



**NOTICE OF A SPECIAL MEETING**  
**Brenham Community Development Corporation**  
**Thursday, July 6, 2023 @ 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. **Discuss and Possibly Act Upon the Brenham Community Development Corporation’s Annual Budget for Fiscal Year 2023-24:**
  - A. **Economic Development and Main Street**
  - B. **Parks and Recreation**

**EXECUTIVE SESSION**

3. **Texas Government Code, Section 551.071 - Consultation with Attorney and Texas Government Code, Section 551.072 – Deliberation Regarding Real Property – Consultation with Legal Counsel and Deliberation Regarding the Possible Sale, Exchange, Transfer and/or Acquisition of Real Property and Associated Matters Concerning Project Deer in the Southwest Industrial Park, Section III, in the City of Brenham, Texas**
4. **Texas Government Code, Section 551.071 - Consultation with Attorney and Texas Government Code, Section 551.072 – Deliberation Regarding Real Property – Consultation with Legal Counsel and Deliberation Regarding the Possible Sale, Exchange, Transfer and/or Acquisition of Real Property and Associated Matters Concerning Project Color Guard in the Southwest Industrial Park, Section III, in the City of Brenham, Texas**

**RE-OPEN REGULAR SESSION**

5. **Discuss and Possibly Act Upon the Possible Sale, Exchange, Transfer and/or Acquisition of Real Property and Associated Matters Concerning Project Deer in the Southwest Industrial Park, Section III, in the City of Brenham, Texas and Authorize the President to Negotiate and Execute Any Necessary Documentation**
6. **Discuss and Possibly Act Upon the Possible Sale, Exchange, Transfer and/or Acquisition of Real Property and Associated Matters Concerning Project Color Guard in the Southwest Industrial Park, Section III, in the City of Brenham, Texas 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, July 6, 2023 was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Saturday, July 1, 2023 at 12:00 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: Stacy Hardy, Director of Finance

Subject: Proposed BCDC Budget for FY23-24

Date: June 30, 2023

Attached are preliminary budget summaries for the BCDC FY23-24 budget along with memos from each department director detailing their funding requests for the next fiscal year. Highlights of each budget summary are shown below.

### Economic Development Budget Summary (Attachment A)

- Sales tax revenue increased approximately 14% over the FY23 budget. This includes the anticipated addition of two major sales tax contributors for FY24 – Academy and Chick-fil-A.
- 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 the continuation of the Irby Land Lease contributes \$137,375 to the FY24 budget.
- No significant change to the on-going expenditures of debt service, operations, marketing, and Business Park maintenance.
- Interfund loan repayment #5 of 10 to Recreation side for funds borrowed to construct the detention ponds in FY20.
- There is a request added in FY24 for an administrative support reimbursement to the City's General Fund for \$6,000 (\$500/month).
- Expenditure of \$150,000 for incentive payment to Chick-Fil-A has been re-budgeted for FY24.
- An estimated expenditure of \$59,100 for the sales tax reimbursement incentive payment to Academy has been budgeted for FY24.
- The James Nutt Blvd. sewer extension in the Brenham Business Center began in FY23 and will be completed in FY24.
- The engineering and design for the Blue Bell Road extension was approved by BCDC at their January 2023 meeting and is included in the FY24 budget at \$118,000.
- Budgeted expenditures total \$1,856,860, resulting in the use of \$708,381 of reserves in FY24, leaving an ending fund balance of \$1,270,453.
- *Not shown in the FY24 budget is the potential re-purchase of land from Brenham Kitchens (\$139,350) and Welcome Group (\$333,066). Fund balance would need to be utilized for these re-purchases.*

Recreation Budget Summary (Attachment B)

- Sales tax revenue increased approximately 14% over the FY23 budget. This includes the anticipated addition of two major sales tax contributors for FY24 – Academy and Chick-fil-A.
- Funding requests from Aquatics total \$275,000.
- Funding requests from Parks total \$879,780.
- Funding requests from Recreation total \$4,000
- Funding request for Parks, Recreation & Aquatics operational support of \$400,000.
- If all requests are approved, a balance of \$84,012 will remain in contingency and fund balance reserves for Recreation are projected to be \$957,329.

