment A**. She requested any revisions from Council and no revisions were suggested.

2.2 Discussion and Comprehensive Review of the Proposed Fiscal Year 2025-2026 Annual Budget

City Council will conduct an in-depth review and discussion of the proposed Fiscal Year 2025-2026 Budget, with a focus on all major financial components of the municipal government. This work session will include presentation and evaluation of projected revenues and expenditures, departmental funding needs, and strategic priorities to ensure fiscal responsibility and alignment with City goals. Specific areas of discussion will include:

a. General Fund – Overview of operating revenues and expenditures, department budgets, personnel costs, and other general governmental activities
b. Enterprise Fund – Review of utility fund including water, wastewater, and sanitation
c. Special Revenue and Dedicated Funds – Review of restricted funds such as grants, hotel occupancy tax (HOT), and other program-specific funding sources
d. Capital Improvement Program (CIP) – Review of multi-year infrastructure investments and capital projects, including funding sources

City Manager Cook went over a presentation regarding the proposed budget for FY 2025-2026. **See Attachment B**.
Council requested a 20% increase in reimbursement funds since the amount had not increased in the past 10 years to accommodate training costs. Council also requested the Boat Parade, HCMCA Christmas Meeting, and the State of

the City costs be funded as Council events as presented.
Council decided the discussion regarding Special Funds and CIP funds would take place at the next budget meeting.

2.3 Discussion regarding the dates for future budget meetings.
Council agreed the next Budget Meeting would take place on July 30, 2025 at 6:00 pm.

3. ADJOURN MEETING
There being no further business, Mayor Sweeney adjourned the meeting at 7:58 pm.

APPROVED: ______________________________ DATE: ________________
Jim Sweeney
Mayor

ATTEST: ______________________________
Rachel Lewis, TRMC
City Secretary

CITY OF SEABROOK
RESOLUTION NO. 2025-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, APPOINTING CLERK OF THE MUNICIPAL COURT OF RECORD AND CONTAINING FINDINGS AND PROVISIONS RELATING TO THE SUBJECT

WHEREAS, as per Article IX – Courts, Section 9.03 – Clerk of the Municipal Court of Record, the Presiding Judge is providing an appointment for approval by Seabrook City Council for the position of Clerk of the Municipal Court.

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

Section 1. That the following person is appointed as a Clerk of the Municipal Court of Record of the City of Seabrook, Texas with the terms of office where applicable, as follows:

Maria Cristina Duran

Section 2. That this person is hereby vested with all powers and duties as set forth in the Charter of the City of Seabrook and the Statutes of the State of Texas pertaining to her appointment and shall receive compensation as may be authorized by the Presiding Judge and under the City's Classification and Compensation System from time to time.

Section 3. That this person shall also serve until her successor is appointed and shall have qualified.

Section 4. That this appointment made by this resolution shall take effect immediately upon passage and approval hereof.

Section 5. All resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of the conflicts only.

Section 6. If any word, phrase, clause, sentence, paragraph, section or other part of this resolution or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this resolution and the application of such word, phrase, clause, sentence, paragraph, section or other part of this resolution to any other persons or circumstances shall not be affected thereby.

Section 7. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this resolution was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

PASSED AND APPROVED, this ___ day of __________, 2025.

CITY OF SEABROOK, TEXAS

____
James Sweeney
Mayor

ATTEST:

____
Rachel Lewis, TRMC
City Secretary

APPROVED AS TO FORM:

____
David Olson
City Attorney

SEABROOK

Agenda Briefing

Date of Meeting: August 5, 2025

Responsible Department: City Secretary's Office

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action on the appointment of Tom Doolin to the Economic Development Corporation for a term to expire on January 1, 2026, and the appointment of Tracy Powell to the Economic Development Corporation for a term to expire on January 1, 2027.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. Brown, Michelle
2. Doolin, Thomas
3. Powell, Tracy
4. Salmeron, Amy
5. Zeller, Robert

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

Application Form

Information

Which Boards would you like to apply for?

Economic Development Corporation: Submitted

Profile

Michelle
First Name

Brown
Last Name

[redacted]
Home Address

Seabrook
City

TX
State

77586
Postal Code

[redacted]
Email Address

Home: (409) 444-2747
Primary Phone

Knack RCM
Employer

Vice President of Transformation
Job Title

Candidate Requirements

How long have you been a resident of the City of Seabrook?

8 years

Are you registered to vote in the City of Seabrook?

(•) Yes ( ) No

Do you have a felony conviction for which you have not been pardoned?

( ) Yes (•) No

Are you currently in arrears on any city taxes, utility charges, or other obligations owed to the City of Seabrook?

( ) Yes (•) No

Are you an adversary party to a pending litigation against the City of Seabrook?

○ Yes ◉ No

Experience

Have you previously served on a City of Seabrook board or commission?

○ Yes ◉ No

If yes, Please indicate which board(s) or commission(s) you have served. *

☑ I have not served on a City of Seabrook board or commission.

Question applies to Economic Development Corporation

Have you attended a meeting of the SEDC?

◉ Yes ○ No

Question applies to Economic Development Corporation

Are you currently a member of the SEDC?

○ Yes ◉ No

Have you served a partial or full term on the City of Seabrook City Council?

○ Yes ◉ No

Have you previously served on a board or commission of another city or organization?

○ Yes ◉ No

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of serving on this board or commission? *

☑ No

Question applies to Economic Development Corporation

Are you familiar with the City's Comprehensive Master Plan and zoning ordinance? *

- [x] Somewhat

Question applies to Economic Development Corporation

In your view, how should the EDC's funding priorities align with the City's broader development goals?

The Economic Development Committee’s funding priorities should align directly with the City’s broader goals for growth and improvement. I believe the EDC should fund projects that bring in industries aligned with the Master Plan, but also look beyond just industrial or energy sectors. We need to diversify so we’re not overly reliant on any one business sector. In my opinion, it’s also essential to invest in practical infrastructure upgrades, like cleaning up key corridors, to make space for new growth. And above all, I think we need to prioritize small business support, because local ownership strengthens our neighborhoods and brings life back to areas that need it.

Question applies to Economic Development Corporation

Part of the roles as an EDC member is to work with partnering agencies. Could you share your experience with some of your current or past community connections? (Check all that apply) *

- [x] Local small/large business owner
- [x] Corporate executive (non-local HQ)

Question applies to Economic Development Corporation

Please list any professional experience or expertise that would support the mission of the Seabrook EDC. *

- [x] Marking, PR, tourism, or retail
- [x] Technology, transportation, energy, or utilities
- [x] Healthcare, HR, or social services
- [x] Entrepreneurship or consulting

Question applies to Economic Development Corporation

What special skill or knowledge would you bring to the Seabrook Economic Development Corporation? You may also use this space to expand on any selections from the previous two questions.

I’m a strategic, no-nonsense leader with over 30 years of experience driving operations, transformation, and performance improvement across Fortune 100 and 500 companies. I also own a successful business consulting firm, where I help organizations scale smartly, simplify complexity, and deliver real results. Beyond the corporate world, I’ve co-founded four small businesses and helped turn around three others from near closure to sustained profitability, giving me a deep, hands-on understanding of the challenges entrepreneurs face, especially in evolving local markets. My commitment to Seabrook’s business community runs deep. I have been volunteering to help local business owners. That engagement has enabled me to see, firsthand, the grit and potential of our small business ecosystem. I am committed to building strong businesses and even stronger communities. I believe in thoughtful growth, practical solutions, and collaboration that leads to lasting impact. I’m excited about the opportunity to contribute to Seabrook’s continued progress and work alongside others who share a vision for a vibrant, inclusive future.

[redacted]
Upload a Resume

By submitting this application, I hereby affirm that I am aware of the requirements for the position and certify that I meet those requirements

☑ I Agree

[redacted]

[redacted]

☑ [redacted]

[redacted]

☑ [redacted]

[redacted]

☑ [redacted]

[redacted]

☑ [redacted]

Michelle Brown

Houston, Texas
409-444-2747
www.linkedin.com/in/michellebrown

Professional Profile:

Accomplished operations leader with over thirty years of diverse experience driving efficiency, growth, and exceptional customer experiences across various industries, including healthcare, financial services, transactional processing, customer service, business consulting, big box retail, logistics, and supply chain management. Demonstrated expertise in developing, prioritizing, and executing strategic operating plans that align with organizational goals and objectives. Proven record of improving operational processes, enhancing service delivery, and fostering a culture of continuous improvement. Adept at leading cross-functional teams and leveraging data-driven insights to make informed decisions contributing to organizational success. Committed to delivering unmatched value to customers while optimizing resources and maximizing profitability.

Core Competencies:

Operations Leadership **|** Lean Six Sigma **|** Scrum Master **|** Business Strategy Design **|** Customer Experience **|** Contact Center Operations **|** Balanced Score Card Design **|** Program Design and Management **|** Technology Integration **|** Operations Standardization **|** Results Driven | Collaborative Leadership **|** Training and Mentoring

---

Professional Experience:

Centric Consulting and Sholar Brown Performance Solutions, LLC
National Process Excellence Practice
2016- present (variable dates)

- Specializing in operational design for new business startups, mergers/acquisitions, and business transformation. Combined YOY value: 12M- revenue and cost
- Led multiple large-scale business transformation projects that have linked business process improvements to technology solutions and organizational change.
    - B2B and B2C client engagements included: Process definition, standardization, optimization, and automation for the following processes: “Lead to Order,” “Order to Cash,” “Procure to Pay,” and “Order to Delivery.” Additional projects include: “Recruit to Onboard,” “Customer Inquiry to Resolution” (Call Center and Warranty/Customer Complaints), and “Product Development to Launch.”
    - Technology solution selection and processing optimization projects included: ERP, eCommerce, Salesforce, Process Automation (Workflow and RPA), and Warehouse/Inventory Management
- Defined and documented current state process(s) and workflow leveraging Root Cause and Waste analysis, facilitated Kaizen and Future state design workshops.
- Facilitated organizational strategy development workshops levering SWOT and Hoshin Planning methods.
- Conducted assessments of enterprise architecture to define capability gaps and risks
- Designed and implemented prioritized roadmaps that enabled leadership to move from strategy to execution.

Amazon Pharmacy
Regional Fulfillment Site Leader- West Region
2022-2023

- Responsible for leading four Amazon Pharmacy fulfillment centers, ~350 clinical and operational associates, and a combined fill/ ship volume of over 95k prescriptions per week, ~12.5M in inventory per site.
- Operational improvements included increasing Top-Line Total Packets Per Hour (TPH) from 16.6 to 18.6, Packet TPH from 29 TPH to 30.8, Bulk TPH from 22.1 to 26.3, and refrigerated medications TPH from 7.2 to 10.7. Reducing Indirect Spending from 40% to approximately 34% (as a combined network goal).
- Improved site-level fulfillment productivity by 18% by reducing machine downtime and manual processing. Improved medication dispense automation from 78% to 87%; improved manual tray fills from 32.5 fills per hour to 42 fills per hour; improved shipments per hour per hour per FTE from 23 to 45. Reduced production backlog from 7.2 days to a steady state of 3.5 days. Improved medication packet builds from 35 units per hour per FTE to 60 per hour per FTE.
- Mentored three lead pharmacists to Lean Six Sigma certification. Projects resulted in quality and productivity improvements that included a 60% reduction in false positive evaluations for medication debris (improved First Time Yield) and a decrease in automation errors that reduced packet repair rates from 1.08 to .38

- Reduced medication fill dwell time (order to ship) by 69% from 12 hours to a steady state of 4.4 hours, with the lowest dwell time being 1.2 hours for bulk fill prescriptions.
- Improved Critical Pull Time success rates and time lost because of inventory holds by leveraging only lean flow techniques. Results from 86.75% to 93.83% of all orders achieved CPT success. Reduced hard stop downtime by 67% from 9200 defects to 3500 defects monthly.

Village MD
Vice President of MSO Shared Services and Customer Contact Center
2020-2022

- Designed, launched, and led five MSO Shared Services operations. Operations scaled from supporting ~600 employees/physicians and 135 clinics in 2021 to ~2,100 employees/physicians and ~300 clinics in Q1 2022. Shared Services operations scaled from ~130 associates to ~400 and a 35M budget within 12 months.
- Led Shared Services organizational maturity from “Launch” to “Stabilization” within 12 months.
- Designed, launched, and led a multi-market Customer Service Contact Center that supported 180 clinics across nine markets, accepting 42k calls per week and supported by over 350 associates.
- Designed and implemented Avaya telephony platform that integrated Chat, Salesforce CRM (Gen 1), web-based scheduling, Workforce management, quality, and escalation management. Effectively scaled call volume capacity from 22k weekly calls to over 42k within nine months. Reduced Cost Per Call by $3.50, resulting in over 6M in Year 1 cost savings.
- Implemented a Workforce Management monitoring system that enabled the organization to scale from 120 FTE in a single location to over 330 FTE within multiple remote and onsite locations.
- Improved “Service Level” from 49% to 83%; decreased “Average Speed to Answer” from 109 seconds to 14 seconds; reduced customer escalation resolution TAT from 22 days to 3 days; improved call quality scores from 84% to 89% while increasing call quality monitoring sample size by 3x
- Established a “Center of Excellence” that created multiple training programs (new hire, refresher, and remediation) for Shared Services associates. Over 500 work instructions and operational protocols were created within nine months and were leveraged over 550k times.
- Improved MoM Annual Wellness Visit scheduling from ~880 scheduled encounters per month to over 2200 scheduled encounters per month without adding FTE.
- Designed end-to-end Specialist Referral management operations that included: Cross-functional process definition, technology enablement (solution selection), and BPO support. Interim results: Increased capacity from 1k Referrals per month supporting 25 clinics to 14k Referrals processed per month for 65 clinics.
- Enabled “straight-through processing” methods for patient Referrals at “time of service.” Result: Reduced volume by 33% while improving patient satisfaction because of reduced wait time. Reduced TAT for STAT referral processing from 72 hours to 24 hours. Reduced Specialist network referral leakage by 30% (Cardiology cohort)
- Credentialing Transformation: Consolidated multiple databases into a single source of truth and designed a workflow management tool that improved credentialing processing capacity from ~10k opportunities to credential and enrolled a provider to ~27k opportunities. Reduced Provider enrollment cycle time by 25% and eliminated over 3.8M in held claims, and reduced timely filing write-offs by 18%
- Additional Credentialing transformation results included: Development of a secure “single source of truth” repository for all document storage, standardization of document retention rules that align with regulatory requirements, defined data structure and migration rules between technology systems, creation of data reconciliation protocols, validation standards, and daily operational reporting to support work prioritization and adherence to regulatory requirements
- Designed and implemented a delegated health plan on boarding roadmap, including database scorecards and project plans. Fifteen delegated services and six Direct Contracting Entities (DCE) were successfully onboarded within 12 months of the new program launch.
- Designed claims processing operations to include configuring and implementing a claims processing system that processed over 550K claims within ten months. This processing capability enabled the effective implementation of six Direct Contract Entities (DCE) and two delegated Health Plans

ACCRETIVE HEALTH- R1 RCM
Vice President of Process Excellence: Front-End Revenue Cycle and Patient Experience
2013-2016

- Responsible for leading a team of consultants that standardized, optimized, and automated patient access activities and transactional processing from "Order Intake" to "Discharge Not Final Billed" across ~60 hospitals. Product design leader for Patient Access technology requirements: Order intake, Medical Necessity verification, Pre-registration, Patient check-in, updated data capture, scheduling, prior authorization, and denials management.

- Created work cell design and patient flow process (s), improving financially cleared Pre-Registrations from 90% to 99% < within two months. Increased Pre-Registrations per FTE from 46 to 65 and reduced Patient Reduced Wait Time from an average of 13 minutes to 6 minutes. Improved Patient Sat scores from 85%-96%, reduced Registration time from 13 minutes to eight minutes per transaction, and reduced cost per transaction by $5.00
- Increased Pre-Registration capacity by 90% while reducing FTE requirements by .5. Reduce Authorization Denials of CPT codes by 50% per CPT group and 80% reduction by defect category. Improved ED Financial Screening Rates by 85% while improving alternate funding source outcomes by 34%, improved point-of-service Collections -Deferred savings by $1.4M and 24% improvement in cash collected per encounter, Improved DNFB from ~7.2 days to ~5.1 days and $4.5M in backlog billing.
- Front-End Model Line Redesign: Cost out 1.3M - Improved Point-of-Service Registrations from three per hour to ~10 within four months. Improved Net Promoter Score by 60% for "Patient Experience and Delivering Value."
- Improved Net Promoter Score by 60% for "Patient Experience and Delivering Value."
- Created end-to-end and front-end-focused metrics to measure all hospital performance in a rack and stack method to identify best practices, entitlement, and improvement opportunities.

UNIVERSAL AMERICAN
Vice President of Corporate Performance Improvement
2010-2013

- Managed twenty-five associates with a $1.7M budget across four teams: Metrics and Reporting, Operational Quality and PMO, Operational Excellence, and Customer Experience Program Management
- Lead OpEx projects that delivered ~$5.6M in combined savings within 18 months; 30 leaders were trained in OpEx and delivered ~$2.9M in savings; over 40% of the workforce was trained on OpEx fundamentals and within 12 months of program launch the program delivered over 750k in savings.
- Created a quality testing program that eliminated Annual Communication errors and reduced CMS ERRATA for the 2013 annual enrollment season from ~25 to zero.
- Reduced CTM member complaints and brought UAM from the lowest national performance rating to the national average within nine months of implementation. Reduced CTM Rate from 60.3 per 100k to 27.5 per 100k
- Optimized annual Chart Chase Strategy that resulted in a .15 lift to the 2013 Clinical STAR Rating

KeyCorp
Senior Vice President of Operations Excellence and Strategy
2008-2010

- Responsible for establishing, creating, and leading four operational functions within Consumer Credit Risk Operations, including Compliance/Audit, Strategic Sourcing and Vendor Relations, Process Improvement and Operational Strategy, and Strategic Project Management and Finance, in addition to the development and oversight of a $26.6M budget.
- Led the organizational Maturity from "Launch" to "Stabilization" within 24 months.
- Improved OCC ratings from "Less than Satisfactory" to "Fully Satisfactory" within nine months
- Developed pricing and supplier strategies that effectively fulfilled operational requirements and optimized future state business performance. Estimated Cost Savings 8M.
- Developed and administered White Belt- and Green Belt-Level Lean Six Sigma training content. Within 12 months - 200 frontline associates received the eight-hour White Belt training, with a 30-day retention score of 80%; 30 Executive- and mid-level leaders received two-week Green Belt training. Wave 1 certification (15 candidates) with savings +$1.2MTransformed financial reporting into transactional/cost-for-services model, which allowed for economic measurement and expense management at the process level.
- Developed and implemented a "Bright Ideas" program to engage frontline associates in ongoing process improvement efforts. Within five months, this program had saved ~$350K, and within 12 months, it had saved over $2.4 million.
- Facilitated annual operations strategy (Hoshin Planning) development workshops, including the identification of technology, compliance, and process improvement projects to execute against that strategy.

Education and Certifications:

Bachelor of Science- Criminology	**Florida State University**
Lean Six Sigma Master Black Belt	**George Group**
Kaizen Facilitator for Rapid Improvement	**International Standards for LSS**
Balance Score Card Trainer	**Balanced Scorecard Institute**
Certified Scrum Master	**SSGI**

Application Form

Information

Which Boards would you like to apply for?

Economic Development Corporation: Submitted

Profile

Thomas
First Name

J
Middle Initial

Doolin
Last Name

[redacted]
Home Address

Seabrook
City

TX
State

77586
Postal Code

Mailing Address

[redacted], SEABROOK, TX 77586

[redacted]
Email Address

Mobile: (281) 734-0721
Primary Phone

Becht Engineering
Employer

Strategic Planning Specialist
Job Title

Candidate Requirements

How long have you been a resident of the City of Seabrook?

1 Year

Are you registered to vote in the City of Seabrook?

◉ Yes ○ No

Do you have a felony conviction for which you have not been pardoned?

○ Yes ◉ No

Are you currently in arrears on any city taxes, utility charges, or other obligations owed to the City of Seabrook?

○ Yes ◉ No

Are you an adversary party to a pending litigation against the City of Seabrook?

○ Yes ◉ No

Experience

Have you previously served on a City of Seabrook board or commission?

○ Yes ◉ No

If yes, Please indicate which board(s) or commission(s) you have served. *

☑ I have not served on a City of Seabrook board or commission.

Question applies to Economic Development Corporation

Have you attended a meeting of the SEDC?

○ Yes ◉ No

Question applies to Economic Development Corporation

Are you currently a member of the SEDC?

○ Yes ◉ No

Have you served a partial or full term on the City of Seabrook City Council?

○ Yes ◉ No

Have you previously served on a board or commission of another city or organization?

◉ Yes ○ No

If yes, Please indicate which cities/organizations you have served

Bay Oaks HOA Treasurer

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of serving on this board or commission? *

☑ No

Question applies to Economic Development Corporation

Are you familiar with the City's Comprehensive Master Plan and zoning ordinance? *

- [x] Somewhat

Question applies to Economic Development Corporation

In your view, how should the EDC's funding priorities align with the City's broader development goals?

Funding priorities should be focused on a mix of businesses. These businesses should have solid, well-defined business plans that will demonstrate long term viability in a challenging business environment. The Master Business List will help understand if the city is overloaded with one type of Business and overloaded with another. This will then allow certain sectors to be targeted for support. Focus on quality-of-life infrastructure is also important. During the construction of Rt146 bypass, many small businesses were displaced and there was disruption to the city’s quality of life. As the project winds down and the modifications north of Repsdorph are complete, efforts to bring business back and beautification of the corridor could be supported. Also, some of the infrastructure is aging, especially along Main Street & Old Seabrook, and could use a refresh. It also seems to me that maintaining the small-town environment is important. A focus on locally owned and operated businesses would take priority over franchise businesses. Businesses like the Classic Café, Alspaugh’s and Dam Fine Coffee can be challenging as they do not have economies of scale. While they need to be viable on their own, a little help may go a long way. The EDC 2024-2026 Strategic Plan is well aligned with the City of Seabrook 2023-2024 Strategic plan. I think the few focus points discussed in this short narrative support those plans and the objective of Supporting Existing Businesses, Business Marketing and Recruitments, Quality of life Infrastructure, Communications and Old Seabrook.

Question applies to Economic Development Corporation

Part of the roles as an EDC member is to work with partnering agencies. Could you share your experience with some of your current or past community connections? (Check all that apply) *

- [x] Corporate executive (non-local HQ)
- [x] Education or nonprofit representative

Question applies to Economic Development Corporation

Please list any professional experience or expertise that would support the mission of the Seabrook EDC. *

- [x] Technology, transportation, energy, or utilities
- [x] Entrepreneurship or consulting

Question applies to Economic Development Corporation

What special skill or knowledge would you bring to the Seabrook Economic Development Corporation? You may also use this space to expand on any selections from the previous two questions.

My background in front end project evaluation and project portfolio management would be directly related to the work of the EDC. I spent the last 17 years of my primary career managing the large project portfolios of 3 large gulf coast refineries. I have experience working with engineering companies on feasibility studies, financial analysis of project proposals, and presenting opportunities to steering committees. While my undergraduate degree in Chemical Engineering is not directly applicable, the analytical and critical thinking skills are. My MBA would be directly related to the EDC's work.

[redacted]

Upload a Resume

Please provide any additional information you feel would be useful to the City of Seabrook City Council in considering your application.

While new to Seabrook (October 2024), I have been a resident of Clear Lake for the last 20 years and Seabrook has been the center of our social and civic activities for the last 10 years. I am a member of the Seabrook Rotary and have participated in many civic and charitable activities over the years. In 2023 I was commissioned as an Admiral in the Texas Navy.

By submitting this application, I hereby affirm that I am aware of the requirements for the position and certify that I meet those requirements

☑ I Agree

[redacted]

[redacted]

☑ [redacted]

[redacted]

☑ [redacted]

[redacted]

☑ [redacted]

[redacted]

☑ [redacted]

[redacted]

Date of Birth

THOMAS J. DOOLIN
[redacted]
(281) 734-0721
E-mail: [redacted]

Professional Summary

38+ years of business planning, management, engineering and process operations experience in the downstream and midstream industry. Emphasis on project development and process improvements & expansions. International experience in the Asia Pacific, Middle East, European, and South American regions. Background includes technical and operating experience on all key process units.

Core competencies include cross functional team leadership, refinery economics, project development, alternative screening, portfolio management and capital budgeting.

