



NOTICE OF A MEETING
Brenham Community Development Corporation
Thursday, November 21, 2019 @ 7:30 a.m.
City Hall - 2nd Floor Conference Room
200 W. Vulcan St.
Brenham, Texas

1. **Call Meeting to Order**
2. **Invocation and Pledges to the U.S. and Texas Flags**
3. **Discuss and Possibly Act Upon the Approval of the Minutes from the April 24, 2019 and August 8, 2019 Regular Meetings** **Pages 1 - 10**
4. **Discuss and Possibly Act Upon FY2018-19 Fourth Quarter Financial Reports** **Pages 11 -16**
5. **Discuss and Possibly Act Upon Ratification of Contributions Paid for AMG Technology Investment Group, LLC's (d/b/a Nextlink) Participation in the Southwest Industrial Park, Section III, Detention Pond and Authorize the President to Execute Any Necessary Documentation** **Page 17**
6. **Discussion and Update on the Bid Process and Bid Award for the Regional Detention Ponds Located in the Brenham Business Center and the Southwest Industrial Park, Section III** **Pages 18 - 26**
7. **Discuss and Possibly Act Upon Financing Options for Costs Associated with the Construction of Regional Detention Ponds Located in the Brenham Business Center and the Southwest Industrial Park, Section III, and Authorize the President to Execute Any Necessary Documentation** **Pages 27 - 29**
8. **Discuss and Possibly Act Upon the Allocation of Funding for a Community Development Coordinator Position in January 2020 and Authorize the President to Execute Any Necessary Documentation** **Pages 30 - 31**
9. **Discuss and Possibly Act Upon the Award of Bid No. 19-006 Related to the Lease of Land for Hay Production in the Brenham Business Center and Southwest Industrial Park and Authorize the President to Execute Any Necessary Documentation** **Pages 32 - 33**

10. Administrative Updates

- **Meeting Dates and Times for 2020**
- **Baker-Katz**
 - **Traffic Impact Analysis**
 - **Traffic Signalization**

Adjourn

CERTIFICATION

I certify that a copy of the agenda of items to be considered by the Brenham Community Development Corporation (BCDC) on Thursday, November 21, 2019 was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Friday, November 15, 2019 at 4:30 P.M.

Jeana Bellinger, TRMC, CMC

City Secretary/Director of Administrative Services

BCDC Secretary

<p>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.</p>

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 24, 2019

A regular meeting of the Brenham Community Development Corporation was held on April 24, 2019, at City Hall, 2nd Floor Conference Room, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

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

Board members not present were David Cone and Gary Crocker

City of Brenham staff members present were James Fisher, Carolyn Miller, Lowell Ogle, Jeana Bellinger, Stacy Hardy, Lori Sanguedolce, Dane Rau, Casey Redman, Jennifer Eckermann, Susan Cates and Jessica Barnes.

Others in attendance were Mayor Milton Tate.

- 1. Chairman Charles Moser called the meeting to order.**
- 2. Invocation and Pledges to the U.S. and Texas Flags followed.**
- 3. Citizen and Visitor Comments**

There were no citizens or visitor comments.

The Board adjourned into Executive Session at 7:33 a.m.

EXECUTIVE SESSION

- 5. Texas Government Code Section 551.087 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 Locate, Stay or Expand into the City of Brenham**

Executive Session adjourned at 7:56 a.m.

RE-OPEN REGULAR SESSION

6. Discuss and Possibly Act Upon a Performance Agreement Between Brenham Community Development Corporation (BCDC) and Project Hi-Speed and Authorize the President to Execute Any Necessary Documentation

A motion was made by John Hasskarl and seconded by Atwood Kenjura to approve a Performance Agreement between the BCDC and Project Hi-Speed subject to the real estate contract and other provisions, as discussed in Executive Session, being approved by the President and City Attorney.

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 Gary Crocker	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Absent

7. Discuss and Possibly Act Upon the Approval of the Minutes from the January 15, 2019 Regular Meeting

A motion was made by Darrell Blum and seconded by Atwood Kenjura to approve the minutes from January 15, 2019 Regular Meeting 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 Gary Crocker	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Absent

8. Discuss and Possibly Act Upon Amending the Bylaws of the Brenham Community Development Corporation

BCDC President James Fisher explained to the Board that during the board appointment process, it was discovered that the bylaws of the BCDC require members of the Board to reside within the city limits of Brenham. Fisher explained that staff would like to ask the Board to consider amending Article III of the bylaws to allow non-city residents serve on the BCDC Board.

Fisher explained that in years past it has been difficult to find people living within the city limits that are willing to serve. Many times the application for appointment has to be denied because of the applicant's residency. The Board has also lost Board members due to the member relocating outside of the city limits.

Fisher stated that if the Board is agreeable to making this change, it would also have to be approved by the City Council.

A motion was made by John Hasskarl and seconded by Darrel Blum a recommendation be made to the City Council that the BCDC bylaws be amended to allow non-city residents to serve on the BCDC Board but that there be no more than two (2) non-City residents shall serve on the Board at one time.

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 Gary Crocker	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Absent

9. Discuss and Possibly Act Upon FY2018-19 Second Quarter Financials

Assistant City Manager and Chief Financial Officer Carolyn Miller presented this item. Miller advised the Board of the following:

Sales Tax Revenue

FY18 sales tax revenue budget was increased by 4% over the prior year's revised annual estimate. Miller explained that with five months of collections, FY19 sales tax revenue is \$13,500 ahead of budget.

Financial Statements

Miller stated that the *Economic Development and Brenham Business Center* operations report shows a surplus of \$149,877 through the second quarter of FY19 and all expenditures are within budget levels.

On the *Recreation* side, Miller explained that eleven (11) of the 25 approved FY19 projects have been completed as of the second quarter. The recreation side ended the quarter with an operating surplus of \$256,699.

BCDC Capital Projects Fund

Miller explained that no activity has occurred in this fund for FY19. Approximately \$400,000 of the original \$657,000 allocated for new park infrastructure costs is available for future project expenditures. In FY19, \$500,000 will be transferred from BCDC into this fund and designated as matching funds for a Texas Parks and Wildlife Grant for the Southside Family Park.

A motion was made by Atwood Kenjura and seconded by Bill Betts to approve the FY2018-19 second quarter financial statements 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 Gary Crocker	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Absent

10. Discuss and Possibly Act Upon the City of Brenham’s Economic Development Initiatives and Expenditures

Assistant City Manager and Chief Financial Officer updated the Board of the following economic development initiatives that the City has been working on.

Strategic Plan for Economic Development

Last fall, the City began working with Petty and Associates to facilitate the development of a Strategic Plan for Economic Development. Members of the BCDC, EDF Board, Commissioner’s Court, City Council and City staff have participated in these workshops where productive interaction and discussions have occurred. In addition to facilitating several workshops, Petty and Associates designed several surveys for our community to elicit feedback from stakeholders.

Tax Increment Reinvestment Zone

The City Council created a Tax Increment Reinvestment Zone (TIRZ) in December 2018 which contains approximately 2,201 acres of land. Cities can create special districts to encourage new investment in areas that otherwise might not attract development. A TIRZ is an economic development tool that captures the projected increase in tax revenue that is created by development within a defined area and reinvests those funds into public improvements and development projects that benefit the TIRZ.

