

1 THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF
2 SEABROOK MET ON **THURSDAY, AUGUST 10, 2023 AT 6:00 P.M.** AT SEABROOK
3 CITY HALL TO CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT
4 TO THE AGENDA ITEMS LISTED BELOW.
5

6 BOARD MEMBERS PRESENT:

7 PAUL R. DUNPHEY (exc. absence)

CHAIR

8 TERRY CHAPMAN

VICE-CHAIR

9 KEVIN FERGUSON

TREASURER

10 GARY BELL

MEMBER

11 ANN WACKER

SECRETARY

12 BUDDY HAMMANN

COUNCIL REPRESENTATIVE

13 THOMAS KOLUPSKI

MAYOR

14
15
16 ALSO PRESENT WERE:

17 GAYLE COOK

CITY MANAGER

18 PAUL CHAVEZ

DIRECTOR OF ECONOMIC

DEVELOPMENT

20 JUSTIN PRUITT

CITY ATTORNEY

21 PAT PATEL

ADMIN COORDINATOR

22
23 EDC Vice-Chair Terry Chapman called the meeting to order at 6:00 p.m. and declared that a
24 quorum was present.
25

26 **1. PUBLIC COMMENTS AND ANNOUNCEMENTS**
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28 *There were no public comments.*
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31 **2. PRESENTATIONS**
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33 **2.1** EDC Director's report on economic development activities for July 2023.
34

35 *Director Paul Chavez presented the monthly activities for July 2023.*
36
37

38 *Vice-Chair Terry Chapman proposed to move agenda item 5.5 to the top for the*
39 *Clear Lake Chamber presentation by President, Cindy DeWease.*

- 40 • *Celebrating 61 years – Seabrook/Kemah Chamber of Commerce incorporated*
41 *1962*
- 42 • *Who we are – 800 members, 21 board of directors, 7 staff, and 4 major*
43 *industries. 9 Cities and 2 counties. 501c6 Nonprofit Membership Organization*
- 44 • *Mission – Champions for business success and quality of life in our community*
- 45 • *2021-2025 Strategic Plan – Champions: Attract, develop, and retain*
46 *members, volunteers, and staff. Business Success: Promote, develop, inform,*
47 *and connect members. Quality of Life: Attract, retain, and cultivate a resilient*
48 *local economy. Community: Connect, collaborate, and advocate with various*
49 *stakeholders.*
- 50 • *2023-2024 Program of Work – New Initiatives: Workforce Development,*
51 *Petrochemical, and Economy*

- *Member Impact – 61 Educational Programs, 60 Networking Events, 1000+ Visitors at Community Events.*
- *Programs: Business Development, Community Activity, Legislative Updates, Networking Opportunities, Nonprofit Engagement, Young Professionals Involvement.*
- *Connections and Membership Benefits*
- *Advocating efforts*
- *Leadership Clear Lake – 20 new graduates in the class of 2023*

3. CLOSED EXECUTIVE SESSION

3.1 Section 551.087

Conduct a closed executive session to discuss/deliberate potential financial incentive(s) and financial information received from a business prospect that the City/EDC seeks to have locate, stay, or expand for which the City is conducting economic development negotiations, as provided by Texas Government Code Section 551.087.

The EDC Board went into Executive Session at 6:15 p.m.

4. OPEN SESSION

- #### 4.1
- The EDC Board will reconvene in open session to allow for possible action on the agenda items listed above under "Executive Session".

The EDC Board reconvened in open session at 6:29 p.m.

No action was taken in Executive Session.

5. NEW BUSINESS

- #### 5.1
- Consider and take all appropriate action on EDC Goals and EDC Budget for next fiscal year 2023-2024. (Chavez / Cook)

Motion made by Gary Bell and seconded by Ann Wacker.

Gayle Cook Presentation: *See Exhibit A*

- Proposed FY 2024 budget
- Reduced Advertising to 50,000
- Reduced Legal services 30,000
- Reduced Consulting 42,000
- Reduced Training & Conference to 12,800
- Reduced Projected Projects
- CIP Projects – Enhance and Reconfigure Main Street (Livable Center Project) – initiation of a PER for Main Street improvements including sidewalks, on street parking, safety elements and placemaking.
- CIP Projects – Gateway and Directional Signage – gateway signage, directional signage, wayfinding signage, park signage
- CIP Projects – Enhance Bayside Park (Livable Center Study) – Recommended enhancements to Bayside Park include a boardwalk and fishing piers and overlooks on the north side of Main Street. A public restroom should be

located near the parking entrance to Public Space (demolished Wastewater Plant)

To approve the proposed EDC Budget for fiscal year 2023-2024 as presented.

