



**NOTICE OF A REGULAR MEETING**  
**Brenham Community Development Corporation**  
**Thursday, June 16, 2022 @ 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 Minutes from the April 21, 2022 Regular Meeting and the May 27, 2022 and June 9, 2022 Special Meetings
4. Discussion and Update on Funding of Future Recreation and Economic Development Projects
5. Discuss and Possibly Act Upon the Brenham Community Development Corporation's Annual Budget for Fiscal Year 2022-23:
  - A. Economic Development
  - B. Tourism/Main Street
  - C. Parks and Recreation

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 16, 2022 was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Friday, June 10, 2022 at 11:10 A.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

## MINUTES

### BRENHAM COMMUNITY DEVELOPMENT CORPORATION

**April 21, 2022**

A regular meeting of the Brenham Community Development Corporation was held on Thursday, April 21, 2022 at City Hall, Conference Room 2A, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Darrell Blum, Bill Betts, John Hasskarl, Jim Kolkhorst, Ken Miller and Gary Crocker.

Board members absent were Charles Moser

City of Brenham staff members present were Carolyn Miller, Jeana Bellinger, Susan Cates, Dane Rau, Stacy Hardy, Tammy Jaster and Monique Breaux.

- 1. Vice Chairman Darrell Blum called the meeting to order**
- 2. Invocation and Pledges to the U.S. and Texas Flags**

#### WORK SESSION

- 3. Presentation and Training on the City of Brenham's Policies and Procedures for Advisory**

City Secretary Jeana Bellinger advised the Board that the Texas Attorney General has ruled that if the governing body is likely to rubber stamp an action or choice of an Advisory Board/Committee, the Board/Committee shall be considered an "*extension arm*" of the governmental body.

Bellinger explained that due to this ruling by the AG, board members are considered city officials and with that determination comes additional responsibility. In May 2021 Mayor Tate appointed a Council Subcommittee (Councilmembers Canales, Cook and Saunders) to review the city's policy on advisory boards and commissions. Bellinger stated that during the review of the policy, the subcommittee charged her office with communicating the changes to the policy to all boards as well as this required training.

Bellinger went over the following topics with the Board:

- 2022 Policy
- Texas Open Meetings Act
- The Basics of Parliamentary Procedure
- Conflict of Interest
- The Basics of Public Information

## REGULAR SESSION

### 4. Discuss and Possibly Act Upon the Approval of the Minutes from the January 20, 2022 Regular Meeting

A motion was made by John Hasskarl and seconded by Jim Kolkhorst to approve the minutes from the January 20, 2022 regular meeting.

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

<b>Chairman Charles Moser</b>	<b>Absent</b>
Vice Chairman Darrell Blum	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

### 5. Discuss and Possibly Act Upon FY2021-22 Second Quarter Financial Statements

Director of Finance – Stacy Hardy presented this item to the Board. Hardy explained the following details about the financial statements:

#### Sales Tax Revenue

- With five months of collections, sales tax revenues are trending above budget levels. October thru February collections were \$144,679 above budget.

#### Financial Statements – Fund 250

- **Economic Development:** Currently have an operating surplus of \$261,201 for the second quarter of FY22. This surplus is due in part to the sale of 2.787 acres in the Brenham Business Center to Brenham Kitchens and their contribution to the detention pond. All operating expenditures are within budget.
- **Recreation:** Ended the second quarter with an operating surplus of \$192,974 with seven (7) of the seventeen approved projects were completed as of March 31, 2022.

BCDC Capital Projects – Fund 252

- A fund balance of \$1,134,062 remains for the Brenham Family Park project expenditures. As of the end of the second quarter, the Texas Parks and Wildlife Grant of \$750,000 had not been received.

A motion was made by Gary Crocker and seconded by Jim Kolkhorst to approve the FY2021-22 second quarter financial report as presented.

Vice Chairman Blum for a vote. The motion passed with the Board voting as follows:

<b>Chairman Charles Moser</b>	<b>Absent</b>
Vice Chairman Darrell Blum	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

The Board convened into Executive Session at 7:50 a.m.

