

**NOTICE OF MEETING
SEABROOK ECONOMIC DEVELOPMENT CORPORATION
THURSDAY, AUGUST 11, 2016 AT 6:00 P.M.**

NOTICE IS HEREBY GIVEN THAT THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF SEABROOK WILL MEET ON **THURSDAY, AUGUST 11, 2016 FOR A WORKSHOP MEETING BEGINNING AT 6:00 P.M. AND AT THE CONCLUSION OF THAT AGENDA WILL IMMEDIATELY PROCEED TO ITS REGULAR MEETING AT SEABROOK CITY HALL**, 1700 FIRST STREET, SEABROOK, TEXAS TO CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE AGENDA ITEMS LISTED BELOW.

ALTHOUGH THIS IS NOT A SEABROOK CITY COUNCIL MEETING, MEMBERS OF THIS BODY MAY ATTEND AND A QUORUM OF THIS BODY MAY BE PRESENT.

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) 291-5600 OR FAX (281) 291-5710 FOR FURTHER INFORMATION.

1. WORKSHOP MEETING

2. PUBLIC COMMENTS AND ANNOUNCEMENTS

At this time comments will be taken from 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. In accordance with the Open Meetings Act, Corporation members may not discuss or take action on any item that has not been posted on the agenda.

3. DISCUSS AND CONSIDER EDC GOALS WORKSHOP FOR FISCAL YEAR 2016 -2017

4. REGULAR MEETING

5. PUBLIC COMMENTS AND ANNOUNCEMENTS

At this time comments will be taken from 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. In accordance with the Open Meetings Act, Corporation members may not discuss or take action on any item that has not been posted on the agenda.

6. SPECIFIC PUBLIC HEARING

- 6.1. Conduct public hearing on proposed SEDC project for expenditures of sales tax funds as an incentive to assist the retention, construction and improvement of a hotel owned by Seabrook Hospitality, LP (Hampton Inn) for repayment of building permit fees, not to exceed \$40,000. This public hearing is held pursuant to Local Government Code section 505.159

7. NEW BUSINESS - The Corporation will discuss, consider, and if appropriate, take action on the items listed below.

- 7.1. Consider and take all appropriate action on EDC goals for the next fiscal year 2016-2017. (Chavez)

Documents:

[SEABROOK EDC GOALS 2016-2017.PDF](#)

- 7.2. Consider and take all appropriate action on the budget for fiscal year 2016-2017. (Chavez)

Documents:

[BUDGET - FY 2016-2017.PDF](#)

8. ROUTINE BUSINESS - The Corporation will discuss, consider, and if appropriate, take action on the items listed below.

- 8.1. Approve minutes of the July 14, 2016 meeting. (Patel)

Documents:

[7-14-16 MINUTES.PDF](#)

- 8.2. Update on SH146 Expansion / Director's Report.

Documents:

[DIRECTORS REPORT.PDF](#)

- 8.3. Establish future meeting dates and agenda items.

THE EDC BOARD 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 .

CERTIFICATE

I certify that this notice was placed on the bulletin board at Seabrook City Hall on or before Monday, August 08, 2016 at 5:00 p.m. and that it will remain posted until the meeting has ended.

Pat Patel
EDC Administrative Assistant

Seabrook EDC

Goals 2016-2017

Promote Seabrook branding, image enhancement, communication and key marketing initiatives.

- Develop branding campaign with distinct branding and signage for each district within the city: The Point, Old Seabrook, SH146 Corridor, North Seabrook, NASA Parkway / Lakefront.
- Partner with P&Z and City to develop design enhancements to the SH146 corridor to incorporate Seabrook-specific design enhancements.
- Development of entry signage / gateway into city
- Support implementation of the view corridor and boardwalk recommendation as outlined in the Waterfront development Plan and the Comprehensive Master Plan.

Focus on the development and promotion of Old Seabrook. This will include:

- Development of retail corridor along Main Street
- Explore city infrastructure issues / options for parking and pedestrian traffic
- Work with P&Z and City on ordinances / zoning
- Support the application of a Main Street / Livable Centers Grant from H-GAC for Old Seabrook

Reviewing and potential expansion of incentives for business development.

- Old Seabrook EDC Improvement Project
- Demolition Grant Program
- Storefront Façade Improvement Grant
- Chapter 380 Agreement

Provide guidance to the Seabrook City Council on economic development decisions and future land uses.

