

## Brookshire Economic Development Corporation

THE STATE OF TEXAS     }  
CITY OF BROOKSHIRE     }  
COUNTY OF WALLER     }

NOTICE IS HEREBY GIVEN OF A SPECIAL MEETING OF THE BROOKSHIRE ECONOMIC DEVELOPMENT CORPORATION TO BE HELD THURSDAY JULY 10, 2025 at 5:30 P.M., IN THE COUNCIL CHAMBERS OF THE BROOKSHIRE MUNICIPAL BUILDING, 4029 FIFTH STREET, BROOKSHIRE, TEXAS, FOR THE PURPOSE OF CONSIDERING THE FOLLOWING AGENDA ITEMS:

### A G E N D A

1. Call to order

2. Prayer.

3. Pledge to the U.S. Flag.

4. Roll Call

5. Public Comments.

*Comments made under this agenda item are limited to five (5) minutes per person; however, if a large quantity of individuals has registered to speak, the time may be reduced at the chair's discretion. In accordance with the Texas Open Meetings Act, the Board of Directors will not discuss or consider any items addressed during this agenda item. However, the President or Economic Development Coordinator may make statements of fact, for example, identifying the procedure for reporting an issue or referring the speaker to the cognizant agency or individual.*

6. Swearing in of the Brookshire Economic Development Board.

7. Consent Agenda

- a. Approval of BEDC Meeting Minutes for June 5, 2025.
- b. June Financial Report. *(Notlyh Lyons)*

8. Discuss and possible approve restroom for the amphitheater.

9. Discuss and possible approve benches.

10. Discuss and possible approve the Brookshire Welcome Sign.

11. EDC Consultants Report *(Ramiro Bautista)*

12. Future Agenda Items.

13. Executive Session.

The Brookshire Economic Development Corporation will meet in a closed session pursuant to Title 5, Chapter 551, of the Texas Government Code for the purpose of: Economic Development Discussions under Section 551.087; Consultation with legal counsel under Section 551.071; and Deliberations on real property under Section 551.072."

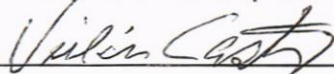
14. Discussion & Possible Action on Executive Session items if necessary.

15. Adjournment.

*A quorum of the Brookshire City Council may be present, but no official action will be taken by the Council.*

**Note:** In compliance with the American with Disabilities Act, this facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made at least 48 business hours prior to this meeting. Please contact the city secretary's office at 281-375-5050 for further information.

I, Vickie Casto, do hereby certify that the above Notice of Meeting and Agenda of the Brookshire Economic Development Corporation was posted in a place convenient and readily accessible at all times to the general public in compliance with Chapter 551, TEXAS GOVERNMENT CODE, July 7, 2025 at 11:00 a.m.



**Administrative Assistant to the Board of Directors**

Minutes of the Brookshire Economic Development Corporation Meeting  
June 5, 2025

The Brookshire Economic Development Corporation held a Regular Meeting on Thursday, June 5, 2025 in the Brookshire Municipal Building located at 4029 Fifth Street, Brookshire, Texas.

**Agenda Item #1: Call to order**

The meeting was called to order by President, Eric Green at 5:30 p.m.

**Agenda Item #2: Prayer.**

Director, Lyndon Stamps

**Agenda Item #3: Pledge to the U. S. Flag**

Everyone

**Agenda Item #4 Roll Call**

Present:

President, Eric Green

Secretary/Treasurer, Robert Richards

Director, Deniece Odie

Director, Lyndon Stamps

Director, Michael Kosar

Absent:

Director, Maria Ugartechea

Also Present:

Attorney, David Olson

E.D.C. Coordinator, Ramiro Buatista

BEDC Administrative Assistant, Vickie Casto

**Agenda Item #5 Public Comments.**

N/A

**Agenda Item #6 Consent Agenda:**

- a. Approval of BEDC board meeting minutes for May 1, 2025
- b. May Financial Report (*Notlyh Lyons*)

Motion was made to approve the minutes for May 1, 2025, May Financial Report and the BEDC monthly deposits.

Director, Lyndon Stamps / Secretary/Treasurer, Robert Richards

All For  
Motion Carried



**Agenda Item #7** Discuss and approve nominating BEDC. board members.  
(Deniece Odie & Michael Kosar)

Motion was made to reappoint Deniece Odie and Michael Kosar.

Secretary/Treasurer, Robert Richards / Director, Lyndon Stamps.

All For  
Motion Carried

**Agenda Item #8** **Election of President, Vice-President, Secretary/Treasurer of the corporation.**

Motion was made to elect Eric Green for President.  
Director, Lyndon Stamps / Secretary/Treasurer, Robert Richards  
All For  
Motion Carried

Motion was made to elect Deniece Odie for Vice-President.  
Director, Lyndon Stamps / Director, Michael Kosar  
All For  
Motion Carried

Motion was made to elect Michael Kosar for Secretary/Treasurer  
Director, Lyndon Stamps / Director, Robert Richards  
All For  
Motion Carried

**Agenda Item # 9** **Discuss and possible action on getting tables and restrooms at the amphitheater.**

Mr. Kosar spoke on how he thought a concrete slab should be put down before the picnic tables. That way the tables can be bolted down, and when they get bad, they can be replaced. He stated he didn't have prices for any of the items. He doesn't know if public works could form them up and pour the concrete ... to save money.

Mr. Bautista spoke of the BuyBoard.

Mr. Olson explained that the BuyBoard has already gone through the process...

Mr. Kosar added from the government and state.

No Action

**Agenda Item # 10** **EDC Coordinators Report** (*Ramiro Bautista*)

Mr. Bautista, addressed the board. He explained how his report was made. He stated that he had been asked by the Mayor and the EDC president to look into the TIRZ to see where they were after Mr. Esch left. It looks like he (Mr. Esch) got it to the comptroller's office, for the outstanding reports that had not been submitted. However, there is still a payment that needs to go to LGI homes. They are doing some research, and they've found a flash drive in a file folder that contained a lot of this information. The agreement should have started in 2007. Somewhere 17, 18 it started ... the agreement goes to about



2026, taking that into consideration nearly \$200,000 payment of the Avalon tax revenue that the city receives goes to that company because of the TIRZ agreement that was in place previously. He found the report on the comptroller's website; it doesn't tell you who prepared it; but they did have some good detailed information that gives him a starting point. They just need to collectively put it together, have someone from the city. He spoke of the agreement stating there needed to be a board and he believed they needed two more. They need to revisit it and get back in compliant with it.

Mr. Richards ask if the \$200,000 taxes would be up through 2036 ... payments?

Mr. Bautista stated initially when they read the documents, it was about three million dollars that would be a reimbursement after the 10 years that laps ... it went to 8 or 9 million dollars. They are trying to work to get a schedule, what that looks like ... that's a template of what occurred up until 2022. Mrs. Notlyh did notice a payment went out last year around \$225,000...

Mr. Richards again replied ...all the way through 2036?

Mr. Bautista stated, he believed so. He went on to add when they prepare their budget for the city, that is taken in consideration. He then went on to explain how his pre-develop meetings were done. Then he explained about the BuyBoard streamlines the process for procurement and already vetted. He knows the mayor and the council has many projects in place and he thinks this would be an avenue they could use to kick start some of those projects.

Mr. Richards asked if he had an update on any of the proposed perspective businesses?

Mr. Bautista, directed them to the section in his report. On the Brown tract, the city council approved the process for them to create a MUD. He then moved to the Grundfos tax abatement saying that he had spoke with the city secretary and it was a chapter 380 rebate and asked when it would be going back to council.

Mr. Olison stated this next meeting.

Mr. Bautista, stated he noticed it was a reinvestment zone being created first. The first reinvestment zone is North of I-10, west of Woods Rd. and South of 90 and Empire West. He sees that reinvestment zone 3 is on the city's agenda tonight; but he doesn't know where #2 is.

Mr. Olison stated their may not be a #2.

Mr. Bautista stated he noticed that Duro Bag received an abatement; but he doesn't know where that reinvestments are.

Mr. Richards wanted to know how they could find out if there is a #2 or not?

Mr. Olison stated he could find out right now, and went to his phone.

Mr. Bautista didn't know if Duro Bag was #2. He and Ms. Vickie had several discussion references to that. They found reinvestment zone #1, he sees 3 ... he is speculating this could be 2; but that's just speculation at this point.

Mr. Bautista move onto Ace Hometown Hardware, what they are asking for and what they did in Bellville ... what the EDC did there, they went through the process of requesting funds through the EDC. He and Ms. Vickie meet with the EDC director of Bellville that provided them with a lot of information on how that occurred. They have an improvement program in place. He stated that he had looked at the EDC's budget here and there is a line item in there with a zero balance. So, at this point they can create the program and send it to the attorney for review. However, the program at this point it would have to be a budget line-item transfer to get some dollars in there. However, with speaking with the mayor if they don't have it in place at this point then maybe go to city council to see if they can provide an incentive. At this point, since the program is not in place he was hoping that maybe he could get a nod from them letting him get them to come in to do a brief presentation of what they are trying to do here. What they did in Bellville was about a 1.2-million-dollar improvement. Somewhere between \$65,000 in



sales taxes is what they are averaging. He wants them to come in to let them know what they are trying to do, then they could give a recommendation to the city council for a potential incentive in the capacity they see fit.

Mr. Bautista then moved onto Nation Wide Trailers. He stated that he had met with them, and that's where implementing a model of having the drainage district, the water district, the city, the city engineer, the building official and letting them know TXDOT will come into play and having all those individuals in place. What they are trying to do on the south side of I-10 where there is already an existing company there. They want to come in and do no improvements on the property. The engineer is working with them, and since there is no improvement on the property there will be no issues. BKDD, since there are no improvements on the property there will be no permits to be required and they'll move forward. The fire marshal had no issues with the small building on the property. He is in contact with the water district to get their needs such as capacity usage. Once they close that loop, he can give them a timeline of when they can receive a permit. That what they need to purchase the land and open their doors.

Mr. Green confirmed that was on the South side of I-10.

Mr. Bautista replied yes.

Mr. Kosar asked if they were just trying to buy the trucking company.

Mr. Bautista stated they were going to purchase the land and open it as their own, Nation Wide Trailers. Not making any improvements to the land.

Mr. Kosar confirmed that the company that's there now will leave?

Mr. Bautista replied yes.

Mr. Kosar asked with the permit or not will they have to get a seal of occupancy?

Mr. Bautista replied, at the end once everyone approves.

Discussion continued on the small building as there was confusion.

Mr. Bautista continued and added that there was a potential rug manufacture that's looking to come to Brookshire. Right now, it's in the early talks ... they were having a hard time contacting someone to help them with the process. They are talking about south of 90, north of I-10 on 1489.

Mr. Green asked how long had they been trying to get in contact with someone.

Mr. Bautista replied they just said they had a hard time getting someone.

Mr. Bautista concluded with an optional project at 914 Purdy. Across the street at 905 Purdy is a mixed use, where there are commercial fronts with apartment behind. This gentleman is wanting to do something very similar maybe a mirror image maybe a little bit more upscale. He wanted to see if that would be something they would be interested in, so they can come in and identify what their potential design might be.

Mr. Green stated that was a really old building, he sees no issues with it as long as it's within the ordinance. If he is trying to mimic the older building, he doesn't know if the ordinance will allow it.

Mr. Bautista stated he understood. He just wanted to know if they would like seeing something like that here in the city.

