



**NOTICE OF A MEETING**  
**Brenham Community Development Corporation**  
**Tuesday, January 15, 2019 @ 7:30 a.m.**  
**City Hall - 2<sup>nd</sup> 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 Election of a Chairperson and Vice Chairperson for 2019 **Page 1**
  4. Discuss and Possibly Act Upon the Approval of the Minutes from the July 3, 2018 and August 16, 2018 Regular Meetings and the November 13, 2018 Special Meeting **Pages 2-10**
  5. Discuss and Possibly Act Upon FY2017-18 Fourth Quarter Financial Statements **Pages 11-17**
  6. Discussion and Update on Henderson Park Improvements, Phase I **Page 18-21**
  7. Discussion on 2019 Meeting Dates **Page 22**
  8. Staff Updates
    - Administrative
      - Introduction of Economic Development Director Susan Cates
    - Parks & Recreation Update

**EXECUTIVE SESSION**

9. Section 551.087 – Texas Government Code – Economic Development Negotiations – Discuss and Deliberate Project BK Regarding Commercial or Financial Information that the City Has Received from a Business Prospect and the Offer of Financial or Other Incentives to a Business Prospect that the City Seeks to Have Locate In or Near the City of Brenham and With Which the City is Conducting Economic Development Negotiations
10. Section 551.072 – Texas Government Code – Real Property – Discuss and Deliberate the Purchase of Real Property in the Downtown Area for Future Economic Development Improvements

Adjourn

**CERTIFICATION**

*I certify that a copy of the agenda of items to be considered by the Brenham Community Development Corporation (BCDC) on Tuesday, January 15, 2019 was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Friday, January 11, 2019 at **2:25 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: Brenham Community Development Corporation Board of Directors  
From: Jeana Bellinger, City Secretary  
Subject: BCDC Board Officer Appointments  
Date: January 9, 2019

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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 2019.

## MINUTES

### BRENHAM COMMUNITY DEVELOPMENT CORPORATION

July 3, 2018

A meeting of the Brenham Community Development Corporation was held on July 3, 2018, at City Hall, 2<sup>nd</sup> Floor Conference Room, 200 W. Vulcan, Brenham, Texas beginning at 7:15 a.m.

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

Board members not present were Jason Kiemsteadt and David Cone

City of Brenham staff members present were James Fisher, Carolyn Miller, Dane Rau, Lori Lakatos, Stacey Hardy, Casey Redman, Stephen Gerhard, and Paula Shields

Others in attendance were Mayor Milton Tate and Billy Holle

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 June 14, 2018 Regular Meeting**

A motion was made by Atwood Kenjura and seconded by Darrell Blum to approve the minutes from the June 14, 2018 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	<b>Absent</b>
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	<b>Absent</b>

**4. Discuss and Possibly Act Upon the Reallocation of Fiscal Year 2017-18 Budgeted Funds for the Replacement of the Scoreboard at Rankin Field**

Public Works Director Dane Rau presented this item. Rau explained that Blinn College and the City of Brenham signed a Memo of Understanding for the use of Rankin Field for their soccer team. The current scoreboard needs to be replaced as it needs repair and is outdated.

Rau stated that the new scoreboard will have LED lights and removal panels. The scoreboard will be multiuse and will accommodate both soccer and football. Panels can easily be remove to adapt to the sport and user of the field.

The total cost of the multiuse scoreboard is \$35,087.98. Blinn College has agreed to pay \$14,500, which is half the cost of a “soccer only” scoreboard. Rau stated that staff is requesting BCDC to use FY17-18 Recreation contingency funds to pay the remainder \$20,587.98. This will allow a purchase order to be issued and the new board to be installed by Blinn College’s season opener on August 25<sup>th</sup>.

A motion was made by John Hasskarl and seconded by Bill Betts for the reallocation of fiscal year 2017-18 budget funds of \$20,587.98 for the replacement of the scoreboard at Rankin Field.

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

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

Chairman Charles Moser and Board Member Atwood Kenjura recused themselves from voting on this item.

**5. Discuss and Possibly Act Upon Recommendations Regarding the Budget of the Brenham Community Development Corporation for Fiscal Year 2018-19 As Follows:**

A. Recreation

Assistant City Manager – Chief Financial Officer Carolyn Miller presented this item. Miller explained that at the June 14<sup>th</sup> BCDC meeting, the Board requested additional information regarding the allocation of Recreation funds for the FY18-19 proposed budget.

Miller explained that Staff recommends BCDC approve funding for Aquatic, Parks and Recreation projects as originally presented. The Recreation revenues are strong with \$1,107,806 in available funds for the proposed projects. There will be a contingency for \$144,306 if all the projects are approved.

Miller explained that staff is recommending \$500,000 be transferred from the BCDC fund balance reserves to the BCDC Capital Projects Fund for Phase 1 of the Brenham Family Park. This will make these funds available for any possible matching funds for the Texas Parks and Wildlife Grants. This will leave a fund balance of \$533,651 on the Recreation side.

