



**NOTICE OF A REGULAR MEETING
THE BRENHAM CITY COUNCIL
THURSDAY FEBRUARY 16, 2012 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 – City Attorney Cary Bovey**
- 3. Citizens Comments**

WORK SESSION

- 4. Presentation of the 2010-11 Washington County Convention and Visitors Bureau Fiscal Year End Report **Page 1-7****

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 January 30, 2012 Special Council Meeting **Page 8-9****
- 5-b. Minutes from the February 2, 2012 Council Meeting **Page 10-17****

REGULAR AGENDA

- 6. Discuss and Possibly Act Upon the Rejection of Bid No. 12-005 for Sheet Metal Work for New and Existing City Buildings and Authorize the Mayor to Execute Any Necessary Documentation **Page 18-20****

7. **Discuss and Possibly Act Upon Bid No. 12-006 for Mowing and Cleanup Services for Various City Departments and Authorize the Mayor to Execute Any Necessary Documentation**

Page 21-25

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.

8. **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 February 16, 2012 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 13, 2012 at _____ Am Pm.

Jeana Bellinger, TRMC
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 _____, 2012 at _____ Am Pm.

Signature

Title



AGENDA ITEM 4

DATE OF MEETING: February 16, 2012		DATE SUBMITTED: January 26, 2012	
DEPT. OF ORIGIN: Administration		SUBMITTED BY: Seneca McAdams	
MEETING TYPE:		CLASSIFICATION:	
<input checked="" type="checkbox"/> REGULAR		<input type="checkbox"/> PUBLIC HEARING	
<input type="checkbox"/> SPECIAL		<input type="checkbox"/> CONSENT	
<input type="checkbox"/> EXECUTIVE SESSION		<input type="checkbox"/> REGULAR	
		<input checked="" type="checkbox"/> WORK SESSION	
ORDINANCE:			
<input type="checkbox"/> 1 ST READING			
<input type="checkbox"/> 2 ND READING			
<input type="checkbox"/> RESOLUTION			
AGENDA ITEM DESCRIPTION: Presentation of the 2010-11 Washington County Convention and Visitors Bureau Fiscal Year End Report			
SUMMARY STATEMENT: In an effort to be more cost efficient, a copy of the Washington County Convention and Visitors Bureau 2010-11 year-end report is not included in the agenda packet. However, a compact disc of this report will be distributed to Mayor and City Council Members.			
A complete copy of the Washington County Convention and Visitors Bureau 2010-11 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 www.brenhamtexas.com .			
If you are interested in obtaining a hard copy, please call the City Secretary at 979-337-7567			
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):			
A. PROS:			
B. CONS:			
ALTERNATIVES (In Suggested Order of Staff Preference):			
ATTACHMENTS: N/A			
FUNDING SOURCE (Where Applicable): N/A			
RECOMMENDED ACTION: N/A			
APPROVALS: Terry K. Roberts			



**Evaluation Report
for Fiscal 2010-2011**

**WASHINGTON COUNTY CHAMBER OF COMMERCE
CONVENTION & VISITORS BUREAU
Evaluation Report – Fiscal Year 2010-11**

1. How did the project/program promote tourism?

From the funding of \$286,602 the Convention & Visitors Bureau utilized \$145,940 for Advertising, Promotions and Sales activities. Administrative costs totaled \$144,902. With these funds, the CVB staff conducted the following activities:

Developed High-Quality Collateral Materials for Distribution to Visitors

1. Produced a variety of promotional items for use as giveaways and/or as part of VIP gift baskets or overnight visitor welcome bags, including bluebonnet seed packets and full-color postcards. Other items distributed through this fiscal year included hand sanitizers, fingernail files, bookmarks and Washington County magnets.
2. Printed 5,000 full-color city/county maps for free distribution.
3. Printed 5,000 full-color sports maps for free distribution.
4. Produced an annual Visitor Guide for free distribution using funds generated by participating tourism partners. Nearly the entire 150,000 was distributed through a variety of means. A virtual iBrochure of the Guide was also available on the website for online visitors.

Obtained Publicity/Editorial Coverage for Brenham/Washington County

1. Utilized a computer-based media press release service to expedite distribution of more than 60 press releases and numerous event calendar listings annually, keeping costs at a minimum while gaining maximum coverage.
2. Continued establishing relationships with media contacts at the regional, state, national and international levels.
3. Continued adding new media contacts for scheduled distribution of press releases.