#### **Agenda Item #11 Future Agenda Items.**

Mr. Kosar: Restrooms for the park, the Welcome to Brookshire sign

Mr. Kosar asked about the bricks with the names on them, he didn't know if that was an EDC...

Mr. Roberts stated that would be city council.

Mr. Olson let them know they could get involved in infrastructure stuff.

Mrs. Odie wanted to know if they were going to talk about the benches, can they add that.

Mr. Green replied yes.

**Agenda Item #13      Executive Session**

The Brookshire Economic Development Corporation will meet in a closed session pursuant to Title 5, Chapter 551, of the Texas Government Code for the purpose of: Economic Development Discussions under Section 551.087; Consultation with legal counsel under Section 551.071; Deliberations on real property under Section 551.072; and, Deliberations on personnel under Section 551.074.

**Agenda Item # 14      Discussion & possible action on Executive session items if necessary.**

N/A

**Agenda item #15      Adjournment.**

Motion was made to adjourn.

Director, Lyndon Stamps / Secretary, Treasurer, Michael Kosar

All For  
Motion Carried

5:55 p.m.

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President, Eric Green

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Secretary/Treasurer, Robert Richards

Prepared by Vickie Casto



BROOKSHIRE  
ECONOMIC DEVELOPMENT CORPORATION

Financials  
June 2025

**PREPARED BY  
NOTLYH LYONS**

# Revenue And Expense Report

## As of June 30, 2025

<b>108 - City - Brk. Economic Development</b>							
	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
<b>Revenue Summary</b>							
-	0.00	644,156.81	1,688,891.00	1,044,734.19	61.86%	1,269,610.56	1,548,934.70
Revenue Totals	0.00	644,156.81	1,688,891.00	1,044,734.19	61.86%	1,269,610.56	1,548,934.70
<b>Expense Summary</b>							
000-Non-Departmental	33,611.51	172,028.46	1,688,891.00	1,516,862.54	89.81%	141,663.74	195,489.13
Expense Totals	33,611.51	172,028.46	1,688,891.00	1,516,862.54	89.81%	141,663.74	195,489.13
Revenues Over(Under) Expenditures	(33,611.51)	472,128.35	0.00	(472,128.35)	75.84%	1,127,946.82	1,353,445.57



# Revenue and Expense Report

## As of June 30, 2025

108 - City - Brk. Economic Develop		Current Month	Year To Date	Current Year	Budget	% Balance	Prior Year YTD	Prior Year FY
Department Revenue		Expense/Rev	Expense/Rev	Budget	Balance Remaining	Remaining	Balance	End Bal.
<b>Sales Tax</b>								
-43050 Sales Tax		0.00	644,156.81	1,088,391.00	444,234.19	40.82%	1,263,950.35	1,543,274.49
Total Sales Tax		0.00	644,156.81	1,088,391.00	444,234.19	40.82%	1,263,950.35	1,543,274.49
<b>Interest</b>								
-43640 Interest Earned		0.00	0.00	500.00	500.00	100.00%	5,660.21	5,660.21
Total Interest		0.00	0.00	500.00	500.00	100.00%	5,660.21	5,660.21
<b>Reserves</b>								
-43710 Prior Yr Unexpended Funds		0.00	0.00	600,000.00	600,000.00	100.00%	0.00	0.00
Total Reserves		0.00	0.00	600,000.00	600,000.00	100.00%	0.00	0.00
Total		0.00	644,156.81	1,688,891.00	1,044,734.19	61.86%	1,269,610.56	1,548,934.70
Total Revenue		0.00	644,156.81	1,688,891.00	1,044,734.19	61.86%	1,269,610.56	1,548,934.70

# Revenue and Expense Report

## As of June 30, 2025

108 - City - Brk. Economic Develop	Current Month	Year To Date	Current Year	Budget	% Balance	Prior Year YTD	Prior Year FY
Department Expense	Expense/Rev	Expense/Rev	Budget	Balance Remaining	Remaining	Balance	End Bal.
<b>000-Non-Departmental</b>							
<b>Personnel</b>							
000-51000 Salaries	10,918.10	30,024.60	75,000.00	44,975.40	59.97%	34,719.10	34,719.10
000-51130 Retirement Contributions	1,695.58	4,662.81	11,498.00	6,835.19	59.45%	0.00	0.00
Total Personnel	12,613.68	34,687.41	86,498.00	51,810.59	59.90%	34,719.10	34,719.10
<b>Taxes</b>							
000-51100 Payroll Taxes	835.25	2,296.92	7,500.00	5,203.08	69.37%	0.00	0.00
Total Taxes	835.25	2,296.92	7,500.00	5,203.08	69.37%	0.00	0.00
<b>Insurance</b>							
000-51140 Health Insurance	970.60	4,103.18	14,400.00	10,296.82	71.51%	0.00	0.00
Total Insurance	970.60	4,103.18	14,400.00	10,296.82	71.51%	0.00	0.00
<b>Not Categorized</b>							
000-51540 Health Insurance	1.34	5.36	0.00	(5.36)	0.00%	0.00	0.00
000-52000 Legal Fees	0.00	5,946.50	35,000.00	29,053.50	83.01%	835.00	6,552.50
000-52020 Audit & Accounting	0.00	0.00	30,000.00	30,000.00	100.00%	2,865.64	3,259.39
000-52030 Professional Services	4,650.00	28,955.00	48,000.00	19,045.00	39.68%	29,261.33	58,961.33
000-52031 Bedc Coordinator	11,250.00	27,500.00	70,000.00	42,500.00	60.71%	0.00	0.00
000-52032 Webmaster	0.00	0.00	2,500.00	2,500.00	100.00%	0.00	0.00
000-52033 Technology	51.88	235.87	2,500.00	2,264.13	90.57%	0.00	138.19
000-52034 Engineer Services	0.00	0.00	25,000.00	25,000.00	100.00%	0.00	0.00
000-53010 Office Supplies	238.76	541.28	6,000.00	5,458.72	90.98%	732.70	732.70
000-53020 Forms & Statements	0.00	0.00	150.00	150.00	100.00%	0.00	0.00
000-53110 Membership & Dues	0.00	0.00	2,500.00	2,500.00	100.00%	0.00	0.00
000-54000 Building Maintenance	0.00	2,599.99	27,000.00	24,400.01	90.37%	815.00	815.00



# Revenue and Expense Report

## As of June 30, 2025

<b>108 - City - Brk. Economic Develop</b>		Current Month	Year To Date	Current Year	Budget	Budget	% Balance	Prior Year YTD	Prior Year FY
<b>Department Expense</b>		Expense/Rev	Expense/Rev	Budget	Balance	Remaining	Remaining	Balance	End Bal.
000-54010 Equipment Maintenance		0.00	293.99	1,000.00	706.01	70.60%		0.00	0.00
000-54190 Public Mowing		0.00	22,813.39	57,000.00	34,186.61	59.98%		19,680.00	29,280.00
000-55050 Travel & Training		0.00	926.50	10,000.00	9,073.50	90.74%		51.09	1,825.87
000-55070 Bank Charges		0.00	0.00	300.00	300.00	100.00%		44.15	44.15
000-55090 Telephone		0.00	0.00	2,500.00	2,500.00	100.00%		1,030.37	1,314.30
000-55100 Utility Expense		0.00	0.00	3,000.00	3,000.00	100.00%		0.00	0.00
000-56080 Consulting		0.00	0.00	5,000.00	5,000.00	100.00%		0.00	0.00
000-56140 Beautification		0.00	2,990.00	25,000.00	22,010.00	88.04%		15,464.36	15,464.36
000-56150 City Parks Project		3,000.00	11,600.00	350,000.00	338,400.00	96.69%		0.00	0.00
000-56170 Facilities/Infrastructure Proj		0.00	0.00	719,177.00	719,177.00	100.00%		24,855.00	24,855.00
000-56220 Downtown Improvements		0.00	9,590.00	100,000.00	90,410.00	90.41%		0.00	0.00
000-56250 Business Incentive		0.00	0.00	3,000.00	3,000.00	100.00%		0.00	0.00
000-57000 Technology		0.00	16,943.07	20,866.00	3,922.93	18.80%		11,310.00	17,381.84
000-57010 Computer & Software		0.00	0.00	35,000.00	35,000.00	100.00%		0.00	145.40
Total Not Categorized		19,191.98	130,940.95	1,580,493.00	1,449,552.05	91.72%		106,944.64	160,770.03
Total Non-Departmental		33,611.51	172,028.46	1,688,891.00	1,516,862.54	89.81%		141,663.74	195,489.13
Total Expense		33,611.51	172,028.46	1,688,891.00	1,516,862.54	89.81%		141,663.74	195,489.13



VICKIE CASTO  
Account Number: XXXX XXXX XXXX 9996

**Billing Questions:**  
800-367-7576

**Website:**  
[www.cardaccount.net](http://www.cardaccount.net)

**Send Billing Inquiries To:**  
Card Service Center, PO Box 569120, Dallas, TX 75356

**NEWFIRST NATIONAL BANK Credit Card Account Statement**  
May 15, 2025

### SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases	\$0.00
+ Cash Advances	\$0.00
+ <b>Fees Charged</b>	<b>\$0.00</b>
+ <b>Interest Charged</b>	<b>\$0.00</b>
= New Balance	\$0.00

Account Number	XXXX XXXX XXXX 9996
Credit Limit	\$2,500.00
Available Credit	\$199.00
Statement Closing Date	May 15, 2025
Days in Billing Cycle	0

### PAYMENT INFORMATION

New Balance:	\$0.00
Minimum Payment Due:	\$0.00
<b>Payment Due Date:</b>	<b>June 9, 2025</b>

5/22/25

## MESSAGES

**PROTECT YOURSELF FROM SCAMMERS!**

**We will never call, text, or email and ask you for your personal information.** Some scammers will call and pretend to be from the Card Service Center. We will never call or text you and ask for sensitive information such as account or card number information, passwords or user names, or social security numbers. Please **DO NOT** give out that information.

If you feel pressured or concerned about a phone call, please hang up and call us at 800-367-7576 (the phone number located on the back of your credit card). Our Card Service Center team is always glad to check and can verify the information.

Please see reverse side of page 1 for important information.

5762 0001 BHH 001 7 9 250515 0

PAGE 1 of 2

15 1127 7010 VB5 01AB5762

1090

NEWFIRST NATIONAL BANK  
1550 N BROWN RD 150  
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 9996  
New Balance: \$0.00  
Minimum Payment Due: \$0.00  
**Payment Due Date: June 9, 2025**

Please use enclosed envelope to remit payment.

Amount Enclosed: \$

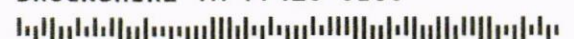
☐ Indicate name or address change on reverse side and check here.

Make Check Payable to:

CARD SERVICE CENTER  
PO BOX 569100  
DALLAS TX 75356-9100



VICKIE CASTO  
CITY BROOKSHIRE EDC 1090  
PO BOX 160  
BROOKSHIRE TX 77423-0160



5590617010769996000000000000000009





VICKIE CASTO  
Account Number: XXXX XXXX XXXX 9996

## TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
04/14	04/15	7541823386KBQYBEA	IONOS INC. CHESTERBROOK PA	\$5.32
05/03	05/04	05410193W326QVMHL	QUILL CORPORATION QUILL.COM SC	\$138.77
05/04	05/05	75418233W6LV4TLZB	IONOS INC. CHESTERBROOK PA	\$21.02
05/14	05/15	7541823466MGT39YA	IONOS INC. CHESTERBROOK PA	\$25.54
05/15	05/15	000000000000COMPC	TOTAL PURCHASES \$190.65	
			TOTAL \$190.65	

## INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	18.49% (v)	\$0.00	0	\$0.00
Cash Advances	18.49% (v)	\$0.00	0	\$0.00

(v) - variable

To avoid additional interest charges, pay your New Balance in full on or before the Payment Due Date.

