



**SEABROOK ECONOMIC DEVELOPMENT CORPORATION  
NOTICE OF MEETING  
THURSDAY, FEBRUARY 12, 2026 - 6:00 PM**

For city information visit [www.seabrooktx.gov](http://www.seabrooktx.gov)  
For agendas visit [www.seabrooktx.gov/agendas](http://www.seabrooktx.gov/agendas)

NOTICE IS HEREBY GIVEN THAT THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION WILL MEET ON **THURSDAY, FEBRUARY 12, 2026 AT 6:00 PM** IN THE CITY HALL CITY COUNCIL CHAMBERS, 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 we would like to 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, shall be limited to City business or City-related business or matters of general public interest, and shall not include any personal attacks or abusive language.*

*All public remarks shall be addressed to the Chair. Comments shall not be directed toward individual Board members, City staff, or other members of the public.*

*In accordance with the Texas Open Meetings Act, members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please come to the podium and state your name and address clearly into the microphone before making your comments. Thank you.*

**REGISTER ONLINE TO SPEAK IN PERSON DURING PUBLIC COMMENTS:**  
[www.seabrooktx.gov/publiccomment](http://www.seabrooktx.gov/publiccomment)

**2. EXECUTIVE SESSION**

**3. OPEN SESSION**

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

**4. NEW BUSINESS**

**4.1** Consider and take all appropriate action on nominating a board member to attend the annual Economic Alliance Advocacy Trip to Washington, D.C. during the week of March 23, 2026.

**4.2** Consider and take all appropriate action on funding an amount of \$200,000.00 toward the local match of 20% for the Better Utilizing Investments to Leverage Development (BUILD) Grant Program application for the project of engineering and design on the Old Seabrook Main Street Reconstruction project.

**4.3** Discuss, consider, and take all appropriate action on funding Amendment 1 to the Professional Services of Kimley Horn for the Bayside Park (CIP P28) at the Main Street Wastewater Treatment Plant site in amount not to exceed \$ 37,500.00.

## **5. OLD BUSINESS**

**5.1** Consider and take all appropriate action on the approval of funding a Proposal for Engineering and Surveying Services with Cobb Fendley Engineering in an amount of \$ 33,900.00 for a district parking expansion in Old Seabrook.

**5.2** Consider and take all appropriate action on approving the Incentive Policy Resolution.

## **6. ROUTINE BUSINESS**

**6.1** Finance report covering Q1 of FY 2026 by the Finance Director.

**6.2** Update by EDC Director on Strategic Plan and Monthly Reporting and Activities.

**6.3** Approve minutes from the January 8, 2026 Workshop Session and Regular Meeting.

**6.4** 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 Friday, February 6, 2026 no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Ranya Botros,  
Community & Economic Development Coordinator



## *Agenda Briefing*

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**Date of Meeting:** February 12, 2026

**Responsible Department:** City Manager's Office

**Presenter:**

**Briefing Prepared By:**

**Strategic Focus Area:**

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**General Information:**

Consider and take all appropriate action on funding an amount of \$200,000.00 toward the local match of 20% for the Better Utilizing Investments to Leverage Development (BUILD) Grant Program application for the project of engineering and design on the Old Seabrook Main Street Reconstruction project.

**Executive Summary / Background:**

The City of Seabrook is preparing an application for the U.S. Department of Transportation's **BUILD (Better Utilizing Investments to Leverage Development) Discretionary Grant Program**, with the application anticipated to be submitted later this month in accordance with the current Notice of Funding Opportunity (NOFO).

The proposed BUILD application advances implementation projects identified in the Old Seabrook Livable Center Study, which was initiated by the Seabrook Economic Development Corporation in 2021. The study outlines strategic infrastructure and redevelopment investments intended to support revitalization of the Old Seabrook district, enhance mobility and safety, and promote long-term economic development.

The BUILD program requires a local funding match. City staff is requesting that the Seabrook Economic Development Corporation consider serving as the local match funding partner, contributing 20% of the total project cost should the grant be awarded.

The purpose of this item is for the Seabrook Economic Development Corporation to consider authorizing a conditional commitment of funds to serve as the 20% local match for the City's BUILD grant application. This commitment would strengthen the competitiveness of the City's application and demonstrate the Corporation's continued support of the Old Seabrook redevelopment efforts it originally initiated.

If approved, the Corporation would:

- Authorize a **20% local match commitment** for the City of Seabrook's BUILD grant application;
- Designate the Seabrook Economic Development Corporation as the local match funding partner for the application; and
- Acknowledge that the commitment is contingent upon the City receiving a BUILD grant award.

No funds would be expended at this time.

**Funding / Fiscal Information:**

FY 2025-2026 Economic Development Projects \$1,000,000.00 with \$500,000.00 designated as Livable Center Projects. The Old Seabrook Livable Center Project has been previously noticed.

**Supporting Materials Attached:**

1. Seabrook\_EDC Funding Commitment Letter (1)

**Prior Action / Review by Council, Boards, Commissions:**

**Staff Recommendation:**

**Commitment of Matching Funds**  
by the  
**Seabrook Economic Development Corporation (SEDC)**  
for the  
**City of Seabrook (TX)**

**Better Utilizing Investments to Leverage Development (BUILD) Grant Program Application**  
**Old Seabrook Main Street Network Planning and Reconfiguration Project**

**Commented [MJ1]:** Place on SEDC letterhead.

The Seabrook Economic Development Corporation (SEDC) confirms our commitment to provide a 20 percent (20%) non-federal cash match in support of the City of Seabrook's application to the U.S. Department of Transportation's Better Utilizing Investments to Leverage Development (BUILD) Grant Program.

The City of Seabrook is applying for BUILD planning funds to advance the Old Seabrook Main Street Network Planning and Reconfiguration Project that addresses transportation safety and connectivity challenges along the city's Main Street. Grant funds will be used to complete all facets of pre-construction activities, including preliminary and final engineering plans, drainage analysis, safety assessment, alternatives analysis, and environmental reviews, to position the project for future implementation.

SEDC recognizes Old Seabrook/Main Street as a critical asset that connects the community and enhances quality of life, while prioritizing safety and resilience. The city conducted community engagement activities with residents, business owners, and key stakeholders to carefully vet the project's needs. Upon learning of the communities' wants and needs, SEDC has agreed to help with matching funds to move this project forward.

Subject to the award of BUILD funding, SEDC commits to providing 20% of the total project cost, or \$200,000 from eligible SEDC funds. These funds are available and will be allocated in accordance with the BUILD grant program requirements and the City of Seabrook's project schedule. SEDC is proud to partner with the City of Seabrook on this important planning project and strongly supports advancing the Old Seabrook Main Street Reconstruction and Network Planning Project.

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Signature

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Date

Seabrook Economic Development Corporation (SEDC)  
1700 1<sup>st</sup> Street  
Seabrook, TX 77586  
212-291-5730  
Edc@seabrooktx.gov



## *Agenda Briefing*

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**Date of Meeting:** February 12, 2026

**Responsible Department:** Economic Development

**Presenter:**

**Briefing Prepared By:**

**Strategic Focus Area:**

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**General Information:**

Discuss, consider, and take all appropriate action on funding Amendment 1 to the Professional Services of Kimley Horn for the Bayside Park (CIP P28) at the Main Street Wastewater Treatment Plant site in amount not to exceed \$ 37,500.00.