Marketed to Leisure Travelers to Increase Visitation

1. Attended the AAA travel show in Houston and the Lackland Air Force Base Travel Show in San Antonio. The CVB was also able to attend the annual TTIA (Texas Travel Industry Association) Travel Fair for TxDOT Travel Counselors through the generosity of the Bryan-College Station CVB allowing us to share their booth space.
2. Continued developing results-oriented advertising campaigns to generate image recognition in both print and Internet advertising.
Newspaper advertising included: See *Texas First* travel tab inserted in 27 Texas and shoulder-state newspapers, *Gannett Newspapers* tab inserted in eight Louisiana newspapers, *Houston Chronicle* targeted ads and *Austin American-Statesman* travel tabs.
Magazine advertising included: *Southern Living*, *Texas Highways*, *Austin Monthly*, *Texas Monthly*, *San Antonio*, *Louisiana Life*, *Ride Texas* and *Texas Events Calendar*.
Group targeted magazine advertising included: *Group Tour*, *Group Travel Leader*, *Texas Meetings & Events*, *Small Market Meetings* and *The Knot Texas*.
3. Sent direct mailings to 377 targeted TxDOT "Travel Information System" leads and 892 *See Texas First* travel consumer leads. For budgetary reasons, the CVB only advertised in the Fall 2010 edition of *See Texas First* and not the Spring 2011 edition.
4. *See Texas First* email leads produced 3,992 leads in a 4-month period. Because Madden Media, vendor for *See Texas First*, did not produce our 2011 iBrochure, no Internet leads were made available. (Due to budget limitations, the CVB chose another avenue for the iBrochure which offered more capabilities and followed the form of the printed visitor guide but could not be utilized by Madden.)
5. Updated website to streamline information, including the calendar, attractions, lodging, sports calendar, wildflower updates and media room.
6. Created the tourism website domain, www.VisitBrenhamTexas.com and developed the new website with a launch of September 6, 2011.
7. Included thousands of event-specific rack cards (supplied by individual local event planners) with Visitor Guide mail-outs to fulfill prospective visitor requests for information.

8. Annual online advertising commitments: TTIA (Texas Travel Industry Association) File Folder - 430 direct requests with February 2011 as peak month (245); TourTexas.com - 2,828 direct requests with January 2011 as peak month (404).
9. Web-based advertising commitments: *click2houston.com* November-December and June-August programs; *The Knot* web-based promotion in Houston and Austin markets; banner ad on *TourTexas.com*; flyer board on *MyFoxHouston.com*; and TTIA File Folder.
10. Magazine advertising commitments: *Southern Living* (February and July - 1,519 direct requests for Visitor Guides; *Texas Highways* (October, December, February co-op with TITR (Texas Independence Trail Region) and separate ad promoting the 175th anniversary of Texas independence, April, June, July, September placements).

Group Tours & Events Activities

1. Attended Bryan-College Station CVB's Meeting Planner Showcase, Harris County Precinct Travel Show in Humble and the 1st Annual Everything Weddings Expo in Brenham.
2. Advertised with Texas Travel Industry Association "File Folder" to increase visitation by motor coach travel operators.
3. Distributed 388 group tour/event guides and/or wedding planners to fulfill requests for information, more than double the number provided during fiscal year 2009-2010.
4. Provided 3,587 "Welcome" bags, and/or VIP baskets for overnight groups.
5. Participated in the co-op Team Texas File Folder program.

Marketed Wildflower Season to Increase Visitation in the Spring

1. Provided regular updates about the best places to view wildflowers in Washington County through the website, and Facebook and Twitter accounts.
2. Provided information to many media outlets and was listed on the Lady Bird Johnson Wildflower Center website as a contact for information. Garnered links for our area on several media websites, as well as state and national television coverage.
3. Provided editorial information to media outlets promoting the "Wildflower Watch" program.
4. Provided assistance to former *Southern Living* photographer Allen Rokach, who brought field trip photography classes hosted through the Dallas Arboretum to Washington County in both April 2010 and 2011. Students attending these classes hailed from far-flung areas, including Hawaii, Rhode Island, as well as Texas. Rokach (who loves our area) had spent the previous three springs traveling to Washington County to shoot wildflowers.

Promoted the "Slice of Life" Photo/Postcard Contest to Increase Awareness of the Scenic Beauty of Washington County

1. Publicized the contest through press releases, emails and website.
2. Combined publicity with the "Wildflower Watch" program.

2. How many visitors to the community were served by this project/program? What method was used to identify these visitors?

Visitation was tracked and the following was recorded:

1. Unique website hits for the new www.VisitBrenhamTexas.com domain totaled **40,761**. Total pages viewed were **49,306**.
2. Individual Visitor Guide mail requests totaled **9,124** in 2010-2011. This number continues to decrease because of increased Internet usage and our online iBrochure availability.
3. Walk-in visitors totaled **14,761**, with the peak month of April accounting for nearly 2,808.
4. 800# calls received totaled **1,842** with a peak of 329 in April.
5. Due to production and mailing expenses, the CVB has taken measures to more carefully qualify leads for both group/event planners and wedding planners. We ensure there is real interest in holding an event or wedding in Washington County before these planners are mailed. During the 2010-2011 fiscal year, **388** group/event and wedding planners were distributed, more than double over fiscal year 2009-2010. This increase was due to the Harris County Precinct Travel Show held in January, as well as participation in *The Knot Texas* advertising program, both magazine and website.
6. Due to the overwhelming number of leads, plus postage costs and budgetary issues, the CVB only mailed to brides with wedding dates more than 18 months out. (Initially, wedding information had been mailed to all brides with wedding dates of 6 months or more.)

- Through *The Knot Texas* – Houston leads totaled **16,400** potential brides. This was the first full year of advertising with *The Knot Texas* magazine and website. The number of leads **nearly tripled** our previous efforts with *Weddings in Houston* magazine and website. Therefore, **2,770** potential brides received a cover letter, wedding brochure and Visitor Guide.
- Through *The Knot Texas* – Austin leads totaled **9,244** potential brides of which **1,558** received a letter, wedding brochure and Visitor Guide. Once again, *The Knot Texas* – Austin leads **nearly tripled** our previous lead potential from *Austin Wedding Day* magazine and website.

