



NOTICE OF A MEETING
Brenham Community Development Corporation
Thursday, January 12, 2017 @ 7:30 a.m.
City Hall - 2nd Floor Conference Room
200 W. Vulcan St.
Brenham, Texas

1. Call Meeting to Order
2. Invocation and Pledges to the U.S. and Texas Flags
3. Discuss and Possibly Act Upon the Election of a Chairperson and Vice Chairperson for 2017 **Page 1**
4. Discuss and Possibly Act Upon the Approval of the Minutes from the September 22, 2016 Special Meeting **Pages 2 - 5**
5. Discuss and Possibly Act Upon FY2015-16 Fourth Quarter and FY2016-17 First Quarter Financial Reports **Pages 6 - 19**
6. Discussion and Update from Jones & Carter on Engineering and Permitting Related to the Detention/Water Feature at the Future Brenham Family Park **Pages 20 - 23**
7. Discussion and Update Relating to the Construction of the Hodde Tech Center Expansion **Page 24**
8. Discuss and Possibly Act Upon the Release of Committed BCDC Funds to the Economic Development Foundation of Brenham, Inc. ("EDF") for the Public Works and Economic Adjustment Assistance Program Grant through the U.S. Economic Development Administration and Authorize the President to Execute Any Necessary Documentation **Page 25**
9. Discussion on 2017 Meeting Dates and Times **Page 26**
10. Economic Development Foundation Update **Pages 27 - 30**
11. Staff Updates
 - Administrative
 - City Retail Update
 - Parks & Recreation Update

Adjourn

CERTIFICATION

I certify that a copy of the agenda of items to be considered by the Brenham Community Development Corporation (BCDC) on Thursday, January 12, 2017 was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Friday, January 6, 2017 at 2:10 p.m.

Paula Shields

Paula Shields
BCDC Staff Liaison

Executive Sessions: The Brenham Community Development Corporation (BCDC) reserves the right to convene into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by Texas Government Code, Chapter 551, including but not limited to §551.071 – Consultation with Attorney, §551.072 – Real Property, §551.073 – Prospective Gifts, §551.074 - Personnel Matters, §551.076 – Security Devices, §551.086 - Utility Competitive Matters, and §551.087 – Economic Development Negotiations.

Disability Access Statement: This meeting is wheelchair accessible. The accessible entrance is located at the Vulcan Street entrance to the City Administration Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that this notice and agenda of items to be considered by the Brenham Community Development Corporation (BCDC) was removed by me from the City Hall bulletin board on _____ at _____.

Signature



To: Brenham Community Development Corporation Board of Directors
From: Terry K. Roberts, President
Subject: BCDC Board Officer Appointments
Date: January 6, 2017

Article III, Section 3.02 of the Brenham Community Development Corporation By-Laws reads in part "The Board of Directors shall appoint a Chairman and Vice-Chairman of the Board by January 31 of each year. The Chairman of the Board shall be the presiding officer for meetings and the Vice-Chairman shall act in the Chairman's absence."

We have added an agenda item to enable the Board to appoint (or reappoint) the Chairman and Vice-Chairman for 2017.

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

September 22, 2016

A special meeting of the Brenham Community Development Corporation was held on September 22, 2016, at City Hall, 2nd Floor Conference Room, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Charles Moser, Atwood Kenjura, Jason Kiemsteadt, and Darrell Blum, Bill Betts, John Hasskarl and David Cone.

City of Brenham staff members present were Terry Roberts, Carolyn Miller, Dane Rau, Lori Lakatos, Erik Smith, Jeana Bellinger and Paula Shields.

Others in attendance were Mayor Milton Tate; Page Michel and Clint Kolby, EDF

- 1. Chairman Charles Moser called the meeting to order**
- 2. The Invocation and Pledges to the Flags Followed**
- 3. Discuss and Possibly Act Upon the Approval of the Minutes from the August 18, 2016 Regular Meeting**

A motion was made by Atwood Kenjura and seconded by Bill Betts to approve the minutes from the August 18, 2016 regular meeting.

Chairman Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member Jason Kiemsteadt	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

4. Discuss and Possibly Act Upon a One (1) Year Extension of a Mowing and Cleanup Services Contract Awarded to Glasco Landscape for the Brenham Business Center and Southwest Industrial Park and Authorize the President to Execute Any Necessary Documentation

Public Works Director Dane Rau presented this item. Rau explained that Glasco & Co. Landscape (Glasco) was awarded the bid for the mowing and cleaning services for the Brenham Business Center and the Southwest Industrial Park on September 20, 2015. Glasco submitted the low bid in 2015 of \$275.00 per cycle. The total acreage mowed was 7.10 acres. There were 31 mowing cycles for a total of \$8,530.

Staff requested BCDC to extend the contact with Glasco for an additional year in the amount of \$275.00 per cycle.

A motion was made by John Hasskarl and seconded by Darrell Blum to approve a one (1) year extension of a mowing and cleanup services contract awarded to Glasco Landscape for the Brenham Business Center and Southwest Industrial Park and authorize the president to execute any necessary documentation.

Chairman Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member Jason Kiemsteadt	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

The Board adjourned into Executive Session at 7:33 a.m. Bill Betts left the meeting and did not participate in the Executive Session discussion.

Executive Session

5. Texas Government Code Section 551-072 of the Texas Government Code for Purposes of Deliberation Regarding Real Estate Matters Concerning Industrial Park Land Acquisition

Executive Session adjourned at 8:06 a.m.

Re-Open Regular Session

6. Discuss and Possibly Take Action on the Acquisition of Real Property Situated in the City of Brenham and Washington County for Industrial Purposes and Authorize the President to Execute Any Necessary Documents

A motion was made by Jason Kiemsteadt and seconded by David Cone to approve to acquire an approximate 45 acre tract of land near the existing Southwest Industrial Park for industrial park development purposes and authorize the President to enter into an earnest money contract to acquire said property based on the terms presented in executive session.

Chairman Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Board Member Bill Betts	Absent
Board Member Jason Kiemsteadt	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

A motion was made by Darrell Blum and seconded by Atwood Kenjura to enter into a financing agreement for a portion of the cost of the new industrial park property with the City of Brenham and authorize the President to execute a promissory note in the amount of \$500,000 on behalf of the Corporation issued by the City of Brenham and authorize the President to execute any necessary documents related to the project.

Chairman Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Board Member Bill Betts	Absent
Board Member Jason Kiemsteadt	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

7. Staff Updates

Clint Kolby, EDF, provided an update on the Hodde Center project. Kolby explained that the project is in the design stage. A possible reduction in square footage is being considered to keep the project within budget.

The meeting was adjourned.

Charles Moser
Chairman

ATTEST:

Jeana Bellinger, TRMC
Secretary

DRAFT



MEMORANDUM

To: BCDC Board and City Manager

From: Carolyn D. Miller
Assistant City Manager-Chief Financial Officer

Subject: BCDC Fourth Quarter FY15-16 Financial Statements

Date: January 6, 2017

Attached are the fourth quarter FY15-16 financial statements for BCDC. Notable trends or transactions are discussed below.

Sales Tax Revenue

For FY16, we increased our sales tax revenue budget by 1% over the prior year's budgeted amount. Actual FY16 sales tax revenue of \$1,551,317 finished the year \$41,895 or 2.8% ahead of budget but slightly below FY15 actuals of \$1,584,441.

