



**NOTICE OF A MEETING**  
**Brenham Community Development Corporation**  
**Thursday, June 14, 2018 @ 7:00 a.m.**  
**City Hall - 2nd Floor Conference Room**  
**200 W. Vulcan St.**  
**Brenham, Texas**

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1. Call Meeting to Order
2. Invocation and Pledges to the U.S. and Texas Flags
3. Discuss and Possibly Act Upon the Approval of the Minutes from the April 19, 2018 Regular Meeting **Pages 1 - 9**
4. Discuss and Possibly Act Upon Recommendations Regarding the Budget of the Brenham Community Development Corporation for Fiscal Year 2018-19 As Follows:
  - A. Budget Summary **Pages 10 - 11**
  - B. Community Services **Pages 12 - 13**
    1. Recreation
    2. Blue Bell Aquatic Center
    3. Main Street
  - C. Parks **Pages 14 - 29**
  - D. Detention Ponds **Pages 30 - 35**
  - E. Economic Development Foundation **Pages 36 - 43**
5. Administration Reports

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 14, 2018 was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Friday, June 8, 2018 at 4:40 p.m.*

***Paula Shields***

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*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

## MINUTES

### BRENHAM COMMUNITY DEVELOPMENT CORPORATION

April 19, 2018

A meeting of the Brenham Community Development Corporation was held on April 19, 2018, at City Hall, 2<sup>nd</sup> Floor Conference Room, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

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

Board member not present was Jason Kiemsteadt.

City of Brenham staff members present were James Fisher, Lowell Ogle, Dane Rau, Wende Ragonis, Lori Lakatos, Jeana Bellinger, Casey Redman, Jennifer Eckermann and Paula Shields.

Others in attendance were Mayor Milton Tate, and Page Michel from EDF, Grant Lischka from Jones & Carter, and Bob Schmidt from O'Malley Strand and Associates, Inc.

**1. Chairman Charles Moser called the meeting to order**

**2. The Invocation and Pledges to the Flags Followed**

**WORK SESSION**

**3. Presentation and Discussion on Available Land in the Brenham Business Center and Southwest Industrial Park**

BCDC President James Fisher explained that he requested City Secretary Jeana Bellinger to prepare maps of the Brenham Business Center and Southwest Industrial Park that identify the property owners in the parks and the current vacant land inventory owned by the BCDC. There are approximately 114 acres in the Brenham Business Center and approximately 119 acres in the Southwest Industrial Park.

**4. Discussion and Update on a Future Detention Pond in the Brenham Business Center**

City Engineer Lori Lakatos provided a status update on the future detention pond in the Brenham Business Center. Lakatos explained that at the August 18, 2016 meeting, the BCDC authorized an agreement with O'Malley Strand Associates, Inc. for the design of the Brenham Business Center detention facility located in the southwest corner of the Center. Final project design was completed in December 2017. The estimated cost is approximately \$497,266 for the pond. There are two additional alternates in the design:

- Precision Polymer Engineering to provide detention for existing development for \$126,428.50.
- Advanced Data Storage to provide detention for existing development for \$79,867.70.

Lakatos explained that the alternates will be included in the bid, but may not be accepted at the time of the award. The total cost with the alternates is \$703,562.20. BCDC will need to decide if they want to fund the construction of the detention pond in the next budget cycle. Lakatos explained that the construction of the detention pond could be phased in over time.

Moser asked about a need for the detention pond. Lakatos explained that the detention pond was proposed in the original design of the Brenham Business Center. In addition, staff has received complaints from residents downstream regarding flooding issues. We need to take care of residents in the area and provide the needed detention in the park “The goal is to provide the needed detention in the park and also to take care of the residents’ needs in the area.”

Advanced Data Storage and Del Sol have their own drainage and will not need to participate in the detention pond.

City Secretary Jeana Bellinger stated that Precision Polymer Engineering paid about \$30,000 towards the construction of the detention pond. Bob Schmidt from O’Malley Stand explained that this was a pre-construction cost estimate based on the number of acres.

President James Fisher explained that during the BCDC budget meeting, staff would discuss the timeframe to build the detention pond, possibly phasing in the construction of the detention pond with associated costs and possibly looking at grant funding opportunities.

## **REGULAR SESSION**

### **5. Discuss and Possibly Act Upon the Approval of the Minutes from the November 16, 2017 Regular Meeting**

A motion was made by Bill Betts and seconded by John Hasskarl to approve the minutes from the November 16, 2017, as corrected.

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	<b>Absent</b>
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

## 6. Discuss and Possibly Act Upon FY17-18 Second Quarter Financial Report

Comptroller Stacy Hardy presented the financial report that contained both first and second quarter FY 17 financial information.

### Sales Tax Revenue

Hardy explained that the FY18 sales tax revenue budget was increased by 4% over the prior year's revised budgeted amount. Hardy stated that Actual FY18 sales tax revenues is trending below budget and currently is approximately \$19,401 less than budget.

### Financial Statements

Hardy stated that the *Economic Development and Brenham Business Center* operating report shows a deficit of \$139,243 through the second quarter of FY18 with two items contributing to this unfavorable performance. Hardy explained that Notes Payable to the City has increased from \$35,612 in FY17 to \$109,362 in FY18 due to repayments on 2010 and 2017 borrowings from the City to finance SWIP business park expansion. In addition, Hardy stated that engineering and design work began on the Park and Church Street Linear project and staff transferred the approved budget amount of \$150,000 to a capital projects fund.

On the *Recreation* side, Hardy stated that five of the ten approved parks and recreation projects for FY18 have been completed as of the end of the second quarter. The Recreation side ended the quarter with an operating surplus of \$284,686.

Under the *BCDC Capital Projects Fund*, in FY18 BCDC Hardy explained that the final payment on the Brenham Family Park master plan was made in March. No other activity occurred in the BCDC Capital Project Fund for the second quarter of FY18. Approximately \$400,000 of the original \$657,000 allocated for new park infrastructure costs is available for future project expansion.

A motion was made by Darrell Blum and seconded by Atwood Kenjura to approve the FY 17-18 Second Quarter Financial Reports as presented.

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	<b>Absent</b>
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

**9. Discuss and Possibly Act Upon Henderson Park Improvements as Outlined in the Mini-Master Plan Prepared by Strand Associates, Inc. and Authorize the President to Execute Any Necessary Documentation**

Public Works Director Dane Rau presented this item. Rau explained that BCDC approved \$294,500 for Phase I improvements to Henderson Park in their FY17 Budget. To date, the following has been completed:

Park Mini-Master Plan	\$12,600
Playscape and Swing Set	<u>\$69,972</u>
	\$82,572

With the completion of the two items, the balance remaining is approximately \$212,000. Rau explained that in the mini master plan, Strand and Associates identified proposed improvements for Henderson Park based on the feedback from the public meeting held last year. The costs associated with these improvements include construction, engineering and contingencies for each component so that the costs for each is a standalone total budget item.

Based on community needs, Rau explained that the first priority for consideration is:

Pavilion kitchen/restroom accessibility upgrades, ADA accessible parking spaces, accessible route from parking to pavilion and playground, and covered barbeque pit with access sidewalk	\$ 93,600
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Rau stated with the completion of the second item, all areas within Henderson would be accessible:

Baseball restroom/concession accessibility upgrades and accessible route from parking to building	\$100,400
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Rau stated the third item that staff would like BCDC to consider is item 4 from the master plan:

Remaining sidewalks and bleacher pads	\$58,000
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Bob Schmidt from O'Malley Strand stated that there may be some savings in their doing all three items. Rau stated that staff would bid out this project with item 4 as alternate.

Bill Betts confirmed that there is a need for accessible access from the parking lot to the fields, concessions, etc. Betts explained that the community that attended last year's public meeting stated this is a real need.

A motion was made by John Hasskarl and seconded by Darrell Blum to approve the completion of pavilion kitchen/restroom accessibility upgrades, ADA accessible parking spaces, accessible route from parking to pavilion and playground, and covered barbeque pit with access sidewalk; and Baseball restroom/concession accessibility upgrades and accessible route from parking to building. Staff is to obtain a cost to complete the remaining sidewalks and bleacher pads and bring the cost back to BCDC for consideration.

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	<b>Absent</b>
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

Bill Betts left the meeting.