Exciting news! Go online today and check out the all-new enhancements to the Card Service Center website. E-statements, additional payment options, links to Preferred Points website, and other helpful sites. Visit us today at [www.cardaccount.net](http://www.cardaccount.net) to enroll your credit card account(s) on the newly enhanced website.

Thank you for the opportunity to serve your credit card needs. Should your future plans include travel, please contact us at 1-800-367-7576.



Thank you for your payment

Confirmation number:

25061312981869

Payment amount:

\$190.65

Payment date:

06-13-2025

From account:

NEWFIRST NATIONAL BANK (...4081) (Checking)

To account:

C BROOKSHIRE (...5246)

I have authorized an electronic debit from my payment account in the amount listed above. I understand this is a one-time authorization and must be completed each time I make a payment.



# Check Register

6/13/2025 9:16:17 AM

Batch #

Batch Description  
Bank Account Name

44346

EDC - Credit Card invoice payment May 2025  
New First Consolidated

Reference Number	Payment Date	Vendor	Amount
	6/13/2025	Quill Corporation	138.77
	6/13/2025	IONOS	25.54
	6/13/2025	IONOS	21.02
	6/13/2025	IONOS	5.32
Total Paid			<u>\$190.65</u>

## Account Information

### Balance

Previous Day Transactions (-\$0.00 / +\$0.00)	\$0.00
Current Balance	\$25,000.00
Total Float	\$0.00
Holds	\$0.00
Pending Transactions (-\$0.00 / +\$0.00)	\$0.00
Other Transfers	\$0.00
Today's Float	\$0.00
Available Balance	\$25,000.00
Line Of Credit	\$0.00
Sweep Account EDC - ICS 99794081	\$1,706,107.26
Total Funds Available	\$1,731,107.26

### Activity

Last Deposit (Jun 27, 2025)	\$3,000.00
Last Check (Jun 27, 2025)	\$3,000.00
Last Overdrawn	Mar 29, 2024

### Interest

Last Interest Payment	\$35.96
-----------------------	---------



## New First Bank Transactions

EDC bank account

6/30/2025

Account	ChkRef	Debit	Balance	Date	Description
xxx081	60514	\$ 3,000.00	\$ 22,000.00	6/27/2025	CHECK 60514
xxx081	60513	\$ 4,650.00	\$ 20,350.00	6/26/2025	CHECK 60513
xxx081		\$ 3,750.00	\$ 29,859.82	6/23/2025	City of Brookshi EDC Coordi 113104796
xxx081	99277846	\$ 99.99	\$ 33,509.83	6/20/2025	CHECK 99277846
xxx081		\$ 190.65	\$ 24,809.35	6/16/2025	CARD SERVICE CTR ONLINE PMT 043000095802938
xxx081		\$ 3,750.00	\$ 21,250.00	6/13/2025	City of Brookshi EDC Coordi 113104796
xxx081		\$ 3,750.00	\$ 21,250.00	6/5/2025	City of Brookshi EDC Coordi 113104796

# EDC Payment Report June 2025

Total payments \$ 19,190.64

Number of payments 9

**REVIEWED**  
By Notlyh Lyons at 10:07 am, Jul 01, 2025

**108 - City - Brk. Economic Development**  
Post Date Tran Date Line Description  
6/9/2025 6/9/2025 GIS Maps - Waller CAD - Annexation

## 108 - City - Brk. Economic Development

Post Date Tran Date Line Description  
6/4/2025 6/4/2025 EDC Coordinator  
6/12/2025 6/12/2025 EDC Coordinator June 2025  
6/20/2025 6/20/2025 Services for June 2025

## Account 108-000-52031

Vendor  
Ramiro Bautista  
Ramiro Bautista  
Ramiro Bautista

Invoice #  
6  
7  
8

Check # Debit Credit  
60513 4,650.00 0.00

Total 4,650.00 0.00

Total 11,250.00 0.00

## 108 - City - Brk. Economic Development

Post Date Tran Date Line Description  
6/13/2025 6/13/2025 EDC Website management  
6/13/2025 6/13/2025 EDC Website management  
6/13/2025 6/13/2025 EDC Website management

## Account 108-000-52033

Vendor  
IONOS  
IONOS  
IONOS

Invoice #  
CC 04/14/2025  
CC 05/03/2025  
CC 5/04/2025  
CC 05/14/2025

Check # Debit Credit  
5.32 0.00  
21.02 0.00  
25.54 0.00

Total 51.88 0.00

## 108 - City - Brk. Economic Development

Post Date Tran Date Line Description  
6/13/2025 6/13/2025 Office Supplies  
6/17/2025 6/17/2025 EDC - Office Desk for President

## Account 108-000-53010

Vendor  
Quill Corporation  
Amazon / Retail

Invoice #  
CC 05/03/2025  
169M-JGP1-13L3

Check # Debit Credit  
138.77 0.00  
99.99 0.00

Total 238.76 0.00

## 108 - City - Brk. Economic Development

Post Date Tran Date Line Description  
6/20/2025 6/20/2025 Horvas Park - Dugout roof repair x 6

## Account 108-000-56150

Vendor  
DLT Handyman Services - David Thomas

Invoice #  
EST100 - 2nd partial payment

Check # Debit Credit  
60514 3,000.00 0.00

Total 3,000.00 0.00



ENTERED



... CHECK REQUEST ...

DATE OF REQUEST: June 4, 2025

CHECK NEEDED BY: ASAP

REQUESTED BY: Vickie Casto/

CHECK TO: BIS Consulting, LLC

14802 Venture Dr.

Farmers Branch, TX 75234

Invoice # 12760

AMOUNT OF CHECK: \$4,650.00

INVOICE ATTACHED: YES

Line Item #: Line-Item Name

108-000-52030 Professional Services

Approved by: *C. Green*

\*\*\*ORIGINAL INVOICES SHOULD BE INCLUDED WITH ALL CHECK REQUESTS.

BIS Consulting, LLC  
14802 Venture Dr  
Farmers Branch, TX 75234 US  
accounting@bisconsultants.com  
bisconsultants.com

## Invoice



**bis** consultants

**BILL TO**

City of Brookshire EDC  
4029 5th St  
Brookshire, TX 77423

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
12760	01/01/2025	\$4,650.00	01/31/2025	Net 30	

**TRACKING NO.**

R1

DESCRIPTION	QTY	RATE	AMOUNT
Additional Products GIS Maps Online Yearly Hosing -Waller CAD Ownership Data -Annexations -ETJ	1	4,650.00	4,650.00

SUBTOTAL	4,650.00
TAX	0.00
TOTAL	4,650.00
BALANCE DUE	<b>\$4,650.00</b>





... CHECK REQUEST ...

DATE OF REQUEST: June 3, 2025

CHECK NEEDED BY: ASAP

REQUESTED BY: Vickie Casto/

CHECK TO: Ramiro Bautista

2008 3<sup>rd</sup> St.

Hempstead, TX 77445

Invoice # 6

AMOUNT OF CHECK: \$3,750.00

INVOICE ATTACHED: YES

Line Item #: Line-Item Name

108-000-52031 BEDC Coordinator

# INVOICE

**DATE**

May 30, 2025

**INVOICE NO**

6

**Ramiro Bautista**

2008 3<sup>rd</sup> St

Hempstead, TX 77445

(210) 970-9117

ramirobautistaphd@gmail.com

**City of Brookshire - EDC**

4029 Fifth St

Brookshire, TX 77423

(281) 375-5050

(281) 375-5045

edc@brookshiretx.gov

**JOB**

City of Brookshire - EDC

**PAYMENT TERMS**

Due on Receipt

**DUE DATE**

May 30, 2025

**QUANTITY****DESCRIPTION****UNIT PRICE****LINE TOTAL**

5 hrs	Gen Eco Dev Services (5/27/25)	\$250.00	\$1250.00
2 hrs	Gen Eco Dev Services (5/28/25)	\$250.00	\$500.00
5 hrs	Gen Eco Dev Services (5/29/25)	\$250.00	\$1250.00
3 hrs	Gen Eco Dev Services (5/30/25)	\$250.00	\$750.00

Subtotal	3750.00
Sales Tax	0.00
Total	3750.00





... CHECK REQUEST ...

DATE OF REQUEST: June 11, 2025

CHECK NEEDED BY: \_\_\_\_\_

REQUESTED BY: Vickie Casto/

CHECK TO: Ramiro Bautista

2008 3<sup>rd</sup>. St.

Hempstead, TX 77445

Invoice # 7

AMOUNT OF CHECK: \$3,750.00

INVOICE ATTACHED: YES

Line Item #: Line-Item Name

108-000-52031 BEDC Coordinator

Approved by: 



# INVOICE

**DATE**

June 6, 2025

**INVOICE NO**

7

**Ramiro Bautista**

2008 3<sup>rd</sup> St

Hempstead, TX 77445

(210) 970-9117

ramirobautistaphd@gmail.com

**City of Brookshire - EDC**

4029 Fifth St

Brookshire, TX 77423

(281) 375-5050

(281) 375-5045

edc@brookshiretx.gov

JOB	PAYMENT TERMS	DUE DATE
City of Brookshire - EDC	Due on Receipt	June 6, 2025

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
5 hrs	Gen Eco Dev Services (6/2/25)	\$250.00	\$1250.00
5 hrs	Gen Eco Dev Services (6/3/25)	\$250.00	\$1250.00
5 hrs	Gen Eco Dev Services (6/5/25)	\$250.00	\$1250.00

Subtotal	3750.00
Sales Tax	0.00
Total	3750.00



... CHECK REQUEST ...

DATE OF REQUEST: June 13, 2025

CHECK NEEDED BY: ASAP

REQUESTED BY: Vickie Casto/

CHECK TO: Ramiro Bautista

208 3<sup>rd</sup>. St.

Hempstead, TX 77445

Invoice # 8

AMOUNT OF CHECK: \$3,750.00

INVOICE ATTACHED: YES

Line Item #: Line-Item Name

108-000-52031 BEDC Coordinator

 ENTERED

Approved by:

A handwritten signature in dark ink, appearing to be 'B. Bautista', is written over a horizontal line.

