



MEETING MINUTES
DECEMBER 12, 2024

SEABROOK ECONOMIC DEVELOPMENT
CORPORATION
MEETING

The Seabrook Economic Development Corporation of The City of Seabrook met on **Thursday, December 12, 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	Administrative Assistant

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

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

The following citizens gave public comments:

Tyler Kubena 1801 El Mar Ln. Discussed the importance of a clear and cohesive vision for the city/EDC and gave suggestions on partnerships with local schools and universities.

2. PRESENTATIONS

2.1 Presentation by Seabrook LLC., seeking an incentive to assist with Commercial Facade Improvements at 2622 NASA Parkway. Javad Azimpoor, Seabrook Retail, LLC

Javad Azimpoor with Seabrook LLC gave a presentation regarding the incentive request for Commercial Facade Improvements at 2622 NASA Parkway. (See Exhibit A)

2.2 Chairman Paul Dunphey to present a token of appreciation to Gary Bell for 11 years of service to the Seabrook Economic Development Corporation.

Chairman Dunphey presented a token of appreciation to Gary Bell.

2.3 Chairman Paul Dunphey to present a token of appreciation to Kevin Ferguson for 7 years of service to the Seabrook Economic Development Corporation.

Chairman Dunphey presented a token of appreciation to Kevin Ferguson.

3. Recess for Appreciation Reception

Meeting recessed at 6:11 PM for appreciation reception and reconvened at 6:27 PM.

4. EXECUTIVE SESSION

4.1 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.

Chairman Dunphey adjourned the meeting into closed session at 6:27 PM.

5. OPEN SESSION

5.1 Reconvene Open Session

Chairman Dunphey reconvened the regular meeting into open session at 6:46 PM.

No action was taken during executive session.

6. NEW BUSINESS

6.1 Consider and take all appropriate action on a business incentive application filed by Seabrook Retail LLC., to assist with Commercial Facade Improvements at 2622 NASA Parkway, in an amount not to exceed \$55,000.00.

Motion:	To approve a business incentive application in the amount of \$50,000 contingent upon completion of the facade improvements as stated in the application and a 50% occupancy rate.
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Made By:	EDC Secretary Wacker
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Seconded By:	EDC Treasurer Ferguson
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Vote:	Passed unanimously by all present
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6.2 Consider and take all appropriate action on nominating the Business-of-the-Year to receive recognition by the Seabrook EDC consisting of but not limited to a one-year membership to the Seabrook Association and the Clear Lake Chamber of Commerce.

Motion:	To approve Snap Fitness as the SEDC 2024 Business of the Year.
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Made By:	EDC Member Bell
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Seconded By:	EDC Treasurer Ferguson
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Vote:	Passed unanimously by all present
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6.3 Consider and discuss the Economic Development Corporation funding irrigation costs for the SH 146 Beautification Project.

City Manager, Gayle Cook gave an update on the funding cost of the irrigation system.

No action was taken.

- 6.4 **Consider and take all appropriate action on the appointment of one (1) Economic Development Corporation director to serve on the Stakeholder Committee for the expansion of Bayside Park project.**

Motion:	To appoint Ann Wacker to serve on the Stakeholder Committee.
Made By:	EDC Treasurer Ferguson
Seconded By:	EDC Member Bell
Vote:	Passed unanimously by all present

7. ROUTINE BUSINESS

- 7.1 **Update by Director on Strategic Plan Initiatives, Monthly Reporting and Activities.**

City Manager Gayle Cook reviewed the monthly activity report and provided an update on development activities. (Exhibit B)

- 7.2 **EDC Financial Report**

City Manager Gayle Cook reviewed the EDC Financial Report for November 2024. (See Exhibit C)

- 7.3 **Approve minutes from the November 14, 2024, regular EDC meeting.**

Motion:	To Approve
Made By:	EDC Treasurer Ferguson
Seconded By:	EDC Secretary Wacker
Vote:	Passed unanimously by all present

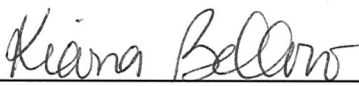
- 7.4 **Establish future meeting dates and agenda items.**

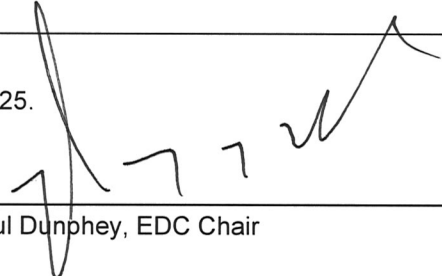
Next regular meeting is scheduled for January 9, 2025.

