

## MINUTES

### BRENHAM COMMUNITY DEVELOPMENT CORPORATION

August 16, 2018

A meeting of the Brenham Community Development Corporation was held on August 16, 2018, at City Hall, 2<sup>nd</sup> Floor Conference Room, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

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

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

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

Others in attendance were Mayor Milton Tate and Billy Holle.

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

#### WORK SESSION

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

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

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

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

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

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

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

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

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

### **REGULAR SESSION**

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

A motion was made by Atwood Kenjura and seconded by John Hasskarl to approve the minutes from the July 3, 2018 regular meeting.

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

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

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

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

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

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

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

Under the *BCDC Capital Projects Fund*, no activity occurred in the BCDC Capital Project Fund for the second quarter of FY18. Approximately \$400,000 of the original \$657,000 allocated for new park infrastructure costs is available for future project expansion.

A motion was made by Bill Betts and seconded by John Hasskarl to approve the FY 17-18 third Quarter Financial Reports as presented.

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

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

## 7. Administrative Update


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

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

### ➤ Update on the Downtown Drainage Project

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

The meeting was adjourned.

  
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Charles Moser  
Chairman



ATTEST:

  
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Jeana Bellinger, TRMC, CMC  
Secretary