



**SEABROOK ECONOMIC DEVELOPMENT CORPORATION
NOTICE OF MEETING
THURSDAY, JULY 18, 2024 - 6:00 PM**

For city information visit www.seabrooktx.gov
For Agenda Center visit www.seabrooktx.gov/agendacenter

NOTICE IS HEREBY GIVEN THAT THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION WILL MEET ON **THURSDAY, JULY 18, 2024, AT 6:00 PM** AT **SEABROOK CITY HALL**, 1700 FIRST STREET, SEABROOK, TEXAS, TO DISCUSS, CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE 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.**

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

At this time the Commission will 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. In accordance with the Open Meetings Act, Commission Members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please state your name and address clearly before making your comments. Thank you.

2. PRESENTATIONS

2.1 Presentation and update by Chris Swanson with FireFox Video for the promotional campaign 2024.

3. WORK SESSION

3.1 The Seabrook Economic Development Corporation and staff will discuss various short and long term economic development Capital Improvement Projects (CIP) for Fiscal Years 2025 – 2029 and funding partnerships with the City of Seabrook.

3.2 Presentation and consideration on Fiscal Year 2024-2025 Budget

4. NEW BUSINESS

4.1 Consider and take all appropriate action on approval of funding for Sponsorship for Celebration Seabrook to be held Saturday, October 12, 2024, in an amount not to

exceed \$10,000.

4.2 Consider and take all appropriate action on the proposed EDC Budget for the next fiscal year 2024-2025

4.3 Consider and take all appropriate action on the purchase of seven (7) tablets for the Economic Development Corporation for use of electronic agenda packets.

5. DISCUSSION

5.1 Discussion on proposed amendments to the Economic Development Bylaws, Article Four, Section 4.02 "Number, Qualifications, and Tenure of Directors". *Gayle Cook, City Manager*

6. ROUTINE BUSINESS

6.1 Update by Director on Strategic Plan initiatives, monthly reporting and activities.

6.2 EDC Financial Report

6.3 Approve minutes of the March 1, 2024, EDC workshop meeting.

6.4 Approve minutes of the May 30, 2024, Regular EDC Meeting.

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, AND VERNON'S TEXAS CODES ANNOTATED, IN ACCORDANCE WITH THE AUTHORITY CONTAINED IN ONE OR MORE OF THE FOLLOWING SECTIONS: SECTION 551.071, CONSULTATION WITH ATTORNEY; SECTION 551.072, REAL PROPERTY; SECTION 551.073, DELIBERATION REGARDING A PROSPECTIVE GIFT; SECTION 551.074, PERSONNEL MATTERS; SECTION 551.076, SECURITY DEVICES; AND SECTION 551.087, ECONOMIC DEVELOPMENT) 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 MONDAY, JULY 15, 2024 no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Kiarra Bellow,
EDC Administrative Coordinator

**CITY OF SEABROOK
2024-2025 BUDGET
FUND 70 - EDC**

707 - EDC

EXPENSE ACCOUNTS	FOR FISCAL YEAR ENDING SEPTEMBER 30,					2025 BUDGET VS		2025 BUDGET VS		
	2021	2022	2023	BUDGET 2024	FORECAST 2024	BUDGET 2025	2024 FORECAST \$CHANGE	%CHANGE	2024 BUDGET \$CHANGE	%CHANGE
707-4010 4010 OFFICE SUPPLIES	667	232	684	150	239	500	261	109.52%	350	233.33%
707-4150 4150 SMALL EQUIPMENT	-	-	1,545	-	-	-	(1,545)	-100.00%	-	0.00%
TOTAL SUPPLIES	\$ 667	\$ 232	\$ 2,229	\$ 150	\$ 239	\$ 500	\$ (1,283)	-57.59%	\$ 350	233.33%
707-5010 5010 ADVERTISING	11,522	15,134	34,154	50,000	29,708	51,300	21,592	72.68%	1,300	2.60%
707-5020 5020 DUES & SUBSCRIPTIONS	1,614	786	1,388	1,515	1,530	1,465	(65)	-4.26%	(50)	-3.30%
707-5030 5030 RENTALS & SERVICE AGRMTS (below)	5,869	5,052	5,435	5,695	3,408	-	(3,408)	-100.00%	(5,695)	-100.00%
707-5042 5042 IT SOFTWARE (New Line Item)						22,350	22,350	0.00%	22,350	0.00%
707-5182 5182 TRAIL MAINTENANCE	24,486	14,014	29,686	30,000	55,350	30,000	(25,350)	-45.80%	-	0.00%
707-5215 5215 PROF FEES - ENGINEERING	-	-	-	-	-	-	-	0.00%	-	0.00%
707-5220 5220 PROF FEES - LEGAL	37,255	36,000	24,135	30,000	16,836	16,800	(36)	-0.21%	(13,200)	-44.00%
707-5227 5227 PROF FEES - CONSULTING	82,500	82,650	37,405	42,000	60,519	60,000	(519)	-0.86%	18,000	42.86%
707-5300 5300 TRAINING & CONFERENCE	4,554	15,144	16,760	12,800	8,198	13,800	5,602	68.34%	1,000	7.81%
707-5400 5400 TELEPHONE	303	302	351	325	310	-	(310)	-100.00%	(325)	-100.00%
707-5465 5465 MISC EXPENDITURES	126	216	370	1,000	657	500	(157)	-23.90%	(500)	-50.00%
707-5470 5470 DEBT SERVICE AGENT	-	-	-	-	-	-	-	0.00%	-	0.00%
707-5610 5610 BUSINESS INCENTIVES	-	-	-	-	-	-	-	0.00%	-	0.00%
707-5617 5617 ECONOMIC DEVELOPMENT PROJECTS	337,398	91,600	-	537,081	447,716	1,000,000	552,284	123.36%	462,919	86.19%
707-5620 5620 ECONOMIC DEVELOPMENT INCENTIVES	15,214	13,812	119,985	15,000	24,819	665,406	640,587	2581.06%	650,406	4336.04%
TOTAL SERVICES	\$ 520,839	\$ 274,710	\$ 269,669	\$ 725,416	\$ 649,051	\$ 1,861,621	\$ 1,212,570	449.65%	\$ 1,136,205	156.63%
707-6020 6020 EQUIPMENT	-	13,868	-	-	-	-	-	0.00%	-	0.00%
707-6035 6035 FACILITIES & PARKS	-	-	-	-	-	-	-	0.00%	-	0.00%
707-6036 6036 WATERFRONT	-	-	-	-	-	-	-	0.00%	-	0.00%
707-6038 6038 TRAIL CONSTRUCTION	-	-	-	-	-	-	-	0.00%	-	0.00%
707-6039 6039 SIGNAGE	-	-	-	-	-	-	-	0.00%	-	0.00%
707-6077 6077 RIGHT OF WAY EXPENSE	-	-	-	-	-	-	-	0.00%	-	0.00%
TOTAL CAPITAL OUTLAY	\$ -	\$ 13,868	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
707-6250 6250 GENERAL FUND REIMBURSEMENT	251,633	274,106	288,942	110,000	110,000	113,745	3,745	3.40%	3,745	3.40%
707-6255 6255 TRANSFER TO ENTERPRISE FUND PROJECT	195,576	197,275	193,867	195,459	195,459	196,945	1,486	0.76%	1,486	0.76%
707-6325 6325 REDEMPTION OF BONDS	-	-	-	-	-	-	-	0.00%	-	0.00%
707-6350 6350 INTEREST ON BONDS & CERT	-	-	-	-	-	-	-	0.00%	-	0.00%
TRANSFERS OUT	\$ 447,209	\$ 471,381	\$ 482,809	\$ 305,459	\$ 305,459	\$ 310,690	\$ 5,231	1.08%	\$ 5,231	1.71%
TOTAL EXPENDITURES	\$ 968,718	\$ 760,192	\$ 754,707	\$ 1,031,025	\$ 954,748	\$ 2,172,811	\$ 1,216,518	161.19%	\$ 1,141,786	110.74%