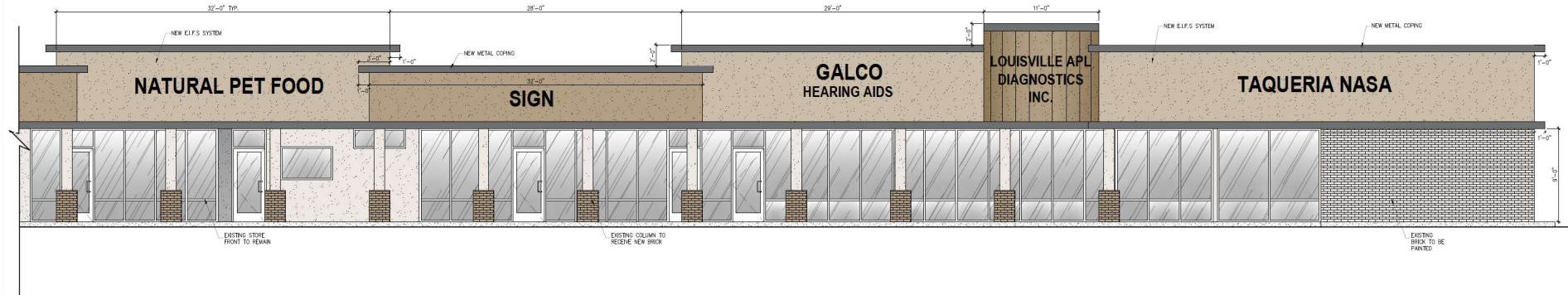
Motion:	To Adjourn
Made By:	EDC Vice-President Chapman
Seconded By:	EDC Treasurer Ferguson
Vote:	Passed unanimously by all present

Meeting was adjourned at 7:07 PM.

APPROVED ON THE 9th DAY OF January, 2025.


Kiarra Bellow,
EDC Administrative Coordinator


Paul Dunphey, EDC Chair



29 ENLARGED ELEVATION

1/4"=1'-0"



27 ENLARGED ELEVATION

1/4"=1'-0"



26 FRONT ELEVATION

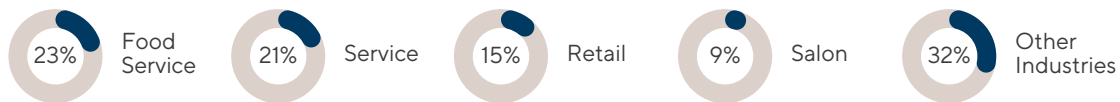
1/8"=1'-0"

Monthly Activity Report

Period: Nov 15, 2024 -Dec 12, 2024

Active Businesses 259	Property For Sale 30	Total Period Activities 363	Active Projects 12
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TOP BUSINESS INDUSTRIES



DEVELOPMENTS

Taco Bell (2000 Bayport Blvd) - Nearing Completion

Miramar Shopping Center (2000 Bayport Blvd) - Parking Lot and Lighting Upgrades in process.

The Edge at Seabrook Town Center - Phase I Permitting In Progress Plat Recording Process

Car Wash (2710 E. Nasa Pkwy) - In Permitting

Margarita Jones (1818 Nasa Pkwy) - In Construction / Renovation

COMMERCIAL VALUATIONS

(For existing structure additions or remodels)

Additions - \$428,031 (September)

YTD 2024 - \$4,060,488 (As of September)

PERIOD ACTIVITIES

Business Retention Activities

Emails -	345
Business Meetings -	3
Incentive Inquiries-	4
Check-Ins (Staff)-	3
Outreach (Board)-	6

Development Activities

Development Meetings -	2
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PERIOD ACHIEVEMENTS

- ✓ Began Design of EDC Site Listings on Website
- ✓ Began Increasing Social Postings for EDC
- ✓ Launched Holiday Elf Adventure Program

GOALS FOR NEXT PERIOD

- ☐ Conduct Business Check-Ins (Staff) ^{SP}
- ☐ Begin working on Business Appreciation Event (2025)
- ☐ Plan a Social Media Workshop with the SBDC ^{SP}
- ☐ Plan a Hotel Manager Workshop with the SBDC ^{SP}

