THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF SEABROOK MET ON THURSDAY, JULY 9, 2015 AT 7:00 P.M. IN THE SEABROOK CITY HALL COUNCIL CHAMBERS, 1700 FIRST STREET, SEABROOK, TEXAS TO CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE AGENDA ITEMS LISTED BELOW.

BOARD MEMBERS PRESENT:

PAUL R. DUNPHEY	PRESIDENT
TERRY CHAPMAN	VICE-PRESIDENT
GARY BELL	TREASURER
ERNIE DAVIS	SECRETARY
O.J. MILLER	COUNCIL REPRESENTATIVE
GLENN ROYAL	MAYOR
BRENDA VESELENY	MEMBER

ALSO PRESENT WERE:

GAYLE COOK	CITY MANAGER
XOCHYTL GREER	CITY/EDC ATTORNEY
PAUL CHAVEZ	DIRECTOR OF ECONOMIC DEVELOPMENT
MEREDITH BRANT	ASST. CITY SECRETARY

President Paul Dunphey called the meeting to order at 7:00 p.m. and declared that a quorum was present.

1.0 ROUTINE PUBLIC HEARING AND ANNOUNCEMENTS

There were none.

2.0 PRESENTATIONS

2.1 Quarterly Marketing Report. (Dearman)

Ms. Dearman gave her report for the last two quarters (winter and spring).

2.2 EDC Director's report on economic development activities for June, 2015. (Chavez)

Mr. Chavez gave his report.

2.3 Presentation by Chad Burke of the Economic Alliance Houston Port Region. (Burke)

This presentation will be made at a later date as Mr. Burke was unable to attend.

3.0 NEW BUSINESS

3.1 Consider approval of the addendum to the incentive agreement for The Asparagus Group. (Chavez)

Mr. Chavez stated that the City Attorney has made minor changes to the agreement as approved by EDC on June 11 and City Council on July 7.

President Dunphey stated that as the board approved the addendum at the June meeting, there was no need for further action unless there was an objection. There were no objections.

3.2 Appoint a member of EDC to participate in the review of RFQ's (Request for Qualifications) received for architectural services related to the Repsdorph Waterfront Project. (Chavez)

Mr. Chavez stated that four entities had responded to the RFQ for architectural services. He added that the four submissions will be reviewed by Ms. Cook, Mr. Landis, himself and a volunteer from EDC to select the top two, which will be presented to the board for approval and award of contract. Ms. Veseleny volunteered to assist in the review.

3.3 Consider contract for services with the City of Seabrook for administrative services. (Cook)

Ms. Cook spoke regarding the changes in the contract which include adding administrative support for the EDC Director as well as an increase in budget.

Mayor Royal stated that the city is short on staff and he encouraged the board to approve this contract.

Mr. Davis pointed out that there was a typo and Mr. Chapman was incorrectly named as secretary.

Motion was made by Ms. Veseleny and seconded by Councilor Miller

To approve the contract as written, but with the noted corrections.

MOTION CARRIED BY UNANIMOUS CONSENT.

3.4 Consider contract for economic development consulting services with the Economic Alliance Houston Port Region. (Chavez)

President Dunphey stated that in Mr. Burke's absence, this item will be deferred until the August meeting.

3.5 Consider sponsoring a public event in Old Seabrook in an amount not to exceed $10,000. This is an unbudgeted item. (Veseleny)

Ms. Veseleny stated that the proposed event is a good start for achieving the goals set for Old Seabrook.

Ms. Cook stated that the attachment reflects best case/worse case scenarios with a draft of sponsorship packages. She added that this event will bring attention to Old Seabrook businesses. She asked the board to consider up to a $10,000 sponsorship. Ms. Dearman highlighted the various aspects of the event which will be held Saturday, November 14. The city will be partnering with Food and Vine Time Productions.

Mayor Royal stated that the Hotel Tax and general fund can be combined to support this event. The production company has a good record for producing like events and has many important connections and opportunities for creating publicity.

In response to a question from Mr. Davis, Ms Cook stated that the profits from this event would go toward a named charity and in a fund for the next event.

Mr. Davis suggested that a sponsorship contract be brought back to EDC for approval.

In response to Ms. Veseleny's inquiry, Ms. Cook stated that this may become a recurring event provided it runs smoothly and turns a profit. Ms. Cook added that the tree lighting event will take place in December in Old Seabrook, as well.

Motion was made by Mr. Davis and seconded by Ms. Veseleny

To approve a sponsorship of the proposed event, once sponsorship packages are finalized, in an amount not to exceed $10,000.

MOTION CARRIED BY UNANIMOUS CONSENT.

3.6 Consider reimbursement to Second Street businesses for costs incurred for stationery and business cards due to the renaming of Second Street to Main Street. This is an unbudgeted item. (Royal)

Mayor Royal stated that since the street name change is part of the effort to revitalize Old Seabrook, it would be appropriate for EDC to consider reimbursement to businesses for costs incurred by the change. Mr. Chavez stated that there are seventeen businesses and three residences on Second Street. The mayor suggested that an amount of $250 should be sufficient for offsetting initial expenses.

Mr. Davis stated that he is supportive of helping out, but he is not in favor of a blanket amount for each business.

President Dunphey recommended that receipts be submitted for reimbursements.

Ms. Veseleny stated that reimbursement should be by request of the business owner.

Motion was made by Mr. Davis and seconded by Mr. Chapman

To implement a business reimbursement program for the businesses impacted by the street name change in an amount not to exceed $500 per business, requiring submission of receipts for expenses with a deadline of December 31, 2015, authorizing city staff to administer the reimbursements and report back to EDC in January.

MOTION CARRIED BY UNANIMOUS CONSENT.

3.7 Consider contract for economic development incentive consulting by Marsh Darcy Partners in an amount not to exceed $25,000. This is an unbudgeted item. (Cook)

Ms. Cook stated that this contract is a result of meeting with members of Freese Nichols, the firm currently working on the Comprehensive Master Plan. They advised that due to upcoming large projects which include the Repsdorph Waterfront, new hotels, a hotel rebuild, and a convention center project, the city must be prepared to offer incentive packages which could be worth millions of dollars to the city. To date, the city has not been required to put together incentive packages of such magnitude. Therefore, it is vital that the city have the resources for creating packages which are a result of studies, third party analysis, which take into account revenues and contain the full scope of work as required by law. She added that, if approved, it will allow for engagement with Marsh Darcy on a trial basis, beginning with a smaller project.

Mr. Chavez stated that he has worked with Marsh Darcy on previous projects and they provide excellent input; their third party information has proved to be of great value. He added that Mr. Weathered has already reviewed and approved the contract as presented.

Councilor Miller stated that the impact analysis is important to show why one business was chosen over another and as a means of justification to the public how/why the city spends money.

Motion was made by Mr. Chapman and seconded by Mayor Royal

To approve the contract in an amount not to exceed $25,000.

MOTION CARRIED BY UNANIMOUS CONSENT.

3.8 Review, discuss and take action on the 2015/16 EDC Budget. (Chavez)

Mr. Chavez gave an overview of the attachments which included a historical perspective as well as the current budget.

Mayor Royal stated that under item 5300 the allowed amount for the EDC Summit is $1,000. He added that if the Summit takes place this year, it may be relocated and the amount currently allowed may not be adequate.

After some discussion, items added or adjusted include:

- Addition of $25,000 for the Marsh Darcy contract
- Addition of $8,200 for business expenditures as a result of Second Street name change
- Allotment of $80,000 for advertising
- Addition of $50,000 for Old Seabrook EDC Improvement Project.

Motion was made by Mr. Davis and seconded by Mr. Chapman

To approve the budget with the amendments as discussed.

MOTION CARRIED BY UNANIMOUS CONSENT.

3.9 Update on Waterfront Drive Project. (Cook)

Brad Matlock of Cobb-Fendley gave a presentation explaining expenditures for the project and giving an overview of the issues, including the two grants from GLO (General Land Office) and EDA (Economic Development Administration) resulting in an $8.6 million project. He added that the project is now complete and no additional funds are needed.

President Dunphey stated that Mr. Matlock's presentation is for information only and no action is required.

3.10 Election of EDC officers for 2015/16. (Dunphey)

Motion was made by Mayor Royal and seconded by Councilor Miller

To re-elect Mr. Dunphey as President, Mr. Chapman as Vice-President, Mr. Davis as Secretary, and Mr. Bell as Treasurer.

MOTION CARRIED BY UNANIMOUS CONSENT.

4.0 ROUTINE BUSINESS

4.1 Approve minutes of the June 11, 2015 meeting. (Brant)

Motion was made by Mr. Davis and seconded by Mayor Royal

To approve the minutes as written.

MOTION CARRIED BY UNANIMOUS CONSENT.

4.2 Approve the minutes of the May 14, 2015 joint meeting of the Comprehensive Master Plan Review Commission, City Council and EDC. (Brant)

Motion was made by Councilor Miller and seconded by Mayor Royal

To approve the minutes as written.

MOTION CARRIED BY UNANIMOUS CONSENT.

4.3 Establish future meeting dates and agenda items.

Mr. Landis stated that there will be a public meeting on July 30 at Bay Elementary regarding the Comprehensive Master Plan and encouraged all to attend.

The next EDC meeting will be Thursday, August 13 and agenda items will include:

- Economic Alliance presentation and contract review
- Sponsorship of Celebration Seabrook event
- Architectural services

Upon motion, the meeting was adjourned at 8:50

Paul Dunphey, President

Meredith Brant
Meredith Brant, TRMC
Assistant City Secretary

THE CITY OF SEABROOK TEXAS