It is difficult to measure the grand total number of people served by the CVB each year because only a portion of visitors need to contact our office for additional information once they have picked up a Visitor Guide or viewed the website. It is safe to assume that virtually every visitor to Washington County receives at least one service from the CVB. We know that, in 2010, more than 124,326 people visited Washington-on-the-Brazos and over 174,000 toured Blue Bell, both sites experiencing an increase in visitation over the previous fiscal year. During Spring Break 2011 alone, more than 14,000 visitors toured the Blue Bell factory. Those visitors all received at least one service from the CVB in the form of printed materials, website information, maps, planning manuals or personal travel counseling.

One strong indicator of the CVB's success in marketing Brenham and Washington County to potential visitors is the positive effect on hotel occupancy tax (HOT) revenues collected. With fluctuations of less than 2 percent, HOT revenues from 2007-2010 remained relatively flat in a depressed economy. However, fiscal year 2010-2011 recorded an **8.4 percent increase** in collections, in spite of historic heat and drought, major highway construction, an excess of hotel rooms and a nationwide depressed economy. **Please refer to the *Financial Breakdown & Comparisons* graph in Section II of this Evaluation Report for details to support these statements.**

Totals that were tracked in 2010-2011 include the following:

Visitor Guides – 150,000 were printed and distributed through a variety of methods, including mass distribution in major markets such as Houston, Galveston, Waco and San Antonio. An online, interactive brochure was also implemented on our website for those needing information instantaneously.

Visitor Center walk-ins – 14,761 were measured with a door counter – in the Chamber and in the new Visitor Center. Visitor Sign-In Sheets that capture email and zip code information aid in market research. A monthly e-newsletter is sent to these visitors to encourage another trip to Washington County. Currently, more than 1,800 people with an interest in Brenham/Washington County receive the monthly e-newsletter produced by CVB staff.

Phone inquiries – 1,842 telephone calls requesting Visitor Guides on our 1-800 numbers published in advertising. 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 130 Day Trip Tour Operators and Overnight Tour Operators/Meeting Planners. This **more than doubled** last fiscal year's distribution with a large number distributed at the Harris County Precinct Travel Show.

Meetings/Conventions & Group Tours Serviced – 107 events, meetings, tournaments and overnight tours were serviced, a **64.5 percent** increase over the previous fiscal year.

Wedding Planners – 258 Wedding Planners were distributed. Again, this **more than doubled** the last fiscal year's distribution and is a direct result of *The Knot Texas* advertising efforts and lead fulfillment.

Internet web site – 40,761 unique hits were recorded for the new tourism web domain www.VisitBrenhamTexas.com. This number was measured by the Extreme Tracking program in place on the tourism web domain landing page located within the Chamber's website.

Total web pages viewed – 49,306 for the tourism website landing page and Getaways page located within the Chamber's website.

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 website, public speaking presentations, local awareness efforts and/or other special projects. *Please refer to the Visitation Totals Report in Section IV of this Evaluation Report.*

The State of Texas Tourism Research Department estimated the overall 2010 “travel impact” through “total direct spending” in Washington County to be \$84.91 million, an increase of \$12.22 million over 2009.

3. How many tourist dollars were generated by this project/program?

The State of Texas compiles a total travel spending impact report for each year. The 2010 figures for Washington County totaled \$ 84.91 million, up 8.5 percent from 2009. The report also calculated that 620 jobs in Washington County were related to tourism. While both the U.S. and Texas travel economies improved in 2010, area employment remained flat compared to 2009.

Based on the Office of the Governor, Economic Development & Tourism division, and statistics from D.K. Shifflet & Assoc. (DKSA), the 2010 average daily tourism spending figure in Texas was about \$110 per day, better than the U.S. average of \$106 per day.

Some 2010 data of interest:

Office of the Governor, Economic Development & Tourism Division –
Dean Runyan Associates Annual Report

1. Both the U.S. and Texas travel and tourism industries experienced recovery from the steep declines of 2009. Room demand in Texas increased by 6.3 percent from 2009 to 2010, according to Source Strategies, Inc.
2. Travel spending (\$57.5 billion) increased by 9.8 percent in Texas from 2009 to 2010 in current dollars and 4.8 percent when adjusted for inflation. Most of the increase was in transportation costs. Room rates basically remained flat for this time period.
3. Travel spending is still below the 2005-08 levels, both nationally and statewide.
4. In 2010, federal, state and local tax revenues generated from travel spending totaled \$7.6 billion (not including property taxes), an increase of \$600,000 over 2009. This is equivalent to a savings of \$850 per Texas household, \$50 more than 2009.
5. The gross domestic product (GDP) of the Texas travel industry totaled \$23.4 billion in 2010, an increase of \$1 billion over 2009. Only oil and gas production and related manufacturing registered a significantly greater GDP in the state.

4. How was the project/program publicized?

Publicity is one of the Washington County CVB's strongest programs. Through a year-round program of media contacts and press release mailings, feature articles and news blurbs were garnered in regional, statewide and national publications, as well as online, boosting awareness about Brenham and Washington County as a desirable travel destination.

