



**NOTICE OF A REGULAR MEETING  
THE BRENHAM CITY COUNCIL  
THURSDAY MARCH 3, 2011 AT 1:00 P. M.  
SECOND FLOOR CITY HALL  
COUNCIL CHAMBERS  
200 W. VULCAN  
BRENHAM, TEXAS**

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – Mayor Pro Tem Gloria Nix**
- 3. Service Recognitions**

Amanda Conner	Animal Control	5 Years
Kent Nichols	Communications	5 Years
Julian Weisler II	Municipal Court	10 Years
Larry Moreno, Jr.	Parks	15 Years
Jason Derrick	Police	15 Years
Jay Petrash	Police	30 Years

**4. Citizens Comments**

**CONSENT AGENDA**

**5. Statutory Consent Agenda**

The Statutory Consent Agenda includes non-controversial and routine items that Council may act on with one single vote. A councilmember may pull any item from the Consent Agenda in order that the Council discuss and act upon it individually as part of the Regular Agenda.

**5-a. Minutes from the February 3, 2011 and February 17, 2011 Council Meetings**

**WORK SESSION**

- 6. Presentation of the 2009-2010 Fiscal Year End Report and the 2010-2011 First Quarter Report by the Washington County Convention and Visitors Bureau**

7. **Presentation by the Economic Development Foundation on the Business Retention and Expansion Survey Results**
8. **Presentation and Discussion on Automated Meter Reading Equipment**
9. **Discussion Regarding the Utilization of Bid Process for Award of Contract(s) for Providing Non-Consent Tows and Related Services to the City**

#### **REGULAR AGENDA**

10. **Discuss and Possibly Act Upon Acceptance of the Audit from Seidel, Schroeder, & Company for Fiscal Year 2010**
11. **Discuss and Possibly Act Upon a Recommendation for Re-Appointment to the Hotel Occupancy Tax Board**
12. **Discuss and Possibly Act Upon an Agreement with Bickerstaff Heath Delgado Acosta, LLP, for Redistricting Services and Authorize the Mayor to Execute Any Necessary Documentation**
13. **Discuss and Possibly Act Upon Bid No. 11-008 for the Construction of a Warehouse Addition for the Electric Department and Authorize the Mayor to Execute Any Necessary Documentation**
14. **Discuss and Possibly Act Upon Bid No. 11-009 for Bulk Water Treatment Chemicals for the Water Plant and Authorize the Mayor to Execute Any Necessary Documentation**
15. **Discuss and Possibly Act Upon the City of Brenham's Proposed Budget for FY2012 for the Brazos Valley Wide Area Communication System (BVWACS)**
16. **Discuss and Possibly Act Upon a 2.5% Mid-Year Pay Scale Adjustment**

**Administrative/Elected Officials Reports:** Reports from City Officials or City staff regarding items of community interest, including expression of thanks, congratulations or condolences; information regarding holiday schedules; honorary or salutory recognitions of public officials, public employees or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that have arisen after the posting of the agenda.

17. **Administrative/Elected Officials Report**

**Adjourn**

**Executive Sessions:** The City Council for the City of Brenham 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.

***CERTIFICATION***

I certify that a copy of the March 3, 2011 agenda of items to be considered by the City of Brenham City Council was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on February 28, 2011 at \_\_\_\_\_ Am Pm.

\_\_\_\_\_  
Tammy Cook, Deputy City Secretary

**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 the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the \_\_\_\_\_ day of \_\_\_\_\_, 2011 at \_\_\_\_\_ Am Pm.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

## **Brenham City Council Minutes**

A regular meeting of the Brenham City Council was held on February 3, 2011, beginning at 1:00 p. m. in the Brenham City Hall, City Council Chambers, at 200 W. Vulcan Street, Brenham, Texas.

### Members present:

Mayor Milton Y. Tate, Jr.  
Mayor Pro Tem Gloria Nix  
Council member Andrew Ebel  
Councilmember Danny Goss  
Councilmember Keith Herring  
Councilmember Charlie Pyle  
Councilmember Weldon Williams, Jr.

### Others present:

City Manager Terry Roberts, City Attorney Cary Bovey, City Secretary Jeana Bellinger, Chief Financial Officer Carolyn Miller, Debbie Gaffey, Stacy Hardy, Darlene Konieczny, Florence Bentke., Gerry Hartstack, Judy Wagner, Fire Chief Ricky Boeker, Allan Hinze, Police Chief Rex Phelps, Public Works Director Doug Baker, Leslie Kelm, Public Utilities Director Lowell Ogle, Dane Rau, Wanda Kramer, Shellie Schluens, Nadine Layton, Community Services Director Wesley Brinkmeyer, Angela Hahn, Danny Romo, Janie Mehrens, Susan Nienstedt.

### Citizens present:

John W. 'Dub' Spencer, Ron Matten, Felix Rodriguez, and Angel Castro.

### Media Present:

Arthur Hahn, Brenham Banner Press

- 1. Mayor Tate called the meeting to order**
- 2. Invocation and Pledges to the US and Texas Flags – Mayor Milton Y. Tate**
- 3. Service Recognitions**

Service recognitions were presented to:

Nadine Layton	Utility Billing	5 Years
Terry Roberts	Administration	10 Years

- 4. Citizens Comments**

There were no citizen comments.

## Consent Agenda

### 5. Statutory Consent Agenda

#### 5-a. Minutes from the December 16, 2010, January 6, 2011, and January 20, 2011 Council Meetings and December 16, 2010 Joint Meeting with Washington County Commissioners Court

A motion was made by Councilmember Pyle and seconded by Mayor Pro Tem Nix to approve the minutes from the December 16, 2010, January 6, 2011, and January 20, 2011 council meetings and December 16, 2010 joint meeting with the Washington County Commissioners Court.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Yes
Councilmember Weldon Williams	Yes

## REGULAR AGENDA

### 6. Discuss and Possibly Act Upon Ordinance No. O-11-002 on its Second Reading Amending Chapter 17 of the City of Brenham's Code of Ordinances to Include Article VI. Prohibiting Smoking Paraphernalia and Smoking Products

Police Chief Rex Phelps presented this item. He advised that the only change was that it was originally placed in Chapter 12 of the City of Brenham's Code of Ordinances. However, after discussion with the City Attorney, it was determined that this ordinance shall be placed in Chapter 17 of the City of Brenham's Code of Ordinances. City Attorney Cary Bovey stated that Chapter 17 deals with miscellaneous offenses whereas Chapter 12 was more health and sanitation.

A motion was made by Councilmember Herring and seconded by Councilmember Ebel to approve Ordinance No. O-11-002 on its second reading amending Chapter 17 of the City of Brenham's Code of Ordinances to include Article VI. Prohibiting Smoking Paraphernalia and Smoking Products.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Yes
Councilmember Weldon Williams	Yes

**7. Discuss and Possibly Act Upon an Order Calling an Election on May 14, 2011 for the Purpose of Electing a Mayor (an at large position) and One Council Member for Place 4 - Ward 4**

City Secretary Jeana Bellinger presented this item. She stated that this was the regular order calling the election for May 14, 2011. The only change from prior years is that early voting has been moved to the Washington County Courthouse Annex instead of in the Commissioner's Courtroom where it has been held in the past.

A motion was made by Mayor Pro Tem Nix and seconded by Councilmember Williams to approve the Order calling an election on May 14, 2011 for the purpose of electing a Mayor (an at large position) and one council member for Place 4 - Ward 4.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Yes
Councilmember Weldon Williams	Yes

**7. Considerar y Posiblemente Actuar Sobre una Orden para una Elección el 14 de Mayo, 2011 Con el Propósito de Elegir un Alcalde (posición en general) y un Concejal para Posición 4 – Distrito 4.**

Secretaria de la ciudad Jeana Bellinger presento este punto. Ella dijo que esta era una orden regular pidiendo la elección para el 14 de Mayo 2011. El único cambio de años anteriores es que votación temprana se ha cambiado de lugar a la Washington County Courthouse Annex en vez de en el Commissioner's Courtroom donde se ha conducido antes.

Una moción fue presentada por el Alcalde Pro Tem Nix and segundada por Concejal Williams para aprobar la Orden pidiendo una elección para el 14 de Mayo, 2011 con el propósito de elegir un Alcalde (posición en general) y un Concejal para posición 4 – Distrito 4.

El Alcalde Tate pidió una votación. La moción se aprobó y el ayuntamiento voto de la siguiente manera:

Alcalde Milton Y. Tate, Jr.	Si
Alcalde Pro Tem Gloria Nix	Si
Concejal Andrew Ebel	Si
Concejal Danny Goss	Si
Concejal Keith Herring	Si
Councejal Charlie Pyle	Si
Councejal Weldon Williams	Si

**8. Discuss and Possibly Act Upon Bid #1006.057-UA-UB for Utility Line Extensions Along State Highway 36 North and Authorize the Mayor to Execute Any Necessary Documentation**

Assistant Public Utilities Director Dane Rau presented this item. He advised that, on January 12, 2011 bids were opened by O’Malley Engineers and City of Brenham staff regarding utility line extensions along State Highway 36 North starting at Lounge Rd northward to the Pentecostal Church. The base bid included the installation of approximately 1,925 feet of 12” water line with an alternate bid of installing 1,825 feet of 6” sewer pipe.

Two bids were received on the project with Mercer Construction Co. submitting the low bid for both the base bid and the alternate bid as follows.

<u>Bidder</u>	<u>Base Bid</u>	<u>Alternate Bid</u>
Mercer Construction Co.	\$110,275.25	\$91,472.50
JSL Construction Firm, L.L.C.	\$119,206.80	\$149,159.50

An alternate bid was recommended by City staff due to another project within the sewer fund and its uncertainty of costs. Just recently that project was estimated and it was determined that funds within the 2010-2011 budget would be enough to complete both of the projects and still be within budget. Therefore City Staff would like to recommend that council award the base bid and the alternate bid to Mercer Construction Co. in the amount of \$201, 747.75.

A motion was made by Councilmember Herring and seconded by Councilmember Ebel to award Bid #1006.057-UA-UB for utility line extensions along State Highway 36 North to Mercer Construction for \$201,747.45 and authorize the Mayor to execute any necessary documentation.

Councilmember Ebel inquired about when the project would get started and how long it would take. Mr. Rau said he felt they would start within thirty days and completed by spring.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Yes
Councilmember Weldon Williams	Yes

**9. Discuss and Possibly Act Upon Authorization of Final Payment to M-W-D Construction Co., Inc. for the West Side Water System Improvemens, Phase II and Authorize the Mayor to Execute any Necessary Documentation**

Public Utilities Director Lowell Ogle presented this item. He stated that M-W-D Construction Co., Inc. was the company doing the work at the Atlow Pump Station. Their contract consisted of performing all site preparation and site grading work; constructing reinforced concrete driveway approach, reinforced concrete curb and gutter and pump station building; installing eight (8) inch thick crushed limestone base, yard piping, horizontal split case pumps, electrical equipment, control equipment and chain link fencing and demolishing the existing booster pump equipment and building at the Atlow Tower site. Mr. Ogle advised that M-W-D has completed the work, they did a good job, and all of the paperwork is complete.

A motion was made by Councilmember Pyle and seconded by Councilmember Herring to authorize final payment in the amount of \$22,661.65 to M-W-D Construction Co., Inc. for the West Side Water System Improvements, Phase II and authorize the Mayor to execute any necessary documentation. Mayor Tate asked if the system was up and running; Mr. Ogle replied that it has been for several months. There were just some minor items that had to be addressed and they have been completed.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Yes
Councilmember Weldon Williams	Yes

**10. Discuss and Possibly Act Upon a Contract Extension with Brenham Cleaning Solutions Inc. for Janitorial Services and Authorize the Mayor to Execute any Necessary Documentation**

This item was presented by Chief Financial Officer Carolyn Miller. She advised that the janitorial services contract for the Library and City Hall was awarded to Brenham Cleaning Solutions, Inc. on 12/17/2009 for a period commencing on January 1, 2010 through December 31, 2010. Upon completion of the term of the original contract and mutual agreement of both parties, this contract may be extended for up to one (1) additional year (two (2) years total). Stein Larson, president of Brenham Cleaning Solutions, Inc. is willing to accept the one (1) year extension at the current contract pricing.

A motion was made by Councilmember Williams and seconded by Councilmember Pyle to approve the one year contract extension with Brenham Cleaning Solutions Inc. for janitorial services at the Library and City Hall at the current contract pricing and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Yes
Councilmember Weldon Williams	Yes

**11. Discuss and Possibly Act Upon a Proposal for Janitorial Services for Police and Fire Facilities and Authorize the Mayor to Execute any Necessary Documentation**

Ms. Miller presented this item also. She advised that, on December 17, 2009, City Council awarded the janitorial contract for the Police Department and the Fire Department to Coverall Cleaning Concepts, Inc. However, on April 8, 2010, City Council voted to terminate the contract and, for the remaining months in the calendar year, the City accepted a quote from Brenham Cleaning Solutions for this work.

Now that the original one year period has expired and in the absence of a formal contract for these two facilities, the purchasing agent requested proposals for janitorial services for the calendar year 2011. We sent out four (4) proposals and we received two (2) as follows:

<u>Brenham Cleaning Solutions</u>	<u>Annual Price</u>	<u>Monthly Price</u>
Police Department	\$40,950	\$3,412.50
Fire Department	\$ 5,685	\$ 473.75

<u>GCA Services Group</u>	<u>Annual Price</u>	<u>Monthly Price</u>
Police Department	\$26,551	\$2,212.58
Fire Department	\$ 4,551	\$ 379.25

The monthly price submitted by Brenham Cleaning Solutions is the same monthly amount that was quoted to the City for the interim work in 2010 - they have held their prices. GCA has submitted the lowest proposal which is contingent on being awarded both facilities.

Ms. Miller stated that they had received very positive feedback from our reference checks. They did telephone reference checks as well as a site visit to the Brenham High School. GCA has been providing janitorial services for BISD for three years and Blinn College for two years. Both BISD and Blinn spoke highly of this company. They use proper cleaning equipment and commercial grade cleaners. Both stressed to us that GCA always strives to ensure that everything is functioning properly and, although they have had minor issues, management is quick to respond and correct the problem. Neither one has had any problems with missing items from the classrooms or dormitories that are cleaned on a daily basis.

A motion was made by Councilmember Herring and seconded by Councilmember Ebel to award the contract for janitorial services for Police and Fire facilities to GSA at the prices set out in their proposal and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Yes
Councilmember Weldon Williams	Yes

**12. Discuss and Possibly Act Upon Resolution No. R-11-002 Supporting a Traffic Signal at Westwood Lane and U.S. Highway 290 and Authorize the Mayor to Execute any Necessary Documentation**

This item was presented by Public Works Director Doug Baker. Mr. Baker said the adoption of this resolution is the City's formal request to the Texas Department of Transportation for the installation of a traffic signal at the intersection of US Hwy 290 and Westwood Lane.

In addition to the signal, a raised median will be constructed in the existing turning lane for a distance of approximately 650 feet in both directions from the signalized intersection. The purpose of the median is to prevent crossovers from one side of the highway to the other.

O'Malley Engineers is in the process of determining how much additional right of way will be needed for a widening of Westwood Ln. between the Dairy Queen Restaurant and Westwood Gifts. They are also preparing schematic drawings and cost estimates for the construction of a 39 feet wide collector street that would extend from Hwy 290 northward approximately 500 feet.

A motion was made by Councilmember Goss and seconded by Councilmember Pyle to approve Resolution No. R-11-002 supporting a traffic signal at Westwood Lane and U.S. Highway 290 and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Yes
Councilmember Weldon Williams	Yes

**13. Discuss and Possibly Act Upon an Amendment to the Pass Through Agreement For Payment of Pass-Through Tolls by TxDOT For the U.S. Highway 290 Project and Authorize the Mayor to Execute any Necessary Documentation**

Mr. Baker presented this item also. He said again, this is just a formality. The amendment does not affect the city's financial involvement in the construction of the project nor does it affect the terms of the agreement pertaining to reimbursement by the Department of Transportation. The amendment only replaces Attachment A, the project location map, and Attachment B, the scope of work including Handley Street and the flyover at Stringer Street.

A motion was made by Councilmember Goss and seconded by Councilmember Ebel to approve Amendment No. 1 as contained in the packet to the Pass Through Agreement For Payment of Pass-Through Tolls by TxDOT For the U.S. Highway 290 Project and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Yes
Councilmember Weldon Williams	Yes

## **CLOSE REGULAR AGENDA**

### **WORK SESSION AGENDA**

#### **14. a. Presentation of the 2010 Annual Report by the Finance Department**

Chief Financial officer Carolyn Miller presented this report. She advised the City has received back-to-back *Certificates of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association for the City's annual financial reports. Ms. Miller then talked about her assistants and staff and the role each plays in the Finance Department.

#### **b. Presentation of the 2010 Annual Report by the Police Department**

Chief Rex Phelps presented this report. He was pleased to report that the Part 1 crime rate decreased by 16% compared to the previous year. He went over some highlights in the operation of the department. He also expressed his appreciation to all of his officers, the Mayor and City Council, and the public for all of their assistance during the year.

#### **c. Presentation of the 2010 Annual Report by the Fire Department**

Fire Chief Ricky Boeker presented this report. He went over the different areas of the department and their various activities. Councilmember Goss asked about requiring sprinklers in downtown buildings. Chief Boeker and Deputy Chief Alan Finke addressed this issue for some time.

#### **d. Presentation of the 2010 Annual Report by the Administration Department**

Assistant City Manager Kyle Dannhaus presented this report. He highlighted changes in staff, went over the functions of the various departments, and recognized some of the department's accomplishments for the year.

#### **15. Administrative/Elected Officials Report**

- Mr. Roberts reminded Council about the Strategic Planning Retreat on Thursday, February 10<sup>th</sup>.
- Mr. Roberts advised that at the February 17th council meeting, there would be an update on Railroad Quiet Zone.
- Councilmember Herring reminded everyone about the upcoming Junior Leadership Program.
- Councilmember Herring advised that the Non-Consent Towing Contract reviews would be started the next day with all the wrecker drivers and officers from the PD.