A motion was made by John Hasskarl and seconded by Bill Betts to approve the FY18-19 budget allocation for the Recreation Side of the BCDC budget 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	<b>Absent</b>

#### B. Economic Development

Assistant City Manager – Chief Financial Officer Carolyn Miller presented this item. Miller explained that at the June 14<sup>th</sup> BCDC meeting, the Board requested additional information regarding the allocation of Economic Development funds for the FY18-19 proposed budget. Miller stated that balancing the economic development side of the budget for FY19 was challenging. However, according to a five-year economic development projection prepared, revenues and EDF operation grow at 3% per annum in sales tax growth. Looking forward to FY20 through FY22, the amount of funds available for future economic development projects is returning to the \$70,000 level and growing to the \$150,000 level.

The difficulty in balancing the FY18-19 proposed budget is due in part to the following one-time expenditures.

- \$25,000 Design of Commerce St. Streetscape/Pedestrian Retail Zone was approved in FY18 funding however, the project will not begin until FY19
- \$62,050 Restore FY18 budget deficit fund balance

Miller explained that four of the six requested FY18-19 projects were recommended for funding.

- \$17,950 Website redevelopment
- \$3,600 Salesforce CMS
- \$15,000 Economic Innovative Incentive Grants
- \$50,000 Update to Main Street Downtown Master Plan

Miller stated that the unfunded FY18-19 project requested items were:

- \$125,000 Land Purchase – Downtown Parking Lot
- \$175,000 Construction of Commerce St. Streetscapes/Pedestrian Retail Zone

Miller explained that at the January 23, 2014 meeting, BCDC approved a job retention incentive for Tempur Sealy which is payable at the end of five (5) years. At the June 14, 2018 BCDC budget meeting, it was thought that this incentive of \$40,000 would be payable in FY19. After further review of the performance agreement, it was determined that the incentive payment will not be due until December 2019, which moves this to the FY20 budget.

Miller explained that the combined cost for the Detention Pond Construction for the Brenham Business Center and Southwest Industrial Park, Section III would be approximately \$1 million. The City's financial advisor estimates the annual payment for a 20-year debt issuance will be \$75,000. The debt payments will begin in FY20.

A motion was made by John Hasskarl and seconded by Bill Betts to approve the FY18-19 budget allocation for the Economic side of the BCDC budget 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	<b>Absent</b>

## 6. Administration Reports

There were no Administration Reports.

The meeting was adjourned.

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Charles Moser  
Chairman

**ATTEST:**

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Jeana Bellinger, TRMC, CMC  
Secretary

## MINUTES

### BRENHAM COMMUNITY DEVELOPMENT CORPORATION

August 16, 2018

A meeting of the Brenham Community Development Corporation was held on August 16, 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, Atwood Kenjura, John Hasskarl and Bill Betts.

Board members not present were Darrell Blum, Jason Kiemsteadt and David Cone.

City of Brenham staff members present were James Fisher, Carolyn Miller, Lowell Ogle, Jeana Bellinger, Dane Rau, Stacey Hardy, Tammy Jaster and Paula Shields.

Others in attendance were Mayor Milton Tate and Billy Holle.

1. **Chairman Charles Moser called the meeting to order**
2. **The Invocation and Pledges to the Flags Followed**

#### WORK SESSION

3. **Update and Discussion Related to the City of Brenham's Partnership with the Brenham Economic Development Foundation and the City's Role in the Administration of Economic Development Activities**

City Manager James Fisher presented this item. Fisher explained that the City of Brenham met with the Economic Development Foundation (EDF) Board in May 2018 and has begun the transition of economic development services to the City. July 2018 the Chamber received a letter from the City advising them that this service will be brought in-house under the auspices of the City. The new Economic Development Department will utilize the funding that was aside in the BCDC funds for economic development purposes.

Fisher stated that the Brenham EDF ended its agreement with the Chamber in July 2018 to be effective October 1, 2018. The Brenham EDF will serve as a partner with the City during the transition and will service in an advisory role for economic development activities.

Fisher explained that the City is currently advertising for an Economic Development Director. The interview panel will include several members from the EDF Board.

Billy Holle explained that the EDF board would remain intact. A letter to the membership will be going out within the next couple of months with the mailing of the board election ballots. John Hasskarl stated that the EDF board is critical to the local businesses.



**4. Update and Discussion on the Collection and Distribution of the City of Brenham's Hotel Occupancy Tax and 4B Sales Tax**

Assistant City Manager-Chief Financial Officer Carolyn Miller provided information related to the collection and distribution of the City of Brenham's Hotel Occupancy Tax (HOT) and 4B Economic Sales Tax.

Miller explained that the City and County properties collect a 13% tax from visitors who stay in the hotels, motels and B&Bs; 7% local tax and 6% state tax. The tax is collected and submitted monthly by the owners of our City hotels, motels and B&Bs; quarterly for the County.