A monthly Awareness Report compiled by the CVB details results from known media contacts and publicity coverage. *Please refer to the October 2010 - September 2011 reports in Section III of this Evaluation Report.*

Publicity is achieved in newspapers, on radio and television, on Internet sites, in guidebooks and travel directories, in other topical travel books, and in magazine articles. This requires a consistent, professional approach and, when coverage is achieved, the exposure is worth hundreds of thousands of dollars. Publicity/editorial coverage is the most credible source of information that influences the traveling public.

In 2011, the 175th anniversary of Texas independence generated a great deal of publicity for Washington-on-the-Brazos from a number of media sources. The following list includes examples of several types of publicity:

- *Blogs* – included a number of sports-related postings
- *Austin360.com* – feature about music events mentioned Maifest in Brenham
- *Houston Chronicle* – several subjects covered, including Antique Rose Emporium, Blue Bell ice cream, Texas Independence celebration activities
- *chron.com* – multiple features covered Brenham football, storm at Chappell Hill, wildflowers, “Greater Tuna” production at Unity Theatre
- *KHOU.com* – feature about Brenham volleyball
- *Texas Farm & Home* magazine – feature about Crush for Fun at Pleasant Hill Winery
- *Southern Living* magazine – garden highlights mentioned Antique Rose Emporium
- *cbsnews.com* – coverage about Anthony Graves
- *Texas Co-op Power* magazine – feature about Marburger Farm
- *San Antonio Express News* – feature about Texas Independence celebrations included Washington-on-the-Brazos State Historic Site
- *Texas Highways* magazine – feature about Winedale Historical Complex
- *Various websites* – features about Texas Independence celebration, sports activities
- Southwest Airlines *Spirit* magazine – feature about Inn at Dos Brisas

CDs covering examples of publicity generated by Geiger Public Relations press tours were provided at the May 2011 meetings with the HOT Board, City Council and Commissioner’s Court.

Residual publicity resulting from the November 2010 tour included the following:

- *Better Homes & Gardens* blogs about Antique Rose Emporium and Ellison’s Greenhouses, *publicity value unknown.*
- *Texas Highways* magazine – feature about wildflowers, *publicity value \$23,340.*
- *Trailer Life* magazine – feature about Blue Bell, *publicity value \$21,200.*
- *Texas Journey* magazine – feature about antique roses, *publicity value \$19,030.*

Please refer to Section III of the Evaluation Report for feature story examples and a list of broadcast coverage.

5. If the project/program cost was greater than originally budgeted, how did the organization obtain the additional funding?

The operations of the CVB exceed the amount that is funded by the Hotel Occupancy Tax. The cost of producing the annual Visitor Guide is paid for by participating tourism partners and the Chamber of Commerce supports the CVB with both in-kind and cash funding. ***Please refer to detailed Financial Data in Section VI of this Evaluation Report.***

Members of the Hotel Occupancy Tax Board, and members of the City Council and the Commissioner’s Court will receive a CD containing the CVB’s 2010-2011 Evaluation Report and supporting documents. A hard copy of the report will be provided to each entity’s office and be made available in the offices of the CVB and the Chamber for viewing.

Brenham City Council Minutes

A special meeting of the Brenham City Council was held on January 30, 2012 beginning at 7:30 a.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
Councilmember Andrew Ebel
Councilmember Danny Goss
Councilmember Weldon Williams, Jr.

Members absent:

Councilmember Keith Herring

Others present:

City Manager Terry Roberts, Assistant City Manager Kyle Dannhaus, City Secretary Jeana Bellinger, Deputy City Secretary Jennifer Salsgiver, Chief Financial Officer Carolyn Miller, Fire Chief Ricky Boeker, Police Chief Rex Phelps, and Public Works Director Doug Baker

Citizens present:

Mary Barnes-Tilley

Media Present:

There was no media present.

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – City Manager Terry Roberts**
- 3. Discuss and Possibly Act Upon Resolution No. R-12-005 Canvassing the Returns and Declaring the Results of the Special Election Held on January 21, 2012 for the Purpose of Electing One Council Member, At Large Place 5 to the City Council of the City of Brenham, Texas for an Unexpired Term**

City Secretary, Jeana Bellinger presented to Council the Official Canvass of the returns of the City of Brenham’s Special Election held on January 21, 2012 which reflected that Mary-Barnes-Tilley received the majority of the 654 ballots cast, with the results as follows:

	<u>Total Votes</u>	<u>Percent</u>
Mary Barnes-Tilley	394	60.24%
Jason D. Kiemsteadt	212	32.42%
Jason Rees	42	6.42%
John Tuck	6	0.92%

A motion was made by Councilmember Goss and seconded by Mayor Pro Tem Nix to approve Resolution No. R-12-005 canvassing the returns and declaring Mary E. Barnes-Tilley the winner of the Special Election held on January 21, 2012 for the purpose of electing one Council Member, At Large Place 5 to the City Council of the City of Brenham, Texas for an unexpired term.

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	Absent
Councilmember Weldon Williams	Yes

The meeting was adjourned.

Milton Y. Tate, Jr.
Mayor

Jeana Bellinger, TRMC
City Secretary

Brenham City Council Minutes

A regular meeting of the Brenham City Council was held on February 2, 2012 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
Councilmember Mary Barnes-Tilley
Councilmember Andrew Ebel
Councilmember Danny Goss
Councilmember Weldon Williams, Jr.