Baker-Katz Retail Project

The City and the County approved Chapter 380 and 381 Economic Development Agreements with Baker-Katz, a quality developer, to provide new commercial retail shopping for our community. The Baker-Katz project will address most of the issues related to retail leakage as outlined in the Retail Trade Area Gap/Opportunity Analysis performed by *The Retail Coach*. The project will include development of a minimum 125,000 square foot retail shopping center and will produce new taxable property value targeting \$20 million and annual sales tax to the City estimated to exceed \$400,000. By January 1, 2021, the developer shall complete construction of the building to be occupied by the first tenant, and will obtain a Certificate of Occupancy from the City.

The combined financial incentives for this project are capped at \$6 million or 12 years, whichever occurs first. The City's and County's estimated grant payments (financial incentives) include rebating a portion of sales tax generated from this development. The City pledged our 1% sales tax going to the General Fund, and not the 4B Sales Tax. The County pledged their 0.5% sales tax.

Miller advised that Board that the has incurred \$49,659 in consultant and legal expenses for these new economic development tasks. Miller asked that the Board consider reimbursing the City for these expenditures by allocating a portion of the Recreation contingency funds (\$144,306) and a portion of the Economic Development funds that were set aside for the Main Street Master Plan update which is being done in-house by the Main Street Board (\$50,000).

After further discussion by the Board, the consensus was to get direction from the City Attorney about the reimbursement of consultant and legal expenditures for economic initiatives. Chairman Moser asked that this item be brought back to the Board at their next meeting after the City Attorney has had a chance to review the request.

There was no action taken on this item.

11. Discuss and Possibly Act Upon the Reallocation of FY2018-19 Budgeted Funds for a Main Street Brenham Incentive Grant Fund Request

Director of Tourism and Marketing Jennifer Eckermann presented this item. Eckermann requested that that Board approve \$50,000 for an update of the Brenham Downtown Master Plan.

Eckermann explained that the Main Street Board decided to take on the Master Plan Project instead of hiring a consultant; therefore, there will be a \$50,000 savings in the Main Street budget. Eckermann requested that the Board reallocate \$25,000 to help fund the Downtown Brenham Incentive Grant Fund due to there being more grant requests than in year's past.

A motion was made by Darrell Blum and seconded by Jon Hasskarl to approve the reallocation of \$25,000.00 of FY2018-19 budgeted funds for the Main Street Incentive Grant Fund.

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 Gary Crocker	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Absent

4. Introduction of New Staff Members

- **Melinda Gordon—Communications and Public Relations Manager**
- **Cassie “Caz” Muske—Main Street Manager**

City Manager James Fisher introduced the City’s Communications and Public Relations Manager Melinda Gordon and the City’s Main Street Manager Caz Muske to the Board.

WORK SESSION

12. Presentation and Discussion on the Brenham Community Development Corporation’s Annual Budget for Fiscal Year 2019-20:

A. Economic Development Budget Summary

- 1) ED Operations and Marketing**
- 2) Main Street**
- 3) Detention Ponds in the Brenham Business Center and the Southwest Industrial Park, Section III**

B. Recreation Budget Summary

- 1) Parks**
- 2) Recreation**
- 3) Blue Bell Aquatic Center**

City Manager James Fisher requested the Board to look over the documents provided in their packet for FY20. Fisher explained that staff will be presenting specific budget requests at the upcoming Special Meeting on Thursday, May 9, 2019. Fisher advised the Board to contact staff directly if they have any questions about any of this items in their packet related to the upcoming FY20 budget.

13. Discussion on Holding a Special Budget Meeting on May 8, 2019 and Other Upcoming Meetings in 2019

City Manager James Fisher advised the Board of the Special Meeting to be held on Thursday, May 8th to prepare the FY20 BCDC budget. Fisher asked that everyone check their calendars for availability and let him know if this day will not work with their schedules.

Fisher also advised that after the May 8, 2019 Special Meeting, the next regularly scheduled meetings will be on:

- Thursday, August 8, 2019 at 7:30 a.m.
- Thursday, November 14, 2019 at 7:30 a.m.

14. Presentation and Discussion on the 2019 Houston Economic Development Sales Tax Workshop Being Held on October 25, 2019 in Houston

Economic Development Director Susan Cates advised the Board of the upcoming 2019 Houston Economic Development Workshop being held in Houston on October 25, 2019. Cates advised the Board that if any of them would like to attend, please let her know.

15. Presentation and Discussion on Upcoming Economic Development Projects and Activities

This item was deferred until a later meeting. No action was taken.

Adjourn

The meeting was adjourned.

Charles Moser
Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC
BCDC Secretary

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

August 8, 2019

A regular meeting of the Brenham Community Development Corporation was held on August 8, 2019, at City Hall, 2nd Floor Conference Room, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Charles Moser, Atwood Kenjura, Darrell Blum, John Hasskarl and Gary Crocker.

Board members not present were David Cone and Bill Betts.

City of Brenham staff members present were James Fisher, Carolyn Miller, Lowell Ogle, Jeana Bellinger, Dane Rau, Stephanie Doland, Susan Cates and Rebecca Ruffino.

Others in attendance were Mayor Milton Tate.

1. **Chairman Charles Moser called the meeting to order.**
2. **Invocation and Pledges to the U.S. and Texas Flags followed.**
3. **Discuss and Possibly Act Upon the Approval of Minutes from the May 9, 2019 Regular Meeting**

A motion was made by Atwood Kenjura and seconded by Darrell Blum to approve the minutes from the May 9, 2019 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	Absent
Board Member Gary Crocker	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Absent

4. Discuss and Possibly Act Upon FY2018-19 Third Quarter Financial Report

Assistant City Manager and Chief Financial Officer Carolyn Miller presented this item. Miller explained that the FY19, sales tax revenue budget was increased by 4% over the prior year's revised annual estimate. Miller stated that with eight months of collections, FY19 sales tax revenue is trending above budgeted levels and cumulatively, FY19 sales tax revenue is \$32,656 ahead of budget. A budget estimate was used for June 2019 collections.

Miller stated that the *Economic Development* operations report shows an operating surplus of \$161,482 through the third quarter of FY19 and all expenditures are within budget levels. She advised the Board that on the *Recreation* side, eighteen (18) of the twenty-five (25) approved parks and recreation projects for FY19 have been completed as of the third quarter. All other funded projects are in progress and are expected to be completed during the fourth quarter of FY19, with the exception of Phase II of the Henderson Park Improvements project which will carry over to FY20.

Miller explained that a \$500,000 budgeted transfer of fund balance reserves to the BCDC Capital Projects Fund was done in the third quarter. Miller stated that the \$500,000 will be designated as matching funds for a Texas Parks and Wildlife Grant for the Southside Family Park. Approximately \$400,000 of the original \$657,000 allocated for new park infrastructure costs is also available for future project expenditures. As a result of this transfer, the *Recreation* side ended the quarter with an operating deficit of \$108,977.

A motion was made by Gary Crocker and seconded by John Hasskarl to approve the FY2018-19 third quarter financial statements 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	Absent
Board Member Gary Crocker	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Absent

5. Discuss and Possibly Act Upon a Resolution Authorizing the Conveyance of Approximately 1.1717 Acres of Land from the Brenham Community Development Corporation to Del Sol Foods, Inc. for Future Development

Director of Economic Development Susan Cates presented this item. Cates explained that Del Sol Food Company, Inc. acquired the former Advanced Data Storage building located at 3151 South Blue Bell Road in July 2019. Cates stated that Del Sol intends to utilize this 57,000 square foot building to expand their existing business and that the expansion involves a \$7.7M capital investment into the Brenham community and will result in an estimated 10 additional jobs over their current employment base of 62.