After reviewing this information, should you have any questions prior to the July 6<sup>th</sup> funding meeting, you may reach out to Carolyn Miller at 979-337-7590. Thank you.

| <b>Brenham Community Development Corp.</b>  |                        |  |                        |                  |
|---|------------------------|--|------------------------|------------------|
| <b>Fiscal Year 2024 Proposed Budget - Economic Development</b>  |                        |  |                        |                  |
|   |                        |  | FY23 Amended<br>Budget | FY24 Budget      |
| <b>Budgeted/Projected Revenues:</b>   |                        |  |                        |                  |
| Sales Tax   |                        |  | 724,650                | 826,805          |
| Residential Electric & Gas Sales Tax  |                        |  | 28,473                 | 37,700           |
| Washington County-BWEDO Contribution  |                        |  | 100,000                | 100,000          |
| Interest Income   |                        |  | 2,100                  | 43,750           |
| Other Revenue (Irby Land Lease)   |                        |  | 137,375                | 137,375          |
| Other Revenue (Hay Lease)   |                        |  | 3,417                  | 2,849            |
| <b>Total Projected Revenues</b>   |                        |  | <b>996,015</b>         | <b>1,148,479</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)  |                        |  | 73,613                 | 71,500           |
| Interfund Loan Repayment (for Detention Pond Construction)  |                        |  | 42,047                 | 42,047           |
| <b>Economic Development Activities:</b>   |                        |  |                        |                  |
| Economic Development Personnel  |                        |  | 276,790                | 219,889          |
| Administrative Support Reimbursement to City General Fund   |                        |  | -                      | 6,000            |
| Economic Development Operations   |                        |  | 59,624                 | 55,464           |
| Economic Development Marketing & BRE  |                        |  | 46,400                 | 41,600           |
| <b>Business Park Maintenance:</b>   |                        |  |                        |                  |
| Lawn Maintenance @ Business Parks   |                        |  | 12,500                 | 17,500           |
| Street Lights Electrical  |                        |  | 7,295                  | 7,295            |
| Consulting, Engineering & Legal Fees  |                        |  | 22,000                 | 37,500           |
| <b>Programs &amp; Partnerships</b>  |                        |  |                        |                  |
| Main Street - Economic Impact & Innovation Grants   |                        |  | 30,000                 | 30,000           |
| Main Street - Incentive Grants  |                        |  | 21,000                 | 21,000           |
| Chick-fil-A Incentive - rebudgeted for FY24   |                        |  | 150,000                | 150,000          |
| Academy Sales Tax Reimbursement   |                        |  | -                      | 59,100           |
| Blue Bell Road Extension-Engineering & Design   |                        |  | -                      | 118,000          |
| James Nutt Blvd.-Sewer extension-Brenham Business Center  |                        |  | 55,000                 | 828,000          |
| Utility Extension - Gurrech tract   |                        |  | -                      | -                |
| <b>Total Budgeted/Projected Expenses:</b>   |                        |  | <b>948,234</b>         | <b>1,856,860</b> |
| <b>Amount Remaining for Contingency</b>   |                        |  | -                      | -                |
| <b>Revenue Over/(Under) Expenditures</b>  |                        |  | <b>47,781</b>          | <b>(708,381)</b> |
| <p>Note A - Reimburse the City's General Fund for administrative support \$500/mo. X 12 months</p> <p>Note B - Engineering &amp; design costs only (\$118,000) approved at 1/26/23 BCDC meeting.</p> <p>Note C - BBC Sewer Extension = \$883,000, FY23 engineering \$55,000, FY24 engineering &amp; construction \$828,000.</p> <p>Note D - In-house costs to extend utilities (\$45,564) was approved at the 1/26/23 BCDC meeting. If upsizing of sewer line is required, the cost would increase by approximately \$100,000. Project on hold pending final location of CGG.</p> |                        |  |                        |                  |
| <b>FUND BALANCE PROJECTION</b>  |                        |  |                        |                  |
|   | BEGINNING FUND BALANCE |  | 1,223,440              | 1,978,834        |
|   | SURPLUS/(DEFICIT)      |  | 755,394                | (708,381)        |
|   | ENDING FUND BALANCE    |  | 1,978,834              | 1,270,453        |