Members absent:

Councilmember Keith Herring

Others present:

City Manager Terry Roberts, Assistant City Manager Kyle Dannhaus, City Attorney Cary Bovey, City Secretary Jeana Bellinger, Deputy City Secretary Jennifer Salsgiver, Chief Financial Officer Carolyn Miller, Adam Griffin, Stacy Hardy, Debbie Gaffey, Christi Korth, Fire Chief Ricky Boeker, Deputy Chief Alan Finke, Police Chief Rex Phelps, Asstant Police Chief Jay Petrash, Chris Jackson, David Doelitsch, Public Works Director Doug Baker, Kim Hodde, Leslie Kelm, Public Utilities Director Lowell Ogle, Assistant Public Utilities Director Dane Rau, Bobby Branham, Lin Hartstack, Jennifer Eckermann, Angela Hahn, Amanda Carker, Janie Mehrens, Kevin Boggus, Darlene Konieczny, Doris Krolczyk, Florence Bentke, Larry Thomas, Cody Neutzler, Gerry Hartstack, Julie Fulgham, and Kevin Schmidt

Citizens present:

Perry Thomas, Page Michel, Clint Kolby, Mary Barnes-Tilley, Jeff Tilley, Mike Brannon, Mike Roderer, Dave Hubbard, Glenn Jones, Danny Ross, Barbara Ross, David Kelly, Pam Plagen, and Dorothy Morgan

Media Present:

Allison Smith, Brenham Banner Press; Frank Wagner, KWHI

1. Call Meeting to Order

2. Invocation and Pledges to the US and Texas Flags – Mayor Milton Y. Tate, Jr.

3. Administer Oath of Office to Elected Official and Issue Certificate of Election for Council Position:

Mary Barnes-Tilley Place 5, At Large (Unexpired Term)

City Secretary Jeana Bellinger read the Certificate of Office and Dorothy Morgan, retired Washington County Judge, administered the Oath of Office to Mary Barnes-Tilley for the Place 5 - At Large Position on the City Council of the City of Brenham, Texas for an Unexpired Term.

4. 4-a. Service Recognitions

Service recognitions were presented to the following employees:

Debra D. Gaffey – Finance	5 years
Cody S. Neutzler – Sanitation	5 years
Larry D. Thomas – Municipal Courts	25 years
Geraldine (Gerry) Hartstack – Purchasing	25 years (RETIREMENT)

Chief Financial Officer, Carolyn Miller, expressed her appreciation to Ms. Hartstack for her hard work and dedication to the City of Brenham.

4-b. New Employees

Terry Roberts introduced Julie Fulgham, Director of Development Services

5. Special Recognition

➤ **Recognition of Ms. Plagens’ Second Grade Class from Krause Elementary**

Special Recognition was given to Ms. Plagen’s Second Grade Class for attending the council meeting after studying government.

6. Proclamation

➤ **David Daniel Kelly Day**

Mayor Tate read a Proclamation designating February 2, 2012 as David Daniel Kelly Day in celebration of Mr. Kelly’s 90th birthday. The Proclamation was accepted by David Daniel Kelly.

7. Citizens Comments

There were no citizen comments.

CONSENT AGENDA

8. Statutory Consent Agenda

8-a. Minutes from the January 19, 2012 Council Meeting

A motion was made by Mayor Pro Tem Nix and seconded by Councilmember Williams to approve the Statutory Consent Agenda Item 8-a. minutes from the January 19, 2012 council meeting.

City Secretary Bellinger advised the Council that Councilmember Barnes-Tilley would need to abstain from voting on this item because she was not an official council meeting at the January 19, 2012 meeting.

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 Mary Barnes-Tilley	Abstain
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Absent
Councilmember Weldon Williams	Yes

REGULAR AGENDA

9. Discuss and Possibly Act Upon Resolution No. R-12-006 Declaring Support for The Overlook at Linheir Farms Joint Housing Tax Credit and Home Program Funds Application to the Texas Department of Housing and Community Affairs (TDHCA) for the year 2012 and Authorize the Mayor to Execute any Necessary Documentation

Public Works Director Doug Baker explained the intent of Overlook at Linheir Farms is to submit an application for HOME Program funds from Texas Department of Housing and Community Affairs (TDHCA) for an affordable rental housing development, designated for elderly individuals, located on S. Market Street. Mr. Baker stated that seventy-five units will be constructed with the majority rented to individuals or families whose incomes are within TDHCA’s prescribed guidelines.

Mr. Baker advised Council that this is the same program discussed at the January 19, 2012 council meeting in which Mr. Emanuel Glockzin requested support for Resolution No. R-12-004 for his proposed Bluebonnet Square Apartments; however, Mr. Glockzin has since withdrawn his request.

Project Developer Mike Roderer provided a brief overview of the company's history. He explained that rental rates will depend on the tenants' income and stressed that this development is not a housing voucher program. Mr. Roderer explained that this independent living facility is similar to one being contracted in Taylor, TX and compared the facility to existing elderly communities in Brenham. He reviewed the facility's amenities and explained that the manager lives on site.

Councilmember Goss voiced concern regarding mobility due to the single elevator design. Councilmember Williams expressed concern with sound proofing and questioned the developer's expansion plans. Mayor Pro Tem Nix noted the need to review the impact of this development with the fire and police departments.