MOTION CARRIED BY UNANIMOUS CONSENT

- 5.2** Consider and take all appropriate action on the renewal of the Administrative Staffing Services Agreement for fiscal year 2023-2024, in an amount not to exceed \$110,000. This is a budgeted item for FY 2023-2024. (Chavez / Cook)

Motion made by Buddy Hammann and seconded by Kevin Ferguson.

To approve the Administrative Staffing Services Agreement for fiscal year 2023-2024 as presented.

MOTION CARRIED BY UNANIMOUS CONSENT

- 5.3** Consider and take all appropriate action on a Business Development Incentive Agreement between the Seabrook Economic Development Corporation and Seabrook Plaza One, LP., to be located south of the 3500 Block of NASA Parkway in an amount not to exceed \$2,000,000. (Chavez / Cook)

Motion to approve made by Buddy Hammann and seconded by Gary Bell.

Board members took a vote:

Ayes – none

Nays – Buddy Hammann, Kevin Ferguson, Terry Chapman, Thom Kolupski, Ann Wacker, Gary Bell

Board Members discussed in bringing the proposed Business Development Incentive Agreement back to EDC for further review.

MOTION FAILS BY UNANIMOUS CONSENT

- 5.4** Consider and take all appropriate action on the engagement of Olson & Olson, LLP by the Seabrook Economic Development Corporation for legal representation of the Economic Development Corporation. (Chavez / Cook)

Motion made by Buddy Hammann and seconded by Gary Bell.

To approve as presented.

MOTION CARRIED BY UNANIMOUS CONSENT

- 5.5** Consider and take all appropriate action on renewal of the Clear Lake Area Chamber of Commerce contract beginning October 1, 2023 thru September 30, 2024 in an amount not to exceed \$10,000. This is a budgeted item. (Chavez / Cook)

Motion made by Buddy Hammann and seconded by Kevin Ferguson.

To approve as presented.

MOTION CARRIED BY UNANIMOUS CONSENT

6. ROUTINE BUSINESS

6.1 Approve minutes of the July 13, 2023 Regular meeting.

Motion made by Kevin Ferguson and seconded by Buddy Hammann.

To approve the minutes as presented.

MOTION CARRIED BY UNANIMOUS CONSENT

6.2 Approve minutes of the July 27, 2023 Workshop meeting.

Motion made by Kevin Ferguson and seconded by Buddy Hammann.

To approve the minutes as presented.

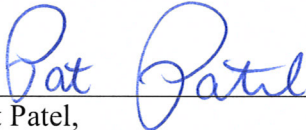
MOTION CARRIED BY UNANIMOUS CONSENT

6.3 Establish future meeting dates and agenda items.

Next regular meeting: September 14, 2023 at 6:00 p.m.

Upon motion duly made, the meeting was adjourned at 6:58p.m.

APPROVED ON THE 14th DAY OF September 2023.


Pat Patel,
EDC Administrative Coordinator

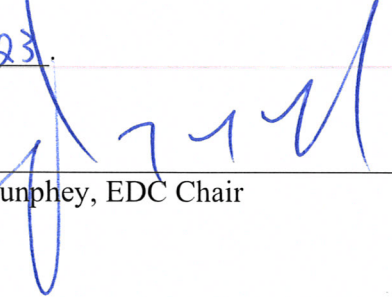

Paul Dunphy, EDC Chair

EXHIBIT A

**SEABROOK ECONOMIC
DEVELOPMENT
CORPORATION**

August 10 2023

**EDC Goals and EDC Budget
for next fiscal year 2023-2024**



Proposed FY 2024

Reduced:

- Advertising
- Legal
- Consulting
- Training & Conference
- Projected Projects

CITY OF SEABROOK 2023-2024 BUDGET FUND 70 - EDC

707 - EDC

EXPENSE ACCOUNTS	FOR FISCAL YEAR ENDING SEPTEMBER 30,					
	2020	2021	2022	BUDGET 2023	FORECAST 2023	BUDGET 2024
4010 OFFICE SUPPLIES	225	667	232	150	319	150
4150 SMALL EQUIPMENT	-	-	-	-	1,484	-
TOTAL SUPPLIES	\$ 225	\$ 667	\$ 232	\$ 150	\$ 1,803	\$ 150
5010 ADVERTISING	26,949	11,522	15,134	100,000	46,474	50,000
5020 DUES & SUBSCRIPTIONS	1,853	1,614	786	1,515	198	1,515
5030 RENTALS & SERVICE AGRMTS	2,816	5,869	5,052	5,695	6,726	5,695
5182 TRAIL MAINTENANCE	23,179	24,486	14,014	30,000	29,139	30,000
5215 PROF FEES - ENGINEERING	493	-	-	-	-	-
5220 PROF FEES - LEGAL	36,000	37,255	36,000	46,000	30,210	30,000
5227 PROF FEES - CONSULTING	75,000	82,500	82,650	58,058	43,256	42,000
5300 TRAINING & CONFERENCE	4,149	4,554	15,144	20,400	16,243	12,800
5400 TELEPHONE	753	303	302	-	152	325
5465 MISC EXPENDITURES	97	126	216	1,000	757	1,000
5470 DEBT SERVICE AGENT	-	-	-	-	-	-
5610 BUSINESS INCENTIVES	-	-	-	-	-	-
5617 ECONOMIC DEVELOPMENT PROJECTS	549,988	337,398	91,600	500,000	-	537,081
5620 ECONOMIC DEVELOPMENT INCENTIVES	71,147	15,214	13,812	200,000	260,851	15,000
TOTAL SERVICES	\$ 792,419	\$ 520,842	\$ 274,710	\$ 962,668	\$ 434,004	\$ 725,416

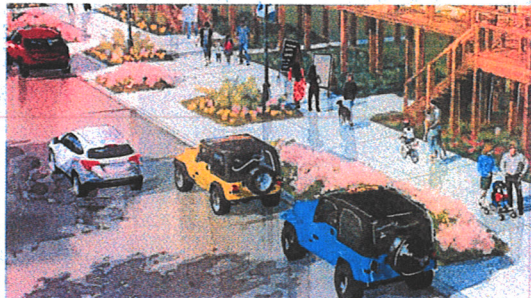
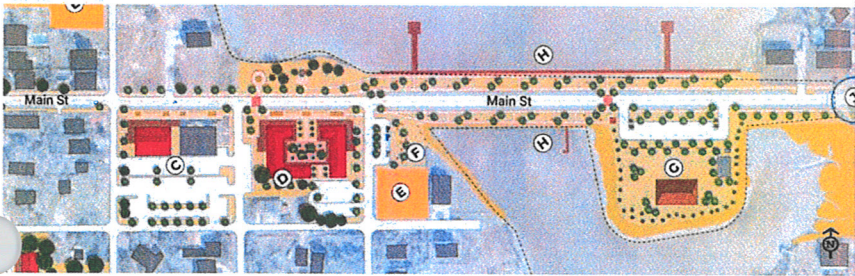
6020 EQUIPMENT	58,287	-	13,868	-	-	-
6035 FACILITIES & PARKS	-	-	-	-	-	-
6036 WATERFRONT	-	-	-	-	-	-
6038 TRAIL CONSTRUCTION	-	-	-	-	-	-
6039 SIGNAGE	-	-	-	-	-	-
6077 RIGHT OF WAY EXPENSE	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ 58,287	\$ -	\$ 13,868	\$ -	\$ -	\$ -
6250 GENERAL FUND REIMBURSEMENT	242,293	251,633	274,106	288,942	288,942	112,035
6255 TRANSFER TO ENTERPRISE FUND PROJECT	198,878	195,576	197,275	193,867	193,867	195,459
6325 REDEMPTION OF BONDS	-	-	-	-	-	-
6350 INTEREST ON BONDS & CERT	-	-	-	-	-	-
TRANSFERS OUT	\$ 441,171	\$ 447,209	\$ 471,381	\$ 482,809	\$ 482,809	\$ 307,494
TOTAL EXPENDITURES	\$ 1,292,105	\$ 968,718	\$ 760,192	\$ 1,445,627	\$ 918,616	\$ 1,033,061