EDC BUDGET FOR FY 2016-2017

ACCOUNT	EXPENSE ACCOUNT TITLE • Expense Detail		
4010	OFFICE SUPPLIES		\$100
5010	ADVERTISING <i>(no greater than 10% of total revenues)</i>		\$82,000
	• Houston Business Journal (12 months - print & online)	44,000	
	• Buy Local Campaign	16,000	
	• Seabrook Event Sponsorship	10,000	
	• Other advertising opportunities	10,000	
	• Promotional items	2,000	
5020	DUES & SUBSCRIPTIONS		\$1,195
	• Texas Economic Development Council (TEDC)	500	
	• IEDC membership	405	
	• Houston Economics Club	150	
	• International Council of Shopping Centers (ICSC)	100	
	• Annual Bank of America credit card fee	40	
5030	SERVICES		\$2,430
	• Website hosting and maintenance	2,000	
	• iContact	400	
	• EDC domains	30	
5182	TRAIL MAINTENANCE		\$30,000
5215	ENGINEERING / GIS		\$40,000
5220	LEGAL		\$36,000
5227	CONSULTING		\$52,806
	• Bay Area Houston Economic Partnership (2014-2016)	20,000	
	• Marsh Darcy Partners Consulting Services	18,806	
	• Economic Alliance Houston Port Region (2015-2018)	12,500	
	• Economic Impact Analysis	1,500	
5300	TRAINING & CONFERENCE		\$19,500
	• BAHEP table for annual banquet (8 seats)	1,500	
	• BAHEP trip to Washington D.C. (1 person)	2,500	
	• Economic Alliance table for annual banquet (8 seats)	1,000	
	• Economic Alliance trip to Washington, DC (1 person)	2,000	
	• ICSC Annual Conference in Las Vegas/New York	2,500	
	• Keels & Wheels Preview Event	2,000	
	• Meetings, Events and Luncheons	1,000	
	• Seabrook Economic Development Summit	2,000	
	• TEDC Quarterly Conferences	3,500	
	• Training for EDC Board members	1,500	
5465	MISCELLANEOUS (cell phone, bank fees, board items)		\$1,500
5617	ECONOMIC DEVELOPMENT PROJECTS		\$250,000
	• Demolition Grant (~ 5 projects)	100,000	
	• Storefront Façade Improvement Grant (~ 2 projects)	100,000	

	• Old Seabrook EDC Improvement Project	50,000	
5620	ECONOMIC DEVELOPMENT INCENTIVE PROGRAM		\$750,000
	TOTAL SERVICES & SUPPLIES		\$1,265,531
	TOTAL CAPITAL OUTLAY		\$0
	TOTAL EXPENDITURES		\$1,265,531
	TOTAL INTERFUND TRANSFERS		
6250	ADMINISTRATIVE SERVICES AGREEMENT		\$200,000
	TOTAL		\$1,465,531

Expected Total Revenue	835,619
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Last edit: July 14, 2016

**CITY OF SEABROOK
MULTI-YEAR FINANCIAL OVERVIEW
EDC**

EDC	FOR FISCAL YEAR ENDING SEPTEMBER 30,									
	ACTUALS			2016	2016	2017	PROJECTED			
	2013	2014	2015	BUDGET	FORECAST	BUDGET	2018	2019	2020	2021
BASE REVENUES										
SALES TAX	744,990	794,094	880,433	800,000	928,465	835,619	835,619	835,619	835,619	835,619
GRANT PROCEEDS	24,961	7,780	0	0	0	0	0	0	0	0
INTEREST INCOME	4,811	8,324	3,350	2,900	5,969	3,217	5,095	4,155	3,202	2,228
OTHER INCOME	2,875	2,100	2,505	1,920	1,167	0	1,700	1,800	1,900	2,000
TRSFR (TO)/FRM OTHR FD	0	(522,168)	(74,832)	0	0	0	0	0	0	0
TOTAL REVENUES	777,636	290,130	811,456	804,820	935,601	838,835	842,414	841,574	840,720	839,846
BASE EXPENSES										
PERSONNEL SERVICES	0	0	0	0	0	0	0	0	0	0
MATERIALS & SUPPLIES	112	72	739	100	1,505	100	103	106	109	113
SERVICES	173,239	145,737	158,758	1,097,240	391,852	1,265,431	1,278,085	1,290,866	803,775	811,813
CAPITAL OUTLAY	202,187	303,000	15,982	0	0	0	0	0	0	0
TOTAL EXPENSES	375,538	448,809	175,479	1,097,340	393,356	1,265,531	1,278,188	1,290,972	803,884	811,925
NET REVENUES	402,098	(158,679)	635,977	(292,520)	542,245	(426,696)	(435,774)	(449,398)	36,836	27,921
FUND BALANCE										
BEGINNING BAL-UNRESTR	2,146,570	2,647,423	2,363,744	2,874,721	2,874,721	3,216,965	2,590,270	1,954,496	1,305,097	1,141,933
NET REVENUES	402,098	(158,679)	635,977	(292,520)	542,245	(426,696)	(435,774)	(449,398)	36,836	27,921
GENERAL FUND TRANSFER	(125,000)	(125,000)	(125,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
BOND RESERVE ELIMIN	223,755	0	0	0	0	0	0	0	0	0
ENDING BAL-UNRESTR	2,647,423	2,363,744	2,874,721	2,382,201	3,216,965	2,590,270	1,954,496	1,305,097	1,141,933	969,854
Bond Reserve	0	0	0	0	0	0	0	0	0	0
Emergency Reserve	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>
FUND BALANCES-RESTR.	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000
TOTAL EDC FUND BALANCE	2,827,422.71	2,543,744	3,054,721	2,562,201	3,396,965	2,770,270	2,134,496	1,485,097	1,321,933	1,149,854