Financial Statements

The *Economic Development and Brenham Business Center* operations report shows an operating deficit of \$38,574 for FY16, bringing reserves for this operation to \$788,435. The main reason for this deficit is the expenditure item for the EDA Grant Matching Contribution. At the November 2015 BCDC meeting, the Board approved the release of \$100,000 of committed funds to the EDF for the Public Works and Economic Adjustment Grant through the EDA. Design work for the Brenham Business Center detention pond began in FY16 which also contributed to the operating deficit. All operating expenditures were within budget levels and comparable to prior year.

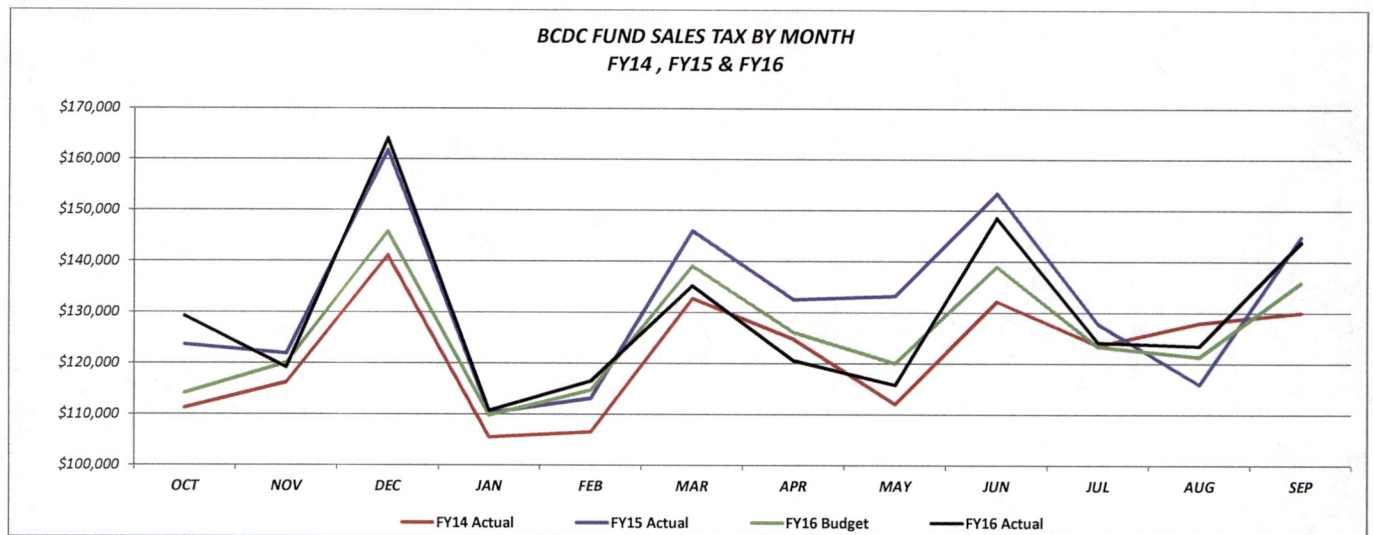
The *Recreation* side ended the year with an operating surplus of \$163,516, increasing fund balance for this operation to \$705,802. Thirteen approved parks and recreation projects for FY16 were completed and are reflected in the income statement. This is also the final year of the Aquatic Center \$40,000 operating subsidy which was phased out over five years.

BCDC Capital Projects

With the exception of interest earnings, there was no activity in the BCDC Capital Projects Fund for FY16. Approximately \$397,500 of the original \$657,000 allocated for new park infrastructure costs is available for future project expenditures.

After reviewing this information, should you have any questions prior to Thursday's meeting, do not hesitate to contact me directly at 979-337-7566.

**BCDC FUND SALES TAX BY MONTH
FY14 , FY15 & FY16**



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
FY14 Actual	111,211	116,199	141,108	105,490	106,506	132,723	124,767	112,025	132,214	123,539	127,967	129,967	1,463,717
FY15 Actual	123,656	121,922	161,823	110,237	113,129	145,981	132,531	133,222	153,375	127,745	115,950	144,871	1,584,441
FY16 Budget	114,152	120,069	145,806	109,776	114,723	139,122	126,139	120,087	139,018	123,305	121,337	135,889	1,509,422
FY16 Actual	129,223	119,158	164,157	110,698	116,480	135,219	120,593	115,778	148,534	124,156	123,450	143,871	1,551,317

Budget vs. Actual Based on Allocated Budget

Difference	15,071	(912)	18,351	922	1,758	(3,903)	(5,546)	(4,309)	9,516	851	2,113	7,982	41,895
Cummulative	15,071	14,160	32,511	33,433	35,191	31,288	25,743	21,433	30,949	31,800	33,913	41,895	

**BRENHAM COMMUNITY DEVELOPMENT CORPORATION
 COMBINED BALANCE SHEET
 YEAR TO DATE ACTUAL PERFORMANCE
 FOR THE QUARTERS ENDING SEPTEMBER 30, 2015 AND 2016**

	<u>YTD Actual</u> 9/30/2015		<u>YTD Actual</u> 9/30/2016		<u>Percent</u> <u>Incr (Decr)</u>
<u>Assets</u>					
Cash and Equivalents	\$ 1,145,515		\$ 780,457		-31.87%
Certificate of Deposit-Bank of Brenham	-		500,000	D	
Interest Receivable - Certificate of Deposit	-		558	D	
Misc. Accounts Receivable	1,076	E	559	E	-48.05%
Sales Tax Receivable	260,821	A	267,320	B	2.49%
Total Assets	<u>\$ 1,407,412</u>		<u>\$ 1,548,894</u>		10.05%
 <u>Liabilities and Fund Balance</u>					
Accrued Liabilities	\$ 1,149	C	\$ 17,689	C	1439.51%
Detention Pond Payable	36,968		36,968		0.00%
Total Liabilities	<u>38,117</u>		<u>54,657</u>		
 Fund Balance					
Beginning	951,657		1,369,295		
Excess Revenues Over Expenditures	417,638		124,942		
Total Fund Balance	<u>1,369,295</u>		<u>1,494,237</u>		9.12%
 Total Liabilities and Fund Balance	 <u>\$ 1,407,412</u>		 <u>\$ 1,548,894</u>		 10.05%

A - Receivable represents actual sales tax for August and September 2015.

B - Receivable represents actual sales tax for August and September 2016.

C - Accrued Liabilities are for year-end payables.

D - In February 2016, \$500,000 of excess cash reserves were invested in a 6 month Bank of Brenham Certificate of Deposit with an interest rate of 0.87%.

E - Receivable represents actual land lease payments for FY15 and FY16.