The meeting was adjourned.

---

Milton Y. Tate, Jr.  
Mayor

---

Jeanne Bellinger, TRMC  
City Secretary

## **Brenham City Council Minutes**

A regular meeting of the Brenham City Council was held on February 17, 2011, beginning at 1:00 p. m. in the Brenham City Hall, City Council Chambers, at 200 W. Vulcan Street, Brenham, Texas.

### Members present:

Mayor Milton Y. Tate, Jr.  
Mayor Pro Tem Gloria Nix  
Council member Andrew Ebel  
Councilmember Danny Goss  
Councilmember Keith Herring  
Councilmember Charlie Pyle  
Councilmember Weldon Williams, Jr.

### Others present:

City Manager Terry Roberts, Assistant City Manager Kyle Dannhaus, City Attorney Cary Bovey, City Secretary Jeana Bellinger, Administrative Assistant Tammy Cook, Chief Financial Officer Carolyn Miller, Stacy Hardy, Rhonda Kuehn, Debbie Gaffey, Christi Korth, Adam Griffin, Fire Chief Ricky Boeker, Police Chief Rex Phelps, Public Works Director Doug Baker, Allen Jacobs, Kim Hodde, Leslie Kelm, Public Utilities Director Lowell Ogle, Dane Rau, Community Services Director Wesley Brinkmeyer, Jamie Maurer, Lin Hartstack, Casey Redman, Jennifer Eckermann, Charles Suessmuth, Angela Hahn, Stein Larson.

### Citizens present:

Clint Kolby, Traci Pyle, Tom Whitehead, Perry Thomas, Julian Weisler, Gene Krupa, Leslie Harrell, Stephen W. Stuckert, Anita Jacobs, Valgene Horak, Jay T. Alexander, Bill Angu, Cody Stelter, Tommy Upchurch

### Media Present:

Arthur Hahn, Brenham Banner Press; Frank Wagner, KWHI

- 1. Mayor Tate called the meeting to order**
- 2. Invocation and Pledges to the US and Texas Flags – City Attorney Cary Bovey**
- 3. Citizen Comments**

Stein Larson with Brenham Cleaning Solutions addressed the Council regarding the cleaning services contract recently awarded to GCA. He said Brenham Cleaning Solutions is a locally owned and operated cleaning company. He said he was here to raise issues regarding that decision; to raise issues regarding GCA's business practices; and to inform them how the decision is going to affect legal, taxpaying members of our community; and to ask Council to reverse their decision and look for an alternate course of action.

Mr. Larson stated that the quote by GCA, a Dallas-based company, was \$10,000 less than a company that was fired for cause last year. He does not see how the service could be better for less money. Mr. Larson further stated that he had done some research and investigating. He said that GCA is using illegal labor. He knows this for a fact and discussed this with GCA.

Mr. Larson further stated that the most important part of this to him is that he has lost \$55,000 in business and he will not be able to keep local Brenham residents employed. His employees are local people, he pays them decent wages, and provides them with benefits.

He said he is asking Council to reconsider their decision, to tell companies like GCA that they cannot operate in the City of Brenham unless they are above-board.

The Mayor advised him that staff will look into the matter.

## **REGULAR AGENDA**

### **4. Discuss and Possibly Act Upon an Election Services Contract Between the City of Brenham and Washington County Related to Election Responsibilities for the May 14, 2011 General Election and Authorize the Mayor to Execute Any Necessary Documentation**

City Secretary Jeana Bellinger presented this item. She advised that this is the annual election contract with Washington County. In years past, they have run different parts of our election for us. This is the same contract that has to be done every year.

Ms. Bellinger stated that this year there are a few changes that she has pointed out in her agenda form based on her discussion with Beth Rothermel and Carol Foster over at the County. A couple of things that she wanted to point out were that this year early voting would be moved to the Washington County Annex Building, the same location where the November, 2010 elections were held. In the past the County has provided the AutoMARK voting machines; this year they have also agreed to provide E-Poll, a list of registered voters. The County will order the programming and the minimum number of ballots for the AutoMARK machines.

Ms. Bellinger said she is asking to name Carol Foster, Washington County Election Services Coordinator, and Tammy Cook as Deputy Early Voting Clerks. The County will hire the judges and clerks (to be paid by the City) and will conduct the election worker training.

Ms. Bellinger said she had talked with Beth Rothermel who had asked for some wording regarding the ten percent Administrative Fee allowed by the Election Code that they (Washington County) can charge for running the election. That wording will need to be added so she will get with the City Attorney to go over that.

Ms. Bellinger said she asking Council to approve the Contract contingent upon the final version being approved by the City Attorney.

A motion was made by Councilmember Pyle and seconded by Councilmember Herring to approve the Election Services Contract Between the City of Brenham and Washington County

Related to Election Responsibilities for the May 14, 2011 General Election with the revisions to the contract being approved by the City Attorney and Authorize the Mayor to Execute Any Necessary Documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Yes
Councilmember Weldon Williams	Yes

**5. Discuss and Possibly Act Upon a Joint Election Agreement Between the City of Brenham and Brenham Independent School District for the May 14, 2011 General Election and Authorize the Mayor to Execute Any Necessary Documentation**

City Secretary Jeana Bellinger also presented this item. She advised that the Brenham Independent School District (BISD) is required by law to hold their trustee elections jointly with another governing body. Therefore, as in years past, the City and BISD will jointly hold the May 14, 2011 general election.

Ms. Bellinger stated that she had sent the agreement over to BISD Superintendent Sam Bell for review and had just been notified that it had been approved. The City Attorney also had some changes. So, again, she asked that the agreement be approved per the changes that were presented by Mr. Bovey and then again upon his final review. As of right now, there have not been any changes by the School District but it is going before their board on Tuesday.

City Attorney Bovey advised that the only change he had made was to Paragraph 16, which clarifies that this agreement will terminate if either party, the City or the School District, cancels their election.

A motion was made by Mayor Pro Tem Nix and seconded by Councilmember Williams to approve the Joint Election Agreement With Changes Between the City of Brenham and Brenham Independent School District for the May 14, 2011 General Election and Authorize the Mayor to Execute Any Necessary Documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Yes
Councilmember Weldon Williams	Yes

**6. Discuss and Possibly Act Upon Resolution No. R-11-003 Authorizing the Submission of a Grant Application to TxDOT for the Selective Traffic Enforcement Program (STEP) Grant for the Period of October 1, 2011 through September 30, 2012 and Authorize the Mayor to Execute any Necessary Documentation**

Police Chief Rex Phelps presented this item. It had been discussed previously what could be done to enhance traffic safety. They have had these grants before and they worked so would like to apply for it again. In response to a question by Mayor Tate, Chief Phelps responded that the last grant had expired on September 30<sup>th</sup> of last year.

A motion was made by Councilmember Herring and seconded by Councilmember Ebel to approve Resolution No. R-11-003 Authorizing the Submission of a Grant Application to TxDOT for the Selective Traffic Enforcement Program (STEP) Grant for the Period of October 1, 2011 through September 30, 2012 and Authorize the Mayor to Execute any Necessary Documentation.

Councilmember Herring inquired if the grants had always been for one year. Chief Phelps responded that they had. Councilmember Goss asked about the amount; Chief Phelps advised that they could apply for up to \$40,000, which is what they will apply for. Councilmember Goss also asked about the ten percent match. Chief Phelps stated that they have had as much as a thirty two percent match; each time you get the grant it is expected that you will increase the match, which also increases the likelihood that you will get the grant. Since no grant was received last year, they will start over with the ten percent match. The match will come from the Police Department budget.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Yes
Councilmember Weldon Williams	Yes

**7. Discuss and Possibly Act Upon a Request for the Extension of Sewer Services Outside City Limits to 2325 Highway 105 and Authorize the Mayor to Execute any Necessary Documentation**

This item was presented by Assistant Public Utilities Director Dane Rau. He advised that Valgene Horak has inquired about the possibility of a sewer line extension to his property on 2325 HWY 105. This property butts up to the city limit line and is located between Creekside Veterinary Service and Cattleman's Auction Barn.

Mr. Horak would like to open a Type V GG dewatering facility on his property. This dewatering facility is an above ground facility that is designed to accept grease, grit, septic, port-a-can and food waste from waste haulers throughout the area. The system that Mr. Horak is proposing to operate is manufactured by Aqua-Zyme Disposal Systems Inc. out of Van Vleck, TX. This system receives wastes which are pumped into special roll-off boxes where it is then mixed with a polymer in order to separate the solids from the liquids. Once this treatment has occurred, the liquid then flows to the sanitary sewer and the solids are hauled to a landfill for proper disposal.

Staff has researched this type of dewatering facility and has discussed with Mr. Horak his obligations such as potentially being part of our Pre-Treatment Program, subject to surcharges based on strength of discharged waste and installing a flow meter and sample port at the owner's expense. Mr. Horak would also be responsible for the installation of the sewer line from his facility to our trunk line. Staff does see the need for a facility of this type and feels that it could be integrated into our current system, but there are some unknowns that will have to be determined once the facility is in operation. The Brenham Wastewater Treatment Plant is capable of handling additional load at this time.

Currently Mr. Horak must get authorization from the City of Brenham to accept a tie-in to its system before he can file his application to TCEQ for approval of this facility. There are things that he will have to follow including Public Notice to be given to surrounding property owners so it is a ways out.

Councilmember Goss asked if there was a similar facility in Waller. Staff stated that they did not think there was. There is one in Victoria and in Bryan. Mr. Goss stated that he was in Waller the day before and there is some type of facility right off of 290 and the smell was horrendous. Mr. Horak stated that he was not familiar with anything like that in Waller. Mr. Rau said they would check it out. Public Utilities Director Lowell Ogle stated that they had visited with the City of Victoria about the facility; he asked a lot of question and there was no mention of odor.

Councilmember Goss stated that he saw TCEQ was involved in it as far inspections. He asked about the timing of the inspections. Mr. Horak stated that that is regulated by the TCEQ. He advised that they have two engineering firms, one civil and one environmental, working to process this application.

Mr. Rau stated that if it is a registered facility or a permitted facility, there will be inspections required by the TCEQ. Mr. Horak currently is a registered facility and it is subject to regular inspections. Mr. Rau responded to a question from Councilmember Goss about sampling.

Councilmember Herring questioned what unknowns Mr. Rau was referring to when said they would be determined once the facility was in operation. Mr. Rau responded that it was basically the strength of the waste. They don't know yet if it will fall under the pretreatment program; that will be based on the amount of waste that is brought in and the strength of them.

A motion was made by Councilmember Herring and seconded by Councilmember Pyle to approve the Request for the Extension of Sewer Services Outside City Limits to 2325 Highway 105 and Authorize the Mayor to Execute any Necessary Documentation

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Yes
Councilmember Weldon Williams	Yes

**8. Discuss and Possibly Act Upon a Request from the Main Street Board for the Funding of a Downtown Master Plan**

Mayor Tate opened with comments on this item. He said this, for the amount involved and the purposes, seems to have gotten people riled up.

Mayor Tate said this has been taken out of sequence as far as the budget is concerned and he will take the blame for that. He said he told the Downtown people to go out and get information, get a foundation for what they want to do, and get backing. He said he did not specifically say at that time only bring it back when you come to budget. So, they are having it outside of the budget situation.

In addition, Mayor Tate said that it is part of our Envision 2020, which calls for doing a Master Plan for downtown. On the other hand, it has been emphasized that, at some point, we need a Master Plan for more than just the downtown area. He said he asked them to go to the BCDC and ask them to contribute to the cost because he was thinking at the time that they were talking about \$100,000, which is a lot of money. He said he told them to go ask the BCDC what they would contribute and then bring it back to the Council, which is what has happened. So, he said again he would take any blame for the sequence of what has happened.

Mayor Tate said he felt that we needed to possibly forget the procedures involved. He said they have a request which is something that goes along with our overall planning in Envision 2020. He said he didn't feel they should get hung up on whether staff is involved or if staff is backing it. Staff is going to back it if the Council says they want to do it. He had no doubt about that. He said he had spoken to the City Manager; they have not been out there pushing for it. The Main Street is pushing for it, which is fine. That is why they have the advisory board.

Mayor Tate further stated that, with that in mind, we will come up with the money but, on the other hand, Main Street has to understand that, when talking about \$100,000, we will probably go out for a Request for Proposal for a firm or individual that will know more than just downtown. There are other projects that we will need to get a plan for in the City of Brenham other than just downtown. If we are going to spend that kind of money, it may cost \$150,000 to

get the total done, we are going to have to do it in increments. We can't spend \$100,000 this year; it has to be done as we go along.

Community Development Manager Jennifer Eckerman presented this item. She commented on how happy she was to be back working on Main Street full time, and that it was such an exciting time in Main Street's history.

Ms. Eckerman commented that the development of the Downtown Master Plan is something she has wanted for Brenham for a long time. The Main Street Board and Economic Restructuring Committee have been actively pursuing this goal for the past year. The scope of the plan has been refined and will continue to be refined over the next few months as the possibility of moving forward comes to fruition.

Ms. Eckermann introduced former Main Street Board Chair and Downtown supporter Tom Whitehead who reviewed a little bit of the history of this project, which has been an eleven month process. Mr. Whitehead said he wanted to make sure everyone was clear that they are not the Downtown Association. This is Main Street, which is an advisory board for the City of Brenham. So, when they are talking about a Master Plan, it is not a Main Street Master Plan or a Downtown Association Master Plan. It is the City's Master Plan and it would be taken on by City personnel. Obviously they would help as an advisory board but it would be administered by the City.

Knowing that, as the Mayor said, they are looking at a cost of \$75,000 to \$100,000, the City Manager came up with idea of splitting it between BCDC and the City and carrying it over two fiscal years. So, they are talking about \$25,000 per year from each of those two entities. So, that is what they have done. They received a unanimous vote from BCDC which did supply \$25,000 in funds for this year. Mr. Whitehead said that, as the Mayor said, he suggested they go to BCDC first, which made sense to them because without BCDC funding, it probably wasn't going to happen with just the City's support.

Mr. Whitehead listed things that this Master Plan would accomplish for downtown Brenham. For one, it could help find a good use for the old Municipal Building property; it can develop traffic flow and parking plans for the downtown area including the new Convention Center. It can coordinate and prioritize the moving of utilities from overhead to underground. It can identify the best mix of retail, residential, professional services, entertainment, cultural, and government uses.

Mr. Whitehead stated that, for him, one of the most important things it can do for our community is to bring together all of the individual groups that we have downtown. We currently have the City, the County, the Simon group, Brenham Heritage Museum, Unity Theatre, Chamber of Commerce, Convention and Visitors Bureau, Faith Mission, Downtown Business and Property Owners all working on plans for the future, but they are doing it independent of each other. During the planning process and development of the Master Plan, we can pull of those groups together so they can talk about what their future plans are and coordinate.

Mr. Whitehead further stated that we have a beautiful and thriving downtown area. A Master Plan is about keeping it that way for the future. It is about being pro-active to future development downtown, the heart of our city. Main Street Brenham's goal is to maintain the economic vitality and strength of our downtown. A Master Plan is the first step toward accomplishing that. Whether it is an independent plan or one that is the first phase of a larger Master Plan for this entire city we need your support to get that started now.

A motion was made by Councilmember Herring and seconded by Councilmember Pyle to approve the Request from the Main Street Board for the Funding of a Downtown Master Plan in the amount of \$25,000 in FY 2010-2011.

Councilmember Goss expressed about the need to hire a consultant. He said he does not understand why they are always having to hire a consultant to look at issues for this city when the City apparently has capable people who could address it themselves. He said many of the things suggested for this master plan are things the City is already doing such as putting utilities underground, improving the aesthetic looks downtown, discussed parking issues. He has questions about the necessity for hiring a consultant when the return for a consultant's fee may not ever happen.

Councilmember Goss said that they are about 120 days out before beginnings of discussions on our next budget. As the Mayor said earlier, this would have to be addressed outside of budget. He said he feels that they could wait another 120 days to look at funding this project until it can be put into the budget.

Mayor Pro Tem Nix asked when the last plan was done. Mayor Tate responded that it was in 2008, the Envision 2020. City Manager Terry Roberts said the last one done totally by an outside firm was probably in the mid 90's.

Councilmember Pyle wanted to make a comment about what Councilmember Goss had said regarding the consultant. Consulting is just one aspect of the Master Plan; he is going and gathering information from all of the groups to find out what the wants and needs are for their growth. But there is a lot of other stuff that goes into it. There is engineering work built into it so when a project comes up such as sewer and they need to dig up the street, in concert they are going to do streets, sewers, utilities at the same time there. They will know what that street will look like because there is already a pre-approved, pre-set diagram to follow and where the funding is going to come from. It's not just consulting. You end up with a plan that you can use and refer to. Cities that have them refer to them as their bible. The man from Bryan refers to his daily. It's one of those plans that's a dynamic and, if you make a change as funding is available you implement it. He said it is only \$25,000 which is a very small percentage of the budget so you are not talking about a huge amount of money.

Mayor Pro-Tem Nix wanted to express her appreciation to all of the volunteers who worked many hours to get the presentation prepared for the Council to look at.

City Manager Terry Roberts reiterated that the Main Street Board has followed the suggestions of the Mayor and City Manager in terms of process. He said the staff has not been the cheerleaders one way or the other for the program as much as they have tried to articulate potential funding sources; they've tried to say that the Main Street Board has said to us that they

don't want it to be a Main Street Master Plan, we want it to be a City of Brenham Master Plan. We've got to be attentive to our citizenry, to our volunteers, but primarily responsive to the directive of the City Council to move the project forward if they are ready to move it forward.

Councilmember Herring said he feels the downtown study needs to be its own; he doesn't want it to get diluted with the overall picture. Beyond that, he asked if the City approves the \$25,000 and BCDC has committed the \$25,000, is this \$50,000 enough to get on the way or are they going to wait until they get the funding for next year also. Mr. Whitehead responded with the process they will be following and stated that they will commence working on the project this year.