Citizen Barbara Ross addressed Council about her concerns related to the facility only having one elevator and she noted that a four-story building does not fit the city esthetically or historically. Ms. Ross also expressed concern for the facility's upkeep due to the income level variance.

Mr. Roderer expressed that his company constructed similar successful facilities in other communities and explained the company's interest in building within the area between Dallas Fort Worth, San Antonio, and Houston. Mr. Roderer stressed that the development would comply with the City's building codes and he was solely seeking their support with the project and not blueprint approval.

A motion was made by Councilmember Goss and seconded by Mayor Pro Tem Nix to approve Resolution No. R-12-006 declaring support for the Overlook at Linheir Farms Joint Housing Tax Credit and Home Program Funds Application to the Texas Department of Housing and Community Affairs (TDHCA) for the year 2012 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 Mary Barnes-Tilley	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Absent
Councilmember Weldon Williams	Yes

10. Discuss and Possibly Act Upon a Request to Extend Utilities Outside the City Limits to 1555 Highway 36 North and Authorize the Mayor to Execute any Necessary Documentation

Since this item had previously been tabled, a motion was made by Councilmember Goss and seconded by Mayor Pro Tem Nix to bring this item from the table.

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 Mary Barnes-Tilley	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Absent
Councilmember Weldon Williams	Yes

City Manager Terry Roberts briefed council about the extension and clarified that this project will not affect the general fund.

Assistant Director of Public Utilities, Dane Rau, presented this item to Council. He indicated that the City had received a request to extend utilities to the new facility of Premier Metal Buyers located at 1555 HWY 36 North. Mr. Rau advised Council that to serve this facility, the water and sewer lines must be extended up Blue Bell Rd. towards Highway 36 North approximately 2300 feet. He advised Council that the total cost for these utility extensions is estimated between \$90,000 and \$100,000. Mr. Rau presented different cost and service options for the extension.

Mr. Rau stated that Mike Brannon, owner of Premier Metal Buyers, will petition for annexation into the City and also agreed to pay \$11,000 of these extensions. Mr. Rau explained that the city budgeted approximately \$50,000 for unplanned water line extensions and \$80,000 for unplanned sewer line extensions. With this project, water expenditures for unplanned projects fall below the budgeted amount and unplanned sewer projects exceed roughly \$12,000 above the budgeted amount. If approved, quotes will be received for materials and bores with an anticipated start date of March of 2012.

Mr. Rau stated that two other in-city extensions will be undertaken in the near future as customers request service. A portion of Alois Ln. eventually needs sanitary sewer, which requires a lift station to serve 14 houses. This extension and infrastructure is estimated at \$19,500. Salem Rd. has shown interest in both water and sewer, which also requires a lift station bringing the project cost for sewer at \$30,000 and water at \$14,500. Staff recommends that Council approve the utility extensions to 1555 HWY 36 North.

A motion was made by Councilmember Goss and seconded by Councilmember Williams to extend utilities outside the city limits to 1555 Highway 36 North with 6” water and sewer lines.

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 Mary Barnes-Tilley	Yes
Councilmember Andrew Ebel	No
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Absent
Councilmember Weldon Williams	Yes

11. Discuss and Possibly Act Upon the Appointment of Jennifer Salsgiver as a Deputy City Secretary

City Secretary Jeana Bellinger presented this item to Council. She reminded Council that former Deputy City Secretary Tammy Cook left the City of Brenham to take another position for the City of San Marcos. Therefore, in accordance with the City’s Charter, the City Council must appoint a person to exercise all of the duties of the City Secretary’s Office, in my absence. Ms. Bellinger recommended that Jennifer Salsgiver be appointed Deputy City Secretary.

A motion was made by Councilmember Barnes-Tilley and seconded by Councilmember Ebel to appoint Jennifer Salsgiver as a Deputy City Secretary.

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 Mary Barnes-Tilley	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Absent
Councilmember Weldon Williams	Yes

WORK SESSION

12. Presentation of the 2011 Annual Report by the Fire Department

Fire Chief Ricky Boeker presented this report. He reviewed the department's performance, statistics, and services. The department responded to 588 fires in 2011 compared to 446 in 2010, which is a 32% increase. The department's county response rose from 84 to 119, generating a 42% increase from the previous year. Brenham will undergo an ISO evaluation in March.

13. Presentation of the 2011 Annual Report by the Police Department

Chief Rex Phelps presented this report. He reviewed the department's performance, statistics, and services. He was pleased to report that the Part 1 crime rate decreased by 7% compared to the previous year. The department responded to approximately 3,500 911 calls, processed over 4,000 animals, and deployed the K-9 Unit 223 times with over a 80% drug detection rate. He reported that the injury accident rate decreased by 14% from the previous year. The department addressed 537 code violations in 2011 compared to 171 in 2010, which is a 300% increase. He expressed his appreciation to all of his officers, the Mayor and City Council, and the public for all of their assistance during the year.

Councilmember Williams expressed his desire for the City to improve their relationship with the Animal Friends Group. Mayor Tate expressed the impending need for a new animal shelter.

