



SEABROOK ECONOMIC DEVELOPMENT CORPORATION

NOTICE OF MEETING

THURSDAY, APRIL 10, 2025 - 6:00 PM

For city information visit www.seabrooktx.gov
For agendas visit www.seabrooktx.gov/agendas

NOTICE IS HEREBY GIVEN THAT THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION WILL MEET ON **THURSDAY, APRIL 10, 2025 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 by Driver and Rescue LLC (Barge295), seeking three (3) incentives: 1) Economic Development Sales Tax Rebate; 2) Small Business Development Incentive; and 3) Commercial Facade Incentive at 2613 1/2 NASA Parkway.

2.2 Presentation by "5735 Bayport Plaza LLC" seeking a Commercial Facade Incentive at 5735 SH 146 / Bayport Boulevard.

3. NEW BUSINESS

3.1 Consider and take all appropriate action on Business Development Incentive Applications filed by Driver and Rescue LLC (Barge 295), located at 2613 1/2 NASA Parkway, seeking three (3) incentives: 1) Economic Development Sales Tax Rebate \$30,000.00; 2) Small Business Development Incentive \$50,000.00; and 3) Commercial Facade Incentive \$40,000.00 in an amount not to exceed a total of \$120,000.00

3.2 Consider and take all appropriate action on Business Development Incentive Applications filed by "5735 Bayport Plaza LLC" , located at 5735 SH 146 / Bayport

Boulevard, seeking a Commercial Facade Incentive in an amount not to exceed a total of \$ 97,124.00.

3.3 Consider and take all appropriate action to increase funding for hiring a Director of Economic Development, budget line item 70-707-6250 General Fund Reimbursement, in an amount not to exceed \$60,000.00 for the remainder of FY2025.

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.

5. OPEN SESSION

5.1 The Economic Development Corporation will reconvene into open session to allow for possible action on the agenda items listed under "Executive Session".

6. ROUTINE BUSINESS

6.1 Update by Director on Strategic Plan, Incentive Inquiry or Application Status Report, and Monthly Reporting and Activities.

6.2 EDC Financial Report

6.3 Approve minutes from the March 13, 2025, regular EDC meeting.

6.4 Review and update on EDC and partnership events to include board member post-event reports, upcoming events, and participation opportunities.

6.5 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, 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, April 7, 2025, no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Kiarra Bellow,
EDC Administrative Coordinator



Barge 295 EDC Incentive Requests March 2025

Barge 295: Why We Are Important To Our Community

Publications we have been featured in:

- Chron.com 5/29/18 Dana Burke “Clear Lake former Landmark Turtle Club has new life as Barge295”
- Galvnews.com 6/19/18 Laura Elder “Bonus Buzz: Texas Oldest Floating Bar gets a makeover.”
- Texaslife.com 9/16/2020 Vicky Monroe “Seafood with a view, There’s a Floating Seafood Bar and Grill near Houston with great coastal views.”
- 365thingstodoinhouston.com 8/18/22 Brooke Viggiano “Where to Celebrate Sunday Funday in Houston: Around Clear Lake.”
- Lonestar 92.3 5/29/24 Gwen in the Morning “Ever Been to a Boat Bar? Check out this Texas Treat.”
- SecretHouston.com 4/19/24 Colby Smith “Bob Down to Texas only floating bar just outside of Houston.”

CHRON.



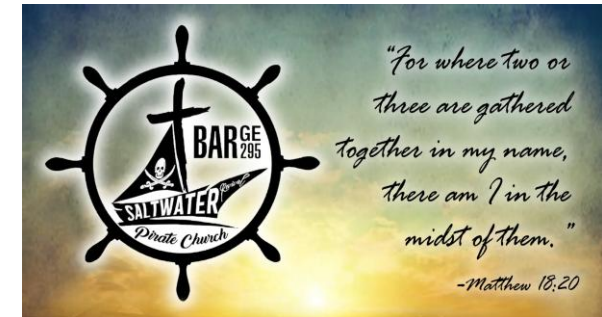
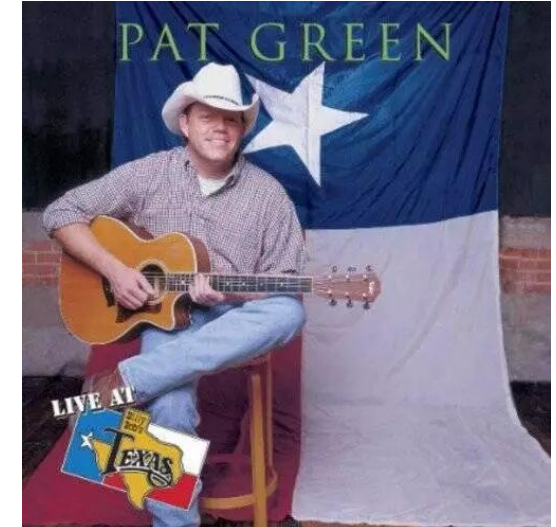
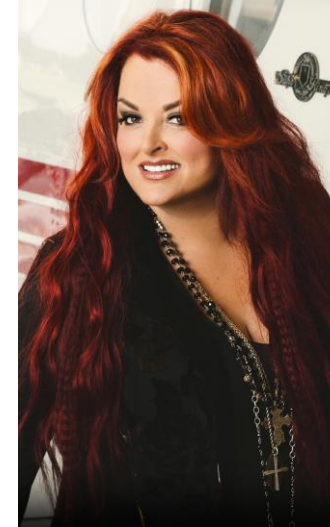
* SECRET HOUSTON



Barge 295: Our Events Draw in Visitors From Outside Seabrook

The Barge continues to demonstrate its ability to attract visitors from beyond our community through its Special Events. This influx of outside foot traffic can boost hotel occupancy, grocery sales, gas sales, and other local businesses.

- **Special Events:** Over the past several years, we have hosted 20+ national acts, including but not limited to: Wynonna Judd, Pat Green, William Clark Green, Mickey Gilley, Aaron Watson, Wayne Tups, Joe Nichols, Stoney LaRue, Scotty Alexander, Jake Bush, Big Jordan, Leo Mendoza, Bag of Donuts, and The Spazmatics.
- **Volleyball Opportunities:** We currently host a Monday league and have provided local organizations access to our facility for practices.
- Additionally, there is potential to expand by hosting sand volleyball tournaments.
- Houston's **LOVB inaugural volleyball season** begins in 2025 and will be based in **Fort Bend County**.
- Furthermore, three volleyball academies near Johnson Space Center present a unique opportunity to host events.
- **Maritime Events:** Prior to Hurricane Beryl, our docks could accommodate most pleasure craft in the **Clear Lake area**. We continue to host numerous maritime events, including the **Seabrook Saltwater Derby**.
- **Church Events:** Every Sunday 11 am we host Saltwater Revival Pirate Church



Menu Pre-Hurricane Beryl and Post Re Opening

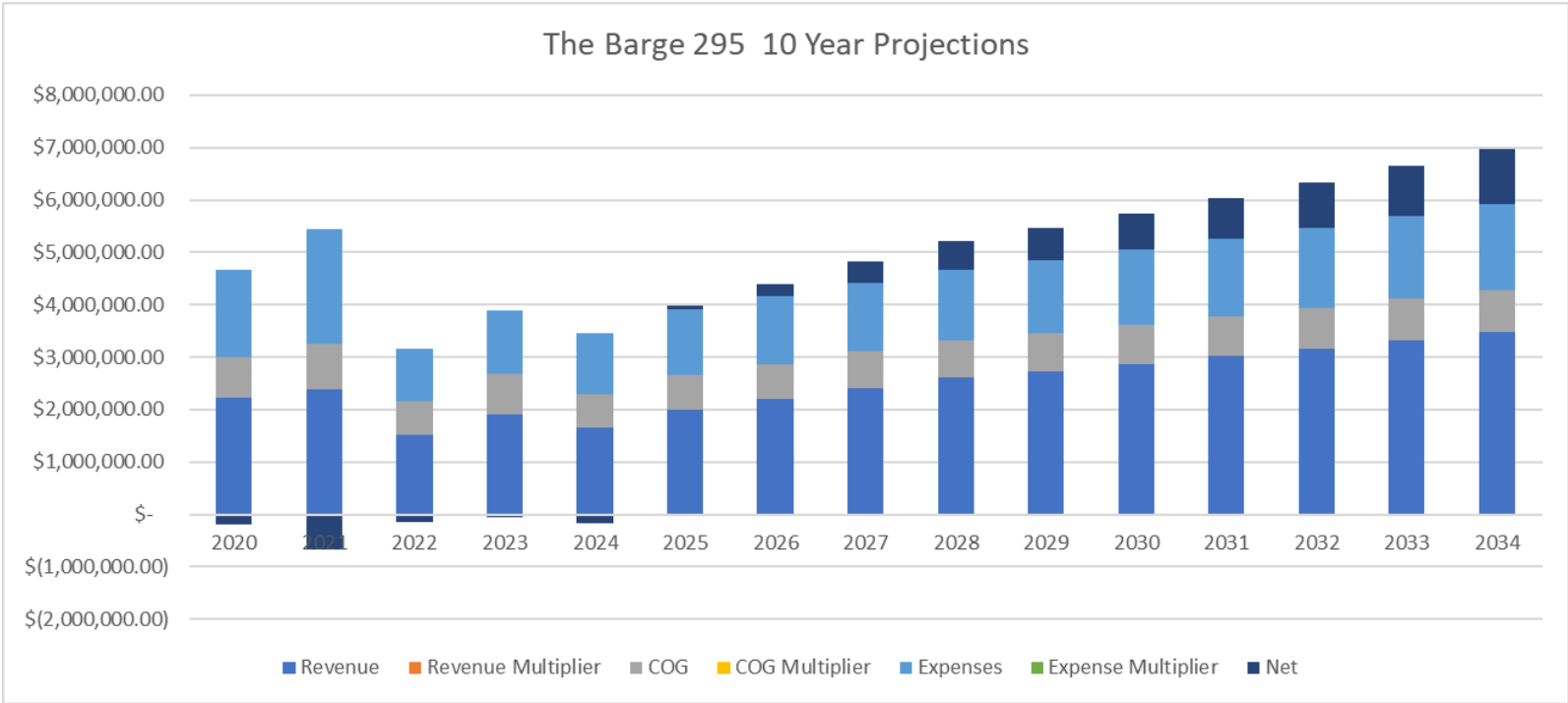


Add items after the kitchen is operational:

- Steak Night
- Pork Chop Night
- Boiled Crawfish seasonally (2 year award-winning)
- Fried Softshell Crawfish (Chefs Specialty)
- Jumbo lump crab cake
- Sautéed Crab Fingers
- Mexican Shrimp Cocktail
- Pork Skins with crawfish Queso
- Shrimp Fried Rice
- Stuffer Flounder
- Seared Tuna
- Mahi Mahi with tropical fruit pico
- Fried stuffed shrimp
- Broiled Stuffed shrimp

The Barge 295 10-Year Financial Projections Post Hurricane Rebuild

Year	Revenue	Revenue Multiplier	COG	COG Multiplier	Expenses	Expense Multiplier	Net	Notes
2020	\$ 2,233,336.00		\$ 759,202.00		\$ 1,666,716.00		\$ (192,582.00)	
2021	\$ 2,389,009.00		\$ 865,897.00		\$ 2,188,061.00		\$ (664,949.00)	Music over ticket sales
2022	\$ 1,512,287.00		\$ 644,257.00		\$ 1,010,960.00		\$ (142,930.00)	Special Events expenses
2023	\$ 1,914,219.00		\$ 756,991.00		\$ 1,210,138.00		\$ (52,910.00)	Special Events expenses
2024	\$ 1,646,276.13		\$ 644,543.46		\$ 1,171,589.04		\$ (169,856.37)	Hurricane Event- period of rebuild- No Growth
2025	\$ 1,991,994.12		\$ 670,583.02		\$ 1,242,938.81		\$ 78,472.29	Business Relaunch
2026	\$ 2,191,193.53	10%	\$ 683,994.68	2%	\$ 1,280,226.98	3%	\$ 226,971.88	Accounts for inflation/Food Costs increase/Wage Increase/Tax Increase
2027	\$ 2,410,312.88	10%	\$ 697,674.57	2%	\$ 1,318,633.79	3%	\$ 394,004.53	Accounts for inflation/Food Costs increase/Wage Increase/Tax Increase
2028	\$ 2,603,137.91	8%	\$ 711,628.06	2%	\$ 1,358,192.80	3%	\$ 533,317.05	Accounts for inflation/Food Costs increase/Wage Increase/Tax Increase
2029	\$ 2,733,294.81	5%	\$ 725,860.62	2%	\$ 1,398,938.58	3%	\$ 608,495.60	Accounts for inflation/Food Costs increase/Wage Increase/Tax Increase
2030	\$ 2,869,959.55	5%	\$ 740,377.83	2%	\$ 1,440,906.74	3%	\$ 688,674.97	Accounts for inflation/Food Costs increase/Wage Increase/Tax Increase
2031	\$ 3,013,457.53	5%	\$ 755,185.39	2%	\$ 1,484,133.94	3%	\$ 774,138.19	Accounts for inflation/Food Costs increase/Wage Increase/Tax Increase
2032	\$ 3,164,130.40	5%	\$ 770,289.10	2%	\$ 1,528,657.96	3%	\$ 865,183.34	Accounts for inflation/Food Costs increase/Wage Increase/Tax Increase
2033	\$ 3,322,336.92	5%	\$ 785,694.88	2%	\$ 1,574,517.70	3%	\$ 962,124.34	Accounts for inflation/Food Costs increase/Wage Increase/Tax Increase
2034	\$ 3,488,453.77	5%	\$ 801,408.78	2%	\$ 1,621,753.23	3%	\$ 1,065,291.76	Accounts for inflation/Food Costs increase/Wage Increase/Tax Increase
2035	\$ 3,662,876.46	5%	\$ 817,436.95	2%	\$ 1,670,405.83	3%	\$ 1,175,033.67	Accounts for inflation/Food Costs increase/Wage Increase/Tax Increase





Sales Tax Rebate Incentive

SALES TAX REBATE INCENTIVE

The Sales Tax Rebate Incentive under the Seabrook Economic Development Corporation (SEDC) Business Incentive Program helps businesses reduce operational costs by reimbursing a portion of their SEDC sales tax payments. If you're expanding or creating new jobs, this incentive is designed to give you the financial flexibility to grow.

WHY CHOOSE THE SALES TAX REBATE?

- Long-Term Savings: Receive sales tax reimbursements for up to 10 years.
- Job Creation: Encourages the creation of FTE jobs in Seabrook.
- Reinvest in Your Business: Use the savings to fuel your growth and operational needs.

ELIGIBLE BUSINESSES

- New or expanding businesses creating at least 3 full-time equivalent (FTE) jobs.
- Retailers, service providers, restaurants, and other commercial businesses.

REQUIRED INFORMATION

- Sales tax records (24 months of payments to the Texas Comptroller) or projected sales tax revenue (for new businesses).
- Proof of projected job creation (at least 3 full-time equivalent positions).
- Financial projections for the next 10 years.
- Sales forecasts and operational plans.
- Property owner consent if the applicant is not the property owner.

PAST INCENTIVES

- Merlion Thai Restaurant
 - 10 years or \$40,000 reimbursement of Sales Tax (EDC)
- Mario's Pizza & Pasta
 - 5 years or \$50,000 reimbursement of Sales Tax (EDC)

ADDITIONAL INFORMATION

Sales tax reimbursements apply only to the portion of sales tax paid to the SEDC and do not include the overall sales tax rate. Applicants will be asked to provide 24 months of sales tax documentation or, for new businesses, a detailed sales tax projection.

See Business Plan Sections:

- #3 Market Analysis
- #5 Marketing and Sales Strategy
- #6 Operations Plan
- #10 Growth and Expansion Plan



Commercial Façade Improvement Incentive

Commercial Facade Improvement Incentive Requirements

COMMERCIAL FACADE IMPROVEMENT INCENTIVE

The Facade Improvement Incentive offers local businesses the opportunity to upgrade and enhance their building exteriors. This incentive is designed to support businesses that want to make lasting improvements that reflect the beauty and charm of Seabrook.

WHY CHOOSE THE COMMERCIAL FACADE IMPROVEMENT INCENTIVE?

- **Attract More Customers:** A refreshed facade invites more foot traffic and increases visibility for your business.
- **Increase Property Value:** High-quality improvements enhance the value of your property and the surrounding area.
- **Contribute to Community Aesthetics:** By improving your business's appearance, you contribute to the overall appeal and pride of Seabrook's business districts.

ELIGIBLE IMPROVEMENTS

- Brick and masonry repair
- Awning replacement
- Signage removal or replacement
- Window replacement or restoration
- Cornice restoration
- Removal of non-historical alterations
- Additional approved aesthetic enhancements

REQUIRED INFORMATION

- Description of planned exterior improvements (e.g., brick repair, window replacement).
- Cost estimates for the improvements.
- Photos or renderings of the proposed changes.
- Timeline for project completion.
- Business ownership details and proof of property ownership or lease.
- Property owner consent if the applicant is not the property owner.

ADDITIONAL INFORMATION

All applicants must ensure that construction does not begin before the application is submitted and approved by the Seabrook EDC. If the applicant is not the property owner, the property owner must be involved in the application process and provide written consent for any proposed improvements.

MAXIMUM INCENTIVE: \$40,000

- The Barge was severely damaged during Hurricane Beryl, rendering our interior restaurant unusable since early July 2024.
- We are seeking assistance to replace our doors and windows with storm-compliant materials. This upgrade will not only restore functionality but also enhance the protection of our interior assets against future storms.
- **Total Cost: \$47,859**

Commercial Facade Improvement Incentive: Window and Door Quotes



Sunshine Glass L.L.C
Houston TX 77041

Estimate

Date	Estimate #
2/3/2025	9937

Name / Address
Barge 295 Kenny Shamblin 2613 1/2 Nasa Rd. Seabrook TX

Ship To
Barge 295 Kenny Shamblin 2613 1/2 Nasa Rd. Seabrook, TX

		Terms	Project	
		Due on receipt	Storefront Impact Do...	
Item	Description	Qty	Unit Cost	Total
Glass & Aluminu...	Stoma FG-5750 IMPACT RESISTANT STOREFRONT SYSTEM in Clear Anodized Finish for 1/516th Glazing. Qty 1 - 96" X 86" - 3070 Single Door & 60" Side Lite. Qty 1 - 6070 Double Door Impact Resistant Storefront Doors Qty 1 - 3070 Medium Stile Impact Resistant Single Door With Impact Resistant Standard Hardware. Qty 1 - 6070 Medium Stile Impact Resistant Double Door With Impact Resistant Standard Hardware. Door Hardware - Hinges - OBE STD Continuous Hinges - Push & Pulls - OBE STD - Door Closer - LCN 1250 - 3 Point Locking - Threshold - OBE STD - Door Sweep - OBE STD		8,903.77	8,903.77T
Insulated Glass	1 5/16th Overall, Impact Resistant insulated Glass.		1,963.08	1,963.08T
Labor	Labor installation and assembly.		1,584.00	1,584.00
		Subtotal	\$12,450.85	
		Sales Tax (8.25%)	\$896.52	
		Total	\$13,347.37	

SIGNATURE

Phone #	Fax #	E-mail	Web Site
2814634222	2814637897	moiz@sunshineglassinc.com	http://www.sunshineglassinc.com