**7. Discuss and Possibly Act Upon Bid No. 201007-20 Related to the All Sports Building Parking Lot Construction and Authorize the President to Execute Any Necessary Documentation**

Public Works Director Dane Rau presented this item. Rau explained that BCDC approved to fund construction of the All Sports Building (ASB) parking lot at its FY18 Budget Meeting last year. The parking lot is currently crushed asphalt. Over time, the crushed asphalt has caused maintenance issues with erosion. This facility is rented out 48-50 weekends out of the year. Staff originally budgeted \$45,000 for construction of this parking lot. Staff hired O'Malley Strand and Associates, Inc. to design the parking lot. Their engineering cost was \$15,000, which left \$30,000 to do the construction of the parking lot.

Staff received three bids at the opening on April 19, 2018. All three bids came in much higher than the anticipated \$30,000. This was primarily due to the rising costs of concrete and construction costs. Collier Construction was the lowest bidder with costs broken out as follows:

Schedule 1 Base Bid	Schedule 1 Additive Alternative Bid	Schedule 2 Base Bid	Schedule 2 Additive Alternate Bid
\$37,893.00	\$22,936.50	\$59,661.00	\$31,345.00

The primary difference between the two schedules is that Schedule 1 is all asphalt and Schedule 2 is all concrete. Rau explained that going with Schedule 2 with Additive Alternate Bid would make the ASB parking all concrete on both the front parking and the side aisle, which would tie into Lounge Road. This option totals \$96,006.50, of which, \$5,000, which covers the seeding, city staff would do striping and wheel stop processes.

A motion was made by Atwood Kenjura and seconded by Darrell Blum to award Collier Construction Bid No. 201007-20 related to the All Sports Building Parking Lot Construction, Schedule 2 Base Bid, \$59,661.00 and Schedule 2 Additive Alternate Bid, \$21,345.50 for a total of \$91,006.50 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	<b>Absent</b>
Board Member Jason Kiemsteadt	<b>Absent</b>
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

#### **8. Discuss and Possibly Act Upon Reallocation or Increased Funding of FY2017-18 Budgeted Funds for the All Sports Building Parking Lot Construction**

Comptroller Stacy Hardy explained stated that during the June 2017 funding meeting, BCDC approved funding of \$45,000 for the construction of the All Sports Building Parking Lot.

Also, during the June 2017 funding meeting, BCDC approved funding of \$100,000 for the replastering of the leisure pool (\$80,000) and therapy pool (\$20,000) at the Blue Bell Aquatic Center. Quotes for this work have been obtained and we anticipate approximately \$50,000 in savings on this project.

Staff is requesting that the savings from the Blue Bell Aquatic Center replaster project be re-allocated to the All Sports Building Parking Lot project. If the concrete option for the parking lot is selected, then an additional amount of approximately \$16,000 will need to be re-allocated from contingency funds on the Recreation side of the BCDC budget. The Recreation side currently has \$209,670 set aside as a contingency amount in the FY2018 budget.

A motion was made by Atwood Kenjura and seconded by David Cone reallocate the funds of approximately \$50,000 in savings from the re-plastering of the leisure pool and therapy pool to the All Sports Building Parking Lot project. In addition, approximately \$16,000 will be re-allocated from contingency fund on the Recreation side of the BCDC project in order to complete the project as approved.

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

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



**10. Discuss and Possibly Act Upon a Request From Diversified Land Management on Behalf of Seitel Data, Ltd. to Conduct a 3-D Seismic Survey on Approximately 44.07 Acres of Land (Gurrech Tract) in the Southwest Industrial Park, Section IV and Authorize the President to Execute Any Necessary Documentation**

President James Fisher presented this item. Fisher explained that the City of Brenham received a request from Diversified Land Management on behalf of Seitel Data, Ltd. to conduct a 3D seismic survey of the 44-acre Gurrech Tract located in the Southwest Industrial Park, Section IV. Since the BCDC is the land owner, this request is being brought to the Board for discussion.

This request was reviewed by City Attorney, Cary Bovey, and he is recommending that BCDC not approve the request for 3D seismic survey on the 44-acre tract.

A motion was made by Darrell Blum and seconded by John Hasskarl to deny the request from Diversified Land Management on Behalf of Seitel Data, Ltd, to conduct a 3-D Seismic Survey in the Southwest Industrial Park, Section IV.

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	<b>Absent</b>
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

**11. Discuss and Possibly Act Upon Final Construction Options for the Detention Pond Located in the Southwest Industrial Park, Section III, and Authorize the President to Execute Any Necessary Documentation**

City Engineer Lori Lakatos presented this item. Lakatos explained that at the November 16, 2017 BCDC meeting information regarding the Southwest Industrial Park Section III (SWIP III) detention pond design and capacity was presented. Jones and Carter determined that the detention pond could have a capacity of 198.5 acres. This volume includes:

- SWIP – 134.3 acres
- Gurrech Tract – 44.2 acres
- Additional Detention Capacity – 20 acres of undeveloped property

Lakatos explained that while Jones and Carter finalized the design and preparing cost estimates for the 198.5 acre pond it was determined that a pond of this size will have to meet the dam requirements of the Texas Commission on Environmental Quality (TCEQ) regulations as it exceeds six feet in height and is over 50 acre-feet at the 100 year flood evaluation. This is a concern because there are yearly dam safety and maintenance requirements. With this pond being

turned over to a property owners association at some point in the future, staff wants to make sure the Board is informed regarding design and requirements for the pond.

Staff discussed several options:

1. Building the pond as originally designed and determine how these requirements will be met in the future.
2. Modify the outlet structure and recue the capacity by removing the Gurrech Tract and the ten additional acres served by the detention pond.
3. Reduce the impervious coverage allowed within the development to 70%.

There was no action taken by the Board. Staff was directed to review all possible options and costs and bring this item back at a future meeting.

## **12. Economic Development Foundation Update**

### **➤ FY 2017-18 First Quarter Report**

Economic Development Foundation President Page Michel provided the highlights from the EDF Report, which included first and second quarter activity.

## **13. Staff Updates**

### **➤ Administrative Update**

#### **○ Drainage Improvements and Linear Park Pedestrian Streetscapes in Downtown Brenham**

- Public Works Director Dane Rau stated that the City entered into a Special Service contract with O'Malley Strand and Associates, Inc. to do the drainage project on Park and Church Streets as well as the Streetscape project. Strand and Associates is gathering costs and both projects will go to bid in August/September
- Community Services Director Wende Ragonis stated that Tommy Upchurch will be at the next BCDC meeting to provide an update on the convertible street project on Douglas Street.

### **➤ Parks & Recreation Update**

- Parks Superintendent Casey Redman stated that Henderson Park's playground and swing set has been installed. Basketball courts at Henderson Park and Hattie Mae Park are just about complete; the rain has put this project behind.

Chairman Charles Moser reminded the Board that the BCDC Budget Meeting would be June 14th.

## **EXECUTIVE SESSION**

### **14. Section 551.072 – Texas Government Code – Real Property.**

#### **Section 551.087 – Texas Government Code – Economic Development Negotiations.**

#### **Deliberation Regarding Possible Land Acquisition and/or Exchange for Economic Development Purposes and the Possible Offer of a Financial or Other Incentive to a Business Prospect Seeking to Expand in the City of Brenham**

There was no discussion and this item was passed.

The meeting was adjourned.

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Charles Moser  
Chairman

**ATTEST:**

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Jean Bellinger, TRMC, CMC  
Secretary

DRAFT



## MEMORANDUM

To: BCDC Board and City Manager

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

Subject: Proposed BCDC Budget for FY18-19

Date: June 11, 2018

Attached is the proposed BCDC budget for FY18-19. The format is the same as we have used in prior years, with the FY18-19 proposed budget information shown in the three columns on the far right (green section). Some notable items are explained below:

### Sales Tax

In FY18, a moderate increase of 4% over the prior year's sales tax was budgeted. With six months of collections being reported, we are slightly (1.90%) behind budget. Based on current forecasting models, which take the stable local economy into consideration but are still somewhat conservative, the FY19 BCDC budget will include a 4.35% increase over FY18 projected sales tax revenue.

### Projected FY17-18 Ending Fund Balance

The FY17-18 ending fund balance is estimated to be \$971,601 for the combined operation (see blue shaded amount). This means that the Recreation side will end the year with \$1,033,651 of estimated reserves and the Economic Development side will end with a \$62,050 deficit fund balance (after utilizing \$150,000 of reserves in FY18 for the Park & Church Street Linear Park project).

### Available Amount to Fund Projects in FY18-19

The FY18-19 budget is forecasting \$1,107,806 in available funding for Recreation projects. City staff has identified 24 projects as potential BCDC funding considerations for the upcoming year. These potential projects total \$963,500 and if all were funded would leave a contingency balance of \$144,306.