**Executive Summary / Background:**

In November 2024, the Seabrook Economic Development Corporation approved a professional services agreement with Kimley-Horn and Associates, Inc. in the amount of **\$83,000** for design and construction documents associated with the Bayside Park project. As design development has progressed, staff identified the need to revise the approved master plan to replace the originally planned mobile restroom trailer with a permanent, pre-engineered restroom facility. This modification is intended to provide a more durable, long-term solution for park users and to ensure compliance with applicable floodplain elevation requirements.

Kimley-Horn has submitted Amendment No. 1 to the existing agreement to include additional scope necessary to design and document a pre-engineered restroom building elevated on a pile-supported foundation. The amendment includes:

- Modification of the master plan to schematic design level reflecting the revised restroom structure
- Coordination with a pre-engineered restroom manufacturer to incorporate design intent drawings and specifications
- Design of elevated foundations, access ramps, stairs, and deck systems to meet ADA and floodplain requirements
- Revisions to grading, site connectivity, and utility alignments related to the restroom relocation
- Additional construction phase services associated with the elevated restroom

structure

The proposed amendment adds the following services and costs to the original agreement:

- Task 1 – Schematic Design: \$13,500 (Lump Sum)
- Task 2 – Additional Construction Documents: \$20,000 (Lump Sum)
- Task 3 – Additional Construction Phase Services: \$4,000 (Hourly, Not to Exceed)

**Total Amendment Amount: \$37,500**

**Original Agreement (November 2024): \$83,000**

**Revised Total Agreement Amount: \$120,500**

Bayside Park is a significant waterfront asset that supports tourism, recreation, and quality of life in Seabrook. The proposed amendment enhances the park's infrastructure by providing a permanent restroom facility better suited for daily use and special events, while reducing long-term operational and replacement costs associated with temporary facilities.

**Funding / Fiscal Information:**

Economic Development Projects

**Supporting Materials Attached:**

1. Bayside Park -Amendment 1 (002)

**Prior Action / Review by Council, Boards, Commissions:**

**Staff Recommendation:**





**RE: EXHIBIT A – Scope of Work**  
**Bayside Park – Construction Documents, Amendment 1**  
**Seabrook, Texas**

**Date: December 15, 2025**

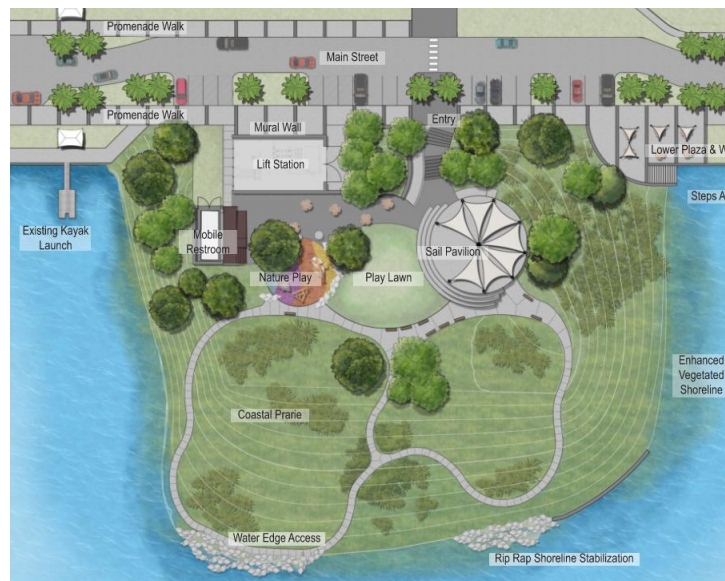
Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) and **the City of Seabrook** (“Client”) entered in a Professional Services Agreement dated September 17, 2024 (“Agreement”) concerning Bayside Park – Construction Documents (“Project”).

The parties now desire to amend the Agreement to include services to be performed by the Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

#### **PROJECT ASSUMPTIONS**

- It is our understanding the Client intend to amend the Illustrative Master Plan (“Master Plan”) prepared by Kimley-Horn dated 8/19/2025 as shown below to remove the mobile restroom trailer and replace with a pre-engineered restroom building, elevated on a structure based on floodplain elevation code requirements.
- It is assumed the pre-engineered restroom manufacturer will collaborate with the design team to prepare a custom restroom. It is assumed the manufacturer will provide design intent drawings and specifications to include in the plans. The Consultant will be reliant on the manufacturer to provide applicable design parameters. The Contractor will provide engineered shop drawings as a deferred submittal during construction.

#### **SITE**



## SCOPE OF WORK

Kimley-Horn will provide the services specifically set forth below.

### Task 1 – Schematic Design

Kimley-Horn will modify the Master Plan to a Schematic Design level to include the revised restroom building structure. The plan will illustrate the general scope, scale, theme, and relationship of various design components. The Schematic Design Plan will illustrate proposed:

- Revised restroom structure - removing the mobile restroom trailer and replacing with a pre-engineered restroom building, elevated on a structure based on floodplain elevation code requirements
- Added accessible ramp access, stair and deck surround to access the restroom
- Mass grading revisions to elevate the restroom area
- Modified connectivity from the streetscape to the restroom, and within the Site to the restroom
- Utility one-line diagram showing water, sanitary sewer and storm alignment

This task includes a 3D massing study using Sketchup for the Consultant to develop an understanding of the elevations and structure's influence on the Site. The model will not be sufficient for marketing or external use.

This task also includes a mass grading exhibit to revise the preliminary grading exhibit provided during the Master Plan phase.

The Consultant will coordinate with up to one (1) restroom vendor on the restroom building specifications to guide design efforts.

This task includes one (1) rendered plan and one (1) Opinion of Probable Construction Costs (OPCC) submittal. Kimley-Horn will incorporate input received on this plan in the Design Development Plans (in the original contract). Additional options beyond the one (1) provided as part of this scope may be requested for an additional service.

#### **Meetings:**

- A) One (1) virtual meeting with the Client to discuss review comments related to the Schematic Design Plan

#### **Deliverables:**

- A) An electronic file (PDF) of the Schematic Design Plan
- B) An electronic file (PDF) of the Schematic Design Opinion of Probable Construction Costs (OPCC)

### Task 2 – Additional Construction Documents

Kimley-Horn will add to the original Design Development and Construction Document scope the following:

- A) Consultant will provide structural design criteria for a single pre-engineered / prefabricated restroom building that will be ordered and designed by the contractor as a delegated design.

This task also consists of design and preparation of construction drawings for an elevated pile supported foundation cap with slab to support the pre-engineered / prefabricated building.

- B) This task will also provide design of concrete or timber access ramp/stair system from finish grade to finish floor and will provide structural design criteria for access stairs to the restroom building that will be ordered and designed by the contractor as a delegated design.

**Meetings:**

- A) Per the original contract Design Development and Construction Document meetings (Task 2 & 3 of the original contract).

**Deliverables:**

- A) Per the original contract Design Development and Construction Document deliverables (Task 2 & 3 of the original contract).