Cates explained that BCDC currently owns an approximate 1.1717-acre drainage easement located between the existing Del Sol property and the ADS property and that with Del Sol's business expansion, staff is asking BCDC to convey the drainage easement to Del Sol to allow for their continued expansion and to relieve BCDC from future maintenance responsibility of this tract.

A motion was made by Darrell Blum and seconded by Gary Crocker to authorize the conveyance of approximately 1.1717 acres of land from the Brenham Community Development Corporation to Del Sol Foods, Inc. for future development.

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

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

6. Administrative Updates

➤ Update on review of Operations & Maintenance (O&M) costs for new projects

BCDC President James Fisher advised that City staff is currently reviewing O&M costs for several upcoming projects and will update the Board at a future meeting.

➤ Update on Lowell's Retirement Party

Fisher informed the Board that a retirement party for Lowell Ogle will be held on September 26, 2019 on the first floor of City Hall from 4-7 p.m.

Adjourn

The meeting was adjourned.

Charles Moser
Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary/Director of Administrative Services
BCDC Secretary



MEMORANDUM

To: BCDC Board and City Manager
From: Carolyn D. Miller, Assistant City Manager-Chief Financial Officer
Subject: BCDC Fourth Quarter FY18-19 Financial Statements
Date: November 15, 2019

Attached are the fourth quarter FY18-19 financial statements for BCDC. Notable trends or transactions are discussed below.

Sales Tax Revenue

For FY19, we increased our sales tax revenue budget by 4% over the prior year’s revised annual estimate. Actual FY19 sales tax revenue of \$1,739,159 finished the year \$33,458 or 1.96% ahead of budget, and \$122,308 ahead of FY18 actuals of \$1,616,851.

Financial Statements

The *Economic Development* operations report shows an operating surplus of \$140,321 for FY19, increasing fund balance for this operation to \$114,290. At the April 2019 meeting, BCDC approved a Performance Agreement with Nextlink and agreed to contribute \$3,545 per acre to the SWIP III Detention Pond account on behalf of Nextlink. This contribution is reflected as an expenditure in the fourth quarter financial statements (\$3,545 x 6 acres = \$21,270). All expenditures are within budget levels.

The *Recreation* side ended the year with an operating deficit of (\$263,802), decreasing fund balance for this operation to \$745,678. This deficit was anticipated at the time of FY19 budget preparation and is a result of BCDC transferring \$500,000 of fund balance reserves to the BCDC Capital Projects Fund for the potential grant match for the Southside Family Park. Twenty-two (22) of the 25 approved parks and recreation projects for FY19 were completed and are reflected in the income statement. Funds allocated for for Phase II & III of Henderson Park Improvements (\$300,000) and Hohlt Park Nature Trail Improvements (\$40,000) were transferred to the Parks Capital Improvements Fund since these projects are ongoing. HVAC replacements at the Aquatic Center which were approved in the FY19 budget, were deferred and re-budgeted for FY20.

BCDC Capital Projects

As mentioned above, BCDC transferred \$500,000 into this fund in FY19 to be designated as matching funds for a Texas Parks and Wildlife Grant for the Southside Family Park. Approximately \$400,000 of the original \$657,000 allocated for new park infrastructure costs is also available for future project expenditures.

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

**BRENHAM COMMUNITY DEVELOPMENT CORPORATION
 COMBINED BALANCE SHEET
 YEAR TO DATE ACTUAL PERFORMANCE
 FOR THE QUARTERS ENDING SEPTEMBER 30, 2018 AND 2019**

	YTD Actual 9/30/2018		YTD Actual 9/30/2019		Percent Incr (Decr)
<u>Assets</u>					
Cash and Equivalents	\$ 320,466		\$ 234,044		-26.97%
Certificate of Deposit-Bank of Brenham	500,000	D	500,000	D	0.00%
Misc. Accounts Receivable	838		45		-94.63%
Sales Tax Receivable	278,637	A	284,107	B	1.96%
Total Assets	\$ 1,099,941		\$ 1,018,196		-7.43%
 <u>Liabilities and Fund Balance</u>					
Accrued Liabilities	\$ 6,065	C	\$ 26,531	C	337.44%
Detention Pond Payable-SWIP III	73,459	E	94,729	E	28.95%
Detention Pond Payable-BBC	36,968	F	36,968	F	0.00%
Total Liabilities	116,492		158,228		
 Fund Balance					
Beginning Fund Balance	911,794		983,449		
Excess Revenues Over Expenditures	71,655		(123,481)		
Total Fund Balance	983,449		859,968		-12.56%
Total Liabilities and Fund Balance	\$ 1,099,941		\$ 1,018,196		-7.43%

A - Receivable represents sales tax for August and September 2018.

B - Receivable represents sales tax for August and September 2019.

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 2020.

E - SWIP III Detention Pond Contributions for the following businesses:

Bluebonnet Electric	73,459
Nextlink	21,270
	94,729

F - Brenham Business Center Detention Pond Contributions for the following business:

Precision Polymer	36,968
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**BRENHAM COMMUNITY DEVELOPMENT CORPORATION
 COMBINED STATEMENT OF REVENUES AND EXPENDITURES
 YEAR TO DATE PRO FORMA PERFORMANCE
 FOR THE QUARTERS ENDING SEPTEMBER 30, 2018 AND 2019**

	YTD Actual 9/30/2018	YTD Actual 9/30/2019	Percent Incr (Decr)
<u>Revenues</u>			
Sales Tax	\$ 1,616,851	\$ 1,739,158	7.56%
Lease of Land	2,118	1,158	-45.33%
Interest	32,685	21,653	-33.75%
Total Revenues	<u>1,651,654</u>	<u>1,761,969</u>	6.68%
<u>Expenditures</u>			
Economic Development Operations	158,991	136,006	-14.46%
Economic Dev. Marketing/Website/BRE	10,825	42,288	290.65%
Economic Development Incentives	-	21,270	
Lawn Maintenance	9,975	9,800	-1.75%
Services - Street Lights Electrical	6,941	7,019	1.12%
Legal Fees	2,483	7,242	191.66%
Aquatic Center Playground Equipment	-	98,961	
Aquatic Center Tower Structure Repair	-	15,000	
Aquatic Center Sand Filters	-	8,659	
Aquatic Center Aflex Inflatables	-	24,106	
Aquatic Center Popsicle/Country Cone Refurbishments	-	7,350	
Aquatic Center Back Parking Lot	17,000	-	
Aquatic Center Scoreboard	1,930	-	
Aquatic Center Pool Replasters	64,550	-	
Park Trash Receptacles	31,818	-	
Rock Party Room Repairs	-	19,126	
Hohlt Playground Equipment	-	68,322	
Hohlt Park Nature Trail Improvements	-	40,000	
Downtown Christmas Stroll Attraction	10,000	10,000	0.00%
Movies in the Park	4,000	4,000	0.00%
Basketball Court Improvements	17,127	2,694	
All Sports Building Parking Lot	111,007	-	
Henderson Park Improvements	294,900	300,000	
Rankin Field Scoreboard	20,611	-	
Jackson St. Park Parking Lots	-	26,623	
Pickleball Court Modifications	-	31,372	
Linda Anderson Park-Cover Batting Cages	-	50,408	
Fireman's Park Bleacher Painting/Repairs	-	24,975	
Fireman's Park Backstop Netting	-	30,000	
Fireman's Park Playground Equipment	-	89,385	
Fireman's Park Nightlight Replacement	-	3,800	
Bottle Filling Stations	-	18,613	
Entrance Signs-Hattie Mae & Jerry Wilson Parks	-	13,260	
Lightning Detectors - Jackson St. Park & Henderson Park	-	21,675	
Park & Church Street Linear Park	150,000	-	
Detention Pond Construction-BBC	-	9,816	
Detention Pond Construction-SWIP III	21,394	8,715	
Notes Payable to City - Principal & Interest	202,473	223,215	10.24%
Economic Innovation/Incentive Grants-Main Street	7,500	11,750	56.67%
Total Expenditures	<u>1,143,525</u>	<u>1,385,450</u>	21.16%
Revenues Over (Under) Expenditures	508,129	376,519	-25.90%
<u>Other Financing Sources (Uses)</u>			
Transfer to BCDC Capital Projects	-	(500,000)	
Transfer to Debt Service Fund	(436,474)	-	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(436,474)</u>	<u>(500,000)</u>	
Total Surplus (Deficit)	<u>71,655</u>	<u>(123,481)</u>	
Beginning Fund Balance	911,794	983,449	
Estimated Ending Fund Balance	<u>\$ 983,449</u>	<u>\$ 859,968</u>	