Councilmember Ebel asked about other sources of funding. Mr. Whitehead responded that they were asked to try to get some financial commitments. He said they have talked to some people about contributions and there have already been three or four who have committed to doing so.

Councilmember Herring asked Tom Whitehead and Jennifer Eckermann to give him information on cities more the size of Brenham where residential development in the downtown area is an important part of their plan.

Mr. Roberts advised that they had turned down some funds; until the Council approves it as a project, they will not set up an account. So, they asked the people to turn the checks into pledge letters.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Yes
Councilmember Weldon Williams	Yes

## **WORK SESSION**

### **9. Presentation and Discussion on Railroad Quiet Zone**

Public Works Director Doug Baker presented this item. He stated that what he would like to do is talk about the three elements of the Railroad Quiet Zone: the numbers it takes to implement a Quiet Zone, the physical improvements that would be placed on city streets that would be a requirement to implement a Quiet Zone, and Where To Go From Here.

Mr. Baker introduced Gene Krupa, with BEFCO Engineering, to talk about the numbers. Mr. Krupa went over the information involved in the Quiet Zone Calculator used to determine the Quiet Zone Risk Index. He went over samples to explain the information. Variables for each crossing such as train speed, number of vehicles per day, number of accidents, existing signal equipment, and the proposed Supplemental Safety Measures (SSM) are entered in the worksheet

and it produces a number (the Quiet Zone Risk Index) that determines whether or not the quiet zone can be established. The Quiet Zone Risk Index is unique to our proposed quiet zone and must be below the National Significant Risk Threshold or the Risk Index With Horns. Mr. Krupa advised that, per the City's request, they are going to try to do something at every crossing. Many of these will have no impact on the Quiet Zone Risk Index.

Mr. Baker stated that part of his discussions with Mr. Krupa involved what type of SSM's to use. Medians can be transversible or non-transversible. The medians will be various lengths. A transversible median is made of plastic and is bolted down. A vehicle can cross over a transversible median without being damaged. A non-transversible median is made of concrete. It would be at least 9 inches high and one to two feet wide. Transversible medians at the locations would cost about \$60,000, including signage. The medians would be installed by the street department. The cost for non-transversible medians would be about \$83,000. Currently there is \$50,000 appropriated for the implementation of a railroad quiet zone. Mr. Baker stated that he feels that long term maintenance is a factor that must be considered and so they are recommending the use of the transversible medians.

Mr. Baker wanted to point out that the Risk Index is fluid. It can change if the existing variables in the community change. Probably the most notable would be accidents. If things start to happen and the Risk Index goes up, at some point the City could be out of compliance and the crossings where 'something' was done will have to be revisited and something more done.

Mr. Krupa returned to explain Where We Go From Here. He recalled that, in the fall, a Notice of Intent was submitted to the FRA, Burlington Northern, Santa Fe, TxDOT, everyone who has a claim to that railroad track responsibility. The next thing that will have to be done is to send a Notice of Establishment. A Notice of Establishment is quite involved, including much more extensive information, letters from the County, TxDOT, etc. Most importantly, it also must have a date on when the city will have all of these facilities installed. Signs, SSM's, Vulcan Street closed; all of these things must be complete on that date because the trains will stop blowing horns. So, you have to make sure this is a date you can live with. Mr. Krupa stated that the most important thing to do first is to make sure TxDOT is on board and get the letter from them regarding Burleson St. and any other letters we might need from them.

As far as a timetable, Mr. Krupa said he felt they were probably looking at summertime. A date that came to his mind was June 15<sup>th</sup>, which would give Mr. Baker ninety days to get everything installed if it took a month to get the letter(s) from TxDOT. It has been suggested to push for the 120 days because it is a lot to do if they are doing something to every crossing. He feels that the crossings that show the SSM's should be done first so they can show compliance and put signs at every crossing. Then they can work on everything else, which don't count toward the Risk Zone designation.

City Manager Terry Roberts asked, for clarification, if the paperwork for the Notice of Establishment will come back to City Council for a resolution to forward all of this material or if it will be submitted administratively based on the action today. Mr. Krupa responded that it can be done either way; it is up to Council. The Mayor said he felt it would be better if it came back to Council so everyone will be aware of the status. Mr. Krupa responded that that was probably a good idea. The most important thing is to figure out what will be done about Burleson; if it is

not going to be included in the Quiet Zone, then the numbers will have to be adjusted. Mr. Roberts stated that all indications he has had from the County is that they are supportive in including Burleson.

Councilmember Pyle inquired about the intersections being closed. He said that in the past they had talked about closing more than intersection but now only Vulcan is being closed. Mr. Baker said the only other candidate would have been 2nd Street. Councilmember Pyle asked what the rationale was for closing Vulcan and not 2nd Street. Mr. Baker replied they were holding 2nd Street because of what could happen on 1st Street. 1st Street could get an SSM if you make it one way but by making it a one way then you divert traffic to Third Street. We would like to leave 2nd Street open for as long we can Right now you could do it because it's okay but if you ever had to make 1st Street one way he would hate for that traffic to get back over to Austin Street past the school. Mayor Tate stated that Vulcan Street, because of its configuration, is a bad intersection.

Councilmember Herring asked if they were confident of the count at Vulcan. He felt it was awfully high. Mr. Baker replied that they had bought two counters and did the count themselves.

Perry Thomas said he would like for the city to work with the County to get crossings in the county taken care of in the quiet zone. He gave an example of a train coming through at 3:30 a.m. that blew his horn 42 times. He expressed his appreciation for the work on the quiet zone.

#### **10. Presentation of the 2010 Municipal Court Statistics**

This item was presented by Municipal Court Administrator Rhonda Kuehn. She went over the statistics, which encompassed the last four fiscal years, explaining the categories. She answered questions about the statistics and about state fees and reports.

Ms. Kuehn advised Council that it is Warrant Round-Up Time. This is the eighth year to participate.

#### **11. Presentation of the 2010 Annual Report by the Public Utilities Department**

Public Utilities Director Lowell Ogle presented this item. He went over the highlights of the report and answered questions and comments. He gave an overview on his staff and employees, expressing his appreciation for their hard work.

#### **12. Presentation of the 2010 Annual Report by the Community Services Department**

Community Services Director Wesley Brinkmeyer presented this item. He went over some of the awards that had been received and some highlights overall. He then went on to go over the highlights for individual departments and answered questions as presented. He also expressed his appreciation for all of the people in his department who worked so hard to make things happen.

#### **13. Presentation of the 2010 Annual Report by the Public Works Department**

Public Works Director Doug Baker presented this item. He covered the highlights for his department and also expressed his appreciation for all of the people in his department and for Council's support.

## **RE-OPEN REGULAR AGENDA**

### **11. Administrative/Elected Officials Report**

- Mr. Roberts advised that TxDOT visits with businesses on 290 are relatively near completion
- He expressed his thanks to those who participated in Leadership Washington County for Local Government Day
- He handed out a report on HOT taxes for Bed and Breakfasts located in the county
- He advised that Tuesday, February 22<sup>nd</sup>, is Washington County Day at the Capital where they will be dipping out Blue Bell ice cream
- He also advised that both incumbents for city offices have filed

The meeting was adjourned.

---

Milton Y. Tate, Jr.  
Mayor

---

Jeana Bellinger, TRMC  
City Secretary



## AGENDA FORM

<b>DATE OF MEETING:</b> June 2, 2011	<b>DATE SUBMITTED:</b> May 23, 2011	
<b>DEPT. OF ORIGIN:</b> Administration	<b>SUBMITTED BY:</b> Seneca McAdams	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>
<input type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 <sup>ST</sup> READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 <sup>ND</sup> READING
<input type="checkbox"/> EXECUTIVE SESSION	<input type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input checked="" type="checkbox"/> WORK SESSION	
<b>AGENDA ITEM DESCRIPTION:</b> Presentation of the Quarterly Report by the Washington County Convention and Visitors Bureau		
<b>SUMMARY STATEMENT:</b> In an effort to be more cost efficient, a copy of the Washington County Convention and Visitors Bureau 2009-10 year-end report is not included in the agenda packet. However, a complete copy of this report will be distributed to Mayor and City Council Members.  A complete copy of the Washington County Convention and Visitors Bureau 2009-10 year-end report is on file for review in the City Secretary's Office. A copy can also be downloaded from the Washington County Chamber of Commerce website at <a href="http://www.brenhamtexas.com">www.brenhamtexas.com</a> .  If you are interested in obtaining a hard copy, please call the City Secretary at 979-337-7567		
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>		
<b>A. PROS:</b>		
<b>B. CONS:</b>		
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>		
<b>ATTACHMENTS:</b> (1) First Quarter Report; (2) Highlights of Evaluation Report 2009-2010; and (3) Broadcast Coverage 2009-2010		
<b>FUNDING SOURCE (Where Applicable):</b> N/A		
<b>RECOMMENDED ACTION:</b> N/A		
<b>APPROVALS:</b>		

# WCCC Convention & Visitors Bureau

First Quarter Report - October-December 2010

## October Highlights

### Statistics:

Walk-in visitors - 1,295  
 Visitor information mailed - 907  
 Web site unique visitors - 6,384  
 Web site total pages viewed - 24,101  
 VisitBrenhamTexas.com - 2,314

### Visiting Groups

Petroleum Marketer Study Group  
 Texas A&M Class of '52

### Advertising Placements:

San Antonio magazine, Texas Highways,  
 Group Tour, Small Market Meetings

### Editorial Coverage included:

Features about Blue Bell, Lake Somerville  
 riding trail, Washington County,  
 "Greater Tuna" at Unity.

### Broadcast Coverage:

The Daytripper TV feature about Wash. Co.

### Regional/Civic Meetings included:

Texas Film Commission field trip,  
 Meeting Planners Showcase, College Station,  
 Lackland AFB travel show

## November Highlights

### Statistics:

Walk-in visitors - 1,163  
 Visitor information mailed - 1,645  
 Web site unique visitors - 5,407  
 Web site total pages viewed - 20,364  
 VisitBrenhamTexas.com - 2,263

### Visiting Groups:

Wildlife Workshop, GCCE visitors

### Advertising Placements:

San Antonio magazine, Austin Monthly,  
 Louisiana Life, Houston Chronicle Star section

### Editorial Coverage:

Several sports features, feature about  
 Ellison's Greenhouses, 175th anniversary  
 at WOTB

### Broadcast Coverage:

The Daytripper- two travel segments  
 Garden Life radio -feature about Ellison's

### Regional/Civic Meetings:

Geiger press trip, HOT quarterly, Antique Car  
 touring group, equipment training at Simon

## December Highlights

### Statistics:

Walk-in visitors - 1,340  
 Visitor information mailed - 437  
 Web site unique visitors - 4,787  
 Web site total pages viewed - 17,440  
 VisitBrenhamTexas.com - 6,583

### Visiting Groups

Jingle Bell Fun Run  
 Lenert/Forshee Wedding

### Advertising Placements:

Houston Chronicle Star section,  
 Austin American-Statesman, Texas Highways

### Editorial Coverage included:

Several sports features, features about Antique  
 Rose Emporium, numerous holiday events

### Broadcast Coverage:

CBS, CNBC television and KWHI radio

### Regional/Civic Meetings included:

Opening of new Visitor Center, LCRA Social  
 Media Workshop, Christmas Stroll, Email  
 Marketing Workshop, Vocus webinar,  
 various committee meetings

## Visitation Totals, 2009, 2010

Attraction	2009	2010
Blue Bell Creameries	162,000	174,000
Wash.-on-the-Brazos	109,000	124,300
Antique Rose Emporium	44,500	
Monastery	35,000	
Star of the Rep. Museum	30,000	30,000
Visitor Center	16,800	16,390
Pleasant Hill Winery	7,600	8,000
Chappell Hill Lavender	8,000	7,100
Ellison's Greenhouses	6,349	
Unity Theatre	6,813	
Independence V. C.		2,325
<b>Festivals</b>		
Blue Bell Spring Break	10,000	14,000
Bluebonnet Festival	8,000	30,000
Blue Bell Fun Run	1,700	4,000
Burton Cotton Gin Fest	2,400	3,500
Country Flavors Fest	14,000	10,000
Hot Nights	10,000	12,700
Wash. County Fair	46,700	51,600
Scarecrow Festival	10,000	20,000

## Highlights of Evaluation Report 2009-2010

### Marketing to Leisure Travelers to Increase Visitation

- Annual advertising commitments: TTIA File Folder: 517 direct requests, a 51% increase over 2008-09 direct requests with July 2010 as peak month (188); TourTexas.com: 2,865 direct requests, a 77% increase over 2008-09 requests with February 2010 as peak month (396).
- Magazine advertising commitments: *Southern Living* (November, March, & July (gratis): 2,213 direct requests, a 54% increase over 2008-09 with March 2010 as peak month (509). *Texas Highways* (October, December, March, May, July, September): 677 direct requests, a 72% increase over 2008-09 with May as peak month (125). *Texas Parks & Wildlife* (November & February): 54 direct requests, a 51% increase over 2008-09 with May as peak month (41).
- Through our *Weddings in Houston* magazine leads (Oct. & Nov., 361) and *The Knot Texas* – Houston leads (Dec. – Sept., 5,875) totaling **6,236 potential brides who received a letter, wedding brochure and Visitor Guide**. Through our *Austin Wedding Day* magazine leads (Oct. & Nov., 82) and *The Knot Texas* – Austin leads (Dec. – Sept., 3,181) totaling **3,263 potential brides who received a letter, wedding brochure and Visitor Guide**. Because of the enormous lead increase through *The Knot Texas*, the CVB culled the list from weddings planned six months out to 18-month future wedding dates.

### Marketing Wildflower Season to Increase Visitation in the Spring

- Former *Southern Living* photographer Allen Rokach brought a field trip photography class hosted through the Dallas Arboretum to Washington County in April 2010. Students hailed from Virginia, Alabama, California and Dallas, to name a few. Rokach has come to Washington County for the previous two years for wildflower photography.

### Publicity resulting from the Geiger press tours included the following publications:

- *Tampa Bay* magazine – feature about Washington County, *publicity value* \$24,600
- *Edmond Monthly*, *Norman Living*, *Nichols Hills News* magazines – feature about Washington County, *publicity value* \$24,755
- *Old House Interiors* magazine – feature about attractions in Washington County, *publicity value* \$10,454
- *GrandLuxe* magazine – feature about Washington County, *publicity value* \$23,100
- *Dallas Morning News* – feature about Blue Bell, *publicity value* \$23,460
- *Road Bike* magazine – feature about Washington County, *publicity value* \$18,138

For the complete year-end Geiger report, please refer to the Geiger CD enclosed with this Evaluation Report

### Statistics Tracked in 2009-2010

- **Visitor Guides – 150,000** were printed and distributed. An online, interactive brochure was also implemented on our web site for those needing information instantaneously.
- **Visitor Center walk-ins – 15,638** were measured with a door counter. Visitor Sign-In Sheets that capture email and zip code information aid in market research. A monthly eNewsletter is sent to these visitors to encourage another trip to Washington County.
- **Phone inquiries – 2,423** telephone calls requesting Visitor Guides. This number was tracked on Visitor Info Call-In Sheets based on the promotion or publication each caller identified. Many more calls were answered for event and area information.
- **Group Tour Manuals/Meeting Guides Requested** – distributed upon request to 53 Day Trip Tour Operators and Overnight Tour Operators/Meeting Planners.
- **Meetings/Conventions & Group Tours Serviced – 69** events, meetings, tournaments and overnight tours were serviced.
- **Wedding Planners – 127** Wedding Planners were distributed.
- **Internet web site – 103,301 unique hits** were recorded. This number was measured by the Extreme Tracking program in place on the web site.
- **Total web pages viewed – 435,530** throughout the entire web site.
- **Additionally, visitors to all of the festivals and attractions** in Washington County were serviced by the CVB through the production of the annual Visitor Guide, our web site, public speaking presentations, local awareness efforts and/or other special projects. Total attendance figures are included in the Visitation Totals Report on this CD.

**The State of Texas Tourism Research Department estimated the overall “travel impact” through “total direct spending” in Washington County for 2009 was \$72.69 million.**

**In 2009, federal, state and local tax revenues generated from travel spending totaled \$7 billion (not including property taxes). This is equivalent to an \$800 benefit per household in Texas.**

## Broadcast Coverage 2009-2010

### 2009

#### October

KEYE TV – bit about funny signs in Brenham

CBS Sunday Morning – segment about Royer's Café

KRMG Radio – morning talk show bit about Blue Bell

### 2010

#### February

Channel 11 news filmed the winter rain/snow storm and early bluebonnets and interviewed Seneca McAdams

#### March

Houston PBS interviewed James Bianchi about Unity Theatre and the play, "Mark Twain," in which he starred.

Houston PBS interviewed Lu Hollander about the wildflowers.

GARDEN LIFE Radio – interview with Mike Shoup and Lu Hollander

#### April

Channel 2 Houston broadcast several blurbs about the wildflowers in Washington County

National ABC TV, channel 13 – *Good Morning America Sunday* – re-ran "Weekend Window" segment focused on bluebonnets and included an interview with Seneca McAdams

PBS program titled "The DayTripper" filmed in Washington County for an upcoming segment on the Houston PBS Channel 8.