**Task 3 – Additional Construction Phase Services**

Per the original contract scope of services (Task 5 – Construction Phase Services), Kimley-Horn will add construction phase service support for the pre-engineered restroom building elevated pile supported foundation and ramp/stair access.

Because the extent of the services is unknown at this time, we have budgeted approximately fifteen (15) hours of effort. If additional effort is requested by Client, it will be billed as an additional service. Additional services will be provided on an hourly basis in accordance with the attached rate schedule, as authorized by the Client or their representatives.

**ADDITIONAL SERVICES**

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Such additional services shall include but are not limited to the following:

- Additional meetings or presentations
- Additional effort based on an extended project schedule
- Additional bid packages
- Record drawings
- Revisions due to changes in regulations
- Revisions to Documents after Design Approval
- Construction Phase services in excess of that described above

## SCHEDULE

Kimley-Horn will work to prepare a mutually agreed upon schedule with the Client.

## FEE AND EXPENSES

Kimley-Horn will perform the tasks noted below on a lump sum (LS) and hourly not to exceed (HR) basis. The services in this agreement will be billed as follows.

### PROFESSIONAL SERVICES

|                                               |                  |
|-----------------------------------------------|------------------|
| Task 1 Schematic Design                       | \$ 13,500 LS     |
| Task 2 Additional Construction Documents      | \$ 20,000 LS     |
| Task 3 Additional Construction Phase Services | \$ 4,000 HR      |
| <b>Estimated Subtotal</b>                     | <b>\$ 37,500</b> |

All permitting, application, and similar project fees will be paid directly by the Client.

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 30 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary. Labor fee will be billed on an hourly basis according to our then-current rates.

## CLOSURE

In addition to the matters set forth in this EXHIBIT A, our scope of services shall include and be subject to, and only to, the terms and conditions in the Professional Services Agreement. As used in the Professional Services Agreement, the term "Consultant" shall refer to Kimley-Horn and Associates, Inc., and the term the "Client" shall refer to the City of Seabrook. Fees and times stated in this Proposal are valid for sixty (60) days after the date of this EXHIBIT A.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.



January 9, 2026

Mr. Brian Craig  
Public Works Director  
City of Seabrook  
1100 Red Bluff  
Seabrook, Texas 77586

Re: Proposal for Engineering and Surveying Services  
Seabrook – Old Seabrook Parking Lot Phase 2  
CobbFendley Project No. \_\_\_\_\_

Dear Mr. Craig:

Cobb, Fendley & Associates, Inc. (CobbFendley) is pleased to submit this proposal to provide Engineering and Surveying Services for the Old Seabrook Parking Lot Phase 2 Project in Seabrook, Texas. CobbFendley proposes to provide the Scope of Services for the Compensation as outlined in Attachments A and B, respectively.

Thank you for the opportunity to submit this proposal. Please advise if you have any questions or require additional information.

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Amber Hurd".

Amber Hurd, P.E.  
Vice President, Department Manager

Attachments

This proposal accepted by:

CITY OF SEABROOK, TEXAS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Authorization

## **ATTACHMENT A SCOPE OF SERVICES**

Cobb, Fendley & Associates, Inc.  
Proposal for Professional Engineering & Surveying Services  
Old Seabrook Parking Lot Phase 2

### **PROJECT DESCRIPTION AND LIMITS**

The Old Seabrook Parking Lot Phase 2 Project is a proposed parking lot located at the northeast corner of 3<sup>rd</sup> Street and Hall Avenue similar to the parking lot on the northwest corner of 3<sup>rd</sup> Street and Bryan Avenue. This project includes concrete pavement and curb, sidewalk, drainage, and lighting.

- *Exhibit A – Old Seabrook Parking Lot Phase 2*
- *Exhibit B – Opinion of Probable Construction Cost*

### **GENERAL REQUIREMENTS**

CobbFendley shall prepare all work in accordance with the latest version of applicable City of Seabrook's (City) procedures, specifications, manuals, guidelines, standard drawings, and standard specifications or previously approved special provisions and special specifications. When design criteria are not identified in City manuals, CobbFendley shall notify the City and refer to State approved manuals, which include: *Texas Manual on Uniform Traffic Control Devices (TMUTCD)*, *Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges (latest Edition)*, and other State approved manuals.

CobbFendley shall notify the client and secure permission to enter private property to perform any surveying, environmental, engineering, or geotechnical activities needed outside of current right-of-way. CobbFendley shall contact each property owner prior to any entry onto the owner's property and shall request concurrence from the client prior to each entry.

The Engineer shall coordinate with the City throughout the PS&E development and with local entities having jurisdiction or interest in the project (e.g. County, TxDOT, HCFCD, etc.).

The Engineer shall invoice according to Descriptions shown in Attachment A. The Engineer shall submit each invoice in a format acceptable to the City.

## **A. BASIC SERVICES**

### **DESIGN**

#### **I. PARKING LOT DESIGN**

CobbFendley will provide construction drawings using CADD standards as required by the City. The drawings will consist of existing and proposed features. The plans will be prepared on 22"x34" format sheets.

1. Parking stall orientation
2. Handicap stalls
3. Driveway entrances
4. Sidewalk locations
5. Drainage and grading plan
6. Lighting placement plan

#### **III. UTILITY COORDINATION**

CobbFendley will perform the utility and investigation work involving the research and identification of private and public utilities within the project limits. This will include:

1. Researching the existence of public utilities such as sanitary, storm sewer, and water lines within the project limits
2. Request any additional information from private (CenterPoint Energy, AT&T and Others within the project corridor) and pipeline utilities, regarding locations of facilities within the proposed project limits
3. Identify potential conflicts between the existing utilities and the proposed project improvements

#### **IV. STORMWATER POLLUTION PREVENTION PLAN (SW3P)**

CobbFendley will prepare SW3P detail sheets based on the latest NPDES, and City of Seabrook Stormwater Quality Standards to minimize the potential impact to receiving waterways.

#### **V. SUMMARY**

The full plan set will include at a minimum:

1. Cover Sheet
2. General Construction Notes

3. Survey Control
4. Grading and Drainage Plan
5. Site Lighting Conduit Plan
6. Storm Water Pollution Prevention Plan
7. Detail Sheets

## **VI. MILESTONE SUBMITTALS**

CobbFendley shall prepare plans and submit for approval from the City. CobbFendley shall provide the following information at each submittal:

### **1. 60% Milestone Submittal:**

Digital Copy of the following items in .pdf format:

- Set of 22"x34" Plans for review
- Contract Front End Documents and Technical Specifications
- Opinion of Probable Construction Cost

### **2. 90% Milestone Submittal:**

Digital Copy of the following items in .pdf format:

- Set of 22"x34" Plans for review
- Contract Front End Documents and Technical Specifications
- Revised supporting documents from 60% review comments
- Opinion of Probable Construction Cost

### **3. Final Submittal:**

Digital Copy of the following items in .pdf format:

- Set of 22"x34" Plans for review
- Contract Front End Documents and Technical Specifications – Bid Ready
- Revised supporting documents from 90% review comments
- Opinion of Probable Construction Cost
- Construction Schedule

## **VII. PROJECT MANUAL, SPECIFICATIONS AND GENERAL NOTES**

CobbFendley will prepare a Project Manual including the City of Seabrook's standard front-end documents, standard specifications, special specifications, special provisions and the general note items for inclusion in the plans and bidding documents.

