



NOTICE OF A SPECIAL MEETING
Brenham Community Development Corporation
Thursday, June 27, 2024 @ 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**

WORK SESSION

- 3. Discussion and Update on the Brenham Family Park**

REGULAR SESSION

- 4. Discuss and Possibly Act Upon the Brenham Community Development Corporation's Annual Budget for Fiscal Year 2024-25:**
 - A. Economic Development and Main Street**
 - B. Parks and Recreation**

EXECUTIVE SESSION

- 5. Texas Government Code, Section 551.072 – Deliberation Regarding Real Property – Deliberation Regarding the Possible Sale, Exchange, Transfer and/or Acquisition of Approximately 2.221 Acres of Land in the Southwest Industrial Park, Section Three, in the City of Brenham, Texas and Other Associated Matters**

RE-OPEN REGULAR SESSION

- 6. Discuss and Possibly Act Upon the Possible Sale, Exchange, Transfer and/or Acquisition of Approximately 2.221 Acres of Land in the Southwest Industrial Park, Section Three, in the City of Brenham, Texas and Authorize the President to Execute Any Necessary Documentation**

Adjourn

CERTIFICATION

I certify that a copy of the agenda of items to be considered by the Brenham Community Development Corporation (BCDC) on Thursday, June 27, 2024 was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Friday, June 21, 2024 at 4:00 p.m.

Jeana Bellinger, TRMC, CMC
City Secretary/BCDC Secretary

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: BCDC Board Members
From: Dane Rau, Director of Public Works
Subject: Update on Brenham Family Park
Date: June 20, 2024

The City of Brenham has received positive news from Texas Parks and Wildlife concerning the Brenham Family Park Grant from 2020. After many many studies, reports, environmental assessments and correspondence with both the National Parks Service and Texas Parks and Wildlife we have been told by Texas Parks and Wildlife that they have received the approval to issue a Notice to Proceed to the City of Brenham as it relates to Phase 1 of the Brenham Family Park from the National Parks Service.

We are actively working with Quiddity to finalize the design and meet the grant elements while also getting a better understanding of the overall budget of the development of Phase 1(a). We should receive the notice to proceed within the next 30 days from TP&W and will have from 3-5 yrs. to complete the grant elements that consist of utility improvements, parking, restrooms, walking/bike trail, amenity lake/detention, lighting, wildflower areas, pedestrian bridges and signage.

When we applied for the grant in 2020 the largest grant amount was \$750,000. We will receive that along with additional funds that were previously earmarked for the Brenham Family Park by BCDC which consists of another \$794,000. This currently gives the city \$1.54 million dollars to start on the Brenham Family Park amenities. With inflation and significant price increases over the last 4 years we know it will take additional funds to get this project off the ground and yet meet the grant elements that were submitted. We are currently working with both Quiddity and Texas Parks and Wildlife to make sure we meet the grant elements yet receive a complete project that all of Brenham can be proud of.

This is the closest we have ever been and now the reality of moving forward to open this park up while finding ways to fund the amenities will be a top priority for staff, the City of Brenham and BCDC. As we go through our funding cycle you will see another \$300,000 dedicated to this park in order to build the fund in anticipation of going out to bid sooner than later. We would like to have a discussion with BCDC and get their input on the timeline, priorities going into construction, and additional resources needed to fulfill grant elements. We do have some time, as once the NTP is sent to the City of Brenham we have 3 yrs. to construct the park with a possibility of an additional 2 yr. extension.

We just wanted to share the good news that we have verbally been told by Texas Parks and Wildlife and update BCDC.

A proposed layout of the Brenham Family Park will be provided at the meeting.



MEMORANDUM

To: BCDC Board and City Manager

From: Stacy Hardy, Director of Finance

Subject: Proposed BCDC Budget for FY24-25

Date: June 24, 2024

Attached are preliminary budget summaries for the BCDC FY24-25 budget along with memos from each department director detailing their funding requests for the next fiscal year. Highlights of each budget summary are shown below.

Economic Development Budget Summary (Attachment A)

- Budgeted sales tax revenue increased approximately 5% over FY24 projected actuals.
- Per the January 2021 interlocal agreement between the City and Washington County, the Brenham Washington County Development Organization (BWEDO) will continue to contribute \$100,000 annually to Economic Development activities.
- No significant change to the on-going expenditures of debt service, operations, marketing, and Business Park maintenance. After FY25, one payment will remain on the note payable to the City for the purchase of the SWIP IV Gurrech tract.
- Interfund loan repayment #6 of 10 to Recreation side for funds borrowed to construct the detention ponds in FY20.
- An administrative support reimbursement to the City's General Fund for \$6,000 (\$500/month) is budgeted, the same as the prior year.
- An estimated expenditure of \$50,020 is included in the FY25 budget for the second sales tax reimbursement incentive payment to Academy.
- The engineering and design for the Blue Bell Road extension has been re-budgeted in the FY25 budget at \$118,000.
- Current year net revenue available for funding allocations equals \$169,177.
- Economic Development related funding requests total \$77,690.
- If all requests are approved, a balance of \$91,487 will remain in contingency.
- Fund balance reserves for Economic Development are projected to be \$887,826.