BRENHAM COMMUNITY DEVELOPMENT CORPORATION
ECONOMIC DEVELOPMENT
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE QUARTERS ENDING SEPTEMBER 30, 2018 AND 2019

	YTD Actual 9/30/2018	YTD Actual 9/30/2019	Percent Incr (Decr)
<u>Revenues</u> <i>35% of Combined</i>			
Sales Tax	\$ 565,898	\$ 608,705	7.56%
Lease of Land	2,118	1,158	-45.33%
Interest	11,440	7,579	-33.75%
	<u>579,456</u>	<u>617,442</u>	6.56%
<u>Expenditures</u>			
Economic Development Operations	158,991 A	136,006 B	
Economic Dev. Marketing/Website/BRE	10,825 A	42,288 B	
Subtotal	<u>169,816</u>	<u>178,294 D</u>	-1.75%
Economic Development Incentives	-	21,270 C	
Lawn Maintenance	9,975	9,800	-1.75%
Services - Street Lights Electrical	6,941	7,019	1.12%
Legal Fees	2,483	7,242	191.66%
Note Payable to City - Principal & Interest	202,473	223,215	10.24%
Park & Church Street Linear Park	150,000	-	
Detention Pond Construction-BBC	-	9,816	
Detention Pond Construction-SWIP III	21,394	8,715	
Economic Innovation/Incentive Grants-Main Street	7,500	11,750	56.67%
Total Expenditures	<u>570,582</u>	<u>477,121</u>	-16.38%
Revenues Over (Under) Expenditures	8,874	140,321	
<u>Other Financing Sources (Uses)</u>			
Transfer to Debt Service Fund - Principal	(91,694)	-	09 Refunded Debt
Transfer to Debt Service Fund - Interest	(3,668)	-	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(95,362)</u>	<u>-</u>	
Total Surplus (Deficit)	<u>(86,488)</u>	<u>140,321</u>	
Beginning Fund Balance	60,457	(26,031)	
Estimated Ending Fund Balance (Deficit)	<u>\$ (26,031)</u>	<u>\$ 114,290</u>	

A - FY18 and prior, Economic Development Functions outsourced to EDF.

B - FY19 and forward, Economic Development functions with City of Brenham.

C - At the 4/24/19 meeting, BCDC agreed to contribute \$3,545 per acre (6 acres) to the SWIP III storm water detention facility account per a Performance Agreement with Nextlink.

D - Increase due to website design and creation.

BRENHAM COMMUNITY DEVELOPMENT CORPORATION
RECREATION
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE QUARTERS ENDING SEPTEMBER 30, 2018 AND 2019

	YTD Actual 9/30/2018	YTD Actual 9/30/2019	Percent Incr (Decr)
<u>Revenues</u> 65% of Combined			
Sales Tax	\$ 1,050,953	\$ 1,130,453	7.56%
Interest	21,245	14,074	-33.75%
	<u>1,072,198</u>	<u>1,144,527</u>	6.75%
<u>Expenditures</u>			
Aquatic Center Playground Equipment	-	98,961	
Aquatic Center Tower Structure Repair	-	15,000	
Aquatic Center Sand Filters	-	8,659	
Aquatic Center Aflex Inflatables	-	24,106	
Aquatic Center Popsicle/Country Cone Refurbishments	-	7,350	
Aquatic Center Back Parking Lot	17,000	-	
Aquatic Center Scoreboard	1,930	-	
Aquatic Center Pool Replasters	64,550	-	
Park Trash Receptacles	31,818	-	
Rock Party Room Repairs	-	19,126	
Hohlt Playground Equipment	-	68,322	
Hohlt Park Nature Trail Improvements	-	40,000	
Downtown Christmas Stroll Attraction	10,000	10,000	
Movies in the Park	4,000	4,000	
Basketball Court Improvements	17,127	2,694	
All Sports Building Parking Lot	111,007	-	
Henderson Park Improvements	294,900	300,000	
Jackson St. Park Parking Lots	-	26,623	
Rankin Field Scoreboard	20,611	-	
Pickleball Court Modifications	-	31,372	
Linda Anderson Park-Cover Batting Cages	-	50,408	
Fireman's Park Bleacher Painting/Repairs	-	24,975	
Fireman's Park Backstop Netting	-	30,000	
Fireman's Park Playground Equipment	-	89,385	
Fireman's Park Nightlight Replacement	-	3,800	
Bottle Filling Stations	-	18,613	
Entrance Signs-Hattie Mae & Jerry Wilson Parks	-	13,260	
Lightning Detectors - Jackson St. Park & Henderson Park	-	21,675	
Total Expenditures	<u>572,943</u>	<u>908,329</u>	
Revenues Over (Under) Expenditures	499,255	236,198	
<u>Other Financing Sources (Uses)</u>			
Transfer to BCDC Capital Projects	-	(500,000)	
Transfer to Debt Service Fund - Principal	(327,993)	-	09 Refunded Debt
Transfer to Debt Service Fund - Interest	(13,119)	-	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(341,112)</u>	<u>(500,000)</u>	
Total Surplus (Deficit)	<u>158,143</u>	<u>(263,802)</u>	
Beginning Fund Balance	<u>851,337</u>	<u>1,009,480</u>	
Estimated Ending Fund Balance	<u>\$ 1,009,480</u>	<u>\$ 745,678</u>	

BREHAM COMMUNITY DEVELOPMENT CORPORATION
CAPITAL PROJECTS FUND
AS OF SEPTEMBER 30, 2019

	Budget	Actual to Date
<u>Funds Available</u>		
FY14 Transfer from BCDC - Brenham Family Park Infrastructure Costs	657,000	657,000
FY14 Transfer from BCDC - Brenham Family Park Title Policy Costs	6,877	6,877
FY15 Contribution from Developer - Road Construction	735,044	735,044
FY17 Transfer from BCDC - Brenham Family Park Master Plan	46,442	46,442
FY19 Transfer from BCDC - Brenham Family Park Grant Match	500,000	500,000
Interest Income	14,676	14,676
Total Funds Available	1,960,039	1,960,039
<u>Use of Funds</u>		
Brenham Family Park		
Land - Title Policy (FY14)	6,877	6,877
Road construction to cul de sac - 25% City / 75% Kruse (FY15)	967,743	967,743
City Reimb of J&C road construction invoices paid by Developer (FY15)	17,601	17,601
Gessner Engineering - soil testing - 25% City / 75% Kruse (FY15)	12,315	12,315
Jones & Carter - Park Master Plan (FY17/FY18)	46,442	46,442
Creek crossing/Dam	225,000	-
Road extension to new park	72,000	-
Water line materials - new park	82,061	-
Sewer line materials - new park	30,000	-
Grant Match for Phase I(a)	500,000	-
Sub Total	1,960,039	1,050,979
Contingency	-	-
Total Uses	1,960,039	1,050,979
Fund Balance	-	909,060



MEMORANDUM

To: BCDC Board

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

Subject: Ratification of Nextlink Detention Pond Contribution

Date: November 18, 2019

As approved by the Board in the Nextlink Performance Agreement, the detention pond contribution of \$3,545 per acre (for the 6.0 acres conveyed to them in SWIP Section III) was to be paid by BCDC as an incentive for the project.