Miller provide an explanation of the distribution of HOT funds. She explained that the funds that originally were distributed to the Chamber for tourism are now being retained by the City to use to fund the new tourism department. The Convention and Visitors Bureau (CVB) will now fall under the responsibility of the City. There were three full time and the part-time people currently working at the CVB, which will now by City employees.

**REGULAR SESSION**

**5. Discuss and Possibly Act Upon the Approval of Minutes from the July 3, 2018 Regular Meeting**

A motion was made by Atwood Kenjura and seconded by John Hasskarl to approve the minutes from the July 3, 2018 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	<b>Absent</b>
Board Member Darrell Blum	<b>Absent</b>
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	<b>Absent</b>

**6. Discuss and Possibly Act Upon FY2017-18 Third Quarter Financial Report**

Assistant City Manager-Chief Financial Officer Carolyn Miller presented the financial report that contained third quarter FY 17-18 financial information.

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

Miller stated that the *Economic Development and Brenham Business Center* operating report shows a deficit of \$37,627 through the third quarter of FY18.

On the *Recreation* side, Hardy stated that ten of the eleven approved parks and recreation projects for FY18 have either been completed or are in progress as of the end of the third quarter. The Recreation side ended the quarter with an operating deficit of \$8,309.

Under the *BCDC Capital Projects Fund*, no 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 Bill Betts and seconded by John Hasskarl to approve the FY 17-18 third 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	<b>Absent</b>
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	<b>Absent</b>

## 7. Administrative Update

### ➤ Update on the City of Brenham's "Drive to 2025" Capital Plans

City Manager James Fisher that staff is currently working on their capital plans and will be presented to Council at their retreat in October.

### ➤ Update on the Downtown Drainage Project

Dane Rau explained that the design portion of the project is near completion and will be bidding the project out in the near future.

The meeting was adjourned.

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Charles Moser  
Chairman

**ATTEST:**

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Jeana Bellinger, TRMC, CMC  
Secretary

## MINUTES

### BRENHAM COMMUNITY DEVELOPMENT CORPORATION

November 13, 2018

A special meeting of the Brenham Community Development Corporation was held on November 13, 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, Atwood Kenjura, Darrell Blum, David Cone and Bill Betts.

Board members not present were John Hasskarl and Jason Kiemsteadt.

City of Brenham staff members present were Carolyn Miller, Jeana Bellinger, Lori Lakatos and Jessica Barnes.

Others in attendance were Mayor Milton Tate.

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

**5. Administrative Reports**

- Assistant City Manager Carolyn Miller introduced Jessica Barnes to the Board and explained that she will be taking Paula Shields place as the Executive Assistant to the City Manager.
- City Engineer Lori Sanguedolce advised the Board that the City has applied for a \$1 Million grant through the Texas Capital Fund Grant Program to help with the costs associated with the detention pond in the Southwest Industrial Park, Section III
- City Engineer Lori Sanguedolce asked for volunteers from the Board to serve on the City's Comprehensive Plan Advisory Committee. Board member Bill Betts volunteered to serve. Board member Atwood Kenjura will serve as an Alternate Member.

The Board adjourned into Executive Session at 7:38 a.m.

#### EXECUTIVE SESSION

**3. Texas Government Code Section 551.072 – Deliberation Regarding Real Property - Discussion Concerning the Possible Sale of Land in the Brenham Business Center**

Executive Session adjourned at 8:07 a.m.

**RE-OPEN REGULAR SESSION**

**4. Discuss and Possibly Take Action Concerning the Sale of Land in the Brenham Business Center, Including But Not Limited to Possible Payment of Broker's Commission and Approval of Variance to Allow Limited Retail Sales, and Authorize the President to Execute Any Necessary Documents**

A motion was made by Atwood Kenjura and seconded by Darrell Blum to not approve a Resolution related to the sale of land in the Brenham Business Center, including but not limited to possible payment of Broker's commission and approval of variance to allow limited retail sales, and authorize the President to execute any necessary documents

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

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

The meeting was adjourned.

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Charles Moser  
Chairman

**ATTEST:**

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Jeana Bellinger, TRMC, CMC  
Secretary



## MEMORANDUM

To: BCDC Board and City Manager

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

Subject: BCDC Fourth Quarter FY17-18 Financial Statements

Date: January 10, 2019

Attached are the fourth quarter FY17-18 financial statements for BCDC. Notable trends or transactions are discussed below.

### Sales Tax Revenue

For FY18, we increased our sales tax revenue budget by 4% over the prior year's revised annual estimate. Actual FY18 sales tax revenue of \$1,616,851 finished the year \$47,621 or 2.86% behind budget, but \$6,878 ahead of FY17 actuals of \$1,609,973. However, it should be noted that April collections included an audit adjustment, which refunded approximately \$14,000 (BCDC portion) of previously paid sales tax to a taxpayer.