Professional Experience:
EXXONMOBIL CORPORATION, Spring, Texas (2017 to 2018)

Project Executive
Lead cross functional teams including engineering, operations, business planning, product sales & supply and environmental & safety. Portfolio includes early development of $900MM in potential capital investments. Opportunities focused on configuration changes at US Gulf Coast Refineries. Key decisions focused on scale of investment, permitting strategy, resource balancing and portfolio management.

Business Planner, Mid-stream
Completed all business planning functions for project associated with investments in the Permian basin. Activities include development of project economics, evaluation of incremental investments, and managing capital budgeting process.

EXXONMOBIL CORPORATION, Baytown, Texas (2015 to 2017)

Project Development Group Leader
Supervised a team of 5 planners with the responsibility to identify opportunities, evaluate alternatives, coordinate contract engineering resources and progress appropriations. Projects totaling $600M in execution or are complete.

- Maintained alignment among technical, operations and headquarters groups on capital plan, economic basis, schedules, etc.
- Projects included margin related crude unit expansions and well as regulatory projects for the Refinery Sector Rule and NSPS Ja
- Member of the Capital Project Prioritization Team for screening smaller opportunities

EXXONMOBIL CORPORATION, Baytown, Texas (2006 to 2015)

Planning Advisor
Advisor to North American Project Executive (Regional organization with 25 business planners managing project development and capital appropriations averaging $400M per year)

- Developed compliance strategy for 2 major environmental regulations and lead regional team through development and appropriation. Total Corporate spend was $500M.
- Member of Steering Committee directing the Process Technology Development Research budget. $25M/YR program focused on the development of breakthrough technologies.

EXXONMOBIL CORPORATION, Chalmette, Louisiana (2001 to 2006)

Business Planner
Managed the development of capital investments for a 190,000 BBL/D joint venture refinery on the Gulf Coast. Responsible for a $2M per year developmental expense budget and $50 million in annual capital appropriations. Activities include identification of opportunities, evaluation of alternatives, coordination of contract engineering resources and capital budgeting.

- Managed joint venture relationships with respect to capital investment. Careful management of project development and owner relations prevented potential project delays of as much as 6 months.
- Crude/Coker expansion increased sour crude processing 5KBD in full upgrade.
- Developed logistics opportunities including upgrades to the Crude terminal allowed increased parcel size and connection to the Louisiana Offshore Oil Port (LOOP) for improved crude flexibility.

MURPHY OIL CORPORATION, Meraux, Louisiana (1998 to 2001)

Operations Superintendent, West Plant (1998-2000)

Responsible for the operations activities for FCC #1, FCC #2, Alkylation, Boiler house, process water treatment and product movement. Total staff size included 56 hourly production and 8 salary personnel.

Operations Superintendent, East Plant (2000-2001)

Responsible for the operations activities for the Crude Unit, Vacuum Unit, ROSE , CCR, Hydrotreaters and Sulfur Complex. Established two record years for Crude throughputs in 1998 and 2000. Total staff size included 40 hourly production and 6 salary personnel.

TOTAL PETROLEUM, NORTH AMERICA, Ardmore, Oklahoma (1996 to 1998)

Senior Process Engineer

Perform operations engineering functions as member of the Crude Unit / Distillate Hydrotreater Team. Activities cover the full range of engineering disciplines including process optimization, catalyst evaluation and selection, turnaround planning, economic evaluations and new project development.

MOBIL OIL CORPORATION, Fairfax, Virginia (1992 to 1996)

Product Coordinator

Coordinated the movement of product from a 350,000 barrel/day Joint Venture Refinery in the Kingdom of Saudi Arabia. Optimized integrated refinery economics. Performed supply operations on all Mobil cargoes shipped from the refinery.

Business Analyst

Promoted to a key role in the global optimization of the production and distribution of products in Mobil's integrated, 15 million barrel per year lubricant business.

MOBIL OIL CORPORATION, Paulsboro Refinery, New Jersey (1980 to 1992)

Process Engineering Supervisor

Supervised a group of four engineers performing technical service functions related to day-to-day process and project problem solving. Monitored unit performance, enhanced unit efficiency, and troubleshot unit problems.

Product Scheduler

Designed, instituted and revised short term refinery operations plans based on the raw materials, product demands, and operational capabilities. Ensured appropriate supply of crude oil and shipment of finished products. Managed intermediate inventories.

Assistant Operating Supervisor

Troubleshot operational problems. Interfaced with engineering groups to ensure operability of designs. Assigned as Operations Supervisor as needed.

Process Engineer

Provided process engineering services such as monitoring and troubleshooting unit performance and optimizing unit efficiency. Also performed project engineering functions. Conceived, designed and implemented refinery projects for improved process efficiency and increased product recovery.

Education

MBA, University of Delaware, Newark, Delaware	1987
B.S. in Chemical Engineering, Lafayette College, Easton, Pennsylvania	1980

Application Form

Information

Which Boards would you like to apply for?

Economic Development Corporation: Submitted

Profile

Tracy
First Name

W
Middle Initial

Powell
Last Name

[redacted]
Home Address

Seabrook
City

TX
State

77586
Postal Code

[redacted]
Email Address

Mobile: (832) 928-0911
Primary Phone

Self Employed-Brokerage UTR-Texas Realtors
Employer

Realtor
Job Title

Candidate Requirements

How long have you been a resident of the City of Seabrook?

19

Are you registered to vote in the City of Seabrook?

(•) Yes ( ) No

Do you have a felony conviction for which you have not been pardoned?

( ) Yes (•) No

Are you currently in arrears on any city taxes, utility charges, or other obligations owed to the City of Seabrook?

( ) Yes (•) No

Are you an adversary party to a pending litigation against the City of Seabrook?

○ Yes ◉ No

Experience

Have you previously served on a City of Seabrook board or commission?

○ Yes ◉ No

If yes, Please indicate which board(s) or commission(s) you have served. *

☑ I have not served on a City of Seabrook board or commission.

Question applies to Economic Development Corporation

Have you attended a meeting of the SEDC?

○ Yes ◉ No

Question applies to Economic Development Corporation

Are you currently a member of the SEDC?

○ Yes ◉ No

Have you served a partial or full term on the City of Seabrook City Council?

○ Yes ◉ No

Have you previously served on a board or commission of another city or organization?

◉ Yes ○ No

If yes, Please indicate which cities/organizations you have served

City of El Lago

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of serving on this board or commission? *

☑ No

If yes or uncertain, please explain the potential conflict of interest

No conflicts!

Question applies to Economic Development Corporation

Are you familiar with the City's Comprehensive Master Plan and zoning ordinance? *

- [x] Yes

Question applies to Economic Development Corporation

In your view, how should the EDC's funding priorities align with the City's broader development goals?

As a proud member of the Seabrook community, I believe the EDC’s funding priorities should reflect both who we are today and who we want to be tomorrow. Seabrook is a unique coastal city with incredible natural beauty, a strong sense of community, and untapped potential for thoughtful, sustainable growth. Funding decisions should align closely with the City's broader goals by supporting projects that enhance our waterfront charm, attract destination-driven businesses, and create spaces where both residents and visitors want to spend time. We have a real opportunity to leverage our coastal character to draw in tourism, encourage outdoor recreation, and build a local economy that thrives year-round—not just seasonally. At the same time, we need to invest in the kind of infrastructure and small business support that keeps our economy resilient and diversified. Whether it’s revitalizing key commercial areas, improving accessibility, or promoting eco-friendly development, every dollar spent should help strengthen Seabrook’s identity as a vibrant, business-friendly coastal community with a high quality of life. When the EDC and the City work hand in hand, we can ensure that Seabrook grows in a way that honors our roots, supports our residents, and sets the stage for long-term success.

Question applies to Economic Development Corporation

Part of the roles as an EDC member is to work with partnering agencies. Could you share your experience with some of your current or past community connections? (Check all that apply) *

- [x] Local small/large business owner
- [x] Education or nonprofit representative
- [x] Public/private partnership or City-connected individual

Question applies to Economic Development Corporation

Please list any professional experience or expertise that would support the mission of the Seabrook EDC. *

- [x] Real estate, engineering, or development
- [x] Legal, legislative, or government affairs
- [x] Marking, PR, tourism, or retail
- [x] Healthcare, HR, or social services
- [x] Entrepreneurship or consulting

Question applies to Economic Development Corporation

What special skill or knowledge would you bring to the Seabrook Economic Development Corporation? You may also use this space to expand on any selections from the previous two questions.

With over two decades of experience in business consulting, training, and real estate, I bring a unique combination of strategic insight, people development, and entrepreneurial drive. My time as a Realtor and team leader with The Gateway Team has given me firsthand knowledge of Seabrook's housing market and community dynamics, while my consulting work with BTH Services has allowed me to support small business growth and leadership development across a variety of industries. As a coastal community, Seabrook has the opportunity to position itself as both a destination and a lifestyle—something I understand well from years of working in environments where success is built on local identity, thoughtful planning, and meaningful connection. I've designed and implemented growth strategies, led training initiatives for over 1,000 businesses, and helped business owners align performance with long-term vision. These are the same principles I would apply in helping guide EDC funding and development priorities. I also bring public service experience, having served on the El Lago City Council. I understand the balance between fiscal responsibility and community investment—and how to work collaboratively to achieve both. I'm deeply invested in the success of Seabrook and would bring energy, creativity, and real-world business experience to the Economic Development Corporation to help ensure our coastal city grows with purpose and pride.

[redacted]

Upload a Resume

Please provide any additional information you feel would be useful to the City of Seabrook City Council in considering your application.

Although I've not served on an official board for the city, I have volunteered to work the city elections. Prior to living in Seabrook I was a city council woman for the city of El Lago for multiple terms. As council woman, I was responsible for streets and sidewalks, the parks and several other community organizations. We did not have a city manager at the time so duties were divided among council people this provided me a wealth of experience and working knowledge of how a city is run. I have the time to give to my city and I would like to do it. I appreciate your consideration. Thank you.

By submitting this application, I hereby affirm that I am aware of the requirements for the position and certify that I meet those requirements

☑ I Agree

[redacted]

[redacted]

- [x] [redacted]

[redacted]

- [x] [redacted]

[redacted]

- [x] [redacted]

[redacted]

- [x] [redacted]

[redacted]
Date of Birth

Tracy W. Powell

twsh94@gmail.com

832-928-0911

PERSONAL PROFILE

Enthusiastic, well organized, self-starter who works well with deadlines and challenges. Dynamic public speaker with strong questioning and learning skills. Strong ability to access company needs by identifying any inadequacy then developing an appropriate action plan. Over 15 years of proven talent management success measured in both sales growth and human development.

HIGHLIGHTS

- Basic & Advance Instructor Skill certified
- Certified DiSC facilitator
- Expert in Adult Learning Principles
- Conflict Management certified
- Team Building Training certified
- Covey Time Management certified
- Achieve-Global graduate in Negotiations
- SPQ* (Sales Prospecting Questionnaire) certified
- Experienced webinar facilitator
- Yahoo APT Certified

WORK EXPERIENCE

Realtor- The Gateway Team **2021-Current**

- Built and led a team of 5 agents
- Consistently in top 20% sale for brokerage
- Served on ALC (Leadership Team) at KW Clear Lake

BTH Services **2009-Current**

- Complete company needs assessments
- Build/Design/Implement company HR policies and procedures
- Develop and facilitate sales, retail and personal development and training programs
- Design sales growth programs
- Consult with Management Teams or Owners on succession planning

Hearst Newspapers, Training & Recruitment Consultant **2008 – 2009**

- Actively recruit top advertising sales and call center professionals
- Develop & Facilitate sales and personal development programs
- Work with senior management to develop team learning strategies that align with corporate goals
- Act as a learning resource for Yahoo and Yahoo APT company initiatives
- Conducted and developed new hire training for call center sales associates that reduced turnover and increased sales
- Consistently exceeded quarterly sales/performance goals from 120-236%

Ace Hardware, Sr. Retail Performance Consultant **2005- 2008**

- Responsible for all Training & Development for 1100 stores in the Gulf Coast region. This includes the facilitation of management, leadership, and customer service best practices within all levels of the Ace Retailer population
- Responsible for the selling, marketing & coordination of all training programs and pre-sold the entire 2008 year of training
- Earned Century Club award the first year (selling over $100,000)
- Exceeded sales goals every quarter. Goal to actual by over 145%

- Design curriculum and training programs based results from conducting needs analysis group and individual consultations and behavioral assessments
- Work and advise each owner to identify issues in performance or policies. Issues included product inventory, marketing, performance management, hiring and termination
- Earned the Ace Quarterly Excellence Award in 2006
- Organized and led the first company charity golf tournament that resulted in over $30,000 cash to the charity.

Mattress Firm, Market Performance Consultant **2003- 2005 (layoff)**

- Developed, supported and trained on all the operations of Mattress Firm to all associates in an instructor, lead /facilitator based style of learning.
- Assisted in all HR functions for over 200 stores and 250 associates in 14 states
- Attended Job Fairs and assisted in associate recruiting
- Developed and maintained company newsletter, and Train-the-Trainer Program that is still in effect today
- Development and execution of Sales Initiative Contests that resulted in sales growth of over 30%.
- Responsible for development, shopper training and monthly review of "Secret Shopping Program"
- Designed & produced training videos for both technical and non- technical training materials

EXPO Design Center, a Home Depot Subsidiary Field Trainer **2000 - 2003**

- Facilitated EXPO orientation for new associates (over 200 associates per store)
- Coordinated scheduling and tracking learning programs
- Developed and Completed needs assessments
- Verified E-learning programs and conducted store rollouts
- Recruited, Managed, Supported and Trained a Design Sales Department of seven designers which resulted in over $900,000 in sales
- Territory of training included over 13 EXPO locations in 11 states
- Responsible for the set up and organization of new stores
- Conducted weekly meetings with HR director, Store Manager to access training and personnel needs

City of El Lago, TX, Councilwoman **1995 - 1999**

- Negotiated and developed contracts for all city vendors
- Responsible for coordination of city streets and sidewalk repair and maintenance
- Organized and implemented yearly city celebration including acquiring corporate sponsorships and donations
- Maintained city contracts and served as the liaison with parks committee
- Developed city budgets and coordinated several projects between schools and city
- Served as the City Labor Contract Manager

Cherry Pickers & Equipment, Human Resource Director **1993 - 2000**

- Responsible for the company hiring process
- Managed company payroll for up to 100 people
- Maintained companies accounts payable/receivables
- Coordinated all company employee benefits
- Tracked employee performance and conducted performance reviews
- Served as first point of contact and mediator for company/employee relations

<u>Education & Associations</u>

Georgia Southern University, Dual Major: Business & Printing Management (B.A. & B.S.)
American Society of Training and Development (ASTD)
Texas Children's Miracle Network

From: noreply@civicplus.com
To: City Secretary; Marketing
Subject: Online Form Submittal: Application for Appointment to the Economic Development Corporation
Date: Tuesday, August 6, 2024 2:22:31 PM

Application for Appointment to the Economic Development Corporation

ALL INFORMATION PROVIDED IN THIS APPLICATION IS PUBLIC INFORMATION PURSUANT TO THE PROVISIONS OF THE TEXAS PUBLIC INFORMATION ACT.

PURPOSE

In 1992, the voters of Seabrook authorized the City to adopt a half-cent sales and use tax to pay for projects as authorized by Chapters 501, 502, and 505, Texas Local Government Code, and to pay for the principal and interest of bonds & other obligations issued to pay the costs of such projects. The Seabrook Economic Development Corporation (SEDC) was created to oversee the use of these tax monies to encourage and promote the City's economic welfare.

The SEDC comprises 5 members and 2 Council representatives serving 2-year terms.

REQUIREMENTS

Candidates must meet the following requirements to be considered for appointment:

- Having resided with the City of Seabrook for at least 12 months preceding appointment.
- Be a registered voter of the City of Seabrook.
- Have no felony convictions for which they have not been pardoned.
- Not be an adversary party to pending litigation against the City of Seabrook.
- Not be in arrears on any city taxes, utility service charges, or other obligations owed to the City of Seabrook.

APPOINTMENT

All appointments are made by and at the discretion of the City Council. Because vacancies may arise before the next regular appointment period, all applications are kept on file for 1 year.

QUESTIONS

If you have questions or need more information about this application, please email the Office of the City Secretary or call (281) 291-5663.

Name	Amy Salmeron
Phone	7132040826
Email	[redacted]

Please enter the address of your residence. All applicants must live within Seabrook City limits.

Street Address	[redacted]
City	Seabrook
State	TX
Zip Code	77586
Are you a Registered Voter?	Yes
How long have you been a resident of Seabrook?	10
Have you attended a meeting of the Seabrook Economic Development Corporation?	No
Are you currently a member of the Seabrook Economic Development Corporation?	No
Have you previously served on a Seabrook board or commission?	No
Have you ever served a full or partial term on Seabrook City Council?	No
If you have served on a Seabrook board or commission please	I have not served on a Seabrook board or commission

identify which ones.

Have you previously served on a board or commission for another city or organization?	No
If you have served on a board or commission for another city or organization, please list them here.	Seabrook
Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of a member of the Seabrook Economic Development Corporation??	No
If you answered Yes or Uncertain to a potential conflict of interest, please explain	*Field not completed.*
What special skill or knowledge would you bring to the Seabrook Economic Development Corporation?	I have been in commercial construction for the past 25 years working all over US. I have been employed by general contractors, 7 years at an architectural firm writing specifications, and 14 years in the commercial door and hardware industry. I am well versed in business development and have worked with various contractors, architects and end users throughout my career. I believe I can bring a fresh set of eyes and information to the EDC including how Seabrook can become more green and sustainable.
The Seabrook Economic Development Corporation is responsible for drafting an economic development strategy to bolster the business climate throughout the City as well identify strategies to coordinate	Im invested as a citizen in Seabrook. We need growth through small businesses and some chain and retail. Seabrook needs business development which to a lot of citizens, is lacking right now. I am acutely aware of the needs here in our town and would be ready to assist with providing any type of communication or relationship building with small business owners or larger investors.

public, private, and academic resources to develop and enhance business opportunities. What are your feelings on the importance of this role for which you are volunteering?	
The Seabrook Economic Development Corporation determines which projects are to be funded with the sales tax allocated toward economic development in the City. Do you have a vision for what the business landscape should look like in the City of Seabrook? Should the Corporation focus on retail, restaurants, hotels, business/office functions or some a mixture of all?	I have a vision of small businesses such as mom and pop type owned shops which would include restaurants and retail. Seabrook would highly benefit from tourism and feeding off the the kemah visitors by way of small hotels, some chain restaurants, a better anchor grocery store and some low rise office. Mixed use would do well in Seabrook where living, shopping and work would be all inclusive.
Please provide any additional information you feel would be useful to the City Council in considering your application. A cover letter and/or resume may also be submitted with the application.	AES resume-DHC04.doc
Today's Date	8/6/2024
By submitting this application online, I hereby affirm that I am aware of the requirements for the	I Understand and Agree

position and certify that
I meet those
requirements.

Email not displaying correctly? View it in your browser.

Amy E Salmeron, CSI, CDT

CELL (713) 204-0826 • **E-MAIL** [redacted] **LinkedIn**: https://www.linkedin.com/in/amy-e-salmeron-csi-cdt-49b9133/

Commercial Door/Access Control Consultant / Specifications / Architectural Services Manager/Access Automation Consultant/Business Development Manager with 20+ years of experience in the Architectural / Manufacturing / Construction Industry specializing in various commercial and government Facilities including - Class A Office, Highrise Residential, Laboratories, Data Centers, K12 and University, Healthcare, Airports, Stadiums and Large Warehouse Projects.

- Sales Development
- Relationship Builder
- Educator/ Product Evangelist
- CRM Catalyst
- Product Knowledge Leader
- Design Assistance
- Specification Writing
- Content Creator
- Motivational Speaker
- Account Management

Experienced Business Development Representative cultivating strategic relationships within the AEC / End User / Security community through consultative sales supporting these practices and further developing project and standards specifications.

University of Houston - **Bachelor of Science**

Territory Aftermarket Sales (Doors, Hardware and Automatics) **MAY 2023** / PRESENT
DH Pace, Houston, TX, Remote

- Create market awareness within territory through on-site visits with potential customers (end users) (Medical Center, SE Houston, Beaumont, Lake Charles).
- Identify new opportunities through social engagements in BOMA and IFMA.
- Assess customer requirements and identify unique needs at targeted accounts.
- Develop and implement business plans to support territory objective.

Regional Architectural Consultant **DEC 2022** / APRIL 2023
INOX by Unison Hardware, CA, Remote

- Grow demand through marketing and generate brand awareness.
- Leverage existing client relationships for specification inclusion.
- Creation and delivery of targeted continuing educational programs.
- Developed and managed CRM accounts

National Architectural Services Manager **FEB 2017** / DEC 2022
Dormakaba USA, Reamstown PA, Remote

- Grew US national market share for entrance systems from 5% to 8%.
- Develop strategies to address the opportunities while considering our products

and services as to how they may align with potential clients. Educated architects with consultative design assistance in congruence with code and technical support while establishing dormakaba as basis of design.

- Secured multiple project specifications through writing, substitution requests and new and existing relationships.
- Work closely with sales team in all 28 branch markets to provide project management assistance and support architectural firms in and after bidding stage.
- Strategic account and territory planning to provide increased market share growth by representation and consultation with colleagues, architects, end users, national trade shows and industry associations. Drove segment crossover within company as well as educating other sales teams in entrance systems and physical access security systems.

Architectural Sales Representative **MAR 2016**/ FEB 2017

Bautex, San Marcos TX, Remote

- Business Development and consulting within the architectural, construction and building industry.
- Prospecting and data mining contacts within the architectural, general contractor, structural engineering, and design build communities. Seeking new projects within territory in Schematic Design and follow through with sales process including estimating, bidding, and project progress.
- Deliver technical sales presentations to prospective clients; develop, submit proposals and responses to RFI/RFP's issued by prospective clients.

Door Opening Consultant **SEPT 2011**/ MAR 2016

ASSA ABLOY, New Haven, CT, Remote

- Develop sales by managing A&D firms through project review, code review and walkthroughs. Grow with sales team to meet the objectives of our territory strategic market plan.
- Generate new accounts and drive incremental sales at existing accounts and projects.
- Self-growth with a team of colleagues in meeting the corporate objectives of ASSA ABLOY's strategic plan and driving sales for the account-based territory.
- Top Door Hardware Sales and Door openings Count in territory 2013, 2014, and 2015, out of 3 architectural consultants. Sales exceeded 4% of gross territory sales. Opening count goal was 12000 openings per year; Successfully succeeded that by finishing each year with 21000+ openings.
- Top 3 Nationally in Door Opening Count for 2014, out of 100 consultants throughout the country, ranked No. 3 finishing with 25000+ openings.

Specification Writer/Coordinator **NOV 2004**/ AUG 2011

PBK Architects, Houston, TX

- Product research given client parameters, budget, and code restrictions. Development of Firmwide Architectural Specifications, using CHPS and LEED requirements.
- Writes technical descriptions specifying material qualities and properties, utilizing knowledge of material standards.
- Project experience includes Conroe ISD Stadium and Natatorium, Katy ISD HS No. 7, Dickinson ISD Sam Vitanza Stadium, CAP - Citizens for Animal Protection, Tomball ISD Administration Building, Marathon Petroleum LLC, Texas A&M University - Penberthy Field Addition, PETEX - The University of Texas Petroleum Extension Service.

650 N. Flamingo Dr. • Seabrook, TX • 77586 • **CELL** (713) 204-0826 • **E-MAIL** aesaltx@gmail.com

PROFESSIONAL AFFILIATIONS

Construction Documents Technologist - Member No. 1476517
Construction Specification Institute – Houston/Dallas Chapters – Member No. 1476517
Vice President Public Services – Houston Chapter C.S.I. (2021-2022)
BOMA Member
IFMA Member
ASIS
SIA

650 N. Flamingo Dr. • Seabrook, TX • 77586 • **CELL** (713) 204-0826 • **E-MAIL** aesaltx@gmail.com

Application Form

Information

Which Boards would you like to apply for?

Economic Development Corporation: Submitted

Profile

Robert
First Name

L
Middle Initial

Zeller
Last Name

[redacted]
Home Address

Seabrook
City

TX
State

77586
Postal Code

[redacted]
Email Address

Mobile: (281) 384-0706
Primary Phone

Occidental
Employer

Vice President
Job Title

Candidate Requirements

How long have you been a resident of the City of Seabrook?

7 years

Are you registered to vote in the City of Seabrook?