The FY18-19 budget is forecasting \$51,393 in available funding on the Economic Development side (after setting aside \$62,050 to restore the fund balance deficit and \$40,000 per the Tempur-Sealy Performance Agreement). EDF and the Main Street department have identified 6 projects that they would like to present to BCDC for potential funding. With only \$51,393 in funding available, not all of these projects can be supported with current resources. The construction of detention ponds in the two business parks will also be discussed at the meeting, and funding for these would need to come from the Economic Development side as well.

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.

**BRENHAM COMMUNITY DEVELOPMENT CORP**  
**FY18 FUND BALANCE PROJECTION AND FY19 PROPOSED BUDGET**

				FY17-18 AMENDED BUDGET				FY18-19 PROPOSED BUDGET		
				FY17-18 Amended Budget	Actual Oct-Mar	Projected April-Sept	FY17-18 Revised Annual Estimate	FY18-19 Proposed Budget	Recreation	Economic Development
1	Revenues									
2	Sales Tax			1,664,472	532,865	1,101,686	1,634,551	1,705,701	1,108,706	596,995
3	Interest Income			7,500	15,597	4,403	20,000	14,000	9,100	4,900
5	Other-Hay Rental			959	-	1,918	1,918	959	-	959
6		Total Revenues		1,672,931	548,462	1,108,007	1,656,469	1,720,660	1,117,806	602,854
7	Expenditures									
8	Debt Service - 2009 GO Refunded Bonds			436,474	8,394	428,080	436,474	-	-	-
9	Debt Service - Note to City 1998			71,223	35,612	35,611	71,223	-	-	-
10	Debt Service - Note to City 2010			115,000	-	115,000	115,000	151,965	-	151,965
11	Debt Service - Note to City 2017 (Gurrech Tract)			16,250	8,125	8,125	16,250	71,250	-	71,250
12	Land/Grounds Maintenance			10,000	2,750	7,250	10,000	10,000	-	10,000
13	Legal Fees			10,000	1,740	2,500	4,240	10,000	5,000	5,000
14	Audits & Consultants			10,000	-	4,000	4,000	10,000	5,000	5,000
15	Services (Utilities, etc)			7,500	2,853	3,504	6,357	7,500	-	7,500
16	Detention Pond Construction			2,513	15,169	13,485	28,654	-	-	-
17	Tempur-Sealy Performance Agreement Payment			-	-	-	-	40,000	-	40,000
18	EDF Marketing - GIS Planning Software (website maintenance)			7,868	-	7,000	7,000	2,450	-	2,450
19	EMSI Database Subscription			10,825	10,825	-	10,825	2,496	-	2,496
20	EDF Operations			169,607	84,803	84,804	169,607	168,750	-	168,750
21	<b>Recreation Projects Total for FY17-18</b>									
22	<b>Aquatics:</b>									
23	Replaster Leisure Pool			49,400	-	49,400	49,400	-	-	-
24	Scoreboard (partially funded by BISD (\$11,000) & Scott & White (\$1,000) )			4,000	1,930	-	1,930	-	-	-
25	Replaster Therapy Pool			14,850	-	14,850	14,850	-	-	-
26	Concrete Back Parking Lot			17,000	17,000	-	17,000	-	-	-
27	<b>Parks:</b>									
28	Trash Receptacles (Phase 4 & 5 of 5)			32,000	31,818	-	31,818	-	-	-
29	Basketball Court Improvements (final phase)			19,100	17,127	-	17,127	-	-	-
30	All Sports Building Parking Lot			111,007	-	111,007	111,007	-	-	-
31	Henderson Park Improvements			294,900	-	294,900	294,900	-	-	-
32	<b>Recreation:</b>									
33	Christmas Stroll			10,000	10,000	-	10,000	-	-	-
34	Movies in the Park (1/2 cost)			4,000	-	4,000	4,000	-	-	-
35	Contingency			179,413	-	-	-	-	-	-
36	<b>Economic Development Projects Total for FY17-18</b>									
37	Economic Innovation Incentive Grants			15,000	-	15,000	15,000	-	-	-
38	<b>Main Street Economic Development Projects:</b>									
39	Design of Commerce St. Streetscapes/Pedestrian Retail Zone			-	-	-	-	25,000	-	25,000
40	Park & Church St. Linear Park			150,000	150,000	-	150,000	-	-	-
41	Contingency			-	-	-	-	-	-	-
42		Subtotal Expenditures		1,767,930	398,146	1,198,516	1,596,662	499,411	10,000	489,411
43	<b>Proposed Recreation Projects:</b>									
44	<b>Aquatics:</b>									
45	Aquatic Center Playground Equipment		\$60,000	-	-	-	-	-	-	-
46	Tower Structure Repair		50,000	-	-	-	-	-	-	-
47	Sand Filters - Competition & Therapy Pools		12,500	-	-	-	-	-	-	-
48	HVAC Unit Replacements - Phase 2		12,000	-	-	-	-	-	-	-
49	Country Cone Refurbishments		18,000	-	-	-	-	-	-	-
50	Aflex Inflatable Water Features		25,000	-	-	-	-	-	-	-
51	Popsicle Refurbishments		10,000	-	-	-	-	-	-	-
52	<b>Parks:</b>									
53	Henderson Park Improvements Phase II		300,000	-	-	-	-	-	-	-
54	WPA Rock Party Room Repairs		21,000	-	-	-	-	-	-	-
55	Hohlt Park Playground Equipment		68,000	-	-	-	-	-	-	-
56	Pickle Ball Court Modifications		29,000	-	-	-	-	-	-	-
57	Fireman's Park Bleacher Painting/Repairs		50,000	-	-	-	-	-	-	-
58	Fireman's Park Backstop Netting		25,000	-	-	-	-	-	-	-
59	Lightning Detector - Jackson Street Park		11,000	-	-	-	-	-	-	-
60	Lightning Detectors - Henderson Park		11,000	-	-	-	-	-	-	-
61	Entrance Signs - Hattie Mae and Jerry Wilson Parks		15,000	-	-	-	-	-	-	-
62	Jackson Street Park Parking Lots		22,000	-	-	-	-	-	-	-
63	Fireman's Park Playground Equipment		90,000	-	-	-	-	-	-	-
64	Hattie Mae Basketball Court Lights		15,000	-	-	-	-	-	-	-
65	Fireman's Park Night Light Replacement		15,000	-	-	-	-	-	-	-
66	Bottle Filling Stations		20,000	-	-	-	-	-	-	-
67	Hohlt Park Nature Trail Improvements		40,000	-	-	-	-	-	-	-
68	Cover Batting Cages - Linda Anderson Park		30,000	-	-	-	-	-	-	-
69										
70	<b>Recreation:</b>									
71	Christmas Stroll		10,000	-	-	-	-	-	-	-
72	Movies in the Park		4,000	-	-	-	-	-	-	-
73										
74	Contingency		144,306	-	-	-	-	1,107,806	1,107,806	-
75	<b>Proposed Economic Dev. Projects:</b>									
76	Website Redevelopment & Migration		17,950	-	-	-	-	-	-	-
77	Salesforce CMS for Economic Development		3,600	-	-	-	-	-	-	-
78	Land Purchase - Downtown Parking Lot		125,000	-	-	-	-	-	-	-
79	Construction of Commerce St. Streetscapes/Pedestrian Retail Zone		175,000	-	-	-	-	-	-	-
80	Economic Innovation Incentive Grants		15,000	-	-	-	-	-	-	-
81	Update to Main Street Downtown Master Plan		50,000	-	-	-	-	-	-	-
82										
83	Contingency		-	-	-	-	-	51,393	-	51,393
84		Total Expenditures		1,767,930	398,146	1,198,516	1,596,662	1,658,610	1,117,806	540,804
86	Revenues Over (Under) Expenditures	<i>Incr (Decr) in Fund Bal</i>		(94,999)	150,316	(90,509)	59,807	62,050	(0)	62,050
87	Beginning Fund Balance			911,794			911,794	971,601	1,033,651	(62,050)
88	Change in Fund Balance			(94,999)			59,807	62,050	(0)	62,050
89										
90	<b>Estimated Ending Fund Balance</b>			816,795			971,601	1,033,651	1,033,651	0



To: BCDC Board of Directors

From: Wende Ragonis, Director of Community Services

Subject: Community Services FY19 Budget Requests

Date: June 4, 2018

The Community Services Division has multiple areas of responsibility requesting funding from the Brenham Community Development Corporation (BCDC). The Community Services team contributes to the leisure and recreation activities of the community by adding value through its people, programs and facilities. The Community Services team provides exceptional quality of life services ensuring the economic vitality of the area. In addition to these quality of life services, the work of the Main Street program fosters economic growth in the downtown district by preserving the unique history of the district and by promoting the area as a year round cultural, retail and entertainment destination for area residents and tourists. To continue offering these quality of life services and to promote the growth and development of the downtown district, the Community Services team seeks the support of the BCDC through FY19 funding requests included in this memorandum.