## **B. ADDITIONAL SERVICES**

### **I. SURVEY**

CobbFendley, as the project surveyor shall:

1. Establish Project Control



- a. Establish horizontal and vertical control points throughout the project no more than 1,000 feet apart.
  - b. Horizontal and Vertical control will be tied to TSARP datum.
  - c. Re-establish project control prior to construction
2. Topographic Survey – Collect natural ground elevations at 50' spacing within the existing site bordered by Hall Avenue to the west, 3<sup>rd</sup> Street to the south, and the Phase 1 parking lot to the east plus an additional 10 feet outside of the limits. See the preliminary proposed parking lot shown in *Exhibit A* (approximate area of 300 feet by 250 feet).
  - a. Contact One-Call to mark existing utilities prior to conducting field survey
  - b. Locate existing overhead and above ground visible utilities
  - c. Locate topographical features and existing improvements
  - d. Locate Trees within the right-of-way. Provide tree type and size
  - e. Determine existing pavements and surface material type
  - f. Provide details of existing drainage features (e.g., pipe, boxes, culverts, manholes, swales, ditches, ponds, etc.) including top/grate elevations, flowline elevations, type/size, direction of flow, etc.
  - g. Provide Engineer with AutoCAD file with all survey and point file data

**EXCLUSIONS FROM THE SCOPE OF SERVICES:**

The services described above are the identified Basic and Additional Services for this assignment. Other items that may arise during the course of the project that the Client may wish to add to the scope of services shall be deemed as SUPPLEMENTAL SERVICES. CobbFendley shall undertake such additional services as assigned by the Client upon written direction from the Client. Examples of such items are as follows:

1. Geotechnical Investigation
2. Boundary Survey
3. Bid Phase Services
4. Splitting Project into multiple bid packages
5. Attending and conducting Public Meetings
6. Electrical Design
7. Construction Materials Testing (CMT)
8. Construction Inspection (Part Time or Full Time)
9. Construction Administration
10. Any other services not specifically included within the description of the Basic Services or Additional Services as described above.

**ATTACHMENT B**  
**BASIS OF COMPENSATION**

Cobb, Fendley & Associates, Inc.  
 Proposal for Professional Engineering Services  
 Old Seabrook Parking Lot Phase 2

**A. BASIC SERVICES**

The Compensation to be paid to CobbFendley for providing the BASIC SERVICES rendered under this agreement shall be based on Lump sum fees for overall phases of the work as shown below. Reimbursable items and subconsultants will be subject to a 10% administration charge.

|                                           |                 |
|-------------------------------------------|-----------------|
| 1. DESIGN PHASE ( <i>Lump Sum</i> ) ..... | \$26,400        |
| <b>Subtotal (<i>Lump Sum</i>).....</b>    | <b>\$26,400</b> |

**Reimbursable Expenses**

|                                                                                 |         |
|---------------------------------------------------------------------------------|---------|
| 1. Reproduction, mileage, delivery charges, etc. ( <i>Not to Exceed</i> ) ..... | \$1,000 |
|---------------------------------------------------------------------------------|---------|

**B. ADDITIONAL SERVICES**

|                                                    |         |
|----------------------------------------------------|---------|
| 1. Survey by CobbFendley ( <i>Lump Sum</i> ) ..... | \$6,500 |
|----------------------------------------------------|---------|

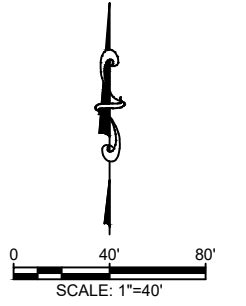
|                                            |                |
|--------------------------------------------|----------------|
| <b>Subtotal, Additional Services .....</b> | <b>\$6,500</b> |
|--------------------------------------------|----------------|

|                                                                              |                 |
|------------------------------------------------------------------------------|-----------------|
| <b>TOTAL, Basic &amp; Additional Services, Including Reimbursables .....</b> | <b>\$33,900</b> |
|------------------------------------------------------------------------------|-----------------|

The Compensation for any other Supplemental Services which the City desires to be added to the Scope of Services of the project shall be negotiated. Reimbursable items are included. Subconsultant invoices will be subject to a 10% administration charge. Services will be charged according to those personnel directly involved in providing the service and will be rounded to the nearest half hour.

This proposal/supplement is in accordance with the Terms and Conditions outlined in the Professional Services Agreement executed on October 11, 2004 between the City of Seabrook and CobbFendley.





**LEGEND**

 **PROP. CONCRETE**

 **CITY OF SEABROOK, TEXAS**

 **CobbFendley**  
Texas Registration No. 274  
1920 Country Place Parkway, Suite 400  
Pearland, Texas 77584  
281.993.4952 | fax 281.993.8086  
www.cobb fendley.com

**EXHIBIT A**  
**OLD SEABROOK PARKING LOT**  
**PHASE 2**



## EXHIBIT B

Client: City of Seabrook  
 Project Name: Old Seabrook Parking Lot Phase 2  
 Project Limits: Located at the Corner of Hall Avenue & 3rd Street