14. Presentation of the 2011 Annual Report by the Public Works Department

Public Works Director Doug Baker presented this report. 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. The department performed 1776 inspections and issued 217 residential and 138 commercial construction building permits. The department accomplished implementing a railroad quiet zone, constructed an amphitheater in Hohlt Park, conducted a comprehensive street overlay inventory, and built a new airport hangar.

15. Administrative/Elected Officials Report

Terry Roberts reported on the following:

- Department reports continued at March 8, 2012 council meeting
- March council meeting moved to the 2nd and 4th Thursday
- Reception for Julie Fulgham at 4:00 p.m.
- Chamber After Hours today
- February 10, 2012 Transportation Forum at Blinn

Weldon Williams reported on the following:

- TML magazine article for website improvements – well done.

Gloria Nix reported on the following:

- A typographical error in the Banner's Progress Edition indicated that she would be in office until "2103". The Banner representative apologized for the error

Mary Barnes-Tilley reported on the following:

- She will not attend the February 16, 2012 council meeting.

The meeting was adjourned.

Milton Y. Tate, Jr.
Mayor

Jeana Bellinger, TRMC
City Secretary



AGENDA ITEM 6

DATE OF MEETING: February 16, 2012		DATE SUBMITTED: February 10, 2012	
DEPT. OF ORIGIN: Administration		SUBMITTED BY: Kyle Dannhaus	
MEETING TYPE:		CLASSIFICATION:	
<input checked="" type="checkbox"/> REGULAR		<input type="checkbox"/> PUBLIC HEARING	
<input type="checkbox"/> SPECIAL		<input type="checkbox"/> CONSENT	
<input type="checkbox"/> EXECUTIVE SESSION		<input checked="" type="checkbox"/> REGULAR	
		<input type="checkbox"/> WORK SESSION	
ORDINANCE:			
<input type="checkbox"/> 1 ST READING			
<input type="checkbox"/> 2 ND READING			
<input type="checkbox"/> RESOLUTION			
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon the Rejection of Bid No. 12-005 for Sheet Metal Work for New and Existing City Buildings and Authorize the Mayor to Execute Any Necessary Documentation			
SUMMARY STATEMENT: Staff received bids for four projects in this year's budget on January 31, 2012. The low bidder was J&A Roofing, LLC at a price of \$84,565.00. The budgeted amount for these projects was \$66,700.00. We recommend rejecting this bid and staff will provide other options for the proposed projects.			
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):			
A. PROS:			
B. CONS:			
ALTERNATIVES (In Suggested Order of Staff Preference):			
ATTACHMENTS: (1) Bid Information Sheet; and (2) Bid Tabulation			
FUNDING SOURCE (Where Applicable):			
RECOMMENDED ACTION: Reject Bid No. 12-005 for sheet metal work for new and existing city buildings and authorize the Mayor to execute any necessary documentation			
APPROVALS: Terry K. Roberts			



Bid Information Sheet

January 31, 2012

**Sheet Metal Works for a New Building and for Existing Buildings
Bid No. 12-005
Bid Opening: January 31, 2012, 2:00 P.M.**

Requesting Department

- 1. Electric Department**
- 2. Street Department**
- 3. Maintenance and Mechanic Shop**
- 4. Water Department**

Vendors requesting bid packets: 3

Number of bids received: 2



Bid Tabulation

**Sheet Metal Works for a New Building and for Existing Buildings
 Bid No. 12-005
 Bid Opening: 01/31/2012**

Bidders

Item	Rhodes Bldg. Systems, Inc. Somerville, Texas	J & A Roofing, LLC Brenham, Texas
1. Electric Dept. Remodel existing building	\$28,126.74	\$24,500.00
2. Street Dept. Install new roof	\$25,994.37	\$29,185.00
3. Maintenance & Mechanic Shop Install a lean-to roof extension	\$19,927.00	\$12,895.00
4. Water Dept. Fabricate and construct new building	\$24,729.62	\$17,985.00
Grand Total	\$98,777.73	\$84,565.00



AGENDA ITEM 7

DATE OF MEETING: February 16, 2012		DATE SUBMITTED: February 13, 2012	
DEPT. OF ORIGIN: Administration		SUBMITTED BY: Kyle Dannhaus	
MEETING TYPE:		CLASSIFICATION:	
<input checked="" type="checkbox"/> REGULAR		<input type="checkbox"/> PUBLIC HEARING	
<input type="checkbox"/> SPECIAL		<input type="checkbox"/> CONSENT	
<input type="checkbox"/> EXECUTIVE SESSION		<input checked="" type="checkbox"/> REGULAR	
		<input type="checkbox"/> WORK SESSION	
ORDINANCE:			
<input type="checkbox"/> 1 ST READING			
<input type="checkbox"/> 2 ND READING			
<input type="checkbox"/> RESOLUTION			
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon Bid No. 12-006 for Mowing and Cleanup Services for Various City Departments and Authorize the Mayor to Execute Any Necessary Documentation			
SUMMARY STATEMENT: Staff received bids for mowing and cleanup services for various locations around town on February 7, 2012. Two bids were received with the low bidder being Precision Lawn Management. In this year's budget, staff recommended contracting mowing services at about 17 locations around town to lower our staffing and equipment costs. After evaluating the low bid, we recommend awarding this bid to Precision Lawn Management in the amount of \$27,520.00. Staff also included the contract mowing that we do around town for the Health Department. We recommend awarding the Annual Contract to Precision Lawn Management for these services also.			
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):			
A. PROS:			
B. CONS:			
ALTERNATIVES (In Suggested Order of Staff Preference):			
ATTACHMENTS: (1) Bid Information Sheet; and (2) Bid Tabulation			
FUNDING SOURCE (Where Applicable):			
RECOMMENDED ACTION: Approve and award Bid No. 12-006 for mowing and cleanup services to Precision Lawn Management and authorize the Mayor to execute any necessary documentation			
APPROVALS: Terry K. Roberts			



Bid Information Sheet

February 7, 2012

Mowing and Cleanup Services

Bid No. 12-006

Bid Opening: February 7, 2012, 2:00 P.M.