FOX News – segment about bluebonnets; interview with Doug Cone

Houston PBS – interview with Paul Kruse

KLRU TV Austin – PBS station filmed wildflowers

Channel 11 Houston – Great Day Houston interviewed Traci Pyle and Tiffany McMordie

#### August

News8 Austin – video report about Blue Bell

FOX News – interview with Lois Kolkhorst

#### September

KBTX College Station – feature about the Washington County Fair

**Summary of Program Expenditures for Fiscal 2009-2010**  
**Washington County Convention & Visitors Bureau**

<b>CVB Promo &amp; Printed Products</b>	<b>\$9,870.01</b>
<i>(includes miscellaneous printing, letterhead, envelopes, bluebonnet seed packets, supplies for creating welcome bags and gift baskets, color copies for reports, etc.)</i>	
<b>Postage and Overnight Shipping</b>	<b>\$6,159.36</b>
<i>(includes wedding literature mailings and miscellaneous postage)</i>	
<b>Visitor Guide Postage</b>	<b>\$7,236.40</b>
<i>(includes individual mailings and shipments to travel information centers and other outlets)</i>	
<b>Travel &amp; Trade Shows</b>	<b>\$898.93</b>
<i>(includes AAA shows, Lackland AFB show, Meeting Planners Showcase)</i>	
<b>Professional Meetings</b>	<b>\$6,654.65</b>
<i>(includes attendance at Texas Association of CVBs conferences, co-op sponsorship of several Team Texas travel show booths, representation at Texas Independence Trail meetings, I-10 Corridor meetings, attendance at the TACVB Tourism College, etc.)</i>	
<b>Promo Equipment/Supplies</b>	<b>\$2,829.93</b>
<i>(primarily web site updates)</i>	
<b>News Release Service</b>	<b>\$3,989.75</b>
<i>(Unlimited press release service, PR assistance)</i>	
<b>Certified Folder Display</b>	<b>\$1,500.00</b>
<i>(distribution of visitor guides to racks in Houston, College Station, San Antonio, Austin, Waco)</i>	
<b>Dues &amp; Subscriptions</b>	<b>\$2,709.89</b>
<i>(Professional membership dues, publications dues)</i>	
<b>PR/Press Trips</b>	<b>\$75,282.34</b>
<i>(professional services provided by Geiger &amp; Associates for 2 press trips)</i>	
<b>Convention &amp; Tour Services</b>	<b>\$1,428.52</b>
<i>(miscellaneous expenses related to B&amp;B FAM tours, services provided to various groups visiting the area)</i>	
<b>Advertising Space and Design &amp; Production</b>	<b>\$86,465.71</b>
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$205,025.49</b>



## AGENDA FORM

<b>DATE OF MEETING:</b> March 3, 2011	<b>DATE SUBMITTED:</b> February 23, 2011	
<b>DEPT. OF ORIGIN:</b> Administration	<b>SUBMITTED BY:</b> Clint Kolby	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>
<input checked="" type="checkbox"/> <b>REGULAR</b>	<input type="checkbox"/> <b>PUBLIC HEARING</b>	<input type="checkbox"/> <b>1<sup>ST</sup> READING</b>
<input type="checkbox"/> <b>SPECIAL</b>	<input type="checkbox"/> <b>CONSENT</b>	<input type="checkbox"/> <b>2<sup>ND</sup> READING</b>
<input type="checkbox"/> <b>EXECUTIVE SESSION</b>	<input type="checkbox"/> <b>REGULAR</b>	<input type="checkbox"/> <b>RESOLUTION</b>
	<input checked="" type="checkbox"/> <b>WORK SESSION</b>	
<b>AGENDA ITEM DESCRIPTION:</b> Presentation by the Economic Development Foundation on the Business Retention and Expansion Survey Results		
<p><b>SUMMARY STATEMENT:</b> In 2010, the Economic Development Foundation of Brenham conducted its second benchmarking survey of Brenham businesses, as part of its ongoing Business Retention &amp; Expansion Program (BREP). The new benchmark survey will be used to compare data and results from the survey taken back in 2007.</p> <p>Goals of the survey process include identifying the following:</p> <ul style="list-style-type: none"> <li>- Local business needs and concerns</li> <li>- Gauging the local economic business climate</li> <li>- Factors that may be preventing expansion of local business</li> <li>- Any business considering relocation outside the community and why</li> <li>- Opportunities for match-making between local businesses &amp; suppliers</li> <li>- Current and future workforce needs</li> <li>- Constructive ideas business owners may have for improving the local economy and Brenham's business environment</li> </ul>		
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>		
<b>A. PROS:</b>		
<b>B. CONS:</b>		
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>		
<b>ATTACHMENTS:</b> (1) Business Retention and Expansion Program – Results of 2010 Survey		
<b>FUNDING SOURCE (Where Applicable):</b> N/A		

**RECOMMENDED ACTION:** Discussion Only

**APPROVALS:** Terry Roberts

# ***Business Retention and Expansion Program***

**Results of 2010 Survey**

**Published: February 2011**

*Economic Development Foundation of* **BRENHAM**

A city with a flavor all its own.

# Table of Contents

I. Executive Summary	1
II. Respondent Overview	2
III. Business Climate	5
IV. Workforce	8
V. Opportunity For Business Growth	11
Addendum A. Personal Interview Survey Form	14
Addendum B. Online Survey Form	20

# Executive Summary

In 2010, the Economic Development Foundation of Brenham conducted its second benchmarking survey of Brenham businesses, as part of its ongoing Business Retention & Expansion Program (BREP). The new benchmark survey will be used to compare data and results from the survey taken back in 2007.

With studies continuing to show that 80% of new job growth will come from existing firms and their suppliers, the EDF has placed priority on the retention and expansion of local businesses in order to ensure success of economic development in the community. The EDF recognizes that local businesses are the backbone of the community, and their vitality will be key to Brenham's future success.

Goals of the survey process include identifying the following:

- Local business needs and concerns
- Gauging the local economic business climate
- Factors that may be preventing expansion of local business
- Any business considering relocation outside the community and why
- Opportunities for match-making between local businesses & suppliers
- Current and future workforce needs
- Constructive ideas business owners may have for improving the local economy and Brenham's business environment

The BREP committee conducted personal interviews with major primary employers and provided an online survey that was available to all local businesses and industry sectors. The committee conducted the first personal interview in February 2010 and completed the last personal interview in December 2010. The online survey was also accessible from March 2010 to December 2010.

The committee identified a list of 38 major primary employers of which 31 participated in the personal interviews. A total of 3,273 employees are represented from the 31 businesses. All answers have been kept confidential and the results were compiled and tabulated in aggregate form.

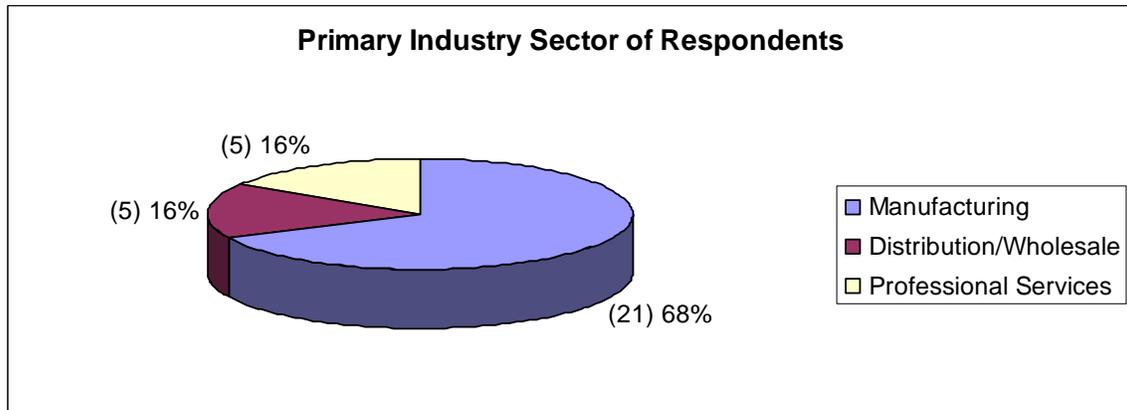
Additionally, an online survey was made available to the community and 26 businesses participated. Of those, the majority were from the professional services and retail industry sectors. The online respondents did not fully complete the surveys and the results were difficult to quantify, which is why they are not included in this report. Their key comments focused on the workforce and skilled labor shortage, comparable to the results of the personal interviews.

The following report is the final analysis of the data collected from the 31 major primary employers who participated in the personal interviews. The report can be used as a tool in making policy decisions and forming economic development action plans. The Economic Development Foundation of Brenham will continue to gather information in the coming months while pursuing its goal of promoting the growth of industry and jobs.

# *Respondent Overview*

# Respondent Overview

In this section, you will find a brief snapshot of the businesses that were personally interviewed for the Business Retention and Expansion Program. A total of 31 primary employers were interviewed. The committee had a good sampling of respondents in different industry sectors, with manufacturing being the largest.

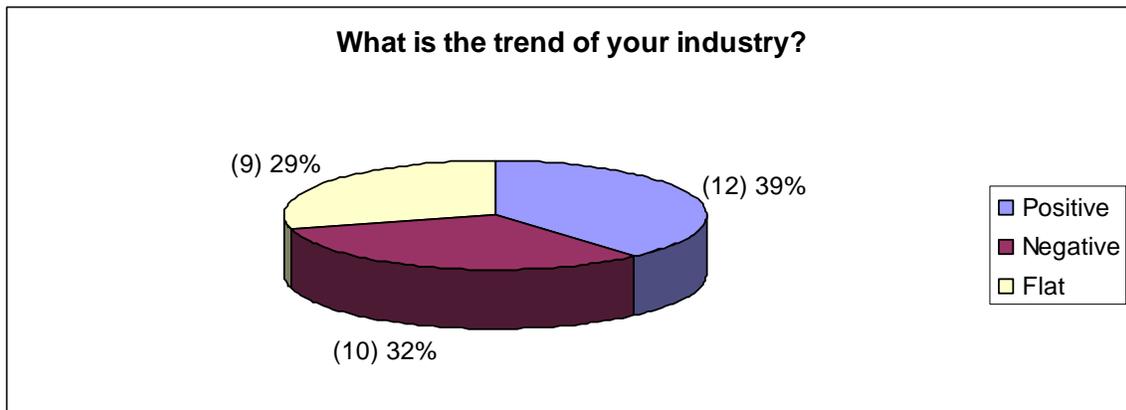
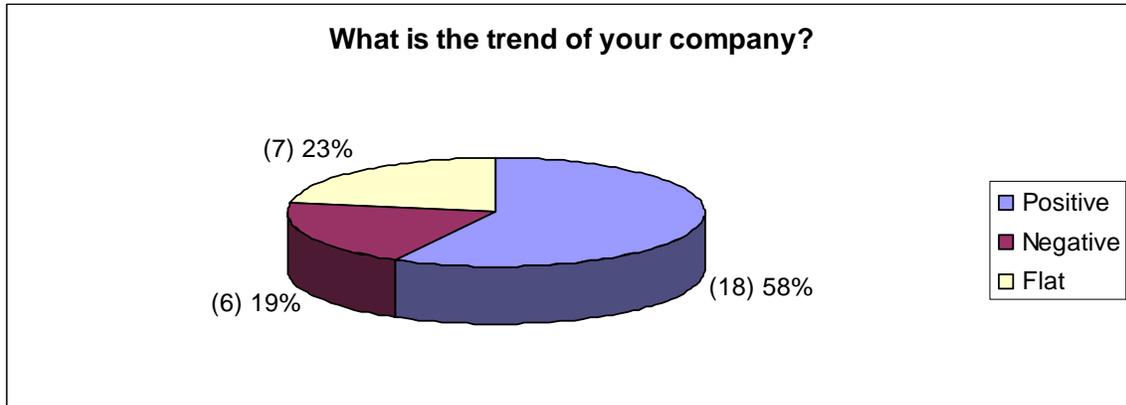


One data set that indicates Brenham has an “innate” business incubator climate is the “How long have you been in business” chart. It shows that 20 respondents have been in business for longer than 25 years and 11 respondents have been in business for 1 to 25 years. However, there were no respondents who were classified as start-ups.



# Respondent Overview

Of the respondents, 58% stated that their companies are experiencing a positive trend. That trend is down 30% from the last time this business survey was taken in 2007. Only 39% of the corresponding industries in Brenham are experiencing a positive trend. This is down 45% from 2007. These numbers indicate that local businesses were impacted by the national recession that began in late 2008 but fared much better than the overall industry average.



Length of time in business and trend forecasts both suggest a strong local economic base and a robust future.

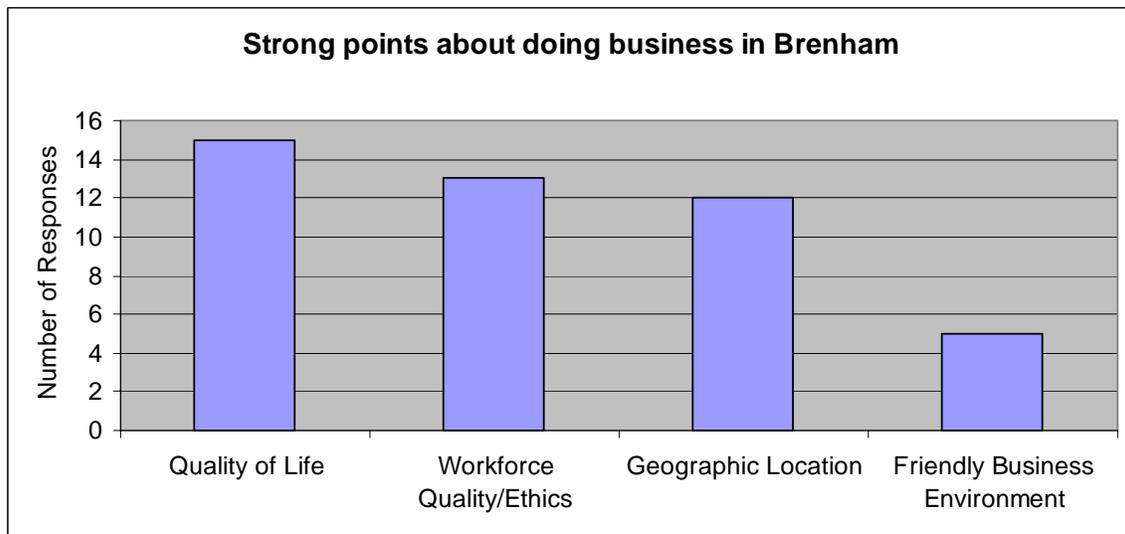
# *Business Climate*

# Business Climate

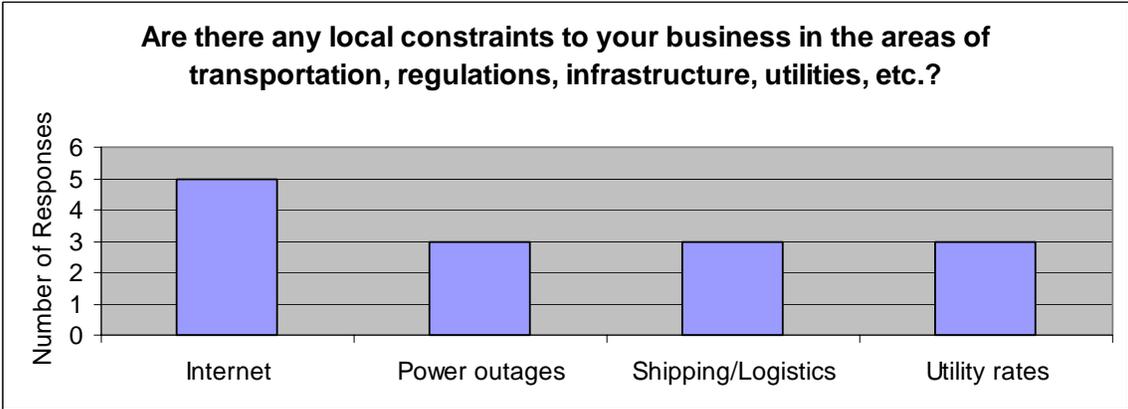
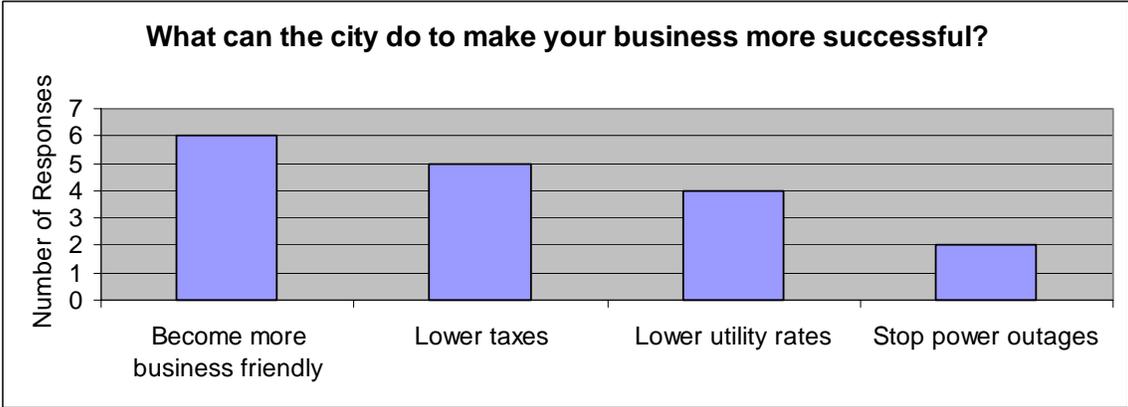
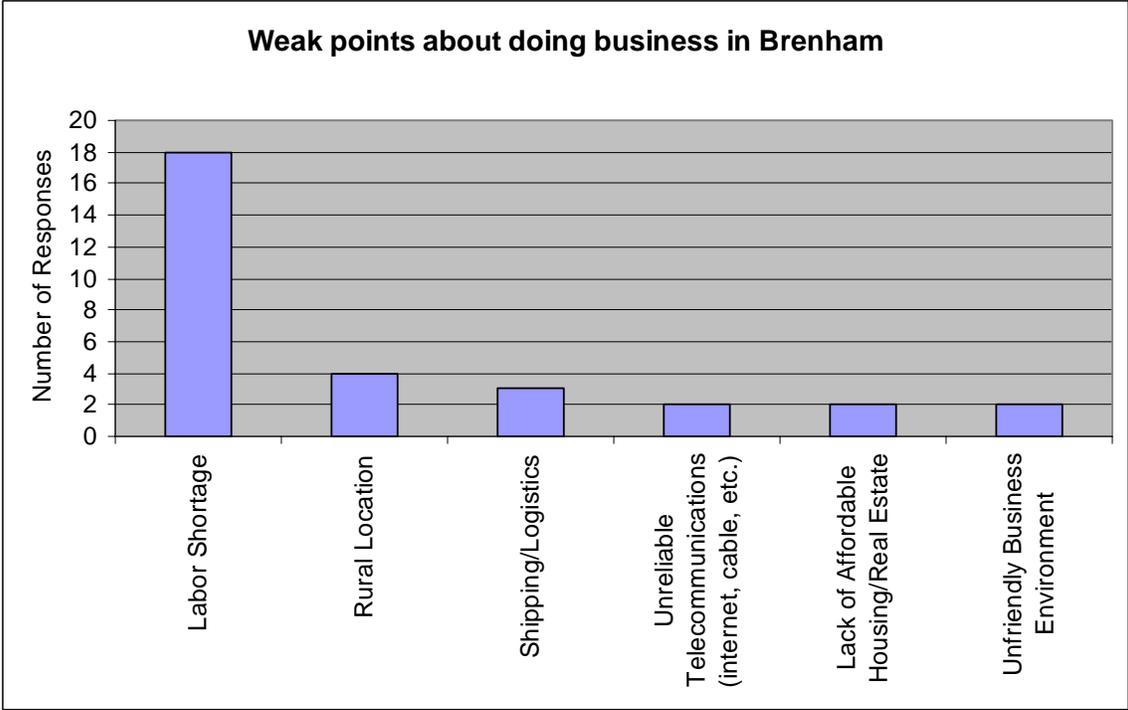
The committee heard from survey respondents that the strongest point of doing business in Brenham is the quality of life in the community, followed by the high quality and ethics of the workforce. The results also revealed that the shortage of qualified and skilled labor in the community is the dominant weakness of doing business in Brenham.