**EXECUTIVE SESSION**

**6. Texas Government Code Section 551.072 - Real Property: Deliberation Regarding the Possible Sale, Exchange, Transfer and/or Acquisition of Real Property in the City of Brenham**

Executive Session adjourned at 7:58 a.m.

**RE-OPEN REGULAR SESSION**

**7. Board and Staff Updates**

- **Administration**
  - City Manager Carolyn Miller reminded the Board of the upcoming budget meeting, scheduled for June 16<sup>th</sup>.
- **Parks and Recreation**
  - Dane Rau, Director of Public Works, gave an update on various park projects.
- **Economic Development**
  - Susan Cates, Economic Development Director, provided an update on two projects: The Welcome Group and Industrial Rig Lighting, Inc.

The meeting was adjourned.

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Darrell Blum  
Vice Chairman

**ATTEST:**

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Jean Bellinger, TRMC, CMC  
City Secretary/BCDC Secretary

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## MINUTES

### BRENHAM COMMUNITY DEVELOPMENT CORPORATION

May 27, 2022

A special meeting of the Brenham Community Development Corporation was held on Friday, May 27, 2022 at City Hall, Conference Room 2A, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Charles Moser, Darrell Blum, John Hasskarl, Jim Kolkhorst, Ken Miller and Gary Crocker.

Board members absent were Bill Betts.

City of Brenham staff members present were Carolyn Miller, Jeana Bellinger, Susan Cates, Stephanie Doland and Monique Breaux.

Others present were Mayor Milton Tate and Councilmember Atwood Kenjura.

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

#### REGULAR SESSION

- 3. Discuss and Possibly Act Upon a Professional Services Agreement with Hodde & Hodde Land Surveying, Inc. Related to Surveying and Platting Services in the Brenham Business Center and Authorize the President to Execute Any Necessary Documentation**

City Secretary Jeana Bellinger advised that at the April 21, 2022 BCDC meeting the Board approved a land swap with the City of Brenham for a 5-acre tract in the Brenham Business Center for a new fire station. Bellinger explained that when Jon Hodde began the surveying work for the 5-acre tract, he discovered that Handley Street had never been platted. Bellinger said that in order to correct the platting issues with Handley Street, she asked Hodde to provide a quote for the survey of the 5-acres and platting of Handley Street along with the of the northern 6.4 acre tract.

Bellinger stated that the cost to provide the surveying and platting service is \$11,500 with a +/- contingency of 15% due to the costs of the filing fees and the title report (these will be billed on actual costs).

A motion was made by Jim Kolkhorst and seconded by John Hasskarl to approve a Professional Services Agreement with Hodde & Hodde Land Surveying, Inc. related to surveying and platting services in the Brenham Business Center, as presented, and authorize the President to execute any necessary documentation.

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

Chairman Charles Moser	Yes
Vice Chairman Darrell Blum	Yes
<b>Board Member Bill Betts</b>	<b>Absent</b>
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

The Board convened into Executive Session at 7:35 a.m.

#### **EXECUTIVE SESSION**

- 4. Texas Government Code Section 551.087 Economic Development Negotiations - Deliberation Regarding Incentives for Economic Development Purposes and the Possible Offer of a Financial or Other Incentive to Project Stones Throw, a Business Seeking to Locate, Stay or Expand in the City of Brenham, Texas**
- 5. Texas Government Code Section 551.087 Economic Development Negotiations - Deliberation Regarding Incentives for Economic Development Purposes and the Possible Offer of a Financial or Other Incentive to Project Color Guard, a Business Seeking to Locate, Stay or Expand in the City of Brenham, Texas**

Executive Session adjourned at 8:27 a.m.

#### **RE-OPEN REGULAR SESSION**

- 6. Discuss and Possibly Act Upon Incentives for Economic Development Purposes and the Possible Offer of a Financial or Other Incentive to Project Stones Throw, a Business Seeking to Locate, Stay or Expand in the City of Brenham, Texas and Authorize the President to Execute Any Necessary Documentation**

A motion was made by Jim Kolkhorst and seconded by Gary Crocker to approve the land sale and other economic development incentives to Project Stones Throw, as discussed in Executive Session, and authorize the President to execute any necessary documentation.