(•) Yes ( ) No

Do you have a felony conviction for which you have not been pardoned?

( ) Yes (•) No

Are you currently in arrears on any city taxes, utility charges, or other obligations owed to the City of Seabrook?

( ) Yes (•) No

Are you an adversary party to a pending litigation against the City of Seabrook?

○ Yes ◉ No

Experience

Have you previously served on a City of Seabrook board or commission?

○ Yes ◉ No

If yes, Please indicate which board(s) or commission(s) you have served. *

☑ I have not served on a City of Seabrook board or commission.

Question applies to Economic Development Corporation

Have you attended a meeting of the SEDC?

○ Yes ◉ No

Question applies to Economic Development Corporation

Are you currently a member of the SEDC?

○ Yes ◉ No

Have you served a partial or full term on the City of Seabrook City Council?

○ Yes ◉ No

Have you previously served on a board or commission of another city or organization?

◉ Yes ○ No

If yes, Please indicate which cities/organizations you have served

City of League City Planning & Zoning 2005-2008

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of serving on this board or commission? *

☑ No

Question applies to Economic Development Corporation

Are you familiar with the City's Comprehensive Master Plan and zoning ordinance? *

☑ Yes

Question applies to Economic Development Corporation

In your view, how should the EDC's funding priorities align with the City's broader development goals?

Of course, EDC funding priorities must align with the City's broader development goals and should be consistent with the Comprehensive Master Plan 2040 (published in 2022). However, in my view, recent EDC funding has not been consistent with broader development goals. Instead of chosen through a disciplined review process, such as a stage-gate process, there is an appearance of a lack of discipline or process. Communication and transparency must be paramount so that the best decisions for the residents, business owners, developers, and the City are made.

Question applies to Economic Development Corporation

Part of the roles as an EDC member is to work with partnering agencies. Could you share your experience with some of your current or past community connections? (Check all that apply) *

☑ Corporate executive (non-local HQ)

Question applies to Economic Development Corporation

Please list any professional experience or expertise that would support the mission of the Seabrook EDC. *

☑ Technology, transportation, energy, or utilities
☑ Entrepreneurship or consulting

Question applies to Economic Development Corporation

What special skill or knowledge would you bring to the Seabrook Economic Development Corporation? You may also use this space to expand on any selections from the previous two questions.

I am a Co-Founder of a new business unit with Occidental, focusing on low carbon solutions. Besides leading nearly 100 scientists, engineers, and technicians who are innovating and developing new processes and products to support our new businesses and markets, I lead our technology equity investment program. Our portfolio has nurtured companies from seed investments to IPOs. I currently serve as a board member of TerraLithium LLC and on the Scientific Advisory Board of Pure Lithium Corporation. During my tenure with the City of League City P&Z Board, I assisted in developing and updating several ordinances, including the Planned Unit Development (PUD) and Mixed-Use ordinances, and participated in many foundational decisions that has led to their current success. This experience gave me the perspective of balance between the needs and desires of residents, business owners, and developers, as well as the needs for a city looking for future revenue and growth.

RL_Zeller_Resume.pdf

Upload a Resume

By submitting this application, I hereby affirm that I am aware of the requirements for the position and certify that I meet those requirements

☑ I Agree

[redacted]

[redacted]

☑ [redacted]

[redacted]

☑ [redacted]

[redacted]

☑ [redacted]

[redacted]

☑ [redacted]

DR. ROBERT L. ZELLER III, P.E.

Vice President
Occidental

Resident of Seabrook, TX since 2018

Profile: Dr Robert L Zeller III | LinkedIn

PROFILE

Industry-recognized **technology and innovation leader** with practical experience and strategic vision to accomplish the impossible.

Awarded the prestigious **2022 Winthrop-Sears Medal** recognizing exceptional innovation and entrepreneurship in the sciences field, and specifically for his contributions to low carbon technologies and business solutions.

Recipient of the **2017 American Institute of Chemical Engineers (AIChE) Management Division Award** that "recognizes an outstanding individual who has made a substantial contribution to the management and leadership of engineers and scientists involved in the field of chemical engineering."

Earned a **Ph.D. in Chemical Engineering** from Case Western Reserve University, an elite research and academic institution focusing on the electrochemical sciences (GPA 4.0/4.0).

CONTACT

PHONE:
281-384-0706

EMAIL:
[redacted]

QUALIFICATIONS

Decades of Experience in innovation and problem solving, with an uncanny ability to quickly discern new businesses/concepts and their future business value.

Co-Founder of Oxy Low Carbon Ventures. Formed a new opportunistic business unit within Occidental to develop and implement a strategy in the low carbon space.

EXPERIENCE

Proven 36-year track record in developing successful businesses and new chemical processes from the laboratory through commercial operation.

- *As a Scientist*, developed a patented hypophosphorous acid manufacturing "disruptive" technology based upon bipolar electrodialysis principles and led the design, start-up, and successful operation of the commercial plant.
- *As a Plant Engineer*, developed a process to purify sodium sulfate into detergent grade quality that included both bench and pilot plant testing and subsequent commercial implementation.
- *As a Chemical Executive*, successfully transitioned a new technology from pilot testing to a world-scale commercial plant that produces a key raw material for the manufacture of HFO-1234yf, a next generation refrigerant, and started up 6 weeks after mechanical completion.
- *As a co-Founder and Executive,* built a portfolio of low carbon investments and developed new low carbon markets that has increased in value well into the $B's, accomplished through active portfolio engagement, coaching, and leadership.

Named Inventor on over 20 US Patents, including several that have been successfully implemented and commercialized with business success

Invited speaker and panelist on Carbon Management topics

- Ex: COP25 in Madrid, COP26 in Glasgow, Climate Week 2021

Planning and Zoning Commissioner – Vice Chair, City of League City, TX (Jan 2005 to May 2008)

SEABROOK

Agenda Briefing

Date of Meeting: August 5, 2025

Responsible Department: Finance

Presenter: Michael Gibbs, Director of Finance

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:
Consider and take all appropriate action on a bid award for RFQ 2025-09 for Professional Auditing Services to the firm Whitley Penn, LLP, as the external auditors to perform an independent audit of the financial statements of the city for the fiscal years ending September 30, 2025 and 2026, and 2027 and 2028 with the option to extend this contract for one or two fiscal years and authorize the City Manager to execute the contract.

Executive Summary / Background:
On June 25, 2025, the issued a Request for Qualifications (RFQ) for Professional Auditing Services. After the appropriate publications in the city's official paper on June 25, 2025 and July 2, 2025, closed proposals were received by the closing time of July 17, 2025. Article V. Financial Procedures of the City Charter states,

"At the close of each fiscal year, and at such other times as it may be deemed necessary, the Council shall cause an independent audit to be made of all accounts of the City by a certified public accountant. The certified public accountant so selected shall have no personal interest, directly or indirectly in the financial affairs of the City or any of its officials. Upon completion of the audit, the summary shall be published as soon as possible in the official newspaper of the City and copies of this audit placed on file in the City Secretary's office as public record."

A total of four (4) firms submitted proposals to be considered. An evaluation committee consisting of Michael Gibbs, Director of Finance; Gayle Cook, City Manager; Sean Landis, Assistant City Manager; Rebecca Howton, Purchasing Coordinator; and Kathryn Shannahan, Assistant Finance Director, reviewed and scored all proposal submission documents for the following firms:

1. Crowe, LLP (442 Points)

2. ABIP, PC (458 Points)
3. Whitley Penn, LLP (477 Points)
4. Singleton, Clark & Co. (419 Points)

Staff is recommending Whitley Penn, LLP to perform the independent audit of financial statements for the next four years. Any renewal with extension is subject to further city council approval.

Funding / Fiscal Information:

FY 2025 101-5200 $ 80,810 (including in current budget) *includes single audit cost
FY 2026 101-5200 $ 56,950 (in proposed budget)

Supporting Materials Attached:

1. RFQ 2025-09 Bid Evaluation Summary
2. Whitley Penn LLP RFQ
3. RFQ 2025-09

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

To approve Whitley Penn, LLP for RFQ 2025-09 Professional Auditing Services

Professional Auditing Services
RFQ 2025-09
GRADING/EVALUATION FORM

Date: 7/30/2025		
Evaluation Committee		

CRITERIA

Respondant:	MAX Points	**Crowe, LLP**	**ABIP_PC**	**Whitley Penn, LLP**	**Singleton, Clark & Co.**
Firms past experience & performance on comparable govermental engagements	150	135	140	144	125
Quality of firms assigned personel and quality of firms management support	125	108	116	122	109
Adequacy of proposed staff plan for various segments of the engagement	75	65	67	71	59
Adequacy of sampling techniques	75	67	67	70	63
Adequacy of analytical procedures	75	67	68	70	63
Total	500	442	458	477	419
Additional Notes					

whitleypenn

City of Seabrook, Texas

Request for Qualifications

(RFQ) #2025-09

for

Professional Auditing Services

July 17, 2025

Patrick Simmons, CPA
Audit Partner
3737 Buffalo Speedway,
Suite 1600
Houston, TX 77098
Patrick.Simmons@whitleypenn.com
713.403.3317 (office)
409.771.5264 (mobile)

HLB WE ARE AN INDEPENDENT MEMBER OF THE GLOBAL ADVISORY AND ACCOUNTING NETWORK

AICPA GAQC Member

Table of Contents

Transmittal Letter

Transmittal Letter

July 17, 2025

City of Seabrook
Rebecca Howton
Purchasing Coordinator
1700 First Street
Seabrook, Texas 77586

We are pleased to submit our qualifications in response to your Request for Qualification (RFQ) to objectively provide professional auditing services for the City of Seabrook, Texas (the "City") of its financial statements for the fiscal years ending September 30, 2025, 2026, 2027 and 2028, with the City's option to extend the audit the City's financial statements for one or two subsequent fiscal years. We believe our proposal demonstrates our resources, governmental auditing experience and philosophy of providing superior service to our clients.

We are staffed to handle this project with appropriate speed and will commit the resources necessary to assist the Finance Department staff in an efficient and effective manner in order to meet the City's deadlines. We understand the importance of submitting within the state-imposed 180-day deadline, especially due to the passage of Texas Senate Bill 1851.

Whitley Penn, established in 1983, has become one of the region's most distinguished accounting firms by providing exceptional service that reaches far beyond traditional accounting. The firm has consistently received high marks for its practice and management. The success of the firm allows us to bring qualified and experienced personnel to this and all of our governmental engagements. With a dedicated Public Sector team, Whitley Penn is qualified and ready to provide the requested services.

Our Public Sector team has extensive experience with governmental auditing and financial reporting, federal and state program auditing and compliance, and dealing with federal and state agencies overseeing a wide variety of grants. We bring more than 35 years of broad-based experience in government auditing and federal compliance. Whitley Penn is also a member of the Government Audit Quality Center (GAQC) of the American Institute of Certified Public Accountants (AICPA). Our Public Sector staff attends required training in accordance with the Government Accountability Office (GAO) guidelines for federal auditing, agreed upon procedures, and performance audits, a total of 40 instructional hours annually.

This proposal is a firm and irrevocable offer for forty-five (45) days subsequent to the RFQ closing date.

We appreciate the opportunity to serve the City and we look forward to meeting with you and discussing further our service philosophy, approach, and methodology. We hope to partner with you in fulfilling your fiduciary responsibilities by providing you with the highest level of service to better equip you to meet the challenges of the future.

Sincerely,

Patrick Simmons

Patrick Simmons, CPA
Audit Partner
3737 Buffalo Speedway,
Suite 1600
Houston, TX 77098
Patrick.Simmons@whitleypenn.com
713.403.3317 (office)
409.771.5264 (mobile)

Technical Proposal

General Requirements

Year-Round Resource for the City

We see financial statement audit services as the first line of defense. Our goal is to not only be the City's auditor for this engagement, but to become a year-round resource for the City. Through our partnership, we will ensure the City is in compliance with federal and state regulations, and you can focus on what is most important.

Knowledgeable Professionals

Whitley Penn is one of the largest Texas-based, public accounting firms. With 97 partners, nine offices, more than 850 employees, and a worldwide affiliate membership with HLB International, the firm is able to offer a deep level of knowledge and know-how. Whitley Penn has been recognized as one of the "Top 100 Firms" in the U.S., and "Best of the Best" by *INSIDE Public Accounting* consistently for more than 10 years. The firm's Public Sector team has extensive experience performing audits and other attestation engagements for cities, counties, school districts, universities, and large government organizations. Whitley Penn is currently ranked as the 34th largest firm in the U.S. according to *Accounting Today* and 13th in the nation based on 2025-2026 rankings from VAULT ACCOUNTING 25.

Significant Texas Municipality Experience and Dedicated Public Sector Team

Work in the area of Texas municipalities is a significant portion of our firm's practice. Although founded in 1983, Whitley Penn has public sector auditing roots that stretch back into the early 1970's in Galveston, Harris and Fort Bend Counties. We currently serve as auditors for more than 100 governmental entities. Our partners have been recognized for their experience and have conducted seminars on various governmental accounting, auditing and financial reporting topics for the Texas Society of CPAs, other CPA firms, the TASBO and the Government Finance Officers Association of Texas (GFOAT). We have a dedicated Public Sector group that works solely on governmental entities year round. Our partners hold the advanced single audit certificate issued by the American Institute of Certified Public Accountants (AICPA).

Experienced Engagement Leadership

Whitley Penn's public sector team consists of four (4) partners, eight (8) managers, eight (8) senior associates, and a pool of approximately 20 associates who are dedicated to municipalities and other governmental entities. Our management team receives annual training in city auditing and reporting. We are in the process of planning and performing the services you have requested for our existing municipal clients. We have extensive experience in performing management and performance review services for Texas/other state agencies and for individual cities and counties. If awarded, our proposed engagement team members (two partners, one manager and one senior associate) would be staffed on a full-time basis for this engagement.

Independence

As auditors, we have a responsibility to maintain independence so that our opinions, conclusions, judgments, and recommendations will be impartial and will be viewed as impartial by knowledgeable third parties. With this responsibility in mind, we confirm that Whitley Penn is independent of the City and it’s component units, including direct and indirect financial interest, as well as relationships of the proposed audit team to employees and City Council, as defined by both auditing standards generally accepted in the United States of America and *Government Auditing Standards (GAS)* issued by the Government Accountability Office (GAO).

Whitley Penn has not previously been engaged to perform any services for the City of Seabrook or any of it’s agencies or component units for the past five years. This relationship does not constitute a conflict of interest relative to performing the proposed audit.

Whitley Penn will give the City written notice of any professional relationship entered into during the period of this agreement.

License to Practice in Texas

Whitley Penn and all key professional staff are properly registered/licensed to practice public accounting in the State of Texas. As a firm heavily involved in providing professional auditing and consulting services to a wide variety of governmental and nonprofit entities, our reports and work papers are always subject to review by both state and federal desk and field reviews. We have been successful in the past at receiving non-adverse desk and field reviews by stressing quality reviews and open and proactive communications with regulatory cognizant agents/agencies.

Firm Qualifications and Experience

Firm Overview and Engagement Details

Whitley Penn is a regional firm with more than 850 people in Austin, Dallas, Fort Worth, Houston, Midland, Odessa, Plano, San Antonio, and Hobbs, New Mexico. Our firm is dedicated to providing exceptional audit services to governmental entities, leveraging our extensive experience and specialized Public Sector team. If awarded, the engagement work will be completed in our Houston office. This office is strategically located to serve our clients efficiently and effectively.

Size of the Firm's Governmental Audit Staff

In addition to your engagement team, we have a dedicated Public Sector group across the State of Texas that will be utilized as resources on your audit. Our staff enjoy working with governmental entities and are able to do so year-round. This concept has allowed our staff to become experienced in this industry, and it is one of the main factors that has allowed us to lead the public sector industry in the state of Texas. An organizational chart detailing the structure of our team is shown below.

Dedicated Public Sector Team

Firm Qualifications and Experience

Proposed Engagement Team

We are committed to providing you with a team who is knowledgeable, enthusiastic and dedicated to providing superior services. Our firm understands the importance of continuity and as such we have the ability to rotate our managers and partners or pull in those staff with specific experience as needed for our clients, ensuring personalized service. Each client is actively encouraged to call on us at any time the need arises. For this engagement, we have assigned a dedicated team of professionals who will be employed full-time:

Engagement Partner – Patrick Simmons: More than 12 years of experience and will be responsible for the overall audit and final opinion on the financial statements and over federal compliance.

Resource Partner – Guadalupe R. Garcia: More than 18 years of experience and will be responsible for the second partner review of both the workpapers and AFR.

Engagement Quality Control Reviewer – Celina Cereceres: More than 24 years of experience and will provide additional technical guidance.

Senior Manager – Brooke Fuller: More than seven years of experience and will be responsible for managing the engagement from start to finish and be the main contact.

Senior Associate – Sean Barry: More than four years of experience and will be working in the field each day; he will supervise associates, work on testing, and will be the main contact for fieldwork.

City of Seabrook Engagement Team

Patrick Simmons, CPA
Engagement Partner

Guadalupe R. Garcia, CPA
Engagement Resource Partner

Celina Cereceres, CPA, CFE
Engagement Quality Control Reviewer
Public Sector Industry Leader

Brooke Fuller, CPA,
Senior Manager

Sean Barry, CPA
Senior Associate

Firm Qualifications and Experience

Peer Review Report

Whitley Penn has completed a peer review performed by a selected firm in accordance with the AICPA's SEC Practice Section requirements. This peer review covered the year ended April 30, 2024, and resulted in a rating of pass (unmodified). The review included engagements performed under the *Government Auditing Standards (GAS).* We perform our internal inspections annually as required by program requirements. The frequency of peer reviews is every third year. We have included a copy of our most recent peer review letter on the next page of this proposal. Whitley Penn has been a member of the AICPA's Governmental Audit Quality Center for more than 15 years.

Federal and State Desk Review

Whitley Penn has not received a federal or state desk review or field review of our audits during the past five (5) years. We have been successful in the past at receiving non-adverse desk and field reviews due to our commitment to quality.

Disciplinary Action

The firm is not currently subject to any disciplinary actions, nor are there any pending actions taken by or against the firm with state regulatory bodies or professional organizations.

Litigation Matters

Information regarding litigation is confidential and may be discussed with the Firm's Partner-in-Charge of Audit or General Counsel. Contact information for those individuals is listed below:

Matthew A. Reiter
Partner-in-Charge of Audit
Matthew.Reiter@whitleypenn.com
469.776.3659

Brandon Neely
General Counsel
Brandon.Neely@whitleypenn.com
817.259.9128

Firm Qualifications and Experience

Peer Review Report (continued)

CliftonLarsonAllen LLP
CLAconnect.com

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

September 13, 2024

To the Partners of Whitley Penn LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Whitley Penn LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2024. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; and an examination of service organizations (SOC 2® engagement).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Firm Qualifications and Experience

Peer Review Report (continued)

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Whitley Penn LLP. applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2024, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Whitley Penn LLP has received a peer review rating of *pass*.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Firm Qualifications and Experience

Firm Strengths, Local Strengths, Audit Philosophy, and Differentiation

Our firm stands out due to our comprehensive experience and knowledge and innovative approach to audit services. Our deep roots in Texas communities enable us to understand and address the unique needs of local governmental entities. We have a dedicated Public Sector team that works exclusively with governmental clients year-round, ensuring specialized attention and experience. Our extensive network within Texas allows us to provide timely and effective support, making us a trusted partner for more than 100 governmental entities.

Our audit philosophy is centered on proactive engagement and continuous improvement. We believe in building strong, collaborative relationships with our clients to ensure compliance and enhance operational efficiency. Our approach includes rigorous training for our staff, advanced audit methodologies, and the use of cutting-edge technology to deliver accurate and insightful audit results.

What sets our firm apart is our unwavering commitment to client service and our ability to adapt to evolving needs. We offer personalized service with a focus on continuity, ensuring that our clients always have access to experienced professionals who understand their specific challenges. Our advanced single audit certificate from AICPA highlights our dedication to maintaining the highest standards in audit quality. Additionally, our proactive approach to identifying and addressing potential issues before they become problems ensures that our clients can focus on their core missions with confidence.

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Partner, Supervisory and Staff Qualifications and Experience

Patrick Simmons, CPA

Engagement Partner

Office: 713-403-3317
Cell: 409.771.5264
Patrick.Simmons@whitleypenn.com

Similar Entities Served

- City of Arcola
- City of Beaumont
- City of Bellaire
- City of DeSoto
- City of Freeport
- City of Galveston
- City of Hitchcock
- City of Iowa Colony
- City of La Porte
- City of Missouri City
- City of North Richland Hills
- City of Pearland
- City of Port Arthur
- City of Round Rock
- City of Stafford
- City of Texas City
- Galveston Central Appraisal District
- Galveston County
- Gulf Coast Authority
- Gulf Coast Water Authority

Practice

Audit Services - Public Sector
Licensed to Practice in the State of Texas | CPA License #105745

Education

BS in University Studies from Texas A&M University and MS in Accounting from the University of Houston - Clear Lake

Experience

- More than 12 years of experience in auditing of governmental and nonprofit entities.
- Extensive knowledge of the Office of Management and Budget (OMB) requirements under Uniform Guidance.
- Responsible for preparing, analyzing, maintaining, and reviewing financial statements, records and reports.
- Performs audit tasks for governmental and nonprofit engagements including evaluating the effectiveness of internal controls, performing substantive audit procedures, and providing concise audit results.
- Utilizes advanced data analytics to improve the effectiveness of audit procedures and provide valuable results.
- Assists clients in the preparation of financial statements including Annual Comprehensive Financial Reports (ACFR).

Professional & Civic Organizations

- Texas Society of Certified Public Accountants (TXCPA)
- American Institute of Certified Public Accountants (AICPA)

Partner, Supervisory and Staff Qualifications and Experience

Guadalupe R. Garcia, CPA

Engagement Resource Partner

Office: 713-386-1149
Cell: 832.573.6825
Lupe.Garcia@whitleypenn.com

Similar Entities Served

- City of Aubrey
- City of Bellaire
- City of Buda
- City of Conroe
- City of Friendswood
- City of Fulshear
- City of Greenville
- City of Humble
- City of Hutto
- City of Jersey Village
- City of Katy
- City of La Porte
- City of Liberty Hill
- City of Manvel
- City of Missouri City
- City of North Richland Hills
- City of Oak Ridge North
- City of Pearland
- City of Richmond
- City of Round Rock
- City of Stafford
- City of Sugar Land
- Fort Bend County
- Greater Harris County 9-1-1 Emergency Network
- North Houston District
- Greenville Electric Utility System

Practice

Audit Services - Public Sector
Licensed to Practice in the State of Texas | CPA License #098442

Education

BBA in Finance from the University of Houston

Experience

- More than 18 years of experience auditing and performing other attest engagements for various governmental entities, including cities, counties, school districts, community colleges, other special-purpose governments, and nonprofit organizations.
- Earned the AICPA's Advanced Single Audit Certificate.
- Responsible for all aspects of the assurance process including planning, internal control evaluation, risk assessment, fieldwork, and report issuance and engagement closure.
- Assists in training staff in accordance with Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), *Government Auditing Standards (GAS)* promulgated by the U.S. Government Accountability Office, and the Office of Management and Budget (OMB) requirements under Uniform Guidance.
- Responsible for preparation and review of Annual Comprehensive Financial Reports (ACFR) that have been awarded the Certificate of Achievement for Excellence in Financial Reporting.

Professional & Civic Organizations

- Texas Education Agency (TEA)/TASBO Advisory Committee (only CPA firm on this committee)
- American Institute of Certified Public Accountants (AICPA)
- Texas Association of Community College Business Officials (TACCBO)
- Texas Higher Education Coordinating Board AFR Committee
- Texas Society and Houston Chapter of Certified Public Accountants
- Texas Association of School Business Officials (TASBO)
- Government Finance Officers Association of Texas (GFOAT)
- Member of GFOA Special Review Committee

whitleypenn

Partner, Supervisory and Staff Qualifications and Experience

Celina Cereceres, CPA, CFE

Engagement Resource Partner
Public Sector Industry Leader

Office: 713-386-1175
Cell: 713.377.3667
Celina.Cereceres@whitleypenn.com

Similar Entities Served

- City of Aubrey
- City of Fulshear
- City of Iowa Colony
- City of Katy
- City of La Porte
- City of Pearland
- City of Stafford
- City of Sugar Land
- East Texas Council of Governments
- Galveston County
- Gulf Coast Authority
- Harris County Department of Education
- Houston-Galveston Area Council
- North Central Texas Council of Governments
- The Harris Center

Practice

Audit Services - Public Sector
Licensed to Practice in the State of Texas | CPA License #084132

Education

BA and MS in Accounting from the University of Texas - El Paso

Experience

- More than 24 years of audit public accounting experience focused on clients primarily in the following industries: cities, school districts, nonprofit organizations, community colleges and other large governments administering large amounts of federal and state grant awards.
- Earned the AICPA's Advanced Single Audit Certificate.
- Responsible for training firm staff in accordance with Generally Accepted Auditing Standards (GAAS), and *Governmental Audit Standards (GAS)*.
- Extensive knowledge with the Office of Management and Budget (OMB) Uniform Grant Guidance.
- Designated Audit Quality Partner for the AICPA's Government Audit Quality Center.
- Responsible for providing CPE to both employees, clients, and industry professional organizations.