The Community Services Division includes Community Programs and Marketing, Main Street, the Nancy Carol Roberts Memorial Library and the Blue Bell Aquatic Center (BBAC). Three of these departments are seeking guidance, support and funding for various initiatives from the Brenham Community Development Corporation (BCDC) Board of Directors.

**Community Programs** seeks funding support for the (1) Movies in the Park series of \$4,000 and (2) for attractions and programming during the weekend of the Christmas Stroll and Lighted Christmas Parade of \$10,000. The total request for funding from Community Programs is \$14,000.

Fiscal Year Planned	Description	Budget Request
2019	Movies in the Park	\$ 4,000
2019	Christmas Stroll Programming	\$ 10,000
<b>Total Budget Request for FY19</b>		<b>\$ 14,000</b>

**The Blue Bell Aquatic Center** seeks funding support for (1) replacement of the outdoor playground structure for \$60,000; (2) the repair of the tower slide structure in the Leisure Pool for \$50,000; (3) replacement of sand filters for the Competition and Therapy pools for \$12,500; (4) replacement of the HVAC system for \$12,000; (5) refurbish the Country Cone water feature

for \$18,000; (6) purchase of Aflex inflatable water features; and (7) refurbish two popsicle features for \$10,000. The total request for funding from BBAC is \$187,500.

<b>Fiscal Year Planned</b>	<b>Description</b>	<b>Budget Estimate</b>
2019	REPLACE AQUATIC CENTER PLAYGROUND EQUIP	\$ 60,000
2019	REPAIR TOWER STRUCTURE FOR OUTSIDE SLIDE	\$ 50,000
2019	SAND FILTERS COMPETITION/THERAPY POOLS	\$ 12,500
2019	REPLACE HVAC UNITS - PHASE 2	\$ 12,000
2019	REFURBISH CONTRY CONES	\$ 18,000
2019	PURCHASE AFLEX INFLATABLES	\$ 25,000
2019	REFURBISH POPSICLES	\$ 10,000
<b>Total Budget Request for FY19</b>		<b>\$ 187,500</b>

Both the BBAC and Community Programs department requests are consistent with the goals and priorities identified in the 2015-2025 Parks, Recreation and Open Spaces Master which was adopted by Council at the February 19, 2015 Council meeting. The Parks Board met on May 30, 2018 to discuss, review and prioritize the various initiatives for Community Programs and the Blue Bell Aquatic Center.

**Main Street Brenham** seeks funding support for four Main Street initiatives.

(1) The purchase of land to serve as public parking for the historic downtown district. The Brenham Downtown Master Plan discusses parking in Chapter 1.2 and 3.1 of the Plan. Main Street staff and the Main Street Board President presented various properties in the downtown area for possible acquisition at the January 23, 2014 BCDC meeting. This request for funding is \$125,000. (2) Staff seeks funding for \$175,000 to construct pedestrian streetscapes and linear park amenities near Market and Commerce Streets providing pedestrian connectivity and linear park features across Market Street. Connectivity in the downtown district is discussed in the Plan in Chapter 3.3. (3) Main Street Brenham would like to continue the partnerships with BCDC to fund a re-development incentive grant program, the Economic Impact and Innovation Grant (EIIG), for \$15,000. These grant applications are vetted and approved by the Main Street Advisory Board which is appointed by City Council. (4) Staff seeks to update the Brenham Downtown Master Plan that was adopted by City Council at the July 19, 2012 Council meeting. The cost of this update with Mesa Design Group is estimated at \$50,000.

The total FY19 funding request from Main Street Brenham includes:

<b>Fiscal Year Planned</b>	<b>Description</b>	<b>Budget Estimate</b>
2019	PURCHASELOT - PARKING FOR DEPOT DISTRICT	\$ 125,000
2019	MARKET & COMMERCE ST STREETSCAPE	\$ 175,000
2019	EIIG GRANT INCENTIVE	\$ 15,000
2019	UPDATE BRENHAM DOWNTOWN MASTER PLAN	\$ 50,000
<b>Total Budget Request for FY19</b>		<b>\$ 365,000</b>



# Memorandum

To: Brenham Community Development Corporation

From: Dane Rau, Public Works Director

Date: June 4, 2018

Re: Budget Requests

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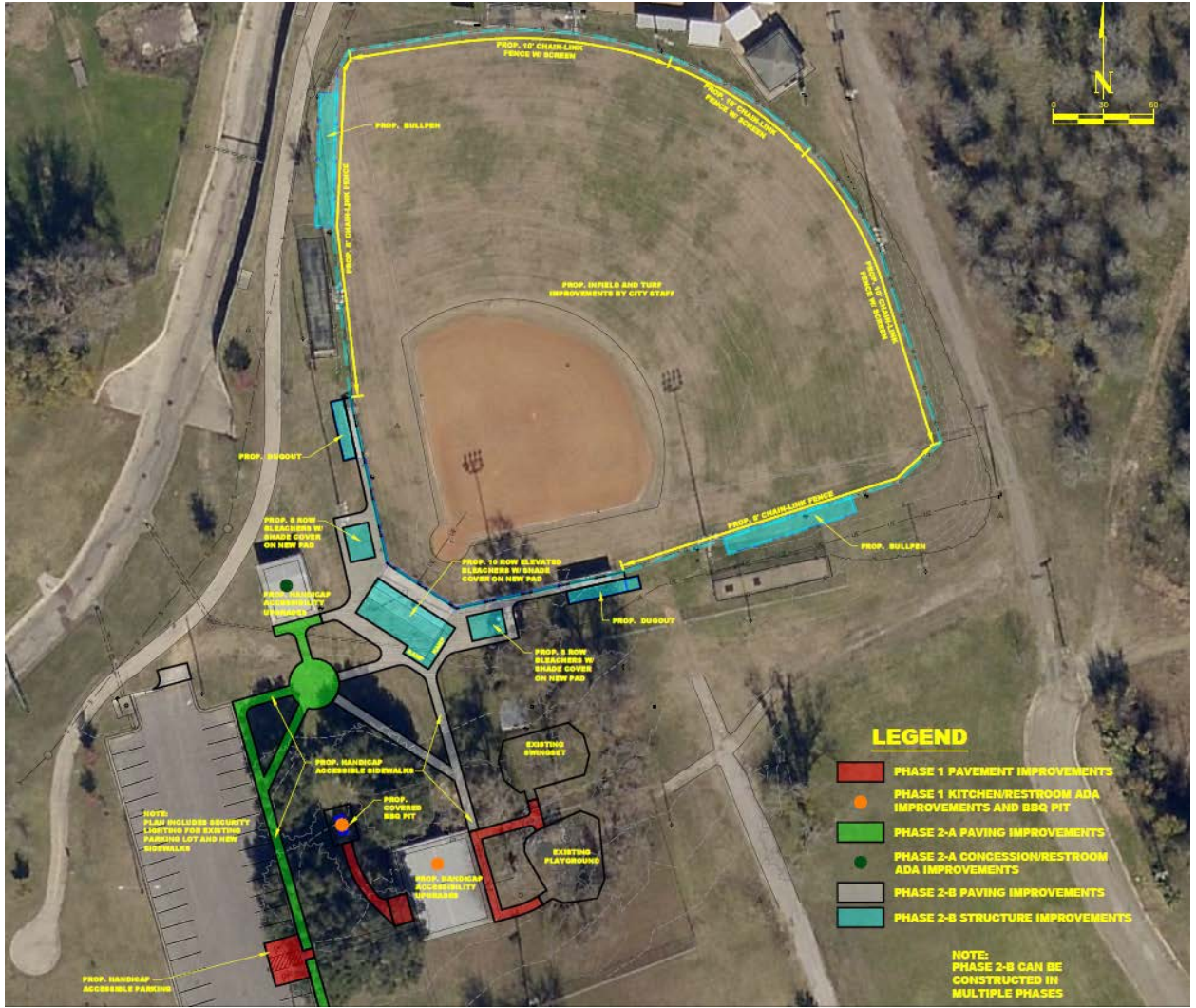
During this year's budget process, staff has identified numerous projects that we would like to present to the BCDC board for funding. The following items was presented to the Parks and Recreation Advisory Board for their review and acceptance. Below are the 16 items, in order of priority that we are requesting, along with the requested budget amount for each:

**(1) Henderson Park Improvements Phase II**

**Price: \$300,000**

This will be Phase II of the enhancements designed by O'Malley-Strand of Henderson Park. Phase I was funded at \$294,500, which included an addition of a playground, improvements to the bathroom/pavilion related to ADA regulation, ADA parking, and a barbeque pit area with covered roof, and new sidewalks. Phase II will concentrate on completing what was discussed with the mini-master plan that could not be funded in Phase I. This includes enhancing the baseball field footprint including a new 10'-16' fence, new dugouts, larger bleacher pads and bleachers, additional walkways with pedestrian lighting as well as parking lighting. (See attached plan). In Phase I, we focused on meeting as many community needs as possible and in Phase II, we would like to complete the community needs and focus on the economic aspect, which will allow us to use Henderson Field for 14-17 yr. old tournament play. With Schulte, Fireman's and sometimes Blinn this will give us another field that will draw larger tournament teams and be in close proximity where tournament directors can keep teams in Brenham rather than using a field in Bellville. This is much needed considering Phase I has begun and that it will put money back into Henderson Park, which is one of our largest parks.





## (2) WPA Rock Party Room Repairs

**Price: \$21,000**

This facility is used for many parties, gatherings, and for Maifest activities and is nestled in Fireman's Park. It was formally the old Girl Scout Hut before being turned into a rental facility. It has turned into a popular rental spot to enjoy the activities that Fireman's Park has to offer. In order to make sure that the renters are getting an adequate spot the building is in desperate need of a new roof. The old roof is slate shingles that contain asbestos. The facility has begun to leak when rain storms occur and due to the old structure of the roof and the asbestos we would like to add a new metal roof as we did with the carousel, remove the asbestos material, and also improve the windows to allow more light inside. We have received some insurance money from a previous water pipe leak in which we improved the facility but it did not allow us to completely restore the building and the roof. It is in use and is a historic building being that it was constructed during the WPA time-period.



### **(3) Hohlt Playground Equipment**

**Price: \$68,000**

This item will be replacing the Hohlt Park playground equipment, which was installed in 2000. This play structure has shown significant wear and tear due to use, and age of the structure. Over the years, we have replaced key components to keep it safe and in good working order, but due to the age the structure replacement parts are discontinued and are no longer available. Replacing this play scape is a proactive approach in ensuring children safety, and to give Hohlt Park a new attraction.



#### (4) Pickle Ball Court Modifications

**Price: \$29,000**

As you know from previous meetings, we have begun to permanently turn the Jackson St courts into Pickle ball. This is one of the fastest growing sports in America. We would like to use funds to surface these courts with permanent pickle ball lines that would allow for six courts. These would replace the two tennis courts. It would allow for permanent pickle ball nets along with a bleacher pad and a small set of bleachers for players and spectators. This has been a great movement in Brenham and we would like to keep it going. We feel that we need to offer different age group opportunities to exercise and attract visitors and future residents to Brenham. These changes have already given life to Jackson St Park courts and with permanent upgrades, we are sure to keep this older park alive.



**(5) Fireman's Bleacher Painting / Repairs**

**Price: \$50,000**

Repainting of bleachers at Fireman's Baseball Field. Includes sandblasting metal structure underneath seats, repainting metal, replacing boards that are bad, and repainting entire bleacher sitting area.



## (6) Backstop Netting Fireman's

**Price: \$25,000**

This project will involve replacing the current backstop/home plate area netting at Fireman's baseball field with a more modern backstop netting and poles. As you see at most newer complexes there is a 2-4 pole set up with one net that connects at the top and at the bottom. This type of setup allow for better viewing for baseball games, Maifest activities, and other events. Current net attaches to the roof, which makes for poor visibility and unsafe work conditions when repairs are needed. It is in need of a new net and the current set up does not protect the parking lot from foul balls very well. If we improved this setup, we could help the parking along with the visibility related to cub games, tournament ball, and community activities such as Maifest. We would have to engineer this for pole installation and that is why it drives the costs up. Tear down would take place in-house.



**(7) Lightning Detectors Jackson St. Park**

**Price: \$11,000**

This item is for additional lightning detectors to be added to Jackson Street Park to help protect visitors from possible lightning strikes and give them early warning of potential bad weather threats. Currently, there are detectors at Hohlt (2), Linda Anderson, and Fireman's Park.



**(8) Lightning Detectors Henderson Park**

**Price: \$11,000**

This item is for additional lightning detectors to be added to Henderson Park to help protect visitors from possible lightning strikes and give them early warning of potential bad weather threats. Currently, there are detectors at Hohlt (2), Linda Anderson, and Fireman's Park.

**(9) Entrance Signs-Hattie Mae & Jerry Wilson**

**Price: \$15,000**

The Parks Department is requesting \$15,000 for two new signs at Hattie Mae Flowers Park and Jerry Wilson Park. The current park signage is difficult to see because of its size, and needs to be replaced in order for visitors to see. The new sign will be similar to those at Jackson Street and Henderson Parks (2016 BCDC project) and would give the park a new, fresh look. The entrance signs will be 4' by 8' with rock columns on each side. Sign costs to be \$7,000, columns and concrete base to be \$8,000.





**(10) Jackson St. Park 3 Parking Lots**

**Price: \$22,000**

Jackson Street Park parking lots handle numerous cars throughout the year. Currently, these parking lots are in bad shape- numerous pot-holes, loose gravel, large cracks, missing surfacing that exposes natural ground, and a constant battle with weeds/grass growing in it makes it very unattractive for such a nice park. The Parks Department is requesting from the BCDC Board \$22,000 to make upgrades to these three parking lots. Work to the parking lots will include patching any holes, large cracks, or any other problem areas with a base material, and then applying a layer of asphalt. Once the asphalt is installed, parking stripes will be painted, along with appropriate handicap decals.



### **(11) Fireman's Park Playground Equipment**

**Price \$90,000**

This would replace the current playground that gets used 7 days a week at our most popular park-Fireman's. This playground equipment will be at its useful life of approximately 21 years.



### **(12) Hattie Mae Basketball Court Lights**

**Price: \$15,000**

This item is for new lights, poles, wiring, etc... To fulfill numerous requests from citizens inquiring about the ability to play basketball at night. Currently there are no lights at this facility. Years ago, the court was located directly across Burleson Street at which time it did have lights. Due to major creek erosion, the court was moved to its current location but lights were never installed.

### (13) Night Light Replacement Fireman's Park

**Price \$15,000**

Replacement of Fireman's night lights in the parks. Current night-lights are very old and require more than usual maintenance to keep working. Would like to replace with LED night-lights to save maintenance costs and energy consumption.



**(14) Bottle Filling Stations**

**Price: \$20,000**

This item will be replacing our current drinking fountains in our parks with bottle filling stations. These stations will replace the traditional fountains with a more safe and approachable source of drinking water. This price includes 10 bottle filling stations for Hohlt, Henderson, Fireman's and Jackson Street Parks



### **(15) Hohlt Park Nature Trail Improvements**

**Price: \$40,000**

This project falls down the list a bit due to the location and need for other items in higher profile areas. We have always wanted to upgrade the nature trail that leads from the south end of Hohlt Park behind Lauren Concrete. This is park property but has a narrow configuration and is between the RR tracks and private property. In the past years, it has been a hide out for local teens and needs to be upgraded but serve as a nature trail. We would like to apply for TP&W grants in which an 80/20 match would be required. Our portion would be \$40,000 with a total of project cost of \$200,000. We would only spend this money if a grant was awarded. We anticipate having an upgraded trail with informational signage describing items that inhabit the area of different vegetative species along with insect identification. There would also be benches added along with off path educational areas.



**(16) Cover Batting Cages at Linda Anderson Park**

**Price \$30,000**

Install roof / canopy structure over batting cages at Linda Anderson Park for shade and weather protection.