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

Chairman Charles Moser	Yes
Vice Chairman Darrell Blum	Yes
<b>Board Member Bill Betts</b>	<b>Absent</b>
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes



**7. Discuss and Possibly Act Upon Incentives for Economic Development Purposes and the Possible Offer of a Financial or Other Incentive to Project Color Guard, a Business Seeking to Locate, Stay or Expand in the City of Brenham, Texas and Authorize the President to Execute Any Necessary Documentation**

No action was taken on this item.

**8. Board and Staff Updates**

➤ **Economic Development**

Economic Development Director Susan Cates Provided an update on the following:

- **Industrial Rig Lighting, Inc.** – Currently having survey and plat work completed for the required right-of-way for the expansion of Jake Pickle Drive. Should go to P&Z in June.
- **The Welcome Group** – Still in negotiations.
- **Project Black Spot** – Signed an agreement with Market Square. Waiting on the construction of Ryan Street to be completed.

➤ **Administration**

City Manager Carolyn Miller reminded the Board that the next BCDC meeting was scheduled for June 16<sup>th</sup>.

The meeting was adjourned.

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Charles Moser  
Chairman

**ATTEST:**

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Jeana Bellinger, TRMC, CMC  
City Secretary/BCDC Secretary

## MINUTES

### BRENHAM COMMUNITY DEVELOPMENT CORPORATION

June 9, 2022

A special meeting of the Brenham Community Development Corporation was held on Thursday, June 9, 2022 at City Hall, Conference Room 2A, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Darrell Blum, John Hasskarl, Bill Betts, Jim Kolkhorst, Ken Miller and Gary Crocker.

Board members absent were Charles Moser.

City of Brenham staff members present were Carolyn Miller, Jeana Bellinger, Susan Cates and Monique Breaux.

Others present were Mayor Milton Tate and Councilmember Atwood Kenjura.

#### **1. Vice Chairman Darrell Blum called the meeting to order**

The Board convened into Executive Session at 7:30 a.m.

#### **EXECUTIVE SESSION**

- 2. Texas Government Code Section 551.087 Economic Development Negotiations - Deliberation Regarding Incentives for Economic Development Purposes and the Possible Offer of a Financial or Other Incentive to Project Color Guard, a Business Seeking to Locate, Stay or Expand in the City of Brenham, Texas**

Executive Session adjourned at 7:42 a.m.

#### **RE-OPEN REGULAR SESSION**

- 3. Discuss and Possibly Act Upon Incentives for Economic Development Purposes and the Possible Offer of a Financial or Other Incentive to Project Color Guard, a Business Seeking to Locate, Stay or Expand in the City of Brenham, Texas and Authorize the President to Execute Any Necessary Documentation**

A motion was made by Jim Kolkhorst and seconded by Bill Betts to approve the land sale to Project Color Guard, as discussed in Executive Session, and authorize the President to execute any necessary documentation.

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

<b>Chairman Charles Moser</b>	<b>Absent</b>
Vice Chairman Darrell Blum	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

The meeting was adjourned.

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Darrell Blum  
Vice Chairman

**ATTEST:**

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Jeana Bellinger, TRMC, CMC  
City Secretary/BCDC Secretary



## MEMORANDUM

To: BCDC Board

From: Carolyn Miller, City Manager

Subject: Funding of Future Recreation and Economic Development Projects

Date: June 10, 2022

In the past, consistently strong sales tax revenue has allowed BCDC to fund many impactful projects for both the Economic Development and Recreation sides of the budget. Although a large amount of each year's revenue is allocated for worthwhile projects, we have strived to take a conservative approach when presenting funding decisions to the Board. Each year we leave a certain amount of available revenues unallocated or designated as "contingency". This approach, along with cost savings realized on completed projects, has allowed both Economic Development and Recreation to build healthy fund balances which provide financial stability, allow flexibility to fund unanticipated projects, and present the opportunity to set aside funds for future projects.