ON THE
SCENE
IN SEABROOK

Sent

339

Open Rate

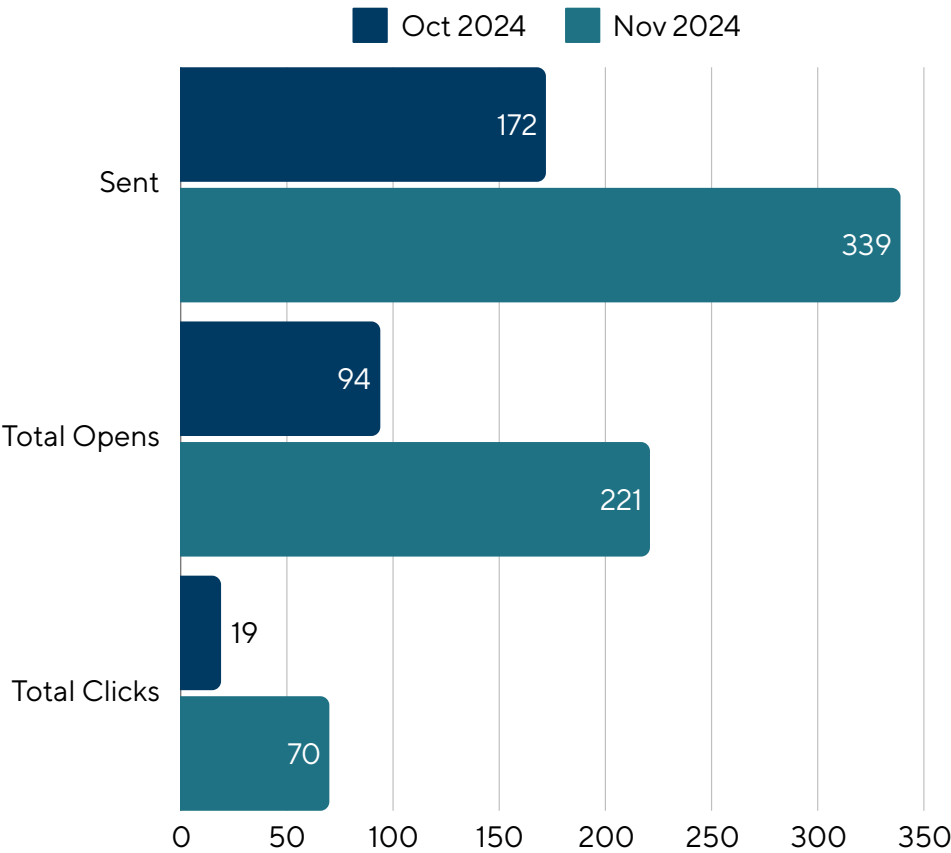
68.6%

Click Rate

21.7%

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Opens	221	Clicks	70
Sent	339	Did Not Open	101
Bounces	17	Unsubscribed	0
Successful Deliveries	322	Spam Reports	0
Desktop Open Percentage	84.4%	Mobile Open Percentage	15.6%





Items Sent to Council Report

Period: As of December 12, 2024

EDC Meeting	Description	Council Meeting	Status
4/17/2024	EDC Strategic Plan for 2024-2026	5/7/20214	Approved
7/18/2024	FY2025 EDC Proposed Budget (Special Fund)	7/23/2024 and 7/31/2024	Approved
8/8/2024	Bylaws Update for Terms	8/20/2024	Approved
9/12/2024	Incentive - Miramar Shopping Center (\$300,000)	10/1/2024	Approved



SEDC Projects Report

Period: As of November 14, 2024

INCENTIVE AGREEMENTS

Name	Status	Amount Approved	Remaining Balance
Mario's Pizza	Complete	\$109,767.48	\$0
The Edge	Active	\$397,947.48	Pending COFO
Merlion (Tax Rebate)	Active	\$40,000	\$10,695.59
Seabrook Plaza One (Margaritaville)	Active	\$2,000,000	Pending Start
Fay & Fay Properties Gas Line	Active	\$8,520	Pending Start
Miramar Shopping Center	Active	\$300,000	In Construction
MJones Seabrook Operating LLC	Active	\$200,000	In Construction