Recreation Budget Summary (Attachment B)

- Budgeted sales tax revenue increased approximately 5% over FY24 projected actuals.
- A \$400,000 payment to the City's General Fund for Parks, Recreation & Aquatics operational support has been included in the budget, the same as the prior year.

- An administrative support reimbursement to the City's General Fund for \$6,000 (\$500/month) is budgeted, the same as the prior year.
- Current year net revenue available for funding allocations equals \$1,482,165.
- Funding requests from Aquatics total \$446,000.
- Funding requests from Parks total \$1,031,000.
- Funding requests from Recreation total \$4,000.
- If all requests are approved, a balance of \$1,165 will remain in contingency.
- Fund balance reserves for Recreation are projected to be \$1,307,023.

After reviewing this information, should you have any questions prior to the June 27th funding meeting, you may contact me at 979-337-7570. Thank you.

Brenham Community Development Corp.					
Fiscal Year 2025 Proposed Budget - Economic Development					
Beginning Fund Balance					887,826
Budgeted Revenues:					
			FY24 Budget	FY25 Budget	
	Sales Tax		854,805	936,448	
	Residential Electric & Gas Sales Tax		37,700	35,667	
	Washington County-BWEDO Contribution		100,000	100,000	
	Interest Income		43,750	63,000	
	Other Revenue (Hay Lease)		2,849	2,849	
Total Budgeted Revenues			1,039,104	1,137,964	
Budgeted Expenses:					
Debt Service:					
	2010 Note Payable to City - Prin & Int (\$1M note-Weige Tract)		151,965	151,966	
	2017 Note Payable to City - Prin & Int (\$500K note-Gurrech Tract)		71,500	69,388	
	Interfund Loan Repayment (for Detention Pond Construction)		42,047	42,047	
Economic Development Activities:					
	Economic Development Personnel		219,890	204,939	
	Administrative Support Reimbursement to City General Fund		6,000	6,000	Note A
	Economic Development Operations		55,464	58,535	
	Economic Development Marketing & BRE		41,600	44,600	
Business Park Maintenance:					
	Lawn Maintenance @ Business Parks		17,500	30,120	
	Street Lights Electrical		7,295	7,108	
	Consulting, Engineering & Legal Fees		37,500	40,500	
Programs & Partnerships					
	Main Street - Incentive Grants		21,000	-	
	Main Street - EIIIG Grants		30,000	-	
	Chick-fil-A Incentive		150,000	-	
	Academy Sales Tax Reimbursement		59,100	50,020	
Land/Infrastructure Projects					
	Land Repurchase-Brenham Kitchens		127,271	-	
	Land Repurchase-Capital Westview Partners		319,447	-	
	Brenham Business Center Bluebonnet Electric Utility Extension		40,000	-	
	Blue Bell Road Extension-Engineering & Design		118,000	118,000	Note B
	James Nutt Blvd.-Sewer extension-Brenham Business Center		910,600	-	
	Utility Extension - Gurrech tract		-	145,564	Note C
Total Budgeted Expenses:			2,426,179	968,787	
Amount Available for Funding			N/A	169,177	
	Main Street - Incentive Grants			21,000	
	Main Street - Design New Website			7,000	
	Main Street - Shade Structure for Downtown Parking			49,690	
Amount Remaining for Contingency			N/A	91,487	
Revenue Over/(Under) Expenditures			(1,387,075)	-	
Ending Fund Balance					887,826
Note A - Reimburse the City's General Fund for administrative support \$500/mo. X 12 months					
Note B - Engineering & design costs only (\$118,000) approved at 1/26/23 BCDC meeting, re-budgeted from FY24.					
Note C - In-house costs to extend utilities (\$45,564) was approved at the 1/26/23 BCDC meeting. If upsizing of sewer line is required, the cost would increase by approximately \$100,000. Project on hold pending final location of CGG.					

