



**NOTICE OF A SPECIAL MEETING**  
**Brenham Community Development Corporation**  
**Thursday, June 18, 2020 @ 8:00 a.m.**  
**City Hall – Council Chambers**  
**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 Brenham Community Development Corporation’s Annual Budget for Fiscal Year 2020-21:**
  - A. **Economic Development**
  - B. **Main Street**
  - C. **Parks and Recreation**

**EXECUTIVE SESSION**

4. **Texas Government Code Section 551.072 Deliberation Regarding Real Property – Discussion and Deliberation on Project Aloha Regarding the Possible Sale of Real Property to a Business Prospect Seeking to Locate, Stay or Expand into the City of Brenham**
5. **Texas Government Code Section 551.072 Deliberation Regarding Real Property – Discussion and Deliberation on Project Roadie Regarding the Possible Sale of Real Property to a Business Prospect Seeking to Locate, Stay or Expand into the City of Brenham**

**RE-OPEN REGULAR SESSION**

6. **Discuss and Possibly Act Upon a Real Estate Contract Between Brenham Community Development Corporation (BCDC) and Project Aloha and Authorize the President to Negotiate and Execute Any Necessary Documentation**
7. **Discuss and Possibly Act Upon a Real Estate Contract Between Brenham Community Development Corporation (BCDC) and Project Roadie and Authorize the President to Negotiate and Execute Any Necessary Documentation**

**Adjourn**

***CERTIFICATION***

*I certify that a copy of the agenda of items to be considered by the Brenham Community Development Corporation (BCDC) on Thursday, June 18, 2020 was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Friday, June 12, 2020 at 1:30 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



## MEMORANDUM

To: BCDC Board and City Manager

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

Subject: Proposed BCDC Budget for FY20-21

Date: June 12, 2020

Attached are preliminary budget summaries for the BCDC FY20-21 budget along with memos from each department director detailing their funding requests for next fiscal year. Both Economic Development and Recreation are able to fund most of these requests with current year revenues without using fund balance reserves. Highlights of each budget summary are show below.

### Economic Development Budget Summary (Attachment A)

- Sales tax revenue decreased approximately 6.9% from FY20 to FY21 in anticipation of a gradual recovery in collections after the Covid-19 shutdown.
- In January 2020, the City began collecting sales tax on residential electric and gas customers. City Council designated this revenue for Economic Development activities. The projected FY21 budget is shown as a separate line item.
- No material change to on-going expenditures such as debt service, operations, marketing and Business Park maintenance.
- Interfund loan repayment #2 of 10 to Recreation side for funds borrowed to construct the detention ponds in FY20. (Repayment #1 was not included in FY20 adopted budget but was made in FY20.)
- Funding requests from Main Street and Economic Development departments total \$50,000, leaving a contingency balance of \$75,913.

### Recreation Budget Summary (Attachment B)

- Sales tax revenue decreased approximately 6.9% from FY20 to FY21 in anticipation of a gradual recovery in collections after the Covid-19 shutdown.
- Tier 1 funding requests from Aquatics, Parks and Recreation total \$1,019,500 leaving a contingency balance of \$114,145.
- Tier II funding requests from Aquatics and Parks total \$1,216,700 and are shown as unfunded at this time.

After reviewing this information, should you have any questions prior to the June 18<sup>h</sup> funding meeting, do not hesitate to contact me directly at 979-337-7566.

<b>Brenham Community Development Corp.</b>					
<b>Fiscal Year 2021 Proposed Budget - Economic Development</b>					
				<b>FY20B</b>	<b>FY21B</b>
<b>Budgeted/Projected Revenues:</b>					
Sales Tax				631,437	587,918
Residential Electric & Gas Sales Tax				32,333	31,072
Interest Income				5,250	5,250
Other Revenue (Hay Lease)				1,158	3,417
<b>Total Projected Revenues</b>				<b>670,178</b>	<b>627,657</b>
<b>Budgeted/Projected Expenses:</b>					
<b>Debt Service:</b>					
2010 Note Payable to City - Prin & Int (\$1M note-Weige Tract)				151,965	151,965
2017 Note Payable to City - Prin & Int (\$500K note-Gurrech Tract)				74,463	72,513
Interfund Loan Repayment (for Detention Pond Construction)				-	42,047
<b>Economic Development Activities:</b>					
Economic Development Operations				183,637	169,104
Economic Development Marketing & Business Retention/Expansion				26,000	36,115
<b>Business Park Maintenance:</b>					
Lawn Maintenance @ Business Parks				10,000	10,000
Street Lights Electrical				7,500	7,500
<b>Incentives for Existing Businesses:</b>					
Tempur-Sealy Performance Agreement Payment				40,000	-
Consulting, Engineering & Legal Fees				10,000	12,500
<b>Total Budgeted/Projected Expenses:</b>				<b>503,565</b>	<b>501,744</b>
<b>Amount Available for Funding</b>				<b>166,613</b>	<b>125,913</b>
<b>Projects Funded/Considered for Funding Allocation:</b>					
Main Street - Economic Impact & Innovation Grants				15,000	15,000
Main Street - Incentive Grants				10,000	10,000
Debt Service for Detention Ponds				80,000	-
Planning-Residential, Market St. Thoroughfare				-	25,000
<b>Contingency</b>				<b>61,613</b>	<b>75,913</b>
<b>Revenue Over/(Under) Expenditures</b>				<b>-</b>	<b>(0)</b>
<b>FUND BALANCE PROJECTION</b>					
	FY20 BEGINNING FUND BALANCE			114,369	
	FY20 SURPLUS/(DEFICIT)			(31,019)	
	FY20 ENDING FUND BALANCE			83,350	