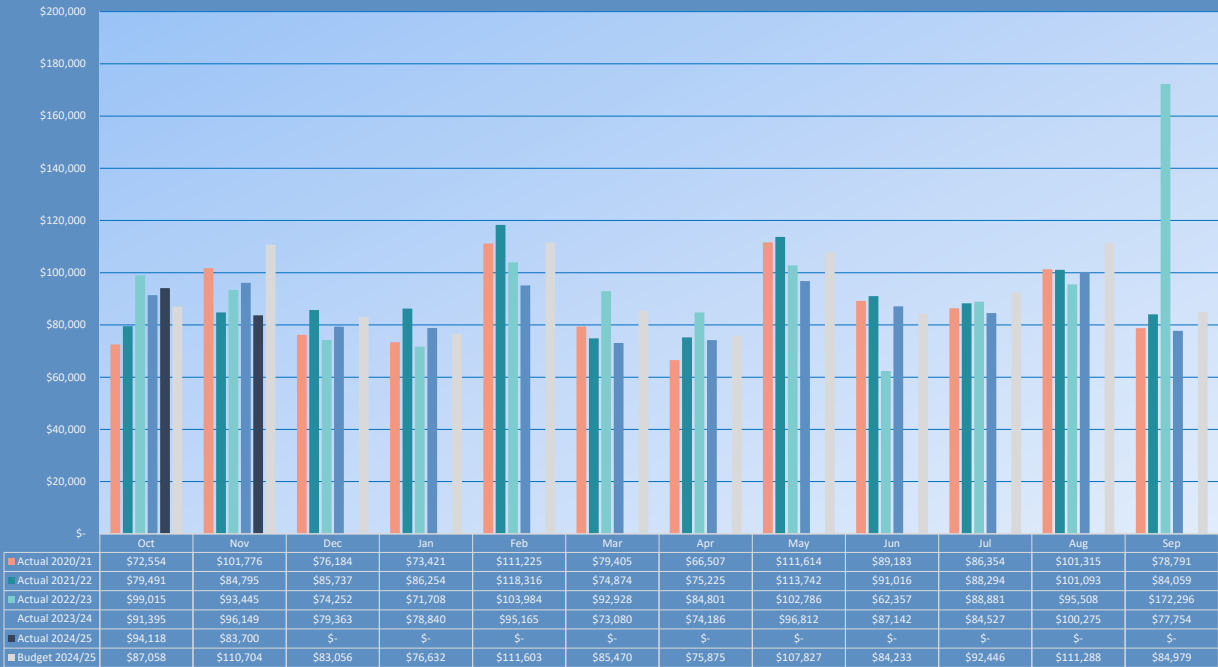
OTHER PROJECTS

Seabrook Pals (Mini-Murals)	Active	\$1,000	\$800
SH 146 Design/Improvement Project	Active	\$1,000,000	\$1,000,000
Bayside Park Design	Active	\$83,000	\$83,000

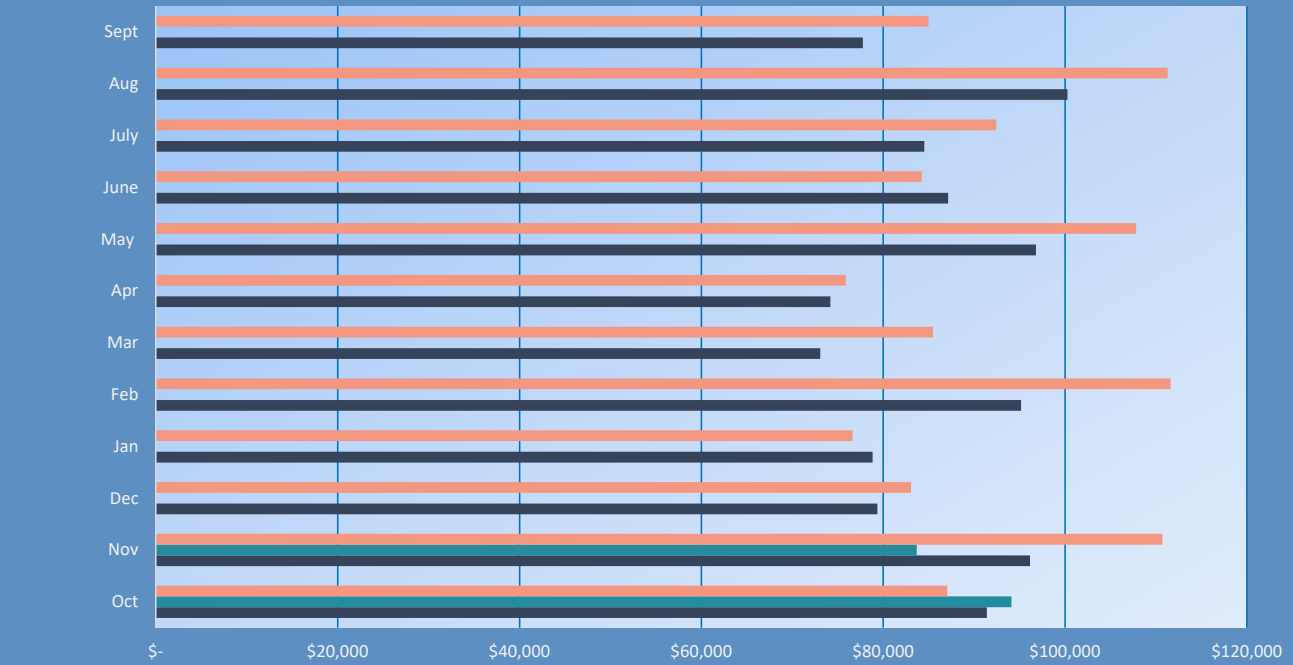
CITY OF SEABROOK
SEDC - MONTHLY REPORT
November 30, 2024