### Financial Statements

The *Economic Development and Brenham Business Center* operations report shows an operating deficit of \$86,488 for FY18, bringing reserves for this operation to (\$26,031). This negative reserve balance was anticipated at the time of FY19 budget preparation and steps were taken to replenish the balance in the new fiscal year. As engineering and design work began in FY18 for the City's downtown drainage project along Park & Church Streets, the \$150,000 that BCDC had allocated for streetscapes in this area was transferred to a capital projects fund. Work continued on the engineering and design of the SWIP III Detention Pond with \$21,394 paid-to-date in FY18 for this project. One Economic Innovation Incentive Grant was awarded in FY18 to the 4 Star Concert Hall to assist with a fire suppression system. All other operating expenditures were within budgeted levels and comparable to prior year.

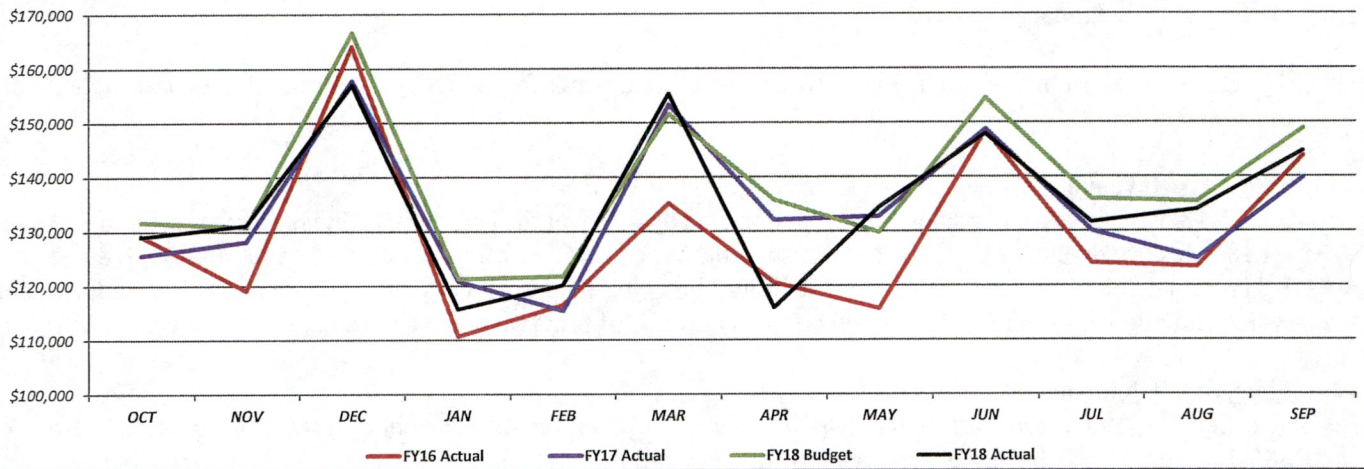
The *Recreation* side ended the year with an operating surplus of \$158,143, increasing fund balance for this operation to \$1,009,480. Ten of the eleven approved parks and recreation projects for FY18 were completed and are reflected in the income statement. Funding for Phase I of the Henderson Park Improvements (\$294,900) was transferred to the Parks Capital Improvements Fund since the project is ongoing.

### BCDC Capital Projects

No activity occurred in the BCDC Capital Projects Fund for the fourth quarter of FY18. Approximately \$400,000 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 Tuesday's meeting, do not hesitate to contact me directly at 979-337-7566.

**BCDC FUND SALES TAX BY MONTH  
FY16, FY17 & FY18**



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
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 Actual	125,629	128,233	157,825	120,923	115,432	153,355	132,131	132,802	148,771	130,100	125,004	139,768	1,609,973
FY18 Budget	131,741	130,850	166,659	121,321	121,792	151,618	135,854	129,777	154,577	135,963	135,468	148,851	1,664,472
FY18 Actual	128,994	131,176	156,977	115,719	120,098	155,353	115,984	134,377	147,886	131,651	133,990	144,647	1,616,851

**Budget vs. Actual Based on Allocated Budget**

Difference	(2,747)	326	(9,682)	(5,603)	(1,694)	3,735	(19,869)	4,601	(6,692)	(4,312)	(1,479)	(4,204)	(47,621)
Cummulative	(2,747)	(2,422)	(12,104)	(17,707)	(19,401)	(15,666)	(35,536)	(30,935)	(37,627)	(41,939)	(43,418)	(47,621)	

**BRENHAM COMMUNITY DEVELOPMENT CORPORATION  
COMBINED BALANCE SHEET  
YEAR TO DATE ACTUAL PERFORMANCE  
FOR THE QUARTERS ENDING SEPTEMBER 30, 2017 AND 2018**