BRENHAM COMMUNITY DEVELOPMENT CORPORATION
COMBINED STATEMENT OF REVENUES AND EXPENDITURES
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE QUARTERS ENDING SEPTEMBER 30, 2015 AND 2016

	YTD Actual 9/30/2015	YTD Actual 9/30/2016	Percent Incr (Decr)
<u>Revenues</u>			
Sales Tax	\$ 1,584,441	\$ 1,551,317	-2.09%
EDF Accumulated Funds	4,341	-	
Sale of Land	9,957	-	
Lease of Land	981	(517)	
Interest	956	7,106	643.31%
Total Revenues	<u>1,600,676</u>	<u>1,557,906</u>	-2.67%
<u>Expenditures</u>			
Lawn Maintenance	11,755	9,900	-15.78%
Services - Electrical	7,472	6,829	-8.61%
Legal Fees	10,278	1,180	-88.52%
Audits & Consultants	2,084	1,696	-18.62%
Aquatic Center Fence (3 Phases)	20,000	20,000	
Aquatic Center Water Play Features (2)	-	89,950	
Aquatic Center On-Line Registration System	-	14,545	
Aquatic Center Interior Improvements	-	50,000	
Park Trash Receptacles	13,000	14,645	
Hohlt and Jackson St. Park Pavilion Picnic Tables	-	13,363	
Baseball/Softball Infield Upgrades	22,980	98,411	
Lightning Detection Syst-Linda Anderson & Fireman's Park	-	19,533	
Hohlt Park Bleachers - Kenjura & Field 4	-	46,219	
Skate Park Addition	-	35,000	
Fireman's Park Restroom Upgrades	-	41,130	
Downtown Christmas Stroll Attraction	12,000	10,000	
Movies in the Park	4,000	4,000	
Hohlt Park Scoreboard Replacements	17,095	-	
Fireman's Park Pavilion Picnic Tables	6,741	-	
Hohlt Park Trail Lights	33,522	-	
Linda Anderson Park Signage	6,552	-	
Aquatic Center UV Sanitation System	90,715	-	
Aquatic Center Playground Pad	28,378	-	
Hohlt Park Field 4 Scoreboard	6,000	-	
Detention Pond Construction	-	15,866	
Note Payable to City - Interest	11,531	8,477	-26.49%
Note Payable to City - Principal	59,693	62,747	5.12%
EDF - EDA Grant Matching Contribution	-	100,000	
EDF Marketing	27,106	16,796	-38.04%
EDF Operations	142,818	145,791	2.08%
Total Expenditures	<u>533,720</u>	<u>826,078</u>	54.78%
Revenues Over (Under) Expenditures	1,066,956	731,828	-31.41%
<u>Other Financing Sources (Uses)</u>			
Transfer to Aquatic Center	(80,000)	(40,000)	-50.00%
Transfer to Debt Service Fund	(118,106)	(115,631)	10 Limited Tax Notes
Transfer to Debt Service Fund	(451,212)	(451,255)	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(649,318)</u>	<u>(606,886)</u>	
Total Surplus (Deficit)	<u>417,638</u>	<u>124,942</u>	
Fund Balance Beginning of Year	<u>951,657</u>	<u>1,369,295</u>	
Estimated Ending Fund Balance	<u>\$ 1,369,295</u>	<u>\$ 1,494,237</u>	

**BREHAM COMMUNITY DEVELOPMENT CORPORATION
ECONOMIC DEVELOPMENT & BREHAM BUSINESS CENTER
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE QUARTERS ENDING SEPTEMBER 30, 2015 AND 2016**

	<u>YTD Actual</u> 9/30/2015	<u>YTD Actual</u> 9/30/2016	<u>Percent</u> <u>Incr (Decr)</u>
<u>Revenues</u> <i>35% of Combined</i>			
Sales Tax	\$ 554,554	\$ 542,961	-2.09%
EDF Accumulated Funds	4,341 A	-	
Sale of Land	9,957 D	-	
Lease of Land	981	(517) C	
Interest	335	2,487 G	642.42%
	<u>570,168</u>	<u>544,931</u>	<u>-4.43%</u>
 <u>Expenditures</u>			
Lawn Maintenance	11,755	9,900	-15.78%
Services - Electrical	7,472	6,829	-8.61%
Legal Fees	10,278	1,180	-88.52%
Audits & Consultants	2,084	1,696	-18.62%
Note Payable to City - Interest	11,531	8,477	-26.49%
Note Payable to City - Principal	59,693	62,747	5.12%
EDF - EDA Grant Matching Contribution	-	100,000 B	
Detention Pond Construction	-	15,866 E	
EDF Marketing	27,106	16,796	-38.04%
EDF Operations	142,818	145,791	2.08%
Total Expenditures	<u>272,737</u>	<u>369,282</u>	<u>35.40%</u>
 Revenues Over (Under) Expenditures	 297,431	 175,649	
 <u>Other Financing Sources (Uses)</u>			
Transfer to Debt Service Fund - Principal	(110,000)	(110,000)	10 Limited Tax Notes
Transfer to Debt Service Fund - Interest	(8,106)	(5,631)	10 Limited Tax Notes
Transfer to Debt Service Fund - Principal	(86,555)	(89,370)	09 Refunded Debt
Transfer to Debt Service Fund - Interest	(12,027)	(9,221)	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(216,688)</u>	<u>(214,222)</u>	
 Total Surplus (Deficit)	 <u>80,743</u>	 <u>(38,574)</u>	
 Beginning Fund Balance	 <u>746,266</u>	 <u>827,009</u>	
 Estimated Ending Fund Balance	 <u>\$ 827,009</u> F	 <u>\$ 788,435</u> F	

A - In November 2014, the EDF returned unspent funds from prior years' allocations.

B - At the November 17, 2015 meeting, BCDC approved the release of \$100,00 of committed BCDC funds to the EDF for the Public Works and Economic Adjustment Grant through the EDA.

C - At the January 21, 2016 meeting, BCDC approved a request to waive the FY15 payment of \$1,076 for the lease of land at the Brenham Business Center and the Southwest Industrial Park. This had previously been recorded as revenue in FY15. Lease revenue for FY16 totaled \$559.

D - In June 2015, Valmont Coatings, Inc. terminated a real estate contract with BCDC and therefore forfeited their earnest money deposit.

E - In FY16, design work began for the construction of the detention pond at the Brenham Business Center.

F - At the 1/23/14 meeting, BCDC committed \$40,000 to be paid in FY19 per the terms of a Performance Agreement with Tempur Sealy.

BRENHAM COMMUNITY DEVELOPMENT CORPORATION
RECREATION
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE QUARTERS ENDING SEPTEMBER 30, 2015 AND 2016

	YTD Actual 9/30/2015	YTD Actual 9/30/2016	Percent Incr (Decr)
<u>Revenues</u> <i>65% of Combined</i>			
Sales Tax	\$ 1,029,887	\$ 1,008,356	-2.09%
Interest	621	4,619	A 643.78%
	<u>1,030,508</u>	<u>1,012,975</u>	-1.70%
<u>Expenditures</u>			
Aquatic Center Fence (3 Phases)	20,000	20,000	
Aquatic Center Water Play Features (2)	-	89,950	
Aquatic Center On-Line Registration System	-	14,545	
Aquatic Center Interior Improvements	-	50,000	
Park Trash Receptacles	13,000	14,645	
Hohlt and Jackson St. Park Pavilion Picnic Tables	-	13,363	
Baseball/Softball Infield Upgrades	22,980	98,411	
Lightning Detection Syst-Linda Anderson & Fireman's Park	-	19,533	
Hohlt Park Bleachers - Kenjura & Field 4	-	46,219	
Skate Park Addition	-	35,000	
Downtown Christmas Stroll Attraction	12,000	10,000	
Movies in the Park	4,000	4,000	
Fireman's Park Restroom Upgrades	-	41,130	
Hohlt Park Scoreboard Replacements	17,095	-	
Fireman's Park Pavilion Picnic Tables	6,741	-	
Hohlt Park Trail Lights	33,522	-	
Linda Anderson Park Signage	6,552	-	
Aquatic Center UV Sanitation System	90,715	-	
Aquatic Center Playground Pad	28,378	-	
Hohlt Park Field 4 Scoreboard	6,000	-	
Total Expenditures	<u>260,983</u>	<u>456,796</u>	
Revenues Over (Under) Expenditures	769,525	556,179	
<u>Other Financing Sources (Uses)</u>			
Transfer to Aquatic Center	(80,000)	(40,000)	-50.00%
Transfer to Debt Service Fund - Principal	(309,609)	(319,680)	09 Refunded Debt
Transfer to Debt Service Fund - Interest	(43,021)	(32,983)	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(432,630)</u>	<u>(392,662)</u>	
Total Surplus (Deficit)	<u>336,895</u>	<u>163,516</u>	
Beginning Fund Balance	<u>205,391</u>	<u>542,286</u>	
Estimated Ending Fund Balance	<u>\$ 542,286</u>	<u>\$ 705,802</u>	

A - Includes \$2,307 interest income earned on cash reserves held at Bank of Brenham.