**CITY OF SEABROOK
2016-2017 BUDGET
FUND 70 - EDC**

707 - EDC

EXPENSE ACCOUNTS	FOR FISCAL YEAR ENDING SEPTEMBER 30,						2017 BUDGET VS 2016 FORECAST		2017 BUDGET VS 2016 BUDGET	
	2013	2014	2015	2016 BUDGET	2016 FORECAST	2017 BUDGET	\$CHANGE	%CHANGE	\$CHANGE	%CHANGE
	3010 SALARIES	0	0	0	0	0	0	0	0.00%	0
3014 CAR ALLOWANCE	0	0	0	0	0	0	0	0.00%	0	0.00%
3100 FICA TAXES	0	0	0	0	0	0	0	0.00%	0	0.00%
3110 RETIREMENT	0	0	0	0	0	0	0	0.00%	0	0.00%
3120 HOSPITALIZATION	0	0	0	0	0	0	0	0.00%	0	0.00%
3130 WORKERS COMPENSATION	0	0	0	0	0	0	0	0.00%	0	0.00%
3150 GIFT/APPRECIATION CERTIFICATES	0	0	0	0	0	0	0	0.00%	0	0.00%
3350 UNEMPLOYMENT BENEFITS	0	0	0	0	0	0	0	0.00%	0	0.00%
TOTAL PERSONNEL	0	0	0	0	0	0	0	0.00%	0	0.00%
4010 OFFICE SUPPLIES	112	72	258	100	1,505	100	(1,405)	-93.35%	0	0.00%
4150 SMALL EQUIPMENT	0	0	481	0	0	0	(481)	-100.00%	0	0.00%
TOTAL SUPPLIES	112	72	739	100	1,505	100	(1,886)	-255.29%	0	0.00%
5010 ADVERTISING	47,914	49,779	64,758	80,000	60,269	82,000	21,731	36.06%	2,000	2.50%
5020 DUES & SUBSCRIPTIONS	40	65	1,169	750	6,222	1,195	(5,027)	-80.79%	445	59.33%
5030 RENTALS & SERVICE AGRMTS	0	0	0	2,290	2,290	2,430				
5182 TRAIL MAINTENANCE	12,653	15,713	0	30,000	22,192	30,000	7,808	35.19%	0	0.00%
5215 PROF FEES - ENGINEERING	2,241	0	3,956	40,000	15,341	40,000	24,659	160.75%	0	0.00%
5220 PROF FEES - LEGAL	27,385	17,261	29,768	40,000	37,415	36,000	(1,415)	-3.78%	(4,000)	-10.00%
5227 PROF FEES - CONSULTING	73,500	50,300	42,972	57,500	128,080	52,806	(75,274)	-58.77%	(4,694)	-8.16%
5300 TRAINING & CONFERENCE	7,065	10,320	14,700	21,500	13,163	19,500	6,337	48.14%	(2,000)	-9.30%
5400 TELEPHONE	657	655	582	0	286	0	(286)	-100.00%	0	0.00%
5465 MISC EXPENDITURES	1,107	1,644	854	2,000	1,255	1,500	245	19.51%	(500)	-25.00%
5610 BUSINESS INCENTIVES	0	0	0	0	0	0	0	0.00%	0	0.00%
5617 ECONOMIC DEVELOPMENT PROJECTS	675	0	0	698,200	105,340	250,000	144,660	137.33%	(448,200)	-64.19%
5620 ECONOMIC DEVELOPMENT INCENTIVES	0	0	0	125,000	0	750,000	750,000	0.00%	625,000	500.00%
TOTAL SERVICES	173,239	145,737	158,758	1,097,240	391,852	1,265,431	873,439	550.17%	168,051	15.32%
6020 EQUIPMENT	10,564	0	15,982	0	0	0	0	0.00%	0	0.00%
6036 WATERFRONT	0	303,000	0	0	0	0	0	0.00%	0	0.00%
6250 GENERAL FUND REIMBURSEMENT	125,000	125,000	125,000	200,000	200,000	200,000	0	0.00%	0	0.00%
6325 REDEMPTION OF BONDS	185,000	0	0	0	0	0	0	0.00%	0	0.00%
6350 INTEREST ON BONDS & CERT	6,623	0	0	0	0	0	0	0.00%	0	0.00%
TOTAL CAPITAL OUTLAY	327,187	428,000	140,982	200,000	200,000	200,000	0	0.00%	0	0.00%
TOTAL EXPENDITURES	500,538	573,809	300,479	1,297,340	593,356	1,465,531	871,554	290.06%	168,051	12.95%

2016-2017 Budget Notes

1 – OFFICE SUPPLIES

Office supplies such as postage, business cards, envelopes, etc. This year, the budget ran over due to hiring a new employee and needing furniture for that office.

2016 BUDGET: \$100

2016 TO DATE: \$1,478

2017 BUDGET: \$100

2 - ADVERTISING

- Houston Business Journal (12 months - print & online)
- Buy Local Campaign
- Seabrook Event Sponsorship
- Promotional items
- Other advertising opportunities

Houston Business Journal – For 2015-2016 – our campaign focused on running testimonials by local business owners. For 2016-2017, our strategy will be to continue the testimonials as part of our local business awareness, promoting sites for development in the city – especially upcoming pad sites, available green spaces, and existing retail centers.