	<u>YTD Actual</u> 9/30/2017		<u>YTD Actual</u> 9/30/2018		<u>Percent</u> Incr (Decr)
<u>Assets</u>					
Cash and Equivalents	\$ 285,215		\$ 320,466		12.36%
Certificate of Deposit-Bank of Brenham	500,000	D	500,000	D	0.00%
Interest Receivable - Certificate of Deposit	572		838		46.56%
Misc. Accounts Receivable	12,995		-		
Sales Tax Receivable	264,772	A	278,637	B	5.24%
Total Assets	<u>\$ 1,063,554</u>		<u>\$ 1,099,941</u>		3.42%
<u>Liabilities and Fund Balance</u>					
Accrued Liabilities	\$ 16,130	C	\$ 6,065	C	-62.40%
Detention Pond Payable-SWIP III	98,662	E	73,459	E	-25.54%
Detention Pond Payable-BBC	36,968	F	36,968	F	0.00%
Total Liabilities	151,760		116,492		
<u>Fund Balance</u>					
Beginning Fund Balance, Restated	1,395,575		911,794		
Excess Revenues Over Expenditures	(483,781)		71,655		
Total Fund Balance	911,794		983,449		7.86%
Total Liabilities and Fund Balance	<u>\$ 1,063,554</u>		<u>\$ 1,099,941</u>		3.42%

A - Receivable represents actual sales tax for August and September 2017.

B - Receivable represents actual sales tax for August and September 2018.

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. This CD was renewed and matures in February 2019.

E - In 2011, \$98,662 of Bluebonnet Electric's land purchase price was set aside for their share of the costs related to the land acquisition and construction of the storm water detention facilities necessary to serve their property at the Southwest Industrial Park. In Dec. 2017, the cost per acre of the detention facilities was recalculated and an overpayment of \$25,203 was refunded to Bluebonnet Electric.

F - In 2014, \$36,968 of Precision Polymer's land purchase price was set aside for their share of the costs related to the land acquisition and construction of the storm water detention facilities necessary to serve their property at the Brenham Business Center.

**BRENHAM COMMUNITY DEVELOPMENT CORPORATION  
COMBINED STATEMENT OF REVENUES AND EXPENDITURES  
YEAR TO DATE PRO FORMA PERFORMANCE  
FOR THE QUARTERS ENDING SEPTEMBER 30, 2017 AND 2018**

	YTD Actual 9/30/2017	YTD Actual 9/30/2018	Percent Incr (Decr)
<u>Revenues</u>			
Sales Tax	\$ 1,609,973	\$ 1,616,851	0.43%
Lease of Land	-	2,118	
Loan Proceeds from Electric Fund	500,000	-	
Interest	17,508	32,685	86.69%
Total Revenues	<u>2,127,481</u>	<u>1,651,654</u>	-22.37%
<u>Expenditures</u>			
Lawn Maintenance	9,306	9,975	7.19%
Services - Electrical	6,840	6,941	1.48%
Legal Fees	9,648	2,483	-74.26%
Audits & Consultants	4,000	-	
Aquatic Center Fence (3 Phases)	37,663	-	
Aquatic Center Interior Improvements	34,700	-	
Aquatic Center Back Parking Lot	-	17,000	
Aquatic Center Scoreboard	-	1,930	
Aquatic Center Pool Replasters	-	64,550	
Park Trash Receptacles	8,120	31,818	
Hohlt and Jackson St. Park Pavilion Picnic Tables	4,180	-	
Fireman's Park Restroom Upgrades	250,000	-	
Downtown Christmas Stroll Attraction	10,000	10,000	
Movies in the Park	4,000	4,000	
Basketball Court Improvements	38,698	17,127	
All Sports Building Parking Lot	-	111,007	
Henderson Park Improvements-Phase I	-	294,900	
Rankin Field Scoreboard	-	20,611	
Hohlt Park Shade Canopies	38,641	-	
Fireman's Park Scoreboard Replacement (55% of total cost)	35,000	-	
Henderson & Jackson St. Park Signage	20,284	-	
Fireman's Park Parking Lot Reconstruction	15,000	-	
Douglas St. Linear Park Design	15,000	-	
Brenham Family Park Master Plan	46,442	-	
Park & Church Street Linear Park	-	150,000	
Land Purchase	888,373	-	
Detention Pond Construction-BBC	28,791	-	
Detention Pond Construction-SWIP III	11,283	21,394	
Notes Payable to City - Principal & Interest	190,737	202,473	6.15%
EDF - EDA Grant Matching Contribution	150,000	-	
Economic Innovation Incentive Grants	-	7,500	
EDF Marketing	28,114	10,825	-61.50%
EDF Operations	155,017	158,991	2.56%
Total Expenditures	<u>2,039,837</u>	<u>1,143,525</u>	-43.94%
Revenues Over (Under) Expenditures	87,644	508,129	479.76%
<u>Other Financing Sources (Uses)</u>			
Transfer to Debt Service Fund	(118,019)	-	10 Limited Tax Notes
Transfer to Debt Service Fund	(453,406)	(436,474)	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(571,425)</u>	<u>(436,474)</u>	
Total Surplus (Deficit)	<u>(483,781)</u>	<u>71,655</u>	
Beginning Fund Balance	1,395,575	911,794	
Estimated Ending Fund Balance	<u>\$ 911,794</u>	<u>\$ 983,449</u>	



**BRENHAM COMMUNITY DEVELOPMENT CORPORATION  
ECONOMIC DEVELOPMENT & BRENHAM BUSINESS CENTER  
YEAR TO DATE PRO FORMA PERFORMANCE  
FOR THE QUARTERS ENDING SEPTEMBER 30, 2017 AND 2018**