When asked what the city could do to make their business more successful, the majority of respondents felt that the city is a positive influence, but could work on becoming more business friendly and lowering taxes and utility rates.

In responding to what is the biggest constraint to their business, the top response was the lack of reliable internet service. This was heard from businesses that are not yet in the range of getting DSL service, a majority of which are in Brenham business parks.



# Business Climate



# *Workforce*

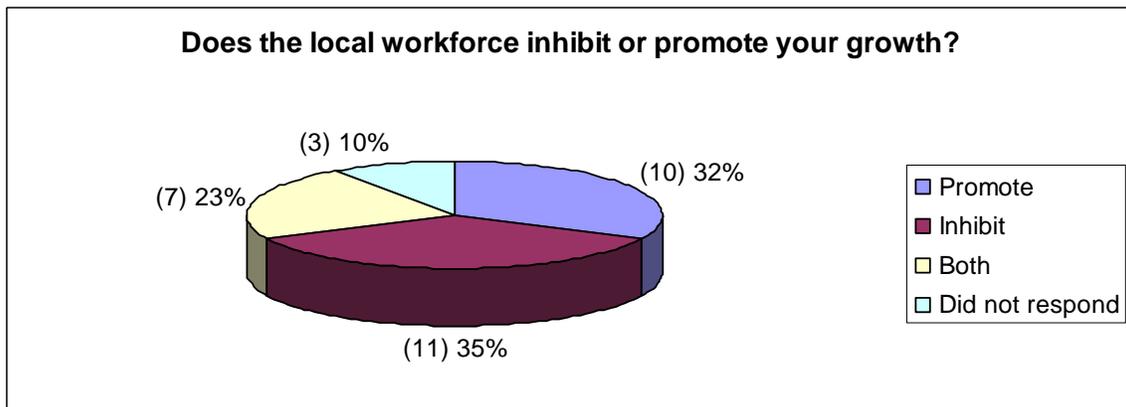
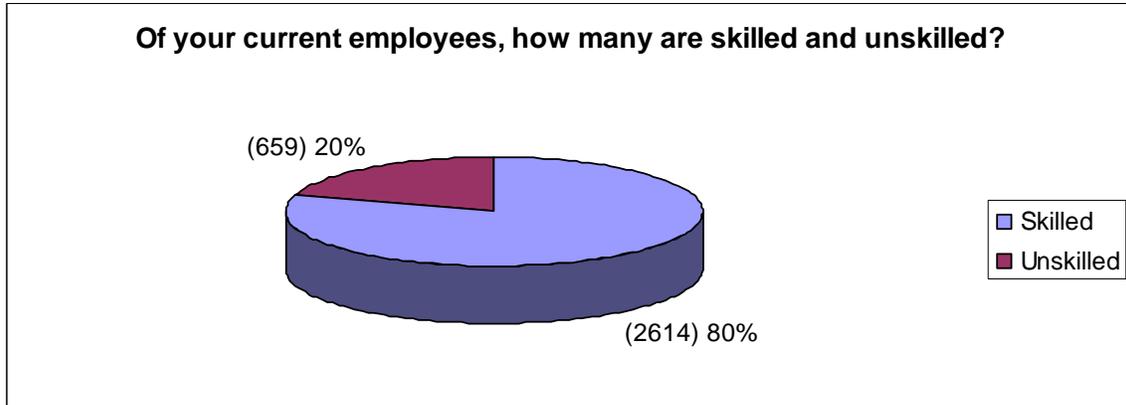
# Workforce

While analyzing the data for the entire survey, no data set became more dominant than that of the local workforce. The local workforce has proven essential in the past expansions and current growth plans of the 31 responding companies.

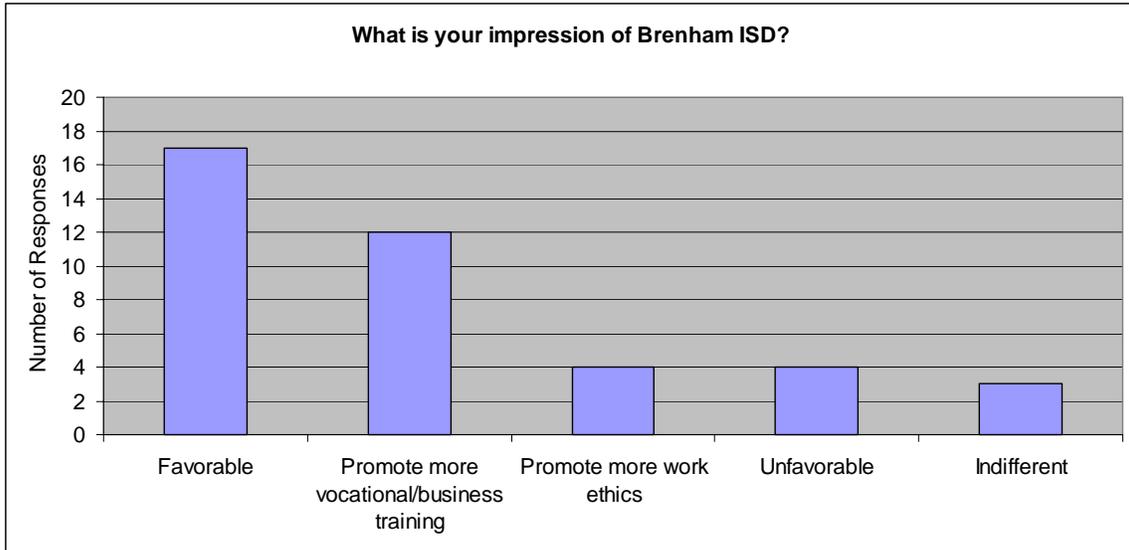
A total of 3,273 employees are represented in this survey, with a majority of the workforce in a position considered “skilled” by the employer. Most employers felt that the quality and work ethic of the workforce promotes their growth, while at the same time the lack of a large labor pool inhibits their growth.

According to most business owners, the lack of a hireable workforce is due to the low population of skilled or professional workers and generational work ethic differences in the youth.

Although the majority of respondents had a favorable impression of the education being provided by Brenham ISD and Blinn College to prepare students for the workforce, many felt that the schools need to work more to promote work ethics and vocational and business training. A large number of respondents also felt that the A.W. Hodde Jr., Technical Education Center is good and is a positive step in the right direction.



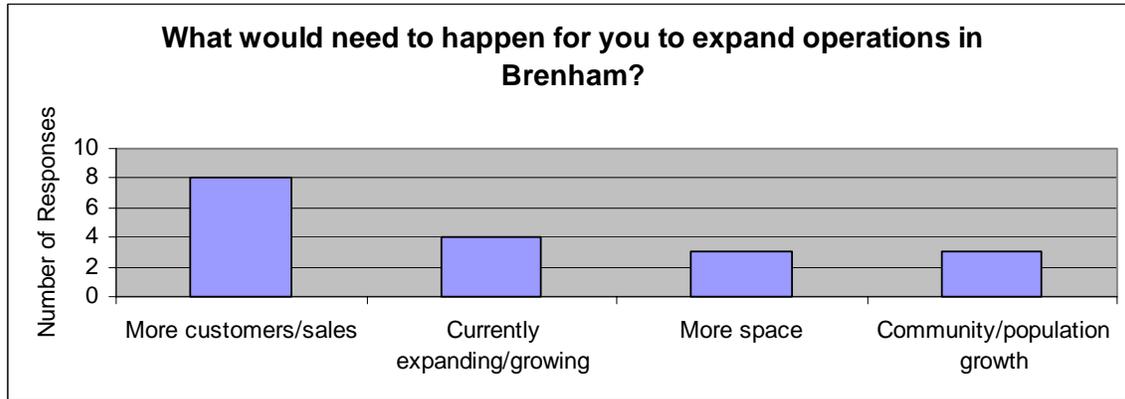
# Workforce



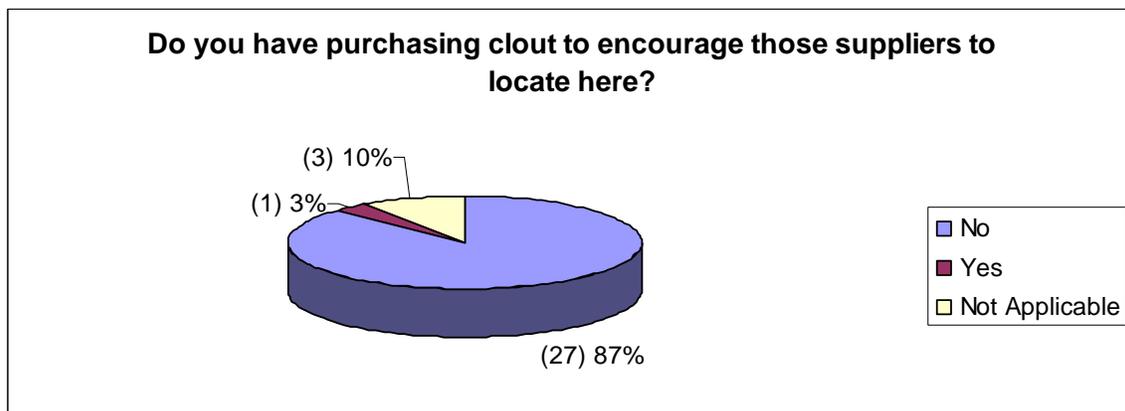
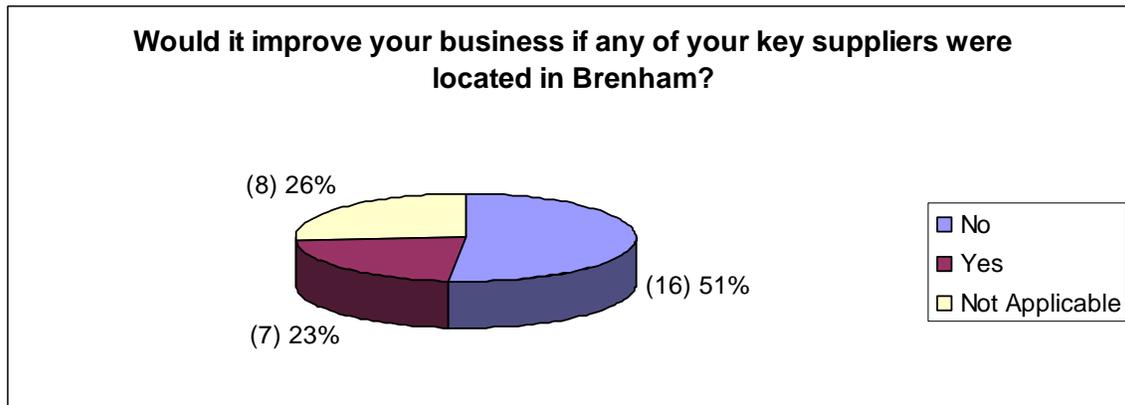
# *Opportunity For Business Growth*

# Opportunity For Business Growth

We found that, of the 31 respondents, the opportunities of growth are directly affected by an increase in business, real estate market, workforce, and population growth.



The majority of respondents felt that they do not have the purchasing clout to encourage the relocation of a supplier.



# Opportunity For Business Growth

When surveyed about what new business was needed in Brenham, respondents felt that the community needs more retail choices, followed by a new grocery store and restaurants.



# *Personal Interview Survey Form*

**MAJOR EMPLOYER:** \_\_\_\_\_

**Person interviewed:** \_\_\_\_\_

**Interview Team:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- 1. Provide a brief description of your business.**
  
- 2. How long have you been in business?**
  
- 3. Of the \_\_\_\_ employees you currently have, what percent are...  
Skilled(trained) \_\_\_\_\_ unskilled(entry level) \_\_\_\_\_**
  
- 4. Do most of your employees live in Brenham or Washington County?**
  
- 5. Who are your key customers?**
  
- 6. Who are your primary competitors?**
  
- 7. Where are your primary competitors located? Why?**
  
- 8. What is the trend of your industry?**
  
- 9. What is the trend of your company?**

**LOCAL BUSINESS CLIMATE**

**10. What do you feel are the strong points about doing business in Brenham?**

**11. What do you feel are the weak points?**

**12. Has your attitude toward doing business in this community changed during the last 2 years?**

**-If yes, has it improved or deteriorated? Why?**

**13. Could the City do anything to make your business more successful?**

**14. Does the local workforce inhibit or promote your business success?**

**15. What is your impression of the education being provided by Brenham public schools to prepare students for the workforce?**

**16. What is your impression of the education being provided by Blinn College to prepare students for the workforce?**

**17. What training programs would benefit your business?**

**18. Are there any local constraints to your business success in the areas of:**

**Transportation**

**Regulations**

**Infrastructure**

**Utilities**

**Any Other**

**19. Does your company have a sister facility producing the same or similar products?**

- **If yes, is the plant and equipment at the sister facility older or newer?**

**20. What, if anything, would need to happen for you to expand operations in Brenham?**

**SUPPLIERS & ECONOMIC DIVERSIFICATION**

**21. Where are your company's top three markets served from this facility?**

**22. Where are your company's markets growing the fastest?**

**23. Do you ship products internationally? If so, what are the company's top international markets?**

**24. Would it improve your business if any of your key suppliers were located in Brenham? *Do you have purchasing clout to encourage those suppliers to locate here?***

**25. Are there any opportunities for the further processing or use of your products or byproducts? Do any of your waste products have a commercial value?**

**26. Does your current growth plan include any steps toward becoming more energy efficient and eco friendly?**

**27. Do you think Brenham needs to diversify its economic base?**

**28. What sort of new business and industry would you say is needed here in Brenham? How about new commercial/retail businesses?**

**29. Are there any other comments or observations you'd like to make?**

# *Online Survey Form*

# Business Retention and Expansion Survey 2010

## 1. Background Information

Thank you for participating in the Business Retention and Expansion Survey. Your responses will be used to determine economic opportunities for growth and help develop future economic action plans. Your responses will be kept CONFIDENTIAL.

Please enter the basic information for your business.

### \* 1. Respondent Information

Your Name:

Company:

Title:

Address:

City:

State:

ZIP:

Email Address:

Phone Number:

### 2. Parent company & location (if applicable)

### 3. What is your business structure?

- Sole Proprietorship
- Partnership
- Corporation

### 4. Business Summary-provide a brief overview of your products/services:

### 5. Please check your primary industry sector:

- Manufacturing
- Distribution
- Retail Trade
- Professional Services
- Research & Development

### 6. What year did your company start?

### 7. How long have you been in business in Brenham?

## 2. Labor

Please answer the following questions in regards to labor and your local business.

# Business Retention and Expansion Survey 2010

## 8. Number of full-time employees:

current total in 2010

estimate for end of year 2010

prior estimate from 2000

## 9. Does the local workforce inhibit or promote your business success?

Promote

Inhibit

Comments

## 10. What percent of your current workforce is...

Skilled (trained)

Unskilled (entry level)

## 11. Do most of your employees live in Brenham or Washington County?

Yes

No

Please list other counties from which you draw employees.

## 12. Do you require a high school diploma for entry-level workers?

Yes

No

## 13. What is your impression of the education being provided by Brenham public schools to prepare students for the workforce?

I feel Brenham public schools properly prepare students for the workforce.

I feel Brenham public schools do not properly prepare students for the workforce.

If not, please elaborate

# Business Retention and Expansion Survey 2010

**14. What is your impression of the education being provided by Blinn College to prepare students for the workforce?**

I feel Blinn College properly prepare students for the workforce.

I feel Blinn College does not properly prepare students for the workforce.

If not, please elaborate

5

6

**15. What is your annual percentage of employee turnover (turnover rate)?**

**16. Has your business utilized any local, regional, or state training programs? Please List:**

5

6

**17. What are your current needs for employee training?**

5

6

## 3. Business Climate

Please answer the following questions in regards to the business climate in Brenham.

**18. Please indicate areas of concern regarding the local business climate. Check all that apply.**

	Current Concern	Over Past 2 years	Future concern
Availability of qualified workers	€	€	€
Labor cost	€	€	€
Obtaining permits	€	€	€
Cost of Utilities	€	€	€
Telecommunications/Connectivity	€	€	€
Building lease cost	€	€	€
Land availability/cost	€	€	€
Regulations	€	€	€
Transportation	€	€	€
Housing for Employees	€	€	€

# Business Retention and Expansion Survey 2010

19. Of the areas of concern above, please indicate your top areas of concern and why.

20. What do you feel are the strong points of doing business in Brenham?

21. What do you feel are the weak points of doing business in Brenham?

22. Has your attitude toward doing business in this community changed during the last 2 years?

- Improved
- Deteriorated
- Has not changed

Please expand on your response.