Professional & Civic Organizations

- Texas Education Agency/TASBO Advisory Committee (only CPA firm on this committee)
- Texas Society of Certified Public Accountants (TXCPA)
- Texas Association of School Business Officials (TASBO)
- American Institute of Certified Public Accountants (AICPA)
- TXCPA School District Conference Planning Committee
- TXCPA School District Conference Chair
- Association of Certified Fraud Examiners (ACFE)
- TASBO Accounting/Finance Research Committee

Partner, Supervisory and Staff Qualifications and Experience

Brooke Fuller, CPA

Senior Manager

Office: 713-403.3335
Cell: 713.791.3826
Brooke.Fuller@whitleypenn.com

Similar Entities Served

- City of Buda
- City of Conroe
- City of Friendswood
- City of Galveston
- City of Humble
- City of Leander
- City of North Richland Hills
- City of Round Rock
- City of Stafford
- City of Texas City
- Fort Bend County
- Gulf Coast Authority
- Harris County

Practice

Audit Services - Public Sector
Licensed to Practice in the State of Texas | CPA License #117193

Education

BS in Accounting from Louisiana State University
MS of Accountancy from the University of Houston - Clear Lake

Experience

- More than seven years of experience in general accounting and providing audit services to various governmental entities, including cities, counties, school districts, other special-purpose governments and nonprofit organizations administering large amounts of federal and state grant awards.
- Extensive knowledge of the Office of Management and Budget (OMB) requirements under the Uniform Guidance.
- Responsible for all aspects of the assurance process including planning, internal control evaluation, risk assessment, fieldwork, report issuance, and engagement closure.
- Responsible for review of Annual Comprehensive Financial Report (ACFR) that have been awarded the Certificate of Achievement for Excellence in Financial Reporting.

Professional & Civic Organizations

- Texas Society of Certified Public Accountants (TXCPA)
- American Institute of Certified Public Accountants (AICPA)

Partner, Supervisory and Staff Qualifications and Experience

Sean Barry, CPA

Senior Associate

Office: 713.386.1159
Sean.Barry@whitleypenn.com

Similar Entities Served

- Brazos Valley Solid Waste Management Agency
- Child and Family Services
- City of Beaumont
- City of Conroe
- City of Friendswood
- City of Galveston Employee Pension Plan
- City of Galveston Police Pension Plan
- City of Greenville
- City of Iowa Colony
- City of Pearland
- City of Stafford
- Fort Bend County
- Fort Bend County CSCD
- Fort Bend County Juvenile
- Fort Bend County Toll Road Authority
- Fort Bend Grand Parkway Toll Roll Authority
- Fort Bend Subsidence District
- Galveston Central Appraisal District
- Galveston County Consolidated Drainage District
- Galveston Firefighters' Pension Fund
- Gulf Coast Authority
- Harris County Domestic Violence Coordinating Council
- Harris-Galveston Subsidence District
- Katy Development Authority
- North Houston District

Practice

Audit Services - Public Sector
Licensed to Practice in the State of Texas | CPA License #123886

Education

BS and MS in Professional Accounting from the University of Houston - Clear Lake

Experience

- More than four years of experience in auditing to governmental and nonprofit entities and three years of experience working in the accounting industry.
- Knowledge of the Office of Management and Budget (OMB) requirements under Uniform Guidance.
- Responsible for preparing, analyzing, maintaining, and reviewing financial statements, records and reports.
- Performs audit tasks for government and nonprofit engagements including reviewing and testing transactions and internal controls, performing analytical procedures, and documenting audit results.
- Assists clients in the preparation of financial statements.

Professional & Civic Organizations

- Texas Society of Certified Public Accountants (TXCPA)
- American Institute of Certified Public Accountants (AICPA)

Partner, Supervisory and Staff Qualifications and Experience

Government Auditing Experience of Proposed Team

The following is a table of the governmental audit experience for each member of the team:

Entity	Patrick Simmons	Lupe Garcia	Celina Cereceres	Brooke Fuller	Sean Barry
Counties					
Ector County			X		
Fort Bend County		X	X	X	X
Nacogdoches County			X		
Municipalities					
Aubrey	X				
Beaumont	X	X			X
Bellaire	X	X			
Conroe		X	X	X	X
Dripping Springs	X			X	
Friendswood	X	X		X	X
Greenville		X			X
Hitchcock	X				
Iowa Colony	X				X
Katy		X			
Keller	X				
Leander	X			X	
Pearland	X	X			X
Richmond	X		X		
Round Rock	X	X		X	X
Stafford	X	X	X	X	X
Texas City	X			X	X
Higher Education					
Amarillo College	X				X
College of the Mainland	X		X		X
Collin County Community College			X		
Grayson College	X			X	
Lee College	X	X		X	
Midland College	X			X	
Navarro College	X	X	X		
Odessa College	X			X	
San Jacinto Community College	X	X	X	X	X
Tyler Junior College	X	X			X
Tarrant County College			X		
Other Governmental Entities					
Gulf Coast Authority	X	X	X	X	X
Gulf Coast Water Authority	X				X
Harris County Department of Education			X	X	
Harris-Galveston Subsidence District	X				X
Houston-Galveston Area Council		X	X		

Partner, Supervisory and Staff Qualifications and Experience

Government Auditing Experience of Proposed Team (continued)

Entity	Patrick Simmons	Lupe Garcia	Celina Cereceres	Brooke Fuller	Sean Barry
School Districts					
Alief ISD		X			
Arlington ISD	X		X		
Austin ISD		X	X	X	X
Bastrop ISD	X	X			
Beaumont ISD	X		X		X
Carrollton-Farmers Branch ISD		X			
Cedar Hill ISD	X			X	
Channelview ISD	X	X		X	
Comal ISD	X		X		
Crosby ISD	X		X	X	
Deer Park ISD	X	X			X
DeSoto ISD	X				
Dripping Springs ISD	X			X	X
Duncanville ISD				X	
Fort Bend ISD	X	X		X	
Friendswood ISD	X				
Galena Park ISD	X		X	X	
Galveston ISD	X	X			X
Garland ISD	X	X			X
Harmony Public Schools			X		X
Humble ISD	X		X	X	X
Huntsville ISD	X		X		
Hutto ISD	X				X
Katy ISD		X	X		
Klein ISD		X			X
La Porte ISD	X	X			X
Lamar Consolidated ISD	X	X	X		X
Lancaster ISD			X		
Leander ISD			X		
Lewisville ISD			X		
Mesquite ISD	X		X	X	
New Braunfels ISD	X				
Northside ISD			X		
Pasadena ISD	X		X		
Pearland ISD	X	X			
Pflugerville ISD	X	X			
Port Arthur ISD	X		X		X
Round Rock ISD	X	X			
Sheldon ISD		X	X	X	
Shepherd ISD	X		X	X	
Spring Branch ISD	X	X			
Spring ISD	X	X	X		
Stafford MSD	X				X
Texas City ISD	X	X			
Waller ISD	X	X			
Willis ISD			X	X	

Partner, Supervisory and Staff Qualifications and Experience

Relevant Continuing Professional Education

The following is a table of continuing education course topics in which the project team has participated or served as instructors in the past three years:

Topic	Simmons	Garcia	Cereceres	Fuller	Barry
Biannual GASB training through GASB 104	Yes*	Yes*	Yes*	Yes	Yes
Annual OMB Compliance Supplement Training	Yes*	Yes*	Yes*	Yes	Yes
The 2024 Yellow Book	Yes*	Yes*	Yes*	Yes	Yes
Internal Controls over Federal Programs	Yes*	Yes*	Yes*	Yes	Yes
Auditing Federal and State Grants	Yes*	Yes*	Yes*	Yes*	Yes*
Internal Controls	Yes*	Yes*	Yes*	Yes	Yes
Subrecipient Monitoring	Yes	Yes*	Yes*	Yes	Yes
Procurement and the Uniform Guidance	Yes*	Yes*	Yes*	Yes	Yes
Coronavirus State and Local Fiscal Recovery Funds	Yes	Yes*	Yes*	Yes	Yes
Auditing Long-term debt	Yes*	Yes*	Yes*	Yes	Yes
Auditing Municipal Revenue Streams	Yes*	Yes*	Yes*	Yes*	Yes
Auditing Cash and Investments	Yes*	Yes*	Yes*	Yes*	Yes
Auditing Expenditures and Accounts Payable	Yes*	Yes*	Yes*	Yes*	Yes
Auditing Payroll and Related Liabilities	Yes*	Yes*	Yes*	Yes*	Yes
Auditing Leases and SBITAs	Yes*	Yes*	Yes*	Yes	Yes
Auditing Capital Assets	Yes*	Yes*	Yes	Yes	Yes
Governmental Accounting & Financial Reporting	Yes*	Yes*	Yes*	Yes	Yes

*Instructor

Maintaining the Quality of Staff

We are cognizant of the need to be ever mindful of retaining and recruiting great talent from major universities to ensure the continued quality of service our clients demand. This means that you can count on our firm and our people being available year after year to continue meeting your needs, which will improve efficiency and effectiveness.

Prior Engagements with the City of Seabrook

Whitley Penn LLP has no prior engagements with the City of Seabrook to report for the past five years.

Similar Engagements with Other Government Entities

Whitley Penn has experience in providing professional services for public sector entities, specifically cities. Below, we have listed our clients that have received the services requested by the City. This listing of clients is for the use of the City only in evaluating our proposal and is not to be used for any other purpose

PROPRIETARY AND CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION

Client Name	Contact Information	Scope of Work	Date	Engagement Partners	Total Hours
City of Pearland*^ 3519 Liberty Hill Dr. Pearland, TX 77581	**Tenecha Williams** Assistant Director of Finance 281.652.1771	Financial Statement Audit, Single Audit, Report Preparation (ACFR)	2023 - Current	Patrick Simmons	800
City of Round Rock*^ 221 East Main Street Round Rock, TX 78664	**Melana Taylor** Deputy Chief Financial Officer 512.218.3295	Financial Statement Audit, Single Audit, ACFR	2017 – Current	Patrick Simmons	800
City of Friendswood*^ 910 S. Friendswood Dr. Friendswood, TX 77546	**Katrina Hampton** Director of Administrative Services 281.996.3200	Financial Statement Audit, Single Audit, Report Preparation (ACFR)	2018 – Current	Guadalupe R. Garcia	400
City of Bellaire*^ 7008 S Rice Avenue Bellaire, TX 77401	**Terrence Beaman** Chief Financial Officer 713.662.8251	Financial Statement Audit, Report Preparation (ACFR)	2016 – Current	Patrick Simmons	350
City of Hitchcock*^ 7425 HWY 6 Hitchcock, TX 77563	**Marie Gelles** City Manager 210-887-8559	Financial Statement Audit, Single Audit, Report Preparation (ACFR)	2012 - Current	Patrick Simmons	250

*Current Client
^The entity receives the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

Specific Audit Approach

PROPRIETARY AND CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION

Task	Partner	Manager	Senior	Associate	Total
Preliminary Planning	2	2	2	2	6
Interim Fieldwork	6	10	40	40	96
Year-end Fieldwork	8	12	60	60	140
Reporting	8	8	-	-	16
Subtotal	24	32	102	102	260
Preparation of ACFR	-	24	-	-	24
Single Audit	2	4	6	4	16
GASB 101 Supplemental Implementation Assistance	2	8	-	-	10
Standard Consultations of Technical Matters	-	-	-	-	-
Subtotal	4	36	6	4	50
Total	**28**	**68**	**108**	**106**	**310**

Preliminary Planning

PBC List sent out at least one month before start date
External planning meeting to discuss significant changes from previous fiscal year
Set up meetings with various departments for internal control walkthroughs
Communication with predecessor auditor
Federal and state major program determination
Sample selections for payroll, nonpayroll, and procurement transactions

Interim Fieldwork

Internal Control Walkthroughs

- Payroll/Human Resources
- Procurement/Accounts Payable
- Information Technology
- Cash and Investments
- Capital assets
- Property taxes
- Long-term debt
- Financial close and reporting
- Municipal Court (fines and fees)
- Licenses and permits
- Tax collection and monitoring - Sales, Mixed Beverage, Hotel and Franchise
- Utility billing (water, sewer, and stormwater)

Specific Audit Approach

PROPRIETARY AND CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION

Interim Fieldwork (continued)

Federal major programs testing (For each major program) in accordance with OMB Uniform Guidance (2 CFR 200) - Test of compliance requirements subject to audit per OMB

- Payroll and Nonpayroll transactions for particular federal program
- Cash management
- Financial reporting
- Procurement
- Eligibility requirements
- Program income
- Period of availability
- Internal controls surrounding payroll charges, specifically those employees that are split funded
- Matching and Earmarking requirements
- Special Tests and Provisions as required by OMB

Test of Controls & Compliance

- General Payroll
- General Nonpayroll
- Federal Payroll (Major Programs Only)
- Federal Nonpayroll (Major Programs Only)
- Procurement Test - From Master Bid List and from Expenditure Report by Commodity Type (Local, State and Federal requirements)
- Compliance with the Public Funds Investment Act
- Nepotism/Conflict of Interest
- Inherent risk assessment
- Control risk assessments
- Fraud inquiries
- Capital asset physical observations

Year-end Fieldwork

Planning

- Entrance conference with management to discuss year-end procedures
- Complete test of controls and compliance through the end of the fiscal year
- Major Fund Determination
- Calculation of financial statement and major program materiality
- Budget-to-actual comparison for the General Fund
- Update risk assessment since interim fieldwork
- Related party and nepotism questionnaires to City Council members
- Review major program determination
- Legal representation letters sent to City's legal counsel

Specific Audit Approach

PROPRIETARY AND CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION

Year-end Fieldwork (continued)

Substantive Procedures

- Cash and cash equivalents - confirmations, pledged collateral, and disclosures
- Investments - confirm balances, Weighted Average Maturity and disclosures
- Inventory - Review detail reports for balances
- Due from Other Governments - Subsequent receipts testing
- Due From/Due to Analysis along with Transfers In/Out
- Reconciliation of SEFA to the financial statements
- Property tax assessed value confirmation with appraisal district
- Recalculate Levy assessed for the fiscal year
- Verify property tax rates approved by City Council
- Analytical and other procedures on significant financial statement amounts
- Review and testing of accounts receivable reconciliations for material balances
- Reconciliation of sales tax revenue and receivable with receipts from State Comptroller
- Reconciliation of hotel occupancy tax revenue and receivable with receipts from State Comptroller
- Vouch significant franchise fees and intergovernmental revenue
- Reconciliation of utility (water, sewer, and stormwater) revenues and receivables to subsidiary ledgers
- Reconciliation of licenses and permits revenue to subsidiary ledger
- Reconciliation of fine and fee revenue to municipal court subsidiary ledgers
- Capital asset testing (additions, disposals, CIP, depreciation)
- Select local revenue transactions that are above scope and vouch support
- Journal entry exam
- Search for unrecorded liabilities
- Accrued wages test and review
- Payroll liability analysis
- Payroll analysis by program/type; review of budgeted payroll costs; consider Council approved pay increases
- Pension & OPEB Calculations and note disclosures
- Long-term debt roll forward
- Confirm all outstanding debt
- Review EMMA for any additional official statements
- Amortization of all debt-related items
- Self-insurance analysis; verify liability and perform analytics on expenditures and revenues
- Fund balance review for assignments and commitments
- Review long-term payables for leases and subscription-based information technology arrangements

Specific Audit Approach

PROPRIETARY AND CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION

Reporting

Assist City with preparation of ACFR
Complete financial statement disclosure checklist
Complete the ACFR disclosure checklist
Partner and engagement quality control review
Audit committee meetings
Exit conference with management and plan for City Council meeting presentation
City Council Meeting
Final Reports
Federal Audit Clearinghouse Submission

whitleypenn

Specific Audit Approach

Annual Audit Timeline

The timeline below is an example proposed timing based upon a March issuance of the reports. We are flexible in our scheduling and can finalize a mutually agreeable timeline based upon your Audit Committee meeting date and required issuance date.

Task	Due Date
Audit kickoff meeting, discussion of detailed audit plan, and review of PBC list	August 12, 2025
Interim Fieldwork with Exit Conference on Final Day	August 25, 2025 to August 29, 2025
Year-end Fieldwork	January 12, 2026 to January 23, 2026
Annual comprehensive financial report draft completed by auditor	February 9, 2026
Final annual comprehensive financial report completed by auditor	March 9, 2026
Data Collection Form submission to Federal Audit Clearinghouse	Within 30 days of report issuance

Progress meetings to be conducted weekly during fieldwork or as often as requested by City.

Specific Audit Approach

Our firm thoroughly understands the nature of the work to be performed and has developed programs of procedures designed specifically for these engagements. In addition to the heavy involvement of our partners and managers, our staff will have familiarity with the City's general operating environment due to their ongoing involvement with other municipal clients. A brief overview of the different phases or segments of our audit process is as follows:

The Planning and Risk Assessment Phase

Prior to any fieldwork being performed, strategic planning sessions are held both internally and with the City's staff to identify key audit and operational issues and to establish communications with appropriate firm and City staff and relevant third parties, as well as to determine timing and individual responsibility schedules. Additionally, the audit team will gain an understanding of the City's controls and operations surrounding financial activity and develop a plan of action or risk assessment for auditing key areas and account balances.

Fieldwork

Our audit programs for the City will include procedures related to the review and evaluation of internal administrative and accounting control noted above as well as the determination of compliance with finance related legal issues, the evaluation of errors and fraud, statistical sampling and analytical procedures designed to determine reasonableness of costs that can lead toward evaluating efficiency and effectiveness in administrative operations.

Throughout the fieldwork process, our partners and staff remain in constant contact and communication with City management personnel. When questions or concerns arise in the course of our work, we take steps to assure ourselves that critical information is passed on to the proper level of management through weekly meetings and discussions.

Report Issuance and Closure

We do not like surprises so any deficiencies, significant deficiencies or material weaknesses would be discussed with management prior to including it in the report and presenting the results to the City Council. We believe that both the auditee and auditor must agree on the facts and ensure that there is not documentation that could clear any deficiencies of which we were previously unaware. We find this method of exiting on the audit process brings the most value to our clients.

Report issuance and exit conferences of an audit are often the most critical portions because it is in this phase that most external communications are discussed. The results of our audit will be reviewed with the appropriate level of management, to include City Council and executive levels of staff, prior to the issuance of a report on internal controls and compliance matters. This review of findings and proposed recommendations with management will lead to a plan of action for City management to make any needed improvements in a manner that is not only theoretically, but practically sound. We find this method of exiting on the audit process brings the most value to our clients. We will work with your financial management team in the process of building the City's Annual comprehensive Financial Report (ACFR), to eliminate any unknowns in the financial statement presentation process.

01

Planning

02

Risk Assessment

03

Understanding & Identifying Key Controls & Testing Controls

04

Substantive Testing

05

Opinion & Report Issuance

Specific Audit Approach

What about Sample Sizes and Audit Sampling?

In the course of an audit, we will apply sampling techniques in our substantive testing of account balances and transaction classes if the application of such techniques is deemed more effective and efficient.

The sample sizes and the extent of the use of samples depends on various factors including population size and the inherent risks associated with the account, transaction class, controls, or compliance features. In the planning and fieldwork stages of the audit, we will thoroughly discuss the population sizes, and the risk factors associated with significant financial statement accounts with appropriate financial management personnel. These discussions will include a methodology for selecting a sample as well as an approach for gathering the sample that will be the least intrusive to ongoing financial operations of the City.

We will also utilize statistical sampling techniques to be used for testing of controls and testing compliance with laws and regulations. We will apply various statistical sampling techniques based on the substance of the population. Statistical sampling techniques to be applied include a combination of random sampling, systematic sampling, and monetary unit sampling. Also, through the use of advanced data analytics software, we will perform analysis on entire populations to assist in determining samples.

Will we use EDP Software in the Engagement?

We utilize CCH's ProSystem fx Engagement, a fully integrated software for trial balances, audit workpapers and reporting functions. In fact, all of our audit documentation is maintained through the use of "paperless" working paper software. We will request that City staff electronically download certain data from the City's financial management information system for evaluation during the planning and fieldwork phases of the audit. Our approach to this area is designed to be non-invasive and to reduce the amount of time spent by both our staff and City employees.

Tests of Compliance with Laws and Regulations

We will perform these procedures to determine general statutory compliance and compliance with agreements with state and federal agencies for services provided to eligible recipients. The purpose of tests of compliance with laws and regulations is to determine whether there have been instances of noncompliance that may have a material effect on the financial statements or to provide a basis of reporting on the City's compliance with such laws and regulations. As a result, tests of compliance with laws and regulations are substantive tests accomplished by examining supporting documentation. In a single audit, this type of audit test is frequently applied using audit sampling.

We will select a sample of revenue or expenditure transactions and inspect supporting documentation to determine compliance with relevant laws and regulations; e.g., we would select a sample of expenditures program and inspect documentation to determine whether expenditures charged to a federal or state award were for activities allowed. We find the most efficient approach is usually to conduct these tests simultaneously with substantive tests of transactions; e.g., concurrently with selecting samples of cash receipts or disbursements to test recording accuracy.

Specific Audit Approach

Type and Extent of Analytical Procedures

Our firm uses analytical procedures in audit planning and fieldwork to:

- Enhance our understanding of the City's operations and the transactions and events that have occurred since the previous fiscal year.
- Identify areas that may represent specific risks relevant to the audit.
- Provide substantive support for financial information included in the financial reports.

Comparisons of account balances between accounting periods are performed along with ratio and trend analyses to improve our understanding of the client and its operations in order to possibly identify critical audit areas. Our preliminary analytical procedures may include a comparison of current account balances in the working trial balance to similar amounts in the prior annual period's financial statements and the current period's budget. However, we feel a thoughtful consideration of expected relationships among account balances and periods by our experienced auditors is far more important than a mechanical comparison. We will not only consider these relationships, but compare these based on our knowledge of and experience with similar governmental entities and their operations. In some cases, analytical procedures can be more effective and efficient than tests of details for achieving particular substantive testing objectives. Normally, analytical procedures call attention to unexpected relationships in financial statement balances. This can be an efficient means of identifying potential misstatements or misclassifications. The appropriate blend of analytical procedures and tests of details is a matter of professional judgment concerning the expected efficiency and effectiveness of analytical procedures in identifying potential misstatements. The auditor may eliminate the need to sample or reduce the population of payroll expenditures considered necessary to sample by confining sampling to departments with significant fluctuations.

Analytical procedures may be used to identify individually significant items or to otherwise identify populations that need to be sampled. In the payroll area, an effective analytical test is to compare current expenditures to the prior period actual and current budget by department and relate to the number of employees by department. In this manner, the auditor may eliminate the need to sample or reduce the population of payroll expenditures considered necessary to sample by confining sampling to departments with significant fluctuations.

Analytical procedures are also applied as an overall review of the financial information in the final stage of the audit. These procedures are designed to assist our staff in assessing the propriety of conclusions reached and in the evaluation of the overall financial statement presentation. While the selected procedures will vary on the circumstances, they will always focus on overall relationships within the financial statements and consider the following matters:

- The adequacy of evidence gathered in response to unusual or unexpected balances identified by analytical procedures applied in the planning stage of the audit.
- Unusual or unexpected balances or relationships not previously identified.

Determining Laws and Regulations Subject to Audit Test Work

We will design our audit to provide reasonable assurance that the City's financial statements are free of material misstatements resulting from violations of laws and regulations that have a direct and material effect on the determination of financial statement amounts. From the planning phase of the audit, we will seek to obtain an understanding of the possible effects of such laws and regulations on the City's financial statements.