Brenham Community Development Corp.					
Fiscal Year 2025 Proposed Budget - Recreation					
Beginning Fund Balance				1,307,023	
Budgeted Revenues:					
			FY24 Budget	FY25 Budget	
	Sales Tax		1,587,495	1,739,118	
	Interest Income		81,250	117,000	
Total Budgeted Revenues			1,668,745	1,856,118	
Other Sources:					
	Interfund Loan Repayment from Eco. Dev.		42,047	42,047	
Budgeted Expenses:					
	Consulting, Engineering, Legal & Admin Fees		10,000	10,000	
	Administrative Support Reimbursement to City General Fund		6,000	6,000	Note A
	Operations Support for Parks, Recreation & Aquatics		400,000	400,000	Note B
Total Budgeted Expenses:			416,000	416,000	
Amount Available for Funding			N/A	1,482,165	
Projects Considered for Funding Allocation:					
Aquatics:					
	FY24 Projects (3)		275,000		
	FY25 Projects (5):				
	Replaster Therapy Pool			20,000	
	Roof Access			35,000	
	Additional Slide - For Original Area			350,000	
	BBAC Duckwork			26,000	
	Automatic Back Door/Awning for Handicap Parking			15,000	
				446,000	
Parks:					
	FY24 Projects (10)		879,780		
	FY25 Projects (8):				
	Henderson Windscreen			12,000	
	Hohlt Material Bins			20,000	
	Jackson St. Park Improvements Phase 2			500,000	
	Hohlt Pump Station			140,000	
	Hohlt Expansion Joint Sealing			12,000	
	Schulte Field Renovations			15,000	
	BFP Site Amenities			300,000	
	Turf Mounds/Home Plates-LAP(2) & Pflughaupt			32,000	
				1,031,000	
Recreation:					
	Movies in the Park		4,000	4,000	
Amount Remaining for Contingency			N/A	1,165	
Revenue Over/(Under) Expenditures			136,012	-	
Ending Fund Balance				1,307,023	
Note A - Reimburse the City's General Fund for administrative support \$500/mo. X 12 months					
Note B - Provide operations support to the City's General Fund for Parks & Recreation and Aquatics.					

MEMORANDUM

To: Brenham Community Development Corporation (BCDC) Board of Directors
From: Teresa Rosales, Economic & Community Development Director
Subject: Economic Development FY 24-25 Budget Request
Date: June 21, 2024

The Brenham | Washington County Economic Development budget request continues to include the \$100,000 Washington County investment. A few highlights:

Real Estate

A big focus for this coming year is to liquidate some of the land that we re-acquired in the Brenham Business Center. I'm working hard to establish relationships with the local Washington County Commercial Real Estate Broker community, which should help us in this effort. I'm hosting the first of regular Commercial Brokers Luncheons on July 17th.

Consultant Services

I've again allotted monies toward hiring a consultant for business attraction services and assistance in identifying targeted industries based on our competitive advantages. I did not execute on this project previously because I wanted to make sure I had stakeholder involvement regarding solid metrics and deliverables. I also wanted to make sure I had an appropriate global view of the entire County and buy-in, which I believe I have now.

Incentives Management

A great deal of time was spent on incentives management in the previous fiscal year. This included new abatement agreements, existing abatement agreements and other agreements entered into between organizations and the City of Brenham and/or Washington County. I believe great strides have been made to ensure that agreements are audited regularly, and I will continue this practice to ensure accuracy and accountability.



To: BCDC Board and City Manager
From: Leigh Linden, Main Street Manager
Subject: Main Street Brenham Request for 2024-2025 Funding
Date: June 11, 2024

Downtown Brenham is thriving with activity. Main Street Brenham is submitting a request to the Brenham Economic Development Corporation (BCDC) for funding to support two key initiatives aimed at enhancing the economic vitality of our downtown district. Our mission is to strengthen and facilitate the economic development of historic downtown for everyone. We are enthusiastic about these programs with the support of BCDC. Our requests for funding this year include:

1. Incentive Grant Fund Match: \$21,000

We are fortunate that both new and long-time property and business owners are planning renovations to historic properties, which will certainly result in increased traffic and sales tax. Main Street uses raised funds from events and programs to offer this grant for façade rehabilitation. This additional funding will allow us to expand the program's reach and support a greater number of façade rehabilitation projects, ultimately leading to a more aesthetically pleasing and economically vibrant downtown.

2. Covered Parking Lot Grant: \$49,690

Main Street Brenham recognizes the importance of providing ample and convenient parking for downtown patrons. To address this need, we propose the construction of a parking shade structure in an underutilized lot (Lot C) outside the core parking area. This project will create a more comfortable parking experience, especially during hot summer months, encouraging everyone to utilize this alternative option. By freeing up street parking closer to businesses, this initiative will directly benefit local merchants, potentially leading to increased sales tax revenue for the city.

3. Downtown Brenham Website

\$7,000

This website will serve as a central hub for information about our vibrant downtown district, promoting its economic success and fostering continued growth. DowntownBrenham.com will showcase the achievements of the Main Street Brenham program, detailing past successes and ongoing initiatives that contribute to the district's economic vitality. The website will also showcase the diverse array of businesses and foster a perception of a thriving district to attract potential customers, investors, and entrepreneurs to our downtown area.