| <b>Brenham Community Development Corp.</b>   |  |  |                            |                    |
|--|--|--|----------------------------|--------------------|
| <b>Fiscal Year 2024 Proposed Budget - Recreation</b>   |  |  |                            |                    |
|  |  |  | <b>FY23 Amended Budget</b> | <b>FY24 Budget</b> |
| <b>Projected Revenues:</b>   |  |  |                            |                    |
| Sales Tax  |  |  | 1,345,776                  | 1,535,495          |
| Interest Income  |  |  | 3,900                      | 81,250             |
| <b>Total Projected Revenues</b>  |  |  | <b>1,349,676</b>           | <b>1,616,745</b>   |
| <b>Other Sources:</b>  |  |  |                            |                    |
| Interfund Loan Repayment from Eco. Dev.  |  |  | 42,047                     | 42,047             |
| <b>Projected Expenses:</b>   |  |  |                            |                    |
| Consulting, Engineering, Legal & Admin Fees  |  |  | 10,000                     | 10,000             |
| <b>Administrative Support Reimbursement to City General Fund</b>   |  |  | <b>-</b>                   | <b>6,000</b>       |
| <b>Total Projected Expenses:</b>   |  |  | <b>10,000</b>              | <b>16,000</b>      |
| <b>Amount Available for Funding</b>  |  |  | <b>1,381,723</b>           | <b>1,642,792</b>   |
| <b>Projects Considered for Funding Allocation:</b>   |  |  |                            |                    |
| <b>Aquatics:</b>   |  |  |                            |                    |
| FY23 Projects (10)   |  |  | 451,136                    |                    |
| FY24 Projects (3):   |  |  |                            |                    |
| Indoor and Outdoor Sound System Update   |  |  |                            | 75,000             |
| Therapy Pool Restroom Refurbishment  |  |  |                            | 125,000            |
| Door Replacements-Chemical Room & Exterior Door  |  |  |                            | 75,000             |
|  |  |  |                            | 275,000            |
| <b>Parks:</b>  |  |  |                            |                    |
| FY23 Projects (6)  |  |  | 1,647,944                  |                    |
| FY24 Projects (10):  |  |  |                            |                    |
| Jackson St. Park Improvements Phase I  |  |  |                            | 715,280            |
| Hohlt Restroom Ventilation Enhancements  |  |  |                            | 50,000             |
| Owsley Playground Surface Repairs  |  |  |                            | 15,000             |
| Turf Mounds & Home plate (Schroeder & Dallmeyer)   |  |  |                            | 27,500             |
| Batting Cage Turf - Phase 3 (Fireman's & Henderson)  |  |  |                            | 12,000             |
| Fireman's Park Kitchen Wood Door Replacement   |  |  |                            | 13,500             |
| Fireman's Restrooms - Floor Refurbishment  |  |  |                            | 13,000             |
| Story Book Panel Upgrades (Fireman's Park)   |  |  |                            | 8,500              |
| Sitting Areas (Owsley & Hattie Mae)  |  |  |                            | 25,000             |
|  |  |  |                            | 879,780            |
| <b>Recreation:</b>   |  |  |                            |                    |
| Movies in the Park   |  |  | 4,000                      | 4,000              |
| <b>Operations Support for Parks, Recreation &amp; Aquatics</b>   |  |  |                            | <b>400,000</b>     |
| <b>Amount Remaining for Contingency</b>  |  |  | <b>-</b>                   | <b>84,012</b>      |
| <b>Revenue Over/(Under) Expenditures</b>   |  |  | <b>(721,357)</b>           | <b>-</b>           |
| <b>Note A - Reimburse the City's General Fund for administrative support \$500/mo. X 12 months</b>                         |  |  |                            |                    |
| <b>Note B - Provide operations support to the City's General Fund for Parks &amp; Recreation and Aquatics departments.</b> |  |  |                            |                    |
| <b>FUND BALANCE PROJECTION</b>   |  |  |                            |                    |
| BEGINNING FUND BALANCE   |  |  | 1,305,310                  | 957,329            |
| SURPLUS/(DEFICIT)  |  |  | (347,981)                  | -                  |
| ENDING FUND BALANCE  |  |  | 957,329                    | 957,329            |

# Brenham | Washington County

## Economic Development



### **MEMORANDUM**

To: BCDC Board Members

From: Teresa Rosales, Economic and Community Development Director

Subject: Economic Development FY 23-24 Budget Request

Date: July 3, 2023

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In general, the 2023-2024 Economic Development budget request is similar to last year, but we do hope to activate the funds for some positive development.

### **Main Street**

The Main Street grant program was active this fiscal year and awarded grants to the following recipients: Brenham Heritage Museum, Top Floor Cars and Glamfetti. Three grants pending include 100 Alamo Street, Green Grain Events and 209 S. Market. The goal of assisting property owners and business owners to renovate old and historic properties is being achieved. The businesses in the historic district report increasing sales, particularly during Main Street events, which translates into increased sales tax revenue. A closer examination of the Main Street grant program will take place soon to determine whether or not a re-write of the criteria and application process may be beneficial. Along with increased marketing, our hope is always that we can spread funds to more businesses.

Our budget request mirrors last year's request of \$30,000 for the Economic Impact and Innovation Grant (EIIG) and \$21,000 for the Incentive Grant Fund. The total ask is \$51,000 from BCDC with a dollar-for-dollar match from Main Street raised funds.