Specific Audit Approach

Determining Laws and Regulations Subject to Audit Test Work (continued)

In the course of the audit, we will consider performing some or all of the following procedures:

- Consider knowledge about such laws and regulations obtained in prior years' audits.
- Discuss such laws and regulations with the finance staff, legal counsel, or grant administrators.
- Obtain written representation from management concerning the completeness of management's identification of such laws and regulations.
- Review grant and loan agreements.
- Review minutes of meetings of City Council for the enactment of new policies.
- Read pertinent statutes, regulations, and charter provisions and excerpt significant items for the permanent file section of the workpapers.
- If any legal requirements require clarification, we will request a written interpretation from the City's legal counsel.

Below is an example of the some of the focus areas related to federal, state, and local laws and/or policies.

Federal	State	Local
• 2 CFR 200 • Procurement • Employee conflict of interest	• HB 1295 • HB 1378 • PFIA • Procurement • Conflict of Interest • Nepotism • Sales Tax (Hotel/Motel)	• Compensated absences • Procurement • Accounts payable • Payroll • Human Resources • Fund Balance • Worker's Compensation

Examples of the types of laws and regulations that have a direct and material effect on the determination of amounts in a City's financial statements follow:

- **Public Funds Investment Act:** We will consider the City's compliance with legal and policy provisions for deposits and investments.
- **Procurement:** Competitive bidding laws apply to the procurement process.
- **Appropriations:** Expenditures should not exceed authorized limits.
- **Legal authority for transactions:** Transactions should be properly authorized at execution.
- **Budgetary reporting:** The required and other supplementary information should present an aggregation of the appropriated budgets, as amended, compared to actual results of operations in accordance with State Laws' local budget provisions.
- **Restrictions on expenditures:** The proceeds of certain governmental revenues are restricted by law as to the purposes for which they may be expended.
- **Taxing and debt limitations:** Governmental units may be subject to laws and regulations that place limits on taxing authority, place ceiling limitations and other issuance criteria on debt, or place limits on the use of debt proceeds.

Specific Audit Approach

Financial Audit Engagement - General Scope Considerations

We will work closely with City Council and management in addressing the scope of the audit, the overall audit philosophy, and our observations and recommendations relating to the City's financial operations. We understand the scope of the work requested is an audit of the basic financial statements and required supplementary information in accordance with generally accepted auditing standards, as well as *Government Auditing Standards* (Yellow Book), issued by the Comptroller General of the United States, and the provisions of the Office of Management and Budget (OMB) Uniform Guidance under 2 CFR 200 and the Texas Grant Management Standards (TxGMS).

Our audit will be conducted in accordance with the above-mentioned standards and will include tests of the City's accounting records and other procedures we consider necessary to enable us to express an unmodified opinion that the basic financial statements are fairly presented in all material respects, in conformity with generally accepted accounting principles.

A. Evaluation of Internal Control Structure

The administration of the City is responsible for establishing and maintaining an internal control structure. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition and that, transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of basic financial statements in accordance with generally accepted accounting principles.

In planning and performing our audit we will consider the internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the City's basic financial statements and not to provide assurance on the internal control structure.

We will obtain an understanding of the design of the relevant policies and procedures for the significant areas of the audit and whether they have been placed in operation, and we will assess control risk.

Tests of controls may be performed to test the effectiveness of certain policies and procedures which we consider relevant to preventing and detecting errors and irregularities which are material to the basic financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters which have a direct and material effect on the basic financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on the internal control structure policies and procedures and, accordingly, no opinion will be expressed.

We will inform the City of any matters involving internal control structure and its operations which we consider to be significant deficiencies under standards established by the AICPA. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

Compliance with laws, regulations, contracts and grant agreements applicable to the City is the responsibility of management. As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the City's compliance with certain provisions of laws, regulations, contracts and grants. However, the objective of our audit will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion.

Specific Audit Approach

Financial Audit Engagement - General Scope Considerations (continued)

B. Substantive Test Work on Account Balances

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmations of receivables, cash, notes and certain other assets and liabilities by correspondence with selected individuals, creditors and financial institutions. Areas which would be covered in our tests would include material accounts in the general ledger such as cash, investments, receivables, inventories, fixed assets, accounts payable, payroll liabilities, unearned revenues, fund balances, taxes, franchise fees, fines and forfeitures, charges for services, and various other revenue and expenditure accounts. We will also request written representations from your attorneys as part of the scope of the work. At the conclusion of our audit, we will also request certain written representations from the City about the financial statements and related matters. Our audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us.

We will inform you, however, of any matters of that nature which come to our attention, unless they are clearly inconsequential. Additional work requested or performed related to fraud, errors, irregularities or illegal acts would be above the scope of the audit and would be subject to further discussions with management. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

We anticipate that City employees will prepare all cash and other confirmations and will locate supporting documentation such as invoices, deposits, and other supporting documentation for items selected by us for testing. Account analysis schedules such as the reconciliation of bank statements, investments schedules, fixed asset and depreciation schedules, listing of accounts payable at year-end, etc., will be prepared by the City. We will request that the City provides us with supporting documentation such as grant applications, detail general ledger downloaded from the financial software, checks registers for the year, internal audit risk assessment, audit plan, issued reports and City Council meeting minutes. We encourage use of the Whitley Penn portal for the transfer of electronic files.

C. Assist with Report Preparation of Annual Comprehensive Financial Report (ACFR)

We will assist in their preparation of the ACFR especially as it relates to the implementation of any recommendations provided by the Government Finance Officers Association (GFOA) and or in the implementation of new standards promulgated by the Governmental Accounting Standards Board (GASB). We are also available to assist the City's financial personnel in the preparation and filing of the SF-SAC Data Collection Form, if a single audit is required.

D. Periodic Staff Meetings

As part of our annual commitment to the City, senior level firm personnel will be available to meet with the City's staff, City Council, and the Audit Committee periodically during the audit and throughout the year to discuss financial reporting and audit matters. It is our policy to make our partners and managers available throughout the year to City Council and staff members. We would contemplate receiving specific direction as to the City’s and firm’s staff involvement in planning sessions with management prior to beginning our work.

Specific Audit Approach

Level of Assistance that will be Expected from City Personnel

We expect to arrange all project roles and responsibilities with our staff and the City's staff at the outset of the engagement. We appreciate the City's efforts and will work with you in making sure we can utilize the information already available. We do not want to burden the staff with making requests that require the staff to recreate the wheel.

Implementation of Recent GASB Pronouncements

Very few situations can cause undue stress and consternation to the audit and reporting process like unforeseen changes in accounting or auditing standards. These changes, which often seem to affect only the reporting or auditing function, usually end up adding significant burden to the day to-day activities of the City's staff. We believe that a proactive approach to addressing these changes through dialogue and education helps to smooth out the potential bumps along the way. We will assist and guide the City in the implementation of any new Accounting Standards including implementation of GASB Statement No. 101, Compensated Absences. With the recent implementation of GASB 87, Leases, and GASB 96, Subscription-Based Information Technology Arrangements, we are available to assist in reviewing the calculation of new leases/SBITAs and reviewing journal entries for recurring leases/SBITAs.

GFOA Special Review Committee

Our partners and managers have extensive experience in preparing and reviewing annual comprehensive financial reports that have been awarded the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting.

Audit Partners, Guadalupe R. Garcia and Roger Tovar, along with Audit Senior Manager, Addison Ebarb, are members of the GFOA Special Review Committee. This committee is comprised of individuals with experience in public sector financial reporting.

Staff Rotation Plans and Multiyear Contract Arrangements

We bring a wealth of understanding of Texas municipalities financial operations and the specific operating environment. On many of these engagements we have made a strong effort over time to ensure consistency of staff on these projects. We have personnel at the partner level that would be able to assume engagement leadership with minimum effort. We would welcome the opportunity to discuss this fully with you. The approach to performing the requested services would not be affected if this were a multiyear contract, except as affected by additional or new industry or federal requirements. We would work closely with the City Council and Management to ensure that staff continuity is maintained at the management levels of the project or changed if desired by the City Council and Management. Continued training will be obtained by our management staff as to relevant technical requirements for requested services. If it is the City Council and Management's desire to change audit partners as well, we can certainly accommodate. Each of our team members can provide a fresh perspective.

As noted at the beginning of proposal, we have a dedicated Public Sector group. Our staff have elected to work with only governmental entities and they are fortunate enough to do so year round. This concept has allowed our staff to become extremely knowledgeable in this industry and it is one of the main factors that has allowed us to lead the public sector industry in the State of Texas.

Specific Audit Approach

Audit Innovation & Technology

Our Technology-Driven Audit Approach - We understand that accuracy, efficiency, and security are paramount to the City. Our audit approach is designed with these priorities in mind, leveraging advanced technology for seamless client collaboration, precise sample selections, comprehensive data analysis, meticulous data testing, and secure documentation storage.

Our Commitment to Innovation - We are deeply committed to staying at the cutting edge of audit technology and innovative methodologies. Our approach not only incorporates state-of-the-art tools but is also supported by a dedicated team of skilled data analytics professionals. their experience in data gathering, transformation, and visualization streamlines our audit process, allowing us to focus on delivering insightful and impactful analytics.

Real-Time Collaboration with Your Engagement Team - Our integrated client portal and request list offer a real-time, web-based solution that enhances transparency and efficiency. This system minimizes the risk of duplicate requests, facilitates secure file transfers regardless of size, and provides you with an immediate snapshot of the audit's progress at any stage.

Robust Data Protection - We prioritize the security of your data through a comprehensive array of systems and processes. These include encrypted laptops, secure VPN connections for remote access, and a secure portal for data transfer. We continuously monitor and update our network security tools, such as fire walls, intrusion systems, antivirus software, and anti-malware programs to safeguard your data.

Our Trusted Technology Partners

Enhancing the Audit Experience - By utilizing these sophisticated, secure audit tools, we significantly enhance operational efficiencies, reduce the burden of an audit placed on you and your team, and dedicate more of our talent's time to analyzing the critical aspects of your financial data.

Simplifying Client Collaboration with Suralink - Suralink is a leading workflow software for the audit and accounting industry. It enables us to streamline engagements by automating document exchange and managing request lists between our organizations, making it easier to create, track, and share documents, saving you time, and reducing risk.

Spend Less Time Running Reports with Validis - Validis offers our audit team secure access to data from more than 25 accounting Enterprise Resource Planning (ERP) systems. We utilize Validis so you spend less time running system reports, reducing the number of audit requests by more than half. This ensures better data quality, a more accurate audit, and a smoother audit process.

Advanced Analytics with Alteryx - Alteryx is our hidden advantage in data analytics and automation. Combined with our talented team of data analytics professionals, Alteryx allows us to perform testing and analysis on data sets of any size. With our custom-built applications within Alteryx, we are prepared and equipped with the automation we need to handle massive amounts of data efficiently and effectively.

Specific Audit Approach

Our Trusted Technology Partners (continued)

Faster Testing and Review with DataSnipper - DataSnipper is at the cutting edge of audit technology, utilizing state-of-the-art character recognition and Artificial Intelligence to supercharge the audit testing process. Integrated directly with Excel, this innovative tool empowers our auditors to import, recognize, search, and link support from your files directly into your workpapers. This allows our audit teams to work more efficiently and spend more time identifying hidden risk.

Data-Driven Insights with TeamMate Analytics - Every auditor is equipped with high-powered data analysis software built directly into their Excel instance. TeamMate Analytics enables us to analyze full data sets for hidden risks vs. samples, ensuring a robust audit is performed, and affords our team the ability to dive deeper into outliers.

DebtBook Technology Solutions - We partner with DebtBook to provide our clients with debt, lease, and subscription management.

Our mission is to provide continuous support to the organizations we work with throughout the year. In our commitment to the City of Seabrook and similar institutions, we offer tailored solutions that enhance operational efficiency, foster collaboration, and ensure compliance through one unified platform. This strategy enables finance teams to navigate their organizational needs with confidence and precision by offering comprehensive solutions for:

- **Debt Management** – Optimizing debt management through task automation, enhanced accuracy, and collaborative tools to efficiently manage the City's debt, eliminate cumbersome spreadsheets, and ensure compliance with accounting standards.
- **Lease Management** – Consolidating lease information, controlling payments, and ensuring compliance with accounting standards like GASB 87.
- **Subscription Management** – Organizing subscription-based IT arrangements (SBITAs) and simplifying compliance with GASB 96.

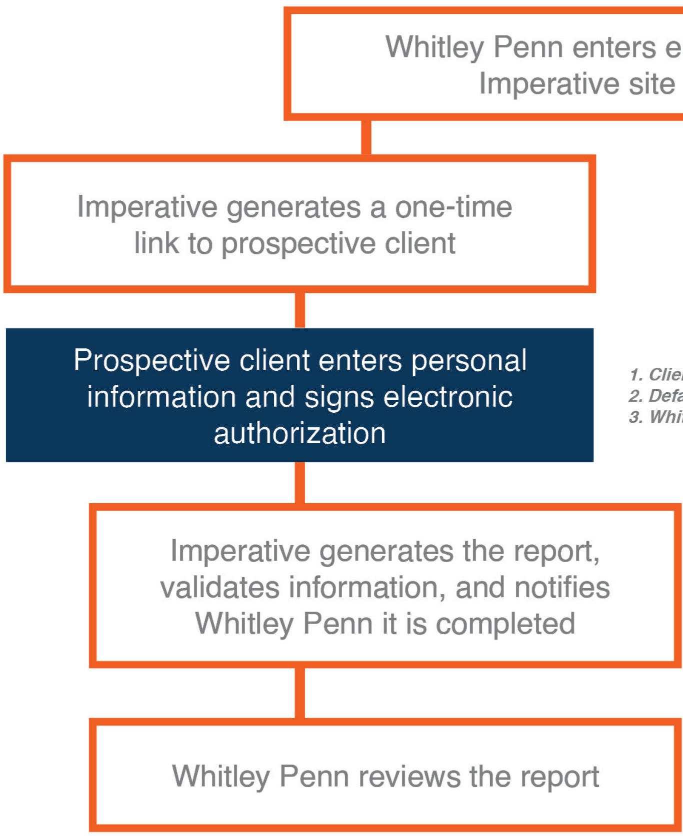
whitleypenn

Specific Audit Approach

Client Acceptance Procedures

As part of our client acceptance procedures, we will contact your predecessor auditor to review their fiscal year September 30, 2024, audit workpapers. In addition, the firm requires a background check for the individuals signing the management representation letter. This typically includes those individuals taking responsibility for the financial statements. An illustration of the process is included below for your review. The status of the background check is then received by Whitley Penn for review and acceptance.

Audit Client Acceptance Due Diligence Process



1. Client Controls Information
2. Default reports in system
3. Whitley Penn not responsible for data

Benefits:

- Improved efficiency
- Minimizes upfront involvement
- Prospective client feels he/she is in control of entering personal identifying information
- WP not responsible for securing signed authorization forms with personal information
- Imperative information system is set standard default reports

IMPERATIVE
BULLETPROOF BACKGROUND SCREENING

Mike Coffey
Cell: 817-313-0782

Identification of Anticipated Potential Audit Problems

Have We Identified Potential Audit Problems?

As noted earlier, our approach to difficult audit issues is immediate communication at the appropriate level of management to include, as appropriate, City Council and management. We propose scheduled periodic meetings with the City's management personnel to stay abreast with issues that the City is facing. As part of our service commitment, we welcome any questions during the year.

Report Format

The following are direct links to sample formats for required reports in which Whitley Penn assisted with preparation.

City of Pearland

ACFR: https://www.pearlandtx.gov/home/showpublisheddocument/34794/638572420046870000
Federal Single Audit: https://www.pearlandtx.gov/home/showpublisheddocument/34796/638572420423900000

City of Friendswood

ACFR: https://resources.finalsite.net/images/v1740065142/myfisdcom/rjqrgfmwoibggoqcck8a/FriendswoodISDYE8-31-24AFRFinal.pdf
Federal Single Audit: https://www.ci.friendswood.tx.us/ArchiveCenter/ViewFile/Item/197

City of Bellaire

ACFR: https://www.bellairetx.gov/DocumentCenter/View/33656/FY-2024-Annual-Comprehensive-Financial-Report-PDF

City of Hitchcock

ACFR: https://cms9files.revize.com/hitchcocktx/City%20of%20Hitchcock%20YE%209.30.24%20ACFR%20Final.pdf

Appendices

APPENDIX B

PROPOSER GUARANTEES

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official: Patrick Simmons

Name (typed): Patrick Simmons, CPA

Title: Audit Partner

Firm: Whitley Penn, LLP

Date: 7/16/2025

APPENDIX C

PROPOSER WARRANTIES

Proposer warrants that it is willing and able to comply with State of Texas laws with respect to foreign (non-state of Texas) corporations.

Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the City. Proposer warrants that it is willing and able to meet required dates and report deadlines.

E. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: Patrick Simmons

Name (typed): Patrick Simmons, CPA

Title: Audit Partner

Firm: Whitley Penn, LLP

Date: 7/16/2025

City of Seabrook
Notice to Bidders
Request for Qualifications 2025-09
Professional Auditing Services

Notice is hereby given that the City of Seabrook solicits qualifications for the following:

RFQ# 2025-09 Professional Auditing Services

Request for Qualifications for 2025-09, Professional Auditing Services, Seabrook Project No. 2025-09 will be received until 2:00 PM On July 17, 2025, by the Purchasing Coordinator, Rebecca Howton, 1700 First Street, Seabrook, Texas 77586. Bids must be received, and time stamped by the Purchasing Department prior to the aforementioned time when they will be publicly opened and read aloud at Seabrook City Hall. No late bids will be accepted. Bidding documents may be obtained by contacting the Purchasing Coordinator, Rebecca Howton, through email at purchasing@seabrooktx.gov or from the City's website at www.seabrooktx.gov/bids.

RFQs may also be submitted electronically through Public Purchase. To submit an RFQ electronically, an account will need to be created in Public Purchase, and then RFQ 2025-09 can be accessed for electronic submission. Electronic RFQs must be submitted before the 2:00 PM deadline on July 17, 2025. Please visit https://www.publicpurchase.com/gems/register/vendor/register to register or login with Public Purchase.

Until final award of the Contract, City of Seabrook reserves the right to reject any or all Bids, to waive irregularities or technicalities, to re-advertise, or to proceed to do the Work otherwise when in the best interest of the City of Seabrook.

PUBLISHED: Wednesday, June 25, 2025
Wednesday, July 2, 2025

Table of Contents

APPENDICES

City of Seabrook RFP Timeline

EVENT	DATE
Issuance of RFP	6/25/2025
Deadline to Paper	6/18/2025
Published	6/25/2025 7/2/2025
Pre-Bid Conference (2:00 PM)	NA
Last day to submit questions (2:00 PM)	7/11/2025
Bid Due Date (02:00 PM)	7/17/2025
Bid Opening (02:00 PM)	7/17/2025
Council Agenda Deadline	TBD
Council Award	8/5/25

CITY OF SEABROOK, TEXAS
REQUEST FOR QUALIFICATIONS

I. INTRODUCTION

A. General Information

The City of Seabrook, Texas is requesting statements of qualifications and technical proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending September 30, 2025 through 2028; with the option by City of Seabrook to extend contract for one or two additional fiscal years. These audits are to be performed in accordance with:

1) generally accepted auditing standards adopted by the American Institute of Certified Public Accountants
2) the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) *Government Auditing Standards (latest revision)*
3) the provisions of the federal Single Audit Act of *1984* and the Single Audit Act Amendments of 1996*,* and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations and any other applicable federal management circulars*
4) State of Texas Single Audit Circular
5) Government Accounting Standards Board Statements and applicable Implementation Guides, as well as the requirements of
6) *Texas Government Code, Title 10, § 2256.023 (d).*

There is no expressed or implied obligation for the City of Seabrook to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, one (1) original and one (1) copies of a proposal must be received by the City of Seabrook, Purchasing Coordinator, 1700 First Street, Seabrook, Texas 77586 by 2:00 PM on July 17, 2025. Proposals can also be submitted online through Public Purchase. The City of Seabrook reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by the City of Seabrook, Committee.

During the evaluation process, the City of Seabrook reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

It is anticipated the selection of a firm will be completed by August 5, 2025. Following the notification of the selected firm, it is expected a contract will be executed between both parties by August 12, 2025.

B. Term of Engagement

A three year contract with two additional one year options is contemplated, subject to the review and recommendation of the City of Seabrook, City Council, the satisfactory negotiation of terms (including a price acceptable to both the City and the selected firm) and the annual availability of an appropriation.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Seabrook is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending September 30, 2025 through September 30, 2028, with the City's option to extend the audit the City's financial statements for each of the two subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for qualifications.

B. Scope of Work to be Performed

The City desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles and any additional changes as promulgated by the Government Accounting Standards Board (GASB).

The City also desires the auditor to express an opinion on the fair presentation of its combining and individual fund and account group financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" report on the supporting schedules based on the auditing procedures applied during the audit of the general purpose financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the statistical section of the report.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor is not required to audit the schedule of federal financial assistance. However, the auditor is to provide an "in-relation to" report on that schedule based on the auditing procedures applied during the audit of the financial statements. The auditor will provide a Single Audit when required.

From time to time, the City may request the auditor to perform other audits and reviews not specifically provided for under this section. If such a request is made, the auditor shall submit, at the City's request, a separate proposal for completing the engagement, along with a proposed fee schedule. The City reserves the right to contract any additional audits or reviews with whomever they choose.

C. Auditing Standards to be followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's *Government Auditing Standards (1994),* the provisions of the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996 and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of State, Local Governments and Non-Profit Organizations,* State of Texas Single Audit Circular, as well as *Government Code, Title 10, §2256.023 (d),* compliance with Government Accounting Standards Board (GASB).

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
3. A report on compliance with applicable laws and regulations.
4. An "in-relation-to" report on the schedule of federal financial assistance.
5. A Single Audit when required.
6. A report on the internal control structure used in administering federal financial assistance programs.
7. A report on compliance with laws and regulations related to major and nonmajor federal financial assistance programs.

This report should include an opinion on compliance with specific requirements applicable to major federal financial assistance programs, a report on compliance with general requirements applicable to major federal financial assistance programs, and a report on compliance with laws and regulations applicable to non-major federal financial assistance program transactions tested.

In the required report on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report on internal controls.

The report on compliance shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the City of Seabrook City Council and the Director of Finance.

Auditors shall assure themselves that the City is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments
5. Other information in documents containing audited financial statements
6. Disagreements with management
7 Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

E. Special Considerations

1. The City may send its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will be required to provide special assistance to the City to meet the requirements of that program.
2. The City has determined that the U.S. Department of Justice will function as the cognizant agency in accordance with the provisions of the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996 and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of State, Local Governments and Non-Profit Organizations*
3. The schedule of federal financial assistance and related auditor's report, as well as the reports on the internal control structure and compliance are not to be included in the comprehensive annual financial report, but are to be issued separately.
4. The City may require the auditor’s assistance to comply with new reporting requirements as mandated by GASB.
5. The City plans to move from auditor prepared basic financial statements to staff prepared basic financial statements over the course of the contract. Varying

degree of assistance in completion of the basic financial statements will be required.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- City of Seabrook
- U.S. Department of Justice
- U.S. General Accounting Office (GAO)
- Parties designated by the federal or state governments or by the City as part of an audit quality review process
- Auditors of entities of which the City is a subrecipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Persons/Location of Offices

The auditor's principal contact with the City will be Mike Gibbs, Director of Finance, or a designated representative, who will coordinate the assistance to be provided by the City to the auditor. Offices are located at 1700 First Street , Seabrook, Texas. A list of elected officials and key personnel **(Appendix A)** is attached.

B. Background Information

The City serves an area of 12 square miles with a population of 13,662 as of September 2024. The City's fiscal year begins on October 1, and ends on September 30.

The City provides the following services to its citizens:

- General Government
- Public Safety
- Planning and Zoning
- Code Enforcement
- Community Development
- Parks and Recreation
- Public Works (streets, water, sewer, solid waste)

The City has an annual payroll of about $8.9 million covering approximately 120 employees.

The City is organized into 36 funds, two component units. The accounting and financial reporting functions of the City are centralized.

The City has two component units, Seabrook Economic Development Corporation, although it is legally separate from the City, it is reported as if it was part of the City and Seabrook Crime Control District, an entity legally separate from the City.

More detailed information on the government and its finances can be found in the City's Comprehensive Annual Financial Report and Annual Operating Budget and can be obtained by contacting Rebecca Howton, Purchasing Coordinator, (281)-291-5671, purchasing@seabrooktx.gov, 1700 First Street, Seabrook, Texas 77586.