### Economic Development

**Fund Balance Reserves** – At the end of FY22, fund balance reserves for Economic Development are projected to be \$1,174,951. Anticipated land sales in FY23 will contribute to an even more favorable fund balance. Looking to the future, it will be important to maintain and even grow fund balance reserves so that they may be used to accomplish several identified Economic Development priorities and take advantage of opportunities that may arise such as:

- Infrastructure improvements in existing business parks (utilities for Gurrech tract, Jake Pickle Dr. extension, etc.).
- Payoff of existing debt for previous land acquisitions to eliminate annual debt payments.
- Acquisition of additional business park land.

### Recreation

**Fund Balance Reserves** – At the end of FY22, fund balance reserves for Recreation are projected to be \$1,571,702. In the last several years, BCDC has consistently funded \$1.0 to \$1.2 million in parks, aquatics and recreation projects while still growing fund balance reserves through strong sales tax revenues, cost savings on approved projects, and allowing contingency or unallocated revenues to go unspent. In addition to funding projects for our existing parks and aquatics programs, BCDC has also been able to allocate funds for infrastructure improvements and Phase 1(a) of the Brenham Family Park (see next paragraph). While there are numerous projects identified in the parks and aquatics long range plans, City staff along with the Parks & Recreation Board prioritize the projects each year and request funding with a conservative approach so that a healthy fund balance remains and is available for unanticipated projects or priorities that may arise.

**Funds Set Aside for Brenham Family Park** – Beginning in fiscal year 2014, BCDC began allocating funds for Brenham Family Park. To date, BCDC has contributed \$1,598,849 for Phase 1(a) of the park and of this amount, \$1,130,378 remains to be spent. See table below for details.

	Allocated	Spent	Remaining
FY14 - Brenham Family Park Infrastructure Costs	\$ 657,000	\$ (253,607)	\$ 403,393
FY14 - Brenham Family Park Title Policy Costs	6,877	(6,877)	-
FY17 - Brenham Family Park Master Plan	46,442	(46,442)	-
FY19 - Brenham Family Park Grant Match	500,000	(133,063)	366,937
FY21 - Archaeological Study & Addtl Engineering	106,030	(10,982)	95,048
FY21 - Environmental Assessment	17,500	(17,500)	-
FY22 - Brenham Family Park Infrastructure Costs	265,000	-	265,000
	<u>\$ 1,598,849</u>	<u>\$ (468,471)</u>	<u>\$ 1,130,378</u>

With these BCDC funds and the Texas Parks and Wildlife grant of \$750,000, Phase 1(a) of Brenham Family Park should be fully funded. Preparing for the next phase of the park, in the FY23 budget, the City is requesting \$520,000 from BCDC to fund an all-inclusive playground and \$26,000 for a disc golf course. Additional items that have been identified for possible future funding decisions include a picnic pavilion area, site and trail amenities, boardwalk and kayak launch, and phase 2 of the all-inclusive playground.

After reviewing this information, should you have any questions prior to the June 16<sup>th</sup> funding meeting, do not hesitate to contact me directly at 979-337-7590.



## MEMORANDUM

To: BCDC Board and City Manager

From: Stacy Hardy, Director of Finance

Subject: Proposed BCDC Budget for FY22-23

Date: June 10, 2022

Attached are preliminary budget summaries for the BCDC FY22-23 budget along with memos from each department director detailing their funding requests for next fiscal year. Highlights of each budget summary are show below.