<b>Brenham Community Development Corp.</b>						
<b>Fiscal Year 2021 Proposed Budget - Recreation</b>						
<b>Projected Revenues:</b>				<b>FY20B</b>	<b>FY21B</b>	
	Sales Tax			1,172,668	1,091,848	
	Interest Income			9,750	9,750	
<b>Total Projected Revenues</b>				<b>1,182,418</b>	<b>1,101,598</b>	
<b>Other Sources:</b>						
	Interfund Loan Repayment from Eco. Dev.			-	42,047	
<b>Projected Expenses:</b>						
	Consulting, Engineering & Legal Fees			10,000	10,000	
<b>Total Projected Expenses:</b>				<b>10,000</b>	<b>10,000</b>	
<b>Amount Available for Tier I Funding</b>				<b>1,172,418</b>	<b>1,133,645</b>	
<b>Projects Funded/Considered for Funding Allocation:</b>						
<b>Aquatics:</b>						
	FY20 Approved Projects (6)			231,500		
	FY21 Tier I Projects (7)				268,000	
<b>Parks:</b>						
	FY20 Approved Projects (10)			897,550		
	FY21 Tier I Projects (9)				742,500	
<b>Recreation:</b>						
	FY20 Approved Projects (3)			19,000		
	FY21 Tier I Projects (2)				9,000	
<b>Contingency</b>				<b>24,368</b>	<b>114,145</b>	
<b>Revenue Over/(Under) Expenditures</b>				<b>-</b>	<b>0</b>	
<b>Tier II Projects - Unfunded</b>						
	Aquatics FY21 Tier II Projects (5)				495,000	
	Parks FY21 Tier II Projects (9)				721,700	
<b>FUND BALANCE PROJECTION</b>						
	FY20 BEGINNING FUND BALANCE			746,177		
	FY20 SURPLUS/(DEFICIT)			(334,491)		
	FY20 ENDING FUND BALANCE			411,686		



**MEMORANDUM**

To: BCDC Board of Directors  
James Fisher, City Manager

From: Susan Cates, Director of Economic Development

Subject: Economic Development Request for FY 2021 Funding

Date: 6/12/2020

City of Brenham Economic Development respectfully submits the following funding request from Brenham Community Development Corporation for Fiscal Year 2021.

- Economic Development Operations..... \$169,104
  - Salary & Benefits
  - Memberships / Travel / Mileage
  - Office Operations / Telephone / IT
  - Local Sponsorships
- Economic Development Marketing ..... \$36,115
  - Business Retention & Expansion
  - Website
  - Marketing & Advertising
  - Subscriptions
    - Client Relationship Manager
    - Sales Tax Enhancement Service
    - Data & Demographics
- Residential & Market St. Thoroughfare Planning..... \$25,000
  - In partnership with Development Services, we would like to apply for a grant to fund the planning initiatives that were most strongly supported by the results of our Comprehensive Plan completed this year. The call for a deeper analysis of our residential housing to support further development in this area is a primary need for economic growth in the community. As TXDOT looks at construction that will impact Business 290 access to our central business district (CBD), Market Street will be impacted as the alternate route from US 290 to the CBD. This \$25,000 allocation will provide matching funds required for the grant.



**MEMORANDUM**

To: BCDC Board and City Manager  
From: Jennifer Eckermann  
Subject: Main Street Brenham Request for 2020-21 Funding  
Date: June 10, 2020

Main Street Brenham has funded only one grant request this year to-date, and due to COVID-19, we are only expecting one more request, both of which will be funded by Main Street raised funds.