## Opinion of Probable Construction Cost

| Item No.                                          | Item Description                                                                                                                                                                                                                           | Unit | Quantity | Unit Price   | Extended Price       |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|--------------|----------------------|
| <b>SECTION 1 - SITE PREPARATION</b>               |                                                                                                                                                                                                                                            |      |          |              |                      |
| 1                                                 | Mobilization (No Greater Than 5% of Total Bid)                                                                                                                                                                                             | LS   | 1        | \$ 10,000.00 | \$ 10,000.00         |
| 2                                                 | Clearing, Grubbing, and Ground Stripping, Including Haul Off and Disposal                                                                                                                                                                  | AC   | 0.28     | \$ 3,500.00  | \$ 980.00            |
| 3                                                 | Excavation, Including Haul-Off                                                                                                                                                                                                             | CY   | 110      | \$ 10.00     | \$ 1,100.00          |
| <b>SUBTOTAL SECTION 1</b>                         |                                                                                                                                                                                                                                            |      |          |              | <b>\$ 12,080.00</b>  |
| <b>SECTION 2 - PAVING</b>                         |                                                                                                                                                                                                                                            |      |          |              |                      |
| 4                                                 | 6" Reinforced Concrete Pavement, Complete in Place                                                                                                                                                                                         | SY   | 1,200    | \$ 75.00     | \$ 90,000.00         |
| 5                                                 | 6" Manipulation of Lime Stabilized Subgrade, Complete in Place                                                                                                                                                                             | SY   | 1,300    | \$ 5.50      | \$ 7,150.00          |
| 6                                                 | Hydrated Lime (Type B, 8% Lime by Dry Weight of Soil), Complete in Place                                                                                                                                                                   | TON  | 23       | \$ 275.00    | \$ 6,325.00          |
| 7                                                 | 5" Reinforced Concrete Sidewalks, Including 6" Select Fill, Complete in Place                                                                                                                                                              | SF   | 1,085    | \$ 9.00      | \$ 9,765.00          |
| 8                                                 | 6" Concrete Curb, Complete in Place                                                                                                                                                                                                        | LF   | 500      | \$ 9.00      | \$ 4,500.00          |
| 9                                                 | Furnish and Install Parking Stall Wheel Stop, Complete in Place                                                                                                                                                                            | EA   | 26       | \$ 60.00     | \$ 1,560.00          |
| 10                                                | Reinforced Concrete ADA Ramps w/ Truncated Dome with 2" Bank Sand, Complete in Place                                                                                                                                                       | EA   | 3        | \$ 1,750.00  | \$ 5,250.00          |
| <b>SUBTOTAL SECTION 2</b>                         |                                                                                                                                                                                                                                            |      |          |              | <b>\$ 124,550.00</b> |
| <b>SECTION 3 - PAVEMENT MARKINGS AND SIGNS</b>    |                                                                                                                                                                                                                                            |      |          |              |                      |
| 11                                                | Type I Pavement Markings (4" Thermoplastic White Solid)                                                                                                                                                                                    | LF   | 1,000    | \$ 5.00      | \$ 5,000.00          |
| 12                                                | Furnish and Install Ground Mount Handicap Signs (R7-8, R7-8A), Complete in Place and in Accordance with Drawings and Specifications                                                                                                        | EA   | 2        | \$ 250.00    | \$ 500.00            |
| 13                                                | Handicap Pavement Markings (Symbol), Complete In Place as Required by the Drawings and Specifications (Includes Loading Zone Striping)                                                                                                     | EA   | 2        | \$ 250.00    | \$ 500.00            |
| <b>SUBTOTAL SECTION 3</b>                         |                                                                                                                                                                                                                                            |      |          |              | <b>\$ 6,000.00</b>   |
| <b>SECTION 4 - STORM SEWER</b>                    |                                                                                                                                                                                                                                            |      |          |              |                      |
| 14                                                | 18-Inch Reinforced Concrete Pipe C-76 Type III, with Rubber Gaskets, Complete in Place                                                                                                                                                     | LF   | 43       | \$ 150.00    | \$ 6,450.00          |
| 15                                                | 18-Inch HPDE, Complete in Place                                                                                                                                                                                                            | LF   | 40       | \$ 130.00    | \$ 5,200.00          |
| 16                                                | 12-Inch Sch 80 PVC, Complete in Place                                                                                                                                                                                                      | LF   | 22       | \$ 120.00    | \$ 2,640.00          |
| 17                                                | Concrete Inlet, Type "A", Stage I & II, Complete in Place                                                                                                                                                                                  | EA   | 1        | \$ 5,000.00  | \$ 5,000.00          |
| 18                                                | 30"x30" Junction Box w/ Lid, Complete in Place                                                                                                                                                                                             | EA   | 1        | \$ 3,500.00  | \$ 3,500.00          |
| 19                                                | Trench Safety System for Storm Sewer, All Depths                                                                                                                                                                                           | LF   | 105      | \$ 2.00      | \$ 210.00            |
| <b>SUBTOTAL SECTION 4</b>                         |                                                                                                                                                                                                                                            |      |          |              | <b>\$ 23,000.00</b>  |
| <b>SECTION 5 - ELECTRICAL &amp; LIGHTING</b>      |                                                                                                                                                                                                                                            |      |          |              |                      |
| 20                                                | Install 2-Inch HDPE Electrical Conduit, Complete in Place                                                                                                                                                                                  | LF   | 235      | \$ 18.00     | \$ 4,230.00          |
| 21                                                | Install 3'x2' Electrical Hand Hole, Complete in Place                                                                                                                                                                                      | LS   | 1        | \$ 500.00    | \$ 500.00            |
| 22                                                | Install Light Standard (Including Base, Pole, and Light Fixture)                                                                                                                                                                           | LS   | 5        | \$ 3,500.00  | \$ 17,500.00         |
| 23                                                | Install Electric Meter Per Plans (Coordinate with Power Company)                                                                                                                                                                           | LS   | 1        | \$ 5,000.00  | \$ 5,000.00          |
| <b>SUBTOTAL SECTION 5</b>                         |                                                                                                                                                                                                                                            |      |          |              | <b>\$ 27,230.00</b>  |
| <b>SECTION 6 - SWPPP</b>                          |                                                                                                                                                                                                                                            |      |          |              |                      |
| 24                                                | SWPPP Inspection and Maintenance, and Reporting                                                                                                                                                                                            | LS   | 1        | \$ 5,000.00  | \$ 5,000.00          |
| 25                                                | Inlet Protection Barrier, Reinforced Filter Fabric (All Phases), Complete in Place                                                                                                                                                         | LF   | 600      | \$ 3.00      | \$ 1,800.00          |
| 26                                                | Stabilized Construction Entrance/Exit, Including Installation and Removal                                                                                                                                                                  | EA   | 1        | \$ 2,500.00  | \$ 2,500.00          |
| 27                                                | Furnish, Install, and Fertilize Sodding (Block Sodding) for Disturbed Areas, Including Fine Grading, Topsoil, Mowing, Maintenance, and Irrigation Until Established, Used Only at the Written Direction of the Engineer, Complete in Place | SY   | 400      | \$ 10.00     | \$ 4,000.00          |
| <b>SUBTOTAL SECTION 6</b>                         |                                                                                                                                                                                                                                            |      |          |              | <b>\$ 13,300.00</b>  |
| <b>SECTION 7 - TRAFFIC CONTROL AND REGULATION</b> |                                                                                                                                                                                                                                            |      |          |              |                      |
| 28                                                | Traffic Control and Regulation, in Accordance with Drawings and Specifications, Complete                                                                                                                                                   | LS   | 1        | \$ 5,000.00  | \$ 5,000.00          |
| <b>SUBTOTAL SECTION 7</b>                         |                                                                                                                                                                                                                                            |      |          |              | <b>\$ 5,000.00</b>   |
| <b>SECTION 8 - SUPPLEMENTAL ITEMS</b>             |                                                                                                                                                                                                                                            |      |          |              |                      |
| 29                                                | Cement Stabilized Sand for Subgrade, Complete in Place (Engineer's Approval Required)                                                                                                                                                      | CY   | 100      | \$ 60.00     | \$ 6,000.00          |
| <b>SUBTOTAL SECTION 8</b>                         |                                                                                                                                                                                                                                            |      |          |              | <b>\$ 6,000.00</b>   |
| <b>SUBTOTAL</b>                                   |                                                                                                                                                                                                                                            |      |          |              | <b>\$ 217,160.00</b> |
| <b>20% CONTINGENCY</b>                            |                                                                                                                                                                                                                                            |      |          |              | <b>\$ 43,432.00</b>  |
| <b>TOTAL CONSTRUCTION COST</b>                    |                                                                                                                                                                                                                                            |      |          |              | <b>\$ 260,592.00</b> |

**SEABROOK ECONOMIC DEVELOPMENT CORPORATION  
RESOLUTION 2026-01/EDC**

**SEDC INCENTIVES POLICY**

\* \* \* \* \*

WHEREAS, on January 18, 1992, the voters of the City of Seabrook authorized the City of Seabrook to adopt a one-half cent sales and use tax to pay for the costs of projects authorized by Chapters 501, 502, and 505 of the Texas Local Government Code, and to pay for the principal and interest of bonds or other obligations issued to pay the costs of such projects; and