	<u>YTD Actual 9/30/2017</u>	<u>YTD Actual 9/30/2018</u>	<u>Percent Incr (Decr)</u>
<u>Revenues 35% of Combined</u>			
Sales Tax	\$ 563,491	\$ 565,898	0.43%
Lease of Land	-	2,118	
Loan Proceeds from Electric Fund	500,000 A	-	
Interest	6,128	11,440	86.68%
	<u>1,069,619</u>	<u>579,456</u>	<u>-45.83%</u>
<u>Expenditures</u>			
Lawn Maintenance	9,306	9,975	7.19%
Services - Electrical	6,840	6,941	1.48%
Legal Fees	9,392	2,483	-73.56%
Audits & Consultants	4,000	-	
Note Payable to City - Principal & Interest	190,737	202,473	6.15%
EDF - EDA Grant Matching Contribution	150,000 B	-	
Park & Church Street Linear Park	-	150,000 D	
Land Purchase	888,373 A	-	
Detention Pond Construction-BBC	28,791	-	
Detention Pond Construction-SWIP III	11,283	21,394	
Economic Innovation Incentive Grants	-	7,500	
EDF Marketing	28,114	10,825	-61.50%
EDF Operations	155,017	158,991	2.56%
Total Expenditures	<u>1,481,853</u>	<u>570,582</u>	<u>-61.50%</u>
Revenues Over (Under) Expenditures	(412,234)	8,874	
<u>Other Financing Sources (Uses)</u>			
Transfer to Debt Service Fund - Principal	(115,000)	-	10 Limited Tax Notes
Transfer to Debt Service Fund - Interest	(3,019)	-	10 Limited Tax Notes
Transfer to Debt Service Fund - Principal	(93,180)	(91,694)	09 Refunded Debt
Transfer to Debt Service Fund - Interest	(5,883)	(3,668)	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(217,082)</u>	<u>(95,362)</u>	
Total Surplus (Deficit)	<u>(629,316)</u>	<u>(86,488)</u>	
Beginning Fund Balance, Restated	689,773	60,457	
Estimated Ending Fund Balance (Deficit)	<u>\$ 60,457 C</u>	<u>\$ (26,031) C</u>	

A - At the September 22, 2016 special meeting, BCDC approved the purchase of 45 acres of land near the Southwest Industrial Park. This land was funded through use of reserves and a \$500,000 Note Payable to the City Electric Fund.

B - At the January 12, 2017 meeting, BCDC approved the release of \$150,000 (payment #2) of committed BCDC funds to the EDF for the Public Works and Economic Adjustment Grant through the EDA.

C - At the 1/23/14 meeting, BCDC committed \$40,000 to be paid in FY20 per the terms of a Performance Agreement with Tempur Sealy.

D - In the FY18 budget, \$150,000 was approved for the design of the Park and Church Street Linear Park project.

**BRENHAM COMMUNITY DEVELOPMENT CORPORATION**  
**RECREATION**  
**YEAR TO DATE PRO FORMA PERFORMANCE**  
**FOR THE QUARTERS ENDING SEPTEMBER 30, 2017 AND 2018**

	<u>YTD Actual</u> 9/30/2017	<u>YTD Actual</u> 9/30/2018	<u>Percent</u> <u>Incr (Decr)</u>
<u>Revenues</u> 65% of Combined			
Sales Tax	\$ 1,046,482	\$ 1,050,953	0.43%
Interest	11,380	21,245	86.69%
	<u>1,057,862</u>	<u>1,072,198</u>	<u>1.36%</u>
<u>Expenditures</u>			
Legal Fees	256	-	
Aquatic Center Fence (3 Phases)	37,663	-	
Aquatic Center Interior Improvements	34,700	-	
Aquatic Center Back Parking Lot	-	17,000	
Aquatic Center Scoreboard	-	1,930	
Aquatic Center Pool Replasters	-	64,550	
Park Trash Receptacles	8,120	31,818	
Hohlt and Jackson St. Park Pavilion Picnic Tables	4,180	-	
Fireman's Park Restroom Upgrades	250,000	-	
Downtown Christmas Stroll Attraction	10,000	10,000	
Movies in the Park	4,000	4,000	
Basketball Court Improvements	38,698	17,127	
All Sports Building Parking Lot	-	111,007	
Henderson Park Improvements-Phase I	-	294,900	
Rankin Field Scoreboard	-	20,611	
Hohlt Park Shade Canopies	38,641	-	
Fireman's Park Scoreboard Replacement (55% of total cost)	35,000	-	
Henderson & Jackson St. Park Signage	20,284	-	
Fireman's Park Parking Lot Reconstruction	15,000	-	
Douglas St. Linear Park Design	15,000	-	
Total Expenditures	<u>511,542</u>	<u>572,943</u>	
Revenues Over (Under) Expenditures	546,320	499,255	
<u>Other Financing Sources (Uses)</u>			
Transfer to BCDC Capital Projects	(46,442)	-	
Transfer to Debt Service Fund - Principal	(333,309)	(327,993)	09 Refunded Debt
Transfer to Debt Service Fund - Interest	(21,034)	(13,119)	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(400,785)</u>	<u>(341,112)</u>	
Total Surplus (Deficit)	<u>145,535</u>	<u>158,143</u>	
Beginning Fund Balance	<u>705,802</u>	<u>851,337</u>	
Estimated Ending Fund Balance	<u>\$ 851,337</u>	<u>\$ 1,009,480</u>	