To facilitate closing our fiscal year ending September 30, 2019, the Finance Department has posted the journal entry for the BCDC contribution in the amount of \$21,270. This action is coming to the BCDC Board for ratification. Please let me know if you have any questions. Thank you.



To: BCDC Board Members

From: Jeana Bellinger, City Secretary/Director of Administrative Services

Subject: Detention Pond Bids

Date: November 18, 2019

This memo is to provide the Board with a brief overview of the bid awards for the detention ponds located in the Brenham Business Center and Southwest Industrial Park, Section III, prior to discussing possible funding options for them.

Brenham Business Center

The City along with Strand and Associates opened bids related to this pond on October 3, 2019. There were 5 bids received with the contract being awarded by Council on October 17th to Lonnie Lischka Company, LP at \$382,916.34. Their bid included Alternate 1 (\$26,957.55) and Alternate 2 (\$41,487.84). A copy of the bid tabulation sheet is attached to this memo.

The scope of work includes the construction of a large regional detention pond for the area north of Woodward Creek. This involves excavation, installation of 18", 42" and 72" concrete pipe, wingwalls, sloped paving, soil retention blankets, seeding, and sediment control fencing. Alternate 1 consists of modifications to correct detention requirements for the Precision Polymer Engineering site and Alternate 2 consists of drainage improvements to correct detention requirements for Advanced Data Storage. This detention pond is crucial to help control the southward flow of stormwater leaving the Brenham Business Center.

Southwest Industrial Park, Section III

The City along with Jones and Carter representatives opened bids related to this pond on October 3, 2019. There were 7 bids received with the contract being awarded by Council on October 17th to South Central Texas Excavation & Construction, LLC in the amount of \$269,245.48. A copy of the bid tabulation sheet is attached to this memo.

The scope of work includes additional excavation of the current detention pond, vegetation removal, outfall improvements, and sloped concrete additions so that the detention pond can function for many years to come as it serves development in the Southwest Industrial Park. The Gurrech tract will also be using this pond for detention when it is developed.

Bids Received: 3:00 P.M.
October 3, 2019

STRAND ASSOCIATES, INC.®
1906 Niebuhr Street
Brenham, TX 77833

2017 REGIONAL DETENTION POND
CONTRACT 2016-04
BRENHAM COMMUNITY DEVELOPMENT CORPORATION (BCDC)

BID TABULATION SUMMARY

Bidder and Address	Bid Bond or Guarantee	Addenda Acknowledged	Computed Total Base Bid	Alternate No. 1 Total Base Unit Prices	Alternate No. 2 Total Base Unit Prices
Lonnie Lischka Company, LP 501 N. Holland Street Bellville, TX 77418	5%	Yes	\$314,470.95	\$26,957.55	\$41,487.84
Fellers & Clark, LP 4691 Sandstone Bellville, TX 77418	5%	Yes	\$340,054.75	\$39,918.05	\$63,027.20
Larry Young Paving 1852 Silver Hill Rd Bryan, TX 77807	5%	Yes	\$380,282.75	\$43,722.50	\$84,436.50
Collier Construction, LLC 1601 Hwy 290 W Brenham, TX 77833	5%	Yes	\$396,304.50	\$49,773.00	\$61,900.00
Solid Bridge Construction, LLC 1204 Sam Houston Ave#1 Huntsville, TX 77340	5%	Yes	\$501,257.00	\$62,619.50	\$90,335.50

Reviewed by: _____



Roddy Williams
10/10/19

Bids Received: 3:00 P.M. October 3, 2019

STRAND ASSOCIATES, INC.*
1906 Niebuhr Street
Brenham, TX 77833

2017 REGIONAL DETENTION POND
CONTRACT 2016-04
BRENHAM COMMUNITY DEVELOPMENT CORPORATION (BCDC)
BID TABULATION BREAKDOWN

No.	Description	Quantity	Unit	Lonnie Lischka Company, LP 501 N. Holland Street Bellville, TX 77418		Fellers & Clark, LP 4691 Sandstone Bellville, TX 77418		Larry Young Paving 1852 Silver Hill Rd Bryan, TX 77807		Collier Construction, LLC 1601 Hwy 290 W Brenham, TX 77833		Solid Bridge Construction, LLC 1204 Sam Houston Ave #1 Huntsville, TX 77340	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1.	Mobilization	1	LS	\$ 16,650.00	\$ 16,650.00	\$ 24,498.15	\$ 24,498.15	\$ 24,300.00	\$ 24,300.00	\$ 15,742.00	\$ 15,742.00	\$ 18,500.00	\$ 18,500.00
2.	Excavation	21,360	CY	\$ 3.50	\$ 74,760.00	\$ 2.75	\$ 58,740.00	\$ 3.85	\$ 82,236.00	\$ 4.50	\$ 96,120.00	\$ 5.00	\$ 106,800.00
3.	Embankment with Density Control	13,515	CY	\$ 0.01	\$ 135.15	\$ 2.05	\$ 27,705.75	\$ 3.85	\$ 52,032.75	\$ 4.50	\$ 60,817.50	\$ 5.00	\$ 67,575.00
4.	Reinforced Concrete Outlet Structure	1	EA	\$ 16,114.80	\$ 16,114.80	\$ 13,445.00	\$ 13,445.00	\$ 9,000.00	\$ 9,000.00	\$ 6,753.00	\$ 6,753.00	\$ 17,500.00	\$ 17,500.00
5.	72-IN Reinforced Concrete Pipe	70	LF	\$ 481.00	\$ 33,670.00	\$ 410.25	\$ 28,717.50	\$ 664.00	\$ 46,480.00	\$ 588.00	\$ 41,160.00	\$ 500.00	\$ 35,000.00
6.	48-IN Reinforced Concrete Pipe	266	LF	\$ 181.00	\$ 48,146.00	\$ 190.35	\$ 50,633.10	\$ 240.00	\$ 63,840.00	\$ 216.00	\$ 57,456.00	\$ 300.00	\$ 79,800.00
7.	18-IN Reinforced Concrete Pipe	78	LF	\$ 50.00	\$ 3,900.00	\$ 77.90	\$ 6,076.20	\$ 73.00	\$ 5,694.00	\$ 80.00	\$ 6,240.00	\$ 80.00	\$ 6,240.00
8.	Flared Wingwall w/ Dissipaters (72-IN RCP)	1	EA	\$ 8,800.00	\$ 8,800.00	\$ 26,825.00	\$ 26,825.00	\$ 12,000.00	\$ 12,000.00	\$ 9,185.00	\$ 9,185.00	\$ 14,500.00	\$ 14,500.00
9.	Flared Wingwall w/ Dissipaters (48-IN RCP)	2	EA	\$ 3,600.00	\$ 7,200.00	\$ 13,840.00	\$ 27,680.00	\$ 7,500.00	\$ 15,000.00	\$ 6,834.00	\$ 13,668.00	\$ 12,500.00	\$ 25,000.00
10.	Throat Inlet/Junction Box	4	EA	\$ 8,600.00	\$ 34,400.00	\$ 7,315.00	\$ 29,260.00	\$ 6,000.00	\$ 24,000.00	\$ 5,521.00	\$ 22,084.00	\$ 18,500.00	\$ 74,000.00
11.	Concrete Slope Paving (5-IN thick)	105	SY	\$ 95.00	\$ 9,975.00	\$ 74.85	\$ 7,859.25	\$ 54.00	\$ 5,670.00	\$ 126.00	\$ 13,230.00	\$ 62.00	\$ 6,510.00