EDC BUDGET FOR FY 2024-25

Presented 7-11-24

ACCOUNT	EXPENSE ACCOUNT TITLE		
	• Expense Detail		
4010	OFFICE SUPPLIES		500
	Binders, Business Cards	500	
5010	ADVERTISING (no greater than 10% of total revenues)		51,300
	• Print, video & online advertising: Annual Promotional Campaign	40,000	
	• BAHEP Partnership Ads	1,000	
	• Promotional items	300	
	• Seabrook event sponsorship- Celebration Seabrook	10,000	
5020	DUES & SUBSCRIPTIONS		1,465
	• Texas Economic Development Council (TEDC)	575	
	• International Council of Shopping Centers (ICSC) (2)	250	
	• Annual Bank of America credit card fee	40	
	• Business of the Year Membership to Chamber of Commerce	400	
	• Houston Business Journal	200	
5030	SERVICES		0
5042 (NEW)	IT SOFTWARE		22,350
	• Website hosting, AI bot and maintenance, Email Blast software	6,750	
	• Archive Social Web Services (for open records reporting)	2,500	
	• EDC Domains	100	
	• Broker, Real Estate and Mapping Software	13,000	
5182	TRAIL MAINTENANCE		30,000
5220	LEGAL		16,800
5227	CONSULTING		60,000
	• Bay Area Houston Economic Partnership (2023-2026)	20,000	
	• General Consulting (Board Related)	15,000	
	• Economic Alliance Houston Port Region (2024-2027)	15,000	
	• Clear Lake Chamber of Commerce (2024-2025)	10,000	
5300	TRAINING & CONFERENCE		13,800
	• BAHEP table for annual banquet (8 seats)	1,500	
	• Economic Alliance table for annual banquet (8 seats)	1,000	
	• Economic Alliance trip to Washington, DC (1 person)	2,500	
	• Keels & Wheels Preview Event (Spring 2023)	2,500	
	• Meetings, Events and Luncheons	1,000	
	• Seabrook Economic Development Broker Events	3,500	
	• Staff Training	1,200	
	• TEDC Quarterly Conferences	600	
5400	TELEPHONE		0
5465	MISCELLANEOUS (Board Shirts)		500
5617	ECONOMIC DEVELOPMENT PROJECTS		1,000,000
	• CIP Projects		
	Livable Center Projects (Project Notice Old Seabrook \$1,000,000)	500,000	
	Gateway, Wayfinding, Pedestrian and Park Municipal Sign	500,000	
	(Project Notice Old Seabrook includes signage)		

5620	ECONOMIC DEVELOPMENT INCENTIVE PROGRAMS		665,406	30.63%
	Active Project 2017 - Merlion (Sales Tax Reim \$40K)	7,156		
	Active Project 2022 - Fay&Fay (Seabrook Shipyard) \$8250 gas line	8,250		
	Active Project 2023 - The Edge (Towne Center) \$397,974.48 line reloc	0		
	Active Project 2023 - Margaritaville (Seabrook Plaza) \$550,000 drainage/ \$2M TOTAL	550,000		
	New Incentives	100,000		
TOTAL EXPENDITURES			1,861,621	
INTERFUND TRANSFERS				
6250	ADMINISTRATIVE SERVICES AGREEMENT		113,745	5.24%
6255	TRANSFER TO ENTERPRISE FUND PROJECT (CIP Projects/Debt Payment to EF)		196,945	9.07%
TOTAL		*	2,172,311	100%

Expected Total Revenue • 2024-25	1,111,171
Unreserved Balance Required for Balanced Budget	1,061,140
	2,172,311 *

Cash Reserves as of June 30, 2024	\$3,837,595
Total Potential Expenditure	\$2,172,311
Expected Total Revenue	\$1,111,171
Overall Balance	\$2,776,455

* 5620 - business development incentives

* 6255 = water tank relocation project

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

EDC	FOR FISCAL YEAR ENDING SEPTEMBER 30,									
	2021	ACTUALS 2022	2023	BUDGET 2024	FORECAST 2024	BUDGET 2025	2026	PROJECTED 2027	2028	2029
707-7100 SALES TAX	\$ 1,051,474	\$ 1,091,546	\$ 1,198,321	\$ 1,109,972	\$ 1,068,433	\$ 1,111,171	\$ 1,144,506	\$ 1,273,841	\$ 1,312,056	\$ 1,407,793
707-8269 GRANT PROCEEDS	0	0	0	0	0	0	0	0	0	0
707-9510 INTEREST INCOME	1,537	22,372	156,180	158,519	185,224	204,247	163,003	128,814	81,759	112,387
707-9520 OTHER INCOME	530	240	557	1,200	3,268	1,200	1,700	1,800	1,900	2,000
707-9903 TRANSFERS IN	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUES	\$ 1,053,541	\$ 1,114,158	\$ 1,355,058	\$ 1,269,691	\$ 1,256,925	\$ 1,316,618	\$ 1,309,209	\$ 1,404,455	\$ 1,395,715	\$ 1,522,179
PERSONNEL SERVICES	0	0	0	0	0	0	0	0	0	0
MATERIALS & SUPPLIES	667	232	2,229	150	239	500	515	530	546	563
SERVICES	520,839	274,710	269,669	725,416	250,000	1,861,621	1,250,000	2,107,950	250,000	250,000
CAPITAL OUTLAY	0	13,868	0	0	0	0	0	0	0	0
TRANSFERS OUT	447,209	471,381	482,809	305,459	305,459	310,690	439,867	441,459	443,666	444,110
TOTAL EXPENSES	\$ 968,715	\$ 760,192	\$ 754,707	\$ 1,031,025	\$ 555,698	\$ 2,172,811	\$ 1,690,382	\$ 2,549,939	\$ 694,213	\$ 694,673
BEGINNING BAL-UNRESTR	2,798,451	2,883,277	3,237,243	3,837,595	3,837,595	4,538,822	3,682,629	3,301,455	2,155,971	2,857,473
CHANGE IN FUND BALANCE	84,826	353,967	600,352	238,666	701,227	(856,193)	(381,173)	(1,145,485)	701,503	827,507
ENDING BAL-UNRESTR	\$ 2,883,277	\$ 3,237,243	\$ 3,837,595	\$ 4,076,261	\$ 4,538,822	\$ 3,682,629	\$ 3,301,455	\$ 2,155,971	\$ 2,857,473	\$ 3,684,980
Emergency Reserve	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000
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	3,063,276.65	3,417,243.3	4,017,595	4,256,261	4,718,822	3,862,629	3,481,455	2,335,971	3,037,473	3,864,980