<b>Priority</b>	<b>Item Requested FY 2018-19</b>	<b>Estimated Cost</b>
1	Henderson Park Improvements Phase II	\$300,000
2	WPA Rock Party Room Repairs	\$21,000
3	Hohlt Playground Equipment	\$68,000
4	Pickle Ball Court Modification	\$29,000
5	Fireman's Bleacher Painting/Repairs	\$50,000
6	Backstop Netting (Fireman's Park)	\$25,000
7	Lightning Detector Jackson St. Park	\$11,000
8	Lightning Detectors Henderson Park	\$11,000
9	Entrance Signs – Hattie Mae and Jerry Wilson	\$15,000
10	Jackson St. Park Three Parking Lots	\$22,000
11	Fireman's Park Playground Equipment	\$90,000
12	Hattie Mae Basketball Court Lights	\$15,000
13	Night Light Replacement Fireman's Park	\$15,000
14	Bottle Filling Stations	\$20,000
15	Hohlt Park Nature Trail Improvements	\$40,000
16	Cover Batting Cages at Linda Anderson Park	\$30,000
	<b>Total</b>	<b>\$762,000</b>



**City of Brenham  
Engineering Department**

200 W. Vulcan St.  
Brenham, Texas 77833

P.O. Box 1059  
Brenham, Texas 77834-1059

## Memorandum

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Date June 7, 2018

To Brenham Community Development Corporation (BCDC)

From Lori Lakatos, City Engineer/Director of Development Services

Subject Detention Pond Construction Funding – Brenham Business Center (BBC) and Southwest Industrial Park, Section III (SWIP III)

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The BCDC has approved agreements with Strand Associates, Inc. for the Brenham Business Center Detention Pond and Jones and Carter, Inc. for the Southwest Industrial Park, Section III Detention Pond design.

### **Brenham Business Center**

The final design of the Brenham Business Center Detention Pond is complete and the Engineer's opinion of probable cost is \$497,266.00. There are two additional alternates in the design:

- Precision Polymer Engineering to provide detention for existing development for \$126,428.50.
- Advanced Data Storage to provide detention for existing development for \$79,867.70.

These alternates will be included in the bid, but may not be accepted at time of award. The total with the alternates is \$703,562.20. See attachment Exhibit A – Engineer's Opinion of Probable Costs for BBC Detention Pond.

### **Southwest Industrial Park, Section III**

The final design of the Southwest Industrial Park, Section III Detention Pond is complete and the Engineer's opinion of probable cost is \$299,800. See attachment Exhibit B – Engineer's Opinion of Probable Costs for the SWIP III Detention Pond.

This design was based on two options.

Option 1: 70% impervious coverage serving as capacity for the following

SWIP III – 134.3 acres;  
Gurrech Tract – 44.2 acres; and  
Additional Detention Capacity – 20 acres of undeveloped property.

Option 2: 85% impervious coverage serving as capacity for the following:

SWIP III – 134.3 acres; and  
Additional Detention Capacity – 10 acres of undeveloped property.

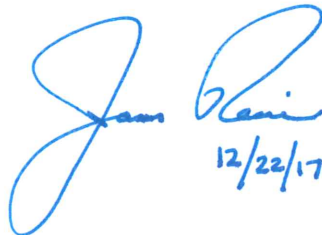


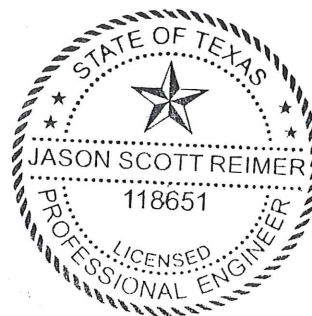
Three acres of the additional detention capacity, or either options was granted to Kountry Boys for the additional development on their existing property within Southwest Industrial Park Section II.

Either of these options do not trigger the dam safety requirements.

## Exhibit A

CITY OF BRENHAM BRENHAM COMMUNITY DEVELOPMENT CORPORATION (BCDC) REGIONAL DETENTION POND ENGINEER'S OPINION OF PROBABLE PROJECT COST O'MALLEY STRAND PROJECT NO. 3921.010			
ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
<b>Business Center Developable Area (Base Bid)</b>			
Mobilization	1 LS	\$ 45,000.00	\$ 45,000.00
Excavation	21,360 CY	\$ 4.00	\$ 85,440.00
Embankment with Density Control	13,515 CY	\$ 8.00	\$ 108,120.00
Reinforced Concrete Outlet Structure	1 EA	\$ 15,000.00	\$ 15,000.00
72" Reinforced Concrete Pipe	70 LF	\$ 350.00	\$ 24,500.00
48" Reinforced Concrete Pipe	266 LF	\$ 175.00	\$ 46,550.00
18" Reinforced Concrete Pipe	78 LF	\$ 60.00	\$ 4,680.00
Flared Wingwall w/ dissipaters (72" RCP)	1 EA	\$ 18,000.00	\$ 18,000.00
Flared Wingwall w/ dissipaters (48" RCP)	2 EA	\$ 14,000.00	\$ 28,000.00
Throat Inlet / Junction Box	4 EA	\$ 5,000.00	\$ 20,000.00
Concrete Slope Paving (5-inch thick)	105 SY	\$ 70.00	\$ 7,350.00
Concrete Pilot Channel (4-inch thick)	210 SY	\$ 60.00	\$ 12,600.00
Stabilized Construction Exit	1 LS	\$ 5,000.00	\$ 5,000.00
Soil Retention Blankets	280 SY	\$ 5.00	\$ 1,400.00
Seeding	26,000 SY	\$ 0.50	\$ 13,000.00
Vegetative Watering	406 MG	\$ 20.00	\$ 8,120.00
Sediment Control Fence	1,860 LF	\$ 5.00	\$ 9,300.00
Construction Subtotal			\$ 452,060.00
Contingencies (10%)			\$ 45,206.00
<b>Base Bid Total Construction Cost</b>			<b>\$ 497,266.00</b>
<b>Precision Polymer Engineering (Alternate Bid No. 1)</b>			
Excavation	22,020 CY	\$ 4.00	\$ 88,080.00
Embankment with Density Control	55 CY	\$ 8.00	\$ 440.00
30" Reinforced Concrete Pipe	203 LF	\$ 100.00	\$ 20,300.00
Throat Inlet / Junction Box	1 EA	\$ 5,000.00	\$ 5,000.00
Seeding	950 SY	\$ 0.50	\$ 475.00
Vegetative Watering	15 MG	\$ 20.00	\$ 300.00
Sediment Control Fence	68 LF	\$ 5.00	\$ 340.00
Construction Subtotal			\$ 114,935.00
Contingencies (10%)			\$ 11,493.50
<b>Alternate Bid No. 1 Total Construction Cost</b>			<b>\$ 126,428.50</b>
<b>Advanced Data Storage (Alternate Bid No. 2)</b>			
Remove & Dispose of 24" HDPE Pipe	28 LF	\$ 50.00	\$ 1,400.00
Embankment with Density Control	3,034 CY	\$ 8.00	\$ 24,272.00
30" Reinforced Concrete Pipe	376 LF	\$ 100.00	\$ 37,600.00
Throat Inlet / Junction Box	1 EA	\$ 5,000.00	\$ 5,000.00
Seeding	3,900 SY	\$ 0.50	\$ 1,950.00
Vegetative Watering	61 MG	\$ 20.00	\$ 1,220.00
Sediment Control Fence	233 LF	\$ 5.00	\$ 1,165.00
Construction Subtotal			\$ 72,607.00
Contingencies (10%)			\$ 7,260.70
<b>Alternate Bid No. 2 Total Construction Cost</b>			<b>\$ 79,867.70</b>


  
 12/22/17





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**City of BRENHAM**

0 200 400 Feet

**Brenham Business Center Detention Pond (Proposed/Existing)**

## Exhibit B

### FINAL OPINION OF PROBABLE COSTS BRENHAM COMMUNITY DEVELOPMENT CORPORATION, TEXAS SOUTHWEST INDUSTRIAL PARK, SECTION III DETENTION POND BRENHAM, TEXAS