WHEREAS, the Seabrook Economic Development Corporation (“EDC”), a type B corporation, was established to oversee the expenditures of these tax monies and bylaws were established for the operation of the EDC; and

WHEREAS, EDC has analyzed potential incentive programs available under state law to assist it in attracting businesses, creating jobs, and assisting in other statutorily authorized economic development programs; and

WHEREAS, EDC has evaluated incentive program funding for its current Fiscal Year budget; and

WHEREAS, EDC has allocated funding and memorialized incentive program funding options by resolution since Fiscal Year 2008-09, the first year it adopted such measures;

**NOW THEREFORE, BE IT RESOLVED BY THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS:**

**Section 1.** That EDC will undertake to establish one or more economic development incentive programs and expenditures in accordance with the City of Seabrook’s and the EDC’s economic development goals and adoption of relevant policies for each program, state law, including but not limited to Chapters 501, 502, and 505 Texas Local Government Code (the Development Corporation Act) and to the extent EDC is authorized to expend funds in such a program, as established by the Texas Local Government Code Chapter 380 and Seabrook City Council, as appropriate.

**Section 2.** That the following incentives are approved by the Board of Directors, and are designed to provide guidance to the EDC Director in his negotiations with potential economic development clients. All requests for incentives shall come back to the Board for consideration, and shall be in an amount or amounts which will not exceed

the total approved appropriation for Economic Development Incentive Programs, Budget Line Item 707-5620, in the amount as shown in the final budget following adoption by the Board of Directors and City Council for the then-current fiscal year, including amendments.

The incentives identified and approved by the Board of Directors are outlined in Appendix A, attached to this Resolution.

**Section 3.** That this Resolution be reviewed annually and attached as written or as it may be revised to subsequent EDC Budget, forwarded to the Seabrook City Council. The Board finds that the above list has been published as required for public comment by Section 505.160(a) Texas Local Government Code and constitutes a continuing project to the extent it is funded in any particular fiscal year.

**Section 4.** That following approval of the budget by the Board of Directors, the Seabrook City Council, and publication of the statutory notice identifying projects, that expenditures for those projects identified in Section 1 be thereafter approved and allocated subject to the budget line item cap by the Board of Directors, without further budget amendment or approval by the Board of Directors and City Council.

**PASSED, APPROVED AND ADOPTED THIS \_\_\_\_\_ DAY OF FEBRUARY, 2026.**

SEABROOK ECONOMIC DEVELOPMENT  
CORPORATION

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Paul Dunphey,  
Chairman

ATTEST:

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Ann Wacker,  
Secretary

## **APPENDIX A**

### **Article I - General Provisions**

Seabrook, Texas is a community southeast of the City of Houston. The community was incorporated in 1961 and is currently 13 square miles in size. The Seabrook Economic Development Corporation was established in 1992 as a Texas 4B corporation (501c6) to serve as the economic development agent for the City.

The provisions of this resolution apply in the city limits of the City of Seabrook, Texas.

#### **Purpose**

The Seabrook Economic Development Corporation (SEDC) is committed to promoting economic growth, redevelopment and community improvement through the use of local planning tools, such as economic incentives. In order to create a guiding framework for decisions regarding the use of public resources to stimulate economic activity, the SEDC has established this policy to orient the consideration and use of economic incentives in a manner that is consistent with the City's strategic priorities and objectives, providing a return on investment to the community.

#### **Obligation**

While this policy will be proactively used in the process of granting incentives, nothing in this document implies that the City of Seabrook and the SEDC are under any obligation to provide an incentive. Further, while these guiding criteria provide a framework for evaluation, every prospect will be considered on a case-by-case basis by the SEDC and ultimately, the City Council. All incentives are subject to availability of funding.

#### **Authority**

This policy is adopted under the authority of the Constitution and Laws of the State of Texas, and the City Charter of the City of Seabrook, Texas.

#### **Applicability**

Any Project requesting incentives in Seabrook will be given consideration under the provisions of this policy. As a rule, Projects are evaluated with regard to their economic efficiency; and return on investment to the citizens of the City of Seabrook. This may mean addition of quality jobs, ad valorem tax value, sales tax or any other significant public benefit.

#### **Public Accountability & Performance Measures**

Every incentive agreement that the SEDC enters into is considered an investment for the public benefit. Each incentive application is considered with regard to its merit to the community at large, and its potential to create a multiplying economic effect for the citizens of Seabrook. Performance measures will be established based on the economic impact and overall assessment by the SEDC. Should an applicant be unsure of projected performance indicators, utilizing conservative estimates with contingency options are encouraged to prevent default.

EDC Incentive Programs Resolution

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### Compliance

Each year of the active incentive agreement, compliance reporting must be completed by incentive recipients. Projects that are not in compliance with performance measures are subject to recapture of a portion or all of the incentive value.

### Recapture

Should an incentive recipient fail to meet compliance measures and to perform under the prescribed cures, incentives are subject to repayment to the SEDC.

### Development Quality

Generally, any Project receiving an incentive under the provisions of this policy shall exceed the minimum requirements of development quality prescribed in the Seabrook Code of Ordinances as determined by a staff evaluation of proposed facility designs. Such designs will be included as compliance measures in an incentive agreement.

## Article II - Definitions

**As used herein for the business incentive application, the following terms shall have the meanings ascribed below. All undefined terms shall retain their usual and customary meaning as ascribed by common and ordinary usage.**

*Agreement.* A contract between an Incentive recipient and the SEDC clarifying the terms, performance measures and obligations of the parties.

*Assessed Value.* The appraised value of a property after any exemptions have been applied

*Base Year Value.* The Assessed Value of all property subject to a Tax Rebate in the year preceding execution of an Agreement

*Business Personal Property.* Any property associated with a Project other than Real Property and excluding inventory

*City.* The City of Seabrook, Texas, and all its governing and operating bodies

*Construction / Build-Out Costs.* Costs which may be associated and extended to mean the improved value of buildings, structures, fixed-in-place machinery and equipment, site improvements, and related personal equipment necessary to the primary operation of the facility.

*Compliance Measures.* Economic performance indicators for a Project established by Agreement and reported to the City annually or as otherwise prescribed by Agreement

*Council.* The City Council of the City of Seabrook, Texas

*Default.* An event in which a party to an Agreement has failed to meet Compliance Measures and to perform under prescribed cures

*Expansion.* An investment in fixed assets that will result in an increase in occupied building area, increased employment or higher Assessed Value of Real Property by a firm already located in the City

*Facility.* Combined Real and Business Personal Property Improvements that house an economically purposeful activity

*Green Space Improvements.* Improvements to the Project site that increases beyond required green space and detention requirements by the City that will utilize natural vegetation and landscaping to improve the site aesthetics.

*Improvement.* A building, structure or fixture erected on or affixed to land with a life expectancy of 15 years or more.

*Incentive.* Any inducement for economic activity given by a governmental entity (in this case the SEDC) such as a rebate, participation in infrastructure costs, waiver of fees or development requirements only as allowed by law, or any other incentives not prohibited by state or federal law.