**BCDC CAPITAL PROJECTS FUND
AS OF SEPTEMBER 30, 2016**

Funds Available	Budget	Total to Date	Fav (Unfav)
Transfer from BCDC - Kruse Park Infrastructure Costs	657,000	657,000	-
Transfer from BCDC - Kruse Park Title Policy Costs	6,877	6,877	-
Contribution from Developer - Road Construction	735,044	735,044	-
Interest Income	3,161	3,161	-
	1,402,082	1,402,082	-
Use of BCDC Funds			
Kruse Family Park			
Road construction to cul de sac - 25% City / 75% Kruse	967,743	967,743	-
Gessner Engineering - soil testing	12,315	12,315	-
Creek crossing	225,000	-	225,000
Road extension to new park	72,000	-	72,000
Water line materials	70,545	-	70,545
Sewer line materials	30,000	-	30,000
Land - Title Policy	6,877	6,877	-
City Reimb of J&C road construction invoices paid by Developer	17,601	17,601	-
Total	1,402,082	1,004,537	397,545
Contingency	-	-	-
Total Uses	1,402,082	1,004,537	397,545
Fund Balance	-	397,545	



MEMORANDUM

To: BCDC Board and City Manager

From: Carolyn D. Miller
Assistant City Manager-Chief Financial Officer

Subject: BCDC First Quarter FY16-17 Financial Statements

Date: January 6, 2017

Attached are the first quarter FY16-17 financial statements for BCDC. Notable trends or transactions are discussed below.

Sales Tax Revenue

For FY17, we increased our sales tax revenue budget by 2% over the prior year's budgeted amount. At the time of this memo, only the collections for October 2016 have been received. The October payment was slightly above (\$5,385) the budgeted amount for the month but below FY16 collections. Budget estimates were used for November and December collections.

Financial Statements

The *Economic Development and Brenham Business Center* operations report shows an operating surplus of \$7,122 for the first quarter of FY17. Legal fees of \$2,066 have been incurred related to land acquisition for business park expansion. The design work for the construction of the Brenham Business Center detention pond continued with \$2,892 of engineering costs being paid in the first quarter. All other operating expenditures were within budget levels and comparable to prior year.

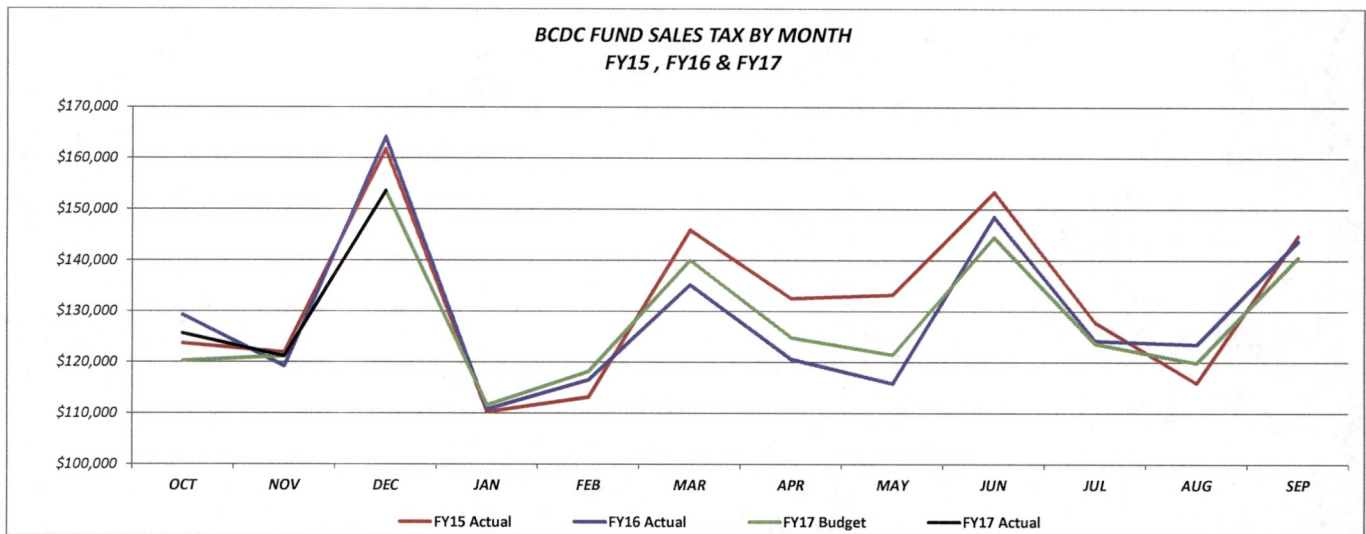
On the *Recreation* side, three (3) of the 13 approved parks and recreation projects for FY17 were completed in the first quarter and are reflected in the income statement. Basketball court improvements were done on four (4) courts and phase 3 (final phase) of the Aquatic Center fence replacement was completed. BCDC also funded the slide attraction at the Christmas Stroll which took place in December. The *Recreation* side ended the quarter with an operating surplus of \$85,687.

BCDC Capital Projects

There was no activity in the BCDC Capital Projects Fund for the first quarter of FY17. Approximately \$397,500 of the original \$657,000 allocated for new park infrastructure costs is available for future project expenditures.

After reviewing this information, should you have any questions prior to Thursday's meeting, do not hesitate to contact me directly at 979-337-7566.

**BCDC FUND SALES TAX BY MONTH
FY15, FY16 & FY17**



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
FY15 Actual	123,656	121,922	161,823	110,237	113,129	145,981	132,531	133,222	153,375	127,745	115,950	144,871	1,584,441
FY16 Actual	129,223	119,158	164,157	110,698	116,480	135,219	120,593	115,778	148,534	124,156	123,450	143,871	1,551,317
FY17 Budget	120,245	121,132	153,603	111,584	118,128	140,041	124,819	121,415	144,560	123,585	119,900	140,621	1,539,631
FY17 Actual	125,629	121,132	153,603										400,364

(estimate) (estimate)

Budget vs. Actual Based on Allocated Budget

Difference	5,385	0	0										5,385
Cummulative	5,385	5,385	5,385										

**BRENHAM COMMUNITY DEVELOPMENT CORPORATION
COMBINED BALANCE SHEET
YEAR TO DATE ACTUAL PERFORMANCE
FOR THE QUARTERS ENDING DECEMBER 31, 2015 AND 2016**

	YTD Actual 12/31/2015	YTD Actual 12/31/2016	Percent Incr (Decr)
<u>Assets</u>			
Cash and Equivalents	\$ 1,211,262	\$ 993,255	-18.00%
Certificate of Deposit-Bank of Brenham	-	500,000 D	
Interest Receivable - Certificate of Deposit	-	-	
Misc. Accounts Receivable	1,076 E	-	-100.00%
Sales Tax Receivable	264,964 A	274,735 B	3.69%
Total Assets	\$ 1,477,302	\$ 1,767,990	19.68%
<u>Liabilities and Fund Balance</u>			
Accrued Liabilities	\$ 143,391 C	\$ 143,976 C	0.41%
Detention Pond Payable	36,968	36,968	0.00%
Total Liabilities	180,359	180,944	
Fund Balance			
Beginning	1,369,295	1,494,237	
Excess Revenues Over Expenditures	(72,352)	92,809	
Total Fund Balance	1,296,943	1,587,046	22.37%
Total Liabilities and Fund Balance	\$ 1,477,302	\$ 1,767,990	19.68%

A - Receivable represents actual sales tax for November and estimated sales tax for December 2015.

