



BUSINESS INCENTIVE INFORMATION AND APPLICATION

Welcome!

Thank you for considering your business development in Seabrook, Texas! We are excited to have your business as part of our community.

The Seabrook Economic Development Corporation wants to do what we can to help your business' location decision – which is why we developed a series of incentives for business growth.

Getting Started

The *first thing* you'll want to do when deciding on a location is call us and schedule a meeting with City staff to review your project to ensure you meet all required development codes and zoning. During these meetings, we will also cover incentive options and important developments around the community that may affect your project.

Once City staff has vetted your project internally, it will be time to schedule a public presentation to the various boards that oversee our city's codes and ordinances in relation to your project. For the purpose of this document, we are going to review the business incentive process.

There are a wide range of business incentives available for consideration and some may be used in coordination with others. Our currently available incentives include:

- Business Development Incentive
- Demolition Grant
- Sales Tax Rebates
- Storefront Façade Improvement Grant

Additional details regarding these programs are available online and from our economic development office.

Legal Process and Timeline

For business incentive considerations, a presentation will need to be prepared by the prospect for an upcoming Economic Development Corporation board meeting. The Corporation usually meets once a month on the second Thursday of each month. Materials for the presentation to the board should be submitted and approved by City staff 15 days **prior to** the scheduled meeting date.

Once details about the project are confirmed and discussed with city staff, an application will need to be prepared by the prospect to be presented to the board. When the application has been submitted, the incentive process will follow three major parts:

One

The initial presentation will provide background to the board about your project. This gives you the opportunity to sell your project's incentive request. The board may ask for additional information after your initial presentation before making a final decision.

Two

If the board approves your request for business incentives, City staff will be directed to have an incentive agreement and project notice prepared outlining the scope and requirements of the incentive(s). The incentive agreement returns to the EDC board at a subsequent meeting for final review and action.

All incentive agreements over \$10,000 must receive city council review prior to implementation. Seabrook's City Council usually meets on the first and third Tuesday of each month.

The required project notice must be posted at City Hall for **60 days** to allow for public comment on your incentive application.

Once the 60 day period of public comment has ended, city council may then take action on the incentive agreement. A resolution by city council will be prepared, authorizing the Seabrook EDC board to proceed with the incentive plan.

Three

The process usually takes **90 to 120 days** from the time the incentive is submitted to the final approval by City Council. However, the process can take longer depending on negotiations.

Reporting Results

Once the incentive for your project is approved, we will want to schedule time to discuss participation in our My Business Belongs in Seabrook campaign. This online marketing effort is free for our business community and helps to promote Seabrook as a place for business!

Participation in My Business Belongs in Seabrook is **not** mandatory and/or contingent upon incentive award.

Additionally, we will schedule a follow up meeting that will be held within 60 days after City Council's approval of the incentive agreement to capture any additional details we will need for incentive performance requirements.

Key Considerations

When considering an application for incentives, the EDC Board may use one or more of the following key considerations as criteria for decision making:

- Is the project consistent with the EDC Purpose, Mission, and Goals?
- Does the project create and/or retain jobs?
- Are there competing sites?
- Does the business capture dollars from outside the community?
- What is the private capital investment?
- Would the project be completed to the same quality and effect if not for EDC participation?
- Does the project contribute to the place-making and character of Seabrook?
- How does the project impact the City's infrastructure?
- Does the project generate a sufficient return on investment to the community?
- Is the business displaced due to either natural disaster or Federal, State, Municipal construction activities?

Performance Measures

Performance measures will be customized to the incentive. Depending on the incentive, qualifying companies may be required to enter into a mutually accepted performance agreement based on capital investment and/or local annual sales tax generation and maintain a physical location and conduct business in the City of Seabrook for a specified period of time.

Confidentiality

In order to perform an adequate cost-benefit analysis of each incentive request, the City of Seabrook 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 City and will be treated as **confidential**.

NOTE: 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.

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 of Seabrook 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 confidential and not subject to public disclosure until the economic incentives agreement is executed.

Requirements Prior to Application Submittal

Applicants must provide documentation as outlined in the checklist below. Conformance and completion of all sections is the basis for consideration by the Economic Development Board and City Council.

1. Seabrook Business Incentive Application Form – Original signed by company officer.
2. Narrative – Background of the company and description of the project. Also include site plan and renderings of finished site if possible. Pictures / renderings can go a long way to selling your project!
3. Budget – detailing components and costs of the real property improvements and fixed-in-place improvements for which an incentive is requested.
4. Project timeline – Schedule for constructing proposed improvements.
5. **For Business Development Incentive:** Evaluation of competing locations with documentation of a competitively-sited project including statement of reason(s) that requested incentive is necessary to ensure that proposed project is built in Seabrook (i.e., documentation supporting assertion that “but for” an incentive, the stated project could not be constructed in Seabrook).
6. **For Business Development Incentive:** A copy of the company’s quarterly report filed with the Texas Workforce Commission – for the immediately preceding quarter prior to application, documenting the current number of permanent full-time employees (and full-time Contractor employees, if any).
7. Financial information:
 - **Publicly traded company** (including wholly owned subsidiary or operation division): most recent annual report to stockholders.
 - **Privately-owned company:** most recent audited financial statements, documentation of the date and location of incorporation, bank references (including officer name and telephone number), and accountant and attorney references (names of firms and contact telephone numbers).

- ***New venture:*** Business plan and financing commitment from lender and/or venture capitalist; plus bank references (including officer name and telephone number), accountant and attorney references (firms and contact telephone numbers).
8. Documentation that all tax accounts within Harris County are paid on a current basis.
 9. Copy of Lease Agreement, if applicable.
 10. **SH146 Business Relocation Incentive Applicants:** Provide information noted above plus copies of TXDOT final offer documents for your site, signed agreements on relocation, and any documentation on the business relocation.