B&S Glass Inc
9102 Sweetbrush
Houston TX 77064
281-546-0196

INVOICE # 111
Date: 02/01/2025

To:
Driver Rescue/Barge295

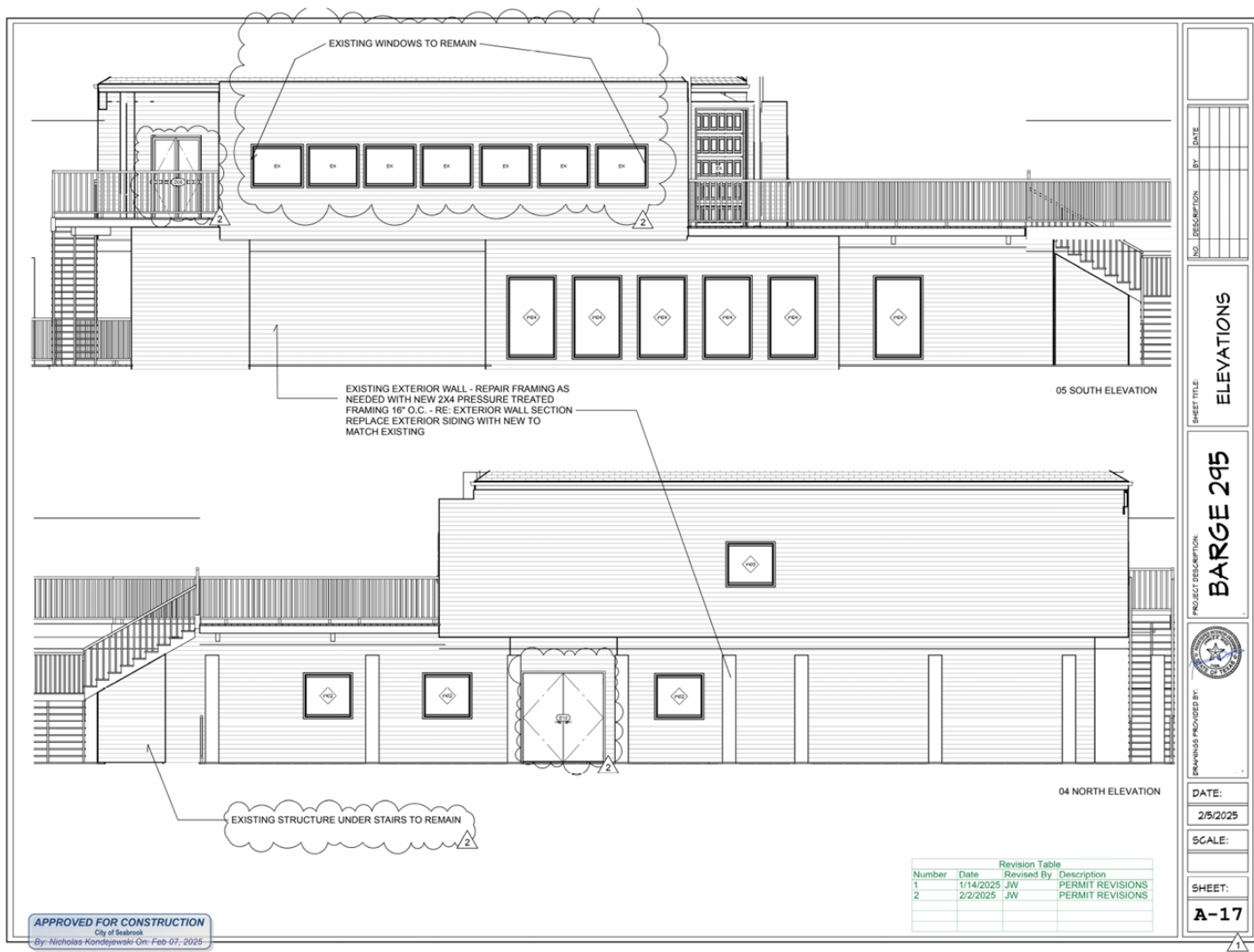
Expiration Date: 07/01/2025

2613 1/2 NASA PKWY
Seabrook TX 77586

Salesperson	Job	Payment terms	Due date
Mike Boggs	Sales rep	Due on receipt	TBD

Qty	Description	Unit price	Line total
4	42x40	0	0
6	42in x 72in block size		
	Manufactured by US Aluminum 2 1/2 inch by 5 inch thermally broken clear anodized w 1 5/16 insulated storm glass furnish and installed		
Subtotal			31,882.00
Sales Tax			2630.26
Total			\$34,512.26

Commercial Facade Improvement Incentive



- Blueprints will be supplied in a separate PDF file
- Choose Materials (Windows/Doors):
1/20/25 **Complete**
- Get Permits: 2/7/25 **Complete**
- Install Start:
 - Windows 3/4/25
 - Doors 4/7/25
- Payment:
 - Doors are COD after install
 - Windows: 3/21/25



Small Business Development Incentive

Small Business Development Incentive

SMALL BUSINESS DEVELOPMENT INCENTIVE

The Small Business Development Incentive provides financial assistance to help small businesses expand, create jobs, and contribute to Seabrook's economic vitality. If you're a small business with fewer than 5 employees **or annual sales under \$2 million**, this program is tailored for you!

WHY CHOOSE THE SMALL BUSINESS DEVELOPMENT INCENTIVE?

- No Maximum Limit: Receive significant funding based on your project's scope.
- Boost Foot Traffic: Modernize your retail space to attract new customers.
- Contribute to Seabrook's Growth: Help make Seabrook a regional hub for retail by revitalizing key commercial areas.

ELIGIBLE IMPROVEMENTS

- Expanding operations or services.
- Hiring additional full-time employees.
- Construction or renovation to enhance business capacity.

REQUIRED INFORMATION

- Business plan or growth plan (incl. projected sales & employee growth).
- Projected use of funds for business expansion (hiring, services, or construction).
- Financial statements (balance sheet, income statement, etc.).
- Completed application form with detailed project description.
- If the applicant is not the property owner, written consent from the property owner must be included.

PAST INCENTIVES

- Mario's Pizza & Pasta
 - Reimbursement of fees associated with building permit, grease trap, dumpster, and facade improvement: \$59,767
- Seabrook Cheese Company
 - Reimbursement of project fees associated with parking improvements: \$8,000

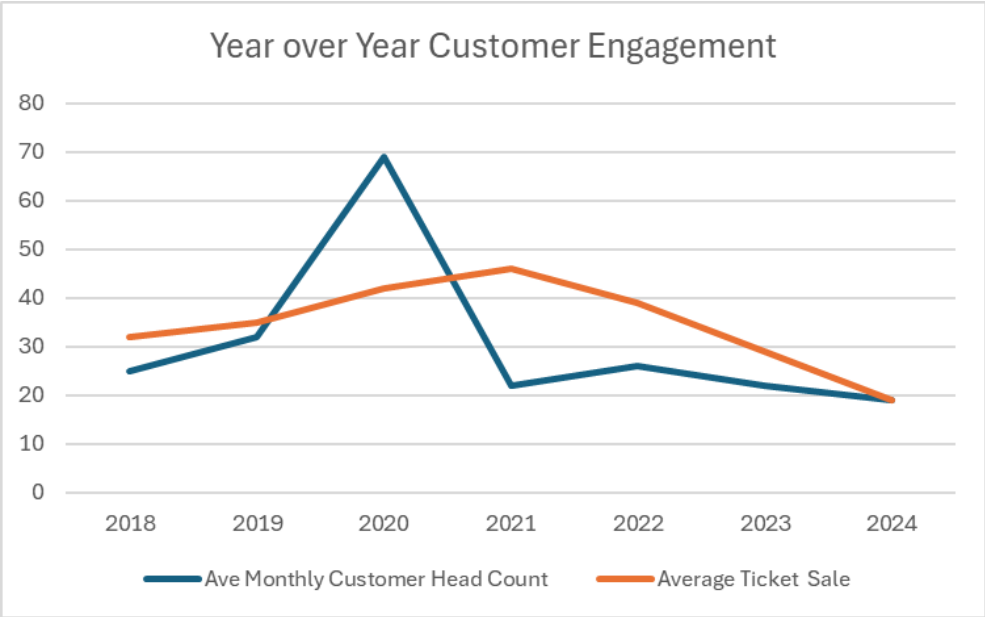
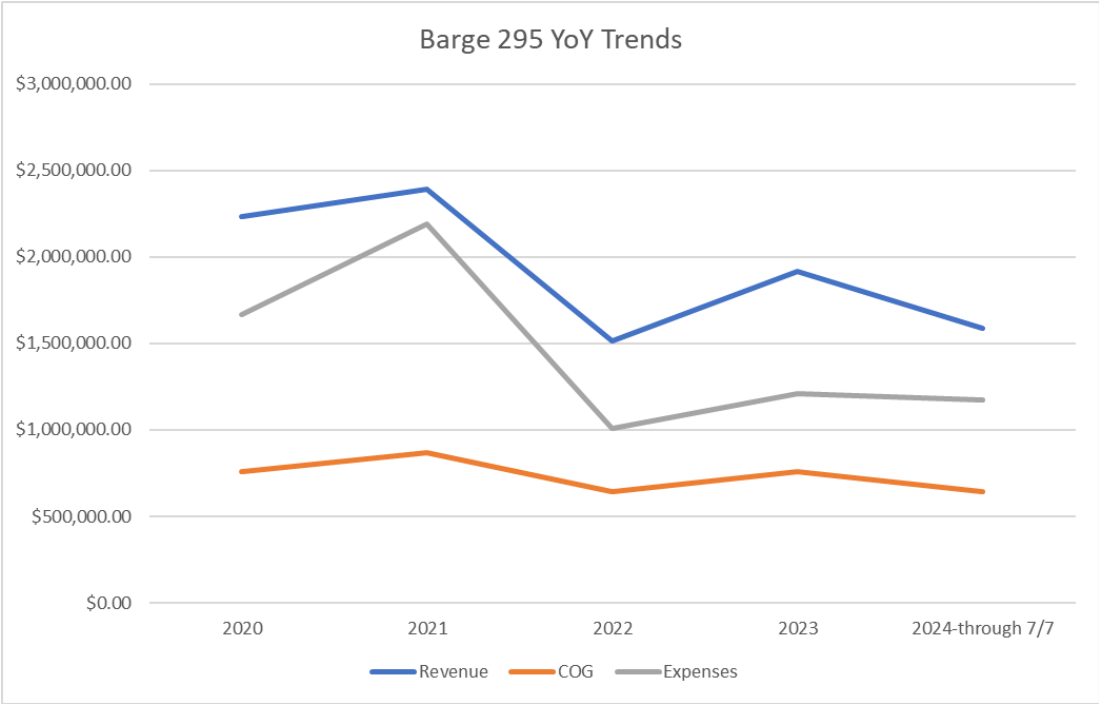
ADDITIONAL INFORMATION

All applicants must ensure that construction does not begin before the application is submitted and approved by the Seabrook EDC. If the applicant is not the property owner, the property owner must be involved in the application process and provide written consent for any proposed improvements.