We respectfully request funding of \$70,690 for these much-needed Main Street programs.

Thank you for your time and support.

ShadePro, L.L.C

8690 FM 306
 New Braunfels TX 78132
 210-651-1041 Phone
 Cell 210.687.6764



Proposal

Date: May 7, 2024
Quote good for 45 days.

Dennis@ShadePro.com

Billing Address:

Company:	City of Brenham
Contact:	Dane Rau
Address:	200 N Park St.
City/State/Zip:	Brenham, TX 77833
Phone:	979-337-7407
Mobile Phone:	
E-mail:	drau@cityofbrenham.org

Installation Address:

Company:	City of Brenham
Contact:	Dane Rau
Address:	200 N Park St.
City/State/Zip:	Brenham, TX 77833
Phone:	979-337-7407
Mobile Phone:	
E-mail:	drau@cityofbrenham.org

Qty	Size	Hgt	Structure Type	Style	Netting	Frame Color	Unit Price	Total
4	Various	8'	Cantilever Covering	Hip	TBD	TBD		\$ 49,690.00
			Diagonal Spaces					\$ -
			Approx. 126'					\$ -
								\$ -
								\$ -

Texas Stamped Engineer Drawings \$1495.00 (Optional)	Included
Private Utility Locate Services / HydroVac Services \$795.00 (Optional)	Included

Includes Delivery & Installation

Sub Total	\$ 49,690.00
Sales Tax	Exempt
Total	\$ 49,690.00
Amount Due Now	
Upon Completion	

Method of Payment

Check Number: _____ Amount Collected: _____

Credit Card Number: _____ Exp Date: _____

Name on Card: _____ Security Code: _____

When a check is provided as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. Privacy Act Statement required by 5 U.S.C. 552a(e)(3) as governed by the rules of the NACHA. If you wish to opt out of check conversion notify us on this document and return with payment.

Dennis Maloney 210.687.6764

ShadePro Representative

May 7, 2024

Date

X

Accepted By

Date

ShadePro

Permanent Shade Structures



To: BCDC Board Members

From: Dane Rau, Director of Public Works

Subject: Discuss and Possibly Act Upon the Fiscal Year 2024-25 Funding Requests from the Brenham Community Development Corporation (BCDC) for Various Parks and Recreation Projects

Date: June 19, 2024

Each year, the Parks and Recreation staff is able to present and recommend various projects to both Parks Board and BCDC for funding opportunity. These funds are derived from sales tax proceeds that are spent locally and are geared to enhance Parks and Recreation along with Aquatic amenities. We strive to have a mix of new amenities along with maintenance and upkeep of existing amenities which keeps our Parks System looking fresh and vibrant. We also take in account the Parks Master Plan and follow our goals and projects to the best of our ability.

Below you will see the requests that were brought to the Parks Board for consideration on May 8, 2024. We would like to respectfully ask for BCDC's consideration on the below projects for the 2024-25 funding cycle. There are 14 projects valued at \$1.48 million dollars in this year's requests.

These projects were evaluated by Parks and Recreation Staff and prioritized based on need and future value to our parks system. Due to priority, the budget, and status of existing infrastructure these projects are of our utmost importance. The Parks Board recommended approval of these items pending the allocated budget of BCDC. Discussion was had on the priority and if all items couldn't be funded that a possibility of the roof access and Hohlt Expansion Joint Sealing be pushed back a year. Priority was given regarding the Automatic Back Door and Awning Project for the handicap parking lot.

Our 3 largest requests will be Jackson St Park Phase 2 Improvements (\$500,000), Brenham Family Park Additional Funding (\$300,000), and a Replacement Slide for the Blue Bell Aquatic Center Leisure Pool (\$350,000). All items will be shared in farther detail at the meeting on a slide show.

We respectfully ask BCDC to consider funding these items so that we can move forward with enhancements to our park and recreation facilities.



Parks and Recreation FY24-25 Requests

Aquatics

Description	Budget Request
New Slide Tower / Additional Slide for original area	\$350,000
Replaster Therapy Pool	\$20,000
Roof Access	\$35,000
BBAC Duct Work	\$26,000
Automatic Back Door/Awning for Handicap Parking	\$15,000
	446,000

Parks

Description	Budget Request
Henderson Windscreen	\$12,000
Hohlt Material Bins	\$20,000
Jackson Street Park Improvements Phase 2	\$500,000
Hohlt Pump Station	\$140,000
Hohlt Expansion Joint Sealing	\$12,000
Schulte Field Renovations	\$15,000
Brenham Family Park Site Amenities	\$300,000
Linda Anderson (2) and Pfughaupt Turf Mounds and Home Plate	\$32,000
Movies in the Park	\$4,000
	1,035,000

TOTAL PARKS AND RECREATION FY24-25 REQUESTS

\$ 1,481,000