B - Receivable represents estimated sales tax for November and December 2016.

C - Accrued Liabilities relate to December payables, debt service payments and inter-fund transfers which are being allocated quarterly to level out fund performance.

D - In February 2016, \$500,000 of excess cash reserves were invested in a 6 month Bank of Brenham Certificate of Deposit with an interest rate of 0.87%. This CD was renewed for an additional 6 months in August 2016.

E - Receivable represents FY15 land lease revenue, amount approved for write off in FY16 due to weather conditions.

**BRENHAM COMMUNITY DEVELOPMENT CORPORATION
 COMBINED STATEMENT OF REVENUES AND EXPENDITURES
 YEAR TO DATE PRO FORMA PERFORMANCE
 FOR THE QUARTERS ENDING DECEMBER 31, 2015 AND 2016**

	YTD Actual 12/31/2015	YTD Actual 12/31/2016	Percent Incr (Decr)
<u>Revenues</u>			
Sales Tax	\$ 394,187	\$ 400,364	1.57%
EDF Accumulated Funds	-	-	
Sale of Land	-	-	
Lease of Land	-	-	
Interest	442	611	38.24%
Total Revenues	<u>394,629</u>	<u>400,975</u>	1.61%
<u>Expenditures</u>			
Lawn Maintenance	1,650	1,650	0.00%
Services - Electrical	1,707	1,707	0.00%
Legal Fees	-	2,066	
Audits & Consultants	1,696	-	
Aquatic Center Fence (3 Phases)	-	37,663	
Aquatic Center Water Play Features (2)	-	-	
Aquatic Center On-Line Registration System	-	-	
Aquatic Center Interior Improvements	-	-	
Park Trash Receptacles	14,645	-	
Hohlt and Jackson St. Park Pavilion Picnic Tables	13,363	-	
Baseball/Softball Infield Upgrades	98,411	-	
Lightning Detection Syst-Linda Anderson & Fireman's Park	19,533	-	
Hohlt Park Bleachers - Kenjura & Field 4	-	-	
Skate Park Addition	-	-	
Fireman's Park Restroom Upgrades	-	-	
Downtown Christmas Stroll Attraction	10,000	10,000	
Movies in the Park	-	-	
Basketball Court Improvements (4 courts)	-	38,698	
Hohlt Park Shade Canopies	-	-	
Fireman's Park Scoreboard Replacement (55% of total cost)	-	-	
Henderson & Jackson St. Park Signage	-	-	
Fireman's Park Parking Lot Reconstruction	-	-	
Detention Pond Construction	-	2,892	
Note Payable to City - Interest	2,411	1,624	-32.64%
Note Payable to City - Principal	15,394	16,182	5.12%
EDF - EDA Grant Matching Contribution	100,000	-	
EDF Marketing	-	10,825	
EDF Operations	36,448	42,003	15.24%
Total Expenditures	<u>315,258</u>	<u>165,310</u>	-47.56%
Revenues Over (Under) Expenditures	79,371	235,666	196.92%
<u>Other Financing Sources (Uses)</u>			
Transfer to Aquatic Center	(10,000)	-	-100.00%
Transfer to Debt Service Fund	(28,908)	(29,505)	10 Limited Tax Notes
Transfer to Debt Service Fund	(112,815)	(113,352)	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(151,723)</u>	<u>(142,857)</u>	
Total Surplus (Deficit)	<u>(72,352)</u>	<u>92,809</u>	
Fund Balance Beginning of Year	<u>1,369,295</u>	<u>1,494,237</u>	
Estimated Ending Fund Balance	<u>\$ 1,296,943</u>	<u>\$ 1,587,046</u>	

**BRENHAM COMMUNITY DEVELOPMENT CORPORATION
ECONOMIC DEVELOPMENT & BRENHAM BUSINESS CENTER
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE QUARTERS ENDING DECEMBER 31, 2015 AND 2016**

	YTD Actual 12/31/2015	YTD Actual 12/31/2016	Percent Incr (Decr)
<u>Revenues</u> 35% of Combined			
Sales Tax	\$ 137,965	\$ 140,127	1.57%
EDF Accumulated Funds	-	-	
Sale of Land	-	-	
Lease of Land	-	-	
Interest	155	214	37.97%
	<u>138,120</u>	<u>140,341</u>	<u>1.61%</u>
<u>Expenditures</u>			
Lawn Maintenance	1,650	1,650	0.00%
Services - Electrical	1,707	1,707	0.00%
Legal Fees	-	2,066	
Audits & Consultants	1,696	-	-100.00%
Note Payable to City - Interest	2,411	1,624	-32.64%
Note Payable to City - Principal	15,394	16,182	5.12%
EDF - EDA Grant Matching Contribution	100,000 A	-	-100.00%
Detention Pond Construction	-	2,892	
EDF Marketing	-	10,825	
EDF Operations	36,448	42,003	15.24%
Total Expenditures	<u>159,306</u>	<u>78,949</u>	<u>-50.44%</u>
Revenues Over (Under) Expenditures	(21,186)	61,393	
<u>Other Financing Sources (Uses)</u>			
Transfer to Debt Service Fund - Principal	(27,500)	(28,750)	10 Limited Tax Notes
Transfer to Debt Service Fund - Interest	(1,408)	(755)	10 Limited Tax Notes
Transfer to Debt Service Fund - Principal	(22,343)	(23,295)	09 Refunded Debt
Transfer to Debt Service Fund - Interest	(2,305)	(1,470)	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(53,556)</u>	<u>(54,270)</u>	
Total Surplus (Deficit)	<u>(74,742)</u>	<u>7,122</u>	
Beginning Fund Balance	<u>827,009</u>	<u>788,435</u>	
Estimated Ending Fund Balance	<u>\$ 752,267</u>	<u>\$ 795,557</u> B	

A - At the November 17, 2015 meeting, BCDC approved the release of \$100,000 of committed BCDC funds to the EDF for the Public Works and Economic Adjustment Grant through the EDA.

B - At the 1/23/14 meeting, BCDC committed \$40,000 to be paid in FY19 per the terms of a Performance Agreement with Tempur Sealy.