* Projected Expenses
* Incentive in Forecast
* Projecting Capital Funding 2026

SPONSORS

Sponsorship Levels

ALL SPONSORS WILL RECEIVE THE FOLLOWING BENEFITS

- Linked logo on the Sponsor page at www.celebrationseabrook.com
- Logo display on the sponsor board near the entrance to the event
- First right of renewal for subsequent events

Title - \$20,000



Platinum - \$15,000



Gold - \$10,000



- 5 "Premiere Seating Area" tickets
- Onsite announcements
- 10' x 10' vendor booth space
- 1 vehicle/boat display
- Logo display on the home page of www.celebrationseabrook.com

**CITY OF SEABROOK
2024-2025 BUDGET
FUND 70 - EDC**

707 - EDC

EXPENSE ACCOUNTS	FOR FISCAL YEAR ENDING SEPTEMBER 30,					2025 BUDGET VS		2025 BUDGET VS		
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707-5470 5470 DEBT SERVICE AGENT	-	-	-	-	-	-	-	0.00%	-	0.00%
707-5610 5610 BUSINESS INCENTIVES	-	-	-	-	-	-	-	0.00%	-	0.00%
707-5617 5617 ECONOMIC DEVELOPMENT PROJECTS	337,398	91,600	-	537,081	447,716	1,000,000	552,284	123.36%	462,919	86.19%
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TOTAL SERVICES	\$ 520,839	\$ 274,710	\$ 269,669	\$ 725,416	\$ 649,051	\$ 1,861,621	\$ 1,212,570	449.65%	\$ 1,136,205	156.63%
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707-6036 6036 WATERFRONT	-	-	-	-	-	-	-	0.00%	-	0.00%
707-6038 6038 TRAIL CONSTRUCTION	-	-	-	-	-	-	-	0.00%	-	0.00%
707-6039 6039 SIGNAGE	-	-	-	-	-	-	-	0.00%	-	0.00%
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TOTAL CAPITAL OUTLAY	\$ -	\$ 13,868	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
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707-6325 6325 REDEMPTION OF BONDS	-	-	-	-	-	-	-	0.00%	-	0.00%
707-6350 6350 INTEREST ON BONDS & CERT	-	-	-	-	-	-	-	0.00%	-	0.00%
TRANSFERS OUT	\$ 447,209	\$ 471,381	\$ 482,809	\$ 305,459	\$ 305,459	\$ 310,690	\$ 5,231	1.08%	\$ 5,231	1.71%
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**EDC BUDGET FOR FY 2024-25****Presented 7-11-24**

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	• EDC Domains	100	
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	• Staff Training	1,200	
	• TEDC Quarterly Conferences	600	
5400	TELEPHONE		0
5465	MISCELLANEOUS (Board Shirts)		500
5617	ECONOMIC DEVELOPMENT PROJECTS		1,000,000
	• CIP Projects		
	Livable Center Projects (Project Notice Old Seabrook \$1,000,000)	500,000	
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	New Incentives	100,000		
TOTAL EXPENDITURES			1,861,621	
INTERFUND TRANSFERS				
6250	ADMINISTRATIVE SERVICES AGREEMENT		113,745	5.24%
6255	TRANSFER TO ENTERPRISE FUND PROJECT (CIP Projects/Debt Payment to EF)		196,945	9.07%
TOTAL			2,172,311	100%

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	2,172,311 *

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Expected Total Revenue	\$1,111,171
Overall Balance	\$2,776,455

* 5620 - business development incentives

* 6255 = water tank relocation project

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

EDC	FOR FISCAL YEAR ENDING SEPTEMBER 30,									
	2021	ACTUALS 2022	2023	BUDGET 2024	FORECAST 2024	BUDGET 2025	2026	PROJECTED 2027	2028	2029
707-7100 SALES TAX	\$ 1,051,474	\$ 1,091,546	\$ 1,198,321	\$ 1,109,972	\$ 1,068,433	\$ 1,111,171	\$ 1,144,506	\$ 1,273,841	\$ 1,312,056	\$ 1,407,793
707-8269 GRANT PROCEEDS	0	0	0	0	0	0	0	0	0	0
707-9510 INTEREST INCOME	1,537	22,372	156,180	158,519	185,224	204,247	163,003	128,814	81,759	112,387
707-9520 OTHER INCOME	530	240	557	1,200	3,268	1,200	1,700	1,800	1,900	2,000
707-9903 TRANSFERS IN	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUES	\$ 1,053,541	\$ 1,114,158	\$ 1,355,058	\$ 1,269,691	\$ 1,256,925	\$ 1,316,618	\$ 1,309,209	\$ 1,404,455	\$ 1,395,715	\$ 1,522,179
PERSONNEL SERVICES	0	0	0	0	0	0	0	0	0	0
MATERIALS & SUPPLIES	667	232	2,229	150	239	500	515	530	546	563
SERVICES	520,839	274,710	269,669	725,416	250,000	1,861,621	1,250,000	2,107,950	250,000	250,000
CAPITAL OUTLAY	0	13,868	0	0	0	0	0	0	0	0
TRANSFERS OUT	447,209	471,381	482,809	305,459	305,459	310,690	439,867	441,459	443,666	444,110
TOTAL EXPENSES	\$ 968,715	\$ 760,192	\$ 754,707	\$ 1,031,025	\$ 555,698	\$ 2,172,811	\$ 1,690,382	\$ 2,549,939	\$ 694,213	\$ 694,673
BEGINNING BAL-UNRESTR	2,798,451	2,883,277	3,237,243	3,837,595	3,837,595	4,538,822	3,682,629	3,301,455	2,155,971	2,857,473
CHANGE IN FUND BALANCE	84,826	353,967	600,352	238,666	701,227	(856,193)	(381,173)	(1,145,485)	701,503	827,507
ENDING BAL-UNRESTR	\$ 2,883,277	\$ 3,237,243	\$ 3,837,595	\$ 4,076,261	\$ 4,538,822	\$ 3,682,629	\$ 3,301,455	\$ 2,155,971	\$ 2,857,473	\$ 3,684,980
Emergency Reserve	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000
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	3,063,276.65	3,417,243.3	4,017,595	4,256,261	4,718,822	3,862,629	3,481,455	2,335,971	3,037,473	3,864,980