*Ineligible Property.* The following types of property shall be fully taxable and ineligible for Incentives: land; inventories; supplies; tools; furnishings, and other forms of movable personal property; vehicles; vessels; property owned or used by the State of Texas or its political subdivisions or by any organization owned, operated or directed by a political subdivision of the State of Texas; or any other property for which Incentives is not allowed by state law.

*Infrastructure* may include water, wastewater, roads, drainage, and the extension of franchise utilities. Infrastructure items must show a benefit to a region or area of the city and not solely benefit one business.

*Job.* A permanent, full-time employment position that has provided or will result in employment of at least 1,820 hours per position in a year; Part-time positions may be aggregated to create a full-time position for consideration in this policy.

*Modernization.* The replacement and upgrading of existing facilities which increases the productive input or output, updates the technology, or substantially lowers the unit cost of operation, and extends the economic life of the facility. Modernization may result from the construction, alteration, or installation of buildings, structures, fixed machinery, or equipment. It shall not be for the purpose of reconditioning, refurbishing, repairing, or completion of deferred maintenance.

*Project.* The combination of proposed investment, improvements and economic activity

that is submitted in an application for an economic incentive as provided by law, see Texas Local Government Code Sections 501 and 505.

*Personal Property.* Assets on a site that can be moved. Personal property is movable and not fixed permanently to one location, such as land or buildings.

*Quality of Life Improvement may include sports and athletic facilities, tourism and entertainment facilities, convention facilities and public parks*

*Real Property.* Land or improvement affixed thereto. Examples of real property are buildings, canals, crops, fences, land, landscaping, machinery, minerals, ponds, railroad tracks, and roads.

*SEDC.* Seabrook Economic Development Corporation and its staff.

### **Article III - The Application Process**

#### **Application Required**

In order to ensure accountability, fairness and compliance with all applicable regulations, every incentive request must proceed through a uniform application process.

Incentive applications are evaluated on a case-by-case basis. As such, an application does not guarantee an incentive grant.

#### **Information & Confidentiality**

In order to perform an adequate cost-benefit analysis of each incentive request, the SEDC requests thorough information regarding the economic attributes of each Project. This information is used in the strictest sense to evaluate the potential incentive investment being considered by the SEDC and will be treated as confidential.

Please note that while government documents are subject to the provisions of the Texas Open Records Act and other regulations pertaining to transparency in government, certain exceptions apply to information used in Economic Development negotiations. Information that is provided to the City and the SEDC in connection with an application or request for economic incentives in accordance with the above criteria and guidelines and which describes the specific process or business activities to be conducted or equipment or other property to be located on the property for which the economic incentives are sought is subject to confidentiality and subject to exception for public disclosure until the economic incentives agreement is executed, or as otherwise determined by the Texas Attorney General as provided by the Act. The information in the custody of the City of Seabrook after the agreement is executed is not confidential and would be required to be released under the Texas Open Records Act.

## Article IV – PROGRAM DEFINITIONS

**IMPORTANT: Do not start construction before applying for incentives. If construction has started prior to an incentive application, it is assumed that the Applicant does not need assistance and the application may be denied.**

The Seabrook EDC has approved the use of the following programs to incentivize development within the City of Seabrook:

- A. Small Business Development Incentive
- B. Commercial Façade Incentive
- C. New Construction & Development Incentive

While some projects may not fit into the categories listed above, the Seabrook EDC retains the right to review any application and enter into an incentive agreement under Texas local government code 505.158.

All incentives are paid via reimbursement. Qualifications for reimbursement include a signed certification of occupancy by the City of Seabrook and signed permits by related county and State agencies for the operation of the business. Documentation of costs related to reimbursement must accompany reimbursement requests. If documentation is not provided, reimbursement will not be paid. It is important to note that **all incentive programs have a maximum duration limitation of 10 years.**

### **A. Small Business Development**

Defined as having less than five (5) full-time (or FTE) employees and/or under \$2,000,000 in annual sales. Businesses that pursue an incentive in this category will be required to meet with a Small Business Development Center (SBDC) / SCORE representative regarding the business' projected growth plan. The Board of Directors shall consider the number of years an entity has been in business to determine if an exemption to this requirement may be granted.

The Small Business Development Incentive is designed to provide funding for **growth** of the business. Incentive funds are not awarded for normal operating expenses such as payroll, building maintenance, utilities, et al.

If awarded, the project will be required to show proof of use of funds for the expansion of employment, expansion of services, or new construction. Small Business Development Incentives have a maximum value of \$30,000 per incentive . Eligible to re-apply after a minimum of 5 years from most recent award and project completion.

## **B. Commercial Façade Incentive**

The Façade Improvement Program involves real property improvements to the exterior of commercial, retail buildings in the City of Seabrook.

### Eligibility

Projects include those making alterations to building exteriors which enhance its appearance and character in a manner that is harmonious with the design principles of the zoning ordinance of the district.

Examples of eligible improvements are as follows:

- Brick repair
- Awning replacement
- Sign removal or replacement
- Window replacement or restoration
- Replacement or restoration of cornices
- Removal architecturally inappropriate alterations
- Other aesthetic/architectural improvements as approved

Commercial Façade Incentives have a maximum value of \$30,000 per incentive . Thus - not facing alleys, back of building, side facing another building, etc. Eligible to re-apply after a minimum of 5 years from most recent award and project completion.

Incentives are paid **after** a final inspection has been received from the Seabrook Building Official.

## **C. New Construction & Development Incentive**

### Eligibility

Projects involving warehouse, light industrial facilities, as well as commercial and office developments. Infrastructure, site development, and greenspace enhancements are eligible project costs for this program. Businesses that pursue an incentive in this category will be required to meet with a Small Business Development Center (SBDC) / SCORE representative regarding the entity's business plan. The Board of Directors shall consider the number of years an entity has been in business to determine if an exemption to this requirement may be granted.

Projects seeking incentives for new construction and site improvements will be subject to the following qualifications:

EDC Incentive Programs Resolution

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- The EDC intends to be selective regarding the kinds of businesses that are recruited and incentivized. To that end, non-retail businesses will take precedence over retail businesses, unless the retail establishment has regional draw and serves residents from Seabrook and beyond. In general, the primary objective of the City's economic development efforts is to target new and expanding businesses that offer living wage jobs with benefits that equal or exceed the median wages for similar positions in the State of Texas or that make significant capital investment in the City. The creation and retention of competitive wage jobs shall be a key determinant in granting any incentive.
- The EDC encourages the development of regional retail opportunities within its jurisdiction in order to provide services to its constituency and the visiting public from Seabrook and beyond. The EDC will consider incentives for retail businesses and developers that precipitate the expansion of the sales tax base and other revenues, further the effort to develop Seabrook as a regional hub for retail goods and services, and expand the property tax base. The EDC wants such developers who add quality, or up-scale features, to the architectural designs and landscaping. This is particularly the case with non-industrial developments where unique architecture, landscaping or other features would enhance the quality of development to attract customers and other businesses.
- The EDC desires to retain existing businesses/industries that are contemplating relocating to another city, or state. The EDC may consider offering financial incentives that would offset the cost differentials that make other locations viable. To be eligible under this premise, the applicant or business must provide a declaration that states it is actively pursuing relocation and, absent EDC incentives, would carry out its intent. Furthermore, the applicant or business must make a minimum incremental capital investment, which can be for site modernization, new equipment, technology, or other long-lived depreciable assets that increase the assessed valuation.
- Generally, incentives will not be considered if an applicant, whether a new or existing business, has begun on construction on the site. Before granting any incentive, the City shall determine that without the incentive, the applicant would not locate or expand within the City's jurisdictional boundaries.