BRENHAM COMMUNITY DEVELOPMENT CORPORATION
RECREATION
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE QUARTERS ENDING DECEMBER 31, 2015 AND 2016


	YTD Actual 12/31/2015	YTD Actual 12/31/2016	Percent Incr (Decr)
<u>Revenues</u> <i>65% of Combined</i>			
Sales Tax	\$ 256,222	\$ 260,237	1.57%
Interest	287	397	38.38%
	<u>256,509</u>	<u>260,634</u>	1.61%
<u>Expenditures</u>			
Aquatic Center Fence (3 Phases)	-	37,663	
Aquatic Center Water Play Features (2)	-	-	
Aquatic Center On-Line Registration System	-	-	
Aquatic Center Interior Improvements	-	-	
Park Trash Receptacles	14,645	-	
Hohlt and Jackson St. Park Pavilion Picnic Tables	13,363	-	
Baseball/Softball Infield Upgrades	98,411	-	
Lightning Detection Syst-Linda Anderson & Fireman's Park	19,533	-	
Hohlt Park Bleachers - Kenjura & Field 4	-	-	
Skate Park Addition	-	-	
Fireman's Park Restroom Upgrades	-	-	
Downtown Christmas Stroll Attraction	10,000	10,000	
Movies in the Park	-	-	
Basketball Court Improvements (4 courts)	-	38,698	
Hohlt Park Shade Canopies	-	-	
Fireman's Park Scoreboard Replacement (55% of total cost)	-	-	
Henderson & Jackson St. Park Signage	-	-	
Fireman's Park Parking Lot Reconstruction	-	-	
Total Expenditures	<u>155,952</u>	<u>86,361</u>	
Revenues Over (Under) Expenditures	100,557	174,273	
<u>Other Financing Sources (Uses)</u>			
Transfer to Aquatic Center	(10,000)	-	-100.00%
Transfer to Debt Service Fund - Principal	(79,920)	(83,327)	09 Refunded Debt
Transfer to Debt Service Fund - Interest	(8,247)	(5,259)	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(98,167)</u>	<u>(88,586)</u>	
Total Surplus (Deficit)	<u>2,390</u>	<u>85,687</u>	
Beginning Fund Balance	<u>542,286</u>	<u>705,802</u>	
Estimated Ending Fund Balance	<u>\$ 544,676</u>	<u>\$ 791,489</u>	

**BCDC CAPITAL PROJECTS FUND
AS OF DECEMBER 31, 2016**

	Budget	Total to Date	Fav (Unfav)
<u>Funds Available</u>			
Transfer from BCDC - Kruse Park Infrastructure Costs	657,000	657,000	-
Transfer from BCDC - Kruse Park Title Policy Costs	6,877	6,877	-
Contribution from Developer - Road Construction	735,044	735,044	-
Interest Income	3,161	3,161	-
	<u>1,402,082</u>	<u>1,402,082</u>	<u>-</u>
<u>Use of BCDC Funds</u>			
Kruse Family Park			
Road construction to cul de sac - 25% City / 75% Kruse	967,743	967,743	-
Gessner Engineering - soil testing	12,315	12,315	-
Creek crossing	225,000	-	225,000
Road extension to new park	72,000	-	72,000
Water line materials	70,545	-	70,545
Sewer line materials	30,000	-	30,000
Land - Title Policy	6,877	6,877	-
City Reimb of J&C road construction invoices paid by Developer	17,601	17,601	-
Total	<u>1,402,082</u>	<u>1,004,537</u>	<u>397,545</u>
Contingency	-	-	-
Total Uses	<u>1,402,082</u>	<u>1,004,537</u>	<u>397,545</u>
Fund Balance	<u>-</u>	<u>397,545</u>	



To: BCDC Board

From: Terry K. Roberts, BCDC President 

Subject: **Brenham Family Park Engineering & Permitting Update**

Date: January 9, 2017

Please find attached correspondence (and map) from Grant Lischka of Jones and Carter that provides an update regarding engineering and permitting work associated with detention facilities to be located within the future Brenham Family Park.

As you may recall, the City received a generous 100+ acre land donation south of US 290 for the creation of the future Brenham Family Park. The donation consists of two large tracts that will ultimately be separated by the extension of Chappell Hill Street to State Highway 36 South. The back 75 acre tract lies south of the extension of Chappell Hill Street. The front 32 acres is north and west of the future Chappell Hill extension.

It is likely the front section will be developed before the back section. A key feature of the front section is the development of a 7.5 acre lake feature. The lake will be constructed as a detention facility for future commercial development north of the park. The design and construction costs are being borne by the owners of the parent tract, the Kruse family. The City/BCDC will ultimately design any of the lake amenities.

As part of the City's development agreement with the donor, the City/BCDC is participating in the cost of the detention/lake feature by contributing \$225,000 toward the cost of park access across Woodward Creek. Creating detention utilizing the creek crossing will allow the detained water to create a lake feature for the new park.

The \$225,000 BCDC contribution reflects a way for the City to gain access to the southern section of the park while the owner of the commercial frontage on US 290 (and donor of the parkland) pays for the development of detention for future private sector development. Once constructed, the City will maintain the lake (detention) as a water feature amenity of the park.

This 100+ acre future park provides for family park features especially on the northern tract as well as room for future athletic fields on the southern tract. Trails and walkways are likely to be incorporated into both. The water feature, developed out of a need for detention, can provide an anchor for other family park amenities such as a pavilion, picnic shelters, playgrounds, restrooms, BBQ grilling facilities and walking/nature trails.

Mr. Lischka would like to update the BCDC regarding their efforts to design the detention/lake feature and to explain what is involved in securing permits from various agencies. They have completed roughly 75% of the detention design work but recently were retained by the Kruse family to complete the design and obtain the permits. As his letter indicates, Mr. Lischka reports that the Corps of Engineers permit will likely take 12 to 18 months. Once that is obtained, construction can be accomplished in roughly six months.

Now that we have a clearer timeline on when the detention/lake feature will be ready for construction, it is prudent that we begin to work with the appointed BCDC/Parks Board Committee to plan out the suggested amenities for the future Brenham Family Park. The four appointed members of the Committee are Darrell Blume, John Hasskarl, Paula Buls and Bill Betts.

Several members of the city staff will work with this committee to plan and vision the future of this great blank canvass of park property. It is likely that outside consultants will be needed to offer input and design recommendations. That will come later after the group gets organized in the next month or two.

Jones and Carter has expressed interest in being a part of the consulting team and Mr. Lischka will probably share that interest with you Thursday morning. However, I believe it would be appropriate for staff and the Committee to work together on identifying the needs they have to undertake a master plan of this property. They would then bring back recommendations to the BCDC for action.

According to the timeline in Mr. Lischka's correspondence, construction of the lake would not occur until the beginning of the 2018-2019 fiscal year. However, it is not too early to begin the planning process for the logical phased development of the park as funding becomes available.

Attachments: Jones and Carter correspondence
 Brenham Family Park map

MEMO

DATE: 01/06/2017
TO: City of Brenham: Terry Roberts, City Manager
FROM: Jones|Carter: Grant Lischka, PE
RE: Brenham Family Park – Lake and Detention Pond

Mr. Roberts:

In December 2016, Jones|Carter (JC) was authorized by the Kruse family to begin work on final design and acquiring the necessary permits to construct the detention pond and lake feature within the boundaries of the Brenham Family Park.