* Projected Expenses
* Incentive in Forecast
* Projecting Capital Funding 2026

Expense Comparison - EDC Transition to Tablets

Category	Binder-Based Meetings	Tablet-Based Meetings
Supplies		
Paper	\$6.75/month	\$0
Ink	\$13.50/month	\$0
Total Supplies Cost	\$20.25/month	\$0
Time		
Preparation Time	3 hours/meeting * \$31.19/hr = \$93.57/meeting	\$0
Removal Time	1 hour/meeting * \$31.19/hr = \$31.19/meeting	\$0
Administration Time	\$0	0.5 hrs/meeting * \$31.19/hr = \$15.595/meeting
Total Time Cost	\$124.76/meeting	\$15.595/meeting
Equipment Cost		
Tablets (one-time cost)		\$980
Ongoing Costs		
Tablet Upkeep	\$0	Minimal/Negligible
Annual Cost Estimate (Assuming 12 meetings/year)		
Supplies Annual Cost	\$20.25/month * 12 = \$243	\$0
Time Annual Cost	\$124.76/meeting * 12 = \$1,497.12	\$15.595/meeting * 12 = \$187.14
Tablets Annual Cost		\$980 (1st Year)
Total Ongoing Annual Cost	\$1,740.12	\$187.14

Summary of Cost Difference	
Binder-Based Meetings:	
Annual cost: \$1,740.12	
Tablet-Based Meetings:	
First year cost: \$1,167.14 (including administration cost and tablet cost fully expensed in the first year)	
Annual cost : \$187.14	
Total Savings in the First Year:	
Total Savings = \$1,740.12 (Binder-Based) - \$1,167.14 (Tablet-Based) = \$572.98	
Total Savings in Subsequent Years:	
Total Savings = \$1,740.12 (Binder-Based) - \$187.14 (Tablet-Based) = \$1,552.98 per year	

**BYLAWS OF THE
SEABROOK ECONOMIC DEVELOPMENT CORPORATION**

ARTICLE ONE

OFFICE AND AGENT

The principal office and agent of the Seabrook Economic Development Corporation (hereinafter referred to as the "Corporation") in the State of Texas shall be located at 1700 First Street, Seabrook, Texas or other location as may be determined by the Board of Directors, approved by City Council of the City of Seabrook, and recorded with the Secretary of State.

ARTICLE TWO

PURPOSE

2.01 The Corporation is a non-profit corporation specifically governed by Section 4B of the Texas Development Corporation Act of 1979, (Chapters 501-502, 505, Texas Local Government Code (hereinafter referred to the "Act.")). The Corporation shall have all of the powers enumerated in the Act, except as limited by these Bylaws, its Articles of Incorporation, or determination of the City Council.

2.02 The purpose of the Corporation is to use economic development resources to encourage and promote the general economic welfare of the City, its residents and businesses as authorized by the Act, as it may be amended.

ARTICLE THREE

MEMBERS

The Corporation shall have no members and is a non-stock corporation. The word "member" may be used in these Bylaws in reference to those appointed to serve as Directors or on committees, but does not imply or confer any corporate membership or ownership status.

ARTICLE FOUR

BOARD OF DIRECTORS

Management of the Corporation

4.01 The business and affairs of the Corporation and all corporate powers shall be exercised by or under authority of the Board of Directors (the "Board"), appointed by the governing body of the City of Seabrook, and subject to applicable limitations imposed by the Texas Non-Profit Corporation Act, the Texas Business Corporation Act, the Texas Development Corporation Act, its Articles of Incorporation, or these Bylaws. The Board may, by contract, resolution, or otherwise, provide general or limited special power and authority to the officers and employees of the Corporation to transact the general business or any special business of the Corporation, and may give powers of attorney to agents of the Corporation to transact any special business requiring such authorization.

Number, Qualifications, and Tenure of Directors

4.02 The authorized number of Directors of this Board shall be seven (7). The City Council shall appoint the Directors of the Corporation in accordance with the Act and the City's Home Rule Charter, as each may be amended. The membership of the Board of Directors shall include the Mayor and one additional member of City Council. At least five (5) Directors of the Board shall not be officers or employees of the City of Seabrook or members of its City Council, and these five (5) Directors shall be referred to as "Public Members" and/or as "Public Directors" of the Board of Directors.

The terms of office for the Directors of the Board are as follows: (a) The term of Directors who are also members of the City Council, shall be two (2) years; such two (2) year[s] term to run concurrently with the respective Council member's term of elected office; (b) ~~The terms of Public Members shall be by appointment by City Council for staggered two (2) year terms to begin in January 2023 for 3 members to be appointed at that time, and 2 members to be appointed in January 2024, and thereafter every 2 years in even-numbered years~~

(b) The terms of Public Members shall be by appointment by the City Council for staggered two (2) year terms. Beginning in January 2025, three (3) members will be appointed for two-year terms. In January 2026, two (2) members will be appointed for two-year terms. Thereafter, appointments will continue every two years in even-numbered years.

Any Director who is a member of the governing body of the City shall cease to be a Director at the time he or she ceases to be a member of the City Council. A director may be removed by the City Council at any time without cause. Each director shall be a resident of the City of Seabrook.

Vacancies

4.03 Any vacancy occurring on the Board of Directors shall be filled by appointment by the City Council of the City. All interviews by the City Council to fill vacancies for directors shall be conducted in open meetings. A director appointed to fill a vacancy shall be appointed for the unexpired term of his or her predecessor in office.

Ex Officio Representatives of the Board

4.04 The City Manager shall serve as an ex officio representative of the Board and may attend all meetings of the Board or its Committees including executive sessions, if allowed by law. He or she shall not have the power to vote. In addition, the Board of Directors may appoint representatives from area organizations to serve as ex officio, non-voting members of the Board.

General Duties of the Board

4.05 The Board is hereby required to perform the following duties:

- a. The Board shall develop or cause to be developed, an overall economic development plan for the City, which shall include and set short-term goals and long-term goals that the Board deems necessary to accomplish its purpose as stated in Section 2.01 hereof.

This plan shall require approval by the City Council of the City and may include the following elements:

1. An economic development strategy to bolster the business climate throughout the City.

2. Strategies to fully utilize the assets of the City that enhance economic development.
 3. Identification of strategies to coordinate public, private, and academic resources to develop and enhance business opportunities.
 4. Assurance of accountability of all tax monies expended by the Corporation for implementation of the overall economic development plan.
 5. Identification and implementation of strategies for economic development.
 6. An annual work plan outlining the anticipated activities, tasks, projects, and programs to be undertaken by the Board during the upcoming fiscal year. The annual work plan shall be submitted with the Corporation's annual budget, as outlined in Section 7.02 of these Bylaws.
- b. The Board shall review the overall economic development plan at least once each year to ensure that said plan is up-to-date with the current economic climate.
- c. The Board shall expend, in accordance with State law, any tax funds received by it on economic development as allowed by law, to:
1. Pay the costs of projects found by the Board to be required or suitable for use for professional and amateur (including children's) sports, athletic, entertainment, tourist, convention, and public park purposes and events, including stadiums, ball parks, auditoriums, amphitheaters, concert halls, learning centers, parks and park facilities, and related space improvements, museums, exhibition facilities, and related store, restaurant, concession, and automobile parking facilities, related area transportation facilities,