In addition, Main Street created the COVID-19 Retail Assistance Grant to assist downtown businesses during this difficult time. Through two rounds of applications, we were able to fund 30 requests totaling \$24,500.

Our requests for funding in the coming year include:

**1. Economic Impact and Innovation Grant (EIIG): \$15,000**

Although it was determined this funding would not be needed this fiscal year, we would appreciate your assistance in being able to offer it again in the coming year.

In the past, the grant has helped businesses to meet codes, and are for projects that make these buildings more viable for years to come.

We are requesting the same \$15,000 in funding to match what Main Street is committed to offering.

**2. Incentive Grant Fund Match: \$10,000**

Main Street uses raised funds from events and programs to offer this grant for façade rehabilitation. We are requesting \$10,000 to match Main Street funding of this grant program.

We respectfully request funding of \$25,000 as a match for these two Main Street Grant opportunities.



To: BCDC Board of Directors

From: Dane Rau, Director of Public Works

Subject: Parks and Recreation FY20 Budget Requests

Date: June 11, 2020

Staff has identified the following Parks and Recreation projects for FY21 funding. Items in each section are listed in order of importance. **Note:** Tier I projects are priorities based on projected funds and Tier II projects are important but can be deferred if funds do not allow.

Blue Bell Aquatic Center (BBAC)

	<b>Fiscal Year</b>	<b>Description</b>	<b>Budget Request</b>
Tier I	2021	Replace Roof	\$73,500
	2021	Repaint Steel Beams & Replaster Competition Pool and add New Handicap Lift	\$101,000
	2021	Replace Landing Pads for Leisure Pool	\$8,500
	2021	Upgrade to Accu Tab & Acid Rite System	\$25,000
	2021	Refurbish Big Yellow Slide	\$30,000
	2021	Refurbish Banana Split Slide	\$20,000
	2021	Conceptual/Engineering Design – Phase II(a)	\$10,000
Tier II	2021	Replace/add Shade Structures	\$50,000
	2021	Replace Metal Furniture (final phase)	\$50,000
	2021	Sealant on Exterior Brick	\$30,000
	2021	Additional Aflex Inflatables	\$15,000
	2021	Modified Phase II(a)	\$350,000
<b>Budget Request for FY21 - Tier I</b>			\$268,000
<b>Budget Request for FY21 - Tier II</b>			\$495,000
<b>Total Budget Request for FY21</b>			\$763,000



Recreation

	<b>Fiscal Year</b>	<b>Description</b>	<b>Budget Request</b>
Tier 1	2021	Movies in the Park	\$4,000
	2021	Christmas Stroll Programming	\$5,000
<b>Total Recreation Request for FY21</b>			<b>\$9,000</b>

Parks

	<b>Fiscal Year</b>	<b>Description</b>	<b>Budget Request</b>
Tier I	2021	Renovations - Blinn Softball Field (deferred from 2020)	\$25,000
	2021	Add Playground - Jerry Wilson (deferred from 2020)	\$85,000
	2021	Improvements - Jerry Wilson Park	\$120,000
	2021	Replace Outfield Wall - Fireman's Field	\$80,000
	2021	Splashpad Phase II – Henderson Park	\$250,000
	2021	Covered Basketball Courts – Jackson Street Park	\$125,000
	2021	Resurface two (2) baseball fields with MasterTurf – Linda Anderson	\$27,500
	2021	Resurface two (2) tennis courts – Hasskarl	\$15,000
	2021	Sidewalk Repairs – Fireman’s Park	\$15,000
Tier II	2021	Bullpen Upgrades - Hohlt Park	\$22,000
	2021	Resurface Parking Lot - Linda Anderson	\$77,000
	2021	Phase I Improvements – Jackson Street Park	\$400,000
	2021	Turf Homeplate – Schulte Field	\$12,000
	2021	Repaint Iron Bridges – Henderson (2) & Hohlt	\$90,000
	2021	Liberty Wheelchair Swing	\$30,000
	2021	Paint Exterior and Phase II Horses – Carousel	\$33,200
	2021	Resurface two (2) baseball fields with MasterTurf – Linda Anderson	\$27,500
	2021	Repurpose Rock Restroom – Fireman’s Park	\$30,000
<b>Budget Request for FY21 - Tier I</b>			<b>\$742,500</b>
<b>Budget Request for FY21 - Tier II</b>			<b>\$721,700</b>
<b>Total Budget Request for FY21</b>			<b>\$1,464,200</b>

**Budget Request Tier I (Recreation, BBAC, Parks) \$1,019,500**

**Budget Request Tier II (Recreation, BBAC, Parks) \$1,216,700**

**Budget Request Tier I and Tier II (Recreation, BBAC, Parks) \$2,236,200**