C. Fund Structure

The City uses the following fund types and account groups in its financial reporting:

Fund Type/Account Group	Number of Individual Funds
General fund	1
Special revenue funds	20
Debt service funds	1
Capital projects funds	11
Enterprise funds	1
General fixed assets account group	1
General long term debt account group	1

D. Budgetary Basis of Accounting

The City prepares its budgets on a basis consistent with generally accepted accounting principles.

E. Federal and State Financial Assistance.

During the fiscal year(s) to be audited, the City received financial assistance from federal and state agencies.

F. Pension Plans

City of Seabrook participates in the Texas Municipal Retirement System (TMRS).

G. Magnitude of Finance Operations

The finance department is headed by Mike Gibbs, Director of Finance and consists of 7 full time employees. The Human Resources Department is headed by Crissy Naranjo and consists of 2 full time employees. The principal functions performed and the number of employees assigned to each is as follows:

Function	Number of Employees
a. Accounting Technician III/Payroll	1
b. Accounting Technician II	1
c. Utility Billing & Collections	2
d. Purchasing Manager	1
e. Assistant Finance Director	1
f. Director of Finance	1
g. Director of Human Resources	1
h. Human Resource Generalist	1

H. Computer Systems
The computer systems are centralized and are PC based. The City currently uses Incode for the financial system.

I. Availability of Prior Audit Reports and Working Papers
Interested proposers who wish to review prior years' audit reports and management letters should contact Rebecca Howton Purchasing Coordinator, 1700 First Street, Seabrook, Texas 77586. The CAFR documents are available online at the City's website www.seabrooktx.gov in the Financial Reports tab. The City will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposals.

IV. TIME REQUIREMENT'S

A. Proposal Calendar
The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposals issued:	June 25, 2025
Due date for proposals:	July 17, 2025 @ 2:00 p.m.

B. Notification and Contract Dates

Selected firm notified	August 5, 2025
Contract date	August 12, 2025

C. Date Audit May Commence
The City will have all records ready for audit and all management personnel available to meet with the firm's personnel as of December 31, 2025.

D. Schedule for the 2025 Fiscal Year Audit
A similar schedule will be developed for audits of future fiscal years if the City exercises its option for additional audits. The time frame set out in this document may be adjusted as agreed upon by both parties to meet a completion date of no later than March 9, 2026.

Each of the following shall be completed by the auditor no later than the dates indicated.

1. Interim Work
   The auditor may begin interim work anytime after contract date August 12, 2025
2. Detailed Audit Plan
   The auditor shall provide the City by October 1, 2025 both a detailed audit plan and a list of all schedules to be prepared by the City.
3. Fieldwork
   The auditor shall complete all fieldwork no later than February 20, 2026.
4. Draft Reports
   The auditor shall have drafts of the audit report and recommendations to management available for review by the Director of Finance by March 4, 2026.

E. Entrance Conferences, Progress Reporting and Exit Conferences

A similar time schedule will be developed for audits of future fiscal years if the City exercises its option for additional audits.

At a minimum, the following conferences should be held:

- Entrance conference with Director of Finance and/or key finance department personnel.
  - The purpose of this meeting will be to discuss prior audit problems and the interim work to be performed. This meeting will also be used to establish an overall liaison for the audit and to make arrangements for work space and other needs of the auditor
- Progress conference with Director of Finance or designee.
  - The purpose of this meeting will be to summarize the results of the preliminary review and to identify the key internal controls or other matters to be tested
- Progress conference with Director of Finance and key finance department personnel.
  - The purpose of this meeting will be to discuss the year-end work to be performed
- Presentation of audit to the members of City Council
  - The City's Audit Committee is comprised of the City Manager, and the Director of Finance and the Assistant Director of Finance. The purpose of this committee is to review the final audit document as well as any significant issues that may be identified within.
- Exit conference with Director of Finance and key finance department personnel.
  - The purpose of this meeting will be to summarize the results of the field work and to review significant findings

F. Date Final Report is Due

The audit firm shall prepare draft financial statements, notes, all required supplementary schedules and statistical data by March 9, 2026.

The Director of Finance will complete the review of the draft report as expeditiously as possible. It is not expected that this process should exceed one week. During that period, the Director of Finance should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the Director of Finance within five (5) working days. It is anticipated that this process will be completed and the final report delivered by March 9, 2026.

The final report and ten (10) signed and bound copies as well as one electronic copy should be delivered to the City of Seabrook.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department Assistance
The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the City.

B. Electronic Data Processing (EDP) Assistance
Basic data processing support and staff assistance will be available to the auditor.

C. Statements and Schedules to be Prepared By City Staff
The accounting staff will prepare necessary prepared-by-client (PBC's) working papers normally required for the annual audit. All working papers to be prepared by the City must be submitted, by written list, to the City on or before October 1, of each year together with adequate explanatory detail as to the purpose of the working papers as well as method of preparing the working papers. Sufficiency and adequacy of detail will be determined by the City.

Most working papers and all lead schedules are prepared on EXCEL FOR WINDOWS.

D. Work Area, Telephones, Photocopying, and Fax Machines
The City will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to one telephone line, photocopying facilities and FAX machine.

E. Report Preparation
Audit reports are to be addressed to the Honorable Mayor, City Council and City Manager, City of Seabrook, Texas.

The proposal should include the typing of the camera-ready master copy of the entire CAFR as a separately bid item, to be elected at the City's option.

The proposal should include the entire CAFR in a word searchable PDF format as a separately bid item, to be elected at the City's option.

The proposal should include the preparation of the financial statements, notes and all required supplementary schedules of the CAFR as a separately bid item, to be elected at the City's option. The City's expectation is to move to preparation of the financial statements from the auditor to staff over the course of the contract.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Submission of Notification of Interest
   Firms interested in submitting a proposal must submit, by July 17, 2025 their Proposal in the format attached to the letter transmitting this Request for Proposals. We encourage you to submit your proposal electronically through Public Purchase but you can also submit in person.
2. Inquiries
   Inquiries concerning the request for proposals and the subject of the request for proposals must be made in writing to:

   Rebecca Howton, Purchasing Coordinator
   City of Seabrook
   1700 First Street
   Seabrook, Texas 77586
   Phone: (281) 291-5671
   Email: purchasing@seabrooktx.gov

5. Submission of Proposals
   The following material is required to be received by July 17, 2025 @ 2:00PM for a proposing firm to be considered:
   a) An original copy (so marked) of a Technical Proposal to include the following:
      - Title Page
        Title page showing the request for proposals' subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.
      - Table of Contents
      - Transmittal Letter
        A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to

perform the engagement and a statement that the proposal is a firm and irrevocable offer for forty-five (45) days**.**

- Detailed Proposal
  The detailed proposal should follow the order set forth in Section VI B of this request for proposals.
- Executed copies of Proposer Guarantees and Proposer Warranties, attached to this request for proposals **(Appendix** B **and Appendix C)**

b) The proposer shall submit an original in a separate sealed envelope marked

SEALED DOLLAR COST BID PROPOSAL
CITY OF SEABROOK
PROFESSIONAL AUDITING SERVICES
July 17, 2025

c) Proposers should submit online through Public Purchase or send the completed proposal to the following address:

CITY OF SEABROOK
PURCHASING COORDINATOR
1700 FIRST STREET
SEABROOK, TEXAS 77586

B. Technical Proposal

1. General Requirements
   The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The technical proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence
   The firm should provide an affirmative statement that it is independent of the City as defined by generally accepted auditing standards/the U.S. General Accounting Office's *Government Auditing Standards (1994)*.

   The firm also should provide an affirmative statement that it is independent of the component unit of the City as defined by those same standards.

   The firm should also list and describe the firm's professional relationships involving the City or any of its agencies or component unit for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

   In addition, the firm shall give the City written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Texas
   An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly registered/licensed to practice in Texas.

4. Firm Qualifications and Experience
   The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

   If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable. The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements. The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience
   The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is registered/licensed to practice as a certified public accountant in

Texas. The firm also should provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City. However, in either case, the City retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the City, which retains the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Prior Engagements with the City
   The firm should list separately all engagements within the last five years, ranked on the basis of total staff hours, for the City by type of engagement (i.e., audit, management advisory services, other). For each engagement, the firm should indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

7. Similar Engagements with Other Government Entities
   For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours.

   Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

8. Specific Audit Approach
   The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposals. In developing the work plan, reference should be made to such sources of information as the City's budget and related materials,

organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

a) Proposed segmentation of the engagement
b) Level of staff and number of hours to be assigned to each proposed segment of the engagement
c) Sample sizes and the extent to which statistical sampling is to be used in the engagement
d) Extent of use of EDP software in the engagement
e) Type and extent of analytical procedures to be used in the engagement
f) Approach to be taken to gain and document an understanding of the City's internal control structure
g) Approach to be taken in determining laws and regulations that will be subject to audit test work
h) Approach to be taken in drawing audit samples for purposes of tests of compliance

9. Identification of Anticipated Potential Audit Problems
The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

10. Report Format
The proposal should include sample formats for required reports.

C. Sealed Dollar Cost Bid

1. Total All-inclusive Maximum Price
The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The first page of the sealed dollar cost bid should include the following information:

a) Name of Firm
b) Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with the City.
c) A total All-inclusive Maximum Price for the fiscal year 2025 engagement.

2. Rates by Partner, Specialist, Supervisory and Staff Level Time Hours Anticipated for Each
   The second page of the sealed dollar cost bid should include schedule of professional fees and expenses, presented in the format provided in the attachment **(Appendix D, part 1),** that supports the total all-inclusive maximum price. The cost of special services described in Section II E of this request for proposals should be disclosed as separate components of the total all-inclusive maximum price using the format provided Appendix D parts 2 and

3. Out-of-pocket Expenses Included in the Total All-inclusive Maximum Price and Reimbursement Rates
   Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at the rates used by the City for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented in the sealed dollar cost bid in the format provided in the attachment **(Appendix D)**. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

   In addition, a statement must be included in the sealed dollar cost bid stating the firm will accept reimbursement for travel, lodging and subsistence at the prevailing City rates for its employees.

4. Rates for Additional Professional Services
   If it should become necessary for the City to request the auditor to render any additional services to either supplement the services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm. Any such additional work agreed to between the City and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

5. Manner of Payment
   Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billings shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports.

VII. EVALUATION PROCEDURES

A. Evaluation Committee

Proposals submitted will be evaluated by the Evaluation and Selection Committee.

B. Review of Proposals

The Evaluation and Selection Committee will use a point formula during the review process to score proposals. Each member of the Evaluation Committee will first score each technical proposal by each of the criteria described in Section VII C below. The full Evaluation Committee will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the sealed dollar cost bid will be opened and additional points will be added to the technical score based on the price. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless whether that proposal is selected.

C. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements
    a) The audit firm is independent and licensed to practice in Texas
    b) The audit firm's professional personnel have received adequate continuing professional education within the preceding two years
    c) The firm has no conflict of interest with regard to any other work performed by the firm for the City
    d) The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.
    e) The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal

2. Technical Qualifications: (Maximum Points – 100)
    a) Expertise and Experience (Maximum Points – 55)
        - The firm’s past experience and performance on comparable government engagements (30 Pts)
        - The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation(25pts)
    b) Audit Approach (Maximum Points - 45)
        - Adequacy of proposed staffing plan for various segments of the engagement (15pts)
        - Adequacy of sampling techniques(15pts)

- Adequacy of analytical procedures(15pts)

D. Oral Presentations

During the evaluation process, the Evaluation Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection

The City will select a firm based upon the recommendation of the Evaluation Committee. It is anticipated that a firm will be selected by August 5, 2025. Following notification of the firm selected, it is expected a contract will be executed between both parties by August 12, 2025.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City reserves the right without prejudice to reject any or all proposals.

APPENDIX A

LIST OF PRINCIPAL OFFICIALS
As of June 24, 2025

<u>City Council (The Governing Body)</u>

Jim Sweeney, Mayor
Tyler Kubena, Position One
Jared Sessum, Position Two
Tom Tollett, Position Three
Angela Cervantes, Position Four
Buddy Hammann, Position Five
Summer Sandford, Position Six

<u>Other Principal Officials</u>

Gayle Cook, City Manager
Mike Gibbs, Director of Finance
Kathryn Shannahan, Assistant Director of Finance
David Olson, City Attorney

APPENDIX B

PROPOSER GUARANTEES

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official:
____

Name
(typed):____

Title:
____

Firm:
____

Date:
____

APPENDIX C

PROPOSER WARRANTIES

Proposer warrants that it is willing and able to comply with State of Texas laws with respect to foreign (non-state of Texas) corporations.

Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the City. Proposer warrants that it is willing and able to meet required dates and report deadlines.

E. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:

____

Name
(typed):____

Title:
____

Firm:
____

Date:
____

APPENDIX D
Part 1

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FISCAL YEAR 2025 FINANCIAL STATEMENT'S

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	________	$_________	$__________	$_________
Managers	________	_________	__________	_________
Supervisory staff	________	_________	__________	_________
Staff	________	_________	__________	_________
Other (specify):	________	_________	__________	_________
Subtotal				$_________

Total for services described in Section II E of the request for proposals
(Detail on subsequent schedules) $_________

Out-of-pocket expenses:
Meals and lodging __________
Transportation __________
Other (specify): __________

Total all-inclusive maximum price for Fiscal Year 2025 audit $__________

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

APPENDIX D
Part 2

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FISCAL YEAR 2025 FINANCIAL STATEMENTS:
COMBINING SCHEDULE-ALL SERVICES
DESCRIBED IN THE REQUEST FOR PROPOSALS SECTION II E

Nature of Service to be Provided	Schedule	Total Price
		$
Total		$

EACH SERVICE DESCRIBED IN SECTION II E SHOULD BE SUPPORTED BY AN INDIVIDUAL SCHEDULE IN THE FORMAT PROVIDED IN PART 3 OF THIS APPENDIX.

APPENDIX D
Part 3

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FISCAL YEAR 2025 FINANCIAL STATEMENTS:
SUPPORTING SCHEDULE FOR [NAME OF SERVICE]

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	________	$________	$__________	$________
Managers	________	________	__________	________
Supervisory staff	________	________	__________	________
Staff	________	________	__________	________
Other (specify):	________	________	__________	________
Subtotal				$________
Out-of-pocket expenses:				
Meals and lodging				________
Transportation				________
Other (specify):				________
Total price for **[NAME of SERVICE]**				**$________**

Note: The rate quoted should *not* be presented as a general percentage of the standard hourly rate or as a gross deduction from the total price.

Agenda Briefing

Date of Meeting: August 5, 2025

Responsible Department: Public Works

Presenter: Monica Comeaux, PTC Member

Briefing Prepared By: Brian Craig

Strategic Focus Area:

General Information:
Consider and take all appropriate action on the Parks and Trails Committee recommendation to designate the northbound exit ramp of SH 146 at 10th St as the location for artwork to spend the Keep Texas Beautiful grant proceeds.

Executive Summary / Background:
Each year the Texas Department of Transportation (TXDOT) donates to the Governors Community Achievement Award (GCAA). The award is administered by Keep Texas Beautiful (KTB). The award is given in the form of a landscaping grant and shared among 10 communities. The amount of the award is determined by population. Seabrook is in population category four (4), thus the award is $160,000 in May 2024. The application was completed in cooperation by the Parks and Trails Committee and Public Works/Parks personnel and the submission documents everything sustainable done during the previous calendar year by the city as a whole. The funds must be used within TXDOT right-of-way and the Parks and Trails Committee has a recommendation for the location.

Funding / Fiscal Information:

Supporting Materials Attached:
1. P&T recommendation GCAA project location
2. TXDOT 2024 GCAA requirements
3. Park & Trails GCAA grant location

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

THE PARKS AND TRAILS COMMITTEE
OFFICIAL REPORT

The Parks and Trails Committee of the City of Seabrook met on July 10, 2025, to hold a meeting to consider:

Request for a motion to designate

THE PARKS AND TRAILS COMMITTEE MADE THE FOLLOWING RECOMMENDATION:

APPROVAL ☐ **APPROVAL WITH AMENDMENTS/CONDITIONS (SEE BELOW)** ☐ **DENIAL** ☐

By a concurring vote of a majority of members of the Parks and Trails Committee present at the meeting on July 10, 2025, as designated below and as certified by the signature of the Committee Chairperson. **This document is not valid unless signed by the Committee Chairperson/Presiding Commissioner.**

the Northbound Exit ramp (see attached photo) as a location for artwork (TBD) for KTB grant proceeds.

VOTE:	AYE	NAY	ABSTAINED	ABSENT	INITIAL
Sally Antrobus					
John Coggeshall	✓				JC 06
Monica Flores	✓				MMF
Debra Harper	✓				dH
Nehemiah Jackson	✓				NJ.
Jesse Jones	✓				[illegible]
David Popken	✓				[illegible]

Monica Flores

Monica Flores, Committee Chairperson
Parks and Trails Committee

ATTEST:

Amanda Morales
Deputy City Secretary

2024 Governor's Community Achievement Awards
Program Guidelines

Objective:
To construct a landscape project on State right-of-way that fulfills the winning City's expectations and meets TxDOT's design, safety, maintenance, and funding requirements.

What happens first?
The first thing your group should do is form a working committee that will serve as a decision-making body during the development phase of the project. The committee should then contact the appropriate district and request an initial meeting with representatives of TxDOT.

Where can we put the Project?
The project must be located on State owned right-of-way that satisfactorily addresses the following: safety standards, future construction, visibility, maintainability and access to water and electricity.

Every effort will be made to achieve a mutually acceptable project location to the State and the winning City, but at the final option of the State.

Can the Project consist of more than one location and outside the City limits?
Yes, however multiple sites will greatly increase the Project's overall cost.

Who coordinates the Project?
A TxDOT project manager will be responsible for coordinating the Project and keeping it on schedule. Generally, the Area Engineer or a Landscape Architect from TxDOT will serve as the project manager.

After a site is chosen how long before bids are taken?
The design process takes between six months to a year.

After bids are tabulated and the contract is awarded, how long until construction begins?
Usually construction activity will begin between thirty and forty-five days after the Transportation Commission awards the contract.

What elements are prohibited from inclusion in the contract?
While no design elements are absolutely prohibited, certain design elements such as fountains, decorative lighting, and flagpoles are discouraged.

<u>Gateway Monuments cannot be funded through this program.</u>

What are the safety guidelines?
All fixed objects (large trees, retaining walls, etc.) must be located a minimum of 30' from the edge of the traveled lane. “Sight distance” (drivers must have an unimpaired view of traffic) must be considered in all cases.

Can a local contractor bid on the Project?
Yes, however all contractors must contact TxDOT and request a bidder’s questionnaire. The bidder’s questionnaire must be on file a minimum of fifteen days prior to bidding on a project.

What about water and electricity?
Usually the contract includes provisions for the contractor to pay for connections to the required utilities. TxDOT will pay for the water and electricity used on the project during construction and maintenance phases on the contract.

Who maintains the Project?
Every project which has plant material included as a bid item will have provisions for 90 days of maintenance. The Department will in most cases require the City to maintain the project. Before the project can be scheduled, the City should sign a maintenance agreement.

What happens if the Project overruns the estimate cost?
TxDOT will fund the Project if it overruns 10% or less. Additional overrun will be evaluated on a case by case basis and may require a redesign of the Project. If this occurs, the Project would then be rescheduled for the next available construction letting.

What happens if a Project underruns the estimated cost?
Every effort will be made to accurately estimate the cost of the Project. Because of the competitive bid process some Projects may be underrun. No additional Project will be constructed to expend an unforeseen underrun.

Please feel free to contact me if I can answer any questions about this information.

Hilary Garnish, RLA
Landscape Architecture Section
TxDOT, Design Division
125 E. 11th Street
Austin, Texas 78701-2483
(512) 416-2464
hilary.garnish@txdot.gov

- Propose a statue (Bird is my vote!) and location at the 10th street turnout for the KTB grant
- Statue base is high enough so easily seen by cars coming into Seabrook
- Location and general description would satisfy TxDOTs immediate needs
- Begin reviewing what kind of statue


10
MPH


Same height
Seabrook
NASA

SEABROOK

Agenda Briefing

Date of Meeting: August 5, 2025

Responsible Department: Public Works

Presenter: Jesse Jones, PTC Member

Briefing Prepared By: Brian Craig

Strategic Focus Area:

General Information:

Consider and take all appropriate action on a recommendation to Council from the Parks and Trails Committee regarding expanded parking at Robinson Park.

Executive Summary / Background:

During the Parks and Trails meeting held on July 10, the committee voted to recommend to the Council that the Robinson Parking lot be expanded to encompass the City property in front of the Robinson Lift Station site.

Funding / Fiscal Information:

Supporting Materials Attached:

1. P&T Robinson parking lot expansion recommendation
2. Red Bluff~Todville Parking
3. easement

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

THE PARKS AND TRAILS COMMITTEE
OFFICIAL REPORT

The Parks and Trails Committee of the City of Seabrook met on July 10, 2025, to hold a meeting to consider:

Request for a motion to recommend

THE PARKS AND TRAILS COMMITTEE MADE THE FOLLOWING RECOMMENDATION:

APPROVAL ☐ **APPROVAL WITH AMENDMENTS/CONDITIONS (SEE BELOW)** ☐ **DENIAL** ☐

By a concurring vote of a majority of members of the Parks and Trails Committee present at the meeting on July 10, 2025, as designated below and as certified by the signature of the Committee Chairperson. **This document is not valid unless signed by the Committee Chairperson/Presiding Commissioner.**

endorse Robinson Parking expansion to encompass the areas in front of new lift station

VOTE:	AYE	NAY	ABSTAINED	ABSENT	INITIAL
Sally Antrobus					
John Coggeshall					
Monica Flores	✓				[illegible]
Debra Harper	✓				[illegible]
Nehemiah Jackson	✓				NJ
Jesse Jones	✓				[illegible]
David Popken	✓				[illegible]

[illegible signature]

Monica Flores, Committee Chairperson
Parks and Trails Committee

ATTEST:

[illegible signature]

Amanda Morales
Deputy City Secretary


ROBINSON PARK
EXPANDED PARKING

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

Easmt

X

SOUTHWESTERN BELL TELEPHONE COMPANY
EASEMENT FOR TELECOMMUNICATIONS FACILITIES

20070721911
12/10/2007 RP3 $36.00

THE STATE OF TEXAS §
§ KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF HARRIS §

THAT THIS EASEMENT AGREEMENT, entered into by the undersigned, CITY OF SEABROOK, [hereinafter referred to as "GRANTOR" (whether one or more)], and SOUTHWESTERN BELL TELEPHONE COMPANY, a Missouri corporation, 7602 Spring Cypress, Room 226, Spring, Texas 77379, (hereinafter referred to as "GRANTEE"), wherein GRANTOR, in consideration of the sum of TEN AND NO/100 ($10.00) DOLLARS, and other good and valuable consideration, receipt of which is hereby acknowledged, does by these presents, GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM unto GRANTEE, its associated and allied companies, its and their respective successors and assigns (hereinafter collectively referred to as "GRANTEE"), a permanent easement (hereinafter referred to as the "easement") for the purposes hereinafter set forth, upon, across, over, above, under and within a tract of land described in Exhibit "A" and shown on Exhibit "B", said exhibits being attached hereto and incorporated herein by reference for all purposes. The easement granted herein occupies part of GRANTOR's property located in Harris County, Texas, (hereinafter referred to as the "Property") and described as follows:

> Being out of Lot 1, Block 1 of Baybrook Estates, an addition in Harris County, Texas according to the map or plat thereof recorded in Volume 536, Page 228 of the Map Records of Harris County, Texas 640, as described in deed to City of Seabrook, and being recorded in Clerk's File No. 2007-0428841 in the Official Property Records of Harris County, Texas.

It is distinctly understood that this agreement does not constitute a conveyance of the Property, nor of the minerals therein and thereunder, but grants only a right-of-way and easement subject to the following:

(a) GRANTEE hereby agrees to save and hold harmless the GRANTOR from and against any and all claims, demands, or causes of action of whatever nature, asserted by others, including any unpaid real property ad valorem taxes owed by the GRANTEE which are caused by or arise in any manner out of acts or omissions of GRANTEE in the use and occupancy of the easement herein granted by GRANTEE, its employees, or any other persons acting under its control.

(b) The right-of-way and easement granted hereby is subject to all, if any, valid and subsisting oil, gas, sulfur, and mineral lease or leases, unitization agreements, deeds, easements, rights-of-way, restrictive covenants, mineral and royalty grants and reservations, or other instruments now of record in the appropriate records of Harris County, Texas which affect the easement.