\*\*\*ORIGINAL INVOICES SHOULD BE INCLUDED WITH ALL CHECK



# INVOICE

**DATE**

June 6, 2025

**INVOICE NO**

8

**Ramiro Bautista**

2008 3<sup>rd</sup> St

Hempstead, TX 77445

(210) 970-9117

ramirobautistaphd@gmail.com

**City of Brookshire - EDC**

4029 Fifth St

Brookshire, TX 77423

(281) 375-5050

(281) 375-5045

edc@brookshiretx.gov

JOB	PAYMENT TERMS	DUE DATE
City of Brookshire - EDC	Due on Receipt	June 6, 2025

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1 hrs	Gen Eco Dev Services (6/9/25)	\$250.00	\$250.00
5 hrs	Gen Eco Dev Services (6/10/25)	\$250.00	\$1250.00
5 hrs	Gen Eco Dev Services (6/11/25)	\$250.00	\$1250.00
4 hrs	Gen Eco Dev Services (6/12/25)	\$250.00	\$1000.00

Subtotal	3750.00
Sales Tax	0.00
Total	3750.00





# IONOS

**IONOS Inc.**

Two Logan Square, 100 N 18th St., Suite 400  
Philadelphia, PA 19103  
USA

Two Logan Square, 100 N 18th St. · Suite 400  
Philadelphia, PA 19103 · USA

Stacey Gootee  
City of Brookshire  
P.O. Box 160  
Brookshire, TX 77423-0160  
UNITED STATES

**Invoice:** 202055260509  
**Invoice Date:** 05/13/2025  
**Customer ID:** 447408986  
**Contract ID:** 103888962

**Help Center:** [ionos.com/help](https://ionos.com/help)  
**My IONOS:** [my.ionos.com/invoices](https://my.ionos.com/invoices)

**Your IONOS Personal Consultant:**

Tiffany M

+1 267 366 6050

## Invoice

Billing period starting: 05/12/2025

Item	Service	Charges	Usage	Taxable Portion	Total
<b>Contract: 103888962 - IONOS HiDrive Basic</b>					
Basic fee (\$1.50)					
1	Basic Fee 05/12/2025-06/11/2025	\$1.50 a month	1 mo.	\$1.20	\$1.50
Additional services (\$2.50)					
2	IONOS HiDrive Office 05/12/2025-06/11/2025	\$2.50 a month	1 mo.	\$2.00	\$2.50
<b>Net Total</b>					<b>\$4.00</b>
<b>Net (non-taxable portion)</b>					<b>\$0.80</b>
<b>Net (taxable portion)</b>					<b>\$3.20</b>
<b>Tax</b>					<b>\$0.26</b>
<b>Total amount due</b>					<b>\$4.26</b>
Please <b>DO NOT</b> send cash, check or money order					

The total amount due will be charged to your credit card within the next seven days, most likely in the next day or two. Thank you.

Do you have questions regarding this invoice?

Please refer to your [Help Center](https://ionos.com/help) or log in to [my.ionos.com](https://my.ionos.com) for further information.

**IONOS Inc.**

Two Logan Square, 100 N 18th St., Suite 400  
Philadelphia, PA 19103  
USA

Two Logan Square, 100 N 18th St. - Suite 400  
Philadelphia, PA 19103 - USA

Stacey Gootee  
City of Brookshire  
P.O. Box 160  
Brookshire, TX 77423-0160  
UNITED STATES



**Invoice:** 202054751400  
**Invoice Date:** 04/13/2025  
**Customer ID:** 447408986  
**Contract ID:** 103888979

**Help Center:** [ionos.com/help](https://ionos.com/help)  
**My IONOS:** [my.ionos.com/invoices](https://my.ionos.com/invoices)

**Your IONOS Personal Consultant:**

Tiffany M

+1 267 366 6050

## Invoice

Billing period starting: 04/12/2025

Item	Service	Charges	Usage	Taxable Portion	Total
<b>Contract: 103888979 - IONOS HiDrive Pro</b>					
1	Basic Fee 04/12/2025-05/11/2025	\$20.00 a month	1 mo.	\$16.00	\$20.00
2	Special Offer Discount for line-item 1 Valid from 11/12/2024 to 05/11/2025	Special Offer		\$-15.20	\$-19.00
<b>Net Total</b>					<b>\$1.00</b>
<b>Net (non-taxable portion)</b>					<b>\$0.20</b>
<b>Net (taxable portion)</b>					<b>\$0.80</b>
<b>Tax</b>					<b>\$0.06</b>
<b>Total amount due</b>					<b>\$1.06</b>
Please <b>DO NOT</b> send cash, check or money order					

The total amount due will be charged to your credit card within the next seven days, most likely in the next day or two. Thank you.

Do you have questions regarding this invoice?

Please refer to your [Help Center](https://ionos.com/help) or log in to [my.ionos.com](https://my.ionos.com) for further information.



Two Logan Square, 100 N 18th St. - Suite 400  
Philadelphia, PA 19103 - USA

Stacey Gootee  
City of Brookshire  
P.O. Box 160  
Brookshire, TX 77423-0160  
UNITED STATES

**IONOS Inc.**

Two Logan Square, 100 N 18th St., Suite 400  
Philadelphia, PA 19103  
USA

**Invoice:** 202055067854  
**Invoice Date:** 05/03/2025  
**Customer ID:** 447408986  
**Contract ID:** 54615938

**Help Center:** [ionos.com/help](https://ionos.com/help)  
**My IONOS:** [my.ionos.com/invoices](https://my.ionos.com/invoices)

**Your IONOS Personal Consultant:**

Tiffany M  
☎ +1 267 366 6050

## Invoice

Billing period starting: 05/02/2025

Item	Service	Charges	Usage	Taxable Portion	Total
<b>Contract: 54615938 - IONOS Premium</b>					
1	IONOS PHP 5.4 Extended Support 04/08/2025-05/07/2025	\$19.76 a month	1 mo.	\$15.81	\$19.76
<b>Net Total</b>					<b>\$19.76</b>
<b>Net (non-taxable portion)</b>					<b>\$3.95</b>
<b>Net (taxable portion)</b>					<b>\$15.81</b>
<b>Tax</b>					<b>\$1.26</b>
<b>Total amount due</b>					<b>\$21.02</b>
Please <b>DO NOT</b> send cash, check or money order					

The total amount due will be charged to your credit card within the next seven days, most likely in the next day or two. Thank you.

Do you have questions regarding this invoice?

Please refer to your [Help Center](https://ionos.com/help) or log in to [my.ionos.com](https://my.ionos.com) for further information.



# IONOS



Two Logan Square, 100 N 18th St. · Suite 400  
Philadelphia, PA 19103 · USA

Stacey Gootee  
City of Brookshire  
P.O. Box 160  
Brookshire, TX 77423-0160  
UNITED STATES

## IONOS Inc.

Two Logan Square, 100 N 18th St., Suite 400  
Philadelphia, PA 19103  
USA

**Invoice:** 202055260506  
**Invoice Date:** 05/13/2025  
**Customer ID:** 447408986  
**Contract ID:** 103888979

**Help Center:** [ionos.com/help](https://ionos.com/help)  
**My IONOS:** [my.ionos.com/invoices](https://my.ionos.com/invoices)

## Your IONOS Personal Consultant:

Tiffany M

+1 267 366 6050

## Invoice

Billing period starting: 05/12/2025

Item	Service	Charges	Usage	Taxable Portion	Total
<b>Contract: 103888979 - IONOS HiDrive Pro</b>					
1	Basic Fee 05/12/2025-06/11/2025	\$20.00 a month	1 mo.	\$16.00	\$20.00
<b>Net Total</b>					<b>\$20.00</b>
<b>Net (non-taxable portion)</b>					<b>\$4.00</b>
<b>Net (taxable portion)</b>					<b>\$16.00</b>
<b>Tax</b>					<b>\$1.28</b>
<b>Total amount due</b>					<b>\$21.28</b>

Please **DO NOT** send cash, check or money order

The total amount due will be charged to your credit card within the next seven days, most likely in the next day or two. Thank you.

Do you have questions regarding this invoice?

Please refer to your [Help Center](https://ionos.com/help) or log in to [my.ionos.com](https://my.ionos.com) for further information.



PO Box 37600  
Philadelphia, PA 19101-0600

## Credit Card Purchase Receipt

Order Date: 05/01/2025  
Ship Date: 05/01/2025  
Invoice Date: 05/01/2025  
TIN: 04-2896127

### Sold To:

City Of Brookshire  
PO Box 160  
Brookshire TX 77423-0160



### Ship To:

Brookshire Edc  
Vickie Casto  
4029 5Th St  
Brookshire TX 77423

Customer PO: castovickie      Order #: 184257225      Invoice #: 43960691      Account #: 1836147

Item Number	Description	Color	Qty Shipped	Price	Unit	Extended
550-541077	FILE FOLDER 3-TAB LETTER 50/PK		2	\$13.58	pack	\$27.16
550-104604CT	HM 8.5X11 LSR 24 98 10RM RWH		1	\$111.61	carton	\$111.61



Always happy to help



800.982.3400



[invoice@quill.com](mailto:invoice@quill.com)

Check the status of this order and track delivery at [Quill.com/my account](https://www.quill.com/my-account).

Merchandise Amt \$138.77  
Tax: \$0.00  
Shipping: Free

**This amount has been charged  
to your credit card:**

✓ **\$138.77**



**THIS IS A RECEIPT FOR YOUR CREDIT CARD PURCHASE**

Pending settlement from your financial institution.

# Payment # 250617-233544-0e31d0

Summary	Receipt		
<b>Payment reference</b> 250617-233544-0e31d0	<b>Date</b>	<b>Event</b>	<b>Amount</b>
<b>Payment Issued by</b> NEWFIRST NATIONAL BANK x-081	6/17/25	Deposit requested	\$99.99
<b>Deposit amount</b> \$99.99			
<b>Unapplied balance</b> \$99.99			
<b>Paid by</b> Notlyh Lyons			
<b>Status</b> Processing			



Deliver to Brookshire  
Brookshire 77423

All ▾ office desk

EN

Hello, Notlyh  
Account for City of Brooksh...

Budget Remaining \$5,987.66 108 - 000 - 53010 Office Supplies

All Get the app Buy Again Today's Deals Business Savings Gift Cards Add Users Shop End of School Year savings Lists Business Prime

1-48 of over 100,000 results for "office desk"

Please pick a desk

Sort by: Featured

## Popular Shopping Ideas

Home

L Shape

Adjustable

Portable

See more

## Delivery

All Prime

## Delivery Day

Get It by Tomorrow

## Price

\$3 - \$39,900+

## Deals &amp; Discounts

All Discounts

Today's Deals

## Customer Reviews

&amp; Up

## Height

Up to 27.9 in

28 to 29.9 in

30 to 31.9 in

32 in & above

## Depth

Up to 23.9 in

24 to 35.9 in

36 to 47.9 in

48 to 59.9 in

60 in & above

## Width

Up to 23.9 in

24 to 35.9 in

36 to 47.9 in

48 to 59.9 in

60 in & above

## Color

## Shape

Rectangular

L-Shape

Square

Diamond

Heart

Hexagonal

Oblong

See more

## Age Range

Toddler

Kid

## Recommendations for you

Deals Top sellers Highly rated



Lufeiya Computer Desk with Fabric File Drawers Cabinet, 47...

4.3 (811)

Limited time deal

\$79<sup>99</sup> List: \$129.99

FREE delivery Mon, May 5



1 sustainability feature

Add to cart



Tribesigns 71 inch Executive Desk, L Shaped Desk with...

4.1 (263)

Limited time deal

\$269<sup>99</sup> List: \$329.99

Save 19% on 10+ units

FREE delivery Wed, May 7



Add to cart



Bestier 59 inch Executive Desk with 2 Drawers, Computer Desk with...

4.2 (50)

Limited time deal

\$195<sup>49</sup> Typical: \$229.99

Save 18% on 10+ units

FREE delivery May 5 - 7



Add to cart

## Results

Check each product page for other buying options. Price and other details may vary based on product size and color.



Sponsored

Vari - VariDesk Cube Plus 40 - Two-Tier Cubicle Standing Desk Converter for Dual Monitors - ...

4.2 (104)

\$470<sup>20</sup>

Save 2% on 10+ units

FREE delivery May 6 - 8

Add to cart



Sponsored

RedLemon 60 inch Farmhouse L Shaped Executive Desk with Drawers, Wood Home Office...

4.4 (153)

Limited time deal

\$339<sup>99</sup> Typical: \$399.99

\$39.99 delivery May 9 - 12

+2 other colors/patterns

Add to cart



Sponsored

OffiGo Electric Standing Desk with 3-Piece Board, 71 Inch Height Adjustable Large Desk...