- and related roads, streets, and water and sewer facilities, and other related improvement that enhance any of those items; or
2. Pay the principal of, interest on, and other costs relating to bonds or other obligations issued by the Corporation to pay the costs of the projects or to refund bonds or other obligations.
 3. Fund any other Project(s) authorized by law.
- d. The Board may contract with the City of Seabrook, or with another entity, for administrative services. The Board may plan and direct its work through a designated employee of the City of Seabrook, or other contractual entity, who will be charged with the responsibility of carrying out the Corporation's plan and program as adopted by the Board.
- e. The Board shall make a detailed annual report to the City Council once each year. This report shall include, but not be limited to, the following:
1. A review of all expenditures made by the Board in connection with their activities involving direct economic development as defined in this Section together with a report of all other expenditures made by the Board.
 2. A review of the accomplishments of the Board in the area of direct economic development.
 3. The policies and strategy followed by the Board in relation to direct economic development, together with any new or proposed changes in said policies and strategy.
 4. The activities of the Board for the budget year addressed in said annual report, together with any proposed change in said activity or activities as they relate to direct economic development.
 5. A review of the activities of the Board in areas of endeavors other than direct economic development, together with any proposed changes in these activities.

6. An annual report for consideration for review and acceptance by the City Council.
- f. The Board shall be accountable to the City Council for all activities undertaken by them or on their behalf, and shall report on all activities of the Board, whether discharged directly by the Board or by any person, firm, corporation, agency, association or other entity on behalf of the Board. A mid-year report, shall be made by the Board to the City Council, and shall include, but not be limited to the following:
1. Accomplishments to date as compared with the overall plan or strategy for direct economic development.
 2. Anticipated short-term challenges during the next six-month reporting period, together with recommendations to meet short-term challenges.
 3. Long-term issues to be addressed over the succeeding twelve-month period or longer period of time, together with recommendations to meet such issues with emphasis to be placed on direct economic development.
 4. A recap of all budgeted expenditures for the first six (6) months of the fiscal year, together with a recap of unused budgeted funds and any commitment made on said unused funds.

Implied Duties

4.06 The Corporation is authorized to do that which the Board deems desirable to accomplish any of the purposes or duties set out in Sections 2.01 and 4.05 of these Bylaws and in accordance with State law.

Meetings

4.07 The Board shall hold regular meetings, generally, once a month. The Chairperson may call special meetings when, in his/her judgment, such meetings are necessary. All meetings of the Corporation shall be held at City Hall or another facility

within the city. If there is no business to discuss, the Chair shall notify the Directors. All meetings of the Board shall provide notice and be conducted as provided for and in accordance with the requirements of the Texas Open Meetings Act, Texas Government Code Chapter 551, as amended.

4.08 No meetings of the Board of Directors shall be held outside the boundaries of the City.

Attendance

4.09 Regular attendance at the Board meetings is required of each Director and the attendance record of each Director shall be submitted to the Council prior to any reappointment to the Board. The following number of absences may constitute the need for replacement of a Director: three (3) consecutive absences or attendance reflecting unexcused absences; or absences constituting fifty percent (50%) of the regularly scheduled meetings over any twelve (12) month period. In the event replacement for unexcused absences is indicated, the Chair will counsel the Director, and **if there are recurring absences** subsequently, the Chairperson shall submit, in writing to the City Secretary, to be forwarded to the City Council, a request to consider replacing the Director in question.

Quorum

4.10 For the purposes of convening a meeting and transacting the business of the Corporation at any meeting, a majority of the appointed members of the Board shall constitute a quorum. If there is an insufficient number of Directors present to convene a meeting and transact business, the presiding officer shall adjourn the meeting.

Compensation

4.11 The Directors shall serve without compensation, but shall be reimbursed as allowed by State law and approved by the Board, for actual or commensurate costs of travel, lodging, and/or incidental expenses incurred while performing official business of the Board.

Voting; Action of the Board of Directors

4.12 Directors must be present in order to vote at any meeting. Unless otherwise provided in these Bylaws, the Corporation's Articles of Incorporation, or State law, the act of a simple majority of the Directors present at any meeting is sufficient to constitute action of the Board and authorize the Chair of the Board to take further action. For any vote or item presented for action to the Board, for which a Director is aware of a conflict of interest or potential conflict of interest, with regard to any particular vote, the Director shall bring the same to the attention of the Board, file any affidavit required to be filed by state law, and shall abstain from discussion and voting. Any Director may bring any apparent conflict of interest to the attention of the Board before any vote shall be taken regarding that particular matter. In absence of a conflict of interest, each Director present at the meeting shall vote for or against each question brought before the Board.

Board's Relationship with City Council

4.13 In accordance with State law, the City Council shall require the Corporation to be responsible for the proper discharge of the duties assigned in this Article. All policies for program administration shall be submitted for City Council approval, and the Board shall administer said programs accordingly. The Board shall determine its policies and direction within the limitations of the duties herein imposed, by applicable laws, the Corporation's Articles of Incorporation, these Bylaws, contracts entered into with the City, and budget and fiduciary responsibilities.

Administration of Economic Development Programs

4.14 The Corporation may, with approval of the City Council, contract with the City of Seabrook, or with another entity or individual, for full or part-time employees as needed to carry out the programs of the Corporation. These employees shall perform those duties outlined in state law, and any employees may be included within the City's retirement and insurance plans, provided the Corporation reimburses the City for these costs.

4.15 The Corporation and the City may agree in writing for the provision of required administrative services necessary for the operation of the Corporation, whether in

addition to or in place of any Corporation employees. The Corporation shall reimburse the City for the City's actual costs. The Board shall make any request for services of the City in writing to the City Manager. The City Manager may approve any request for assistance when he/she finds the requested services are available within the administrative departments of the City, and that the Board has agreed to reimburse the administrative department's budget for the costs of the services provided.

4.16 The Board is authorized to hire its own legal counsel.

4.17 The Corporation may, with approval of the City Council, contract with any qualified and appropriate person, association, corporation, or governmental entity to perform and discharge designated tasks which will aid or assist the Board in the performance of its duties. However, no contract shall ever be approved or entered into which seeks or attempts to divest the Board of Directors of its discretion and policy-making functions in discharging the duties hereinabove set forth.

ARTICLE FIVE

OFFICERS

Officers of the Corporation

5.01 The elected officers of the Corporation shall be Chairperson (Chair), Vice-Chairperson (Vice-Chair), Secretary, and Treasurer. The Board may resolve to elect one or more Assistant Secretaries or one or more Assistant Treasurers as it may consider desirable. Officers shall have the authority and perform the duties of their office as the Board may prescribe or as the Secretary or Treasurer may delegate to his or her respective Assistant. No Director shall hold more than one office at any time.

Selection of Officers

5.02 The officers shall be elected by the Board and shall serve for a term of one (1) year. The term of office of each officer shall always be for a period of one (1) year;

provided, however, each officer shall continue to serve until the election of his or her successor unless the Director has been replaced. The Mayor shall not serve as an officer. Elections shall be held at the annual meeting of the Board.