Requesting Department: Parks Department

Police Department (Code Enforcement Officer)

Vendors requesting bid packet: 3

Number of bids received: 2



Bid Tabulation

Mowing and Cleanup Services

Bid No. 12-006

Bid Opening: 02/07/2012

A. Parks Department

Item/Description/Location	<u>Bidder</u>	
	Precision Lawn Management Brenham, TX.	Glasco & Company Brenham, TX.
	<u>Per Occurrence</u>	
1. 2007 Old Chappell Hill Rd.-Animal Shelter	\$95.00	\$85.00
2. Main & E. Alamo-Median	\$35.00	\$30.00
3. 200 N. Chappell Hill St./ 800 Sycamore-Vacant Lot	\$35.00	\$25.00
4. 404 N. Chappell Hill St.-Vacant Lot	\$35.00	\$60.00
5. 101 N. Chappell Hill St.-Fire Dept. Yard	\$60.00	\$90.00
6. 301 N. Baylor-Comm. Bldg. Yard	\$35.00	\$30.00
7. 200 Blk of Vulcan (Vulcan & Baylor) Parking Lot Area	\$35.00	\$30.00
8. W. Main and Martin Luther King, Pkwy-Median	\$15.00	\$10.00
9. W. Main & W. Alamo (Median)		
a. 100 St. Joseph & 1000 Main View	\$15.00	\$10.00
b. 900 W. Alamo & 200 Heights Circle	\$10.00	\$10.00
c. West Main & E. Alamo (2 Medians)	\$10.00	\$20.00
10. 1000 Blk. of Prairie Lea-Vacant Lot	\$65.00	\$70.00
11. 1800 Blk. of Longwood Dr.-Median	\$15.00	\$10.00
12. 1800 Longwood Dr.-Police Bld. Yard	\$120.00	\$145.00
13. Hwy 290 & FM 389-290 Right-of-Way Landscape Area	\$120.00	\$230.00
14. S. Market & Stone Street-Median	\$35.00	\$30.00
15. Stringer & Stonehollow-Median	\$35.00	\$10.00
16. 1800 E. Tom Green-Blue Bell Aquatic Center Yard	\$120.00	\$230.00
17. 1710 E. Tom Green-Boys & Girls Club Yard	\$45.00	\$60.00
Grand Total Lump Sum	\$27,520.00	\$33,320.00

B. Code Violation Properties

Item/Description/Location	<u>Bidder</u>	
	Precision Lawn Management Brenham, TX.	Glasco & Company Brenham, TX.
<u>Hourly and Per Occurrence</u>		
1. Lot Mowing, trimming/weedeating of standard vacant residential lot, price on a per lot basis. Includes mowing, trimming/weedeating of alley or easement to midline of said alley or easement.	\$80.00	\$75.00
2. Lot Same as above, except with a house on the standard lot, priced on a per lot basis. Includes mowing, trimming/weedeating of alley or easement to the midline of said alley or easement.	\$80.00	\$65.00
3. Acre Mowing, trimming of property in excess of one (1) acre (43,560 sq. ft.), priced on a per acre basis.	\$125.00	\$115.00
4. Alley/Easement The mowing, trimming/weedeating of an alley or easement to the midline of said alley or easement.	\$80.00	\$55.00
5. Load The hauling of trash, debris and rubbish shall be bid on a per load (6'x16'x4' utility trailer) basis and is to include: vehicle, machinery and disposal cost. If trash/debris is dumped in a landfill that charges a fee, an actual dump receipt must be submitted with the vendor's invoice for contractor reimbursement. If trash/debris is dumped elsewhere, site must be identified and a dumping fee included in this quote.	\$250.00	\$115.00
6. Hour The cutting of any over-hanging tree limbs, bushes, or any other vegetation that is considered an encroachment, price on per man per hour basis.	\$35.00	\$45.00
7. Hour Repair of residential/commercial fences and shall include the labor cost of two (2) workers. Price per hour for two (2) workers.	\$70.00	\$80.00

Bidder

Item/Description/Location	Precision Lawn Management Brenham, TX.	Glasco & Company Brenham, TX.
	<u>Hourly and Per Occurrence</u>	
8. Hour Removal of residential fences and shall include the labor cost per hour per worker and the hauling off of old fence.	\$45.00	\$125.00
9. Hour The abatement or treatment (with a mosquito larvicide) of stagnant water.	\$45.00	\$65.00
10. Hour Covering of open wells or cisterns in a secure manner, or the filling of open wells or cisterns with earth or other appropriate material to the ground surface level.	\$75.00	\$60.00
Grand Total Lump Sum	\$885.00	\$800.00