2016 BUDGET: \$40,000

2016 FORECAST: \$38,283

2017 BUDGET: \$44,000

Buy Local Campaign – This will be our fourth year with the program. The first year, we had 78 participants. The second and third year, we had 84 participants. The book is mailed to all residents of the city and given away at large events such as Keels & Wheels and Seabrook Lucky Trail.

For this year, Anderson Advertising is rolling out a new feature for the program: An Electronic Directory and Mobile App. This component provides for data collection and tracking reports based on customer usage. This information would be useful not only for justification of the program, but also provide for an additional incentive for businesses locating and expanding in our city. Plus – the coupon management app would remove the management burden off city staff.

2016 BUDGET: \$12,000

2016 TO DATE: \$11,948

2017 BUDGET: \$16,000

Seabrook Event Sponsorship – This item was created to support opportunities for sponsorships of community events that bring visitors from outside of our city. *Note that \$10,000 was spent in FY 2014-2015 for Celebration Seabrook.*

2016 BUDGET: \$0

2016 TO DATE: \$0

2017 BUDGET: \$10,000

Promotional items *and* Other advertising opportunities – these items are for publishing public notices of projects and other contingencies.

2016 BUDGET: \$3,000

2016 TO DATE: \$2,075

2017 BUDGET: \$12,000

3 – DUES AND SUBSCRIPTIONS

- Texas Economic Development Council (TEDC)
- Houston Economics Club
- International Council of Shopping Centers (ICSC)
- IEDC Membership
- Annual Bank of America credit card fee

Texas Economic Development Council – This is an independent organization that provides training and career guidance to the economic development professional in Texas. They have their own legislative consultant who provides insight and updates during the legislative session.

2016 BUDGET: \$500

2016 TO DATE: \$500

2017 BUDGET: \$500

The Houston Economics Club – This group meets 10 times a year in downtown Houston and brings together financial experts, business consultants, and business forecasters from around the US. The amount in this item includes membership fee and luncheon fees.

2016 BUDGET: \$150

2016 TO DATE: \$150

2017 BUDGET: \$150

International Council of Shopping Centers – Membership with this organization gives a significant discount to attending the annual ICSC RECON Tradeshow in Las Vegas. Membership also includes access to the ICSC database and subscription to their retail magazine.

2016 BUDGET: \$100

2016 TO DATE: \$100

2017 BUDGET: \$100

International Economic Development Council Membership – The IEDC is an agency that provides training opportunities (both online and at conferences) for the Econ Dev field. They also host Site Selector meetings around Texas and a research database for incentives.

2016 BUDGET: \$0

2016 TO DATE: \$405

2017 BUDGET: \$405

Annual Bank of America credit card fee – Annual credit card usage fee charged by Bank of America.

2016 BUDGET: \$0

2016 TO DATE: \$40

2017 BUDGET: \$40

4 – SERVICES

EDC Domains, iContact, Website hosting & maintenance – These are necessary expenses for the Website.

2016 BUDGET: \$2,185

2016 TO DATE: \$2,050

2017 BUDGET: \$2,430

5 - TRAIL MAINTENANCE

This item is an annual item that covers the cost of trail maintenance around the City.

2016 BUDGET: \$30,000

2016 FORECAST: \$29,275

2017 BUDGET: \$30,000

6 – ENGINEERING / GIS

This item is intended to provide funding for proposals prior to submission, necessary engineering work on existing EDC projects and support for upgrades to the GIS system.

2016 BUDGET: \$40,000

2016 TO DATE: \$500

2017 BUDGET: \$40,000

7 – LEGAL

This item is an annual item that covers the cost of legal fees and expenses.

2016 BUDGET: \$40,000

FORECAST: \$36,000

2017 BUDGET: \$36,000

8 – CONSULTING

- Bay Area Houston Economic Partnership
- Economic Alliance Houston Port Region
- Marsh Darcy Partners Consulting Services
- Economic Impact Analysis

Bay Area Houston Economic Partnership – This organization provides regional guidance and economic development support with a focus on aerospace, general manufacturing and real estate development. Billed quarterly.

2016 BUDGET: \$20,000

FORECAST: \$20,000

2017 BUDGET: \$20,000

Economic Alliance Houston Port Region - This organization provides regional guidance and economic development support with a focus on specialty chemical, general manufacturing and Port of Houston related issues. Billed annually.

2016 BUDGET: \$10,000

2016 TO DATE: \$12,500

2017 BUDGET: \$12,500

Economic Impact Analysis – We commissioned David Parker Consulting to conduct a Hotel Feasibility Study in 2016. For 2016-2017, I'm recommending we keep a similar amount set aside in case we want to explore another study in the near term.