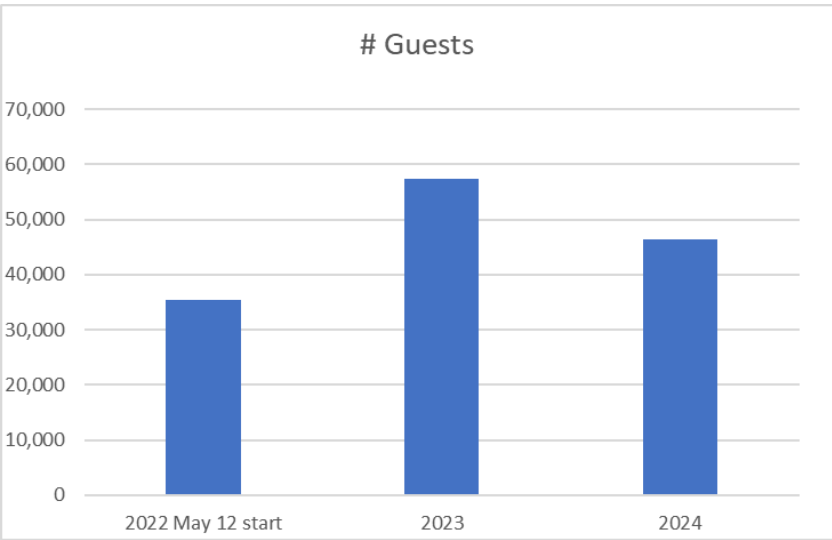
MAXIMUM INCENTIVE: \$50,000

- See Business Plan PDF “ Barge 295 Business Plan 2025”
- See Slide 8: Equipment Request
- See Section 6 of Business Plan “Operations Plan”

Small Business Development Incentive: Historical Business Performance



- It is important to note that in 2020 and 2021, Ticket Sales were “pass-through” and should not have been included in the revenue. This accounting error has been corrected.
- Year End Financials have been supplied in separate documents for 2023 and 2024



Small Business Development Incentive

Location	Pre Beryl-Occupancy	Post Beryl Occupancy
Inside	160	245
Outside	125	TBD

Pre Beryl	Post Beryl	Cost	Total Cost Requested
7- Bathroom Stalls	8 Bathroom Stalls with Partitions		\$5,232
HVAC	HVAC		\$29,989
2 Deep Fryers	3 Deep Fryers	\$989 Each	\$2,940
1 Chargrill	2 Char broilers (ATSB -36)	\$1,610 Each	\$3, 300 (Paid)
4 Burner Stove	Imperial IR4G36 4 Burner with 36 Griddle Combo		\$2,599 (Paid)
8 Ft Vent Hood	14 Ft Vent hood	* \$6,000	\$24,600
6x8 Walk in Cooler	8x8 walk in cooler		\$5,370 (Paid)
	8964 2 Burner Gas Stock Pot		\$699.00 (Paid)
	Tilt Skillet		\$21,000
	HVAC Duct Work		\$6,000
		Total Required	\$101,759
• The Hurricane rebuild will expand the kitchen capacity to align with the increased expected customer count • “Capacity” and “Customer Traffic” as measured by “Average Customer Count Per Month.” This metric will be used moving forward to ensure that business goals are being realized • All equipment was destroyed during the hurricane and must be replaced • Vent Hood: See Quote- includes equipment, installation, air duct work, and permitting • Tilt Skillet: The Amount requested is if purchased new. We are exploring options for acquiring a used one in good condition			

Small Business Development Incentive: Quote on Large Ticket Items

Ventilation Plus
2003 Winding Hollow Dr
Katy, TX 77450

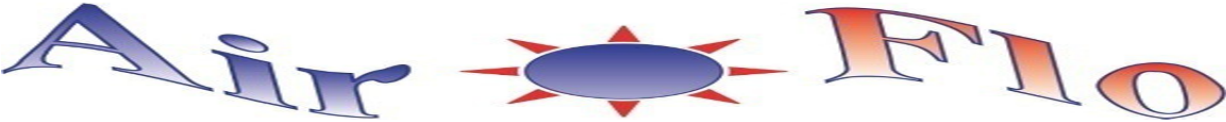
Brian Mueller 281-414-7440

Invoice

DATE	INVOICE #
12/17/2024	9519

BILL TO	SHIP TO
BARGE 295	SEABROOK TX

		DUE DATE	P.O. NUMBER	
		12/16/2024		
ITEM	DESCRIPTION	QTY	RATE	AMOUNT
	1-14 FT LOW CEILING TYPE 1 HOOD	1	6,000.00	6,000.00
	1-BUILD/INSTALL EXHAUST AND MAKE UP AIR DUCT WORK	1	9,000.00	9,000.00
	14 FEET STAINLESS STEEL BACK SPLASH	1	1,200.00	1,200.00
	1-DU180 EXHAUST FAN	1	1,600.00	1,600.00
	1-SIDE DISCHARGED FILTERED INTAKE SUPPLY FAN	1	1,600.00	1,600.00
	1-AUTOMATIC FIRE SYSTEM WITH GAS VALVE AND PERMIT	1	4,800.00	4,800.00
	1-PERMIT/INSPECTION	1	400.00	400.00
	-----DEDUCT 6000 ON HOOD AND 1600 IF WE USE YOUR HOOD AND FAN			0.00
		Subtotal		24,600.00
		0% Tax		0.00
		Total		24,600.00
		Balance Due		24,600.00



HEATING & AIR CONDITIONING

PHONE **281-993-5000**

381 COLUMBIA MEMORIAL PARKWAY #104, KEMAH, TX 77565

REVISED PROPOSAL

"Your Neighborhood Service Company"

State Licensed & Insured TACL21038C

JOB LOCATION: **BARGE 295**
ADDRESS: **2613 NASA RD**
CITY: **SEABROOK** ST TX ZIP **77586**
PHONE: **610-842-2961**

PROPOSAL DATE: **OCTOBER 25, 2024**

DESCRIPTION OF SERVICES: **5 YEAR COMPRESSOR; 1 YEAR PART & 1 YEAR LABOR.**

INSTALL (3) CARRIER 5 TON 410A 230 VOLT 3 PHASE A/C & HEATING SYSTEMS FOR UPSTAIRS AND DOWNSTAIRS AREA. TO INCLUDE (3) 5 TON 410A CONDENSERS; (2) 5 TON HIGH EFFECIENCY UP FLOW EVAPORATOR COILS & (1) 5 TON HIGH EFFECIENCY HORIZONTAL BOX EVAPORATOR COILS (3) 5 TON 100,000 BTU GAS FURNACES; ALL VENTING MATERIAL AND VENT PIPE; HANGING MATERIAL INCLUDING UNI STRUTS FOR FURNACES ; (3) DRAIN PANS; (3) FLOAT SWITCHES; (3) SUPPLY PLENUMS; LINE SETS; CONDENSATE LINES; (3) T-STATS; WELDING; EVACUATION OF SYSTEMS; ALL MATERIAL AND LABOR.

CUSTOMER TO PROVIDE ALL METAL DUCTING FOR DOWN STAIRS.
CUSTOMER TO PAY FOR PERMIT

TOTAL AMT DUE: \$29,989.74

50% UPON SIGING OF CONTRACT **\$14,994.87**
BALANCE UPON COMPLETION OF SERVICES **\$14,994.87**

NOTE:ALLOW TIME TO ORDER EQUIPMENT.

THIS PROPOSAL IF NOT ACCEPTED WITHIN 30 DAYS MAY BE WITHDRAWN.

Acceptance _____ Date _____

Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711. 1-800-803-9202, 512-463-6599 www.license.state.tx.us

Small Business Development Incentive: Quote on Large Ticket Items

BC PARTITIONS CORPORATION

8206 FAIRBANKS N. HOUSTON RD.
HOUSTON, TX 77064

Date	Estimate No.
12/18/2024	BID-24-9127

Name/Address

DEAR CUSTOMER

Important Note:

Adds will not be processed
without a change order.

Due to frequent supply chain and logistics changes, lead-time can only be determined after placing order with the respective supplier.

Rep	Project
	BARGE 295

Description	Total
9. Upon signing our estimate, you are accepting our terms and conditions stated-NO EXCEPTIONS. 10. After hour labor will require an up-charge. 11. Any bolt holes, wood blocking, cut-outs or steel required for ceiling anchorage of partitions and/or accessories and extinguisher cabinets will be the responsibility of the GC. 12. Back charges must be submitted in writing, via e-mail within ten (10) business days of invoice date. 13. Manufacturer restocking fee, processing fee + freight will be assessed for all returned material. 14. An additional 3% will be added to ALL credit card transactions. 15. Closeout / Warranty Documents are provided FREE of CHARGE. 16. Not responsible for broken tile due to not fully bedded tile. 17. Ceiling hung partition systems should be 4" max above the ceiling grid, for stability purposes. Any higher, will cause movement and the doors will not close properly. 18. Unless clearly noted, this estimate does NOT include Demo of existing material. 19. If material for this project is to be ordered and installed in phases, there will be additional charges, if phases are not provided at the time of bid. 20. Stated delivery becomes effective only after approved submittals are returned to B.C. Partitions and all required field measurements are completed. 21. Material deposit required for all new customers & end users before any material can be ordered. Remaining balance will be due at time of installation. 22. B.C. Partitions Corp. is paperless. Original documents will not be accepted and no originals will be mailed. 23. Warranty will be sent when retainage is billed. 24. Adds will not be processed without a change order. Approved & Signed by: _____	0.00T
Print Name: _____	
Date: _____	
B.C. Partitions Corp. is paperless. Original documents will not be mailed. All correspondence will be electronic.	Total

BC PARTITIONS CORPORATION

8206 FAIRBANKS N. HOUSTON RD.
HOUSTON, TX 77064

Date	Estimate No.
12/18/2024	BID-24-9127

Name/Address

DEAR CUSTOMER

Important Note:

Adds will not be processed
without a change order.