Vacancies

5.03 A vacancy in any office, which occur by reason of death, resignation, disqualification, removal, or otherwise, may be filled by appointment by the Board of Directors for the unexpired portion of the term of that office, in the same manner as other officers are elected by the Board.

Chair

5.04 The Chair shall be the presiding officer of the Board. In general, the Chair shall perform all duties incident to the office, and other duties as shall be prescribed by the Board of Directors. The Chair shall also have the following specific authority:

- a. To preside over all meetings of the Board;
- b. To vote on all matters coming before the Board;
- c. To call a special meeting of the Board, upon notice to all Board members when, in his judgment, a meeting is necessary;
- d. To cancel any regularly scheduled meeting of the Board when there is no business to discuss, provided s/he gives notice to the Board and to the public of the cancellation, as provided in Section 4.07 hereof.

In addition to the above-mentioned duties and authority, the Chair shall sign, with the Secretary of the Board, any resolutions, policies, deeds, mortgages, bonds, contracts, or other instruments, which the Board of Directors has approved and unless execution of said document has been expressly delegated to some other officer or agent of the Corporation by appropriate Board resolution, by a specific provision of these Bylaws. All instruments are subject to the approval of the City Council, which approval shall be noted thereon. In general, the Chair shall perform all duties incident to the office, and other duties as prescribed by the Board.

Vice Chair

5.05 In the absence of the Chair, or in the event of his or her inability to act, the Vice Chair shall perform the duties of the Chair. When so acting, the Vice Chair shall have all powers of and be subject to all the same restrictions as the Chair. The Vice Chair shall also perform other duties as may be assigned to him or her by the Chair as provided by law.

Secretary

5.06 The Secretary shall be the custodian of the records and seal of the Corporation, and shall keep a register of the current mailing address and street address, if different, of each Director. The Secretary shall cause to be kept, a record of the minutes of all meetings of the Board, of any committee of the Board, and all records of the Corporation, with the City Secretary in accordance with State law.

Treasurer

5.07 The Treasurer shall cause to be kept, at the Corporation's registered office, a record of all receipts and expenditures of the funds of the Corporation. The Treasurer shall perform all the duties incident to that office and other duties as may be assigned by the Chair of the Board.

Assistant Secretaries and Assistant Treasurers

5.08 The Assistant Secretaries and Assistant Treasurers, shall perform the duties assigned by the Chair or the Board.

ARTICLE SIX

COMMITTEES

Standing Committees

6.01 The Board of Directors may appoint standing committees with duties and powers as the Board deems appropriate.

Special Committees

6.02 The Board of Directors may determine that other committees are necessary or appropriate to assist the Board of Directors, and shall designate, subject to Board approval, the Directors of the respective committees.

Limitation on Committee Authority

6.03 No committee shall have the independent authority to act for or in place of the Board of Directors or to expend any funds, but shall act only in an advisory capacity, and shall report back to the Board as directed.

6.04 The designation and appointment of any committee, and delegation to that committee of any authority, shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon it or upon him or her by law.

Term of Office of Committee Members

6.05 Each member of a committee shall serve until the next annual appointment of the Board of Directors and until his or her successor is appointed, unless the committee is terminated sooner, the member has ceased to serve on the Board of Directors, or is removed from the committee.

6.06 Any committee member may be removed from a committee by the Board whenever in its judgment the best interests of the Corporation would be served by removal.

Vacancies on Committees

6.07 Vacancies in the membership of any committee may be filled in the same manner as the original appointments.

ARTICLE SEVEN

FINANCIAL ADMINISTRATION

The Corporation's financial administration shall be conducted as follows:

Fiscal Year

7.01 The fiscal year of the Corporation shall begin on October 1 and end on September 30 of the following year.

Budget

7.02 A budget for the forthcoming fiscal year shall be submitted to, and approved by, the Board of Directors and the City Council of the City of Seabrook. Once a budget is approved, this constitutes approval for the Corporation to expend Corporation funds in accordance with the budget. The budget may be amended, subject to the same approval requirements, to allow for changes in economic development priorities or to respond to an economic development opportunity.

Contracts

7.03 As provided in Article Five above, the Chair and Secretary shall execute any contracts or other instruments, which the Board has approved and authorized to be executed; provided, however, the Board may, by appropriate resolution, authorize any other officer or officers or any other agent or agents, to enter into contracts or execute and deliver any instrument in the name and on behalf of the Corporation. Such authority may be confined to specific instances or defined in general terms. When appropriate, the Board may grant a specific or general power of attorney to carry out some action on behalf of the Board; provided, however, no power of attorney may be granted unless an appropriate resolution of the Board authorizes the same to be performed, subject to approval by City Council.

Checks and Drafts

7.04 No check, draft, order for the payment of money or evidence of indebtedness shall be prepared or signed unless same is in accordance with the approved Corporation budget, or an approved budget amendment. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the

name of the Corporation shall be approved by the Board and signed by two officers of the Corporation or their designees.

Deposits

7.05 All funds of the Corporation shall be deposited, on a regular basis, to the credit of the Corporation in a local bank, which shall be federally insured and shall be selected following the procedures and requirements for selecting a depository as set forth in Chapter 105 of the Texas Local Government Code.

Gifts

7.06 The Corporation may accept any contribution, gift, bequest, or device for the general purpose or for any special purpose of the Corporation.

Purchasing

7.07 All purchases made and contracts executed by the Corporation shall be made in accordance with the requirements of the Texas Constitution and laws of the State of Texas.

Investments

7.08 Temporary and idle funds, which are not needed for immediate obligations of the Corporation, may be invested in any legal manner as provided in Chapter 2256 of the Texas Government Code, (the Public Funds Investment Act).

Bonds

7.09 The Corporation is authorized to issue bonds for appropriate projects, provided they are issued in accordance with all applicable state laws, and with the approval of the Seabrook City Council, after review and comment by the City's bond counsel and financial advisor.

Uncommitted Funds

7.10 Any funds of the Corporation that are uncommitted at the end of the fiscal year shall be considered a part of the Fund Balance of the Corporation. The undesignated Fund Balance may be designated for any legal purpose, provided both the

Corporation's Board of Directors and the City Council approve the commitment. This designation may include the establishment of a Permanent Reserve Fund, which shall be accumulated for the purpose of using the interest earnings of the Fund to finance operation of the Corporation.

Monthly Reports

7.11 The City financial office will provide to the Board of Directors a monthly report of all matters required, permitted, or done pursuant to this Article or any contract.

Annual Audit; Bonding Requirements for Third Party Audits

7.12 An annual audit of the Corporation's books and funds shall be prepared by a competent independent audit firm as soon as practical following the end of each fiscal year. The Corporation audit shall generally be completed in conjunction with the City's audit. Provided, however, that the Corporation may contract with a third party to perform the Corporation's financial and accounting requirements, including the annual audited financial statement, with the approval and consent of the City Council. The City of Seabrook, or any other contractual entity providing financial services to the Corporation, shall provide to the Board of Directors an annual audited financial statement of all funds.