### Economic Development Budget Summary (Attachment A)

- Sales tax revenue increased approximately 5% over the FY22 amended budget. This falls below FY22 projected collections but anticipating that FY22 sales tax collections may not be sustainable, a conservative approach was taken for FY23 revenue estimates.
- Per the January 2021 interlocal agreement between the City and Washington County, the Brenham Washington County Development Organization (BWEDO) will continue to contribute \$100,000 annually to Economic Development activities.
- Anticipated revenue from land sales and detention pond contributions for 3 transactions that have either closed or are under contract are reflected in the amended FY22 budget.
- No significant change to the on-going expenditures of debt service, marketing, and Business Park maintenance, but the addition of one part time position is being requested to support operations.
- Interfund loan repayment #4 of 10 to Recreation side for funds borrowed to construct the detention ponds in FY20.
- Expenditure of \$150,000 for incentive payment to Project Black Spot.
- Total budget request totals \$902,327, resulting in the use of \$43,687 of fund balance reserves in FY23.
- *Not shown in the FY23 budget is the potential sale of land for Project Stones Throw and Project Color Guard. With the proceeds of the Project Stones Throw sale, BCDC will have the opportunity to pay off the 2010 note payable to the Electric Fund for the Weige tract in SWIP III. This would significantly reduce debt service payments in future years.*

Recreation Budget Summary (Attachment B)

- Sales tax revenue increased approximately 5% over the FY22 amended budget. This falls below FY22 projected collections but anticipating that FY22 sales tax collections may not be sustainable, a conservative approach was taken for FY23 revenue estimates.
- Tier 1 funding requests from Aquatics and Parks total \$1,233,062 leaving a contingency balance of \$148,661.
- Tier II funding requests from Parks total \$771,000 and are shown as unfunded at this time.

After reviewing this information, should you have any questions prior to the June 16<sup>th</sup> funding meeting, do not hesitate to contact me directly at 979-337-7570.

<b>Brenham Community Development Corp.</b>						
<b>Fiscal Year 2023 Proposed Budget - Economic Development</b>						
				<b>FY22 Amended Budget</b>	<b>FY23 Budget</b>	
<b>Budgeted/Projected Revenues:</b>						
Sales Tax				669,525	724,650	
Residential Electric & Gas Sales Tax				26,307	28,473	
Washington County-BWEDO Contribution				100,000	100,000	
Sale of Land/Detention Contributions				482,850	-	Note A
Interest Income				2,100	2,100	
Other Revenue (Hay Lease)				3,417	3,417	
<b>Total Projected Revenues</b>				<b>1,284,199</b>	<b>858,640</b>	
<b>Budgeted/Projected Expenses:</b>						
<b>Debt Service:</b>						
2010 Note Payable to City - Prin & Int (\$1M note-Weige Tract)				151,966	151,965	
2017 Note Payable to City - Prin & Int (\$500K note-Gurrech Tract)				70,563	73,613	
Interfund Loan Repayment (for Detention Pond Construction)				42,047	42,047	
<b>Economic Development Activities:</b>						
Economic Development Operations				282,250	326,114	
<i>Economic Development Operations-addition of 1 part-time position</i>				-	<i>19,393</i>	
Economic Development Marketing				56,595	46,400	
<b>Business Park Maintenance:</b>						
Lawn Maintenance @ Business Parks				12,500	12,500	
Street Lights Electrical				7,295	7,295	
Consulting, Engineering & Legal Fees				12,500	22,000	
<b>Programs &amp; Partnerships</b>						
Main Street - Economic Impact & Innovation Grants				15,000	30,000	
Main Street - Incentive Grants				20,000	21,000	
Main Street - Retail Incubator				15,000	-	
Hwy 290 Construction Resiliency Planning				25,000	-	
Project Black Spot Incentive				-	150,000	
<b>Total Budgeted/Projected Expenses:</b>				<b>710,716</b>	<b>902,327</b>	
<b>Amount Remaining for Contingency</b>				<b>573,483</b>	<b>-</b>	
<b>Revenue Over/(Under) Expenditures</b>				<b>-</b>	<b>(43,687)</b>	
<b>Note A - The sale of land is currently being negotiated for Project Stones Throw (\$994,500) and Project Color Guard (\$450,000).</b>						
<b>FUND BALANCE PROJECTION</b>						
	BEGINNING FUND BALANCE			402,557	1,174,951	
	SURPLUS/(DEFICIT)			772,394	(43,687)	
	ENDING FUND BALANCE			1,174,951	1,131,264	