No.	Description	Quantity	Unit	Lonnie Lischka Company, LP		Fellers & Clark, LP		Larry Young Paving		Collier Construction, LLC		Solid Bridge Construction, LLC	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
12.	Concrete Pilot Channel (4-IN thick)	210	SY	\$ 85.00	\$ 17,850.00	\$ 69.70	\$ 14,637.00	\$ 63.00	\$ 13,230.00	\$ 105.00	\$ 22,050.00	\$ 57.00	\$ 11,970.00
13.	Stabilized Construction Exit	1	LS	\$ 2,500.00	\$ 2,500.00	\$ 1,690.00	\$ 1,690.00	\$ 1,500.00	\$ 1,500.00	\$ 3,030.00	\$ 3,030.00	\$ 3,850.00	\$ 3,850.00
14.	Soil Retention Blankets	280	SY	\$ 4.00	\$ 1,120.00	\$ 2.00	\$ 560.00	\$ 5.00	\$ 1,400.00	\$ 2.50	\$ 700.00	\$ 12.00	\$ 3,360.00
15.	Seeding	26,000	SY	\$ 0.55	\$ 14,300.00	\$ 0.40	\$ 10,400.00	\$ 0.35	\$ 9,100.00	\$ 0.50	\$ 13,000.00	\$ 0.65	\$ 16,900.00
16.	Vegetative Watering	406	MG	\$ 50.00	\$ 20,300.00	\$ 20.80	\$ 8,444.80	\$ 25.00	\$ 10,150.00	\$ 16.50	\$ 6,699.00	\$ 27.00	\$ 10,962.00
17.	Sediment Control Fence	1,860	LF	\$ 2.50	\$ 4,650.00	\$ 1.55	\$ 2,883.00	\$ 2.50	\$ 4,650.00	\$ 4.50	\$ 8,370.00	\$ 1.50	\$ 2,790.00
ENGINEER'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 17					\$ 314,470.95		\$ 340,054.75		\$ 380,282.75		\$ 396,304.50		\$ 501,257.00
CONTRACTOR'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 17					\$ 314,470.95		\$ 340,054.75		\$ 380,282.75		\$ 396,304.50		\$ 501,257.00

Reviewed by _____



Bids Received: 3:00 P.M. October 3, 2019

STRAND ASSOCIATES, INC.*
1906 Niebuhr Street
Brenham, TX 77833

2017 REGIONAL DETENTION POND
CONTRACT 2016-04
BRENHAM COMMUNITY DEVELOPMENT CORPORATION (BCDC)
ALTERNATE NO. 1 BREAKDOWN

No.	Description	Quantity	Unit	Lonnie Lischka Company, LP 501 N. Holland Street Bellville, TX 77418		Fellers & Clark, LP 4691 Sandstone Bellville, TX 77418		Larry Young Paving 1852 Silver Hill Rd Bryan, TX 77807		Collier Construction, LLC 1601 Hwy 290 W Brenham, TX 77833		Solid Bridge Construction, LLC 1204 Sam Houston Ave #1 Huntsville, TX 777340	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1.	Excavation	600	CY	\$ 4.00	\$ 2,400.00	\$ 3.55	\$ 2,130.00	\$ 10.00	\$ 6,000.00	\$ 21.50	\$ 12,900.00	\$ 6.00	\$ 3,600.00
2.	Embankment w/ Density Control	55	CY	\$ 0.01	\$ 0.55	\$ 2.15	\$ 118.25	\$ 10.00	\$ 550.00	\$ 21.50	\$ 1,182.50	\$ 12.00	\$ 660.00
3.	30-IN Reinforced Concrete Pipe	203	LF	\$ 71.50	\$ 14,514.50	\$ 119.80	\$ 24,319.40	\$ 150.00	\$ 30,450.00	\$ 128.00	\$ 25,984.00	\$ 245.00	\$ 49,795.00
4.	Throat Inlet/Junction Box	1	EA	\$ 8,600.00	\$ 8,600.00	\$ 10,465.00	\$ 10,465.00	\$ 5,750.00	\$ 5,750.00	\$ 6,160.00	\$ 6,160.00	\$ 7,500.00	\$ 7,500.00
5.	Seeding	950	SY	\$ 0.55	\$ 522.50	\$ 1.15	\$ 1,092.50	\$ 0.45	\$ 427.50	\$ 1.75	\$ 1,662.50	\$ 0.65	\$ 617.50
6.	Vegetative Watering	15	MG	\$ 50.00	\$ 750.00	\$ 112.50	\$ 1,687.50	\$ 25.00	\$ 375.00	\$ 112.00	\$ 1,680.00	\$ 27.00	\$ 405.00
7.	Sediment Control Fence	68	LF	\$ 2.50	\$ 170.00	\$ 1.55	\$ 105.40	\$ 2.50	\$ 170.00	\$ 3.00	\$ 204.00	\$ 1.50	\$ 102.00
ENGINEER'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 7					\$ 26,957.55		\$ 39,918.05		\$ 43,722.50		\$ 49,773.00		\$ 62,619.50
CONTRACTOR'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 7					\$ 26,957.55		\$ 39,918.05		\$ 43,722.50		\$ 49,773.00		\$ 62,619.50