5.0 (28)

\$229<sup>99</sup> List Price: \$399.99

Exclusive Prime price

FREE delivery May 6 - 9

+2 other colors/patterns

Options: 2 sizes

Add to cart

Teen  
Adult  
**Inclusions**

Headphone Hook  
Built-in USB Port  
Keyboard Tray  
Bookcase  
Built-in Outlet  
Cable Grommets  
Cable Management Tray  
Casters  
Cup Holder  
Desk Return  
Footrest  
Hutch  
Monitor Arm  
Power Strip

**Base Material**

Metal  
Engineered Wood  
Wood  
Alloy Steel  
Sheesham Wood  
Aluminum  
Bamboo

[See more](#)**Condition**

New  
Used

**Drawer Count**

0  
1  
2  
3  
4  
5  
6

[See more](#)**Drawer Type**

File Drawer  
Box Drawer  
Utility Drawer

**Style**

Modern  
Contemporary  
Industrial  
Country Rustic  
Mid-Century Modern  
American  
Art Deco

[See more](#)**Top Material**

Engineered Wood  
Wood  
Metal  
Acacia  
Alloy Steel  
Ash Wood  
Cherry Wood

[See more](#)**Brands**

Tribesigns  
SEDETA  
AODK  
Furmax



Sponsored

**LVB Black L Shaped Desk, Reversible Computer Office Desk with Drawers, Modern Large L...**

4.3 (26)

**\$249<sup>96</sup>**

Save 6% on 3+ units

FREE delivery **May 6 - 9**

Only 10 left in stock - order soon.

[+4 other colors/patterns](#)

Add to cart



Sponsored

**Gear Height Adjustable Electric Standing Desk, 48 x 24 Inches Sit Stand up Desk, Memory...**

4.5 (7.5K)

**\$99<sup>99</sup>** Typical price: ~~\$119.99~~  
Exclusive Prime price

FREE delivery **Mon, May 5**[+7 other colors/patterns](#)

Options: 5 sizes

1 sustainability feature

Add to cart

Best Seller



**Home Office Chair Ergonomic Desk Chair Mesh Computer Chair with Lumbar Support Armrest...**

Office  
4.3 (58.3K)**\$37<sup>98</sup>** List: ~~\$41.46~~FREE delivery **Mon, May 5**

Options: 3 sizes

Add to cart



**Furmax Electric Height Adjustable Standing Desk Large 55 x 24 Inches Sit Stand Up De...**

4.4 (5.5K)

**\$104<sup>99</sup>**FREE delivery **May 6 - 8**

Options: 4 sizes

1 sustainability feature

Add to cart



**Tribesigns 63 Inch Executive Desk with File Cabinet, Large Office Desk L Shaped Computer Desk...**

3.8 (134)

**\$289<sup>99</sup>** Typical: ~~\$299.99~~

Save 6% on 3+ units

FREE delivery **May 6 - 9**

Only 11 left in stock - order soon.

Add to cart

Best Seller



**Tribesigns L Shaped Desk with Drawer Cabinet, 63" Executive Computer Desk and lateral File...**

4.0 (210)

Limited time deal

**\$288<sup>97</sup>** Typical: ~~\$339.97~~FREE delivery **May 7 - 12**

Only 15 left in stock - order soon.

[+4 other colors/patterns](#)

Options: 3 sizes

See options

**Trending now**

Sponsored



5/1/25, 1:07 PM

ODK  
YITAHOME  
ErGear

See more

#### Top Brands

Top Brands  
Mounting Type

Floor Mount  
Freestanding  
Tabletop  
Wall Mount

#### Leg Material

Metal  
Alloy Steel  
Engineered Wood  
Bamboo  
Carbon Steel  
Iron  
Pine Wood

See more

#### Finish

Alder  
Aluminum  
Ash  
Bamboo  
Beech  
Birch  
Brass

See more

#### Instructions

Require Assembly  
Already Assembled  
DIY

#### Seller

Amazon.com  
Cymax

See more

#### Base Color

Black  
White  
Brown  
Beige  
Blue  
Gold  
Grey

See more

#### Distressed Finish Type

Chipped  
Dented  
Rub Through  
Wormholes

#### Leg Style

Cabriole Leg  
Fluted Leg  
Saber Leg  
Spiral Leg  
Turned Leg

#### Storage Volume

Up to 249 fl. oz.  
250 to 399 fl. oz.  
400 to 549 fl. oz.  
550 fl. oz. & above

#### Storage Options

Amazon.com : office desk



Tribesigns Modern Simple  
Computer Desk, 47 inch Vintage  
Office Desk Computer Table,  
Study Writing Study Desk...

4.4 (14.4K)

\$125<sup>43</sup> Price: \$127.99  
Save 2% on 2+ units



AODK 66" L Shaped Computer  
Desk, 113" Reversible Home  
Office Desk with File Cabinet & 4  
Fabric Drawers, Two Person De...

4.4 (469)

\$169<sup>99</sup> Typical price: \$249.99  
Exclusive Prime price



AODK Electric L-Shaped Standing  
Desk, 59 Inch Height Adjustable  
Office Desk with Monitor Stand,  
Sit-Stand Desk with Power...

4.3 (48)

\$229<sup>99</sup> Typical: \$319.99  
Save 28% on 2+ units

#### More results



Tribesigns 70.8-Inch Executive  
Desk, Large Computer Office  
Desk Workstation, Modern...

4.6 (534)

\$228<sup>76</sup>  
Save 3% on 2+ units  
One-Day  
FREE delivery Tomorrow, May 2



Add to cart



Sponsored

Modern Design Venice Computer  
Office Desk with 3 Locking  
Drawers and Storage Cabinet, 5...

4.3 (72)

\$280<sup>16</sup>  
Save 2% on 3+ units  
FREE delivery Sat, May 3

+3 other colors/patterns

Add to cart



Sponsored

AODK 66" L Shaped Computer  
Desk, 113" Reversible Home  
Office Desk with File Cabinet & ...

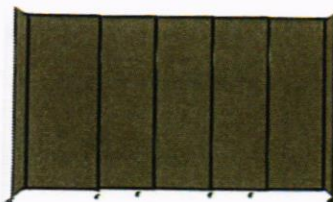
4.4 (469)

\$169<sup>99</sup> Typical price: \$249.99  
Exclusive Prime price  
FREE delivery May 6 - 7

+3 other colors/patterns  
Options: 2 sizes

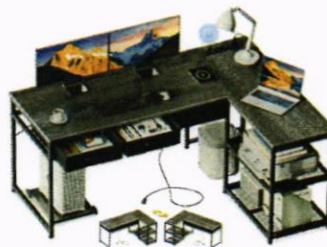
1 sustainability feature

Add to cart



Sponsored

Versare Straightwall Sliding  
Portable Wall Partition |  
Freestanding Office Dividers |...



Sponsored

AODK 53 Inch L Shaped  
Computer Desk with Drawers,  
Corner Desk with Power Outlet...



Amazon Basics Classic Puresoft  
PU Padded Mid-Back Height  
Adjustable Office Computer De...



CITY OF BROOKSHIRE - EDC

60514

DLT Handyman Services - David Thomas \*\*3,000.00

6/20/2025

Invoice #	Date	Invoice Description	Amount
EST100	2nd6/17/2025	Hovas Park - Dugout roof	3000.00



Outlook

---

**RE: Partial Payment**

---

From Robert Richards <[rrichards@brookshiretx.gov](mailto:rrichards@brookshiretx.gov)>  
Date Tue 6/17/2025 2:10 PM  
To Notlyh Lyons <[nlyons@brookshiretx.gov](mailto:nlyons@brookshiretx.gov)>  
Cc Eric Green <[Egreen@brookshiretx.gov](mailto:Egreen@brookshiretx.gov)>; Lakethia Connor <[lconnor@brookshiretx.gov](mailto:lconnor@brookshiretx.gov)>

Notlyh

The contractor has completed four dugout repairs and has already started on the fifth one today. There more dugout repairs remaining. **Please issue payment in the amount of \$3000 dollars as second partial payment.** The final payment will not be released until all work is completed and final inspection of repairs.

Thanks

Mayor

City of Brookshire Tx  
Office: 281-375-5001  
Cell: 346-527-1784  
Email: [richards@brookshiretx.gov](mailto:richards@brookshiretx.gov)

 ENTERED

**PAID**  
6/24/25

"Teamwork Makes Things Happen"

From: Robert Richards <[rrichards@brookshiretx.gov](mailto:rrichards@brookshiretx.gov)>  
Sent: Tuesday, March 11, 2025 10:14 AM  
To: Lakethia Connor <[lconnor@brookshiretx.gov](mailto:lconnor@brookshiretx.gov)>  
Cc: Eric Green <[Egreen@brookshiretx.gov](mailto:Egreen@brookshiretx.gov)>  
Subject: Re: Partial Payment

Good Morning

Please use EDC account 108-000-56150 City Parks Project. The dugout tops replacement was approved by EDC Board and City Council. I don't recall exactly which meeting offhand but Vicky and Laketra should have this information. I think it was three

meetings back. The agendas will be subject as Hovas Park improvements.

Thanks

Robert

Get Outlook for iOS

---

**From:** Lakethia Connor <[lconnor@brookshiretx.gov](mailto:lconnor@brookshiretx.gov)>  
**Sent:** Tuesday, March 11, 2025 9:51:28 AM  
**To:** Robert Richards <[rtrichards@brookshiretx.gov](mailto:rtrichards@brookshiretx.gov)>  
**Cc:** Eric Green <[Egreen@brookshiretx.gov](mailto:Egreen@brookshiretx.gov)>  
**Subject:** Fw: Partial Payment

Please state which account this payment should be deducted from. Also, do you know the meeting this was voted on? Thanks

*Lakethia Connor*  
**The City of Brookshire**  
**Interim City Secretary**  
**4029 Fifth Street**  
**Brookshire, Texas 77423**  
**Email: [lconnor@brookshiretx.gov](mailto:lconnor@brookshiretx.gov)**  
**Phone: (281)375-5050**

---

**From:** Stacey Gooitee <[SGooitee@brookshiretx.gov](mailto:SGooitee@brookshiretx.gov)>  
**Sent:** Tuesday, March 11, 2025 8:00 AM  
**To:** Lakethia Connor <[lconnor@brookshiretx.gov](mailto:lconnor@brookshiretx.gov)>  
**Subject:** RE: Partial Payment

I do not have this invoice – can you please send it?

Where are we posting this payment – the general fund Hovas Park Expenses has on \$19 K left for the year -this is used for general upkeep that the city PW dept does – I do know there are more repairs that are needed.

The EDC City Park Expenses as \$350K that has not been touched – I am not sure what this was intended for or if it is even earmarked for anything, but we could use this money for these repairs as well as the lighting. EDC board would need to vote on it – this could be done by email.