FILED FOR RECORD
8:00 AM

DEC 10 2007

Beverly B. Kaufman
County Clerk, Harris County, Texas

RP 052-45-0663

(c) This easement is granted for the specific purposes of permitting Grantee to construct, operate, place, maintain, lay, inspect, protect, repair, alter, substitute, relocate, replace and remove such above ground and underground electrical, telephone, telegraph, signal and other communications facilities, cables, lines, circuits, and conduits, repeater huts, subscriber loop carrier repeater huts, buildings/structures housing telecommunication facilities, digital subscriber loop cabinets/structures housing said telecommunications facilities and fiber optics repeater huts, together with such above ground and underground appurtenances thereto, as Grantee may from time to time require upon, over, across, above, under and within the easement; the right of ingress and egress to the easement using the surface of the easement and all reasonable routes across the Property, including but not limited to the right to use all existing and future roads, drives, streets, parking lots, entrances and exits and all other paved areas of the Property; the right to pave and to park vehicles on the surface of the easement; the right to drain or sheet flow storm water runoff from the easement onto the Property and/or into existing and future storm water collection and drainage facilities located within the Property; the right to clear and keep cleared trees, brush and all other obstructions from the surface and subsurface of the easement; the right to install, maintain and use gates in fences which cross the easement; the right to fence the easement; and the right to pave the surface of the easement for parking purposes and to construct roads, streets and drives upon the easement.

(d) Subject to the rights granted to GRANTEE as set forth herein, including, but not limited to the right to pave the surface of the easement, after the construction of GRANTEE'S telecommunications facilities and also after any later operation done or caused to be done by GRANTEE which affects GRANTOR'S Property or any part thereof, GRANTEE shall promptly restore the surface grade affected thereby to as nearly as practicable the same condition it was prior to such operations. GRANTEE shall pay GRANTOR for any damages, other than damages to trees, plants, shrubs, bushes and vegetation growing within the easement, caused by GRANTEE, its employees or persons acting under its control, during such operations. GRANTOR hereby acknowledges receipt of payment in full by GRANTEE for all claims, losses, or damages to trees, plants, shrubs, bushes and vegetation growing within the easement herein described, caused by GRANTEE, its employees, or any other persons acting under its control, during GRANTEE'S use of easement.

(e) GRANTOR warrants that it is the owner of the Property occupied by the easement granted herein and that it has the right to make this conveyance and receive payment therefor. GRANTOR covenants that GRANTEE, its successors and assigns, may quietly enjoy the easement for the uses herein stated. In addition, GRANTOR hereby warrants and represents that it has no knowledge of the existence of past or present production, storage, treatment or disposal of any toxic or hazardous waste or substance, or of hazardous/toxic waste contamination conditions applicable to either the easement or GRANTOR's property described herein, including but not limited to "hazardous substances" or "toxic substances" as defined by the Comprehensive Environment Resource Compensation and Liability Act of 1980, as amended, and the Hazardous Material Transportation Act, as amended.

(f) GRANTOR does hereby additionally GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM unto GRANTEE, its associated and allied companies, its and their respective successors and assigns, a temporary construction easement 20 feet wide for GRANTEE'S use in constructing its electrical and telecommunications systems and lines as set forth above, and all appurtenances thereto, upon, over, across, under and within a tract of land located adjacent to the permanent easement described in Exhibit "A" attached hereto. The herein granted temporary construction easement shall terminate sixty (60) days after the commencement of the construction and installation of GRANTEE'S telecommunications facilities into the permanent easement described herein. The easement and the temporary construction easement are hereinafter collectively referred to as the "easements".

(g) In the event GRANTEE, after the installation of its facilities, abandons the use of the easement herein granted for the purposes described herein for a period of twenty-four (24) consecutive months, this easement shall terminate and revert to GRANTOR for all purposes. It is specifically understood that GRANTEE shall not be deemed to have abandoned the easement until after it has installed any telecommunications facilities allowed hereunder in, on, or upon the easement and thereafter abandons the easement for twenty-four (24) consecutive months, or it shall be deemed abandoned if GRANTOR elects to move said easement to another location.

TO HAVE AND TO HOLD the herein described easements, together with all and singular the rights and appurtenances thereto belonging, unto GRANTEE, its successors and assigns, forever, and GRANTOR does hereby bind itself, and its successors and assigns, to warrant and forever defend all and singular the easement unto GRANTEE and its successors and assigns, against every person whomsoever lawfully claiming or to claim the same, or any part thereof.

SIGNED AND EXECUTED this 29th day of November, 2007.

GRANTOR,

CITY OF SEABROOK

10

By: ______________________

Name: CHARLES W. PINTO

Title: CITY MANAGER

ACKNOWLEDGEMENT

THE STATE OF TEXAS

COUNTY OF Harris

BEFORE ME, the undersigned authority, a Notary Public in and for said State and County, on this day personally appeared Chuck Pinto, City Manager of the CITY OF SEABROOK, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 29th day of November 2007.

MEREDITH T. BRANT
MY COMMISSION EXPIRES
December 3, 2008

Meredith T. Brant
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

12/3/08
MY COMMISSION EXPIRES

After Recording Return To:

Kevin W. Arnett
KDM Property Acquisitions
10200 Grogans Mill Rd, Ste.300
The Woodlands, TX. 77380

TRACT 1
EASEMENT FOR TELECOMMUNICATIONS FACILITIES

DESCRIPTION OF A 0.046-ACRE TRACT
OF LAND OUT OF THE RITSON MORRIS
SURVEY, A-52, HARRIS COUNTY, TEXAS

Being a tract of land containing 0.046 acre (2,000 square feet) out of the Ritson Morris Survey, A-52, Harris County, Texas. Said 0.046-acre tract being out of Lot 1 of Final Plat Baybrook Estates recorded by plat under Film Code No. 536228 of the Map Records of Harris County, Texas and conveyed to The City of Seabrook by deed recorded under Harris County Clerk's File No. 20070428841, Film Code No. 047-06-1092 of the Official Public Records of Real Property, Harris County, Texas. Said 0.046-acre tract being more particularly described by metes and bounds as follows: (bearings called in the following description are based on the northwest right-of-way line of Todville Road(60-feet wide)) D

COMMENCING at a 1/2-inch iron rod with cap stamped "GEOSURV" found for the southwest corner of said Lot 1 and being an interior corner of a 19.814-acre tract of land conveyed to The City of Seabrook by deed recorded under County Clerk's File No. R714160, Film Code No. 506-52-0069 of the Official Public Records of Real Property, Harris County, Texas;

THENCE North 00°13'49" East with the east line of said 19.814-acre tract and with the west line of said Lot 1, a distance of 68.62 feet to a 1/2-inch iron rod with cap stamped "WEISSER, HOUSTON" set for the southwest corner and POINT OF BEGINNING of said tract herein described;

THENCE North 00°13'49" East with the east line of said 19.814-acre tract, with the west line of said Lot 1 and with the west line of said tract herein described, a distance of 40.41 feet to a 1/2-inch iron rod with cap stamped "WEISSER, HOUSTON" set for the northwest corner of said tract herein described;

THENCE South 81°38'39" East with the north line of said tract herein described, a distance of 50.00 feet to a 1/2-inch iron rod with cap stamped "WEISSER, HOUSTON" set for the northeast corner of said tract herein described;

THENCE South 00°13'49" West with the east line of said tract herein described, a distance of 40.41 feet to a 1/2-inch iron rod with cap stamped "WEISSER, HOUSTON" set for the southeast corner of said tract herein described;

THENCE North 81°38'39" West with the south line of said tract herein described, a distance of 50.00 feet to the POINT OF BEGINNING and containing 0.046 acre (2,000 square feet) of land.

This survey is accompanied by a survey sketch of even date.

Compiled By:

Weisser Engineering Company
19500 Park Row, Suite 100
Houston, Texas 77084

Job No.: S1247 (299-247)
Date: 10/19/07

STATE OF TEXAS
REGISTERED
WALTER P. SASS
4410
PROFESSIONAL
LAND SURVEYOR

Exhibit "A"

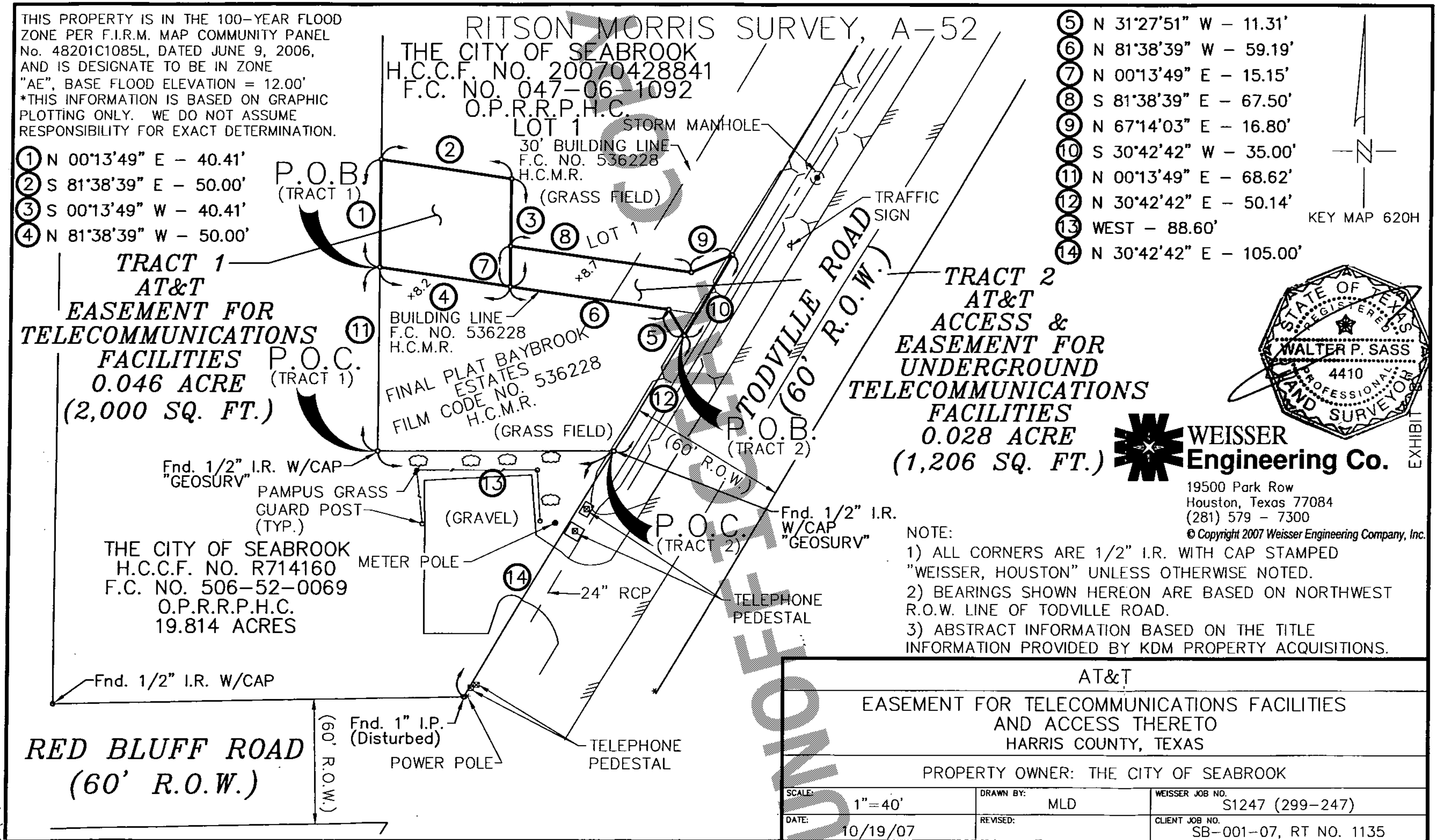

THIS PROPERTY IS IN THE 100-YEAR FLOOD ZONE PER F.I.R.M. MAP COMMUNITY PANEL No. 48201C1085L, DATED JUNE 9, 2006, AND IS DESIGNATE TO BE IN ZONE "AE", BASE FLOOD ELEVATION = 12.00'
*THIS INFORMATION IS BASED ON GRAPHIC PLOTTING ONLY. WE DO NOT ASSUME RESPONSIBILITY FOR EXACT DETERMINATION.
1 N 00°13'49" E – 40.41'
2 S 81°38'39" E – 50.00'
3 S 00°13'49" W – 40.41'
4 N 81°38'39" W – 50.00'
5 N 31°27'51" W – 11.31'
6 N 81°38'39" W – 59.19'
7 N 00°13'49" E – 15.15'
8 S 81°38'39" E – 67.50'
9 N 67°14'03" E – 16.80'
10 S 30°42'42" W – 35.00'
11 N 00°13'49" E – 68.62'
12 N 30°42'42" E – 50.14'
13 WEST – 88.60'
14 N 30°42'42" E – 105.00'
KEY MAP 620H
N
RITSON MORRIS SURVEY, A-52
THE CITY OF SEABROOK
H.C.C.F. NO. 20070428841
F.C. NO. 047-06-1092
O.P.R.R.P.H.C.
LOT 1
STORM MANHOLE
30' BUILDING LINE
F.C. NO. 536228
H.C.M.R.
(GRASS FIELD)
P.O.B.
(TRACT 1)
LOT 1
TRAFFIC SIGN
TRACT 1
AT&T
EASEMENT FOR
TELECOMMUNICATIONS
FACILITIES
0.046 ACRE
(2,000 SQ. FT.)
P.O.C.
(TRACT 1)
BUILDING LINE
F.C. NO. 536228
H.C.M.R.
FINAL PLAT BAYBROOK ESTATES
FILM CODE NO. 536228
H.C.M.R.
(GRASS FIELD)
TODVILLE ROAD
(60' R.O.W.)
(60' R.O.W.)
P.O.B.
(TRACT 2)
TRACT 2
AT&T
ACCESS &
EASEMENT FOR
UNDERGROUND
TELECOMMUNICATIONS
FACILITIES
0.028 ACRE
(1,206 SQ. FT.)
STATE OF TEXAS
REGISTERED
WALTER P. SASS
4410
PROFESSIONAL
LAND SURVEYOR
WEISSER
Engineering Co.
19500 Park Row
Houston, Texas 77084
(281) 579 – 7300
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EXHIBIT
Fnd. 1/2" I.R. W/CAP "GEOSURV"
PAMPUS GRASS
GUARD POST (TYP.)
(GRAVEL)
METER POLE
P.O.C.
(TRACT 2)
Fnd. 1/2" I.R. W/CAP "GEOSURV"
THE CITY OF SEABROOK
H.C.C.F. NO. R714160
F.C. NO. 506-52-0069
O.P.R.R.P.H.C.
19.814 ACRES
24" RCP
TELEPHONE PEDESTAL
Fnd. 1/2" I.R. W/CAP
Fnd. 1" I.P. (Disturbed)
POWER POLE
TELEPHONE PEDESTAL
RED BLUFF ROAD
(60' R.O.W.)
(60' R.O.W.)
NOTE:
1) ALL CORNERS ARE 1/2" I.R. WITH CAP STAMPED "WEISSER, HOUSTON" UNLESS OTHERWISE NOTED.
2) BEARINGS SHOWN HEREON ARE BASED ON NORTHWEST R.O.W. LINE OF TODVILLE ROAD.
3) ABSTRACT INFORMATION BASED ON THE TITLE INFORMATION PROVIDED BY KDM PROPERTY ACQUISITIONS.
AT&T
EASEMENT FOR TELECOMMUNICATIONS FACILITIES AND ACCESS THERETO
HARRIS COUNTY, TEXAS
PROPERTY OWNER: THE CITY OF SEABROOK
SCALE: 1"=40'
DRAWN BY: MLD
WEISSER JOB NO. S1247 (299-247)
DATE: 10/19/07
REVISED:
CLIENT JOB NO. SB-001-07, RT NO. 1135
UNOFFICIAL COPY

RP 052-45-0669

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNFORCEABLE UNDER FEDERAL LAW.

THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in file number Sequence on the date and at time stamped hereon by me; and was duly RECORDED, in the Official Public Records of Real Property of Harris County Texas on

DEC 1 0 2007

COUNTY COURT OF HARRIS COUNTY TEXAS

Beverly B. Kaufman
COUNTY CLERK
HARRIS COUNTY, TEXAS

SEABROOK

Agenda Briefing

Date of Meeting: August 5, 2025

Responsible Department: Finance

Presenter: Michael Gibbs, Director of Finance

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:

Consider and approve Resolution 2025-19 authorizing the submission of a 2024 grant program for ballistic helmets thought he Houston-Urban Area Security Initiative for $18,975.00.

Executive Summary / Background:

The purpose of this item is to authorize the submission of previously submitted 2024 grant application through the Houston – Urban Area Security Initiative (UASI) in the amount of $18,975.00. This grant will support the purchase of ballistic helmets to enhance the personal protective equipment (PPE) capabilities for City public safety personnel.

The Houston UASI grant program, administered by the Department of Homeland Security (DHS) in coordination with regional urban security planning entities, provides funding to local jurisdictions to improve their ability to prevent, respond to, and recover from acts of terrorism and other major incidents.

The Seabrook Police Department has identified a need for upgraded ballistic helmets to enhance officer safety and readiness during high-risk operations, regional task force deployments, and disaster response events. The requested funding of $18,975.00 would cover the cost of acquiring modern protective helmets that meet current tactical standards.

It was identified by the grant program administrators that a **formal City Council resolution** is a necessary prerequisite in order to proceed with the grant application review. The resolution serves as official documentation of City Council support and designation of authority for grant administration.

- Authorizing the submission of a 2024 UASI grant application for $18,975.00 to fund ballistic helmets.
- Authorizing the City Manager to act as the City's authorized representative in all matters related to the application, submission, acceptance, and administration of the grant.

Funding / Fiscal Information:
There is no matching fund requirement from the City. If awarded, the grant will fully fund the procurement of ballistic helmets. No direct financial impact to the City's general fund is anticipated.

Supporting Materials Attached:
1. Resolution 2025-19

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:
Approve Resolution 2025-19 as presented

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

CITY OF SEABROOK
RESOLUTION 2025-19

SUBMISSION OF GRANT APPLICATION TO THE STATE OF TEXAS FOR THE HOUSTON - URBAN AREA SECURITY INITIATIVE TO PURCHASE BALLISTIC HELMETS

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS AUTHORIZING THE SUBMISSION OF A 2024 GRANT PROGRAM FOR BALLISTIC HELMETS THROUGH THE HOUSTON – URBAN AREA SECURITY INITIATIVE FOR $18,975.00; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN CONNECTION WITH THE GRANT.

WHEREAS, the City of Seabrook finds it in the best interest of the citizens of Seabrook, that the ballistic helmet grant be operated for 2024; and

WHEREAS, the City of Seabrook agrees to provide applicable matching funds for the said project as required by the Homeland Security Grant Program, Grant Number 5244901; and

WHEREAS, the City of Seabrook agrees that in the event of loss or misuse of the Houston - Urban Area Security Initiative funds, City of Seabrook assures that the funds will be returned to the Houston - Urban Area Security Initiative in full.

WHEREAS, the City of Seabrook designates City Manager, Gayle Cook, as the grantee's authorized official. The authorized official is given the authority to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEABROOK, STATE OF TEXAS: The City of Seabrook approves submission of the grant application for the Ballistic Helmets grant to the Houston - Urban Area Security Initiative to the Office of the Governor.

Section 1. The City Council hereby passes this resolution authorizing the submission of the grant application to the State of Texas through the Houston - Urban Area Security Initiative for funds to assist in fully funding thirty-three (33) Ballistic Helmets for Seabrook Police Department personnel.

Section 2. The City Council hereby authorizes City Manager, Gayle Cook, to enter into and sign any required applications and associated documents for this program.

ADOPTED BY VOTE OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, with a quorum present, by an affirmative vote of a majority of the Councilmembers present, in accordance with Seabrook City Charter Section 2.10, at a regular meeting held on August 5, 2025.

CITY OF SEABROOK, TEXAS

BY:__________________________________

Jim Sweeney
Mayor

ATTEST:

____

Rachel Lewis, RMC
City Secretary

Grant Number 5244901

Agenda Briefing

Date of Meeting: August 5, 2025

Responsible Department: Finance

Presenter: Michael Gibbs, Director of Finance

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:
Consider and approve Resolution 2025-20 authorizing the submission of a 2024 grant program for management and administration of ballistic helmets through the Houston-Urban Area Security Initiative for $998.68.

Executive Summary / Background:

This item is for a previously submitted grant application to the State of Texas through the Houston – Urban Area Security Initiative (UASI) for the management and administration of funds to purchase ballistic helmets for the Seabrook Police Department for the grant program under Homeland Security Grant Program, Grant Number 5248101.

Due to recent administrative updates, it is necessary to revise the resolution to reflect a change in the designated authorized official. The revised resolution maintains all other provisions of the previously approved resolution and ensures compliance with grant administration requirements.

Funding / Fiscal Information:

Supporting Materials Attached:
1. Resolution 2025-20

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

To approve Resolution 2025-20 as presented

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

CITY OF SEABROOK
RESOLUTION 2025-20

SUBMISSION OF GRANT APPLICATION TO THE STATE OF TEXAS FOR THE HOUSTON - URBAN AREA SECURITY INITIATIVE TO PURCHASE BALLISTIC HELMETS

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS AUTHORIZING THE SUBMISSION OF A 2024 GRANT PROGRAM FOR MANAGEMENT AND ADMINISTRATION ON BALLISTIC HELMETS THROUGH THE HOUSTON – URBAN AREA SECURITY INITIATIVE FOR $998.68; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN CONNECTION WITH THE GRANT.

WHEREAS, the City of Seabrook finds it in the best interest of the citizens of Seabrook, that the management and administration of the ballistic helmet grant be operated for 2024; and

WHEREAS, the City of Seabrook agrees to provide applicable matching funds for the said project as required by the Homeland Security Grant Program, Grant Number 5248101; and

WHEREAS, the City of Seabrook agrees that in the event of loss or misuse of the Houston - Urban Area Security Initiative funds, City of Seabrook assures that the funds will be returned to the Houston - Urban Area Security Initiative in full.

WHEREAS, the City of Seabrook designates City Manager, Gayle Cook, as the grantee's authorized official. The authorized official is given the authority to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEABROOK, STATE OF TEXAS: The City of Seabrook approves submission of the grant application for the Ballistic Helmets grant to the Houston - Urban Area Security Initiative to the Office of the Governor.

Section 1. The City Council hereby passes this resolution authorizing the submission of the grant application to the State of Texas through the Houston - Urban Area Security Initiative for funds to assist in fully funding the management and administration of the thirty-three (33) Ballistic Helmets for Seabrook Police Department personnel.

Section 2. The City Council hereby authorizes City Manager, Gayle Cook, to enter into and sign any required applications and associated documents for this program.

ADOPTED BY VOTE OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS, with a quorum present, by an affirmative vote of a majority of the Councilmembers present, in accordance with Seabrook City Charter Section 2.10, at a regular meeting held on August 5, 2025.

CITY OF SEABROOK, TEXAS

BY:___________________________________
Jim Sweeney
Mayor

ATTEST:

____
Rachel Lewis, RMC
City Secretary

Grant Number 5248101

Agenda Briefing

Date of Meeting: August 5, 2025

Responsible Department: City Manager's Office

Presenter: Gayle Cook, City Manager

Briefing Prepared By: Gayle Cook

Strategic Focus Area:

General Information:
Consider and take all appropriate action to formally accept the report of the 2025-2026 City Council Retreat, and approve the 2025-2026 Seabrook Strategic Plan.

Executive Summary / Background:

The City Council Retreat was held on June 6, 2025, to review accomplishments, discuss priorities, and establish strategic goals for the upcoming two fiscal years. The resulting 2025-2026 Seabrook Strategic Plan outlines key initiatives and goals to guide City operations and financial planning.

The adoption of the Strategic Plan provides a formal framework for staff to align resources, projects, and programs with Council priorities.

Funding / Fiscal Information:
Fiscal Year Budget 2025-26

Supporting Materials Attached:
1. FY2026 Strategic Plan
2. 2025 Seabrook Council Retreat Report DRAFT

Prior Action / Review by Council, Boards, Commissions:
June 6, 2025 - City Council and Directors Strategic Planning and Governance Retreat
July 22, 2025 - Workshop Session the DRAFT document was presented with no comments or changes

Staff Recommendation:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

STRATEGIC PLAN

FISCAL YEAR 2025-2026

This plan is organized with Areas of Emphasis, Initiatives, and Goals. Areas of Emphasis represent the key priorities that will ensure pursuit of the future.