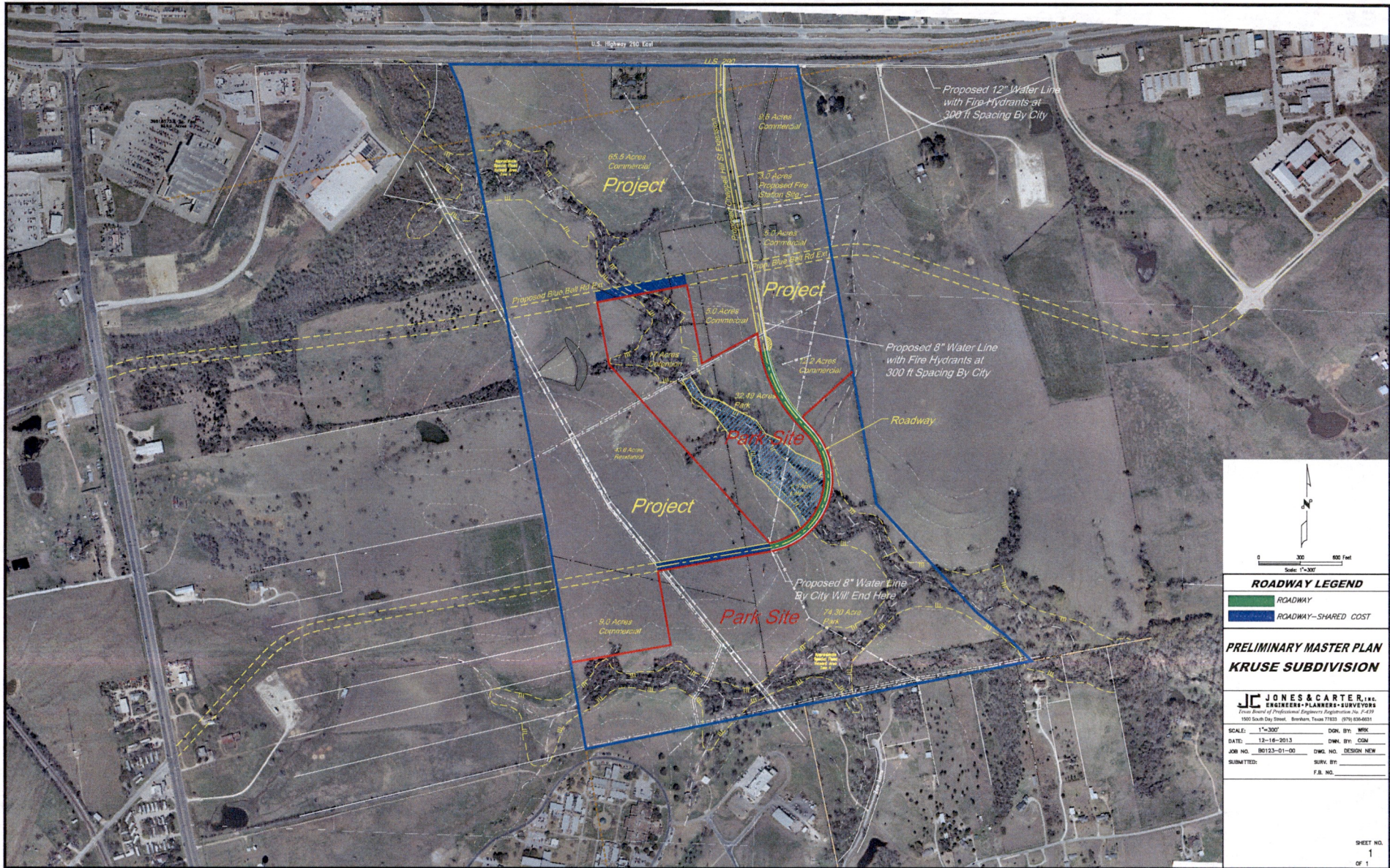
Required permits include a TCEQ DAM Safety permit, Texas Water Rights permit, Section 10 permit through the U.S. Army Corps of Engineers (USCOE) and any applicable City of Brenham permits. The Section 10 Permit is the critical path for the project. The permit will take approximately 12-18 months to acquire. This puts the permit acquisition sometime between January and June of 2018. The remaining permits will be pursued in conjunction with the Section 10 permit and should not have any additional impacts to the schedule.


The timeframe for the Section 10 permit is due to the required initial field investigations, determinations, meetings with the USCOE and ultimately review and approval by the USCOE. In addition to the permit, mitigation will also be required for the stream channel. This is generally handled by purchasing credits in a mitigation bank. These credits are a one-time payment and will be the responsibility of the Kruse family.

Concurrently with the Section 10 permit acquisition, JC will prepare final plans for the detention pond. JC has had preliminary plans prepared for approximately 18 months while the requirements of the Section 10 permit were investigated. The final plans are required to finalize the Section 10 permit, therefore, they will be completed during the winter/spring of 2017.

Construction can take place immediately after the Section 10 permit is received (and any required City of Brenham approvals), however it is not advisable to begin the letting process until the permit is in hand. Therefore, an estimate for beginning of the letting process is July 2018. This would place the beginning of construction in September or October of 2018, with a 6 month construction timeframe. This places completion around March 2019. This is just for the construction of the pond and embankment for the dam. Any additional improvements, including a roadway over the crest of the dam could be started after that time.

Going forward over the next few months, JC will conduct field investigations of the pond location, finalize the pond plans and meet with the USCOE. Beginning in February, JC will provide monthly progress reports to keep you updated to the status of the project




 Scale: 1"=300'
 0 300 600 Feet

ROADWAY LEGEND

- ROADWAY
- ROADWAY--SHARED COST

**PRELIMINARY MASTER PLAN
KRUSE SUBDIVISION**

J.C. JONES & CARTER, INC.
 ENGINEERS • PLANNERS • SURVEYORS
Texas Board of Professional Engineers Registration No. 4-439
 1905 South Gray Street, Houston, Texas 77058 (713) 624-0651

SCALE: 1"=300' DWN. BY: MRK
 DATE: 12-16-2013 DWN. BY: CGM
 JOB NO. 80123-01-00 DWG. NO. DESIGN NEW
 SUBMITTED: SURV. BY: F.B. NO.:

SHEET NO.
1
OF 1



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Blinn College, Retired

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Page Michel
President & CEO

Clint Kolby
Project Manager

MEMORANDUM

To: BCDC Board
From: Page Michel, EDF President
Subject: Update – Hodde Tech Center Expansion Project
Date: January 4, 2017

A lot of work has been done in 2016 for the expansion of the A.W. Hodde, Jr., Technical Education Center in the Brenham Business Center. This project is being led by the EDF Construction Committee, and is made up of representatives of all local stakeholders which includes David Yeager and Richard O'Malley of Blinn College, Terry Roberts from the City/BCDC, Luther Hueske of Washington County, and William Krueger from the EDF. Clint Kolby has been the primary liaison between the EDF Construction Committee and the EDA.

The EDF has been working with The Arkitex Studio of Bryan and O'Malley Strand Associates of Brenham on the design and approval of plans and specifications for much of the first half of 2016 to ensure that everything meets the requirements of the Brenham Business Center design guidelines and EDA grant regulations. Advertisements for bids were published in July 2016 and bids were submitted to the EDF in August 2016 from two general contractors, Collier Construction of Brenham and Dudley Construction of Bryan.

Collier came in as the lowest bidder, but their original bid came in over budget. The EDF then worked with Collier and the architect and engineer to reduce the size of the original building plans to keep the project under budget. After reducing the square footage from approximately 12,000 SF to 7,000 SF, the new bid from Collier came in under budget. Collier was selected as the general contractor for this project with the change order in place reflecting the reduced facility size. The revised building plans were then submitted and approved by both the EDA and City in December 2016.

The notice to proceed was issued to Collier on January 3, 2017 and a groundbreaking is scheduled for January 12, 2017 at 3:30 p.m. with speakers from the EDA and local stakeholders. The construction project timeline for completion is July 17, 2017. The lease agreement between the EDF and Blinn begins once a certificate of occupancy is issued and Blinn can then start operations in the new building. David Yeager of Blinn has already accepted several generous donations of equipment that can be used in the new facility.