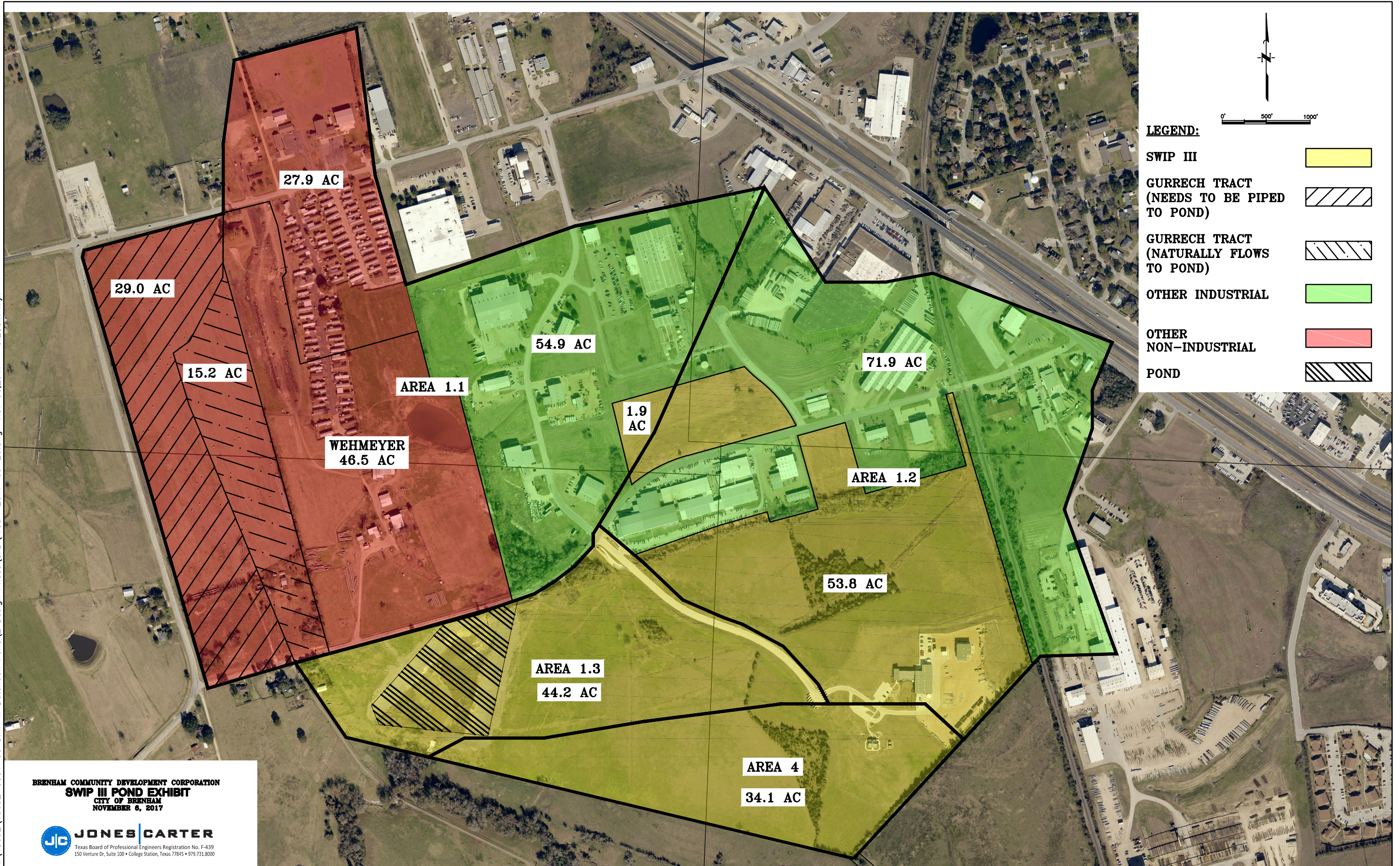
5/31/2018

Item No.	Description of Item	Approx. Quantity	Units	Unit Amount	Total Price
1.	General Overhead for all Work including Mobilization, Bonds, Insurance, and Related Items	1	LS	\$19,000.00	\$19,000
2.	Erosion and Sedimentation Control as needed to fully comply with TPDES	1	LS	\$5,000.00	\$5,000
3.	Demolish 5" Reinforced Concrete Rip Rap and Weir	1	LS	\$10,000.00	\$10,000
4.	Drain and Muck Out Existing Pond	1	LS	\$10,000.00	\$10,000
5.	Bring Existing Fire Hydrant to Grade	1	EA	\$2,500.00	\$2,500
6.	Hydromulch Seeding	10	Ac.	\$2,500.00	\$25,000
7.	Pond Excavation	18,590	CY	\$4.00	\$74,360
8.	Pond Embankment	9,707	CY	\$4.00	\$38,828
9.	6' Wide Concrete Pilot Channel	1419	LF	\$30.00	\$42,570
10.	18" Diameter ASTM C-76 Class III RCP Storm Sewer Pipe	221	LF	\$70.00	\$15,470
11.	Type "E" Area Inlet	4	EA	\$4,000.00	\$16,000
12.	18" Precast Concrete 4:1 SET	4	EA	\$2,500.00	\$10,000
13.	5" Reinforced Concrete Rip Rap	75	SY	\$55.00	\$4,125
	Contingencies			10%	\$26,900
<b>TOTAL PROBABLE CONSTRUCTION COST</b>				<b>\$299,800</b>	

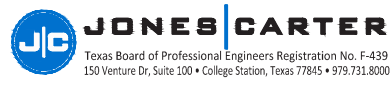
Note: This estimate represents my best judgment as a design professional familiar with the construction industry. Jones|Carter has no control over the cost of labor, materials, or equipment; over the Contractor's methods of determining bid prices; or over competitive bidding or market conditions. Accordingly, we cannot and do not guarantee that bids will not vary from this estimate.



K:\15692\15692-0001-00 SWIP III Detention Pond\2 Design Phase\CAD\Area- 2017-09-20.dwg Nov 06,2017 - 9:28am mjh



BREHAM COMMUNITY DEVELOPMENT CORPORATION  
**SWIP III POND EXHIBIT**  
 CITY OF BREHAM  
 NOVEMBER 6, 2017





To: Brenham Community Development Corporation Board of Directors  
From: Page Michel, EDF President  
Subject: Proposed EDF Work Plan and Funding Request for 2018-19  
Date: June 5, 2018

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The Brenham Economic Development Foundation respectfully submits the attached funding request and Strategic Work Plan 2018-19 for your review and consideration. See Addendum A for the Operating Budget and Website/Marketing line items that total \$195,246.

The EDF board of directors and staff greatly appreciate the continued support and involvement of the BCDC board members in all economic development projects.

Please let us know if you would like further information about projects and activities outlined in these attachments. We will be present at the June 14 board meeting to present details and answer any questions you may have.

Thank you.

# Brenham Economic Development Strategic Work Plan 2018-19



[www.BrenhamEDF.com](http://www.BrenhamEDF.com)

*For BCDC Review June 14, 2018*

## **EDF Mission**

To promote the development of business and industry in the city and the creation of jobs in the community; and to coordinate economic development efforts among all partners in the City of Brenham, Washington County, Blinn College/SBDC, Bluebonnet Electric region, and the State of Texas.

## **Goals**

1. Local business retention & expansion.
  2. Workforce maximization.
  3. Attraction of new business to the community.
  4. Organizational excellence.
- 

## **Executive Summary**

As the economy around the state and nation improves, Brenham is seeing an uptick in commercial and industrial activity. In the first quarter of 2018, expansion activity is happening at several local businesses. Prospect activity is still slow and most are seeking existing buildings to lease. Few have the time, capital or inclination to build. There are few suitable industrial properties to show prospects, though we have ample greenfield sites.

The workforce training center expansion project was completed, and the doors are now open to the Technical Education Annex adjacent to the Hodde Tech Ed Center. Customized training programs have expanded to include high-demand skills sets including construction trades, diesel engine mechanics, health care and more.

Candi Eaton joined the EDF staff in December 2017 as Project Manager and is attending training with IEDC and TEDC. She is also working on updating the EDF website and revamping its technology, as it is our leading tool for prospect marketing. The website and our CMS need to be more efficient and have a broader reach.

Several work groups are being formed to include board members in important activity including target industry cluster identification, land/building inventory analysis, marketing, workforce development and other topics.

Labor availability is one the most important criteria for business location decisions. Brenham currently offers a pool of low-skilled workers, but employers struggle to find the skilled and advanced labor that meets their needs. This also delimits the target industry clusters for our marketing outreach.

Teamwork and communications are on-going with our partners in the Greater Brenham Alliance and at the City of Brenham, BCDC, Bluebonnet Electric, Washington County, Blinn College and Brenham ISD.

The foundational goals of the Brenham EDF are listed above. Strategic objectives are outlined on the following pages. Taking care of existing businesses remains our top priority along with paving the way for new businesses to locate here and continuing efforts to maximize our workforce.