**Economic Development**

Brenham | Washington County Economic Development budget reflects the County investment of \$100,000 per year. The following items reflect expenditures for operations:

| <b>Item</b>               | <b>Amount</b>      |
|---------------------------|--------------------|
| Personnel                 | \$ 225,889         |
| Operations                | \$ 55,464          |
| Marketing                 | \$ 41,600          |
| Programs & Partnerships   | \$1,206,100        |
| Business Park Maintenance | \$ 24,795          |
| Professional Services     | \$ 37,500          |
| Debt Service              | \$ 265,512         |
| <b>Total Budget</b>       | <b>\$1,856,860</b> |

The Professional Services estimate includes the services of a consultant for the creation of an Economic Development action plan that will identify target industries for the betterment of our community. We will then use this service to represent the county in focusing on those industries for intentional and proactive business attraction efforts.

The amended budget for FY 2023 was \$948,234. **The proposed budget for FY 2024 is \$1,856,860 which includes 1) the Blue Bell Road Extension-Engineering & Design of \$118,000 and 2) the James Nutt Blvd. – Sewer extension, Brenham Business Center of \$828,000.**

We respectfully submit this funding request from Brenham Community Development Corporation for FY 2024.





To: BCDC Board Members

From: Dane Rau, Director of Public Works

Subject: Parks and Recreation FY23-24 Budget Request

Date: June 30, 2023

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Each year, parks and recreation staff is able to present and recommend various projects to both Parks Board and BCDC for funding opportunity. These funds are derived from sales tax proceeds that are spent locally and are geared to enhance the Parks and Recreation along with Aquatic amenities. We strive to have a mix of new amenities along with maintenance and upkeep of existing amenities which keeps our Parks System looking fresh and vibrant. We also take in account the Parks Master Plan and follow our goals and projects to the best of our ability.

Below you will see the requests that we bring to the BCDC Board for 2023-24 funding. There are 13 projects valued at \$1.15 million dollars in this year's requests.

These projects were evaluated by Parks and Recreation Staff, Carolyn Miller and our budget team and prioritized based on need and future value to our parks system. Due to priority, budget, and status of existing infrastructure these projects are our utmost importance.

Our largest project will be Jackson St Park Phase 1 Improvements which will help assist with upgrades to that park which could include but not limited to, restroom improvements, ADA upgrades, open air pavilion, larger walking/biking track and new playground amenities.

We respectfully ask BCDC to consider funding these items so that we can move forward with enhancements for our community.



Parks and Recreation FY23-24 Requests

Aquatics

| Description                                 | Budget Request | Status                           |
|---|----------------|----------------------------------|
| Sound System Update for Indoor and Outdoor  | \$ 75,000.00   | Replace outdated sound system    |
| Refurbish 3 Single Restrooms                | \$ 125,000.00  | Upgrade restrooms in Therapy     |
| Chemical Room and Exterior Door Replacement | \$ 75,000.00   | Replace rusted and damaged doors |
| <b>\$ 275,000.00</b>                        |                |                                  |

Parks

| Description  | Budget Request | Status  |
|--|----------------|---|
| Jackson St Park Improvements (Phase 1)                         | \$ 715,280.00  | Upgrade amenities at Jackson                            |
| Hohlt Restroom Ventilation Enhancements                        | \$ 50,000.00   | Get much better air flow in RR                          |
| Owsley Playground Surface Repairs                              | \$ 15,000.00   | Rubber pour n play needs replacing                      |
| Turf Mounds and Homeplate (Schroeder and Dallmeyer)            | \$ 27,500.00   | Convert to turf to help with maintenance and wear       |
| Batting Cage Turf- Phase 3 (Fireman's and Henderson)           | \$ 12,000.00   | Add new turf to batting cages at these two facilities   |
| Fireman's Kitchen Wood Door Replacement                        | \$ 13,500.00   | Replace 3 sets of wood doors                            |
| Fireman's Restroom Floor Refurbishment                         | \$ 13,000.00   | Repurpose floors in all 3 RR                            |
| Story Book Panel Upgrades (Fireman's Park)                     | \$ 8,500.00    | Replace wooden panel with metal for longer lasting life |
| Movies in the Park   | \$ 4,000.00    | 2024 Movies in the Park Series                          |
| Sitting Areas and Benches for Owsley and Hattie Mae Basketball | \$ 25,000.00   | Improve sitting areas at these 2 locations              |
| <b>\$ 1,158,780.00</b>   |                |   |