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Van Dyke, Rankin & Co.

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Blinn College, Retired

Staff

Page Michel
President & CEO

Clint Kolby
Project Manager

MEMORANDUM

To: BCDC Board
From: Page Michel, EDF President
Subject: Funding Request – Hodde Tech Center Expansion Project
Date: December 29, 2016

The EDF is respectfully requesting the BCDC to provide the remaining \$150,000 portion of their local match for the U.S. Economic Development Administration (EDA) federal grant to help pay for project construction costs.

The BCDC approved the allocation of \$100,000 from the \$250,000 local match at the November 17, 2015 board meeting to help pay for initial project costs. Construction for the new Brenham Workforce & Technical Training Facility is set to begin on January 3, 2017. The remaining \$150,000 will help pay for project costs to the general contractor as well as architectural and engineering services.

The EDA will start reimbursing the EDF for project costs once construction starts. After that point, the EDA will reimburse 71% of all invoices, which is the EDA's percentage of the grant match. The EDF respectfully requests that the BCDC provide its remaining \$150,000 contribution to help expedite the process to pay for construction costs.

EDF staff will be present to further discuss this at the January 12th meeting. Please do not hesitate to contact the EDF office if you have any questions before the meeting. Thank you for your consideration of this request.



To: BCDC Board Members
From: Paula Shields
Subject: Recommended Meeting Dates for 2017
Date: January 6, 2017

The BCDC Board typically meets quarterly, on the 3rd Thursday of the first month of each quarter at 7:30a.m. The following dates are being recommended. The meeting dates can be adjusted as needed.

Please check your calendars so that these dates can be confirmed at the meeting.

- January 12, 2017
- April 20, 2017
- **June Budget FY2017-18 Funding Meeting TBD**
- August 17, 2017
- November 16, 2017



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Van Dyke, Rankin & Co.

Donald Voelter, Ph.D.
Blimm College, Retired

Staff

Page Michel
President & CEO

Clint Kolby
Project Manager

MEMORANDUM

To: BCDC Board
From: Page Michel, EDF President
Subject: EDF 1st Quarter Activity Report
Date: December 29, 2016

The EDF 1st Quarter Activity Report is attached for your review. An update on recent projects will be given at the BCDC meeting on January 12th.

Please do not hesitate to contact the EDF office at 979-836-8927 or edf@brenhamtexas.com if you have any questions or comments regarding EDF programs and activities.



Activity Report

October 2016

Business Retention & Expansion Program:

- Ribbon cutting at RB Film Productions, Express Employment Professionals, Blue Goose Garden & Gifts.
- Tour of Independence Coffee Company.

Marketing:

- SEO website audit from Mind Ecology.
- New marketing signs for the BBC and SWIP-III.
- Sent out *Brenham Economic Development Update – October 2016* e-newsletter.
- LoopNet.com
 - Brenham Business Center: 132 views
 - Southwest Industrial Park: 235 views
- BrenhamEDF.com
 - Visits: 484
 - Pageviews: 1,120
 - Total Property Searches: 179
 - Most Popular Property: 102 E. Alamo (10)
 - Total Business Searches: 41
 - Total Reports Generated: 1

Prospects & Development:

- Discussions with Project Camp to discuss their business expansion plans and site selection.
- Project Island under contract to purchase 2 acre site in Brenham to construct new office building.
- Submitted letter of recommendation to Project Bee for their Texas Dept. of Agriculture grant application.
- Responded to 13 requests for business start-up information, land information or statistics.

EDA Grant-Tech Center Expansion Project:

- Meeting with Construction Committee to review cost reduction options.
- Revisions to building plans for reduced size.
- Executed lease agreement between EDF and Blinn.
- Executed construction services agreement and change order between EDF and Collier Construction.

Education & Professional Networking:

- Attended GCCE meeting at Greater Houston Partnership.

Administrative:

- Attended City Council meetings.
- Stakeholder's Luncheon at Blinn College.
- Attended Chamber of Commerce board meeting.
- Hosted annual meeting for the three bonding corporations.
- Continued updating data on EDF website.



Activity Report

November 2016

Business Retention & Expansion Program:

- Hodde Tech Center Advisory Committee meeting to discuss workforce programs and activities.
- Ribbon cuttings at Mobius Café and The Gunnery.
- Toured new Advanced Safety Training program at Hodde Tech Center.

Marketing:

- Updated EDF website with new SEO audit information from MindEcology.
- Discussion with Atlas Advertising on new digital marketing services.
- Sent out *Brenham Economic Development Update – November 2016* e-newsletter.
- LoopNet.com
 - Brenham Business Center: 163 views
 - Southwest Industrial Park: 268 views
- BrenhamEDF.com
 - Visits: 651
 - Pageviews: 1,580
 - Total Property Searches: 351
 - Most Popular Property: 1124 S. Market St. (11)
 - Total Business Searches: 14
 - Total Reports Generated: 6

Prospects & Development:

- Attended grand openings for the new Brenham Pet Adoption Center and Library.
- Attended groundbreaking for the new Adaptive Sports Complex at BSSLC.
- Requested nominating Valmont Industries as an Enterprise Project from the City Council.
- Submitted property information on several sites to Project Pharm.
- Responded to 13 requests for business start-up information, land information or statistics.

EDA Grant-Tech Center Expansion Project:

- Submitted revised building plans to the City and EDA for their review and approval.
- Obtained insurance coverage as required in the Blinn/EDF lease agreement.

Education & Professional Networking:

- Lunch with local LCRA Regional Council members.

Administrative:

- Attended City Council meetings.
- EDF Nominating Committee meeting to count election ballots.
- Attended Chamber of Commerce board meeting.
- EDF Membership Committee meeting to discuss policy recommendation for transferring shares.
- City/EDF staff meeting.
- Continued updating data on EDF website.



Activity Report

December 2016

Business Retention & Expansion Program:

- Ribbon cutting at Kruse Village.
- BR&E survey interviews held with Tempur Sealy International and Wabtec Elastomers Group.

Marketing:

- Approved work authorizations with Atlas Advertising for new digital marketing services.
- Sent out *Brenham Economic Development Update – December 2016* e-newsletter.
- LoopNet.com
 - Brenham Business Center: 139 views
 - Southwest Industrial Park: 251 views
- BrenhamEDF.com
 - Visits: 464
 - Pageviews: 1,240
 - Total Property Searches: 262
 - Most Popular Property: 1575 Highway 290 West (18)
 - Total Business Searches: 15
 - Total Reports Generated: 1

Prospects & Development:

- Conference call with Project Alvin to discuss updates on their retail development project.
- Submitted site information on the SWIP to Project Dream.
- Submitted site selection analysis for commercial developments to real estate broker.
- Responded to 16 requests for business start-up information, land information or statistics.

EDA Grant-Tech Center Expansion Project:

- Revised building plans were approved by the City.
- Pre-construction meeting with general contractor, architect and engineer to discuss project requirements.

Education & Professional Networking:

- Webinar from Emsi regarding new market research tools.

Administrative:

- Attended City Council meetings.
- Presentation of Tax Phase-In Compliance Review report at City Council and Commissioners' Court.
- Attended Blinn Task Force meeting to discuss recent activities.
- Attended Chamber of Commerce board meeting.
- Attended Tourism Exchange event at The Barnhill Center.
- Continued updating data on EDF website.