2016 BUDGET: \$0

2016 TO DATE: \$1,500

2017 BUDGET: \$1,500

Marsh Darcy Partners – The EDC entered into a contract for consulting services with Marsh Darcy Partners in November 2015 for an amount not to exceed \$20,000. Marsh Darcy is a state-wide recognized economic development firm and has provided significant guidance on issues related to refining our incentive program, TIRZ, Website review, strategies on The Point and various large projects. To date, we have spent \$6,194 with \$18,806 remaining. This contract does not expire within a calendar date, only when funds have been depleted.

2016 BUDGET: \$20,000

2016 TO DATE: \$6,194

2017 BUDGET: \$18,806

9 – TRAINING AND CONFERENCES

- BAHEP table for annual banquet (8 seats)
- BAHEP trip to Washington D.C. (1 person)
- Economic Alliance table for annual banquet (8 seats)
- Economic Alliance Washington DC Trip (1 person)
- ICSC Annual Conference in Las Vegas
- Keels & Wheels Preview Event
- Meetings, Events and Luncheons
- Seabrook Economic Development Summit
- TEDC Quarterly Conferences
- Training for EDC Board members

BAHEP Table for Annual Banquet – this expense is for the Bay Area Houston Economic Development Council’s annual gala. Each table seats 8 people. Spouses are encouraged to attend, but must reimburse the EDC if they attend. The reimbursement amount is estimated at \$100/person.

2016 BUDGET: \$3,000

2016 TO DATE: \$1,200

2017 BUDGET: \$1,500

BAHEP Trip to Washington, DC – Once a year, BAHEP coordinates a national campaign to Washington, DC to advocate for the continuation of the aerospace program at full funding. Gary Bell participated in this event for 2016.

2016 BUDGET: \$2,500

2016 TO DATE: \$2,194

2017 BUDGET: \$2,500

Economic Alliance Table for Annual Banquet – this expense is for the Economic Alliance Houston Port Region’s annual gala which also serves as the Business of the Year award ceremony. Each table seats 8 people. In the past, the EDC has bought either one or two tables – one for EDC members and one for the employees of the chosen business of the year. Spouses are encouraged to attend, but must reimburse the EDC if they attend. The reimbursement amount is estimated at \$100/person.

2016 BUDGET: \$1,000

2016 TO DATE: \$1,000

2017 BUDGET: \$1,000

Economic Alliance Trip to Washington, DC – The Economic Alliance also have an annual Washington, DC trip with a focus on maritime and transportation issues. Paul Dunphey participated in this event for 2016.

2016 BUDGET: \$2,500

2016 TO DATE: \$1,301

2017 BUDGET: \$2,000

ICSC Annual Conference – The International Council of Shopping Centers hosts an annual conference in Las Vegas that brings hundreds of franchises, financial groups, real estate developers and consultants to one place for a three-day conference. This amount includes conference registration, room & board, and promotional efforts.

2016 BUDGET: \$2,500 2016 TO DATE: \$2,432 2017 BUDGET: \$2,500

Keels & Wheels Preview Event – This annual event bring together officials from around the region to network at a preview party during this prestigious event.

2016 BUDGET: \$2,000 2016 TO DATE: \$1,468 2017 BUDGET: \$2,000

Meetings, events, luncheons – This is a general category for meetings I attend.

2016 BUDGET: \$1,000 2016 TO DATE: \$755 2017 BUDGET: \$1,000

Seabrook Economic Development Summit – Originally started off as “The Hamburger Summit”, this annual event allows the City to showcase new developments within the community. The last event was

2012-13 Tookie’s Hamburger Summit \$561.98 October 2012
2013-14 Tookie’s Hamburger Summit \$633.63 October 2013

2017 BUDGET: \$2,000

TEDC Quarterly Conferences – The Texas Economic Development Council hosts their meetings around the state (with one usually in the Houston area).

2016 BUDGET: \$3,500 FORECAST: \$2,800 2017 BUDGET: \$3,500

Training for EDC Board Members – This item can be used by EDC board members to attend training seminars/classes related to the use of sales tax for economic development purposes. This budget item does not include cost for spouse’s travel.

2016 BUDGET: \$0 2016 TO DATE: \$0 2017 BUDGET: \$1,500

10 – MISCELLANEOUS

This account covers all other expenses related to day to day activities. This includes bank fees, cell phone and other assorted items for the board.

2016 BUDGET: \$1,500 2016 TO DATE: \$929 2017 BUDGET: \$1,500

11 – ECONOMIC DEVELOPMENT PROJECTS

This category includes all designated projects approved by the EDC. These approved projects include:

- Old Seabrook EDC Improvement Project
- Demolition Grant Program
- Storefront Façade Improvement Grant

Old Seabrook EDC Improvement Project – This item was created to allow for funds to be spent on projects to improve the Old Seabrook area for commercial uses.

2016 BUDGET: \$50,000

2016 TO DATE: \$0

2017 BUDGET: \$50,000

Demolition Grant Program – This program was recently approved by the EDC board and by city council for implementation. The program is designed to assist property owners with clearing up their properties of derelict structures.

2016 BUDGET: \$0

2016 TO DATE: \$0

2017 BUDGET: \$100,000

Storefront Façade Improvement Grant – These funds are expected to be used by local business / retail owners for improvement to their storefronts.