Due to frequent supply chain and logistics changes, lead-time can only be determined after placing order with the respective supplier.

Rep	Project
	BARGE 295

Description	Total
Sincerely,	0.00
Rod Salman On Behalf of BC Partitions Sales Tax	398.81
B.C. Partitions Corp. is paperless. Original documents will not be mailed. All correspondence will be electronic.	Total

See
Drawings

Small Business Development Incentive: Quote on Large Ticket Items

1319 N. Gordon Street
Alvin, TX 77511
281-808-3862
apexrestaurantssupply@yahoo.com
www.apexrestaurantssupply.com



INVOICE

BILL TO

Barge 295
Barge 295
832-215-1910
77586

SHIP TO

Barge 295
Barge 295
77586

INVOICE # 6312

DATE 02/26/2025

SKU	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
8964	8964 Equipchef Commercial 2-Burner Gas Stock Pot Range, #8964	8964 Equipchef Commercial 2-Burner Gas Stock Pot Range, #8964	1	699.00	699.00T
9043-C	HEAVY DUTY Metro Dunnage Rack for Walk-in Cooler, 48"L x 24"D x 15"H, #9043-C	HEAVY DUTY Metro Dunnage Rack for Walk-in Cooler, 48"L x 24"D x 15"H, #9043-C	1	69.00	69.00T
9451c	Metro Shelving Unit, 49"W x 18"D x 75"H, Adjustable Shelves (5), STURDY! #9451c	Metro Shelving Unit, 49"W x 18"D x 75"H, Adjustable Shelves (5), STURDY! #9451c	1	149.00	149.00T
9043	HEAVY DUTY Metro Shelving Unit for walk-in coolers, 48"W x 24"D x 86"H, #9043	HEAVY DUTY Metro Shelving Unit for walk-in coolers, 48"W x 24"D x 86"H, #9043	5	229.00	1,145.00T
9043-	HEAVY DUTY	HEAVY DUTY Metro Shelving Unit for Walk-in	1	229.00	229.00T

We Thank You For Your Business, And Look Forward To Helping You In the Future!

RETURNED ITEMS within 30 days of the original purchase date will be charged a 25% restocking fee, PLUS 10% cleaning fee if necessary.

RETURNED ITEMS after 30 days may be bought back upon inspection, for 50% of the original purchase price. No guarantee a buy back will occur.

SKU	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
D	Metro Shelving Unit for Walk-in Cooler, 42"W x 24"D x 86"H, #9043-D	Cooler, 42"W x 24"D x 86"H, #9043-D			
8186	Imperial IR-4-G36, 4-Burner + 36" Griddle Combo, Natural Gas, #8186	Imperial IR-4-G36, 4-Burner + 36" Griddle Combo, Natural Gas, #8186	1	2,599.00	2,599.00T
ATSB-36	Atosa ATSB-36 Salamander Broiler	ATSB-36 Salamander Broiler	2	1,610.00	3,220.00T
APEX Office: 281-245-6489					
SUBTOTAL					8,110.00
TAX					669.08
TOTAL					8,779.08
PAYMENT					8,779.08
BALANCE DUE					\$0.00

KITCHENALL

3686 Miller Park Dr
Garland, TX 75042
Phone: 947-525-2066

QUOTE FOR
Mike Robinson
Barge295
2613 1/2 Nasa Pkwy
Seabrook, TX 77586
Phone: 832-215-1910

COMMENTS OR SPECIAL INSTRUCTIONS:
Due upon receipt

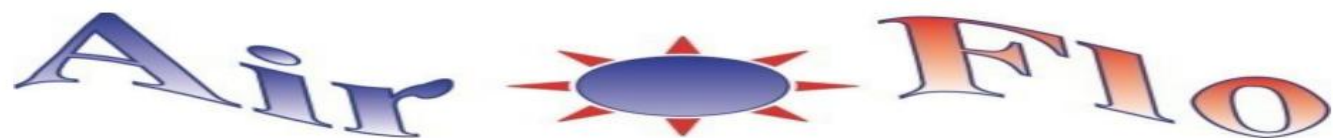
INVOICE # 2768
DATE: 02/01/2025

SHIP TO:
Driver Rescue
Barge295
2613 1/2 Nasa Pkwy
Seabrook, TX 77586
Phone: 832-215-1910

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	8x8 walk in cooler box	\$3811.00	\$3811.00
1	With floor	\$413.00	\$413.00
1	Right Hinge	\$280.00	\$280.00
Subtotal			\$4504.00
Sales tax			\$371.58
Shipping and handling			\$495.00
TOTAL DUE			\$5370.58

Page 22 of 57

Small Business Development Incentive: Quote on Large Ticket Items



HEATING & AIR CONDITIONING **PHONE 281-993-5000**
381 COLUMBIA MEMORIAL PARKWAY #104, KEMAH, TX 77565 **PROPOSAL**
"Your Neighborhood Service Company" State Licensed & Insured TACLB21038C

BILL TO:	DRIVER RESCUE CLUB LLC	SHIP TO:	DRIVER RESCUE CLUB LLC	DATE: MARCH 27, 2025
JOB:	THE BARGE 295	JOB:	THE BARGE 295	
ADDRESS	2613 ½ E NASA PKWY	ADDRESS:	2613 ½ E NASA PKWY	
CITY	SEABROOK ST TX ZIP 77586	CITY:	SEABROOK, ST TX ZIP 77586	
PHONE	832-215-1910	PHONE:	832-215-1910	

DESCRIPTION OF SERVICES: 5 YEAR COMPRESSOR; 1 YEAR PART & 1 YEAR LABOR.
INSTALL NEW METAL DUCTING FOR THE DOWN STAIRS AREA.
TO INCLUDE: ALL NEW METAL DUCTING; GRILLS/REGISTERS; ALL FITTINGS; MATERIAL AND LABOR.

TOTAL AMT DUE:	\$5,600.00
-----------------------	-------------------

ALLOW TIME TO ORDER DUCTING MATERIAL 3 TO 4 BUSINESS DAYS.

THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 Days

Acceptance _____ Date _____

New Requirement
not installed as of
4/2/25



Agenda Briefing

Date of Meeting: April 10, 2025

Responsible Department: Economic Development

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action on Business Development Incentive Applications filed by Driver and Rescue LLC (Barge 295), located at 2613 1/2 NASA Parkway, seeking three (3) incentives: 1) Economic Development Sales Tax Rebate \$30,000.00; 2) Small Business Development Incentive \$50,000.00; and 3) Commercial Facade Incentive \$40,000.00 in an amount not to exceed a total of \$120,000.00

Executive Summary / Background:

Driver and Rescue LLC, operating as Barge 295 and located at 2613 1/2 NASA Parkway, has submitted a Business Development Incentive Application requesting financial support from the Seabrook Economic Development Corporation (SEDC). The applicant seeks three incentives totaling up to \$120,000:

1. **Economic Development Sales Tax Rebate – \$30,000**
2. **Small Business Development Incentive – \$50,000**
3. **Commercial Façade Incentive – \$40,000**

Barge 295 is a waterfront restaurant and bar that contributes to Seabrook's economy by creating jobs, attracting tourism, and generating sales tax revenue. The requested incentives align with Seabrook's Economic Development Incentives Policy as it relates to retention and growth with the business plan for rebuilding after the storm damage sustained by the Barge in July 2024 by Hurricane Beryl.

This application supports the policy's core objectives by:

- **Driving Economic Growth:** The business generates significant food and alcohol sales, contributing to Seabrook's tax base.
- **Creating Employment Opportunities:** The reconstruction project will retain existing jobs and create new full-time and part-time positions.
- **Enhancing Commercial Appeal:** The Commercial Façade Incentive will improve the property's visual and structural integrity, aligning with Seabrook's goals for revitalization and increased commercial property values.
- **Fostering Business Sustainability:** The Small Business Development Incentive encourages long-term economic stability and business retention.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Application for Review_Driver and Rescue-Sales Tax Rebate_Redacted
2. Application for Review_Driver and Rescue-Small Business Development_Redacted
3. Application for Review_Driver and Rescue-Commercial Facade Improvement_Redacted

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



Seabrook Economic Development Corporation Incentive Application Review Packet

Applicant: Driver and Rescue Club AKA Barge 295

Application Type: Sales Tax Rebate

Review Date: 4/10/2025

Updated: 4/7/2025 9:43 AM

STATUS: In Review

INCENTIVE APPLICATION

BUSINESS INFORMATION

Applicant First Name	Patrick
Applicant Last Name	Robinson
This application is being completed for which of the following?	Existing Seabrook Business
Business Name:	Driver and Rescue Club LLC AKA Barge 295
Business Type	LLC
Email Address:	[REDACTED]
Phone:	[REDACTED]
Website:	Field not completed.
Social Media:	Field not completed.
Are there any additional business partners?	Yes
Business Partner(s) Name and Contact Information:	[REDACTED]
Name and Contact Information for Financial Lender(s):	SBA
Has this business/firm received business incentives from other government entities in the past?	No

Driver and Rescue Club AKA Barge 295

Meeting Date: 4/10/2025



Seabrook Economic Development Corporation Incentive Application Review Packet

CURRENT BUSINESS ADDRESS

Street Address	2613 1/2
City	Seabrook
State	Texas
Zip	77586

NEW SEABROOK BUSINESS ADDRESS (if applicable)

Street Address	104 Shirleen Dr
City	Seabrook
State	Texas
Zip	77586
Approximate Opening Date:	<i>Field not completed.</i>
Site Will Be:	Owned
Current Full Time Employees:	5
Current Part Time Employees:	9
Is this application for an expansion or relocation of an existing Seabrook business?	Yes
Expansion or Relocation?	Expansion
Will expansion be at the current site?	Yes
Address of the Expansion/Relocation Site (if applicable):	<i>Field not completed.</i>
Full Time Employees After Expansion/Relocation:	14
Part Time Employees After Expansion/Relocation:	15



Seabrook Economic Development Corporation
Incentive Application Review Packet

INCENTIVE REQUEST INFORMATION

Which incentive program are you applying for?