FORECAST PROJECTS

CITY OF SEABROOK MULTI-YEAR FINANCIAL OVERVIEW EDC

EDC	FOR FISCAL YEAR ENDING SEPTEMBER 30,									
	2020	ACTUALS 2021	2022	BUDGET 2023	FORECAST 2023	BUDGET 2024	2025	PROJECTED		2028
SALES TAX	\$ 971,726	\$ 1,051,474	\$ 1,091,546	\$ 1,096,321	\$ 1,067,280	\$ 1,109,972	\$ 1,143,271	\$ 1,272,569	\$ 1,310,746	\$ 1,406,443
GRANT PROCEEDS	0	0	0	0	0	0	0	0	0	0
INTEREST INCOME	26,129	1,537	22,372	54,146	135,105	158,519	166,237	174,210	131,419	171,972
OTHER INCOME	245,660	530	240	1,200	1,628	1,200	1,700	1,800	1,900	2,000
TRANSFERS IN	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUES	\$ 1,243,515	\$ 1,053,541	\$ 1,114,158	\$ 1,151,667	\$ 1,204,014	\$ 1,269,690	\$ 1,311,208	\$ 1,448,579	\$ 1,444,065	\$ 1,580,415
PERSONNEL SERVICES	0	0	0	0	0	0	0	0	0	0
MATERIALS & SUPPLIES	225	667	232	150	1,803	150	155	159	164	169
SERVICES	792,419	520,842	274,710	962,668	434,004	725,416	102,064	1,960,524	107,167	110,918
CAPITAL OUTLAY	58,287	0	13,868	0	0	0	0	0	0	0
TRANSFERS OUT	441,171	447,209	471,381	482,809	482,809	307,494	439,867	441,459	443,666	444,110
TOTAL EXPENSES	\$ 1,292,102	\$ 968,718	\$ 760,192	\$ 1,445,627	\$ 918,616	\$ 1,033,061	\$ 542,086	\$ 2,402,142	\$ 550,997	\$ 555,197
BEGINNING BAL-UNRESTR	2,847,038	2,798,451	2,883,274	3,237,240	3,237,240	3,522,638	3,759,268	4,528,390	3,574,827	4,467,895
CHANGE IN FUND BALANCE	(48,587)	84,823	353,967	(293,960)	285,398	236,630	769,122	(953,563)	893,067	1,025,219
ENDING BAL-UNRESTR	\$ 2,798,451	\$ 2,883,274	\$ 3,237,240	\$ 2,943,280	\$ 3,522,638	\$ 3,759,268	\$ 4,528,390	\$ 3,574,827	\$ 4,467,895	\$ 5,493,113

CIP PROJECTS



S17 Enhance and Reconfigure Main Street (Livable Center Project)

\$ 537,081

- Preliminary Engineer Report
- Drainage Reports
- Funding: Proposed EDC Project

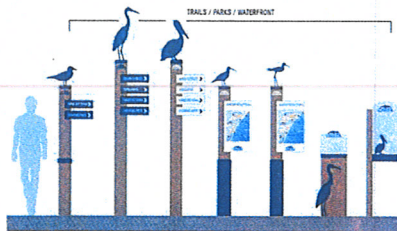
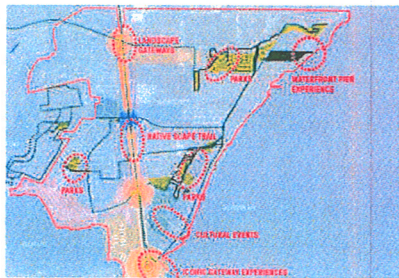
Initiation of a PER for Main Street improvements including sidewalks, on street parking, safety elements and placemaking.

IN EDC BUDGET FY 2024

CIP PROJECTS



WAYFINDING: Bird Pier Theme Urban



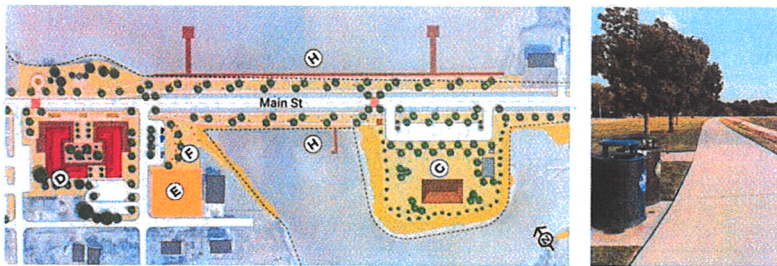
WAYFINDING: Bird Pier Theme Open Spaces and Trails

FAC20 Gateway and Directional Signage

\$ 105,000 (Total Budget \$1,050,000)

- Gateway Signage
- Directional Signage
- Wayfinding Signage
- Park Signage

CIP PROJECTS



H Bayside Park Enhancements

Recommended enhancements to Bayside Park include a boardwalk with fishing piers and overlooks on the north side of Main Street. A kayak launch should be located on the south side while encouraging fishing and water-viewing on the north side. A public restroom facility should be located near the parking entrance at the festival park. Opportunities for outdoor seating and gathering space, shade trees, enhanced landscaping, amenities for bird-watchers and other local wildlife, and seating exist along with green spaces between the road and the water for the enjoyment of the natural recreation area.



P26 Enhance Bayside Park (Livable Center Study) \$ 211,000

- Recommended enhancements to Bayside Park include a boardwalk and fishing piers and overlooks on the north side of Main Street.
- A public restroom should be located near the parking entrance to Public Space (demolished Wastewater Plant)
- Funding: