



Agenda Briefing

Date of Meeting: September 1, 2020

Responsible Department: City Manager's Office

Presenter: Gayle Cook, City Manager

Briefing Prepared By: Gayle Cook, City Manager

Strategic Focus Area: Economic Growth

General Information / Subject:

Agenda Item:

Consider and approve a conditional reimbursement for a transfer of \$244,500 from General Fund to Economic Development Fund as a retroactive payment for the Seabrook Economic Development – Emergency Business Retention Incentive Program created in response of COVID-19 for expenditures related to the costs of business interruption caused by required closures or reduced capacities and was implemented after March 1, 2020. This is not a budgeted item and will require a budget amendment.

The City of Seabrook has been allotted \$786,005 in CRF funding from Harris County for eligible expenses related to COVID-19. One category of eligible reimbursement is Economic Expenses. The City of Seabrook, ("Applicant"), has submitted for consideration an application for the recent Seabrook Emergency Business Retention Incentive (SEBRI) Program in response to COVID-19.

The transfer under consideration would be a retroactive transfer to Seabrook Economic Development Corporation for the administration and implementation of this program. In turn, the City of Seabrook as "Applicant" under the CRF Small Cities Program, would then be eligible for reimbursement. As a condition, Seabrook City Council can require that if the CRF application and funding are not successful, Seabrook Economic Development Corporation agrees to transfer those funds back to the city's General Fund.

Executive Summary / Background:

EDC Program Timeline:

April 14, 2020 - Seabrook Economic Development Corporation approved the creation of the Seabrook Emergency Business Retention Incentive Project (SEBRI)

April 28, 2020 - Seabrook City Council approved the final reading of EDC Resolution 2020-02 "Emergency Business Retention Incentive Project"

May 5, 2020 - Seabrook City Council approved Seabrook Economic Development project agreement for the Seabrook Emergency Business Retention Incentive (SEBRI)

July 7, 2020 - Seabrook City Council approved the CRF Eligibility Certification

August 18, 2020 - Seabrook City Council approved the Terms and Conditions Agreement with Harris County

August 19, 2020 - Harris County notified small cities of the opportunity for Rental Assistance and Small Business Assistance Programs and requirement to approve a transfer from allotted CRF funding

Funding / Fiscal Information:

Account Number: 01-900-5617

Amount Budgeted:

Amount Requested / Required: 244,500

Funding Source (if not budgeted):

This is an unbudgeted item for General Fund and will require a budget amendment from reserves

Supporting Materials Attached:

Prior Action / Review by Council, Boards, Commissions:

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

Staff Recommendation:

To approve the transfer of \$244,500 from General Fund to Seabrook Economic Development Corporation Fund on the condition that the City of Seabrook receives final reimbursement.

**APPROVED BY:
(as appropriate)**

Gayle Cook

8/26/2020

Preparer or Department Director

Date

Building Official, if needed

Date

City Secretary, if needed

Date

Community and Visitor Relations Director
if needed

Date

Court Administrator, if needed

Date

Deputy City Manager, if needed

Date

Paul Chavez

8/27/2020

EDC Director, if needed

Date

Emergency Services Director, if needed

Date

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Michael Gibbs

8/31/2020

Finance Director, if needed

Date

HR Director, if needed

Date

IT Director, if needed

Date

Police Chief, if needed

Date

Public Works Director, if needed

Date

City Manager

Date

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