2016 BUDGET: \$40,000

2016 TO DATE: \$40,000

2017 BUDGET: \$100,000

12 — ECONOMIC DEVELOPMENT INCENTIVE PROGRAM

This account is used for incentives for business development. This includes, but is not limited to incentives for business relocation off SH146 and payment of permits/fees for business development.

2016 BUDGET: \$125,000

2016 TO DATE: \$0

2017 BUDGET: \$750,000

13 – ADMINISTRATIVE SERVICES AGREEMENT

This account covers a portion of the administrative salaries for Paul Chavez, LeaAnn Dearman, and Pat Patel.

2016 BUDGET: \$200,000

FORECAST: \$200,000

2017 BUDGET: \$200,000

14 – EXPECTED SALES TAX REVENUE

This figure is estimated by Pam Lab, Director of Finance for the City of Seabrook.

2016 BUDGET: \$800,000

2016 FORECAST: \$928,465

2017 BUDGET: \$835,619

1 THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF
2 SEABROOK MET ON THURSDAY, JULY 14, 2016 AT 7:00 P.M. IN THE SEABROOK
3 CITY HALL COUNCIL CHAMBERS, 1700 FIRST STREET, SEABROOK, TEXAS TO
4 CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE AGENDA
5 ITEMS LISTED BELOW.

6
7 BOARD MEMBERS PRESENT:

8 PAUL R. DUNPHEY	PRESIDENT
9 TERRY CHAPMAN	VICE-PRESIDENT
10 GARY BELL (absent)	TREASURER
11 ERNIE DAVIS	SECRETARY
12 ROBERT LLORENTE (absent)	COUNCIL REPRESENTATIVE
13 GLENN ROYAL (absent)	MAYOR
14 BRENDA VESELENY	MEMBER

15
16 ALSO PRESENT WERE:

17 GAYLE COOK	CITY MANAGER
18 STEVE WEATHERED	CITY/EDC ATTORNEY
19 PAUL CHAVEZ	DIRECTOR OF ECONOMIC DEVELOPMENT
20 PAT PATEL	EDC ADMINISTRATIVE ASSISTANT

21
22 President Paul Dunphey called the meeting to order at 7:00 p.m. and declared that a quorum was
23 present.

24
25 **1.0 ROUTINE PUBLIC HEARING AND ANNOUNCEMENTS**

26
27 There were none.

28
29 **2.0 PRESENTATIONS**

30
31 **2.1 EDC Director's report on economic development activities for June 2016. (Chavez)**

32
33 SEDC Director, Paul Chavez, gave his report on economic development activities.

34
35 **2.2 Communications Director's report on activities for the H1 2016. (Dearman)**

36
37 Communications Director, LeaAnn Dearman, gave her report on activities for the H1
38 2016.

39
40 **2.3 SkiTeam VIP, LLC presentation for proposal to sell 3 building lots total with
41 frontage on Meyer Road-ROW and Williams Street-ROW for \$200,000.00 to the
42 City of Seabrook/Seabrook EDC. (Chavez)**

43
44 Mr. Mark Caldwell presented the proposal to sell 3 lots with frontage on Meyer Road-
45 ROW and Williams Street-ROW for the purpose of additional public parking in Old
46 Seabrook. Lots A, B and 2 totaling approximately 27,269 square feet. Lot A for 11,107

47 square feet for \$75,000. Lot B for 10,651 square feet for \$75,000 Lot 2 for 5,551 square
48 feet for \$50,000. The property is proposed for construction of a 93 space, public parking
49 lot to enhance pedestrian access to businesses within the Old Seabrook District.
50

51 **3.0 EXECUTIVE SESSION**

52 At 7:33p.m., President Dunphey stated that the EDC Board would now hold a closed
53 executive session pursuant to the provisions of the Open Meetings Act, Chapter 551,
54 Government Code and Vernon's Texas Codes Annotated, in accordance with the
55 authority contained in one or more of the following sections: Section 551.071,
56 Consultation with Attorney; Section 551.072, Real Property; Section 551.073,
57 Deliberation Regarding a Prospective Gift; Section 551.074, Personnel Matters; Section
58 551.076, Security Devices; and Section 551.087, Economic Development.
59

60 **551.071**

61 **3.1 Pursuant to Section 551.071 of Texas Government Code, consult with attorney to**
62 **obtain legal advice in relation to legal issues associated with potential property**
63 **acquisition.**
64

65 **551.072**

66 **3.2 Pursuant to Section 551.072 of Texas Government Code, hold executive session to**
67 **discuss the purchase, exchange, lease, or value of real property as deliberation in an**
68 **open meeting would have a detrimental effect on the position of the EDC/City in**
69 **negotiations with a third person.**
70

71 **3.0 OPEN SESSION**

72
73 At 8:24p.m., President Paul Dunphey reconvened the meeting.
74

75 No action was taken in executive session.
76

77 **5.0 NEW BUSINESS**

78
79 **5.1 Consider and take all appropriate action on SkiTeam VIP, LLC proposal to sell 3**
80 **building lots total with frontage on Meyer Road-ROW and Williams Street-ROW**
81 **for \$200,000.00 to the City of Seabrook/Seabrook EDC. (Chavez)**
82

83 Motion was made by Secretary Ernie Davis and seconded by Vice-President Terry
84 Chapman.
85

86 To postpone the item for consideration at a later date.
87

88 MOTION CARRIED BY UNANIMOUS CONSENT.
89

90 **5.2 Consider and take all appropriate action for the approval /execution of a contract**
91 **with Colliers Appelt Womack, Inc., (DBA "Colliers International") for real estate**
92 **broker services for the Seabrook/ EDC. (Chavez)**

93
94 No motion was made.