23. Could the City of Brenham do anything to make your business more successful?

24. Do you feel local tax rates are reasonable and corresponding governmental/municipal/educational services represent a good value for the dollar?

- Yes
- No

25. Overall, how would you rate Brenham as a place to do business?

- Excellent
- Good
- Fair
- Poor

# Business Retention and Expansion Survey 2010

**26. Have representatives from other states or cities contacted you to relocate your company?**

Yes

No

**27. Do you currently have plans to relocate your business?**

Yes

No

**28. Do you plan to expand your business here within the next five years? (If no, please skip to question number 29)**

Yes

No

**29. What factors may influence your possible expansion?**

**30. Please estimate your additional space needs (acreage, building sq. ft.)**

**31. Are you familiar with local and state incentive programs?**

Yes

No

**32. Would you like additional information on any of the following programs?**

- State Financial Incentive Programs
- Worker Training & Development Programs
- Export Assistance
- Small Business Administration Loan (SBA fixed rate, low interest, only 10% down)
- Small Business Development Center
- Entrepreneur Programs
- Tax-exempt Industrial Revenue Bonds (\$4 million minimum)
- Business Consulting

# Business Retention and Expansion Survey 2010

**33. Do you think Brenham needs to diversify its economic base?**

Yes

No

If yes, please provide further explanation

**34. What types of new business or industry would you say is needed in Brenham?**

## 4. Market Issues

Please answer the following questions in regards to your business market(s).

**35. What is your customer base? Please give percentages.**

consumers/end-users

other businesses

government agencies

# Business Retention and Expansion Survey 2010

## 36. Who are your key customers?

(select all that apply)

- Businesses in Brenham
- Businesses in the region
- Businesses elsewhere in Texas
- Businesses located throughout U.S.
- Businesses in Mexico
- Businesses in other countries
- Local government agencies
- State government agencies
- National government agencies
- International government agencies
- Local retail consumers
- Consumers in surrounding counties
- Consumers in major TX metro areas
- Consumers throughout the U.S.
- Consumers in other countries
- Ecommerce consumers from internet sales

## 37. Geographically, where are your sales?

- % in Brenham/ Washington County
- % regional
- % Texas
- % out of state
- % international

## 38. If your sales come from out-of-state or internationally, please list top locations.

	5
	6

# Business Retention and Expansion Survey 2010

## 39. Where are your key competitors based? (rank in order)

in Brenham/ Washington   
County

regional

in Texas

other states

international

## 40. If your competitors are in other states and/or international, please list their locations.

5  
 6

## 41. Does your business have a sister location?

Yes

No

If yes, where is it located?

## 42. What is the trend of your industry?

Positive

Negative

Flat

Please elaborate (optional):

5  
 6

## 43. What is the trend of your specific business?

Positive

Negative

Flat

Please elaborate (optional):

5  
 6

## 5. Internal Operations Issues

Please answer the following questions in regards to internal operations (other than labor):

# Business Retention and Expansion Survey 2010

## 44. Where are your suppliers located? (check all that apply)

- in Brenham/Washington County
- nearby in the region
- other Texas regions
- other states
- international

## 45. If your suppliers are primarily located in other states or internationally, please list the major cities/countries.

	5
	6

## 46. Do you have purchasing clout to possibly recruit your suppliers to this area?

- Yes
- No

## 47. If yes, please indicate needed/desired suppliers:

	5
	6

## 48. What type of business support services do you feel are needed in Brenham?

	5
	6

## 6. Utilities

Please answer the following questions in regards to utilities.

## 49. Does your business have unmet requirements for utility services?

- Electric Service
- Water
- Wastewater
- Telephone
- Natural Gas
- Internet/Connectivity

# Business Retention and Expansion Survey 2010

**50. If your business has unmet requirements, please explain the details of those requirements.**

**51. Do you foresee any change in your operations that would require utility upgrades or modification?**

**52. Have there been instances when your operations have been significantly impacted by utility problems?**

**53. Utilities represent about what percent of your cost structure?**

Electric	<input type="text"/>
Natural Gas	<input type="text"/>
Water/Wastewater	<input type="text"/>
Telephone	<input type="text"/>

**54. The cost of utilities is to your operation? (check one below)**

- Critical     
  Significant     
  Somewhat important     
  Insignificant

**55. Please complete the following table rating current utility performance.**

	Telecommunications/Internet	Electric	Water/Wastewater	Natural Gas	Telephone
Cost	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reliability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Capacity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quality	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**56. Does your current growth plan include any steps toward becoming more energy efficient and eco-friendly?**

- Yes  
 No

If yes, please elaborate:

## 7. Thank You

Thank you for participating in the 2010 Business Retention & Expansion Survey. Your answers will be used to evaluate the business climate in Brenham, and will be kept strictly confidential. Reports will be produced in aggregate form only.

## Business Retention and Expansion Survey 2010

If you have any questions or comments about this survey, please contact the Economic Development Foundation of Brenham:

314 South Austin Street  
Brenham, TX 77833  
979-836-8927  
[edf@brenhamtexas.com](mailto:edf@brenhamtexas.com)



## AGENDA FORM

<b>DATE OF MEETING:</b> March 3, 2011	<b>DATE SUBMITTED:</b> February 28, 2011					
<b>DEPT. OF ORIGIN:</b> Public Utilities	<b>SUBMITTED BY:</b> Lowell Ogle, Jr.					
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>				
<input checked="" type="checkbox"/> <b>REGULAR</b>	<input type="checkbox"/> <b>PUBLIC HEARING</b>	<input type="checkbox"/> <b>1<sup>ST</sup> READING</b>				
<input type="checkbox"/> <b>SPECIAL</b>	<input type="checkbox"/> <b>CONSENT</b>	<input type="checkbox"/> <b>2<sup>ND</sup> READING</b>				
<input type="checkbox"/> <b>EXECUTIVE SESSION</b>	<input type="checkbox"/> <b>REGULAR</b>	<input type="checkbox"/> <b>RESOLUTION</b>				
	<input checked="" type="checkbox"/> <b>WORK SESSION</b>					
<b>AGENDA ITEM DESCRIPTION:</b> Presentation and Discussion on Automated Meter Reading Equipment						
<p><b>SUMMARY STATEMENT:</b> For several months now we have been discussing AMR metering. About six weeks ago council approved the purchase of the Sensus Flexnet AMR equipment and software. This included the Tower Gateway Base (TGB) Unit, the Regional Network Interface (RNI) and the software. We had also installed approximately 1200 meters throughout our system.</p> <p>We would also like to inform council that the City of Bellville has converted their entire system to AMR and the City of Bryan, along with Bryan Texas Utilities (BTU) have just approved the conversion of their utilities to AMR. All of these utilities are using, or will be using, the Sensus system.</p> <p>We are now ready to begin the conversion of the rest of our system to AMR. This will be done by our crews in-house and will take 2 to 3 years to complete. We are anticipating the cost to be up to 3.2 million dollars. We are planning to fund this conversion using reserve dollars from each utility fund to avoid any rate increase to our customers. We are hoping that each fund will be able to pay it's own way. We would not want the reserve level of any fund to fall too low and if that occurs we would come back to council to discuss a loan from electric fund reserves to the needed fund.</p> <p>We are estimating to spend the following amounts in each fund.</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="padding: 0 20px;">Electric Fund: \$754,000</td> <td>Gas Fund: \$376,000</td> </tr> <tr> <td>Water Fund: \$989,450</td> <td>Sewer Fund: \$989,450</td> </tr> </table> <p>It is difficult to estimate the actual numbers because of the unknown status, size, etc. of some of our meters in the field.</p> <p>We have already eliminated one meter reader position saving approximately \$40,000 per year. We will reduce that staff 2 more positions throughout this process for an additional savings of \$80,000 per year plus ancillary costs, vehicle fuel, etc. of \$10,000 per year. We should also see a savings of about \$50,000 per year in the water fund that we are currently spending on meter change outs and \$5,000 per year in the electric fund. I am also expecting a 1% increase in water revenue due to increased meter accuracy. This should generate approximately \$42,000 per year. This totals to about \$227,000 plus per year.</p>			Electric Fund: \$754,000	Gas Fund: \$376,000	Water Fund: \$989,450	Sewer Fund: \$989,450
Electric Fund: \$754,000	Gas Fund: \$376,000					
Water Fund: \$989,450	Sewer Fund: \$989,450					

The newly installed meters should last 20+ years in the field. Based on the numbers above, which I believe to be conservative, the system should pay for itself in about 14 or 15 years. A meter change out program is part of a good business practice for a utility, the fact that this system will pay for itself and the replacement meters while adding benefit and future enhancements to our customers helps to justify the expenditure.

**STAFF ANALYSIS (For Ordinances or Regular Agenda Items):**

**A. PROS:** More data provided on customer accounts, spot potential problems early, eventually offer customers ability to view utility usage info and other possible enhancements

**B. CONS:** Replacing all meters at one time, upfront cost

**ALTERNATIVES (In Suggested Order of Staff Preference):**

**ATTACHMENTS:**

**FUNDING SOURCE (Where Applicable):** Utility Fund Reserves

**RECOMMENDED ACTION:**

**APPROVALS:** Lowell Ogle, Jr.



## AGENDA FORM

<b>DATE OF MEETING:</b> March 3, 2011	<b>DATE SUBMITTED:</b> February 28, 2011	
<b>DEPT. OF ORIGIN:</b> Police Department	<b>SUBMITTED BY:</b> Chief Rex Phelps	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 <sup>ST</sup> READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 <sup>ND</sup> READING
<input type="checkbox"/> EXECUTIVE SESSION	<input type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input checked="" type="checkbox"/> WORK SESSION	
<b>AGENDA ITEM DESCRIPTION:</b> Discussion Regarding the Utilization of a Bid Process for Award of Contract(s) for Providing Non-Consent Tows and Related Services to the City		
<b>SUMMARY STATEMENT:</b> Staff would recommend the consideration of bidding the wrecker tow services for the city to one company for small rotation (vehicle weight of 15,000 lbs. or less) and one company for large rotation (vehicle weight of more than 15,001 lbs. or more.)		
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>		
<b>A. PROS:</b> Reduction of fees to the community members, Reduced staff allocation time both for wrecker liaison and communications staff, Increased accountability and decreased wrecker service complaints		
<b>B. CONS:</b> Possible negative economic impact on current participants in wrecker services		
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b> Maintain current wrecker rotation system		
<b>ATTACHMENTS:</b> N/A		
<b>FUNDING SOURCE (Where Applicable):</b> N/A		
<b>RECOMMENDED ACTION:</b> Discuss bidding option as opposed to current rotation practice		
<b>APPROVALS:</b> Terry Roberts		



## AGENDA FORM

<b>DATE OF MEETING:</b> March 3, 2011	<b>DATE SUBMITTED:</b> February 25, 2011	
<b>DEPT. OF ORIGIN:</b> Finance	<b>SUBMITTED BY:</b> Carolyn D. Miller	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 <sup>ST</sup> READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 <sup>ND</sup> READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
<b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon Acceptance of the Audit from Seidel, Schroeder & Company for Fiscal Year 2010.		
<p><b>SUMMARY STATEMENT:</b> State law requires that all general-purpose local governments publish, within six months of the close of the fiscal year, a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants.</p> <p>Pursuant to that requirement, and on behalf of the Finance Department, I am proud to issue the comprehensive annual financial report (CAFR) of the City of Brenham for the fiscal year ended September 30, 2010. At Thursday's council meeting, Michele Kwiatkowski, audit partner with Seidel, Schroeder &amp; Company, will present the annual audit.</p> <p style="text-align: center;">A Bound Copy of the CAFR was distributed to Mayor and City Council Members. This Report will be on file for review in the City Secretary's Office. A copy can also be downloaded from the City of Brenham's Website at <a href="http://www.cityofbrenham.org">www.cityofbrenham.org</a></p>		
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>		
<b>A. PROS:</b>		
<b>B. CONS:</b>		
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>		
<b>ATTACHMENTS:</b>		
<b>FUNDING SOURCE (Where Applicable):</b>		
<b>RECOMMENDED ACTION:</b> Acceptance of the Audit from Seidel, Schroeder & Company for Fiscal Year 2010.		
<b>APPROVALS:</b> Carolyn D. Miller		





## AGENDA FORM

<b>DATE OF MEETING:</b> March 3, 2011	<b>DATE SUBMITTED:</b> February 16, 2011	
<b>DEPT. OF ORIGIN:</b> Administration	<b>SUBMITTED BY:</b> Tammy Cook	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 <sup>ST</sup> READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 <sup>ND</sup> READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
<b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon a Recommendation for Re-Appointment to the Hotel Occupancy Tax Board		
<p><b>SUMMARY STATEMENT:</b> At the May 13, 2010 meeting Council approved the Hotel Occupancy Tax Board's recommendation for the appointment of Al Patel to fill the vacancy left by the resignation of Connie Burke. Connie Burke's term was set to expire in December 2010. Al Patel was up for re-appointment at that time to begin serving his first term.</p> <p>However, during the December 2, 2010 council meeting the re-appointment of Al Patel was overlooked.</p> <p>So at this time, I ask that council approve the re-appointment of Al Patel to the Hotel Occupancy Tax Board</p>		
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>		
<b>A. PROS:</b>		
<b>B. CONS:</b>		
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>		
<b>ATTACHMENTS:</b> N/A		
<b>FUNDING SOURCE (Where Applicable):</b>		
<b>RECOMMENDED ACTION:</b> Approve the re-appointment of Al Patel to the Hotel Occupancy Tax Board		
<b>APPROVALS:</b> Terry Roberts		

CITY BOARDS & COMMITTEES  
Council Meeting – March 3, 2011

---

Hotel Occupancy Tax Board:

Re-Appointment

Al Patel

New Appointment



## AGENDA FORM

<b>DATE OF MEETING:</b> March 3, 2011	<b>DATE SUBMITTED:</b> February 24, 2011	
<b>DEPT. OF ORIGIN:</b> Administration	<b>SUBMITTED BY:</b> Terry Roberts	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 <sup>ST</sup> READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 <sup>ND</sup> READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
<b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon an Agreement with Bickerstaff Heath Delgado Acosta, LLP for Redistricting Services and Authorize the Mayor to Execute Any Necessary Documentation		
<b>SUMMARY STATEMENT:</b> The U.S. Census establishes a community's official population once every ten years. The population growth over the decade may or may not trigger a requirement for a change in the boundary lines of the City's four wards. Each city ward should be roughly equal in population. There can be a 10% tolerance between the least populated ward and the most populated ward.		
<p>There are law firms that have specialization in the redistricting process and the laws governing that work. The City staff has discussed the Brenham redistricting analysis and work with two firms: the firm that performed our work 10 years ago and a smaller firm that has redistricting emphasis with school districts and counties. The latter firm, Allison and Bass, has been retained by Washington County to perform their redistricting work.</p> <p>The other firm, Bickerstaff Heath Delgado Acosta, LLP submitted a proposal to the City to perform our redistricting work. We refined the proposal to include the work we jointly felt was necessary to complete the redistricting work. The initial phase will be to review census information by current ward boundaries to determine whether boundary line changes are required. The cost for the initial phase of the work is \$3,750. The balance of the work would only take place if the boundaries required adjusting under the 10% tolerance rule.</p> <p>Bickerstaff did a good job for the City in 2001. The price of the redistricting effort appears to be reasonable. It is within the budget allocated for this work and actually lower than the amount expended 10 years ago. Because of their service to us before, the expertise and volume of work with other municipalities, staff recommends approval of the engagement of Bickerstaff Heath Delgado and Acosta, LLP as our redistricting attorneys.</p>		
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>		
<b>A. PROS:</b>		
<b>B. CONS:</b>		

**ALTERNATIVES (In Suggested Order of Staff Preference):**

**ATTACHMENTS:** (1) Letter from Bickerstaff Heath Delgado Acosta, LLP; (2) Proposed City of Brenham Budget for 2011 Redistricting; (3) Standard Terms of Engagement; and (4) Proposed Scope of Services

**FUNDING SOURCE (Where Applicable):** Budgeted \$25,000 in FY2010-11 for redistricting (5-121-402.00)

**RECOMMENDED ACTION:** Approve an agreement with Bickerstaff Heath Delgado Acosta, LLP for redistricting services and authorize the Mayor to execute any necessary documentation

**APPROVALS:** Terry K. Roberts

# Bickerstaff Heath Delgado Acosta LLP

3711 S. MoPac Expressway Building One, Suite 300 Austin, Texas 78746 (512) 472 8021 Fax (512) 320-5638 www.bickerstaff.com

January 10, 2011

Honorable Milton Y. Tate, Jr.  
Mayor  
City of Brenham  
200 W. Vulcan St.  
Brenham, Texas 77833

Re: Legal Services

Dear Mayor Tate:

Thank you for selecting our law firm to represent the City of Brenham. We appreciate your confidence in us and will do our best to continue to merit it.

The purpose of this letter, together with the enclosed "Standard Terms of Engagement," is to set out our understanding with respect to the specific terms of our relationship. Please review the Standard Terms of Engagement carefully and contact us promptly if you have any questions regarding our relationship. This letter, together with the Standard Terms of Engagement, constitutes our agreement with you (this "Agreement") under which our services will be provided.

## **Identity of Client**

We will be representing the interests of the City of Brenham, Texas.

## **Nature and Scope of Representation**

We understand that while in the future we may from time to time be employed on other matters, our present relationship is limited to representing the City of Brenham in connection with 2011 redistricting.

## **Supervision and Delegation**

Bob Heath, Syd Falk or I will be the partner who will coordinate and supervise the services we perform on your behalf with the assistance of Sherry McCall, or other Firm GIS Specialists. One of these attorneys will perform most of the legal work on this matter. We routinely delegate selected responsibilities to other persons in our Firm when, because of special expertise, time availability or other reasons, they are in a better position to carry them out. In addition, we will try, where feasible and appropriate, to delegate tasks to persons who can properly perform them at the least cost to you.