Thank you,



*Stacey Gooite*

COMPTROLLER/AF



4029 5TH STREET BROOKSHIRE, TEXAS 77423

PO BOX 160 - 281-375-5050 EXT 5010

WWW.BROOKSHIRETX.GOV

From: Lakethia Connor <[lconnor@brookshiretx.gov](mailto:lconnor@brookshiretx.gov)>

Sent: Monday, March 10, 2025 6:06 PM

To: Stacey Gooite <[SGooite@brookshiretx.gov](mailto:SGooite@brookshiretx.gov)>

Subject: Partial Payment

Please issue a partial payment of \$8000 to DLT Handyman Services for 8 Dug Out Tops located at Hovas Park. I was told that you already have the invoice. The invoice total amount was \$17, 200.00. If you do not have this invoice, please let me know so that I can give you another copy. Thanks

*Lakethia Connor*

The City of Brookshire

Interim City Secretary

4029 Fifth Street

Brookshire, Texas 77423

Email: [lconnor@brookshiretx.gov](mailto:lconnor@brookshiretx.gov)

Phone: (281)375-5050

**CITY OF BROOKSHIRE - EDC**

Economic Development Corporation

PO Box 160

BROOKSHIRE, TX 77423

6/20/2025

PAY TO THE  
ORDER OF

DLT Handyman Services - David Thomas

\$ \*\*3,000.00

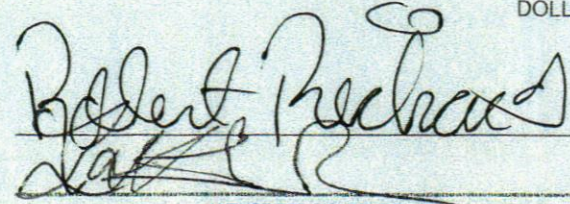
\*\*Three Thousand and 00/100\*\*

DLT Handyman Services - David Thomas

P.O. Box 107

Brookshire, TX 77473

MEMO



DOLLAR

AUTHORIZED SIGNATURE

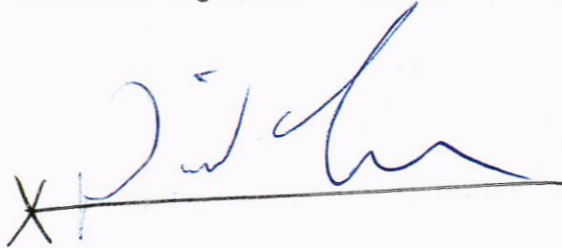
⑈060514⑈ ⑆113104796⑆ 794 081⑈

CITY OF BROOKSHIRE - EDC

60514

DLT Handyman Services - David Thomas

Invoice #	Date	Invoice Description	Amount
EST100 -	2nd6/17/2025	Hovas Park - Dugout roof	3000.00







7133643653  
davidleethomas@aol.com

108 - 000 - 56150

# D L T Handyman Services

**ENTERED**

## ESTIMATE

FOR: **The City Of Brookshire (Hovas  
Park Dugout Roof Repair)**  
281-375-5050  
ctaylor@brookshiretx.gov

MAR - ENT'D  
Sg

NUMBER: EST0100  
DATE: Feb 4, 2025

Description	Quantity	Unit price	Amount
Tear down and haul away old damage roof material for each dugout.	8	\$150.00	\$1,200.00
Frame and install new 6" purlins and r-panels (roof metal) for each dugout. Dugout covered roof will be approximately 12' x 30' with 1' overhang. Purlins will be attached to post using u-clamp bracket and some welding. R-panel will be fastened using self tapping screws.	8	\$2,000.00	\$16,000.00

**PAID**  
4/3/25  
[Signature]

SUBTOTAL: \$17,200.00  
TOTAL: \$17,200.00  
PAID: \$0.00

**Payment instructions**  
Cashapp. \$dthomas777  
Zelle. 832.851.4282  
Check. David Thomas

**BALANCE DUE** \$17,200.00

### Comments

The price includes materials and labor. \$8000 will be required for the down-payment to start the job. The remainder of the balance is to be paid upon completion,

~~pd 8600.00 3/17/25~~  
[Signature]



---

**Re: DLT Handyman payment instructions**

---

**From** Lakethia Connor <lconnor@brookshiretx.gov>

**Date** Tue 3/18/2025 11:56 AM

**To** Notlyh Lyons <nlyons@brookshiretx.gov>; Vickie Casto <vcasto@brookshiretx.gov>; Eric Green <Egreen@brookshiretx.gov>

This has already been entered from the looks of it by Stacey with the partial payment agreed on. Please review...Thanks

*Lakethia Connor*

**The City of Brookshire**

**Interim City Secretary**

**4029 Fifth Street**

**Brookshire, Texas 77423**

**Email: lconnor@brookshiretx.gov**

**Phone: (281)375-5050**

---

**From:** Notlyh Lyons <nlyons@brookshiretx.gov>

**Sent:** Tuesday, March 18, 2025 9:07 AM

**To:** Vickie Casto <vcasto@brookshiretx.gov>; Eric Green <Egreen@brookshiretx.gov>

**Cc:** Lakethia Connor <lconnor@brookshiretx.gov>

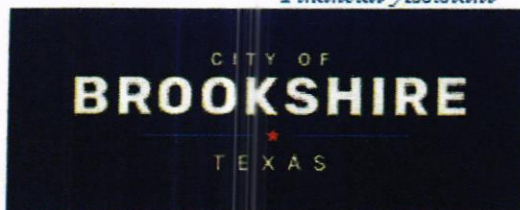
**Subject:** DLT Handyman payment instructions

Good morning,

Can you please let me know the amount we agreed to pay DLT this month? Thank you.

*Notlyh Lyons*

*Financial Assistant*



*4029 5th Street Brookshire, Texas 77423*

*PO Box 160 ~ (281) 375 - 5050 ext. 5019*

*u u u .brookshiretx.gov*

**CITY OF BROOKSHIRE  
GENERAL FUND**P.O. BOX 160  
BROOKSHIRE, TX 77423PAY TO THE  
ORDER OF

DLT Handyman Services - David Thomas

\*\*Eight Thousand Six Hundred and 00/100\*\*

DLT Handyman Services - David Thomas  
P.O. Box 107  
Brookshire, TX 77473

MEMO

COPY

4/3/2025

\$ \*\*8,600.00

DOLLAR

  
AUTHORIZED SIGNATURE

⑈060538⑈ ⑈113104796⑈ 793 929⑈

CITY OF BROOKSHIRE

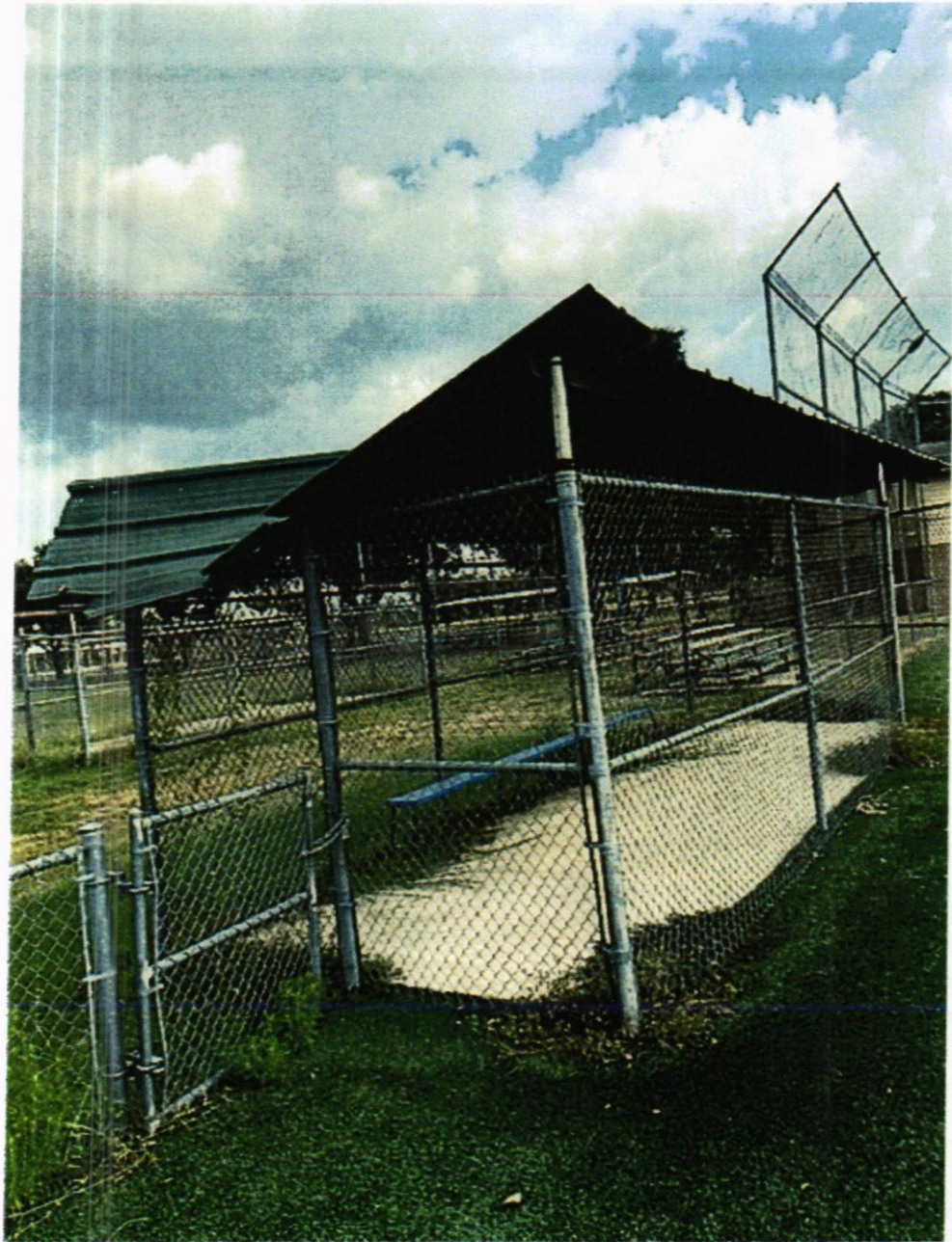
60538

DLT Handyman Services - David Thomas

Invoice #	Date	Invoice Description	Amount
EST - 0100	-2/4/2025	Hovas Park - Dugout roof	8600.00

  
received  
4/10/25  
me







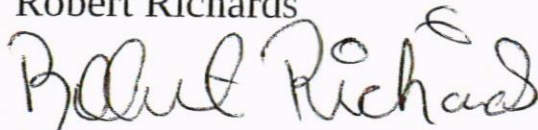


Date: February 25, 2025

Subject: Hovas Park Dugouts

The baseball dugouts at Hovas park were damaged during hurricane Beryl. The roofs of the dugouts were constructed with support beams and aluminium tin. The dugouts sustained damage to the support beams and many sheets of aluminium are missing or hanging. The current condition of the dugouts pose a safety hazard to the public. Therefore, As required in City of Brookshire Resolution No. 15-002 Brookshire Economic Development Corporation Purchasing Policy I am authorizing the repair of the dugouts as an emergency purchase/repair to preserve the city property and correct conditions that endanger the public welfare.

Robert Richards

A handwritten signature in cursive script that reads "Robert Richards". The signature is written in dark ink and is positioned above the printed name.