7.13 If the Corporation independently contracts with an entity other than the City for financial accounting and auditing services, the entity shall be required to provide an official bond in the sum of not less than One hundred Thousand Dollars (\$100,000.00). Such bond shall be procured from a regularly accredited surety company authorized to do business in the state. A copy of the bond shall be filed with the Corporation and with the City Secretary.

7.14 If the Corporation's audit is not completed with the City's, and the Corporation does not elect to contract for financial services, the Chair, Vice Chair, and Treasurer of the Board shall each give an official bond in the sum on not less than One Hundred Thousand Dollars (\$100,000.00). The bonds referred to in this section shall be considered for the faithful accounting of all monies and things of value coming into

the hands of such officers. The bonds shall be procured from some regularly accredited surety company authorized to do business in the state. The premiums shall be paid by the Corporation. A copy of each officer's bond shall be filed with the City Secretary.

ARTICLE EIGHT

BOOKS AND RECORDS

The Corporation shall keep correct and complete books and records of all actions of the Corporation, including books and records of accounts and the minutes of meetings of the Board of Directors and of any committee having any authority of the Board and to the City Council. Members of the City Council and Directors of the Corporation may inspect the books of the Corporation, and any information that may be designated by law as public information shall be open to public inspection at any reasonable time. The Texas Public Information Act, Chapter 552, Texas Government Code, shall apply to any disclosure of the Corporation's records.

ARTICLE NINE

SEAL

The Board of Directors shall obtain a corporate seal which shall bear the words "Corporate Seal of Seabrook Economic Development Corporation"; thereafter, the Board may use the corporate seal and may later alter said seal as necessary, without changing the corporate name; however, these Bylaws shall not be construed to require the use of the corporate seal.

ARTICLE TEN

AMENDMENTS TO BYLAWS

10.01 These Bylaws may be amended or repealed, or new Bylaws may be adopted by an affirmative vote of not less than five (5) of the authorized Directors serving on the Board; provided however, that at least ten (10) days prior to the meeting at which action is taken, written notice setting forth the proposed action shall have been given to all Directors, and public notice regarding the action has been given according to the requirements of State law.

10.02 No amendment or new Bylaw shall become effective until approved by the City Council.

ARTICLE ELEVEN

DISSOLUTION

Dissolution of the Corporation may be effected as provided for in the Act.

ARTICLE TWELVE

INDEMNITY

12.01 The Corporation hereby agrees to indemnify and hold harmless each current or former Director or Officer of the Corporation from and against any costs, expenses (including attorney's fees), fines, settlements, judgments, liabilities, and other amounts, actually and reasonably incurred in any action, suit, or proceeding to which he or she is made a party by reason of holding this position in accordance with the limitations imposed by law; provided, however, an Officer or Director shall not be eligible for indemnification if he/she is finally adjudicated to be liable for gross negligence or intentional/willful misconduct with respect to the matter for which indemnity is sought. The indemnification herein provided shall also extend to good faith expenditures incurred in anticipation or, or preparation for, threatened or proposed litigation. The Board of Directors may, in proper case, extend this indemnification to cover the good faith settlement of any action, suit, or proceedings, whether formally instituted or not.

12.02 The Corporation is authorized to secure independent insurance or to participate in and be included in the coverage provided by the City of Seabrook through the Texas Municipal League Insurance Risk Pool, or other insurance program.

12.03 Furthermore, to the extent allowed by law, the Corporation agrees to indemnify and hold harmless and defend the City of Seabrook, its officers, agents, and its employees, from and against liability for any and all claims, liens, suits, demands, and/or actions for damages, injuries to persons (including death), property damage

(including loss of use), and expenses, including court costs and attorneys' fees and other reasonable costs arising out of or resulting from the Corporation's activities, and from any liability arising out of or resulting from the intentional acts or negligence, including all causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of the Corporation, including but not limited to its officers, agents, employees, licensees, invitees, and other persons.

12.04 With respect to the above indemnity, the City of Seabrook and the Corporation will provide each other with prompt and timely notice of any event covered that in any way, directly or indirectly, contingently or otherwise, affects or might affect the Corporation or the City of Seabrook, and the City shall have the right to compromise and defend the same to the extent of its own interests. It is further agreed that this indemnity clause shall be an additional remedy to the City of Seabrook and not an exclusive remedy.

12.05 Furthermore, as set out in the Act, the Corporation, a Director of the Corporation, the City creating the Corporation, a member of the governing body of the City, or an employee of the Corporation or City is not liable for damages arising from the performance of a governmental function of the Corporation or City. For the purposes of Chapter 101, Civil Practice and Remedies Code, the Corporation is a governmental unit and its actions are governmental functions.

ARTICLE THIRTEEN

MISCELLANEOUS

Relation to Articles of Incorporation

These Bylaws are subject to, and governed by, the Corporation's Articles of Incorporation, and applicable State statutes under which the Corporation is organized

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the amended Bylaws of the Corporation and that these Bylaws were duly amended and adopted by the Board of Directors of the Corporation on the date set forth below.

Adopted as amended, by an affirmative vote of the Board of Directors, as reflected
in the minutes of this meeting, on the ____ day of _____, 2024.

Paul Dunphey, Chair

ATTEST:

Ann Wacker, Secretary



Agenda Briefing

Date of Meeting: July 18, 2024

Responsible Department: City Manager's Office

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Update by Director on Strategic Plan initiatives, monthly reporting and activities.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

CITY OF SEABROOK
SEDC - MONTHLY REPORT
May 31, 2024

ANNUAL				FISCAL YEAR-TO-DATE		
		FORE VS BUD FAV/(UNFAV)				ACT VS BUD FAV/(UNFAV)
<u>FORECAST</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>SEDC</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>
			REVENUES			
1,057,535	1,109,972	(52,437)	Sales Tax	684,991	737,428	(52,437)
0	0	0	Grant Proceeds	0	0	0
171,361	158,519	12,842	Interest Income	122,815	109,973	12,842
3,266	1,200	2,066	Other Revenue	2,075	9	2,066
0	0	0	Loan Repayment	0	0	0
1,232,162	1,269,691	(37,529)	Total Revenues	809,881	847,410	(37,529)
			EXPENDITURES			
0	0	0	Personnel Services	0	0	0
197	150	(47)	Materials & Supplies	155	108	(47)
488,704	703,351	214,646	Services	155,009	391,720	236,712
305,459	305,459	0	Transfers Out	203,639	203,639	0
794,361	1,008,960	214,599	Total Expenditures	358,803	595,467	236,664
			FUND BALANCE			
3,152,409	3,152,409	0	Beginning Balance Estimate	3,152,409	3,152,409	0
437,801	260,731	177,070	Change in Fund Balance	451,078	251,942	199,135
3,590,210	3,413,140	177,070	Ending Balance	3,603,486	3,404,351	199,135

THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF SEABROOK MET ON **FRIDAY, MARCH 1, 2024**, AT 8:00 A.M. AT SPRING HILL SUITES, 2120 NASA PKWY, SEABROOK, TX 77586 TO CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE AGENDA ITEMS LISTED BELOW.