**BCDC CAPITAL PROJECTS FUND  
AS OF SEPTEMBER 30, 2018**

	Budget	Paid to Date	Fav (Unfav)
<b><u>Funds Available</u></b>			
Transfer from BCDC - Brenham Family Park Infrastructure Costs	\$ 657,000	\$ 657,000	\$ -
Transfer from BCDC - Brenham Family Park Title Policy Costs	6,877	6,877	-
Contribution from Developer - Road Construction	735,044	735,044	-
Transfer from BCDC - Brenham Family Park Master Plan	46,442	46,442	-
Interest Income	3,161	9,388	6,227
<b>Total Funds Available</b>	<b>1,448,524</b>	<b>1,454,751</b>	<b>6,227</b>
<b><u>Use of BCDC Funds</u></b>			
Brenham Family Park			
Road construction to cul de sac - 25% City / 75% Kruse	967,743	967,743	-
Gessner Engineering - soil testing - 25% City / 75% Kruse	12,315	12,315	-
Jones & Carter - Park Master Plan	46,442	46,442	-
Creek crossing/Dam	225,000	-	225,000
Road extension to new park	72,000	-	72,000
Water line materials - new park	70,545	-	70,545
Sewer line materials - new park	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	-
<b>Sub Total</b>	<b>1,448,524</b>	<b>1,050,979</b>	<b>397,545</b>
Contingency	-	-	-
<b>Total Uses</b>	<b>\$ 1,448,524</b>	<b>\$ 1,050,979</b>	<b>\$ 397,545</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ 403,772</b>	



# Memorandum

To: BCDC Board Members  
CC: James Fisher, Lowell Ogle, Jeana Bellinger  
From: Dane Rau, Public Works Director  
Date: January 10, 2019  
Re: Henderson Park Phase I Update

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In June of 2017, BCDC approved \$294,500 for Phase I Improvements to Henderson Park. Since that time, we have made some improvements, which did not require engineering such as the addition of a new playscape and consolidation of electrical panels near the baseball field along with removing one old storage structure. Soon after funding, a mini-master plan was conducted outlying the needs of the park along with the proposed layout for the future. Design of these improvements soon followed in order to bid out. Once the final plans were agreed upon and completed, bid packets were prepared by Strand and Associates. The first bids pertaining to Phase I Improvements were opened on October 24, 2018 with only one bid received at a value four times our remaining budget. It was decided to reject bids based off the value of the bid and only one bid received.

On January 9, 2019, this project was re-bid with a more conservative breakdown considering alternates in the bid in which more flexibility would be given to staff on choosing how to move forward if bids came back high once again. This round of bids came back much better and three bids were received.

With the remaining allocated funds of \$144,110, we are trying to decide on which route we move in order to complete the other needs of this park for Phase I. Items that remain and that were bid out include ADA accessible sidewalks connecting the parking lot, kitchen, and playscape, a new barbeque pit area, ADA parking upgrades, improvements to the Kitchen area and restroom making them accessible and adding HVAC, and improvements to the concession and restroom area near the baseball field. The total cost of the project this round came in at \$246,149.00. Since Phase II Improvements were approved in 2018-19 in the amount of \$300,000, we would like your opinion on allocating additional money to Phase I or only awarding the base bid along with the barbeque pit area.

We could exclude the concession improvements and sidewalk leading to this building for another time if desired. If we decided to award the total base bid and the barbeque pit, the total cost would come in at \$156,400, which is closer to our remaining funds. Or you could choose to fund all of Phase I Improvements and then move into Phase II by adding additional funds at a later time.

We would like to discuss this with you and get your opinion before we award bids and ask City Council for acceptance.