Projects requesting an incentive in this Program will be subject to the following minimum qualification:

| PROJECT INDICATOR            | MINIMUM QUALIFICATIONS |
|------------------------------|------------------------|
| New Jobs Created (full time) | 10                     |
| Real Property                | \$3,000,000            |
| Personal Property            | \$100,000              |

These minimum value metrics are required for the duration of the incentive contract.

New Construction and Development Incentives are eligible to re-apply after a minimum of 5 years from most recent award and project completion.

NOTE: Improvements made prior to approval of an incentive agreement are not eligible for reimbursement under this program.

#### **D, Annual Program Funding Caps**

##### Establishment of Annual Incentive Ceilings

To ensure fiscal responsibility and alignment with the annual budget, the Economic Development Corporation shall establish annual funding ceilings for select incentive programs.

1. **Commercial Facade and Small Business Development Incentive Programs**  
The Commercial Façade and Small Business Development Incentive Programs shall be subject to an annual funding ceiling. The total amount of incentive funds available under this program shall not exceed the amount approved by the Board of Directors as part of the Corporation's annual budget for each fiscal year.
2. **New Construction & Development Incentive Program**  
The New Construction & Development Incentive Program shall also be subject to an annual funding cap. The total amount of incentive funds available under this program shall not exceed the amount approved by the Board of Directors as part of the Corporation's annual budget for each fiscal year.
3. **Initial Funding Caps – Fiscal Year 2025–2026**  
Upon adoption of this policy, the Board of Directors expresses its intent to initially establish the following annual caps for Fiscal Year 2025–2026:
  - Commercial Façade and Small Business Development Incentive Programs: \$100,000 annually
  - New Construction & Development Incentive Program: \$200,000 annually
4. **Annual Review and Approval Beginning Fiscal Year 2026–2027**  
Beginning with Fiscal Year 2026–2027 and for each fiscal year thereafter, the Board of Directors shall be presented with proposed annual funding caps for each incentive program during the budget process. The Board may approve the same caps, modify existing caps, or establish new caps, provided such amounts are set within the approved annual budget.
5. **Program Availability**  
Incentives under each program shall be awarded on a first-come, first-served basis or other method approved by the Board, and no incentives shall be approved once the applicable annual funding cap has been fully committed, unless otherwise authorized by formal Board action.

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**MEETING MINUTES  
JANUARY 8, 2026**

**SEABROOK ECONOMIC DEVELOPMENT  
CORPORATION  
WORKSHOP SESSION AND REGULAR  
MEETING**

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Chairman Paul Dunphey called the Seabrook Economic Development Corporation meeting to order at 5:00 p.m. in the Council Chambers in Seabrook City Hall. Present were Mayor Jim Sweeney, Paul Dunphey, Terry Chapman, Ann Wacker, Councilmember Summer Sanford, Michelle Brown, and Tracy Powell. Also present were EDC Director Rick Guerrero, City Manager Gayle Cook, and Community & Economic Development Coordinator Ranya Botros.

**1. PRESENTATIONS**

**1.1 Conduct Oath of Office for reappointed Seabrook Economic Development Corporation board members and discuss training requirements.**

City Secretary Rachel Lewis conducted the Oath of Office for EDC Board Chairman Paul Dunphey and EDC Board member Michelle Brown, who were both reappointed to the EDC Board.

**2. ENTER INTO WORKSHOP SESSION**

**2.1 Discuss staff recommendations for revising the Seabrook Economic Development Corporation's incentive policy.**

The Workshop Session convened at 5:03 p.m.

EDC Director Rick Guerrero gave a presentation about updating the EDC incentive policies. Board members had a discussion and asked the EDC Director questions regarding revising the incentives.

**3. ADJOURN WORKSHOP SESSION AND ENTER INTO REGULAR SESSION**

The Workshop Session was adjourned at 6:14 p.m., and the Regular Economic Development Corporation meeting convened at 6:14 p.m.

**4. PUBLIC COMMENTS AND ANNOUNCEMENTS**

There were no public comments.

**5. NEW BUSINESS**

**5.1 Consider and take all appropriate action on the infrastructure improvement project to install Architectural Marine Bollards in the amount of \$16,630.25.**

City Manager Gayle Cook spoke about the Corridor Aesthetic Improvements funded by the EDC, which include the bollards underneath the underpasses and the need for additional improvements to fix current issues not addressed during the initial design.

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|              |                                           |
|--------------|-------------------------------------------|
| Motion:      | To Approve                                |
| Made By:     | Mayor of Seabrook Sweeney                 |
| Seconded By: | EDC Vice-President Chapman                |
| Vote:        | <b>Passed</b> unanimously by all present. |

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**6. EXECUTIVE SESSION**

- 6.1      **Conduct a Closed Session pursuant to Texas Government Code Sections: 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 Economic Development Corporation seeks to have locate, stay, or expand for which the City is conducting economic development negotiations, as provided by Texas Government Code Section 551.087.**  
The Executive Session was pulled from the agenda.

7.    **OPEN SESSION**

- 7.1      **Reconvene Open Session**  
This item was pulled from the agenda.

8.    **OLD BUSINESS**

- 8.1      **Consider and take all appropriate action when selecting an option to revise the Seabrook Economic Development Corporation's incentive policy.**

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|              |                                                                      |
|--------------|----------------------------------------------------------------------|
| Motion:      | To Accept Option B of the proposed revision to the incentive policy. |
| Made By:     | Mayor of Seabrook Sweeney                                            |
| Seconded By: | At-Large Position 6 Sanford                                          |
| Vote:        | <b>Passed</b> unanimously by all present.                            |

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9.    **ROUTINE BUSINESS**

- 9.1      **Update by Director on Strategic Plan and Monthly Reporting and Activities.**  
EDC Director Rick Guerrero gave an update on EDC activities.

- 9.2      **Approve minutes from the December 3, 2025 regular EDC meeting.**

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|              |                                           |
|--------------|-------------------------------------------|
| Motion:      | To Approve                                |
| Made By:     | At-Large Position 6 Sanford               |
| Seconded By: | EDC Secretary Wacker                      |
| Vote:        | <b>Passed</b> unanimously by all present. |

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- 9.3      **Establish future meeting dates and agenda items.**  
The next EDC Board meeting will be held on Thursday, February 12, 2026.

The meeting was adjourned at 6:35 p.m.

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|              |                                           |
|--------------|-------------------------------------------|
| Motion:      | To Adjourn                                |
| Made By:     | At-Large Position 6 Sanford               |
| Seconded By: | Mayor of Seabrook Sweeney                 |
| Vote:        | <b>Passed</b> unanimously by all present. |

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APPROVED: \_\_\_\_\_  
Chair

DATE: \_\_\_\_\_

ATTEST:

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Ami Blackwell  
Tourism & Special Events Coordinator