Mayor Pro Tem, City of Brookshire



D.L.T. Services

7133643653  
davidleethomas@aol.com

108-000-56150

**D L T Handyman Services****ENTERED****ESTIMATE****FOR: The City Of Brookshire (Hovas  
Park Dugout Roof Repair)**  
281-375-5050  
ctaylor@brookshiretx.govMAR - ENT'D  
SS**NUMBER:** EST0100  
**DATE:** Feb 4, 2025

Description	Quantity	Unit price	Amount
Tear down and haul away old damage roof material for each dugout.	8	\$150.00	\$1,200.00
Frame and install new 6" purlins and r-panels (roof metal) for each dugout. Dugout covered roof will be approximately 12' x 30' with 1' overhang. Purlins will be attached to post using u-clamp bracket and some welding. R-panel will be fastened using self tapping screws.	8	\$2,000.00	\$16,000.00

**SUBTOTAL:** \$17,200.00  
**TOTAL:** \$17,200.00  
**PAID:** \$0.00**Payment Instructions**Cashapp. \$dthomas777  
Zelle. 832.851.4282  
Check. David Thomas**BALANCE DUE****\$17,200.00****Comments**

The price includes materials and labor. \$8000 will be required for the down-payment to start the job. The remainder of the balance is to be paid upon completion.

pd 8600.00 3/17/25



**D. EXCEPTIONS TO STANDARD REQUIREMENTS 1 PROCEDURES**

1. No purchase order is required for items requiring an expenditure of less than \$2,500. However, these items should, whenever possible, be purchased from an approved vendor under the Blanket Purchase Order method.
2. **Exceptions to the prescribed manner of making purchases are permissible in cases of emergency to preserve City property or where delay would endanger the public welfare. Emergency purchases must be approved by the department head and reported to the City Secretary as soon as possible, but not later than the next regular work day. The purchase order must contain a brief statement concerning the nature of the emergency in the description.**
3. The requirements for soliciting quotes and using a procurement method set forth in the Local Government Code do not apply when there is only one documented source of supply for the item.
4. The requirements for soliciting quotes and using a procurement method set forth in the Local Government Code do not apply for the procurement of professional services such as those provided by attorneys, fiscal advisors, engineers, etc. The procurement of professional services is governed by Texas Government Code, Chapter 2254.
5. A department head, with the approval of the Mayor, may authorize an expenditure not to exceed \$2,500 for an item that was not included and approved in the current budget, provided there is sufficient unencumbered funds in the contingency line item of the budget to cover the expenditure. The City Secretary shall include, as a separate report, in the monthly financial report to the Board of Aldermen all such unbudgeted expenditures.

**E. PROHIBITED PRACTICES**

Engaging in the following practices to avoid the requirements and procedures of this policy and State law are prohibited:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/26/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Munro Insurance Services LLC 1155 Sportfisher Dr. Suite 140 Oceanside CA 92054		<b>CONTACT NAME:</b> Munro Insurance Services LLC <b>PHONE (A/C, No, Ext):</b> 760-621-3844 <b>E-MAIL ADDRESS:</b> certs@munroinsuranceservices.com <b>FAX (A/C, No):</b>	
<b>INSURED</b> TX Elite Roofing Services 13201 Northwest Fwy suite 660 Houston TX 77040-6008		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Sutton Specialty Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 16848	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ISPC04000056852	6/1/2025	6/1/2026	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
			GENERAL AGGREGATE \$ 1,000,000				
			PRODUCTS - COMP/OP AGG \$ 1,000,000				
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

The City of Brookshire

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Daniel Munro*

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# July 2025

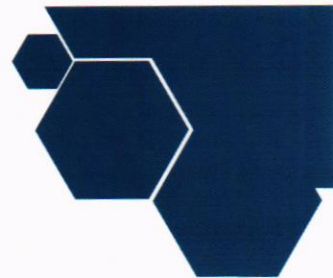


## Monthly Report

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**Prepared by**  
Ramiro Bautista, Ph.D.



# Table Of Contents

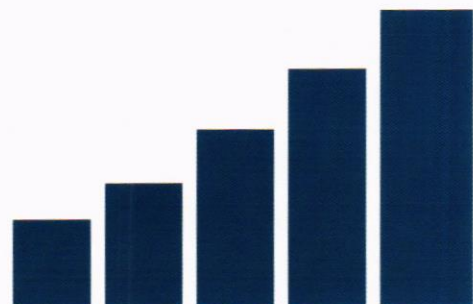
**Meet Our Team**

**Daily Activity Log**

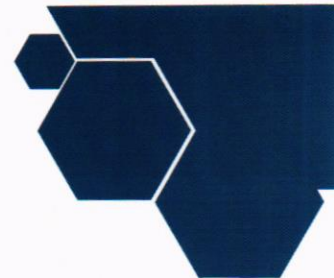
**Current Projects**

**Potential Projects**

**Contact Us**







# Meet Our Team



**RAMIRO BAUTISTA**  
BEDC CONSULTANT

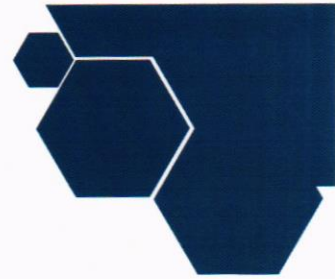


**VICKIE CASTO**  
BEDC ADMINISTRATIVE  
ASSISTANT



**ERIC GREEN**  
BEDC BOARD PRESIDENT

# Daily Activity Log



## June 2, 2025

- Discussion with Ms. Vickie regarding BEDC monthly meeting agenda packet. Reviewed entire packet and identified any potential questions, comments, or concerns.
- Prepared for pre-development meeting at 1:00 pm for a Vehicle Storage Facility (VSF). 2<sup>nd</sup> meeting with developer to determine the placement of the VSF. After further discussion, applicant will submit for a fence permit only. Ms. Beatrice will follow-up with Bureau Veritas (BV) for further approval. Read New City Towing Ordinance No 19-655-14 after speaking with Mayor Richards regarding any environmental concerns/inquiries.
- Attended Brookshire Municipal Water District meeting at 7:00 pm to introduce myself and meet others.

## June 3, 2025

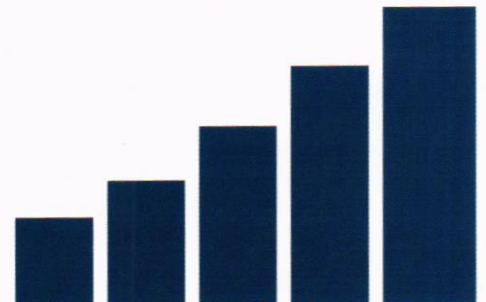
- Met with developer Anil Sharmn at 3905 11st at 9:30 am. Potential commercial developer along frontage I-10. Will work with developer and all entities to assist with entire permit process.
- Discussion with Ms. Vickie regarding previous social media account and submitted support ticket for assistance.
- Discussion with Mayor Richards regarding daily activities and monthly report submitted to Board.
- Discussion with Ms. Beatrice about Telsa's permit and will need to meet via phone or virtually with reps to provide updates on permit application
- Discussion with Ms. Vickie regarding updates to City Website on Economic Development issues. Ms. Vickie will request City to update

## June 5, 2025

- Prepared for and attended monthly BEDC meeting, Public Hearing, and City Council meeting. Inquiry to Ms. Casto regarding expenses for IONOS and Myan Technology. Will follow-up on charges from IONOS regarding HiDrive Pro, Basic, and Premium
- Discussion with Ms. Beatrice regarding Ipad/Tiny Homes. City will need to discuss with legal and provide an update and policy, if applicable
- Read Brown Tract Development revisions from 5.27.25 meeting

## June 9, 2025

- Read, researched and responded to various emails regarding potential development along 10th St. (The Reserves at Brookshire), Telsa (improvements on bldg.), and on 12th St (industrial logistics/distribution facility).







# Daily Activity Log

## June 10, 2025

- Follow-up inquiry to Ms. Beatrice on Brookshire Gardens Estates pre-development meeting
- Researched property ID #40119 on 12th street for follow-up phone conversation with potential developer set for June 11, 2025 at 11:00 am. Drove to lot to view and better understand potential project.
- Discussion follow-up with Ms. Lyons regarding BuyBoard and online access to the portal. Email sent by Ms. Lyons bounced back. RB will follow-up with Buyboard regarding correct email. Was provided with incorrect email address. Should have been .com and not .org. Ms. Lyons will re-send asap. Access granted. Will speak with Mayor Richards to determine immediate priorities. Also, requested regional representative to come to City Council meeting and provide presentations on organization/products/services/vendors.
- Email follow-up regarding meeting with potential Business Park development on Garvey Rd.

## June 11, 2025

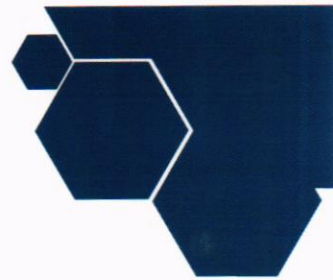
- Meeting with potential industrial logistics/distribution facility regarding expansion of 12th St. Need to speak with City Engineer regarding ROW and City easements.
- Phone conversation with BuyBoard to confirm attendance at City Council meeting (6.17.25). Also confirmed date to meet with staff to further discuss on 6.18.25 at 12:00 pm.
- Follow-up email to Ms. Lyons regarding Sales Tax Reports from HdL Companies.
- Follow-up to BMWD via email regarding Project Nationwide Trailers and responded to emails previously sent.
- Follow-up on Vehicle Storage Facility project. Email sent to BMWD to discuss the applicant permit application.
- Follow-up email to developer at 915 Purdy. Asked developer to proceed and provide a site plan of their potential project
- Another email follow-up regarding meeting with potential Business Park development on Garvey Rd.

## June 12, 2025

- Meeting with potential industrial logistics/distribution facility regarding expansion of 12th St.
- Read and reviewed example RFPs for Debris pick-up and Debris Monitoring/All Hazards, and Grant Administration sent by Mayor Richards
- Phone conversation with Brendan Fleming about meeting to discuss their potential business park development project on Garvey Rd. Meeting set for 11:15 – 6.12.25.
- Email sent to Ms. Glover containing supporting documentation and information for BuyBoard Presentation scheduled for the 6.17.25 Council meeting.



# Daily Activity Log

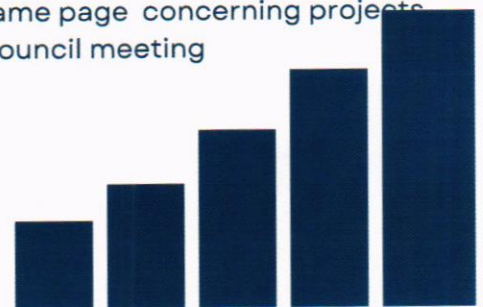


## June 16, 2025

- Discussion with developer regarding project on 10<sup>th</sup> St and Ms. Beatrice. Provided input to both permits and developer regarding project. Developer requested to speak with Mayor Richards. Mayor delegated meeting to permits and RB to provide direction on process. Met with developer to discuss project and all concerns. RB will speak with LJA about additional requirements from previous City Engineer regarding a TIA.
- Discussion with City Administration regarding various properties/projects throughout the City. Contact made with one private owner. Left message to return call or email as owner is out of the county until August. (281-375-5507)
- Phone call attempt to Giammalva Properties to inquire about land that was cleared North of I-10 and East of Executive Inn. Left message for Vincent Giammalva to return call. Called back and spoke with a representative who requested that I receive a call back from the owners. Spoke with Vincent Giammalva and developers are awaiting the frontage road to be constructed by TxDOT before developing. Working with same developers on another potential project on Hwy 90 (14 acres - 200k sq ft - \$20M-valuation).
- Email follow-up to BuyBoard rep to send presentation for 6.17.25 City Council meeting.
- Follow-up phone call to developer at 915 Purdy. Informed developer to proceed and provide a site plan of their potential project for BEDC review
- Follow-up phone call with Mr. Schiel (Ace/Hometown Hardware). Left message for Mr. Schiel to return call.
- Follow-up email to verify or confirm Brookshire Gardens Estates pre-development meeting schedule for 6.17.25 at 11:00 am.