Long-range planning is desired for continuous growth and will be undertaken by the staff and board along with all stakeholders in local economic development. An outline of the funding needed to accomplish this proposed Plan of Work is attached. (*Addendum A*)



## **Goal #1 – Promote Local Business Retention & Expansion**

### Objectives:

- A. Maintain/expand the *Business Retention & Expansion Program (BR&E)*
  - 1. Conduct periodic visits with major employers to monitor the local business climate.
    - a. Plan/schedule visits and coordinate with board members to assist.
    - b. Online survey component to be incorporated.
  - 2. Arrange to visit corporate offices of major employers with out-of-town owners.
    - a. Determine future expansion/modernization/consolidation needs.
    - b. Develop relationships with top executives.
  - 3. Develop resources to meet needs identified by local businesses.
    - a. Form committees to identify needs and determine steps to solutions.
    - b. Plan methods/events to disseminate resources and information.
- B. Work with the City of Brenham, Washington County, Bluebonnet Electric and TXDOT to develop infrastructure and assets for economic growth and remove potential barriers to business expansion.
- C. Maintain and promote the Tax Phase-In incentive program to stimulate expansions.
  - 1. Monitor usage of the current policy (in place through Dec. 2019) and research updates/revisions to suggest for the next re-adoption by the City and County.
  - 2. Research what incentives are utilized in other cities around the state and nation to determine how Brenham compares and competes in this arena.

## **Goal #2 – Promote a Talented, Productive Workforce**

### Objectives:

- A. Assist the advisory committee of the Hodde Tech Center & Technical Education Annex with plans to maximize its usage and success.
  - 1. Curriculum/programming determined by Blinn and through BR&E surveys.
  - 2. Additional equipment needs & solutions to be identified on an on-going basis.
  - 3. Promote and publicize Tech Center accomplishments.
- B. Partner with local schools to gauge needs and expose students to workforce options and vocational training opportunities.
- C. Partner with Blinn College Workforce Education leaders to identify and encourage workforce training opportunities for local businesses (identified in BR&E surveys and COG data).
  - 1. To grow the skill level of the current workforce.
  - 2. To enlarge the local labor pool that will attract business expansion.

### **Goal #3 – Attract New Business and Industry to the Community**

#### Objectives:

- A. Optimize Brenham’s online presence with an upgraded EDF website and inbound marketing program.
  - 1. Migrate to a new website platform and implement Search Engine Optimization.
  - 2. Make sure all data throughout the site is updated and organized effectively.
  - 3. Create inbound content for target clusters/prospects (white papers, ebooks).
  - 4. Maintain inventory of available properties in user-friendly format.
  - 5. Develop a proprietary/confidential list of additional properties for future availability.
  
- B. Strategically market Brenham to commercial and industrial prospects.
  - 1. Use the Target Industry Analysis for outreach to companies that will best fit.
  - 2. Implement the Marketing/Media Activities plan. (Addendum B)
  - 3. Network with Governor’s Office, RVP, and other agencies.
  - 4. Host commercial/industrial brokers & developers in Brenham to network with local officials.
  - 5. Seek out and assist entrepreneurs with manufacturing start-ups, partnering with the SBDC at Blinn College.
  - 5. Partner with Main Street Brenham to identify opportunities in the downtown district.
  - 6. Have “certified sites” in business parks for future industrial development.
  
- C. Provide excellent data for all prospect inquiries with exceptional customer service.
  - 1. Cultivate optimum data/info providers for our market and develop proprietary data sets specific to the Brenham area.
  - 2. Update the layout and contents of our prospect proposal template.
  - 3. Improve the layout and contents of the Brenham Business Center guidelines booklet and SWIP promotional materials.
  
- D. Research additional incentives/tools to lure capital investment and quality jobs to Brenham.
  - 1. Research opportunities with all state agencies.
  - 2. Monitor what other cities are offering.

### **Goal #4 – Organizational Excellence – Work with stakeholders to achieve goals**

#### Objectives:

- A. Collaborate with the Greater Brenham Alliance and other stakeholders.
  - 1. Continue regular meeting schedule and communication among all partners.

2. Develop plans to augment the annual State of the Community forum.
- B. Conduct long-range strategic planning for economic development in Brenham
1. Involve board members and stakeholders.
  2. Hold a series of meetings to gather input and generate collaboration.
- C. Pursue professional development opportunities for staff members.
1. Attend training programs for staff members through IEDC, TEDC, GHP and other resource providers.
  2. Project Manager to pursue the economic development certification.
- D. Maintain state-of-the-art technology tools: website, staff computers and peripherals.

## **Measurements of Success**

### **EDF Key Performance indicators:**

- Number of BR&E interviews conducted.
- Number of companies, jobs and capital investment retained or grown.
- Number of Request for Proposals responded to and Proposals delivered.
- Number of project “wins” (location decisions).
- Number of contacts with site selectors and industry professionals.
- Number of projects/committees for which the EDF provides oversight.
- Success level of projects in which the EDF plays a pertinent role.

### **Local Economy performance indicators:**

- Level and percent increase of the local property tax base.
- Level and percent increase of local sales tax.
- Level of unemployment.
- Level and percent increase in average wages.
- Level and percent increase in per capita income.
- Level and percent increase in educational attainment for residents.
- Success level and time required to get public approvals for incentives.

## **Addendums**

**Proposed Budget/Funding Request (Addendum A)**

**Marketing/Media Activities Plan (Addendum B)**

**ECONOMIC DEVELOPMENT FOUNDATION OF BRENHAM**  
**Operating Budget for FY 2018-19**

Addendum A

	Allocated	Projected Actuals	<b>Proposed for</b>
<b>INCOME</b>	2017-18	2017-18	<b>2018-19</b>
Operating Funds requested	\$169,607.00	\$168,012.00	<b>\$168,750.00</b>
<b>EXPENSES</b>			
Office Space/Utilities/Phone/Bookkeeping	12,000.00	12,000.00	12,000.00
Postage/Printing/Supplies	4,000.00	3,800.00	4,000.00
Marketing, Business & Economic Incentives	9,800.00	12,000.00	12,000.00
Business Retention & Expansion and Workforce Development Projects	2,500.00	2,500.00	2,500.00
Professional Dues/Conferences/Education	7,000.00	7,000.00	8,350.00
Travel, Meals and Accommodation	4,000.00	4,000.00	4,000.00
Director's & General Liability Insurance	2,300.00	3,473.00	3,500.00
Legal and Accounting Fees	4,000.00	4,000.00	4,000.00
Salaries: President (40/60), Manager	99,042.00	96,000.00	96,000.00
Payroll Taxes & Benefits	24,965.00	24,863.00	22,400.00
<b>TOTAL OPERATING EXP.</b>	<b>\$169,607.00</b>	<b>\$169,636.00</b>	<b>\$168,750.00</b>
<b>Additional Line Items</b>			
Data subscription Statebook	\$10,800	\$10,800	\$2,496
Website - redevelopment & migration			\$17,950
Website - hosting and maintenance	\$7,868	\$7,000	\$2,450
Salesforce CMS for Econ Development			\$3,600
	\$18,668	\$17,800	\$26,496
<b>TOTAL FUNDING</b>	<b>\$188,275.00</b>	<b>\$187,436.00</b>	<b>\$195,246.00</b>

**MARKETING/MEDIA ACTIVITIES**

<b>Company</b>	<b>Description</b>	<b>2018-19</b>
LoopNet	Premium listings & search	\$4,740
CoStar	Property listings & search	\$1,600
Google Adwords	Search engine ranking optimization	\$1,500
Constant Contact	Web-based program 1 yr subscription	\$350
LinkedIn	Sales Navigator level	\$1,200
TexasONE	Membership - Year 4 of 5	\$1,000
Greater Houston Partnership	Membership	\$1,000
Hou/Aus Business Journals	Subscriptions 12 mos.	\$110
Graphic Design Vendor TBD	Upgrade BBC Design Guideliness materials	\$500
<b>TOTAL</b>		<b>\$12,000</b>

**DUES/CONFERENCES/EDUCATION**

<b>Assoc.</b>	<b>Timing, Location</b>	<b>2018-19</b>
IEDC Annual Conf	October, Atlanta	\$2,400
IEDC Certification Courses	various dates/locations	\$2,400
Econ Dev webinars	various dates, online	\$500
TEDC Annual Dues, 2 staff	12 mos.	\$800
TEDC Annual Conf.	October 17-19 - Ft Worth	\$1,000
SEDC annual dues - 1 staff	12 mos.	\$250
SEDC workshops, seminars	various dates/locations	\$1,000
<b>TOTAL</b>		<b>\$8,350</b>