95
96 **5.3 Consider and take all appropriate action on the proposed project notice for the**
97 **incentives for Seabrook Hospitality, LP. and schedule public hearing. (Chavez)**

98
99 Motion was made by Secretary Ernie Davis and seconded by Vice-President Terry
100 Chapman.

101
102 To have staff proceed with making public notice for this project as stated, and schedule a
103 public hearing on August 11, 2016.

104
105 MOTION CARRIED BY UNANIMOUS CONSENT.

106
107 **5.4 Consider and take all appropriate action on the proposed Economic Development**
108 **Agreement between the SEDC and Seabrook Hospitality, LP (Hampton Inn), for**
109 **expenditures of SEDC sales tax funds as an incentive to assist the retention,**
110 **construction, and improvement of a hotel owned by Seabrook Hospitality, LP. This**
111 **Agreement is subject to public hearing and approval by City Council. (Chavez)**

112
113 Motion was made by Secretary Ernie Davis and seconded by EDC Member Brenda
114 Veseleny.

115
116 To approve the proposed Economic Development Agreement between the SEDC and
117 Seabrook Hospitality, LP (Hampton Inn) as presented.

118
119 MOTION CARRIED BY UNANIMOUS CONSENT.

120
121 **5.5 Consider and take all appropriate action on the election of officers of the Seabrook**
122 **EDC Board for 2016/2017. (Chavez)**

123
124 Motion was made by Secretary Ernie Davis and seconded by Vice-President Terry
125 Chapman.

126
127 President Paul Dunphey asked if anyone on the EDC Board wanted to change their
128 position or opt for a different position. No changes were requested.

129
130 To approve board member officer assignments remain consistent with current
131 assignments for the next year.

132
133 MOTION CARRIED BY UNANIMOUS CONSENT.

134
135 **5.6 Consider and take all appropriate action on discussing EDC goals for the next fiscal**
136 **year, and/or setting a workshop date. (Chavez)**

137
138

139 Motion was made by Vice-President Terry Chapman and seconded by Secretary Ernie
140 Davis.

141
142 To discuss the EDC goals at the next EDC meeting in August.

143
144 MOTION CARRIED BY UNANIMOUS CONSENT.

145
146 **5.7 Consider and take all appropriate action on the budget for fiscal year 2016-2017.**
147 **(Chavez)**

148
149 Motion was made by Vice-President Terry Chapman and seconded by Secretary Ernie
150 Davis.

151
152 To discuss the budget at the next EDC meeting in August.

153
154 MOTION CARRIED BY UNANIMOUS CONSENT.

155
156 **6.0 ROUTINE BUSINESS – The Corporation will discuss, consider, and if appropriate,**
157 **take action on the items listed below.**

158
159 **6.1 Approve minutes of the June 09, 2016 meeting. (Patel)**

160
161 Motion was made by Vice-President Terry Chapman and seconded by EDC Member
162 Brenda Veseleny.

163
164 To approve the minutes as written.

165
166 MOTION CARRIED BY UNANIMOUS CONSENT.

167
168 **6.2 Update on SH 146 Expansion.**

169
170 SEDC Director Paul Chavez stated that TxDOT is still on target with the start of
171 construction for Fall 2018, and that TxDOT is still working on negotiations with Union
172 Pacific. Mr. Chavez stated that he has asked TxDOT for a business relocation seminar to
173 address business relocation concerns, and to host the proposed seminar at the next
174 Business Morning Brew here in Seabrook.

175
176 **6.3 Establish future meeting dates and agenda items.**

177
178 Mr. Paul Dunphey stated that the next meeting is scheduled for August 11, 2016.

- 179
180
 - Budget for fiscal year 2016-2017
 - EDC goals for next fiscal year

181
182
183 Upon motion duly made, the meeting was adjourned at 8:39p.m.

184
185 APPROVED ON THE 11TH DAY OF AUGUST, 2016.