BOARD MEMBERS PRESENT:

PAUL R. DUNPHEY	CHAIR
TERRY CHAPMAN	VICE-CHAIR
KEVIN FERGUSON	TREASURER
GARY BELL	MEMBER
ANN WACKER	SECRETARY
BUDDY HAMMANN	COUNCIL REPRESENTATIVE
THOMAS KOLUPSKI	MAYOR

CITY COUNCIL:

JACKIE RASCO	POSITION 1
ROB HEFNER	POSITION 2
JOE MACHOL	POSITION 6

PLANNING & ZONING COMMISSION

GARY RENOLA	CHAIRMAN
DARRELL PICHA	VICE-CHAIR
ED KLEIN	MEMBER
RHONDA THOMPSON	MEMBER
GUY RODGERS	MEMBER
SCOTT REYNOLDS	MEMBER

ALSO PRESENT WERE:

GAYLE COOK	CITY MANAGER
SEAN LANDIS	DEPUTY CITY MANAGER
KIARRA BELLOW	ADMIN COORDINATOR
MICHAEL GIBBS	DIRECTOR OF FINANCE
AMANDA ALVARADO	DIRECTOR OF PUBLIC AFFAIRS
NICK KONDEJEWSKI	CHIEF BUILDING OFFICIAL

The workshop began at 8:00 a.m.

1.0 PUBLIC COMMENTS AND ANNOUNCEMENTS

None.

2.0 WORKSHOP

2.1 The Seabrook Economic Development Corporation will engage in a training and workshop for the purpose of developing an Economic Development Strategic Plan with Alysia Cook, Opportunity Strategies, LLC.

- Welcome Mayor Thom Kolupski
- 2023 Accomplishments Gayle Cook, City Manager/EDC Director
- 2024 Look Ahead Paul Dunphey, Board Chair
- Introductions/Expectations, Alysia A. Cook, PCED, IOM Opportunity Strategies LLC

Workshop Presentation, Alysia A. Cook

"Understanding the Economic Development Process" Workshop

- Community Development Leadership Development
- Workforce Development
- Social Infrastructure
- Physical Infrastructure

Business Development Recruitment/Attraction

- Business Retention & Expansion
- Entrepreneurial Development
- Tourism Development

EDC Board Responsibilities/Engagement

- Elected Official Responsibilities/Engagement
- Best Practices
- 5 C's of Ethical Economic Development

The joint workshop adjourned at approximately 11:15 a.m.

EDC members along with City Manager, Deputy City Manager and Admin Coordinator remained to continue workshop.

EDC Board & Staff Strategic Planning Portion Began

- Review Survey Results
- 2024-2026 Goal Development
- Strategy Development
- Metrics/Key Performance Indicators Development
- Accountability Areas
- Timetables

The workshop adjourned at approximately 4:15 p.m.

APPROVED ON THE ____ DAY OF JULY 2024.

Paul Dunphey, EDC Chair

Kiarra Bellow,
EDC Administrative Coordinator



Agenda Briefing

Date of Meeting: July 18, 2024

Responsible Department: Economic Development

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Approve minutes of the May 30, 2024, Regular EDC Meeting.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. 5-30-2024 draft EDC Minutes

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF SEABROOK MET ON **THURSDAY, MAY 30, 2024**, AT 6:00 P.M. AT SEABROOK CITY HALL TO CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE AGENDA ITEMS LISTED BELOW.

BOARD MEMBERS PRESENT:

PAUL R. DUNPHEY	CHAIR
TERRY CHAPMAN	VICE-CHAIR
KEVIN FERGUSON	TREASURER
GARY BELL	MEMBER
ANN WACKER	SECRETARY
BUDDY HAMMANN	COUNCIL REPRESENTATIVE
THOMAS KOLUPSKI	MAYOR

ALSO PRESENT WERE:

GAYLE COOK	CITY MANAGER
KIARRA BELLOW	ADMIN COORDINATOR

EDC Chair Paul Dunphey called the meeting to order at 6:00 p.m. and declared that a quorum was present.

1.0 PUBLIC COMMENTS AND ANNOUNCEMENTS

No Public Comments

1.1 Announcements of Upcoming EDC/City/Partner Events, New Business Openings, and Updates. Gayle Cook, City Manager

None

2.0 SPECIFIC PUBLIC HEARINGS

2.1 Conduct a public hearing on a notice of project of the SEDC relating to a mini-mural art grant project called "Pelican Pathways" to paint mini-murals on small businesses for an annual amount not to exceed \$5,000.00. Gayle Cook, City Manager.

Chairman Dunphey opened the public hearing at 6:00 p.m.

No public comments.

Chairman Dunphey closed the public hearing at 6:01 p.m.

3.0 NEW BUSINESS

3.1 Consider and take all appropriate action on a project proposal for EDC funding of a mini-mural art grant project called "Pelican Pathways" to paint mini-murals on small businesses for an annual amount not to exceed \$5,000.00.

Presentation by City Manager, Gayle Cook followed by board discussion.

Motion made to allocate \$2,500 to the Pelican Pathways project by Ann Wacker and seconded by Gary Bell.

Motion withdrawn.

Motion made to approve a mini-mural Pelican Pathways project by Ann Wacker and seconded by Gary Bell.

MOTION CARRIED BY UNANIMOUS CONSENT

Motion made by Ann Wacker and seconded by Gary Bell to allocate \$1,000 to the recently established Pelican Pathways project to be managed by city staff.

MOTION CARRIED BY UNANIMOUS CONSENT

3.2 Consider and take all appropriate action on establishing a "TOP 3 Targeted Sectors List" according to the SEDC 2024-2026 Strategic Plan, Goal 1, Strategy 2. A Gayle Cook, City Manager

Presentation by City Manager, Gayle Cook.

- Review of last Retail Strategies report
- Review of district updates
- Review of zoning districts

Board Discussion.

Top three sector selections: Small to Mid-Sized retailers, Fast Food & Dine-In Restaurants, and Office Space.

No action was taken.

4.0 ROUTINE BUSINESS

4.1 EDC Action Items Report, Incentives Update, Business Development Report, Monthly Building Report, and Capital Improvement Projects Report.

City Manager, Gayle Cook gave an update on action items, incentives, business development and Capital Improvement Projects.

4.2 EDC Financial report.

City Manager, Gayle Cook gave an update on EDC financials.

4.3 Approve minutes of the April 17, 2024, Regular EDC Meeting.

Motion to approve with an amendment to line 49 making "-2024" reflect "-2026", made by Terry Chapman and seconded by Buddy Hammann.

MOTION CARRIED BY UNANIMOUS CONSENT

4.4 Establish future meeting dates and agenda items.

Next regular meeting: July 13, 2024.

Motion to adjourn the May 30, 2024, meeting was made by Kevin Ferguson and seconded by Buddy Hammann.

The meeting was adjourned at 6:57 p.m.

APPROVED ON THE ____ DAY OF APRIL, 2024.

Paul Dunphey, EDC Chair

Kiarra Bellow,
EDC Administrative Coordinator