January 10, 2011

Page 2

### **Financial Arrangements**

The enclosed Standard Terms of Engagement, together with this letter, outlines the financial terms of our engagement. The hourly rates of Bob Heath, Syd Falk and I are \$350.00 per hour, and the rate of our Senior GIS Specialist is \$150.00 per hour. The hourly rate for other attorneys will range from \$250 to \$350 per hour, depending on experience, and other technical staff (including additional GIS Specialists) and paralegal time is billed at \$130.00 per hour. The cost of the Initial Assessment is a flat fee of \$3,750.00, plus an hourly charge for GIS services, if the City has reported boundary changes that occurred during the decade to the Census Bureau. If boundaries were not reported, there will be some additional work required for us to update the boundaries of the City and a flat rate for the Initial Assessment is \$4,000.00, plus an hourly charge for additional GIS services required to update these boundaries. If anything in this letter or the Standard Terms of Engagement is unclear or presents a problem to you, please advise me promptly so we may discuss it and reach a full understanding.

### **Acceptance of Terms**

If this arrangement is acceptable to you, please sign the enclosed duplicate original of this letter and return it to us at your earliest convenience.

We truly appreciate the opportunity to be of service to you and look forward to working with you in a mutually beneficial relationship.

Sincerely,



David Méndez

### **AGREED TO AND ACCEPTED:**

THE CITY OF BRENHAM, TEXAS

By: \_\_\_\_\_

Honorable Milton Y. Tate, Jr.

Title: Mayor

Date: \_\_\_\_\_

**PROPOSED CITY OF BRENHAM BUDGET  
2011 REDISTRICTING**

	Partner \$350	Attorney \$250	Senior GIS \$150	GIS \$130	Para \$130	Flat fee	Reimbursable Expenses
<b>I. PRELIMINARY WORK (NEW CLIENTS)</b>							
Initial schedule planning	0	0	0	0	0		
Conduct training sessions	0	0	0	0	0		
Identify and begin other Census-related tasks	0	0	0	0	0		
Verify maps and geocode locations (polling, incumbents, facilities)	0	0	0	0	0		
<b>II. INITIAL ASSESSMENT</b>							
Preparation of initial assessment (flat fee)						\$3,750.00	
<b>III. CONSULT WITH CLIENT AND DEVELOP AND ADOPT CRITERIA</b>							
Initial Consultation with Council Members	0	0	0	0	0		
Notice of public meeting (criteria)/translate	0	0	0	0	0		\$0.00
Draft resolution on criteria & process	0	0	0	0	0		
<b>ADVICE/CONSULTATION Total Hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>ADVICE/CONSULTATION Total Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>IV. DEVELOP REDISTRICTING PLANS</b>							
Build first illustrative plan	0	2	1	2.5	0		
Adjust first illustrative plan (& present to public)	0	0.5	0.5	1	0		
Second illustrative plan	0	0	0	0	0		
Coordinate Election Precincts	0	0.5	0	0.5	0		
<b>DEVELOP REDISTRICTING PLANS Total Hours</b>	<b>0</b>	<b>3</b>	<b>1.5</b>	<b>4</b>	<b>0</b>		
<b>DEVELOP REDISTRICTING PLANS Total Cost</b>	<b>\$0</b>	<b>\$750</b>	<b>\$225</b>	<b>\$520</b>	<b>\$0</b>		
<b>V. PUBLIC HEARINGS AND ADOPTION OF PLAN</b>							
Prepare for and conduct Public hearing over the phone	0	0.5	0.5	0	0		
Analyze public input	0.1	1.5	0	1	1		
Prepare for and conduct meeting at conclusion of hearings to present findings	0.3	0.5	0	0	1		
Meeting to adopt Final Plan	0.3	3	0	0	0		
Court reporter	0	0	0	0	0		\$100.00
Fee for transcript	0	0	0	0	0		\$100.00
Translate hearing notices/submission notice into Spanish	0	0	0	0	1		\$0.00
Large Format Maps for Posting at Hearings (\$50.00 x 4 maps)							\$200.00
<b>PUBLIC HEARINGS AND ADOPTION OF PLAN Total Hours</b>	<b>0.7</b>	<b>5.5</b>	<b>0.5</b>	<b>1</b>	<b>3</b>		
<b>PUBLIC HEARINGS AND ADOPTION OF PLAN Total Cost</b>	<b>\$245</b>	<b>\$1,375</b>	<b>\$75</b>	<b>\$130</b>	<b>\$390</b>		
<b>VI. DOJ SUBMISSION</b>							
Maps/demographic information	0.1	1	1	3	2		
Staff gather exhibit materials	0.1	0.3	0.5	1.5	3		
Attorney draft letter	0.5	3	0.5	1.5	0		
Final compilation/organization/binding/mailling	0	0.5	0	3	3		
Notice to public re: submission/copy location/& translation	0	1	0	0	1		\$0.00
Written description of districts/review (not included in this budget)	0	0	0	0	0		
Analyze Section 5 & section 2 liability	0.1	1	0	0	0		
Review public hearing transcripts	0.1	2.2	0	0	1		
misc. copying/phone calls/postage costs							\$750.00
<b>DOJ SUBMISSION Total Hours</b>	<b>0.9</b>	<b>9</b>	<b>2</b>	<b>9</b>	<b>10</b>		
<b>DOJ SUBMISSION Total Cost</b>	<b>\$315</b>	<b>\$2,250</b>	<b>\$300</b>	<b>\$1,170</b>	<b>\$1,300</b>		
<b>VII. RESPOND TO DOJ REQUESTS FOR ADDITIONAL INFORMATION</b>							
Phone calls from DOJ Tech person asking questions	0	0	0	0	0		
Phone calls to DOJ regarding Submission status (attorney)	0	0	0	0	0		
Additional maps/data collection for submission	0	0	0	0	0		
Review supplemental data	0	0	0	0	0		
Possible second submission/change election date (not included in this budget)	0	0	0	0	0		
<b>RESPOND TO DOJ REQUESTS FOR ADDITIONAL INFORMATION Total Hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>RESPOND TO DOJ REQUESTS FOR ADDITIONAL INFORMATION Total Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Total Attorney Hours</b>		<b>19.1</b>					
<b>Total GIS Hours</b>			<b>18</b>				
<b>Total Paralegal Hours</b>				<b>13</b>			
<b>GRAND TOTALS</b>	<b>\$560</b>	<b>\$4,375</b>	<b>\$600</b>	<b>\$1,820</b>	<b>\$1,690</b>	<b>\$3,750.00</b>	<b>\$1,150.00</b>

**TOTAL FOR ALL  
TOTAL HOURS** **\$13,945**  
**50.1**

Note: Some adjustment to this budget will occur upon the determination of the number of meetings required to present/develop plans.  
This budget is limited to include tasks assigned for one redistricting plan. Additional plans, if required, would be billed on an hourly basis.

## STANDARD TERMS OF ENGAGEMENT

This statement sets forth the standard terms of our engagement as your attorneys. Unless modified in writing by mutual agreement, these terms will be an integral part of our agreement with you. Therefore, we ask that you review this statement carefully and contact us promptly if you have any questions. We suggest that you retain this statement in your file.

### 1. The Scope of Our Work

You should have a clear understanding of the legal services we will provide. Any questions that you have should be dealt with promptly. We will provide services related only to matters as to which we have been specifically engaged.

We will at all times act on your behalf to the best of our ability. Any expressions on our part concerning the outcome of your legal matters are expressions of our best professional judgment, but are not guarantees. Such opinions are necessarily limited by our knowledge of the facts and are based on the state of the law at the time they are expressed. We cannot guarantee the success of any given matter, but we will strive to represent your interests professionally and efficiently.

### 2. Fees For Legal Services

Our charges for professional services are customarily based on the time devoted to the matter, the novelty and difficulty of the questions presented, the requisite experience, reputation and skill requested to deal with those questions, time limitations imposed by the circumstances, and the amount involved and the results obtained. Unless otherwise indicated in writing, our fees for legal services are determined on the basis of the hourly rates of the respective lawyers and paralegals who perform the services. These rates vary depending on the expertise and experience of the individual. We adjust these rates annually, increasing them to reflect experience, expertise, and current economic conditions. We will notify you in writing if this fee structure is modified. At the present time the standard billing rates for partners in this firm are between \$525 and \$200 per hour; the billing rates for associates and staff attorneys are between \$450 and \$165 per hour; the billing rates for paralegals and specialists are between \$180 and \$125 per hour, the billing rate for law clerks is \$60 per hour, and the billing rate for case clerks is \$50 per hour (all fees quoted are in U.S. Dollars).

### 3. Other Charges

All out-of-pocket expenses (such as copying charges, travel expenses, messenger expenses and the like) incurred by us in connection with our representation of you will be billed to you as a separate item on your monthly statement. We have enclosed a description of the most common expenses.

4. Billing Procedures and Terms of Payment

Our billing period begins on the 16<sup>th</sup> of the month and ends on the 15<sup>th</sup> of the following month. We will render periodic statements to you for legal services and expenses. We usually mail these periodic statements toward the end of the month following the latest date covered in the statement. You agree to pay each statement in full in U.S. Dollars within the time for payment established by Texas Government Code Section 2251.021 (or any successor statute). Should you fail to pay any sum within such payment period, you promise to pay interest on all sums overdue in accordance with the rate and provisions specified in Texas Government Code Section 2251.025 (or any successor statute).

If you have any question or disagreement about any statement that we submit to you for payment, please contact me at your earliest convenience so that we can resolve any problems without delay. Typically, such questions or disagreements can be resolved to the satisfaction of both sides with little inconvenience or formality.

5. Termination of Services

You have the right at any time to terminate our employment upon written notice to us, and if you do we will immediately cease to render additional services. We reserve the right to discontinue work on pending matters or terminate our attorney-client relationship with you at any time that payment of your account becomes delinquent. Additionally, in the event that you fail to follow our advice and counsel, or otherwise fail to cooperate reasonably with us, we reserve the right to withdraw from representing you upon short notice, regardless of the then status of your matter. No termination shall relieve you of the obligation to pay fees and expenses incurred prior to such termination.

6. Retainers

A retainer is not required to commence work on this matter.

7. Retention of Documents

Although historically we have attempted to retain for a reasonable time copies of most documents generated by this Firm, we are not obligated to do so, and we hereby expressly disclaim any responsibility or liability for failure to do so. You must ultimately retain all originals and copies you desire among your own files for future reference.

8. Fee Estimates

We are often requested to estimate the amount of fees and costs likely to be incurred in connection with a particular matter. Our attorneys do their best to estimate fees and expenses for particular matters when asked to do so. However, an estimate is just that, and the fees and expenses required are ultimately a function of many conditions over which we have little or no

control, especially in litigation or negotiation situations where the extent of necessary legal services may depend to a significant degree upon the tactics of the opposition. Unless otherwise agreed in writing with respect to a specific matter, all estimates made by us shall be subject to your agreement and understanding that such estimates do not constitute maximum or fixed fee quotations and that the ultimate cost is frequently more or less than the amount estimated.

9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, United States of America. Venue of any case or controversy arising under or pursuant to this Agreement shall be in Travis County, Texas, United States of America.

10. Questions

If you have any questions from time to time about any aspect of our arrangements, please feel entirely free to raise those questions. We want to proceed in our work for you with a clear and satisfactory understanding about every aspect of our billing and payment policies; and we encourage an open and frank discussion of any or all of the matters mentioned in this memorandum.

## PROPOSED SCOPE OF SERVICES

1. Initial schedule planning. The Firm will consult with the City Council and establish a schedule for performance of the various tasks for which the Firm has been engaged. This would include scheduling City Council meetings, work sessions and public meetings; establishing target dates for presentation of proposed plans for City Council consideration and/or for public discussion; and establishing target deadlines for City Council adoption of a redistricting plan and submission of a preclearance request to the Department of Justice. The Firm will counsel the City Council and clearly define the Council's responsibility in the redistricting process.
2. Conduct training sessions. If desired, the Firm will also schedule training sessions or workshops for the City Council or any City staff who will be involved with the City's redistricting process. Possible topics include overview of applicable legal standards; development of redistricting criteria; organization and coordination of redistricting process and schedule; role of public input and conduct of public meetings; required documentation for preclearance submission; the Firm's GIS and demographic capabilities; and the use of Internet-based conferencing to conduct some or all of the meetings and public hearings.
3. Identify and begin other census pre-release tasks. Tasks in this category may include: (i) collecting data concerning existing City Council member voting district boundaries to be input into the Firm's GIS/redistricting software databases and verified and any other demographic or boundary-related data or information the City may have; (ii) assisting the City with preparation of draft resolutions, public notices, and other documents likely to be needed during the process (and preparation of their translation into Spanish); and (iii) identifying and beginning to collect data and documents likely needed as part of any ultimate preclearance submission.

The Firm is experienced in the use of census data and Tiger/Line (census geography) files and is capable of drawing districts at various levels of geography. Where possible, the geographical units the Firm recommends be used are election (voting) precincts, which in census terminology are known as voting tabulation districts or VTDs. This is especially appropriate in the context of seeking to avoid *Shaw v. Reno* (racial gerrymandering and/or reverse discrimination) liability. In the event of unforeseen circumstances, as appropriate, the Firm can use other geography with census population data.

4. Performing an initial assessment. Upon the release of the Census Data in 2011, the Firm will examine the new population data and determine whether current city council districts or wards have become sufficiently

unbalanced in population as to require the City to engage in redistricting. This “initial assessment” will be presented to and discussed with the City Council.

5. Development and adoption of criteria for redistricting. If the Council Districts are determined to be out of balance, the Firm will assist the City Council in identifying and adopting practical and legal criteria to be followed during the redistricting process. In light of *Shaw v. Reno*-type cases concerning gerrymandering and the standards that have emerged from them, this is a critical element of a successful redistricting process and important to establishing defensibility of an adopted plan against later litigation. (Much of this can be done before the release of census data.)
6. Develop redistricting plans. The Firm will develop redistricting plans for City Council members’ single-member districts, using the Firm’s GIS and demographic capabilities. The Firm will work with the City Council to develop plans suitable for preclearance submission that take into account, consistent with the applicable legal requirements, the various practical and political considerations the City Council determines are relevant. Under our approach, we interview affected council members to ascertain their interests and concerns as we propose adjustment to population in their council district territory. We anticipate that a number of plans may be developed, each responding to a different set of considerations proposed by the City Council and that some modifications or refinements may be required before a plan is acceptable to the City Council. As desired, the Firm will provide written materials in support or explanation of any plans developed by the Firm at the City Council’s request.
7. Advise the City Council regarding the merits of plan(s). The Firm will advise the City Council of the relative legal and practical merits of particular plans under consideration. As requested, members of the Firm will attend meetings of the City Council at which plans are presented and discussed. The Firm will provide written materials in support or explanation of any plans evaluated by the Firm at the City Council’s request. In addition, the Firm will provide an independent assessment of any plans under serious consideration. This assessment will verify whether and how the plan under consideration satisfies the applicable legal standards and whether the adopted redistricting criteria appear to have been followed.
8. Conduct public presentation, discussion of proposed plans and adoption of final plan. Typically, one or more plans proposed by the City will be presented for public comment. The Firm will conduct public presentations of proposed plans and summarize public comments for the City Council. The Firm will assist the Council in adopting a final plan based on the analysis.

Testimony at each hearing will be transcribed by a certified court reporter or by electronic recording devices, depending upon the City's instructions. The substance of such meetings, public comments on the specific plans presented, and the City's responses should be characterized in the preclearance submission. Our experience is that the time and cost for attorney review of such meetings associated with preparation of the submission package is greatly reduced – by more than the cost of the reporter – if there is an accurate printed transcript on which to rely, in lieu of poring over tapes of the meetings, from which identification of the various speakers is difficult, if not impossible, and which may suffer unpredictably from poor sound quality or even wholly missed portions of meetings.

9. Preparation of preclearance submission. Upon adoption of a plan, the Firm will prepare the required Voting Rights Act section 5 preclearance submission for the Department of Justice, including assembling all documentation required.

As the City is aware, under section 5 of the Voting Rights Act, any redistricting plan adopted by the City Council will need to be approved by the Department of Justice or by a three-judge district court in the District of Columbia before it can be implemented. The Firm has prepared hundreds of submissions to the Department of Justice and routinely does this for its redistricting clients. It is important that the submission not be thought of as merely something that happens at the end of the process. Rather, the redistricting process should be specifically designed to address the issues that will be important to the Department of Justice and to develop the material that will need to be included in the submission. It is also important to remember that the submission process involves not only the written submission materials, but often also includes a substantial effort to respond to clarifying questions posed by the Department and to its requests for additional information. The Firm will work with the City to submit its plan to any other required agency.

10. Responding to DOJ requests for additional information. During the Department of Justice's review of the preclearance submission, it may request additional information. The Firm will prepare responses to those requests and deal directly with DOJ to answer any questions. In unusual circumstances, it may be desirable for City Council members and members of the Firm to visit with DOJ officials in Washington D.C. We do not anticipate such circumstances arising, but in the event they do, the Firm will be available to meet with DOJ personnel.
11. Ongoing legal counsel and consulting. The Firm will be available through the conclusion of the submission stage to provide ongoing legal counsel

and consulting to the City concerning the redistricting process, related requirements, the plan(s) considered and the plan adopted, the City's preclearance submission, and initial implementation of any precleared plan. This does not include counseling regarding any specific litigation brought against the City, which would fall under the category of litigation representation.

12. Litigation. In the event there is actual litigation or threatened litigation, the Firm will be available to counsel the City about the likely merits of any suit or claim brought or anticipated to be brought imminently or to defend the challenge. The Firm will also be available to advise the City regarding potential litigation arising after the submission process is concluded.