Reviewed by 

Bids Received: 3:00 P.M. October 3, 2019

STRAND ASSOCIATES, INC.
1906 Niebuhr Street
Brenham, TX 77833

2017 REGIONAL DETENTION POND
CONTRACT 2016-04
BRENHAM COMMUNITY DEVELOPMENT CORPORATION (BCDC)

ALTERNATE NO. 2 BREAKDOWN

No.	Description	Quantity	Unit	Lonnie Lischka Company, LP 501 N. Holland Street Bellville, TX 77418		Fellers & Clark, LP 4691 Sandstone Bellville, TX 77418		Larry Young Paving 1852 Silver Hill Rd Bryan, TX 77807		Collier Construction, LLC 1601 Hwy 290 W Brenham, TX 77833		Solid Bridge Construction, LLC 1204 Sam Houston Ave #1 Huntsville, TX 77340	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1.	Remove and Dispose of 24-IN HDPE Pipe	28	LF	\$ 7.00	\$ 196.00	\$ 45.00	\$ 1,260.00	\$ 20.00	\$ 560.00	\$ 18.50	\$ 518.00	\$ 150.00	\$ 4,200.00
2.	Embankment w/ Density Control	3,034	CY	\$ 0.01	\$ 30.34	\$ 2.15	\$ 6,523.10	\$ 6.00	\$ 18,204.00	\$ 6.00	\$ 18,204.00	\$ 6.00	\$ 18,204.00
3.	30-IN Reinforced Concrete Pipe	376	LF	\$ 71.50	\$ 26,884.00	\$ 109.05	\$ 41,002.80	\$ 150.00	\$ 56,400.00	\$ 90.00	\$ 33,840.00	\$ 150.00	\$ 56,400.00
4.	Throat Inlet/Junction Box	1	EA	\$ 8,600.00	\$ 8,600.00	\$ 6,580.00	\$ 6,580.00	\$ 5,800.00	\$ 5,800.00	\$ 4,482.00	\$ 4,482.00	\$ 7,000.00	\$ 7,000.00
5.	Seeding	3,900	SY	\$ 0.55	\$ 2,145.00	\$ 1.15	\$ 4,485.00	\$ 0.35	\$ 1,365.00	\$ 0.50	\$ 1,950.00	\$ 0.65	\$ 2,535.00
6.	Vegetative Watering	61	MG	\$ 50.00	\$ 3,050.00	\$ 46.15	\$ 2,815.15	\$ 25.00	\$ 1,525.00	\$ 40.00	\$ 2,440.00	\$ 27.00	\$ 1,647.00
7.	Sediment Control Fence	233	LF	\$ 2.50	\$ 582.50	\$ 1.55	\$ 361.15	\$ 2.50	\$ 582.50	\$ 2.00	\$ 466.00	\$ 1.50	\$ 349.50
ENGINEER'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 7					\$ 41,487.84		\$ 63,027.20		\$ 84,436.50		\$ 61,900.00		\$ 90,335.50
CONTRACTOR'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 7					\$ 41,487.84		\$ 63,027.20		\$ 84,436.50		\$ 61,900.00		\$ 90,335.50

Reviewed by 



Strand Associates, Inc.®

1906 Niebuhr Street
Brenham, TX 77833
(P) 979-836-7937

October 9, 2019

Mr. Dane Rau, Director of Public Works
City of Brenham
200 West Vulcan
Brenham, Texas 77833

Re: 2017 Regional Detention Pond
Contract No. 2016-04
Brenham Community Development Corporation

Dear Dane,

Bids for the above-referenced project were opened on October 3, 2019. Five responsive bids were received with the resulting bid tabulation enclosed. The low bid of \$314,470.95 was less than ENGINEER's opinion of probable construction cost.

Lonnie Lischka Company, LP of Bellville, Texas, was the apparent low bidder at \$314,470.95, with an Alternate No. 1 bid of \$26,957.55 and an Alternate No. 2 bid of \$41,487.84. The bid included a bid bond for 5 percent and Addendum Nos. 1 and 2 were acknowledged.

Strand Associates, Inc.® has not had previous experience with Lonnie Lischka Company, LP. Therefore, we are not able to comment in regard to their performance on other projects.

We suggest that you consider evaluating Lonnie Lischka Company, LP's financial status prior to award and other information submitted to you as required by Article 19.05.2 found in the Instructions to Bidders of the Contract Documents.

Sincerely,

STRAND ASSOCIATES, INC.®

A handwritten signature in blue ink, appearing to read 'Roddy J. Williams'.

Roddy J. Williams, Ph.D., P.E.
Senior Vice President

Enclosure

TBPE No. F-8405
TBPLS No. 10030000

3921.010\RJW:rlf.mds\R\BRE\Documents\Specifications\Archive\2019\BCDC\3921.010.1-2019.RJW(16) Specification Letters(a) Resulting Bid Tabulation\100919.docx



Texas Board of Professional Engineers Registration No. F-439

BID TABULATION SHEET

BREHAM COMMUNITY DEVELOPMENT CORPORATION
 SOUTHWEST INDUSTRIAL PARK, SECTION III
 DETENTION POND IMPROVEMENTS
 BREHAM PROJECT NO. E2017-13
 J|C NO. 15692-0001-00

Bids were received at the City of Brenham
 Time: 2:30 P.M.
 Date: October 1, 2019

	BIDDERS		
	SOUTH CENTRAL TEXAS EXCAVATION & CONSTRUCTION, LLC	LARRY YOUNG PAVING, INC.	LONNIE LISCHKA COMPANY
Total Base Bid (Item Nos. 1-15)	\$269,245.48	\$313,232.10	\$321,910.07
Bid Security	✓	✓	✓
Receipt of Addendum 1	✓	✓	✓
	FELLERS & CLARK, LLC	COLLIER CONSTRUCTION, LLC	SITE WORK CONTRACTORS, LLC
Total Base Bid (Item Nos. 1-15)	\$331,000.00	\$344,591.85	\$351,304.90
Bid Security	✓	✓	✓
Receipt of Addendum 1	✓	✓	✓
	SOLID BRIDGE CONSTRUCTION, LLC		
Total Base Bid (Item Nos. 1-15)	\$372,843.40 ⁽¹⁾		
Bid Security	✓		
Receipt of Addendum 1	✓		

⁽¹⁾Bidder miscalculated.



150 Venture Drive, Suite 100
College Station, Texas 77845-4514
Tel: 979.731.8000
Fax: 979.846.2893
www.jonescarter.com

October 8, 2019

Mr. James Fisher
President
Brenham Community Development Corporation
P.O. Box 1059
Brenham, TX 77834-1059

Re: RECOMMENDATION OF AWARD
Brenham Community Development Corporation
Southwest Industrial Park, Section III
Detention Pond Improvements
Brenham Project No. E2017-13
J|C No. 15692-0001-00

Dear Mr. Fisher:

We have examined the bids received on October 1, 2019 for the above referenced project. A summary bid tabulation and bid tabulation of the bids are enclosed for your review. The low Total Base Bid (Item Nos. 1-15) in the amount of \$269,245.48 was submitted by South Central Texas Excavation and Construction, LLC.

Based on inspection of the information provided in their bid package and on company experience working with them on previous projects, South Central Texas Excavation and Construction, LLC is an established contracting firm with a successful record in completing comparable projects.

In consideration of the above facts, it is our recommendation that a contract for this project be awarded to South Central Texas Excavation and Construction, LLC in the amount of \$269,245.48.

Sincerely,

A handwritten signature in blue ink that reads 'Brian Dobiyaniski'.

Brian P. Dobiyaniski, PE
Project Manager
Municipal and District Services

BPD/ebr

K:\15692\15692-0001-00 SWIP III Detention Pond\3 Construction Phase\Contract Documents\ROA BCDC SWIP III Detention Pond 20191008.docx

Enclosures



MEMORANDUM

To: BCDC Board

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

Subject: Financing Options for Detention Pond Construction

Date: November 18, 2019

When we began discussing the upcoming debt issuance for the City which included construction of the detention ponds, we learned that these projects are not eligible for debt financing via certificates of obligation. The projects do not qualify as public infrastructure because the detention ponds will primarily benefit the two business parks. Over the past few years, we have continued to describe the benefit to the industries in these business parks and the BCDC has received contributions from these companies to offset construction costs. Therefore, we need to discuss with the BCDC Board the options for financing the construction costs.

I have attached two worksheets for your review and information.

1) Overview of Detention Pond Costs

- BBC engineering began in FY16 with \$54,474 paid through FY19
- BBC construction costs are \$382,916 (blue highlighted amount)
- SWIP III engineering began in FY17 with \$41,391 paid through FY19
- SWIP III construction costs are \$269,245 (green highlighted amount)

2) Detention Pond Financing Options

- Contributions received are shown for each detention pond
- Assumes utilizing \$100,000 of excess fund balance reserves which totaled \$114,290 at the end of FY19
- BBC net construction costs after contributions and \$50,000 in reserves \$295,948
- SWIP III net construction costs after contributions and \$50,000 in reserves \$124,516
- Inter-fund borrowing from Recreation of \$420,465 to construct both detention ponds
- Four options for the BCDC Board to consider

We will discuss this in greater detail at the meeting, but if you have any questions prior to Thursday, please contact me directly at 337-7566. Thank you.