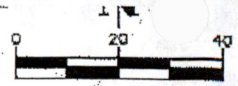
BID TABULATION FORM

BID OPENING DATE: 01/092019 CONTRACT: 10-2018  
BID NAME/#: HENDERSON PARK PHASE I IMPROVEMENTS REBID

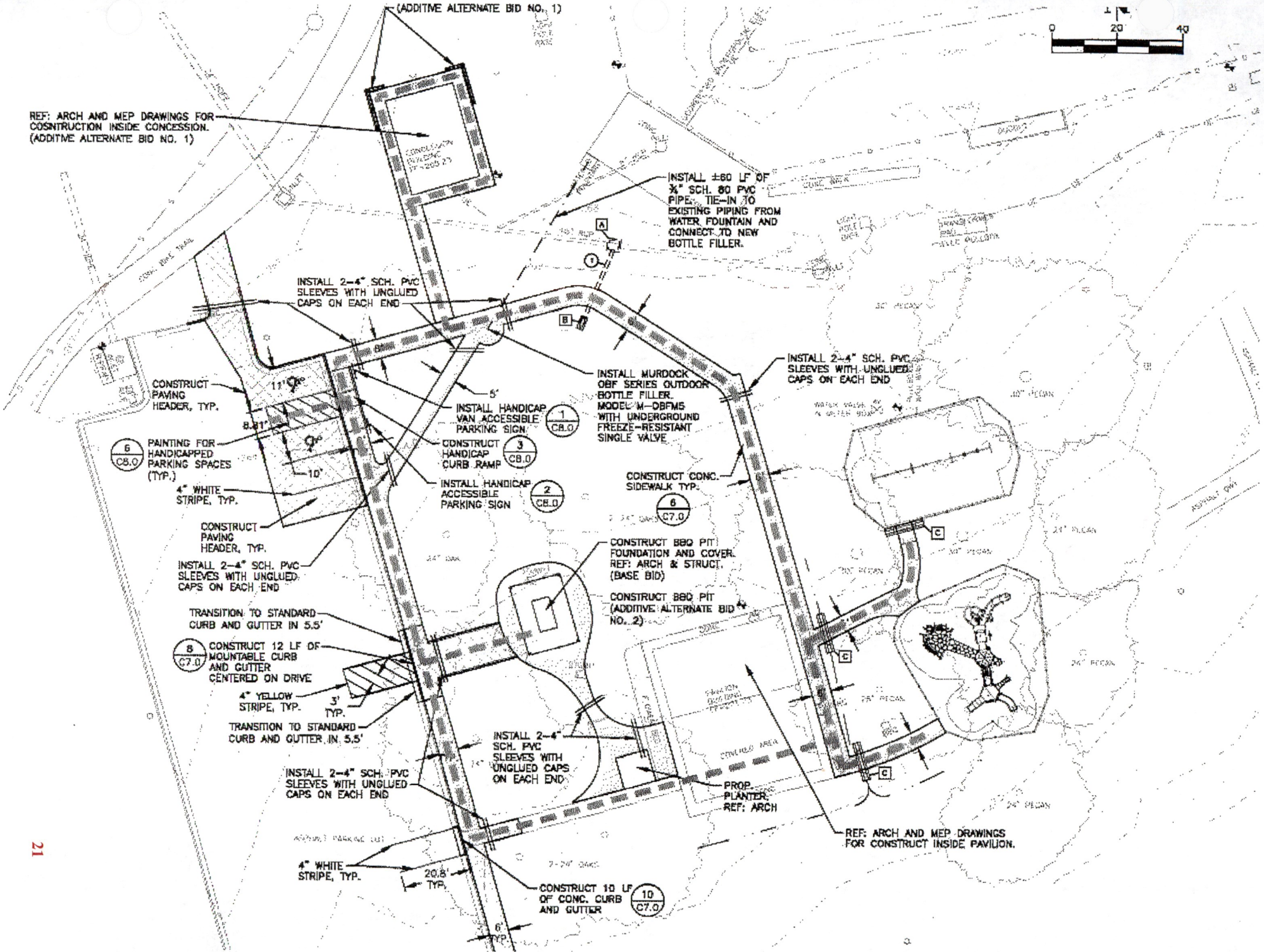
ITEM	BIDDER		
	Four Seasons Development Co.	Aggileland Construction	Thielemann Construction
Total Base Stipulated Price	\$137,150.50	\$240,848.00	\$284,000.00
Alternate No. 1 (Concession Bldg and Sidewalk)	\$89,749.00	\$117,645.00	\$156,224.00
Alternate No. 2 (Brick BBQ Pit)	\$19,250.00	\$19,483.00	\$17,055.00
Total Base with Alternates	\$246,149.50	\$377,976.00	\$457,279.00
Total Base with Alternates 2	\$156,400.50	\$260,331.00	\$301,055.00

Note: These are "as read" figures and have not been audited for accuracy.

(ADDITIVE ALTERNATE BID NO. 1)



REF: ARCH AND MEP DRAWINGS FOR CONSTRUCTION INSIDE CONCESSION.  
(ADDITIVE ALTERNATE BID NO. 1)





To: BCDC Board Members  
From: James Fisher  
Subject: Recommended Meeting Dates for 2019  
Date: January 8, 2019

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The BCDC Board typically meets quarterly, on the 3<sup>rd</sup> Thursday of the first month of each quarter. In an effort to move this meeting off City Council meeting days, I would like to recommend that the BCDC meetings be moved to the 2<sup>nd</sup> Thursday of the first month of each quarter. The 7:30 a.m. start time would not change.

If the Board agrees to move the meeting day, the 2019 meeting dates will be as follows:

- April 11, 2019
- June 13, 2019 (*FY2019-20 Funding Meeting*)
- August 8, 2019
- November 14, 2019