<b>Brenham Community Development Corp.</b>				
<b>Fiscal Year 2023 Proposed Budget - Recreation</b>				
			<b>FY22 Amended Budget</b>	<b>FY23 Budget</b>
<b>Projected Revenues:</b>				
Sales Tax			1,243,403	1,345,776
Interest Income			3,900	3,900
<b>Total Projected Revenues</b>			<b>1,247,303</b>	<b>1,349,676</b>
<b>Other Sources:</b>				
Interfund Loan Repayment from Eco. Dev.			42,047	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>1,279,350</b>	<b>1,381,723</b>
<b>Projects Funded/Considered for Funding Allocation:</b>				
<b>Aquatics:</b>				
FY22 Tier I Projects (5)			383,045	
FY23 Tier I Projects (10)				451,136
<b>Parks:</b>				
FY22 Tier I Projects (11)			750,696	
FY23 Tier I Projects (5)				777,926
<b>Recreation:</b>				
FY22 Tier I Projects (2)			19,000	
FY23 Tier I Projects (1)				4,000
<b>Amount Remaining for Contingency</b>			<b>126,609</b>	<b>148,661</b>
<b>Revenue Over/(Under) Expenditures</b>			<b>-</b>	<b>-</b>
<b>Tier II Projects - Unfunded</b>				
Parks FY23 Tier II Projects (1)				771,000
<b>FUND BALANCE PROJECTION</b>				
BEGINNING FUND BALANCE			873,846	1,571,702
SURPLUS/(DEFICIT)			697,857	-
ENDING FUND BALANCE			1,571,702	1,571,702



**MEMORANDUM**

To: BCDC Board of Directors  
Carolyn Miller, City Manager

From: Susan Cates, Director of Economic Development

Subject: Economic Development Request for FY 2023 Funding

Date: June 8, 2022

Brenham | Washington County Economic Development respectfully submits the following funding request from Brenham Community Development Corporation for Fiscal Year 2023. This budget reflects the County investment of \$100,000 per year for economic development. The following items are annual operations expenditures.

- Operations ..... \$345,507
  - Salary & Benefits (2.5 staff)
  - Memberships / Travel / Mileage
  - Office Operations / Telephone / IT
  - Postage / Printing
  - Service Contracts
    - Sales Tax Enhancement Service
    - Client Relationship Manager
- Marketing..... \$46,400
  - Business Retention & Expansion
  - Website
    - Data & Demographics
    - Property Listing Service
  - Print & Web-based Advertising
- Programs & Partnerships..... \$201,000
  - Main Street EIIG and Incentive matching grant funding (see memo from Jennifer Eckermann), \$51,000
  - Project Black Spot Incentive, \$150,000
- Business Park Maintenance ..... \$19,795
- Professional Services..... \$22,000
  - Legal fees, \$7,500

- Audit / Consultant Fees
  - Engineering & Appraisal Fees, \$6,000
  - EcoDev Meeting Facilitator, \$4,000
  - Planning Consultant for Market St. Grant Match, \$4,500

The amended budget for FY2022 was \$710,716. **The proposed FY2023 Budget is \$902,327**, an increase of \$191,611 which includes the one-time expense of the Project Black Spot incentive.

The Contingency Fund Balance is estimated at \$1,174,951 at the end of FY22 with projected land sales adding approximately \$1,444,500 to that balance. The following items may be considered for possible funding from Contingency:

- Engineering and Design for the extension of Jake Pickle Road in Southwest Industrial Park to complete the infrastructure for that business park, \$150,000;
- Engineering analysis for R56333 and R48138, a topographically challenging 88.76-acre tract in Brenham Business Center;
- Pay off existing debt for previous land acquisition;
- Acquisition of additional land for industrial development.



**MEMORANDUM**

To: BCDC Board and City Manager  
From: Jennifer Eckermann  
Subject: Main Street Brenham Request for 2022-2023 Funding  
Date: June 10, 2022

Downtown Brenham is bustling with activity. We're fortunate that both new and long-time property and business owners are planning renovations to old and historic properties that will generate increased traffic and sales tax. Presently, Main Street is working with eight current and future project applicants, and we're excited to continue the grant programs we offer with the help of BCDC.