Sales Tax Rebate

Total Value of Project:

Field not completed.

Total Incentive Requested:

\$50,000.00



Seabrook Economic Development Corporation Incentive Application Review Packet

Applicant: Driver and Rescue Club AKA Barge 295
Application Type: Small Business Development
Review Date: 4/10/2025

Updated: 4/7/2025 9:41 AM

STATUS: In Review

INCENTIVE APPLICATION

BUSINESS INFORMATION

Applicant First Name	Patrick
Applicant Last Name	Robinson
This application is being completed for which of the following?	Existing Seabrook Business
Business Name:	Driver and Rescue Club LLC AKA Barge 295
Business Type	LLC
Email Address:	[REDACTED]
Phone:	[REDACTED]
Website:	Field not completed.
Social Media:	Field not completed.
Are there any additional business partners?	Yes
Business Partner(s) Name and Contact Information:	[REDACTED]
Name and Contact Information for Financial Lender(s):	SBA
Has this business/firm received business incentives from other government entities in the past?	No



Seabrook Economic Development Corporation Incentive Application Review Packet

CURRENT BUSINESS ADDRESS

Street Address	2613 1/2
City	Seabrook
State	Texas
Zip	77586

NEW SEABROOK BUSINESS ADDRESS (if applicable)

Street Address	104 Shirleen Dr
City	Seabrook
State	Texas
Zip	77586
Approximate Opening Date:	<i>Field not completed.</i>
Site Will Be:	Owned
Current Full Time Employees:	5
Current Part Time Employees:	9
Is this application for an expansion or relocation of an existing Seabrook business?	Yes
Expansion or Relocation?	Expansion
Will expansion be at the current site?	Yes
Address of the Expansion/Relocation Site (if applicable):	<i>Field not completed.</i>
Full Time Employees After Expansion/Relocation:	14
Part Time Employees After Expansion/Relocation:	15



Seabrook Economic Development Corporation Incentive Application Review Packet

INCENTIVE REQUEST INFORMATION

Which incentive program are you applying for?	Small Business Development
Total Value of Project:	\$97,759.00
Total Incentive Requested:	\$50,000.00



Seabrook Economic Development Corporation Incentive Application Review Packet

Applicant: Driver and Rescue Club AKA Barge 295
Application Type: Commercial Facade Improvement
Review Date: 4/10/2025

Updated: 4/7/2025 9:40 AM

STATUS: In Review

INCENTIVE APPLICATION

BUSINESS INFORMATION

Applicant First Name	Patrick
Applicant Last Name	Robinson
This application is being completed for which of the following?	Existing Seabrook Business
Business Name:	Driver and Rescue Club LLC AKA Barge 295
Business Type	LLC
Email Address:	[REDACTED]
Phone:	[REDACTED]
Website:	Field not completed.
Social Media:	Field not completed.
Are there any additional business partners?	Yes
Business Partner(s) Name and Contact Information:	[REDACTED]
Name and Contact Information for Financial Lender(s):	SBA
Has this business/firm received business incentives from other government entities in the past?	No



Seabrook Economic Development Corporation Incentive Application Review Packet

CURRENT BUSINESS ADDRESS

Street Address	2613 1/2
City	Seabrook
State	Texas
Zip	77586

NEW SEABROOK BUSINESS ADDRESS (if applicable)

Street Address	104 Shirleen Dr
City	Seabrook
State	Texas
Zip	77586

Approximate Opening Date:	<i>Field not completed.</i>
---------------------------	-----------------------------

Site Will Be:	Owned
---------------	-------

Current Full Time Employees:	5
------------------------------	---

Current Part Time Employees:	9
------------------------------	---

Is this application for an expansion or relocation of an existing Seabrook business?	Yes
--	-----

Expansion or Relocation?	Expansion
--------------------------	-----------

Will expansion be at the current site?	Yes
--	-----

Address of the Expansion/Relocation Site (if applicable):	<i>Field not completed.</i>
---	-----------------------------

Full Time Employees After Expansion/Relocation:	14
---	----

Part Time Employees After Expansion/Relocation:	15
---	----



Seabrook Economic Development Corporation Incentive Application Review Packet

INCENTIVE REQUEST INFORMATION

Which incentive program are you applying for?

Commercial Façade Incentive

Total Value of Project:

\$47,859.00

Total Incentive Requested:

\$40,000.00



Agenda Briefing

Date of Meeting: April 10, 2025

Responsible Department: Economic Development

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action on Business Development Incentive Applications filed by "5735 Bayport Plaza LLC", located at 5735 SH 146 / Bayport Boulevard, seeking a Commercial Facade Incentive in an amount not to exceed a total of \$ 97,124.00.

Executive Summary / Background:

5735 Bayport Plaza LLC, located in Seabrook's commercial district, has submitted a Business Development Incentive Application requesting financial support from the Seabrook Economic Development Corporation (SEDC). The applicant is seeking a **Commercial Façade Incentive** totaling **\$97,124** to enhance the exterior appearance and structural quality of their property.

The proposed improvements will help revitalize the building's facade, increasing its visual appeal and contributing to the ongoing development efforts in the area. This application supports the City of Seabrook's Economic Development Incentives Policy, specifically targeting commercial enhancement and community investment.

This request aligns with the policy's objectives by:

Enhancing Commercial Appeal: The investment will significantly improve the property's curb appeal and architectural presence, helping to attract tenants and increase overall property value.

Encouraging Economic Revitalization: By updating and modernizing the building exterior, the project supports broader revitalization efforts within the surrounding area and encourages further private investment.

Supporting Long-Term Growth: Improvements to the facade will increase the

competitiveness of the location, helping to attract businesses that contribute to Seabrook's commercial tax base.

Promoting Community Aesthetics: The visual improvements will complement nearby developments and public investments, fostering a more vibrant and appealing commercial corridor.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Seabrook design
2. Application for Packet_5735 Bayport Plaza_Redacted M

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



Seabrook Economic Development Corporation Incentive Application Review Packet

Applicant: 5735 Bayport Plaza LLC
Application Type: Commercial Facade Improvement
Review Date: 4/10/2025

Updated: 4/7/2025 9:17 AM

STATUS: In Review

INCENTIVE APPLICATION

BUSINESS INFORMATION

Applicant First Name	Ershan
Applicant Last Name	Lakhani
This application is being completed for which of the following?	Developer
Business Name:	5735 BAYPORT PLAZA LLC
Business Type	LLC
Email Address:	[REDACTED]
Phone:	[REDACTED]
Website:	Field not completed.
Social Media:	Field not completed.
Are there any additional business partners?	No
Name and Contact Information for Financial Lender(s):	Field not completed.
Has this business/firm received business incentives from other government entities in the past?	No



Seabrook Economic Development Corporation Incentive Application Review Packet

CURRENT BUSINESS ADDRESS

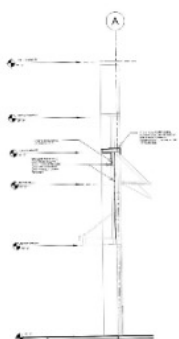
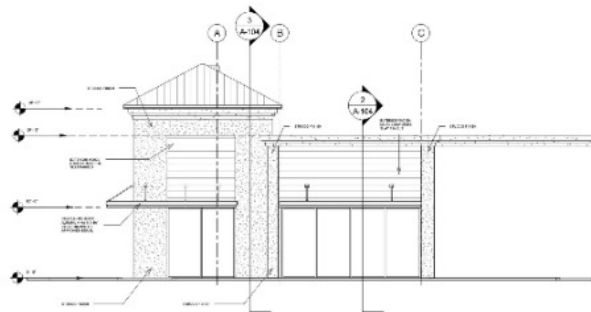
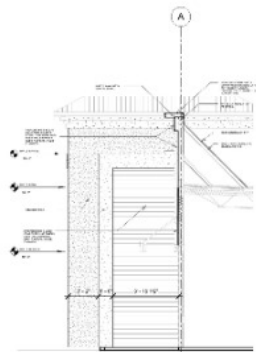
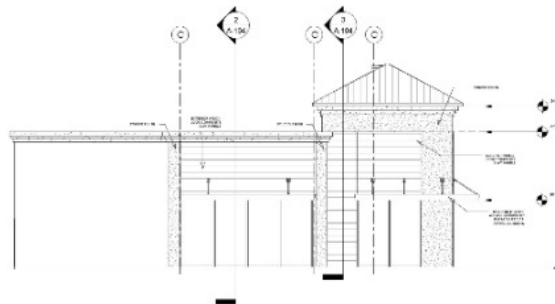
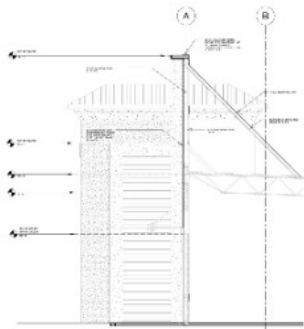
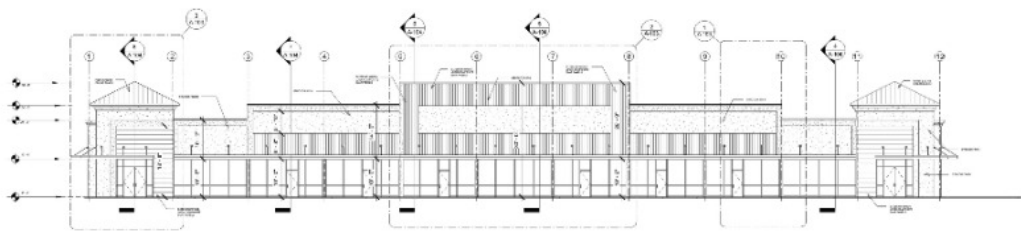
Street Address	5735 Bayport Blvd
City	Seabrook
State	Texas
Zip	77586