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			
1,094,501	1,111,171	(16,670)	Sales Tax	177,819	197,762	(19,943)
0	0	0	Grant Proceeds	0	0	0
194,695	186,290	8,405	Interest Income	38,101	29,695	8,405
1,199	1,200	(1)	Other Revenue	0	1	(1)
0	0	0	Loan Repayment	0	0	0
1,290,396	1,298,661	(8,265)	Total Revenues	215,919	227,458	(11,539)
			EXPENDITURES			
0	0	0	Personnel Services	0	0	0
426	500	74	Materials & Supplies	0	74	74
1,804,826	1,861,621	56,795	Services	30,321	87,116	56,795
310,690	310,690	(0)	Transfers Out	51,782	51,782	(0)
2,115,943	2,172,811	56,868	Total Expenditures	82,103	138,971	56,868
			FUND BALANCE			
4,139,771	4,139,771	0	Beginning Balance Estimate	4,139,771	4,139,771	0
(825,547)	(874,150)	48,603	Change in Fund Balance	133,817	88,487	45,330
3,314,224	3,265,621	48,603	Ending Balance	4,273,588	4,228,258	45,330

EDC Annual Sales Tax Comparison by Month



EDC Monthly Sales Tax Comparison



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Budget 2023/24	\$87,058	\$110,704	\$83,056	\$76,632	\$111,603	\$85,470	\$75,875	\$107,827	\$84,233	\$92,446	\$111,288	\$84,979
Actual 2023/24	\$94,118	\$83,700	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Actual 2022/23	\$91,395	\$96,149	\$79,363	\$78,840	\$95,165	\$73,080	\$74,186	\$96,812	\$87,142	\$84,527	\$100,275	\$77,754

■ Budget 2023/24
 ■ Actual 2023/24
 ■ Actual 2022/23

	EDC Sales Tax			Actual to Prior Year	% Actual to Prior Year	Current Year Actual to Budget	% Current Year to Budget
	2023/24	2024/25	2024/25				
	Actual	Actual	Budget				
October	91,395	94,118	87,058	2,723	2.98%	7,060	8.11%
November	96,149	83,700	110,704	(12,449)	-12.95%	(27,004)	-24.39%
December	79,363	-	83,056	-	0.00%	-	0.00%
January	78,840	-	76,632	-	0.00%	-	0.00%
February	95,165	-	111,603	-	0.00%	-	0.00%
March	73,080	-	85,470	-	0.00%	-	0.00%
April	74,186	-	75,875	-	0.00%	-	0.00%
May	96,812	-	107,827	-	0.00%	-	0.00%
June	87,142	-	84,233	-	0.00%	-	0.00%
July	87,142	-	92,446	-	0.00%	-	0.00%
August	100,275	-	111,288	-	0.00%	-	0.00%
September	77,754	-	84,979	-	0.00%	-	0.00%
Totals	187,544	177,819	197,762	(9,725)	-5.19%	(19,943)	-10.08%