Our requests for funding in the coming year include:

- 1. Economic Impact and Innovation Grant (EIIG) Match: \$30,000**  
This grant began as an opportunity to assist businesses that would help a destination business decide to locate in Downtown Brenham. This year, Main Street – seeing a need to assist companies in meeting code requirements, such as fire suppression and ADA entrances and bathrooms – decided to add this as a focus of the grant.

This request matches a Main Street contribution up to \$15,000.

We currently have two approved grants, one submitted for consideration, and we expect to receive two more. We request \$30,000 in funding for the EIIG for 2022-2023.

- 2. Incentive Grant Fund Match: \$21,000**  
Main Street uses raised funds from events and programs to offer this grant for façade rehabilitation. Due to the expected increase in grant requests in the coming year, we request \$21,000 in funding for this program.

We respectfully request funding of \$51,000 for these much-needed Main Street grant programs.



To: Brenham Community Development Corporation

From: Dane Rau, Director of Public Works

Subject: Parks and Recreation FY23 BCDC Budget Requests

Date: June 9, 2022

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Staff identified the following Parks and Recreation projects for FY23 Brenham Community Development Corporation (BCDC) funding.

The projects are broken out into Tier I and Tier II items. The only Tier II item is upgrading to turf infields at the Hohlt Park softball 4-plex. Staff received two quotes with two different scopes of work due to sub-base/drainage options. We have increased the dollar amount of this item from what was presented at Parks Board due to a better product and accounting for engineering and bid documents. Because this project would provide a more consistent and playable surface for tournament usage, we would like the board to consider allocating funds for this Tier II request and the Tier I items in FY23. If this option is chosen, BCDC would need to utilize \$622,339 of reserves, as current year revenues will only cover Tier I items. We will be glad to discuss this project in more detail at the meeting and will have a slide show of all the proposed projects.

Thank you for your consideration and making our Parks and Recreation facilities what they are today.

#### Blue Bell Aquatic Center (BBAC)

	<b>Fiscal Year</b>	<b>Description</b>	<b>Budget Request</b>
Tier I	2023	REFURBISH MEN/WOMEN LOCKER ROOM	208,000
	2023	LIGHTS FOR COMPETITION & THERAPY POOL	31,200
	2023	DOOR CARD READER	39,520
	2023	UPDATE SOUND SYSTEM & ADD DISPLAYS	47,616
	2023	REPLACE LEISURE POOL SAND FILTER	12,480
	2023	REPLACE TOUCH PADS	20,800
	2023	REFURBISH MINI PLAYSCAPE (IN WATER)	10,400
	2023	REFURBISH EPOXY/VINYL FENCE	10,400
	2023	SEALANT ON EXTERIOR BRICK (PHASE II)	55,120
	2023	ADD AFLEX INFLATABLES	15,600
<i>Aquatic Budget Request for FY23</i>			<b>451,136</b>



Parks and Recreation

	<b>Fiscal Year</b>	<b>Description</b>	<b>Budget Request</b>
Tier I	2023	REFURBISH EXISTING EQUIPMENT AT SKATE PARK	31,926
	2023	PLAY FOR ALL EQUIPMENT (PHASE I) - BRENHAM FAMILY PARK	520,000
	2023	REPAINT IRON BRIDGES (PHASE II)	100,000
	2023	ADD DISC GOLF COURSE - BRENHAM FAMILY PARK	26,000
	2023	HOHLT PARK NATURE TRAIL ADD-ON	100,000
	2023	MOVIES IN THE PARK	4,000
Tier II	2023	TURF FOUR (4) SOFTBALL FIELDS - HOHLT PARK (PHASE I)	771,000
<i>Parks and Recreation Budget Request for FY23 – Tier I</i>			781,926
<i>Parks (Turf Fields) FY23 – Tier II</i>			771,000

Total Budget Request for FY23 (Parks, Recreation, Aquatics)– Tier I 1,233,062

Total Budget Request for FY23 (Parks/Turf Fields)– Tier II 771,000

Total Budget Requests for FY23 (Tier I and Tier II) 2,004,062