NEW SEABROOK BUSINESS ADDRESS (if applicable)

Street Address	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip	<i>Field not completed.</i>
Location of Proposed Seabrook Site:	<i>Field not completed.</i>
Type of Development	Commercial
Approximate Date of Construction Start:	5/1/2025
Approximate Date of Construction Completion:	6/14/2025
Has this firm received business incentives from other government entities in the past?	No

INCENTIVE REQUEST INFORMATION

Which incentive program are you applying for?	Commercial Façade Incentive
Total Value of Project:	\$121,405
Total Incentive Requested:	\$121,405 \$ 97,124





Agenda Briefing

Date of Meeting: April 10, 2025

Responsible Department: City Manager's Office

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take all appropriate action to increase funding for hiring a Director of Economic Development, budget line item 70-707-6250 General Fund Reimbursement, in an amount not to exceed \$60,000.00 for the remainder of FY2025.

Executive Summary / Background:

SEDC previously had a Director of Economic Development position, which was later integrated into the City Manager's office. The current Director of Economic Development, serving within the City Manager's office, was discussed at the last March 2025 SEDC meeting and no formal action was taken. This item is being brought back before the board to discuss action to reinstate this role as a separate full time employee. Given ongoing concerns and the importance of a dedicated focus on economic development, this recommendation is being made by current Director for mid-year reinstatement in FY2025.

1. Director of Economic Development Position – This position will once again be Economic Development Corporation (SEDC) budget by Budget Transfer for personnel costs in the City-EDC Agreement to ensure a dedicated and strategic approach to economic growth and development initiatives.
2. Amendment to the City-SEDC Agreement – Modifications to the existing agreement between the City and SEDC will be necessary to reflect the structural change and clarify roles and responsibilities as well as budgetary impact for FY2025 and if approved, the new FY2026 agreement.
3. Budget Amendment – The budget will be adjusted to accommodate the pro-rated mid-range salary and benefits package for the Director of Economic Development for the remainder of FY2025.

Funding / Fiscal Information:

Supporting Materials Attached:

1. SEDC__Administrative_Services_Agreement
2. Exhibit A Administrative Services Agmt 24-25
3. ADM07 - Economic Development Director
4. FY25 EDC Budget Amendment 1
5. Administrative Services Transfer Detail - Amendment

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

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

**STAFFING SERVICES AGREEMENT
SEABROOK ECONOMIC DEVELOPMENT CORPORATION
AND CITY OF SEABROOK, TEXAS
FY 2024-2025**

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This Staffing Services Agreement ("Agreement") is made and entered into by and between the City of Seabrook, Texas (the "City") and the Seabrook Economic Development Corporation ("EDC").

WHEREAS, pursuant to The Texas Development Corporation Act, Texas Local Government Code Chapters 501, 502 and 505 (the "Act"), the City created the EDC and collects, on behalf of the EDC, an additional sales and use tax of which a portion may be used by the EDC to pay certain administrative costs; and

WHEREAS, the EDC desires to utilize the services and support of City staff in furtherance of its work and the projects it undertakes to eliminate duplication and to promote economy and efficiency in the use of the additional sales tax revenues it receives; and

WHEREAS, the City has determined that providing personnel and services to the EDC will be mutually beneficial to the City and the EDC, will promote local economic development, and stimulate business and commercial activity within the City, all in furtherance of the purposes of the EDC; now, therefore,

FOR AND IN CONSIDERATION of the mutual covenants, agreements, and benefits accruing herein to each party, the City and the EDC hereby agree as follows:

1. The EDC will utilize City employees to perform the following services for and on behalf of the EDC:
 - a. Preparing all financial and investment reports and keeping all financial books and records required by the SEDC's Bylaw. Providing all necessary budgeting, accounting, financial management and investment management through the City's Finance Department.
 - b. Preparing a budget for the forthcoming year for review and approval by the Board and City Council;
 - c. Providing executive and administrative support, review and oversight by various City departments including but not limited to City Manager, City Secretary, Community Development, Administrative Support, Human Resources, Planning & Zoning Commission.

- d. Providing for a repository of records, office and conference space.
 - e. Providing for project management services.
 - f. Providing technology support of hardware, software and phone systems through the City's Information Technology Department and GIS / Data services;
 - g. Any other reasonable services in furtherance of the purposes of the EDC and authorized by the Act.
2. The City and EDC acknowledge that from time to time conflicts between a city employee's primary responsibilities to the City and requests for services from the EDC may arise. The City and the EDC encourage employees to bring conflicts to the attention of the City Manager, who shall consult with the EDC President as necessary to prioritize demands and resolve any conflicts.
3. Consideration
- After having reasonably estimated the amount of time City employees are anticipated to spend performing services for and on behalf of the EDC during the term of this Agreement, the parties have agreed that EDC will reimburse the City in the amount of One hundred and thirteen thousand seven hundred forty-five and no cents (\$113,745.00), as presented in the Fiscal Year 2024-2025 EDC and City budgets. (Reference Exhibit A). Such reimbursement is predicated on the approval of the budget by both the EDC Board and City Council and is contingent upon such amount being collected in sales and use tax dollars for the fiscal year.
4. Term
- The term of this Agreement shall be for one (1) year commencing October 1, 2024, no matter when actually executed. Provided, further, either party may terminate this Agreement by giving thirty (30) days advance written notice thereof to the other.
5. Right to Hire Third Parties
- EDC specifically reserves the right to hire third parties to perform any or all of the services described herein.
6. Notice
- All notices and communications regarding the term of this Agreement to any party shall be in writing. If mailed, any notice or communication shall be deemed to have been received three (3) days after the date of its deposit into the United States mail, first class, postage prepaid. Unless otherwise provided in this Agreement, all notices shall be delivered to the following address:

City of Seabrook
Attention: City Manager
1700 First Street
Seabrook, Texas 77586

Seabrook Economic Development Corporation
Attention: President, Board of Directors
1700 First Street
Seabrook, Texas 77586

Either party may designate a different address by giving the other parties at least ten (10) days written notice in the manner prescribed above.

7. Parties in Interest

This Agreement shall be for the sole and exclusive benefit of the City and the EDC and shall not be construed to confer any benefit or right upon any other parties.

8. Severability

In the event any clause, phrase, provision, sentence, or part of this Agreement shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Agreement as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional.

9. Entire Agreement

This Agreement contains the entire agreement between the parties and supersedes all other negotiations and agreements with respect to the matters addressed herein, whether written or oral.

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized officers of the City of Seabrook, Texas and the Seabrook Economic Development Corporation, as of _____ day of _____, 2024.

CITY OF SEABROOK

ATTEST:

Thomas G. Kolupski
Mayor

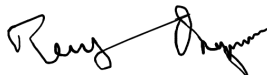
Rachel Lewis, TRMC
City Secretary

SEABROOK ECONOMIC DEVELOPMENT CORPORATION

ATTEST:



Ann Wacker, Secretary
Board of Directors



Terry Chapman, Vice-Chairman
Board of Directors

EXHIBIT A

Administrative Services Agreement 2024-25

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	FORECAST	BUDGET	2024 FORECAST		2024 BUDGET	
					2024	2024		2025	\$CHANGE	%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%

Title	SEDC Administrative Services Agreement
File name	Adm_Staffing_Serv...2024-2025__1_.pdf
Document ID	d5486cb8630bdf520f823f333547180d03f8fda1
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



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08 / 26 / 2024
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The document has been completed.

**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%
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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%
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	City of Seabrook		Department: Administration	
	Economic Development Director			
	Effective Date: 12/9/2013 Revision:	FLSA Status: Exempt Essential Personnel	Grade: 123	Page 1 of 4

JOB SUMMARY:

Under the direction of the City Manager, provide administrative direction and coordination with the Seabrook Economic Development Corporation (SEDC) and the community to plan, direct, and review the activities of Economic Development. The position involves a large number of tasks of an administrative and professional nature requiring decision-making and analysis.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops economic development strategies, policies and issues under the direction of the City Manager and City Council while assuring a balance between the City's needs and the Seabrook Economic Development Corporation goals.
- Meets with prospective developers in order to facilitate the construction process and facilitate possible incentive programs.
- Coordinates economic incentive programs including those related to sales tax revenues and federal grants.
- Works to communicate with existing businesses in Seabrook in an effort to retain them in the business community. This includes communicating with business owners, becoming aware of the issues, and working to assist in resolving their concerns where possible.
- Prepares proposals for prospective or expanding businesses by researching, preparing and individualizing data and materials for business attraction and expansion, critiquing and editing the work done by department employees, and generating leads for prospective businesses.
- Ensures that the Economic Development website and marketing materials are always maintained in a current status and reflect the professional appearance that will provide a competitive advantage for the City.
- Evaluates prospective grant-eligible projects in regard to applicable regulations and approval criteria; coordinates efforts with project developer; completes periodic progress reports on project and monitors project to completion.
- Assists with administering some of the City's grants programs; prepare and review applications for grant funding, hold public hearings on proposals; prepare the performance and financial reports, public notices, environmental reports and requests for program information
- Makes recommendations for the Seabrook Economic Development Corporation annual budget, receiving input from both the Board and business community-at-large. Monies allocated should correspond to priorities of the EDC and be meaningful to ensure a reasonable expectation for success.
- Assists in ensuring compliance with all federal and state grant regulations that are assigned.
- Assists with monitoring city grant expenditures for timely grant reimbursement.
- Works with department heads and community to determine needs in relations to grants.
- Compiles and maintains a current inventory of available office space; available buildings; and available sites for commercial/industrial use.
- Prepares and maintains a list of local businesses to be contacted for possible expansion/retention projects, meets with business owners; prepares periodic status reports.
- Assists in the promotion of Seabrook events (when applicable) by contacting key allies with area

	City of Seabrook		Department: Administration	
	Economic Development Director			
	Effective Date: 12/9/2013 Revision:	FLSA Status: Exempt Essential Personnel	Grade: 123	Page 2 of 4

organizations such as Clear Lake Chamber of Commerce; Greater Houston Partnership, etc.