A major goal of the redistricting process is to design a plan that will avoid litigation and liability. The Firm tries during the process to minimize the likelihood of a legal challenge by advising the client of the most legally defensible plan and by being sure that the process produces a record that can be used to demonstrate that the adopted plan complies with the applicable legal standards. Sometimes, however, when the opponents of a plan are unsuccessful in the political arena, they will move their battle to the courthouse. In those instances, the Firm is prepared to defend the plan as it has extensive experience in litigating Voting Rights Act and *Shaw v. Reno* issues. As described earlier, the Firm has unique experience in *Shaw v. Reno*-type cases, because of its success in the *Chen v. City of Houston* case. The members of the Firm are licensed in the U.S. Supreme Court and various lower federal courts, including in particular the U.S. Court of Appeals for the Fifth Circuit, and the U.S. District Courts for the Eastern, Western, Northern and Southern Districts of Texas.



## AGENDA FORM

<b>DATE OF MEETING:</b> March 3, 2011	<b>DATE SUBMITTED:</b> February 22, 2011	
<b>DEPT. OF ORIGIN:</b> Public Utilities	<b>SUBMITTED BY:</b> Lowell Ogle	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>
<input checked="" type="checkbox"/> <b>REGULAR</b>	<input type="checkbox"/> <b>PUBLIC HEARING</b>	<input type="checkbox"/> <b>1<sup>ST</sup> READING</b>
<input type="checkbox"/> <b>SPECIAL</b>	<input type="checkbox"/> <b>CONSENT</b>	<input type="checkbox"/> <b>2<sup>ND</sup> READING</b>
<input type="checkbox"/> <b>EXECUTIVE SESSION</b>	<input checked="" type="checkbox"/> <b>REGULAR</b>	<input type="checkbox"/> <b>RESOLUTION</b>
	<input type="checkbox"/> <b>WORK SESSION</b>	
<b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon Bid No. 11-008 for the Construction of a Warehouse Addition for the Electric Department and Authorize the Mayor to Execute Any Necessary Documentation.		
<b>SUMMARY STATEMENT:</b> On February 15, 2011 the Purchasing Dept. opened bids for the construction of a 4,225 sq. ft. storage building. This building will be constructed adjacent to the current Electric Department Warehouse on the corner of 2 <sup>nd</sup> and Key streets. This building will be used for storage of equipment and materials that are used on a daily basis within the Electric Department. The bids were as follows:		
<u>Bidder</u>	<u>Bid Price</u>	
Rhodes Building System, Inc. (Somerville, TX)	\$85,239.00	
South Central Concrete, Inc. (Washington, TX)	\$99,500.00	
Council approved \$84,000 for the addition of an approximately 4,225 sq. ft. storage building for the Electric Department warehouse at 410 W. 2 <sup>nd</sup> . Bids were advertised and (3) packets were requested. Only (2) bids were received. This purchase was budgeted for during the 2010-11 budget process. Due to this bid being slightly over the original budget, savings in current operating funds will be used to offset the difference.		
Staff is recommending that Council approve the bid from Rhodes Building System, Inc. for the construction of the building.		
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>		
<b>A. PROS:</b> Will serve the Electric Dept for years to come and will keep materials out of weather conditions.		
<b>B. CONS:</b> Slightly over budgeted amount.		
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>		

**ATTACHMENTS:** (1) Bid Information Sheet; and (2) Bid Tabulation Sheet

**FUNDING SOURCE (Where Applicable):** 102-5-105-161.802.00

**RECOMMENDED ACTION:** Approve Bid No. 11-008 and award contract to Rhodes Building System, Inc. in the amount of \$85,239.00 for the construction of the 4,225 sq. ft. Electric Dept. warehouse addition.

**APPROVALS:** Lowell Ogle Jr.



**Bid Information Sheet**

**February 16, 2011**

**Construction of a Metal Building  
Bid No. 11-008  
Bid Opening: February 15, 2011  
2:00 P.M.**

**Requesting Department: Electric Department  
Amount Budgeted: \$84,000**

**Vendors requesting plans and bid packets: 3**

**Number of bids received: 2**



### **Bid Tabulation**

**Construction of a Metal Building  
Bid No. 11-008  
Bid Opening: 2/15/2011**

**Bidder**

**Total Cost**

**Rhodes Building System, Inc.  
Somerville, TX**

**\$85,239.00**

**South Central Concrete, Inc.  
Washington, TX**

**\$99,500.00**



## AGENDA FORM

<b>DATE OF MEETING:</b> March 3, 2011		<b>DATE SUBMITTED:</b> February 25, 2011	
<b>DEPT. OF ORIGIN:</b> Public Utilities		<b>SUBMITTED BY:</b> Dane Rau	
<b>MEETING TYPE:</b>		<b>CLASSIFICATION:</b>	
<input checked="" type="checkbox"/> <b>REGULAR</b>		<input type="checkbox"/> <b>PUBLIC HEARING</b>	
<input type="checkbox"/> <b>SPECIAL</b>		<input type="checkbox"/> <b>CONSENT</b>	
<input type="checkbox"/> <b>EXECUTIVE SESSION</b>		<input checked="" type="checkbox"/> <b>REGULAR</b>	
		<input type="checkbox"/> <b>WORK SESSION</b>	
<b>ORDINANCE:</b>			
<input type="checkbox"/> <b>1<sup>ST</sup> READING</b>			
<input type="checkbox"/> <b>2<sup>ND</sup> READING</b>			
<input type="checkbox"/> <b>RESOLUTION</b>			
<b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon Bid #11-009 for Bulk Water Treatment Chemicals for the Water Plant and Authorize the Mayor to Execute Any Necessary Documentation.			
<b>SUMMARY STATEMENT:</b> The City of Brenham solicited bids for a one (1) year supply of bulk water treatment chemicals to be delivered to the Brenham Water Plant. The contract will be for one (1) year with firm bid prices beginning the date of award by Council.			
On February 15, 2011 we received and opened 4 bids. Staff recommends awarding the bid to the following vendor.			
Chemical	Vendor	Price/ton	2010 Prices
Liquid Aluminum Sulfate	GEO Specialty Chemicals	\$118.6714/ton	\$126.50/ton
As seen on the bid tabulation two alternates were also bid. At this time neither of the alternates will be awarded. GEO Specialty Chemicals is a new supplier to the City of Brenham. They have performed all requirements related to the bid and do meet bid specifications on the product. Estimated total amount of Liquid Aluminum Sulfate used per year is 600 tons. In the 2011 budget, \$251,000 is designated for chemicals that are used at the Water Treatment Plant. This year it is projected that \$72,000 of that will be used to purchase Liquid Aluminum Sulfate.			
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>			
<b>A. PROS:</b> Lower price than previous two years.			
<b>B. CONS:</b>			
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>			

**ATTACHMENTS:** (1) Bid Information; and (2) Tabulation Sheet

**FUNDING SOURCE (Where Applicable.)** 104-5-163-201.00

**RECOMMENDED ACTION:** Approve Bid #11-009 for Bulk Water Treatment Chemicals and Award Annual Contract to GEO Specialty Chemicals for Liquid Aluminum Sulfate in the Amount of \$118.6714/ton and Authorize the Mayor to Execute Any Necessary Documentation.

**APPROVALS:** Lowell Ogle Jr.



## **Bid Information Sheet**

**February 16, 2011**

Bulk Water Treatment Chemicals  
Bid No. 11-009  
Bid Opening: February 15, 2011  
2:00 P.M.

Requesting Department: Water Treatment Plant  
Amount Budgeted: \$251,000

Vendors requesting bid packets: 5

Number of bids received: 4

## Bid Tabulation

**BULK WATER TREATMENT CHEMICALS**

**BID # 11-009**

**Bid Opening: 02/15/2011**

BIDDER	Liquid Aluminum Sulfate	1A Alternate Option Poly Aluminum Chloride	1B Alternate Option Liquid Aluminum Polymer Blend
General Chemical Performance Products Parsippany, NJ	Cost/Ton       \$   134.19 Tot./600 Tons   \$ 80,514.00	Cost/Ton       \$   No Bid Total/Load	Cost/Ton       \$   169.79 Tot./14Tons   \$  16,979.00
Altivia Corporation Houston, Texas	Cost/Ton       \$   126.44 Tot/600 Tons   \$ 75,864.00	Cost/Ton       \$   738.00 Total/Load     \$ 73,800.00	Cost/Ton       \$   No Bid Tot
Chameleon Industries Mesquite, TX	Cost/Ton       \$   143.55 Tot./600 Tons   \$   86,130	Cost/Ton       \$   712.00 Total /Load     \$ 45,000.00	Cost/Ton       \$   231.55 Tot./14Tons   \$  23,155.00
GEO Specialty Chemicals Little Rock, AR	Cost/Ton       \$   118.6714 Tot./600 Tons   \$ 71,202.84	Cost/Ton       \$   No Bid Total/Load	Cost/Ton       \$   No Bid Tot./14Tons   \$

General Chemical Performance Products: Minimum Order of 4,000 gallons

Altivia Corporation: Minimum Order: Truck Load

Chameleon Industries: Minimum Order: Truck Load

GEO Specialty Chemicals: Minimum Order: Truck Load



## AGENDA FORM

<b>DATE OF MEETING:</b> March 3, 2011	<b>DATE SUBMITTED:</b> February 23, 2011	
<b>DEPT. OF ORIGIN:</b> Communication/Fire	<b>SUBMITTED BY:</b> Ricky Boeker	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>
<input checked="" type="checkbox"/> <b>REGULAR</b>	<input type="checkbox"/> <b>PUBLIC HEARING</b>	<input type="checkbox"/> <b>1<sup>ST</sup> READING</b>
<input type="checkbox"/> <b>SPECIAL</b>	<input type="checkbox"/> <b>CONSENT</b>	<input type="checkbox"/> <b>2<sup>ND</sup> READING</b>
<input type="checkbox"/> <b>EXECUTIVE SESSION</b>	<input checked="" type="checkbox"/> <b>REGULAR</b>	<input type="checkbox"/> <b>RESOLUTION</b>
	<input type="checkbox"/> <b>WORK SESSION</b>	
<b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon the City of Brenham's Proposed Budget for FY2012 for the Brazos Valley Wide Area Communication System (BVWACS)		
<b>SUMMARY STATEMENT:</b> This is the proposed budget for the FY2012 budget for the BVWACS. This includes all Public Safety Radios and all Public Works and Public Utility radios that the City of Brenham has. This budget is divided by the number of radios each entity has on the BVWACS system. In our case we have entered into an agreement with Washington County to divide the City of Brenham and Washington County user unit totals. For FY2012 the proposed budget for the City of Brenham is \$85,801. This is an increase over last year's budget. This is mainly due to the Motorola warranty that is going to expire. We will be paying for the warranty and service contracts.		
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>		
<b>A. PROS:</b>		
<b>B. CONS:</b>		
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>		
<b>ATTACHMENTS:</b> (1) Proposed FY2012 Budget		
<b>FUNDING SOURCE (Where Applicable):</b>		
<b>RECOMMENDED ACTION:</b> Approve the City of Brenham's proposed budget for FY2012 for the Brazos Valley Wide Area Communication System (BVWACS)		
<b>APPROVALS:</b> Terry Roberts		

BRAZOS VALLEY WIDE AREA COMMUNICATIONS SYSTEM

FY2012 RECOMMENDED OPERATING BUDGET

	<u>PROPOSED FY2012</u>	<u>BVWACS FY2011</u>	<u>BVWACS FY2010</u>	(partial year) <u>BVWACS FY2009</u>
EXPENSES				
Personnel				
System Manager	91,052	88,400	88,400	80,000
BVCOG Staff	18,787	18,240	17,000	17,000
Benefits	32,952	31,992	31,620	29,100
Total Personnel	<u>142,791</u> -	<u>138,632</u>	<u>137,020</u>	<u>126,100</u>
Direct Expenses				
Travel	8,000	8,000	8,000	7,000
T-1 lines	105,816	106,002	76,800	
Maintenance (Motorola, HCRRS)	342,018	83,477	85,000	
Supplies				1,000
Telephone Expense	1,398	1,344	1,200	1,600
Equipment				3,200
Contingency		13,000	13,000	
Consultants				
Postage, Printing, Training				1,500
Other Direct	13,000		1,500	5,000
Total Direct Expenses	<u>470,232</u> -	<u>211,823</u>	<u>185,500</u>	<u>19,300</u>
Other Direct Expenses				
Copier Expense	156	150		
Postage Expense	188	134		
Insurance	5,245	5,043		
Training and Meeting Expense	2,500	2,500	4,500	
Total Other Direct Expenses	<u>8,089</u> -	<u>7,827</u>	<u>4,500</u>	
Internal Service Funds				
Accounting Svc ISF	4,431	4,261	10,887	8,263
System Adm ISF	9,759	9,384	6,171	4,684
Copy Fax Service ISF	493	474	2,335	1,773
Human Resource Management ISF	8,207	7,891	5,133	3,896
Office Space ISF	6,300	6,058	5,133	3,120
Receipt Internet Loc Ph ISF	2,218	2,133	2,825	2,144
Core Supplies ISF	1,664	1,600	1,003	762
Supply Procurement ISF	776	746	1,733	1,315
Total Internal Service Funds	<u>33,848</u> -	<u>32,547</u>	<u>33,279</u>	<u>25,957</u>
Total Expenses before Indirect	<u>654,960</u>	<u>390,829</u>	<u>360,299</u>	<u>171,357</u>
Indirect Expenses				
Indirect Cost Expense	10,162	9,771	4,953	4,575
Total Indirect Expenses	<u>10,162</u> -	<u>9,771</u>	<u>4,953</u>	<u>4,575</u>
Total EXPENSES	<u>665,122</u>	<u>400,600</u>	<u>365,252</u>	<u>175,932</u>

COST ALLOCATION\*

Brazos County	11.50%	76,489	46,069	37,219	17,927
Brenham	9.90%	65,847	39,659	17,970	8,656
Bryan	21.74%	144,598	87,090	81,013	39,022
College Station	29.60%	196,876	118,578	130,541	62,878
Texas A & M	11.36%	75,558	45,508	48,067	23,153
Washington County	15.90%	105,754	63,695	50,441	24,296
(Brenham & Washington Co, each)		85,801	51,677	34,206	16,476

\*NOTE: Participation rates for FY2011 and FY2012

# BRAZOS VALLEY WIDE AREA COMMUNICATIONS SYSTEM

## FY2012 CAPITAL BUDGET

Balance from FY2010	\$ 184,098
Projected FY2011 operating balance <sup>1</sup> (as of 12/31/10 <sup>2</sup> )	<u>\$ 112,400</u>
Total capital funds available	<u>\$ 296,498</u>
Expenses	-0-

<sup>1</sup>Assumes that the Governing Board agrees to transfer all remaining FY2011 operating balance to the capital account

<sup>2</sup>Estimated balance will vary as FY2011 progresses



## AGENDA FORM

<b>DATE OF MEETING:</b> March 3, 2011	<b>DATE SUBMITTED:</b> February 28, 2011	
<b>DEPT. OF ORIGIN:</b> Finance	<b>SUBMITTED BY:</b> Carolyn D. Miller	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 <sup>ST</sup> READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 <sup>ND</sup> READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
<b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon A 2.5% Mid-Year Pay Scale Adjustment		
<p><b>SUMMARY STATEMENT:</b> As noted in the FY11 Budget Priorities, the City's budget team has successfully prepared a balanced budget that addressed several priorities. Item 6 on page 3 states: <i>Provide a mid-year pay scale adjustment to employees if the economic climate becomes favorable.</i></p> <p>The FY11 Budget contains a 2.5% mid-year pay scale adjustment impacting the General Fund and Utility Funds by \$75,122 and \$52,133 respectively. The adjustment is conditional upon a mid-year assessment of economic conditions and must be approved by Council before initiated. The budgeted amounts are included in the line item budgets for each department in account number 116.00 Salaries/Wages Contingency.</p> <p><b>Economic Condition and Outlook</b></p> <p>The Economic Condition and Outlook for the City is positive as confirmed by the following indicators:</p> <ul style="list-style-type: none"> <li>• Sales Tax Recovery – For the first half of FY10, sales tax, which is the City's largest revenue source for funding general government operations, declined and trailed prior year results. However, beginning in March 2010 sales tax began to climb and exceeded the prior fiscal year actual for the last seven months of the year. Actual performance for FY10 was on target with budgeted levels. The positive sales tax trend has continued in FY11 with a 5.34% gain over the same period a year ago. See Sales Tax Line Chart attachment.</li> <li>• Unemployment Rate for the County – The unemployment rate for Washington County in September 2010 was 5.9 percent, which is lower than the rate of 6.9 percent one year ago. The current rate compares favorably to the state's average unemployment rate of 7.9 percent.</li> <li>• Stabilization of Property Valuations – The City of Brenham's property valuations declined less than 1% from \$982,776,938 in FY10 to \$976,451,381 in FY11. However, with no planned annexations on the near horizon, property values need to rebound to historic growth levels in order to sustain tax revenue resources used to support General Fund operations and service debt.</li> </ul>		

**General Fund First Quarter Performance**

We will be presenting the first quarter financial reports at the next Council meeting, but all indications are that we are favorable to budget in the General Fund and all Enterprise Funds. Specifically, the General Fund revenues are above budget by \$60,661 and expenditures are below budget by \$42,035 resulting in projected first quarter net revenues of \$102,696 which approximates net savings to budget. As you would expect most of the expenditure savings are attributable to personnel.

The budget team is confident in certifying that economic conditions support the approval of a 2.5% mid-year pay scale adjustment for all city employees.

**STAFF ANALYSIS (For Ordinances or Regular Agenda Items):**

**A. PROS:**

**B. CONS:**

**ALTERNATIVES (In Suggested Order of Staff Preference):**

**ATTACHMENTS:** Sales Tax Line Chart

**FUNDING SOURCE (Where Applicable):** The funding is available in the line item budgets for each department in account number 116.00 Salaries/Wages Contingency.

**RECOMMENDED ACTION:** Approve the 2.5% mid-year pay scale adjustment as shown in the City of Brenham 2010-11 Adopted Budget.

**APPROVALS:** Carolyn D. Miller