186
187
188 _____
189 Paul Dunphey, President

190 _____
191 Pat Patel
192 EDC Administrative Assistant



DATE: August 11, 2016

TO: EDC Board

FROM: Paul Chavez, EDC Director

RE: Monthly Activities for July

My action items over the past 30 days include:

Week of July 4

- Contacting KO Sailing on a final report on their advertising agreement with the EDC
- Finalizing materials for EDC July Agenda
- Contacting SH146 businesses for one-on-one meetings
- Follow up with Cobb Fendley on SH146 map requests
- Follow up with David Parker Consulting on Hotel Study
- Meeting at TXDOT Houston District Headquarters

Week of July 11

- Finishing materials for the Thursday EDC Meeting
- **Meeting with Fatty's, Rustic Design, Michael Valentine Law, Enterprise rent-a-car, Steve's Super Shine, and Tookie's Hamburgers – all regarding SH146 relocation**
- Finalize materials for the real estate broker representation
- Conference call with Merlion on the items needed for their incentive agreement
- Webinar with US Census
- Follow up with KO Sailing on their report for EDC
- Follow up with TXDOT representatives on hosting a local business relocation seminar in Seabrook

Week of July 18

- **SH146 Business Meetings with Marburger's, Bay Area Body Shop, and The Kaferhaus**
- Webinar – Insider's View to the Site Selection Process
- City Council – Strategic Planning Discussion
- Census Bureau Webinar on population data
- Follow up with demographic data for prospects
- Follow up with Collier's International on meeting at City Hall with staff

Week of July 25

- **Meeting with SH146 Business including: Mario's Pizza, 100% Hand Car Wash, and Bob's Salsa With a Kick**
- Meeting with Collier's International on follow up from EDC meeting

- Meeting with construction manager of Merlion Restaurant Project
- Bellycard Buy Local program presentation
- Economic Alliance Board Meeting
- Meeting with Hotel Conference Center Project
- US Census Demographics presentation and meeting

SEABROOK ECONOMIC DEVELOPMENT CORPORATION -- 2015-2016 BUDGET

EXPENSES	BUDGET													TOTAL	REMAINING		
		10/31/2015	11/30/2015	12/31/2015	1/31/2016	2/28/2016	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	9/30/2016				
4010 - Office Supplies	100	0	0	299	0	0	1,114	65	0	239	0					1,717	-1,617
5010 - Advertising	80,000	6,322	31	374	10,667	1,741	3,043	5,001	1,745	1,745	12,261					42,931	37,069
5020 - Dues & Subscriptions	750	600	0	0	0	40	0	405	0	0	0					1,045	-295
5030 - Services	2,290	0	0	0	0	0	0	0	0	0	0					0	2,290
5182 - Trail Maintenance	30,000	0	0	0	0	0	9,275	0	0	0	0					9,275	20,725
5215 - Engineering / GIS	40,000	0	0	0	0	0	0	0	0	0	0					0	40,000
5220 - Legal	40,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000					30,000	10,000
5227 - Consulting **	57,500	12,500	966	42,628	0	5,000	43,803	5,000	0	0	5,000					114,897	-57,397
5300 - Training & Conferences	21,500	80	0	251	99	2,318	465	1,523	1,741	5,491	0					11,967	9,533
5465 - Misc Expenses	10,200	26	138	49	55	52	264	133	153	58	229					1,158	9,042
5617 - Economic Development Projects	690,000	0	0	0	0	0	0	0	40,000	0	0					40,000	650,000
5620 - Econ Dev Incentive Program	125,000	0	0	0	0	0	0	0	0	0	0					0	125,000
6250 - Administrative Services	200,000	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667					166,667	33,333
	\$1,297,340	\$39,195	\$20,802	\$63,266	\$30,488	\$28,819	\$77,631	\$31,794	\$63,305	\$27,199	\$37,157	\$0	\$0			\$419,656	\$877,684

REVENUE													TOTAL	DELTA			
	10/31/2015	11/30/2015	12/31/2015	1/31/2016	2/28/2016	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	9/30/2016					
7100 - Sales Tax *	741,984	67,006	93,644	68,078	59,405	91,029	62,013	64,142	91,861	78,834	69,716					745,727	-3,743
9510 - Interest Income	2,589	324	314	472	694	741	863	867	923	0	1,019					6,216	-3,627
9520 - Other Income	1,895	0	0	390	0	0	0	396	0	19	390					1,196	699
	\$746,468	\$67,330	\$93,958	\$68,939	\$60,099	\$91,769	\$62,876	\$65,405	\$92,783	\$78,853	\$71,125	\$0	\$0			\$753,139	-\$6,671
TOTAL PROFIT / (LOSS)	-\$550,872	\$28,135	\$73,155	\$5,673	\$29,611	\$62,950	-\$14,755	\$33,611	\$29,478	\$51,654	\$33,968	\$0	\$0			\$333,483	

* Sales tax figures are from two months prior of posting date.
e.g. - October sales tax revenues were generated in August

SPECIAL PROJECTS																	
** 5227 - Comprehensive Master Plan	\$100,000	\$0	\$0	\$41,212	\$0	\$0	\$42,303	\$0	\$0	\$0	\$0					\$83,515	\$16,485

FUND BALANCE
this number does not include the obligated budget figures, but it does include the \$180,000 required reserved fund balance

\$2,926,133	\$2,999,289	\$3,004,962	\$3,034,574	\$3,097,524	\$3,082,769	\$3,116,381	\$3,145,859	\$3,197,513	\$3,231,481		
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Tookie's Seafood opens