- Must maintain regular attendance and work varied hours with some evening and weekend hours.
- Must be able to travel to/from meetings and/or potential sites for economic development possibilities.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of local and state codes.
- Knowledge of economics and business practices.
- Understand demographics and data collection and analysis.
- Ability to determine the needs and objectives of our current business community based upon telephone and oral communication.
- Knowledge of capital planning, infrastructure, and codes.
- Knowledge of records maintenance principles.
- Knowledge of organizational and management practices.
- Skill in the interpretation and application of federal, state, and local policies, codes, and laws.
- Skill in the supervision of personnel.
- Skill in analyzing problems and identifying solutions.
- Skill in preparing clear and accurate reports.
- Skill in establishing cooperative and productive working relationships.
- Skill in evaluating and establishing written policies and procedures.
- Skill in setting priorities for competing projects.
- Skill in performing mathematical calculations.
- Skill in operating computers and other standard office equipment.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS:

The City Manager assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES:

Guidelines include the City Code, zoning regulations, and the Texas Local Government Code. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY:

The work consists of varied management, administrative and supervisory duties. Strict regulations contribute to the complexity of the work.

SCOPE AND EFFECT:

The purpose of this position is to direct the operations of the economic development activities of the city. Success in this position contributes to the well-planned growth of the City of Seabrook.

PERSONAL CONTACTS:

Contacts are typically with business owners, engineers, contractors, attorneys, government workers, developers,

	City of Seabrook		Department: Administration	
	Economic Development Director			
	Effective Date: 12/9/2013 Revision:	FLSA Status: Exempt Essential Personnel	Grade: 123	Page 3 of 4

bankers, appraisers, and members of the general public.

PURPOSE OF CONTACTS:

Contacts are typically to give or exchange information, resolve problems, provide services, motivate and influence persons, and justify or settle matters.

PHYSICAL DEMANDS:

The work is typically performed while intermittently sitting, standing, stooping, walking, bending, crouching, and reaching with hands and arms. Duties may involve extended time at a keyboard or workstation.

The employee is regularly required to have full range of mobility in upper and lower body. The employee frequently lifts and/or moves light objects up to 10 pounds, and heavier objects up to 50 pounds, and may climb ladders. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision. Specific auditory abilities required by the job include the ability to hear and speak effectively and to function adequately to ensure the requirements of job are met.

WORK ENVIRONMENT:

The work is typically performed indoors in an office setting and occasionally outdoors. The employee may be exposed to worksite areas where potential mechanical, chemical, electrical, and fire hazards could exist.

The work environment characteristics described here are representative of those an employee encounters while performing the Major Duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Major Duties of this job.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

This position has indirect supervision over assigned Administrative Assistant personnel.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Master's Degree in related field, preferred.
- Certified as CEcD by the International Economic Development Council, preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department
- Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.

	City of Seabrook		Department: Administration	
	Economic Development Director			
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SIGNATURE / APPROVAL:

I have read this job description and fully understand the requirements and expectations set forth therein. I hereby accept the Job of ECONOMIC DEVELOPMENT DIRECTOR and agree to perform the identified essential functions and expectations in a safe manner and in accordance with the City of Seabrook's established Personnel Policies and Procedures.

Employee

Date

Supervisor

Date

Department Director / City Manager

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

BUDGET AMENDMENT FY2024 - 2025

<u>EDC</u>				
	<u>TRANSFERS OUT</u>	<i>Original</i>	<i>Revised</i>	<i>Amendment</i>
707-6250	GENERAL FUND REIMBURSEMENT	113,745	173,745	60,000
				0
				0
				0
				60,000
				0
				0
TOTAL EDC BUDGET		2,172,810	2,232,810	60,000

SEDC - ADMINISTRATIVE SERVICES DEPT 102

FY 2024-25

PERSONNEL (Salaries include year end adj + longevity)

ADMINISTRATIVE SERVICES CALCULATION FY 2024-25 SEDC

Proposed Amendment

	EDC DIRECTOR	MARKETING	ADMIN ASST	ACCOUNTING	GIS	TOTAL
TOTAL FTE	163,869.32	130,758.59	59,740.10	114,664.63	98,725.83	567,758.48
EDC ADMINISTRATIVE SERVICES						
SPLIT DISTRIBUTION	163,869.32	32,689.65	41,818.07	5,733.23	4,936.29	\$ 249,046.56
	100%	25%	70%	5%	5%	



SEABROOK ECONOMIC DEVELOPMENT CORPORATION
MEETING

Chairman Paul Dunphey called the Seabrook Economic Development Corporation to order at 6:00 p.m. in the Council Chambers in Seabrook City Hall. Present were Thom Kolupski, Buddy Hammann, Paul Dunphey, Terry Chapman, Ann Wacker, Andrew Croce, and Summer Sanford. Also present were City Manager Gayle Cook, City Attorney David Olson, and Board Secretary Kiarra Bellow.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no citizen comments.

2. PRESENTATIONS

2.1 Presentation by Midnite Slice LLC, seeking an incentive to assist with Small Business Development for construction or renovation to enhance business capacity at Midnite Slice at 1605 Main Street.

Sibbian Roe gave a brief presentation on the incentive request for Midnite Slice LLC.

2.2 Presentation by Soulfreak for an amended incentive application for improvements and revised location of 1305 Main Street for a coffee shop.

This item was tabled for a later date.

3. 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.

Chairman Dunphey adjourned the meeting into closed session at 6:03 PM.

4. OPEN SESSION

4.1 Reconvene Open Session

Chairman Dunphey reconvened the regular meeting into open session at 6:48 PM.

No action was taken during closed session.

5. NEW BUSINESS

5.1 Consider and take all appropriate action on a business incentive application filed by Midnite Slice LLC, to assist with Small Business Development at 1605 Main Street, in an amount

not to exceed \$53,685.00 and authorize the Director to complete incentive agreement with applicant for ratification with City Council.

A motion was made to approve an incentive in the amount of \$26,842.50 to Midnite Slice LLC to assist with the construction and renovation of business capacity at 1605 Main Street, to be payable upon project completion and final city approval and sign-off.

Motion:	To Approve
Made By:	EDC Secretary Wacker
Seconded By:	EDC Vice-President Chapman
Vote:	Passed unanimously by all present

- 5.2 Consider and take all appropriate action on key issues related to the SEDC Administrative Services Agreement, any necessary updates to the SEDC's bylaws, and the direction of services provided by the City of Seabrook to support the corporation.**

Discussion on the background and history of changes in SEDC's administrative services.

No action was taken.

- 5.3 Consider and take all appropriate action on an amended Business Development Incentive Application filed by Soulfreak Holdings, to be located at 1305 Main Street, seeking an incentive to assist with small business development, for an amount not to exceed \$ 60,000.00.**

This item was tabled for a later date.

6. DISCUSSION

- 6.1 Discussion on the Bayside Park expansion project and the Stakeholder Group progress to include a possible food truck area and restroom facilities. *Ann Wacker and Buddy Hammann***

Ann Wacker and Buddy Hammann gave an update on the progress of the Stakeholder Group.

- 6.2 Discussion and possible action on the review of the Seabrook Economic Development Corporation's current incentive policy, including an evaluation of existing programs and consideration of potential revisions to enhance effectiveness and alignment with economic development goals.**

Members discussed current incentive payout processes and background of the incentive policy.

- 6.3 Discuss outreach programs and progress updates.**

Board discussed and agreed to add partnership event updates to the monthly meeting agenda.

- 6.4 Discussion on current projects and opportunities for grant writing programs.**

The board discussed the grant process for the EDC and how it aligns with the Administrative Services Agreement with the City.

6.5 Discussion on the Main Street improvements and the Old Seabrook Livable Center Study recommendations.

Discussion on the Food Trucks for Old Seabrook and update on progress from Stakeholder Liaisons.

6.6 Consider and review the Bi-Annual Report to City Council.

Discussion on current EDC Bylaws and reporting periods, which include two reports yearly, a bi-annual and annual report. The bi-annual report is scheduled to be presented to City Council in April and the annual report will be presented following the close of the fiscal year.

7. ROUTINE BUSINESS

7.1 Update by Director on Strategic Plan, Incentive Inquiry or Application Status Report, and Monthly Reporting and Activities.

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

7.2 EDC Financial Report

Finance Director Michael Gibbs presented the Jan. 2025 and Feb 2025 (Exhibit B) EDC financial reports along with a Multi-Year Financial Overview (Exhibit C).

7.3 Approve minutes from the February 13, 2025, regular EDC meeting.

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

7.4 Review and update on EDC and partnership events to include board member post-event reports, upcoming events, and participation opportunities.

Discussion on upcoming events. (Exhibit D)

7.5 Establish future meeting dates and agenda items.

Next regular scheduled meeting is April 10, 2025.

Motion:	To Adjourn
Made By:	EDC Member Sanford
Seconded By:	EDC Secretary Wacker

Vote: **Passed** unanimously by all present

The meeting was adjourned at 8:03 PM.

APPROVED ON THE ____ DAY OF _____, 2025.

Paul Dunphey, EDC Chair

Kiarra Bellow,
EDC Administrative Coordinator