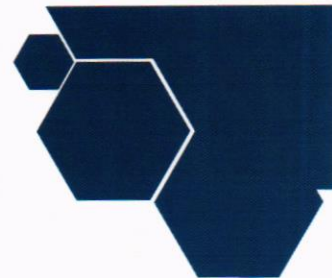
## June 17, 2025

- Follow-up email to LJA (Permits) to send Teams meeting invite for pre-development meeting scheduled for 11:00 am (Brookshire Gardens Estates)
- Follow-up email to Vance (BuyBoard). Presentation received. Will have available for City Council meeting.
- Follow-up phone call to developer at 915 Purdy - property needs maintenance (Code Enforcement)
- Attended pre-development meeting Brookshire Gardens Estates virtually with City Admin, LJA, and developers.
- Email to Buddy Brand (BKDD) concerning Property ID #s 258144 & 258145. Response from BKDD to meet today
- Phone call to Sue Theiss - TxDOT - left message to return call to discuss current/future plans/projects.
- Meeting with Permits and BMWD to discuss two potential projects. Will move forward with creating standing meetings to ensure all entities are on the same page concerning projects.
- Setup up laptop for BuyBoard presentation and attend City Council meeting





# Daily Activity Log

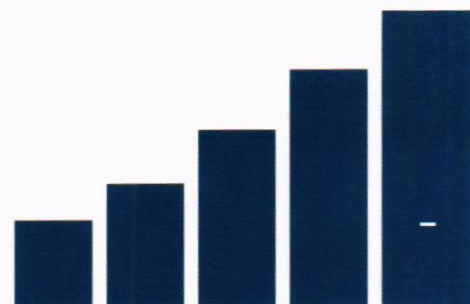


## June 19, 2025

- Discussion with Buddy Brand from the Brookshire-Katy Drainage District (BKDD)
- Discussion with Mayor Richards regarding the BuyBoard meeting for 6.18.25 at 12:00 pm with Vance Hamilton. Will request demo for purchasing products and services through portal for a boom mower. Also, spoke with Mayor Richards requesting that the City PW staff be involved in the TMLIRP R.O.A.D. Ready program. Will seek additional information and sign up for program.
- Phone discussion with Ryan Orbin (Manna House) requested by Mayor Richards. New project near the Manna House. Will set-up meeting to view location and assist where application
- Detailed meeting with Vance Hamilton (BuyBoard). BuyBoard Purchasing Cooperative saves time and money while ensuring competitive pricing and compliance. TASB Energy Cooperative - Offering long-term contracts for both Fuel and Electricity through and Interlocal Agreement. ConnectEd provides additional Cell Tower Service.
- Phone discussion with Sue Theiss, Director for Advanced Project Development from TxDOT. Requested and confirmed her attendance for the City Council meeting scheduled for July 17, 2025 will provide updates on current/future projects in and around Brookshire, TX.

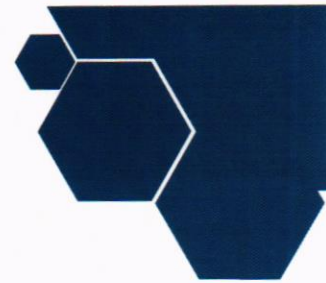
## June 20, 2025

- Reviewed various email from Vance (BuyBoard) setting multiple meetings up for next week, June 25, 2025 from 11:00 – 4:00 pm for Job Order Contracting (JOC) projects, TASB Energy Cooperative, ConnectEd for tower service. Responded to BuyBoard with potential JOC project and addresses. Will provide initial scope to BuyBoard reps on Monday, June 23, 2025
- Prepared City projects list and identified addresses and other descriptors for each.
- Phone discussion with Ms. Beatrice regarding Towing Ordinance and permit for AT&T replacing generator and potentially replacing tank.
- Phone discussion with Ms. Lyons regarding PO for Tractor with Boom and email from Sourcewell to create an account.





# Daily Activity Log

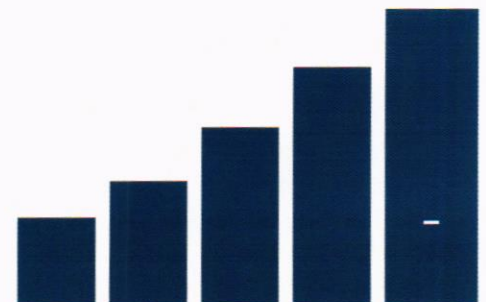


## June 23, 2025

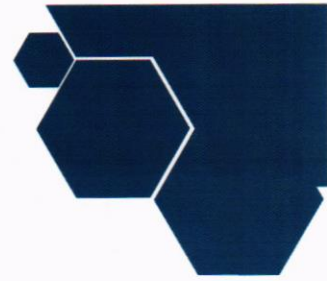
- Phone call message from Ms. Beatrice to contact the applicant who submitted for a fencing permit for their Vehicle Storage Facility (VSF). Reviewed email from legal and had discussion with Ms. Beatrice regarding the updates from legal for the response. Contacted applicant informed them of which Ordinance (No. 19-655-14) to follow for the VSF. Requested copy of the State license they received.
- Conversation with Ian Norman, Eyes on Me, Trades Program Director regarding a permit they have for a project at The Hangar. Drove to The Hangar to introduce myself to Hangar Unity Center Director and Assistant Director for Facilities.
- Follow-up discussion with Ms. Beatrice and then Mayor Richards regarding the City's permit fees. Bureau Veritas and RB indicated that City's fees are too low and may need to be adjusted. RB and Ms. Beatrice will complete some benchmarking to determine what other cities are charging as their permit fees.
- Follow up discussion with Mayor Richards regarding temporary permits for Mobile Food Units. One vendor was allowed to have a vendor permit for May and June 2025. Another vendor is requesting a temporary permit as they have received approval from the private property owner. City will need to provide direction on whether they would like to approve temporary permits or not.
- In-person discussion with Robert Biss (Houser Roofing). Would like to meet at a later date and discuss their company's projects throughout the City and provide information on their services.

## June 24, 2025

- Email response to Jason Greiner (Wylie EDC). Potential relocation of business to Brookshire, TX. Jason will connect us with the developer.
- Began reading Towing Ordinance No. 19-655-14. Lengthy discussion with Permits regarding the Towing and Mobile Food Units Ordinances. Will request meeting to discuss Towing Ordinance with City Administration, PD, and Permits. Discussion concerning the applicant's permit, a potential rotation contract with the City, and any applications and inspections required.
- Set up invite for Waller County Commissioner's Court for RB and Mayor Richards to watch virtually every two weeks
- Attended BMWD meeting at 6:00 pm to understand outcome of agenda item for the Brown Tract Development (IDV).



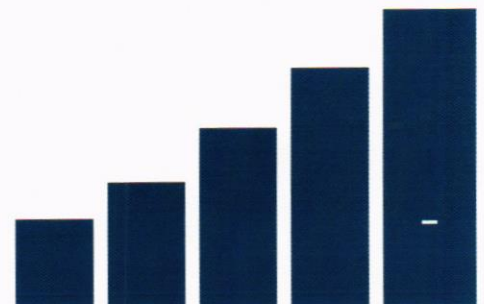




# | Daily Activity Log

## June 30, 2025

- Follow-up via email on potential development at 915 Purdy. Developer requesting additional information. Will follow up via phone call as well to address all inquiries.
- Follow-up discussion with Ms. Vickie on developer seeking a site with 20+ acres. Ms. Vickie provided a site with 40+ acres. Will send to developer via email and make contact via phone.
- Follow-up discussion with Ms. Vickie about BEDC Business Retention& Expansion Program. Inquired if any assistance is needed. All is okay and Ms. Vickie will provide an update if there is additional assistance required.
- Follow-up email to Adam with AB Joint Ventures regarding potential development. Requested that Adam reach out to BEDC to provide all information about Brookshire, TX and potential sites.
- Follow-up email to Joe from Diamond Communications regarding the potential of additional cell connectivity in Brookshire, TX. Will need to identify city property for potential site(s) and have council consideration a site marketing agreement for approval.
- Conversation with Ms. Lyons about the BEDC budget for FY 26. Requested date to sit with Finance and BEDC to consider line items and budget amounts (revenue/expenses).
- Phone conversation with Keith Bonney. Vendor who received a mobile food unit temporary permit for 2 months. Informed Keith that permit will no longer be approved as mobile food units can only be in the City in conjunction with an event on private property.





# Current Projects

Brown Tract Development (Mixed-Use Master Planned Community)

Grundfos Tax Abatement Agreement



Ace/Hometown Hardware

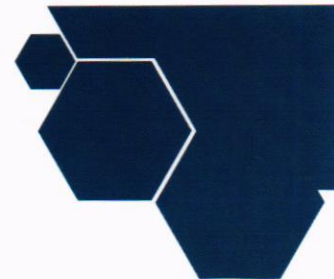


Mixed-Use @ 915 Purdy

Brookshire Gardens Estates (Duplexes)







# Potential Projects

Nationwide Trailers



10<sup>th</sup> Street – Commercial Facilities (The Reserves at Brookshire)

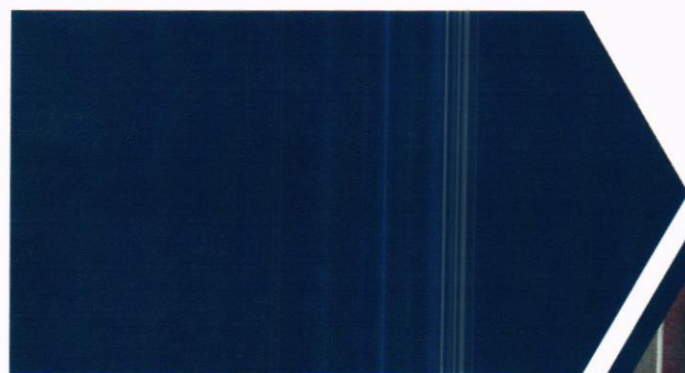
12<sup>th</sup> Street – Logistics/Distribution Facility

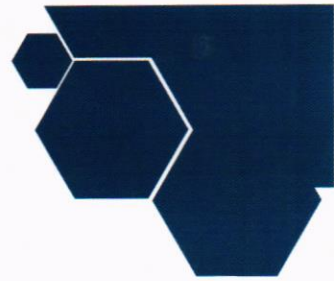
Business Park Development -Garvey Rd.

10th Street Heavy-Duty Truck Tarp Manufacturer

Giammalva Properties (I-10 Frontage between Empire West and FM 359)

Food Truck Park





# Contact Us



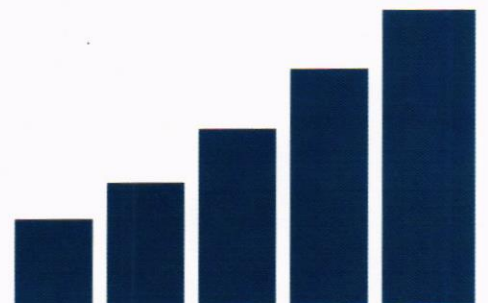
281-375-5050



[rbautista@brookshiretx.gov](mailto:rbautista@brookshiretx.gov)



[www.brookshiretxedc.org/econ-dev](http://www.brookshiretxedc.org/econ-dev)





# Process Enhancements

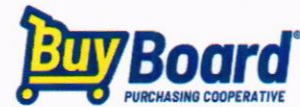
## TxDOT Relationship Building

- Ribbon Cutting
- City Council Attendance



## BuyBoard Purchasing Cooperative Services

- Job Order Contracting (JOC)
- TASB Energy Cooperative
- ConnectEd (Cell Tower Service)



## Community Development

- The Hangar
- Manna House