OVERVIEW OF DETENTION POND COSTS

BRENHAM BUSINESS CENTER DETENTION POND

ENGINEERING COSTS (STRAND ASSOCIATES) PAID TO DATE:

FY16	\$	15,866.25
FY17		28,791.24
FY18		-
FY19		9,816.28
FY20		TBD
	\$	<u>54,473.77</u>

CONSTRUCTION COSTS TO BE PAID (BID AWARDED TO LONNIE LISCHKA CO LP)

FY20	\$	382,916.34
-------------	-----------	-------------------

SWIP III DETENTION POND

ENGINEERING COSTS (JONES & CARTER) PAID TO DATE:

FY17	\$	11,282.50
FY18		21,393.50
FY19		8,715.00
FY20		TBD
	\$	<u>41,391.00</u>

CONSTRUCTION COSTS TO BE PAID (BID AWARDED TO SOUTH TEXAS CENTRAL EXCAVATION)

FY20	\$	269,245.48
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DETENTION POND FINANCING OPTIONS

NOT PUBLIC INFRASTRUCTURE - NOT ELIGIBLE FOR FINANCING VIA CERTIFICATES OF OBLIGATION

DETENTION POND CONSTRUCTION COSTS

	BBC	SWIP III	TOTAL
CONSTRUCTION COSTS	\$ 382,916	\$ 269,245	\$ 652,162
LESS: CONTRIBUTIONS RECEIVED			
PRECISION POLYMER (BBC)	(36,968)		(36,968)
BLUEBONNET ELECTRIC (SWIP III)		(73,459)	(73,459)
NEXTLINK		(21,270)	(21,270)
LESS: USE OF EXCESS FUND BALANCE RESERVES	(50,000)	(50,000)	(100,000)
AMOUNT REMAINING TO BE FINANCED	\$ 295,948	\$ 124,516	\$ 420,465

OPTION 1 - CONSTRUCT BOTH PONDS

- A. Inter-Fund borrowing from Recreation of \$420,465
- B. Repay over 20 years, 3.5% interest rate (annual debt service payment of approx. \$29,500)
-OR-
Repay over 15 years, 3.5% interest rate (annual debt service payment of approx. \$36,500)
- C. Prepay with land sale
 - BBC (105 acres available for sale)
 - SWIP III (93 acres available for sale)
 - SWIP IV (44 acres available for sale)

OPTION 2 - CONSTRUCT BBC POND ONLY

- A. Inter-Fund borrowing from Recreation of \$295,948
- B. Repay over 20 years, 3.5% interest rate (annual debt service payment of approx. \$20,800)
-OR-
Repay over 15 years, 3.5% interest rate (annual debt service payment of approx. \$25,700)
- C. Prepay with land sale

OPTION 3 - CONSTRUCT SWIP III POND ONLY

- A. Inter-Fund borrowing from Recreation of \$124,516
- B. Repay over 20 years, 3.5% interest rate (annual debt service payment of approx. \$8,700)
-OR-
Repay over 15 years, 3.5% interest rate (annual debt service payment of approx. \$10,800)
- C. Prepay with land sale

OPTION 4 - DEFER BOTH



MEMORANDUM

To: BCDC Board

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

Subject: Approval for Funding New Position

Date: November 18, 2019

We are excited to begin our second year with Susan Cates leading Economic Development initiatives for our community. To continue our forward momentum, we are seeking approval to fund a new position to work with the BCDC Board, Recreation and Economic Development initiatives. We are bringing this to the Board at this time because we have identified a qualified candidate and believe she would be an asset to our organization.

Community Development Coordinator

This new position will be titled Community Development Coordinator with some primary responsibilities listed below:

- Coordinates official meetings for Brenham Community Development Corporation (BCDC) including preparation of agendas, board packets, and keeps clear and accurate records of BCDC meetings to prepare minutes;
- Responsible for monthly reports of business retention and expansion (BRE) activity
- Monitors economic development website and works with the website developer on updates and revisions
- Post to social media for the economic development organization following best practice guidelines of the City of Brenham
- Maintains records of all economic development incentive awards (i.e. tax phase-in) and participates in the annual compliance review of active incentive awards
- Works with Recreation staff to promote sports tourism and assists with special events
- Assists with grant writing for Recreation and Economic Development opportunities

Identification of Candidate

Susan Cates recently reconnected with a former co-worker from the City of Oak Ridge North, Sarah McClure. She worked as their Community Programs Coordinator & Director of Parks and Recreation. Sarah has experience in business outreach and retention, recreation and pool programming and grant writing. She is a graduate of the University of Missouri and holds a Bachelor of Science in Communication and Political Science, and Minor in Public Service and Leadership. She currently works for American Red Cross and has built a positive relationship with Tammy Jaster over the past few years. Tammy overwhelmingly recommends Sarah for this position and for our organization.

Funding for the Position

The Economic Development Director position (Susan Cates) is funded 100% from the Economic Development portion of BCDC revenues. We are asking the BCDC Board to consider allocating dollars from the Recreation portion of BCDC revenues for this position. The estimated base salary for this position is around \$65,000 with benefits of \$19,556 (payroll taxes of \$5,200, insurance of \$7,856, and retirement of \$6,500). With the BCDC Board's approval, we would like to move forward with the hiring process and bring Sarah McClure on board in January 2020.

Mr. James Fisher and I want to assure the BCDC Board that we will not be coming back to request additional funding from BCDC for personnel to support these efforts. We are confident that with Susan Cates and Sarah McClure, our priorities and initiatives can be achieved. Thank you for your consideration and let me or Mr. Fisher know if you have any questions or concerns prior to our meeting.



To: BCDC Board Members

From: Jeana Bellinger
City Secretary/Director of Administrative Services

Subject: Bid No. 19-006; Lease of Land for Hay Production

Date: November 18, 2019

The Brenham Business Center and the Southwest Industrial Park have been leased for hay production by Carey Council at a rate of \$12.00 per acre (\$2316.96 per year) for 193.08 acres.

Since the total acreage has changed slightly and this lease has not been bid out since 2016, staff thought it was a good time to put it out for bid to see if we could get a more competitive per acre rate. This bid was issued on October 21st and five (5) bid packets were mailed to interested bidders. The bid packet was also posted on the City's website.

On November 15th staff opened four (4) bids and the highest bid received was from Dustin Majewski at \$18.00 per acre (\$3,416.58 per year) for 189.81 acres. The final bid tabulation is attached to this memo for the Board's review.

It is staff's recommendation that the BCDC award Bid No. 19-006 for the lease of land for hay production in the Brenham Business Center and the Southwest Industrial Park, Section III, to Dustin Majewski in the amount of \$18.00 per acre. This lease will be for a period of one-year, with an option to renew for four (4) additional years, if all terms are agreed to by both parties.

If you have any questions, please don't hesitate to contact me.



Lease of Land for Hay Production

19-006 Bid Tabulation

BIDDERS	Preston Boenker	Bruce Kettler	Dustin Majewski
Price Per Acre	\$15.00	\$ 13.55	\$ 18.00
Total Annual Rent (189.81 acres)	\$2,847.15	\$ 2,571.93	\$ 3,416.58

BIDDERS	Carey Council		
Price Per Acre	\$ 12.00		
Total Annual Rent (189.81 acres)	\$ 2,277.72		