Economic Development

City Services

Infrastructure

Engagement & Branding

Quality of Life

CITY OFFICIALS

MAYOR JIM SWEENEY

TYLER KUBENA

At-Large Position 1

JARED SESSUM

At-Large Position 2

TOM TOLLETT

At-Large Position 3

ANGELA CERVANTES

At-Large Position 4

BUDDY HAMMANN

At-Large Position 5

SUMMER SANFORD

At-Large Position 6

City Manager, Gayle Cook | Deputy City Manager, Sean Landis | City Secretary, Rachel Lewis

TABLE OF CONTENTS

INTRODUCTION

Strategic planning gives Seabrook a clear way to look ahead and act now. While taking direction from business owners and residents, City Council and staff met throughout the year to talk about our future and agree on actions for the next fiscal year. The result is this 2025-2026 Strategic Plan.

The plan serves two purposes:

1. **GUIDE**
   It sets priorities, timelines, and yardsticks so everyone can see where we are headed.

2. **PROMISE**
   It shows how tax dollars will be used wisely and how progress will be reported.

The plan will be reviewed each year and updated as needed, keeping Seabrook safe, strong, and welcoming for all.

Economic Development | City Services | Infrastructure | Engagement & Branding | Quality of Life

WHAT IS STRATEGIC PLANNING?

Highly effective organizations regularly engage in the strategic planning process to define the long-term vision for the future and to create short-term action plans in pursuit of that vision. Strategic plans consider current opportunities and challenges and help prioritize resources. The Seabrook City Council and staff have engaged in the strategic planning process this year and have drafted a strategic plan that establishes areas of emphasis, initiatives, and goals to commence within the next year. Once implemented, this plan is designed to move the City of Seabrook toward its future by giving guidance to staff, setting internal and external expectations, and creating measurements of success.

WHAT IS A VISION?

A vision statement is a collective aspiration of what we desire to be. It describes why we do what we do and serves as inspiration and motivation to become a greater version of ourselves.

WHAT ARE VALUES?

These are the guiding principles of how the City of Seabrook performs the work that serves its citizens. They shape the organizational culture and thus our actions.

PROPOSED 2025-2026 STRATEGIC PLAN

This plan is organized with Areas of Emphasis, Initiatives, and Goals. Areas of Emphasis represent the key priorities that will ensure pursuit of the future. Each Area of Emphasis has Initiatives that prescribe particular strategies, and each Initiative has Goals which describe steps to be taken to advance the Initiatives. (Numbers are for organizational purposes and do not assign priority or order.)

Economic Development

City Services

Infrastructure

Engagement & Branding

Quality of Life

CITY COUNCIL RETREAT REPORT

The City Council of Seabrook, Texas, held a strategic planning retreat June 6, 2025, to review the Council's strategic plan and to establish new strategic priorities and goals. The retreat was attended by Mayor Sweeney and Councilmembers Cervantes, Kubena, Sanford, Sessum, and Tollett. Mayor Pro Tem Hammann was unable to attend but provided his input in advance. City Manager Cook and her executive staff were also present. The retreat was facilitated by Hilary Shine of SGR. Below is a summary of the main discussions at the retreat.

GOVERNANCE

Hilary Shine presented a session on the principles of good governance and governance as a system. Strong governance provides structure, stability, and transparency through effective processes, clear policies, and shared priorities. It also creates organizational accountability. We discussed strengthening Seabrook's governance practices in order to build trust with the community.

INDIVIDUAL PERSPECTIVES

Interviews were conducted with each member of the City Council prior to the retreat. A series of questions were asked in order to gain individual perspectives on group dynamics, strengths, weaknesses, opportunities and threats, strategic issues and strategic priorities. The results of those interviews were presented in the following composite lists:

WHAT MAKES SEABROOK SPECIAL

Each member was asked this open-ended question to gather personal sentiments about what is loved about the community. This helps set the foundation for what we hope to maintain or enhance as we move the city into the future. Members provided the following responses:

- Location
- Water, coastal community
- Parks, trails, green space, nature
- Small town feel
- Peaceful, relaxed
- Privacy
- Welcoming, friendly
- The people, caring for one another
- Care for the community
- Diversity
- History
- Access to government

SWOT ASSESSMENT

Composite lists of strengths, weaknesses, opportunities, and threats were presented to the Council for discussion and to frame the current feelings related to the organization and community.

STRENGTHS

- Location
- Waterfront
- Parks, trails, green space
- Strong finances
- Great staff, well-run services
- Volunteerism
- Sense of community
- Engaged community
- Hwy 146 improvements
- Properties ripe for development
- Safe
- Good Schools

WEAKNESSES

- Community division
- Lack of trust
- Financial questioning
- Lack of communication, storytelling
- Lack of identity, image
- Bar issue
- No boat dock
- Bypass traffic
- Insurance

OPPORTUNITIES

- Capitalize on location
- Attraction, draw
- Moving forward strategically
- Setting strategic vision, goals
- More community involvement
- Better communication
- Better relationships with partners
- Signage
- Ecotourism
- Creating community spaces, opportunities
- Events that bring people together

THREATS

- Legislature, loss of local decision-making
- Local division
- Loss of trust
- Short-term focus
- Focus on negative
- Personal interest over community need
- Industrialization of port
- Water, storms, flooding
- Loss of insurance

LONG-TERM GOALS

Councilmembers were asked if there were specific projects or programs that they believed should be considered, although they may take five to 20 years to complete. The following list was generated from their responses:

- Economic development (small, large commercial)
- Changing the business/homeowner ad valorem tax proportion
- An attraction
- Space for entertainment, gathering
- An identity
- City-wide signage
- More activity in Old Seabrook
- New Police Station (needs)
- Hardened storm system
- Town Center built
- Fully developed green initiatives
- Connected parks
- Boat ramps
- Amenities, programs for kids

SHORT-TERM GOALS

Councilmembers were asked if there were specific projects or programs that they would like to see started or completed in the next one to two years. The following list provides their responses:

- Economic development
- Convention Center project moving
- Carothers Gardens filled out
- Bayside Park completed
- Draw attention to fish markets
- Trail signage
- Improve appearance of city and entrances
- Start developing an identity
- Citizen Police bond committee
- Begin green initiatives
- Work better with partners, non-profits
- Review, update codes
- Upgrade permitting system
- Encourage more community involvement
- Program to get youth involved in city government

AREAS OF FOCUS

The following areas were identified when Councilmembers were asked if there were particular areas that should be of focus when planning the city's near-term goals:

- Restoring reputation
- Enhancing the trail system and connections
- Ecotourism
- Green initiatives (nature, sustainability, preservation)
- Creating identity
- Economic development
- Becoming more customer-friendly

We compared the above list to the 2023-2024 Strategic Plan's Areas of Emphasis and determined the following categories were still complete and correct:

- Economic Development
- City Services
- Infrastructure
- Engagement and Branding
- Quality of Life

VISION, MISSION, VALUES

Organizational culture is created through shared goals and beliefs, so the group discussed whether Seabrook's current vision, mission, and values statements are still relevant and resonant. The Council revised the vision statement and values. They chose to have the staff develop the mission statement.

VISION

Seabrook is a sustainable, vibrant, and welcoming coastal community that embraces its natural environment, fosters safe neighborhoods, and promotes ecotourism and economic diversity.

MISSION

Seabrook is charting a bold course–protecting our coastline, inspiring community pride, and creating a thriving future where nature, neighbors, and opportunity meet.

VALUES

- Proactive communication
- Collaborative spirit
- Integrity, honesty, and respect
- Financial stewardship
- Nurture collective trust

Economic Development

City Services

Infrastructure

Engagement & Branding

Quality of Life

AREAS OF EMPHASIS

ESTABLISHMENT OF INITIATIVES AND GOALS:

With the Areas of Emphasis confirmed, Council established initiatives and goals to support each. The result is this draft 2025-2026 City of Seabrook Strategic Plan.

The plan groups our work into five Areas of Emphasis. Each Area supports the vision and values and contains detailed Initiatives and Goals that appear in later pages.

AREA	PURPOSE & DESIRED RESULT
Economic Development	Support existing businesses, attract new investment, and grow jobs so that all residents benefit from a diverse local economy.
City Services	Deliver reliable police, fire, public works, and administrative services through skilled staff, sound facilities, and modern technology.
Infrastructure	Maintain and improve streets, water, and other core systems to keep the city running today and ready for tomorrow.
Engagement & Branding	Share timely, accurate information and create a strong city identity that invites citizens, businesses, and visitors to connect with Seabrook.
Quality of Life	Expand parks, trails, and water access so residents enjoy a healthy, active lifestyle in a beautiful coastal setting.

Economic Development **City Services** **Infrastructure** **Engagement & Branding** **Quality of Life**

ECONOMIC DEVELOPMENT

Economic development strategies need to reflect the diversity, values, interests, and desires of individual local communities and their citizenry.

INITIATIVE 1.1

Establish a program for promoting existing businesses

- **Goal 1.1.1:** Re-establish the shop local program with special programs to focus/assist revitalization of struggling businesses post SH146
- **Goal 1.1.2:** Establish criteria for determining the businesses to be promoted and media to be used
- **Goal 1.1.3:** Hold two to four promotional campaigns per year
- **Goal 1.1.4:** Establish an interactive map locating businesses

INITIATIVE 1.2

Establish a business signage program

- **Goal 1.2.1:** Develop and execute a Request for Proposal (RFP) for economic wayfinding and directional signage that will inventory, evaluate, take input from business community to recommend best signage options for each business district
- **Goal 1.2.2:** Ensure adequate funding is planned for directional signage programs for businesses

INITIATIVE 1.3

Engage small businesses

- **Goal 1.3.1:** Partner to bring training programs to Seabrook
- **Goal 1.3.2:** Create networking opportunities

INITIATIVE 1.4

Commercial zoning policy and process review

- **Goal 1.4.1:** Develop public education plan and resources
- **Goal 1.4.2:** Review the Comprehensive Plan (2027)

INITIATIVE 1.5

Explore large development incentives to create buffers

- **Goal 1.5.1:** Research and propose incentive options for developers
- **Goal 1.5.2:** Develop and market incentives

INITIATIVE 1.6

Engage ecotourism expert to explore feasibility

- **Goal 1.6.1:** Assess Seabrook's Ecotourism Potential
- **Goal 1.6.2:** Assess Infrastructure, Resources, and Real Property Needs
- **Goal 1.6.3:** Develop a Plan with Actionable Recommendations

CITY SERVICES

To be the driving force that serves the city and community.

INITIATIVE 2.1

Improve City facilities

- **Goal 2.1.1:** Establish a Public Safety facility Ad Hoc Committee
- **Goal 2.1.2:** Create a Facility Maintenance Plan

INITIATIVE 2.2

Produce high-quality services through best practices, support, and staff planning.

- **Goal 2.2.1:** Engage in organizational succession planning
- **Goal 2.2.2:** Conduct ongoing annual salary survey
- **Goal 2.2.3:** Develop a Police recruitment and retention strategy

Initiative 2.3

Enhance technology systems to improve internal efficiency and external services

- **Goal 2.3.1:** Cyber security enhancements
- **Goal 2.3.2:** Online permitting system
- **Goal 2.3.3:** Digitize records

INFRASTRUCTURE

To provide for the infrastructure needs of the City of Seabrook.

INITIATIVE 3.1

Establish long-term strategies for future infrastructure that is financially sustainable

- **Goal 3.1.1:** Continue funding and allocating for Pavement Management Plan
- **Goal 3.1.2:** Identify resiliency projects

INITIATIVE 3.2

Long-Term Initiatives for Independent Water Supply

- **Goal 3.2.1:** Diversify water supply sources
- **Goal 3.2.2:** Collaborate with regional partners to seek independent water supply sources

INITIATIVE 3.3

District parking in the Old Seabrook District

- **Goal 3.3.1:** Support projects to identify and fund additional parking options in the district

ENGAGEMENT & BRANDING

To inform and engage citizens, businesses, and visitors by providing and responding with timely, reliable, and accurate information.

INITIATIVE 4.1

Enhance City signage to support placemaking and tourism

- **Goal 4.1.1:** Establish a committee to advise on signage
- **Goal 4.1.2:** Install trail signage
- **Goal 4.1.3:** Increase citywide beautification efforts

INITIATIVE 4.2

Improve the City website to streamline access to information

- **Goal 4.2.1:** Gather User Feedback
- **Goal 4.2.2:** Improve Site Navigation

INITIATIVE 4.3

Enhance communication with the public

- **Goal 4.3.1:** Create project/program updates to include videos
- **Goal 4.3.2:** Create a Council communication strategy
- **Goal 4.3.3:** Identify and create communication partnerships
- **Goal 4.3.4:** Youth outreach

INITIATIVE 4.4

Establish customer service protocols

- **Goal 4.4.1:** Create an inviting environment for engagement with citizens
- **Goal 4.4.2:** Establish customer service improvement plans

QUALITY OF LIFE

To provide citizens with amenities and services that enhance the quality of life.

INITIATIVE 5.1

Plan and provide for increased water access opportunities

- **Goal 5.1.1:** Increase and enhance public water access points
- **Goal 5.1.2:** Plan for the availability of more water recreational offerings

INITIATIVE 5.2

Improve and enhance parks, open spaces, and expand trail network

- **Goal 5.2.1:** Continue to implement the Open Space Master Plan (2020) with the addition of new trail segments and connections
- **Goal 5.2.2:** Seek to expand a green barrier between adjoining industrial and residential areas
- **Goal 5.2.3:** Explore adding parking at parks
- **Goal 5.2.4:** Pier restoration

INITIATIVE 5.3

Communicate Proactively and Strategically

- **Goal 5.3.1:** Community branding
- **Goal 5.3.2:** Citizen education

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Seabrook, Texas City Council Retreat Report

The City Council of Seabrook, Texas, held a strategic planning retreat June 6 to review the Council's strategic plan and to establish new strategic priorities and goals. The retreat was attended by Mayor Sweeney and Councilmembers Cervantes, Kubena, Sanford, Sessum and Tollett. Mayor Pro Tem Hammann was unable to attend but provided his input in advance. City Manager Cook and her executive staff were also present. The retreat was facilitated by Hilary Shine of SGR. Below is a summary of the main discussions at the retreat.

City Council Retreat Summary

Governance: Hilary Shine presented a session on the principles of good governance and governance as a system. Strong governance provides structure, stability and transparency through effective processes, clear policies and shared priorities. It also creates organizational accountability. We discussed strengthening Seabrook's governance practices in order to build trust with the community.

Individual Perspectives: Interviews were conducted with each member of the City Council prior to the retreat. A series of questions were asked in order to gain individual perspectives on group dynamics, strengths, weaknesses, opportunities and threats, strategic issues and strategic priorities. The results of those interviews were presented in the following composite lists:

What makes Seabrook special: Each member was asked this open-ended question to gather personal sentiments about what is loved about the community. This helps set the foundation for what we hope to maintain or enhance as we move the city into the future. Members provided the following responses:

- Location
- Water, coastal community
- Parks, trails, green space, nature
- Small town feel
- Peaceful, relaxed
- Privacy
- Welcoming, friendly
- The people, caring for one another
- Care for the community
- Diversity
- History
- Access to government

SWOT Assessment: Composite lists of strengths, weaknesses, opportunities and threats were presented to the Council for discussion and to frame the current feelings related to the organization and community.

Strengths

- Location (access)
- Waterfront
- Parks, trails, green space
- Strong finances
- Great staff, well-run services
- Volunteerism
- Sense of community
- Engaged community
- Hwy 146 improvements
- Properties ripe for development
- Safe
- Good schools

Weaknesses

- Community division
- Lack of trust
- Financial questioning
- Lack of communication, storytelling
- Lack of identity, image
- Bar issue
- No boat dock
- Bypass traffic
- Insurance

Opportunities

- Capitalize on location
- Attraction, draw
- Moving forward strategically
- Setting strategic vision, goals
- More community involvement
- Better communication
- Better relationships with partners
- Signage
- Ecotourism
- Creating community spaces, opportunities
- Events that bring people together

Threats

- Legislature, loss of local decision-making
- Local division
- Loss of trust
- Short-term focus
- Focus on negative
- Personal interest over community need
- Industrialization of port
- Water, storms, flooding
- Loss of insurance

Long-Term Goals: Councilmembers were asked if there were specific projects or programs that they believed should be considered though they may take five to 20 years to complete. The following list was generated from their responses:

- Economic development (small, large commercial)
- Changing the business/homeowner ad valorem tax proportion
- An attraction
- Space for entertainment, gathering
- An identity
- City-wide signage

- More activity in Old Seabrook
- New Police Station (needs)
- Hardened storm system
- Town Center built
- Fully developed green initiatives
- Connected parks
- Boat ramps
- Amenities, programs for kids

Short-Term Goals: Councilmembers were asked if there were specific projects or programs that they would like to see started or completed in the next one to two years. The following list provides their responses:

- Economic development
- Convention Center project moving
- Carothers Gardens filled out
- Bayside Park completed
- Draw attention to fish markets
- Trail signage
- Improve appearance of city and entrances
- Start developing an identity
- Citizen Police bond committee
- Begin green initiatives
- Work better with partners, non-profits
- Review, update codes
- Upgrade permitting system
- Encourage more community involvement
- Program to get youth involved in city government

Areas of Focus: The following areas were identified when Councilmembers were asked if there were particular areas that should be of focus when planning the city's near-term goals:

- Restoring reputation
- Enhancing the trail system and connections
- Ecotourism
- Green initiatives (nature, sustainability, preservation)
- Creating identity
- Economic development
- Becoming more customer-friendly

We compared the above list to the 2023-2024 Strategic Plan's Areas of Emphasis and determined that the following current categories were still complete and correct:

- Economic Development
- City Services
- Infrastructure
- Engagement and Branding
- Quality of Life

Establishment of Initiatives and Goals: With the Areas of Emphasis confirmed, Council established initiatives and goals to support each. The result is the attached draft 2025-2026 City of Seabrook Strategic Plan.

Vision, Mission, Values: Organizational culture is created through shared goals and beliefs, so the group discussed whether Seabrook's current vision, mission and values statements are still relevant and resonant. The Council revised the vision statement and values. They chose to have the staff develop the mission statement.

Vision

Seabrook is a sustainable, vibrant and welcoming coastal community that embraces its natural environment, fosters safe neighborhoods and promotes ecotourism and economic diversity.

Values

- Proactive communication
- Collaborative spirit
- Integrity, honesty and respect
- Financial stewardship
- Nurture collective trust

<u>Expectations for Staff Follow-up</u>

- Council desires that Staff draft a Mission Statement.
- Draft the Strategic Plan to include identified Goals and Initiatives.
- Present Strategic Plan to City Council for consideration and official adoption.
- Promote the plan to the community.
- Incorporate Strategic Plan in current City processes (e.g. staff reports, budget) to reinforce concepts and assure compatibility.
- Create an accountability and reporting system to keep Council informed on progress of goals in regular intervals.

		Qualified City sponsored organization rates are based on City's responsibilities and organizations participation	
		Organization may be invoiced with collective use totals at the end of the season	
		Lanes	$3/per lane/per hour
		Custodian fee	$20/per day
		Non resident individual participants' one time season fee	$15/per person
C.	**Park Fee**		
	1	**Pine Gully entrance fee, per vehicle**	
		Monday-Sunday(including Holidays): RESIDENT	Free
		Monday-Thurs: NON RESIDENT, Under 65 years of age	~~10~~ $5
		Monday-Thurs: NON RESIDENT, Veteran or 65 years of age+	$5
		Friday-Sunday: NON RESIDENT, Under 65 years of age	~~20~~ $10
		Friday-Sunday: NON RESIDENT, Veteran or 65 years of age+	$10
		HOLIDAY/HOLIDAY WEEKENDS	*Holiday Weekend rates are charged if the holiday falls on Fri-Sun. Holidays that fall on Mondays follow the Holiday Weekend rates
		Easter, Memorial Day, July 4th & Labor Day	
		Holidays: NON RESIDENT, Under 65 years of age	$30
		Holidays: NON RESIDENT, Veteran or 65 years of age+	$10
		Seabrook Hotel/Motel/ B&B Occupants	
			Same as Resident Rate with voucher
D.	**Bay Area Veterans Memorial**		
		Engraved brick, up to 3 lines of text; each line up to 16 characters	$150
		Granite Plaque - Full Slab	$500
Planning & Zoning / Community Development / Building Department			
	5	Conditional Use Permit	$1,000
	6	Board of Adjustment Request	$500 per request
	7	Master Sign Plan	$500 per request
B.	**Zoning Change/Amendments**		
		Note: Includes Zoning Changes and Zoning Amendment applications where public hearing and legal notice is required.	
	1	Zoning Change (Res. No. 2007-13)	$750
	2	Planned Unit Development (PUD)	$1,500
C.	**Residential/Commercial Construction Fees**		
		Residential and Commercial Renovation, Additions and Repairs Exclusive to: Roof Replacement, Window Replacement, Siding Replacement, Patio / Paving / Driveway and Sidewalk Replacement, Foundation Repair, and Storage Shed under 300 S.F. Flat Permit Fee	$75 - Residential Storage Sheds $150 - Residential $300 - Commercial
		PERMIT FEE PER SQUARE FOOT: General Construction fees (includes new construction, renovations, additions, accessory buildings, decks, carport, swimming pools).	$0.50 per Square Foot
D.	**Contractor Registration Fees**		
	1	Contractor's Registration (General Contractor's & Licensed Trades)	Annual Renewal & Registration Fee $0.00
E.	**Other Administrative Fees**		
	1	Un-permitted Construction Penalty - Performing work prior to obtaining required permits	Doubling of the permit fee Per Fee Schedule
	2	Certificates of Occupancy/Certificates of Compliance/ Occupancy Permit (Res. No. 2007-13)	$75.00 Fee is waived if a building permit has been secured to prepare the building for occupancy.
	3	Reproduction of Approved Permit Plan Set Drawings	$50 (Paper or Digital Copies)
F.	**Other Permit Fees**		
	1	Moving any building/structure (Res. No. 2007-13)	$100
	2	Demolition any building/structure (Res. No. 2007-13)	$100
	3	Floodplain Development	No charge. (Only for work in the regulatory Floodplain)
	4	Fill Permit (Res. No. 2007-13)	$100 (Per Acre)
	5	Grand Opening/Special Events (Temporary) Signs	$50
	6	Garage Sale Signs (Temporary) Signs	No charge.

August 2025

August 2025

Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9
10	11	**12**	**13**	14	**15**	16
17	18	**19**	20	21	22	23
24	25	**26**	27	28	29	30
31						

September 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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14	15	**16**	17	**18**	19	20
21	22	**23**	24	25	26	27
28	29	30				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 27	28	29	30	31	Aug 1 9:00am Ensure Received Publication Affidavits From Last Month	2
3	4	5	6	7	8	9
10	11	12 2:00pm Staff Meeting (City Hall Upstairs Conference Room) - Gayle Cook	13 11:30am FW: Salt Grass Chapter - Aug Meeting [In-person] (12223 Southwest	14	15 11:30am State of the Ports (Houston Marriott South at Hobby Airport (9100	16
17	18	19 5:00pm HOLD Budget Presentation @ 5:00pm BAYSIDE PARK 6:00pm Council Meeting	20	21	22	23
24	25	26 2:00pm Staff Meeting (City Hall Upstairs Conference Room) - Gayle Cook	27	28	29	30
31	Sep 1	2	3	4	5	6

September 2025

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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12	**13**	14	15	16	17	18
19	20	**21**	22	23	24	25
26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 31	Sep 1 9:00am Ensure Received Publication Affidavits From Last Month	2	3	4	5	6
7	8	9 2:00pm Staff Meeting (City Hall Upstairs Conference Room) - Gayle Cook	10	11 9:00am BayTran Full BOD Meeting (https://us06web.zoom.us/j/88034779563?pwd=luooUFXa8yd209ablsbpBPJxfqyfMr.1	12	13 8:00am Event - Kid Fish (Main Street) - Natalie Stephens
14	15	16 6:00pm Council Meeting - Amanda Morales	17	18 8:00am Boards and Commissions Applications Begin 8:00am Ethics Review Commission Applications Begin	19	20
21	22	23 2:00pm Staff Meeting (City Hall Upstairs Conference Room) - Gayle Cook	24	25	26	27
28	29	30	Oct 1	2	3	4